

Notice of meeting and agenda

Policy and Sustainability Committee

10.00 am Tuesday, 30th August, 2022

Dean of Guild Court Room - City Chambers

This is a public meeting and members of the public are welcome to attend or 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 Any items under "Private Business" will not be published, although the decisions will be recorded in the minute.

Contacts

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1. Order of Business

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

2. Declaration of Interests

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

3. Deputations

- 3.1 If any

4. Minutes

- 4.1 Minute of Policy and Sustainability Committee of 7 June 2022 – 7 - 10
submitted for approval as a correct record

5. Forward Planning

- 5.1 Work Programme – August 2022 11 - 20
- 5.2 Rolling Actions Log 21 - 32

6. Business Bulletin

- 6.1 Business Bulletin 33 - 40

7. Executive Decisions

7.1	Police Scotland - Edinburgh City Division Scrutiny Report April-June 2022 – Report by the Interim Executive Director of Corporate Services	41 - 70
7.2	Petition for Consideration: Twinning Edinburgh with Gaza City – Report by the Interim Executive Director of Corporate Services (Note: This report was continued from the meeting of the Policy and Sustainability Committee on 7 June 2022)	71 - 74
7.3	Council Budget 2022-23 – Poverty Reduction and Climate Emergency Measures – Report by the Interim Executive Director of Corporate Services	75 - 82
7.4	Annual Performance Report, 2021/22 – Report by the Chief Executive	83 - 132
7.5	Local Government Benchmarking Framework 2020/21 - Edinburgh Overview – Report by the Chief Executive	133 - 186
7.6	Consultation Policy Annual Review – Report by the Interim Executive Director of Corporate Services	187 - 212
7.7	Sustainable Food Update – Report by the Interim Executive Director of Corporate Services	213 - 222
7.8	2030 Climate Strategy - Environmental Assessment Consultation and Annual Review – Report by the Interim Executive Director of Corporate Services	223 - 322
7.9	Regulation of Investigatory Powers (Scotland) Act 2000: Outcome of IPCO Audit and General Update – Report by the Chief Executive	323 - 350
7.10	Update on Recycling and Waste Collection in Schools – Report by the Executive Director of Place	351 - 372

7.11	Edinburgh Slavery and Colonialism Legacy Review Report and Recommendations – Report by the Executive Director of Place	373 - 514
7.12	EnerPHit Tranche 1 Programme – Report by the Executive Director of Place	515 - 614
7.13	Update on the Edinburgh Health and Social Care Older People Joint Inspection Improvement Plan – Report by the Chief Officer, Edinburgh Health and Social Care Partnership	615 - 624
7.14	Edinburgh Integration Joint Board Savings and Recovery Programme 2021-22 Closure Report – Report by the Chief Officer, Edinburgh Health and Social Care Partnership	625 - 634
7.15	Conference - Next Steps for the Children's Care System in Scotland and Implementing The Promise – Report by the Interim Executive Director of Corporate Services	635 - 638

8. Routine Decisions

8.1	McCrae's Battalion Trust: Commemorative Service at Contalmaison Cairn – 1 July 2022 – Report by the Chief Executive	639 - 642
8.2	Employment Policy Updates (Special Leave Policy and Bicycle Policy) – Report by the Interim Executive Director of Corporate Services	643 - 666
8.3	Employment Policies Relating to 'Conduct' – Report by the Interim Executive Director of Corporate Services	667 - 686
8.4	Bord Na Gaidhlig – Response to Consultation on the Draft National Gaelic Language Plan 2023-28 – Report by the Chief Executive	687 - 692

9. Motions

9.1	If any	
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Nick Smith

Service Director, Legal and Assurance

Committee Members

Councillor Cammy Day (Convener), Councillor Mandy Watt, Councillor Alan Beal, Councillor Marco Biagi, Councillor Kate Campbell, Councillor Sanne Dijkstra-Downie, Councillor Phil Doggart, Councillor Joan Griffiths, Councillor Kevin Lang, Councillor Lesley Macinnes, Councillor Adam McVey, Councillor Jane Meagher, Councillor Frank Ross, Councillor Iain Whyte, Councillor Alys Mumford, Councillor Ben Parker and Councillor Alex Staniforth

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 in the City Chambers, High Street, Edinburgh and 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.

A copy of the agenda and papers for this meeting will be available for inspection prior to the meeting at the main reception office, City Chambers, High Street, Edinburgh.

The agenda, minutes and public reports for this meeting and all the main Council committees can be viewed online by going to the Council's online [Committee Library](#).

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Minutes

Policy and Sustainability Committee

10.00 am, Tuesday 7 June 2022

Present

Councillors Day (Convener), Aston (substituting for Councillor Campbell), Bandel, Beal, Biagi, Burgess, Dijkstra-Downie, Duggart, Griffiths, Lang, Macinnes, McVey, Meagher, Miller, Frank Ross, Watt and Whyte.

1. Minutes

Decision

To approve the minute of the Policy and Sustainability Committee of 29 March 2022 as a correct record.

2. Policy and Sustainability Committee Work Programme

The Policy and Sustainability Committee Work Programme for 7 June 2022 was presented.

Decision

- 1) To ask the Interim Executive Director of Corporate Services to confirm the date for the submission of the report in respect of item 22 on the Work Programme – End Poverty in Edinburgh Delivery Plan 2020-30.
- 2) To otherwise note the Work Programme.

(Reference – Work Programme 9 June 2022, submitted.)

3 Policy and Sustainability Committee Rolling Actions Log

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

Decision

- 1) To clarify the dates for submission of the reports in respect of the following actions:

Action 1 – Business Case for the Management Transfer of Secondary School Sports Facilities to Edinburgh Leisure – Progress Report

Action 2 – City of Edinburgh Council – Motion by Councillor Main – Recycling in Schools

Action 6 – Update on the Edinburgh Health and Social Care Older People Joint Inspection Improvement Plan

Action 8 – City of Edinburgh Council - Barriers to Elected Office – Motion by Councillor Main

Action 10 - Petition for Consideration – Twinning Edinburgh with Gaza City

2) To ask the Chief Officer, Edinburgh and Health and Social Care Partnership to advise members on why Action 5 (update on the Edinburgh Health and Social Care Older People Joint Inspection Improvement Plan) had been deferred from the June 2022 meeting to August 2022.

3) To otherwise note the Rolling Actions Log.

(Reference – Rolling Actions Log, submitted.)

4. Future Policy Agenda – Presentation by the Chief Executive

The Convener ruled that Standing Order 22.15 be waived to allow discussions beyond the 40-minute time limit.

The Chief Executive set out the policy agenda for both national and local levels which the Council would be facing over the next few years. There were strategic challenges for the city which included the cost of living crisis, increased risk of severe poverty, increased demand for core services, transition to net zero and a challenging economic outlook.

The Council's current business plan included 3 main priorities which were:

- To end poverty by 2030
- Wellbeing and Equalities
- A sustainable and Net Zero City

The presentation covered the forward look for Council Policy which had taken into account a number of issues including local political priorities, key ongoing strategic and legislative duties and continuing service improvement and financial planning programmes and included new Scottish Government policy, legislation and regulations which would arise.

In conclusion the Chief Executive stressed that there would be significant city-wide strategic challenges, an ambitious programme of local and national policies to deliver and a challenging financial environment.

Motion

To note the presentation by the Chief Executive.

- moved by Councillor Day, seconded by Councillor Watt

Amendment

- 1) Notes the verbal update by the Chief Executive.
- 2) Notes the Council is still working to a business plan which prioritises action on climate change and tackling poverty and inequality.

- 3) Further notes that residents face increasing difficulties as a result of a cost of living crisis, driven by significant inflation and failure of regulators and the UK Government to act to constrain profits of energy producers increasing prices to unacceptable and damaging levels.
- 4) Further notes the most recent report of the Intergovernmental Panel on Climate Change emphasising the need for urgent deep cuts to carbon emissions to mitigate the worst effects of climate change.
- 5) Agrees that in the resource planning in the lead up to the budget and in drawing up all plans, officers will outline options for further prioritising resources and officer capacity needed to progress action to tackle poverty and inequality.
- 6) Agrees that in the resource planning in the lead up to the budget and in drawing up all plans, officers will outline options for further prioritising resources and officer capacity needed to progress action on the climate emergency.
- 7) Requests a report within 1 cycle on the delivery of specific resources allocated in the 22/23 budget of poverty and inequality reduction measures.
- 8) Requests a report within 1 cycle on the delivery of specific resources allocated in the 22/23 budget of climate emergency measures.

- moved by Councillor McVey, seconded by Councillor Burgess

Amendment 2

To agree that in the resource planning in the lead up to the budget the Council will make the case for increased funding from the Scottish Government for a growing City that is amongst the lowest funded per head in Scotland, and in drawing up all plans, officers will outline options for prioritising officer capacity needed to ensure we “get the basics right” and ensure everyday council services are delivered better: fixing roads, potholes, the bins.

- moved by Councillor Whyte, seconded by Councillor Doggart

In accordance with Standing Order (22)12, Amendments 1 and 2 were adjusted and accepted as an addendum to the motion.

Decision

To approve the following adjusted motion by Councillor Day:

- 1) To note the presentation by the Chief Executive.
- 2) To note that the Council was still working to a business plan which prioritised action on climate change and tackling poverty and inequality.
- 3) To further note that residents faced increasing difficulties as a result of a cost of living crisis, driven by significant inflation and failure of regulators and the UK and Scottish Governments to act to constrain profits of energy producers increasing prices to unacceptable and damaging levels.

- 4) To further note the most recent report of the Intergovernmental Panel on Climate Change emphasising the need for urgent deep cuts to carbon emissions to mitigate the worst effects of climate change.
- 5) To agree that in the resource planning in the lead up to the budget and in drawing up all plans, officers would outline options for further prioritising resources and officer capacity needed to progress action to tackle poverty and inequality.
- 6) To agree that in the resource planning in the lead up to the budget and in drawing up all plans, officers would outline options for further prioritising resources and officer capacity needed to progress action on the climate emergency.
- 7) to request a report within 1 cycle on the delivery of specific resources allocated in the 22/23 budget of poverty and inequality reduction measures.
- 8) To request a report within 1 cycle on the delivery of specific resources allocated in the 22/23 budget of climate emergency measures.
- 9) To agree that in the resource planning in the lead up to the budget the Council would support CoSLA to make the case for increased funding from the Scottish and UK Governments for a growing City that was amongst the lowest funded per head in Scotland, and in drawing up all plans, officers would outline options for prioritising officer capacity needed to ensure we “get the basics right” and ensure everyday council services were delivered better: fixing roads, potholes, the bins.

Work Programme

Policy and Sustainability Committee

25 August 2022

	Title / description	Purpose/Reason	Routine / Executive	Lead officer	Directorate	Progress updates	Expected date
1	Council Asbestos Policy	3 Year Review	Routine	Chris Lawson	Corporate Services	Annual	October 2024
2	Council Fire Safety Policy	3 Year Review	Routine	Chris Lawson	Corporate Services	Annual	June 2024
3	Council Health and Safety Policy	3 Year Review	Routine	Chris Lawson	Corporate Services	Annual	December 2023
4	Council Water Safety Policy	3 Year Review	Routine	Chris Lawson	Corporate Services	Annual	June 2024
5	Council Smoke Free Policy	3 Year Review	Routine	Chris Lawson	Corporate Services	Annual	December 2023
6	Gaelic Language Plan 2018-22	Monitoring Report	Executive	Eleanor Cunningham	Corporate Services	Annual	February 2023
7	Welfare Reform	Annual Update	Routine	Sheila Haig	Corporate Services	Annual	November 2022

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	Title / description	Purpose/Reason	Routine / Executive	Lead officer	Directorate	Progress updates	Expected date
8	Edinburgh Integration Joint Board	Progress Report	Executive		Chief Officer, Edinburgh Health and Social Care Partnership	6-monthly	February 2023
9	Older People Joint Inspection Improvement Plan	Progress report	Executive	Marian Gray	Chief Officer, Edinburgh Health and Social Care Partnership	6-monthly	August 2022 (Final Report)
10	Energy Management Policy for Operational Buildings - Annual Report.	Progress report	Executive	Gareth Barwell	Place	Annual	December 2022
11	Policy Assurance Statement – Customer Services	Annual report	Executive	Nicola Harvey	Corporate Services	Annual	November 2022
12	Policy Assurance Statement - Human Resources (HR)	Annual report	Executive	Katy Miller	Corporate Services	Annual	November 2022
13	Policy Assurance Statement - Legal	Annual report	Executive	Nick Smith	Corporate Services	Annual	November 2022

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	Title / description	Purpose/Reason	Routine / Executive	Lead officer	Directorate	Progress updates	Expected date
	and Assurance						
14	Contact Centre Performance	Update report	Executive	Nicola Harvey	Corporate Services	Annual	November 2022
15	Digital and Smart City Strategy	Annual report	Executive	Nicola Harvey	Corporate Services	Annual	October 2022
16	Chief Social Work Officer's Annual Report	Annual report	Executive	Jackie Irvine	Education and Children's Services	Annual	November 2022
17	Diversity and Inclusion Strategy	Annual update	Executive	Katy Miller	Corporate Services	Annual	October 2022
18	Police Scotland Update	Annual plan	Executive	Jamie Macrae	Corporate Services	Annual	October 2022
19	Police Scotland – City of Edinburgh Division Update	Quarterly Update	Executive	Jamie Macrae	Corporate Services	Quarterly	August 2022 October 2022
20	Fire and Rescue Service	Annual plan	Executive	Jamie Macrae	Corporate Services	Annual	October 2022
21	Carbon Impact of the Council's	Annual Report	Executive	Paula McLeay	Corporate Services	Annual	June 2023

	Title / description	Purpose/Reason	Routine / Executive	Lead officer	Directorate	Progress updates	Expected date
	International Travel						
22	End Poverty in Edinburgh Delivery Plan 2020-30	Annual Report	Executive	Chris Adams	Corporate Services	Annual	Autumn 2022
23	2030 City Target Monitoring Approach	Annual Report	Executive	Claire Marion	Corporate Services	Annual	November 2022
24	Appointments to Working Groups	Annual Report	Executive	Jamie Macrae	Corporate Services	Annual	November 2022
25	Corporate Performance updates	Bi-Annual Update	Executive	Edel McManus	Corporate Services	Bi-annual	October 2022 February 2023
26	Annual Performance report and LGBF report	Annual	Executive	Edel McManus	Corporate Services	Annual	August 2022
27	Council Emissions Reduction Plan (CERP)	Annual Update	Executive		Corporate Services	Annual	November 2022
28	Edinburgh Economy Strategy	Annual Progress	Executive	Chris Adams	Place	Annual	November 2022

	Title / description	Purpose/Reason	Routine / Executive	Lead officer	Directorate	Progress updates	Expected date
29	EIJBs Savings and Recovery Programme	Bi-annual Update	Executive		Chief Officer, Edinburgh Health and Social Care Partnership	Bi-annual	August 2022

Policy and Sustainability Committee Upcoming Reports

Appendix 1

Report Title	Directorate	Lead Officer
NOVEMBER 2022		
Welfare Reform – Annual Report	Corporate Services	Sheila Haig
Contact Centre – Annual Report	Corporate Services	Nicola Harvey
Digital and Smart City Strategy – Annual Report	Corporate Services	Nicola Harvey
Policy Assurance Statement – Customer Services	Corporate Services	Nicola Harvey
Policy Assurance Statement - Human Resources (HR)	Corporate Services	Katy Miller
Policy Assurance Statement - Legal and Assurance	Corporate Service	Nick Smith
Chief Social Work Officer’s Annual Report	Education and Children’s Services	Jackie Irvine
Diversity and Inclusion Strategy	Corporate Services	Katy Miller
Police Scotland Update – Annual Plan	Corporate Services	Jamie Macrae

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Police Scotland – City of Edinburgh Division Update – Quarterly Update	Corporate Services	Jamie Macrae
Fire and Rescue Service – Annual Plan	Corporate Services	Jamie Macrae
2030 City Target Monitoring Approach	Corporate Services	Claire Marion
End Poverty in Edinburgh Delivery Plan 2020-30	Corporate Services	Chris Adams
Corporate Performance updates – Bi-annual Update	Corporate Services	Edel McManus
Council Emissions Reduction Plan (CERP) – Annual Update	Corporate Services	
Edinburgh Economy Strategy	Place	Chris Adams
In-house Service Provision – response to a motion by Councillor Day	Place	
Prevention of Drug Deaths – Response to motion by Councillor McFarlane	Place	
Draft Biodiversity 2030 Strategy and new Edinburgh Biodiversity Action Plan	Place	Caroline Peacock
Enterprise Risk Management Policy	Corporate Services	Lesley Newdall
Risk Appetite Statement	Corporate Services	Lesley Newdall

EIJB Update Report	EH&SCP	Judith Proctor
System Pressures	EH&SCP	Judith Proctor
Plant Based Treaty Report – Response to a Motion by Councillor Burgess	Corporate Services	
Improving Accessibility and Inclusion for Edinburgh Citizens and Visitors – Response to a Motion by Councillor Lezley Marion Cameron	Place	
Agreement on Time Off and Provision of Facilities for Trade Union Representatives	Corporate Services	
Council Motion Stonewell	Corporate Services	Katy Miller
Pay Gap Reporting	Corporate Services	Katy Miller
Code of Conduct	Corporate Services	Katy Miller
Grievance and Bullying and Harrassment	Corporate Services	Katy Miller
JANUARY 2023		
Energy Management Policy for Operational Buildings – Annual Report	Place	Gareth Barwell
City of Edinburgh Council - Barriers to Elected Office – Response to a Motion by Former Councillor Main	Chief Executive	

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Rolling Actions Log

Policy and Sustainability Committee

30 August 2022

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 30 August 2022</u></p> <p>Community access to sport facilities at Wester Hailes High School and Leith Academy were transferred to Edinburgh Leisure on 1st April 2022.</p> <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</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<p>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> <p><u>Update 25 June 2020</u></p> <p>To agree that a final report be submitted to Committee.</p>
2	06.02.20	City of Edinburgh Council – Motion by Councillor Main – Recycling in Schools	<p>To request:</p> <p>a) All council services involved, including Schools, Estates: Facilities Services and Catering Service, and Waste Services work together to review and</p>	Executive Director of Place	August 2022		<p><u>Recommended for Closure</u></p> <p>Report on the agenda for this meeting</p> <p><u>Update 1 June 2021</u></p> <p>Due to the ongoing</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>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>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> <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</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							this report will be deferred to September 2020, to enable the relevant service areas to prioritise work to support schools re-opening and to incorporate lessons learned arising from the Covid-19 lockdown period.
3	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</p>	<p>Executive Director of Place</p> <p>Executive Director Place</p>	<p>August 2022</p> <p>End May 2022</p>		<p><u>Recommended for Closure</u></p> <p>Report on the agenda for this meeting</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</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			and provide an update to members				classrooms until September 2021, it is proposed to provide committee with a update report in early 2022
4	03.08.21	Youth Work in Community Centres and Other Locations	To agree to receive a further report on the youth work strategy in October.	Executive Director of Education and Children's Services	September 2022		<p><u>Update 30 August 2022</u></p> <p>A report is to be submitted to the Education, Children and Families Committee in September 2022</p> <p><u>Update – June 2022</u></p> <p>A report is to be submitted to the Education, Children and Families Committee in August 2022</p> <p><u>Update – October 2021</u></p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							The full report will be submitted at a later date when Council officers and partners are better placed to provide an informed report, following the Scottish Government launch the National Youth Work Strategy in early 2022. An update will be included on the Business Bulletin in November.
5	05.10.21	In-house Service Provision - Response to a motion by Councillor Day	To note the work being undertaken by officers and request a further update in 3 cycles to look at opportunities to bring services in house from the hard FM contract during 2021/22 financial year.	Executive Director of Place	November 2022		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
6	30.11.21	Update on the Edinburgh Health and Social Care Older People Joint Inspection Improvement Plan	To request a further update in June 2022 on the outstanding actions set out in paragraph 4.9 of the report by the Chief Officer, Edinburgh Health and Social Care Partnership, some of which remained subject to approval by the EIJB.	Chief Officer, Edinburgh Health and Social Care Partnership	August 2022		<u>Recommended for Closure</u> Report on the agenda for this meeting <u>Update August 2022</u> In terms of the move from June 22 to August 22, in recognition of the impacts of the local government elections and the expectation that the first meeting of the new committee would likely have a busy agenda, this report may not be seen as priority due to being an update only.
	07.06.22		To ask the Chief Officer, Edinburgh and Health and Social Care Partnership to advise members on why the update on the Edinburgh Health and Social Care Older People Joint Inspection Improvement Plan had been deferred from the June 2022 to August 2022 meeting.	Chief Officer, Edinburgh Health and Social Care Partnership			
7	16.12.21	City of Edinburgh Council - Improving Accessibility and	Council calls for a report to the Policy and Sustainability Committee within three cycles setting out progress	Executive Director of Place	November 2022		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Inclusion for Edinburgh Citizens and Visitors - Motion by Councillor Lezley Marion Cameron	on improving the accessibility and inclusion of Edinburgh; how this is being achieved; and what further steps Council can take to work with its partners to improve the accessibility of major attractions, public services and amenities which are not in the Council ownership.				
8	17.03.22	City of Edinburgh Council - Barriers to Elected Office – Motion by Councillor Main	1) Council requests a short report, giving a breakdown of the numbers of candidates and elected councillors by gender and by under-represented groups to Policy and sustainability Committee, (or the relevant Committee) at the first meeting after the 5 th May election, to inform	Chief Executive	December 2022		<u>Update August 2022</u> An update is provided on the Business Bulletin for this meeting

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>discussions and further action to be taken.</p> <p>2) Council requests that this report includes details of work that could be undertaken at a Council level to meet our collective commitment to increase the diversity of the councillor group and to ensure that CEC is a representative democratic body serving all of Edinburgh's communities.</p>				
9	29.03.22	Our Future Work Strategy - Progress Update	To call for a further report to Committee no later than August 2022 detailing how Council productivity would be monitored going forward under the Our Future Work	Interim Executive Director of Corporate Services	August 2022		<p><u>Recommended for Closure</u></p> <p>An update is provided on the Business Bulletin for this</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			Strategy and how performance management and staff management would be developed to be more outcome focused.				meeting
10	29.03.22	Petition for Consideration – Twinning Edinburgh with Gaza City	To note that the report had been withdrawn to allow officers to give full consideration to legal matters raised since publication of the agenda.	Interim Executive Director of Corporate Services	August 2022		<u>Recommended for Closure</u> Report on the agenda for this meeting
11	07.06.22	Future Policy Agenda	<p>1) To request a report within 1 cycle on the delivery of specific resources allocated in the 22/23 budget of poverty and inequality reduction measures.</p> <p>2) To request a report within 1 cycle on the delivery of specific resources allocated in the 22/23 budget of</p>	Chief Executive	August 2022		<u>Recommended for Closure</u> Report on the agenda for this meeting
				Chief Executive	August 2022		<u>Recommended for Closure</u> An update is provided in the Business Bulletin for this

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			climate emergency measures.				meeting
12	30.06.22	City of Edinburgh Council – Motion by Councillor McFarlane - Prevention of Drug Deaths	Calls on the Council to work with partners in health and criminal justice to provide a report to the Policy and Sustainability Committee in two cycles into the feasibility of supporting an official Overdose Prevention Centre trial in the City.	Chief Officer, Edinburgh Health and Social Care Partnership	1 November 2022		

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Business Bulletin

Policy and Sustainability Committee

10.00am, Tuesday, 30 August 2022

Dean of Guild Courtroom, City Chambers, High Street, Edinburgh

Policy and Sustainability Committee

Convener:	Members:	Contact:
<p>Convener: Councillor Cammy Day</p> 	<p>Councillor Cammy Day (Convener) Councillor Jule Bandel Councillor Alan Beal Councillor Marco Biagi Councillor Steve Burgess Councillor Kate Campbell Councillor Sanne Dijkstra-Downie Councillor Phil Doggart Councillor Joan Griffiths Councillor Kevin Lang Councillor Lesley Macinnes Councillor Adam McVey Councillor Jane Meagher Councillor Claire Miller Councillor Frank Ross Councillor Mandy Watt Councillor Iain Whyte</p>	<p>Jamie Macrae, Committee Officer</p> <p>Louise Williamson, Assistant Committee Officer</p>

Recent News	Background
<p>New Edinburgh Partnership Survey</p> <p>The Edinburgh Partnership Board have agreed to create a new resident survey. The survey will support and monitor the Local Outcome Improvement Plan 2018-2028 (LOIP) and increase the shared performance and monitoring data for all the partners involved.</p> <p>Formerly the metrics required for the LOIP were obtained through the Edinburgh People Survey but Council funding for this activity was withdrawn in 2019. This new approach, working collaboratively with partners, offers many benefits not least in providing a more resource efficient and consistent way of gathering information to inform work in the city.</p> <p>NHS Lothian, Edinburgh University, Edinburgh College, Police Scotland, Skills Development Scotland, Fire and Rescue Service, and Edinburgh Capital City Partnership have contributed to a joint budget to undertake the survey for a year. Subject to successful conduct of the survey and continued funding, this survey will continue in subsequent years.</p> <p>The Edinburgh Partnership Board will appoint a Management Group from its officers to create, plan, commission, and report the survey. The survey is expected to launch in January 2023 and will contribute to the Council Business Plan performance report as well as the LOIP annual report.</p>	<p>Contact: David Porteous</p> <p>Strategy Manager, Policy and Insight Team, Corporate Services</p>
<p>City of Edinburgh Council (17 March 2022) - Barriers to Elected Office – Motion by Councillor Main.</p> <p>(1) Council requests a short report, giving a breakdown of the numbers of candidates and elected councillors by gender and by underrepresented groups to Policy and sustainability Committee, (or the relevant Committee) at the first meeting after the 5th May election, to inform discussions and further action to be taken.</p> <p>2) Council requests that this report includes details of work that could be undertaken at a Council level to meet our collective commitment to increase the diversity of the councillor group and to ensure that CEC is a representative democratic body serving all of Edinburgh’s communities.</p>	<p>Contact: Chris Highcock</p> <p>Elections and Members Services Manager, Corporate Services</p>

Response - There is no collection of demographic/diversity data at the nomination of candidates for local government elections in Scotland, so no data is held that would allow “a breakdown of the numbers of candidates and elected councillors by gender and by underrepresented groups”. A survey of elected members will be undertaken to allow such a breakdown for councillors. Allowing for the design, testing circulation and analysis of the data this will be reported to Committee by the end of 2022. The results of the survey may suggest areas of work that could be undertaken to increase the diversity of the councillor group, recognising the role of parties in the selection of candidates.

How will Council productivity be monitored and performance management and staff management developed to be more outcome focussed within the context of ‘Our Future Work’? – response to the request from Councillor Whyte at Policy and Sustainability Committee on 29th March

If we can get the future world of work right for our workforce, through challenging previously accepted norms, better supporting wellbeing and inclusivity and ensuring our workforce feel listened to, empowered and supported – then, ultimately, we will see improvements in organisational performance. Therefore, the work being undertaken across all strands of our People Strategy - of which Our Future Work is one part of - all help to develop and embed the desired behaviours and working practices, such as being more outcome focussed.

In terms of monitoring the Council’s overall performance and productivity, this is maintained via established mechanisms including the Council’s Planning & Performance Framework and the Local Government Benchmarking Framework data which provides a view at a key performance indicator level. Managers use their systems/and management information at a service/team level to provide a more granular view of service delivery/performance.

For performance management, the value of focussing on outcomes has been understood for some time and is a key element of our current Colleague Performance Framework, introduced in 2016. Through it, managers are encouraged to check in with their teams regularly, both individually and as a team, agree realistic goals and measures that align with the goals of the service, identify areas for development and discuss ways to maximise performance. The emphasis of

Contact: [Lindsay Roberston](#)

Change and Delivery Manager, Human Resources, Corporate Services

the framework is on the quality of the conversation between line managers with colleagues and teams.

This is supplemented with a variety of resources such as workshops, eLearning modules and more, to support managers in focusing their conversations with team members on the right things, such as progress against their defined goals, wellbeing, etc.

As part of the first phase of delivering the Our Future Work strategy, extensive management engagement was carried out, including regular sessions led by Executive Directors and Service Directors and a managers' toolkit, giving guidance on how to ensure team and individual discussions are outcome focussed.

A further programme of engagement with managers is in development to reinforce understanding and accountability for undertaking key leadership tasks such as Performance Management.

GRBV Action - Motion by Councillor Doggart – Pandemic Planning

In July 2020, Council approved the following motion proposed by Councillor Doggart:

1) Agrees that the Interim Executive Director of Corporate Services reviews the council's response and preparedness to COVID-19 but acknowledges that as the council is still responding to the pandemic, any review would be premature at this time.

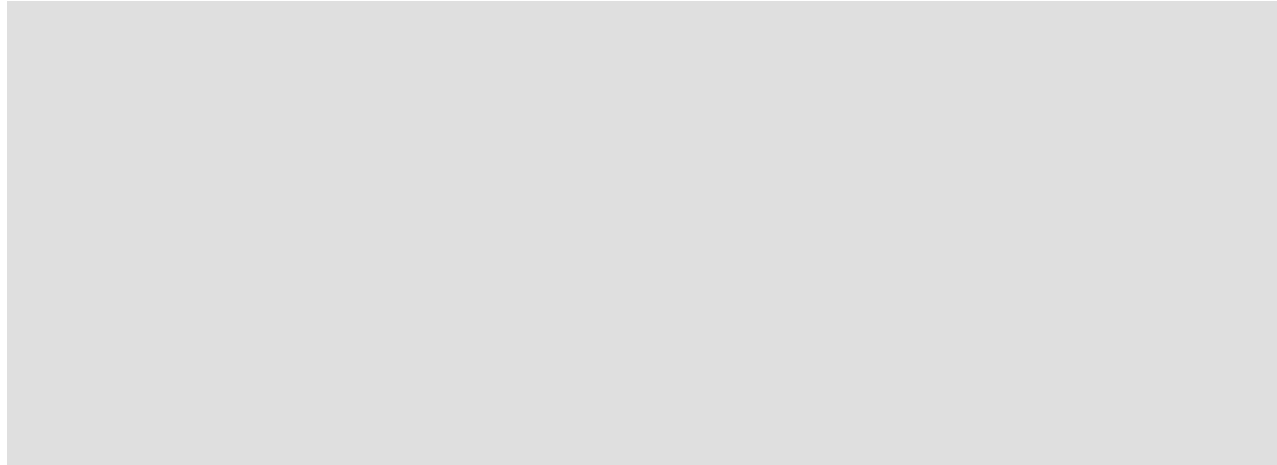
2) Asks that the Interim Executive Director of Corporate Services updates the Policy and Sustainability committee on when he believes it would be appropriate both in terms of Corporate Services and timing for such a review to take place.

Having considered the timing of the review requested carefully, it would seem appropriate for this to take place following the national review which is now being arranged. This is because the Council's response needs to be set in the context of the guidance and directions made by both the UK and Scottish Governments.

Contact: [Richard Carr](#)

Interim Executive
Director of Corporate
Services, Corporate
Services

Forthcoming activities:



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Policy and Sustainability Committee

10.00am, Tuesday, 30 August 2022

Police Scotland – Edinburgh City Division Scrutiny Report April – June 2022

Executive/routine
Wards
Council Commitments

1. Recommendations

1.1 To note the update from the divisional commander.

Richard Carr
Interim Executive Director of Corporate Services

Contact: Jamie Macrae, Committee Officer
Legal and Assurance Division, Corporate Service Directorate
E-mail: jamie.macrae@edinburgh.gov.uk | Tel: 0131 553 8242

Police Scotland – Edinburgh City Division Scrutiny Report April – June 2022

2. Executive Summary

- 2.1 This report provides the update from Police Scotland on the Edinburgh City Division during the period April to June 2022.

3. Background

- 3.1 In May 2019 the Council agreed that police and fire and rescue service city-wide plans, policies and performance would be considered by the Policy and Sustainability Committee.
- 3.2 This provides a forum for Police Scotland and the Scottish Fire and Rescue Service to discuss major cross-cutting issues with the Council as well as fulfilling their duty to engage with the local authority.
- 3.3 The [Police and Fire Reform \(Scotland\) Act 2012](#) requires the local commander to provide the local authority with:
- 3.3.1 reports on the carrying out of police functions in its area (including by reference to any local policing plan in force for the area),
 - 3.3.2 statistical information on complaints made about the Police Service in, or the policing of, its area, and
 - 3.3.3 other information about the policing of its area

4. Main report

- 4.1 This report covers the period 1 April 2022 – 30 June 2022 and is part of a regular update from the divisional commander to the Policy and Sustainability Committee.
- 4.2 The report contains an overview and summary by the Divisional Commander, a summary of local policing priorities, crime statistics, and progress made around Police Scotland's strategic outcomes: Public Safety and Wellbeing; Needs of Local Community; Confidence in Policing; Positive Working Environment, and Sustainable and Adaptable Service.

5. Next Steps

- 5.1 Under the [Police and Fire Reform \(Scotland\) Act](#) the Council can monitor and provide feedback to the local commander.

6. Financial impact

- 6.1 Not applicable.

7. Stakeholder/Community Impact

- 7.1 Not applicable.

8. Background reading/external references

- 8.1 Policy and Sustainability Committee 23 February 2021 – [Police Scotland – City of Edinburgh Division Update](#)
- 8.2 Policy and Sustainability Committee 10 June 2021 – [Police Scotland – City of Edinburgh Division Update](#)
- 8.3 Policy and Sustainability Committee 5 October 2021 – [Police Scotland – City of Edinburgh Division Update](#)
- 8.4 Policy and Sustainability Committee 29 March 2022 – [Police Scotland – City of Edinburgh Division Update](#)

9. Appendices

- 9.1 Report by the Divisional Commander.

POLICING FOR A SAFE, PROTECTED AND RESILIENT SCOTLAND



POLICE
SCOTLAND
Keeping people safe
POILEAS ALBA

EDINBURGH CITY DIVISION
SCRUTINY REPORT
April - June 2022



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Introduction by the Divisional Commander



I am pleased to present the first 2022/23 police scrutiny report for Edinburgh covering April to June 2022. This year will bring fresh challenges for policing as we get back to celebrating the return of visitors to the capital city. We have commenced drafting the Local Policing Plan for 2023-2026 and will shortly be launching a public consultation and engagement period of at least 12 weeks. It is essential that we learn exactly what Edinburgh's communities need from its police service and this is your opportunity to help us identify the key policing priorities for the next three years.

The main conduit will be through the 'Your Police Survey', which will be updated to accommodate your views on our local policing future. Following the consultation and development of our priorities and desired outcomes, I look forward to achieving them through continued close working with Edinburgh's communities and our partners. I believe that this process meets the principles of good scrutiny which underpins community engagement and consultation by focusing on outcomes, understanding and reflecting community concerns, promoting joint working to secure better outcomes, best value and service delivery, and supporting continuous improvement through constructive challenge.

By using both quantitative and qualitative data, this report analyses our performance in seeking to achieve our five strategic outcomes, namely: Public Safety & Wellbeing; Needs of Local Communities; Confidence in Policing; Positive Working Environment and Sustainable & Adaptable Service. It highlights some of the services we at Edinburgh Division, and indeed the whole of Police Scotland's national support mechanisms, are delivering on a day-to-day basis to protect our communities and improve the quality of life for Edinburgh's citizens.

I had the recent pleasure of welcoming another 25 new Probationer Constables to the Division, these officers will help the current establishment to keep our residents and visitors safe during the Edinburgh International Festival, which is back in full this year. These officers will also build on our success in reducing violent and acquisitive crime, learning on the job, from our more experienced officers and detectives.

My staff have been tackling motorbike crime and anti-social behaviour across the city, carrying out a substantial amount of preventative and investigative work. Individuals have been arrested and stolen property has been returned to their rightful owners. I am pleased to report that offending levels have now dropped below what would typically be expected for this time of year.

Looking ahead, planning is already underway ahead for a busy Autumn and Winter, with a number of football and rugby fixtures, music and dance festivals, Bonfire Night and Edinburgh's Christmas and Hogmanay celebrations, as well as many other events in our city to look forward to. We will do this at the same time as managing our business as usual to help keep Edinburgh safe.

Chief Superintendent Sean Scott
Divisional Commander



Summary of Local Policing Priorities

For the reporting period of 1st April 2022 to 30th June 2022, a total of 11952 crimes were recorded by Edinburgh Division. This is a reduction of 7.8% (1007 fewer crimes) against the five year average. Solvency has reduced by 3% over the same five year period to 49.9%. The following summary provides a breakdown in respect of our Local Policing Priorities against the 5 year average, and against last year to date (LYTD) where the 5 year average is not available. The 5 year average remains the primary comparator for analysing performance, however it contains and is influenced by the performance data of the 2020/21 Covid-19 pandemic.

Addressing Violence

Overall violent crime has reduced by 5.4% (93 fewer crimes) against the 5 year average. There has been 1 recorded murder, which is level with the 5 year average. Attempted murder has increased by 81.8% (5 more crimes) against the 5 year average. Serious assaults have increased by 7.1% (5 more crimes) against the 5 year average. Common assault (including emergency workers) has reduced by 5.5% (88 fewer crimes) against the 5 year average.

Reducing Drug Harm and Targeting Supply

Partnership work with the National County Lines Co-ordination Centre continues, with the aim of reducing the opportunities for external Serious and Organised Crime Groups to supply controlled substances in Edinburgh, whilst also providing safeguarding opportunities for those that are exploited. Proactive enforcement has resulted in positive recoveries of illegal drugs, cash, related paraphernalia and the seizure of vehicles. Total drug crime has increased by 30.7% (193 more crimes) against the 5 year average.

Targeting Housebreaking and Acquisitive Crime

Acquisitive crime has reduced by 10.0% (422 fewer crimes) against the 5 year average. Domestic housebreaking has reduced by 60.8% (164 fewer crimes) against the 5 year average. Motor vehicle crime has reduced by 1.6% (10 fewer crimes) against the 5 year average. Theft from a lockfast place (excluding motor vehicles) has reduced by 9.7% (6 fewer crimes). Theft shoplifting increased by 3.3% (31 more crimes), and common theft increased by 1.1% (11 more crimes). Fraud has increased by 30.5% (268 more crimes), which is reflective of the wider national picture.

Dealing with Disorder and Antisocial Behaviour

Antisocial behaviour incidents have reduced by 25.0% (2792 fewer incidents) against the 5 year average. Overall Group 4 crimes (including vandalism, malicious mischief and fire-raising) have reduced by 7.1% (91 fewer crimes) against the 5 year average. Vandalism has reduced by 11.6 % (131 fewer crimes) over the same period.

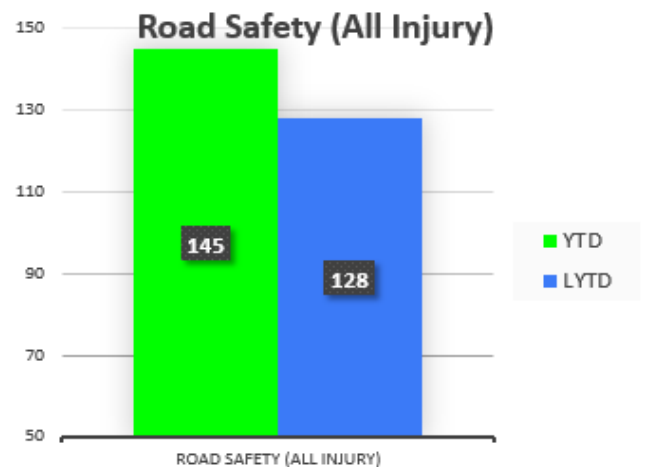
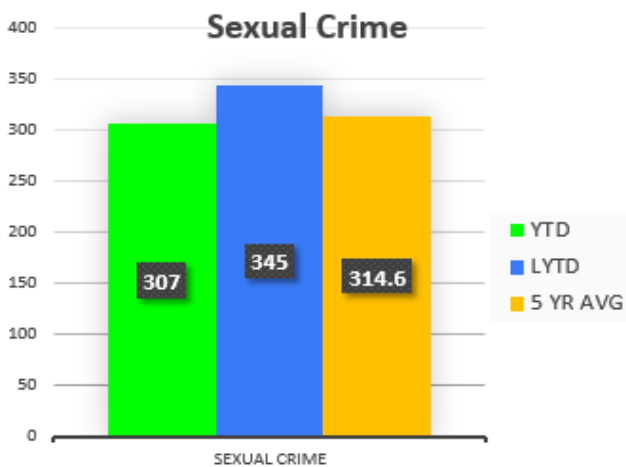
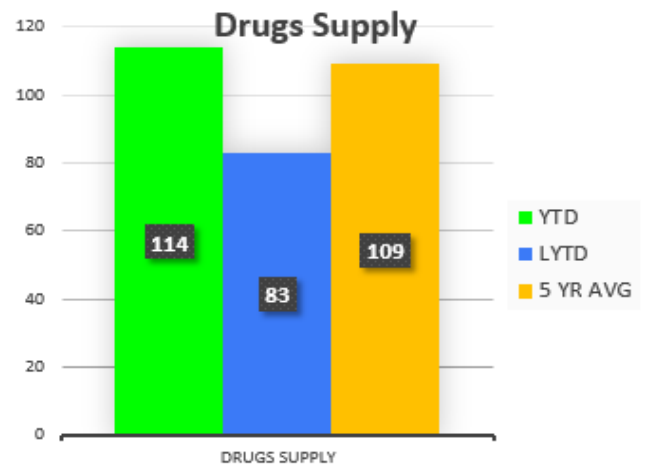
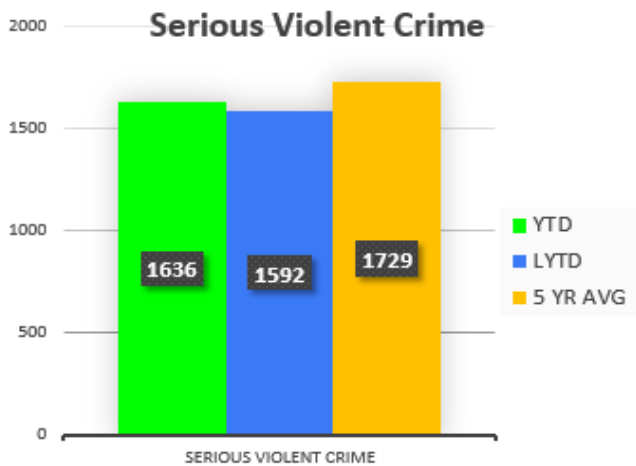
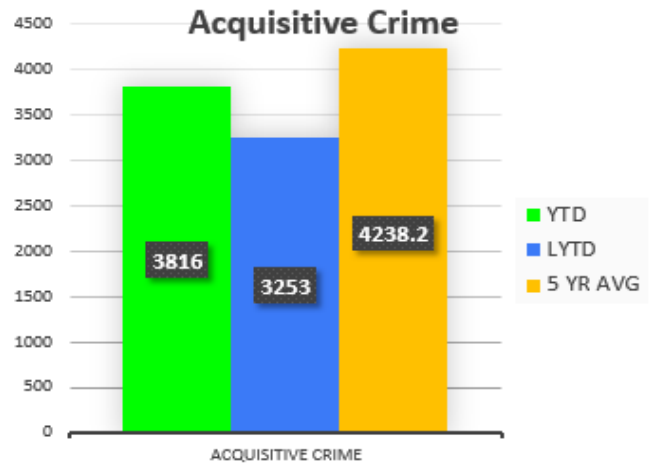
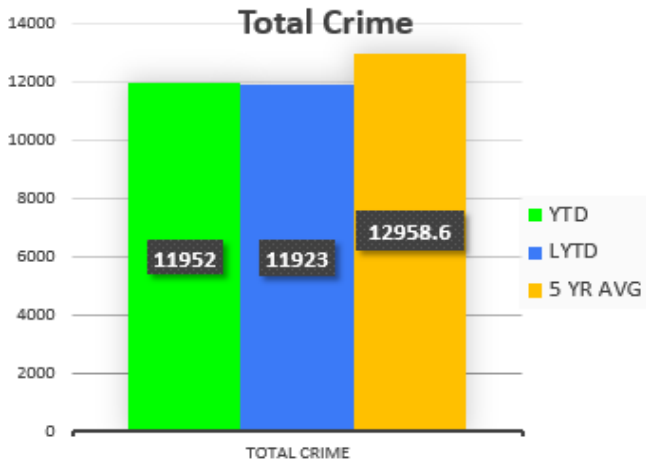
Making Our Roads Safe

Offences in relation to driving and the use of motor vehicles have reduced by 10.9% (250 fewer crimes) compared to the 5 year average. There have been 4 fatal collisions this year to date, compared to one LYTD. There has been an increase of 2.8% (1 collision more) in serious injury collisions and an increase of 14.3% (13 more collisions) in those resulting in slight injury against LYTD.



Edinburgh City Division at a glance

The charts below represent year to date incident and crime demand throughout the division, compared with last year to date and the 5 year average.





Public Safety and Wellbeing

Success means that threats to public safety and wellbeing are resolved by a responsive police service

Addressing Violence

Group 1 crime includes:

- Murder
- Attempted murder
- Serious assault
- Robbery

	Group 1 Recorded Crime	Group 1 Solvency
		
April – June 2022	263	67.3%
April – June 5 year average	216	68.1%
% change from 5 year average	+21.8%	-0.8%

- Group 1 crime has increased by 21.8% (47 more crimes) against the 5 year average. The increase in 'sextortion' and drugging offences has significantly contributed to the increase in Group 1 offences and the reduction in Group 1 solvency. When excluding these offences from the crime statistics, Group 1 crime has increased by 5.9% (12 more crimes) and solvency has increased by 12.0% to 85.0% against the 5 year average.
- Solvency has reduced by 0.8% to 67.3% against the 5 year average.
- S.1 Domestic Abuse Scotland Act (DASA) offences have reduced by 20.0% (7 fewer crimes) against LYTD. It is noted DASA offences continue to affect the overall Group 1 picture since its introduction on 1st April 2019.
- 1 murder has been recorded this year, which is equal to the 5 year average.
- 12 attempted murders have been recorded this year, which is 5 more than the 5 year average. This increase is a result of targeted acts of violence, with no significant wider risk to members of our communities. A dedicated team of officers has been established, tasked with providing specific disruption and intervention to those individuals who are involved in this type of organised criminality.
- Serious assaults have increased by 7.1% (5 more crimes) against the 5 year average. Solvency has increased by 10.3%.
- Robbery has reduced against the 5 year average by 24.0% (16 fewer crimes).
- Threats & Extortion has increased by 166.3% (31 more crimes) against the 5 year average. A significant number of these were instances of webcam blackmail or 'sextortion'. These are frequently perpetrated overseas, however the crime remains recorded in Scotland.
- There have been 10 druggings reported this year to date, compared to a 5 year average of 1. The large rise in reported offences is a result of considerable media and social media attention given to 'spiking' in recent months.



CASE STUDY

Case Study – Patrick Mooney and Patrick Keenan:

In June 2022, as a result of protracted enquiries, Patrick Mooney and Patrick Keenan were sentenced to 10 and 9 years respectively for abduction and robberies committed across Scotland. They identified and targeted specific individuals before entering their homes, holding them against their will, and robbing them of their possessions. As a result of the investigation Mooney and Keenan pleaded guilty at a pre-trial hearing.



Detective Inspector Kevin Tait:

"The sentence handed down to Patrick Mooney and Patrick Keenan is a testament to the prolonged and multifaceted investigation carried out by my team utilising specialist national resources and our colleagues from a number of divisions across Police Scotland, ranging from Dumfries to Inverness. These two individuals specifically targeted their victims and carried out abhorrent and intrusive crimes against them in their own homes, with no regard for the impact these crimes have on the victims and their families. Thankfully crimes of this violent nature are not a common occurrence in Edinburgh or Scotland, and this was an exceptional example of the ability and flexibility to access national resources across Police Scotland."



Group 2 crime includes:

- Rape
- Sexual assault
- Lewd and libidinous practices
- Communicating indecently
- Disclosing intimate images

	Group 2 Recorded Crime	Group 2 Solvency
		
April – June 2022	307	53.4%
April – June 5 year average	315	53.3%
% change from 5 year average	-2.4%	+0.1%

- Overall Group 2 crime has reduced by 2.4% (8 fewer crimes) against the 5 year average.
- Solvency has increased by 0.1% against the 5 year average.
- Rape has reduced by 4.3% (2 fewer crimes) against the 5 year average.
- Sexual assaults have increased by 19.9% (18 more crimes) against the 5 year average, however have reduced by 4.3% (5 fewer crimes) when compared to LYTD. Sexual assault offences are at a similar level to those seen in 2019/20, prior to the Covid-19 pandemic. Sexual assaults in the City Centre declined during each of the last two years, however have now returned to pre-pandemic levels following the full return of the night-time economy.
- Indecent Communication Offences have reduced by 35.5% (11 fewer crimes) respectively compared to the 5 year average.



QUOTE

Case Against Bradley Booth:

Bradley Booth, now aged 21, preyed on seven victims who were all children at the time of his offending, subjecting them to serious sexual offences.

Booth committed numerous contact and communication offences in the Edinburgh and East Lothian areas between 2016 and 2019. His modus operandi was approaching girls online, engaging them in conversation and then sexualising the situations, despite being fully aware of their status as children. He showed clear intent on exploiting their vulnerabilities and using his dominating character to commit the offences.

Information was received by Police during 2019 that Booth had been responsible for the rape of a 13-year-old female. An investigation was thereafter undertaken by Edinburgh Public Protection Unit, whereby a further 6 young females that had been targeted by Booth were traced.



The investigation culminated in Booth being reported to COPFS and him being placed on bail. Safeguarding measures were implemented regarding Booth, and the victims were supported by Police Scotland and partner agencies.

Booth was recently found guilty at Edinburgh Sheriff Court of the rape of 3 underage girls, as well as underage sex and communications offences with a further 4 girls. He has been remanded in custody until sentencing and has been placed on the Sex Offenders Register.



Drug Supply crime includes:

- Manufacture or cultivation of drugs
- Supply of drugs to another (including intent)
- Bringing drugs into prison

	Drug Supply Recorded Crime	Drug Supply Solvency
		
April – June 2022	824	78.6%
April – June 5 year average	631	87.4%
% change from 5 year average	+30.7%	-8.7%

- Total drug crime has increased by 30.7% (193 more crimes) and solvency has reduced by 8.7% to 78.6% against the 5 year average.
- Production, manufacture or cultivation of drugs has reduced by 10.4% (1 less crime).
- Supply of drugs has increased by 4.6% (5 more crimes) and solvency has reduced by 5.6% to 78.1% against the 5 year average. The reduction in solvency is largely due to the pending forensic analysis of controlled substances and electronic devices.
- Possession of drugs has increased by 36.6% (190 more crimes) and solvency has reduced by 9.5% to 78.7% against the 5 year average. This increase has driven the rise in overall drug crime, and was due to a high volume of offences recorded at a dance event.
- Bringing drugs into prison has reduced by 69.7% (5 fewer crimes) against the 5 year average. This reduction is a consequence of reduced visitor numbers to the prison and improved prevention mechanisms.
- Partnership work with the National County Lines Co-ordination Centre continues, with the aim of reducing the opportunities for external Serious and Organised Crime Groups to supply controlled substances in Edinburgh, whilst also providing safeguards for exploited children.

Targeting Supply



COUNTY LINES

County Lines Activity – Detective Inspector Bob Campbell


“In early April 2022, West Midlands Police contacted Police Scotland to advise they had a 15 year old high-risk missing person suspected to be harboured in Edinburgh. It was suspected they were involved in County Lines activity. The Edinburgh County Lines Unit (ECLU) supported West Midlands Police and traced the missing person safe and well at a flat in Edinburgh, thereafter returning him home. The ECLU has then carried out enquires into the reasons for the missing person being in Edinburgh, and through their investigations established he was a runner for a Birmingham based County Line.”

Enquiries into this line established a number of associates in the North-East of Edinburgh with activity being directed via telephone from Birmingham. Following partnership enquiries during April and May with British Transport Police, the North West Regional Organised Crime Unit, and Birmingham Gangs Unit, four Misuse of Drugs Act search warrants were executed simultaneously in Edinburgh and Birmingham, resulting in the arrest of 4 males and the recovery of £10,000 cash and £50,000 worth of class A drugs.

Once again robust and targeted enquiries have led to the recovery of significant amounts of class A drugs intended for our communities, and with the support of the Crown Office and Procurator Fiscal Service (COPFS), we have ensured those involved are no longer allowed to enter Scotland.”



Targeting Housebreaking and Acquisitive Crime

Group 3 crime includes:	Group 3 Recorded Crime	Group 3 Solvency
	<ul style="list-style-type: none"> Housebreaking Theft of / from motor vehicles Shoplifting Common theft Fraud 	
April – June 2022	3816	19.5%
April – June 5 year average	4238	25.4%
% change from 5 year average	-10.0%	-5.9%

- Acquisitive crime has reduced by 10.0% (422 fewer crimes) against the 5 year average.
- Overall housebreaking, which includes domestic premises, businesses, sheds and garages, has reduced by 50.1% (296 fewer crimes) against the 5 year average.
- Domestic housebreaking has reduced by 60.8% (164 fewer crimes) against the 5 year average.
- Motor vehicle crime has reduced by 1.6% (10 fewer crimes) against the 5 year average.
- Shoplifting has increased by 3.3% (31 more crimes) against the 5 year average, whilst common theft has increased by 1.1% (31 more crimes) against the 5 year average.
- Fraud has increased by 30.5% (115 more crimes) against the 5 year average, which is reflective of a wider national trend. A significant proportion of this is perpetrated via electronic means. Police Scotland and the Scottish Police Authority’s joint strategy for the future of policing in Scotland, includes the commitment to develop a specific cyber strategy to transform Police Scotland’s internal cyber capability and response. This enables the delivery of proactive support to individuals, communities and partners that embeds resilience and aligns to our wider preventative model.



CASE STUDY

Case Against Steven Mason

Operation Greenbay was instigated as a result of a significant increase in domestic housebreakings perpetrated with the sole purpose of stealing high value vehicles. Steven Mason was sought for over 50 offences committed across the East of Scotland, including housebreakings and road traffic offences. He would actively evade arrest, driving dangerously and assaulting officers in an effort to escape. He possessed technology that allowed him to overcome the security of keyless vehicles in order to steal them.

In July 2022, through a combined effort of Operation Greenbay officers from E, C, J and P divisions, as well as the Crown Office and Procurator Fiscal Service, Mason was sentenced to 36 months for various crimes of dishonesty, violence and road traffic offences.



Detective Inspector George Calder

“Steven Mason is a criminal who demonstrates an absolute disregard for the consequences of his actions and how they traumatise others. His attitude towards the seriousness of the offences he was committing on a daily basis was concerning. The manner of his driving whilst disqualified was dangerous and it was only through good fortune that he never seriously injured others or himself. The sentencing is well received and hopefully provides him with the opportunity to change his ways in the future”



Group 4 crime includes:

- Culpable and reckless conduct
- Vandalism
- Fire-raising

	ASB Group Recorded Incidents	Group 4 Crime
		
April – June 2022	8392	1202
April – June 5 year average	11184	1293
% change from 5 year average	-25.0%	-7.1%

- Anti-Social Behaviour (ASB) incidents have reduced by 25.0% (2792 fewer incidents), and overall Group 4 crime has reduced by 7.1% (91 fewer crimes) against the 5 year average. The 5 year average has been heavily influenced by a substantial increase in Covid-19 related calls recorded in 2020 and 2021.
- Fireraising has increased by 7.5% (5 more crimes) against the 5 year average.
- Vandalism has reduced by 11.6% (131 fewer crimes) against the 5 year average.
- Public nuisance incidents have reduced by 45.8% (1969 fewer incidents) against LYTD, whilst noise complaints have reduced by 31.7% (715 fewer incidents) against LYTD.

Operation Soteria

Summer 2022 - Increases in Thefts of Motorbikes and associated Antisocial Behaviour

Edinburgh instigated Operation Soteria across the city, led by divisional senior management, with Local Area Commanders responsible for different elements.

It is structured around four key areas:

- Prevention
- Operations
- Investigation
- Intelligence



KEY FACTS

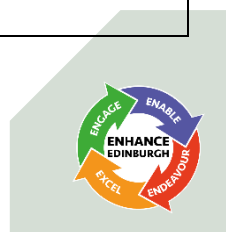
Crime Prevention officers within PIP (Preventions, Interventions, Partnerships) continue to promote security of motorcycles to prevent their theft and subsequent use in criminal activity / ASB. A wide range of prevention measures are being utilised, engaging with motorcycle users, partners (local, national and international), young people, tourists, community groups and more, via a number of different mediums.

Officers are trained in the use of off-road motorbikes and can be deployed through local tasking arrangements. SelectaDNA Tagging Sprays are available as a tactical option to assist in identifying offenders.

Local Area Commanders have developed bespoke approaches to tackling motorcycle ASB and thefts in their areas, utilising analytical work on hotspots and common offending times.



Within the first 28 days, Operation Soteria saw 48 motorbikes recovered, valued at approximately £353,879. 17 people have been arrested, with 111 charges labelled against those identified.

Work remains ongoing, however we are seeing positive results in terms of offending, with crime rates declining significantly in recent weeks.




Group 7 crime includes:

- Dangerous Driving
- Drink / Drug Driving
- Speeding
- Driving without a Licence
- Mobile phone offences
- Using a vehicle without an MOT certificate




	Group 7 Recorded Crime	Group 7 Solvency
		
April – June 2022	2051	79.9%
April – June 5 year average	2301	83.0%
% change from 5 year average	-10.9%	-3.1%

- Group 7 crime has reduced by 10.9% (250 fewer crimes) and solvency has reduced by 3.1% to 79.9% against the 5 year average.
- Dangerous driving offences have increased by 7.9% (5 more crimes) against the 5 year average.
- Driving without a licence offences have increased by 2.7% (4 more crimes) against the 5 year average.
- Driving without insurance offences have increased by 7.9% (30 fewer crimes) against the 5 year average.
- There have been 4 fatal collisions, which is an increase of 3 more collisions against LYTD. These collisions continue to be investigated, with no single factor linking all of them. The Edinburgh Road Safety Partnership continues to work collaboratively in an effort to identify at an early stage opportunities to improve safety for all road users.
- There has been an increase of 2.8% (1 collision more) in serious injury collisions and an increase of 14.3% (13 more collisions) in those resulting in slight injury. The increase in road traffic collisions is a consequence of increased road use compared to last year. The increase in collisions impacts the amount of proactive work carried out by Roads Policing Officers, as this inhibits their ability to be proactive in identifying other offences, which explains the overall reduction in Group 7 crime.

Road Policing in Edinburgh

 <p>CASE STUDY</p>	<p>Inspector Roger Park, Roads Policing:</p> <p><i>“Edinburgh Roads Policing officers are continuing to focus on Vulnerable Road Users, especially pedestrians, cyclists and motorcyclists, and have carried out a number of days of action number along with divisional officers. We are continuing to work alongside community officers in the south side of Edinburgh to tackle the use of e-scooters and off-road motorcycles riding antisocially throughout the city.</i></p> <p><i>As ever, reducing casualties remains a priority, and we will tackle this through speed detection and enforcement, as well as collaborating with Community Policing Teams in Operation Close Pass.</i></p> <p><i>Drink and Drug offences are still being focused on with an increase in the use of drug wipes, despite recent attention given to the time-barring of such offences.</i></p> <p><i>Road Policing will continue to support Edinburgh division through high visibility and reassurance patrols in addition to our proactive enforcement around the fatal five offences.”</i></p>
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	All Domestic Abuse Incidents	Domestic Crimes	Domestic Abuse Solvency
			
April – June 2022	1320	653	60.9%
April – June 5 year average	1454	927	66.3%
% change from 5 year average	-9.2%	-29.6%	-5.4%

- Domestic abuse incidents have reduced by 9.2% (134 fewer incidents) against the 5 year average.
- Domestic crimes have reduced by 29.6% (274 fewer crimes) against the 5 year average.
- Solvency has decreased by 5.4% to 60.9% against the 5 year average.
- Detections for Domestic Bail offences have decreased by 36.9% (31 fewer crimes) against the 5 year average. The reduction in recorded bail offences has contributed towards the overall decrease in domestic abuse solvency, as bail offences traditionally have a higher solvency rate (97.3%).
- Disclosure Scheme for Domestic Abuse Scotland (DSDAS) referrals have continued to increase on last year. The scheme provides means of sharing information about an abusive partner’s past. Increased numbers of applications are being received by partner agencies demonstrating a greater awareness of the scheme and its key role in the provision of protection to those who may be at risk of domestic abuse.

Domestic Abuse



QUOTE




DCI Adam Brown, Domestic Abuse Investigation Unit:

“The Domestic Abuse Investigation Unit based in Edinburgh continue to adopt a proactive approach to the Disclosure Scheme for Domestic Abuse Scotland, scrutinising domestic incidents and liaising with partner agencies for opportunities to intervene in potentially abusive relationships.

We have built on previous work with Edinburgh Women’s Aid and the local authority to ensure not only that disclosures are made, but that potential victims are afforded appropriate follow-up support to assist them in dealing with the information provided to them about their partner’s abusive past. This approach has resulted in an increase of referrals in excess of 25.0% compared to last year, recognising that DSDAS is an essential tool in intervening in potentially abusive relationships.


This multi-agency wraparound approach allows for effective intervention against domestic abuse, and may be a contributory factor in the reduction in recorded domestic crimes that we are currently seeing.”



	Hate Incidents	Hate Crimes	Hate Crime Solvency
			
April – June 2022	347	264	58.0%
April – June 5 year average	333	326	60.7%
% change from 5 year average	+4.3%	-18.9%	-2.8%

- Hate crimes have reduced by 18.9% (62 fewer crimes), while hate incidents have increased by 4.3% (14 more incidents) compared to the 5 year average.
- Solvency for hate crime has reduced by 2.8% compared to the 5 year average.
- Racially aggravated crimes have decreased by 12.4% (22 fewer crimes) compared to LYTD, and crimes aggravated by sexual orientation have decreased by 10.0% (5 fewer crimes) compared to LYTD.

Supporting People with Disabilities – Keep Safe Scheme



QUOTE

PC Emily Noble:

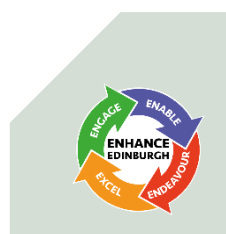
“Our Equality and Diversity officers within the E Division Prevention, Intervention and Partnerships team establish strong connections throughout our diverse communities in the city. This engagement is vital to ensure that people in Edinburgh have trust and confidence in Police Scotland and are aware of the various reporting mechanisms which are in place should they need to contact the police. Along with Leith community officer PC Fiona Campbell, we have developed a strong relationship with our Hindu community at Edinburgh’s Hindu Mandir in Leith through regular visits and engagement.

We were honoured to have recently been invited to take part in Raksha Bandhan, a Hindu festival that celebrates brotherhood and love. It was an opportunity to mark the special bond of community engagement and we were privileged to attend. It was humbling to hear how our Hindu community view our Armed Forces, Police and other emergency services as their brothers and sisters who provide protection on a routine basis, and invite them to attend this annual celebration to show their appreciation.

It is hoped that this wonderful relationship with our Hindu community can be developed even further.”

Puneet Dwivedi:

“Thank you officer Fiona and officer Emily for attending the Raksha Bandhan festival. It was great to have you at Edinburgh temple. I hope you enjoyed the lunch and hospitality and we look forward to seeing you again in the future.”



Needs of Local Community

Success means the needs of the local communities are addressed through effective service delivery

Preventative Approaches and Local Partnerships

Community Alcohol Partnership

The SW Community Alcohol Partnership (CAP) has continued its partnership working and conducted a Week of Action. Amongst the actions carried out were:

- Hotspot patrols and engagement with young persons in the community.
- Promotion of the Proxy Sales Campaign by stencilling messages with temporary chalk in and around retail areas. This was followed up by some enforcement action, with a 34-year-old man identified purchasing alcohol for minors. He was subsequently traced, arrested and charged.
- A CAP spider tent was deployed at events, encouraging public engagement.
- Joint patrols with Scotmid security, with advice and guidance given to staff to enhance their crime prevention and detection.
- Licensed Premises visits, where advice and guidance was provided.
- School Link Officers engaging with school and community groups to provide alcohol and drug awareness inputs.

Significant Hate Crime Perpetrator

The South West area had one of the most prolific hate crime perpetrators in the Division. The female had been responsible for over 60 hate crimes since 2016. Following collaborative work with Social Work and Housing, a financial and welfare guardianship order was eventually put in place. She was moved from her own privately owned house into appropriate accommodation elsewhere, significantly reducing harm in the community and towards her victims.

Oxgangs Community Forum Spring Event

With tremendous funding, partially from the police Local Partnership fund last year and also from Go Beyond, the Oxgangs Spring Event was organised for Friday 20th May 2022 and was a roaring success. Hundreds of local people enjoyed fair weather in Colinton Mains Park where they were able to enjoy free food, music and activities provided by our partners in HM Armed Forces, AC Oxgangs, Oxgangs Community Church and more. The event had an overwhelmingly positive reaction from local councillors, residents and school kids who were there and allowed the local officers to positively engage with a cross section of the community.

Pitchin In Programme

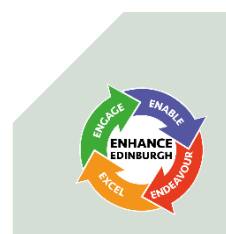
The School Link Officer at Tynecastle High School has concluded their first Pitchin' In Programme at the school. Police Scotland's Pitchin' In Programme is aimed at school pupils who are interested in developing their football skills and builds on positive relationships and behaviour. Run with the help of school staff, PC Roberts successfully engaged a number of 13-15 year olds throughout the programme.



South West Community Officers at the Oxgangs Spring Event



**FOCUS ON
SOUTH-WEST**



Confidence in Policing

Success means public and communities are engaged, involved and have confidence in policing

Police Scotland is committed to a monthly User Satisfaction Survey. A change in process in January 2020 now sees a minimum of 123 surveys being conducted by an external consultancy every month within Edinburgh, to provide feedback on the public's interactions with the police. Participants are sent SMS messages containing a link to a survey, which they then complete.

Results from April - June 2022 are provided below:

	Appropriate Response	Adequately Updated	Overall Satisfaction
E Division	58.0%	47.9%	67.8%
Force	62.5%	49.2%	67.2%

Engagement and involvement are key aspects of policing, identifying local priorities, problem solving and ensuring our communities have confidence in policing. We work hard to use the findings of these surveys to identify areas for service delivery improvement.

Community Engagement



SPOTLIGHT ON NORTH-WEST

Community Events

On 7th May 2022 the first North Community Festival event took place, with 50 stalls and over 6000 attendees at West Pilton Park.

It has been great to see Community events taking place for the first time in 2 years, with officers attending Gala Days at Kirkliston and Davidsons Mains.

In addition, we have attended numerous other community events, including the Corstorphine Fair and the Wardieburn Salvation Army Summer BBQ, as well as initiatives and activities aimed at diverting people from anti-social behaviour.

Work is currently ongoing in the planning of the Ferry Fair due to take place 9-13th August. Community Policing Team officers have been actively involved in these days, with very positive feedback received from the Community regarding their attendance.



Officers at the Davidsons Mains Gala Day

Off The Bench

Funded by the Scottish Government's Cashback scheme, Off The Bench is a ground-breaking initiative for young people aged 16-24 years old, who have committed or are considered likely to commit offences or engage in anti-social behaviour, including football related offences. Held within Tynecastle Park on a weekly basis, our School Link Officer from Corstorphine has supported the project.

The programme is delivered in partnership with Police Scotland, SFRS, COPFS, and the Scottish FA. It combines physical activity and classroom time, with content focusing on a number of key topics. There is a strong focus on enabling young people to build a better path moving forward.



Positive Working Environment

Success means our people are supported through a positive working environment enabling them to serve the public

Positive Working Environment

Training & Development

- E Division facilitated a University of Lynchburg (Virginia, USA) Criminology Undergraduate visit, which included inputs from:
 - Supt Rennie and Training Staff on Policing the Capital
 - Security Coordinator on ensuring safety at events
 - Sheriff and Procurators Fiscal in relation to COPFS
 - Operational policing Q&A session.
- Planned training in relation to the new national crime system rollout is underway, with 3 trainers being trained and seconded to the program. Training venues at Fettes have been confirmed, with E Division officers to commence training in September.
- 3 further Divisional Coordination Unit officers have been trained to facilitate a higher than expected demand for FFP3 facemasks over the next few months, as previous fittings expire.
- An induction day was conducted for 25 new probationary PCs, including a welcome from Ch Supt Scott and Supt Rennie, as well as inputs on the divisional workings, a court visit, Procurator Fiscal input, wellbeing, and standards. A number of these probationers will be deployed across the City Centre during the Edinburgh Festival.



KEY FACTS



The Division's 25 new probationers, welcomed to the Division by Ch. Supt. Scott and Supt. Rennie

Special Constables (SC) & Police Scotland Youth Volunteers

- PSYV training nights continue, including the LGBT Flag signing, a Young Driver Event at college, Street Assist, an Animal Trade Input, Laser Station end of term fun night, Edinburgh South Pass Out Parade, and deployment at the Royal Highland Show.
- SC deployments include the Pride Event, Eagles Concert, Royal Week, Firearms Role Play, college pass out parade security detail, and bike marking with Preventions, Interventions, Partnerships.



Sustainable and Adaptable Service

Police Scotland is sustainable, adaptable and prepared for future challenges

E Division Officer Numbers

The table below provides an overview of changes to the Full Time Equivalent (FTE) officer numbers for E Division, which include our Divisional roads policing, community, response and criminal investigations departments.



As a national police service, all divisions experience movement of officers and staff for either career development or as a resettlement for personal reasons. The following narrative will focus on officers only as movement of staff is less common. With regards to transfer of officers, generally officers will transfer from local to national divisions, with the local divisions then benefitting from new intakes of probationers. It should be noted that the numbers in and out of division for a comparison purpose can only be illustrative; depending on the time the data is taken the picture can change considerably (particularly following the arrival of probationers). The geographical position of a division can impact on the decisions officers make and can result in some divisions experiencing higher movement than others. Edinburgh Division is one such division as it offers reasonable travelling distance to the Area Control Room at Bilston, specialist roles at Edinburgh Airport as well as national divisions based in Fettes.

There are two ways officers can move divisions. The first is when they apply for a new role. In a bid to offer transparency and equity of opportunity, the majority of roles in Police Scotland are advertised nationally. Edinburgh Division can experience a high number of applications as officers in the division are generally very motivated people and apply for these roles for career development. The second way for officers/staff to move is through the National Transfer Committee. This is when an individual is happy to maintain their core role but wants to be based in a different division. The majority of these applications are for people who are applying for welfare reasons.

The following table represents the movement in and out of E Division between 01/04/21 and 31/03/22 where officers are transferring for new roles.

Transfers into and out of Edinburgh Division between 01/04/21 – 31/03/22		
Division	Officers Out	Officers In
Area Control Room (C3 Division)	3	9
Corporate Services Division	2	7
Operational Support Division	3	32
Specialist Crime Division	2	23
Criminal Justice Services Division	1	1
G Division (Glasgow)	2	2
J Division (Lothians and Scottish Borders)	3	4
New Probationary Officers	46	0
Total	62	72

In terms of the National Transfer Committee, between the same dates (01/04/21 and 31/03/22), 15 officers transferred from Edinburgh Division to other divisions. In total, 10 officers transferred in to Edinburgh Division within the same time parameters. Consequently the total transfers OUT is 87 and the total number IN is 72.



KEY FACTS

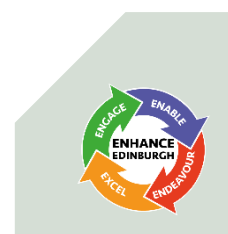


Crime Statistics

During 2020/21 there were a variety of Covid-19 pandemic restrictions and lockdowns. It is recommended that the primary comparator to use as a baseline is a five-year average. Where this is not available, then a three-year average should be used. Where comparisons are made between 2020/21 and 2019/20 caution should be used when interpreting analytical results.

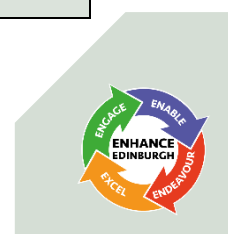
Overall Recorded Crime					
	21/22	22/23	% change from 21/22	5 year mean	% change from 5 year mean
Group 1-5	6,361	7,123	12.0	7,397.6	-3.7
Group 1-7	11,923	11,952	0.2	12,958.6	-7.8
Group 1	199	263	32.2	216.0	21.8
Group 2	345	307	-11.0	314.6	-2.4
Group 3	3,253	3,816	17.3	4,238.2	-10.0
Group 4	1,236	1,202	-2.8	1,293.2	-7.1
Group 5	1,328	1,535	15.6	1,335.6	14.9
Group 6	3,035	2,778	-8.5	3,259.8	-14.8
Group 7	2,527	2,051	-18.8	2,301.2	-10.9

Overall Solvency Rates					
	21/22	22/23	% change from 21/22	5 year mean	% change from 5 year mean
Group 1-5	40.8	36.4	-4.4	38.9	-2.5
Group 1-7	56.1	49.9	-6.1	53.0	-3.1
Group 1	60.3	67.3	7.0	68.1	-0.8
Group 2	64.3	53.4	-10.9	53.3	0.1
Group 3	21.7	19.5	-2.2	25.4	-5.9
Group 4	23.5	19.1	-4.4	21.5	-2.4
Group 5	94.8	83.5	-11.4	90.6	-7.1
Group 6	63.0	62.3	-0.7	63.7	-1.4
Group 7	86.0	79.9	-6.1	83.0	-3.1



Group 1 – Non Sexual Crimes of Violence - Recorded					
	21/22	22/23	% change from 21/22	5 year mean	% change from 5 year mean
Group 1 Total	199	263	32.2	216.0	21.8
Murder	0	1	0	1.0	0
Culpable Homicide	0	0	0	0.6	-100.0
S1 Domestic Abuse	35	28	-20.0	0	0
Att Murder	5	12	140.0	6.6	81.8
Serious Assault	45	78	73.3	72.8	7.1
Robbery	50	50	0	65.8	-24.0

Group 1 – Non Sexual Crimes of Violence – Solvency					
	21/22	22/23	% change from 21/22	5 year mean	% change from 5 year mean
Grp 1 Total	60.3	67.3	7.0	68.1	-0.8
Murder	0	100.0	0	120.0	-20.0
Culpable Homicide	0	0	0	66.7	0
S1 Domestic Abuse	65.7	110.7	45.0	0	0
Att Murder	140.0	83.3	-56.7	106.1	-22.7
Serious Assault	77.8	83.3	5.6	73.1	10.3
Robbery	60.0	68.0	8.0	67.8	0.2



OFFICIAL

Group 2 – Sexual Crimes – Recorded					
	21/22	22/23	% change from 21/22	5 year mean	% change from 5 year mean
Total Group 2	345	307	-11.0	314.6	-2.4
Rape	68	54	-20.6	56.4	-4.3
Sexual Assault	116	111	-4.3	92.6	19.9
Lewd & Libidinous	28	33	17.9	24.0	37.5
Indecent Communications	27	20	-25.9	31.0	-35.5
Threat/Disclose Intimate Image	16	13	-18.8	15.2	-14.5

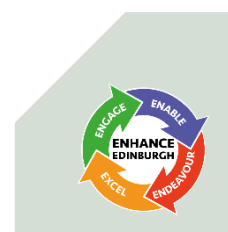
Group 2 – Sexual Crimes – Solvency					
	21/22	22/23	% change from 21/22	5 year mean	% change from 5 year mean
Total Group 2	64.3	53.4	-10.9	53.3	0.1
Rape	58.8	72.2	13.4	50.7	21.5
Sexual Assault	69.8	36.0	-33.8	45.6	-9.5
Lewd & Libidinous	82.1	69.7	-12.4	50.8	18.9
Indecent Communications	55.6	60.0	4.4	58.1	1.9
Threat/Disclose Intimate Image	37.5	46.2	8.7	32.9	13.3



Group 3 – Acquisitive Crime - Recorded					
	21/22	22/23	% change from 21/22	5 year mean	% change from 5 year mean
Total Group 3	3,253	3,816	17.3	4,238.2	-10.0
Housebreaking Dwelling	170	106	-37.6	270.2	-60.8
Housebreaking Non-Dwelling	98	117	19.4	171.2	-31.7
Housebreaking other	77	72	-6.5	149.4	-51.8
Total Housebreaking	345	295	-14.5	590.8	-50.1
OLP Motor Vehicle	96	129	34.4	164.0	-21.3
Theft of Motor Vehicle	128	231	80.5	181.2	27.5
Theft from Motor Vehicle	144	166	15.3	202.2	-17.9
Total Motor Vehicle	390	579	48.5	588.6	-1.6
Theft Shoplifting	694	974	40.3	942.8	3.3
Common Theft	708	1,034	46.0	1,023.0	1.1



Group 3 – Acquisitive Crime – Solvency					
	21/22	22/23	% change from 21/22	5 year mean	% change from 5 year mean
Total Group 3	21.7	19.5	-2.2	25.4	-5.9
Housebreaking Dwelling	21.8	44.3	22.6	27.5	16.9
Housebreaking Non-Dwelling	13.3	3.4	-9.8	8.4	-5.0
Housebreaking other	29.9	45.8	16.0	32.5	13.3
Total Housebreaking	21.2	28.5	7.3	23.2	5.3
OLP Motor Vehicle	12.5	6.2	-6.3	6.1	0.1
Theft of Motor Vehicle	31.3	14.7	-16.5	25.9	-11.2
Theft from Motor Vehicle	18.1	9.6	-8.4	10.2	-0.5
Total Motor Vehicle	20.3	10.0	-10.2	13.8	-3.8
Theft Shoplifting	40.2	39.2	-1.0	50.1	-10.9
Common Theft	12.4	9.8	-2.7	15.1	-5.3



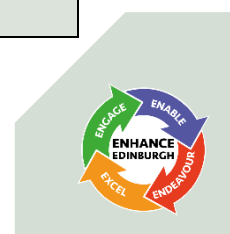
Group 4 – Fire-raising, Vandalism etc. - Recorded					
	21/22	22/23	% change from 21/22	5 year mean	% change from 5 year mean
Total Group 4	1,236	1,202	-2.8	1,293.2	-7.1
Fire-raising	52	66	26.9	61.4	7.5
Vandalism	1,045	1,001	-4.2	1,131.8	-11.6
Culpable & Reckless	136	130	-4.4	98.2	32.4

Group 4 – Fire-raising, Vandalism etc. – Solvency					
	21/22	22/23	% change from 21/22	5 year mean	% change from 5 year mean
Total Group 4	23.5	19.1	-4.4	21.5	-2.4
Fire-raising	23.1	22.7	-0.3	20.5	2.2
Vandalism	21.0	17.8	-3.2	19.5	-1.8
Culpable & Reckless	44.1	28.5	-15.7	44.4	-15.9



Group 5 – Other Crimes – Recorded					
	21/22	22/23	% change from 21/22	5 year mean	% change from 5 year mean
Total Group 5	1,328	1,535	15.6	1,335.6	14.9
Carry offensive weapon	36	48	33.3	32.4	48.1
Handling bladed/pointed weapon	86	96	11.6	67.8	41.6
Bladed/pointed used in other criminality	47	44	-6.4	41.6	5.8
Total offensive weapon	229	250	9.2	197.4	26.6
Supply of drugs	83	114	37.3	109.0	4.6
Possession of drugs	467	709	51.8	519.2	36.6

Group 5 – Other Crimes – Solvency					
	21/22	22/23	% change from 21/22	5 year mean	% change from 5 year mean
Total Group 5	94.8	83.5	-11.4	90.6	-7.1
Carry offensive weapon	83.3	75.0	-8.3	86.4	-11.4
Handling bladed/pointed weapon	89.5	82.3	-7.2	87.6	-5.3
Bladed/pointed used in other criminality	74.5	75.0	0.5	73.6	1.4
Total offensive weapon	79.9	77.6	-2.3	80.5	-2.9
Supply of drugs	74.7	78.1	3.4	83.7	-5.6
Possession of drugs	97.6	78.7	-18.9	88.2	-9.5

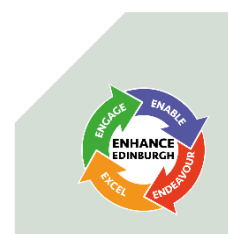


Group 6 Recorded Crime					
	21/22	22/23	% change from 21/22	5 year mean	% change from 5 year mean
Total Grp 6	3,035	2,778	-8.5	3,259.8	-14.8
Common assault	1,332	1,324	-0.6	1,436.8	-7.9
Common assault - emergency workers	160	171	6.9	145.8	17.3
Total Common assault	1,492	1,495	0.2	1,582.6	-5.5

Group 6 Solvency Rates					
	21/22	22/23	% change from 21/22	5 year mean	% change from 5 year mean
Total Grp 6	63.0	62.3	-0.7	63.7	-1.4
Common assault	51.6	54.2	2.6	52.5	1.6
Common assault - emergency workers	98.1	95.9	-2.2	95.3	0.6
Total Common assault	56.6	58.9	2.4	56.5	2.5



Group 7 – Offences Related to motor Vehicles					
	21/22	22/23	% change from 21/22	5 year mean	% change from 5 year mean
Total Group 7	2,527	2,051	-18.8	2,301.2	-10.9
Dangerous Driving	76	71	-6.6	65.8	7.9
Drink / Drug Driving	128	126	-1.6	105.6	19.3
Speeding Offences	216	54	-75.0	178.8	-69.8
Driving whilst Disqualified	23	33	43.5	38.6	-14.5
Driving without a Licence	168	145	-13.7	141.2	2.7
Insurance Offences	376	409	8.8	379.0	7.9
Seat Belt Offences	63	21	-66.7	59.8	-64.9
Mobile Phone Offences	43	70	62.8	79.2	-11.6
Driving Carelessly	245	203	-17.1	176.4	15.1
Using a MV without MOT	413	256	-38.0	297.2	-13.9



Police Scotland's Quarter 1 Performance Report for the Scottish Police Authority can be found [here](#)

Police Scotland performance statistics by council and multimember ward area is available [here](#)

Should you desire any information that is not detailed on our website, you may submit an access to information request by following the instructions provided [here](#)



Policy and Sustainability Committee

10.00am, Tuesday 30 August 2022

Petition for Consideration: Twinning Edinburgh with Gaza City

Executive/routine	Executive
Wards	All
Council Commitments	

1. Recommendations

- 1.1 To consider the terms of the petition 'Twinning Edinburgh with Gaza City' as set out in Appendix one.

Richard Carr
Interim Executive Director Corporate Services

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Legal and Assurance Division, Corporate Services Directorate
E-mail: Hayley.barnett@edinburgh.gov.uk | Tel: 0131 529 3996

Contact: Nick Langan, International Relations Officer
Strategy and Insight Division, Corporate Services Directorate
E-mail: nick.langan@edinburgh.gov.uk | Tel: 0131 529 3996

Report

Petition for Consideration: Twinning Edinburgh with Gaza City

2. Executive Summary

- 2.1 The Policy and Sustainability Committee is asked to consider a petition - Twinning Edinburgh with Gaza City.

3. Background

- 3.1 The City of Edinburgh Council at its meeting on 22 June 2017 agreed the Petitions Committee be discontinued and that petitions would be considered by the responsible executive committees.
- 3.2 At the meeting, the committee can:
- a) request a report on the issues raised by the petitioner and the committee;
 - b) agree that the issues raised do not merit further action; and/or
 - c) agree to take any other appropriate action.
- 3.3 The petition set out at appendix 1 was due to be considered at the Policy and Sustainability Committee in June 2020 but was paused due to the Covid-19 pandemic. The petitioner would now like the petition considered by committee.

4. Main report

- 4.1 A valid petition entitled 'Twinning Edinburgh with Gaza City' has been received. The petition received 362 signatures.
- 4.2 In June 2021, the Policy and Sustainability Committee agreed the [Edinburgh International Framework](#) setting out a refreshed approach for international collaboration between Edinburgh partners.
- 4.3 The framework articulates joint aims and objectives for Edinburgh city partners in international relations, and five core themes for delivery of actions:
- 4.3.1 Take a Team Edinburgh approach to encouraging international trade and investment;
 - 4.3.2 Support the recovery and resilience of Edinburgh's visitor economy;

- 4.3.3 Promote Edinburgh as a destination for international talent, students, and skilled workers;
 - 4.3.4 Enhance Edinburgh’s status as an international capital for research and innovation;
 - 4.3.5 Protect and support Edinburgh’s unique assets and heritage to promote the global sharing of ideas, arts, and culture.
- 4.4 This framework built on the [2019 Edinburgh International Framework](#) which was clear that ‘no more new twinning activity should take place’ and resources should focus on collaboration with our international partners based on tangible activity and projects that are mutually beneficial.
- 4.5 The Council has not entered into any formal twinning arrangements since 1995.

5. Next Steps

- 5.1 The committee will determine next steps at this meeting.

6. Financial impact

- 6.1 Any proposals would be required to be fully costed, including any legal implications and agreed through the annual budget process.

7. Stakeholder/Community Impact

- 7.1 Any proposals would require full community consultation.

8. Background reading/external references

- 8.1 [Minute of the City of Edinburgh Council 22 June 2017](#)
- 8.2 [Edinburgh International Activity Report](#), Policy and Sustainability Committee, 6 August 2019
- 8.3 [Edinburgh International Framework](#), Policy and Sustainability Committee, 10 June 2021

9. Appendices

- 9.1 Appendix 1 – Petition – Twinning Edinburgh with Gaza City

Appendix 1 - Twinning Edinburgh with Gaza City

Date made available for signatures	Date closed for signatures	Petitions Title and Petitions Statement	Wards affected
30 April 2019	31 January 2020	<p>We call upon Edinburgh to twin with Gaza City in the same way we are currently twinned with Munich, Xi'an, Vancouver, Santiago, Nice, Krakow, etc. Twinning could give joint economic development arrangements which Gaza City, in its current impoverished state, would clearly benefit from. At present Gaza City is twinned with Tel Aviv, Israel; Dunkirk, France; Turin, Italy; Tabriz, Iran; Tromsø, Norway; Cascais, Portugal; Barcelona, Spain; the most recent being Cáceres, Spain in 2010. However, Britain, having been to some extent the architect of the Palestinian's misfortune by having gifted the beginnings of what is now Israel to Zionists through the 1917 Balfour Declaration, surely owes the Palestinians some recompense. Edinburgh, as the home university of Arthur Balfour, can play its part in helping acknowledge Britain's historical responsibilities in the Holy Land. For Edinburgh Council to take this step to help the refugees of Gaza City could be the beginning of the UK beginning to take responsibility for the situation it helped create in the Middle East. The majority of Palestinians living in Gaza City are refugees who had to leave their homes when Israel was established. All they want is to be able to live in freedom and to return to the land their families came from. We can offer joint civil undertakings to help develop opportunities for the people living through terrible conditions there. By twinning, the City of Edinburgh can show the people of Gaza City they are not alone, and that Scottish people see their pain and care for their future wellbeing.</p>	All

Policy and Sustainability Committee

10am, Tuesday, 30 August 2022

Council Budget 2022/23 – Poverty reduction and climate emergency measures

Executive/routine
Wards
Council Commitments

1. Recommendations

- 1.1 It is recommended that the Policy and Sustainability Committee:
 - 1.1.1 Note the progress made to date in delivery of additional poverty and cost of living support measures agreed in the 2022/23 Council Revenue Budget.
 - 1.1.2 Note that further options on measures to support families with the rising cost of living were considered by Council on 25th August,
 - 1.1.3 Note that 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 November 2022, and
 - 1.1.4 Note the progress made to date in delivery of resources allocated in the 2022/23 budget for climate emergency measures.

Richard Carr

Interim Director of Corporate Services

Contact: Paula McLeay, Head of Policy and Insight

E-mail: paula.mcleay@edinburgh.gov.uk

Council Budget 2022/23 – Poverty reduction and climate emergency measures

2. Executive Summary

- 2.1 This report provides an update on progress of delivery of specific actions and resources agreed in the Council's 2022/23 budget for poverty reduction and to address the climate emergency.
- 2.2 Measures for poverty reduction included the allocation of £7.535m of additional funds in actions towards easing the effects of the cost of living crisis for low income households in Edinburgh.
- 2.3 As at July 2022 delivery of these measures have included a total of 40,109 direct cash payments to at least 31,900 low income households and over 8,100 children, at a total cost of £5.6m. The allocation also allows for an additional £750,000 in crisis grant funds during this financial year, £100,000 in crisis payments for families struggling with energy costs, £300,000 to support projects in Edinburgh providing emergency food support, and funding for provision of family support and income maximisation services in schools across Edinburgh.
- 2.4 An assessment of the impact of this investment, alongside other measures agreed by Council to address the cost of living crisis will be considered as part of the annual End Poverty in Edinburgh progress report due to be considered by committee in November 2022.
- 2.5 The 2022/23 Council budget also included £1.89m allocated to one off measures which will contribute to making Edinburgh a more sustainable city.
- 2.6 This package includes £500,000 to develop net zero community pilots; £1,000,000 for road and pavement maintenance to improve movement around the city; £130,000 for food growing provision in the city; £200,000 invested in Energy for Edinburgh, the Council's publicly owned energy service company; and £60,000 for Pentland Park rangers.

3. Background

- 3.1 The Council's revenue budget 2022/23 made specific allocations for a number of measures designed to address the climate emergency, and to provide support to people in Edinburgh experiencing difficulty related to the rising cost of living.

- 3.2 On 7th June 2022 a motion to the Policy and Sustainability Committee requested a report within 1 cycle on the delivery of these measures. This report provides an update on progress in delivery of the specific allocations noted above.
- 3.3 On 30th June an additional motion requested a report for consideration by Council on 25th August outlining options for further financial support actions which could be taken by the Council to assist low and middle income households with the rising cost of living.
- 3.4 A full annual report on all actions outlined in the Council's End Poverty Delivery Plan is in preparation by officers and will be presented for scrutiny by the Policy and Sustainability Committee in November 2022.
- 3.5 An update on the 2030 Climate strategy and the Council's Emissions Reduction Plan will also be considered by the Policy & Sustainability Committee in November 2022.

4. Main report

Poverty reduction measures

- 4.1 The Council Revenue Budget for 2022/23 included £7.535m of additional one off funds allocated to ease the effects of the cost of living crisis for low income citizens in Edinburgh.
- 4.2 A full breakdown of this expenditure is provided in Appendix 1 to this paper but, in summary, the allocation allowed for:
 - 4.2.1 **Direct cash payments made to low-income families in Edinburgh.**

These included two schemes of payment - a direct one-off payment of £150 to households in receipt of support through the Council Tax Reduction Scheme (CTRS), and a separate payment of £100 to families in Edinburgh for every child in receipt of free school meals payments. Through these two schemes, for instance, a low-income family with 2 children could expect to receive combined one-off payments to the value of £350. As at July 2022 total of 40,109 payments have been made through these schemes, supporting at least 31,900 households and over 8,100 children, at a total cost of £5.6m.
 - 4.2.2 **Additional funds for Scottish Welfare Fund and other Council administered crisis grant schemes.** A total of £750,000 additional funds has been made available to provide immediate financial support for people in food, energy or other cost of living crisis in Edinburgh. This investment provides the capacity needed to ensure that Edinburgh's Scottish Welfare Fund programme can meet demand throughout this financial year, ensure accessibility, and maintain high claim acceptance rates for people in need of support. Alongside existing budgets for crisis support, a total of over 5,600 crisis grant payments have been made to people in need in Edinburgh since April 2022, at a total value of over £1.3m.

- 4.2.3 **Additional grant funds to support families experiencing difficulty with energy costs.** A total of £100,000 of funding was provided to Home Energy Scotland to fund payment of energy crisis grants to low-income households in Edinburgh. As at end of June 2022 a total of 32 payments have been made through this scheme to date, accounting for 22% of the total scheme value with an average payment of £700 per household supported.
- 4.2.4 **Additional capacity for family support and income maximisation advice.** An investment of £300,000 has allowed the commissioning for 2022/23 of the Maximise! family support and income maximisation service. This funding allows the service to remain accessible to families through 118 schools across Edinburgh and provides capacity for 1,500 individual advice appointments per annum. Average financial gains through the programme are estimated at £1,300 per family supported.
- 4.2.5 **Additional support for people in food crisis or poverty related hunger.** An allocation of £300,000 has been made to provide dignified direct food support for people in food crisis. This includes support for food banks, food pantries, community food groups, and food support for families in B&Bs or other temporary accommodation.
- 4.2.6 **Additional support for people in or at risk of Council Tax arrears.** An investment of £100,000 has been made in development of a pilot project to prevent households from falling into Council Tax arrears. As at July 2022 a business case for the project has been approved and development of a project team is underway.

Climate emergency measures

- 4.3 The delivery of actions to meet the Council's net zero ambition is driven by core and committed budgets designed to deliver change throughout this decade. These include investments outlined within the Council's Sustainable Capital Budget Strategy 2022-2032 (which incorporates £300m of investment in tackling climate change), and the Council's Housing Revenue Account Budget Strategy (which includes an estimated £233m to fund Passivhaus requirements for new build homes and £270m on retrofit of existing homes).
- 4.4 Alongside these long term commitments, the 2022/23 Council budget also allocated an additional £1.89m of one off funding measures to be delivered during this financial year to help make Edinburgh a more sustainable city.
- 4.5 Activity undertaken as a result of this allocation includes:
- 4.5.1 **£500,000 to develop net zero community pilots.** The Council is leading on the development and delivery of net zero community pilots based in geographies with different demographic profiles and community capacity. The pilots will be collaborations between property owners to scope a scalable approach to retrofitting private housing using models that focus on community empowerment and supporting a just transition to net zero.

- 4.5.2 Confirmed spend to date on this project has been just over £100,000. This includes the commissioning of Dark Matter Labs (DML) to serve as experts as part of the programme team to build the evidence for new approaches to retrofit align city level investment with local spaces and communities. It also includes the commissioning of Changeworks to support the programme through research capacity, data analysis and visualisation, and community engagement activity.
- 4.5.3 Next steps planned for the project include the commissioning of Bankers without Boundaries (BwB) to provide business case assessment for the development of a net zero community demonstrator.
- 4.5.4 Originally £110k of the budget was committed to two one-year fixed term contract posts to support the programme. However, recruitment issues have been encountered for these posts for this period and alternative options are being reviewed to help resolve these resourcing issues.
- 4.5.5 **£1,000,000 for road and pavement maintenance to improve movement around the city.** This investment aims to visibly improve the condition of roads and pavements across the city, increasing pedestrian safety, supporting residents to shift to active travel. The package of funding includes £450,000 in permanent patching repairs across 10,000m² of carriageways across the city (for which contracts to a value of £170,000 have already been issued); £300,000 to carry out footpath resurfacing across the city; and, £250,000 for traffic signal infrastructure improvements for which works are due to commence in October 2022 with all sites completed by April 2023.
- 4.5.6 **£130,000 for food growing provision in the city.** In agreement with the Council's Sustainability Champion in April 2022, £22,270 of this budget has been allocated as match funding for Edible Edinburgh's Sustainable Food Co-ordinator post. This match funding has successfully levered external funding through an additional £10,000 award from the Sustainable Food Places Network under their Co-ordinator Support scheme. A proposed approach to the remaining allocation of this spend is presented in a separate report to this Committee (Sustainable Food Update).
- 4.5.7 **£200,000 for heat and energy projects.** This investment aims to explore the role of Energy for Edinburgh and identify initial project activity so the ESCO can begin to deliver heat and energy solutions for the city. Progress against this project will be dependent upon current Council capacity to deliver and reported to Council in due course.
- 4.5.8 **£60,000 to employ additional Pentland Park Rangers.** Park Rangers have a key role to play in protecting and enhancing biodiversity in the Pentlands Hills regional park. Two new full-time Park Rangers have now been recruited and are in post since mid-June 2022, on a one year fixed-term contract.

5. Next Steps

- 5.1 Next steps in delivery of the programmes outlined in this report include:

- 5.1.1 Continued delivery of direct cash payments to low-income households where new claimants of CTRS and free school meals have eligibility backdated to 1st April 2022.
 - 5.1.2 Continued delivery of crisis fund, energy crisis grants, and emergency food support schemes using additional capacity provided by allocations included in the 2022/23 Council Revenue Budget.
 - 5.1.3 Continued delivery of the Maximise! family support and advice programme.
 - 5.1.4 Roll out of the pilot programme for prevention of Council Tax arrears, with a final report on findings to be prepared in Spring 2023.
- 5.2 In parallel with this programme, additional work is underway with Edinburgh Partnership members to identify and agree further actions to support low and middle-income households with the rising cost of living. A report on this work programme was considered by the City of Edinburgh Council on 25 August 2022.
- 5.3 Poverty measures outlined in this report form part of the Council's End Poverty in Edinburgh Delivery Plan programme. An annual report on progress towards delivery of this plan will be prepared for scrutiny by the Policy and Sustainability Committee in November 2022. This report will include assessment of the impact of these investments, and those agreed by Council on 25th August 2022.
- 5.4 An update on the 2030 Climate strategy and the Council's Emissions Reduction Plan will be brought to Policy & Sustainability Committee in November 2022.

6. Financial impact

- 6.1 This report provides an update on progress towards delivery of budget allocations made in the 2022/23 Council Revenue Budget.

7. Stakeholder/Community Impact

- 7.1 Delivery of actions outlined in this report are being delivered in partnership with stakeholders and community groups including income maximisation advice providers, energy advice providers, food banks and community food projects.
- 7.2 An Integrated Impact Assessment (IIA) has been undertaken for the 2030 Climate Strategy and it is envisioned further IIAs will be commissioned as appropriate for individual programmes and projects as key strategic actions are taken forward.

8. Background reading/external references

- 8.1 [Motion by the SNP and Green Groups, Item 7.1 – Future Policy Agenda – presentation by the Chief Executive, Policy and Sustainability Committee, 7 June 2022.](#)

9. Appendices

Appendix 1 – Council Budget 2022/23 – cost of living allocations

Appendix 1 – Council Budget 2022/23: cost of living allocations

Allocation of Scottish Government funding to support businesses and low income households			
Scheme	Value of Payment	Number of payments	Spend
CTRS additional payment	£150	31,935	£ 4,790,250
FSM additional payment	£100	8,174	£ 817,400
Additional Crisis Grant funds	n/a	n/a	£ 450,000
Total spend as at July 2022			£ 6,057,650
Total Budget			£ 6,435,000
Balance as at July 2022*			£ 377,350

*-outstanding balance on this allocation is earmarked to fund future payments to CTRS/FSM recipients whose new claims are backdated to 1st April 2022.

Allocation of additional City of Edinburgh Council funds to address the cost of living crisis	
Scheme	Spend
Family support and income max advice	£300,000
Proactive support for people in council tax arrears	£100,000
Energy advice programmes	£100,000
Additional crisis grant funds	£300,000
Food crisis support	£300,000
Total	£1,100,000

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Policy and Sustainability Committee

10.00am, Tuesday 30 August

Annual Performance Report, 2021/22

Executive
Wards
Council Commitments

1. Recommendations

- 1.1 That members of the Policy and Sustainability Committee note the Annual Performance Report for the 2021/22 financial year.
- 1.2 Note the Annual Complaints Report 2021/22 (Appendix B)
- 1.3 Refer the Annual Performance Report to the City of Edinburgh Council on 22 September 2022.

Andrew Kerr

Chief Executive

Contact: Edel McManus, Change and Delivery Manager

E-mail: edel.mcmanus@edinburgh.gov.uk

Annual Performance Report, 2021/22

2. Executive Summary

- 2.1 This report provides an overview of council performance in 2021/22 against the three priorities and fifteen outcomes in the [Business Plan \(Our Future Council, Our Future City\)](#) aligned to the [Planning and Performance Framework](#).
- 2.2 The detailed report (Appendix A) provides analysis of performance against our key Performance Indicators (KPIs) and milestone measures aligned to the Business Plan priorities and outcomes. For each outcome the analysis highlights areas where we are performing well whilst also recognising the areas where performance is challenging. The report sets out how the Council is focusing on these areas and identifies the plans in place to improve performance.
- 2.3 Throughout 2021-2022 we saw the gradual decrease of Covid-19 restrictions and eventual return to near normal life. The report highlights how the Council has continued to adapt to the impacts of Covid-19 and the ongoing effects in our services areas.
- 2.4 The report also provides progress against the key strategic plans and projects which are designed to deliver the key priorities and outcomes in our Business Plan and drive service improvement.

3. Background

- 3.1 Each year the Council is required to report to citizens on performance. This report fulfils that duty and considers performance within the Council from April 2021 to March 2022.
- 3.2 This report is the first annual performance report aligned to the Council's Business Plan and Planning and Performance Framework which includes the Corporate Key Performance Indicators (KPIs) and milestone measures. The report is structured around the three key priorities of the Business Plan (Ending Poverty by 2030; Becoming a Sustainable and Net Zero City by 2030 and Wellbeing and Equalities); the fifteen outcomes that sit under these priorities and the associated key performance indicators.
- 3.3 The report includes analysis against 96 measures comprised 87 Key Performance Indicators (KPIs) and 9 milestone measures. Of the 87 KPIs:

- 56 KPIs have targets set for 2021/22 and have been assigned a red, amber, green status based on performance.
- 23 KPIs have no target for 2021/22 and so have been assigned a blue RAG status. KPI's may not have been assigned a target for 2021/21 as the previous year's data has been impacted by Covid-19 or if it is a new measure and so the data needs to be baselined.
- 8 KPIs are for monitoring purposes only and have been assigned a grey RAG status.
- Milestones have been assigned a status of completed, in progress or delayed/behind target depending on progress.

3.4 The performance scorecards and detailed analysis for each of the Business Plan priorities and outcomes can be found in Appendix A.

4. Main report




4.1 This report contains analysis of our suite of Corporate Key Performance Indicators (KPIs) shown over the last three years and the progress against our milestone measures. Benchmarking data is also included from a number of datasets including the Local Government Benchmarking Framework 2020/21 dataset and Scottish Government national publications where appropriate.

4.2 The report focuses on the key priorities and outcomes of the Business Plan and the strategic plans we are implementing to support the city to recover from Covid-19 and build a fair, pioneering, welcoming and thriving city. However, the report also highlights those service areas where we continue to see the impact of Covid-19 and the actions we have taken to adapt to and address these issues.

Performance Overview

4.3 Within the report, a RAG status, which compares performance against the target, has been assigned to the indicators. The RAG status is summarised below:

RAG Status	Definition	Count
Blue	No target set for 2021/22 due to the impact of Covid-19 or where the KPI is a new measure	23
Green	Performance is on or ahead of target	35
Amber	Performance is behind target by 5% or less	17
Red	Performance is behind target by more than 5%	4
Grey	Monitoring only	8

Milestone Status	Definition	Count
	Milestone completed	4
	Milestone in progress	3
	Milestone delayed/behind target	4

4.4 A comparison of 2020/21 to 2021/22 performance for the 87 KPIs is summarised below:

Direction	Definition	Count
Improving	Performance has improved on last year (more than 2% change on last year)	28
Maintaining	Performance has remained the same as last year (within 2% of last year)	21
Declining	Performance has declined on last year (more than 2% change on last year)	11
Not appropriate	Comparing performance to last year is not possible due to data not being available or where it's a new indicator	27

4.5 It should be noted that for direction of travel comparison, we are comparing the data from 2020/21 to 2021/22 both of which were impacted by Covid-19 depending on varying restrictions in place in those years.

4.6 A full and detailed analysis of performance is shown in Appendix A which includes a performance scorecard for each priority and outcome, analysis on performance including identifying areas of underperformance and associated service improvement plans as well as a progress update on the key strategic plans driving the delivery of each outcome.

4.7 An analysis of our complaints performance for 2021/22 is shown in Appendix B and will be published alongside the Annual Performance Report.

Planning and Performance Framework

4.8 The implementation of the Planning and Performance Framework continues:

- All service areas have completed a review of their 2021/22 service plans where they considered their progress against their key strategic and service priorities and performance.
- Service Plans for 2022/23 have been completed at Directorate, Divisional and Service levels were appropriate.

- The annual review of the Business Plan KPIs, including target setting, is in progress and a finalised set will be reported to the Policy and Sustainability Committee.

Performance Scrutiny, 2022/23

- 4.9 For 2022/23, a performance update report will be submitted to the Policy and Sustainability Committee on a bi-annual basis. The full annual report will be submitted to Policy and Sustainability in June.
- 4.10 KPIs will be scrutinised by the Corporate Leadership Team via internal performance scorecards and dashboards on a tri-annual basis to align with performance reporting to the Policy and Sustainability Committee. Performance is also review at service team level in line with their regular management meetings.
- 4.11 We are also working to further improve the performance reporting available to the Public via our website as recommended in our recent Best Value Audit report. The Annual Performance Report (Appendix A) is part of our public performance reporting and will be made available on the Strategy, Performance and Research pages of [our website](#) following consideration at Council Committee. We will further enhance this with the publication of additional performance and data, for example, quarterly core performance measures (currently in development), Best Value reports and Edinburgh By Numbers.
- 4.12 This will ensure compliance with our statutory reporting as set out by the Accounts Commission, [Statutory Performance Information 2021 Direction](#).

5. Next Steps

- 5.1 The business plan is currently being reviewed and updated following the local government election in May 2022.
- 5.2 Following approval of the refreshed business plan we will review and update the performance measures accordingly and develop a plan to transition to the new performance monitoring and reporting regime.
- 5.3 The Annual Performance Report, 2021/22 will be published on the Council website and promoted through our social media channels.

6. Financial impact

- 6.1 Given that this report is retrospective, there is neither a financial nor procurement impact.

7. Stakeholder/Community Impact

- 7.1 A communications plan has been put together to promote the Annual Performance Report both within the Council and externally.

8. Background reading/external references

- 8.1 [Business Plan \(Our Future Council, Our Future City\)](#)
- 8.2 [Planning and Performance Framework](#)

9. Appendices

Appendix A: Annual Performance Report, 2021/22

Appendix B: Annual Complaints Report, 2021/22

ANNUAL PERFORMANCE

2021/22



Foreword



Cammy Day
Council Leader

We are pleased to present our Annual Performance Report for 2021/22, showing our work over the past 12 months.

This year the successful vaccine programme has seen a gradual easing of Covid-19 restrictions and a return to near normal life in the city. We have continued to adapt through 2021/22 to the changing Covid-19 restrictions and support residents and businesses with the ongoing impact of Covid-19. We remain extremely proud of how our workforce has responded during these challenging times. As restrictions eased, we worked hard to return to normal services whilst continuing to progress the key strategies and projects to support the city to recover and deliver the three key priorities in our [Business Plan \(Our Future Council, Our Future City\)](#)

- ending Poverty by 2030
- becoming a sustainable and net zero city by 2030
- wellbeing and equalities.

We know that Covid-19 and the rising cost of living is impacting hardest on those individuals and households living in poverty and so we have invested in our services that provide support in these challenging times. At the same time, we have pushed on with our longer-term projects with partners to help meet our aim of ending poverty by 2030 and to build a stronger, greener, and fairer economy. We have expanded the Edinburgh Guarantee to support everyone to access suitable learning, training, and work opportunities. We have also supported business through our Business Gateway services, approved a further 1,250 affordable homes and completed a further 1,041 homes. Edinburgh has been accredited as a living wage city. We remain committed to providing first class education, supporting pupils to return to formal examinations and we have invested additional funding into focused support to reduce the attainment gap.



Andrew Kerr
Chief Executive

We have engaged with citizens to progress our thinking on how we will deliver our priority to become a sustainable and net zero city by 2030 and this has culminated in our 2030 Climate Strategy and implementation plan which we will continue to implement in the coming years. Our other major strategies continue to progress, such as our City Centre Transformation Plan, Mobility Plan, and City Plan, all of which focus on building a sustainable landscape to meet the growing needs of the city. We have made progress with major infrastructure projects including Granton Waterfront, Edinburgh BioQuarter and the George Street Transformation project.

We have worked with communities and partners this year to develop and refine the 20-minute neighbourhood approach and we have begun developing the South West pilot in Wester Hailes. We have also continued to invest and improve the services that impact on the daily lives of all our residents including new communal bin hubs, investing an additional £6m to improve our roads and completing the installation of energy efficient street lights across the city.

This report provides a holistic picture of how we have continued to drive forward Edinburgh's recovery and the changes we need to make together so Edinburgh is a fair, pioneering, welcoming, and thriving city for all residents.

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Overview

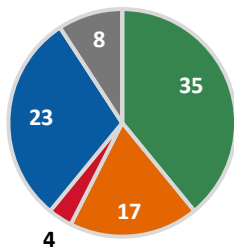
This performance report gives an overview of how we performed from April 2021 to March 2022 against:

- our three Business Plan priorities - ending poverty by 2030, becoming a sustainable and Net Zero city by 2030, wellbeing and equalities
- the 15 outcomes that sit under these priorities
- our associated key performance indicators.

This year we have continued to support Edinburgh residents, particularly the most vulnerable in our communities, as we continued to feel the impact of Covid-19. We have also worked with businesses to support them adapt and start to recover. As Covid-19 restrictions eased throughout the year, we worked to resume our regular services and we have focused on implementing the key strategies and initiatives designed to deliver our Business Plan.

Below is an overview of our performance this year split by our three priorities.

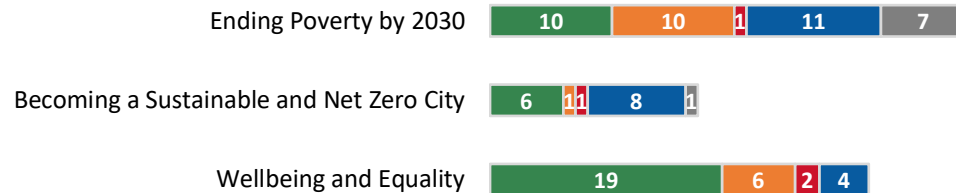
Performance by Target



RAG Status Key

- Performance is on or ahead of target ●
- Performance is behind target by 5% or less ●
- Performance is behind target by more than 5% ●
- No Target currently ●
- Indicator for Monitoring Only ●

Performance by Priority



Milestones



Our Key Performance Indicators (KPIs) show how we are performing across the wide ranging projects and what we are doing to meet our three Business Plan priorities for Edinburgh:

- 35 of our KPIs are on or ahead of our target (green RAG status)
- 17 indicators are just behind the target we set (amber RAG status)
- only four indicators have a red RAG status, meaning we will take action to get them back on track this year
- eight indicators have a grey RAG status as they are for monitoring purposes only
- we continue to monitor a further 23 indicators which do not have targets this year (they are new measures, Covid-19 impacted so a new baseline is required or the end of year figure is not available yet).

Of the 87 KPIs, we have assigned a direction of travel (dot) for 56 of the indicators comparing performance in 2021/22 with 2020/21. For the remaining 27 indicators it has not been possible to assign direction of travel due to data not being available or where it is a new indicator.

Direction of Travel	Definition	Count
Improving	Performance has improved on last year (more than 2% change on last year)	28
Maintaining	Performance has remained the same as last year (within 2% of last year)	21
Declining	Performance has declined on last year (more than 2% change on last year)	11
Not appropriate	Comparing performance to last year is not possible due to data not being available or where it's a new indicator	27

This year we have completed four out of our 11 milestones within our suite of KPIs, we are making good progress on three with deadlines during 2022/23 and four are progressing but have been delayed beyond our original deadline date.

Ending poverty by 2030

We are continuing to support people living in poverty in Edinburgh while the impact of Covid-19 continues and the cost of living rises. At the same time, we are continuing to work with our partners to end poverty within Edinburgh by 2030, investing in finance and welfare supports and giving everyone equal access to learning, training, and work opportunities.

Below are our key performance indicators (KPIs) for 2021/22. For each KPI, we include the latest data, the targets set for 2021/22 and the RAG status.



On track to end poverty in Edinburgh by 2030 by meeting the targets set by the Edinburgh Poverty Commission					
	2019/20	2020/21	Target	Status	
Percentage of people living on incomes below the poverty threshold		15.0%	n/a	14.0%	Blue
Percentage of children living in families on incomes below the poverty threshold		19.0%	n/a	17.0%	Blue
Percentage of people living in destitution		4.0%	n/a	n/a	Blue
	2019/20	2020/21	2021/22	Target	Status
Number of people supported with welfare rights queries by the Advice Shop		3,800	4,200	4,400	Amber
Scottish Welfare Fund payments	21,744	44,226	65,466	* data only	Grey
Discretionary Housing payments	7,427	8,205	7,806	* data only	Grey
A new city wide approach to commissioned advice services is agreed with partners			Delayed	Q3 21/22	Red
On track to deliver new prevention service models					
New long term plan for delivery of a prevention based Council service model approved and in implementation			Delayed	Q3 21/22	Red
More residents experience fair work and receiving living wage					
Number of new Council apprenticeships	18	26	38	41	Amber
Percentage of suppliers committed to paying the living wage	70.0%	79.0%	82.0%	72.0%	Green
Edinburgh City achieves accreditation as a living wage city			Completed	Nov 21	Green
Living wage employer accreditation	Yes	Yes	Yes	Yes	Green

Number of living wage employers	359	422	526	+ 100 per annum	Green
	2018/19	2019/20	2020/21*	Target	Status
Positive destinations for school leavers	95.1%	92.5%	95.1%	95.0%	Green
Intervene before the point of crisis to prevent homelessness	2019/20	2020/21	2021/22	Target	Status
Number of households assessed as homeless	3,275	1,929	2,399	* data only	Grey
Number of Housing Advice only presentations	1,708	1,375	1,288	* data only	Grey
Percentage of households in unsuitable temporary accommodation.	21.7%	25.1%	25.3%	* data only	Grey
Ongoing delivery of our 20,000 affordable homes programme					
Number of affordable homes approved	1,930	1,285	1,251	1,200	Green
Number of affordable homes completed	1,443	1,087	1,041	1,218	Red
Increased attainment for all and reducing the poverty-related attainment gap	2018/19	2019/20	2020/21*	Target	
Percentage of primary pupils achieving literacy	77.1%	n/a	73.8%	75.0%	Amber
Percentage of primary pupils from deprived areas achieving literacy	61.1%	n/a	57.3%	59.0%	Amber
Percentage of primary pupils who are Looked After achieving literacy	39.1%	n/a	39.5%	To increase	Green
Percentage of primary pupils achieving numeracy	83.2%	n/a	80.4%	82.0%	Amber
Percentage of primary pupils from deprived areas achieving numeracy	70.9%	n/a	65.1%	67.0%	Amber
Percentage of leavers with SCQF level 5 in literacy and numeracy	67.1%	71.7%	74.0%	73.0%	Green
Percentage of leavers from deprived areas with SCQF level 5 in literacy and numeracy	43.5%	50.9%	55.3%	52.0%	Green
Percentage of all leavers achieving 1 or more awards at SCQF Level 6 or higher	67.6%	71.1%	72.6%	73.0%	Amber
Percentage of all leavers from deprived areas achieving 1 or more awards at SCQF Level 6 or higher	45.6%	51.1%	50.6%	53.0%	Amber
	2019/20	2020/21	2021/22	Target	
Percentage of teachers who have met the Teaching, Learning and Assessment "Charter" standard			12% (year to date)	20.0%	Blue
Percentage of schools that have achieved the Digital Schools Award Scotland			new	5.0%	Blue
Percentage of parents receiving funded Early Learning and Childcare through their preferred location			92.4%	new	Blue
Percentage of parents receiving funded Early Learning and Childcare through their preferred model of delivery			74.1%	new	Blue
Capital spend on the Learning Estate new projects			£90.91m	£90.73m	Green
Percentage of primary pupils with low attendance	8.0%	10.6%	14.0%	n/a	Blue

Percentage of secondary students with low attendance	15.2%	17.2%	19.1%	n/a	Blue
Edinburgh's economy recovers from recession and supports businesses to thrive	2019/20	2020/21	2021/22	Target	Status
Review of Economy Strategy completed			Completed	Nov 21	Green
	2019	2020	2021	Target	
Business births per 10,000 residents	54.4	42.4	42.4	* data only	Grey
Employed residents as a percentage of all residents		77.0%	77.9%	* data only	Grey
	2019/20	2020/21	2021/22	Target	Status
Total number of clients supported by employability and skills services	3,719	3,761	3,842	n/a	Blue
Number of engagements through business gateway	4,131	3,551	3,728	n/a	Blue
Percentage of procurement spend via SMEs	52.0%	50.0%	47.6%	52.0%	Amber
Percentage of procurement spend in EH postcode	45.6%	47.6%	45.4%	50.0%	Amber
Investment in supporting the arts and cultural sector in the city			£5.6m	£5.6m	Green

dnr – data not released – nationally published dataset not released due to Covid-19 impact on data collection

On track to end poverty in Edinburgh by 2030 by meeting the targets set by the Edinburgh Poverty Commission

The latest poverty figures for the three citywide indicators (**percentage of people living on incomes below the poverty threshold (15%), percentage of children living in families on incomes below the poverty threshold (19%), percentage of people living in destitution (4%)**) are for 2019/20. The Scottish Government will not be publishing poverty data for 2020/21 because of the impact of Covid-19 on the data collection. This means that the impact of Covid-19 and the cost of living crisis will not be fully shown in these data for some time. However, we are expecting the number of people in poverty to rise in Edinburgh and have acted to try to mitigate that impact where we can. This year we have provided additional support to those households in poverty due to the impact of Covid-19 and other cost of living challenges as

well as progressed our longer term projects to help deliver on this priority as set out in the [End Poverty Delivery Plan](#).

The [first progress report](#) was submitted to the Policy and Sustainability Committee in October 2021 and some of the key actions highlighted included additional investment in services to support households to raise incomes and reduce food insecurity; additional support to people at risk of homelessness; crisis support through various funds/grants and the relaunch of Edinburgh Guarantee. We continue to make progress across all eleven actions the Poverty Commission highlighted in their report and a second progress report to the Policy and Sustainability Committee in November 2022.

This year we **supported 4,200 people with welfare rights advice** which was higher than the number in 2020/21 (3,800) but just below our target of 4,400. Due to significant Covid-19 related staff absence and vacant posts in the Advice Shop in the last few

months, we have had to change our initial contact from face-to-face appointments to a telephone messaging service, where we call people back after they leave a message. However, our staffing levels are returning to normal and vacancies are being filled so we anticipate improving in the near future. We increased our homelessness prevention service within the Advice Shop and are now helping around another 80 people each month with income maximisation and debt advice.

The number of people claiming **Scottish Welfare Fund** and **Discretionary Housing payments** continues to increase - from 44,226 and 8,205 in 2020/21 to 65,466 and 7,806 in 2021/22. This reflects the ongoing impact of Covid-19 on people's lives and the additional support they still require.

We are **reviewing our citywide advice services** with partners. There was a delay in appointing a contractor and we now expect to complete this by August 2022.

On track to deliver new prevention service models

We have invested £1.2m to set up a new prevention team by March 2023. This team will reform **our approaches to poverty prevention** through new community-based services working across service boundaries. There have been unexpected delays due to Covid-19 and service reviews, but a Project Manager is now in place.

More residents experience fair work and receiving living wage

95.1% of school leavers with a positive destination for the academic year 2020/21 is above our target of 95% for the academic

year 2020/21 and is back to pre-pandemic levels. Celebrating its 10th year, the Edinburgh Guarantee expanded to help people of all ages access fair work, training and employment opportunities and launched with a new look website in Summer 2021. The website aims to be a one stop shop to connect and sign-up employers across the city, while offering people quick and easy access to job boards, information on training opportunities and additional support routes. Edinburgh Guarantee will also include in-house delivered, contracted and grant funded services, Young Persons Guarantee and signposting to partner organisations such as Skills Development Scotland and Fair Start Scotland.

The number of new Council **apprenticeships** increased to 38 in 2021/22. Although this is 12 higher than in 2020/21 it is behind our target of 41. It has been challenging to provide appropriate support and learning experiences to apprentices this year because of the impact of Covid-19 on ways of working. We expect these challenges to reduce as we move forward, and services return to normal working arrangements. We sourced £106,000 of funding, as part of the Skills Development Scotland contract, to support the training costs for apprentices. The contract has now been extended into 2022/23 so that we can support more apprentices' training next year. We are continuing to raise awareness of the benefits of employing apprentices across our services as well as through the work of Edinburgh Guarantee and the wider Joined up for Jobs network through:

- information sessions for our staff
- regular articles about apprenticeships posted on internal communications
- social media.

We continue to support fair work practices and the **proportion of our suppliers committed to paying the living wage** continues to rise, from 79% in 2020/21 to 82% in 2021/22, which is ahead of our target. There is an increased focus on Fair Work at a national level including more resources and guidance to support procurement criteria and suppliers in setting expectations. Supplier development programmes, Fair Work convention and Scottish Government blogs have been pushing the real living wage as have we through our own communications.

The **number of living wage accredited employers** continues to increase and was 526 by March 2022 and above the target of an annual increase of 100. We continue to maintain our Living Wage certification which we achieved in 2016 and by working with partners **our city was accredited as a Living Wage City** in November 2021.

Intervene before the point of crisis to prevent homelessness

The **number of households assessed as homeless** has increased during 2021/22 but, at 2,399, is not back to levels seen in 2019/20 (3,275). We gave 1,288 **people housing advice only which is** similar to 2020/21 but remains lower than pre-pandemic levels. The **percentage of households in unsuitable temporary accommodation**, at 25.3% continues to be 3% higher than pre-pandemic levels. This is because we are continuing to accommodate all households, regardless of eligibility, including people who may have No Recourse to Public Funds which reflects our compliance with the Covid-19 public health requirements.

Our Rapid Rehousing Transition Plan sets out what we are doing to increase the availability of appropriate accommodation for people

presenting as homeless. We reported [an update](#) on progress to the Housing, Homelessness and Fair Work Committee on 3 June 2021.

We have invested £0.994m to recruit 28 additional officers to trial new ways of working to prevent homelessness and reduce the number of households in temporary accommodation. The number of temporary accommodation properties available to us, through our new Private Sector Leasing Contract, had increased by over 1,700 by the end of November 2021. We have also put in place a flexible purchase system, agreed by the Finance and Resources Committee on 7 October 2021, to allow the supply of suitable temporary accommodation to continue to increase in future. The Private Rented Sector team prevented 571 households from becoming homeless, helping those households to stay in their own home or to find alternative accommodation.

Our Multi-Disciplinary Team (MDT) support Council tenants who are at serious risk of court/eviction action and who are not engaging with their locality Housing Officer. The MDT had received 93 referrals and had a caseload of 45 households at the end of March 2022, with approximately 75% of those referred fully engaged with the offer of support or engaged with initial information and advice.

In October 2021 we recruited a Partnership Prevention Officer who supports frontline Council staff, wider public service staff and staff working in the third sector to identify and support people who may be at risk of becoming homeless.

Ongoing delivery of our 20,000 affordable homes programme

We continue our ambitious house building programme approving more affordable houses to be built every year. In 2021/22 we

approved **1,251 affordable homes**, 51 more than the target. We completed a further 1,041 **homes** despite the impact of the availability of materials in the construction market and the wider impacts of Covid-19. Although we did not meet our target of 1,218, we expect to complete the remaining homes in early 2022/23. Since we set out our ambition to build 20,000 affordable homes by 2027, we have completed over 7,500 homes and completed over 5,600. The Covid-19 pandemic continues to affect build programmes nationally. Construction work was initially halted, followed by health and safety measures remaining in place until August 2021 and there are still shortages of materials. The end of the year saw a significant increase in approvals by Housing Association partners following the confirmation of increased grant benchmarks by the Scottish Government.

We have built 1,679 homes in our own house building programme including the developments at Bingham and Parkview. 810 homes are currently under construction including nearly 400 homes at Western Villages, Granton. A further 3,000 homes are in various stages of design and pre-construction at sites including Fountainbridge and Meadowbank which now both have a predevelopment partner appointed.

Increased attainment for all and reducing the poverty-related attainment gap

Whilst most of our **primary school indicators** show a decline in performance in the academic year 2020/21, our **secondary school attainment indicators** show an increase in performance. These changes in performance reflect the complex impact of Covid-19 across our schools.

We are working hard to drive improvements in attainment and to reverse the impacts of Covid-19.

We are continuing to upskill our teaching staff so they can provide all young people with the highest quality teaching and learning experiences. This is central to raising attainment for all, particularly young people from the most disadvantaged backgrounds, care experienced young people and those with protected characteristics. We are training teaching staff in four key aspects known to improve teachers' practice in teaching and learning, known as the **Teacher's Charter**. Between August 2021 and April 2022, we trained 571 people on 'Formative Assessment for Learning', 791 people on 'Differentiation', 608 people on 'Skills' and 489 people on 'Leadership of Learning'. This is 12% of the workforce so we are on-track to meet 20% by the end of the academic year 2021-22.

Our schools are also working toward achieving their **Digital Schools Award Scotland**. Three schools have already achieved this award with a further 83 schools signed to this process. 14 schools have completed all the requirements for the award and are awaiting validation visits from Digital Schools Award Scotland. However, there is currently a backlog with the validation process nationally due to Covid-19 so we are uncertain of when these visits will take place. Once they have we will be significantly ahead of our target (5%) for this academic year (2021/22).

We have five measures related to **primary pupils' attainment**. Four of the measures show a decrease when compared to 2018/19 and are below target. Only one measure, **Percentage of primary pupils who are Looked After achieving literacy**, shows a very slight improvement from 39.1% (2018/19) to 39.5% (2020/21). We closely track attainment measures via regular analysis of predicted levels of attainment in November and March each

academic year. This allows us to identify early priority schools which then receive a high level of support from the Quality Improvement and Curriculum Service. This includes helping raise attainment and sending additional staff, including transition teachers. Improvement targets are negotiated with Head Teachers and tracked rigorously to make sure expected progress is made.

The decrease in performance from 2018/19 to 2020/21 was anticipated and reflects the national picture in Scotland as a result of the disruption to learning caused by Covid-19. However, the Local Government Benchmarking Framework (LGBF) 2020/21 report shows a smaller decrease for Edinburgh for both literacy and numeracy when compared to the national average. The LGBF data for literacy attainment in Edinburgh decreased by 3.3 percent decrease compared to the national average decrease of 4.4 percent and for numeracy attainment, Edinburgh saw a 2.8 percent decrease compared to national average decrease of 5.4 percent decrease. We have allocated additional Covid-19 recovery funding to appoint transition teachers to support children and young people, with an identified gap in learning, across P5-S3. Our support will focus on closing gaps in both literacy and numeracy. We are using effective, evidence-based strategies to raise attainment in numeracy. Our Edinburgh learns numeracy development officer is training using high quality universal and targeted professional learning for staff.

We have made limited progress over the last two years in improving **the number of primary pupils, who are looked after, achieving literacy** which shows only a very slight increase from 39.1% (2018/19) to 39.5% (2020/21). The impact of the pandemic, restrictions on physical distancing and the number of children being looked after at home, has meant that children have missed out on high quality learning experiences around reading, writing, listening

and talking. Each term we rigorously track attainment for care experienced pupils in primary schools so that we can tailor support as required. We use targeted measures to support health and wellbeing including play therapy as when a child is resilient, happy and can manage their emotions, they will be in a place to learn. We have also secured a partnership with a Volunteer Tutor Organisation (VTO) who are working with P6 and P7 pupils. They tutor care experienced pupils every week which enhances and complements the school curriculum. The attainment of care experienced children and young people will be included in School Renewal Plans which is in line with our commitment to keep [The Promise](#).

There are four indicators related to attainment in our secondary schools. Three indicators:

- **percentage of leavers with SCQF level 5 in literacy and numeracy**
- **percentage of leavers from deprived areas with SCQF level 5 in literacy and numeracy**
- **percentage of all leavers achieving 1 or more awards at SCQF Level 6 or higher)**

have improved since 2019/20, one indicator is above our target and two indicators are just below our target. The remaining indicator, **percentage of all leavers from deprived areas achieving 1 or more awards at SCQF Level 6 or higher**, shows a slight decrease from 51.1% in 2019/20 to 50.6% in 2020/21.

This improvement in performance is also seen at a national level in the various attainment indicators in the Local Government Benchmarking Framework report 2020/21. However, it should be noted that the assessments were different in 2020 and 2021, due to

the cancellation of exams and external assessment of coursework in 2020 and the use of the Alternative Certification Model in 2021. This means that these results are not directly comparable with previous and future years, and any change in attainment levels during this time should be viewed with caution. With a return to formal examinations in session 2021/22, we are focusing on preparing young people for a return to formal examinations.

We are working hard to give everyone equal access to learning and education and to reduce or remove barriers to learning. Key achievements this year include:

- creating an inclusive, diverse and decolonised curriculum
- upskilling our workforce through the Teachers' Charter
- the rollout of the empowered learning (1:1 devices) initiative with a £17.6m investment.

All senior leaders have participated in Leadership of Race Equalities practice professional learning to promote inclusive practice. We are also supporting our school workforce to complete The Leadership for Equity Professional Learning which provides participants with knowledge and skills to respond effectively to the challenge of delivery equity and closing the poverty related attainment gap. So far 40 head teachers and senior leaders from primary, secondary and special schools completed this course in 2021/22 and are now applying their learning. A further 28 class teachers have also completed all three days of the training.

We have appointed a Senior Development Officer (SDO - equity and closing the gap) to support schools make best use of Finance for Equity and to share effective practice proven to close the poverty-related attainment gap. Additional Covid-19 recovery funding has been allocated to each learning community to appoint a

transition teacher to support young people in P5 to S3 with an identified gap in learning. Support focuses on closing gaps in learning in literacy and numeracy as well as supporting the health and wellbeing of learners.

We are continuing to look at ways to offer choice in our early years services. 92.4% of **parents receive funded Early Learning and Childcare at their preferred location** and 74.1% of **parents receive funded Early Learning and Childcare through their preferred model of delivery**. While Covid-19 restrictions have impacted on what we have been able to offer, we are confident we will be able to provide more flexible options for parents/carers from August 2022 with the relaxation of Covid-19 restrictions. We will reintroduce morning and afternoon sessions and build five new early years settings across the city.

We continue to **invest in our schools and learning estate** with a major £193m maintenance programme which includes replacing windows and floors, upgrading lighting and ceiling, electrical work, cleaning of gutters and general refurbishment. We have invested more money, particularly in schools, than in previous years. We are also opening two new schools in early 2022.

Pupil absence in both primary and secondary schools continued to increase in 2021/22 (at 14% for **primary pupils with low attendance** and 19.1% for **secondary pupils with low attendance**). We carried out an attendance thematic review in November 2021 to understand the causes of pupil absence including the impact of Covid-19 and presented the results and next steps to the Education, Children and Families Committee in March 2022. All schools have been asked to revise and publish their Attendance Strategy by June 2022. We scrutinise data monthly and schools have been given guidance on how to use Finance for

Equity to recruit pupil support officers to attendance. We held an Attendance conference in March to share good practice.

We share data centrally on attendance for Looked After Children (LAC) across all sectors so that support for LAC and care experienced children and young people can be put in place quickly. We have formed a short-life working group to create a multi-disciplinary attendance strategy for city.

Edinburgh's economy recovers from recession and supports businesses to thrive

Our **revised Economy Strategy** was approved in November 2021 and we continue to support businesses and residents to thrive in Edinburgh.

We supported 3,842 people this year with **employability and skills support**, up from 3,761 in 2020/21. Services continued supporting people engaging before the pandemic and securing funding for future programmes such as the £3m commitment for the Young Persons Guarantee to support more young people into training, education, or the workplace. We worked with stakeholders to create Edinburgh's Blended Employability Services which will begin in 2022/23. This is part of a pipeline of employability support and citywide outreach services to support people into training or employment.

Our **Business Gateway service** had 3,728 engagements with businesses which is slightly higher than our engagements in 2020/21 (3,551). Our advisors offer one to one support and also delivered a number of programmes in 2021/22 including

- Digital Boost (support for expanding businesses' online presence)
- Gateway to Investment (ensuring businesses are accessing investment and funding opportunities)
- Business Growth Recovery Programme (supporting businesses to recover).

A national review of the Business Gateway service has been completed which sets out new longer term outcomes. This may mean we change how we provide this service in future, but no changes are needed immediately.

Our **procurement spend in EH postcodes** shows a slight decrease in 2021/22 (45.4%) when compared to 2020/21 (47.6%) which is below the target of 50%. Issues with supply of specific goods, for example PPE, in the region means we had to source these items out with the local area which reflects in our spend in EH postcodes

Our **small-medium sized enterprises (SME) spend** was 47.6% which is a slight reduction from 2020/21 (50%) and behind our target of 52%. The number of SME suppliers included in the data has increased from 1,607 to 1,848 showing our ongoing commitment to supporting local, small businesses. However, our core spend (at £826.7m) is 19% higher than last year which is due to our large project spending (e.g. Tram to Newhaven).

We ran a number of campaigns and initiatives in 2021/22 to support business recovery from the Covid-19 pandemic including:

- a *Shop Here This Year* campaign which promoted shopping within your local area for 11 neighbourhoods

- a *Forever Edinburgh* campaign as part of the ongoing promotion of Edinburgh across various online channels including the Official Guide to Edinburgh website, associated social media channels and a monthly consumer newsletter sent to 24,000 contacts highlighting what to see and do in Edinburgh each month.
- *The Story Never Ends* campaign focused on domestic overnight visitors highlighting Edinburgh as the UK's top city break destination. In summer 2021, we secured £85,000 from the Scottish Government's Regional Recovery Fund and a further £90,000 from VisitScotland's Destination and Sector Marketing Fund focusing on promoting Edinburgh as a place to visit over the winter months. The campaign continued to promote Edinburgh as the top city break destination and saw the launch of the brand new, resident focused, Resident Rewards Edinburgh initiative.

We continue to support the Forth Bridges Tourism Strategy by supporting the project manager with marketing and communications advice and financial investment.

We spent **£5.6m on grants for the arts and cultural sector** for targeted support during the Covid-19 pandemic. These grants were used to retain jobs, creative practices and development and delivery of activity throughout the city. A wide range of partners and events were funded through these grants, including Capital Theatres, Edinburgh International Festival and North Edinburgh Arts.

We allocated over £3m to [our strategic partners](#) and £1.1m for groupings (theatre and literature) for year three of the strategic partners funding programme, as well as extending it for a further year whilst the sector recovers from the Covid-19 pandemic. The

strategic partners rose to the challenge set by the crisis by moving programmes online, maximising freelance employment opportunities and retaining full-time jobs wherever possible. Funding aims to promote stronger collaboration, developing new partnerships and creating new funding streams for the culture sector in Edinburgh.

Becoming a sustainable and net zero city

We remain focused on making sure the city's recovery from the impact of Covid-19 is both green and fair and one which accelerates progress on reducing the city's emissions and adapting the city to be resilient to climate change. To achieve this, we need to improve air quality, protect and enhance our thriving green spaces, support sustainable travel and continue to create energy efficient, good quality places to live and work to make Edinburgh a healthier and happier place to live.

Below are our key performance indicators that indicate how we performed in 2021/22. For each KPI, we include the latest data, the targets set for 2021/22 and the RAG status.



On track to deliver our 2030 net zero target					
	2018/19	2019/20	2020/21	Target	Status
City's emissions (in MtCO ₂ e)	2.428	2.248		6% reduction	Green
		2020/21	2021/22	Target	
Council's emissions (in ktCO ₂ e)		65.65		189.6 (2020-23 - 3 year target)	Green
Installed solar photovoltaic capacity across the Council's operational estate (kWp)		2,092	2,312	2,342	Amber
Percentage of new builds in delivery to PassivHaus standard		17.0%	18.0%		Grey
Annual Council internal floor area agreed to undergo low energy retrofit works			0	0	Green
Number of traffic related Air Quality Management Areas	6	6	6	6	Green
Percentage of homes that meet Energy Efficiency Standard for Social Housing 2 (EESH 2)			new	n/a	Blue
Citizens are more engaged and empowered					
	2019/20	2020/21	2021/22	Target	Status
Percentage of Consultation Advisory Panel (CAP) approved consultations with 'you said, we did' published within three months of closing date	-	-	60%	100%	Red
Percentage of annual discretionary budget allocated through participatory budgeting	0%	0%	0.32%	n/a	Blue

Edinburgh Talks Climate engagement levels			39,600	n/a	Blue
		2019	2021		
Percentage of respondents who believe that climate change is an immediate and urgent problem		72.0%	dnr	65.0%	Blue
Develop key strategic sites and projects to meet the needs of a diverse and growing city	2019/20	2020/21	2021/22	Target	Status
Formal adoption of City Plan			In progress	Aug-22	Green
Outline business case for the new Bio Quarter health innovation district agreed			Completed	Q4 21/22	Green
Outline business case for the West Edinburgh Active Travel and Public Transport infrastructure agreed			Delayed	Sep-21	Red
Completion of Tram line to Newhaven			In progress	Jun-23	Green
The city has a well-connected and sustainable transport and active travel network	2019/20	2020/21	2021/22	Target	Status
Roads annual capital and revenue investment	£23.0m	£21.3m	£24.0m	£20m	Green
		2018/19	2021		
Proportion of people travelling to work by active and sustainable means		70.0%	dnr	n/a	Blue
Proportion of people travelling to work by foot and bike for journeys up to 2 miles		55.0%	dnr	n/a	Blue
Proportion of trips to school by active and sustainable modes		69.0%	dnr	n/a	Blue
Number of multimodal interchanges		50 inter-changes served by 2 or more modes		n/a	Blue
		2020	2021		
Tram passengers		2.351m	2.594m	Increase	Green
Implementation of the Workplace Parking Levy			In progress	tbc	Green

dnr – data not released – nationally published dataset not released due to Covid-19 impact on data collection

On track to deliver our 2030 net zero target

The **latest citywide and Council emissions** measures continues to decrease. The **total city emissions** (MtCO₂e - million tons of

CO₂ equivalent) in 2019/20 was 2.248 MtCO₂e which is ahead of our indicative target of 2.281 MtCO₂e for 2019/20 (target - 6% reduction on 2019/20 figure of 2.428).

In 2020/21, the **Council emitted** 65.65 ktCO₂e, representing 35% (just over one third) of the three-year cumulated carbon budget (2020 – 23). This figure is a reduction on the Council emissions for 2019/20 of 73.5 ktCO₂e. Data for 2021/22 will be available in November 2022 and reported to the Scottish Government via the [Public Bodies Climate Change Duties Report](#).

Our [2030 Climate Strategy and Implementation Plan](#) was approved by the Policy and Sustainability Committee in November 2021. We have set up a new Infrastructure Investment Programme Board (IIPB) to oversee our priority climate strategy actions. We have developed outline proposals for five new net zero pipeline projects. We are finalising a costed climate change risk assessment for the city and will provide the basis for the development of a Climate Ready Edinburgh plan for the city.

The [Council Emissions Reduction Plan](#) was approved by the Policy and Sustainability Committee in November 2021 following a draft version being brought to committee in April 2021. We will report on progress to committee each November.

We are continuing to use our Carbon Scenario Tool to assess the carbon impact of several key projects including Granton Waterfront, Currie High School, and the Enerphit programme. We are currently developing “carbon guidance” to be used in all business cases for every projects.

We have increased our **solar photovoltaic capacity** in 2021/22, with a capacity of 2,312 kWp by March 2022 which is just behind our target of 2,342 kWp.

We are aiming to **apply Passivhaus standards to future new builds** which will make them net zero ready. We are delivering seven of 40 (18%) existing projects to Passivhaus Standard with

low and zero carbon (LZC) Primary Plant. Our goal is to create all new build projects to Passivhaus standards as new projects are commissioned to Passivhaus and old non Passivhaus projects are completed, the percentage will improve with the long-term goal of reaching 100% of new build conditioned area where Passivhaus is technically appropriate.

We are planning how we will **retrofit our existing buildings** to low energy standards. We have completed an assessment of costs of Enerphit based retrofit and finished feasibility studies for 12 buildings by March 2022.

We made a successful bid to the Scottish Government’s Green Growth Accelerator in October 2021. This could provide up to £10m to retrofit Council buildings based on a payment in arrears funding model and meeting certain criteria including carbon emissions reductions and green economy opportunities.

We still have six **traffic related Air Quality Management Areas**, which is our target. The air quality in Inverleith has improved and no longer breaches standards so we are in the process of revoking Inverleith AQMA. The latest data shows that all concentrations of pollutants at most locations are decreasing. The impact of the Covid-19 pandemic has been significant for air quality. Restrictions on travel resulted in a significant drop in NO₂ concentrations at almost all locations across the city in 2020 with just one location within the city centre breaching the legal objective. The objectives for fine particulate matter (PM10 and PM2.5) were not breached, including within the PM10 Salamander Street AQMA for the first year since it was declared in 2017. Even without the effect of the pandemic, long term trends show concentrations of the main pollutants are decreasing at most locations across the city, albeit there remain hot spot areas of concern, especially in the Central

AQMA. Some of the actions we have taken to improve air quality include introducing a Low Emission Zone in the future, improving bus emission standards of our main bus operator Lothian Buses, improving our own Council fleet, and installing more on-street electric vehicle charging points.

There is a new national standard for **energy efficiency in social housing**. However the Scottish Government is reviewing this and its associated timescales through the Zero Emissions in Social Housing Taskforce (ZEST). This is to consider and provide practical recommendations on what is required of social landlords to contribute to the Scottish Government's climate change targets. Monitoring of the ESSH2 standard has been paused until completion of this review.

Citizens are more engaged and empowered

We have involved citizens throughout the development of our 2030 Climate Strategy and Implementation Plan through a series of events during a public consultation.

We show that we have listened people's responses to formal consultations through **'you said, we did' reports**. Since our new consultation policy launched in August 2021, our consultation approval panel have approved nine consultation/engagement activities seven of which had started by March 2022. While 60% of our consultations that were completed over three months ago have 'you said, we did' information published, this figure is based on a low number of consultations (three out of five consultations met the three-month deadline) and so may be skewed. However, it should be noted that the three-month deadline is particularly challenging to meet when decisions, post consultation, are subject to committee approval.

We have run three net zero by 2030 behaviour change campaigns with the £150k allocated to sustainability and net zero engagement and campaigns in 2021/22. These have delivered 6.3m online **engagements** and 39.6k **website visits** over the year.

We will continue to engage with citizens through the Council's democratic processes, the work of the Commission and a new Edinburgh Community Climate Forum.

We have raised the **percentage of our budget that is allocated through participatory budgeting** to 0.32% in 2021/22, from 0% in 2019/20 and 2020/21. We are continuing to look at how we can increase this in 2022/23. Our Participatory Budget Framework, approved at the Finance and Resources Committee in October 2021, will support the development of a programme of activity across our services, setting out the principles underpinning our approach and how Participatory Budget coverage will be extended to include mainstreaming and commissioning activity.

The latest data (2019) shows that more Edinburgh residents (72.0%) believe that **climate change is an immediate and urgent problem compared** to the Scottish average (65.0%) (from the Scottish Household Survey). No data from the 2021 survey has been released at local authority level due to Covid-19 restrictions, when they moved to telephone rather than face to face interviews which has impacted on the comparability of the data at a local level.

Develop key strategic sites and projects to meet the needs of a diverse and growing city

We continue to take the next steps to formally adopting our new **City Plan**. On 29 September 2021 the Planning Committee approved the Proposed City Plan 2030 to be published for a

Representation Stage, this is a six-week period which allows for everyone to make their views known. We are currently considering all representations received prior to submitting the Proposed Plan to Scottish Ministers in late 2022. We will provide detailed responses where possible and report back to our Planning Committee in Summer 2022.

In October 2021 the Policy and Sustainability Committee approved the work to further progress the business case development for the £1.3 Billion project for **Granton Waterfront**, one of the most sustainable and vibrant new coastal towns in Edinburgh, the region and Scotland. Over the next 15 years, our ambition is to deliver approximately 3,500 new net zero homes, a school, medical centre and new space for businesses and creative enterprise. While this is a long-term project, we have already:

- started building new homes, including a further 142 affordable homes at Silverlea
- been granted the planning application for the first Edinburgh Home Demonstrator (EHD) pilot with 75 net zero carbon homes and three commercial units behind Granton Station building by the Development Management Sub-Committee in January 2022
- started ground works at Western Villages for around 388 much needed affordable homes and 56 homes for sale
- begun the £4.5m restoration project of the Edwardian Granton Station as a creative and cultural hub to be leased by leading arts Charity WASPS which is expected to be completed by Spring 2024.

We are progressing various projects within our **City Centre Transformation Plan** including:

- the George Street Transformation project is progressing well and on schedule to be completed by 2025 - the Operations Plan for the project is out for consultation and will be reported back to the Transport and Environment Committee before going to the next stage of development
- we are working on other active travel projects, including the City Centre West - East Link and pedestrian priority zones
- the Edinburgh St James Quarter is now open, and we have secured the year one Growth Accelerator Model payment from the Scottish Government. Work is now underway to close out the delivery side of the project and finalise the monitoring framework.
- Fountainbridge Restoration project is now in the pre-development period with a development partner selected - we expect to begin construction in 2022
- we have set up a sounding board at Seafield and are procuring master planning consultants to support the regeneration in this part of the city.
- we have finished several improvements at Picardy Place and we are going to start engaging with residents and businesses on the final improvements soon.

The business case has been agreed and **the Edinburgh BioQuarter** has formally launched its public procurement process to appoint a private sector partner by late 2022. The opportunity to create a £1 billion health innovation district which will create jobs, homes and a community for thousands of people in Edinburgh has attracted interest from parties around the world.

The **West Edinburgh Active Travel project** is part of the City Region Deal. The project team (comprising the City of Edinburgh Council, West Lothian Council and Transport Scotland) is currently

reviewing the draft West Edinburgh Transport Improvements Programme (WETIP) Preliminary Options Report. Once agreed, this will inform the programme going forward and the Outline Business Case is scheduled to be complete by December 2022.

The city has a well-connected and sustainable transport and active travel network

We spent an additional £6m on **roads** in 2021/22 bringing the total investment in roads to £24m and above our target of £20m. Work completed in the last year includes improved roads and footways pavements on major routes such as Lothian Road, High Street, Maybury Road and the A89.

We have continued working on setting **travel mode share targets** and in November 2021 the Transport and Environment Committee approved a citywide target to reduce car kilometres by 30% by 2030. Following further stakeholder engagement, we are proposing to monitor this single indicator and target going forward. Stakeholder feedback suggested that setting targets across the different travel modes might create competition between them and adversely influence investment levels and progress.

During 2021/22 we have been:

- progressing [our active travel projects](#) that will connect many cycle and walking routes in the city's western and northern suburbs to and through the city centre
- continuing our annual programmes of behaviour change initiatives to encourage active and sustainable travel and to reduce single car occupancy trips each year
- investing in improving infrastructure for walking and cycling

- continuing to plan for the introduction of low emission zones in Edinburgh once appropriate legislation is in place.

While the number of people travelling will have been impacted by Covid-19 restrictions and working from home guidance, the **number of tram passengers** increased in 2021 to 2.594m from 2.351m in 2020. This is expected to continue to increase as workplaces continue to open up for staff to return to work and air travel increases through Edinburgh Airport. Although the trams project has faced significant challenges due to Covid-19, construction continues to progress on time. We expect construction to be completed in autumn/winter 2022 followed by testing and commissioning and the new tram line up and running by spring 2023.

Since the tram works began:

- over £2.4m of funding has been given to support local businesses
- 85% of the known utility diversions has been completed
- 2,800 metres of track has been installed which is over half of the total to be laid (62%).

We continue to work with the Scottish Government on the Workplace Parking Levy and replied to the Scottish Government's consultation on the regulations and guidance for introducing Workplace Parking Licensing in June 2021. This consultation will inform the development of the scheme and set out the requirements for implementation. Once completed we will develop an implementation plan and timescales.

Wellbeing and Equalities

We are continuing to support people to live healthier, longer, and more independent lives, and to improve life chances for all children; especially our most vulnerable. We place the needs of the individual at the centre of our services and supports, which we provide at the earliest stage possible. We also want citizens to be involved in designing how their needs are met and for us to be able to respond quickly if these change. We take pride in providing high quality services and are continuing to develop with partners how we can provide the services people need locally and ensure they are accessible to all.

Below are our key performance indicators that show how we performed in 2021/22. For each KPI, we include the latest data, the targets set for 2021/22 and the RAG status.



People can access the support they need in the place they live and work		2019/20	2020/21	2021/22	Target	Status
20 minute neighbourhood strategy finalised				Completed		Green
South West pilot action plan finalised				Delayed		Red
Number of community hubs in place				new	19 by 2030	Blue
Improved safety and wellbeing for vulnerable citizens						
Children on the Child Protection Register as a rate per 1,000 population		1.5	1.3	1.2	Threshold 2.9	Green
Conversion rate between Adult Protection Contacts and 'Duty to Enquire' carried out		64.90%	71.5%	76.5%	70.0%	Green
Adult protection investigations started per 100,000 adults in population		97.95	113.3	109.5	Threshold 118	Green
Number of situations affected by domestic abuse where support was offered through new delivery model				new	n/a	Blue
Percentage of community justice orders successfully completed		68.3%	91.3%	73.0%	65.0%	Green
Looked After Children as a rate per 1,000 population		13.7	12.5	11.7	Threshold 14.0	Green

Core services are maintained or improved	3 year average (2018/21)	2019/20	2020/21	2021/22	Target	Status
Domestic kerbside missed bin service requests	23,733	17,690	19,887	21,977	21,175	Amber
Communal domestic full bin service requests	19,452	17,004	19,484	19,908	20,020	Green
Percentage of domestic waste recycled	40.6%	37.8%	39.8%	42.6%	41.0%	Green
Percentage of emergency cat 1 road defects made safe within 24 hours		98.0%	100%	100%	100%	Green
Percentage of cat 2 priority road defects repaired within 5 working days		68.0%	99.0%	97.2%	85.0%	Green
Percentage of cat 3 priority road defects repaired within 60 working days		69.0%	99.0%	98.2%	85.0%	Green
Percentage of emergency street lighting repairs completed within 4 hours		98.0%	100%	95.9%	95.0%	Green
Percentage of street lighting urgent 24 hour repairs completed in time		57.1%	92.9%	96.7%	70.0%	Green
Percentage of street lighting 5-day repairs completed in time		22.0%	39.0%	51.3%	50.0%	Green
Number of parks with the Green Flag Award		33	34	35	35	Green
Litter Monitoring System Score		92.9	81.8	82.2	93.0	Red
Number of active library users		101,547	38,016	60,931		Blue
Library digital use – downloads and streaming		176,089	2,958,560	3,069,620		Blue
Proportion of schools in good or satisfactory condition		90.2%	92.7%	94.3%	88.3%	Green
Make better use of the Council estate and resources to meet our strategic priorities		2019/20	2020/21	2021/22	Target	Status
Percentage of P6 to S6 pupils with issued iPad		-	-	30.7%	100% (2 year target)	Green
Customer Hub satisfaction		76.0%	72.0%	66.3%	75.0%	Red
Council's projected Revenue outturn		100.5%	99.2%	99.6%	100%	Amber
Sickness absence		5.37%	3.99%	5.22%	4.0%	Amber
		2018/19	2019/20	2020/21	Target	Status
Council gender pay gap		3.8%	3.0%	2.8%	3.0%	Green
		2019/20	2020/21	2021/22	Target	Status
Progress against delivery of Council's current year's approved budget savings		77.0%	82.0%	89.0%	90.0%	Amber
Percentage of invoices paid within 30 days		95%	96%	96.2%	95.0%	Green
Proportion of Council Tax collected		96.95%	95.96%	96.77%	94.46%	Green
Proportion of Business Rates collected		96.28%	90.54%	89.98%	91.0%	Amber
Percentage of revenue spend placed with contracted suppliers		94.1%	92.8%	91.0%	93.0%	Amber

People can access the support they need in the place they live and work

In June 2021 we established our new draft approach to **20-minute neighbourhood** and approved funding for a new team to implement the strategy. The 20-minute neighbourhood has been split into following five delivery strands:

- regeneration into a 20-minute neighbourhood
- embedding 20-minute neighbourhood principles in existing projects
- reimagine and redesign our town centres/high streets
- citywide neighbourhood connection
- digital, consultation and engagement.

A programme team and board are now in place. They are creating a programme plan, initially focusing on reimagining town centres and supporting other Council services to embed 20 minute principles into existing projects and programmes.

An example of a project that is incorporating these principles is the Wester Hailes masterplan, for which we have appointed a design team. The plan will set out a comprehensive, phased approach for the next 10 to 15 years, building on community aspirations, as set out in the Local Place Plan. Wester Hailes is one of the first communities in Scotland to develop its own Local Place Plan, following its introduction within the Planning (Scotland) Act in 2019. It is expected that the masterplan will provide a platform to maximise funding opportunities, such as the UK Government's Levelling Up Fund.

Improved safety and wellbeing for vulnerable citizens

The number of children requiring formal **Child Protection registration** was stable in 2021/22 and the rate (1.2) is at a similar level to 2020/21 figures and continues to be well below the national rate (2.9) which reflects our focus on early help and support for families. We use the national rate as a threshold which allows us to monitor our level of Child Protection registrations against the national context. If there is a large variation between us and the national rate, we would investigate this further. The Child Protection Committee monitors key data on a regular basis, via the National Minimum Dataset for Child Protection Committees in Scotland. We also undertake quality assurance activity to further scrutinise any notable trends, which has provided additional assurance that the planning undertaken to protect Edinburgh's children is robust. This activity has included audits of cases where children had been removed from the Child Protection Register and where children had been considered at Case Conference but subsequently not registered. This approach is ongoing, with audits of key areas planned for the coming year.

In partnership with colleagues in neighbouring local authority areas, the Child Protection Committee has begun revision of the local Child Protection Procedures, with an expectation that these will be published during 2022.

Similarly our **rate of Looked After Children** continued to decrease across much of 2021/22 with a slight increase in the latter months and at 11.7 remains below the national average (14.0). As with the Child Protection registrations, we use the national rate as a threshold for monitoring our rate within the national context.

The Locality Operational Groups enable partnership working between statutory and third sector services to develop a common practice framework for engaging with children and their families. We are using mental health funding to look at how young people can access support through a simple gateway. We will connect these work streams with Edinburgh's Promise.

We continue to improve how we engage with young people through, for example, the Children's Rights Review, the work in schools, the use of Mind of My Own, the Champions Board and Youth Talk. We are exploring how we can develop an overarching model linked to the Promise as a means of framing our engagement so that what is important to children is considered at each stage of our processes.

The Edinburgh Children's Partnership will continue to work on the actions in [Edinburgh's Promise 2021-2024 plan](#).

We have recruited a dedicated postholder who is supporting the development and recruitment to the Champions' Board (a group of care experienced young people who meet regularly with us to discuss ways to change and improve the care system in Edinburgh). With the new Corporate Parenting Lead Officer, there are plans to better engage with and hear the voice of children who are unable to live at home.

The **conversion rate of Adult Protection contacts into Duty to Enquires** has increased in 2021/22 to 76.5% compared to 71.5% in 2020/21 and is above our target of 70%. Whilst **our rate of Adult Protection Investigations started** decreased from 113.3 in 2020/21 to 109.5 in 2021/22, it remains below the national rate (118). As with the Child Protection registrations, we use the national rate as a threshold for monitoring our rate within the national context.

While our conversion rate performance is high, we are still looking at ways to improve practice. The Adult Support and Protection service did a self-evaluation exercise, including surveys and colleague focus groups and identified key improvements. The Edinburgh Adult Protection Committee is overseeing progress on these improvement actions, including reviewing our Adult Support and Protection Policy and Procedure.

We have reviewed and improved our Large Scale Investigation procedure which is now in place in line with an agreed Pan-Lothian protocol. Multi-agency Quality Assurance meetings have continued to provide scrutiny and assurance for care homes and care at home agencies.

We have given multi-agency colleagues a range of Adult Support and Protection training. We continue to improve how we increase the involvement of people with lived experience in Adult Support and Protection work and in measuring and evaluating outcomes for people. We are working with advocacy organisations to encourage better involvement, including involvement of people with lived experience in training.

We are setting up **Domestic Abuse Local Action Groups** (DALAG) and information sharing protocols between ourselves, Women's Aid and Police Scotland. When we have done this, we will be able to report on the work of the Domestic Abuse Local Actions Groups. We recruited an Equally Safe Edinburgh Committee Lead Officer in September 2021 to support this work.

We created a combined Learning and Development subcommittee to reflect the increasing crossover between Public Protection areas. This group oversee the learning and development needs related to

cross cutting issues, such as domestic abuse, human trafficking and the links between child and adult protection.

Our percentage of **community justice orders successfully completed**, at 73.0% in 2021/22, has returned to pre-Covid-19 levels and reflects the gradual return to more normal working of courts following the Covid-19 restrictions.

As Covid-19 restrictions have relaxed, over the last 12 months, Community Justice Social Work has seen a steady increase in criminal justice social work report requests and community-based disposals. This is due to our partners, including Scottish Courts and Tribunal Services and Crown Office and Procurator Fiscal Service dealing with the backlog of business.

Other highlights include:

- developing trauma informed approaches within the wider service
- a very positive review by the Care Inspectorate of how we deal with breach of licence/recall to custody of people subject to statutory throughcare and the implementation of an improvement plan to address areas of development
- a very positive review by Internal Audit to make sure our procedures and practice effectively meets our regulatory and statutory duties for Community Payback Orders and the implementation of an improvement plan to address areas of development
- re-focusing on our Involving People Strategy with support from our Quality Assurance colleagues.

Edinburgh Health and Social Care Partnership

The Health and Social Care Partnership continues to support vulnerable people across Edinburgh and progress with a number of transformational workstreams is detailed below.

The rollout of **Three Conversations** across health and social care continues. This approach focuses on what matters to a person and working collaboratively with them as experts in their own lives, with staff considering a person's strengths and community networks to achieve positive outcomes. It has been delayed due to the ongoing pandemic and capacity pressures across the system, however, all four localities now have assessment and care management teams using the Three Conversation approach. Due to its success other services within the Partnership have adopted the approach.

Between April 2021 and April 2022, teams using Three Conversation have had conversations with over 4,900 people. 35% have given information, advice or sign posting such as to third sector and community resources rather than formal long-term care services being required or increased. In the same period the average time from a person contacting Social Care Direct to a conversation starting has been 11 days compared with an average of 37.3 days for those working in the traditional assessment model in 2020/21. Recent feedback from colleagues and people supported using the Three Conversations approach has been positive, highlighting how it has helped keep services person centred.

Home First is developing services to better support people to remain at home or in a homely setting, preventing hospital admission and providing alternatives to hospital where it is clinically safe to do so. Significant progress was made in several workstreams during the year.

To help keep people out of hospital, the Partnership created a single point of access through the Flow Centre for all urgent health and social care/therapy pathways requiring a four hour response. From March 2021 to February 2022, 357 referrals were received and 53% of admissions were avoided. The Partnership also expanded the social work hospital team to include Home First Navigators in Home Based Complex Clinical Care and intermediate care, and additional social workers to support the front door at the Royal Infirmary and Western General Hospital. The Hospital@Home service also prevents admissions. Referrals to this service have increased by 40%, with the introduction of different referral routes and virtual clinics which accept Emergency Department referrals out of hours for visits next day.

The Home First approach also to support timely discharge from hospital. In 2020/21, Edinburgh became the first Lothian partnership to test planned date of discharge (PDD), as part of the pan-Lothian pathfinder site for the national Discharge without Delay initiative. The Partnership also enhanced their Discharge to Assess (D2A) service, which enables more people to be assessed at home, supporting 2,173 discharges or referrals since June 2021. Additionally, the Community Respiratory Team built on the success of the test of change done at the Royal Infirmary in 2021 to support the discharge of Covid-19 patients. In 2021/22 there were 20 referrals with 60 hospital bed days saved.

The **Edinburgh Wellbeing Pact** was created during 2020/21 to improve the Health and Social Care Partnership's relationship with Edinburgh citizens. It was created by talking to citizens, staff from the Partnership and partner agencies, communities of interest, community planning partners and interested stakeholders. It is based on the principles of mutuality and reciprocity, and these

remain central to all the enactment activities which have been initiated to date.

In April 2021 the Edinburgh Integration Joint Board (EIJB) supported seven recommendations related to the Edinburgh Wellbeing Pact. Community mobilisation included exploring a new way to engage and fund the third sector with emphasis on community collaboration and what defines a community and their local assets. This work was brought under a separate but connected project titled Community Mobilisation.

The Community Mobilisation programme began in January 2021. As a part of this, eight stakeholder events involving over seven hundred people were held to develop, create, and accelerate solutions. This includes the "More Good Days" Public Social Partnership (PSP). The PSP will focus on improving health, social, environmental, and economic outcomes for the wider community through promoting innovation and being community led, collaborative and ethical. The EIJB has also extended the Health Inequalities Grants Programme from 31 March 2023 to 31 March 2025, whose beneficiaries will continue to be active contributors to the More Good Days partnership.

The **bed-based review** is continuing to redesign bed-based services across the city, taking into consideration demand and capacity to keep a sustainable bed-based services. The project covers a range of bed-based services including medically led beds in hospitals and beds in the community supported by social care staff.

The first phase will increase intermediate care capacity, create a streamlined Hospital Based Complex Clinical Care (HBCCC) service, and introduce nursing staff into Edinburgh Health and

Social Care Partnership (EHSCP) managed care homes. These changes will allow the EHSCP to leave the Liberton Hospital site to free it up for redevelopment. Work is also ongoing in specialist inpatient rehabilitation and palliative/end of life care.

In September 2021 the EIJB agreed to consult on the future of older people's services in Edinburgh. We have been working with the Consultation Institute to plan and develop this, and the results will be published in the latter part of 2022. The outcome from the consultation will inform the options for the delivery of bed-based services in Edinburgh.

Core services are maintained or improved

Our **domestic kerbside missed bin service** requests show an increase in 2021/22 to 21,977 from 19,887 in 2020/21. This is just above our 2021/22 target of 21,175 but is below the average for the three previous years (23,733). The Covid-19 pandemic continues to place additional pressures on the service because of higher staff absence levels due to illness or shielding or self-isolating. Our **communal full bin service requests** are similar in 2021/22 (at 19,908) and 2020/21 (at 19,484). This is lower and so ahead of our 2021/22 target of 20,020, but higher than the average for the three previous years (19,452). We started our communal bin review again in 2021/22 following a pause as we focused on maintaining bin collection during Covid-19 restrictions. New bin hubs across the city, as part of this project, should reduce the full bin service requests in 2022/23.

The **recycling rate** for 2021/22 is 42.6% is the highest it has been since 2017/18 and is above the target of 41%. Home working and increased home delivery services during the Covid-19 pandemic, has continued which increased levels of waste. However, residual

waste has started to reduce in 2021/22, by around 3,500 tonnes, and recycling waste has increased by around 9,000 tonnes.

Green Flag Award assessments by Keep Scotland Beautiful took place in 2021 with Bloomiehall Park achieving a Green Flag Award for the first time, bringing the total number of Green Flag Award parks in Edinburgh to 35 which is almost half of the Green Flag Awards in Scotland (77 awards). Corstorphine Walled Garden also successfully retained its Green Flag Community Award.

Our libraries were closed due to Covid restrictions. The number of people using our libraries is increasing again now they are open, but at 60,931, the number of **active library users** has a long way to go to return to pre-Covid levels of 101,547 in 2019/20. The priority in 2021/22 has been to get libraries back up and running again so they can provide the invaluable resources for local communities, including libraries which were operating as Covid-19 local testing centres. Meanwhile the **number of digital downloads**, which saw a significant rise in 2020/21, continues to rise (up from 2.96m in 2020/21 to 3.07m in 2021/22) showing that residents are still using our online library services.

We continue to repair most **road defects** across all categories within our timescales. In 2021/22, 100% of emergency repairs, 97.2% of Category 2 and 98.2% of Category 3 repairs were repaired on time. This is similar for **street lighting repairs** which exceeded target across all three categories and has showed year on year improvements in both 24 hour (up to 96.7% from 92.9%) and 5-day repairs (up to 51.3% from 39.0%) as services return to normal following Covid-19 restrictions. We also successfully completed the installation of Energy Efficient Street Lights across the city. We completed the hierarchy of roads for safety inspections

across the city and all inspection routes were completed on time in 2021/22.

Our **Litter Monitoring System Score** has marginally improved from 81.8% in 2020/21 to 82.2% in 2021/22 following a decrease in scores seen nationally during 2020/21 following the significant disruption due to the Covid-19 pandemic. Results from Local Government Benchmarking Framework 2020/21 datasets show that the urban authority benchmarking family group as a whole, has seen a significant drop in cleanliness score.

During 2021/22, our Waste and Cleansing service focused on returning our service to normal and maintaining priority waste and recycling collections during challenging periods of staff absence. The improved April 2022 figure (of 85%) shows progress continues to be made. However, we want to see this improvement continue and have several other actions in progress. We have already started to roll out new communal bin hubs and expect this to improve our street cleanliness scores, particularly in high density areas. We are also taking forward the Scottish Government's new strategy aimed at tackling both littering and flytipping through behaviour change, making sure we have the correct service/infrastructure in place and enforcing littering and flytipping enforcement action. We are also reviewing our street cleansing service to make best use of and target our services.

The average **condition of our schools' estate** continues to increase from 90.2% in 2019/20 to 94.3% in 2021/22 because of the money we invested over the last four years to improve the condition and the built environment of our school buildings. This Asset Management Works (AMW) Programme is a 5-year buildings refurbishment programme with a value of more than £124m and is now in its final year.

Make better use of the Council estate and resources to meet our strategic priorities

We began our Empowered Learning programme in August 2021. So far, we have given out 30.7% of the 27,500 **iPads** to 9 secondary schools, 35 primary schools, 30 early years sites and teachers in a further 14 secondary schools also receiving their iPads. We are on track to finish this programme during academic session 2022/23.

We want customers to be satisfied with the first contact they have with us and so have continued with our **Customer Hub satisfaction** survey. In 2021/22, we saw a decrease in satisfaction, from 72% in 2020/21 to 66.3% in 2021/22 and we remain behind our target of 75%. This may be due to a low volume of surveys completed versus the comparative number of calls to our Customer Contact Centre and so may not fully reflect our performance. However, calls generating low satisfaction scores have been analysed and appropriately actioned, including agent training and improving processes. We expect to increase response rates to the survey by sending follow up text surveys on key contact lines and online survey forms on our website. Feedback will feed into wider improvement plans.

Our **projected revenue outturn** is just below our target of 100% at 99.6%. While the financial effects of the pandemic lessened somewhat relative to the previous year, these impacts continued to be significant in 2021/22. The net cost to the Council during the year, including exposure through its Arm's-Length External Organisations (ALEOs), was £25.5m.

Given the scale of these impacts, we regularly reported on financial monitoring to the Finance and Resources Committee during the

year. Through a combination of savings in service areas and corporate budgets, we achieved a provisional underspend of £3.9m. This was delivered without the planned level of drawdown from reserves, providing an additional contingency against the on-going expenditure and income impacts of the pandemic.

Alongside this, we continued to focus on the **delivery of our current year's approved budget savings**, and at 89% for 2021/22, is an improvement on previous years but still marginally below the target of 90%.

The increase in **sickness absence** in 2021/22 to 5.22% has returned to our pre-Covid levels (5.37% in 2018/19) and is above our target of 4%. High levels of Covid related absence resulted in increased pressure on capacity and additional workload of colleagues to keep services running. The pandemic has had a mental and physical impact on employees, reflective of the national trends. Employee absence due to Covid continued to be monitored separately. We have continued to develop, adapt, and tailor wellbeing support for colleagues for those continuing to work frontline services and those who have been working from home.

Our **gender pay gap** (the average difference in hourly wage of all men and women across a workforce) continues to reduce from 3.05% in 2018/19 to 2.81% in 2020/21 and is now lower than our target and so has a Green RAG status. While our gender pay gap decreased in 2020/21, the national average (from the latest LGBF 2020/21 dataset) remains larger than Edinburgh and showed a rise from 3.4% in 2019/20 to 3.66% in 2020/21.

We continue to make progress against the commitments made in our People Strategy and Strategic Workforce Plan workstreams and have also developed a programme deliver on the Independent Inquiry and Whistleblowing Culture Review recommendations. Our actions will continue to support the development of our organisational culture.

It remains important to businesses that we pay our bills promptly and in 2021/22, we continued to pay over 95% of **our invoices within 30 days**, and at 96.2% remain above our target of 95%.

Our **collection of Business Rates** showed a decrease for a second year to 89.98% in 2021/22 and is just below the target of 91% and may reflect the challenges affecting businesses due to Covid-19. We continue to support businesses that are still finding it challenging by promoting and applying all appropriate business reliefs and grants. Meanwhile **our collection of Council Tax**, at 96.77% in 2021/22, has improved compared to last year and is above the target 94.46%.

Whilst the **percentage of revenue spend placed with contracted suppliers** remains high, it has dipped slightly again this year to 91% and is below the target of 93% as we continue to experience challenges in **procuring goods and services from contracted suppliers** particularly in Health and Social Care. We have identified where we can improve which should improve our performance in 2022/23.

City of Edinburgh Council - Complaints Analysis

1 April 20201 – 31 March 2022

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A Forward Looking Council



An Empowering Council

Introduction

This is the review of the Council's annual complaints performance for 2021-22.

Key headlines:

- Council services closed 6144 complaints during 2021-2022.
- 86% of closed complaints were concluded at Stage 1 (front line resolution).
- Council services responded to 27% of Stage 1 complaints, 61% of Stage 2 complaints, and 53% of escalated complaints within the Scottish Public Services Ombudsman (SPSO) timescales of 5 working days for stage 1 and 20 working days for Stage 2 and Escalated complaints during 2021 - 2022.
- Council services resolved, upheld, or partially upheld 78% of all complaints closed in 2021 - 2022.
- City of Edinburgh Council complaints referred to the SPSO over 2021 - 2022 increased slightly from the previous year. 36 referrals were received during this time. This is an increase of 4 from the 32 received in 2020 – 2021.
- A revised Model Complaints Handling Procedure developed by the SPSO was introduced on 1 April 2021. This included the introduction of revised processes and a new e-learning module.
- The Council's Corporate Complaints Management Group (CCMG) continues to share best practice and identify opportunities to improve complaints management within the Council, including the need to improve service delivery through learning from complaints.

Key headlines (continued):

- The Council closed 6144 complaints in the 2021 – 2022 reporting year. Although this is an increase from 2020 – 2021, it is below the level of complaints closed prior to the Pandemic. This trend is similar to other local councils who have also experienced a significant drop in complaints during the Pandemic, but numbers are starting to return to pre-pandemic levels. This does suggest a shift in citizen behaviour, rather than an increase in dissatisfaction with Council Services.
- The Council is an active member of the Local Authority Complaint Handlers Network (LACHN) where performance data is shared for benchmarking purposes. When comparing data from our LACHN family group, we are on par with the average response times for Stage 2 and escalated complaints, both within a 5% tolerance of the average for the group.
- Stage 1 complaint response times have significantly improved over the last year, with an average of 16 days to respond reducing to around 9 days. While further improvement is clearly needed, this is a welcome improvement and is likely indicative of the fact that staff with a complaints function are returning to their substantive duties following secondments to Covid-related duties.
- Ongoing work with the CCMG (and indeed CLT members) will see more drive to ensure complaints at stage 1 are handled on time, and steps taken to ensure our complaints handlers are using the recording systems appropriately to close off complaints timeously.
- In addition, we are currently developing improved complaints reporting techniques to enable high quality reporting on complaints performance on a quarterly basis in an attempt to quickly identify areas where improvement may be required alongside improved recording of where learning from complaints has been taken on board to drive service improvements.

Complaints closed during 2021 - 2022

6144

Place	Resources	C&F	EHSCP*	Chief Executive
Q1 – 983	Q1 – 273	Q1 – 120	Q1 - 29	Q1 – 5
Q2 – 1311	Q2 – 256	Q2 – 93	Q2 – 29	Q2 – 1
Q3 – 1124	Q3 – 234	Q3 – 145	Q3 – 23	Q3 – 1
Q4 - 1058	Q4 – 286	Q4 - 133	Q4 – 39	Q4 - 1

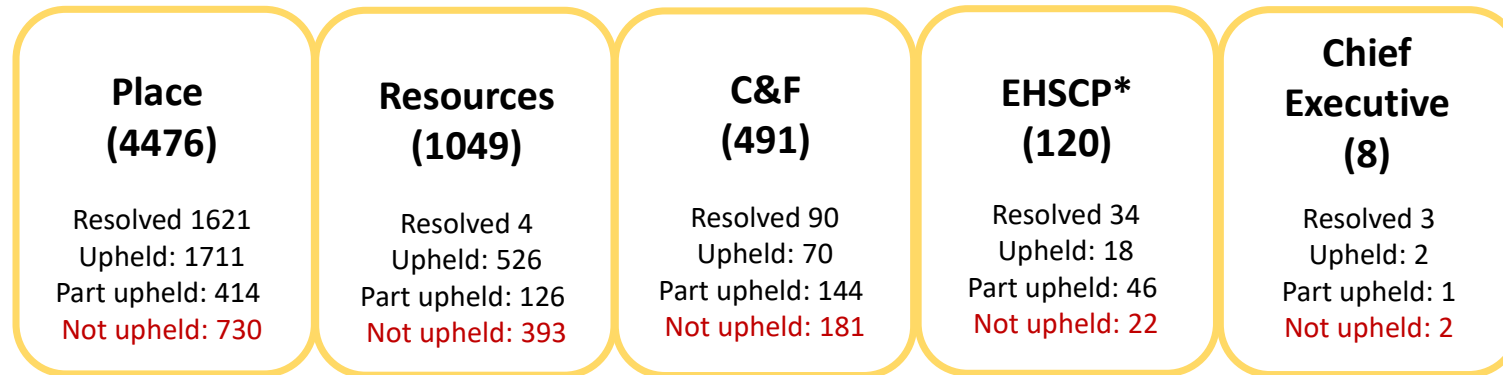
The figures above provide information on the number of complaints which were processed and closed by Council services for each Quarter of 2021 - 2022. Overall, there was a 74% increase in the total number of complaints closed during 2021 - 2022 (6144 compared with 3,530 complaints closed in 2020-2021). This increase can largely be attributed to the recovery from Covid restrictions which had significantly impacted on the number and nature of complaints received by the Council during 2020 - 2021.

- During 2021 – 2022, over 7000 complaints were received by the Council (14.1 per 1000 of population). Over this same time period, 6144 complaints were closed. The remaining complaints not closed were either withdrawn, created in error, or were in progress at the time of reporting the data.
- 5261 (85.6%) of the total number of complaints closed were frontline resolutions (Stage 1), 791 (12.9%) were investigations (Stage 2), and 95 complaints (1.5%) were closed following escalation from Stage 1 to Stage 2

*EHSCP: Adult Social Work only

Complaints resolved, upheld or partially upheld during 2021 - 2022

4815



Following the implementation of the Council’s revised Complaint Handling Procedure, a new complaint outcome of ‘resolved’ has been introduced for 2021-2022. This means that it is now possible to close a complaint under the classification of ‘resolved’ without a need to decide whether the complaint should be upheld or not. This outcome can be used where it’s possible to quickly agree on an action that will meet the customer's needs.

- The figures above show the number of complaints resolved, upheld, and partially upheld, as well as those not upheld by Council services.
- Overall, the Council resolved, upheld or partially upheld 4815 complaints from a total of 6144 complaints closed in 2021 – 2022 (78%). This is an overall increase of 14% from the 64% of complaints which were upheld or partially upheld in 2020 – 2021, however it should be noted that the 2021 - 2022 figure does now include "resolved" complaints.

*EHSCP: Adult Social Work only

Performance against SPSO timescales

	Apr – Mar 2021	Jun – Sept 2021	Oct - Dec - 2021	Jan – Mar 2022	2021 - 2022
Place	29% (285/983)	30% (387/1311)	29% (322/1124)	33% (352/1058)	30% (1346/4476)
Resources	37% (100/273)	38% (96/256)	50% (116/234)	40% (114/286)	41% (426/1049)
C & F	53% (63/110)	54% (50/93)	57% (83/145)	49% (65/133)	53%(261/491)
EHSCP	38% (11/29)	31% (9/29)	26% (6/23)	36% (14/39)	33% (40/120)
Chief Executive	80% (4/5)	0% (0/1)	100% (1/1)	0% (0/1)	63% (5/8)

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The data in the table above reflects performance against the Stage 1 (5 working days) and Stage 2 (20 working days) timescales set out in the Council's Complaint Procedure. These are based on source data collected from Council recording systems and include any agreed extended timescales.

- When necessary, and with agreement of the customer, timescales can be extended at both Stages 1 and 2. Over the period, 335 (6%) extensions were agreed at Stage 1 and 123 (16%) extensions agreed at Stage 2.
- The Council answered 27% of Stage 1 complaints , 61% of Stage 2 complaints, and 53% of escalated complaints within time in 2021 - 2022

Performance against SPSO timescales

- Overall, the Council responded to 31% of all closed complaints within time in 2021 - 2022 - a significant decrease compared with 2020-2021 when 64% of closed complaints were responded to within timescales. Services providing the statistical information have attributed this performance to ongoing issues and diverted resources taken up with the Covid 19 pandemic issues during 2021 - 2022. Future Complaints Group meetings will reinforce the need to improve across the board and ensure relevant training opportunities are provided to complaints handlers.
- The average recorded period for providing a full response at Stage 1 was 9.6 days and 19.1 days at Stage 2. This is largely due to complaints not being closed on recording systems in good time. Services will continue to be reminded of the need to close complaints promptly through the Corporate Complaints Group champions.
- While the figures provided for handling complaints within timescales are disappointing, some encouragement should be taken that improvements have been made over the last year where Stage 1 response times have improved, reducing from 16.1 days average to 9.6 days average, and Stage 2 average response days are now within the SPSO 20 working day guidelines. Through working with our Service leads and Executive Directors, we will strive to continue to make improvements moving forward.

Complaints during Covid

Impact of Covid on Council Complaints

The Coronavirus pandemic, and the Council's response to it, had a considerable impact on the number and nature of complaints received by the Council.

- Complaints across the board increased by 74% in 2021 - 2022 and are unlikely to have fully returned to pre-pandemic levels.
- Some of the factors that influenced the reduced number of complaints during the Covid Pandemic were Council decisions made in response to the pandemic. For example, not proceeding with debt recovery for a period; the temporary abolition of parking charges; and the short-term cessation of some collection services, such as garden waste and glass.
- The nature of complaints also changed as a result of different service delivery models. For example, schools received several complaints relating to their digital delivery and virtual learning.
- The need to prioritise resources in response to the pandemic had an impact on performance figures for some services. For example, Adult Social Care Services, had to use complaints staff in other areas of pandemic related work.
- The top three service areas receiving complaints continue to be Place, Waste and Cleansing, and Resources.

Complaints and referrals to the SPSO

- Once customers have had their complaint handled through Stage 1 and 2 of the Council’s complaints process, they can take their concerns to the SPSO if they are unhappy with the way in which their complaint has been handled. The SPSO is the final stage for complaints about most Scottish public authorities.
- During 2021 - 2022, there were 36 referrals to the SPSO. These mostly concerned Place (15), Customer and Digital (5), and Schools and Lifelong Learning (4). Of the 36 referrals, two resulted in improvement decisions.
- The table below shows progress over time in relation to SPSO referrals and Decisions for Edinburgh City Council.

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	2021 - 2022	2020 - 2021	2019 - 2020	2018 - 2019	2017 - 2018
Enquiries	36	32	129	133	162
Decisions	2	1	3	9	27

- the figures continue to indicate a continued trend of fewer complaints and referrals being taken to the SPSO about the Council. Given there was a 74% increase in the complaints handled by City of Edinburgh Council, the slight increase from 32 to 36 SPSO enquiries is relatively low by comparison.
- It is worth noting that SPSO have also been impacted due to the Covid pandemic, and their investigations are currently backlogged by around 11 months

Learning from Complaints

- A Key Performance Indicator from SPSO is centred around learning outcomes following the handling of complaints.
- Within the Health and Social Care Partnership, a complaint was received about a motion activated wrist alarm not activating when the client fell. The investigation found that whilst it was not possible to guarantee the equipment would detect all falls, it was important that clients and their families were made aware of this. As a result of the investigation, our equipment suppliers updated their written citizen alarm agreement to ensure that all relevant parties are now aware and informed of potential system limitations, particularly when carers or family members may not be present during the installation visit.
- In another case, action was taken when complaints were received in connection with decision-making by the Transport Allocation Group (TAG). A lack of clarity was identified about the types of shared transport available, and physical distancing guidelines when using transport. Practitioner guidance is now issued to workers as part of the invite to the TAG meeting, explaining areas to be discussed and helping practitioners prepare, so that a decision is more likely to be reached at the first meeting. A 'Frequently Asked Questions' document has also been developed, setting out expectations for practitioners attending the TAG and the process for arranging transport once agreed.

Learning from Complaints

- Within the Customer Contact Team, cognisance has been taken of services need to respond within the time frames so that complaints are dealt with as a priority and not followed up by the citizen, taking up valuable time unnecessarily.

Where there are some complex complaints that require in-depth investigations, it is important to maintain communication with the customer and ensure they receive a holding letter/email advising them that their complaint is being investigated and is in hand.

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Within the Customer Contact Team, there has been an improvement in this over the last 12 months, and they will continue to work to make further improvements.

- Within Waste Services' Communal Bin Project, we have reviewed complaints received or escalated to Stage 2. As an outcome of this review, we have taken steps to improve communications as several residents had stated they were unaware of the proposals prior to the new bin hubs being implemented.

In addition, the information we have provided on the Council's website has been reviewed and extended, and we have set up additional engagement events and written to residents to make them aware of the events.

Learning from Complaints

- Within Schools - we received several complaints relating to the length of time it was taking to respond to customers when they were reporting a change of address.

As a result we now aim to respond to all submissions within 1 month and notify of a final decision on school placement by 31 May, in order that children will be able to attend any transitional activities at their new school.

Next Steps

- The Information Governance Unit and the Corporate Complaints Management Group will continue to promote the revised Complaint Handling Procedure to ensure appropriate levels of awareness and improved complaint handling across the organisation.
- The Council will strive to collect information on a quarterly basis about complaint outcomes to build public confidence and trust in the value of complaints and complaining, including the actions taken to improve services identified through learning outcomes from complaints.
- The Council will continue to contribute to the work of the Local Authority Complaint Handlers' Network to share best practice and benchmarking information to improve complaint handling and performance in Edinburgh.
- A revised and nationally agreed questionnaire will be introduced to assess customer satisfaction levels and inform improvements when required. Discussions with the Corporate Complaints Management group and Corporate Leadership Team will continue to identify best practice for implementing the survey.
- Discussions continue to take place about improved complaints recording and reporting which should (through time) provide improved and more consistent complaints data to inform service improvements.

For more information regarding Complaints please contact:

Information.compliance@edinburgh.gov.uk



A Forward Looking Council



An Empowering Council

Policy and Sustainability

10.00am, 30 August 2022

Local Government Benchmarking Framework 2020/21 - Edinburgh Overview

Item number
Executive/routine
Wards
Council Commitments

1. Recommendations

That the Policy and Sustainability Committee note the report setting out the detailed analysis of the LGBF benchmarking framework dataset for the 2020/21 financial year.

Andrew Kerr

Chief Executive

Contact: Edel McManus; Change and Delivery Manager

E-mail: edel.mcmanus@edinburgh.gov.uk

Report

Local Government Benchmarking Framework 2020/21 – Edinburgh Overview

2. Executive Summary

- 2.1 This report provides an overview analysis of the 2020/21 benchmarking data provided by the Scottish Local Government Benchmarking Framework (LGBF) and reflects the impact of the first year of Covid-19.
- 2.2 In summary, the report shows the impact of Covid-19 across services in Edinburgh during 2020/21.

3. Background

- 3.1 Led by [SOLACE](#), with the support of the [Improvement Service](#), the Local Government Benchmarking Framework aims to provide a benchmarking toolkit for local government.
- 3.2 The publication and use of this data forms part of the Council's statutory requirements for public performance reporting as directed by the Accounts Commission.
- 3.3 It should be noted that LGBF data is always retrospective, and the framework provides benchmarking data and national rankings for services that were delivered in the financial year 2020/21. In comparison, the current Annual Performance Report refers to the financial year 2021/22.
- 3.4 This is benchmarking data for all Scottish Local Authorities and, where the data is relevant, can present a useful analysis of us in comparison to others.
- 3.5 Currently the dataset holds 2020/21 data for 88 out of the 101 indicators.

4. Main report

- 4.1 The Local Government Benchmarking Framework [National Benchmarking Overview Report 2020/21](#) was published by the Improvement Service in March 2022. The report introduces data from 2020/21 and provides a picture of the impact of the first year of Covid-19 on local government services and the lives of their communities.
- 4.2 In addition, an online toolkit on the [My Local Council](#) website has been created to help councils benchmark with other councils.
- 4.3 The framework allows local authorities to compare their performance across a suite of indicators of efficiency (unit cost), outputs and outcomes, covering all areas of local government activity.

- 4.4 This year's LGBF data highlights the effort and achievements delivered across local government during the first full year of Covid-19. The workforce has adapted quickly to meet new demands, maintain essential services, and implement new ways of working.
- 4.5 The significant upheaval resulting from the Covid-19 pandemic has introduced new complexity in relation to the 2020/21 LGBF dataset and so judgements on comparative rankings should be viewed with caution as each Council made service decisions on local factors, priorities, and resources.
- 4.6 This dataset provides information ranking Edinburgh with the other councils as well as timeseries data for each of the indicators for Edinburgh.
- 4.7 The Local Government Benchmarking Framework is not a comprehensive summary of all the performance of the Council in 2020/21 rather, the data complements and informs the Council's own Corporate Performance Framework.

High level Overview

- 4.8 The latest figures show that overall Edinburgh's ranking is in the top two quartiles (so above the national average) for 59% of the indicators (52 out of 88).
- 4.9 In terms of overall ranking Edinburgh compares favourably with the other three most comparable cities of Aberdeen, Dundee, and Glasgow:
- Edinburgh has the highest number of indicators above the Scottish average at 52, compared to Aberdeen with 40 indicators, Dundee with (36 indicators) and Glasgow (38 indicators).
 - Edinburgh has the fewest indicators in the bottom quartile at 10, with Aberdeen having 21, Dundee 32 and Glasgow 28.
- 4.10 The Appendix provides an overview of Council benchmarking performance in 2020/21 under the framework's nine themes, namely:
- Children's Services
 - Adult Social Care Services
 - Environmental Services
 - Culture and Leisure Services
 - Housing Services
 - Corporate and Asset Management Services
 - Economic Development (including Planning)
 - Financial Sustainability
 - Tackling Climate Change
- 4.11 Each theme section gives an overview of the impact of Covid-19 on services, how services have responded and how that is reflected in the 2020/21 data. In the appendices a comparative overview of Edinburgh's five year trend data with the Scotland wide average, and the cities of Aberdeen, Dundee, and Glasgow is shown for each indicator.

- 4.12 In addition to the Local Government Benchmarking Framework, the Council also participates in several other benchmarking and service development groups. These include the Association for Public Service Excellence (APSE), Scotland's Housing Network and Keep Scotland Beautiful.
- 4.13 Along with the Local Government Benchmarking Framework, these allow the Council to share best practice and provide a focus for service improvement initiatives.

5. Next Steps

- 5.1 The Local Government Benchmarking Framework 2020/21 data analysis will be used to inform Senior Management Team discussions and the Council Planning and Performance Framework.

6. Financial impact

- 6.1 There is no financial impact associated with this report.

7. Stakeholder/Community Impact

- 7.1 The publication and use of the benchmarking data forms part of the Council's statutory requirements for public performance reporting, [as directed by the Accounts Commission](#).

8. Background reading/external references

- 8.1 [LGBF National Overview Report 2020/21](#) published by the Improvement Service in March 2022.
- 8.2 [My Local Council](#) website.

9. Appendices

Appendix A: 2020/21 Edinburgh Overview

Appendix B: LGBF report Appendix 1a – 1l

Appendix A: 2020/21 Edinburgh Overview

LGBF 2020/21 summary

1. This analysis of the most recent Local Government Benchmarking Framework (LGBF) data provides:
 - a. a summary of Edinburgh's comparative ranking and indicator performance compared to the previous year, 2019/20
 - b. indicator data and the national ranking position for all LGBF indicators
 - c. urban cities and Scotland average comparative data
 - d. an overview of national performance trends and local factors.

National picture

2. This year's LGBF data highlights the effort and achievements delivered across local government during the first full year of Covid-19. The workforce has adapted quickly to meet new demands, maintain essential services, and implement new ways of working.
3. However, the evidence also highlights that the impacts of the pandemic on our communities have been, and are likely to continue to be, borne unequally. LGBF data from 2020/21 reveals growing levels of poverty, financial hardship, and inequalities. This is evidenced, for example, in the widening attainment gap in literacy and numeracy for primary pupils, and in positive destinations; increasing rent arrears and reducing Council Tax payments; and increasing levels of benefit claimants, particularly in the 18 - 25 year old age group.
4. The significant upheaval resulting from the Covid-19 pandemic has introduced new complexity in relation to the 2020/21 LGBF dataset and so judgements on comparative rankings should be viewed with caution as each council made service decisions on local factors, priorities, and resources. Impacts include the significantly altered delivery and operating landscapes during this period; data timeliness issues; methodological breaks and data gaps; and the impact of Covid-19 related inflation on expenditure patterns.

Edinburgh – summary

5. While the impact of Covid-19 makes analysing this dataset more challenging, it is still valuable to consider what the data shows about how Edinburgh responded to the impacts of Covid-19.
6. Throughout the various changes in restrictions and guidance during 2020/21, Edinburgh has focused on ensuring that services continued to be delivered, wherever possible, while keeping residents and staff safe. Alongside this we quickly put in place additional services to support our most vulnerable residents and businesses with the impact of Covid-19. We supported over 28,000 people through our resilience centres, paid 68,000 school meal payments, distributed over 3,500 iPads and over 1,000 data packs, awarded over £5.5m Scottish Welfare grants to individuals and over £250m grants to businesses and issued over 10.5m PPE items to frontline staff.

7. The focus on supporting our most vulnerable residents and businesses alongside delivery of services has continued in 2021/22 as services continued to reopen or started to return to full capacity.

Edinburgh - ranking

8. Compared to last year (2019/20) we have improved our ranking in 43 of the indicators and maintained our ranking in 12 of the indicators. Our comparative ranking position compared to other councils, has declined in 33 of the indicators. This is summarised in the chart and the table below:

Chart 1: Edinburgh ranking by theme - 2020/21, 2019/20 & 2018/19

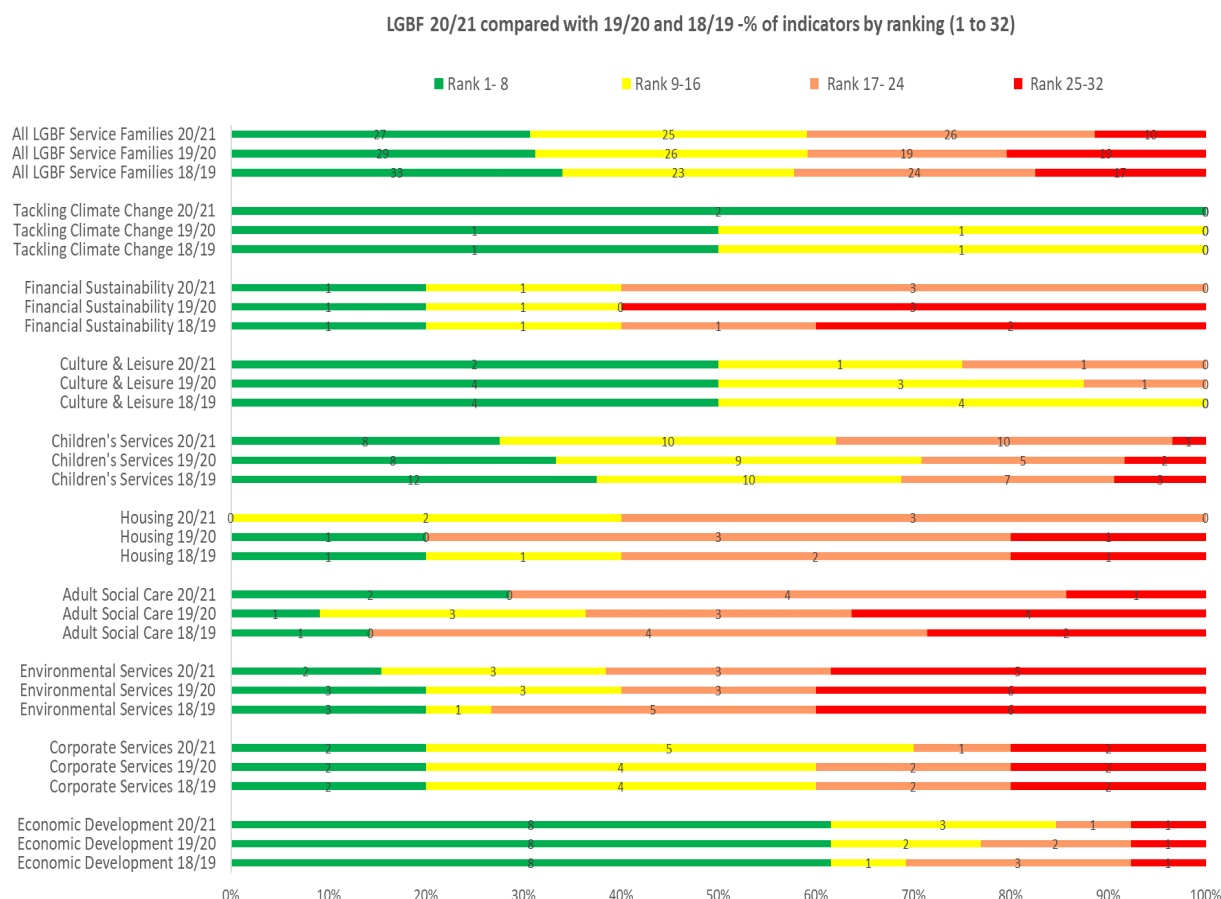
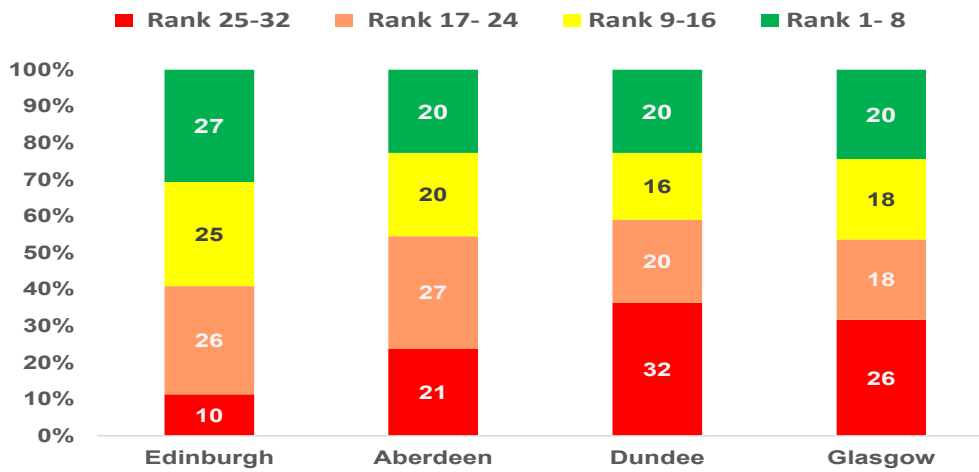


Table 1: Summary of ranking positions 2019/20 compared to 2020/21

Ranking 20/21	Education	Corporate	Adult Social Care	Environmental	Housing	Econ Dev	Culture & Leisure	Financial Sustainability	Tackling Climate Change	Total	%
Improved	14	5	5	6	2	4	1	4	2	43	49%
Declined	14	3	1	6	3	4	1	1		33	38%
Maintained	1	2	1	1		5	2			12	14%
Total	29	10	7	13	5	13	4	5	2	88	100%

9. Edinburgh compares favourably when considering overall rankings to the three most comparable urban cities, Aberdeen, Dundee and Glasgow. Edinburgh shows the highest number of indicators in the top two quartiles and the fewest in the bottom quartile of the four cities. The chart below shows the number of indicators that are ranked in each quartile for the four cities.

Chart 2: 2020/21 Ranking quartiles for Edinburgh with three comparable urban cities



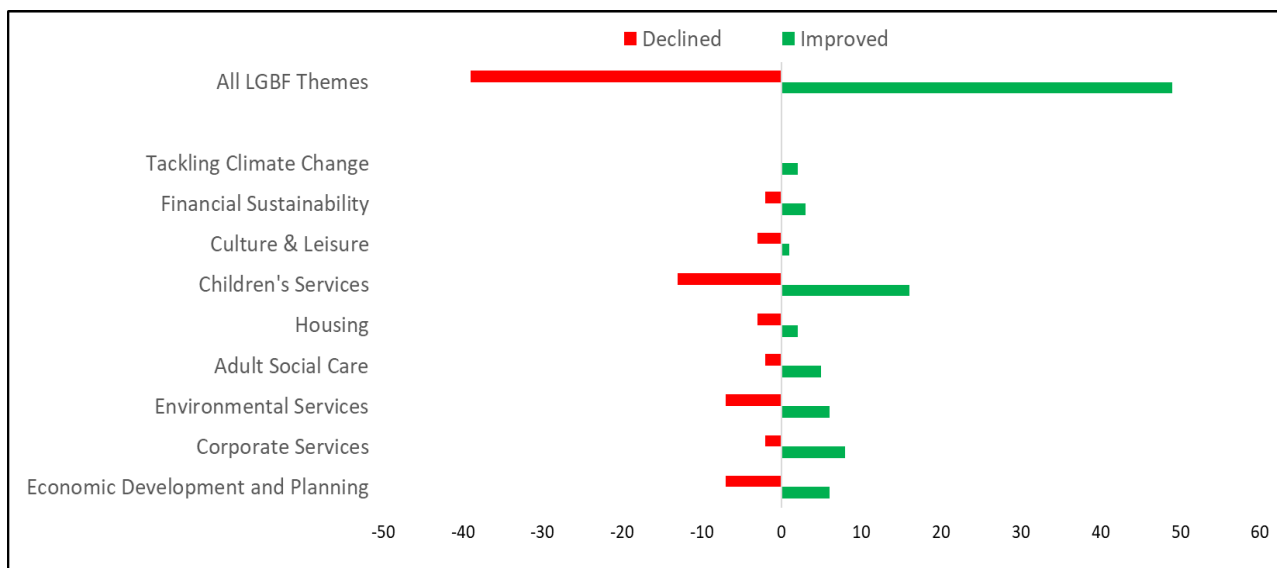
Edinburgh - performance

10. Compared to last year (2019/20) we have shown improvement in 49 of the indicators. However, our relative performance has declined in 39 of the indicators. This is summarised in the chart and the table below:

Table 2: Summary of relative indicator values 2019/20 compared to 2020/21

Performance 20/21	Education	Corporate	Adult Social Care	Environmental	Housing	Econ Dev	Culture & Leisure	Financial Sustainability	Tackling Climate Change	Total	%
Improved	16	8	5	6	2	6	1	3	2	49	56%
Declined	13	2	2	7	3	7	3	2	0	39	44%
Maintained	0	0	0	0	0	0	0	0	0	0	0%
Total	29	10	7	13	5	13	4	5	2	88	100%

Chart 3: Performance improvement or decline – LGBF 2020/21 compared with 2019/20



11. The following sections of the report provide an overview of the 2020/21 data by the LGBF themes: Education; Adult Social Care; Environmental; Culture and Leisure;

Housing; Corporate and Asset Management; Economic Development; Financial Sustainability; and Tackling Climate Change.

12. Under each theme there is an overview of Edinburgh's response to Covid-19 and how this is reflected in the data.
13. For each indicator, charts showing a five-year trend as well as a comparison with the national and 3 other cities figures are included within appendices.

Children's Services

14. There are 32 indicators in the LGBF that relate to the efficiency and effectiveness of Children's Services.
15. It should be noted that data is missing for:
 - a. 2 indicators – data to be published later on this year
 - b. 1 new indicator – data to be published later on this year
 - c. 1 indicator – data was not collated due to Covid-19 and so will not be available.

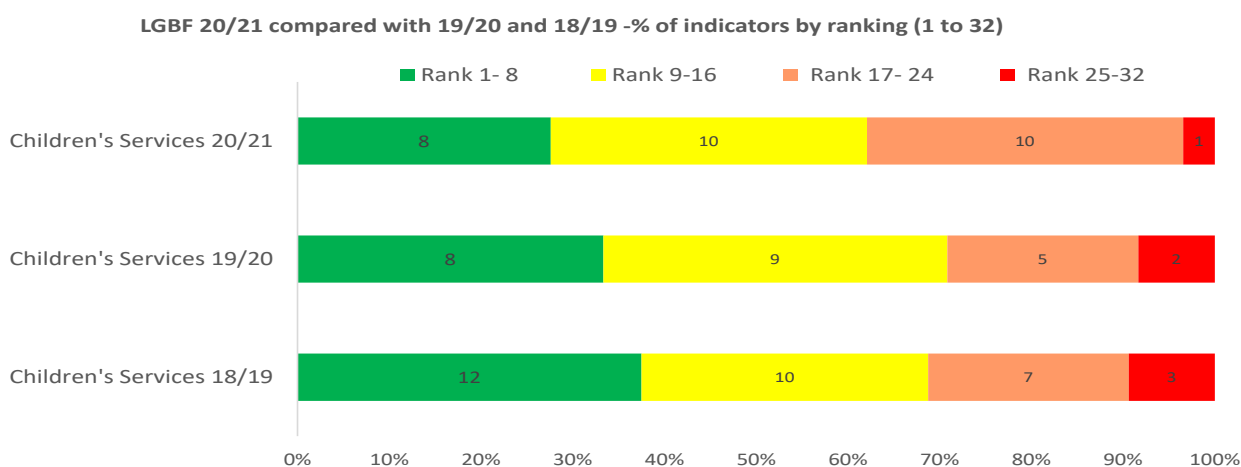
Children's Services - national context

16. Covid-19 and the resulting lockdowns have had a significant impact on learning for children, and it is likely that the closure of schools has had a negative effect on some pupils' progress and attainment, with socio-economically deprived children amongst those who may have been most negatively affected. While it is difficult to interpret the trends in the senior phase due to the different assessment methods during Covid-19, clear evidence of impact is emerging in relation to primary achievement levels, school attendance rates, and positive destinations.

Children's Services – 2020/21 Edinburgh

17. The number of Education indicators that are ranked in the top two quartiles (so above the national average) increases from 2019/20 as shown in the chart below.

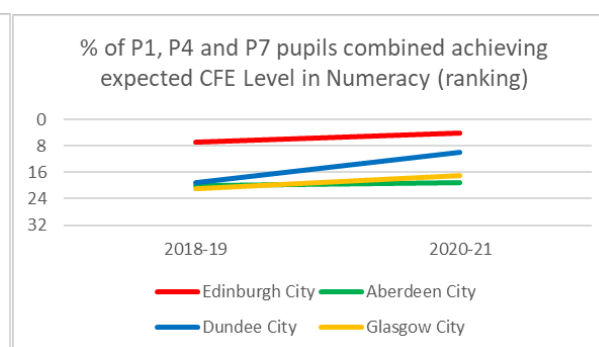
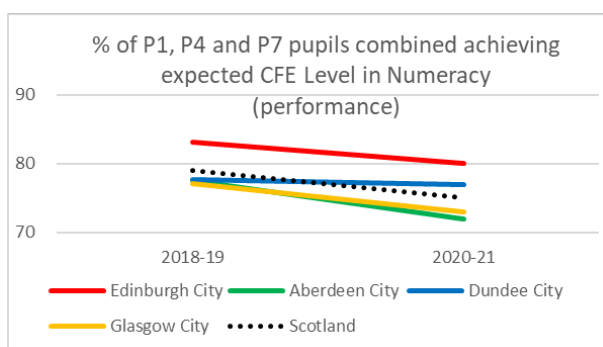
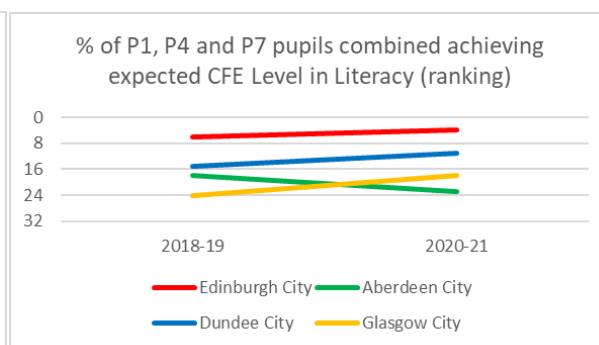
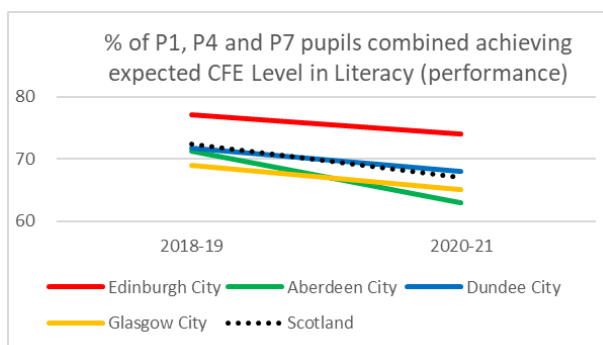
Chart 4: 2020/21 Ranking quartiles for Edinburgh compared to previous 2 years



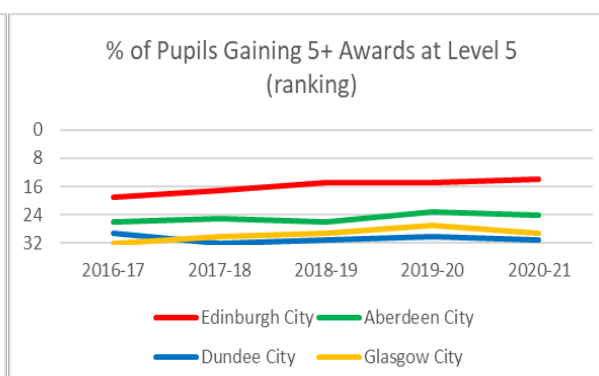
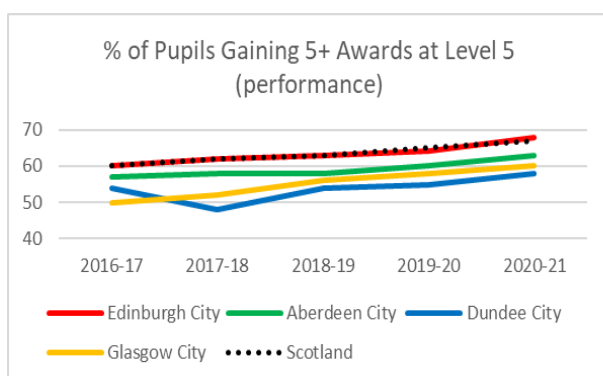
18. Edinburgh schools and services for vulnerable young people, like all other councils, had to adapt how they provided services throughout 2020/21 as Covid-19 restrictions changed.
19. In Edinburgh, our shift to online learning, rollout of iPads (and data) to vulnerable families and ensuring that provision of in-school learning for care experienced children and children from deprived areas was available throughout were all ways in which we looked to provide equality of access to learning for all pupils and mitigate against Covid-19 impacts.
20. Our support for care experienced young people also had to be adapted including maintaining safe care for those care experienced living in residential accommodation and managing Covid-19 cases as they arose as well as ensuring

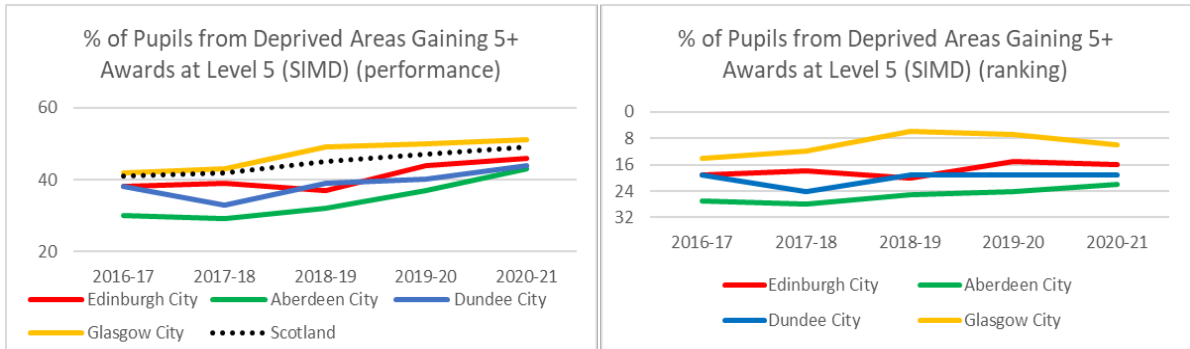
that contact with vulnerable children living at home was maintained and risks managed.

21. However, while Edinburgh's performance shows similar changes to the national picture, as seen in charts in Appendix 1a, there are some indicators where Edinburgh's performance is of note.
22. Edinburgh's decrease in primary pupil attainment measures was less than the national average. While Edinburgh had a 3.3% decrease in literacy and a 2.8% decrease in numeracy; there was an average 4.4% decrease nationally for literacy and an average decrease of 5.4% nationally for numeracy.



23. While increases in secondary pupil attainments measures may reflect the alternative methods of assessments used rather than actual increases in attainment, it should be noted that the increase in attainment across all pupils (% of Pupils Gaining 5+ Awards at Level 5 rose from 64% to 68%) is larger than the increase in attainment for pupils from deprived areas (% of Pupils from Deprived Areas Gaining 5+ Awards at Level 5 (SIMD) rose from 44% to 46%) and so the attainment gap has widened.





24. Closing the attainment gap continues to be a focus for us and various actions have been put in place which aim to mitigate the impact of Covid-19 on all learners with a particular focus on the poverty related attainment gaps including:
- a. additional Covid-19 recovery funding has been allocated to enable the appointment of Transition teachers to support children and young people, with an identified gap in learning, across P5-S3
 - b. appointment of a Senior Development Officer (SDO - Equity and Closing the Gap) to support schools in effective use of Finance for Equity and to share effective practice proven to close the poverty-related attainment gap
25. The full set of charts for all Children’s Services indicators can be found in Appendix 1a.

Corporate and Asset Management Services

26. There are 10 indicators in the LGBF that relate to the efficiency and effectiveness of Corporate and Asset Management Services.

Corporate and Asset Management Services - national context

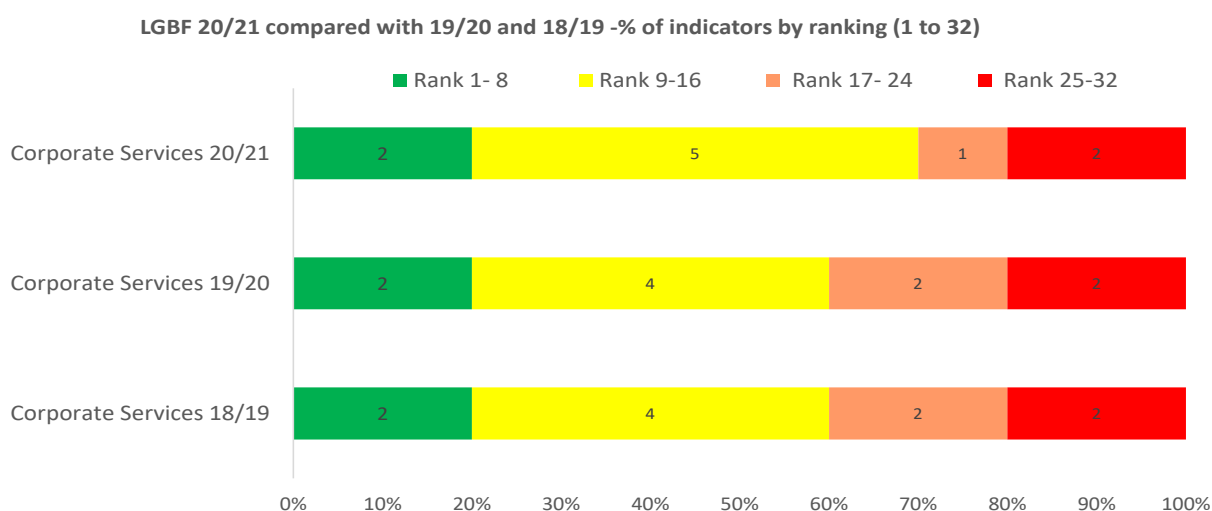
27. Covid-19 has had a significant impact on how Corporate Services were delivered in 2020/21. Councils had to manage significant levels of staff absence for Covid-19 reasons as well as shift their staff to home working, wherever possible.

28. During this time, councils purposefully stepped down Council Tax collection follow-up activities in recognition of the financial challenges facing communities. Councils serving the most deprived communities reported a sharper reduction in collection rates in 2020/21 (-1.2% compared to -0.9% in the least deprived communities).

Corporate and Asset Management Services – 2020/21 Edinburgh

29. The proportion of Corporate indicators that are ranked in the top two quartiles (so above the national average) has slightly increased on the last two years as shown in the chart below.

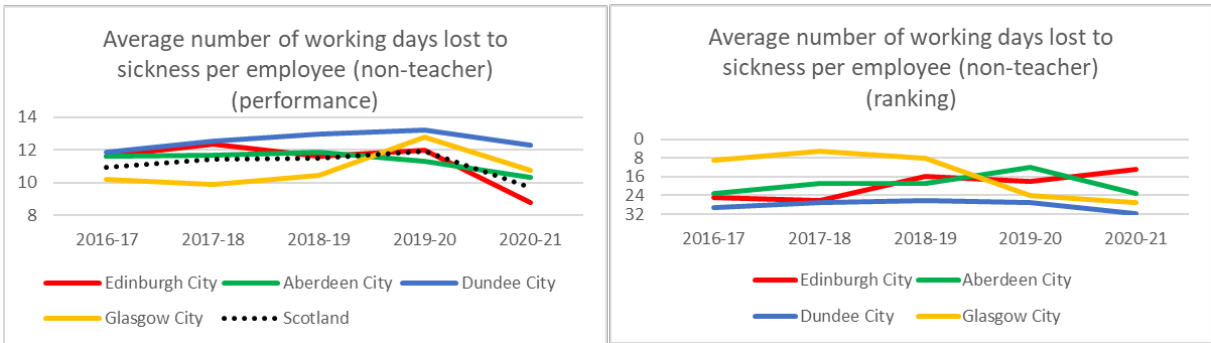
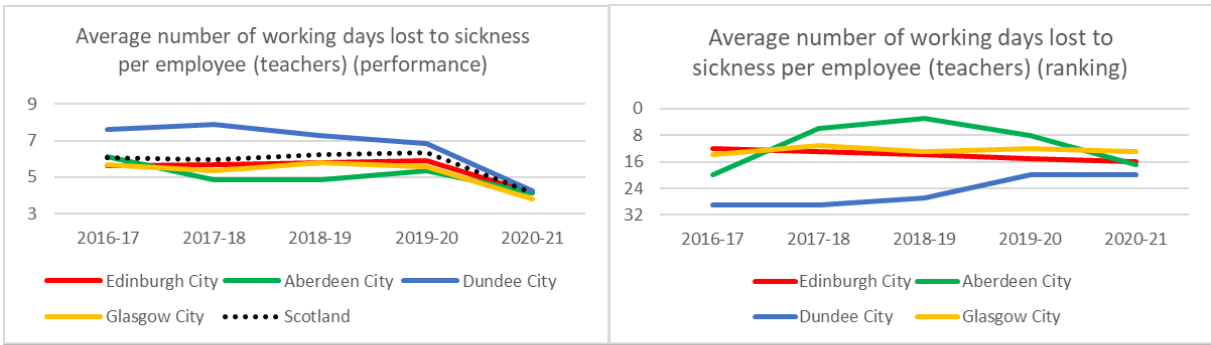
Chart 5: 2020/21 Ranking quartiles for Edinburgh compared to previous 2 years



30. Our Corporate Services, like other councils, were impacted by the Covid-19 restrictions in 2020/21, with the setting up of new supports for vulnerable residents and businesses; as well as managing staff Covid-19 absences while maintaining business as usual for our regular processes where possible.

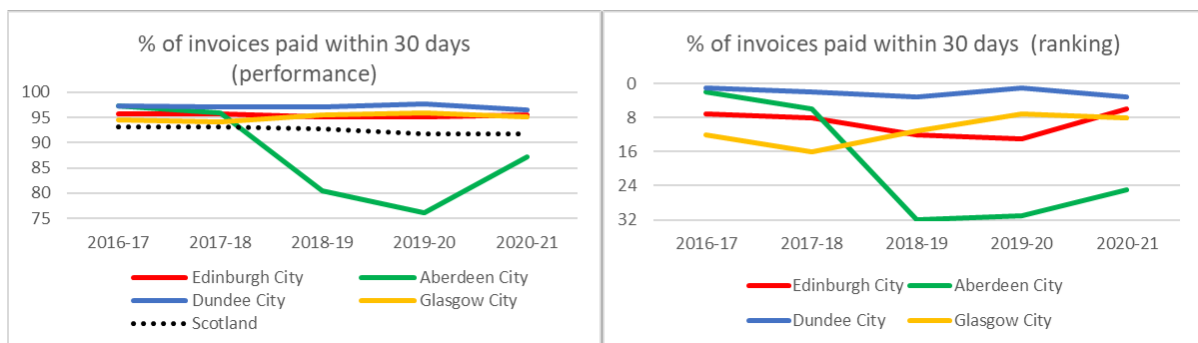
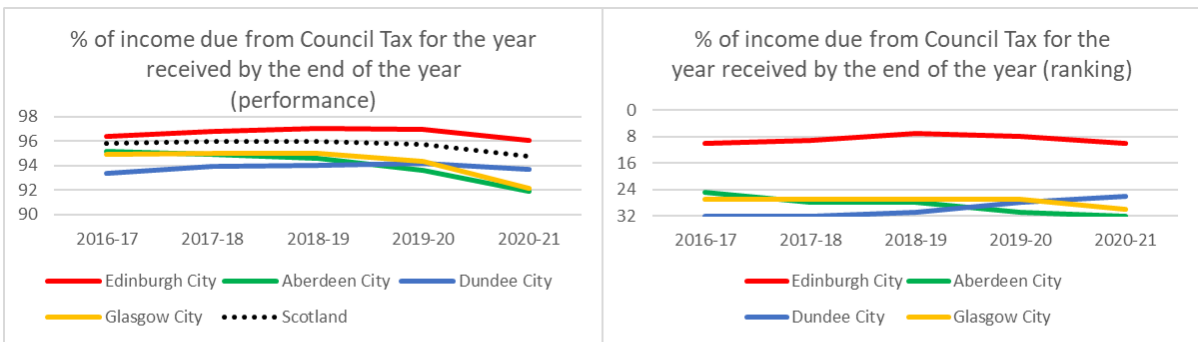
31. In Edinburgh, our workforce had to adapt by moving to working from home; adapting to new working practices and Covid-19 staff absence pressures for routine service delivery; re-tasking staff to other departments to support service pressures and the rapid implementation of new services to support the most vulnerable and businesses. These actions are shown through the following indicators.

32. While sickness absences (non Covid-19) may have reduced in 2020/21, our services had to manage a significant level of Covid-19 related absences and mitigate against lower staffing levels on service delivery.



33. Customer Contact and Business Support teams were key in the setting up of new Covid-19 support services to ensure that vulnerable residents and businesses had easy access to various Covid-19 support services e.g. helplines for those needing Covid-19 advice or access to food/medicine deliveries, and access to welfare funding and business grants. This required reallocation of staff to support pressured areas as required.

34. Like other councils, Edinburgh stepped down Council Tax collection follow ups shown through decreases in income from Council Tax and gave businesses a business rate breaks. However, we also ensured that our business as usual processes were maintained e.g. continued to pay invoices quickly.



35. The full set of charts for all Corporate and Asset Management Services indicators can be found in Appendix 1b.

Adult Social Care

36. There are 11 indicators in the LGBF that relate to the efficiency and effectiveness of Adult Social Care.
37. It should be noted that data for four indicators is biennial and that no survey was run in 2020/21 and the next data will be for 2021/22.

Adult Social Care - national context

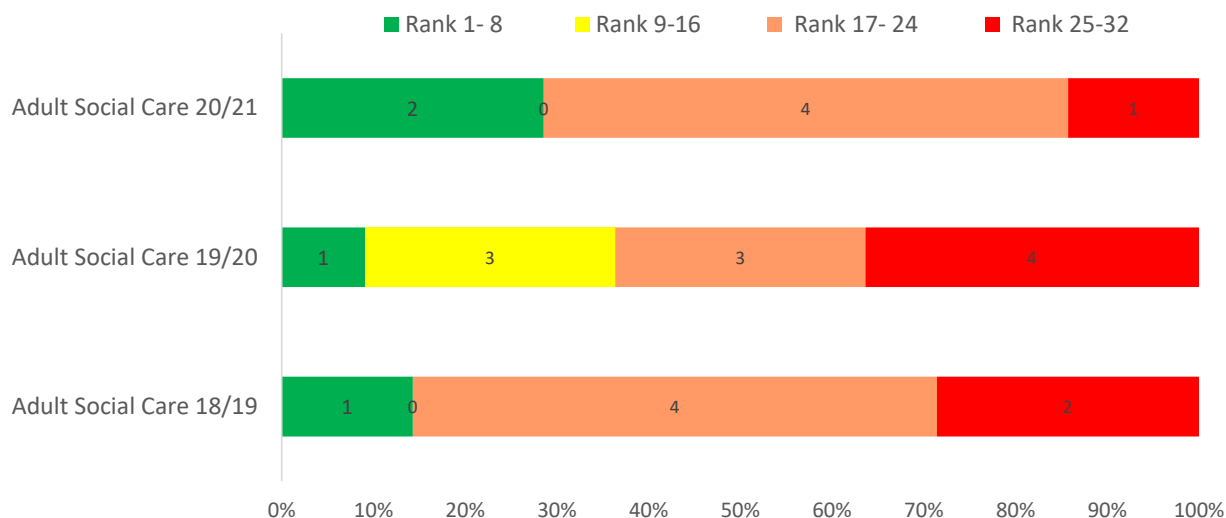
38. The impact of Covid-19 within health and social care has been significant and will continue across 2021/22. Key areas affected include the fragility of the care home sector, a frontline workforce that has been under tremendous pressure to maintain the same level of care, increased demands on mental health and wellbeing services, pressure on unpaid carers and families who provide much needed support to some of our most vulnerable citizens; and the way that services such as adult day services have had to adapt and change.
39. The partnership approach within Health and Social Care Partnerships (HSCPs) has been more important than ever as services continue to respond to the pandemic and work together to plan the route for recovery.

Adult Social Care – 2020/21 Edinburgh

40. The proportion of Adult Social Care indicators that are ranked in the top quartile has increased on last year and the number in the bottom quartile has decreased as shown in the chart below. The figures for 2019/20 include the four biennial indicators and therefore the totals show differ to the other two years shown.

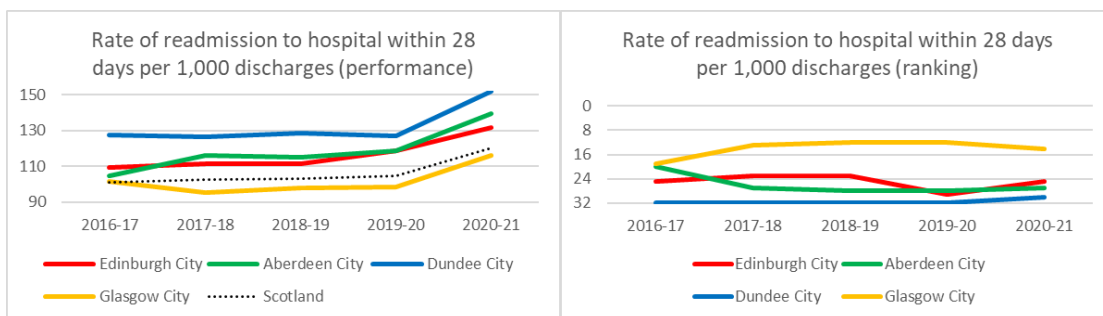
Chart 6: 2020/21 Ranking quartiles for Edinburgh compared to previous 2 years

LGBF 20/21 compared with 19/20 and 18/19 -% of indicators by ranking (1 to 32)

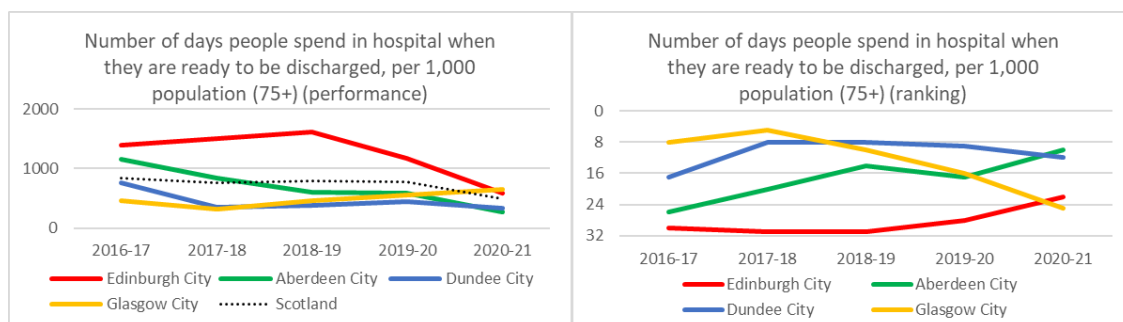


41. In Edinburgh, services dealt with additional pressures in hospitals; adapted how personal care was delivered across all services to ensure both staff, the person being cared for, and family were kept safe; managed Covid-19 cases and outbreaks as they arose in care homes; and dealt with the additional pressures resulting from staff Covid-19 absences including re-assigning staff to other services.
42. The impact from Covid-19 on social care services, both for Edinburgh and nationally, which is shown in the following indicators.

43. The rate of readmissions within 28 days in Edinburgh saw an increase to 131.65 per 1,000 discharges in 2020/21, which is similar to the national increase, and is largely due to a significant reduction in the denominator (the total number of discharges) resulting from cancelled or delayed elective activity and people avoiding hospital during the Covid-19 pandemic rather than a real change in performance.
44. However, Edinburgh remains above the national average and work is ongoing to better understand the reasons behind this high rate of readmissions and look at how we can target improvements in this area.



45. Likewise, in Edinburgh, the rate of days people spend in hospital when they are ready to be discharged was 578.98 days per 1,000 population (75+) in 2020/21, continuing the decrease seen in 2019/20. The 2020/21 figures will be affected by the pandemic due to the lower number of people being admitted to hospital and the focus on this area to free up beds to increase hospital capacity. However, between 2019/20 and 2020/21, this figure decreased by 51% in Edinburgh (compared to 37% for Scotland) and so may reflect the ongoing success of the Home First model, which was accelerated during the pandemic.



46. As expected, this measure has increased again during 2021/22 as services remobilise and pressures on capacity increases following the removal of restrictions.
47. The full set of charts for all Adult Social Care indicators can be found in Appendix 1c.

Environmental Services

48. There are 15 indicators in the LGBF that relate to the efficiency and effectiveness of Environmental Services.
49. It should be noted that data is missing for two indicators – the data from the Scottish Household Survey has not been released at local authority level.

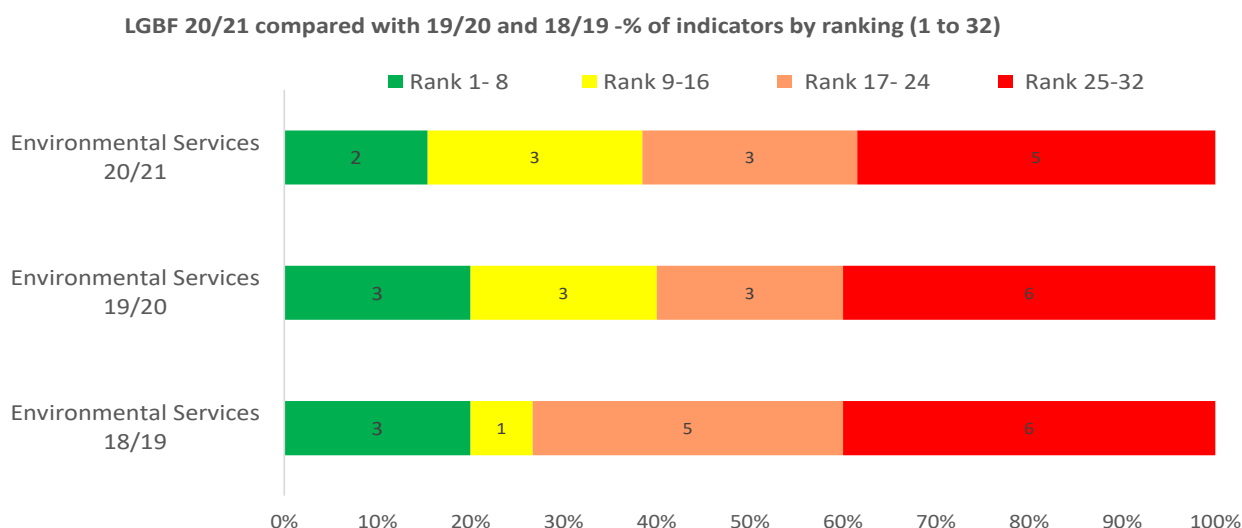
Environmental Services - national context

50. Covid-19 restrictions had impacts across Environmental Services. Local authorities reported more waste produced from households than normal, as lockdowns kept families at home, coupled with an increase in fly tipping responses. Additionally, the impact of lockdown on roads services has resulted in a reduction in planned work and a reliance on reactive repairs of defects to keep road networks safe, and this will inevitably lead to a backlog of repair work and a reduction in overall network condition and satisfaction. Considerable demands have been placed on regulatory services (environmental health and trading standards) to enforce Covid-19 public health measures and meet the demand for business support. The initial impacts of these Covid-19 related pressures can be observed within the LGBF 2020/21 data, and it will be vital to monitor these areas closely in the coming period to understand the medium to longer-term impacts.
51. In street cleansing, streets assessed as 'clean' saw a decrease in 2020/21, resulting from councils pausing litter picking services, alongside the closure of recycling centres and the reported increase in fly tipping during the year. Urban and more deprived council areas report significantly lower scores compared to rural and more affluent areas (87% in urban compared to 93% in rural; 89% in more deprived areas compared to 95% in more affluent areas).

Environmental Services – Edinburgh 2020/21

52. The proportion of Environmental Services indicators that are ranked in the top two quartiles (so above the national average) is similar to last year as shown in the chart below.

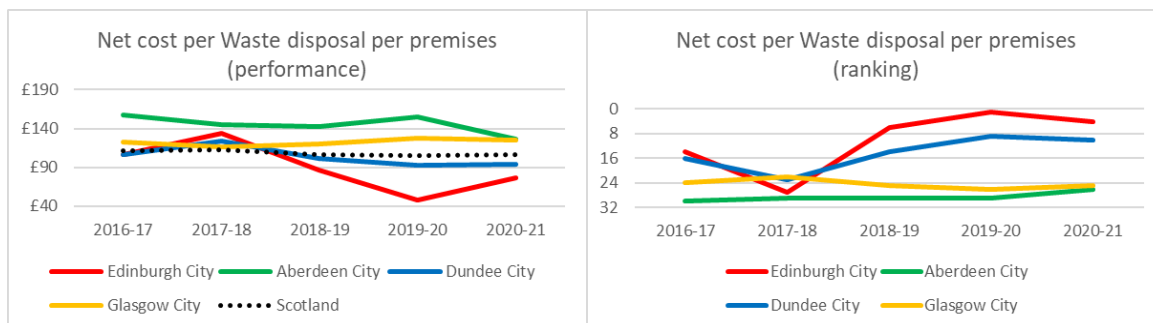
Chart 7: 2020/21 Ranking quartiles for Edinburgh compared to previous 2 years



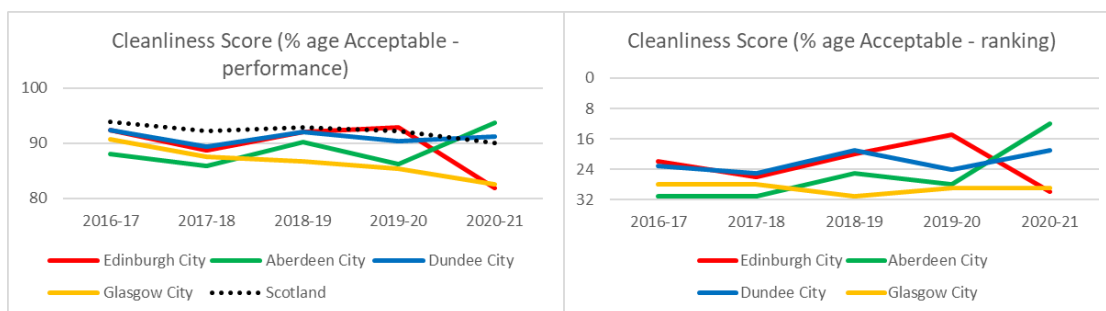
53. In Edinburgh, we adapted how we collected bins to ensure that our staff worked in Covid-19 safe ways. During the first lockdown we paused blue box (glass) and

brown bin (garden waste) collections, as well as closing recycling centres for a short period to focus on our residual waste collections. We also redeployed some staff to support areas of pressure such as moving street cleansing staff into waste collection. The Covid-19 impact can be seen in the indicators below.

54. Following our investment in the Millerhill Recycling and Energy Recovery Centre, our waste disposal costs remain low, and we sit within the top quartile for the last three years. The increase in costs seen in 2020/21 was in part due to Covid-19 and the use of haulage and agency staff.



55. The Cleanliness of the City score reduced in 2020/21 and is partially due to some staff being redeployed during the Covid-19 pandemic to assist other waste services. Feedback from Keep Scotland Beautiful suggests there was a high prevalence of domestic waste in high density residential areas. Across the LGBF dataset, urban council areas report significantly lower scores compared to rural and less deprived areas (87% in urban compared to 93% in rural).



56. This figure has started to improve in 2021/22 as our waste cleansing service has focused on returning our service to normal but we are continuing to progress several actions in 2022/23 to ensure this improvement continues.

57. The full set of charts for all Environmental Service indicators can be found in Appendix 1d.

Housing

58. There are 5 indicators in the LGBF that relate to the efficiency and effectiveness of Housing.

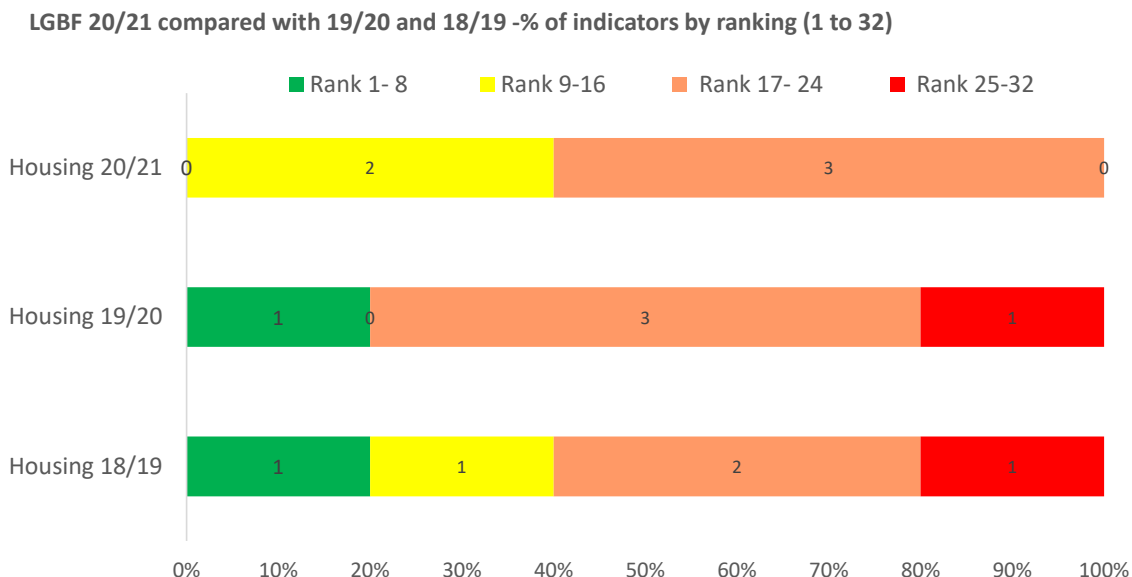
Housing - national context

59. The Covid-19 pandemic has had a significant impact on councils' ability to deliver housing services as normal. The pandemic affected landlords' ability to deliver core services such as repairing homes, letting empty homes, assisting people experiencing homelessness, and a range of other services. Landlords have had to curtail their planned investment programmes, including those to build new homes and to achieve the Scottish Housing Quality Standard (SHQS) and the Energy Efficiency Standard in Social Housing. Furthermore, the economic impact of Covid-19 will create direct challenges for the housing sector in relation to rental income. The increase in unemployment, along with fears of universal credit delays may create a significant 'bump' in rent arrears and may lead to long-term arrears for many. Less rent coming in to the Council means less money for capital works programmes, which may have long term implications for stock quality.

Housing - Edinburgh 2020/21

60. The proportion of Housing indicators that are ranked in the top two quartiles (so above the national average) has risen in the last year, but no indicators are in the top quartile as shown in the chart below.

Chart 8: 2020/21 Ranking quartiles for Edinburgh compared to previous 2 years

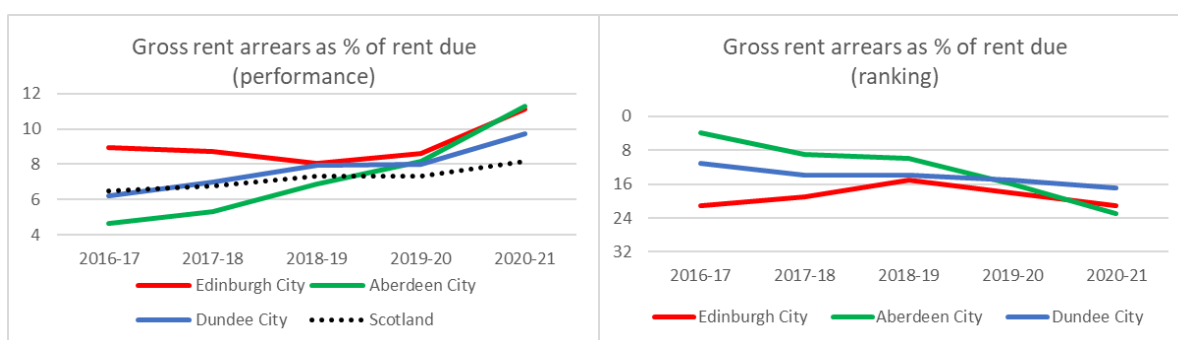


61. Our housing services, like other councils, had to adapt how they provided services throughout 2020/21 as Covid-19 restrictions changed. In response to Covid-19, we adapted our working practices to keep our tenants and staff safe through responsive, coordinated, and localised service delivery. This included a new service model for repairs, beginning with critical repairs and then expanding to the essential repairs, taking individual tenant circumstances into account to ensure tenant and staff safety at all times.

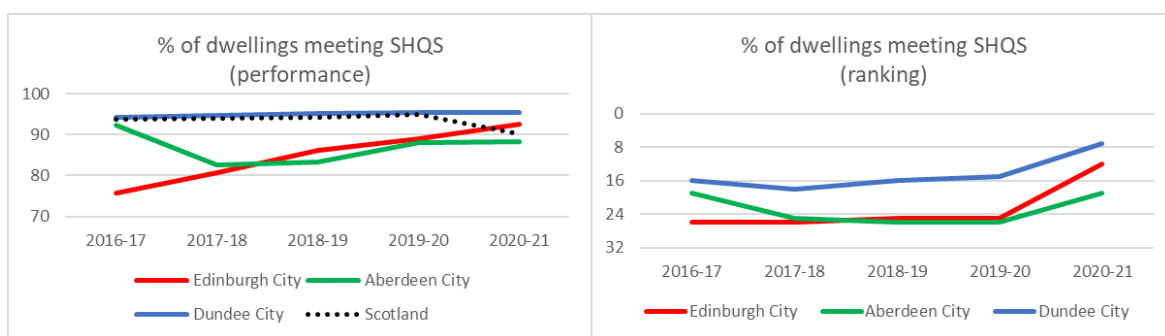
62. Our focus over this period has been to maintain as many services as possible to support tenants, to repair and let homes and to maintain collection of Housing

Revenue Account (HRA) income. We proactively contacted tenants on an ongoing basis, carrying out regular wellbeing check-ins with tenants over the phone and to make them aware of where to get information on the range of advice and assistance that has been available, including foodbank referrals, self-isolation grants and support for tenants who were shielding.

- 63. We also maintained our rent service throughout lockdown with early intervention, advice and support continuing to be provided to help tenants to meet their rent payment responsibilities and avoid getting into debt.
- 64. One indicator of note is the proportion of rent arrears. While Edinburgh’s increase in rent arrears in 2020/21 is higher than the national average, it is in line with the other two cities with Housing Services. This rise reflects an increasing number of households with financial pressures, and this is not expected to change as the cost of living crisis follows the Covid-19 impact.



- 65. One other indicator to note is the dwellings meeting SHQS. It should be noted that there has been a change to SHQS standards which will impact levels of compliance going forward. Revised figures for 2020/21 have been submitted by Edinburgh and some other Local Authorities and we are awaiting updated data for this indicator to appear in the LGBF dataset. This change will result in a reduction in compliance which will be reflected in lower scores.



- 66. The full set of charts for all Housing indicators can be found in Appendix 1e.

Economic Development and Planning

67. There are 13 indicators in the LGBF that relate to the efficiency and effectiveness of Economic Development.
68. It should be noted that there are 3 new indicators:
- d. Gross Value Added (GVA) per capita (data not available until late 2022)
 - e. Claimant Count as a % of Working Age Population
 - f. Claimant Count as a % of Working Age Population

Economic Development and Planning - National context

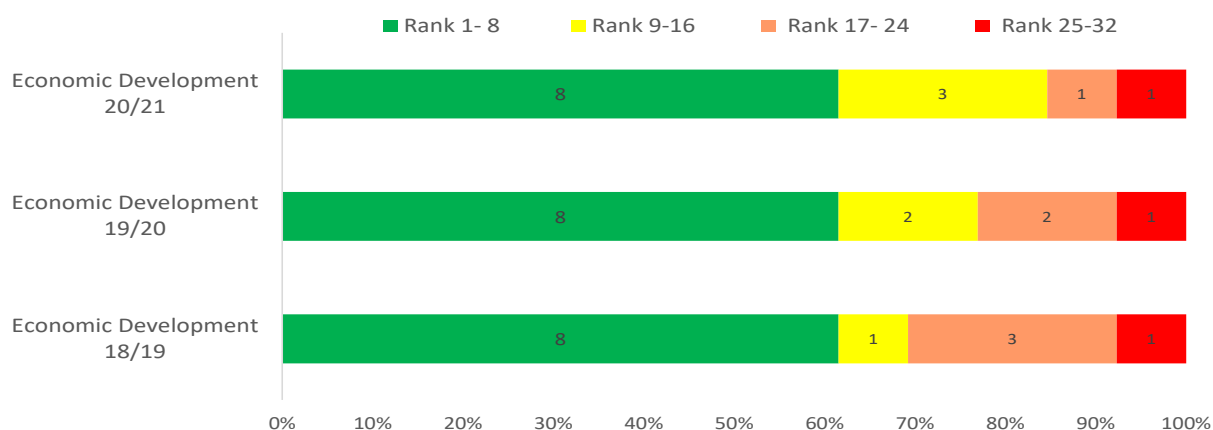
69. During 2020/21, although there are local variations, Economic Development services across Scotland have been working at maximum capacity to deliver Covid-19 grant schemes on behalf of the Scottish Government. Despite high demands and enquiry levels, local authorities have successfully awarded millions of pounds to businesses allowing them to stay afloat until such time they can resume normal operations. These awards have been a real lifeline for thousands of businesses and the failure rate would be far higher if it were not for these awards.
70. As restrictions ease and businesses look to recover to previous levels of activity, local authorities will focus recovery efforts on areas which are strategically important and require the most support. Town centres, tourism, and rising unemployment are particular areas of concern. No One Left Behind, the local employability model launched in April 2019, will be critical in shaping local government's response to increasing unemployment and poverty levels in the wake of Covid-19.

Economic Development – Edinburgh 2020/21

71. The proportion of Economic Development indicators that are ranked in the top two quartiles (so above the national average) increases in the last two years as shown in the chart below.

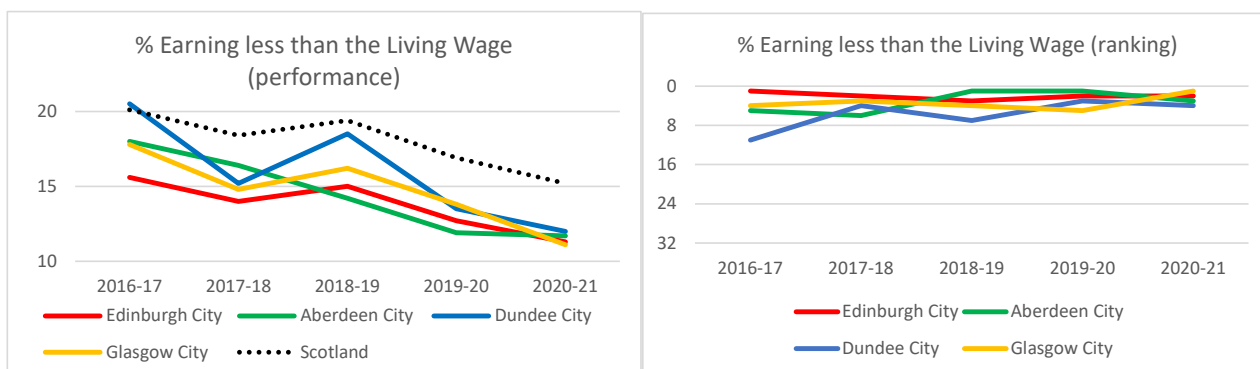
Chart 9: 2020/21 Ranking quartiles for Edinburgh compared to previous 2 years

LGBF 20/21 compared with 19/20 and 18/19 -% of indicators by ranking (1 to 32)



72. The economic impact of Covid-19 on businesses in Edinburgh, as nationally, was significant. Businesses were required to continue to adapt how they worked to ensure that they complied with changing regulations throughout the year so that customers and staff were kept safe. At the same time adjusting to changing demand from their customers.

73. In Edinburgh, we set up support services quickly to ensure that access to Covid-19 business grants were accessed quickly for those businesses that needed support and over £250m of grants were awarded. We continued to deliver services during 2020/21 by shifting our business gateway service online for businesses seeking advice. We also adapted how we worked with individuals engaged with our employability services ensuring they continued to participate.
74. All indicators in this theme show a similar pattern in Edinburgh to nationally such as:
- decreases in those assisted into work
 - increases in claimant counts
75. One indicator that continues to show a positive shift is the proportion of people earning less than the living wage and both Edinburgh and nationally this continues to fall.



76. The full set of charts for all Economic Development indicators can be found in Appendix 1f.

Culture and Leisure Services

77. There are 8 indicators in the LGBF that relate to the efficiency and effectiveness of Culture and Leisure.

78. It should be noted that data is missing for four indicators – the data from the Scottish Household Survey has not been released at local authority level.

Culture and Leisure Services - National context

79. Culture and Leisure services were exceptionally impacted by Covid-19 and face significant challenges in terms of their survival and ability to contribute to the health and wellbeing of Scotland’s communities. While the impacts have been significant for all areas, variation in local Covid-19 restrictions and in local staff redeployment strategies will provide important context in relation to the data observed.

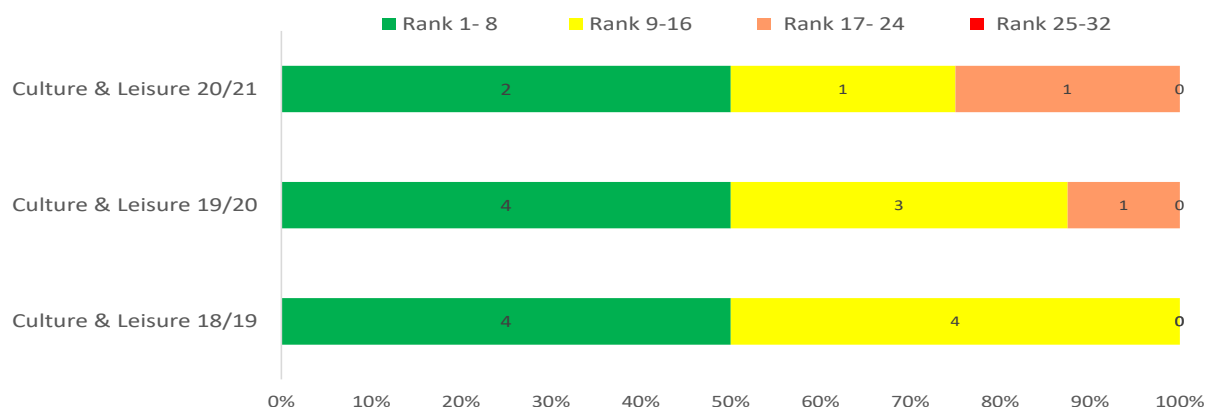
80. Due to the closure of buildings as part of Covid-19 lockdowns, the number of visits to culture and leisure services dropped significantly in 2020/21 but running costs of these services remained the same. This has skewed the data for 2020/21 and is shown in the indicators by significantly higher unit costs compared to previous years.

Culture and Leisure Service – Edinburgh 2020/21

81. Almost all the Culture and Leisure indicators continue to be ranked in the top two quartiles (so above the national average) as shown in the chart below.

Chart 9: 2020/21 Ranking quartiles for Edinburgh compared to previous 2 years

LGBF 20/21 compared with 19/20 and 18/19 -% of indicators by ranking (1 to 32)



82. Culture and Leisure services in Edinburgh, as with all council areas, saw significant disruption due to Covid-19 restrictions.

83. In Edinburgh, where possible, we adapted our Culture and Leisure services to offer online alternatives. For example, libraries services expanded their online offering, which resulted in 10,451,254 digital downloads in 2020/21 as people accessed reading material online and Edinburgh Leisure offered exercise classes online. Furthermore, both libraries and sports centres supported Edinburgh’s response to Covid-19 by providing venues for NHS testing and vaccines centres.

84. Parks and open spaces were used by many to get outdoors during Covid-19 lockdowns and the 2020/21 LGBF data shows that Edinburgh continues to provide the most cost effective of all the four cities and at £7,699 remains less than half the Scottish average (£19,112). Page 154 of our parks is assessed by Keep

Beautiful Scotland using Green Flag Award criteria and in 2020/21 Edinburgh, with 34 parks with Green Flags awards, has almost half of the Green Flag Awards in Scotland.

85. The closure of museums in 2020/21 in response to Covid-19 restrictions leads to a skewed dataset for the cost per museum visit (as counts of visits dropped significantly while the service costs were maintained). This shows as an artificial large increase cost per visit and so comparison either to previous years or other local authority figures is not appropriate.
86. The full set of charts for all Culture and Leisure indicators can be found in Appendix 1g.

Financial Sustainability

87. There are 5 indicators in the LGBF that relate to the efficiency and effectiveness of our Financial Sustainability.

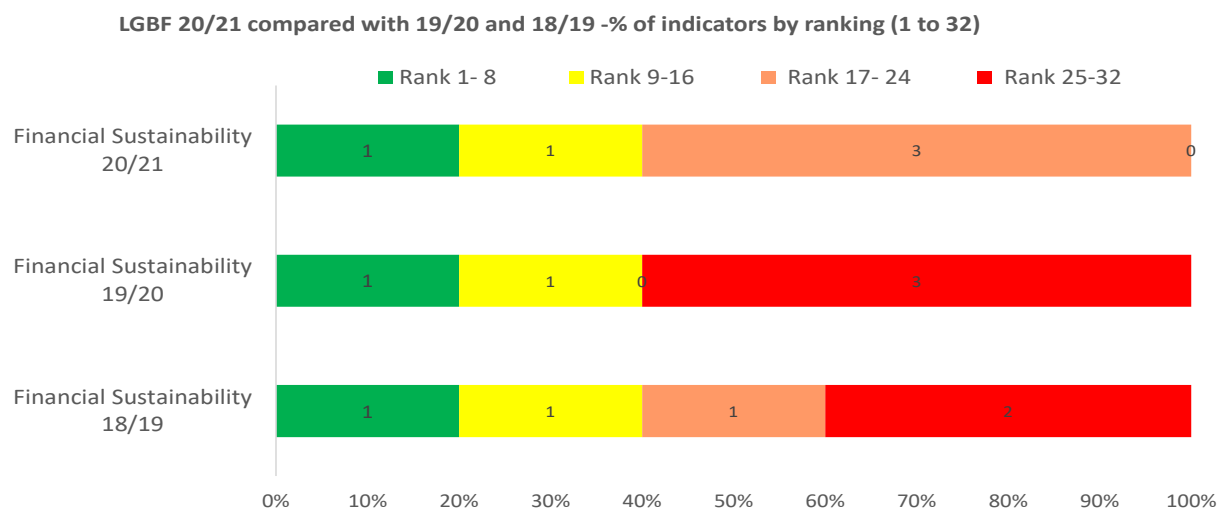
Financial Sustainability – National context

88. The Covid-19 pandemic has had a significant impact on councils' finances within 2020/21 and beyond. The impact and the ability to deal with the pressures varies across councils and the measures that have been developed provide an indication of the financial resilience of each council. Loss of income is a significant challenge and the reliance on this funding source is dependent on the level of budgeted income within each council. The ability to deal with the impact is also dependent on decisions that councils have taken in the past in relation to level of reserves and the changes to service delivery linked to budget savings. This is a complex area and there are different factors to be considered when considering the financial resilience of councils. The inclusion of these measures provides an opportunity to compare the financial sustainability of councils, however caution needs to be exercised in the initial conclusions that are drawn from doing so.

Financial Sustainability – Edinburgh 2020/21

89. The proportion of Financial Sustainability indicators that are ranked in the top two quartiles (so above the national average) remains the same over the last three years as is shown in the chart below.

Chart 10: 2020/21 Ranking quartiles for Edinburgh compared to previous 2 years

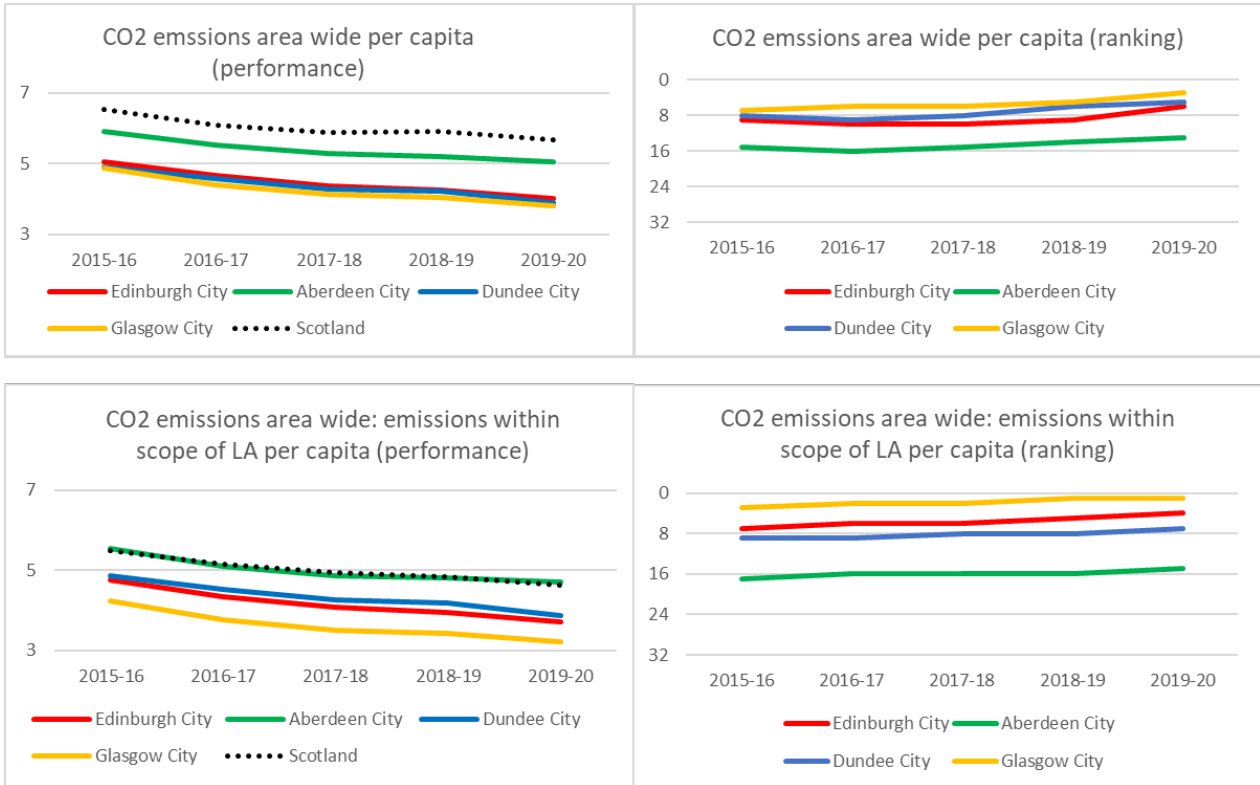


90. The impact of Covid-19 across council services and on our finances was unprecedented in 2020/21 and regular monitoring and reporting was undertaken throughout the year. However, despite cumulative pandemic-related expenditure and income impacts of some £85m, following the confirmation of additional in-year funding for local authorities, a balanced overall position was achieved for 2020/21.
91. Three indicators (Uncommitted General Fund Balance as a % of council annual budgeted net revenue; Ratio of Financing Costs to Net Revenue Stream; and Ratio of Financing Costs to Net Revenue Stream - Housing Revenue Account) in the bottom quartile in 2019/20 have improved in 2020/21 and moved into the second bottom quartile.

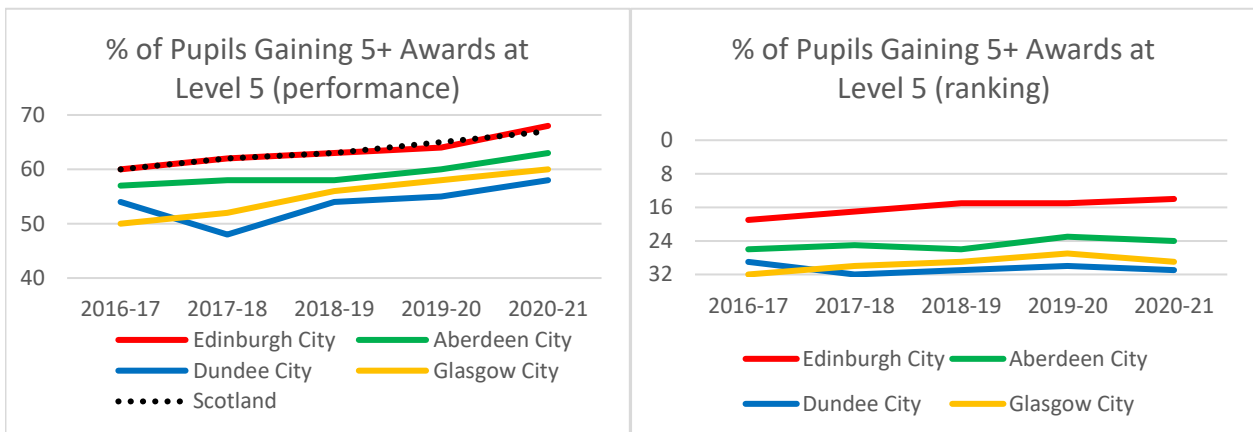
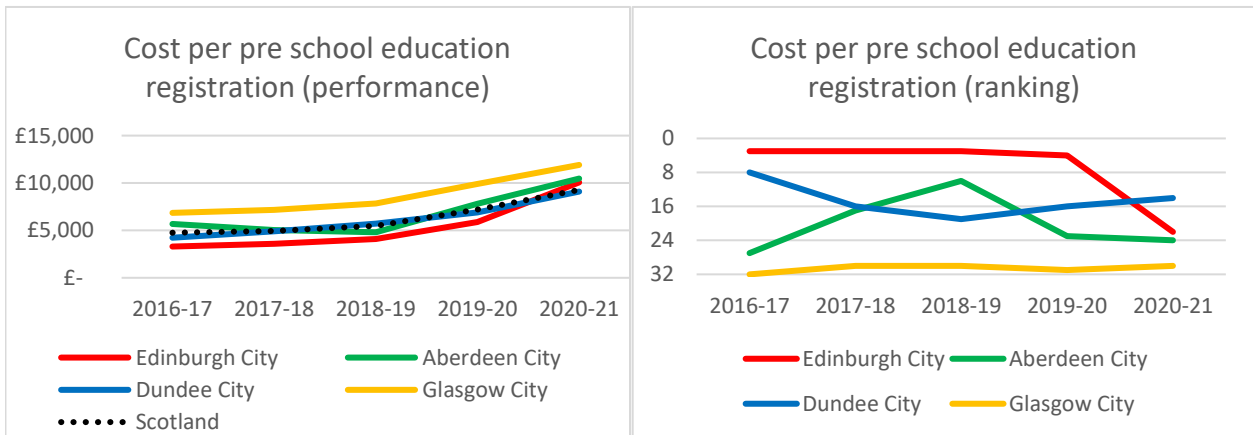
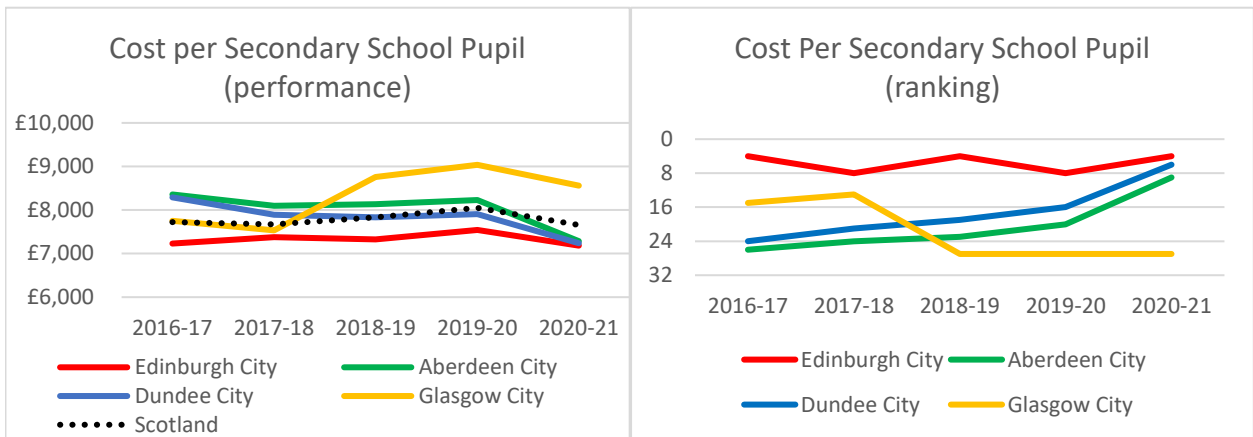
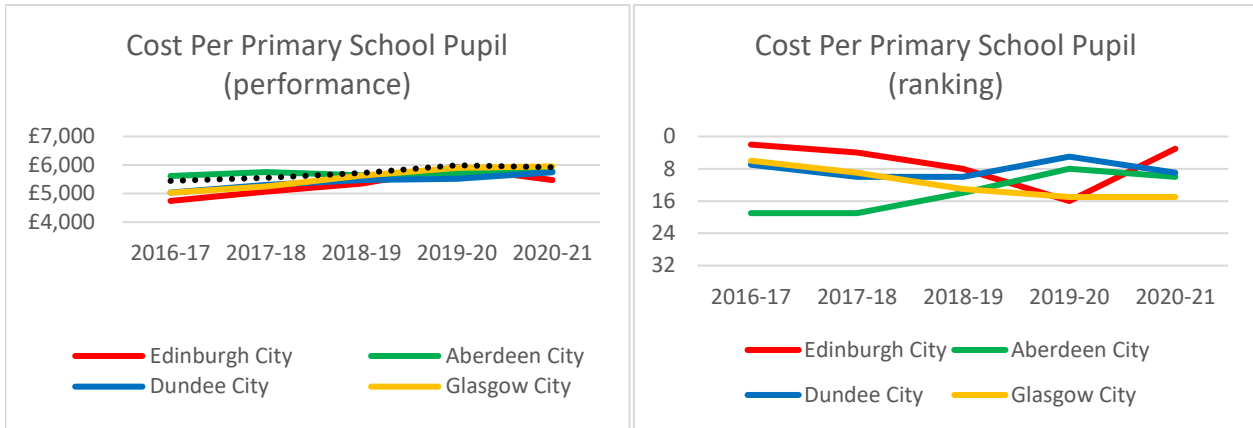
92. The full set of charts for all Financial Sustainability indicators can be found in Appendix 1h.

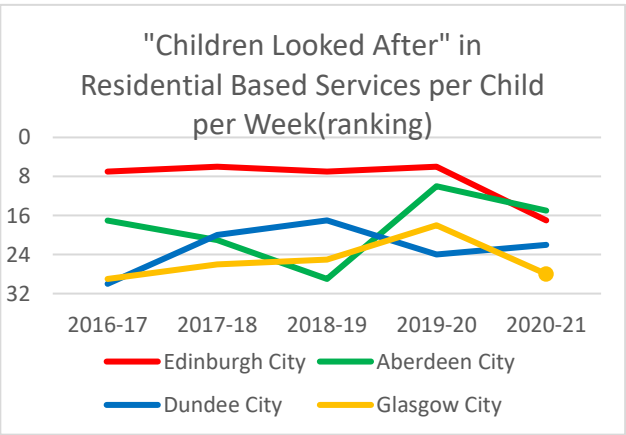
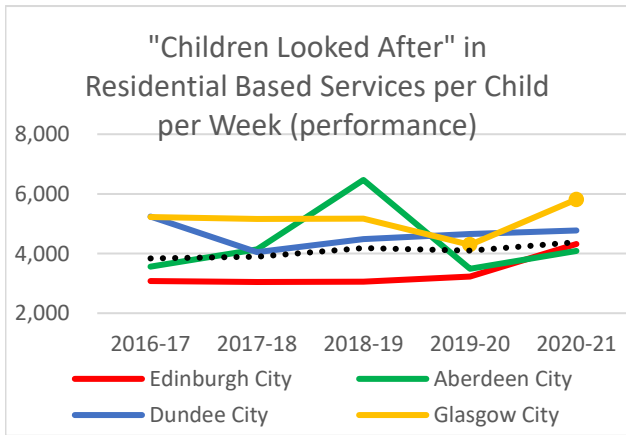
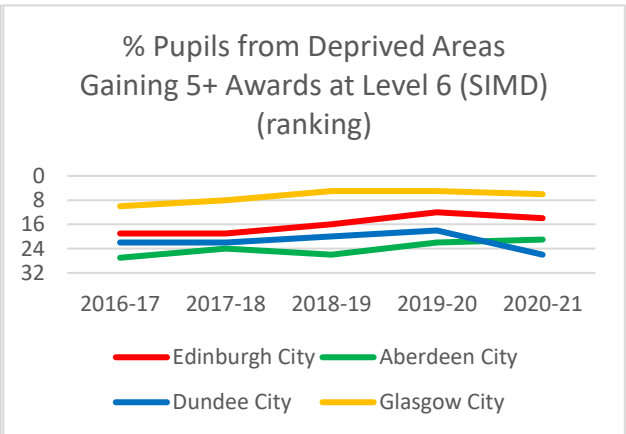
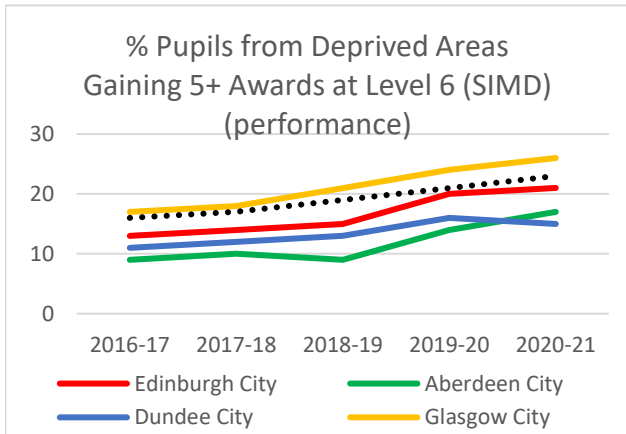
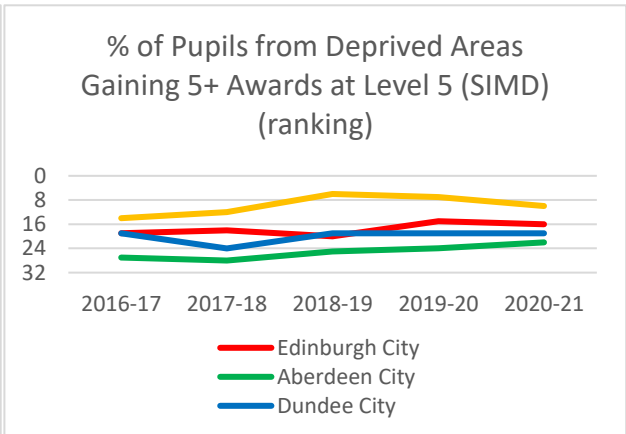
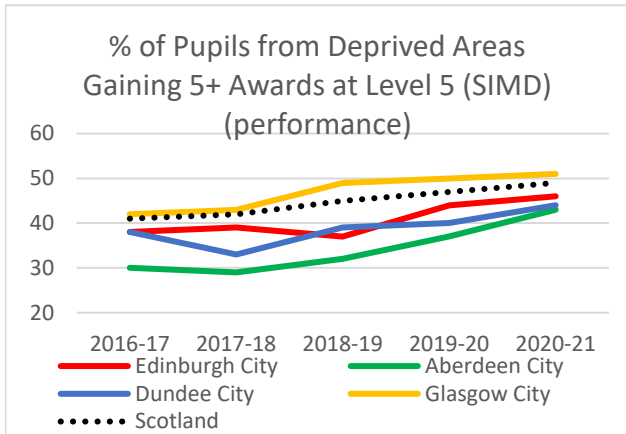
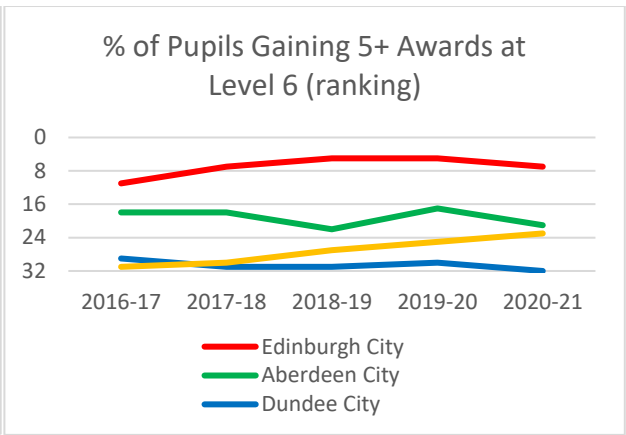
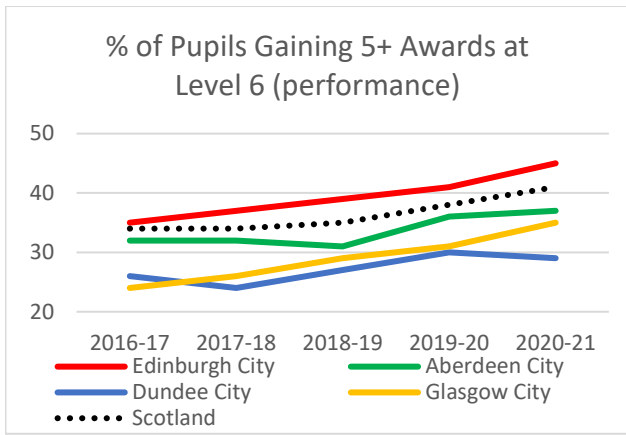
Tackling Climate Change

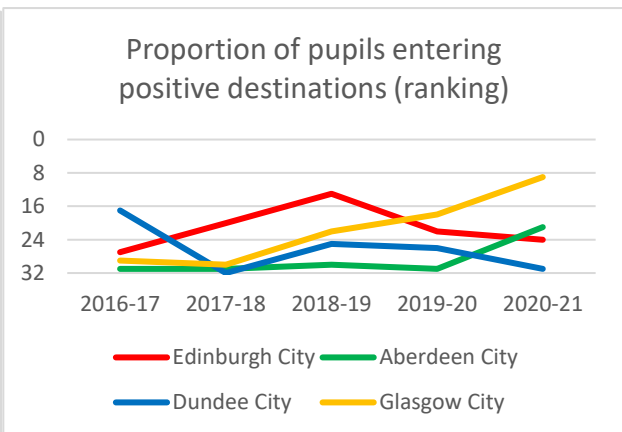
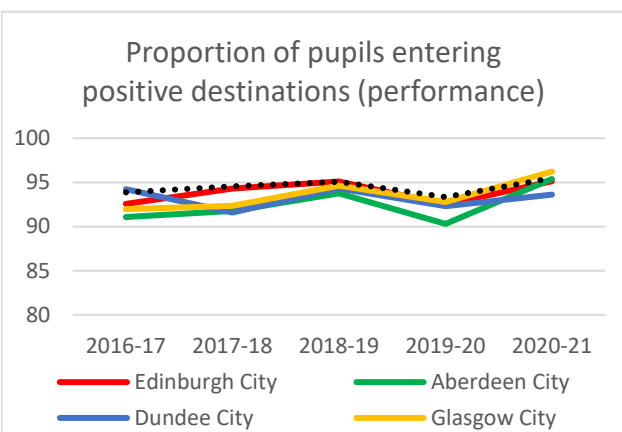
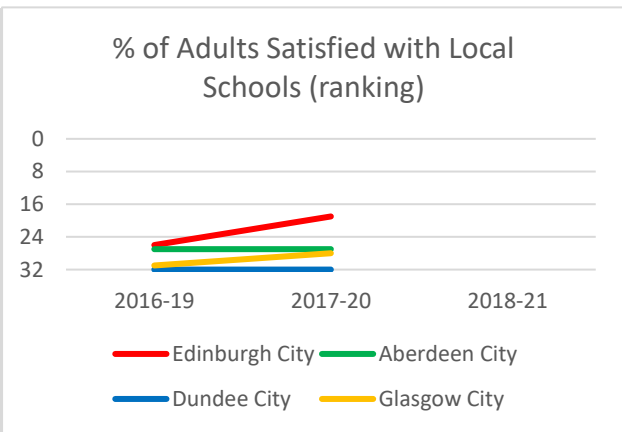
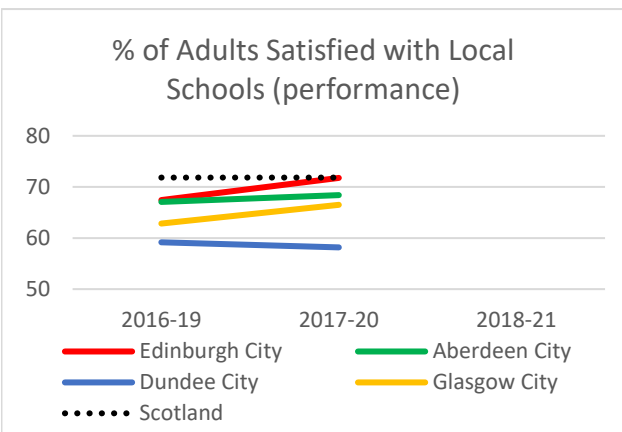
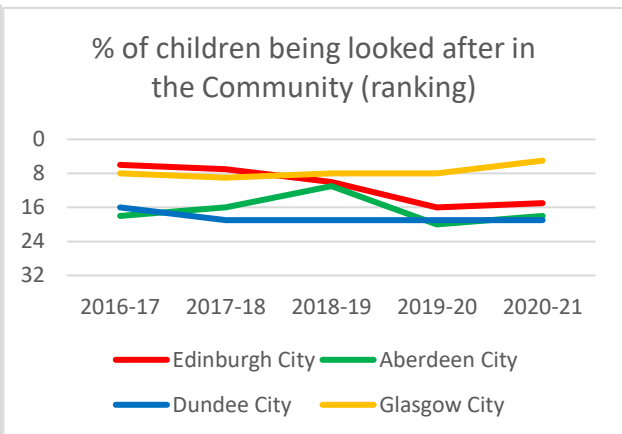
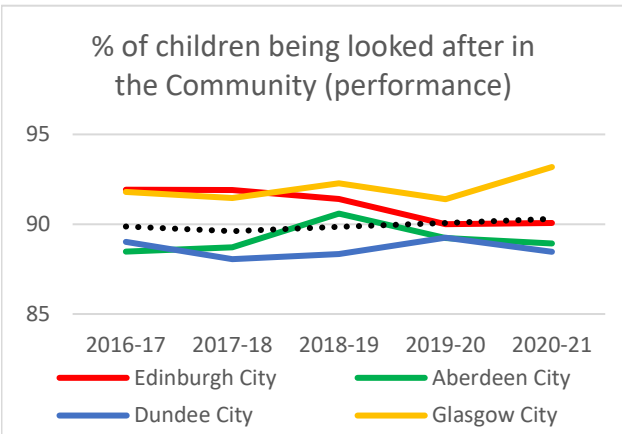
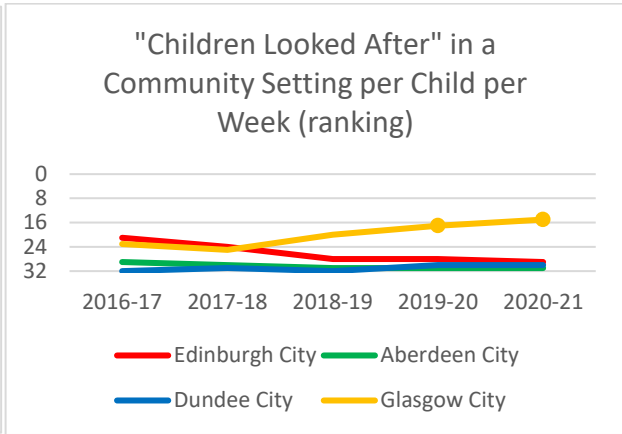
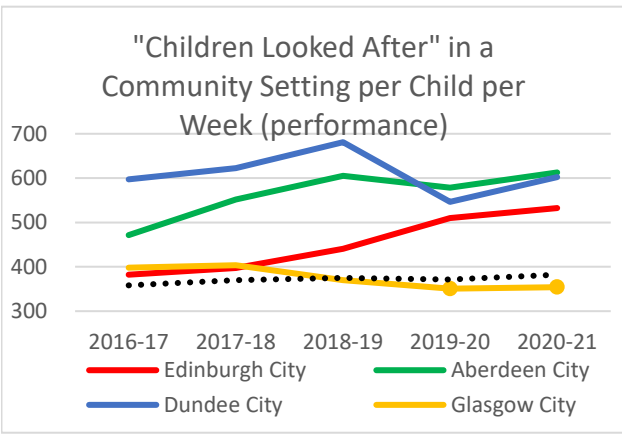
93. There are 2 indicators in the LGBF that relate to CO2 emissions.
94. There is a lag time for this data to be available for the new data published for these indicators, as part of the LGBF 2020/21 dataset, refers to 2019/20.
95. Edinburgh continues to show a decrease in CO2 emissions in both indicators which is similar to the downward trend seen nationally. Both indicators are currently in the top quartile.

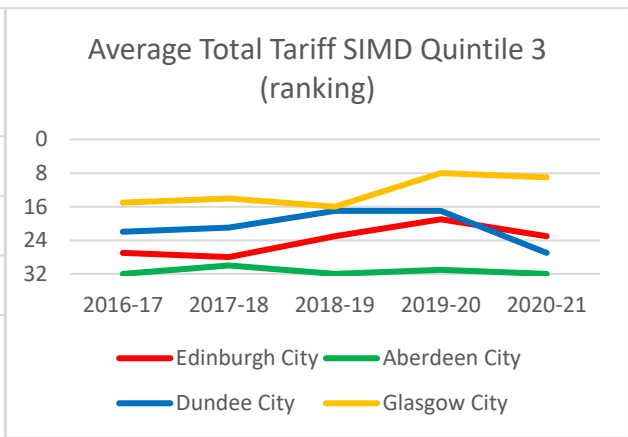
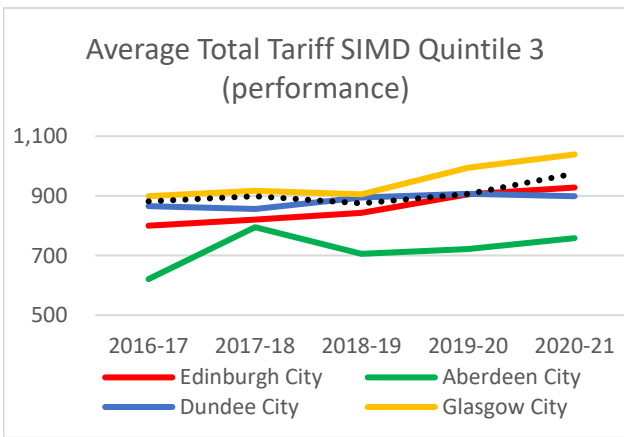
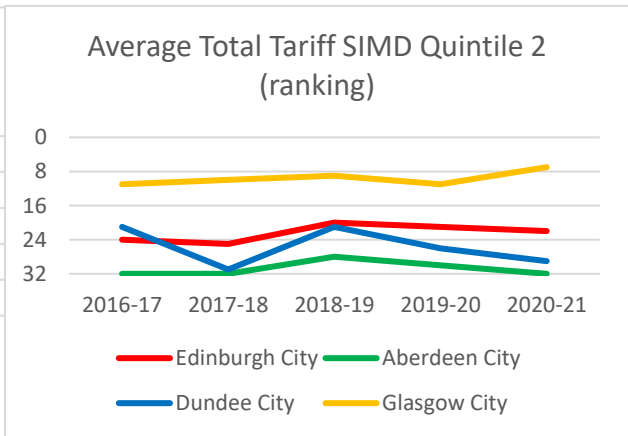
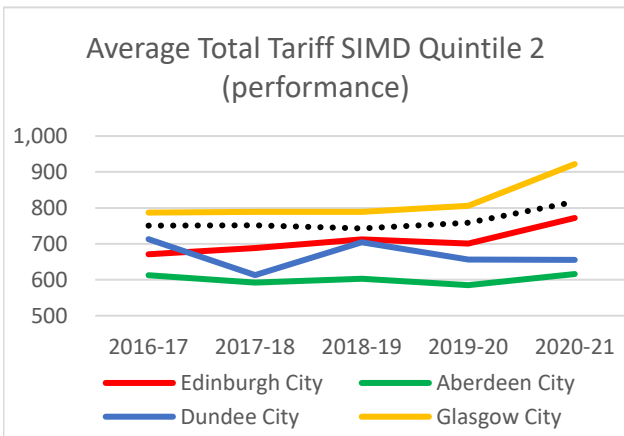
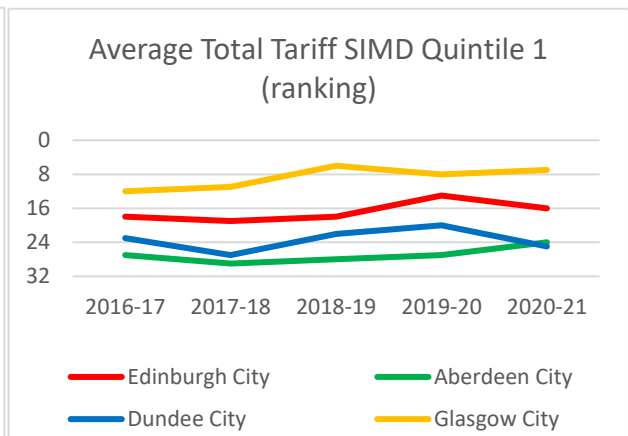
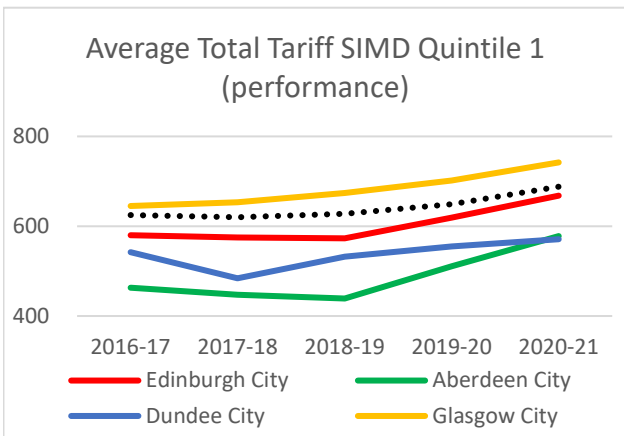
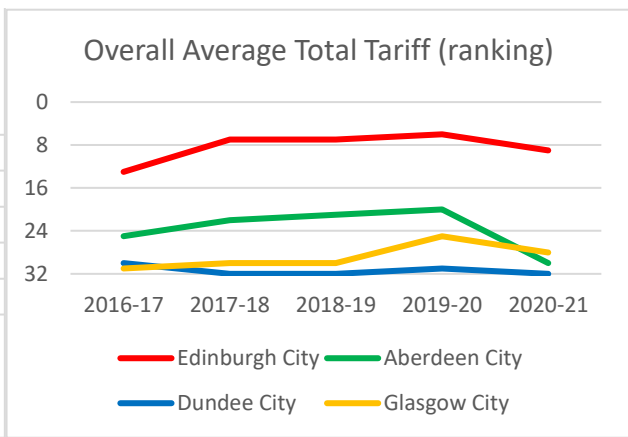
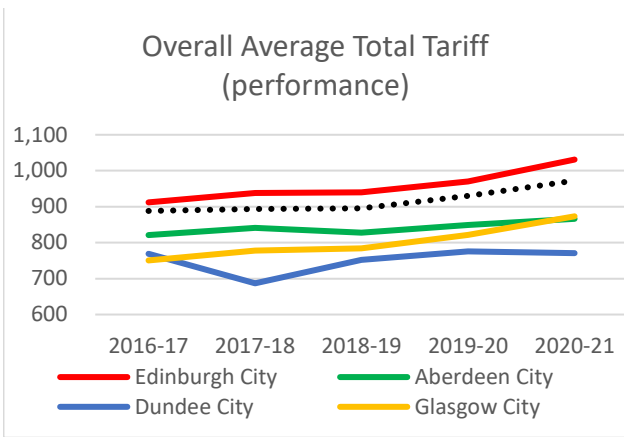


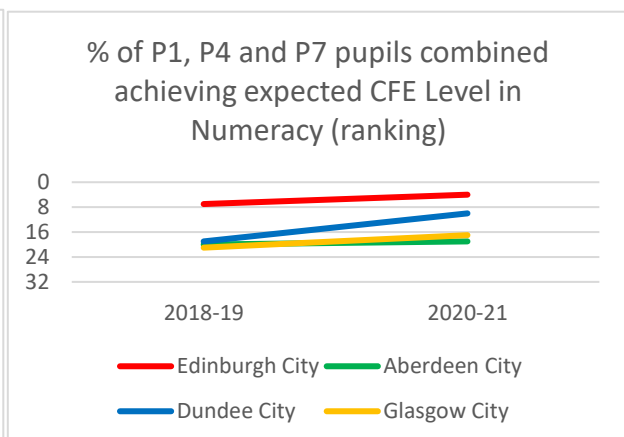
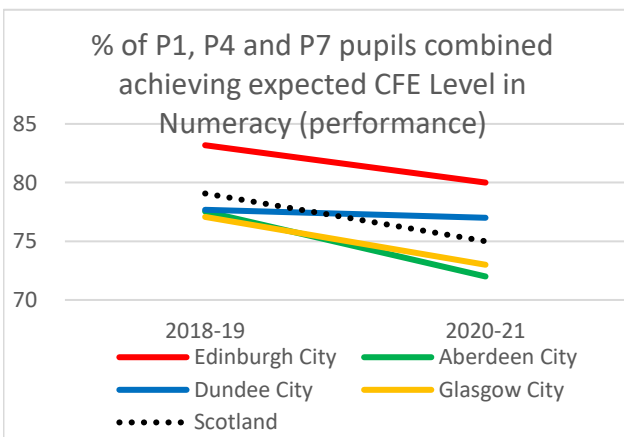
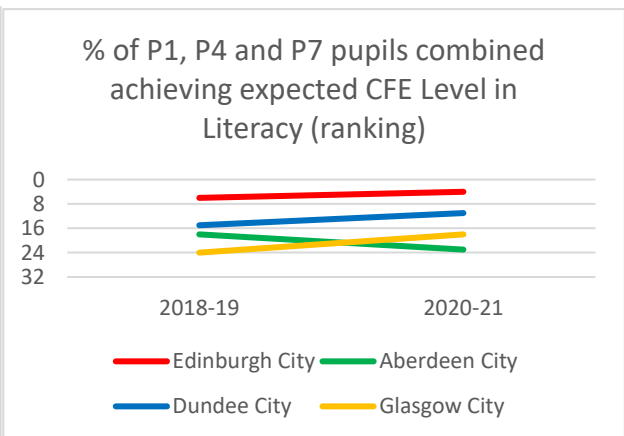
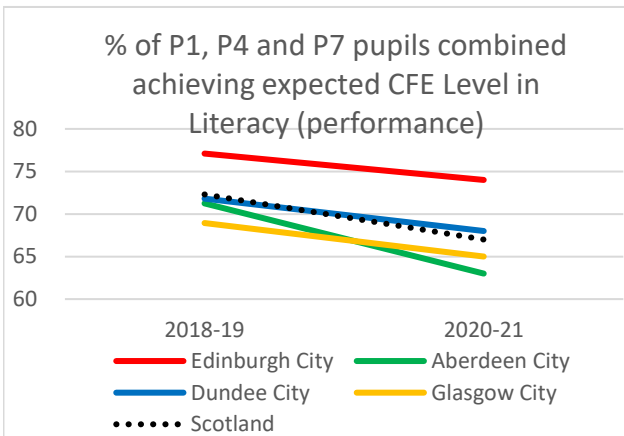
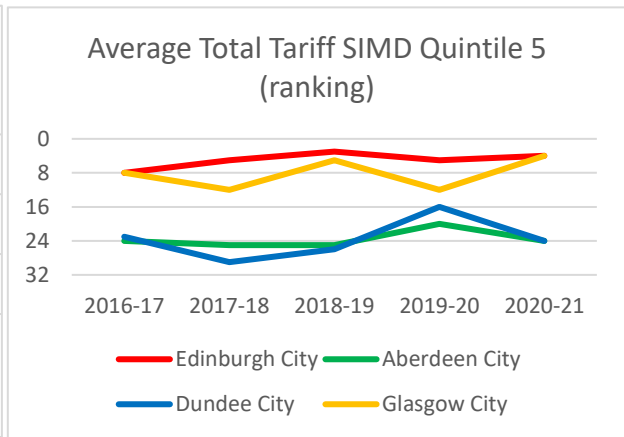
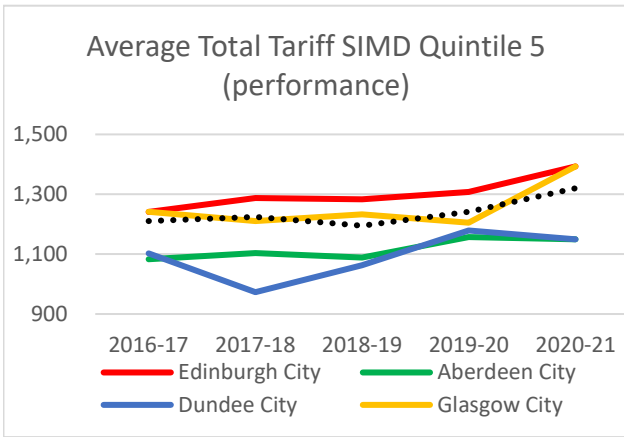
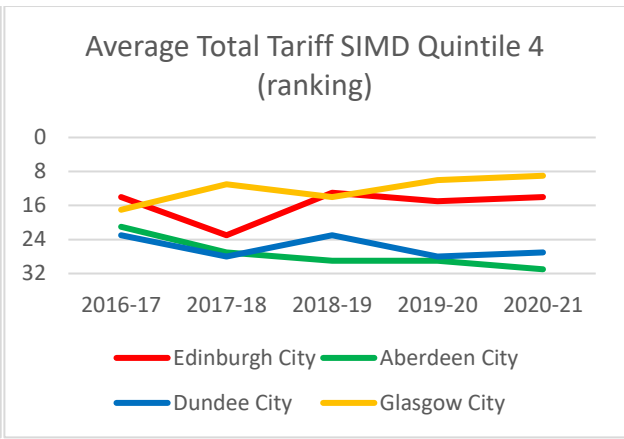
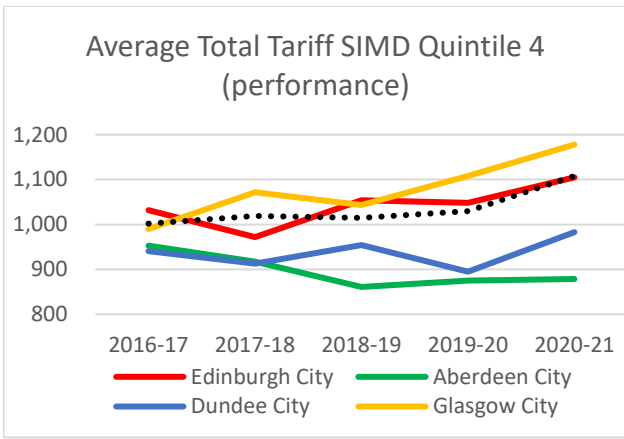
Appendix 1a: Children Services

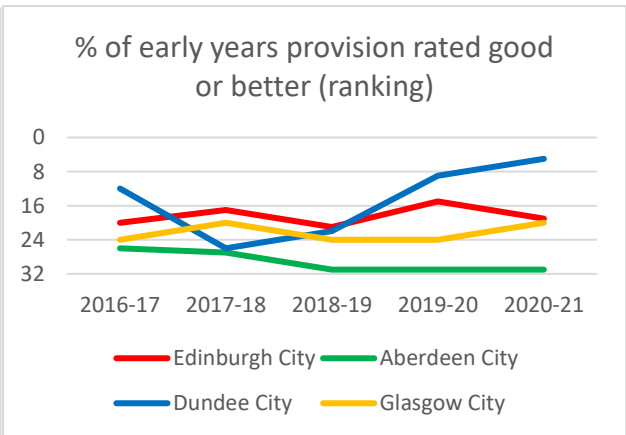
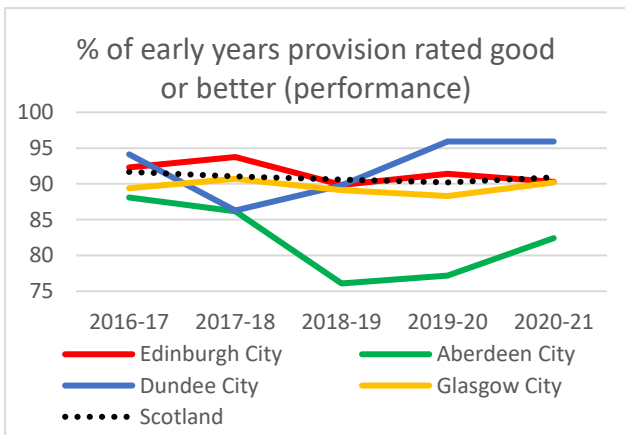
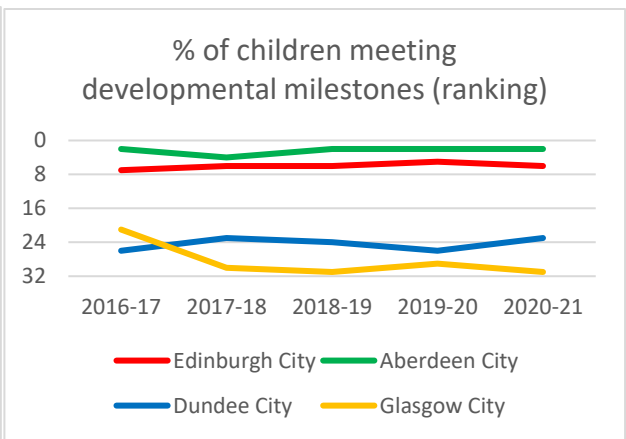
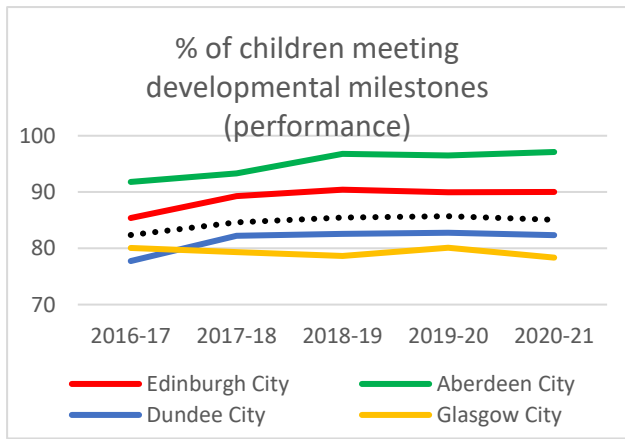
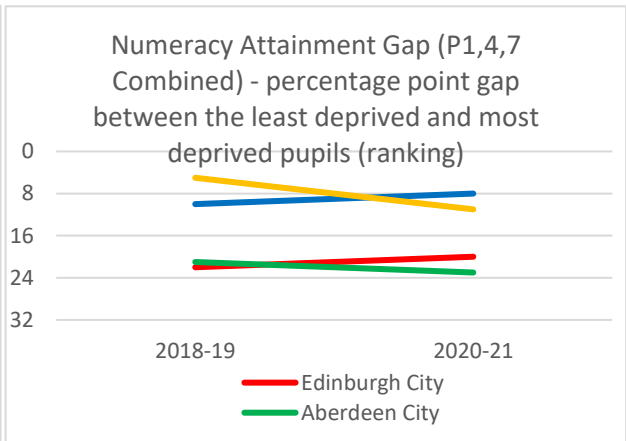
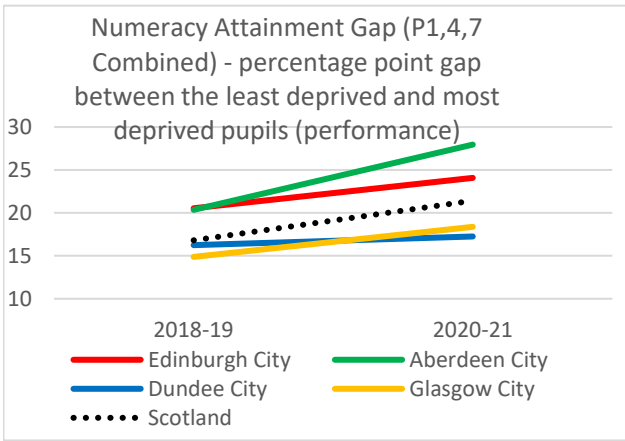
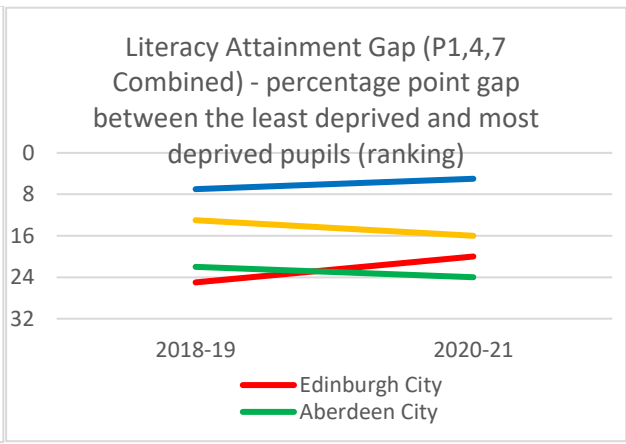
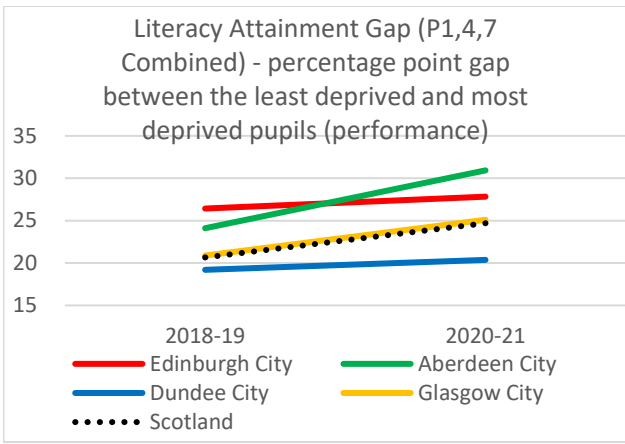


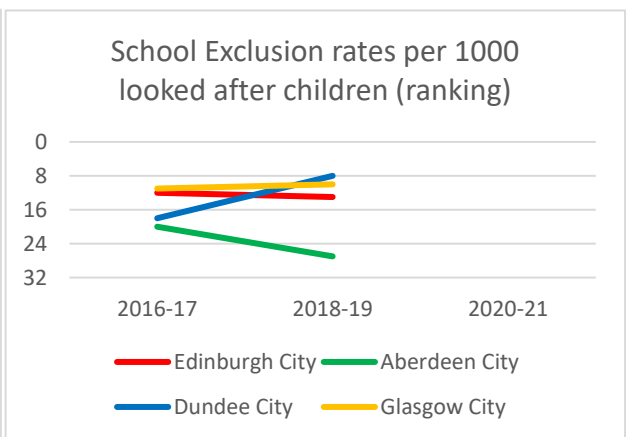
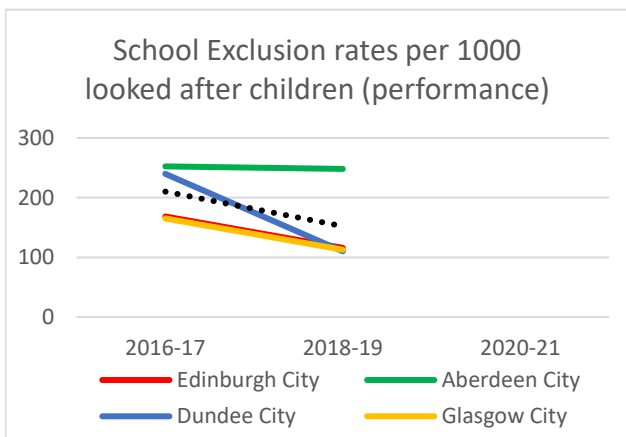
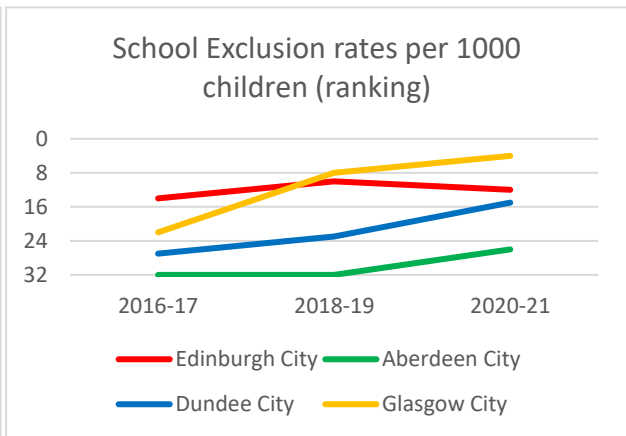
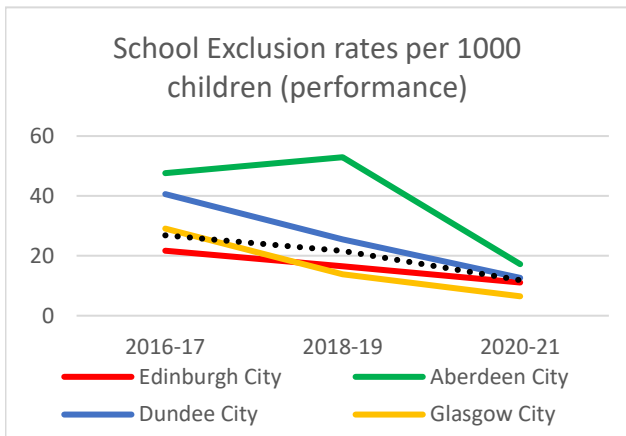
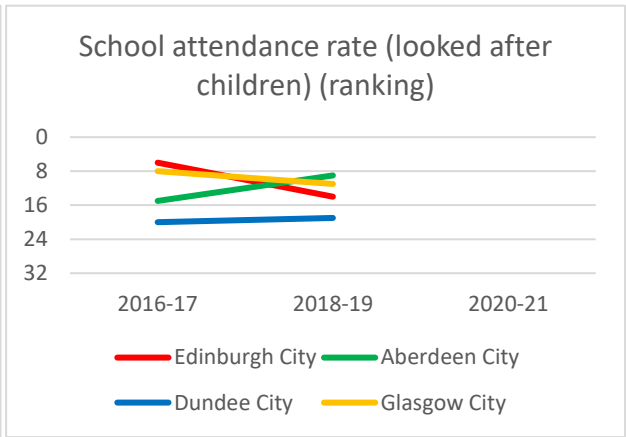
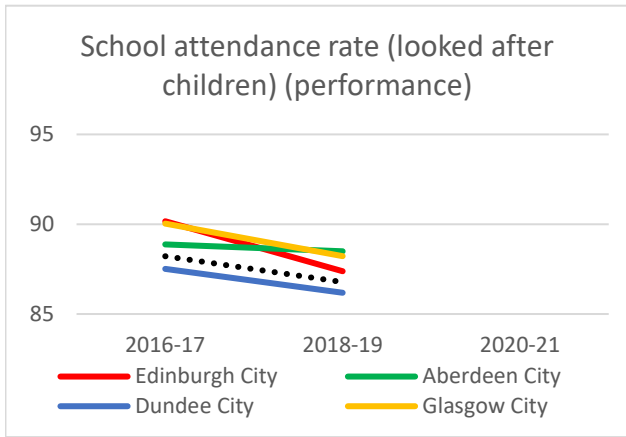
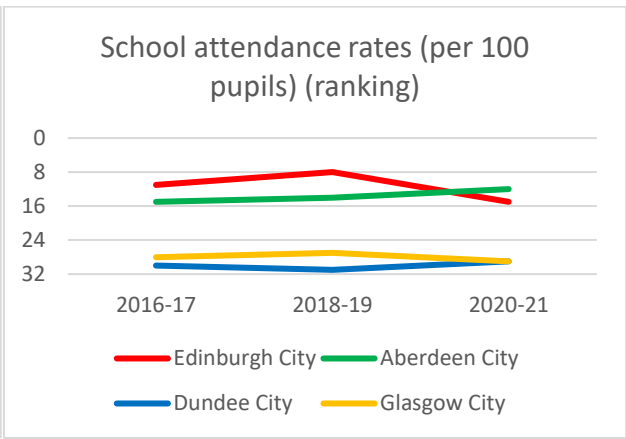
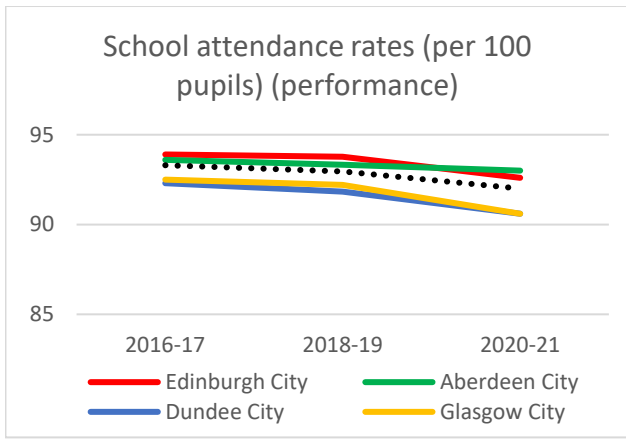


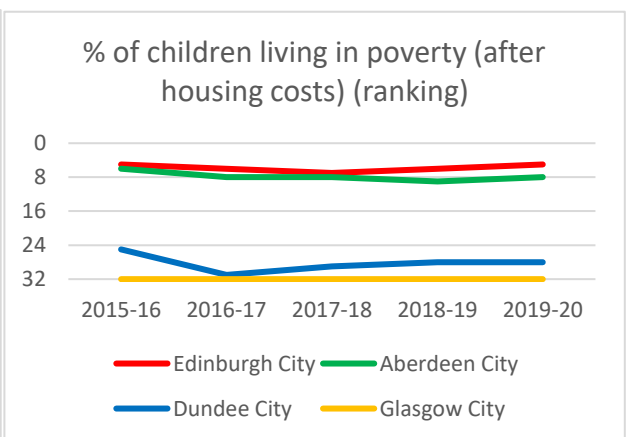
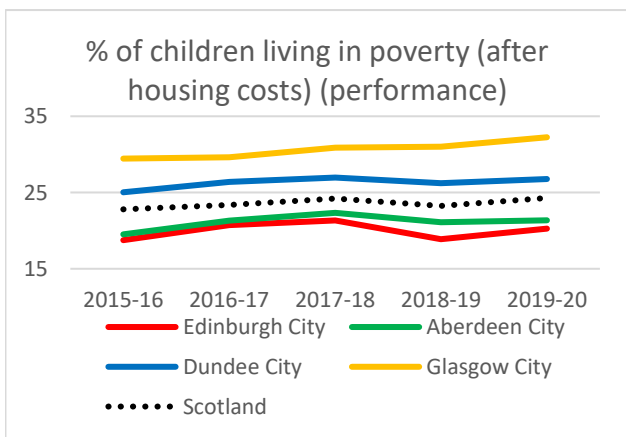
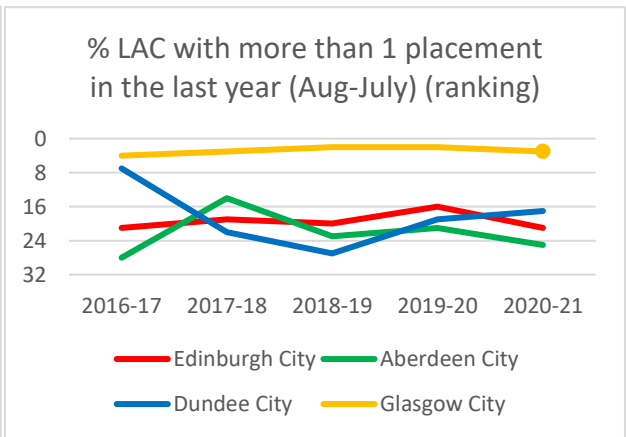
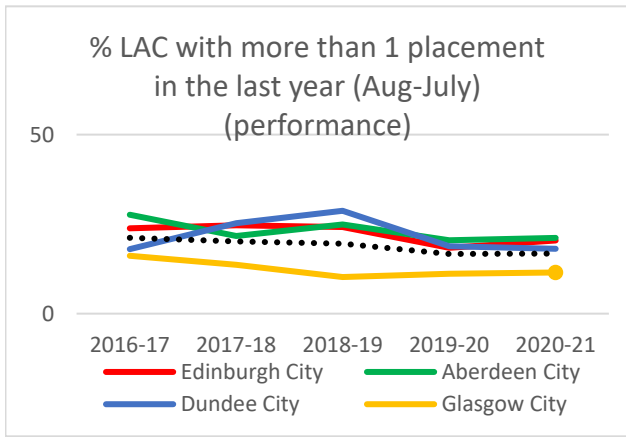
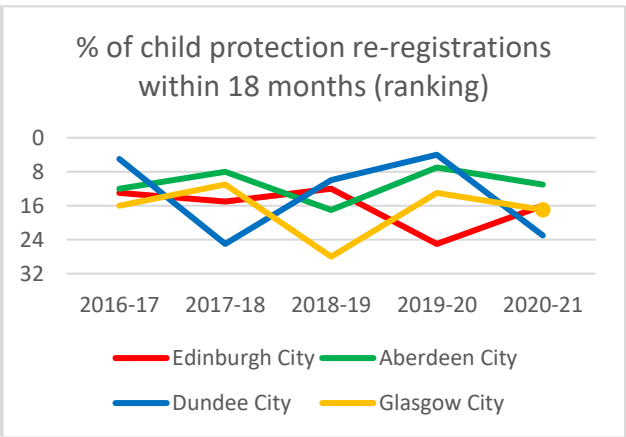
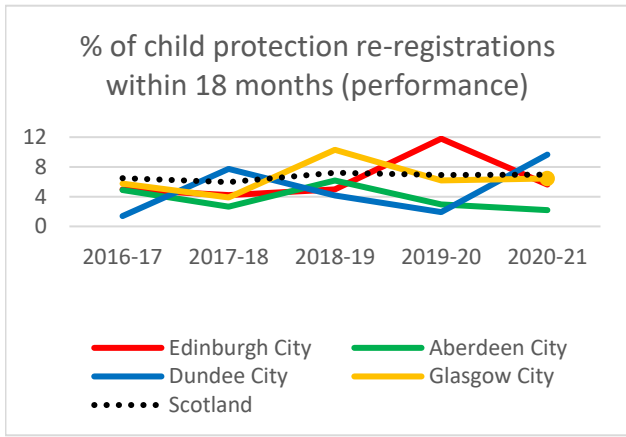
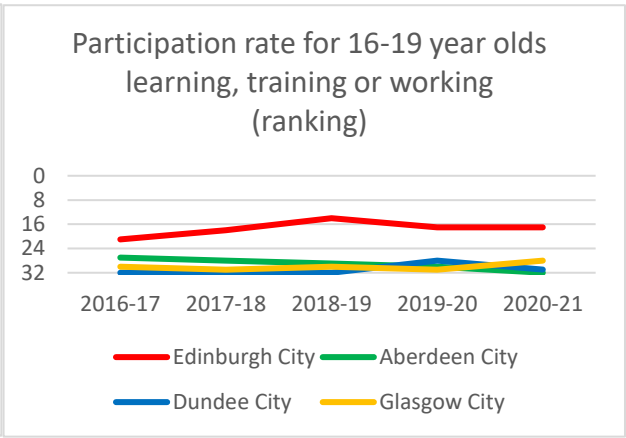
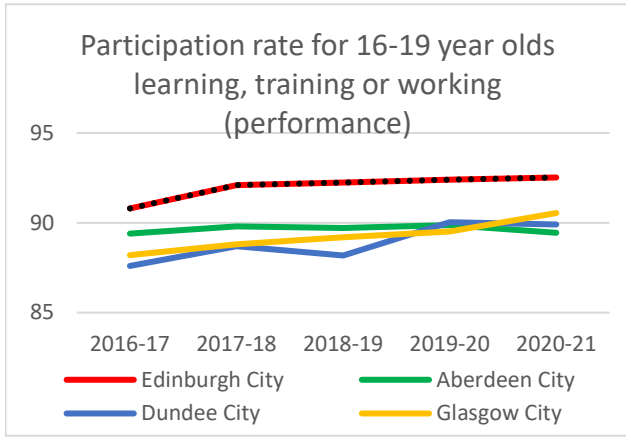




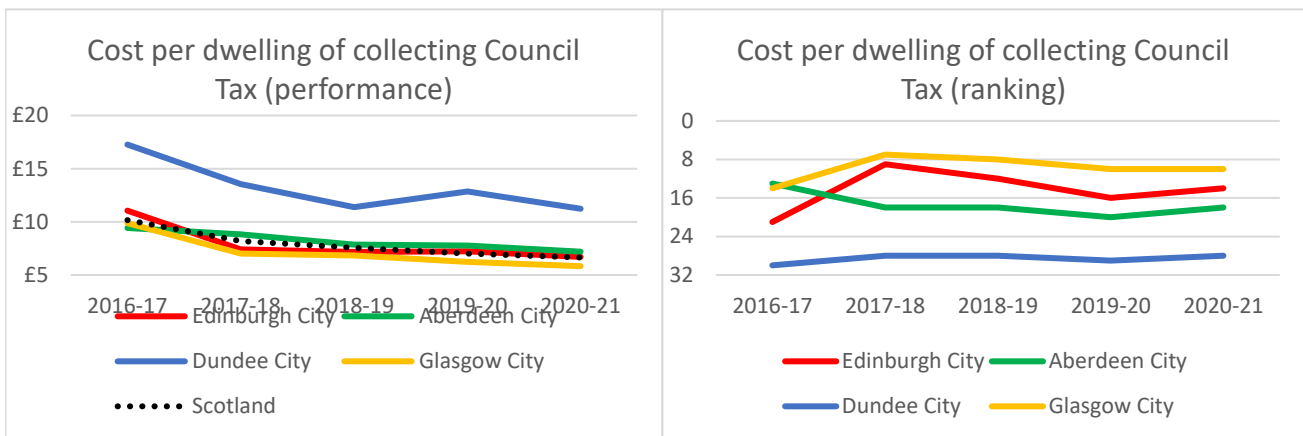
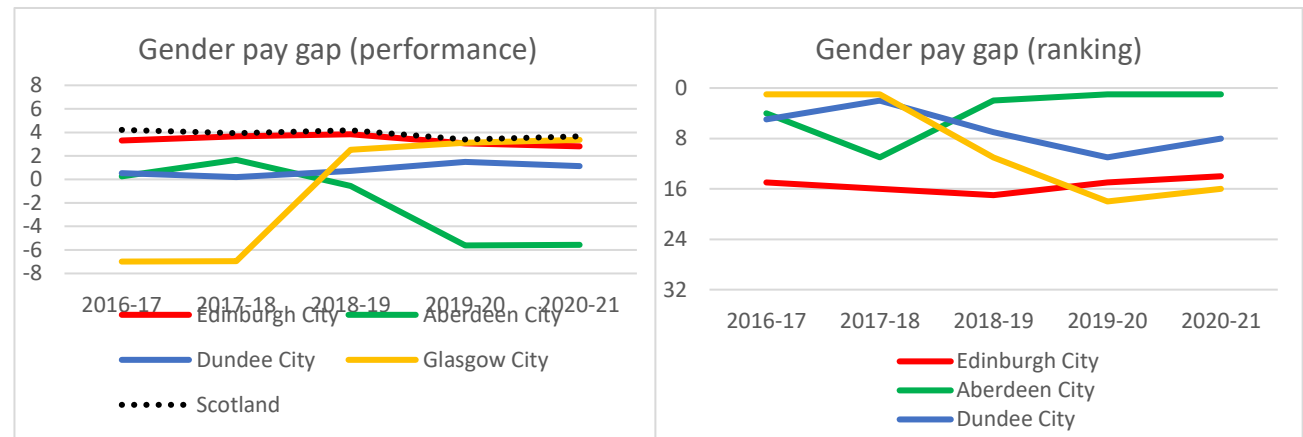
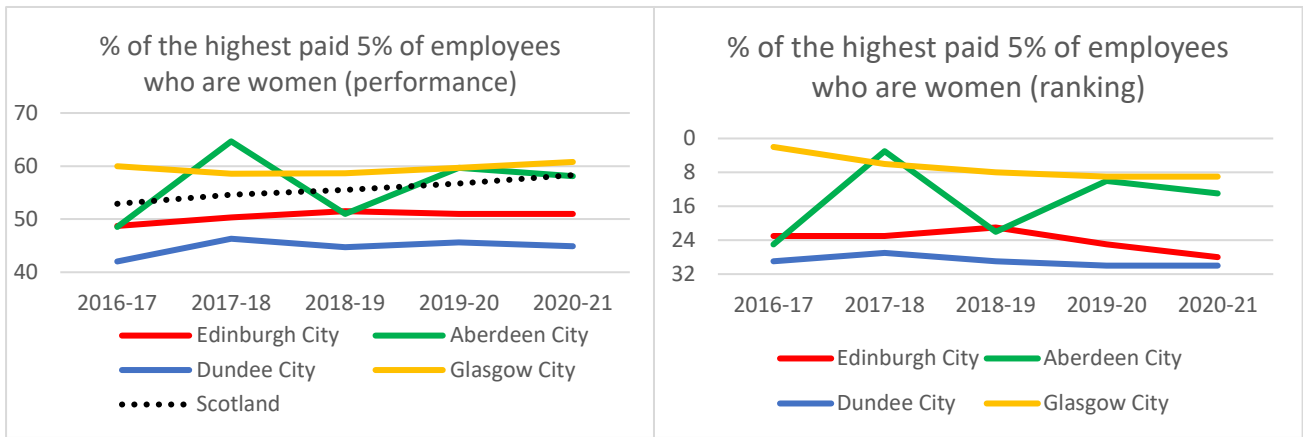
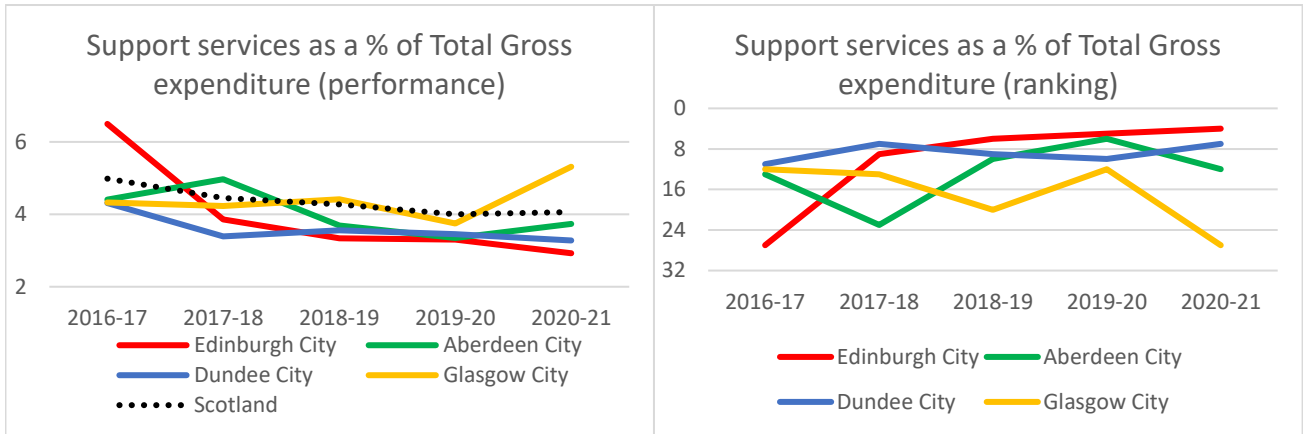


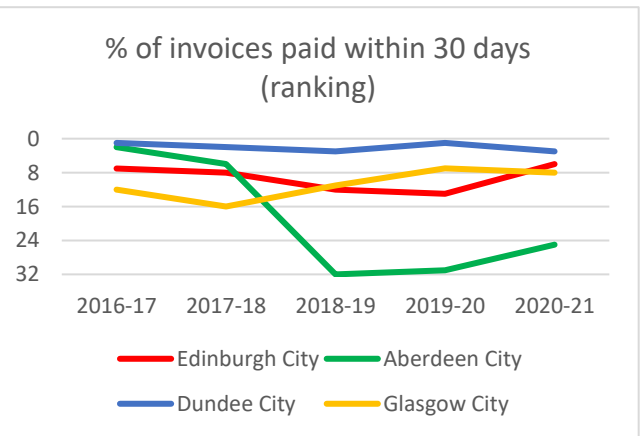
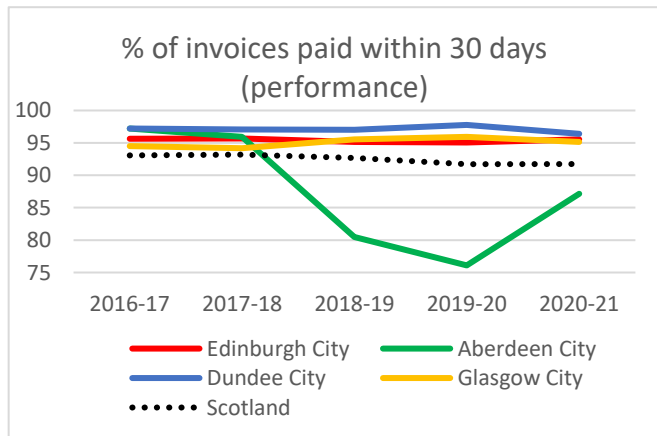
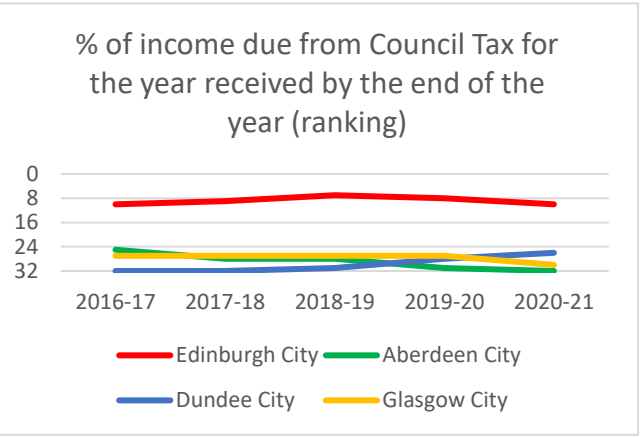
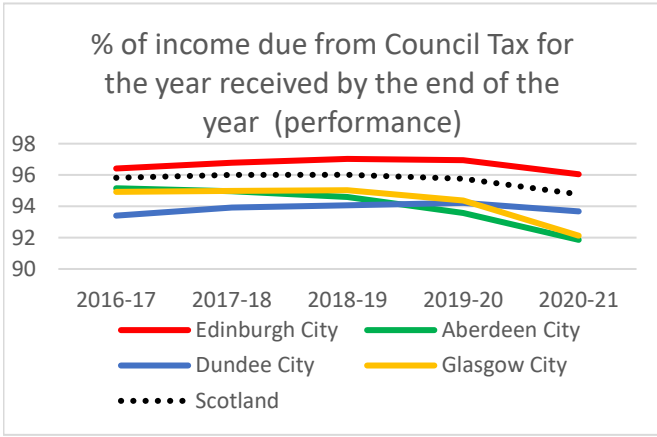
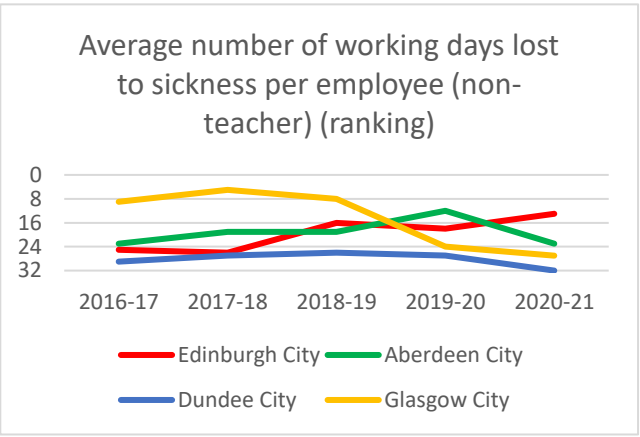
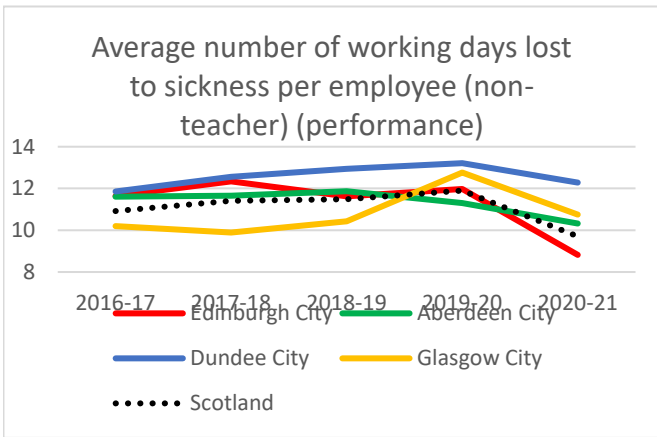
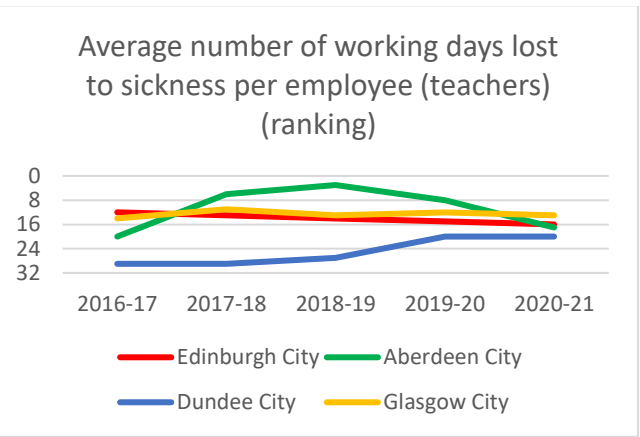
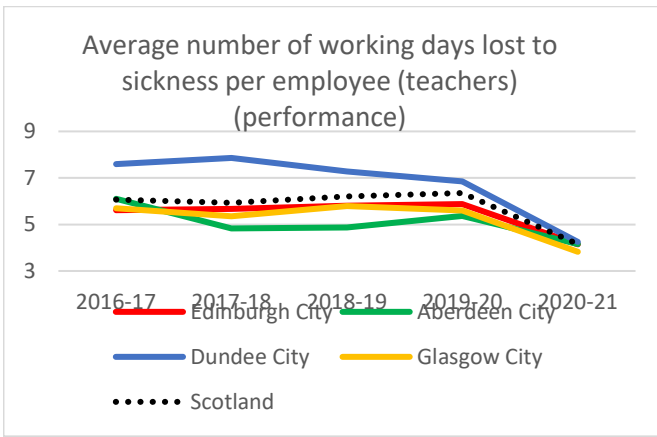


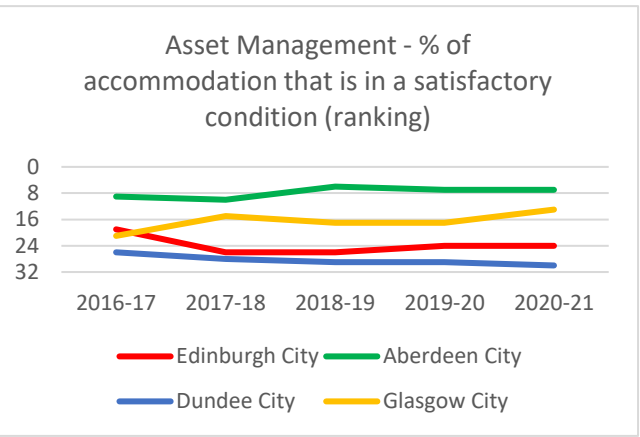
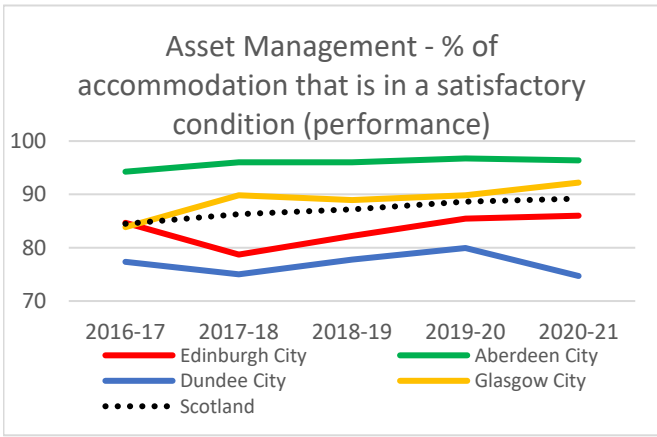
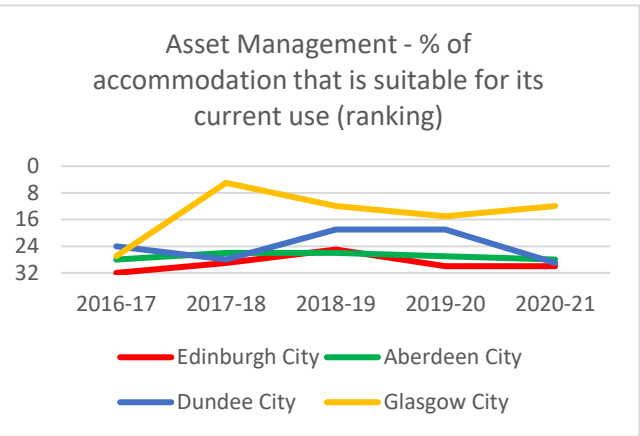
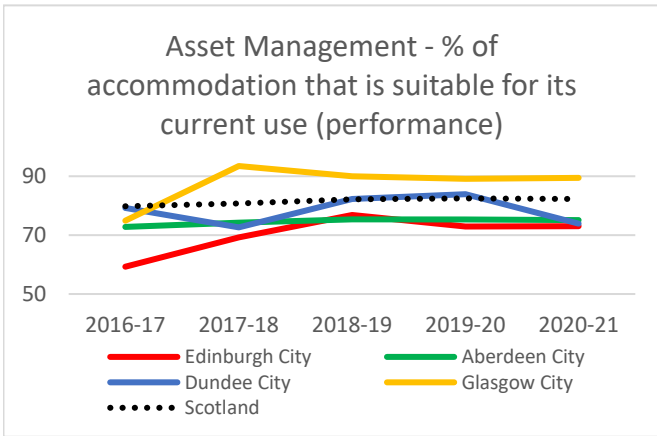
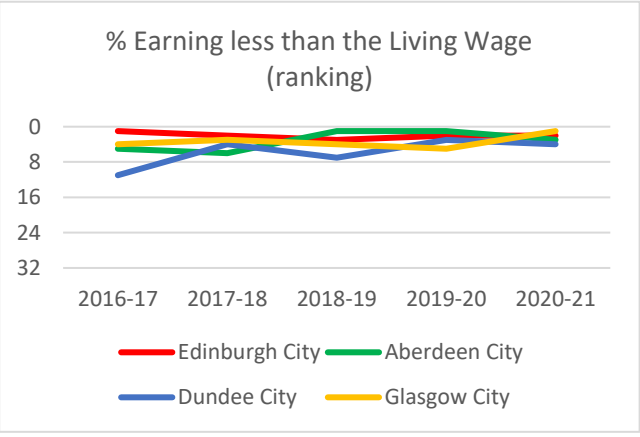
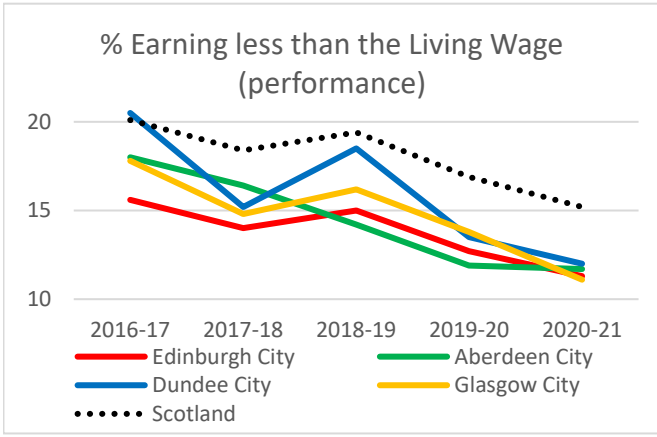
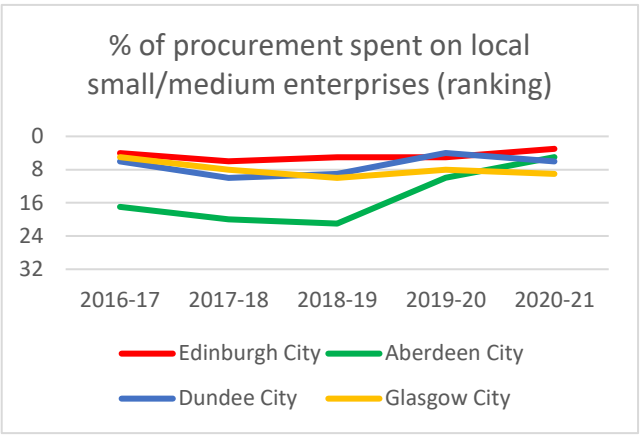
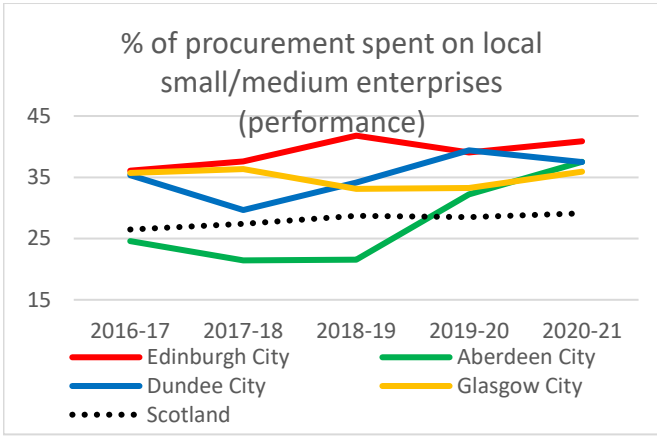




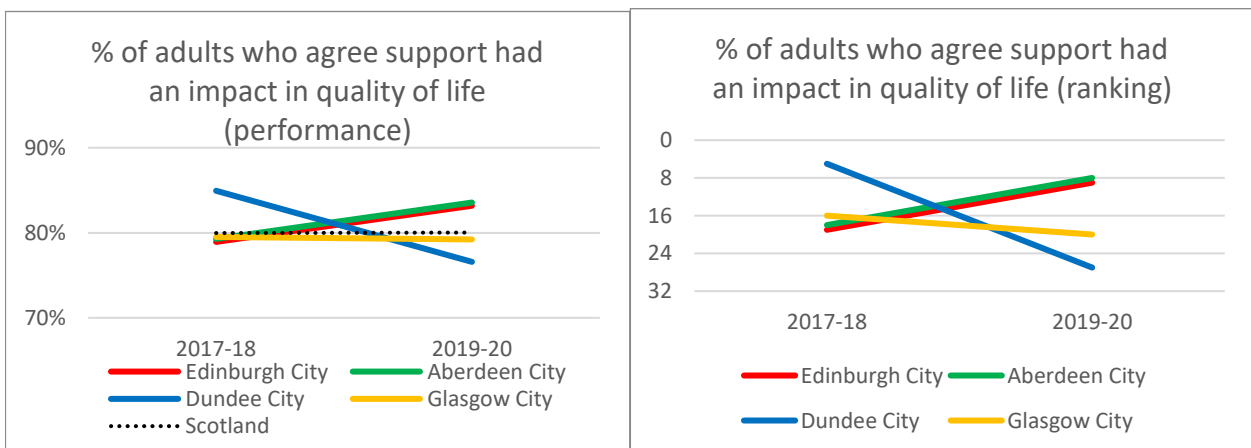
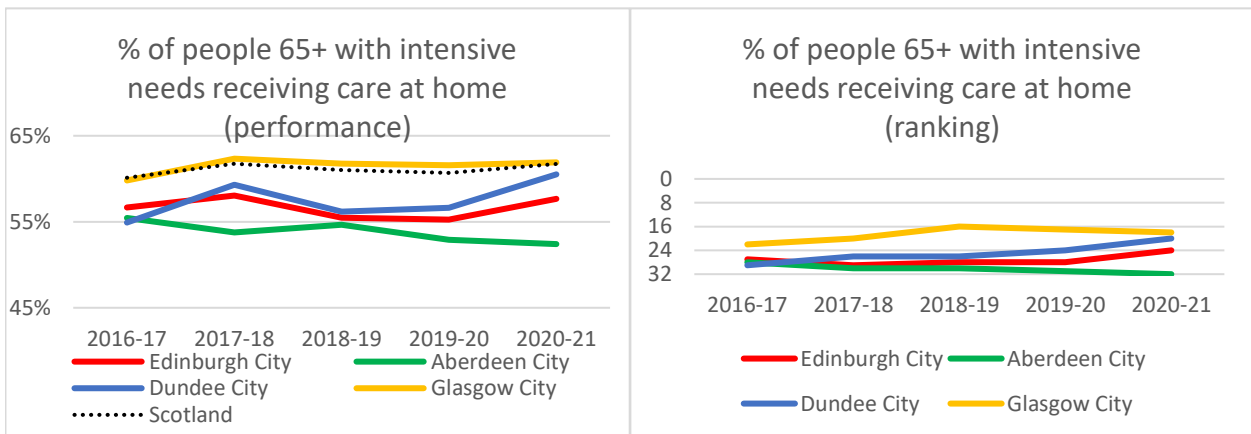
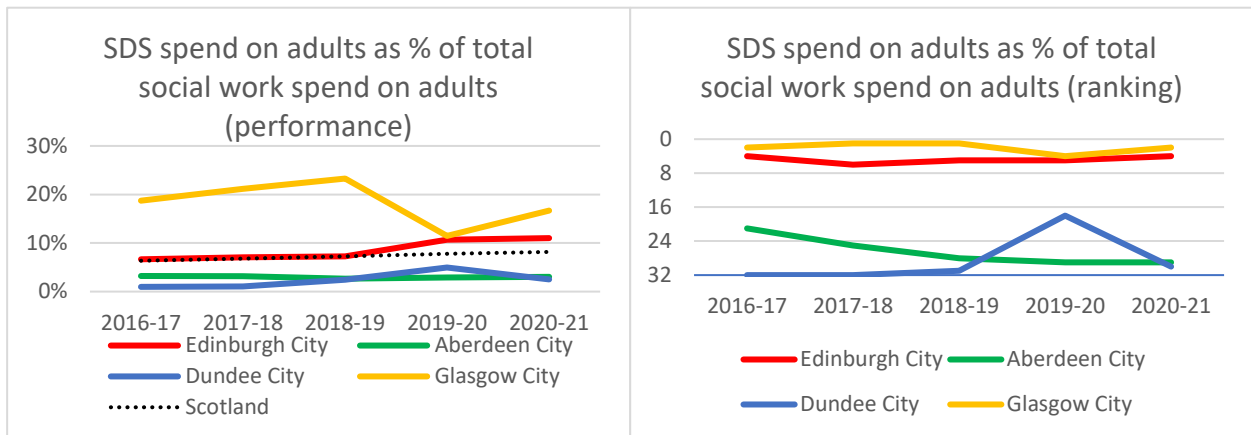
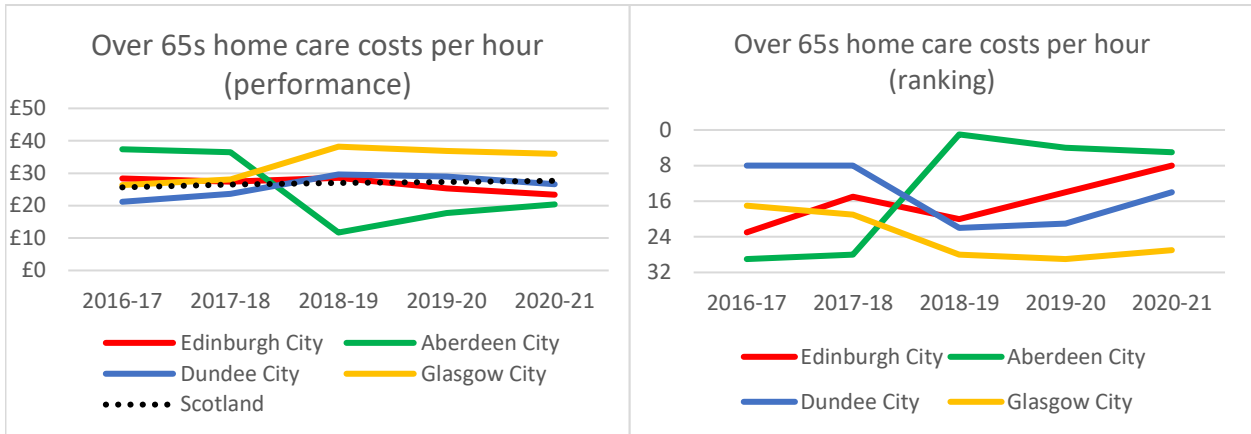
Appendix 1b: Corporate and Asset Management Services

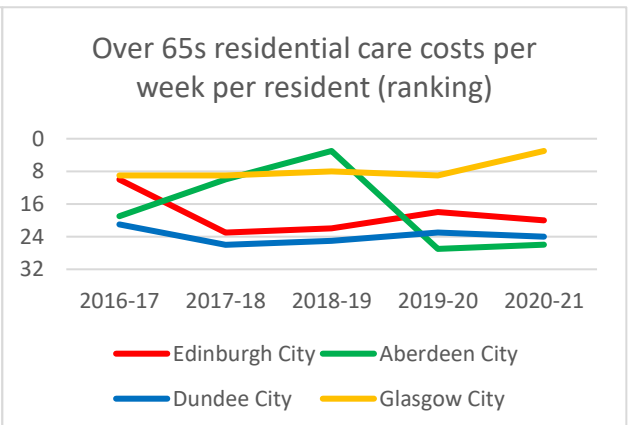
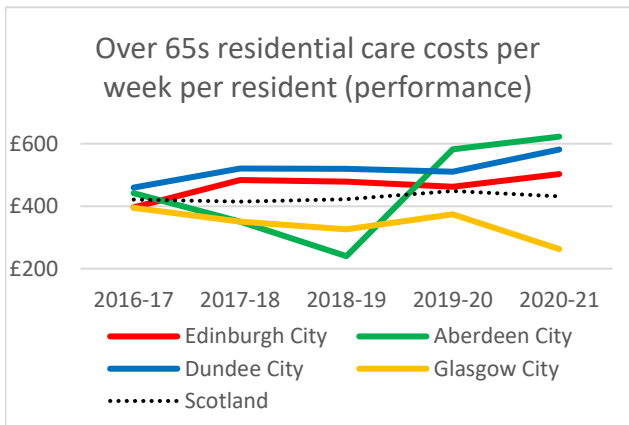
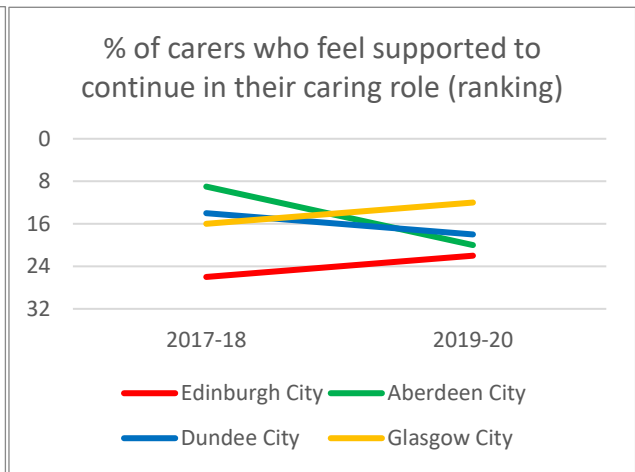
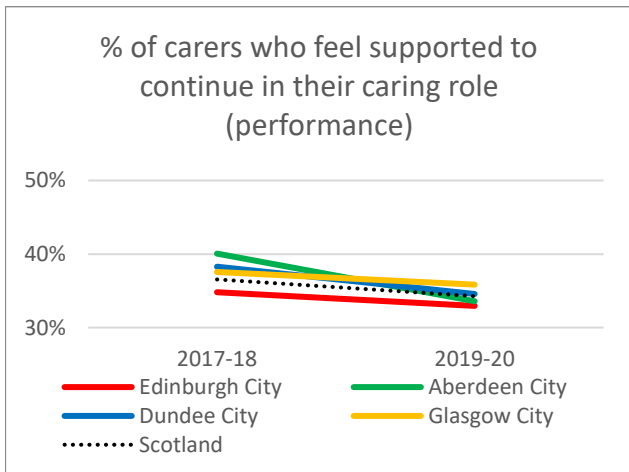
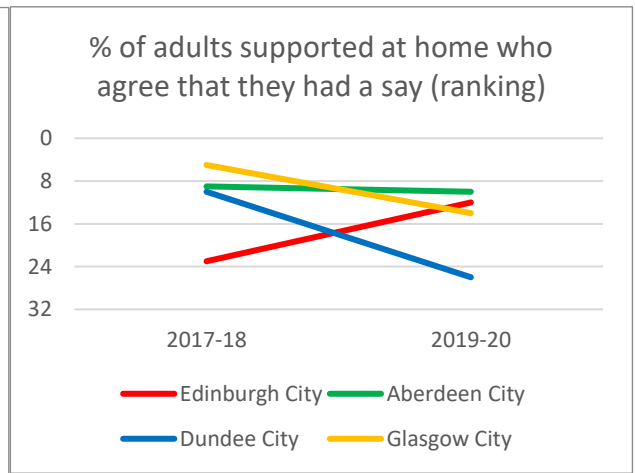
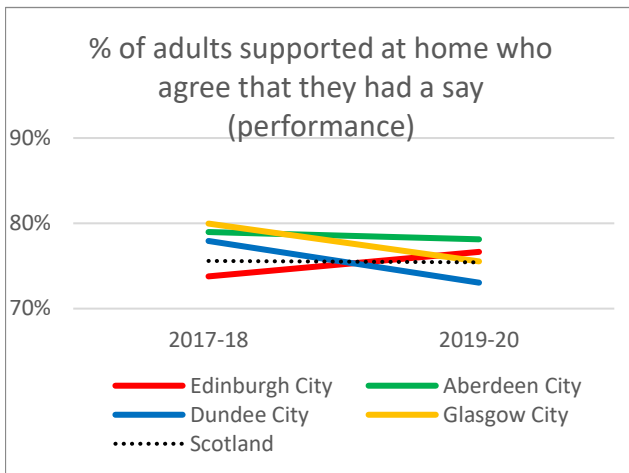
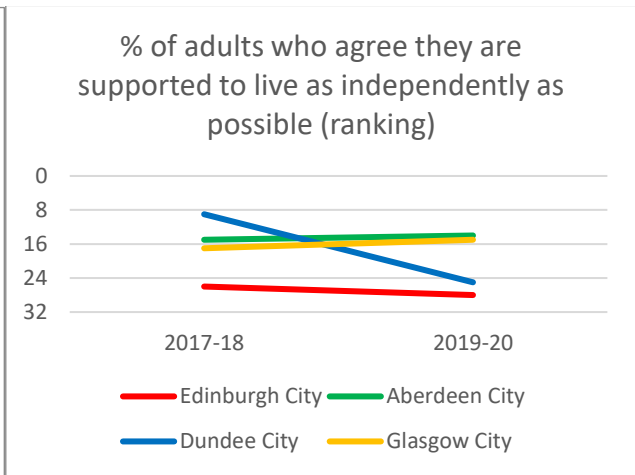
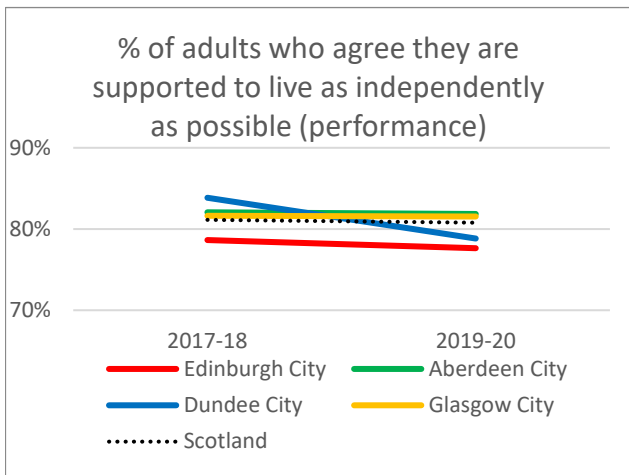


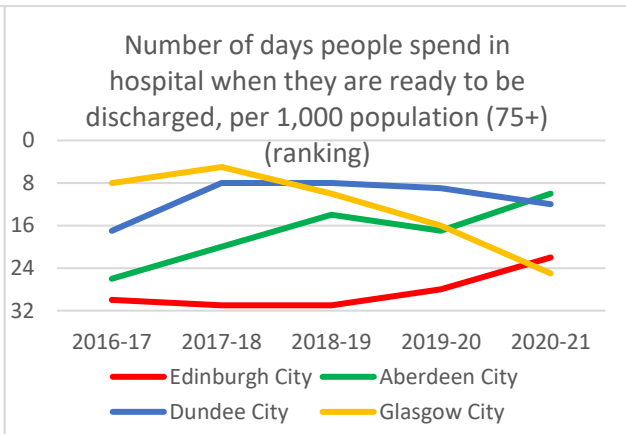
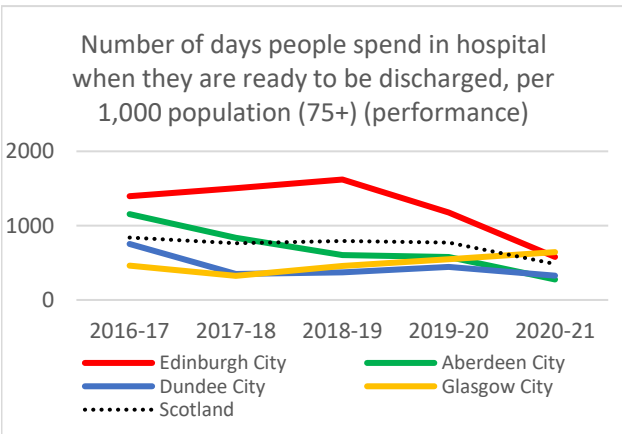
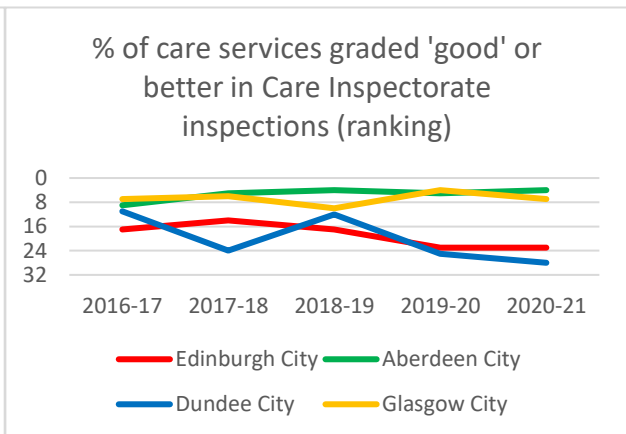
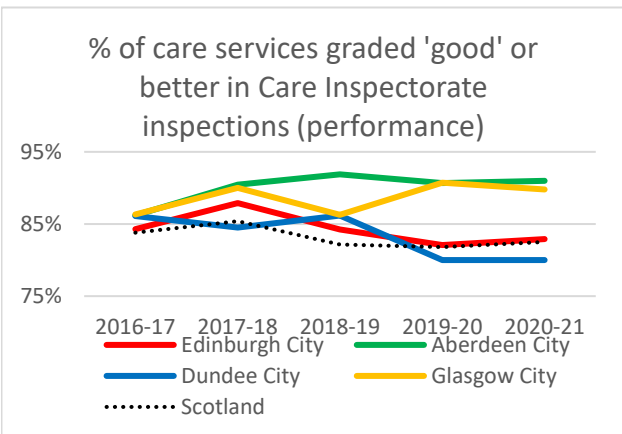
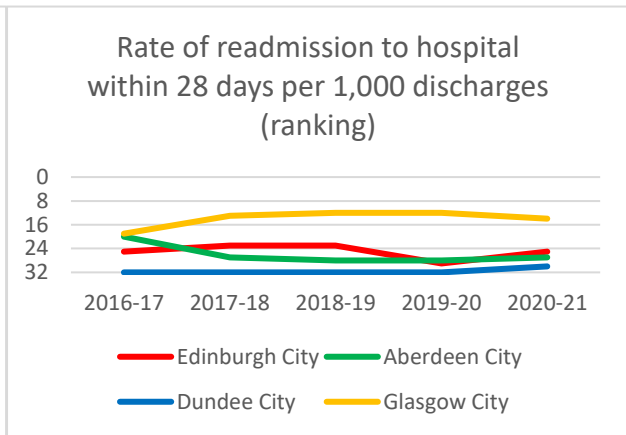
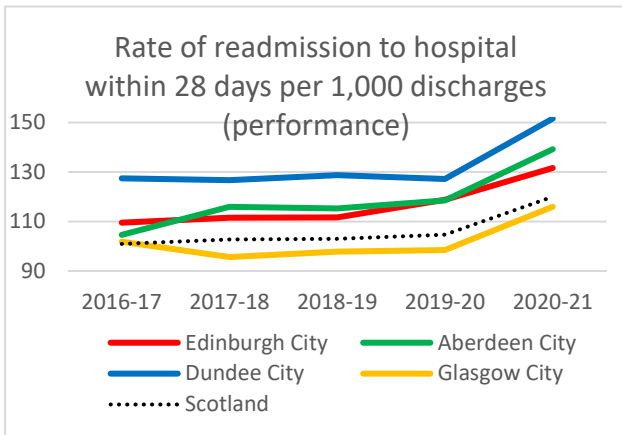


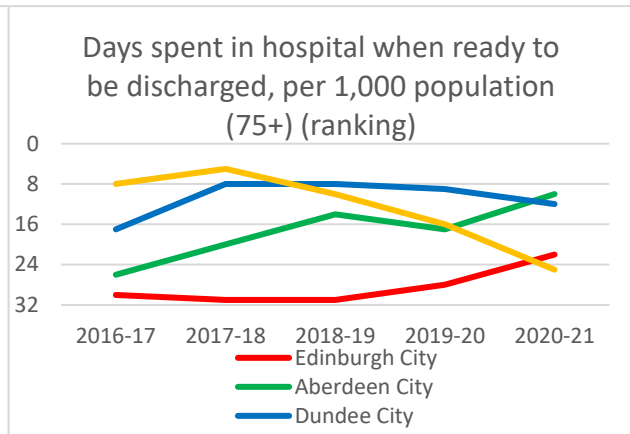
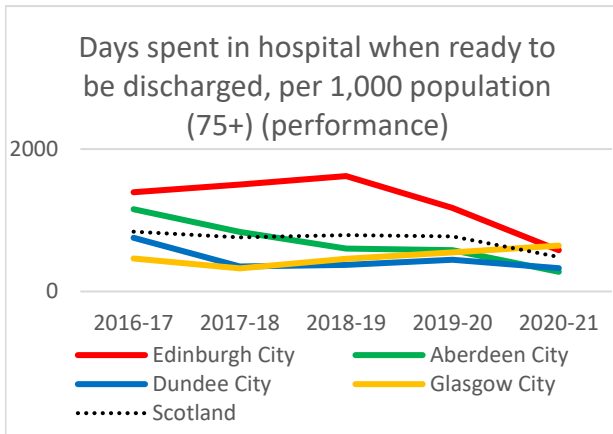


Appendix 1c: Adult Social Care

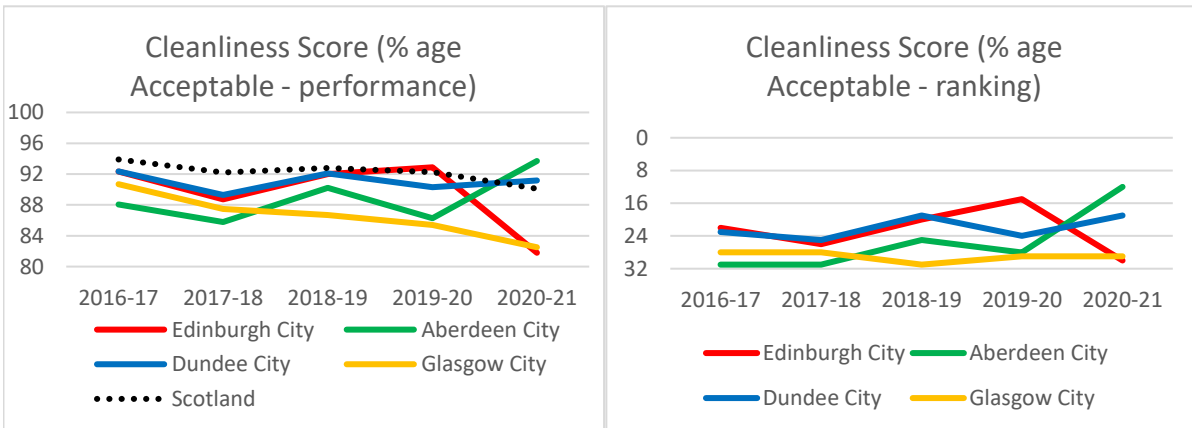
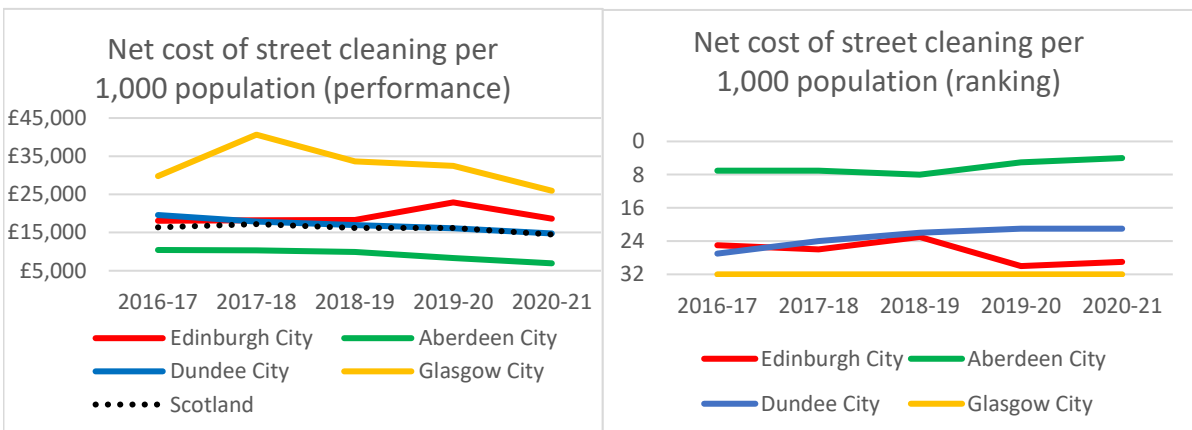
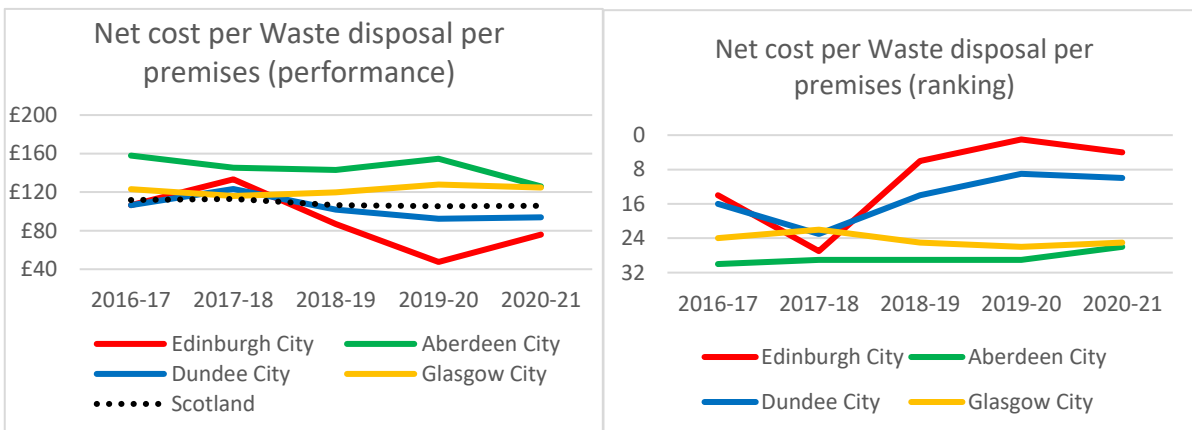
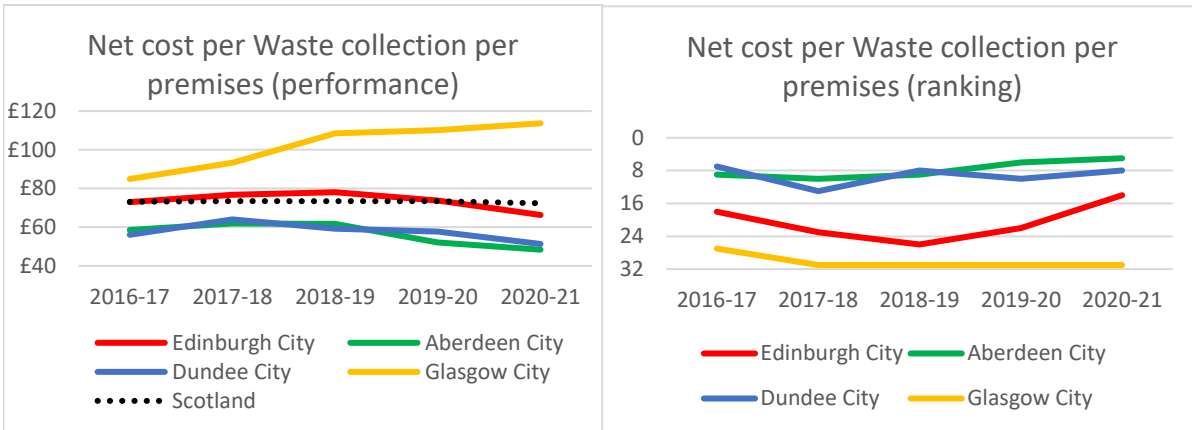


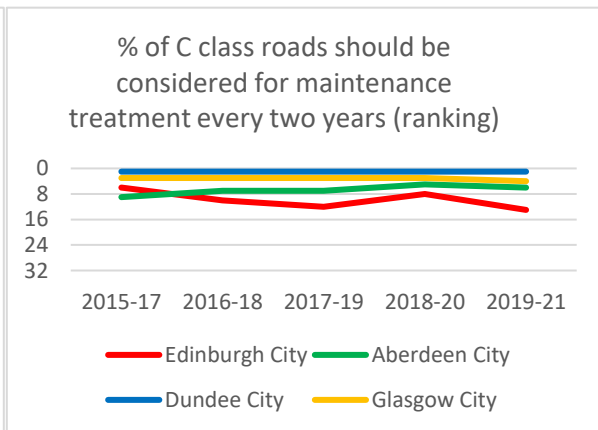
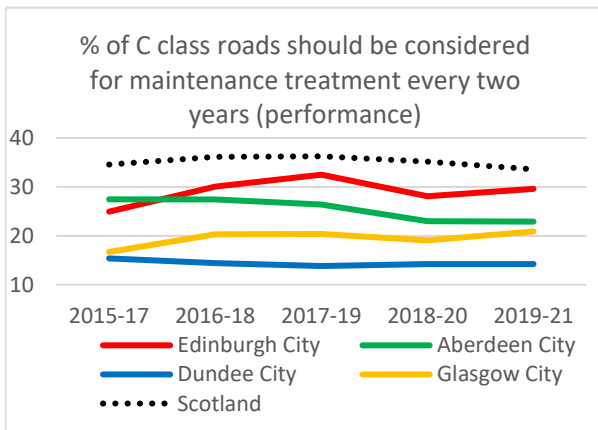
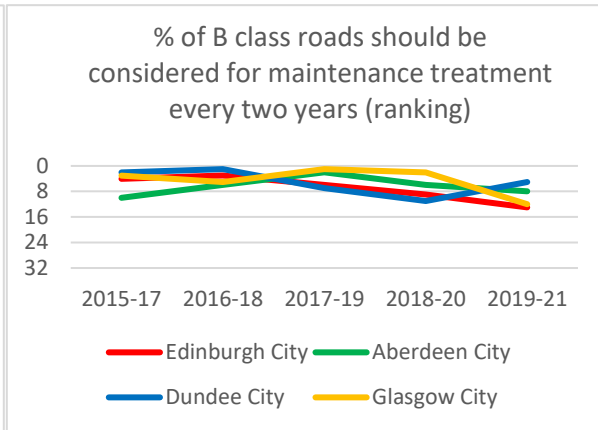
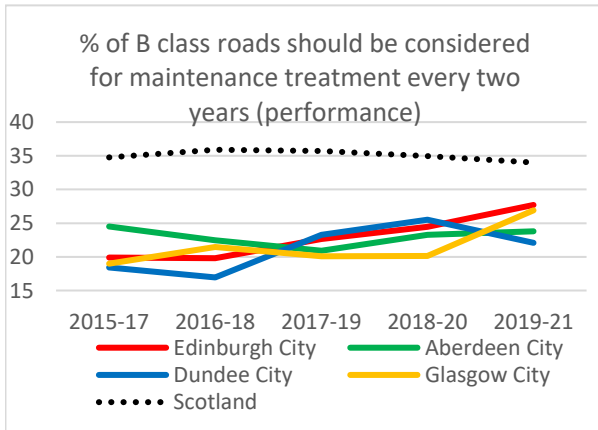
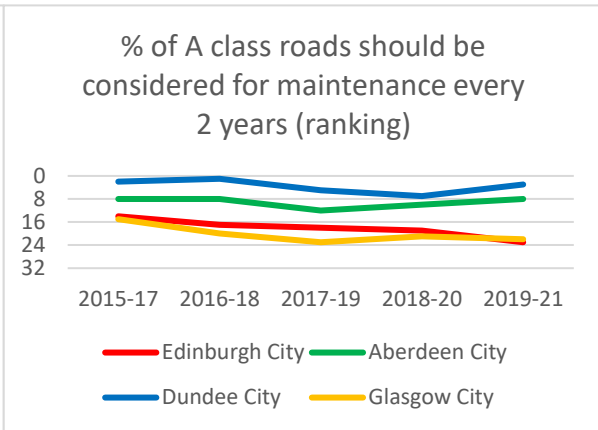
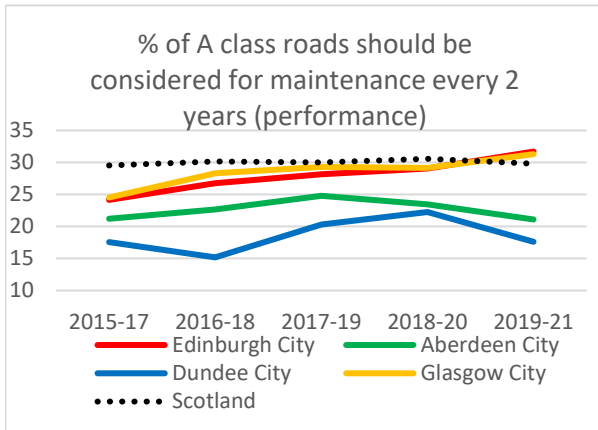
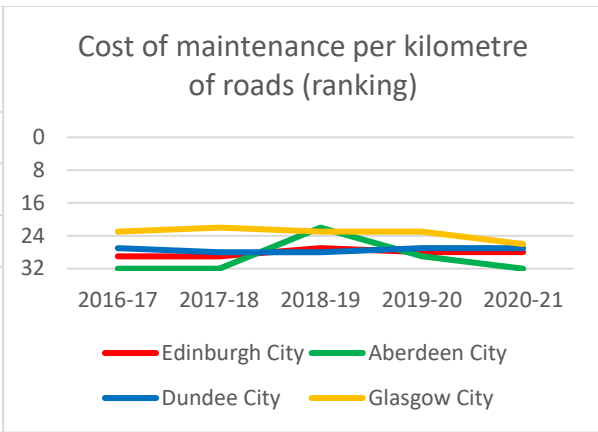
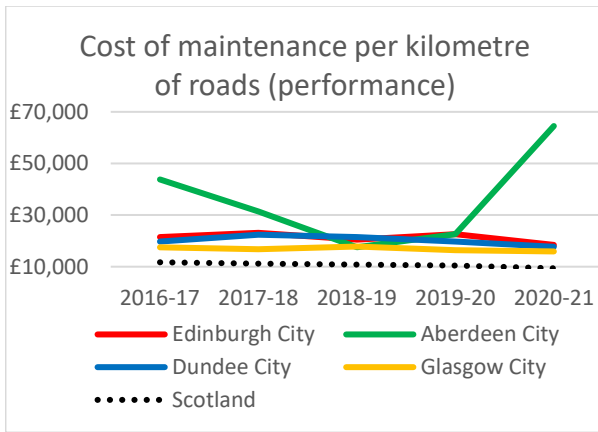


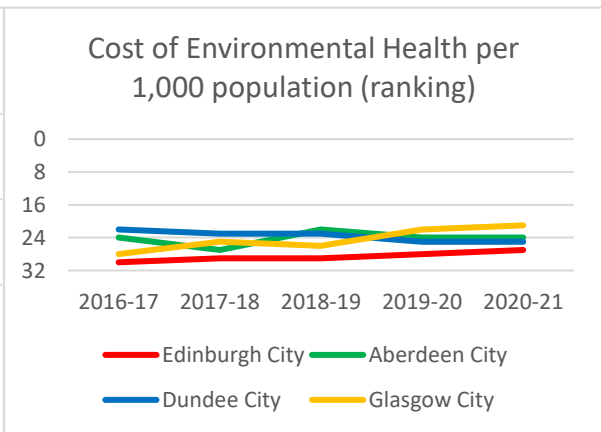
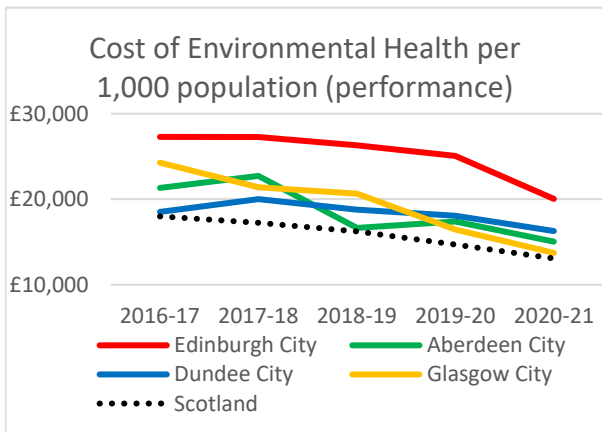
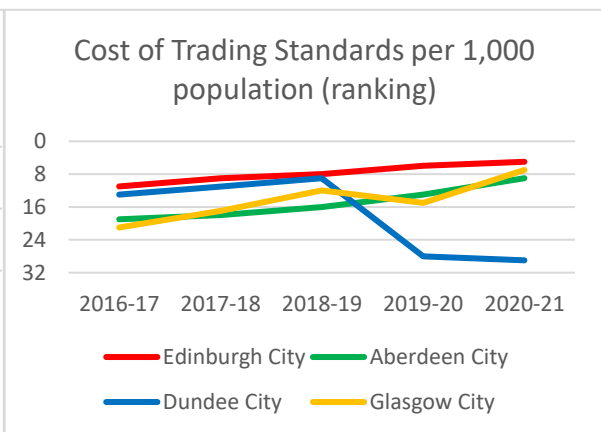
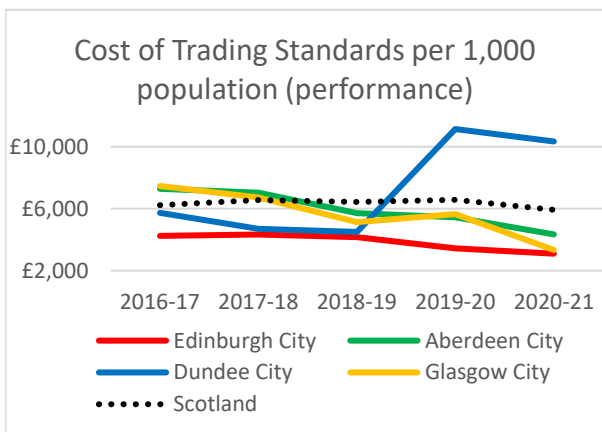
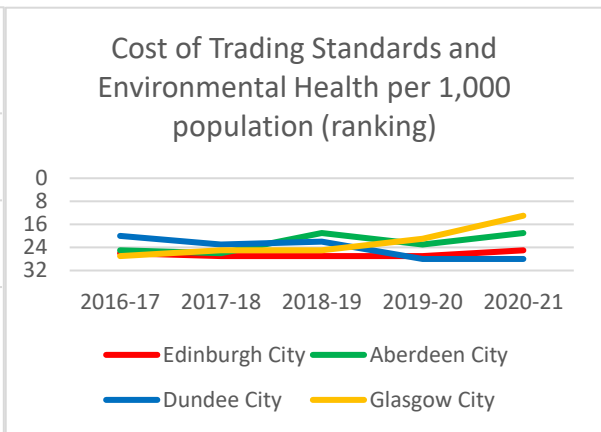
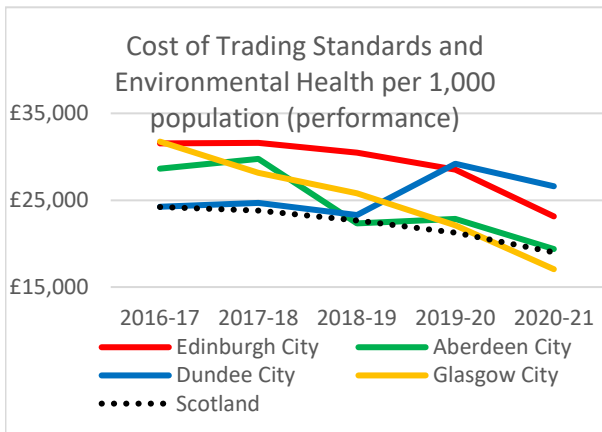
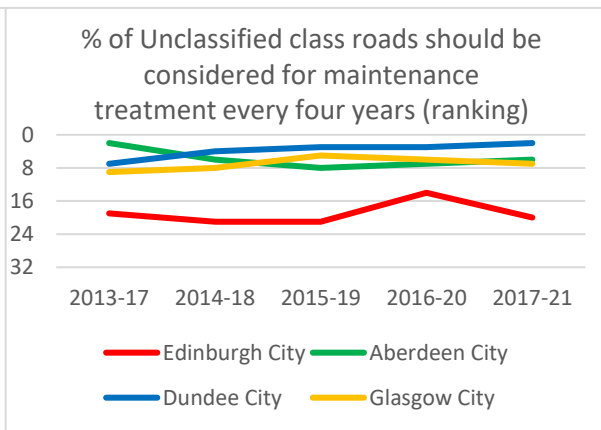
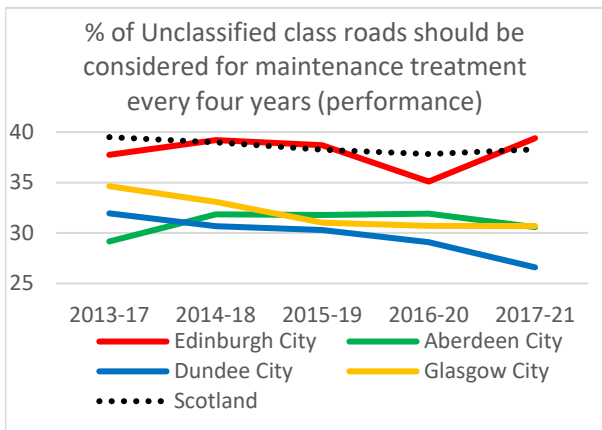


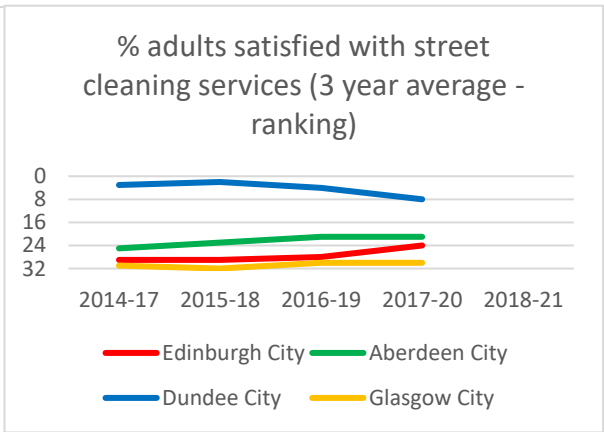
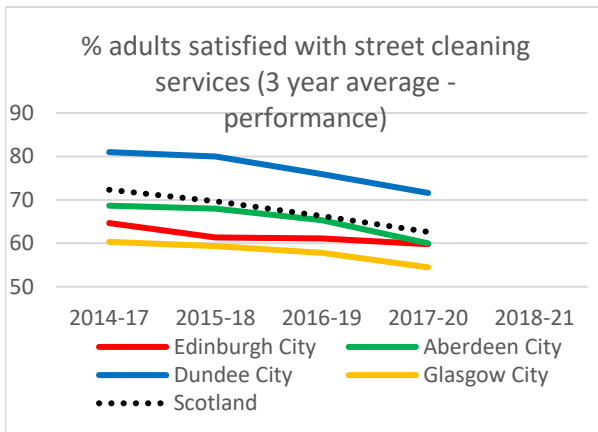
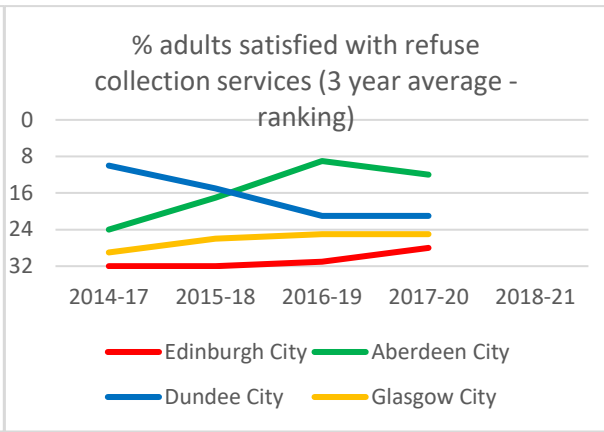
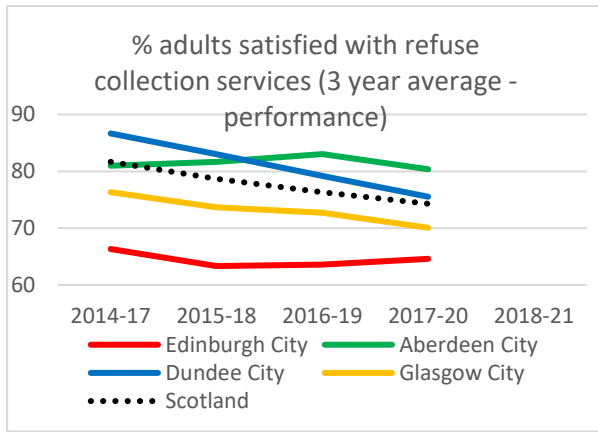
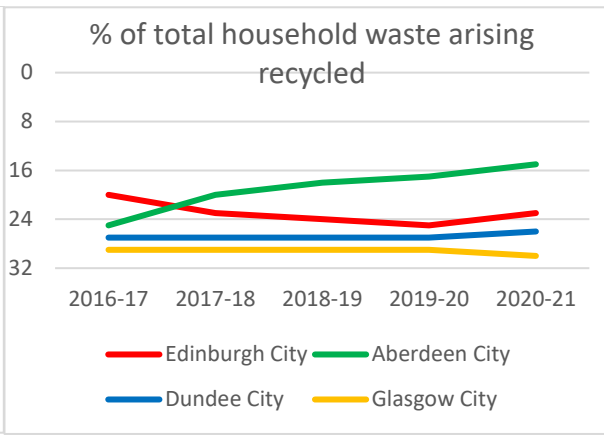
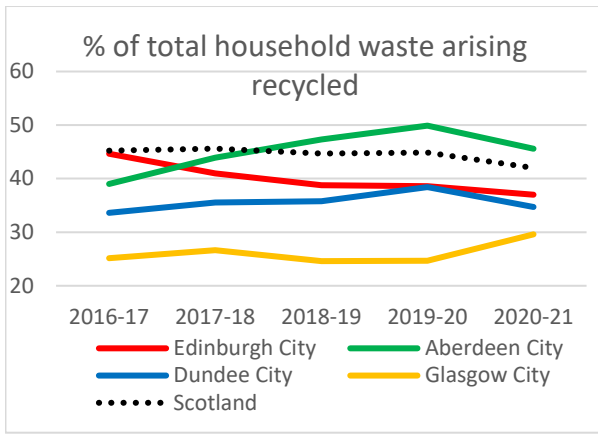


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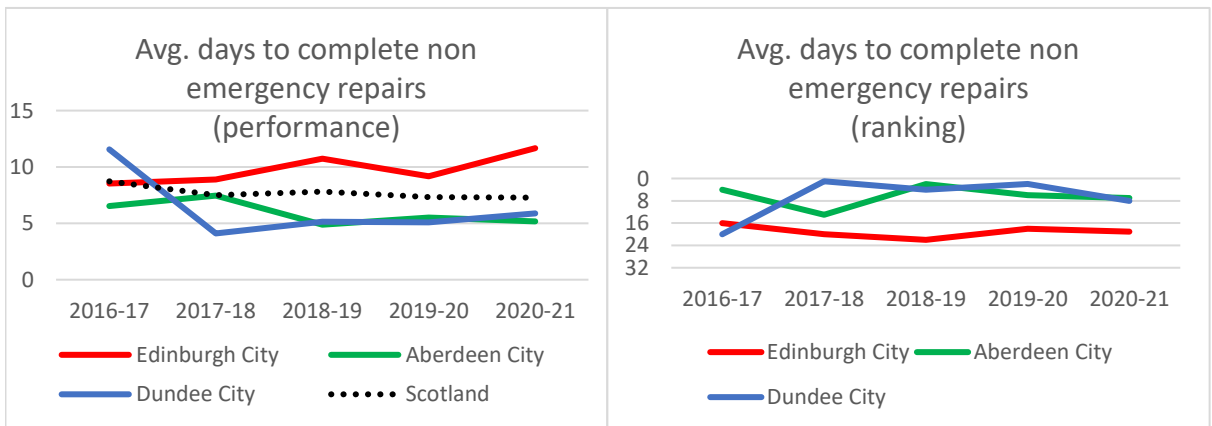
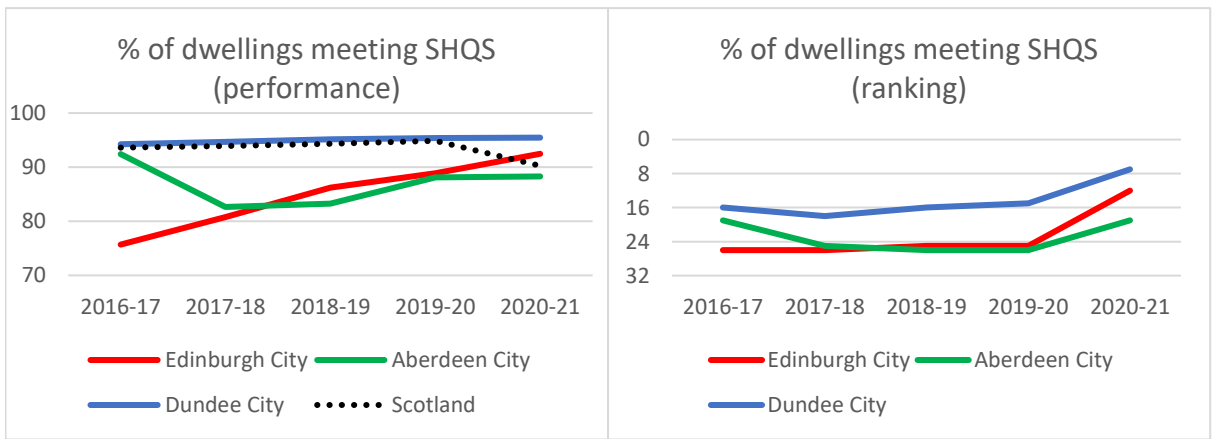
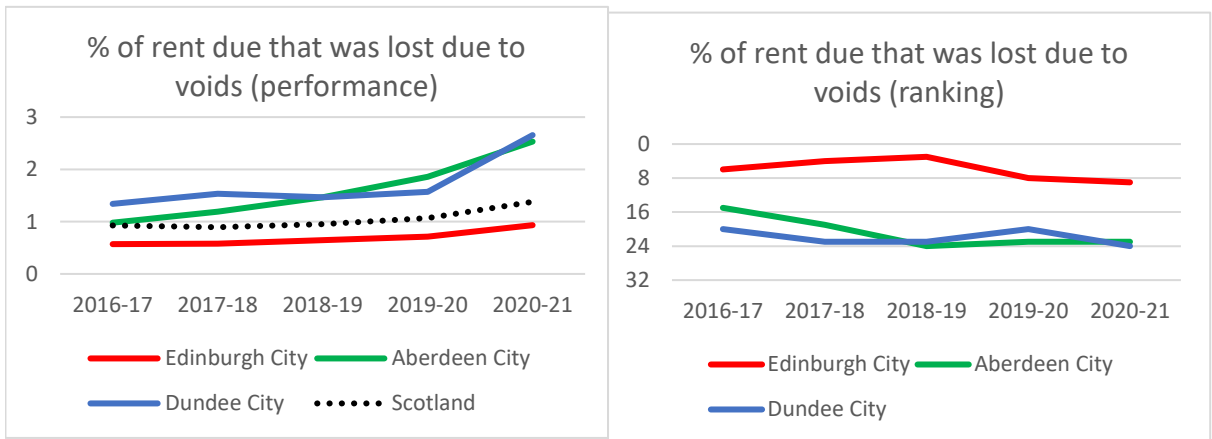
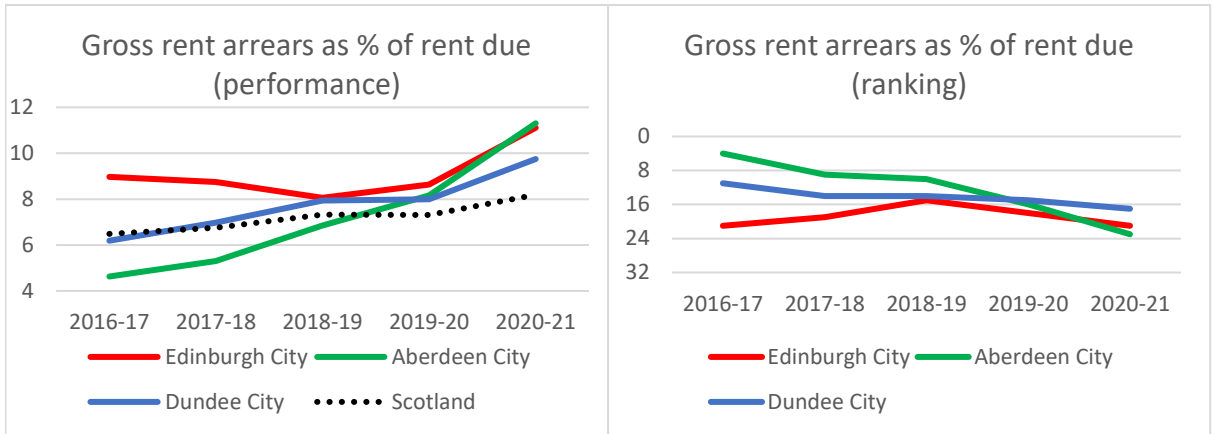




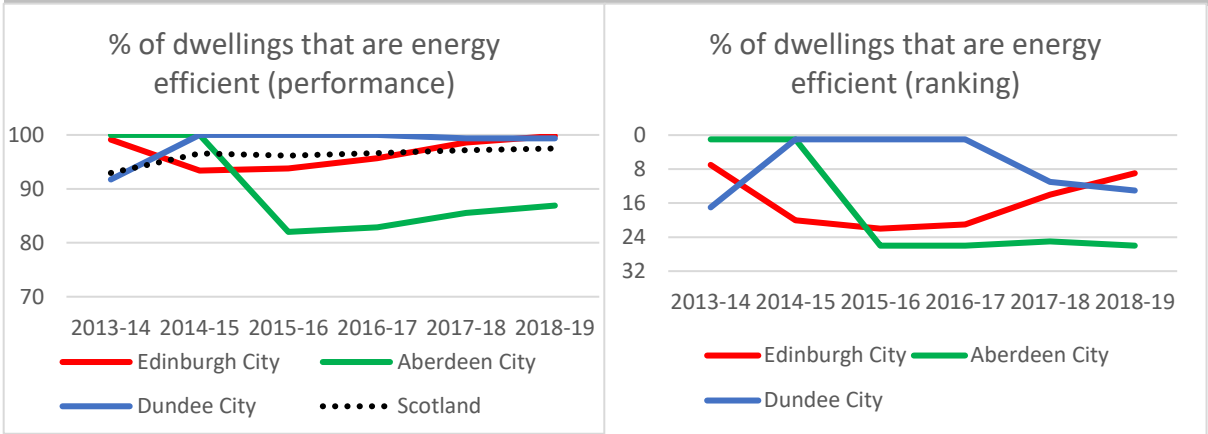




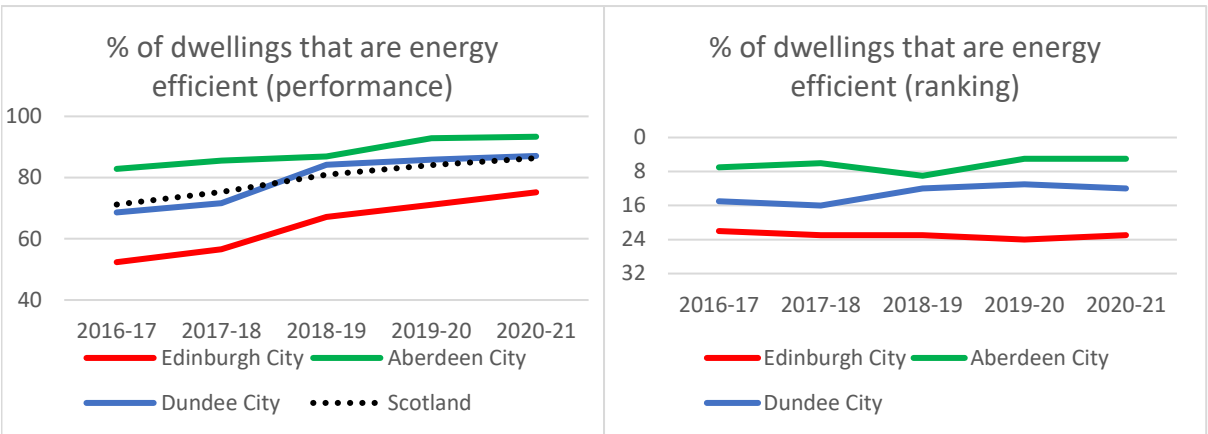
Appendix 1e: Housing Services



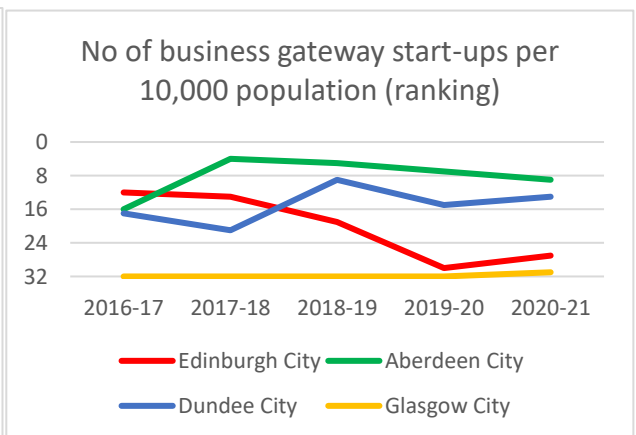
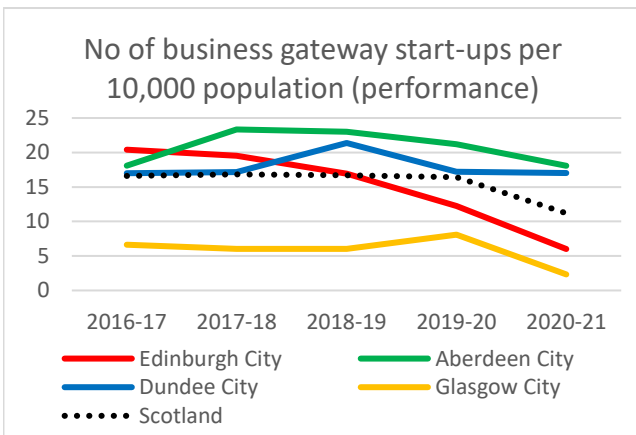
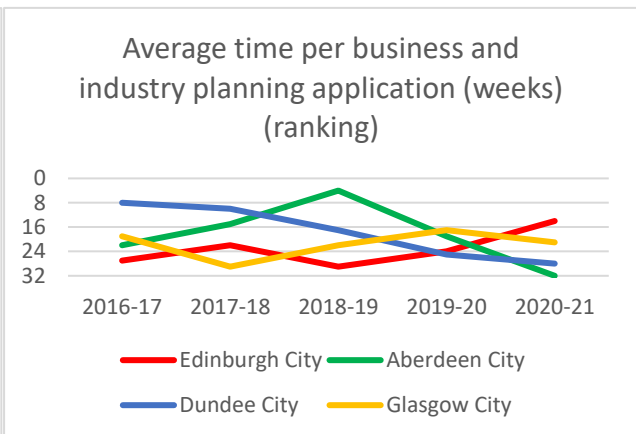
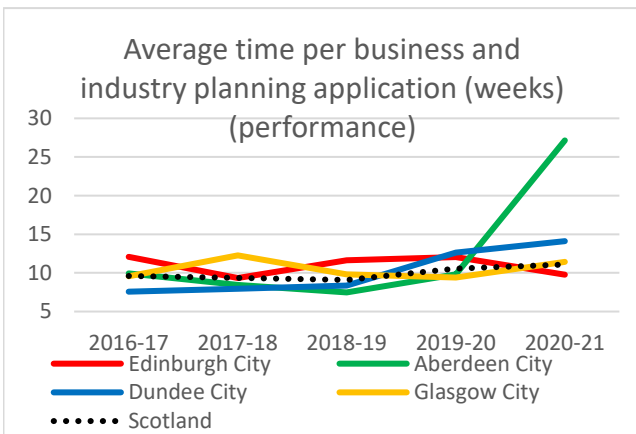
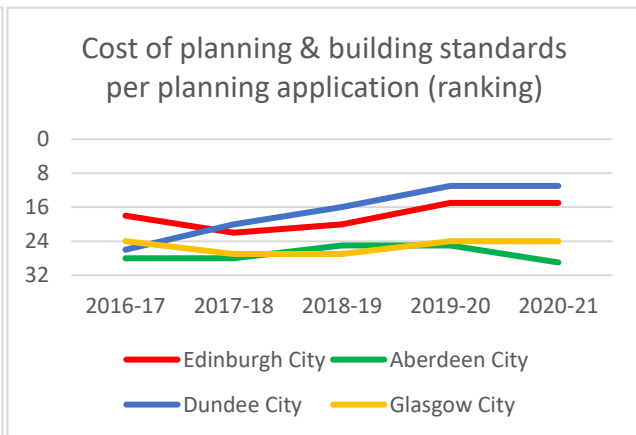
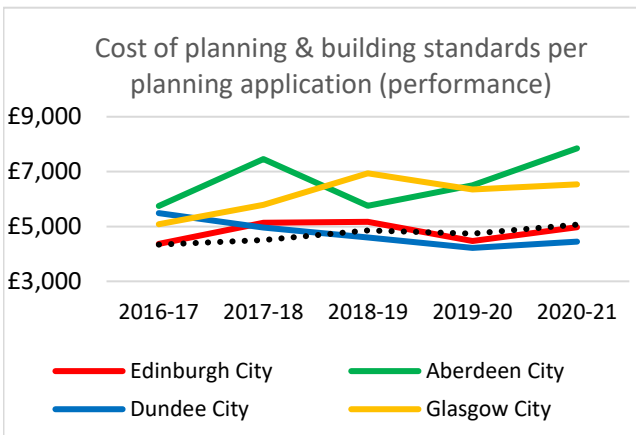
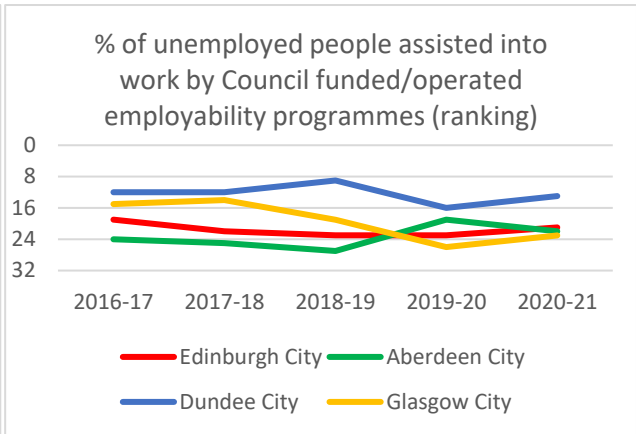
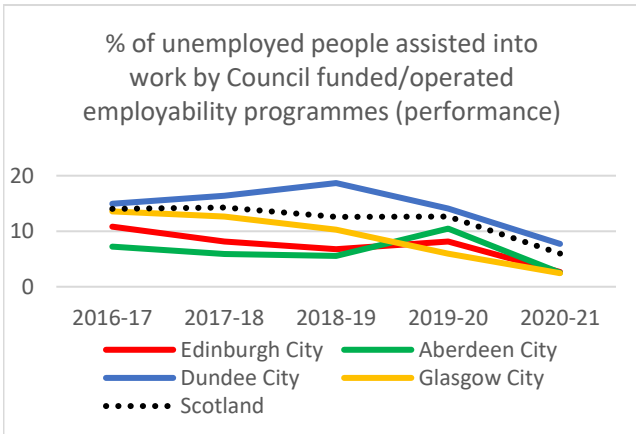
HNC5 - Method of calculation changed and replaced with HNC5a - "To improve the relevance of this measure, the basis on which it is calculated has changed this year. Previously this measure had been calculated on progress towards the Scottish Housing Quality Standards – SAP ratings which were due to be achieved by 2015. The measure will now be based on progress towards meeting the Energy Efficiency Standard for Social Housing (EESH). The source remains the Scottish Housing Regulator and historic data is available back to 2015/16. "

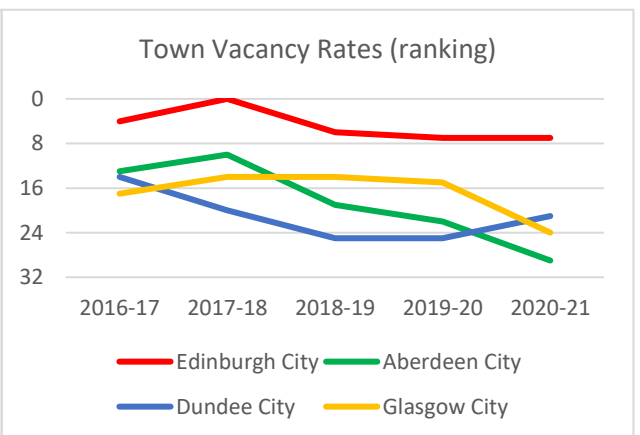
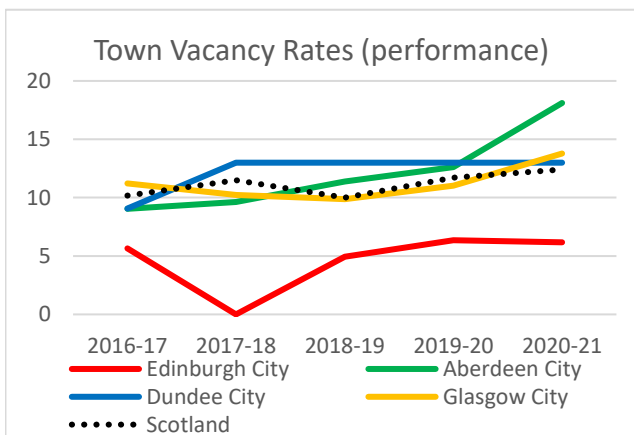
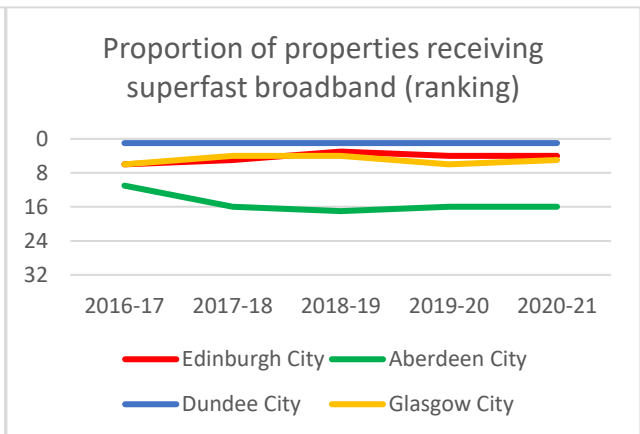
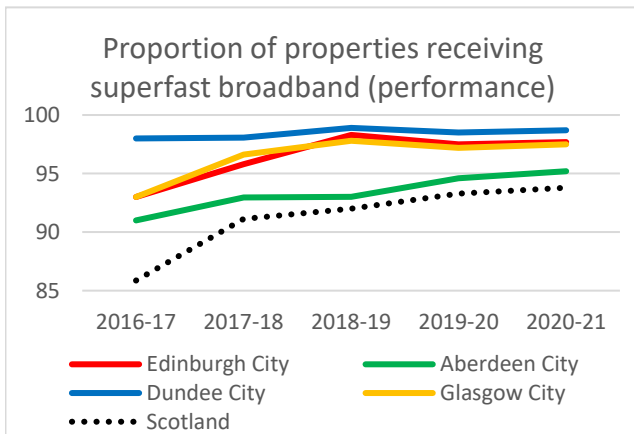
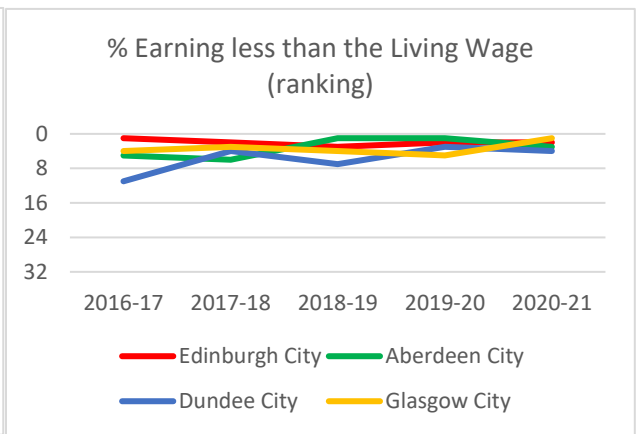
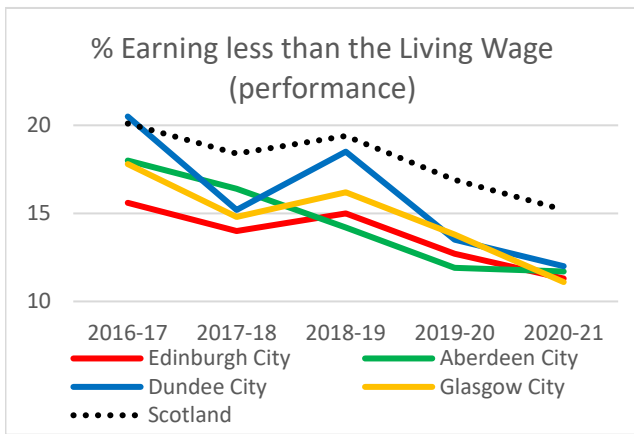
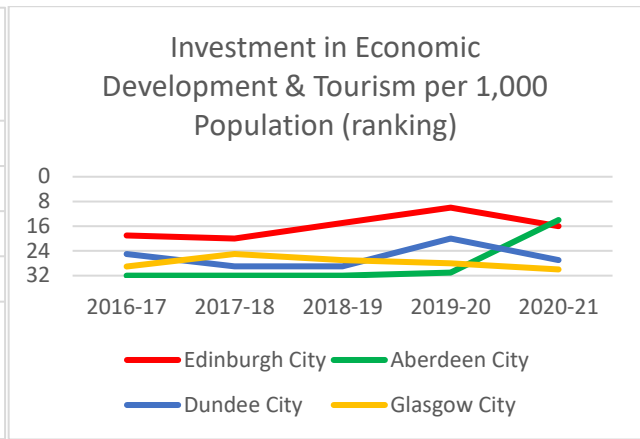
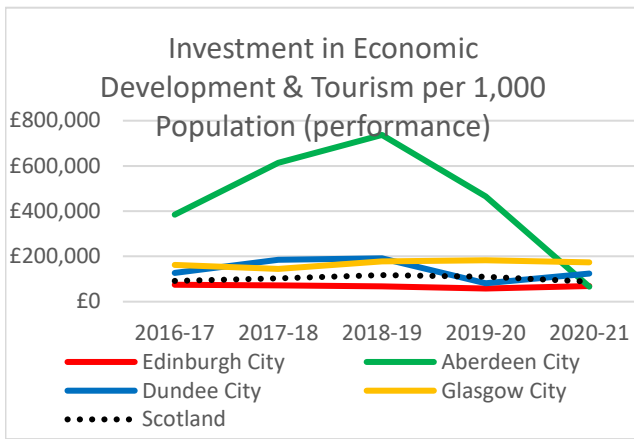


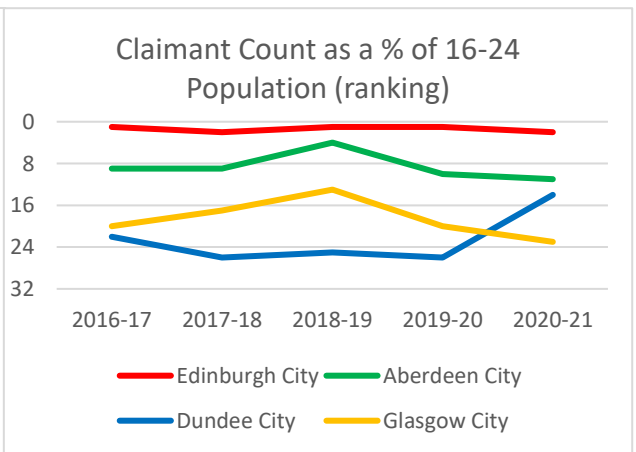
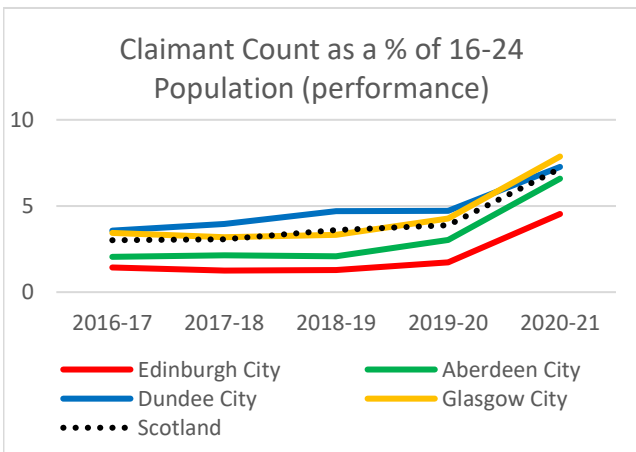
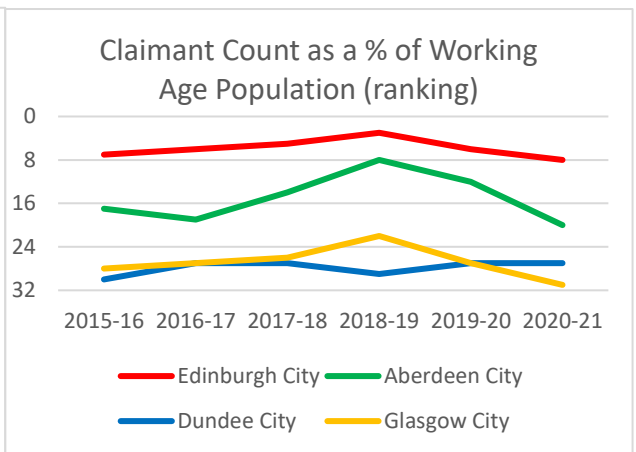
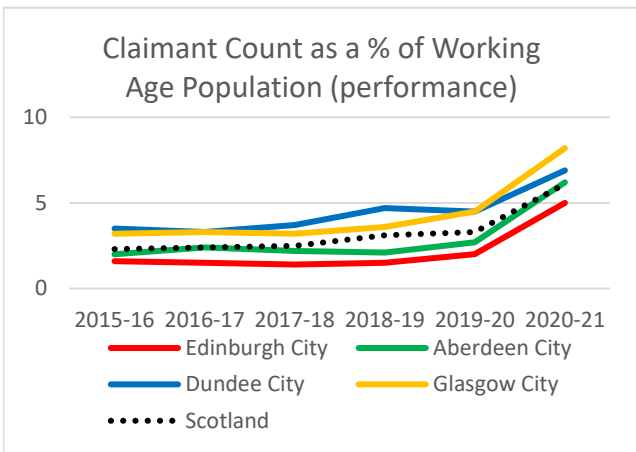
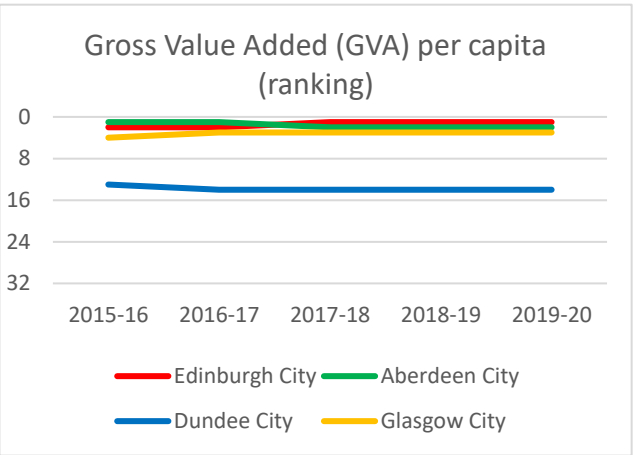
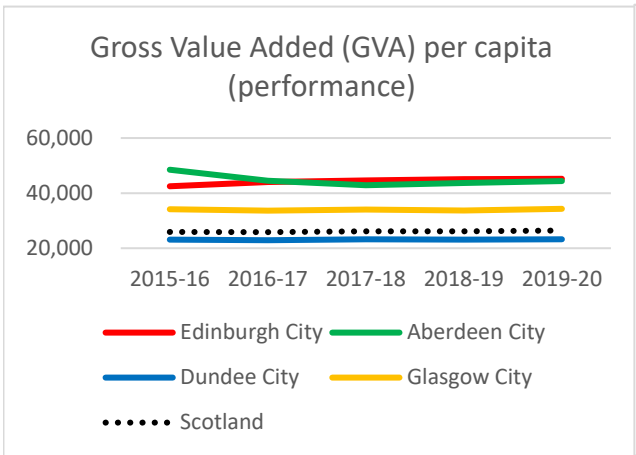
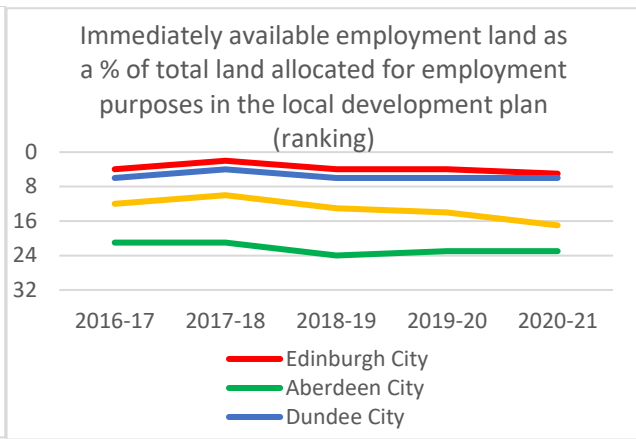
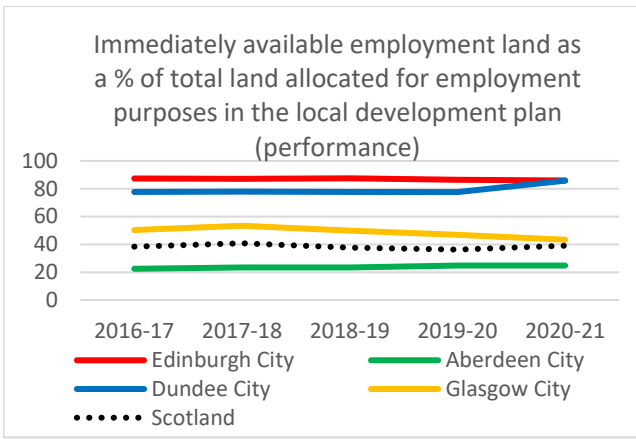
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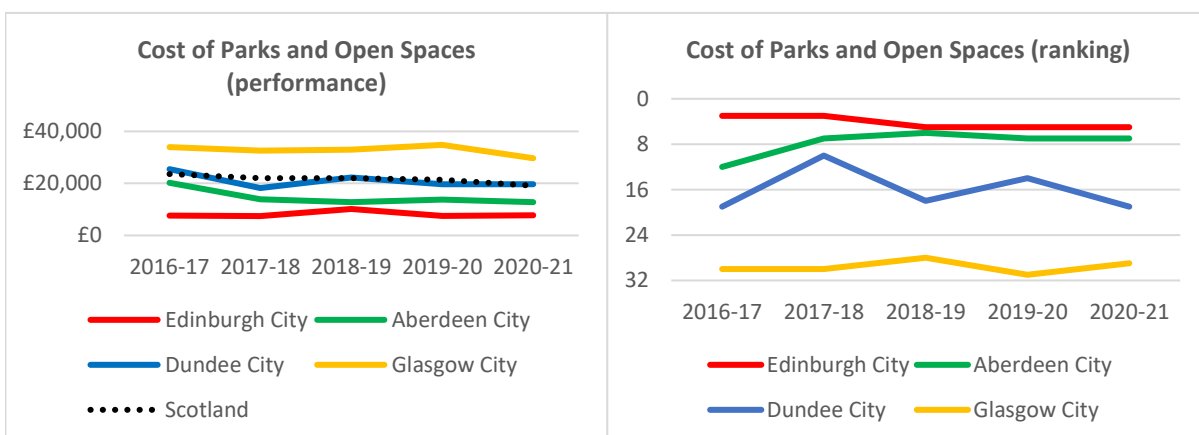
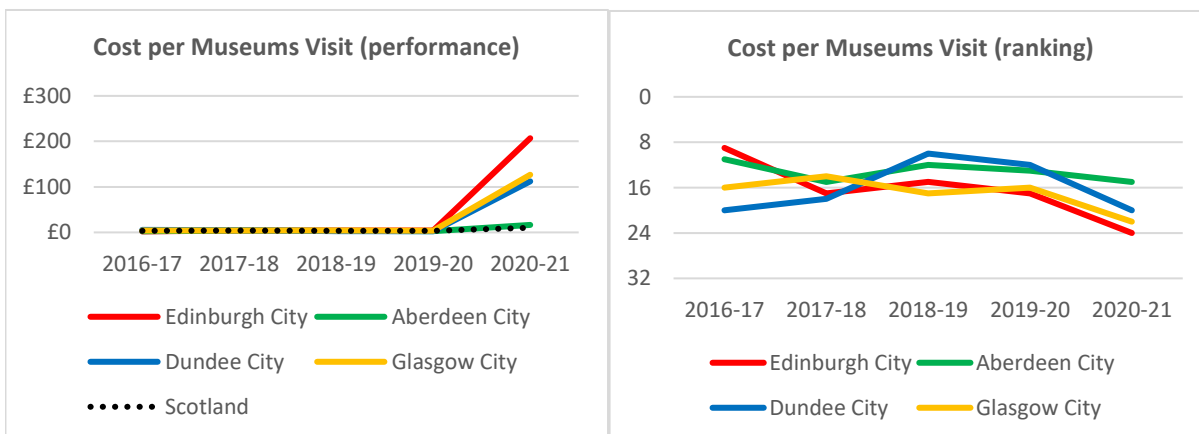
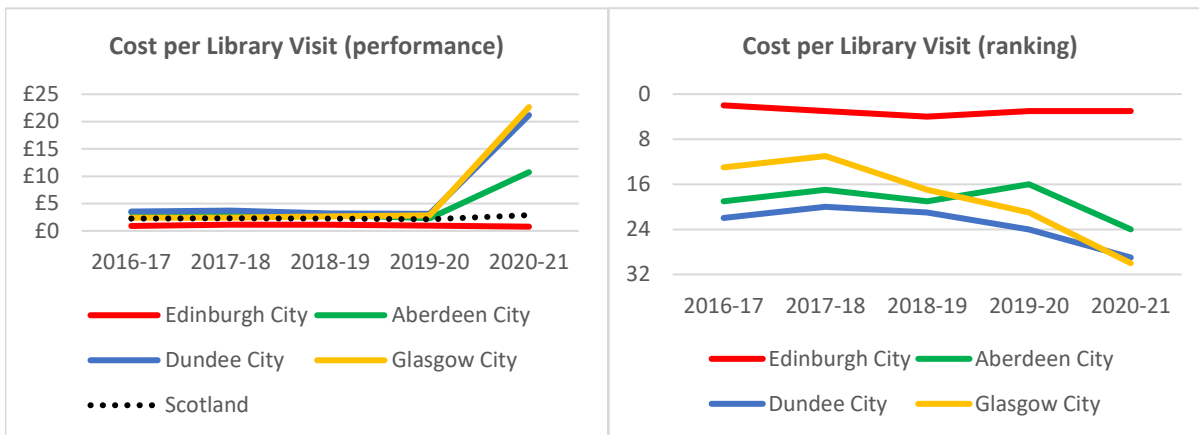
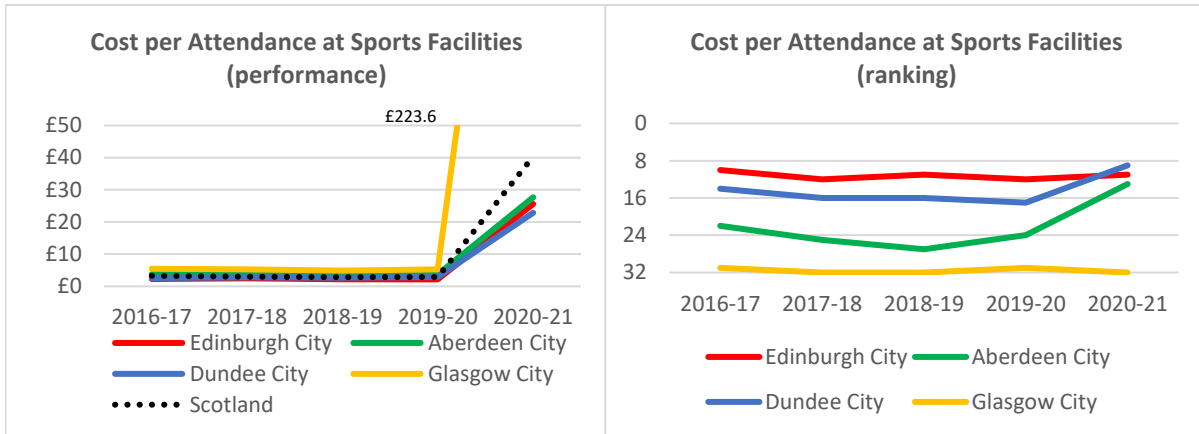
Appendix 1f: Economic Development (including Planning)

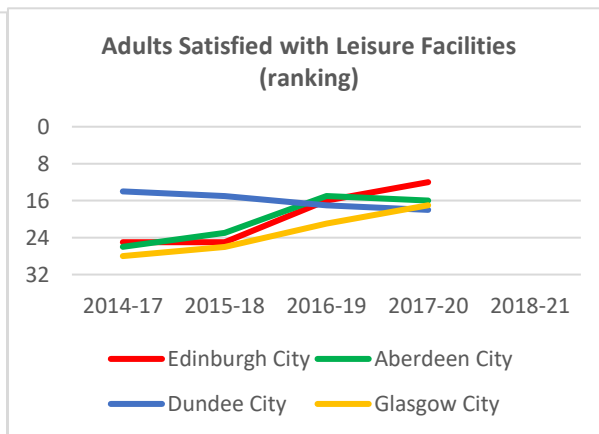
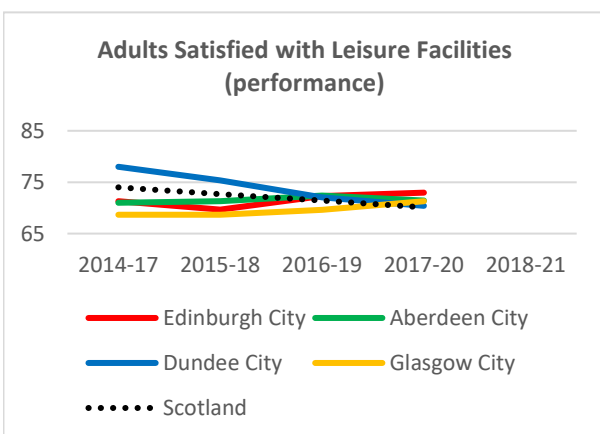
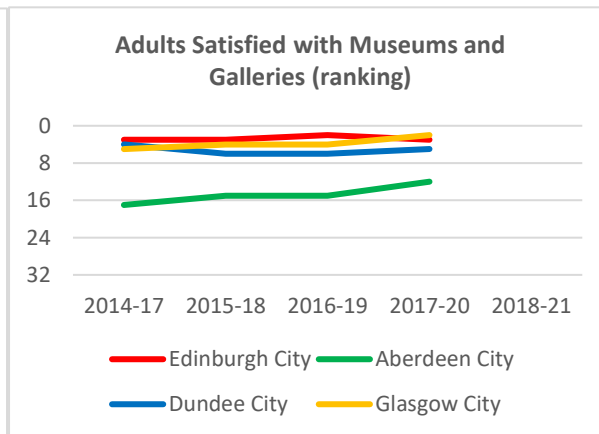
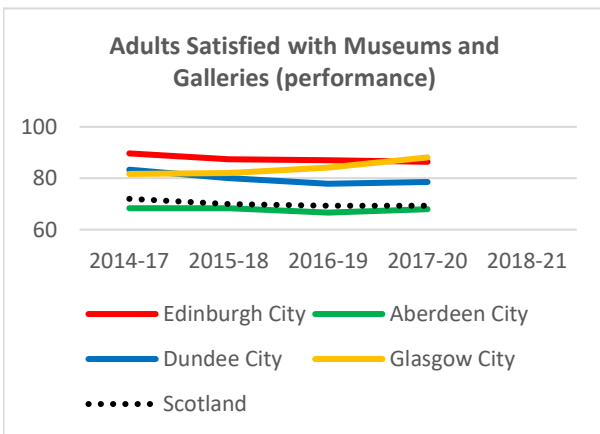
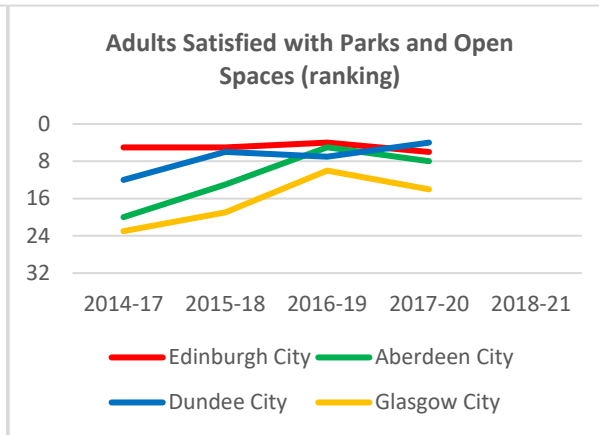
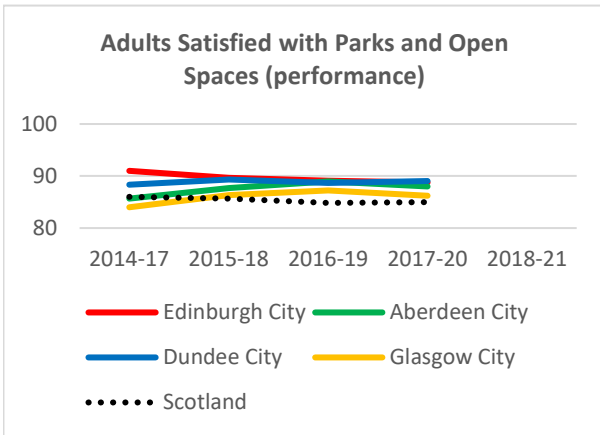
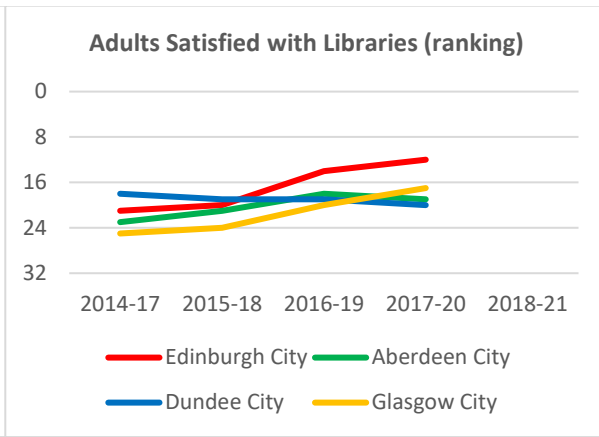
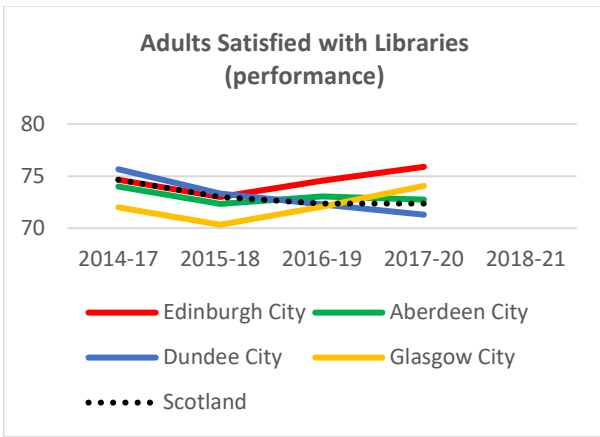




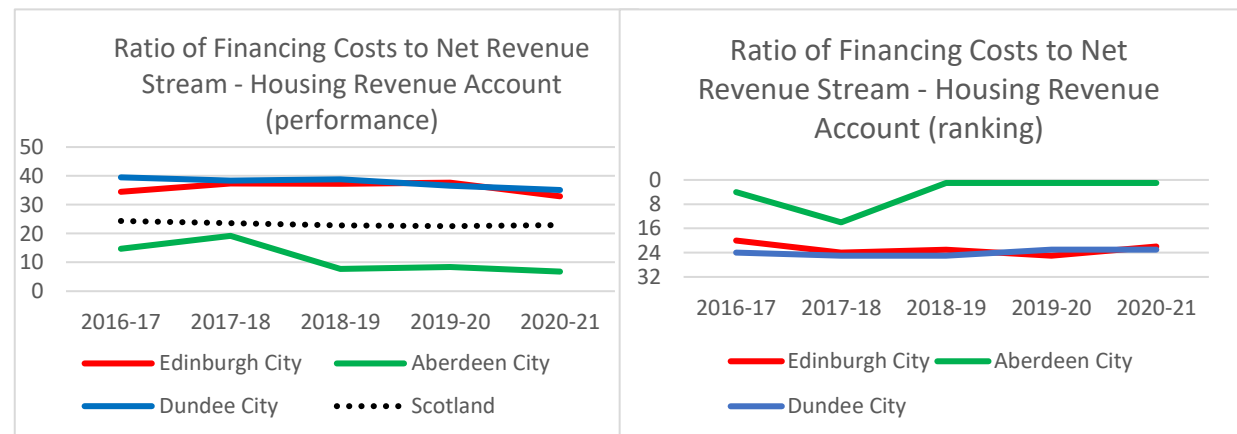
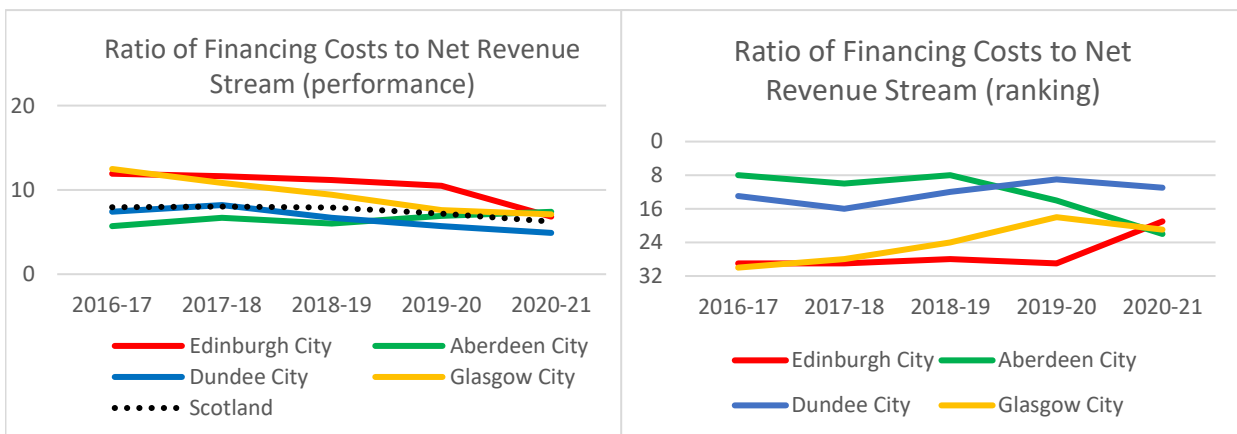
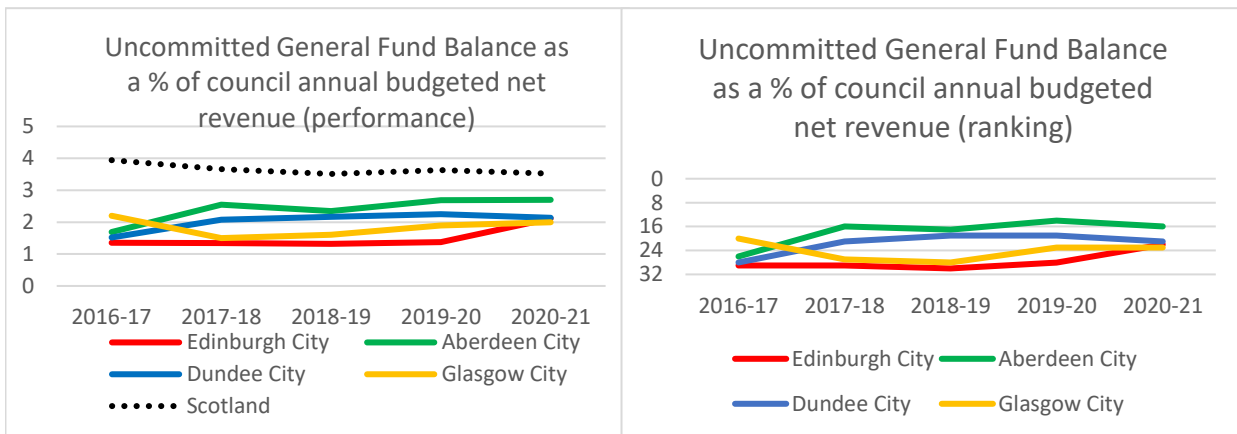
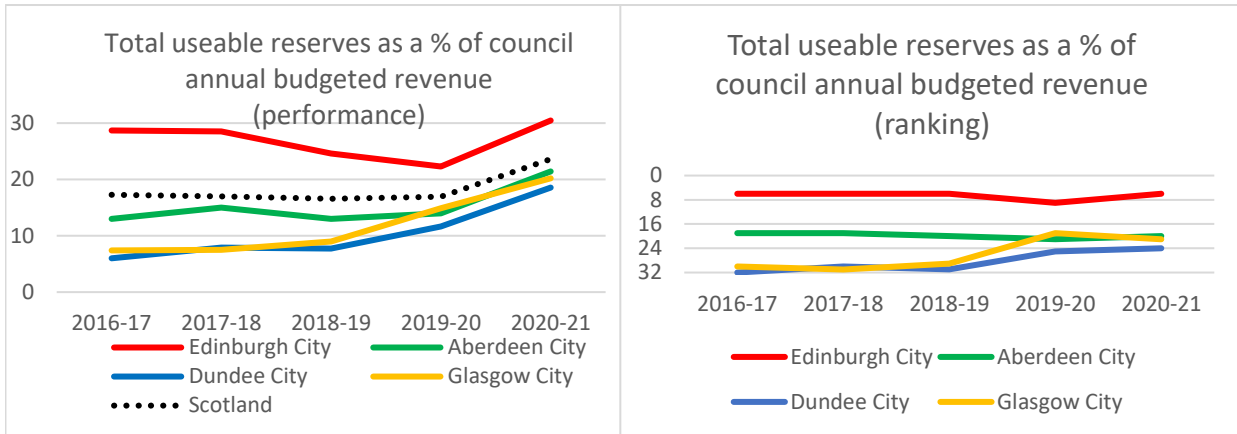


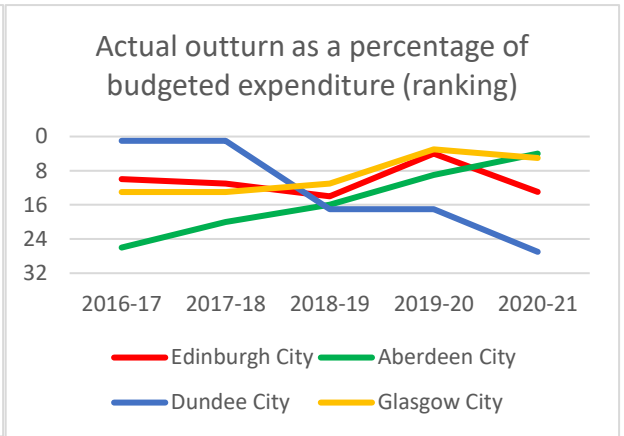
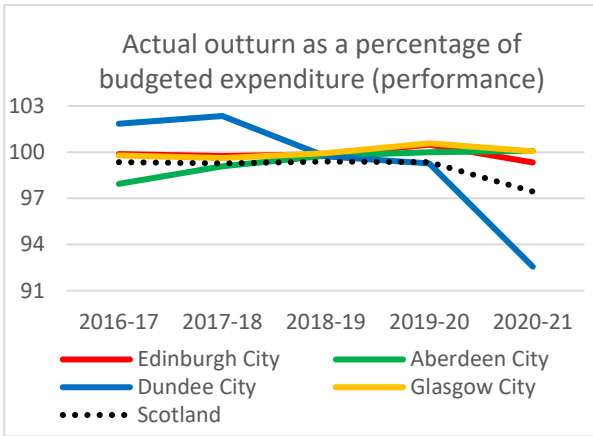
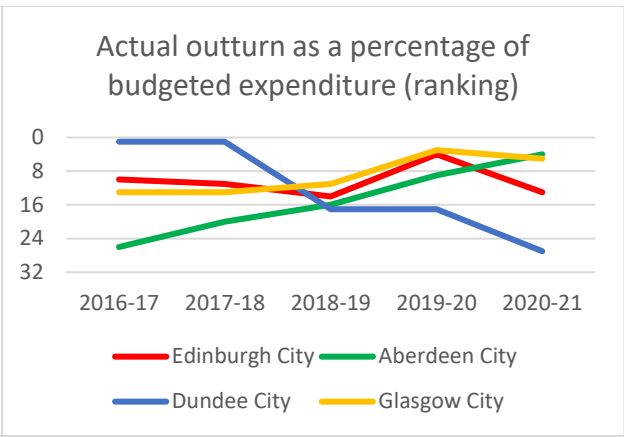
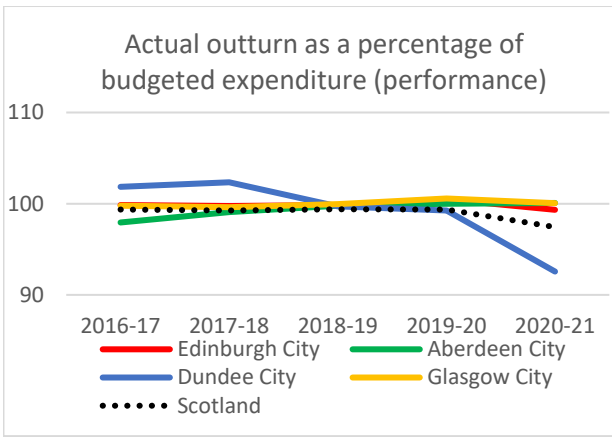
Appendix 1g: Culture and Leisure Services





Appendix 1g: Financial Sustainability





Policy and Sustainability Committee

10:00am, Tuesday 7 June 2022

Consultation Policy Annual Review

Executive/routine
Wards
Council Commitments

1. Recommendations

- 1.1 Note the findings from the first annual review of the Council's consultation policy which came into full effect from August 2021.
- 1.2 Approve the proposed changes to the Council's consultation policy and process improvement recommendations, following the review of the policy.

Richard Carr

Executive Director of Corporate Services

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Consultation Policy Annual Review

2. Executive Summary

- 2.1 The consultation policy was implemented and an officer group – the Consultation Advisory Panel (CAP) – was established in August 2021 to strengthen the management and governance of consultation activity carried out by the Council. It was developed to respond to the Best Value recommendation that the Council should be able to show more effectively how the views of citizens have influenced and informed the decisions it takes.
- 2.2 This report provides the findings of the first annual review of the consultation policy and supporting Consultation Advisory Panel process. It proposes changes to the policy and recommendations as part of a process of continuous improvement
- 2.3 A largely qualitative evaluation process has been carried out to review the performance of the policy and process so far. Based on feedback collected, proposals mainly relate to changing the nature of activity that should come through the CAP, consultation/engagement timescales, and increasing awareness of the policy across the Council and with elected members. Improving stakeholder participation and developing future performance indicators are also planned.

3. Background

- 3.1 Following approval by [Policy and Sustainability Committee on 20 April 2021](#), the consultation policy came into full effect from August 2021. The policy reinforces the Council's commitment to effective consultation by strengthening our management and governance of consultation activity through the establishment of a 3-tier approach. It is moderated by a Consultation Advisory Panel (CAP), with top-tier, major consultations being signed off collectively by CLT.
- 3.2 The CAP acts as a gateway to support and challenge high-assessed consultation. It evaluates proposed consultations against the consultation quality standards. It offers advice on how to ensure that risks have been

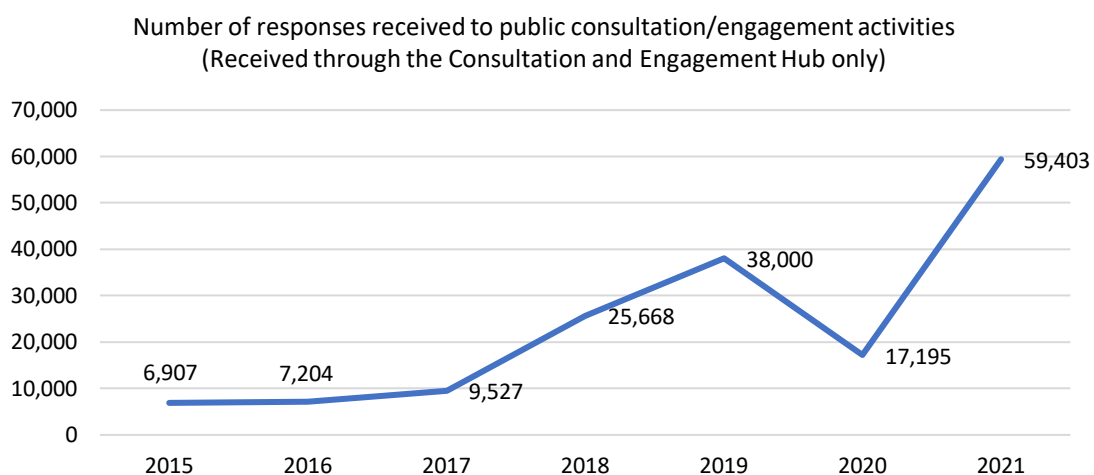
appropriately managed and considered, and advises whether they are satisfied that the consultation can begin.

- 3.3 The CAP meets monthly and is chaired by the head of Policy and Insight. The panel is also attended on a rotational basis by a tier three manager, along with at least three colleagues who are approved practitioners of consultation and engagement.
- 3.4 Recommendations from the CAP are sent to CLT for oversight and approval, to ensure that operational leadership of the organisation are aware of any risks or resourcing issues associated with the activity.
- 3.5 The review of this policy involved listening to colleagues who have gone through the process or who are impacted by the process, including officers, managers, heads of service, the service director of Place Operational Services, and the chief executive. We have also listened to and taken on board the views of Community Councils and other community organisations such as Access Edinburgh, who have raised concerns about consultation processes through committee deputations.

4. Main report

Performance to date

- 4.1 With the exception of 2020, where most consultation activity was suspended from March due to the coronavirus pandemic, the number of responses received to Council consultation and engagement activity has seen an upwards trend over the last seven years. In 2021 the Council launched 133 consultation or engagement activities and received 59,403 responses. These figures only include responses logged with the Consultation and Engagement Hub and not responses collected through other methods including paper submission forms, letters, focus groups, petitions or community events.



- 4.2 A key outcome of success of the new consultation policy has been the roll-out of the policy across the Council. This has embedded a consistent approach to

consultation and reinforced the Council's commitment to effective consultation and continuous improvement. This programme included:

- 4.2.1 Accredited training for key colleagues across departments delivered by the Consultation Institute. Further training delivered in later 2022 will expand the number of Council colleagues accredited to Advanced Practitioner Level. The effectiveness of training will be evaluated through post-training survey feedback, the introduction of a set of quality evaluation questions at the end of all public surveys to measure user experience, and the extent to which you-said-we-did information is published in a timely manner.
- 4.2.2 Online training for all colleagues. The training package will be adjusted to reflect approved changes to this policy.
- 4.2.3 Briefings for the Wider Leadership Team, Consultation and Engagement Hub users, service and policy advisors, and dedicated briefings for teams with a high volume of consultation or engagement activity.
- 4.2.4 Email communications, including Managers News.
- 4.2.5 Briefings with all convenors and vice-convenors (either face-to-face or written).
- 4.3 Since its development, the CAP has considered nine high rated consultation and engagement proposals. Four of these were subsequently referred onto the Corporate Leadership Team (CLT) for approval
- 4.4 In line with policy objectives to oversee the quality of proposed consultation taking place by the Council, the CAP has raised a number of mitigating actions with consultation owners. This ensures that risks associated with high assessed consultation or engagement activity is well managed. Actions have included:
 - 4.4.1 providing additional resources to high profile activity,
 - 4.4.2 improving communication plans,
 - 4.4.3 changes to consultation start dates, and
 - 4.4.4 improved co-ordination of stakeholder engagement.

Feedback from colleagues

- 4.5 Feedback collected from colleagues tells us that there is generally a good understanding of the purpose of the consultation policy and process. Colleagues believed that the support and advice received had been useful and there had been a visible improvement in the planning phase. One colleague commented:

“The guidance material and mandate provides a useful framework for consultation planning. It forces a clear analysis and understanding of what is actually wanted to be achieved from the consultation. It ensures consultation is genuine consultation, not just the provision of information incorrectly

described as consultation. It should reinforce trust by the community of the council and confidence that the community can influence.”

- 4.6 However, discussions have also highlighted limitations of the process. These include:
- 4.6.1 Consultation and engagement are broad terms which may overlap and are often used interchangeably by customers, Council colleagues and elected members. This can cause uncertainty where officers responsible for planning may be unclear if a project is a consultation or an engagement activity. This impacts the scope, the level of resourcing, the duration and the format of activity.
 - 4.6.2 It is possible, on occasion and where the evidence presents, to consult effectively in less than the 12-week standard initially set by the policy – particularly where the stakeholder group is small and can be directly contacted, and where proposed changes have been developed with input from stakeholders. Moving to a time standard linked to the self-assessment criteria provides services and the CAP with flexibility to concentrate resourcing on strategic issues.
 - 4.6.3 However, Community Councils have told us that they struggle to respond to consultations with shorter timescales. In general, more should be done by services to engage with relevant community organisations before consultations launch.
 - 4.6.4 It is difficult to fit consultations around committee timescales, especially where requests for consultation come from committees themselves. Colleagues reported a lack of awareness and understanding from elected members about the policy, process and the timescales involved.
- 4.7 There is a lack of awareness amongst officers of other consultation and engagement activity being conducted by the Council within Edinburgh that does not go through the CAP or before getting to the CAP. Therefore, there is little collaboration between services on consultation and engagement activity, and limited sharing of good practice between professionals.

Proposed changes to the consultation policy

- 4.8 Taking into account feedback received, a number of changes to improve the consultation policy are proposed:

Engagement / Consultation language

- 4.8.4 It is proposed that all consultation and engagement activities should self-assess against the consultation criteria. Except in extenuating circumstances, if it is assessed as a level 3 then it should go through the CAP regardless of whether it is classed as a consultation or engagement activity. It is important that standards of engagement or consultation activity are of equally good quality and are consistent across the Council.

Multi-Stage Engagement / Consultation

4.8.5 Where a project will have multiple engagement and consultation stages over a period of years, the CAP will exercise discretion on when to review such projects. The CAP will aim to review each project only once, to minimise administrative burden. The CAP will continue to exercise discretion on whether multi-stage engagement or consultations which were begun before August 2021 should be reviewed, but will generally not review these projects.

Proposed timescales

4.8.6 It is proposed to introduce more flexible and proportionate timescales for the consultation/engagement period as shown in the table below. Level 3 timescales would be at the discretion of the CAP. Services would have discretion to apply shorter statutory timescales where these exist.

<i>Highest Assessed Score</i>	Level of approval required for proposed consultation/engagement	<i>Minimum timescale for proposed consultation/engagement period</i>
1	Tier 2 and tier 3 management approval.	6 weeks (unless shorter statutory timescale)
2	Tier 2 and tier 3 management approval.	6 – 10 weeks (unless shorter statutory timescale)
3	Consultation Advisory Panel (CAP) approval. Where two or more criteria are assessed as 3 - High, the CAP will refer the consultation/engagement activity to Corporate Leadership Team (CLT) for final review and sign off.	6 – 12 weeks (where 12 weeks will apply unless there is sufficient evidence that robust consultation or engagement can be conducted in a shorter timescale)

4.9 A revised version of the consultation policy can be found in Appendix 1.

Other recommendations

4.10 Based on the feedback received, Policy and Insight will continue to promote and raise awareness of the consultation policy with officers, managers and elected members. Dedicated briefings for service and policy advisors and committee clerks will be carried out to assist them in providing support and advice to elected members.

4.11 Policy and Insight will explore and develop a shared officer database of current and forthcoming consultation activity to enable better cross-organisation awareness and collaboration.

4.12 Policy and Insight have worked with Age Scotland and British Sign Language representatives to improve the overall accessibility and quality of consultation and engagement for these groups. Policy and Insight will continue cooperation

on the Young People's Promise to help improve participation amongst younger people with Council consultation and engagement activity.

Consultation and engagement quality measures

- 4.13 Consultation and engagement activity is an important part of the evidence which feeds into good, informed decision making by the Council, with the outcome of high scale activity being reported to the relevant committee. However, it is not the only part that feeds into the decision making process. With this in mind, it is vital that feedback on the outcome of consultation/engagement activity is provided to stakeholders involved in the process and that the reasons for decisions are explained.
- 4.14 From August 2021 to March 2022, there were six consultations which have been completed following review at the CAP. Of these, five had sufficient time to publish "you said, we did" information within three months of their closing date, and three (60%) did so.
- 4.15 Feedback from services indicates that they feel unable to provide feedback within this timescale because decisions are subject to committee approval, and this may exceed three months from the closing date of activity. This indicator will be reviewed as part of the Performance Framework, with two separate indicators recommended to replace it:
- 4.15.1 Percentage of activities which communicated next steps within one month of the closing date; and
 - 4.15.2 Percentage of activities which communicated "you said, we did" information within one year of the closing date.
- 4.16 However, it is recognised that the Council needs more information about consultation and engagement quality and how citizens experience them. Therefore, all consultation and engagement owners who use the Consultation and Engagement Hub will be required to add in a standard set of evaluation questions at the end of their surveys.

5. Next Steps

- 5.1 A dedicated communication and briefing plan will be developed to raise awareness and understanding of the policy and changes to the process.
- 5.2 Investigation is underway to find a platform to share consultation and engagement activity currently happening and planned throughout the Council. Feedback indicates that individual services have been unable to establish such a system locally.
- 5.3 In 2021 the Council recorded 133 consultation or engagement activities taking place. Most of these activities relate to Place, and transport topics generally receive higher volumes of responses. However, this figure only includes those activities recorded on the Consultation and Engagement Hub. This platform

does not include all engagement activity going on throughout the Council, does not include any entirely offline activity, and does not provide a forward plan of activity which can be viewed by Council officers.

- 5.4 Work with colleagues and partners, including Age Scotland, British Sign Language representatives, older people and younger people champions, and Edinburgh's Promise: principles of involvement and voice working group, to improve participation of these groups is ongoing and will be rooted into the process.
- 5.5 Future performance measures and monitoring will be embedded into the process.

6. Financial impact

- 6.1 The continued development of the training programme is being taken forward as part of the Council's workforce and people strategy and will be evaluated for impact.

7. Stakeholder/Community Impact

- 7.1 Purposive, qualitative feedback has been collected from Council officers, managers and leaders at this early stage to identify any difficulties and make improvements to the policy and process.
- 7.2 We recognise that there is a gap in feedback from the public and other external stakeholders on the quality of consultation and engagement carried out. Performance measures are being implemented to allow us to measure the satisfaction of respondents with the quality of the process.
- 7.3 Work is underway to improve the representation of relevant stakeholders in consultation and engagement activity carried out by the Council. This is an ongoing workstream linking in with other service areas, partners and workstreams.

8. Background reading/external references

- 8.1 [COVID-19 Engagement and Consultation Approach – Policy and Sustainability Committee, Tuesday 20 April, 2021.](#)
- 8.2 [Consultation Policy](#) – approved 20 April, 2021
- 8.3 [Consultation Advisory Panel - Terms of Reference](#) – approved 20 April, 2021

9. Appendices

- 9.1 Appendix 1: Revised Consultation and Engagement Policy
- 9.2 Appendix 2: Consultation and Engagement Criteria
- 9.3 Appendix 3: Terms of Reference: Consultation Advisory Panel

Consultation and Engagement Policy

Implementation date: 1 August 2021

Control schedule

Approved by	Policy and Sustainability Committee
Approval date	20 April 2021
Senior Responsible Officer	Paula McLeay, Head of Policy and Insight
Author	Yvonne Gannon, Senior Policy and Insight Officer
Scheduled for review	April 2023

Version control

Version	Date	Author	Comment
0.1	20/04/2021	Emma Candy	
0.2	07/06/2022	Yvonne Gannon	Changes to the activity that should go through the CAP and consultation/engagement timescales included in the standards and criteria.

Subsequent committee decisions affecting this policy

Date	Committee	Link to report	Link to minute
07/06/2022	Policy and Sustainability		

Consultation and Engagement Policy

Policy statement

- 1.1 The need to positively engage with, listen to and act upon stakeholders' views is becoming increasingly important across all public sectors. As a result, the Council is under greater scrutiny to ensure that when we consult or engage, we get it right.
- 1.2 Effective consultation and engagement involves genuine dialogue, respect, integrity, transparency and accountability. It also involves the ability to evidence how views were sought, considered and how they influenced the decisions made or shaped more detailed proposals.
- 1.3 This policy:
 - 1.3.1 sets out the Council's criteria for determining whether consultation is necessary;
 - 1.3.2 provides the conditions for the management and governance of consultation and engagement activity; and
 - 1.3.3 details the quality standards that consultation and engagement activity must meet.

Scope

- 2.1 This policy applies to:
 - 2.1.1 all permanent and temporary Council employees, volunteers, people on work placements and elected members when acting as officers of the Council;
 - 2.1.2 all third parties and contractors performing a Council function or service.
- 2.2 The terms consultation and engagement can sometimes be mistaken for the same thing, and used inter-changeably, which can lead to confusion when we speak to colleagues or members of the public.
- 2.3 It is important that standards of both engagement and consultation activity are of equally good quality and are consistent across the Council. A distinction should not impact upon the quality of the project and resulting outcome.
- 2.4 This policy applies to both consultations and engagement activity.
- 2.5 The following activities are not covered by this policy:
 - 2.5.1 a vote or referendum;

- 2.5.2 a way of justifying or validating earlier decisions;
 - 2.5.3 solely information-giving, a public relations or communications exercise; and
 - 2.5.4 market or social research activity.
- 2.6 This policy does not have legal force and cannot prevail over statutory or mandatory requirements. Some consultations will be governed by these requirements and will be administered in accordance with these.

Definitions

- 3.1 **Consultation:** A time-limited exercise when we provide specific opportunities for all those who wish to express their opinions on a proposed area of our work (such as identifying issues, developing or changing policies, testing proposals or evaluating provision) to do so in ways which will inform and enhance that work.¹ If the results of the activity will go to a committee or board for a decision then it is considered a consultation.
- 3.2 **Engagement:** The process of developing relationships and partnerships so that the voice of local people and partners can be heard. Engagement exercises can be used as a way to collect views and feedback to inform a more detailed proposal, policy or set of options, or to inform service changes which will not be subject to formal consultation or committee approval.
- 3.3 **The Consultation and Engagement Framework:** Supports colleagues to plan and conduct effective consultation and engagement. It provides a consistent approach across the Council; with practical advice and supporting guidance notes.
- 3.4 **Consultation and Engagement Criteria:** A set of seven measures which proposed consultation or engagement activities are assessed against, that determine the level of planning, review and oversight required.
- 3.5 **Consultation and Engagement Standards:** Seven standards that practically set out the minimum requirements for consultation/engagement activity. They detail the measures for each of the standards and provide examples of how consultation/engagement owners can evidence that they have met the standard.
- 3.6 **Consultation/Engagement Owner:** Like a project manager, this person has overall responsibility for the planning and management of a specific consultation/engagement activity.
- 3.7 **Consultation Advisory Panel:** Consists of approved practitioners of consultation and public engagement, who have completed accredited training.

¹ Adopted for the Scottish Government Consultation Good Practice Guidance

The panel assesses proposed consultation and engagement plans and supporting materials against the consultation standards and recommends whether a high-assessed consultation or engagement activities should go ahead.

3.8 **Consultation and Engagement Hub:** The Council's [online platform](#) for the creation, promotion and management of consultation and engagement activity. Functionality includes:

- 3.7.1 Creating and managing an online presence for consultation/engagement activity; detailing important information, key dates, events and related documents relevant to the issue being consulted on.
- 3.7.2 In-built survey creation tool.
- 3.7.3 Analysis and reporting of data.
- 3.7.4 Publishing results and feedback from consultation/engagement activities.
- 3.7.5 Search engine allowing users to find consultation/engagement activities by area, audience, interest, postcode etc.

Policy content

4.1 To ensure effective consultation and engagement activity takes place, it is essential that the following policy requirements are understood and applied consistently by all Council employees and services.

“E-Learning module”

4.2 Any colleagues planning to undertake consultation, or involved in community and public engagement, are required to complete the e-learning module. This e-learning module was created to introduce colleagues to the steps involved in effective consultation and engagement activity. Colleagues can access the training module on the Council's [CECil](#) portal and must refresh their training every two years.

The Consultation Framework

4.3 The [Consultation and Engagement Framework](#) was developed by a council-wide project team, from a workforce development programme with the Consultation Institute. The framework was approved by the Communities and Neighbourhoods Committee in 2014 and is reviewed periodically.

4.4 Colleagues should refer to the framework when carrying out consultation or engagement work. It provides a consistent approach to consultation and engagement across the Council and offers practical guidance for each stage of consultation, with supporting guidance notes for each element and signposts to further information, best practice and techniques.

Consultation and Engagement Criteria

- 4.5 There are seven criteria that colleagues must assess their proposed consultation/engagement activity against.
 - 4.5.1 Strategic
 - 4.5.2 Legislative
 - 4.5.3 Service Provision
 - 4.5.4 Number of people likely to be directly impacted
 - 4.5.5 Community / Environmental impact
 - 4.5.6 Political / Reputational impact
 - 4.5.7 Project Risk
- 4.6 A copy of the criteria and their definitions is included as part of the Consultation and Engagement Framework – [Guidance Note 1 Consultation and Engagement Criteria](#).
- 4.7 How a consultation scores against the criteria determines the level of review and oversight required.
 - 4.8.1 Low and medium assessed consultation/engagement activities may report to the appropriate Tier 2 and Tier 3 Managers.
 - 4.8.2 Any consultation/engagement activities that are assessed as high should report to the Consultation Advisory Panel.
 - 4.8.3 Where more than one criterion has been assessed as high, the Consultation Advisory Panel will refer consultation/engagement activities for final review and sign off to the Corporate Leadership Team (CLT).
- 4.8 The responsibility to identify consultation/engagement activities that meet the prioritisation criteria lies with the owner.
- 4.9 Periodically, the Consultation Advisory Panel will pull a sample of low and medium assessed consultation/engagement activities in for review, to ensure the standards are being applied consistently across all consultation and engagement activity.

Consultation Standards

- 4.10 There are seven consultation and engagement standards that colleagues must be able to demonstrate.
 - 4.11.1 Process
 - 4.11.2 Genuine
 - 4.11.3 Inclusive and Accessible
 - 4.11.4 Informative
 - 4.11.5 Effective

4.11.6 Action-focused

4.11.7 Feedback

- 4.11 These standards practically set out the minimum requirements for consultation/engagement activity. They detail the measures for each of the standards and provide examples of how colleagues can evidence that they have met the standard. A copy of the standards can be found in the Consultation and Engagement Framework – [Guidance Note 7 Quality Standards](#).
- 4.12 The standards help colleagues to consider how they will involve stakeholders in shaping local plans and services, ensure that the consultation or engagement process is fair and effective, and demonstrate that genuine dialogue has enabled people to influence decisions or shape proposals.

Consultation Advisory Panel

- 4.13 The panel's main task is to act as a gateway to challenge and support high-assessed consultation/engagement activity. All high-assessed consultation/engagement activity will be reviewed by the panel.
- 4.14 The Consultation Advisory Panel consists of approved practitioners of consultation and public engagement, who have completed accredited training. A minimum of two Heads of Service and three panel members, drawn from the approved practitioner list, will review proposed consultation/engagement activity.
- 4.15 One of the approved practitioners of consultation and engagement will provide an initial advisory recommendation report to the owner indicating any improvement actions/ advice before the paper is considered by the panel. These could include the creation of consultation/engagement methods, provision of further technical information, recording of risks, or documenting of procedures.
- 4.16 Once the consultation/engagement owner has addressed the improvement actions, they should submit their proposals to the panel, including evidence of the completed improvement actions, for final recommendation.
- 4.17 As a minimum, the Consultation Advisory Panel will meet every month. Consultation/Engagement plans, and supporting paperwork, should be submitted to the panel two weeks before the meeting. Any proposals not submitted in time will be held for the following panel meeting.
- 4.18 The panel will refer significant high assessed consultation/engagement activity for final review and sign off to the Corporate Leadership Team (CLT). The consultation/engagement owner and a representative from the panel will be expected to attend this review to aid discussion and answer any questions.
- 4.19 As part of the feedback process, the consultation/engagement owner should also present the consultation/engagement findings to CLT and demonstrate how these have influenced decision-making.

Implementation

All colleagues and workers will be made aware of the policy through established communication channels and the mandatory policy awareness exercise.

- 5.1 The initial key outcome of success will be the roll-out of the updated policy across the Council; embedding a consistent approach to consultation and engagement, but other success outcomes will be:
 - 5.2.1 Ensuring quality and appropriate consideration is given to significant consultation/engagement projects.
 - 5.2.2 Providing clarity on consultation/engagement standards to support colleagues to conduct consultation/engagement effectively.
 - 5.2.3 Preventing unnecessary consultation activity being undertaken; with alternative methods of engagement considered where appropriate.
 - 5.2.4 Improved quality of experience for respondents.
 - 5.2.5 Improved communication of outcomes from consultation/engagement activity.
- 5.2 All consultation/engagement owners should complete an online proforma that captures the criteria assessment for proposed consultation/engagement activity. Periodically, the Consultation Advisory Panel will pull a sample of low / medium assessed consultation/engagement activity in for review, to ensure the standards are being applied consistently across all consultation/engagement activity.
- 5.3 In cases where the criteria have not been assessed appropriately or standards have not been met, these consultation/engagement activities will be escalated to CLT for scrutiny.

Roles and Responsibilities

- 6.1 **Directors** have a general responsibility to ensure that consultation/engagement activity within their service area are managed according to this Council policy and that any risk relating to the activity is appropriately managed.
- 6.2 **Managers** must ensure that:
 - 6.2.1 this policy and associated guidance are understood in their business units by staff who carry out consultation or public engagement, and that the policy is applied to all consultation/engagement activity;
 - 6.2.2 adequate resource is made available to conduct consultation/engagement effectively;
 - 6.2.3 any consultation/engagement activities assessed as high priority are reported to the Consultation Advisory Panel for recommendation.

6.3 **Employees** must:

- 6.3.1 read, understand and follow this policy and any associated consultation/engagement procedures and guidance that are relevant to their work.

6.4 The **Consultation/Engagement Owner** must:

- 6.4.1 fully understand the degree of influence which is available through the consultation/engagement activity;
- 6.4.2 ensure there is no other recent consultation/engagement data on the same or similar issue by searching the Consultation and Engagement Hub;
- 6.4.3 determine resources required for each phase of the consultation/engagement process and secure support (e.g. staff resource, time, materials, methods, meeting spaces)
- 6.4.4 consider whether there is a statutory or legal process that needs to be followed;
- 6.4.5 build in monitoring, data analysis and evaluation from the start of the process;
- 6.4.6 confirm the decision-making process and timescales;
- 6.4.7 manage political expectations;
- 6.4.8 consider reputational risk to the Council; and
- 6.4.9 be the guardian of best practice.

6.5 **The Consultation Advisory Panel** will:

- 6.5.1 as a minimum, meet monthly to assess proposed consultation/engagement activities against the Consultation and Engagement Standards;
- 6.5.2 provide an advisory report to the consultation/engagement owner indicating whether they are satisfied with the information provided or if improvement action is required;
- 6.5.3 provide a recommendation to the consultation/engagement owner on whether to proceed with their consultation/engagement;
- 6.5.4 refer any significant high-assessed consultation/engagement activities to CLT for final review; and
- 6.5.5 periodically pull a sample of low / medium assessed consultation/engagement activities in for review, to ensure the standards are being applied consistently across all consultation and engagement activity.

6.6 **Elected members** in their role as representatives of the Council, must have an awareness of the policy and ensure, wherever possible, that requests for consultation/engagement are made in line with this.

- 6.7 **Third parties** (e.g. contractors, voluntary and not for profit organisations) performing a public function for the City of Edinburgh Council must also adhere to the requirements set out in this policy.

Related documents

- 7.1 The Consultation and Engagement Framework
- 7.2 [The Consultation Hub](#)
- 7.3 [The 7 National Standards for Community Engagement](#)
- 7.4 Consultation Advisory Panel – Terms of Reference

Integrated impact assessment

- 8.1 The policy contributes directly to the delivery of the Equality Act 2010 general duties of advancing equality of opportunity, eliminating unlawful discrimination, harassment and victimisation, and fostering good relations.
- 8.2 It ensures a consistent approach to consultation and engagement activity that promotes equality of opportunity by identifying relevant affected stakeholder groups during the planning process and making appropriate methods and opportunities available to individuals to share their views and inform decision-making.

Risk assessment

- 10.1 Risk of weak internal governance and service delivery complications through a failure to raise and maintain awareness and use of the consultation and engagement policy, framework and standards amongst Council colleagues.
- 10.2 Risk that continued financial pressures adversely affect how consultation/engagement is carried out by services. Services that are under resourced do not have the capabilities or support to effectively manage consultation/engagement activity; increasing the risk that different stakeholder groups, particularly those seldom-heard or disengaged with public services, are prevented from effectively taking part in the consultation/engagement process.
- 10.3 Risk of excessive consultation through a failure to identify and apply appropriate criteria to proposed consultation or engagement activities.
- 10.4 Risk of reputational damage and lack of public trust due to ineffective consultation, engagement and decision-making.
- 10.5 Risk to citizens that the Council will mismanage their service provision due to inadequate and poorly managed consultation/engagement activity.

10.6 Risk of legal challenge because of ineffective consultation/engagement; where the scope for decision-making is not clearly identified or defined, appropriate opportunities to inform the process are unavailable and / or insufficient resource available to consult/engage effectively.

Review

11.1 This policy will be reviewed annually or when required by significant changes to legislation, regulation or business practice.

Consultation and Engagement Criteria

There are seven criteria that proposed consultations/engagement activities must be assessed against:

1. Strategic
2. Legislative
3. Service Provision
4. Number of people likely to be directly impacted
5. Community / Environmental impact
6. Political / Reputational impact
7. Project Risk

Review and Oversight

How a consultation/engagement activity scores against the criteria determines the level of review and oversight required:

- Where all seven criteria are assessed as Low or Medium (scores 1 or 2) then consultations/engagement activities must report to the appropriate Service Manager / budget holder or Senior Manager.
- Expect in extenuating circumstances, if any one of the criteria is assessed as High (score 3) the consultation/engagement activity must be referred to the Consultation Advisory Panel (CAP).
- Where two or more criteria are assessed as High (score 3), the CAP will refer consultations/engagement activities for final review and sign off to the Corporate Leadership Team (CLT).

The Consultation Advisory Panel

The CAP acts as a gateway to support and challenge high-assessed consultation/engagement activity by evaluating proposed consultations/engagement activities against the consultation/engagement quality standards, offering advice on how to ensure that risks have been appropriately managed and considered, and advising whether they are satisfied that the consultation/engagement activity can begin.

You can find more information about the CAP in its [terms of reference](#).

Consultation/Engagement Details	
Consultation/Engagement title:	
Consultation/Engagement objective (two or three sentences on what you're trying to achieve):	
Consultation/Engagement Owner or Project Manager:	
Team/Service area:	
Contact email/Telephone:	

Will the consultation/engagement activity results go to a Board or Committee to make a final decision on the outcome?	Yes / No
---	----------

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	Score (1-3)	1 - Low	2 - Medium	3 - High
Strategic		Does not align to Council Business Plan / outcomes / pledges	Supports / enables Council Business Plan / outcomes / pledges	Integral component of Council Business Plan / outcomes / pledges
		Reasons for score:		
Legislative		No change to existing regulatory / legislative framework	Marginal change to existing regulatory / legislative framework	Mandatory regulatory/ legislative changes which have a material impact on service.
		Reasons for score:		

	Score (1-3)	1 - Low	2 - Medium	3 - High
Service Provision		<p>Minor changes to current service delivery / offering.</p> <p>Provision of services that are purely commercial / support social integration, education or quality of life, where alternatives are available.</p>	<p>Provides opportunity for changes to service delivery / offering, however the changes do not fundamentally change service offering.</p> <p>Provision of services that support social integration, education or quality of life, where alternatives are not available or significantly inferior.</p> <p>Provision of ongoing care, direct delivery education services.</p>	<p>Provides opportunities to deliver at least one service in a new or significantly different manner.</p> <p>Provision of critical or emergency care services affected.</p> <p>Provision of ongoing care services, where alternatives are not available or significantly inferior.</p>
		Reasons for score:		
Number of people likely to be directly impacted		<1,000	1,001-10,000	>10,000
		Reasons for score:		
Community / Environmental Impact		Overall, minimal consequences for / impact on people, equality, economy or environment	Overall, moderate consequences for / impact on people, equality, economy or environment	Overall, significant consequences for / impact on people, equality, economy or environment
		Reasons for score:		
Political / Reputational Impact		Minor political and reputational implications	<p>Requires Committee Scrutiny.</p> <p>Moderate reputational implications (loss of confidence and / or embarrassment).</p>	<p>Highly sensitive, will be subject to Committee debate and scrutiny.</p> <p>High reputational implications (major loss of confidence, adverse publicity or public outcry)</p>
		Reasons for score:		

	Score (1-3)	1 - Low	2 - Medium	3 - High
Project Risk		Low probability of risk materialising which has an impact on Council or service delivery objectives and outcomes	Possible that risk may materialise which has an impact on delivery objectives for service areas, divisions and / or teams	Possible that risk may materialise which has an impact on the Council's strategic outcomes and the Council as a whole. Could result in inability to fulfil the Council's statutory obligations and pledges.
		Reasons for score:		
Highest Assessed Score		Score determines level of approval and indicative timescale required for proposed consultation/engagement (see below table).		

Highest Assessed Score	Level of approval required for proposed consultation/engagement	Minimum timescale for proposed consultation/engagement period
1	Tier 2 and Tier 3 Manager approval.	6 weeks (unless shorter statutory timescale)
2	Tier 2 and Tier 3 Manager approval.	6 – 10 weeks (unless shorter statutory timescale)
3	Consultation Advisory Panel (CAP) approval. Where two or more criteria are assessed as 3 - High, the CAP will refer the consultation/engagement activity to Corporate Leadership Team (CLT) for final review and sign off.	6 – 12 weeks (where 12 weeks will apply unless there is sufficient evidence that robust consultation or engagement can be conducted in a shorter timescale)

Once completed, please send a copy of the criteria assessment to policyandinsight@edinburgh.gov.uk.

Consultation Advisory Panel: Terms of Reference

1. Purpose / Role of Group

On 30 October 2019, Corporate Leadership Team (CLT) agreed to the development of a new consultation policy which reinforces the Council's commitment to effective consultation by strengthening our management and governance of consultation activity through the establishment of a 3-tier approach to consultation, moderated by a Consultation Advisory Panel (CAP), with top-tier, major consultations being signed off collectively by CLT. Following a review of the consultation policy, it is proposed that engagement activity should also go through the same process.

Colleagues must assess their proposed consultation/engagement activity against seven criteria. In the event where any of the criteria are assessed as 'High', the consultation/engagement activity must be referred to the CAP. If two or more criteria are scored 'High', *the CAP* will then refer the consultation/engagement activity to CLT for final review and sign off.

The CAP acts as a gateway to support and challenge high-assessed consultation/engagement activity by evaluating proposed consultation/engagement activity against the consultation and engagement quality standards, offering advice on how to ensure that risks have been appropriately managed and considered, and advising whether they are satisfied that the consultation/engagement activity can begin.

2. Membership

The CAP is chaired on a rotational basis by a Head of Service, with another Head of Service, Strategy Manager (Insight) and at least two approved trained officers attending each meeting to review proposed consultation/engagement activities.

Officers on the CAP will be approved practitioners of consultation and engagement; and will have completed accredited training. Panel attendance will be drawn from an approved practitioner list, with at least two officers invited to each meeting. The list will include officers across the council to draw from service-specific knowledge and experience.

The CAP will take specialist advice as required when assessing consultation/engagement proposals (e.g. from colleagues in Legal, Information Governance, Resilience).

3. Accountability

One of the approved practitioners of consultation and engagement will provide an initial advisory recommendation report to the consultation/engagement owner indicating any improvement actions/ advice before the paper is considered by the panel.

Once the consultation/engagement owner has addressed the improvement actions, they should submit their proposals to the panel, including evidence of the completed improvement actions, for final recommendation.

The CAP will refer significant high-assessed consultation/engagement activities for final review and sign-off to CLT. The consultation/engagement owner and a representative from the panel will be expected to attend this review to aid discussion. As part of the feedback process, the consultation/engagement owner should also present the consultation/engagement findings to CLT and demonstrate how this has influenced decision-making.

All consultation/engagement owners are required to complete an online proforma that captures the criteria assessment for *any* proposed consultation/engagement activity. Periodically, the CAP will pull a sample of low/medium assessed consultation/engagement activities for review, to ensure the standards are being applied consistently. In cases where the criteria have not been sufficiently assessed, or standards have not been met, the consultation/engagement activity will be escalated to CLT for scrutiny.

4. Review

Membership and terms of reference for the panel will be reviewed annually or when required by significant changes to legislation, regulation or business practice. This will be in line with the review of the Consultation and Engagement Policy.

An annual summary report will be provided to CLT, which will provide:

- Topline statistics on number of consultation/engagement activities conducted and responses received;
- A summary of how the CAP has provided value in ensuring effective consultation/engagement takes place;
- Any mitigating action required from the CAP to manage risks associated with high-assessed consultation/engagement activity;
- Any necessary adjustments to the Consultation and Engagement Policy or working methods of the CAP following the annual review.

5. Working methods / ways of working

The CAP will meet every month. Meetings will be organised by a member of the Insight team. Dates, times and locations for meetings will be agreed at the start of the year, with the calendar of dates available on the Orb and scheduled in diaries as appropriate.

Consultation/Engagement plans, and supporting paperwork, should be submitted to the panel two weeks before the meeting. A dedicated mailbox will be created for submissions and communications relating to the CAP. Any proposals not submitted in time will be held for the following panel meeting.

The agenda for the meeting will be set by the Strategy Manager (Insight) and will be circulated from the CAP mailbox by Insight one week prior to the meeting to the appropriate panel members. Insight will also facilitate note taking and arrange for final recommendation reports to be sent to consultation/engagement owners after the meeting has taken place.

In cases where time-critical, essential consultation/engagement activity requires review, a standalone meeting will be arranged. To accommodate diaries, these can be held via MS Teams.

Copies of the consultation/engagement proposals, supporting documentation and recommendation reports will be saved by an officer from Insight, in the Strategy and Insight folder on the Council's G: drive. This information will be retained in line with the Council retention schedule.

6. Further information

- The Consultation Policy
- The Consultation and Engagement Framework
- [The 7 National Standards for Community Engagement](#)

Contact Details

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Policy and Sustainability Committee

10.00am, Tuesday, 30 August 2022

Sustainable Food Update

Executive/routine

Wards

Council Commitments [2](#), [18](#), [43](#), [44](#), [45](#)

1. Recommendations

It is recommended that the Policy and Sustainability Committee:

- 1.1 Note progress made on the first year of implementation of Growing Locally, the Council's first Food Growing Strategy.
- 1.2 Approve the proposed approach to allocation of resources under the Council's Sustainable Food Budget.
- 1.3 Note the progress made on the development of Edinburgh's second Sustainable Food City Plan and the timetable for implementation.
- 1.4 Note Edinburgh's Sustainable Food Places Silver accreditation which was awarded in June 2022

Richard Carr

Interim Executive Director of Corporate Services

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Sustainable Food Update

2. Executive Summary

- 2.1 This report provides an update on progress made in the first year of implementing Growing Locally, Edinburgh's first Food Growing Strategy, which was approved by the Policy and Sustainable Committee in April 2021.
- 2.2 To support Edinburgh's Food Growing Strategy, the Council has allocated a budget of £130,000 for the financial year 2022-2023. This report seeks Committee approval for the proposed approach to allocation of resources within this budget allocation.
- 2.3 The Council is a lead member of Edible Edinburgh, the city's sustainable food partnership. The partnership is in the process of developing Edinburgh's second Sustainable Food City Plan, which will contribute to implementation of the Council's Food Growing Strategy. This report details the consultation already held and planned for this plan, its main objectives, and the timetable for its development.

3. Background

- 3.1 Growing Locally, Edinburgh's first Food Growing Strategy was prepared under Section 9 of the Community Empowerment (Scotland) Act 2015 which places an obligation on local authorities to prepare a food growing strategy for its area.
- 3.2 The Act requires that the Food Growing Strategy:
 - 3.2.1 Maps the provision of food growing opportunities in the city including identifying land that the local authority uses as allotment sites and areas of land that could be used by a community for further cultivation
 - 3.2.2 Develops and broadens the range of food growing opportunities and land available
 - 3.2.3 Makes reasonable steps to increase allotments and food growing sites for communities which experience socio-economic disadvantage
- 3.3 In meeting these duties, the Council will support local communities to grow more within their own neighbourhoods and to encourage growing in all its forms and varieties.

- 3.4 In addition, Edinburgh's Food Growing Strategy supports broader ambitions including helping to meet the Council's key priorities of eradicating poverty, achieving net zero emissions, supporting local business, and helping Edinburgh become a sustainable food city.
- 3.5 The role of food in the fight against climate change and the importance of food security are recognised in Edinburgh's [2030 Climate Strategy](#), with a commitment to "increase the proportion of the City's food and drink sourced from sustainable local and regional supplies". Consideration of opportunities for sustainable food purchasing is also highlighted within the Council's sustainable procurement strategy.
- 3.6 In 2021, Edinburgh made a commitment to put food at the centre of its response to the climate emergency and became a signatory to the International Glasgow Food and Climate Declaration – launched by the International Panel of Experts on Sustainable Food Systems and Nourish Scotland – which highlights the vital role food plays in meeting cities' net zero targets as well as helping to reduce poverty, inequality, and poor health.
- 3.7 There is an increasing interest in the contribution plant-based food systems can make to tackling climate change and local and regional food-growing activities have a significant contribution to make in this area.
- 3.8 Against this backdrop, the Council is facing a challenging financial outlook at the same time as significantly reduced capacity within the corporate teams which have been responsible for supporting the Council's work in this area. Going forwards, activities may need to undergo prioritisation to ensure that available resources are focused on the areas which can have the greatest impact in terms of the Council's key priorities.

4. Main report

Growing Locally – Edinburgh's Food Growing Strategy

- 4.1 Growing Locally is Edinburgh's first food growing strategy and part of the Council's broader approach to a green recovery from the pandemic as well as meeting our key priorities on poverty eradication, becoming a net zero Council and city by 2030 and for a fairer, more inclusive city where citizens' wellbeing is protected and enhanced.
- 4.2 The Strategy has the following objectives:
 - 4.2.1 Increasing food growing in Edinburgh through the creation of more land for growing and encouraging the involvement of more people in food growing and providing support, where necessary, for community groups to participate and benefit from local food growing opportunities.
 - 4.2.2 Through food growing, recognising the key role biodiversity and the natural environment have in reducing emissions and adapting to climate change.

- 4.2.3 Increasing consumption of locally grown food through support for local food businesses and increasing the market share for local food producers and retailers.
 - 4.2.4 Encouraging take up of the Good Food Served Here Certification scheme by public and private sector organisations across the city. Council school lunches are seasonal and use local suppliers and our schools are part of the Meat-Free Mondays campaign. Ways to increase the share of plant-based meals in other Council catering operations are being considered.
 - 4.2.5 Building up resilience to food insecurity in Edinburgh through delivery of the End Poverty in Edinburgh Delivery Plan and the Edinburgh's Partnership's proposed approach to food insecurity.
 - 4.2.6 Continue to deliver emergency support for citizens experiencing poverty and hardship as part of Edinburgh's recovery from Covid including working with partners to ensure people in poverty have access to food support where it is needed.
 - 4.2.7 Improving awareness of and engagement in sustainable food across the city.
 - 4.2.8 Moving to a more regional approach to ensure our food system is developed at the scale needed to be sustainable through working with our regional partners across Edinburgh, South East Scotland and further afield.
- 4.3 The Council's Food Growing Strategy was supported by an allocation of £130,000 for the financial year 2021 to 2022, approved by Full Council on 27 May 2021. A summary of the main areas of activity that this budget funded and key highlights from the first of implementation of the Strategy is shown below.

Objective 1: Grow more food in Edinburgh

- 4.4 Key highlights from this first year under Objective 1 of the Strategy include:
- 4.4.1 Development of an online map of food growing sites in Edinburgh (Council and independent allotments and community growing sites)
 - 4.4.2 Increased food growing spaces through Cultivating Communities, Edinburgh's third allotment strategy, Council housing land and proposed food growing site allocations in City Plan 2030. There are currently 2019 allotment plots across 49 sites in Edinburgh, 1,683 of which are managed directly by the Council (up from 1,913 allotment plots across 45 sites in 2019/2020, 1,621 of which are managed by the Council).
 - 4.4.3 An additional 18 plots will be created in Leith Links allotment in summer 2022. A mid-survey update from Edible Estates, who manage on behalf of the Council community growing projects on Council housing land, have indicated that there are approximately 39 community gardens of varying sizes on Council housing land (up from around 25 in 2019/2020). The final figure will be known when the survey is completed in a few weeks.
 - 4.4.4 City Plan 2030 has identified approximately 3.3 hectares of new land in the city for allotments and community growing, the creation of new parkland with

potential for growing and the planting of new woodland, trees, hedging, and orchards. Just under 60 other community growing projects have been mapped (up from 47 in 2019/2020).

- 4.4.5 The creation of new land for growing and for growing and food-related projects in Council parks, greenspaces, and schools, delivered by the Council's parks and Thriving Green Spaces Team and Schools and Lifelong Learning. Within this:
 - 4.4.5.1 Fifteen community projects were funded on Council park and greenspace land with the money going towards the creation of one new community growing area, a children's food sensory garden, small orchards and fruit tree plantings, infrastructure and growing materials.
 - 4.4.5.2 Thirty eight school projects were funded, with the money going towards a variety of activities including construction of new growing spaces, infrastructure and materials needed for food growing, education and learning about growing and food, cooking and eating of the food produced.
 - 4.4.5.3 There was a very successful uptake of funding in 2021/2022 and increasing demand in schools to support food-related and outdoor learning activities.
- 4.4.6 Delivery of a local food growing project in partnership with the University of Edinburgh, promoting food growing and sustainable farming methods to staff, students, and the surrounding community as part of the Green Communities 'Growing with Nature' programme focusing on climate change and biodiversity. This project had three strands: planting fruit trees, use of wooden planters containing a range of herbs and permaculture design training for students. The trees and planters, located at student accommodation sites across the city, will provide free access to a range of fruits and herbs for students and staff. The use of heritage fruit trees provides a number of benefits in maintaining and preserving old and rare varieties. The training funds, provided to the University's Permaculture Garden student society, is supporting their permaculture gardening work. By training students in permaculture design, the hope is that this will also deliver positive changemakers who can employ this sustainable growing philosophy beyond University of Edinburgh campuses.
- 4.4.7 Supporting the development of Lauriston Farm, Edinburgh's first large scale urban agroecological food growing project, through improving the accessibility of the community garden and providing farm equipment to increase the potential for scaling up food production in the city. Improving the accessibility of the community garden will help encourage more participation by local residents, improving community cohesion and well-being as well as providing an accessible site for training and education around food growing and biodiversity. The purchase of farm equipment will help increase food production at the farm.

Objective 2: Increase consumption of locally grown food

- 4.5 Key highlights from this first year under Objective 2 of the Strategy include:

- 4.5.1 Completion of phase 1 of a feasibility study into establishing an indoor market(s) and local food distribution hubs in Edinburgh, examining the current food situation in the city, the demand, need and viability of establishing hubs and markets, potential locations and the commercial and socio-economic cases for doing so. The results of this study will inform the development of business cases for the siting of food hubs and/or indoor market(s) in the city.
- 4.5.2 Edible Edinburgh's Economy Working Group's holding of four business breakfasts in 2021/2022 focusing on opportunities for food business to 'build back better' as part of Edinburgh's green recovery, Scotland's Food and Drink Recovery Plan, promoting the circular economy in ways that address social inequality and on public sector procurement. These were well-received and attended by up to 70 businesses, social enterprises, and community partners.
- 4.5.3 Development of a [Sustainable Food Directory](#) acting as the 'go-to' place for information on sustainable food businesses, organisations, and services in the city.
- 4.5.4 Promotion of Edinburgh's circular economy through the redistribution of surplus food and the recycling of food waste into compost, farmland fertiliser and gas for electricity (through reprocessing at Millerhill). This resulted in an 97% reduction in the tonnage of municipal waste going to landfill following Millerhill waste processing facilities becoming fully operational in 2019/2020.
- 4.5.5 Funding has been allocated to increase recycling in Council schools through the provision of indoor recycling and food waste bins and to ensure that support and facilities provided are consistent across the city. A supportive engagement campaign will run alongside to help encourage school staff and pupils to reduce, re-use and recycle.
- 4.5.6 The Council works with Changeworks to reduce and recycle waste, providing advice to consumers on making more sustainable food shopping choices and on how to compost unused produce. Changeworks' Food Waste Engagement programme encourages Edinburgh residents to recycle their food waste. 230 households were supported in reducing their food waste in 2020/21, resulting in a total of £102,080 in household food savings. In 2019/2020 385 people participating in Changeworks' Love Food Hate Waste workshops for businesses, employees and community groups. 84% said they changed their food behaviour as a result of these workshops.
- 4.5.7 Work under the Regional Prosperity Framework on data sharing and mapping of regional food and drink suppliers to identify opportunities for increasing local supplies and shortening the region's food supply chain. The project aims to encourage greater matching between regional supply and demand to achieve enhanced sustainability, jobs, fair work and quality innovative production. This is a long term project with further scoping working having taken place and data asks identified by the six local authorities that are partners in the Edinburgh and South East Scotland City Deal Region. Further engagement is taking place with potential data providers, industry and academia to produce a project plan.

- 4.5.8 [Food for Life Served Here](#) Bronze and Silver accreditation for Edinburgh's schools, care homes and day centres. The Council's catering service works closely with the Soil Association to develop recipes that meet nutritional guidance and promote the use of local produce such as meat sourced in Scotland, seasonal fruit and vegetables and free-range eggs.
- 4.5.9 The Council is continuing work with EVOC to develop an approach to addressing food poverty, as part of the wider response to ending poverty in Edinburgh. Progress has included extensive engagement with stakeholders, including a workshop hosted by EVOC in November 2021. The feedback has been used to inform a draft vision, scope, and principles to underpin the strategy. A progress report will be considered by the Edinburgh Partnership at their meeting in June 2022. Next steps will include public consultation on a draft strategy and commissioning research to develop baseline data and mapping of emergency and community food provision in the city (see 4.74).

Objective 3: Increase awareness and engagement

- 4.6 Key highlights from this first year under Objective 3 of the Strategy include:
- 4.6.1 Refresh of Edible Edinburgh's website with a new look, better focused information, and new tools to increase awareness, encourage more sustainable consumer and business choices, and increased participation in food growing. Following this refresh, visitor numbers have steadily increased from 326 to a monthly total of 637 (an increase of 104%) with a 13.5% increase in number of pages visited. The same period has also seen a 107% increase in returning visitors totalling 118.
- 4.6.2 Edinburgh Talks Climate consultation (Nov 2019-April 2021) on attitudes towards climate change, including food, received 1,834 responses; with 74% of respondents pledging to eat less red meat, 80% to recycle food waste and 88% to eat leftover food instead of throwing it away.
- 4.6.3 Awareness raising among young people through outdoor learning activities in schools, including fruit and vegetable growing and by incorporating learning about food, ecosystems, rewilding, and biodiversity into the school curriculum.
- 4.6.4 The successful running of a sustainable food campaign to business, encouraging sign up to Edible Edinburgh's Sustainable Food Directory. Promotional material has been produced to support business including packs explaining the Directory and benefits of signing up, marketing and branding materials. Short videos have been produced highlighting the work that selected businesses are doing to promote sustainable food in the city. Eleven businesses are currently signed up to the Directory and work is ongoing to encourage more businesses to join.
- 4.6.5 Achievement of Edinburgh's application for Sustainable Food Places Silver accreditation in June 2022, following achievement of Bronze accreditation in 2019.

4.6.6 Work to establish a Local Food Growers Network to support increasing demand for growing spaces and allotments. Key stakeholders including Edible Edinburgh, FEDAGA and Edible Estates have held initial meetings to decide the format and functions of this network. An initial action coming out this has been to consider how the network can help reduce the Council's allotment waiting list through promotion and advertising of opportunities to volunteer and participate in community gardening projects in areas of high demand for an allotment.

Sustainable Food Budget Allocation 2022/2023

4.7 The Council approved a second year of resources to support implementation of the Council's Food Growing Strategy in the form of a budget of £130,000 for the financial year 2022/2023.

4.8 In agreement with the Council's Sustainability Champion in April 2022, £22,270 of the 2022/23 budget was allocated as match funding for Edible Edinburgh's Sustainable Food Co-ordinator post. This match funding successfully levered an additional £10,000 award from the Sustainable Food Places Network under their Co-ordinator Support scheme.

4.8.1 It is proposed that the remaining food growing budget of £107,730 is used to support Food Growing Strategy priorities, in line with the officer capacity available to support project development and delivery, and/or the management of allocations to external organisations.

Edinburgh's Sustainable Food City Plan

4.9 Over 5,000 people collectively shaped Edinburgh's first [Sustainable Food City Plan 2014-2020](#) which has successfully positioned Edible Edinburgh as the driving force behind Edinburgh's vision of being a leading sustainable food city

4.10 The Edible Edinburgh partnership is now working on the second iteration of this Plan. The new 10 year food plan (2022-2032) will build on the achievements made in the 2014-2020 Plan. The new plan will support action in six key areas:

4.10.1 Food equality, through working in partnership to monitor levels of food insecurity and address the challenges of access to sustainable, affordable, healthy food for all through a co-ordinated response.

4.10.2 Grow, produce, and distribute food more locally while protecting our natural resources and environment. This includes supporting school growing, urban food production at Lauriston and other sites in the city.

4.10.3 Reduce food waste, increase redistribution of surplus food, and reduce the environmental impact from food. This includes looking at the climate impact of what we eat and how this can be reduced, including through a shift to more plant-based diets. Ensure food continues to be part of the city climate conversation and plans.

4.10.4 Develop local supply chains and capacity to ensure that public catering benefits the local food economy. Work with schools, producers, and the Soil Association to increase standards and accreditation.

- 4.10.5 Develop a diverse, independent food sector that offers a variety of skills, training, and job opportunities. Provide resources to support businesses adopting sustainable actions including a directory and toolkit.
- 4.10.6 Inspire and support people to connect with food, get involved as active citizens and build their future food systems. Hold at least two annual events for the public to support and inspire.
- 4.11 Baseline indicators and an annual review will measure progress to maintain momentum and deliver on outcomes.
- 4.12 Consultation on the new plan started in September 2021 and will run to 30 September 2022, with a final plan delivery in November 2022. Over 200 people have already directly engaged in the development of the new Plan via online workshops (Sep-Nov 2021), a street stall (December 2021) and an Inspiring Food event (February 2022) which attracted over 100 attendees. Two further public events are planned in June and August with community gardening and food project organisations, as well as presentations to the Chamber of Commerce, EVOC and community councils.

5. Next Steps

- 5.1 Continued implementation of the Food Growing Strategy. A second year progress report on the Strategy will be brought to Committee in Spring 2023.
- 5.2 Edible Edinburgh's final Sustainable Food City Plan 2022-2032 will be brought to Committee for approval of Council actions in the plan and endorsement by the Council of Edible Edinburgh and partner actions.

6. Financial impact

- 6.1 £22,270 has been allocated as match funding for Edible Edinburgh's Sustainable Food Co-ordinator post. Subject to approval of this report, the remaining food growing budget of £107,730 will be used to support Food Growing Strategy priorities, in line with the officer capacity available to support project development and delivery, and/or the management of allocations to external organisations

7. Stakeholder/Community Impact

- 7.1 This report has been developed with input from the Council's Policy and Insight, Parks, Schools and Lifelong Learning, 20-minute neighbourhood, waste services and catering sections and from Edible Edinburgh and partner organisations.
- 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, any action to promote sustainable, local, and healthy food in Edinburgh that is accessible to all citizens will help to mitigate and adapt the Council and city to climate change, improve social justice, economic wellbeing, and environmental good stewardship.

8. Background reading/external references

- 8.1 [Growing Locally, Edinburgh's Food Growing Strategy](#)
 - 8.2 [Glasgow Declaration on Food and Climate](#), Policy and Sustainable Committee, 3 August 2021
 - 8.3 [Edible Edinburgh Sustainable Food City Plan 2014-2020](#)
-

Policy and Sustainability Committee

10.00am, Tuesday, 30 August 2022

2030 Climate Strategy - environmental assessment consultation and annual review

Executive/routine
Wards
Council Commitments

1. Recommendations

It is recommended that the Policy and Sustainability Committee:

- 1.1 Note that the Climate Strategy and the Implementation plan are live documents that when published last year, the Committee agreed would be reviewed at key points and to take account of findings of the Strategic Environmental Assessment being undertaken
- 1.2 Approve for consultation the draft environmental report (attached at appendix 1)
- 1.3 Note that while the consultation process on the environmental report will be focussed on the statutory partners, the consultation will also be open to the key city partners and the public, offering an opportunity for wider feedback
- 1.4 Note that outcomes from the consultation process will be accommodated in an update to the 2030 Climate Strategy and implementation plan and a final Environment Report, all of which will be brought to Committee in November 2022.
- 1.5 Note that elements of the strategy and implementation plan may be subject to further prioritisation to reflect recent changes in local government resourcing and capacity.
- 1.6 Note that individual programs and actions in the 2030 Climate Strategy continue to undergo Strategic Environmental Assessments, and Integrated Impact Assessments, as appropriate.

Richard Carr

Interim Executive Director of Corporate Services

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2030 Climate Strategy environmental assessment consultation and annual review

2. Executive Summary

- 2.1 The Council approved the publication of the 2030 Edinburgh Climate Strategy while acknowledging that both the Strategy and the Implementation Plan would need to operate as a 'live document' that would need to be reviewed at key points, including to take account of the outcome of the Strategic Environment Assessment (SEA) that was underway.
- 2.2 The findings of the SEA are set out in a draft environmental report (attached at Appendix 1) which is now ready for consultation.
- 2.3 While the consultation focuses primarily on the environmental report, it includes the opportunity to invite city partners and the public to provide wider comments on the live strategy document which will continue to evolve, reflecting the changing net zero context and partner activity.
- 2.4 Since the strategy was published in December 2021, the Council is also facing a challenging financial outlook at the same time as reduced capacity. Therefore, the strategy and implementation plan may need to undergo further prioritisation to ensure that available resources are focused on the areas which will have the greatest impact in terms of reductions in the city's emissions.
- 2.5 The process laid out in this report would allow for a refreshed 2030 Climate Strategy to be brought to committee at the same time as a report on the Council and city performance against the net zero target.

3. Background

- 3.1 The Council approved the publication of the 2030 Edinburgh Climate Strategy in November 2021 while acknowledging that both the Strategy and the Implementation Plan would need to operate as a 'live document' that would need to be reviewed at key points. This included taking account of the outcome of the Strategic Environment Assessment (SEA) that was underway.
- 3.2 Strategic Environmental Assessment (SEA) provides plan-making authorities with a transparent process to incorporate environmental considerations into decision making at an early stage and in an integrated and documented manner. This report

has been prepared in accordance with Section 15(3)(b) of The Environmental Assessment (Scotland) Act 2005 (hereafter referred to as the 2005 Act).

- 3.3 Through the SEA process, an environmental assessment has been undertaken and findings are set out in a draft environmental report (attached at Appendix 1). The environmental report is now ready for public consultation, with requirements to specifically seek views from the relevant statutory consultation authorities (Scottish Environmental Protection Authority (SEPA), Historic Scotland (HS), and Scottish National Heritage (SNH)). Engagement with these authorities was undertaken during the strategy development and has been ongoing since.
- 3.4 This process was expected to complete and come back to committee early in 2022, however due to capacity and local elections, this is the first opportunity to bring the report for consideration.

4. Main report

- 4.1 The scope of the SEA itself reflects the fact that parts of the strategy will, or have, undergone their own SEA such as the City Plan and the City Mobility Plan.
- 4.2 The consultation on the draft environmental report (and in line with the live strategy approach) presents a broader opportunity for key partners and the public to reflect on the strategy a year on from first publication and reflect any issues that are now in a position to be updated.
- 4.3 Main points raised in the draft environmental report are:
- 4.3.1 The SEA focuses on strategic level issues and does not consider detailed measures for specific developments and construction projects within the study area. Recommendations for the Climate Strategy Implementation Plan have been identified and outlined in the Environmental Report.
 - 4.3.2 Following the baseline and policy review it was determined that all of the SEA topics had the potential for positive and/ or negative impacts, however some would be more significant than others and some of the impacts to the topics may only be significant as a cumulative impact.
 - 4.3.3 The SEA assessment used a set of SEA objectives and assessment criteria which cover each of the environmental topics scoped into the assessment. These objectives have been developed from a comprehensive review of the baseline and policy requirements and refined in discussion with the Statutory Authorities (SEPA, Nature Scot and HES).
- 4.4 The SEA objectives are:
- 4.4.1 Air quality: To improve air quality and reduce emissions of key pollutants
 - 4.4.2 Climatic factors: Reduce GHG emissions in order to meet Scotland's emissions reduction target of net zero by 2045 and Promote and enable adaptation to climate change
 - 4.4.3 Population and human health: Improve the quality of life and human health for all through improved environmental quality

- 4.4.4 Cultural heritage: Conserve or enhance the historic environment
 - 4.4.5 Material assets: To promote the sustainable use and management of material assets
 - 4.4.6 Landscape and townscape: Protect and enhance the landscape and townscape character and setting of the city
 - 4.4.7 Water: Prevent the deterioration and where possible, enhance the status of the water environment and reduce/manage flood risk in a sustainable way
 - 4.4.8 Biodiversity, flora & fauna: Protect, maintain and enhance biodiversity, flora and fauna and habitat networks
 - 4.4.9 Land and soil: Protect valuable land resources, minimise detrimental effects of land use change and promote soil restoration
- 4.5 In line with the Scottish Governments Strategic Environmental Assessment Guidance 2013 the assessment has been focused on the key elements within the Climate Strategy which are likely to have significant environmental effects. This ensures a proportionate approach to assessment. There are six Strategic Action Areas with a number of Strategic Actions forming each area that have been subject to the SEA assessment, as follows:
- 4.5.1 A net zero, climate resilient development and growth (15 Strategic Actions);
 - 4.5.2 Net zero energy generation and energy efficient buildings (26 Strategic Actions);
 - 4.5.3 Net zero emission transport (7 Strategic Actions);
 - 4.5.4 Net zero circular economy (15 Strategic Actions);
 - 4.5.5 Listening to citizens and empowering communities (10 Strategic Actions); and
 - 4.5.6 Investing in change (13 Strategic Actions).
- 4.6 Some interventions that fall under the remit of these Strategic Actions are included within City Plan 2030, City Mobility Plan and other local PPS which have been subject to their own SEAs. Therefore, to ensure a value driven assessment the Strategic Actions within each Strategic Action Area of the Climate Strategy were sifted to identify which actions are already subject to the SEA process by virtue of them already being outlined in other PPS. The outcome of the full sifting exercise is provided in Appendix D of the Draft Environmental Report.
- 4.7 In accordance with the 2005 Act, the statutory consultation authorities (NatureScot; Scottish Environment Protection Agency and Historic Environment Scotland) were consulted on the scoping report and their comments and views were considered and these are provided in Appendix C of this Environmental Report. A further workshop was undertaken with the statutory consultation authorities in July 2022 to discuss the SEA approach and draft findings. Comments from that workshop have also informed the draft Environmental Report.
- 4.8 The SEA concluded that the 'Strategic Actions that were sifted into the assessment would have positive or neutral effects across the SEA topics, with significant

positive benefits identified for climatic factors, population and human health and material assets.

- 4.9 In undertaking the cumulative assessment of the Strategy i.e., the intra-plan cumulative assessment, the potential for significant environmental effects of those 'sifted out' actions were also considered to determine the effects of implementing the Strategy as a whole. That assessment concluded that a significant positive cumulative effect is anticipated on air quality, climatic factors, population and human health and material assets SEA objectives, while cultural heritage, landscape, water, and biodiversity are expected to experience a minor positive cumulative effect. The cumulative effects for land and soil are expected to be neutral.
- 4.10 The assessment did not identify any negative environmental impacts as a result of the Strategy. Therefore, no mitigation measures were proposed. Instead, the SEA focused on identifying enhancement measures to be considered in the update of Climate Strategy Implementation Plan. These are presented in Section 5 of the Draft Environmental Report.

5. Next Steps

- 5.1 The findings from the consultation will be accommodated within the 2030 climate strategy and its implementation plan as needed.
- 5.2 As set out in previous Committee reports, the strategy will continue to operate as a live document and may be subject to further prioritisation to ensure activities are focused on those areas with greatest carbon reduction impacts and evolving knowledge and technical/legal advancements.
- 5.3 Committee will receive a summary of consultation responses and a report recommending any changes to the 2030 Climate Strategy and Implementation Plan at its November 2022 committee. This timing is aligned to existing climate reporting (including Edinburgh's public bodies climate change duties, and annual reporting on the City's 2030 target) to ensure members have as full a picture as possible on Edinburgh's net zero actions.

6. Financial impact

- 6.1 There are no direct financial impacts arising from this report.
- 6.2 The costs associated with the development of the SEA are being met by the resources set aside for the delivery of the strategy within the 2021/22 and 2022/23 Council budgets.

7. Stakeholder/Community Impact

- 7.1 In line with the Council's consultation Policy, this consultation has been considered by the Consultation Advisory Panel to ensure it meets quality criteria. The consultation will last for a period of 6 weeks (subject to approval of the new

consultation policy at committee in August) as a proportionate timeframe for SEA consultations. This also reflects the substantive formal and informal consultation undertaken in developing the strategy and in the ongoing engagement with stakeholders in the city.

- 7.2 An Integrated Impact Assessment has been undertaken on the 2030 Climate Strategy. It is envisioned further IIAs will be commissioned as appropriate as key strategic actions are taken forward.

8. Background reading/external references

- 8.1 [Strategic Environmental Assessment guidance](#), Scottish Government, June 2022.
- 8.2 [2030 Climate Strategy](#), City of Edinburgh Council, October 2021
- 8.3 [2030 Climate Strategy – Draft for Consultation](#), City of Edinburgh Council, June 2021
- 8.4 [2030 Climate Strategy – consultation and engagement](#), City of Edinburgh Council, August 2021
- 8.5 [2030 Climate Strategy and Implementation Plan](#), City of Edinburgh Council, November 2021

9. Appendices

- 9.1 Appendix 1: Strategic Environmental Assessment Environmental Report
- 9.2 Appendix 1a: SEA Baseline
- 9.3 Appendix 1b: Policy Programmes and Strategy Review
- 9.4 Appendix 1c: Statutory Authority Comments
- 9.5 Appendix 1d: Strategic Actions Sifting Exercise

Strategic Environmental Assessment Environmental Report

City of Edinburgh Council

Climate Strategy 2030
August 2022

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Key Facts

Name of Responsible Authority	City of Edinburgh Council
Title of PPS	2030 Climate Strategy
Requirement for the PPS	As noted by the Climate Emergency Response Group, if Scotland is to meet its 2045 target, our cities need to make faster progress and Edinburgh needs to play its part by striving to reach net zero by 2030.
Subject of PPS	Climate Change
Period covered by PPS	2020 - 2030
Frequency of Updates	Annual
Area covered by PPS	The City of Edinburgh Council area (see Figure 1)
Purpose of the PPS	This PPS sets out the clear and practical steps Edinburgh will take to tackle the challenge of climate change and achieve our aim of becoming a net zero city by 2030.

Non-Technical Summary

Introduction

This report summarises the findings of the Strategic Environmental Assessment (SEA) which was conducted for the City of Edinburgh Council's 2030 Climate Strategy. The Environmental Assessment (Scotland) Act 2005 sets out the statutory requirements for conducting a SEA, which ensure the environment and other sustainability aspects are considered at an early stage of decision making when preparing public plans, programmes and strategies (PPS).

The purpose of the draft Environmental Report is to:

- Provide information on the 2030 Climate Strategy;
- Identify, describe and evaluate the likely environmental influence of the strategy;
- Provide recommendations for the Climate Strategy Implementation Plan; and
- Provide an opportunity for the Consultation Authorities and the public to comment on any aspect of this draft Environmental Report.

Background to the Climate Strategy

The Climate Strategy was drafted in response to the City of Edinburgh Council declaring a climate emergency in 2019 and setting an ambition for both the Council and the city to become net zero by 2030. For Edinburgh to deliver the 2030 net zero target system-wide change is required across the city. Recognising this, the Council has worked with key city partners to put together actions that can be implemented now, using tested approaches and lessons learned from experiences in other cities.

The Council undertook extensive collaboration with key city partners and Edinburgh citizens during late 2020 and the first part of 2021 to establish the key priorities a strategy should focus on. Key themes emerging from this engagement activity informed the development of an early draft strategy which was reviewed by the Edinburgh Independent Climate Commission. Feedback from this review was used to develop a further iteration of the strategy which was issued for public consultation between June and September 2021, with the results reported to Committee in October 2021. A live version of the strategy was agreed by city partners in December 2021 to enable priority actions to be progressed as part of the city's commitment to tackling the climate emergency on the understanding that an SEA would be undertaken and the live strategy would be reviewed as required and on an ongoing basis.

A workshop was undertaken in July 2022 with the Consultation Authorities before the Environmental Report was released for statutory and public consultation.

Policy Context

The 2030 Climate Strategy sets out the clear and practical steps Edinburgh will take to tackle the challenge of climate change and achieve the city's aim of becoming a net zero city by 2030. The Strategy is focused on putting in place actions that can be implemented now, using approaches that will work and drawing from lessons learned and experience from other cities.

The Climate Strategy sits overarching to many other Edinburgh PPS including City Plan, City Mobility Plan, Edinburgh City Centre Transformation Strategy and other action plans.

Environmental Context

A baseline information gathering exercise was carried out in order to summarise the key environmental characteristics against the SEA topics. The full SEA baseline is provided in Appendix A of this draft Environmental Report.

A review of baseline data was also undertaken to provide a summary of the key environmental issues for the city and an analysis of the likely evolution of each baseline issue in the absence of the Climate Strategy (i.e. a do-nothing option). Key environmental issues and problems included:

- Edinburgh's infrastructure needs to be resilient against adverse climate impacts, and also consider potential positive impacts, such as a longer summer season.
- The social, economic and physical environmental conditions in Edinburgh are variable and therefore do not provide a consistent quality of environment adequate to ensure good standards of public health across all areas and communities.
- Increasing demand on existing transport infrastructure from project population growth.
- Increasing demand for resources such as water and wastewater treatment, heat and energy, and waste management created by new built development.
- Land take as a result of new infrastructure and development can lead to loss, disturbance and fragmentation of habitats. This means a less resilient network to buffer the effects of climate change, as well as loss of biodiversity.

In the absence of the Climate Strategy 2030, the city's development is still considered within the City Plan, the City Centre Transformation Strategy and the City Mobility Plan. Urban realm improvements, transport management interventions and active travel improvements are all covered within these strategies. However, the Climate Strategy provides more holistic Strategic Actions which aim to help the city adapt to the changing climate conditions, become more resilient to extreme weather events and achieve its emission reduction targets.

Assessment Methodology and Recommendations

The SEA focuses on strategic level issues and does not consider detailed measures for specific developments and construction projects within the study area. Recommendations for the Climate Strategy Implementation Plan have been identified and outlined in the Environmental Report.

Following the baseline and policy review it was determined that all of the SEA topics may see both positive and/ or negative impacts, however some would be more significant than others and some of the impacts to the topics may only be significant as a cumulative impact.

The SEA assessment uses a set of SEA objectives and assessment criteria which cover each of the environmental topics scoped into the assessment. The SEA objectives are:

- Air quality: To improve air quality and reduce emissions of key pollutants
- Climatic factors: Reduce GHG emissions in order to meet Scotland's emissions reduction target of net zero by 2045 and Promote and enable adaptation to climate change
- Population and human health: Improve the quality of life and human health for all through improved environmental quality
- Cultural heritage: Conserve or enhance the historic environment

- Material assets: To promote the sustainable use and management of material assets
- Landscape and townscape: Protect and enhance the landscape and townscape character and setting of the city
- Water: Prevent the deterioration and where possible, enhance the status of the water environment and reduce/manage flood risk in a sustainable way
- Biodiversity, flora & fauna: Protect, maintain and enhance biodiversity, flora and fauna and habitat networks
- Land and soil: Protect valuable land resources, minimise detrimental effects of land use change and promote soil restoration

These objectives have been developed from a comprehensive review of the baseline and policy requirements. In line with the Scottish Government's Strategic Environmental Assessment Guidance 2013 the assessment has been focused on the key elements within the Climate Strategy which are likely to have significant environmental effects. This to ensure a proportionate approach to assessment. There are Strategic Action Areas with a number of Strategic Actions sitting under each area that have been subject to the SEA assessment, as follows:

- A net zero, climate resilient development and growth (15 Strategic Actions);
- Net zero energy generation and energy efficient buildings (26 Strategic Actions);
- Net zero emission transport (7 Strategic Actions);
- Net zero circular economy (15 Strategic Actions);
- Listening to citizens and empowering communities (10 Strategic Actions); and
- Investing in change (13 Strategic Actions).

Some interventions that fall under the remit of these Strategic Actions are included within City Plan 2030, City Mobility Plan and other local PPS which have been subject to their own SEA. Therefore, the Strategic Actions within each Strategic Action Area of the Climate Strategy were sifted to identify which actions are already subject to the SEA process by virtue of them already being outlined in other PPS. The outcome of the full sifting exercise is provided in Appendix D.

In accordance with the 2005 Act, the statutory consultation authorities (NatureScot; Scottish Environment Protection Agency and Historic Environment Scotland) were consulted on the scoping report and their comments and views were considered and these are provided in Appendix C of this Environmental Report

Reasonable Alternatives

The context for the assessment of reasonable alternatives is limited by the requirement to meet the ambitious climate change targets. Given the current legislative context, and the declared climate emergency, it was identified that the current ambition can only be to achieve the maximum emissions reductions possible, reflected across all sectors. Therefore 'do minimum' or precautionary approaches were not considered realistic strategic alternatives. Alternatives for the Strategy were considered in the development of the priorities and Strategic Actions. The strategic actions have emerged and been refined through a collaborative process where thoughts and feedback from elected members, city partners, the public, and the Edinburgh Climate Commission were sought and used to shape the approach and strategic actions. Environmental criteria including impacts on emissions, impacts on resilience to the effects of climate change, the impact of

emissions on human health, air quality management targets, and a just transition were key factors in determining the final list of Strategic Actions .

Key Findings

The SEA concluded that the Strategic Actions that were sifted into the assessment would have positive or neutral effects across the SEA topics, with significant positive benefits identified for climatic factors, population and human health and material assets. This assessment did not identify any negative impacts that could occur on the environment as a result of these Actions. Therefore, no mitigation measures were proposed. Instead, the SEA focused on identifying enhancement measures to be considered in the update of Climate Strategy Implementation Plan.

A summary of the findings is presented in the table below against each of the SEA topics

SEA Topic	Summary of Assessment Findings
Air Quality	<p>A minor positive effect on air quality is expected from the energy generation and energy efficient building and the emissions transport areas for action.</p> <p>Actions that set progressive planning policies to increase energy standards in new buildings and support renewable energy solutions that decarbonise the regions energy infrastructure, is expected to contribute towards reducing emissions to air from energy generation and heating.</p> <p>Strategic actions that plan to reduce emissions and support the transition to electric vehicles will contribute to improving air quality.</p>
Climatic Factors	<p>A significant positive effect on climatic factors is expected from all areas of action except listening to citizens and empowering communities which expects a minor positive effect.</p> <p>Some Actions are aimed at achieving net zero emissions and increasing the speed of adaptation of the city, encouraging the city to commit to becoming net zero, increase participation in circular programmes supporting sustainable practices, and the integration of legislation/frameworks to support the city's response to the climate emergency promote and enable adaptation to climate change.</p> <p>Actions that aim to reduce emissions in the city through innovative zero emission solutions - including investments into EV infrastructure for public transport and lobbying for emission reductions in aviation - will help to reduce GHG emissions, promote and support the best use of clean fuels/technologies and promote and facilitate modal shift to more sustainable transport options.</p>
Population and Human Health	<p>A significant positive effect on population and human health is expected from the energy generation and energy efficient buildings Strategic Action Area, while the other Strategic Action Areas scored minor positive.</p> <p>Improvements to air quality and natural assets will have a beneficial impact on health and wellbeing, as residents can spend more time with nature, also encouraging physical activity.</p> <p>Actions to build on community wealth (through net zero communities' pilots) and projects which maximise opportunities to deliver low-cost, clean, renewable energy to neighbourhoods and communities (with a focus on areas experiencing inequalities) is expected to improve human health and wellbeing. Retrofitting of social housing will have direct benefits on health and wellbeing through the improvement of indoor air quality while the retrofitting itself will provide green jobs and fair work opportunities.</p>

SEA Topic	Summary of Assessment Findings
	<p>Strategic actions that seek to support people from all backgrounds to access good quality jobs in a net zero economy and develop the skills necessary to meet the requirements of net zero businesses may have a beneficial effect on increasing sustainable access for all users to employment opportunities.</p>
Cultural Heritage	<p>A minor positive effect on cultural heritage is expected from the climate resilience development strategic action. Adapting Edinburgh’s World Heritage Site to be resilient to the impacts of climate change will conserve it for future generations.</p> <p>There was a neutral relationship with the energy generation and energy efficient buildings, emission transport, and investing in change Strategic Action Areas.</p> <p>No clear relationship or negligible relationship is present between cultural heritage and the other Strategic Action Areas</p>
Material Assets	<p>A significant positive effect on material assets is expected from energy generation and energy efficient buildings and a minor positive effect from climate resilience development, circular economy, and investing in change areas for action.</p> <p>Strategic actions, including Actions to increase energy standards, support the city's projected energy needs and improved heat network connectivity is expected to promote sustainable use and management of existing energy and heat infrastructure.</p> <p>Strategic actions that support a more circular economy may have a beneficial impact by contributing towards 'zero waste' objectives and increasing the amount of waste which is re-used, recycled and recovered.</p>
Landscape and Townscape	<p>A neutral effect on the landscape and townscape objectives is expected from the climate resilience development, energy generation and energy efficient buildings, emission transport and investing in change Strategic Action Areas.</p> <p>Most Actions that would have an impact on landscape, such as 20minute neighbourhoods and green and blue infrastructure, were sifted out of the SEA assessment as they are considered within other PPS SEA assessments including the City Plan 2030.</p> <p>Decarbonising the region’s energy infrastructure may also have a beneficial impact depending on the nature and location of the infrastructure.</p> <p>Reducing the emissions associated with GHGs could have an indirect benefit on landscape and townscape as the amenity of the city will improve with time</p> <p>There was no clear relationship or negligible relationship between the landscape and townscape objective and the other Strategic Action Areas</p>
Water	<p>A minor positive effect on the water objective is expected from the climate resilience development Strategic Action Area</p> <p>A number of the Strategic Actions are aimed at developing a long-term approach to water management. Improving water management in the city will reduce the risk of flooding and will allow for better integration of the blue and green network. This is likely to enhance the water quality status, amenity value and accessibility of Edinburgh’s waterbodies.</p> <p>Collaborating with green finance experts to support the resourcing and delivery of major city climate projects, beginning with the city Water Vision would have an indirect positive impact on the water objective, by improving water quality and reducing flood risk.</p>

SEA Topic	Summary of Assessment Findings
	<p>A neutral effect on the water objective is expected from energy generation and energy efficient buildings, emission transport, and investing in change Strategic Action Area.</p> <p>There was no clear relationship or negligible relationship between the water objective and the other Strategic Action Areas.</p>
<p>Biodiversity, Flora and Fauna</p>	<p>A minor positive effect on the biodiversity objective is expected from the climate resilience development Strategic Action Area, which includes a number of Strategic Actions seek to protect and enhance the biodiversity across the whole of Edinburgh.</p> <p>Managing and enhancing Edinburgh’s natural assets across key public sector operational estate site and protecting and enhancing greenspace will have a beneficial effect on biodiversity.</p> <p>A neutral effect on the biodiversity objective is expected from the energy generation and energy efficient buildings, emission transport, and investing in change Strategic Action Areas.</p> <p>Reducing the emissions associated with GHGs will have an indirect benefit on biodiversity and ecosystem services. Moving to renewable energy solutions will reduce the impact on natural assets with the use of sustainable infrastructure.</p> <p>There was no clear relationship or negligible relationship between the biodiversity objective and the other Strategic Action Areas.</p>
<p>Land and Soil</p>	<p>Of the sifted in Actions there are no specific Actions that directly affect the land and soil objective. However, if sustainable investments are made to promote adaptation to climate change there would be an indirect impact on land and soil.</p> <p>Reducing the emissions associated with GHGs will have an indirect benefit on land and soil with the reduction of surface water pollution affecting soil quality.</p> <p>A neutral effect on the land and soil objective is expected from the climate resilient development and growth, energy generation and energy efficient buildings, emission transport, and investing in change Strategic Action Areas.</p> <p>There is no clear relationship or negligible relationship between the land and soil objective and the other Strategic Action Areas.</p>

To ensure a value driven assessment the assessment summarised in the table above demonstrated the potential for significant environmental effects of the ‘sifted in’ actions only, however in undertaking the cumulative assessment of the Strategy i.e. the intra-plan cumulative assessment, the potential for significant environmental effects of those ‘sifted out’ actions were also considered. That assessment concluded that a significant positive cumulative effect is anticipated on air quality, climatic factors, population and human health and material assets SEA objectives, while cultural heritage, landscape, water and biodiversity are expected to experience a minor positive cumulative effect. The cumulative effects for land and soil is expected to be neutral.

Next Steps and Monitoring Framework

The draft Environmental Report will be issued alongside the Climate Strategy for **public consultation for a period of six weeks**. All comments and representations will be considered before finalising the Environmental Report.

Best practice in SEA Monitoring requires that a detailed monitoring framework reflects the implementation of the Strategic Actions and identifies where existing indicators (from the delivery of the strategy) can be used

to track progress and, ideally, is embedded within the final Strategy to ensure that monitoring is undertaken as part of the delivery.

CEC has developed a monitoring framework to determine the success of the strategy. The Implementation Plan identifies a number of indicators that relate to outcomes identified within the Strategy. The intention is to review those indicators as required and on an ongoing basis and determine if they are still fit for purpose. Any new indicators will be identified following the consultation period and published in the Post Adoption Statement.

1. Introduction

1.1 Purpose of this Report and Statutory Requirements

Strategic Environmental Assessment (SEA) provides planning authorities with a transparent process to incorporate environmental considerations into decision making at an early stage and in an integrated and documented manner.

The overall objective of SEA is to:

“Provide for a high level of protection of the environment and to contribute to the integration of environmental considerations into the preparation and adoption of plans and programmes with a view to promoting sustainable development” (Article 1 of the European SEA Directive 2001/42/EC).

This report has been prepared in accordance with Section 15(3)(b) of The Environmental Assessment (Scotland) Act 2005 (hereafter referred to as the 2005 Act). Responsible authorities must prepare an ER to “identify, describe and evaluate the likely significant effects on the environment of implementing” the Strategy. This report should be based on the outcomes of the SEA Scoping and the information requirements specified in Schedule 3 of the 2006 Act. This report will be consulted on in tandem with the Strategy for a period of six weeks as agreed with the Consultation Authorities through SEA Scoping

This report presents the findings of the SEA of the Climate Strategy 2030. The assessment has been carried out in accordance with statutory SEA requirements and presents the anticipated impacts from the Strategy on the SEA topics scoped into the assessment (see Section 3.1) and relevant to the study area (See Figure 1). In accordance with the statutory SEA requirements, a Non-Technical Summary (NTS) will accompany the report. The main objectives of this report are to fulfil the statutory SEA reporting requirements, identify anticipated significant environmental effects from the Climate Strategy 2030 and proposed enhancement measures which should be incorporated into the supporting Implementation Plan.

1.2 How to Comment on this Report

This report and accompanying NTS are being issued for consultation. Subject to approval from by City of Edinburgh Council (CEC) all documents will be available for consultation for a period of six weeks. Details of how to participate in the consultation will be available on the CEC consultation hub and published in the local press prior to the commencement of the consultation period.

In accordance with Section 15(3)(b) of the 2005 Act, a letter forming the proposed consultation arrangements will be submitted to the Scottish Ministers by CEC prior to the commencement of the consultation period.

1.3 Structure of the Report

The structure of this report is as follows:

- Section 2 provides a summary of the policy and environmental context highlighting the key environmental issues and challenges and the future baseline evolution without the Climate Strategy.
- Section 3 presents the SEA approach, outlining the elements scoped into the assessment, the SEA objectives used in the assessment and the assessment methodology.
- Section 4 summarises the SEA assessment of the Strategic Actions, alternative scenarios and the cumulative effects assessment for all the Strategic Actions proposed within the Climate Strategy.

- Section 5 presents the enhancement recommendations for the Climate Strategy Implementation Plan.
- Section 6 presents the next steps and monitoring framework.

This environmental report is supported by the following appendices:

- Appendix A: SEA Baseline
- Appendix B: Relationship with relevant Plans Programmes and Strategies
- Appendix C: Statutory Authority Comments
- Appendix D: Strategic Actions Sifting Exercise

1.4 Background to the Climate Strategy

The Climate Strategy was drafted in response to the City of Edinburgh Council declaring a climate emergency in 2019 and setting an ambition for both the Council and the city to become net zero by 2030. For Edinburgh to deliver the 2030 net zero carbon target the council requires system-wide change across the city. Recognising this, the Council has worked with key city partners to put together actions that can be implemented now, using tested approaches and lessons learned from experiences in other cities.

The Council began its city engagement process on climate change with the Edinburgh Talks Climate survey in November 2019. The Edinburgh Talks Climate Report summarised the views of more than 2,000 residents of all ages and backgrounds who were directly involved in the Edinburgh Talks Climate Survey, online Dialogue and communications campaign, and the city's first Youth Summit on Climate Change which took place in February 2020. This activity informed the development and delivery of consultation and engagement with public and private sector organisations across the city, alongside further engagement with citizens, including through a series of focus groups. This activity was originally planned for spring/summer 2020 but was delayed due to Council resources being diverted towards Covid response and recovery, and so took place over the latter part of 2020 and first part of 2021. Those views informed the creation of the Draft Climate Strategy, in addition to ongoing partnership working with the Edinburgh Climate Commission and the Council's strategic partners.

The Draft 2030 Climate Strategy was publicly consulted on between June and September 2021, consultation report included the views of around 920 residents and other stakeholders who took part in the Council's online survey, submitted a letter, or participated in one of the virtual focus groups held over the summer. A summary of the comments received from the public are presented in the council's October 2021 Policy and Sustainability committee report. This was followed by the Committee agreeing a 'live' strategy document in November 2021 with this being published following consideration by city partners via the Edinburgh Partnership Board in December 2021.

The 2030 Climate Strategy is for the whole city, with the study area shown in Figure 1.1. It recognises the Council must take a leading role in co-creating a green, clean, and sustainable future for the city and ensuring a just transition to net zero, but it also recognizes the Council cannot do this alone. The strategy has been developed following engagement with key city partners - public, private and voluntary sector, communities, and individual citizens, who can have an impact on the city's emissions by reducing their own footprints or collaborating to unlock change. The strategy does not seek to replicate all the individual organisational plans that exist to reduce emissions and tackle climate change. The strategy is supported by a detailed implementation plan which sets out the actions that partners are already committing to in the early stages of Edinburgh's journey to net zero.

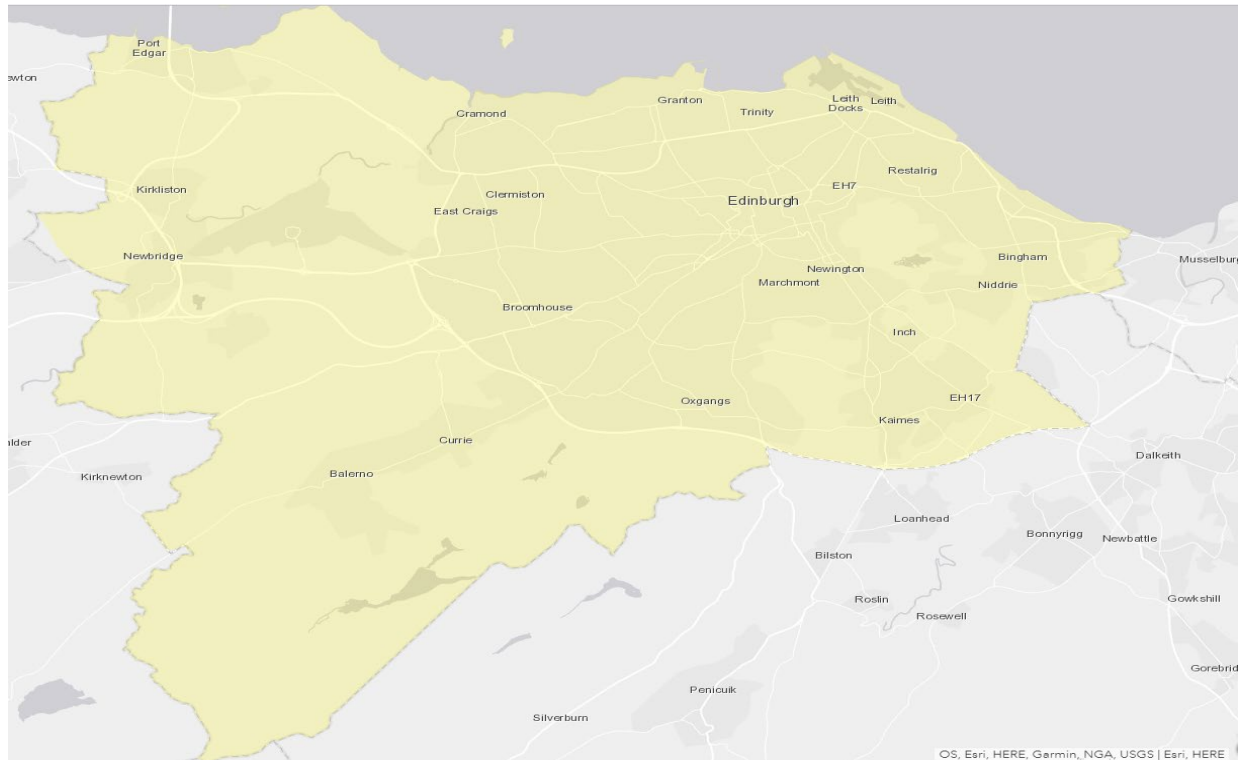


Figure 1.1: The City of Edinburgh Council Boundary

1.5 The Climate Strategy

The 2030 Climate Strategy sets out a city-wide approach to reducing greenhouse gases and building climate resilience in Edinburgh.

The Strategy outlines how to deliver a net zero, climate ready city by 2030 as well as a healthier, thriving and inclusive capital for people to live and work in. Figure 2 shows the strategic approach and principles outlined in the draft Climate Strategy.



Figure 1.2: Strategic Approach and Principles (City of Edinburgh Council, 2021)

Figure 1.2 presents seven underlying core principles of the strategy; these are sectors 3 to 9 of the wheel. These underpin the priorities and Strategic Action Areas which aim to renew the focus on climate resilience and accelerating adaptation of the city. The priorities comprise:

- 10 Unlocking and accelerating energy efficiency in homes and buildings
- 11 Enabling the development of a citywide programme of heat and energy generation and distribution infrastructure
- 12 Accelerating the decarbonisation of public transport
- 13 Supporting citizen empowerment, behaviour change and community activism
- 14 Supporting business transition and the greencircular economy
- 15 Collaborate to develop a citywide programme of green investment proposals

The Strategy outlines six Strategic Action Areas that each have a list of Strategic Actions aimed at achieving certain outcomes, these are aligned to the priorities above. The six Strategic Action Areas are:

- A net zero, climate resilient development and growth
- Net zero energy generation and energy efficient buildings
- Net zero emission transport
- Net zero circular economy
- Listening to citizens and empowering communities
- Investing in change

The Strategy is supported by an implementation plan which outlines the deliverables, timescales, milestones and resources needed to achieve the city's ambitious climate goals, along with an approach to measuring outcomes and impact.

2. Policy and Environmental Context

2.1 Introduction

This section summarises the outcomes of a policy review and environmental baseline review, highlighting the key environmental issues and challenges. This has served as an important base upon which to build the SEA methodology and assessment.

2.2 Relationships with other plans, programmes or strategies

The Climate Strategy provides a shared vision and framework for a range of existing plans and strategies including, but not limited to the City Centre Transformation Strategy, City Mobility Plan, 10-year sustainable housing investment plan, Edinburgh Biodiversity Action Plan and 20-minute neighbourhoods.

SEA consideration of the Strategy, within the context of a focused range of other PPS, supports the identification of current/ wider environmental protection objectives and issues that the Strategy should take cognisance of, and might support with its delivery.

A comprehensive policy review has been undertaken and is attached as Appendix B to this report. A summary of the key environmental requirements and objectives identified through the review is presented in Table 2.1

A review of the associated environmental protection objectives highlights existing and potential problems, as well as opportunities for enhancement and benefits, and has served as an important base upon which to build the SEA Assessment.

Table 2.1: Key Environmental Requirements/Objectives

Topic	Key Environmental Requirements/Objectives
Biodiversity	<ul style="list-style-type: none"> Ensure that there are no significant adverse impacts on the integrity of designated sites Conserve and enhance biodiversity at all levels Create a natural environment valued for its natural capital and which aims to deliver multiple benefits, including social and economic Improve connectivity of natural places Create a natural environment resilient to the threats of climate change, invasive species, habitat fragmentation, pests and diseases Contribute to the response to climate change, through sustainable design mitigation and adaptation
Population and Human Health	<ul style="list-style-type: none"> Plan for demographic change Maintain and improve health Promote active travel and decarbonising travel Promote access to quality open space Improve the city's walking and cycling infrastructure Reduce the need to travel
Material Assets	<ul style="list-style-type: none"> Promote sustainable design and innovation to reduce material consumption Minimise waste generation Maximise re-use of material resources and use of recycled materials Maintain and enhance transport infrastructure Encourage innovative approach to heat generation/renewable infrastructure
Water	<ul style="list-style-type: none"> Maintain and improve water quality

Topic	Key Environmental Requirements/Objectives
	<p>Avoid and minimise effects on natural processes, particularly natural flood management and catchment processes through sensitive design and consultation</p> <p>Do not negatively impact existing urban drainage system and seek to improve where appropriate.</p> <p>Contribute to the response to climate change, through sustainable design mitigation and adaptation</p>
Land and soil	<p>Protect soil restoration to encourage carbon capture</p> <p>Encroach on valuable greenfield areas</p> <p>Encourage use of brownfield sites</p> <p>Protect prime agricultural land and carbon-rich peat soils</p>
Air and Climatic Factors	<p>Reduce harmful emissions to air</p> <p>Support Edinburgh's transition to a low carbon economy</p> <p>Promote 'clean' economic growth</p> <p>Encourage modal shift to lower emission modes of travel</p> <p>Protect citizens from the harmful effects of air pollution</p> <p>Air quality should not be compromised by new or existing development and where places are designed to minimise air pollution and its effects</p> <p>Ensure citizens are well informed, engaged, and empowered to improve air quality</p> <p>Contribute to the response to climate change, through sustainable design mitigation and adaptation</p> <p>Integrate whole life carbon considerations through sustainable design</p>
Cultural Heritage	<p>Ensure that there are no significant adverse impacts on the integrity of cultural heritage sites and cultural heritage resources</p> <p>Identify and assess the potential impacts of proposals on the setting of heritage assets and establish and refine final proposals to mitigate the impact or, where possible, enhance the setting of heritage assets.</p> <p>Seek to enhance the significance of Inventory Gardens and Designed Landscape sites through education at other Inventory sites such as Holyrood Park</p> <p>Promote a sustainable approach that integrates conservation with the needs of all communities and visitors to historic sites</p> <p>Interpret and present the history and significance of the Old and New Towns of Edinburgh to the highest quality and promote equality of opportunity to access and enjoyment</p> <p>Ensure that the Outstanding Universal Value (OUV) of the World Heritage Site and its setting is understood, protected and sustained.</p> <p>Relationship between World Heritage Site and economic success needs to be protected, developed and celebrated.</p> <p>Improve active travel access to heritage sites</p>
Landscape/Townscape	<p>Ensure that the unique qualities of the city, its historic environment and the character of its urban areas are safeguarded for the future</p> <p>Protect important landscape and natural features of the environment</p> <p>Increase the number of people that can benefit from greenspaces that are sustainably managed, biologically diverse and contribute to health and wellbeing.</p> <p>Improve the quality of life in local communities by conserving and enhancing the natural and built environment to create more healthy and attractive places to live</p> <p>To respect and enhance the skyline and key views</p>

2.2.1 Environmental Baseline

A baseline information gathering exercise was carried out in order to summarise the key environmental characteristics of the City of Edinburgh Council area, focusing on SEA issues. Schedule 3 of the Environmental Assessment (Scotland) Act 2005 requires the Climate Strategy to be assessed against the following environmental issues:

- Air Quality
- Climatic factors
- Population and human health
- Cultural heritage
- Material assets
- Landscape and townscape
- Biodiversity, flora and fauna
- Water
- Land and soil

Appropriate baseline information is important to allow a 'Base Case' or Business as Usual option to be developed. The Base Case will be used in the SEA assessments, as a reference to help highlight particular environmental problems risks and opportunities. A detailed environmental baseline is provided in Appendix B of this report.

2.2.2 Environmental Issues and Challenges

Consideration of environmental baseline, issues and trends will provide the basis against which long term effects of the Climate Strategy will be monitored and assessed. Relevant environmental problems are summarised in Table 2.2.

Table 2.2: Environmental Issues and Challenges

Environmental Problems	Relevant Topics	Implications for the Climate Strategy SEA
<p>Edinburgh has six Air Quality Management Areas (AQMAs). Five AQMAs are in locations where annual mean limits for nitrogen dioxide (NO₂) are regularly exceeded.</p> <p>There is one AQMA, at Salamander Street, where annual mean limits for particulate matter (PM₁₀) are regularly exceeded.</p> <p>Need to adapt to predicted climate change and its potential impacts.</p> <p>Edinburgh's infrastructure needs to be resilient against adverse climate impacts, and also consider potential positive impacts, such as a longer summer season.</p> <p>The population of Edinburgh is projected to increase by 13% or 75,965 between 2016 and 2041</p>	<p>Air and Climatic factors</p> <p>Population and human health</p>	<p>The SEA should ensure the Climate Strategy interventions achieve the city's emission reduction targets, particularly the national target of net zero by 2045.</p> <p>The SEA should ensure the Climate Strategy supports the move towards sustainable modes of travel and encourages greater use of safe active travel options.</p> <p>The SEA should ensure that the impact on human health is considered as a result of poor air quality, particularly in the AQMAs.</p> <p>The SEA should ensure the Climate Strategy actions do not counteract</p>

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<p>The Council have identified 18 noise Management Areas and 10 Quiet areas.</p> <p>Congestion in the city centre</p> <p>Cycle safety due to presence of significant numbers of large vehicles.</p> <p>Impact of deteriorating air quality on the impact of the historic buildings</p> <p>The social, economic and physical environmental conditions in Edinburgh are variable and therefore do not provide a consistent quality of environment adequate to ensure good standards of public health across all areas and communities.</p>		<p>the actions identify in the Cleaner Air for Scotland 2 report.</p>
<p>Edinburgh has a rich cultural heritage with a World Heritage Site, Scheduled Monuments, listed buildings and conservation areas and inventory garden and designated landscapes.</p> <p>Need to ensure proposals are inkeeping as to not devalue the historic character of the area and retain and enhance the townscape at city wide and neighbourhood level and protect cultural activities that take place within the city centre.</p> <p>Edinburgh is under significant development pressure particularly in the historic core. There is a need to protect cultural heritage from the negative impacts of development e.g. setting of Scheduled Monuments, loss or degradation of listed buildings, effect of pollutants, etc.</p>	<p>Cultural Heritage</p>	<p>The SEA should ensure the Climate Strategy will preserve and protect Edinburgh's significant cultural heritage.</p> <p>The SEA should ensure the Climate Strategy seeks to enhance the cultural assets of Edinburgh's World Heritage Site.</p>
<p>Need to protect and improve the water status of waterbodies and avoidance of flood risk and areas which could contribute to increased flood risk.</p> <p>Need to respond to increased rainfall and implications on surface water within a constrained city centre. This is inclusive of all sources of flood risk, including fluvial and pluvial risk, culverted watercourses, sewers, tidal interactions and groundwater.</p>	<p>Water</p>	<p>The SEA should ensure the Climate Strategy has interventions which protect and enhance Edinburgh's water bodies and coastline.</p> <p>The SEA should ensure the Climate Strategy presents interventions that will allow the city to adapt to the changing climate particularly increased rainfall and the impact on surface water run-off.</p>
<p>Increasing demand on existing transport infrastructure from projected population growth.</p> <p>Increasing demand for resources such as water and wastewater treatment, heat and energy, and waste management created by new built development.</p>	<p>Material Assets Population and Human Health</p>	<p>The SEA should ensure the Climate Strategy supports the projected increase in population.</p>

Development pressure- streetscape/civic pressure		
<p>The majority of farmland in the area is classified as prime agricultural land, with the majority also within the Edinburgh Green Belt.</p> <p>Edinburgh has a relatively low incidence of vacant and derelict land compared with other central belt authorities. High land values and pressures for development means that land tends to be re-used quickly.</p>	Land and Soil	<p>The SEA should ensure the Climate Strategy has considered the importance of prime agricultural land when developing future infrastructure.</p> <p>The SEA should ensure the Climate Strategy aims to protect the city's limited peat rich soils.</p>
<p>Edinburgh has three Special Protection Areas (SPAs) and one proposed Special Protection Area (Outer Firth of Forth and St Andrews Bay Complex pSPA). The SPAs comprise Imperial Dock Lock SPA, the Firth of Forth SPA and Forth Islands SPA.</p> <p>Edinburgh also has seven Sites of Special Scientific Interest (SSSI) covering a total area of 1,239 hectares, 8 local nature reserves and 109 non-statutory designated sites.</p> <p>Land take as a result of new infrastructure and development can lead to loss, disturbance and fragmentation of habitats. This means a less resilient network to buffer the effects of climate change, as well as loss of biodiversity.</p> <p>The presence of people and vehicles associated with transport can create disturbances for local wildlife, including disturbance resulting from noise and artificial light.</p>	Biodiversity	<p>The SEA should ensure the Climate Strategy has presented interventions that will ensure the protection of special designated sites and where appropriate considered their enhancement.</p>
<p>Edinburgh has a unique landscape setting surrounded by hills and open countryside.</p> <p>Unique townscape and urban realm with key views that need to be protected</p>	Landscape and Townscape	<p>The SEA should ensure the Climate Strategy protects the unique character and townscape of the city centre.</p>

2.3 Environmental Baseline Evolutions

The Strategy provides a coherent joined up approach to meeting challenging targets. In the absence of the Climate Strategy 2030, the city's development is still considered within the proposed City Plan 2030, the City Centre Transformation Strategy and the City Mobility Plan, however without the Strategy there is likely to be a less effective piecemeal approach to achieving the outcomes of these PPS. Urban realm improvements, transport management interventions and active travel improvements are all covered within these strategies. However, the Climate Strategy provides more holistic Strategic Actions which aim to help the city adapt to the changing climate conditions, become more resilient to extreme weather events and achieve its emission reduction targets. The evolution of the environmental baseline, particularly the environmental problems and trends identified within Table 2.2 against each of the SEA topics are presented in Table 2.3.

Table 2.3: Evolution of Environmental Baseline

SEA Topic	Evolution under a 'Do Nothing' Scenario
Biodiversity	Biodiversity, flora and fauna is protected through other Council policies and wider environmental legislation, therefore there would be limited change.
Population and Human Health	<p>If the Climate Strategy is not implemented, it is possible that the existing transport infrastructure and urban realm would not be able to accommodate the predicted population growth. An inability to manage traffic levels will exacerbate air pollution ultimately leading to the failure of the national net zero targets set by the Scottish Government.</p> <p>Poor air quality will cause wider health impacts for the city's population and would be particularly harmful given that the population is aging, and the elderly are more vulnerable to air pollution¹.</p>
Material Assets	<p>If the Climate Strategy is not implemented and energy demand continues to increase (as a result of a growing population), there would be little change to energy standards and energy efficiency in new buildings across the city. Inefficient use of energy will contribute to the city failing to meet its net zero emission targets.</p> <p>Material assets are also considered within the proposed City Plan 2030, the City Centre Transformation Strategy and the City Mobility Plan.</p>
Water	<p>There would be limited change to water quality if the Climate Strategy was not implemented.</p> <p>Surface water management is considered within Edinburgh's Flood Risk and Surface Water Management Plan</p>
Land and soil	<p>If the Climate Strategy is not implemented and demand for motorised transport increases, it may be necessary to construct further large-scale transport facilities, such as new roads and bridges, to cope with demand. Construction and use of such facilities could lead to land contamination, soil erosion and soil sealing. Pressure for the development of new transport facilities could also lead to the loss of any prime agricultural land and peat rich soils remaining in the city.</p> <p>Land and soil impacts are considered in the City Mobility Plan which focuses on shifting to more sustainable modes and reducing traffic in the city centre through the Low Emission Zone.</p>
Air and Climatic Factors	<p>If the Climate Strategy and the demand for and use of motorised forms of transport continues or even increases then air pollution will worsen, contributing more greenhouse gases to the atmosphere and ensuring that the city fails to meet its emission reduction targets and obligations under the Climate Change (Scotland) Act 2009.</p> <p>The city is likely to become more vulnerable to climate changes and may struggle to adapt to more frequent extreme weather events.</p> <p>Air and Climatic factors are also considered in detailed within the City Mobility Plan.</p>

¹ Impacts on Urban health (2022). Available at: <https://urbanhealth.org.uk/insights/reports/air-pollution-and-older-people#:~:text=Older%20people%2C%20compared%20to%20young,cognitive%20decline%20in%20older%20people.>

SEA Topic	Evolution under a 'Do Nothing' Scenario
Cultural Heritage	There would be limited change to cultural heritage assets attributed to the Climate Strategy if it was not implemented, however these assets are at risk from the impacts of climate change as outlined in HES' A Guide to Climate Change Impacts ² .
Landscape and Townscape	Landscape and townscape are considered in detail within the proposed City Plan 2030, the City Centre Transformation Strategy and the City Mobility Plan. Therefore, there would be limited change to landscape and townscape if the Climate Strategy was not implemented.

² HES (2019). Available at: <https://www.historicenvironment.scot/archives-and-research/publications/publication/?publicationId=843d0e97-d3f4-4510-acd3-aadf0118bf82>

3. SEA Assessment Approach

This section sets out the approach to the SEA assessment and the assessment criteria used. The findings of the assessment are presented in Section 4.1. Following the assessment of the Strategic Actions, any potentially negative impacts identified will be discussed with the project team to determine effective enhancement measures. The key recommendations are likely to include recommendations for the Implementation Plan.

3.1 Scoping of SEA Topics

Following the baseline and policy review it was determined that all of the SEA topics may see both positive and/ or negative impacts, however some would be more significant than others and some of the impacts to the topics may only be significant as a cumulative impact. Table 3.1 outlines all topics scoped into the assessment.

Table 3.1: Scoping of SEA Topics

SEA Topic	Scoped In/Out	Comment
Air Quality	In	The Strategy will likely deliver significant positive impacts by reducing greenhouse gas emissions from private vehicles and buses and managing the ability for vehicles to access certain parts of the city centre.
Climatic Factors	In	The Strategy is likely to deliver significant positive impacts with reduced emissions through encouraging modal shift to more sustainable modes of transport, use of low carbon transport, opportunity for climate change adaptation and incorporating resilience measures
Population and Human Health	In	The Strategy will likely deliver positive impacts to residents and visitors of the Edinburgh by delivering public awareness and empowering them to make a change. The positive impacts on air quality and climate will also have beneficial impacts on human health for the Edinburgh population.
Cultural heritage	In	The Strategy will likely deliver positive impacts on the setting of historic assets and sites of cultural importance through improved amenities as the city moves away from private vehicles and towards sustainable modes.
Material Assets	In	The Strategy will likely deliver positive impacts on transport infrastructure across the city as it looks to provide new infrastructure to support sustainable modes of transport e.g. electric vehicle infrastructure.
Landscape and Townscape	In	The Strategy will likely deliver positive impacts on landscape and visual amenity through the reduction in private vehicles, enhancement of the city's natural capital and integrating the urban landscape with blue-green infrastructure.
Water	In	The Strategy will likely deliver positive impacts on water through the protection of the city's coasts but also through creating a sustainable approach to water management.
Biodiversity, Flora & Fauna	In	The Strategy will likely deliver positive impacts as it seeks to protect and enhance the city's natural capital by delivering nature-based solutions to the impacts of climate change.

SEATopic	Scoped In/Out	Comment
Land and Soil	In	The Strategy will likely deliver positive impacts through soil restoration to encourage more carbon to be captured.

3.2 Response to Consultation Comments

Statutory requirements of the SEA include the requirement to provide consultation authorities with a detailed explanation of the plan in order to fully understand the likely environmental effects. Consultation authorities were asked to provide a view on the Climate Strategy Scoping Report produced in April 2022. A summary of the key comments from the statutory consultation authorities and the response to how this has been captured in the SEA is provided in Appendix C.

3.3 Climate Strategy Elements subject to SEA Assessment

In line with the Scottish Governments *Strategic Environmental Assessment Guidance 2019*, the assessment has been focused on the key elements within the Climate Strategy which are likely to have significant environmental effect to ensure a proportionate approach to assessment. Table 3.2 outlines the different elements of the Climate Strategy alongside commentary as to why it has or has not been scoped into the SEA assessment.

Table 3.2: Climate Strategy elements subject to SEA Assessment

Climate Strategy Elements	Subject to SEA assessment	Comment
Principles	No	The principles are delivered through the wider Strategic Actions and therefore the SEA assessment will focus on these elements.
Levers	No	It was determined that this element would not have a significant effect on the environment.
Priorities	No	The priorities are delivered through the wider Strategic Actions and therefore the SEA assessment will focus on these elements.
Case for Change	No	It was determined that this element was background information to inform the development of the Strategic Actions and as such would not have a significant effect on the environment.
Policy Context	No	It was determined that this element was background information to inform the development of the Strategic Actions and as such would not have a significant effect on the environment.
Strategic Actions	Yes	There are six Strategic Action Areas within the Climate Strategy, these are: <ul style="list-style-type: none"> • A net zero, climate resilient development and growth • Net zero energy generation and energy efficient buildings • Net zero emission transport

Climate Strategy Elements	Subject to SEA assessment	Comment
		<ul style="list-style-type: none"> • Net zero circular economy • Listening to citizens and empowering communities • Investing in change <p>Some Strategic Actions within these Strategic Action Areas are included within the proposed City Plan 2030, City Mobility Plan and other local PPS which have been subject to their own SEA. Therefore, the assessment of the Strategic Action Areas will give due consideration to the environmental impacts identified within the other SEAs and in some cases Strategic Actions will be sifted out of the assessment (see Appendix D) See Section 4 of this Environmental Report for the assessment of the sifted in Strategic Actions.</p>
Implementation Plan	No	The 2030 Climate Strategy is supported by an Implementation Plan. Although the Implementation Plan is not subject to the SEA process it will provide further context to the Strategic Actions, allowing the SEA specialists to understand the potential environmental impacts of these Actions.

3.4 SEA Objectives

The SEA assessments will use a set of SEA objectives and supporting assessment guide questions, identified in Table 3.3 that cover each of the environmental topics scoped into the assessment. The SEA objectives and assessment guide questions presented have been developed from a comprehensive review of both the baseline issues and policy requirements and to align with the Scottish Government Climate Change Plan Update (2021) and both the City Plan 2030 and City Mobility Plan SEAs, to allow a consistent approach to assessment.

Table 3.3: SEA Objectives and Assessment Guide Questions

SEA Topic	SEA Objective	SEA Assessment Guide Questions How will the policy/action...
Air Quality	To improve air quality and reduce emissions of key pollutants	<p>Contribute to reducing emissions of key pollutants to air from road and air travel</p> <p>Contribute to reducing emissions to air from energy generation and heating</p> <p>Contribute towards achieving the aims and objectives of the Council’s Air Quality Action Plan</p> <p>Improve air quality within existing AQMAs</p> <p>Contribute towards achieving the aims and objectives of the LEZ</p>
Climatic Factors	Reduce GHG emissions in order to meet Scotland's emissions reduction target of net zero by 2045	<p>Promote and facilitate modal shift to more sustainable transport options?</p> <p>Encourage the provision of low/ zero carbon technologies?</p> <p>Promote and support the best use of clean fuels/ technologies?</p>

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		Avoid new Greenhouse Gas (GHG) emissions?
Climatic Factors	Promote and enable adaptation to climate change	<p>Protect and increase the resilience of buildings</p> <p>Protect and increase the resilience of greenspace/open space</p> <p>Protect and increase the resilience of Edinburgh's coastal defences</p>
Population and Human Health	Improve the quality of life and human health for all through improved environmental quality	<p>Reduce the health gap and inequalities and improve healthy life expectancy?</p> <p>Promote and enhance/improve access to open space, greenspace and the wider countryside?</p> <p>To protect and improve human health and wellbeing through improving the quality of the living environment of people and communities?</p> <p>Increase sustainable access for all users to essential services employment and the natural and historic environment?</p> <p>Reduce exposure to air pollution by most vulnerable groups?</p>
Cultural Heritage	Conserve or enhance the historic environment	<p>Build the historic environment's resilience to climate change?</p> <p>Have a direct impact, or impact on the setting of Listed Buildings, Scheduled Monuments, Inventory Gardens and Designed Landscapes, Conservation Areas and non designated historic environmental assets, places and spaces?</p> <p>Have an impact upon the outstanding universal value (OUV) of the Old and New Towns of Edinburgh World Heritage Site (WHS)?</p> <p>Have an impact on key views to and from heritage assets?</p> <p>Improve access to and understanding of the historic environment?</p> <p>Respect / respond to the historic urban spatial structure / plan of the city?</p> <p>Have an impact upon the cultural identity of the city?</p>
Material Assets	To promote the sustainable use and management of material assets	<p>Promote sustainable use and management of existing infrastructure e.g. transport, water, heat, energy or flood protection infrastructure?</p> <p>Support or lead more sustainable maintenance activity in new development?</p> <p>Contribute towards 'Zero Waste' objectives?</p> <p>Increase the amount of waste which is reused, recycled and recovered?</p>
Landscape and Townscape	Protect and enhance the landscape and townscape character and setting of the city.	<p>Protect or enhance sensitive views?</p> <p>Create and maintain an attractive public realm?</p> <p>Respect existing urban landscape and settlement pattern?</p> <p>Protect and enhance the character, integrity and liveability of key streetscapes, including removing barriers to use?</p>

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Water	Prevent the deterioration and where possible, enhance the status of the water environment and reduce/manage flood risk in a sustainable way	Contribute to reducing emissions and particulates of key pollutants to water from road transport? Support network resilience to anticipated extreme weather events and climate change? Promote the avoidance of flood risk? Reduce the demand for wastewater treatment?
Biodiversity, Flora & Fauna	Protect, maintain and enhance biodiversity, flora and fauna and habitat networks	Protect and or enhance the national and local integrity of designated biodiversity sites and wildlife sites? Protect and or enhance the integrity of existing habitat and green/blue networks and other wildlife corridors? Protect protected species? Support green blue infrastructure or nature-based solutions to assist in creating climate resilient development?
Land and Soil	Protect valuable land resources, minimise detrimental effects of land use change and promote soil restoration	Protect soil restoration to encourage carbon capture? Protect valuable greenfield areas? Encourage use of brownfield sites? Protect and restore prime agricultural land and carbon-rich soils such as peat? Promote soil and peatland restoration to encourage carbon capture?

3.5 Assessment Criteria

The SEA assessment will use the criteria outlined in Table 3.4. Where negative effects are identified, appropriate enhancement measures will be suggested in Section 5. A score has been assigned for each SEA topic within the six Strategic Action Areas. An overall score for the environment has then been identified for each Strategic Action Area. The cumulative assessment, presented in Section 4.2, also uses this assessment criteria to give an intra-plan cumulative score per SEA topic.

Table 3.4: SEA Scoring Matrix

Score	Description	Symbol
Significant (Major) Positive Effect	Strategic Action Area is likely to have a direct, significant, long term positive effect on the objective and /or contribute significantly to the achievement of the SEA topic/ objectives.	++
Minor Positive Effect	Strategic Action Area is likely to have some positive influence on the SEA topic/ objectives and/contribute to the achievement of the objective but not significantly.	+
Neutral Effect	Strategic Action Area is assessed as being neutral or having no influence/ effect on the SEA topic/ objectives.	0
Minor Negative Effect	Strategic Action Area is likely to have some minor negative impact on the SEA topic/ objectives and could be addressed through mitigation.	-

Score	Description	Symbol
Significant (Major) Negative Effect	Strategic Action Area has an uncertain relationship to the SEA topic/ objectives. In addition, there may be insufficient information to enable an assessment to be made.	--
Uncertain Effect	Strategic Action Area an uncertain relationship to the SEA topic/ objectives. In addition, there may be insufficient information to enable an assessment to be made.	?
No Clear Relationship	There is no clear relationship or negligible relationship between the Strategic Action Area and the SEA topic/ objectives.	~

3.6 Assumptions and Limitations

The context for the assessment of reasonable alternatives is limited by the requirement to meet the ambitious climate change targets. Given the current legislative context, and the declared climate emergency, it was identified that the current ambition can only be to achieve the maximum emissions reductions possible, reflected across all sectors. Do minimum or precautionary approaches were not considered viable strategic alternatives. Alternatives were considered in the development of the priorities and Strategic Actions; further information is provided in Section 3.7.

3.7 Reasonable Alternatives

Article 14(2) of the 2005 Act requires that:

“The report shall identify, describe and evaluate the likely significant effects on the environment of implementing (a) the plan or programme; and (b) reasonable alternatives to the plan or programme, taking into account the objectives and the geographical scope of the Plan or Programme”.

Reasonable alternative should consider alternatives to the Climate Strategy itself as well as alternatives to interventions and actions presented within the final strategy. The strategy and its Strategic Actions on which this SEA is focused has been developed through an iterative process, linked closely to the evidence base setting out city emission sources and opportunities for the City. The strategic actions have emerged and been refined through a collaborative process where thoughts and feedback from elected members, city partners, the public, and the Edinburgh Climate Commission were sought and used to shape the approach and strategic actions.

Figure 3.1 outlines the process that was undertaken by the strategy development team and partners in the production of the Strategy and Strategic Actions

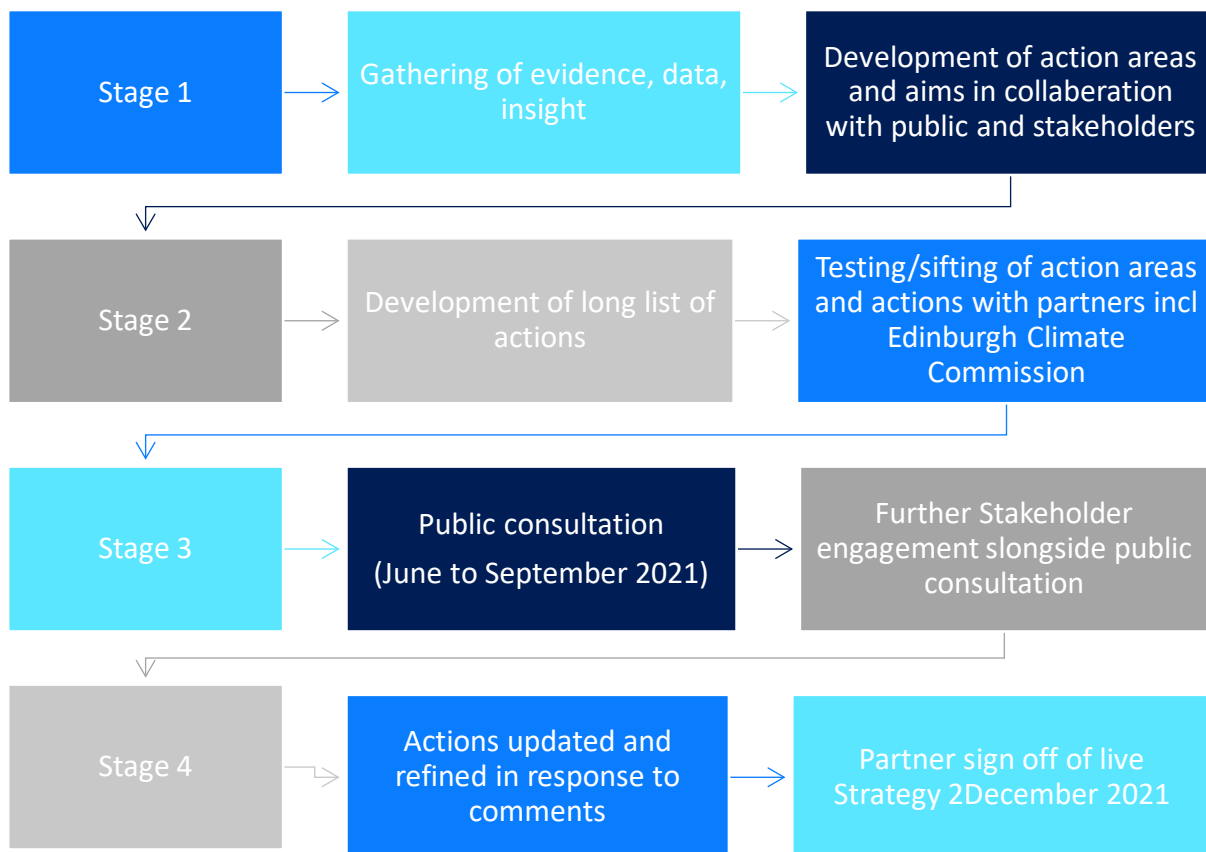


Figure 3.1: Approach to the Development of the Climate Strategy 2030 (provided by the City of Edinburgh Council)

Alternatives for the Strategy were primarily considered in the development of the Strategic Action Areas at Stage 1 and Stage 2 of the Strategy Development. At this stage, environmental criteria including impacts on emissions, impacts to the resilience to the effects of climate change, the impact of emissions on human health, air quality management targets, and a just transition were key factors in determining the final list of Strategic Actions.

While the 1st version of the Strategy was published in December 2021, CEC stipulates that this is a living strategy which will be updated and refined as required and on an ongoing basis as set out in the monitoring approach Section 6.1. Priorities for action will be identified annually in discussion with partners and the implementation plan will be updated accordingly.

4. Assessment of Environmental Effects

4.1 SEA Assessment of the Strategic Actions

This section presents the key findings of the SEA assessment. An assessment of the Strategic Actions was undertaken to consider the likely significant environmental effects arising from each Strategic Action Area within the Climate Strategy.

4.1.1 Sifting Approach

An initial sift of the strategy was undertaken to focus the assessment on the key elements within the Climate Strategy which are likely to have significant environmental effects. This was to ensure a proportionate approach to assessment. It was determined that the assessment would focus on Strategic Action Areas (and the underlying Strategic Actions) within the Climate Strategy as it was identified that this is where there was the biggest opportunity for significant environmental effect summarised in Table 3.2 of this report. The Strategic Action Areas are:

- A net zero, climate resilient development and growth;
- Net zero energy generation and energy efficient buildings;
- Net zero emission transport;
- Net zero circular economy;
- Listening to citizens and empowering communities; and
- Investing in change.

A secondary sift was then undertaken of the Strategic Actions within each Strategic Action Area to identify which actions fell under the remit of other PPS that were subject to their own SEA's including the City Plan 2030, City Mobility Plan and Edinburgh City Transformation Strategy. An example of this includes implementing a Low Emission Zone scheme to reduce harmful emissions. This is captured within the Net zero emissions transport Strategic Action Area but as it is also a policy intervention within the Edinburgh City Mobility Plan, it has been sifted out of the SEA Process for the Climate Strategy at this stage. The outcome of the sifting exercise is provided in Appendix D.

4.1.2 Assessment Approach and Findings

Following the sifting approach outlined in Section 4.1.1, the remaining Strategic Actions were assessed as a package of actions. The assessment considers the impact of the Strategic Action under the assumption it is successful. For example, if the action is to 'encourage partner organisations to sign up to the Edinburgh Climate Compact', then the assessment has assumed that this has occurred and then assess what the environmental implications of this may be.

The assessment tables below present a score per SEA topic for each Strategic Action Area, as well as an overall score for the environment. These should be read in parallel with Appendix D which provides a list of Actions for each Strategic Action Area. Table 4.7 provides a summary of the assessment and an overall score for the environment.

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Table 4.1 : Summary of the SEA Assessment for Net Zero Climate Resilient Development and Growth

SEA Topic Scores	Description of Impact- This Strategic Action Areas expected to have...
Air Quality	A neutral effect on the air quality objective. Of the sifted in Actions there are no specific Actions within this Strategic Action Area that directly reduce emissions of key pollutants.
Climatic Factors	A significant positive effect on the second climate objective - promote and enable adaptation to climate change. Some Actions are aimed at achieving net zero emissions and increasing the speed of adaptation in the city. In addition to this, these Strategic Actions seek to protect and increase the resilience of buildings through Actions that seek to develop innovative approaches to net zero development and construction. Actions to embed net zero climate resilience requirements into new/existing policy, legislation, regulations etc. will likely promote and enable adaptation to climate change.
Population & Human Health	A minor positive effect on the population and human health objective. Improvements to natural assets will have a beneficial impact on health and wellbeing, as residents can spend more time with nature, also encouraging physical activity.
Cultural Heritage	A minor positive effect on the cultural heritage objective. Adapting Edinburgh's World Heritage Site to be resilient to the impacts of climate change will conserve it for future generations.
Material Assets	A minor positive effect on the material assets objective. The integration of design features for water and flooding within the city may 'promote sustainable use and management of existing infrastructure e.g. transport, water, heat, energy or flood protection infrastructure'. Actions such as 3.2-3.5 that commit to net zero housing investments/net zero building standards/net zero construction and building Actions may contribute towards zero waste objectives, support or lead more sustainable maintenance activities in new developments and promote sustainable use and management of existing infrastructure.
Landscape and Townscape	A neutral effect on the landscape and townscape objective. Of the sifted in Actions there are no specific Actions within the Strategic Action Area that directly impact landscape and townscape characteristics at this strategic level.
Water	A minor positive effect on the water objective. A number of the Strategic Actions, particularly 5.1 and 5.2, are aimed at developing a long-term approach to water management. Improving water management in the city will reduce the risk of flooding and will allow for better integration of the blue and green network. This is likely to enhance the water quality status of Edinburgh's water bodies
Biodiversity, Flora and Fauna	A minor positive effect on the biodiversity objective. Managing and enhancing Edinburgh's natural assets across key public sector operational estate sites and protecting and enhancing greenspace will have a beneficial impact on biodiversity.
Land and Soil	There are indirect effects from water management alleviating the impacts of flooding that could protect valuable land resources, while conserving biodiversity would indirectly promote soil restoration. At this strategic level the effect is considered to be neutral.

Overall this Strategic Action Area's scores are considered to be minor positive.

Table 4.2: Summary of the SEA Assessment for Net Zero Energy Generation and Energy Efficient Buildings

SEA Topic Scores	Description of Impact- This Strategic Action Area is expected to have...
Air Quality	A minor positive effect on air quality. Actions that set progressive planning policies to increase energy standards in new buildings and support renewable energy solutions that decarbonise the region's energy infrastructure, is expected to contribute towards reducing emissions to air from energy generation and heating.
Climatic Factors	A significant positive effect on the first and second climatic factors objectives - reduce GHG emissions in order to meet Scotland's emissions reduction target of net zero by 2045 and promote and enable adaptation to climate change. Strategic Actions under 1, 5, 7, 10 and 11 are aimed at achieving low/net zero emissions and increasing the speed of adaptation to climate change in the city.
Population & Human Health	A significant positive effect on population and human health. Actions to build on community wealth (through net zero communities' pilots) and projects which maximise opportunities to deliver low-cost, clean, renewable energy to neighbourhoods and communities (with a focus on areas experiencing inequalities) is expected to improve human health and wellbeing. Retrofitting for social housing will have direct benefits on health and wellbeing through the improvement of indoor air quality while the retrofitting itself will provide green jobs and fair work opportunities.
Cultural Heritage	Action 12.1 relates to retrofitting mixed tenure housing some of which will include listed buildings within the World Heritage Site. This could result in both positive or negative effects on these historic buildings depending on the design approach taken forward however at this strategic level the effect is considered to be neutral for the cultural heritage objective.
Material Assets	A significant positive effect on material assets. Strategic Actions, including Actions to increase energy standards, support the city's projected energy needs and improve heat network connectivity is expected to promote sustainable use and management of existing energy and heat infrastructure.
Landscape and Townscape	Decarbonising the region's energy infrastructure may also have a beneficial impact depending on the nature and location of the infrastructure. At this strategic level the effect is considered to be neutral.
Water	Long term climate change improvements from reducing emissions could reduce the frequency of extreme weather events such as flooding. This will indirectly impact the water objective through the sustainable reduction of flood risk. At this strategic level the effect is considered to be neutral.

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Biodiversity, Flora and Fauna	Reducing the emissions associated with GHGs will have an indirect benefit on biodiversity and ecosystem services. Moving to renewable energy solutions will reduce the impact on natural assets with the use of sustainable infrastructure. At this strategic level the effect is considered to be neutral.
Land and Soil	By focussing on retrofitting existing social housing and less on development of new housing there is an indirect impact on land and soil by reducing the encroachment of valuable greenfield areas and minimising land use change. At this strategic level the effect is considered to be neutral.
Overall this Strategic Action Area's scores considered to be minor positive.	

Table 4.3: Summary of the SEA Assessment for Net Zero Emission Transport

SEA Topic	Scores	Description of Impact- This Strategic Action Area is expected to have...
Air Quality		A minor positive effect on air quality objectives. Strategic Actions that plan to reduce emissions and support the transition to electric vehicles and active travel will contribute to improving air quality.
Climatic Factors		A significant positive effect on climatic factors. Actions that aim to reduce emissions in the city through innovative zero emission solutions - including investments into EV infrastructure for public transport and strategies for emission reductions in aviation - will help to reduce GHG emissions, promote and support the best use of clean fuels/technologies and promote and facilitate modal shift to more sustainable transport options.
Population & Human Health		A minor positive effect on the population and human health objective. Actions that seek to reduce emissions - including investments into EV infrastructure and the city-centre operation plan - will contribute to improving air quality with subsequent benefits on quality of life and human health for all. Support from the Scottish Government into sustainable modes of travel, including active travel, will similarly improve human health and wellbeing through improving the quality of the living environment of people and communities.
Cultural Heritage		Reducing emissions from private vehicles across the city will have an indirect benefit to the setting of cultural heritage resources and the fabric of historic buildings. At this strategic level the effect is considered to be neutral.
Material Assets		Of the sifted in Actions there are no Actions directly achieving the material assets objective. However, plans to integrate EV infrastructure are likely to promote sustainable use and management of existing transport infrastructure. At this strategic level the effect is considered to be neutral.
Landscape and Townscape		Reducing the emissions associated with GHGs could have an indirect benefit on landscape and townscape as the amenity of the city will improve with time. At this strategic level the effect is considered to be neutral.

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Water	Reducing the emissions associated with GHGs could have an indirect benefit on water. For example water bodies could benefit as the quality of surface water run-off into water bodies would improve with time. At this strategic level the effect is considered to be neutral.
Biodiversity, Flora and Fauna	Reducing the emissions associated with GHGs will have an indirect benefit on biodiversity and ecosystem services. At this strategic level the effect is considered to be neutral.
Land and Soil	Reducing the emissions associated with GHGs will have an indirect benefit on land and soil with the reduction of surface water pollution affecting soil quality. At this strategic level the effect is considered to be neutral.
Overall this Strategic Action Area's scores considered to be minor positive.	

Table 4.4: Summary of the SEA Assessment for Net Zero Circular Economy

SEA Topic Scores	Description of Impact- This Strategic Action Area is expected to have...
Air Quality	A neutral effect on the air quality objective. Of the sifted in Actions there are no specific Actions within the Strategic Action Area that directly reduces emissions of key pollutants.
Climatic Factors	A significant positive effect on climatic factors. Strategic Actions that encourage the city to commit to becoming net zero, increase participation in circular programmes supporting sustainable practices, and the integration of legislation/frameworks to support the city's response to the climate emergency promote and enable adaptation to climate change.
Population & Human Health	A minor positive effect on climatic factors. Strategic Actions that seek to support people from all backgrounds to access good quality jobs in a net zero economy and develop the skills necessary to meet the requirements of net zero businesses may have a beneficial impact on increasing sustainable access for all users to employment opportunities.
Cultural Heritage	No clear relationship or negligible relationship between this Strategic Action Area and the cultural heritage objective.
Material Assets	A minor positive effect on climatic factors. Strategic Actions that support a more circular economy and reduce waste, including the integration of circular economy principles, may have a beneficial impact by contributing towards 'zero waste' objectives and increasing the amount of waste which is re-used, recycled and recovered.
Landscape and Townscape	No clear relationship or negligible relationship between this Strategic Action Area and the landscape and townscape objective.
Water	No clear relationship or negligible relationship between this Strategic Action Area and the water objective.

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Biodiversity, Flora and Fauna	No clear relationship or negligible relationship between this Strategic Action Area and the biodiversity objective.
Land and Soil	No clear relationship or negligible relationship between this Strategic Action Area and the land and soil objective.
Overall this Strategic Action Area's score is considered to be minor positive.	

Table 4.5: Summary of the SEA Assessment for Listening to Citizens and Empowering Communities

SEA Topic Scores	Description of Impact- This Strategic Action Area is expected to have...
Air Quality	No clear relationship or negligible relationship between this Strategic Action Area and the air quality objective.
Climatic Factors	A minor positive effect on climatic factors. Actions to strengthen knowledge/embed education on climate change promote and enable adaptation to climate change as it helps people understand and address the impacts of the climate crisis empowering them with the knowledge, skills, values and attitudes needed to act as agents of change.
Population & Human Health	A minor positive effect on population and human health. Strategic Actions that engage and educate citizens on the impacts of climate change, including awareness-raising campaigns and developments into the 20-minute neighbourhood concept, are expected to improve the quality of life and human health for all through improved environmental quality.
Cultural Heritage	No clear relationship or negligible relationship between this Strategic Action Area and the cultural heritage objective.
Material Assets	No clear relationship or negligible relationship between this Strategic Action Area and the material assets objective.
Landscape and Townscape	No clear relationship or negligible relationship between this Strategic Action Area and the landscape and townscape objective.
Water	No clear relationship or negligible relationship between this Strategic Action Area and the water objective.
Biodiversity, Flora and Fauna	No clear relationship or negligible relationship between this Strategic Action Area and the biodiversity objective.
Land and Soil	No clear relationship or negligible relationship between this Strategic Action Area and the land and soil objective.

Overall this Strategic Action Area's scores are considered to be minor positive.

Table 4.6: Summary of the SEA Assessment for Investing in Change

SEA Topic Scores	Description of Impact- This Strategic Action Area is expected to have...
Air Quality	A neutral effect on the air quality objective. Of the sifted in Actions there are no specific Actions within the Strategic Action Area that directly impact air quality.
Climatic Factors	A significant positive effect on climatic factors. Strategic actions that support strategic sustainable investments and help develop a city-wide approach to dealing with residual emissions may promote and enable adaptation to climate change.
Population & Human Health	A minor positive effect on climatic factors. Strategic actions that ensure population health data drives strategic planning for action on climate change is expected to promote and enable adaptation to climate change, giving recognition to the role of social sustainability in the climate change crisis.
Natural Heritage	Of the sifted in Actions there are no specific Actions that directly affect the cultural heritage objective. However, if sustainable investments are made to promote adaptation to climate change, there would be an indirect impact on cultural heritage resources. At this strategic level, the effect is considered to be neutral.
Material Assets	A minor positive effect on material assets. Strategic actions that support developments in the city's Green Investment Plan and calls on place-based net zero investments (including place-based finance systems) is expected to support the shift towards net zero infrastructure.
Landscape and Townscape	Of the sifted in Actions there are no specific Actions that directly affect the landscape objective. However, if sustainable investments are made to promote adaptation to climate change, there would be an indirect impact on public realm amenity. At this strategic level, the effect is considered to be neutral.
Water	Collaborating with green finance experts to support the resourcing and delivery of major city climate projects, beginning with the city Water Vision, would have an indirect positive impact on the water objective, by improving water quality and reducing flood risk. At this strategic level, the effect is considered to be neutral.
Biodiversity, Flora and Fauna	Of the sifted in Actions there are no specific Actions that directly affect the biodiversity objective. However, if sustainable investments are made to promote adaptation to climate change, there would be an indirect impact on biodiversity and ecosystem services. At this strategic level, the effect is considered to be neutral.

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Land and Soil	Of the sifted in Actions there are no specific Actions that directly affect the land and soil objective. However if sustainable investments are made to promote adaptation to climate change there would be an indirect impact on land and soil. At this strategic level the effect is considered to be neutral.
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Overall this Strategic Action Area's score is considered to be minor positive.

Table 4.7: Summary of the Climate Strategy Strategic Action Areas

Strategic Action Area	Air Quality	Climatic Factors	Population and Human Health	Cultural Heritage	Material Assets	Landscape and townscape	Water	Biodiversity	Land and Soil	Overall score for Environment (cumulative effect)
Climate Resilience	0	++	+	+	+	0	+	+	0	+
Energy Efficient Buildings	+	++	++	0	++	0	0	0	0	+
Circular Economy	0	++	+	~	+	~	~	~	~	+
Emissions from Transport	+	++	+	0	0	0	0	0	0	+
Empowering Communities	~	+	+	~	~	~	~	~	~	+
Investing in Change	0	++	+	0	+	0	0	0	0	+

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4.2 Cumulative Effects

Given that a number of the actions proposed within the Climate Strategy are captured within other PPS and therefore are already subject to an SEA, an interproject cumulative assessment is not considered valuable for the Climate Strategy.

To ensure a value driven assessment the assessment summarised Table 4.7 demonstrated the potential for significant environmental effects of the 'sifted in' actions only, however in undertaking the cumulative assessment of the Strategy i.e. the intra plan cumulative assessment, the potential for significant environmental effects of those 'sifted out' actions were also considered. This intra plan cumulative considers the cumulative impact across each SEA objective if all of the Strategic Actions were to be delivered at the same time. Table 4.8 presents a summary of the intra-plan cumulative effects on each SEA topic

Table 4.8: Cumulative Assessment Summary for each SEA topic

SEA Topic	Cumulative Score	Summary of Cumulative Assessment
Air Quality	++	<p>Actions that set progressive planning policies to increase energy standards in new buildings and support renewable energy solutions that decarbonise the regions energy infrastructure, is expected to contribute towards reducing emissions to air from energy generation and heating. Strategic Actions that plan to reduce emissions and support the transition to electric vehicles will contribute to improving air quality.</p> <p>Actions such as the Low Emission Zone, 20-minute neighbourhoods and bus decarbonisation are expected to bring substantial air quality improvements to the city. By preventing older vehicles into the city, air pollutants are reduced creating a cleaner air quality environment.</p> <p>Sustainable 20-minute neighbourhoods will reduce the reliance on private vehicles for shorter journeys as people are able to make these trips using active travel modes (walking and cycling).</p> <p>Overall, a significant positive cumulative effect on air quality is expected from the Strategy .</p>
Climatic Factors	++	<p>Some Actions are aimed at achieving net zero emissions and increasing the speed of adaptation of the city, encouraging the city to commit to becoming net zero, increase participation in circular programmes supporting sustainable practices, and the integration of legislation/frameworks to support the city's response to the climate emergency promote and enable adaptation to climate change.</p> <p>Actions that aim to reduce emissions in the city through innovative zero emission solutions - including investments into EV infrastructure for public transport and lobby for emission reductions in aviation - will help to reduce GHG emissions, promote and support the best use of clean fuels/technologies and promote and facilitate modal shift to more sustainable transport options.</p> <p>Decarbonising the city's bus fleet will bring long-term improvements to air quality and support the transition to net zero which will in turn provide benefits to climatic factors objective.</p> <p>Overall, a significant positive cumulative effect on climatic factors is expected from the Strategy .</p>

SEATopic	Cumulative Score	Summary of Cumulative Assessment
Population and Human Health	++	<p>Improvements to natural assets will have a beneficial impact on health and wellbeing, as residents can spend more time with nature, also encouraging physical activity.</p> <p>Investing and expanding the active travel network will promote walking and cycling and encourage a move to active travel modes of transport directly bringing benefits to the health and quality of life of residents.</p> <p>Actions to build on community wealth (through net zero communities' pilots) and projects which maximise opportunities to deliver low-cost, clean, renewable energy to neighbourhoods and communities (with a focus on areas experiencing inequalities) is expected to improve human health and wellbeing.</p> <p>Strategic actions that seek to support people from all backgrounds to access good quality jobs in a net zero economy and develop the skills necessary to meet the requirements of net zero businesses may have a beneficial effect on increasing sustainable access for all users to employment opportunities.</p> <p>Overall, a significant positive cumulative effect on population and human health is expected from the Strategy .</p>
Cultural Heritage	+	<p>Adapting Edinburgh's World Heritage Site to be resilient to the impacts of climate change will conserve it for future generations.</p> <p>Improvements to active travel will create better accessibility to cultural heritage resources, while improvements to air quality will help the fabric of historic buildings and the setting of cultural heritage resources.</p> <p>Overall, a minor positive cumulative effect on cultural heritage is expected from the Strategy .</p>
Material Assets	++	<p>Strategic actions, including Actions to increase energy standards, support the city's projected energy needs and improved heat network connectivity is expected to promote sustainable use and management of existing energy and heat infrastructure.</p> <p>Strategic actions that support a more circular economy may have a beneficial impact by contributing towards 'zero waste' objectives and increasing the amount of waste which is re-used, recycled and recovered.</p> <p>Development of the electricity grid infrastructure and capacity to respond to increased demand for EVs will ensure that the city's infrastructure meets future demand and is of a high quality.</p> <p>Overall, a significant positive cumulative effect on material assets is expected from the Strategy.</p>
Landscape and Townscape	+	<p>Most Actions would have some impact on landscape. Sustainable 20-minute neighbourhoods would seek to reduce private car use in the city and therefore lead to reduced congestion (associated reduction in noise and air pollution) and improved visual amenity.</p> <p>Reducing the need to travel into the city with a private vehicle will provide more opportunity for public realm improvements with a focus on pedestrians and cyclists across the city.</p> <p>Overall, a minor positive cumulative effect on landscape and townscape is expected from the Strategy.</p>

SEATopic	Cumulative Score	Summary of Cumulative Assessment
Water	+	<p>A number of the Strategic Actions are aimed at developing a long-term approach to water management. Improving water management in the city will reduce the risk of flooding and will allow for better integration of the blue and green network. This is likely to enhance the water quality status, amenity value and accessibility of Edinburgh's water bodies</p> <p>Adapting the city's coast to be resilient to extreme weather events as a result of climate change would have a beneficial impact on protecting homes from flood risk and meeting the water objective.</p> <p>Overall, a minor positive cumulative effect on water is expected from the Strategy.</p>
Biodiversity, Flora and Fauna	+	<p>Managing and enhancing Edinburgh's natural assets across key public sector operational estate site and protecting and enhancing greenspace will have a beneficial effect on biodiversity.</p> <p>A number of the emissions reductions actions will result in the potential for positive effects on biodiversity as there would be fewer carbon emissions however not significant enough to score.</p> <p>Developing nature-based solutions will not only support the transition to net zero but will also provide more habitats for biodiversity and support the city's ecosystem services.</p> <p>Overall, a minor positive cumulative effect on biodiversity is expected from the Strategy.</p>
Land and Soil	0	<p>A number of Strategic Action Areas would bring indirect benefits to the land and soil objective. For example, improvements to water management would alleviate the impacts of flooding and would protect valuable land resources, while conserving biodiversity and promoting soil restoration.</p> <p>Reducing the emissions associated with GHGs will have an indirect benefit on land and soil with the reduction of surface water pollution affecting soil quality.</p> <p>Overall, a neutral cumulative effect has been identified on land and soil.</p>

5. Enhancement Recommendations for the Climate Strategy Implementation Plan

The assessment of the Climate Strategy Strategic Actions (Section 4.1) and the assessment of cumulative effects (Section 4.2) have not identified any negative impacts that could occur on the environment as a result of the Strategy. No mitigation measures are therefore required. Instead focus has been on developing a suite of enhancement measures to be considered in the Implementation Plan.

A number of neutral and minor positive significant positive effects were identified in the assessment findings. To enhance the positive effects identified in this Environmental Report, the recommendations for the Climate Strategy Implementation Plan are provided in Table 5.1.

Table 5.1: Enhancement recommendations for the Climate Strategy Implementation Plan

Enhancement Recommendations for Implementation Plan	Relevant SEA Topic
Net zero, climate resilient development and growth	
Develop an outline business case for a programme of building assessments, beginning with buildings in areas identified for future joint retrofit investment.	Climatic factors
Clarify the members of the city's climate adaptation partnerships referred to in the outcome 'Renewing the focus on climate resilience and accelerating the adaptation of the city'.	All topics
Include actions that show ongoing collaboration between sectors and neighbouring councils to reduce GHG emissions.	Climatic Factors, Air Quality, Biodiversity, Water
Include commitment to ensure a collaborative approach with World Heritage and Historic Environment Scotland when developing an approach to retrofit properties located in conservation areas or listed buildings.	Cultural Heritage, Material Assets
Include actions that show ongoing collaboration with national and international organisations to share best practice on GHG emissions reduction, climate adaptation and nature-based solutions.	All topics
Include wider description of how the city's infrastructure will be resilient to specific climate impacts, including specific reference to changes in temperature extremes, flooding, high winds and storminess.	Climatic Factors
Include actions that describe how land management practices on council-owned land will be adapted to enable increased carbon sequestration and biodiversity enhancement (e.g. type of land cover, vegetation cutting regimes).	Biodiversity, Climatic Factors
Add annual milestone targets in relation to tree planting for the Million Tree City Initiative. In addition to target numbers, this should also consider, for example, referring to areas of the city where tree planting could be most effective for amenity value, pollutant removal, cooling and shading.	Population and Human Health, Biodiversity
Include general, high-level reference to cultural heritage resources in the city at risk of climate impacts, describing how they are vulnerable (e.g. parks and gardens, historic buildings, archaeological resources) and how they will be protected.	Cultural Heritage
Add milestone targets in relation to reducing flood risk to the population. These should be informed by and linked to the Water Management Vision and Strategy, Strategic Flood Risk Assessment, and other relevant flood risk management plans. The targets should include reference to the specific locations of population most at risk and areas of deprivation.	Water
Add milestone targets in relation to SUDS installation and the efficacy of new and existing SUDS for surface water management. Monitoring of their biodiversity and amenity value should also be considered.	

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Enhancement Recommendations for Implementation Plan	Relevant SEA Topic
Consider public education campaigns and demonstrator projects to show the benefits of SUDS techniques (e.g. green roofs, rainwater harvesting) for private homes.	
Include commitment to reduce water demand on the public sector estate and through working with the general public, private sector and Scottish Water.	
Include general reference to the use of Green blue infrastructure or nature based solutions to be explored and used to help infrastructure adapt to climate change	Biodiversity, Water, Land use, Climatic Factors
Net zero emission transport	
Include actions for city partners to use their procurement and purchasing power to support reductions in emissions from freight and shipping.	Climatic Factors, Water, Air Quality
Supporting a more circular economy and reducing waste	
Develop an outline business case for new circular economy projects in Edinburgh, including appropriate output and outcome targets.	Material Assets
Consider what milestone targets would be appropriate to help achieve the CEC target of all new investment and purchase decisions being net zero by 2030.	Material Assets
Add milestones to increase the number of businesses participating in the Circular Edinburgh programme across each of the implementation plan delivery phases.	Material Assets
Add reference to the need to consider carbon emissions at construction, operational and maintenance project stages and consider life cycle analysis for materials and technologies in relation to public sector procurement.	Air Quality, Climatic Factors, Material Assets
General	
Ensure implementation plan actions and milestone are clearly attributed to the new city partnerships established to drive delivery of the Strategy priorities	All topics

6. Next Steps

6.1 Monitoring

Section 19 of the 2005 Act requires the CEC, as the Responsible Authority, to monitor the significant environmental effects of the implementation of the Strategy.

Best practice in SEA Monitoring requires that a detailed monitoring framework reflects the implementation of the Strategy's Strategic Actions and identifies where existing indicators (from the delivery of the strategy) can be used to track progress and, ideally, is embedded within the final Strategy to ensure that monitoring is undertaken as part of the delivery.

CEC has developed a monitoring framework to determine the success of the strategy. The Implementation Plan identifies a number of indicators that relate outcomes identified within the Strategy. The intention is to review those indicators as required and on an ongoing basis and determine if they are still fit for purpose. Any new indicators will be identified following the consultation period and published in the post adoption statement

The first iteration of Climate Strategy Implementation Plan has been produced and was signed off by partners in December 2021. It is expected that the Implementation Plan will be updated following the consideration of the enhancement measures provided in Section 5 of this Environmental Report and in line with the ongoing monitoring framework.

6.2 SEA activities to date and next steps

Table 6.1 outlines the next steps of the SEA process and an indicative timeframe for each stage. A workshop was held with the Statutory Authorities in July 2022 ahead of the Environmental Report and the Climate Strategy public consultation period commencing in August.

CEC is proposing to use the statutory consultation on the draft Environmental Report as a broader opportunity for key partners and the public to sense check the strategy a year on from the draft strategy and in light of action taken to deliver the strategy over 2022.

Table 6.1: SEA Timeline

SEA Stage	Timescale
Scoping Report Prepared and issued scoping request to consultation authorities (5-week consultation)	April - May 2022
Received responses on Scoping report from Statutory Authorities	June 13 2022
Draft Environmental Report Carry out assessment and prepare and issue draft Environmental Report to Consultation Authorities and make available for public comment	August 2022
Statutory Consultation on Environmental Report and Climate Strategy (6 week – consultation)	September to October 2022
Consider responses and amend Environmental Report as necessary	October 2022

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SEA Stage	Timescale
Adoption of Environmental Report	November 2022
Post Adoption SEA Statement Issue statement with finalised SEA Monitoring Framework and record of how the SEA process led to improvement of the Climate Strategy	Winter 2022/2023

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Appendix A. SEA Baseline

Revision no:0.2

City of Edinburgh Council

Climate Strategy 2030
August 2022

Appendix A. SEABaseline

Baseline data were collated to summarise the key environmental characteristics of the City of Edinburgh Council area, focusing on SEA issues. Schedule 3 of the Environmental Assessment (Scotland) Act 2005 requires the Climate Strategy to be assessed against the following environmental issues:

- Air Quality
- Climatic factors
- Land and soil
- Water
- Landscape and townscape
- Biodiversity, flora and fauna
- Material assets
- Population and human health
- Cultural heritage

Appropriate baseline information is important to allow a 'Base Case' or Business as Usual option to be developed. The Base Case will be used in the SEA assessments, as a reference to help highlight particular environmental problems risks and opportunities.

Air Quality

Edinburgh has six Air Quality Management Areas (AQMAs; Figure 3). Five of these AQMAs are in locations where annual mean limits for NO₂ are regularly exceeded, these include:

- City Centre
- Glasgow Road
- Great Junction Street
- Inverleith
- St John's Road

There is only one AQMA, at Salamander Street, where annual mean limits for PM₁₀ are regularly exceeded.



Figure 3: AQMAs currently declared in Edinburgh (Air Quality in Scotland, 2021)¹

Key issues relevant to appraisal of Climate Strategy:

- Edinburgh has six AQMAs, five AQMAs are in locations where annual mean limits for NO₂ are regularly exceeded.
- There is one AQMA, at Salamander Street, where annual mean limits for PM₁₀ are regularly exceeded.

Climatic Factors

Edinburgh is aiming to meet the current national reductions target (42% reduction by 2020 and 80% by 2050²) for carbon emissions by reducing CO₂ emissions in the transport sector by 290kt CO₂³.

Edinburgh has a maritime climate with cold and humid winters and mild summers, however Scotland's climate is changing and the impacts on Edinburgh are already being felt. Climate projections show that Edinburgh will experience warmer and wetter winters, summers are expected to become hotter and drier, and occurrences of extreme rainfall events are expected to increase. In response, the City of Edinburgh Council continue to develop a variety of strategies, frameworks and goals to address the change in climate.

Data from the Met Office⁴ shows a distinct warming trend for Edinburgh in line with climate change predictions, outlining a daytime temperature rise of 0.75°C comparing 1961-1990 averages with those of 1981-2010. As well as warming, climate change trends predict drier summers for southeast Scotland, with periods of intense rainfall projected to become more extreme.

¹ Air Quality in Scotland (2021). Available from <https://www.scottishairquality.scot/laqm/aqma#/la/461>

² The Scottish Government (2019). Available from <https://www.gov.scot/policies/climate-change/reducing-emissions/>

³ The City of Edinburgh Council (2015). Available from <https://www.edinburgh.gov.uk/downloads/download/13734/sustainable-energy-action-plan>

⁴ Met Office (2021). Available from <https://www.metoffice.gov.uk/research/climate/maps-and-data/uk-climate-averages>

While Edinburgh has suffered from a number of river floods, coastal flooding has not been a significant issue up to now. However, there are concerns that climate change could lead to more widespread coastal flooding, resulting from a combination of rising sea levels (see Figure 4), increased frequency of storm surges, and rougher sea conditions. The Dynamic Coast – The National Overview 2021⁵ report draws upon the latest climate projections on sea level rise, providing strategic evidence on the projected extent of coastal erosion in Scotland. Importantly, national-level modelling of Scotland’s wave-dominated soft coast reveals that coastal erosion currently affects 46% of soft shorelines (an increase from 38% over that report in 2017). The extent and rate of coastal erosion, and the risk to coastal assets, is expected to increase under all emissions scenarios.

In addition to the above, the frequency of severe rainfall events and flooding in the city is expected to increase in the coming decades⁶. Instances of intense and prolonged summer rainfall have caused localised disruption and damage, with flooding resulting from a combination of surface water and surcharged drainage. UKCP18 projections indicate that Scottish winters will become wetter, with more heavy rainfall and a greater number of wet days, although this increase is less extreme in east Scotland than in the west. In summer months, total rainfall amounts are expected to decrease, while convectional rainfall will trigger storms between 10% and 45% more extreme than at present.

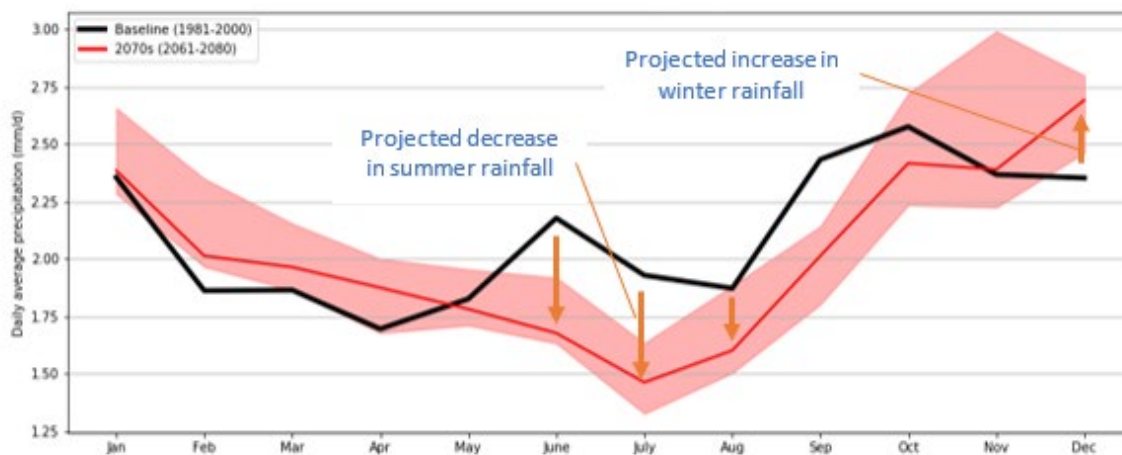


Figure 4: UKCP18 Daily average precipitation for the baseline and future 2070s period under the high emissions (provided by the City of Edinburgh Council)

Sea levels in the UK rose at a rate of around 1.4 mm/year in the 20th century⁷. This is associated with the increase in global temperatures and its impact on oceanic thermal expansion and ice melt. This trend is projected to continue to the end of the 21st century and beyond. Edinburgh’s coast is projected to experience the impacts of sea level rise. Rates of increase are largely independent of all emissions scenarios over the next 20 years, with increases of 16-20 cm possible relative to the 1981-2000 baseline (see Figure 5). Rates vary notably in the latter half of the century, with possible increases as high as 90 cm under the high emissions scenario. A medium emissions scenario results in sea level rise of 30-40 cm but with the possibility of rising by up to 60 cm.

⁵ Centre of Expertise for Waters (2021). Available from: <https://www.crew.ac.uk/dynamic-coast>

⁶ The Edinburgh Partnership (2014). Available from <https://www.edinburgh.gov.uk/downloads/file/24709/resilient-edinburgh-evidence-base-and-risk-analysis>

⁷ Met Office (2018) UKCP18 Science Overview Report. Available from <https://www.metoffice.gov.uk/pub/data/weather/uk/ukcp18/science-reports/UKCP18-Overview-report.pdf>

As Figure 5 shows, sea level change in Edinburgh will continue to increase over the next 80 years

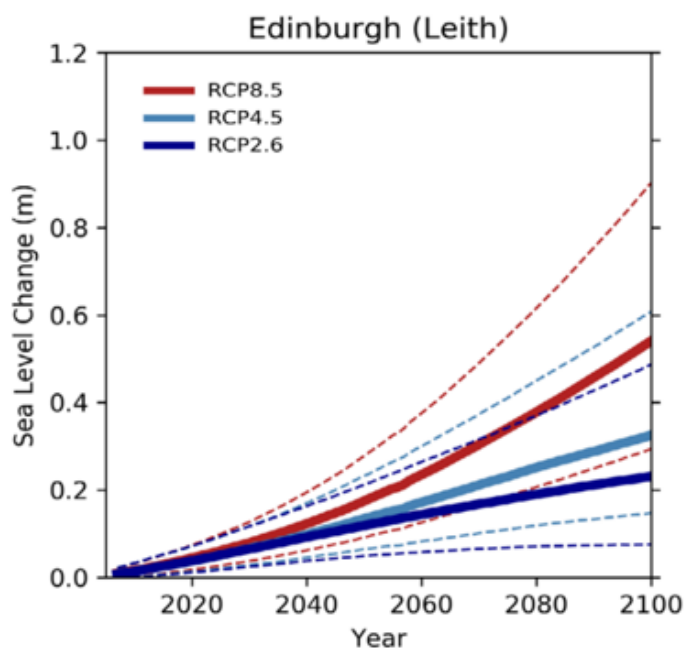


Figure 5: Sea level rise to 2100 using the UKCP18 probabilistic projections (provided by Atkins Ltd Edinburgh Climate Change and Adaptation Assessment 2021/22)

As summarised in Table A.1, the following changes to local conditions can be expected⁸.

Table A.1: Expected changes in Edinburgh’s climate and weather conditions

Changes in Conditions	‘Overall Confidence’ in scientific evidence for each change
Minimum, average and maximum daily temperatures will increase in all seasons, with the greatest increase in summer	High/Medium
What is considered a heatwave (projected to become around 4 times more frequent in the latter half of the 21 st century) or extremely hot summer today will occur more frequently in future (Up to a 5°C temperature increase during summer months by the 2070s)	Medium
Rainfall is projected to become more seasonal, with an increase in average winter and autumn rainfall. Average summer rainfall is projected to decrease in Edinburgh in coming decades	Medium/Low
Heavy rainfall events may occur more frequently in winter, spring, and autumn. Summer heavy rainfall events are projected to become more extreme	Medium/Low

⁸ Edinburgh Sustainable Development Partnership (2016). Available from <https://www.edinburgh.gov.uk/downloads/file/24705/edinburgh-adapts-our-vision-2016-to-2050>

Edinburgh signed its climate emergency declaration in May of 2019, thereby committing itself to work towards net-zero emissions by 2030. Produced by the ESRC Place-Based Climate Action Network (PCAN), this net-zero roadmap is designed to inform how Edinburgh can work towards that ambitious target in the coming years.

Analysis of the Net Zero Carbon Roadmap for Edinburgh shows that emissions have fallen by 42% since 2000, due to a combination of increasingly decarbonised electricity supply, structural change in the economy, and the gradual adoption of more efficient buildings, vehicles and businesses⁹. With full decarbonisation of UK electricity by 2045, and taking into account economic growth, population growth and on-going improvements in energy and fuel efficiency, it is projected that Edinburgh’s baseline emissions will only fall by a further 9% by 2030, 13% by 2037, and 15% by 2045. This is a total of just over 50% between 2000 and 2045 (see Figure 6). Emissions included here are derived from fuel, landfill sites and industry within the area and emissions from electricity used within the area (even if it’s generated elsewhere).

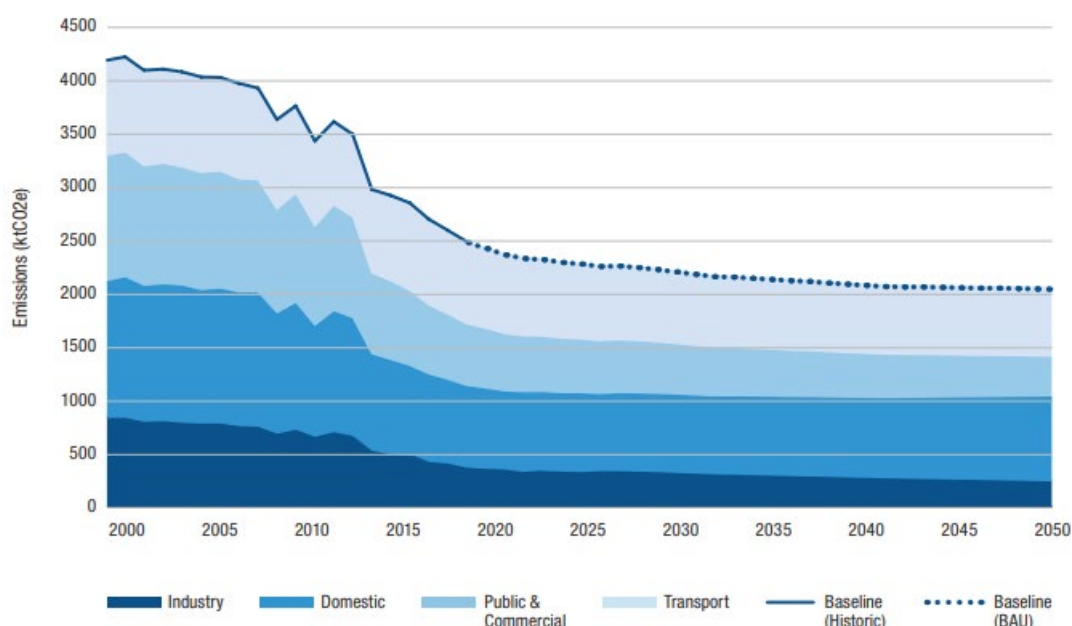


Figure 6: Edinburgh’s Carbon Emissions (2000-2050)¹⁰

Currently, 31% of Edinburgh’s emissions come from the transport sector, with housing responsible for 29% of emissions and public and commercial buildings accounting for 23% and industry 17%. At current rates of emissions output, Edinburgh is set to use its total carbon budget of 22.1 megatonnes over the period between the present and 2050 in just over a decade at some point during the winter of 2031. However, Edinburgh could stay within its carbon budget by reducing its emissions by c.8% year on year.

There is opportunity across all sectors to introduce low carbon measures, including an increase in walking and cycling, enhanced public transport, electric and more fuel-efficient vehicles (transport) and better lighting, improved process efficiencies and a wide range of other energy efficiency measures (industry).

Land and Soil

⁹ Williamson, E., Sudmant, A., Gouldson, A. and Brogan, J (2020). Available from https://www.researchgate.net/publication/349769809_A_Net_Zero_Carbon_Roadmap_for_Edinburgh

¹⁰ Williamson, E., Sudmant, A., Gouldson, A. and Brogan, J (2020). Available from https://www.researchgate.net/publication/349769809_A_Net_Zero_Carbon_Roadmap_for_Edinburgh

The majority of farmland in the area is classified as prime agricultural land (Soil Survey of Scotland Land Capability for Agriculture, Macaulay Institute for Soil Research¹¹) with the majority also within the Edinburgh Green Belt (see Figure 7). In addition, there is a limited amount of carbon-rich and peatland soil which can be found in the Pentland Hills which is a designated Special Landscape Area.

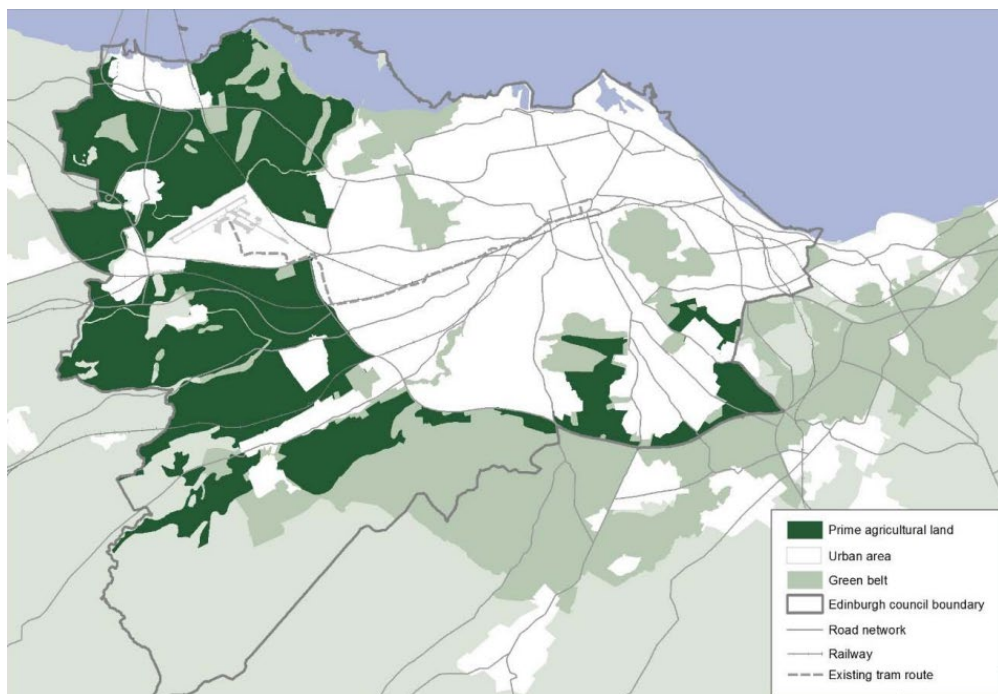


Figure 7: Prime Agricultural Land in Edinburgh in 2017 (City of Edinburgh Council, 2020)¹²

Edinburgh has a relatively low incidence of vacant and derelict land compared with other central belt authorities. High land values and pressures for development means that land tends to be re-used quickly. However, there are significant areas of vacant and derelict sites in clusters, including Newbridge and parts of the waterfront (see Figure 8), although the total amount in Edinburgh has dropped by 20% from 223ha in 2011 to 178ha in 2017.

¹¹ The James Hutton Institute (2019). Available from <https://www.hutton.ac.uk/learning/natural-resource-datasets/soilshutton/soils-maps-scotland/download>

¹² The City of Edinburgh Council (2021). Available from https://consultationhub.edinburgh.gov.uk/sfc/choicesforcityplan2030/user_uploads/choices_for_city_plan_2030_city_plan_environmental_report_january_2020.pdf



Figure 8: Vacant and Derelict, Scottish Vacant and Derelict Land Survey for the City of Edinburgh 2017 (City of Edinburgh Council, 2017)¹³

¹³ The City of Edinburgh Council (2017). Available from https://www.gov.scot/publications/maps_of-vacant-and-derelict-land-in-edinburgh/

Water

Areas of importance for flood management : These have been identified within the study area associated with specific water bodies. The potentially vulnerable areas in the Forth Estuary Local Plan District within the City of Edinburgh council are: Granton, Water of Leith catchment, Braid Burn catchment, Cramond Bridge, South Gyle, Broxburn and Bathgate, South Queensferry, Lasswade, Mucruk, Dalkieth and Musselburgh, Niddrie Burn/ Burdiehouse Burn catchment and Musselburgh¹⁴.

Rivers: Edinburgh is drained by a number of relatively short rivers which generally flow from southwest to northeast, rising in and around the Pentland Hills and discharging into the Firth of Forth. Principal among these is the Water of Leith, which flows through the heart of the city.

River, coastal and surface water flooding: The Water of Leith has been subject to intermittent flooding since people first settled in the area. However, this has become more of an issue with the increasing number of people living in close proximity. The Murrayfield, Roseburn and Gogarburn (around the airport) areas have a history of flooding and flood prevention schemes have been implemented to minimise the risk. In addition, due to the extent of hard surfacing within the urban area, there is a significant risk of surface water flooding events. SEPA has published a Flood Risk Management Strategy (FRMS) for the Forth Estuary. The City of Edinburgh Council has also produced a Local Flood Risk Management Plan (LFRMP)¹⁵, which was adopted in June 2016. This identifies areas vulnerable to flooding and potential mitigation actions. The LFRMP provides further information on the funding and timetable for delivering the actions identified in the strategy between 2016 and 2022. The FRMS and LFRMP are planned to be updated every six years. In addition, the Council will prepare surface water management plans following the completion of an Integrated Catchment Study in 2021. Due to project timescales, this information is not expected to be available prior to the plan being adopted. However, if the information does become available it will be incorporated into this SEA. Notably, updates to the SEPA pluvial maps and coastal flood hazard maps are underway, with outputs anticipated to be available in the next 18 months. These maps, along with other updates being made to flood mapping in the Southeast of Scotland, will be taken into consideration as the climate change strategy evolves and develops.

Water supply: Edinburgh's water requirements are now supplied via a network of reservoirs in the Tweedsmuir, Moorfoot and Pentland Hills, some of which act as the main supply reservoirs and others act as holding or compensation reservoirs. This infrastructure was the subject of a recent major investment programme. Although the availability of water reserves could become a greater issue in the future, as a result of climatic changes, it is the capacity of the treatment and distribution infrastructure which may impose a more immediate restriction on the amount and location of new development in the Edinburgh area.

Water quality: Overall the groundwater across the Edinburgh region is in good condition according to the SEPA database. The surface waters around the coast to the north of the city are in good condition, while the surface water quality to the east of the city at Leith Docks to Port Seton is in poor condition¹⁶ (SEPA, 2019).

The City of Edinburgh Council have also set out their 'Vision for Water Management in the City of Edinburgh' (2021)¹⁷. The vision describes how the City of Edinburgh Council will adapt to the challenges of climate change with respect to the management of water. In summary, the vision is *to develop a long-term and sustainable approach to river, coastal and stormwater management across the city and its environs*,

¹⁴ SEPA (2022). Forth Estuary Local Plan District. Available at https://www2.sepa.org.uk/frmstrategies/forth_estuary.html

¹⁵ The City of Edinburgh Council (2016). Available from http://www.edinburgh.gov.uk/info/20006/emergencies_safety_and_crime/1433/flood_risk_management_plan

¹⁶ SEPA (2015). Available from https://www.sepa.org.uk/data_visualisation/water_classification_hub

¹⁷ The City of Edinburgh Council (2021). Available from https://www.edinburgh.gov.uk/downloads/file/30101/vision_for_water_management_in_the_city_of_edinburgh#:~:text=Our%20vision%20is%3B,respecting%20our%20unique%20historic%20heritage

respecting our unique historic heritage. This will involve all stakeholders and address the flooding and water quality risks associated with our changing climate as a result of changes in rainfall and sea level rise.'

Landscape

Edinburgh has numerous outstanding features within easy reach of the City Centre: Holyrood Park including Arthur's seat and Salisbury Crags, the Braid Hills and Blackford Hill, Corstorphine Hill and the Pentland Hills. These fall within the Green Belt and are also designated as Special Landscape Areas. The Green Belt around Edinburgh was first established in 1957 and it has been an important tool in shaping the City's growth and containment and supports regeneration. The current Local Development Plan (LDP) released a significant amount of land from the Green Belt, primarily to meet housing land requirements in the first SDP, and to implement national planning policy in West Edinburgh.

Within the City Centre itself, Edinburgh has open spaces of world class value. These include topographic and natural features that define the city, such as Arthur's Seat, the Water of Leith and Braid Burn river valleys and the coastline. In addition, there are large areas of open space which are important to the character of the city such as the Meadows. These are linked with footpaths, green corridors and watercourses (see Figure 9) to form a strong green infrastructure within the urban area (see Figure 9).

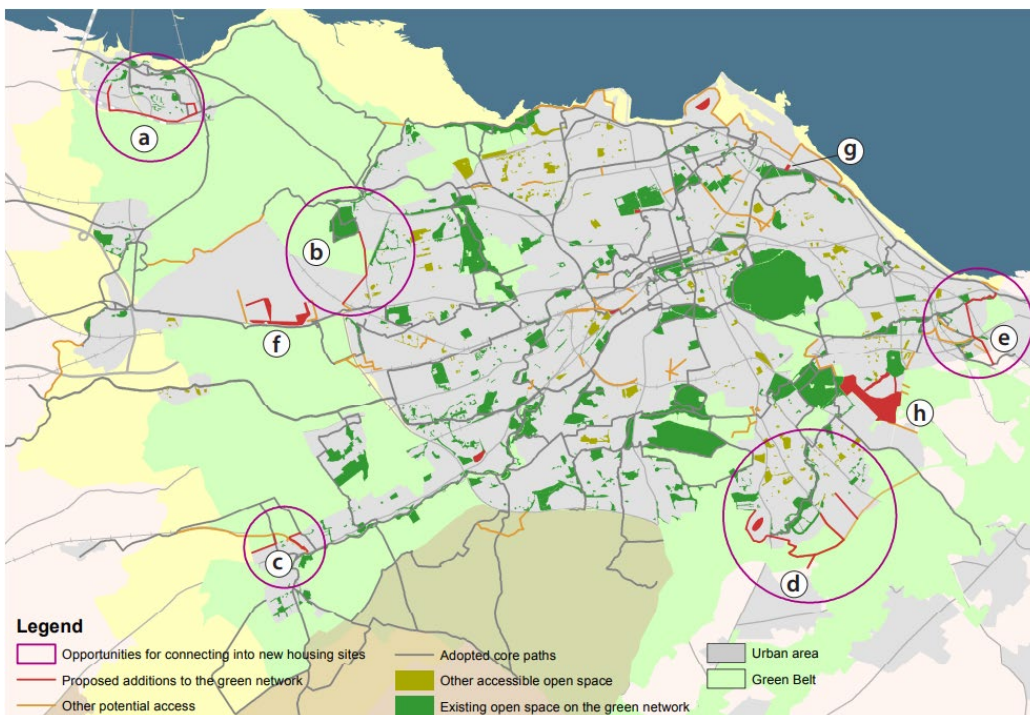


Figure 9: Edinburgh's Green Network, part of the Open Space 2021 Strategy¹⁸

The Open Space Strategy 2021 aims to improve and extend the city's network of open space in order to improve quality of life, support economic vitality and build excellent places. The Strategy has a co-ordinating and interdependent role in terms of a number of Council plans and strategies, including those relating to parks and gardens, allotments, play, sports facilities, active travel, climate change adaptation, sustainability and biodiversity. It looks back at what has happened over the last five years and looks forward at the priorities for Open Space into the 2020s, whilst sharing inspiring examples from across the Council Area. Table A.2 outlines some of the key considerations from the strategy.

¹⁸ The City of Edinburgh Council (2016). Available from <https://www.edinburgh.gov.uk/downloads/file/22616/open-space-2021>

Table A.2: Key considerations outlined in the Open Space Strategy 2021

Benefits of Open Space in Edinburgh	How is Open Space in Edinburgh Changing?
82% of Edinburgh’s citizens are satisfied with parks and greenspaces compared to 76% nationally and around 71% of residents have taken part in 30 minutes physical activity each week	Comparisons between the 2010 Open Space Strategy and 1969 Open Space Plan found that open space had increased by some 200 hectares over the 40-year period. In the last five years, there has been a less marked change in the overall quantity and composition of greenspace
Studies in Edinburgh and Dundee found that better availability of greenspace within deprived communities is associated with significantly lower levels of stress and improved mental wellbeing	Across the types of openspace quantified in the Open Space Audit (2016) there have been losses and gains since 2009. However, the overall amount of open space has remained relatively constant, with a net loss of under two hectares
Edinburgh’s open space network includes an urban forest of almost 630,000 trees, which help to filter air pollution, intercept and soak up flood waters, slow global warming by storing carbon and provide natural cooling during warmer weather	Some spaces have changed type to reflect changes in management practices, such as designating Magdalene Glen as a Community Park or via the introduction of new outdoor sports facilities, allotments or community growing spaces
Greenspaces can provide above ground storage for flood waters, reducing the need for costly defences. Along the Braid Burn, flood storage has been formalised at Firhill High School, Inch Park and Edinburgh University Playing Fields	Losses have tended to apply to bowling greens, playing fields, semi-natural greenspaces and residential amenity green space. In these cases, planning policy seeks to avoid losses which would impact on local character, recreational provision, biodiversity and green networks.

Whilst methods of comparing open space provision in different cities vary, one study by Greenspace Scotland¹⁹ found that Edinburgh had the highest proportion of public parks and gardens in Scotland, some 17% of all open space based on 2010 data. This compares with 13% in Glasgow and 8% across urban Scotland.

Biodiversity, Flora and Fauna

Edinburgh has a diverse range of valued areas, habitats and species, including sites designated under the European Union’s Wild Birds Directive (Directive 79/409/EEC, as amended). These ‘European Sites’ comprise:

- Firth of Forth Special Protection Area (SPA)
- Outer Firth of Forth and St Andrews Bay Complex SPA
- Imperial Dock Lock SPA
- Forth Islands SPA

The Firth of Forth is also a Ramsar site, which is an international designation for Wetlands of International Importance. At present, the Climate Strategy contains strategic policies rather than any site-specific policies,

¹⁹ Greenspace Scotland (2012). Available from: <https://www.nature.scot/sites/default/files/2017-06/The%20Second%20State%20of%20Scotland%27s%20Greenspace%20Report%20-%20greenspace%20scotland%20-%20Jan%202012.pdf>

objectives or proposed interventions. As such, a screening under the Scottish Habitats Regulations, Conservation (Natural Habitats, &c.) Regulations 1994, (the first stage of a Habitats Regulations Appraisal HRA) will not be undertaken. However, as the Climate Strategy develops, if any aspects of it have a spatial context (for example, public transport corridors) that could influence a European Site, the need for an HRA will need to be revisited and discussed with NatureScot.

There are also seven nationally designated Sites of Special Scientific Interest (SSSIs) with Edinburgh, covering a total area of 1,239 hectares and non-statutory designated sites. The non-statutory sites comprise 109 Local Nature Conservation Sites (including Local Biodiversity Sites and Local Geodiversity sites) Table A.3 shows the various natural heritage designations in Edinburgh.

Edinburgh has a Biodiversity Action Plan (EBAP 2009-21), which aims to: raise awareness of the rich biodiversity in Edinburgh; encourage Partners and others to take positive action to protect and enhance our natural environment; promote co-ordination and communication between Partners and others to further conservation within Edinburgh; and influence other plans, policies and strategies relating to Edinburgh.

Table A.3: Natural Heritage Designations

Designation	Number of Sites
SPA: Designated under the Wild Birds Directive for wild birds and their habitats	3 and 1 proposed (Firth of Forth SPA, Imperial Dock Lock (Leith) SPA, Forth Islands SPA Outer Firth of Forth and St Andrews Bay Complex (pSPA))
Ramsar sites: designated under the Convention of Wetlands of International Importance	1 (Within same boundary as Firth of Forth SPA)
SSSIs	7 (Agassiz Rock, Arthurs Seat Volcano, Balerno Common, Duddingston Loch, Firth of Forth, Inchmickery, Wester Craiglockhart Hill)
Local Nature Reserves	8 (Burdiehouse Burn Valley Park, Cammo Estate, Corstorphine Hill, Easter Craiglockhart Hill, Hermitage of Braid & Blackford Hill, Meadows Yard, Ravelston Woods)
Local Nature Conservation Sites	109 Local Biodiversity sites (LBS) 71 Local Geodiversity sites (LGS) 30

Material Assets

Public Transport Infrastructure : Generally, Edinburgh is well served by public transport, with an extensive bus and rail network and a developing tram and park and ride network. However, with a growing population, there is increasing pressure on public transport services. Many people travel to work by car, causing traffic congestion and significant pressure on parking spaces. There are several emerging transport schemes which will help improve existing public transport infrastructure, including the new tram service and additional park and ride sites. The Edinburgh Tram project is the largest infrastructure proposal to improve the city’s overall transport networks and to date connects the Airport to the city centre, with further development underway towards Leith and Newhaven.

Rights of Way Edinburgh has an extensive network of offroad footpaths and cycle paths laid out over the past two decades, utilising abandoned railway alignments or following the banks of the city’s water courses. The area is traversed by a series of core paths that form the Core Path Network across the city.

Key transport infrastructure:

Key infrastructure can be defined as infrastructure which is regarded as important in a local geographic area and supports the delivery of essential services at a local level. In Edinburgh key infrastructure includes:

- The Queensferry Crossing
- Forth Road Bridge and Forth Rail Bridge
- Edinburgh City Bypass
- Edinburgh Waverley and Haymarket Train Stations
- Edinburgh Bus Station
- Lothian Bus and Tram Routes²⁰
- Cycling and Walking Routes²¹ Forth Ports Leith

Natural Assets:

SEPA (2016)²² guidance on material assets in SEA's outlines that natural assets are assets of the natural environment that consists of minerals (such as sand, gravel, rock, and slate), watercourses (supporting natural drainage and flood prevention processes), natural flood management processes, forestry and woodlands, agricultural land and associated elements such as field boundaries (e.g. hedges, stone walls).

With reference to the other environmental topics outlined in this SEA, natural assets in Edinburgh include:

Soil - Farmland located in prime agricultural land (Soil Survey of Scotland – Land Capability for Agriculture, Macaulay Institute for Soil Research²³). Limited amount of carbon-rich and peatland soil, found in the Pentland Hills which is a designated Special Landscape Area.

Water - Areas of importance for flood management include the Water of Leith and Forth Estuary. The Water of Leith has been subject to intermittent flooding since people first settled in Edinburgh. The Murrayfield, Roseburn and Gogarburn areas have a history of flooding. There are a number of short rivers in Edinburgh, rising in and around the Pentland Hills and discharging into the Firth and Forth.

Biodiversity - Edinburgh has three Special Protection Areas and one proposed Special Protection Area. The Firth of Forth is a Ramsar site which is an international designation for Wetlands of International Importance. There are also seven nationally designated Sites of Special Scientific Interest within Edinburgh, eight Local Nature Reserves and 109 Local Nature Conservation Sites.

²⁰ East Coast Buses (2020) Lothian Network Map. Available from <https://www.lothianbuses.com/wp-content/uploads/2021/09/210912-LB-Network-Map.pdf>

²¹ The City of Edinburgh Council (2022) Cycling and Walking Routes Maps. Available from <https://www.edinburgh.gov.uk/cycling-walking/explore-quietroutes/1>

²² SEPA (2016). Available from: <https://www.sepa.org.uk/media/219432/lups-sea-gu4-consideration-of-material-assets-in-sea.pdf>

²³ The James Hutton Institute (2019). Available from: <https://www.hutton.ac.uk/learning/natural-resource-datasets/soilshutton/soils-maps-scotland/download>

Population and Human Health

Figure 10 shows the total resident population of Edinburgh was 527,620 at the 2020 mid-year estimate and covers an area of 26,373 hectares (National Records Scotland, 2022)²⁴. The age structure of Edinburgh’s population differs significantly from the national average, with fewer children and older people and more young adults. The population of the City of Edinburgh is projected to increase by 15% (or 75,965 people) between 2016 and 2041²⁵ (see Figure 11).

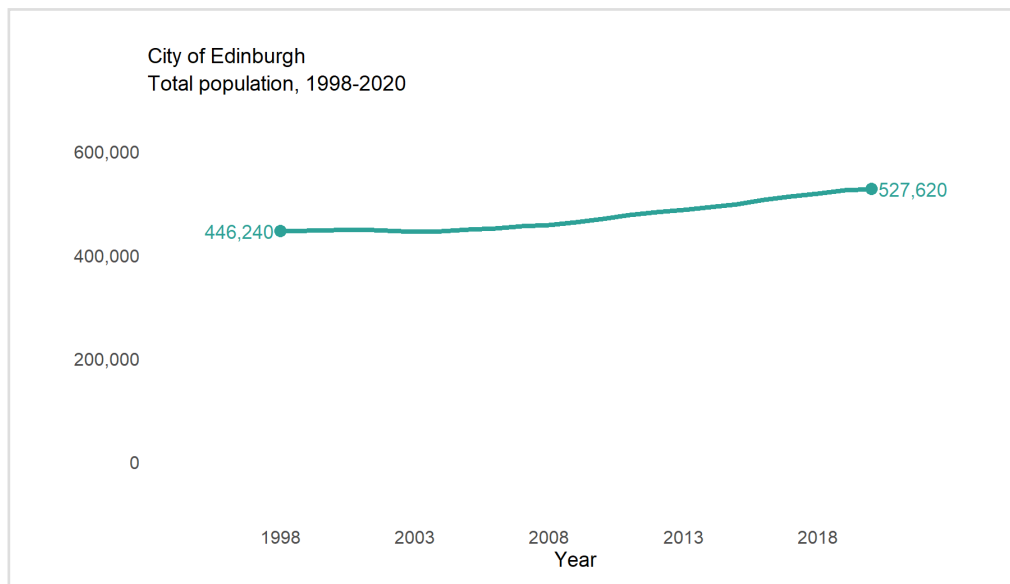
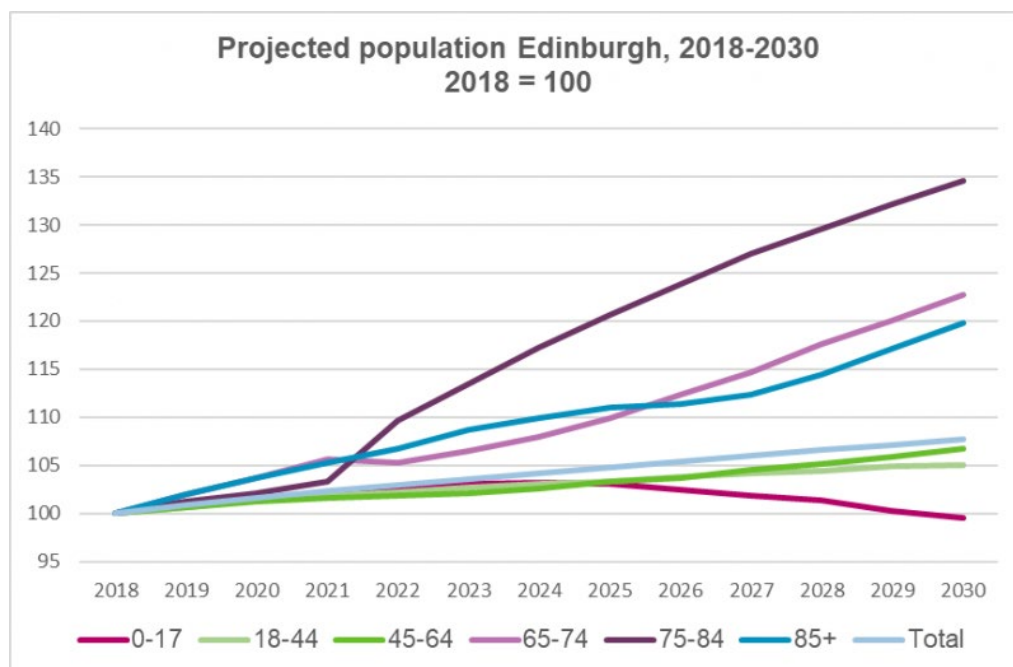


Figure 10: Edinburgh’s total population 1998-2020 (NRS Scotland, 2021)²⁶



²⁴ National Records of Scotland (2022). Available from: <https://www.nrscotland.gov.uk/statistics-and-data/statistics/statistics-by-theme/population/population-estimates/mid-year-population-estimates/mid-2020>

²⁵ '2016-based principal population projections for 2016-2041, by sex, council area and single year of age', National Records of Scotland (2018)

²⁶ City of Edinburgh Council (2021). Available from <https://www.nrscotland.gov.uk/files/statistics/council-area-data-sheets/city-of-edinburgh-council-profile.html>

Figure 11: Projected population Edinburgh 2018-2030 (Edinburgh Health and Social Care Partnership, 2021)²⁷

In general, the population of Edinburgh enjoys a high standard of health. Life expectancy is high, with females living 81.1 years on average and males living to 77.1 years on average. However, there are significant inequalities in general health and mortality rates between different neighbourhoods within the city.

Noise can be a serious problem to people living in urban areas. In line with the Environmental Noise (Scotland) Regulations 2006, an Edinburgh Noise Action Plan was published in 2008. The Council identified three Noise Management Areas and 10 Quiet Areas in 2014 as part of round 1 of the noise mapping process. Following round 2, 18 Noise Management Areas and 10 Quiet areas were identified in the city (see Table A.4). Work by the Edinburgh Agglomeration Working Group is now commencing on the fieldwork for round 3. The working group will continue to co-ordinate the action planning process and work with the Environmental Noise Steering Group and the Scottish Government in its delivery of the requirements of the Environmental Noise Regulations.

Table A.4: Candidate Noise Management Areas and Quiet Areas

Noise Management Areas	Quiet Areas
A70 at Moat Street, Fountainbridge/Craiglockhart	Inverleith Park
A71 at Gorgie Road near Robertson Avenue, Fountainbridge/Craiglockhart	Royal Botanic Gardens
A70 at Slateford Road, Fountainbridge/Craiglockhart	Lochend Park
A702 at Morningside Road, near Steeß Place, Meadows/Morningside	Arthur’s Seat Volcano, Holyrood Park and Duddingston Loch
A8 at Roseburn Gardens, Roseburn Street, Corstorphine/Murrayfield	Jewel Park
A70 at Orwell Place, West Park Place, Sighthill/Gorgie	Craiglockhart Dell
A702 at Gilmore Place, Home Street, Lochrin Terrace, West Tollcross, City Centre	Easter Craiglockhart Hill
A702 Lauriston Place at Glen Street, City Centre	Hermitage of Braid/Blackford Hill
East Fountainbridge, West Port at Lady Lawson Street, City Centre	Galachlaw
At West Nicholson Street, Southside/Newington	Burdiehouse Burn Valley Park
Deanhaugh Street, Raeburn Place, Inverleith	
Broughton Road at Dunedin Street, Leith Walk	
Easter Road at London Road, City Centre	
Brunswick Road, Easter Road, Leith Walk	
A902 at Ferry Road, Forth	
Lindsay Road at Portland Street, Leith	

²⁷ Edinburgh Health and Social Care Partnership (2022). Available from <https://www.edinburgh-hsc.scot/the-ijb/jsna/populationanddemographics/#:~:text=Key%20points%20include%3A%20The%20population%20of%20Edinburgh%20in%20mid%2D2019%20was%20estimated%20to,of%20the%20population%20are%2065%2B>

Ferry Road at Madeira Street, Leith Walk	
Great Junction Street at Bangor Road, Leith	

An emerging public health priority in Edinburgh as well as many cities in the UK and across the world, is poor air quality. This is primarily caused by road transport emissions of gases such as nitrogen oxides (NOx) and particulate matter (PM_{2.5} and PM₁₀). These can have significant impacts on health, child development and environmental quality. In Scotland, recent work by Health Protection Scotland estimates that in 2016 there were 1,724 attributable deaths (not actual deaths, but modelled estimates that would be attributable to long-term exposure) associated with man-made PM_{2.5}. In Edinburgh, this is equivalent to 153 attributable deaths in the same year. The council's Air Quality Action Plan (AQAP) and Active Travel Action Plan both aim to increase health benefits in Edinburgh, through implementing controlled parking zones to improve air quality and by encouraging modal shift to more active travel.

The Council's administrative area includes several establishments controlled under Major Hazards legislation²⁸. There is a requirement to ensure that new development is not located in an area where it will put occupants at undue risk from these hazards.

Cultural Heritage

Conservation Areas: There are 50 conservation areas in Edinburgh, an increase of 10 since 2011 (see Figure 12) of widely varying character, ranging from the mediaeval Old Town, the Georgian New Town, Victorian suburbs and former villages which have been absorbed as the city has grown.

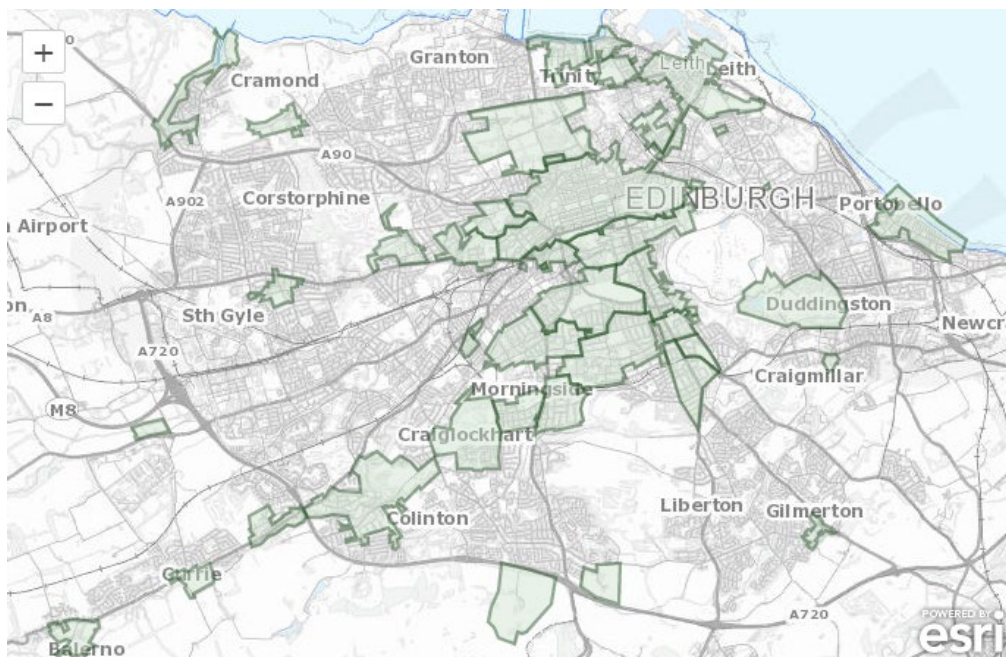


Figure 12: Conservation areas in Edinburgh (City of Edinburgh Council, 2022)²⁹

Historic gardens and designed landscapes: Historic Environment Scotland maintain the Inventory of Gardens and Designed Landscapes, which was initiated in 1987. The purpose is to record assets of national, regional

²⁸ The Control of Major Accident Hazards (COMAH) Regulations 2015

²⁹ The City of Edinburgh Council (2022). Available from <https://www.edinburgh.gov.uk/conservation-2/listed-buildings/1>

and local importance. They are valuable in terms of contribution to scenery, history, artistic design, wildlife, horticulture or tourism. A total of 17 sites, a reduction of three since 2011, are listed within the Council's area.

Listed Buildings: Edinburgh has the largest concentration of listed buildings in the UK outside London, with 4,830 listed items, comprising approximately 34,000 individual properties (as of June 2018).

Scheduled Monuments: Scotland has a rich heritage of scheduled monuments. They are important both in their own right and as a resource for research, education, leisure and tourism. There are currently 56 scheduled monuments within the City of Edinburgh Council boundary.

World Heritage site: The key historic designation in Edinburgh is the New and Old Town World Heritage Site, which was inscribed by UNESCO (United Educational Scientific and Cultural Organisation) in 1995. One of only six in Scotland, it covers approximately 4.5sq kms of the city's historic core. Another key World Heritage site in the Edinburgh area is the Forth Bridge (a railway bridge) which was inscribed in 2015. Its three diamond-shaped towers form a cantilever bridge which was completed in 1890 and carries a dual-track railway line 46 metres above the Firth of Forth.

In addition to the designated sites above there are a variety of non-designated heritage assets and sites of known or suspected archaeological significance that can be found across the wider Edinburgh area.

Strategic Environmental Assessment Environmental Report

Appendix B. Relationship with relevant Plans Programmes and Strategies (PPS)

Revision no:0.2

City of Edinburgh Council

Climate Strategy 2030
August 2022

Appendix B: Relationship with relevant Plans Programmes and Strategies (PPS)

Table B.1: Relevant PPS and Environmental Objectives

Name of PPS or Legislation	Environmental Objectives
Climate	
Climate Change Scotland Act 2009	This Act introduces a new duty on the Council (and all public bodies) to exercise their function in a way that is best calculated to contribute towards the greenhouse gas emission reductions by at least 80% by 2050.
Climate Change (Emissions Reduction Targets) (Scotland) Act 2019	The Act sets targets to reduce Scotland's emissions of all greenhouse gases to net-zero by 2045 at the latest, with interim targets for reductions of at least 56% by 2020, 75% by 2030, 90% by 2040.
Securing a green recovery on a path to net zero: climate change plan 2018-2032 – update (Scottish Government, 2020)	<p>The outcomes of the plan for Scotland are to bring about a healthier society, an enhanced and protected natural environment and a diversified, resilient and sustainable economy.</p> <p>The update to the climate change plan builds on the work undertaken by the last two Programmes for Government (2020-2021 and 2019-2020) which have committed to delivering a Green New Deal, outlining how investments can help in reducing climate change. The update focuses on a Green Recovery from the Covid-19 pandemic and as such provides actions which align with the new emissions reductions targets up to 2032 since the previous plan. The Climate Change (Emissions Reduction Targets) (Scotland) Act 2019 received Royal Assent in October 2019 and set revised annual and interim emissions reduction targets to achieve the net zero by 2045 target set by the Scottish Government.</p>
The Climate Change (Nitrogen Balance Sheet) (Scotland) Regulations 2022	Requires the establishment of a national Nitrogen Balance Sheet for Scotland by March 2022, via a process of regulations. The Scottish Government is now consulting on proposals for establishing a Scottish Nitrogen Balance Sheet (SNBS).
Resilient Edinburgh Climate Change Adaptation Framework 2014 to 2020 (The Edinburgh Partnership, 2012)	<p>This Framework sets out Edinburgh's strategic approach to increasing resilience to the impacts of climate change. Climate change adaptation provides a unique opportunity for the Council and its citywide partners to work together to ensure that Edinburgh continues to be a climate resilient city.</p> <p>The Framework takes a risk-based approach that:</p> <ul style="list-style-type: none"> Assesses how vulnerable Edinburgh is to weather-related risks and predicted climate change impacts; Uses climate projections to understand how climate change accentuates existing risks or creates new risks/ opportunities in the future; Identifies what city services and sectors may be affected by these existing and future risks and/ or opportunities; Presents a number of high-level actions that should be taken to address the most significant risks identified.

Name of PPS or Legislation	Environmental Objectives
Edinburgh Council's Sustainable Energy Action Plan 2015 - 2020 (City of Edinburgh Council, 2015)	This plan set out an approach to reduce the city's carbon emissions (21% of these emissions are from transport, 36% from households and 43% from industry and commerce) from the 2005 level by at least 42% by 2020 through improved energy usages and generation. The Plan proposed the development of five programmes to reach the proposed emission reduction target, one of which includes sustainable transport. Part of this programme was to support the current Local Transport Strategy (LTS) by reducing the need to travel, encouraging more active travel within Edinburgh and decarbonising travel. Notably, additional/ revised Sustainable Energy Action Plans that are in progress are being taken forward as part of the Climate Strategy Implementation Plan.
Edinburgh Adapts Climate Change Adaptation Action Plan 2016-2020 (Edinburgh Sustainable Development Partnership, 2016)	The plan set out a vision to take action to prepare for the challenges that Edinburgh will face in the future in the context of climate change. The associated Action Programme set out specific actions under 5 sections, including the Built Environment and Infrastructure. At present, a new adaptation plan is being developed that will likewise reflect the challenges that Edinburgh will face in the future in response to the impacts of climate change.
A Net-Zero Carbon Roadmap for Edinburgh (Edinburgh Climate Commission, 2020)	Edinburgh signed its climate emergency declaration in May 2019, thereby committing itself to work towards net-zero emissions by 2030. Produced by the ESRC Place-Based Climate Action Network (PCAN), this net-zero roadmap is designed to inform how Edinburgh can work towards that ambitious target in the coming years.
Climate Emissions Analysis and 2030 City Sustainability Strategy Approach (City of Edinburgh Council, 2020)	In order to deliver the 2030 net zero carbon target, the City of Edinburgh Council brought forward an internal and external-facing sustainability programme that includes citizen engagement, tests of change and innovation with new partners, establishing and providing ongoing support to the independent Edinburgh Climate Commission and development of a Carbon Scenario Tool. This programme also includes the development of a 2030 Climate Strategy for the city, and the Council's contribution to its implementation, alongside a Council Emissions Reduction Plan to address the Council's own organisational emissions.
Climate Ready Scotland: Climate Change Adaptation Programme 2019-2024 (Scottish Government, 2019)	The Scottish Climate Change Adaptation Programme provides an overarching framework for adaptation to climate change, setting out Scottish Ministers' objectives in relation to adaptation to climate change and their policies and proposals for meeting those objectives, as required by the 2009 Act. It refers to cross cutting policies and programmes which support the following outcomes: Communities are inclusive, empowered, resilient and safe in response to the changing climate.

Name of PPS or Legislation	Environmental Objectives
	<p>The people in Scotland who are most vulnerable to climate change are able to adapt, and climate justice is embedded in climate change adaptation policy.</p> <p>Scotland’s inclusive and sustainable economy is flexible, adaptable and responsive to the changing climate.</p> <p>Scotland’s society’s supporting systems are resilient to climate change.</p> <p>Scotland’s natural environment is valued, enjoyed, protected and enhanced and has increased resilience to climate change.</p> <p>Scotland’s coastal and marine environment is valued, enjoyed, protected and enhanced and has increased resilience to climate change.</p> <p>Scotland’s international networks are adaptable to climate change.</p>
Just Transition Commission	<p>The Scottish Government set out its commitment that ending the contribution to climate change should be in a way that is fair and leaves no one behind.</p> <p>An independent Just Transition Commission reported to the Scottish Government in March 2021, providing a series of recommendations to deliver on this commitment. This included that Scottish Government, local authorities and developers must “commit to creating communities that embed low carbon lifestyles, while improving our health and wellbeing”.</p> <p>Scottish Government policies which are intended to support a just transition include improvements for priority bus infrastructure and improving connectivity for people in lower socio-economic groups.</p>
Scotland’s Energy Strategy: Position Statement (Scottish Government, 2021)	<p>The Energy Strategy position statement provides an overview of our key priorities for the short to medium-term in ensuring a green economic recovery, whilst remaining aligned to our net zero ambitions, in the lead up to COP26.</p>
Equalities and Diversity Framework 2021 to 2025	<p>This Equality and Diversity Framework for 2021 -25 sets out the Council’s ambitions to advance equality and promote diversity. It also responds to new legislative requirements and policy changes since the Equality Act 2010, including The Fairer Scotland Duty, introduced in 2018, Child Poverty (Scotland) Act (2017) and others directly related to human rights.</p>
Edinburgh Biodiversity Plan 2019 to 2021	<p>This Plans set out the response to the challenges from climate change on the natural environment including the decline in biodiversity and degradation of ecosystems. It aimed to raise awareness of biodiversity in Edinburgh, take action to protect and enhance the natural environment, and encourage others to take conservation action and influence plans policies and projects in Edinburgh. A new plan is being developed in 2022 that will focus on developing a ‘Vision for a Nature Positive City’ and other responses to the ecological emergency’.</p>

Name of PPS or Legislation	Environmental Objectives
Edinburgh Climate Commission – Green Recovery Report	The report highlights the conditions for a successful green recovery and makes ten recommendations urging; the acceleration of existing programmes, for new and more effective partnerships to deliver, and for a green economic recovery in Edinburgh, creating jobs, reducing emissions, and building a better, fairer city.
A Low Carbon Economic Strategy for Scotland (Scottish Government, 2010)	The Low Carbon Economic Strategy is an integral part of the Government’s Economic Strategy (GES) to secure sustainable economic growth in addition to being key in the Scottish Government’s approach to meeting Scotland’s climate change targets and the transition to a low carbon economy. The strategy identifies decarbonising and improving the efficiency of transport as key enablers for enhanced productivity and increasing sustainable economic growth.
Low Carbon Scotland – Meeting Our Emissions Reduction Targets 2013-2017: Second Report (Scottish Government, 2013)	Sets out methods for meeting Scotland’s emissions reduction targets for the period of 2013 to 2027, structured around key sectors including energy; homes and communities; business, industry and the public sector; transport; waste and resource efficiency; and rural land use.
Decarbonising the Scottish Transport Sector (Transport Scotland, 2021)	In 2019, Scotland introduced a new set of economy wide emission targets to reflect the updated advice of the UK Committee on Climate Change. This led to Scotland setting a target to reduce emissions to net-zero by 2045, with the interim target to reduce emissions by 75% between 1990 and 2030 and 90% by 2040.
Scotland’s Climate Assembly: Recommendations for Action – Scottish Government Response (Scottish Government, 2021)	The document is structured to mirror the Assembly’s Full Report – Recommendations for Action. This document provides Scottish Government response to the 16 identified goals and the subsequent 81 recommendations that underpin them. Both the scale and urgency of the climate emergency is recognised as the driving force for this report. It is also noted that where required Scottish Government will work collaboratively with the UK Government to achieve action or suggest alternative options that are believed to meet the aim of the recommendations.
Local Heat and Energy Efficiency Strategy (City of Edinburgh Council, 2023)	Although this has not yet been published, the City of Edinburgh Council are required to prepare and action this strategy by 2023 - providing a useful source of information with regards to energy and heat generation, transmission and use across the city area. A Local Heat and Energy Efficiency Strategy will form part of a wider City Heat and Energy Masterplan that is currently being developed. This Masterplan is one of the Climate Strategy actions and will consider energy for both transport and heat.
Biodiversity, Flora & Fauna	
Habitats Regulations (translated into specific legal obligations by the Conservation (Natural Habitats, &c.) Regulations 1994, amended 2012)	The Habitats Regulations transpose the provisions of the EU Habitats and Birds Directives (European Council Directive 92/43/EEC Habitats Directive) into Scottish Law and require that plans and projects are subject to an

Name of PPS or Legislation	Environmental Objectives
	appropriate assessment of their implications for European sites.
Nature Conservation (Scotland) Act 2004	This Act is in place to conserve biodiversity and protect the nations precious natural heritage. Implementation is linked to the national biodiversity strategy.
Scotland’s Biodiversity: A Route Map to 2020 (Scottish Government, 2015)	The route map sets out the priority work needed to meet the international Aichi Targets for biodiversity and improve the state of nature in Scotland.
Convention on Biological Diversity – UK Post 2010 Biodiversity Framework/ Scottish Biodiversity Strategy (JNCC and Defra, 2012)	This strategy sets out targets to conserve species and habitats that are considered vulnerable or threatened on a local or national basis and in turn contribute to the conservation of our global biodiversity; promote awareness of local natural resources; promote community engagement in and ownership of the practical conservation of natural resources and promote the sustainable and wise use of resources. A revised implementation plan was produced in 2018 as a number of changes both at a country and UK level since the framework and the original Plan was produced. For example, approaches to biodiversity conservation have become more devolved, leading to the development of new country-level plans, strategies and legislation; and several new concepts relating to biodiversity conservation have emerged, including natural capital, ecosystem services, and natural resource management.
2020 Challenge for Scotland’s Biodiversity (Scottish Government, 2013)	The focus of the strategy is on protecting and restoring healthy ecosystems, connecting people with nature and ensuring biodiversity contributes to sustainable economic growth.
Scotland's Biodiversity: It's in Your Hands (Scottish Government, 2004)	This strategy outlines several actions with the overall aim of conserving biodiversity for the health, enjoyment and wellbeing of the people of Scotland in the present and in the future.
Scotland’s Biodiversity Progress to 2020 Aichi Targets – Report 2019 (NatureScot, 2021)	This report presents an assessment of Scotland's progress towards meeting the 20 Global Aichi Targets. The Convention on Biological Diversity (CBD) set 20 global targets, known as Aichi Targets, to be met by 2020.
Wildlife & Countryside Act 1981 (as amended).	This Act implements the European Council Directive 2009/ 147/ EC on the conservation of wild birds. The Act is concerned with the protection of native species; nature conservation including protection for SSSI and National Parks; and maintaining public rights of way records.
Pollinator Strategy for Scotland 2017 - 2027 (NatureScot, 2017)	The Pollinator Strategy aims to make Scotland a more pollinator friendly place, addressing recent significant declines in these important species.
Wildlife and Natural Environment (Scotland) Act 2011	Draws together and updates legislation on nature conservation. Focuses on a series of key measures relating to certain land management activities.
Population & Human Health	
Land Reform (Scotland) Act 2003	This Act establishes statutory public rights of access to land for recreational and other purposes.

Name of PPS or Legislation	Environmental Objectives
Getting the best from our lands: A Land use strategy for Scotland 2016-2021 (Scottish Government, 2021)	<p>This is a national land-use strategy which has been prepared under the Act. This identifies three objectives:</p> <ul style="list-style-type: none"> • Land based businesses working with nature to contribute more to prosperity; • Responsible stewardship of natural resources delivering more benefits; and • Urban and rural communities better connected to the land.
Disability Equality Scotland Strategic Plan 2020-2023 (Disability Equality Scotland, 2021)	<p>This strategic plan focused on four key priority area to ensure that all disabled people in Scotland are given a voice with trust, care and empathy. These priority areas are:</p> <ul style="list-style-type: none"> • Equality, participation, and inclusion – opportunities for disabled people to participate and meaningfully engage in national and local discussions, embedding inclusive communication in all methods of communication. • Access Panel Network – This Network is trained in accessibility legislation, equality and disability awareness allowing them to address inequalities and inaccessibility in local communities across Scotland. • Membership – Provide a valued membership that disabled people are proud to be part of. • Accessible Transport – Opportunities for increased engagement between disabled people and transport providers, including Transport Scotland’s Accessibility Team, the Mobility and Access Committee for Scotland and Community Transport.
Equality Act 2010	<p>The Equality Act 2010 requires public authorities to work to eliminate discrimination and promote equality in all their activities. Under Section 149 of the Equality Act a public authority has a duty to ensure that all decisions are made in such a way as to minimise unfairness, and do not have disproportionately negative impacts on people because of their protected characteristics or background.</p>
Fairer Scotland Duty (2018)	<p>Places a legal responsibility on named public bodies in Scotland to actively consider how they can reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions</p>
Covid Recovery Strategy: for a fairer future (Scottish Government, 2021)	<p>The Strategy acknowledges the hardship experienced during the global pandemic was not felt evenly, it has both highlighted the inequalities in society and made them worse. This strategy focuses on the efforts required to tackle the inequality and disadvantage.</p>
Road Safety Framework to 2020 (Transport Scotland, 2012)	<p>Commitment to the outcome of safer road travel in Scotland for everyone. This Framework describes the road safety vision for Scotland, aims and commitments, and the Scottish targets for reductions in road deaths and serious injuries to 2020.</p>
City of Edinburgh Council City Mobility Plan 2021-2030 (The City of Edinburgh Council, 2021)	<p>Set out Edinburgh’s route to achieving sustainable and effective mobility across the city and into the region. It contains a series of objectives and policy measures under</p>

Name of PPS or Legislation	Environmental Objectives
	the themes of People, Movement and Place which will, collectively, achieve the Vision for this Plan.
Play Strategy for Scotland: Our Action Plan (Scottish Government, 2013)	Action plan sets out the steps needed to realise the vision for play in Scotland. The vision is that Scotland can be the best place to grow up. A nation which values play as a life-enhancing daily experience for all our children and young people; in their homes, nurseries, schools and communities.
Achieving a Sustainable Future: Regeneration Strategy (Scottish Government, 2011)	This strategy responds to the challenges faced by our most disadvantaged communities to help create a Scotland where all places are sustainable, and where people want to live, work and invest.
Let's Get Scotland Walking – The National Walking Strategy (Scottish Government, 2014)	<p>The National Walking Strategy outlines a vision of Scotland where everyone benefits from walking. Its 3 strategic aims are:</p> <ul style="list-style-type: none"> • Create a culture of walking; • Better quality walking environments throughout Scotland; and • Enable easy, convenient and safe independent mobility for all. <p>It contains recommendations from a working group including removing physical, practical and knowledge barriers.</p>
Cycling Action Plan for Scotland 2017 – 2020 (Transport Scotland, 2017)	<p>This is the third iteration of the Cycling Action Plan for Scotland. Sets out a new set of actions to help achieve the vision of “10% of everyday journeys to be made by bike by 2020”. The actions are under 5 sections:</p> <ul style="list-style-type: none"> • Leadership and Partnership; • Infrastructure, Integration and Road Safety; • Promotion and Behaviour Change; • Resourcing; and • Monitoring and Progress.
Active Travel Task Force Report (Transport Scotland, 2018)	<p>The Task Force was announced by the Minister for Transport in November 2016, its remit was to identify and make recommendations to the Minister on ways to improve delivery of inclusive walking and cycling projects. The report sets out recommendations following extensive evidence gathering and consultation under the following headings:</p> <ul style="list-style-type: none"> • Infrastructure; • Policies, processes and resources; • Community engagement; and • Behaviour change and culture.
A Long-Term Vision for Active Travel in Scotland 2030 (Transport Scotland, 2014)	This sets out a long-term vision for delivering lasting change and increasing the number of people choosing to travel actively.
Going Further: Scotland's Accessible Travel Framework (Transport Scotland, 2016)	The first national Accessible Travel Framework for Scotland. It provides a national vision and outcomes for accessible travel, new ways of working to include disabled people and a high-level action plan to tackle issues.
Soil Conservation	

Name of PPS or Legislation	Environmental Objectives
Scottish Soil Framework (Scottish Government, 2009)	This framework promotes the sustainable management and protection of soils consistent with the economic, social and environmental needs of Scotland, achieved through targeted activities including reducing soil erosion; greenhouse gas emissions from soil; and contamination.
Scotland's National Peatland Plan – Working for our Future (NatureScot, 2015)	The Plan recognises the wide range of benefits provided by healthy peatlands and sets out a number of aims to protect it.
Scotland's Third Land Use Strategy 2021-2026 – Getting the Best From our Land (Scottish Government, 2021)	Sets out the vision for sustainable land use in Scotland. The strategy outlines objectives, policies and actions which are required to deliver the strategy's vision. The vision for land use in Scotland, outlined by the strategy is for: 'A Scotland where we fully recognise, understand and value the importance of our land resources, and where our plans and decisions about land use will deliver improved and enduring benefits, enhancing the wellbeing of our nation'.
Draft Peatland and Energy Policy Statement (Scottish Government, 2016)	Statement provides a basis from which the Scottish Government and its agencies act in developing and implementing policies in relation to Peatland and energy.
Water	
Water Environment and Water Services (Scotland) Act 2003 The river basin management plan for the Scotland river basin district: 2015-2027 (SEPA, 2015)	The Act is in place to prevent deterioration in the status of the water environment, including rivers, lochs, estuaries, coastal waters and groundwater and protect, enhance and restore all surface water bodies to 'good' status. The area management plan supplements the RBMP for the Scottish river basin district in the delivery of Water Framework Directive requirements.
Flood Risk Management (Scotland) Act 2009 Flood Risk Management Strategy: Forth Estuary Local Plan District (SEPA, 2021)	This Act aims to reduce and manage the risks that floods pose to human health, the environment, cultural heritage and economic activity through improved assessment and the sustainable and coordinated management of flood risk. This Act imposes a new duty on local authorities to exercise their flood risk related functions with a view to reducing overall flood risk and establishes the requirement to prepare plans to manage flood risk which will provide a framework for co-ordinating actions across catchments to deal with all forms of flooding and its impacts. This strategy identifies flooding sources, its impacts and outlines actions to address this flood risk in the Forth estuary area.
Marine (Scotland) Act 2010	The Marine (Scotland) Act aims to achieve good environmental status of the EU's marine waters by 2020 and to protect the resource base upon which marine-related economic and social activities depend. The Marine (Scotland) Act transposes the Directive into Scots law and makes provision for a new statutory marine planning system to sustainably manage demands on the marine environment.

Name of PPS or Legislation	Environmental Objectives
Scotland's National Marine Plan (Scottish Government, 2015)	The National Marine Plan fulfils joint requirements under the Marine (Scotland) Act 2010 and Marine and Coastal Access Act 2009 to prepare marine plans, providing a cohesive approach which covers both Scottish inshore and offshore waters and is in accordance with EU Directive 2014/89/EU on maritime spatial planning which came into force in July 2014.
Edinburgh and Lothians Strategic Drainage Partnership (ELSDP)	A mechanism proposed to implement the Vision for Water Management strategy. Vision to empower the ELSDP to make decisions in relation to the implementation of the different work streams, whilst maintaining an overview of all the existing and proposed work in the Council that relates to water issues. This will allow different work streams to be co-ordinated and ensure opportunities for shared working both internally and externally can be maximised.
Air	
The Air Quality Strategy for England, Scotland, Wales and Northern Ireland (Department for Environment, Food & Rural Affairs, 2011)	Air quality targets have been set at the European and UK levels. The Air Quality Strategy for England, Scotland, Wales and Northern Ireland sets objectives for Particulate Matter (PM), oxides of nitrogen (NO _x), sulphur dioxide (SO ₂) and ozone (O ₃) amongst others.
The Pollution Prevention and Control (Scotland) Regulations 2012	Allows for the regulation and monitoring of certain industrial activities that can generate airborne pollution.
Air Quality Action Plan (City of Edinburgh Council, 2008)	This Action Plan demonstrates how emissions of nitrogen oxides will be reduced in air quality management areas to achieve NO ₂ concentration objectives. The Air Quality Action Plan Progress with Actions (2015) Report for City of Edinburgh Council revised the Air Quality Action Plan, providing an update on progress achieved for measures contained in the AQAP and City of Edinburgh Council's Local Transport Strategy (2014). The conclusion is reached that steady progress has been achieved with respect to management of emissions from buses and freight via a voluntary approach.
Local Transport Strategy 2014-2019 (City of Edinburgh, 2014)	Sets out the transport policies and actions for the next five years that will contribute to the Council's vision of Edinburgh as a thriving, successful and sustainable capital city. The key actions within the current Air Quality Action Plan and Local Transport Strategy together is based on: (1) promoting cleaner transport (2) adoption of a fleet recognition efficiency scheme for reducing emissions from road freight vehicles (3) improving traffic flow and easing congestion by use of intelligent traffic signaling and (4) promoting modal shift away from car use by means of an Active Travel Action Plan, providing of Park and Rides, controlled parking and priority parking zones.
Environmental Noise (Scotland) Regulations 2006	This regulation implements the EU Environmental Noise Directive. It introduces strategic noise mapping and noise action planning for large urban areas, Noise Management Areas and Quiet areas.

Name of PPS or Legislation	Environmental Objectives
Edinburgh Agglomeration Noise Action Plan (Scottish Government, 2014)	This Action Plan identifies Noise Management Areas and sets out action plans to reduce noise levels where necessary and to preserve noise quality where it is good.
Cleaner Air for Scotland: the road to a healthier future (Scottish Government, 2015)	This strategy provides the mechanism for necessary improvement in air quality in Scotland. It places a greater focus on delivering air quality improvement through evidence-based actions and measures and is complemented by existing local air quality management regimes.
Cleaner Air for Scotland 2 – Towards a Better Place for Everyone (Scottish Government, 2021)	A new air quality strategy that sets out the Scottish Government’s air quality policy framework for the next five years and a series of actions to deliver further air quality improvements. It aims to maximise the benefits from action to tackle poor air quality and build on the linkages with other key government strategies that cover transport, climate change, health, environment, place, planning, energy and land use.
Clean Air Strategy 2019 (DEFRA, 2019)	Shows how we will tackle all sources of air pollution, making our air healthier to breathe protecting nature and boosting the economy. The strategy sets out a number of proposals in detail and also indicates how devolved administrations intend to make their share of emissions reductions. It complements three other UK government strategies: the Industrial Strategy, the Clean Growth Strategy and the 25 Year Environment Plan.
Environment Act 1995 – Local Air Quality Management (LAQM)	This Act imposes a duty on local authorities to review and assess air quality and work toward meeting the objectives contained in the UK air quality strategy for England, Scotland, Wales and Northern Ireland (2007).
Air Quality Standards (Scotland) Regulations 2010, transposing the EU Ambient Air Quality Directive (2008)/ 50/ EC)	These set limits and targets for several airborne pollutants with implications for human health, including carbon monoxide, oxides of nitrogen, Sulphur dioxide, and particulates.
Local Air Quality Management Policy Guidance PG 16 (Department for Environment, Food & Rural Affairs, 2016)	Explains the objective for improving air quality and provides a framework for activities in Local Air Quality Management Areas.
Clean Air Strategy 2018 (Department for Environment, Food & Rural Affairs, 2018)	The Clean Air Strategy shows how the UK will tackle all sources of air pollution, making the air healthier to breathe, protecting nature and boosting the economy. It sets out a wide range of actions on which the UK Government is consulting and shows how devolved administrations intend to make their share or emissions.
2021 Air Quality Annual Progress Report (APR) (The City of Edinburgh Council, 2021)	Report provides an annual update on the most recently available annual air quality monitoring data (2019), local pollutant trends and emerging issues, fulfilling the requirements of the statutory Local Air Quality Management Framework.
Cleaner Air for Scotland 2: Towards a Better Place for Everyone (Scottish Government, 2015)	In November 2015, the Scottish Government published ‘Cleaner Air for Scotland – The Road to a Healthier Future’. This was the first Scottish air quality strategy separate from the rest of the UK. CAFS sought to bring together the major policy areas relevant to air quality –

Name of PPS or Legislation	Environmental Objectives
	climate change, transport, planning, health and energy – within one overarching framework. CAFS2 replaces the CAFS and underwent its own public consultation in early 2021.
Material Assets	
Zero Waste Plan (Scottish Government, 2010)	This plan sets out Scotland’s ambition to become a zero-waste nation, where we increase resource efficiency by minimising Scotland’s demand on virgin materials through increasing and maximising the reuse, recycling and recovery of resources instead of treating them as waste. In addition to preventing the use of resources through re-design and designing for end-of-life purposes.
Making Things Last: A Circular Economy Strategy for Scotland (Scottish Government, 2016)	This strategy sets out our priorities for moving towards a more circular economy – where products and materials are kept in high value use for as long as possible. It builds on Scotland’s progress in the zero waste and resource efficiency agendas. A more circular economy will benefit: <ul style="list-style-type: none"> • The environment – cutting waste and carbon emissions and reducing reliance on scarce resources • The economy – improving productivity, opening up new markets and improving resilience.
Cultural Heritage	
Our Place in Time: the Historic Environment Strategy for Scotland (Scottish Government, 2014)	This is Scotland’s strategy for preserving the historic environment. The key outcome for the strategy is to ensure that the cultural, social, environmental and economic value of Scotland’s heritage makes a strong contribution to the well-being of the nation and its people. The Strategy has three high level aims, which includes i) investigating and recording the historic environment, ii) caring and protecting it and iii) sharing and celebrating the historic environment’s richness and significance.
Managing Change in the Historic Environment (Historic Environment Scotland 2010-2019)	The series provides best practice advice to guide changes to the historic environment. The guidance note provides advice on how to assess the impact of change on the setting of historic assets.
Creating Places: A Policy Statement on Architecture and Place (Scottish Government, 2013)	The policy statement sets out the value good design can deliver, noting that successful places can unlock opportunities, build vibrant communities and contribute to a flourishing community. The important role of maintaining cultural connections is also noted.
Historic Environment Scotland Act 2014	The Historic Environment Scotland Act 2014 sets out Historic Environment Scotland’s role and legal status, including changes in processes for the designation of monuments and buildings (scheduling and listing) and for consents relating to scheduled monuments, listed buildings and conservation areas.
Scotland’s Archaeology Strategy (Scottish Strategic Archaeology Committee, 2015)	The strategy was the first of its kind in Europe when launched in 2015. It reflects upon archaeological highlights over a five-year period and aims to make archaeology matter for everyone in Scotland. The review identifies the following key areas:

Name of PPS or Legislation	Environmental Objectives
	<ul style="list-style-type: none"> • Delivering archaeology • Enhancing understanding • Caring and protecting • Encouraging greater engagement • Championing innovation and skills
Historic Environment Policy for Scotland 2019	The HEPS is designed to support and enable good decision-making around changes to the historic environment. HEPS helps to deliver the vision and aims of <i>Our Place in Time</i>
Landscape	
European Landscape Convention (Council of Europe, 2000)	This convention was published to promote the protection, management and planning of all landscapes, including natural, urban and peri-urban areas, as well as special, every day and also degraded landscapes.
Creating Places: A policy statement on Architecture and Place for Scotland (Scottish Government, 2013)	Policy statement sets out the value good design can deliver, noting that successful places can unlock opportunities, build vibrant communities, and contribute to a flourishing community. The important role of maintaining cultural connections is also noted.
Place Principle (Scottish Government, 2019)	The Scottish Government's Place Principles promotes a shared understanding of place, and the need to take a more collaborative approach to a place's services and assets to achieve better outcomes for people and communities. The principle encourages and enables local flexibility to respond to issues and circumstances in different places.
Designing Streets: A Policy Statement for Scotland (Scottish Government, 2010)	Designing Streets is the first policy statement in Scotland for street design and marks a change in the emphasis of guidance or street design towards place-making and away from a system focused upon the dominance of motor vehicles.
People, Place and Landscape: A Position Statement from NatureScot and Historic Environment Scotland (HES and Nature Scot, 2019)	<p>The Position Statement sets out the vision and approach of SNH and HES for managing change in Scotland's landscapes in more detail. The Statement includes the following vision:</p> <p>'All Scotland's landscapes are vibrant resilient. They realise their potential to inspire and benefit everyone. They are positively managed as a vital asset in tackling climate change. They continue to provide a strong sense of place and identity, connecting the past with the present and people with nature, and fostering wellbeing and prosperity.'</p>
SNH Landscape Policy Framework – Policy Statement No. 05/01 (NatureScot, 2005)	This policy statement sets out their approach for Scotland's landscape and how they seek to fulfil the requirements of Government policy related to landscape.
Other Relevant PPS	
National Transport Strategy (NTS) (Transport Scotland, 2016)	The NTS sets the long-term vision for our transport policies. It was first published in 2006 after the Scottish Government consulted the public, interested individuals and a wide range of organisations on their views for the future of transport in Scotland.
National Transport Strategy 2 (NTS2) (Transport Scotland, 2020)	It is a Strategy for the whole transport system (people and freight) and it considers why we travel and how

Name of PPS or Legislation	Environmental Objectives
	<p>those trips are made, by including walking, wheeling, cycling, and travelling by bus, train, ferry, car, lorry and aeroplane. It is a Strategy for all users: those travelling to, from and within Scotland.</p> <p>The Strategy does not identify or present specific projects, schemes, initiatives or interventions, but sets out the strategic framework within which future decisions on investment will be made.</p> <p>Policies on climate action include:</p> <ul style="list-style-type: none"> • Reduce emissions generated by the transport system to mitigate climate change and improve air quality. • Support demand management to encourage more sustainable transport choices. • Facilitate shift to sustainability and providing space – efficient modes of transport for people and goods. • Improve quality and availability of information to enable all to make more sustainable transport choices. • Ensure transport system adapts to projected climate impacts. • Reduce the negative impacts which transport has on the safety, health and wellbeing of people. <p>NTS2 sets out the Sustainable Travel Hierarchy, and the Sustainable Investment Hierarchy which are to be used to inform investment decisions on transport options and are integral to prioritising investments which support the transition to net zero and considering the whole lifecycle of transport.</p>
<p>Reducing car use for a healthier, fairer and greener Scotland - A Route Map to achieve a 20% reduction in car kilometres by 2030 (Transport Scotland, 2021)</p>	<p>This route map supports the commitment in the Climate Change Plan Update for reduction in car km by 20% by 2030. It provides the context for encouraging behaviour change, by reducing the need to travel, living well locally, switching modes, and combining or sharing car trips.</p> <p>Various interventions are recommended, including adoption of NPF4 (see below), extending superfast broadband across Scotland, embedding the Place Principle and 20-minute neighbourhoods into plans, guidance on mobility hubs for integrating shared modes, and investment in active travels and freeways.</p>
<p>SEStran Regional Transport Strategy 2015-2025 (SEStran, 2015)</p>	<p>This sets out a regional transport strategy for the Edinburgh city region with 4 key objectives:</p> <ul style="list-style-type: none"> • Economy: to ensure transport encourage growth in a sustainable manner; • Accessibility: to improve accessibility for those with limited transport choice; and • Environment: to ensure development is achieved in an environmentally sustainable manner; and • Safety and Health: to promote a healthier and more active population.
<p>Strategic Transport Projects Review 2 (Transport Scotland, 2022)</p>	<p>STPR2 will help to inform transport investment in Scotland for the next 20 years. The output from STPR2</p>

Name of PPS or Legislation	Environmental Objectives
	will help to deliver the vision, priorities and outcomes for transport set out in the NTS2. STPR2 aligns with other national plans such as the Climate Change Plan and the fourth National Planning Framework (NPF4).
National Planning Framework 3 (Scottish Government, 2014)	The National Planning Framework 3 aims to guide Scotland’s development over the next 20 to 30 years and sets out strategic development priorities to support the Government’s goal of sustainable economic growth. The framework will play a key role in co-ordinating policies with a spatial dimension and will help move Scotland towards a low carbon economy.
Scotland 2045 - Fourth National Planning Framework draft (Scottish Government, 2021)	<p>The NPF4 Draft sets out that targets of net zero emissions by 2045 must be met with significant progress expected towards this by 2030. New infrastructure will be needed across Scotland to aid the shift towards net zero and adapt to the impacts of climate change that are already set to be experienced including flood risk, water scarcity, environmental change, coastal erosion, impacts on forestry and agriculture, extreme weather events, and risks to health, food security and safety.</p> <p>It is set out in the framework that investment will be made into nature-based solutions whilst also addressing biodiversity loss.</p> <p>Four main visions are set out in the framework:</p> <ul style="list-style-type: none"> • Sustainable places • Liveable places • Productive places • Distinctive places
A National Mission with Local Impact – Infrastructure Investment Plan for Scotland 2021-2022 to 2025-26 (Scottish Government, 2021)	<p>Sets out the delivery plan and spending priorities for the Scottish Government’s National Infrastructure Mission commitment to increase annual investment in infrastructure, boosting inclusive economic growth. The vision of the plan is that “our infrastructure supports Scotland’s resilience and enables inclusive, net zero, and sustainable growth.”</p> <p>Core themes of the plan include:</p> <ul style="list-style-type: none"> • Enabling transition to net zero emissions and environmental sustainability. • Building resilient and sustainable places. • Investment priorities highlighted in the plan include various measures to: <ul style="list-style-type: none"> • Support the decarbonisation of transport and increase in active travel. • Improve natural capital (new forestry planting and investment in supporting the reuse of vacant and derelict land). • Boost resilience and adaptation, including £60M for climate adaptation and resilience measures on the trunk road network, and an additional £150M for flood risk management.
Scottish Planning Policy (SPP) (Scottish Government, 2014)	SPP sets out the Scottish Government’s view of the purpose of planning; the core principles and objectives

Name of PPS or Legislation	Environmental Objectives
	<p>for key parts of the system; statutory guidance on sustainable development and planning; concise subject planning policies, including the implications for development planning and development management; and the Scottish Government's expectations of the intended outcomes of the planning system.</p> <p>SPP and NPF3 share a single vision and outcomes for the planning system in Scotland (See NPF3).</p> <p>The December 2020 update to the SPP was removed following a legal challenge at the Court of Session in August 2021.</p>
SES plan Strategic Development Plan (SDP) 2 (2016)	The SDP sets out a strategy to guide the development of the Edinburgh city region over the next 20 years.
Choices for Edinburgh City Plan 2030 (City of Edinburgh Council, 2020)	This is the main issues report for the Edinburgh City Plan 2030, Edinburgh's next local development plan. This document outlines and seeks views on the main choices for the Plan.
Open Space 2021 (City of Edinburgh Council, 2016)	<p>A strategy to protect, look after and expand the Edinburgh's network of green spaces for the next five years. It aims to help guide and set standards for the care and improvement of existing open spaces; provide the context to community-led greenspace initiatives and planning decisions; predict where new parks, play areas and sports pitches will be needed in years to come; identify where links can be formed and improved between open spaces to support walking, cycling and wildlife; and help the city prepare for, and adapt to current and future impacts of climate change.</p>
Edinburgh Core Path Plan (City of Edinburgh Council, 2008)	The Core Paths Plan identifies a system of routes that provide the community and visitors with non-motorised access throughout the local authority area.
Central Scotland Green Network	Identified as National Development in NPF3 this aims to deliver a high-quality green network that will meet environmental, social and economic goals designed to improve people's lives, promote economic success, allow nature to flourish and help Scotland respond to the challenge of climate change.
Sustainable Edinburgh 2020 (City of Edinburgh Council, 2020)	<p>A framework for the sustainable development of Edinburgh until 2020. The vision is:</p> <p>"Edinburgh in 2020 will be a low carbon, resource efficient city, delivering a resilient local economy and vibrant flourishing communities in a rich natural setting."</p>
Edinburgh Economy Strategy (City of Edinburgh Council, 2021)	Provides direction for Council work to support the economy through this period of change and set clear priorities for actions on which we will collaborate with partners. this strategy sets out the Council's vision and approach to ensuring a stronger, greener, and fairer Edinburgh economy.
National Strategy for Economic Transformation (NSAT) 2022	The Strategy set a vision for Scotland to be a fairer, wealthier and greener economy. It focuses on five policy programmes including: Entrepreneurial People and Culture, New Market Opportunities, Productive

Name of PPS or Legislation	Environmental Objectives
	Businesses and Regions, Skilled Workforce and a Fairer and More Equal Society.
2050 Edinburgh City Vision	Sets out the emerging new 2050 vision for Edinburgh with four emerging themes: An Inspired City, a Thriving City, A Connected City and a Fair City.

Strategic Environmental Assessment Environmental Report

Appendix C. Statutory Authority Responses on SEA Scoping Report

Revision no:0.2

City of Edinburgh Council

Climate Strategy 2030
August 2022

Appendix C. Statutory Authority Responses on SEA Scoping Report

Table C.1: Comments from the Statutory Authorities

Section	Comment	Our Response
Scottish Environment Protection Agency (SEPA)		
Relationship with other Plans, Policies and Strategies (PPS)	'Cleaner Air for Scotland: the road to a healthier future (Scottish Government, 2015)'. Please be aware of Cleaner Air for Scotland 2 Towards a Better Place for Everyone Cleaner Air for Scotland-2 Towards a Better Place for Everyone- gov.scot (www.gov.scot)	Updated the policy review appendix in the Environmental Report.
Baseline Information	We are aware that City of Edinburgh Council will have to prepare and action Local Heat and Energy Efficiency Strategy (LHEES) by the end of 2023. This document should be a useful source of information with regards to energy and heat generation, transmission and use across the city area and contain content relevant to the baseline of this strategy. We acknowledge that integrating information from a strategy which is not yet published is complex however the SEA process should be cognisant of this information moving forward.	Updated the policy review appendix in the Environmental Report.
	Updates to the SEPA pluvial maps are currently underway and the flood map outputs are anticipated to be available in the next 18 months....the SEA could identify them as future additions to the baseline. The next coastal flood hazard maps to be updated will be for South East Scotland...As with the pluvial maps however, we want to the potential for other updates to flood maps, including coastal, which should be taken into account as the climate change strategy (and related PPS) evolve and develop.	Added to the Environmental report baseline.
	We would support the Council to extend the scope of their assessment to include the transmission of energy within the scope of the Strategy.	Energy transmission is taken forward through the Heat and Energy Efficiency Partnership Board co chaired by CEC and S P Energy Networks and membership from across the heat and energy sector Actions identified in the strategy to partner with SP Energy Networks will ensure a strategic policy approach will be taken to heat and energy and consideration of environmental factors will be incorporated in these workstreams. CEC will look to update the implementation plan to include this environmental consideration.

Section	Comment	Our Response
6.3.1 SEA Objectives	This approach is supported by the Scottish Government’s new clean air strategy – Cleaner Air for Scotland 2 (CAFS2)– Towards a better place for everyone– published in 2021. Further to this the relevant plans, policies and strategies for air quality are outdated, there are new air quality strategies prepared by both the Scottish government (CAFS2) and the UK government (Defra Clean Air Strategy 2019) and the Council are updating their own local plan for air quality.	Updated the policy review appendix in the Environmental Report.
	Additionally, we recommend the 50 recommendations for maximising co-benefits between air quality and climate change interventions as set out in the CAFS Governance Group climate change report is used to guide the development of the SEA objectives and assessment questions in table 9 for air and climatic factors.	CAFS2 has been added to the Appendix B and the SEA objectives were reviewed with awareness of the CAFS recommendations.
	We suggest the current questions be amended as follows: 3.9 Contribute to reducing emissions of key pollutants to air from road transport 3.10 Contribute to reducing emissions to air from energy generation and heating 3.11 Contribute towards achieving the aims and objectives of the Council’s Air Quality Action Plan 3.12 Improve air quality within existing AQMAs 3.13 Contribute towards achieving the aims and objectives of the LEZ	Updated SEA objectives guide questions.
Environmental Issues and Challenges	Annual progress reports on air quality to the Scottish government and SEPA should be reviewed to adequately understand the air quality issues faced by the council and actions to improve air quality.	Annual progress reports were reviewed in the development of the strategy and will be reviewed as part of the ongoing monitoring
	The Council should also note the below action in CAFS2 which is highly relevant to the development of the Climate strategy and SEA: Local authorities working with Transport Scotland and SEPA will look at opportunities to promote zero-carbon city centres within the existing LEZs structure.	CAFS2 has been added to the Appendix B and the SEA objectives were reviewed with awareness of the CAFS recommendations.
	We suggest [the SEPA Carbon Emissions Tool] is considered in both the strategy and the SEA development to test transport related assumptions.	At this strategic level we are not proposing to use any carbon tool. The rationale for this was discussed at the Environmental Report workshop with the Statutory Authorities.
	We also recommend that the SEA refers to the recently updated Dynamic Coast 2 dataset (Dynamic Coast Reports).	Updated the policy review appendix in the Environmental Report
Table 6	The report states, “need to respond to increased rainfall and implications on surface water within constrained city centre”. We are in agreement with this statement, however we advise this statement	Updated in the Environmental Report.

Section	Comment	Our Response
	is inclusive of all sources of flood risk including fluvial risk, culverted watercourses, tidal interactions, groundwater etc.	
	We note there is no reference to the Edinburgh and Lothian Strategic Drainage Partnership, however this may be a key partnership that could help to deliver some of the objectives from the 2030 Climate Strategy and linkages should be considered.	Updated the policy review appendix in the Environmental Report
Mitigation and Enhancement	We would encourage you to be very clear in the Environmental Report about mitigation measures which are proposed as a result of the assessment. These should follow the mitigation hierarchy (avoid, reduce, remedy or compensate)	Mitigation and enhancement section has been added to the Environmental report.
Monitoring	It would be helpful if the Environmental Report included a description of the measures envisaged to monitor the significant environmental effects of the plan.	Noted and will be considered in the final version of the Environmental report.
Outcomes of the Scoping exercise	We would find it helpful if the Environmental Report included a summary of the scoping outcomes and how comments from the Consultation Authorities were taken into account.	All comments received on the scoping report have been presented in this Appendix C.

NatureScot

Table 1	We suggest another key objective might be protecting or adapting the coast to sea level change and erosion, although this could be covered by the Air and Climatic Factors objective 'Contribute to the response to climate change, through sustainable design mitigation and adaptation'. As well as Air and Climatic Factors this key objective could also apply to Water and Biodiversity.	This objective has been added to Water and Biodiversity in Table 2.1
Baseline Information	We suggest another source of baseline information which is relevant to the coastline is Dynamic Coasts(2)	Updated the baseline appendix in the Environmental Report
Environmental problems	The need to adapt to the effects of climate change is a cross cutting issue which affects most topics, not just climatic factors and population/human health. For example, coastal adaptation could be seen as a Water issue; possible Firth of Forth SPA squeeze or more generally habitat resilience, a Biodiversity issue. Within Biodiversity, the results of development fragmenting habitats, as mentioned, means a less resilient network to buffer the effects of climate change, as well as loss of biodiversity. It's not always clear within the scoping report, that biodiversity addresses both.	Updated Table 2.2.
SEA Objectives	Needing to adapt to climate change is a key issue and reflected in the SEA objective 'Promote and enable adaptation to climate change'. The related SEA question 'Help adapt the infrastructure network to direct and indirect risks associated with climate change projections for Scotland' is an all-encompassing question which could cover many things within many topics. As such, it's perhaps not as smart or as measurable as it could be. For example, infrastructure could be anything from buildings to parks to coastal defences, and many things could help contribute to adaptation, including nature-based solutions. Perhaps it would be more useful to break this question down further, for example 'protect and increase resilience	Updated the climate guide questions in Table 3.3.

Section	Comment	Our Response
	of...?' Adaptation itself will benefit most topics, from biodiversity, to climate to population health etc.	
	There is not a coastal or sea related SEA objective or question within the Water topic..... But perhaps this is included within the adaptation question discussed above. It would be useful to make this clearer in the Environmental Report	Coastal guide question added to Table 3.3. within the Climatic factors objective.
	Green blue infrastructure or nature based solutions will also be used to help infrastructure adapt to climate change and therefore it may be useful to capture this somehow within the SEA questions. Again this could form part of the adaptation question above, perhaps highlighting the need to explore the questions further around this objective. For example, can nature be used to create, or to assist in creating, climate resilient development?	Guide question added to Table 3.3 to reflect the need for nature-based solutions. This has also fed into the development of enhancements
	The potential for restoring peatland could be highlighted further within [the SEA questions relevant to peat]. For example 'Promote soil and peatland restoration to encourage carbon capture' or 'protecting and restoring prime agricultural land and carbon rich soils such as peat'	Updated Table 3.3.
Historic Environment Scotland (HES)		
Table 6	It would be helpful for the environmental problems identified for the historic environment to demonstrate a focus on the strategy topic area. For example, to recognise the issues that climate change raises for the historic environment, and also the opportunities and challenges that will arise from the implementation of mitigation and adaptation measures. More information about this can be found here: Climate Change Lead Public Body for Scotland's Historic Environment	Added a guide question around climate change resilience to the cultural heritage objective.
SEA Objectives and Assessment Questions	We recommend that you include objectives and assessment questions which reflect the likely aims and outcomes of the Strategy. In the case of the historic environment, this includes assessment criteria which can identify likely effects of adaptation and mitigation measures on the historic environment, and which also identify opportunities for the Strategy to address climate change issues facing the historic environment	Added a guide question around climate change resilience to the cultural heritage objective.
Reasonable Alternatives	We would expect all reasonable alternatives considered in the development of the Strategic Actions to be assessed and reported in the Environmental Report to the same level of detail that preferred options are assessed and reported.	Clarification of the process behind the assessment of reasonable alternatives has been included in the Environmental Report. This was discussed in the Environmental Report workshop with the Statutory Authorities.
	The SEA timeline provided at table 11 discusses public consultation on the Environmental Report but does not refer to consultation on the Strategy itself. For the avoidance of doubt, the consultation should be on both the Environmental Report and the Strategy (the relevant document).	Clarification on the programme has been added to the final table of the Environmental Report.

Strategic Environmental Assessment Environmental Report

Appendix D. Strategic Actions Sifting Exercise

Revision no:0. 2

City of Edinburgh Council

Climate Strategy 2030
August 2022

Appendix D. Strategic Actions Sifting Exercise

This appendix shows the sifting process for the SEA assessment. All the strategic actions in the Climate Strategy were sifted to identify if they were already captured within an SEA process as part of another plans, programmes or strategy. If the strategic action was considered to be captured elsewhere it was sifted out the Climate Strategy SEA. For example, 20-minute neighbourhoods are considered within the City Mobility Plan SEA and therefore were sifted out of the Climate Strategy SEA.

Table D.1: Net Zero, Climate Resilient Development and Growth Strategic Action Area Sift

Number	Strategic Action	Sift in / out
1	Laying the policy foundations to support net zero development which designs in climate resilience	
1.1	Set new planning and policy guidance within the City Plan 2030	Out - City Plan Sets out new policies and proposals relating to the development and use of land in the Edinburgh area, and where new infrastructure and community facilities are required (page 6).
1.2	Work with developers, investors and landowners to deliver net zero climate resilient development of the city	Out - City Plan Overall objective of the plan is to support future growth of the city to be sustainable and net-zero (page 8). Specifically, the plan aims to ensure that the planning of housing, employment and services addresses the need for net-zero development (page 8). Aim 4 requires all new buildings to be net-zero in their operational emissions and supports the delivery of heat network and energy infrastructure to help Edinburgh transition to net-zero (page 8).
2	Re-designing services to meet citizen's needs locally	
2.1	Re-design services and amenities to deliver sustainable 20-minute neighbourhoods across hub locations	Out - City Mobility Plan Section 4: Place aims to create great places which have been designed for people. Within this the CMP advocates several policy measures aimed at creating sustainable places which support the 20-minute neighbourhood concept (page 47). Policy Measure Place 2: 20-Minute Neighbourhoods is covered on page 50.
3	Leading the way on net zero, climate resilient development	
3.1	Work with public sector partners to identify opportunities for exemplar policy approaches for new build operational estate	In
3.2	All new Council-led housing developments within the 10-year sustainable housing investment plan will be net zero	In
3.3	All new build learning estate projects will meet the Scottish Government's Learning Estate Investment Programme energy target and work towards the Scottish Net Zero Public Sector buildings standard.	In
3.4	Develop innovative approaches to net zero development and construction which address both operational and embodied emissions	In
3.5	Develop an off- site net zero construction methodology through the Edinburgh Home Demonstrator (EHD) project	In
4	Renew the focus on climate resilience and accelerating the adaptation of the city	
4.1	Undertake a city-wide climate change risk assessment and cost analysis (CWCCRA)	In
4.2	The City of Edinburgh Council will convene city and region partners to collaborate on a long-term 'Climate Ready Edinburgh' plan, taking full account of the city's natural assets.	In
4.3	Adapt Edinburgh's World Heritage Site to be resilient to the impacts of climate change	In
4.4	Develop a regional approach to climate change risk assessment and adaptation, maximising opportunities to enhance the natural environment.	Out - Page 13 of the City Plan 'Regional Context and Change'. The City Plan will have major influences on the delivery of sustainable transport modes alongside national and regionally focused projects. Throughout the report, recognition is given to the importance of placing focus on the aims of 'national, regional and local policy drivers' (page 15).
5	Developing a long-term and sustainable approach to water management across the city	
5.1	Deliver a Water Management Vision and Strategy identifying the risks and co-ordinating actions to alleviate impacts from all sources of flooding in the city.	In

Number	Strategic Action	Sift in / out
5.2	Integrate design for water and flooding within the urban landscape using blue-green infrastructure	In
5.3	Deliver a network of green and blue spaces across the city which help protect our communities from climate change impacts, provide active travel routes, and protect and enhance the city's natural environment and biodiversity	Out – City Plan Aim 1 seeks to deliver green and blue networks, bringing community services closer to homes (page 8). Further information on the Green Blue network can be found on page 22 – outlining that this form of infrastructure (e.g greenspaces and watercourses) are significant assets to the city with multifunctional value.
6	Protecting and enhancing the city's natural capital to improve health and well-being, capture carbon, and deliver nature-based solutions to climate resilience	
6.1	Deliver a co-ordinated approach to managing and enhancing Edinburgh's natural assets across key public sector operational estate sites	In
6.2	Deliver a city-wide programme to manage, protect and enhance greenspace and biodiversity – addressing the ecological and climate emergencies	In
6.3	Deliver nature-based solutions to the impacts of climate change	Out - City Plan The main reference to nature-based solutions is provided in Env 35 'Reducing Flood Risk' (page 118). Here, it is suggested that mitigating measures against flood risk must be appropriate in planning terms and have fully explored sustainable, nature-based solutions as the optimal way to address adverse flood risk impacts.
6.4	Develop an Edinburgh Nature Network for the city	In
7	Protecting the City's coast	
7.1	Adapt the city's coast to be resilient to climate change, beginning with delivering around 200 hectares of new and enhanced coastal park in Granton in north west Edinburgh.	Out - City Plan Env 35 Reducing Flood Risk (page 118) outlines the principles for ensuring that Edinburgh's coast will be resilient to climate change. Specific reference to Granton is given on page 160 (BGN24). Further information on Coastal Granton is provided on page 51.
8	Delivering rapid whole-system change	
8.1	Call on the Scottish Government to use the lessons from responding to Covid-19 to enable accelerated local action and decision making on tackling the climate emergency.	Out - City Mobility Plan Page 12 'Covid-19 Impacts and Recovery' of the City Mobility Plan . This section speaks about the opportunity to embed some of the beneficial outcomes of lower traffic levels (more walking and cycling, local trip-making etc.). There is also opportunity around addressing changes in peak time travel patterns with more flexible working. Hence, in response to Covid-19, measures can be implemented to support safe and efficient forms of travel that supports the fight against climate change and encourages sustainable economic growth.
9	Shared risk-taking to develop innovative solutions	
9.1	Call on the Scottish Government to collaborate with the City of Edinburgh Council on shared risk-taking to develop innovative solutions to tackling climate change.	Out - City Mobility Plan Chapter 6 of the City Mobility Plan 'Implementation' (page 55) recognises that the successful delivery of the CMP/Implementation Plan will depend on effective partnerships with governance structures that guide regional transport infrastructure and planning e.g., Transport Scotland. With this, recognition is given to risk management – whereby risks to the delivery of key projects will form part of the monitoring process and ways to manage/monitor these risks will be explored.
10	Embedding net zero climate resilient requirements	
10.1	Call on the Scottish Government to embed net zero and climate resilience requirements into new and existing policy, legislation, regulations and statutory guidance.	In
10.2	Call on Scottish Government to ensure Local Authorities have the powers and resources required to accelerate the pace of energy efficiency and climate resilience improvements to multi tenure tenement buildings.	In

Table D.2: Net Zero Energy Generation and Energy Efficient Buildings Strategic Action Area Sift

Number	Strategic Action	Sifted in/out
1	Laying the policy foundations	
1.1	Set progressive planning policies to increase energy standards in new buildings.	In
1.2	Require the use of low and zero emissions technologies to heat and power the city's buildings.	Out - Under Resources and Services (page 33), the City Plan requires new buildings to be net zero in terms of operational greenhouse gas emissions, supports existing buildings to be more efficient and supports new low and zero carbon energy generation developments. Page 164 (H86) New Housing Proposals: Edinburgh BioQuarter states that a master plan will be prepared to support the future development of a net-zero mixed-use development with a net-zero emissions target. In addition to this, all planning applications involving the construction or change of use of one or more buildings must be accompanied by a Sustainability Statement (page 16).
2	Meeting the city's energy needs sustainably	
2.1	Convene a City Heat and Energy Partnership (CH&EP)	In
2.2	Develop a city-wide heat and energy masterplan	In
3	Investing in heat and energy	
3.1	Develop a long-term city partner shared investment strategy to deliver the city-wide heat and energy masterplan.	In
3.2	Agree appropriate delivery mechanisms for the energy investment strategy.	In
4	Meeting future energy demand	
4.1	Establish a strategic partnership with SP Energy Networks	In
4.2	Align current and future grid development to the city's projected energy needs.	In
5	Developing regional energy solutions	
5.1	Develop regional renewable energy solutions which draw on the area's wind, geothermal, hydro and solar assets.	In
5.2	Learn from the H100 hydrogen pilot.	In
5.3	Collaborate with regional partners to decarbonise the region's energy infrastructure.	In
6	Developing heat networks	
6.1	Identify heat network zones across the city.	In
6.2	Ensure all Council-led infrastructure investment plans seek opportunities to connect to heat networks, beginning with our learning estate programme.	In
6.3	Work with communities and developers to deliver heat networks which meet the needs of key public sector buildings and major new developments across the city, beginning with Granton Waterfront and the BioQuarter.	In
7	Focusing on place-based energy projects	
7.1	Collaborate on place-based joint energy infrastructure projects which maximise opportunities to deliver low-cost, clean, renewable energy to neighbourhoods and communities, with a focus on areas experiencing inequalities.	In
7.2	Align strategic investment in the electricity grid with development plans, to support increased local energy generation.	In
8	Developing community energy generation projects which build community wealth	
8.1	Explore the potential for creating local energy generation communities as part of proposed net zero communities' pilots.	In
8.2	Develop a city-wide programme of community energy generation investment opportunities.	In
9	Retrofitting the city's social housing and public sector estate	

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Number	Strategic Action	Sifted in/out
9.1	Develop a Whole House Retrofit delivery programme for retrofitting social housing across the city to the highest energy standards, to reduce energy demand and tackle fuel poverty.	In
9.2	Establish an Energy Efficient Public Buildings Partnership (EEPBP) to collaborate on retrofit, align investment plans and encourage confidence in, and planning for, the business and skills supply chain needed to deliver.	In
9.3	Ensure retrofit programmes create green jobs and fair work opportunities for citizens, targeting those at greatest risk of poverty.	In
10	Resourcing net zero public buildings	
10.1	Call on the Scottish Government to work with city partners to identify and deploy sufficient resources to deliver net zero public buildings.	In
11	Supporting small businesses, owner occupiers and private landlords	
11.1	Develop a new mechanism and business plan to support small businesses, owner-occupiers and private landlords to affordably retrofit their properties.	In
11.2	Develop electricity grid infrastructure and capacity to respond to increased demand from electric-powered heat.	In
11.3	Work with SP Energy Networks and the Scottish Government to identify measures to reduce the cost of electricity and support citizens to transition away from gas.	In
11.4	Call on the Scottish Government to bring forward at speed improved schemes to support citizens to fund energy efficiency upgrades.	In
12	Testing innovative approaches for challenging settings	
12.1	Scope and test innovative approaches to retrofit in challenging mixed-tenure settings, to develop models and accelerate progress.	In

Table D.3: Net Zero Emissions Transport Strategic Action Area Sift

Number	Strategic Action	Sifted in / out
1	Investing in active travel	
1.1	Prioritise investment in expanding the active travel network, connecting communities to services and amenities in their neighbourhoods.	Out - Focus is placed on the importance of investing in active travel throughout the CMP. Specifically, Policy Measure Movement 14: Walking and Wheeling and Policy Measure Movement 15: Cycling (pages 30-32) demonstrate the ways that active travel networks can be enhanced and expanded as necessary to serve and connect key destinations across the city. Within the city plan, active travel investment is likewise outlined as a key strategy for making Edinburgh more sustainable. This is outlined in the Green Blue Network section (page 22) and key active travel proposals (page 45) that are integrated into each place e.g. Place 7: Stead's Place (page 60).
2	Developing integrated public transport	
2.1	Improve the integration of our public transport system, and review routes and interchanges, within a city and regional context.	Out - Multiple policy measures within the CMP seek to improve the integration of our public transport system. E.g. People2: Travel Plans seeks to improve the inclusivity and accessibility of public transport routes. A review of routes is provided on page 20 – outlining the public transport routes across the city and identifying areas of the city where high concentrations of people exist but with low levels of access to public transport. The City Plan promotes public transport integration through the mass transit network, proposing new public transport actions that identify where public transport provision could be improved and extended (page 32).
3	Decarbonising buses	
3	Work with the Bus Decarbonisation Taskforce and private sector partners to develop a plan to decarbonise the city's bus fleet.	Out – CMP Policy Measure Movement 32: Cleaner Vehicles outlines that it is important that the city's bus fleet is as clean as possible. By 2021 80% of Lothian Buses fleet is expected to be Euro VI standard. To implement this, the CMP suggests the Bus Decarbonisation Taskforce, comprised of leaders from the bus, energy and finance sectors, aiming to ensure that the majority of new buses purchased from 2024 are zero emissions. The CMP also recommends that by the end of this decade, a fleet of low carbon buses carries all passengers at no or very low cost to the passenger (page 18).
4	Improving local air quality	
4.1	Implement a Low Emissions Zone scheme to reduce harmful emissions from transport and improve air quality.\	Out - City Plan Env 34: Pollution and Air, Water and Soil Quality the integration of Low Emissions Zones are discussed (page 118). Page 6 also states that the implementation of a Low Emissions Zone for the city centre is being consulted upon/progressed. Within the CMP, the Low Emission Zone is discussed under Policy Measure Movement 30 – Managing Traffic Signals (page 40). Here, the policy states that a LEZ will help Edinburgh comply with legal air quality standards and reduce the impact of harmful emissions.
5	Better management of the city centre	
5.1	Create a city-centre operation plan to reduce emissions by improving the way goods and service vehicles move around the city, supporting the use of innovative zero emission solutions for 'last mile' deliveries.	In
6	Supporting public sector transition to electric vehicles	
6.1	Identify opportunities to align to investment in EV infrastructure for public service and blue light fleet at strategic locations across the city, which also delivers 'down-time' availability for citizens and businesses where possible.	In
7	Delivering electric vehicle infrastructure	
7.1	Develop electricity grid infrastructure and capacity to respond to increased demand from growth in EV use.	Out - City Mobility Plan and City Plan Developments to the electricity grid infrastructure is not included, however, there are measures in the CMP and City Plan that seek to develop the infrastructure's capacity to respond to increased demand from the growth in EV use. In the CMP, this includes the integration of more EV charging points/hubs (page 36 and Movement 19: Mobility Hubs). This is likewise reflected in the City Plan (page 130).

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Number	Strategic Action	Sifted in / out
7.2	Develop pilot proposals for blended finance public-use EV charging hubs in locations which align with the City Mobility Plan's aims of increasing sustainable travel and avoid adding to city-centre congestion.	Out - City Mobility Plan and City Plan Integration of EV charging hubs are outlined in both CMP and City Plan (as above). The CMP states that these will be provided in areas that helps to tackle the highest levels of in-commuting and congestion (i.e. support more sustainable movement, page 28). The City Plan outlines that charging hubs will be located on sites closely related to public transport corridors and railway stations (in park and ride facilities (page 130).
8	Engaging with citizens	
8.1	Deliver public awareness raising campaigns on sustainable and active travel	Out - City Mobility Plan Policy Measure People 1: Supporting Behaviour Change encourages changes in behaviour towards the use of sustainable modes of travel through information provision, initiatives, and campaigns (page 16).
8.2	Engage with citizens and businesses on the potential benefits of introducing a Workplace Parking Levy as part of a range of measures to deliver the City Mobility Plan.	Out - City Mobility Plan Policy Measure Movement 37 – Parking, Waiting, Loading Restriction covers the Workplace Parking Levy (page 44), outlining that this will work as a tool to reduce congestion. Following consultation, a proposal for this will be developed in Edinburgh. This will follow from legislation being passed by the Scottish Government and studies of workplace parking provision.
8.3	Support the creation of 20- minute neighbourhoods and streets for people	Out - CMP Section 4: Place aims to create great places which have been designed for people. Within this the CMP advocates several policy measures aimed at creating sustainable places which support the 20-minute neighbourhood concept (page 47). Policy Measure Place 2: 20-Minute Neighbourhoods is covered on page 50. The City plan aims to ensure that everyone has access to a range of amenities in their area through the promotion of 20-minute neighbourhoods with a range of housing types and other buildings that are adaptable and can meet the changing needs of communities and individuals (page 15). The 20-minute neighbourhood concept is supported throughout the plan.
9	Reducing emissions from flying	
9.1	Encourage partner organisations to sign up to the Edinburgh Climate Compact	In
9.2	Work with citizens and city partners to support staff and residents to make more sustainable travel choices in their professional and personal lives.	In
9.3	Call on the UK Government, the aviation sector and other stakeholders, to develop a national plan for managing aviation emissions that is fully in line with the Paris Agreement	In
10	Developing sustainable national public transport infrastructure	
10.1	Call on the Scottish Government to work with the UK Government to ensure the national public transport infrastructure supports sustainable travel	In
11	Streamlining processes to accelerate change	
11.1	Call on the Scottish Government to remove barriers to rapid action on local transport infrastructure	In
11.2	Call on Scottish Government to accelerate integrated ticketing for public transport.	Out - City Mobility Plan Page 26 of the City Mobility Plan under the 'Ticketing' section states that, 'We are committed to working with all public transport operators, regional partners and the Scottish Government to achieve this ambition' (the ambition being the implementation of integrated, flexible ticketing).

Table D.4: Net Zero Circular Economy Strategic Action Area Sift

Number	Strategic Action	Sifted in/out
1	Securing investment to transition to a net zero economy	
1.1	Develop a mechanism for connecting those looking to invest in a net zero city, with the businesses and organisations looking to drive the changes that support speed and scale of net zero action.	In
1.2	Deliver implementation plans for the Regional Prosperity Framework that drive investment which supports inclusive growth and transition to a net zero economy.	In
2	Enabling business leadership	
2.1	Establish a new business-led Forum to provide leadership on a just economic transition to a net zero city	In
2.2	Ensure Edinburgh’s tourism sector leads the way in sustainable urban tourism	In
3	Delivering the Edinburgh Climate Compact	
3.1	Support and encourage city businesses to sign up to the Edinburgh Climate Compact and commit to reduce their emissions	In
4	Exploring a green innovation challenge finance scheme	
4.1	Explore establishing a finance scheme to complement the Commission Climate Compact, stimulate new lead markets, and support Edinburgh businesses to play a full part in a net zero economy and a green recovery.	In
5	Business mentoring and support for net zero transition	
5.1	Deliver business mentoring and business support programmes to help employers take practical steps to realign their operations towards becoming net zero.	In
5.2	Deliver a new Business for Good programme to provide practical support and training for city businesses to transition to net zero, aligned to and complementing Council and other partner offerings	In
6	Supporting a more circular economy and reducing waste	
6.1	Increase participation in the Circular Edinburgh programme which supports businesses to reduce, re-use and recycle as part of embedding circular economy principles into their ways of working	In
6.2	Increase the proportion of the City’s food and drink sourced from sustainable local and regional supplies	In
6.3	Ensure that all public sector procurement spend actively supports this strategy so that by 2030 all new investment and purchase decisions are net zero.	In
7	Delivering skills and workforce development	
7.1	Scope skill needs and align workforce development programmes to meet the requirements of net zero businesses, and ensure Edinburgh’s workforce can deliver on new heat and energy, retrofitting, transport and other investments	In
7.2	Support people from all backgrounds to access good quality jobs in a net zero economy, and ensure that new green job opportunities are accessible to, and targeted towards, those at greatest risk of poverty	In
8	Securing enabling powers for local government, business and city partners to respond to climate change	
8.1	Call on Scottish Government to empower public sector partners to collaborate on net zero joint public procurement approaches	In
8.2	Call on the Scottish Government to build coherent and flexible legislative and regulatory frameworks that empower local government, business and city partners, so they can rapidly respond to the climate emergency in an agile and adaptive way.	In

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Table D.5: Listening to Citizens and Empowering Communities Strategic Action Area Sift

Number	Strategic Action	Sifted in/out
1	Citizen engagement and dialogue	
1.1	Maintain an ongoing open dialogue with citizens about the transformation that needs to happen in the city, sponsoring a new independent Edinburgh Community Climate Forum to collaborate on how we take decisions and deliver change together.	In
1.2	Maximise opportunities to focus on climate change across our whole education system, all City of Edinburgh and other schools.	In
1.3	Call on the Scottish Government to work with city partners on awareness raising campaigns which support a frank discussion on climate change action.	In
2	Delivering sustainable services that enhance community wellbeing and economic benefits	
2.1	Develop sustainable models of public services interventions which deliver improved environmental and population health outcomes	Out - The City Plan 2030 gives attention to the lifelong health benefits of walking, wheeling and cycling by creating streets and public spaces for people over cars and improving and expanding sustainable public transport (page 30). Emphasis placed on the integration of public services that supports both healthcare and education services (page 8). Further information on the importance of interventions that support wellbeing and equalities outlined on page 14.
2.2	Develop a city-wide programme of community energy generation investment opportunities	In
3	Information about climate change	
3.1	Deliver awareness-raising campaigns	In
3.2	Support citizens to make informed choices that help to tackle climate change	Out - The City Plan proposes a number of interventions that will support citizens to make informed choices that help to tackle climate change. This includes the integration of cycle parking (Inf 6, page 127), the Cycle and Footpath Network (Inf 10, page 129) and Public Transport Proposals and Safeguards (Inf 11, page 129).
4	Supporting and engaging young people	
4.1	Work with young people in schools and in communities, to embed a legacy of change, drawing on COP26 coming to Scotland	In
4.2	Maximise opportunities to use school buildings and grounds to engage young people on climate change, help reduce schools' emissions and increase their contribution to greenspace and biodiversity	In
4.3	Strengthen climate change within our curriculum	In
4.4	Deliver a hydrogen education programme and schools challenge	In
5	Net zero communities	
5.1	Work with communities to develop proposals and seek funding for a pilot to understand what it would take for one of the 20-minute neighbourhood hubs to become a net zero community.	In

Table D.6: Investing in Change Strategic Action Area Sift

Number	Strategic Action	Sifted in/out
1	Providing an evidence base to support data-driven innovation and strategic sustainable investment at scale	
1.1	Develop Edinburgh’s Carbon Scenario Tool (CST) to build capacity for evidence-based decision making and benchmarking across cities.	In
1.2	Ensure population health data drives strategic planning for action on climate change.	In
1.3	Harness the city’s intellectual capital to support the development of innovative and financially sustainable interventions to tackle the climate emergency.	In
2	Developing partnerships for city net zero infrastructure investment	
2.1	Establish thematic city partnerships to identify opportunities for collaboration, align investment plans, and develop joint place-based approaches to net zero infrastructure investment in support of a city Green Investment Plan.	In
3	Developing and testing new finance models and scalable tests of change to support innovation	
3.1	Develop innovative finance models that share risk and reward and deliver economic and social benefits for Edinburgh’s citizens by exploring, for example, city investment bonds.	In
3.2	Seek funding to deliver scalable tests of change which use innovative finance models to deliver place-based net zero projects.	In
4	Collaborating to develop a citywide pipeline of green investment proposals and Green Investment Plan	
4.1	Increase capacity and resources to develop feasibility studies and business cases that enable the development of a pipeline of investible projects.	In
4.2	Collaborate with green finance experts to support the resourcing and delivery of major city climate projects, beginning with the city Water Vision.	In
4.3	Develop a Green Investment Plan and programme for the city, aligning investment and infrastructure proposals to support increased net zero investments in the city.	In
5	Delivering place-based net zero investment at scale	
5.1	Develop strategic approaches to mobilising place-based finance for net zero development and investment.	In
5.2	Call on the Scottish Government to work with public bodies to develop joined-up funding streams to deliver place-based investment at a scale which supports the transition to net zero.	In
5.3	Call on Scottish Government to ensure Edinburgh retains the economic benefits flowing from city partner investment in net zero action.	In
6	Developing a city-wide approach to dealing with residual emissions	
6.1	Develop a city-wide approach to off-setting residual emissions in support of achieving net zero by 2030.	In

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Policy and Sustainability Committee

10.00am, Tuesday 30 August 2022

Regulation of Investigatory Powers (Scotland) Act 2000: Outcome of IPCO Audit and General Update

Executive/routine Wards Council Commitments	Executive All
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1. Recommendations

- 1.1 The Policy and Sustainability Committee is asked to:
 - 1.1.1 Note the positive outcome of the IPCO inspection; and
 - 1.1.2 Agree the proposed revised policies on Directed Surveillance and the use of Covert Human Intelligence Sources.

Andrew Kerr

Chief Executive

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Regulation of Investigatory Powers (Scotland) Act 2000: Outcome of IPCO Audit and General Update

2 Executive Summary

- 2.1 This report provides Committee with an update on the outcome of an inspection by the Investigatory Powers Commissioner's Office (IPCO), which took place on 22 February 2022, with respect to surveillance powers and their use by the Council. The inspection found that the Council had discharged all recommendations from previous inspection reports and had a high standard of compliance with its duties under the Act. Minor amendments reflecting corporate structure changes have been made to policies on Directed Surveillance and the use of Covert Human Intelligence Sources, and Committee is also asked to approve the revised policies.

3 Background

- 3.1 Local authorities in Scotland are included in the list of public bodies which may utilise the relevant provisions of the Regulation of Investigatory Powers (Scotland) Act 2000 ('RIPSA'/'the Act'). The Act provides a framework for carrying out covert surveillance activity to ensure compliance with the Human Rights Act 1998.
- 3.2 The Council is required to have in place policies and procedures to manage any use of surveillance. It has adopted two policies on the use of surveillance and has appointed a Senior Responsible Officer ('SRO') (the Service Director Legal and Assurance) for all activity relevant to use of the Act. The SRO is supported by the Head of Regulatory Services, who acts as RIPSA Coordinator and undertakes audit, training and policy work.
- 3.3 Responsibility for the Central Register of Authorisations also sits with the Service Director Legal and Assurance. Legal Services discharge the statutory function of keeping the Central Register, as well as providing feedback on quality and legal issues.
- 3.4 Historically the provisions of the Act were most commonly used in connection with the Council's various regulatory functions. Three service areas make active use of the Act: Planning and Transport, Regulatory Services and Family Household and Support. The levels of activity authorised have continued to decrease year on year. The Council authorised the use of 'Directed Surveillance' five times in the financial year 2016/17

and three times between January 2019 and December 2020. Brief details of this activity were provided in this Committee’s business bulletin in October 2021.

- 3.5 The Act provides for oversight of public bodies by the Investigatory Powers Commissioner’s Office (IPCO), a statutory body which oversees use of powers within the Act. IPCO previously inspected the Council in January 2019. The latest inspection took place on 22 February 2022 and was the eighth inspection of the Council. The report from this inspection (Appendix 1) became available in March 2022.

4 Main report

Use of Surveillance

- 4.1 Corporate use of the provisions of the Act is currently low. The Council used Directed Surveillance three times between January 2019 and December 2020 and made no use of Covert Human Intelligence Sources (‘CHIS’) during that period. The pandemic has meant that services, which might use these powers, have been focused on measures to protect public health and therefore were not in a position to undertake investigations which required the use of surveillance.
- 4.2 At its peak, the number of authorisations for the Council was 307 during 2005/06. Nationally, the use of these powers by local authorities continues to drop. In England and Wales the equivalent statutory provisions are now significantly more onerous on local authorities, and as a result surveillance by councils in England and Wales has reportedly, to a large extent, ceased.

2022 IPCO Inspection Findings

- 4.3 The inspection found that all recommendations from the 2019 inspection had been implemented in full and were therefore discharged.
- 4.4 The inspection report included the following highlights and conclusions:
- 4.4.1 (the inspection) “highlighted as very good practice the quality assurance process in place”;
 - 4.4.2 (there are) “suitably strong governance processes in place within your Council to ensure compliance with the legislation and Codes of Practice”;
 - 4.4.3 (Training provision) “demonstrates a real commitment on the part of the Council in ensuring staff are best prepared for conducting covert activity in a compliant and lawful manner”; and
 - 4.4.4 “your RIPSA policies covering the use of CHIS and covert surveillance, including the guidance on the use of social media and open source research, are completely appropriate for the activity you undertake”.
- 4.5 The inspection resulted in some observations:
- 4.5.1 “...policies may benefit from signposting staff to relevant sections within the Codes of Practice that provide operational examples to key elements around CHIS and online surveillance”; and

- 4.5.2 “With regard to the use of the internet and social media as an investigative resource, it is critical such use is appropriately overseen and audited ...whether it can be afforded the protection of RIPSA or not”.

Internal monitoring of activity

- 4.6 The RIPSA coordinator continues to monitor corporate activity through regular meetings, in addition to reviewing issues identified by Legal Services who keep the Central Register.

Training

- 4.7 After the 2019 IPCO inspection, the Council committed to arranging refresher training for all relevant staff.
- 4.8 An external provider was procured to develop a training resource, and the programme was rolled out to approximately 280 members of staff in summer 2021.

Codes of Practice

- 4.9 There is a requirement within the statutory Codes of Practice (‘Codes’) to report to members on an annual basis. Members are asked to note this report and the IPCO report attached at Appendix 1, which discharges this requirement for 2022. The previous update to members was in October 2021.

Proposed policy amendment

- 4.10 As a result of changes to the corporate leadership structure, the opportunity has been taken to revise and make minor changes to existing policies on Directed Surveillance and use of CHIS. Committee is asked to approve the drafts attached at Appendices 2 and 3. There are no substantive changes to the policies and any changes are restricted to updating references to job titles.

5 Next Steps

- 5.1 The Inspector made a number of observations, which will be implemented as appropriate.
- 5.2 An Integrated Impact Assessment will be completed with respect to the policies on Directed Surveillance and use of CHIS, to ensure full legal compliance, and that equality, human rights and socioeconomic disadvantage (poverty) implications are taken into account when decisions are made.

6 Financial impact

- 6.1 None.

7 Stakeholder/Community Impact

- 7.1 Use of the policies is directly relevant to the Human Rights Act 1998. Council policies have been written to ensure a high level of consideration of the impact of surveillance when carrying out public task activities.
- 7.2 Failure to comply with the Act and associated guidance presents a risk of legal action being taken for breach of the Human Rights Act 1998.
- 7.3 The Council's regulatory functions could be hampered if evidence is gathered without proper authorisation under RIPSAs. There is a significant reputational risk for the Council in the use of these powers and there continues to be a high level of scrutiny from the media and public.
- 7.4 The attached policies set out how risks are managed. Risks are therefore mitigated by policy and training of staff.

8 Background reading/external references

- 8.1 Regulation of Investigatory Powers (Scotland) Act 2000: Outcome of IPCO Audit and General Update, report to Corporate Policy and Strategy Committee, [14 May 2019](#)

9 Appendices

- 9.1 Appendix 1 - Letter and report from IPCO – RIPSAs inspection 2022
- 9.2 Appendix 2 – Revised Directed Surveillance Policy for approval
- 9.3 Appendix 3 – Revised Covert Human Intelligence Source Policy for approval

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IPCOInvestigatory Powers
Commissioner's OfficePO Box 29105, London
SW1V1ZUMr Andrew Kerr
Chief Executive
Edinburgh City Council
4 Market Street
Edinburgh
EH8 8BGChief.Executive@edinburgh.gov.uk

3 March 2022

Dear Chief Executive,

IPCO Surveillance and CHIS Inspection of Edinburgh City Council

Please be aware that IPCO is not a "public authority" for the purpose of the Freedom of Information (Scotland) Act (FOISA) and therefore falls outside the reach of the FOISA. It is appreciated that local authorities are subject to the FOISA and that they may receive requests for disclosure of our reports. In the first instance the SRO should bring the matter to the attention of the IPCO Data Protection Officer (at: info@ipco.org.uk), before making any disclosure. This is also the case if you wish to make the content of this letter publicly available.

Your authority was recently subject to a remote inspection by one of my Inspectors, Mr. Paul Donaldson. The documentation and arrangements necessary for my Inspector to carry out the process was provided by Mr. Andrew Mitchell, Head of Regulatory Services, who acts as your RIPSAs Coordinator. This enabled an examination of relevant policies and four of the directed surveillance authorisations granted since the last inspection in January 2019. Mr. Mitchell, along with Mr. Nick Smith, Head of Legal and Assurance who acts as your Senior Responsible Officer (SRO), Mr. Kevin McKee, Head of Legal Service, and Mr. Keith Irwin, Principal Solicitor, made themselves available to be interviewed via video conferencing, and from the documentation examined and the information provided during the interview the level of compliance shown by your authority removes, for the present, the requirement for a physical inspection.

At the last inspection your authority was subject to two recommendations, and I note that in response to these and some observations made, a comprehensive action plan was devised to monitor progress to ensure they were appropriately addressed. From the information provided, in response to Recommendation 1 a process has now been established to report RIPSAs matters to Elected Members who sit on the Council's Corporate Policy and Sustainability Committee, as required by paragraphs 4.43¹ and 3.27². I understand there had been a hiatus during the pandemic, but since late 2021 these reports are once again to be delivered to the Committee.

¹ Scottish Government Code of Practice on Covert Surveillance and Property Interference, December 2017

² Scottish Government Code of Practice on Covert Human Intelligence Sources, December 2017

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In respect of Recommendation 2, a training needs analysis has been completed to identify the training required for staff and, as well as the ongoing delivery of an in-house online refresher training package to over 300 staff, the Council has also, to some expense, procured an external provider to provide a bespoke course to relevant investigative staff. This demonstrates a real commitment on the part of the Council in ensuring staff are best prepared for conducting covert activity in a compliant and lawful manner.

My Inspector has expressed confidence that your RIPSAs covering the use of CHIS and covert surveillance, including the guidance on the use of social media and open source research, are completely appropriate for the activity you undertake. Mr. Donaldson has highlighted that the policies may benefit from signposting staff to relevant sections within the Codes of Practice³ that provide operational examples to key elements around CHIS and online surveillance. Whilst there has been no use of CHIS, providing guidance to staff around situations where potential considerations of CHIS may be necessary is crucial. Paragraphs 2.18, 2.23 and 2.25⁴, may be useful to Council staff who may interact with members of the public who offer information, particularly those who do so repeatedly, and where it may be necessary for them to consider the guidance on CHIS.

With regard to the use of the internet and social media as an investigative resource, it is critical such use is appropriately overseen and audited within all public authorities, whether it can be afforded the protection of RIPSAs or not. In that regard my Inspector discussed The Investigatory Powers Tribunal's (IPT) decision in *BA & others v Chief Constable of Cleveland IPT/11/129/CH (13 July 2012)* where the IPT commended the adoption in non-RIPA (RIPSA) cases "a procedure as close as possible" to that required by the legislation. It was highlighted that in some areas of the Council, records of online activity are maintained for auditing purposes, which I would commend as being good practice. This serves to reduce the risk of there being any disproportionate use of social media and ensure legitimate aims are being pursued through its use. I note that the external training being procured contains relevant material on the deployment of such activity.

Mr. Donaldson examined four directed surveillance authorisations granted since the last inspection and makes the following points:

1. The Applicant and Authorising Officer (AO) provided sufficient and specific background information on the investigation which allowed the requisite elements of necessity, proportionality, and collateral intrusion to be considered as per paragraph 5.4⁵.
2. Whilst the relevant content is present, it seems applicants at times will conflate considerations attached to necessity and proportionality. Applicants should focus on the elements of proportionality contained within paragraph 4.7⁶.
3. AOs set appropriate review dates and the contents of reviews allow for an assessment of the continued necessity and proportionality of the authorised activity as per paragraph 8.11⁷.
4. AOs should ensure their authorisations are maintained in accordance with paragraphs 5.19 to 5.21⁸ and Chapter 8 of the Code of Practice. Cancellations should provide detail on what activity has been undertaken, the type and extent of the product and material obtained, and how it is to be managed, with the AO providing some direction or instruction for its management.

³ Scottish Government Codes of Practice on Covert Surveillance and Property Interference, December 2017 paras 3.11 to 3.16 and Covert Human Intelligence Sources paragraphs 4.7 to 4.14

⁴ Scottish Government Code of Practice on Covert Surveillance and Property Interference, December 2017

⁵ Ibid

⁶ Ibid

⁷ Ibid

⁸ Ibid

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Mr. Donaldson has highlighted as very good practice the quality assurance process in place where applications and authorisations are reviewed by Legal Services, although in one case it seems to have taken place post-authorisation where the pertinent comments could arguably have necessitated a review being submitted. Whilst quality assurance is good practice, it would be more appropriate always to take place prior to submission to the AO and to include any guidance to the AO as is necessary.

I am aware that since the last inspection you have received my letter outlining IPCO's recent Data Assurance Programme and that both your policies contain sections dedicated to *Security and Retention of Documents and Materials* which provide some guidance on the retention, review and disposal of material obtained through covert activity. My Inspector has made the observation that it would be beneficial for this guidance to be aligned with the content of the relevant Codes of Practice and with the principles outlined in my aforementioned letter.

I am pleased to report there being suitably strong governance processes in place within your Council to ensure compliance with the legislation and Codes of Practice. I would highlight that the observations made herein are designed to assist your staff in their respective roles should they need to utilise covert investigative techniques.


I hope that you find the outcome of this remote inspection helpful and constructive, and my Office is available to you should you have any queries following the receipt of this letter, or at any point in the future. Contact details are provided below. I shall in any case, be interested to learn of your proposed response to any of the observations made within this letter within the next two months.

The Inspector would like to thank Mr. Andrew Mitchell for his positive engagement with the remote inspection process, and for providing the necessary documentation to enable it to be achieved.

Yours sincerely,



The Rt. Hon. Sir Brian Leveson
The Investigatory Powers Commissioner

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Policy on Directed Surveillance

1 Policy Statement

- 1.1 In some circumstances it may be necessary for Council employees, in the course of their duties, to make observations of a person or persons in a covert manner, i.e. without that person's knowledge. By their nature, actions of this sort may constitute an interference with that person's right to privacy and may give rise to legal challenge as a potential breach of Article 8 of the European Convention on Human Rights and the Human Rights Act 1998 (the right to respect for private and family life).
- 1.2 The Regulation of Investigatory Powers (Scotland) Act 2000 ('RIPSA') provides a legal framework for covert surveillance by public authorities (including local authorities) and an independent inspection regime to monitor these activities.
- 1.3 Whilst RIPSA does not impose a requirement for local authorities to seek or obtain an authorisation, Council employees will, wherever possible, adhere to the authorisation procedure before conducting any covert surveillance.
- 1.4 Authorising Officers within the meaning of this procedure shall avoid authorising their own activities wherever possible, and only do so in exceptional circumstances.
- 1.5 No activity shall be undertaken by Council employees that comes within the definition of 'Intrusive Surveillance'. Intrusive surveillance is covert surveillance of any activity taking place on residential premises or in a private vehicle that either, involves the presence of an individual or surveillance device on the premises, or in the vehicle, or is carried out by means of a surveillance device located elsewhere capable of providing information of the same quality and detail as might be expected to be obtained from a device actually present on the premises, or in the residential premises.
- 1.6 An annual report will be submitted to members summarising the use of surveillance under this policy.

2 Scope

- 2.1 This procedure applies in all cases where "directed surveillance" is being planned or carried out. Directed surveillance is defined by RIPSA as covert surveillance undertaken "for the purposes of a specific investigation or a specific operation" and "in such a manner as is likely to result in the obtaining of private information about a person" whether or not that person is the target of the operation and other than by way of an immediate response to events or circumstances (Section 1(2) RIPSA).
- 2.2 The procedure does not apply to:
 - 2.2.1 observations that are carried out overtly;

- 2.2.2 unplanned observations made as an immediate response to events where it was not reasonably practicable to obtain authorisation;
 - 2.2.3 non-planned, ad hoc covert observations that do not involve the systematic surveillance for a specific investigation or operation; or
 - 2.2.4 any disciplinary investigation or any activity involving the surveillance of Council employees, unless such surveillance directly relates to a regulatory function of the Council.
- 2.3 In cases of doubt, the authorisation procedures described below should be followed.
- 2.4 The objective of this procedure is to ensure that all covert surveillance by Council employees is carried out effectively, while remaining in accordance with the law. It should be read in conjunction with the relevant legislation, the Scottish Government's Code of Practice on Covert Surveillance and Property Interference, issued on 11 December 2017 (the "Code of Practice") and any guidance which the Investigatory Powers Commissioner's Office may issue from time to time. Copies of the Code of Practice must be available for public reference at all offices of the local authority and be made available to all staff involved in surveillance operations.
- 2.5 This procedure does not apply to Closed Circuit Television (CCTV) installations where there is a reasonable expectation that members of the public are aware that an installation is in place (overt surveillance). Normally this would be demonstrated by signs alerting the public to the CCTV cameras.
- 2.6 However, where an employee, other than in immediate response to events or circumstances the nature of which is such that it would not be reasonably practicable for an authorisation to be sought, directs surveillance via CCTV equipment, then authorisation should be sought **no later than the next working day**.
- 2.7 If an operator of any Council CCTV system is approached by any other employee or other agency requesting that the operator undertake Directed Surveillance using CCTV, the operator is required to obtain a written copy of a RIPSAs authorisation prior to such use. This authorisation must detail the use of a specific camera system for the purpose of directed surveillance. The authorisation must be signed by either (i) a Council Authorising Officer or, (ii) in the case of the Police, an officer of at least the rank of Superintendent. In urgent cases an authorisation approved by a Police officer of at least the rank of Inspector can be accepted. A copy should be kept and the original forwarded to Legal Services for noting in the Central Register. Reference should be made to the Council's policy on use of CCTV.
- 2.8 If the operator is unsure about an aspect of the procedure they should refer to the Council's policy for CCTV operations or seek advice from their line manager.

3 Definitions

- 3.1 "Covert surveillance" means surveillance that is carried out in a manner calculated to ensure that the persons subject to the surveillance are unaware that it is or may be taking place.

3.2 Intrusive Surveillance is covert surveillance of anything taking place on residential premises or in a private vehicle that either involves the presence of an individual or surveillance device on the premises or in the vehicle or is carried out by means of a surveillance device located elsewhere capable of providing information of the same quality and detail as might be expected to be obtained from a device actually present on the premises or in the residential premises.

4 Policy content

4.1 Principles of Surveillance

In planning and carrying out covert surveillance, Council employees shall comply with the following principles:

- 4.1.1 Lawful purposes – covert surveillance shall only be carried out where necessary to achieve one or more of the permitted purposes (as defined in RIPSAs) namely:
- (i) for the purpose of preventing or detecting crime or the prevention of disorder;
 - (ii) in the interests of public safety; or
 - (iii) for the purpose of protecting public health.
- 4.1.2 Necessity – covert surveillance shall only be undertaken where there is no reasonable and effective alternative way of achieving the desired objective(s).
- 4.1.3 Proportionality – the use and extent of covert surveillance shall be proportionate and not excessive i.e. its use shall be in proportion to the significance of the matter being investigated and the information being sought cannot reasonably be obtained by other less intrusive means
- 4.1.4 Collateral intrusion – consideration must be given to the extent to which the surveillance will interfere with the privacy of persons other than the subject of the surveillance and to minimise the impact of the surveillance on them. Reasonable steps shall also be taken to minimise the acquisition of information that is not directly necessary for the purposes of the investigation or operation being carried out.
- 4.1.5 Effectiveness – planned covert surveillance shall be undertaken only by suitably trained or experienced employees, or under their direct supervision.
- 4.1.6 Authorisation – all directed surveillance shall be authorised in accordance with the procedures described below.

4.2 The Authorisation Process

- 4.2.1 Subject to the exception detailed below, applications for directed surveillance will be authorised at the level of Investigations Manager or Head of Service as prescribed by the Regulation of Investigatory Powers (Prescription of Offices, etc. and Specification of Public Authorities) (Scotland) Order 2010 (as amended) ('the 2010 Order').
- 4.2.2 The current list of Council Officers designated to authorise directed surveillance is agreed by the Chief Executive and available on the Orb. Authorising Officers should be suitably trained in terms of the requirements of RIPSAs. The Council's RIPSAs Coordinator shall circulate to all relevant service areas any changes to the list of Council Officers designated to authorise directed surveillance.
- 4.2.3 Applicants should apply within their own line management structure unless other arrangements have been agreed or it is unreasonable or impractical in the circumstances. Authorising Officers shall not be responsible for authorising their own activities.
- 4.2.4 Authorisations must be given in writing. In urgent cases only, an Authorising Officer may approve oral applications. An application in writing indicating the reasons why an oral authorisation was sought must then be made as soon as reasonably practicable. In any case an oral authorisation will expire after 72 hours. If surveillance is to continue after the 72 hours a further application in writing must be made.
- 4.2.5 In accordance with the Code of Practice authorisations will last three months. The person responsible for authorising the surveillance must ensure that the authorisation is reviewed at least monthly and those authorisations that are no longer needed or appropriate cancelled. All reviews must be documented **using Form CEC/RIPSA/DS4 Review of Directed Surveillance and shall also be recorded in the Central Register**. Reviews will need to be carried out more frequently where the surveillance provides access to confidential information or involves collateral intrusion.
- 4.2.6 Each Service area will keep an appropriate record of any application made. Any refusal shall be recorded in the Central Register.
- 4.2.7 Where one agency is acting on behalf of another it will normally be the case that the tasking or lead agency shall obtain and provide the authorisation.
- 4.2.8 Services wishing to adopt a more devolved authorisation process may do so only on the explicit approval of a written policy by the Council; all authorisations must remain within the scope of the Scottish Government's Code of Practice on authorisation.

4.3 Confidential Material

4.3.1 Applications where a significant risk of acquiring confidential material has been identified shall always require the approval of the Chief Executive acting as Authorising Officer. In their absence an Executive Director may deputise as Authorising Officer.

4.3.2 Confidential material consists of:

4.3.2.1 matters subject to legal advice privilege (for example between professional legal adviser and client) or litigation privilege.

4.3.2.2 confidential personal information (for example relating to a person's physical or mental health) or

4.3.2.3 confidential journalistic material.

4.3.3 Such applications shall only be granted in exceptional and compelling circumstances, where the Authorising Officer is fully satisfied that surveillance is both necessary and proportionate in these circumstances. In accordance with the Code of Practice such authorisations will last three months. Where any confidential material is obtained then the matter must be reported to the Investigatory Powers Commissioner's Office during their next inspection and any material obtained made available to them if requested.

4.4 Documents

This procedure uses the following documents **which shall be used by all Service areas**:

4.4.1 Application for Authority for Directed Surveillance (Form CEC/RIPSA/DS1)

The applicant should complete this in all cases, including where oral authorisation was first sought. It is effective from the time that approval is given.

4.4.2 Application for Renewal of Directed Surveillance Authority (Form CEC RIPSA/DS2)

This should be completed where a renewal of authorisation is applied for.

4.4.3 Cancellation of Directed Surveillance (Form CEC/RIPSA/DS3)

The applicant and the Authorising Officer should complete this when the authorisation ceases to be either necessary or appropriate.

4.4.4 Review of Directed Surveillance (Form CEC/RIPSA/DS4)

The Authorising Officer should complete this when carrying out reviews of the authorisation.

4.4.5 Additional Sheet for Authorising Officers to complete if required (Form CEC/RIPSA/AS1)

4.5 Security and Retention of Documents and Materials

- 4.5.1 Documents created under this procedure are highly confidential and shall be treated as such. Service areas shall make proper arrangements for their retention, security and destruction in accordance with the requirements of the Data Protection Act 2018 and the Code of Practice.
- 4.5.2 In addition each Service area shall also ensure arrangements are in place for the handling, storage and destruction of material obtained through directed surveillance in accordance with the requirements of the Data Protection Act 2018 and the Code of Practice.
- 4.5.3 All material obtained as result of directed surveillance must be retained if it is believed that it is relevant to that investigation or to pending or future criminal or civil proceedings. The material must be retained until its review suggests that the risk of legal proceedings no longer exists or having taken place has now been resolved.

4.6 **Central Register**

- 4.6.1 The Service Director Legal & Assurance shall maintain a register of current and past authorisations and of any applications for authorisations that have been refused. Each Service area will provide Legal Services with all original documentation relating to authorisations under RIPSAs, including cancellations, renewals and reviews, within three working days of the action being taken. Authorising Officers shall ensure that sufficient information is provided to keep this up to date.
- 4.6.2 Each authorisation will be given a unique reference number prefaced by a Service area number in brackets. The Central Register will contain the following information:
 - 4.6.2.1 type of authorisation e.g. Directed Surveillance or Covert Human Intelligence Source;
 - 4.6.2.2 start date of the authorised activity;
 - 4.6.2.3 whether the application was authorised or refused;
 - 4.6.2.4 date of authorisation / refusal;
 - 4.6.2.5 name and title of the Authorising Officer;
 - 4.6.2.6 title of the investigation or operation, if known, including a brief description and names of subjects;
 - 4.6.2.7 whether the urgency provisions were used and, if so, why;
 - 4.6.2.8 confirmation that the Authorising Officer did not authorise their own activities;
 - 4.6.2.9 date of review;
 - 4.6.2.10 date of renewal and who authorised the renewal;
 - 4.6.2.11 date of cancellation; and
 - 4.6.2.12 whether the investigation is likely to result in obtaining confidential information as defined in the Code of Practice.
- 4.6.3 The Service Director Legal & Assurance will provide regular monitoring information to Service areas.

4.6.4 The Central Register records must be retained for a period of at least three years from the ending of the authorisation or for a further suitable period if relevant to pending court proceedings.

5. **Oversight**

5.1 The Investigatory Powers Commissioner's Office (IPCO) provides independent oversight of the use of the powers contained within the Regulation of Investigatory Powers Act 2000 and RIPSA. This oversight includes inspection visits by Inspectors appointed by IPCO.

6. **Equalities and Rights Impact Assessment**

6.1 A full Equalities and Rights Impact Assessment has been carried out in respect of this policy, and is available on request. There was no resulting indication of unlawful practice or violation of rights

7. **Strategic Environmental Assessment**

7.1 This policy has no relevance to environmental issues and therefore an assessment is not practical.

8. **Implementation**

8.1 This policy will be implemented by each service area. Appropriate briefings shall be carried out. Authorising Officers shall be trained appropriately.

8.2 The success of the policy will be measured against a positive outcome in any statutory inspection of the Council.

9 **Authorisation process**

9.1 Subject to the exception detailed below, applications for directed surveillance will be authorised at the level of Investigations Manager or Head of Service as prescribed by the 2010 Order. The current list of Council Officers designated to authorise directed surveillance is agreed by the Chief Executive and available on the Orb. Authorising Officers should be suitably trained in terms of the requirements of RIPSA. The RIPSA Coordinator shall circulate to all relevant service areas any changes to the list of Council Officers designated to authorise directed surveillance.

9.2 Applicants should apply within their own line management structure unless other arrangements have been agreed or it is unreasonable or impractical in the circumstances. Authorising Officers shall not be responsible for authorising their own activities.

9.3 Authorisations must be given in writing. In urgent cases only, an Authorising Officer may approve oral applications. An application in writing indicating the reasons why an

oral authorisation was sought must then be made as soon as reasonably practicable. In any case an oral authorisation will expire after 72 hours. If surveillance is to continue after the 72 hours a further application in writing must be made.

- 9.4 In accordance with the Code of Practice authorisations will last three months. The person responsible for authorising the surveillance must ensure that the authorisation is reviewed at least monthly and those authorisations that are no longer needed or appropriate cancelled. All reviews must be documented **using Form CEC/RIPSA/DS4 Review of Directed Surveillance, and shall also be recorded in the central register**. Reviews will need to be carried out more frequently where the surveillance provides access to confidential information or involves collateral intrusion.
- 9.5 Each Service area will keep a record of any applications that are refused by the Authorising Officer. Any refusal shall also be recorded in the Central Register.
- 9.6 Where one agency is acting on behalf of another it will normally be the case that the tasking or lead agency shall obtain and provide the authorisation.
- 9.7 Services wishing to adopt a more devolved authorisation process may do so only on the explicit approval of a written policy by the Council; all authorisations must remain within the scope of the Scottish Government's guidance on authorisation.

10 Risk assessment

- 10.1 By their nature, actions of this sort may constitute an interference with that person's right to privacy and may give rise to legal challenge as a potential breach of Article 8 of the European Convention on Human Rights and the Human Rights Act 1998 (the right to respect for private and family life).
- 10.2 RIPSA sets out the legal framework for the use of directed surveillance by public authorities (including local authorities), and establishes an independent inspection regime to monitor these activities.
- 10.3 Under RIPSA, Directed Surveillance will be a justifiable interference with an individual's human rights only if the conduct being authorised or required to take place is both necessary and proportionate, and in accordance with the law.

11 Complaints

- 11.1 RIPSA establishes an independent Tribunal with full powers to investigate any complaints and decide any cases within the United Kingdom in relation to activities carried out under the provisions of RIPSA. Details of the relevant complaints procedure can be obtained from the Investigatory Powers Tribunal, PO Box 33220, London, SW1H 9ZQ.

12 Review

12.1 This policy shall be kept under review by the Service Director Legal & Assurance.

Policy on Covert Human Intelligence Sources

1 Policy Statement

- 1.1 In some circumstances, it may be necessary for Council employees, in the course of their duties, to conceal their identity by working undercover. Alternatively, there may arise situations when a local authority may covertly ask another person not employed by the authority, such as a neighbour (the 'source'), to obtain information about another person or persons and, without that other person's knowledge, pass on that information to Council employees. By their nature, actions of this sort may constitute an interference with a person's right to privacy and may give rise to legal challenge as a potential breach of Article 8 of the European Convention on Human Rights and the Human Rights Act 1998 (the right to respect for private and family life').
- 1.2 The Regulation of Investigatory Powers (Scotland) Act 2000 ("RIPSA") provides a legal framework for covert surveillance by public authorities (including local authorities) and an independent inspection regime to monitor these activities.
- 1.3 Whilst RIPSA does not impose a requirement for local authorities to seek or obtain an authorisation, Council employees however will, wherever possible, adhere to the authorisation procedure before carrying out any work with or as a Covert Human Intelligence Source ('CHIS').
- 1.4 Authorising Officers within the meaning of this procedure shall avoid authorising their own activities wherever possible and only do so in exceptional circumstances.
- 1.5 An annual report will be submitted to members summarising the use of surveillance under this policy.

2 Scope

- 2.1 This procedure applies in all cases where a CHIS is to be used. CHIS is defined by Section 1(7) of RIPSA. A person will be acting as a source if they covertly (i.e. without disclosing their true purpose) establish or maintain a personal or other relationship with another person, in order to obtain information from that person or to disclose information obtained from that person or to provide access to information to another person. The definition of a source is not restricted to obtaining private information.
- 2.2 A local authority may therefore use a source in two main ways. Council employees may themselves act as a source by failing to disclose their true identity in order to obtain information. Alternatively, Council employees may cultivate a member of the public or employee of a business under investigation to provide them with information on a regular basis. This person will also be acting as a source. In both cases the person or persons being investigated are unaware that this is taking place.

- 2.3 The procedure does not apply in circumstances where members of the public volunteer information as part of their normal civic duties or contact numbers specifically set up to receive anonymous information, such as “Crimestoppers”. However, someone might become a source as a result of a relationship with the Council that began in this way, and in such circumstances authorisation must then be sought.
- 2.4 It is also noted that an explicit statutory power may exist under other legislation, authorising employees of the Council to carry out certain activities such as test purchasing. Where statutory authority exists under other legislation, it will not normally be necessary to seek authorisation under this procedure. However, where the activity requires the officer to establish a personal relationship with any person, or where the activity concerned takes place on premises which are also residential, or in a situation where a high degree of privacy would be expected, then authorisation under this procedure must also be sought.
- 2.5 This procedure shall not apply to any disciplinary investigation or any activity involving the surveillance of Council employees, unless such surveillance directly relates to a regulatory function of the Council.

3 Policy content

3.1 Principles of Surveillance

Where planning and making use of a source, Council employees shall comply with the following principles:

- 3.1.1 Lawful purposes – covert surveillance shall only be carried out where necessary to achieve one or more of the permitted purposes (as defined in RIPSA) namely:
- (i) for the purpose of preventing or detecting crime or the prevention of disorder;
 - (ii) in the interests of public safety;
 - (iii) for the purpose of protecting public health; or
 - (iv) for any other purpose prescribed in an order made by the Scottish Ministers.
- 3.1.2 Necessity – a source shall only be utilised where there is no reasonable and effective alternative way of achieving the desired objective(s).
- 3.1.3 Proportionality – the use of a source shall be proportionate and not excessive i.e. the use of a source shall be in proportion to the significance of the matter being investigated and the information being sought cannot reasonably be obtained by other less intrusive means. Particular care should be taken if the source is likely to obtain information in a situation where the person under investigation would expect a high degree of privacy

- 3.1.4 Collateral intrusion – Consideration must be given to the extent to which the use of the source will interfere with the privacy of persons other than the subject of the surveillance and to minimise the impact of the surveillance on them. Reasonable steps shall also be taken to minimise the acquisition of information that is not directly necessary for the purposes of the investigation or operation being carried out. If the investigation unexpectedly interferes with the privacy of individuals not covered by the authorisation consideration must be given to whether a new authorisation is required.
- 3.1.5 Effectiveness - tasking and managing the source shall be undertaken only by suitably trained or experienced employees, or under their direct supervision.
- 3.1.6 Authorisation – the use of all sources shall be authorised in accordance with the procedures described below.

4 **Authorisation Process**

- 4.1 Subject to the exceptions detailed below, applications for the use or conduct of a source will be authorised at the level of Investigations Manager or Head of Service as prescribed by the Regulation of Investigatory Powers (Prescription of Offices, etc. and Specification of Public Authorities) (Scotland) Order 2010 (the “2010 Order”). The current list of Council Officers designated to authorise the use of covert human intelligence sources is agreed by the Chief Executive and available on the Orb. Authorising Officers should be suitably trained in terms of the requirements of RIPSA. The RIPSA Coordinator shall circulate to all relevant service areas any changes to the list of Council Officers designated to authorise the use of covert human intelligence sources.
- 4.2 Applicants should apply within their own line management structure unless other arrangements have been agreed or it is unreasonable or impractical in the circumstances.
- 4.3 Authorising Officers should not be responsible for authorising their own activities.
- 4.4 Authorisations must be given in writing. In urgent cases only, an Investigations Manager or Head of Service or above may approve oral applications. An application in writing indicating the reasons why an oral authorisation was sought must then be made as soon as reasonably practicable. In any case an oral authorisation will expire after 72 hours. If a source is to continue to be used after the 72 hours a further application in writing must be made.
- 4.5 In accordance with the Scottish Government Code of Practice on Covert Human Intelligence Sources, issued on 11 December 2017(the “Code of Practice”), authorisations will last 12 months. The person responsible for authorising the surveillance must ensure that the authorisation is reviewed at least monthly and those authorisations that are no longer needed or appropriate are cancelled. All reviews must be documented using **Form CEC/RIPSA/CHIS4 Review of the Use of Conduct of Covert Human Intelligence Source**. Reviews will need to be carried

out more frequently where there exists a risk of acquiring confidential material or where the source is a juvenile or deemed vulnerable.

- 4.6 Each Service area will keep an appropriate record of any application made. Any refusal shall be recorded in the Central Register.
- 4.7 Where one agency is acting on behalf of another it will normally be the case that the tasking or lead agency shall obtain and provide the authorisation.
- 4.8 Services wishing to adopt a more devolved authorisation process may do so only on the explicit approval of a written policy by the Council; all authorisations must remain within the scope of the Code of Practice on authorisations.

5 **Confidential Material**

5.1 Applications where a significant risk of acquiring confidential material has been identified shall always require the approval of the Chief Executive acting as Authorising Officer. In their absence, an Executive Director may deputise as Authorising Officer.

5.2 Confidential material consists of:

5.2.1 matters subject to legal advice privilege (for example between professional legal adviser and client) or litigation privilege;

5.2.2 confidential personal information (for example relating to a person's physical or mental health); or

5.2.3 confidential journalistic material.

5.3 Such applications shall only be granted in exceptional and compelling circumstances, where the Authorising Officer is fully satisfied that use of a source is both necessary and proportionate in these circumstances. In accordance with para 5.14 of the Code of Practice such authorisations will last twelve months (except in the case of (i) a juvenile CHIS or (ii) matters pertaining to the 2014 Order¹), namely any authorisation relating to paragraph 5.2.1 above.

5.4 Where any confidential material is obtained then the matter must be reported to the Investigatory Powers Commissioner's Office during their next inspection and any material obtained made available to them if requested. Reviews may need to be carried out more regularly than monthly where the source provides access to confidential material, or where collateral intrusion exists.

6 **Relationship with the Surveillance Procedure**

6.1 Where it is envisaged that the use of a source will be accompanied by directed surveillance, then authorisation must also be sought under the Council's policy on surveillance.

¹ The Regulation of Investigatory Powers (Authorisation of Covert Human Intelligence Sources) (Scotland) Order 2014

- 6.2 Where a source wearing or carrying a surveillance device is invited into residential premises or a private vehicle, separate authorisation is not required under the surveillance procedure as long as the council's procedure on Covert Human Intelligence Sources has been followed and authorisation given.
- 6.3 Where the source themselves is subject to surveillance to identify whether they would be an appropriate person to act as a source, this surveillance must be authorised in accordance with the surveillance procedure.

7 **Vulnerable and Juvenile Sources**

- 7.1 Particular care must be taken where authorising the use or conduct of vulnerable or juvenile individuals to act as sources. the Code of Practice defines a vulnerable individual as "a person who is or may be in need of community care services by reason of mental or other disability, age, illness and who is or may be unable to take care of himself, or unable to protect himself against significant harm or exploitation" (para 4.1). Vulnerable individuals should only be in authorised to act as a source in the most exceptional circumstances. Authorisation may only be granted on the approval of the Chief Executive acting as Authorising Officer. In their absence an Executive Director may deputise as Authorising Officer. **Prior to deciding whether or not to grant such approval the Chief Executive, or in their absence an Executive Director nominated to deputise, shall seek the advice of the Chief Social Work Officer on the appropriateness of using the individual in question as a CHIS.** If granted such authorisation will last 12 months, excepting any authorisation involving a Juvenile CHIS which shall last only one month.
- 7.2 A juvenile is any person under the age of eighteen. On no occasion should the use of a source under sixteen years of age be authorised to give information against his or her parents or any person who has parental responsibilities for him or her.
- 7.3 In other situations, authorisation for juveniles to act as a source may only be granted on the approval of a Chief Executive **or in their absence a Executive Director nominated to deputise and only with the prior advice of the Chief Social Work Officer as described above.** The following conditions must also be met:
- 7.3.1 a risk assessment must be undertaken to identify any physical and psychological aspects of their deployment. This risk assessment must be carried out in conjunction with a registered social worker from a relevant discipline i.e. children and families, criminal justice or community care;
 - 7.3.2 the Authorising Officer must be satisfied that any risks have been properly explained; and
 - 7.3.3 the Authorising Officer must give particular consideration to the fact that the juvenile is being asked to obtain information from a relative, guardian or other person who has assumed responsibility for their welfare.

7.4 An appropriate adult e.g. social worker or teacher must also be present between any meetings between the authority and a source under 16 years of age.

7.5 The maximum authorisation period that can be granted for a juvenile or vulnerable source is one month.

8 Documents

8.1 This procedure uses the following **documents that shall be used by all Service areas:**

8.1.1 Application for Authorisation of the Use or Conduct of a Covert Human Intelligence Source (Form CEC/RIPSA/CHIS1)

The applicant in all cases should complete this including where oral authorisation was first sought. It is effective from the time that approval is given.

8.1.2 Application for Renewal of the Use or Conduct of a Covert Human Intelligence Source (Form CEC RIPSA/CHIS2)

This should be completed where a renewal for authorisation is applied for.

8.1.3 Cancellation of the use or Conduct of a Covert Human Intelligence Source (Form CEC/RIPSA/CHIS3)

The applicant and the Authorising Officer should complete this when the authorisation ceases to be either necessary or appropriate.

8.1.4 Review of the Use or Conduct of a Covert Human Intelligence Source (Form CEC/RIPSA/CHIS4)

The Authorising Officer shall complete this when carrying out reviews of authorisations.

8.1.5 Additional Sheet for Authorising Officers to complete if required (Form CEC/RIPSA/AS1)

9 Management of Sources

9.1 Before authorisation can be given, the Authorising Officer must be satisfied that suitable arrangements are in place to ensure satisfactory day-to-day management of the activities of a source and for overseeing these arrangements. An individual officer must be appointed to be responsible for the day-to-day contact between the source and the authority, including:

9.1.1 dealing with the source on behalf of the authority;

9.1.2 directing the day to day activities of the source;

9.1.3 recording the information supplied by the source; and

9.1.4 monitoring the source's security and welfare.

In addition, the Authorising Officer must satisfy themselves that an officer has been designated responsibility for the general oversight of the use made of the source.

- 9.2 The Authorising Officer must also ensure that a risk assessment is carried out to determine the risk to the source of any tasking and the likely consequences if the role of the source becomes known. It will be the responsibility of the officer in day-to-day control of the source to highlight any concerns regarding the personal circumstances of the source which may affect the validity of the risk assessment, the conduct of the source, or the safety or welfare of the source.
- 9.3 Records must also be maintained, in accordance with the relevant statutory instruments, detailing the use made of the source. It will be the responsibility of the person in day-to-day control of the activities of the source to maintain the relevant records. The following matters must be included in the records relating to each source:
- 9.3.1 identity of the source and the means by which the source is referred to;
 - 9.3.2 the date when and the circumstances within the source was recruited;
 - 9.3.3 the name of the person with day to day responsibility for the source and the name of the person responsible for overall oversight;
 - 9.3.4 any significant information connected with the security and welfare of the source;
 - 9.3.5 confirmation by the Authorising Officer that the security and welfare of the source have been considered and any risks have been fully explained and understood by the source;
 - 9.3.6 all contacts between the source and the local authority;
 - 9.3.7 any tasks given to the source;
 - 9.3.8 any information obtained from the source and how that information was disseminated;
 - 9.3.9 any payment, benefit or award or offer of any payment, benefit or award or offer given to a source who is not an employee of the local authority; and
 - 9.3.10 any relevant investigating authority other than the authority maintaining the records.

10 **Security and Retention of Documents and Materials**

- 10.1 Documents created under this procedure are highly confidential and shall be treated as such. Service areas shall make proper arrangements for their retention, security and destruction, in accordance with the requirements of the Data Protection Act 2018 and the Code of Practice.
- 10.2 In addition, each Service area shall also ensure arrangements are in place for the handling, storage and destruction of material obtained through directed surveillance in accordance with the requirements of the Data Protection Act 2018 and the Code of Practice.
- 10.3 All material obtained as result of the activities of a source must be retained if it is believed that it is relevant to that investigation or to pending or future criminal or civil proceedings. The material must be retained until its review suggests that the risk of legal proceedings no longer exists or having taken place has now been resolved.

11 **Central Register**

- 11.1 The Service Director Legal & Assurance shall maintain a register of current and past authorisations and of any applications for authorisations that have been refused, in accordance with para 7.1 of the Code of Practice. Each Service area will provide Legal Services with all original documentation relating to authorisations under RIPSAs including cancellations, renewals and reviews within three working days of the action being taken. Authorising Officers shall ensure that sufficient information is provided to keep this up to date.
- 11.2 Each authorisation will be given a unique reference number prefaced by a Service area number in brackets. The Central Register will contain the following information:
- 11.2.1 type of authorisation e.g. Directed Surveillance or Covert Human Intelligence Source;
 - 11.2.2 start date of the authorised activity;
 - 11.2.3 whether the application was authorised or refused;
 - 11.2.4 date of authorisation / refusal;
 - 11.2.5 name and Title of the Authorising Officer;
 - 11.2.6 title of the investigation or operation, if known including a brief description and names of subjects
 - 11.2.7 whether the urgency provisions were used and if so why;
 - 11.2.8 confirmation that the Authorising Officer did not authorise their own activities;
 - 11.2.9 date of review;
 - 11.2.10 date of renewal and who authorised the renewal
 - 11.2.11 date of cancellation;
 - 11.2.12 whether the investigation is likely to result in obtaining confidential information as defined in the Code of Practice; and
 - 11.2.13 whether in the case of a CHIS the source is a juvenile or “vulnerable” person as defined in the Code of Practice.
- 11.3 The Service Director Legal & Assurance will provide regular monitoring information to Service areas.
- 11.4 The Central Register records must be retained for a period of at least three years from the ending of the authorisation or for a further suitable period if relevant to pending court proceedings
- 12 **Oversight**
- 12.1 The Investigatory Powers Commissioner’s Office (IPCO) provides independent oversight of the use of the powers contained within the Regulation of Investigatory Powers Act 2000 and RIPSAs. This oversight includes inspection visits by inspectors appointed by IPCO.
- 13 **Equalities and Rights Impact Assessment**

13.1 A full Equalities and Rights Impact Assessment has been carried out in respect of this policy, and is available on request. There was no resulting indication of unlawful practice or violation of rights

14 **Strategic Environmental Assessment**

14.1 This policy has no relevance to environmental issues and therefore an assessment is not practical.

15 **Implementation**

15.1 This policy will be implemented by each service area. Appropriate briefings shall be carried out. Authorising Officers shall be trained appropriately.

15.2 The success of the policy will be measured against a positive outcome in any statutory inspection of the Council.

16 **Authorisation process**

16.1 Subject to the exceptions detailed below, applications for the use or conduct of a source will be authorised at the level of Investigations Manager or Head of Service, as prescribed by the Regulation of Investigatory Powers (Prescription of Offices, Ranks and Positions) (Scotland) Order 2010. The current list of Council Officers designated to authorise the use of covert human intelligence sources is agreed by the Chief Executive and available on the Orb. Authorising Officers should be suitably trained in terms of the requirements of RIPSAs. The RIPSAs Coordinator shall circulate to all relevant service areas any changes to the list of Council Officers designated to authorise the use of covert human intelligence sources

16.2 Applicants should apply within their own line management structure unless other arrangements have been agreed or it is unreasonable or impractical in the circumstances.

16.3 Authorising Officers should not be responsible for authorising their own activities.

16.4 Authorisations must be given in writing. In urgent cases only, an Investigations Manager or Head of Service or above may approve oral applications. An application in writing indicating the reasons why an oral authorisation was sought must then be made as soon as reasonably practicable. In any case an oral authorisation will expire after 72 hours. If a source is to continue to be used after the 72 hours a further application in writing must be made.

16.5 In accordance with the Code of Practice, authorisations will last 12 months, or one month for a vulnerable or juvenile CHIS (para 4.2). The person responsible for authorising the surveillance must ensure that the authorisation is reviewed at least monthly and those authorisations that are no longer needed or appropriate are

cancelled. All reviews must be documented using Form CEC/RIPSA/CHIS4 Review of the Use of Conduct of Covert Human Intelligence Source. Reviews will need to be carried out more frequently where there exists a risk of acquiring confidential material or where the source is a juvenile or deemed vulnerable.

- 16.6 Each Service area will keep an appropriate record of any application made. Any refusal shall be recorded in the Central Register.
- 16.7 Where one agency is acting on behalf of another it will normally be the case that the tasking or lead agency shall obtain and provide the authorisation.
- 16.8 Services wishing to adopt a more devolved authorisation process may do so only on the explicit approval of a written policy by the Council; all authorisations must remain within the scope of the Code of Practice.

17 **Complaints**

- 17.1 RIPSA establishes an independent Tribunal with full powers to investigate any complaints and decide any cases within the United Kingdom in relation to complaints about activities carried out under the provisions of RIPSA. Details of the relevant complaints procedure can be obtained from the Investigatory Powers Tribunal, PO Box 33220, London, SW1H 9ZQ.

18 **Review**

- 18.1 This policy shall be kept under review by the Service Director Legal & Assurance .

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Policy and Sustainability Committee

10.00am, Tuesday, 30 August 2022

Update on Recycling and Waste Collection in Schools

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Council Commitments	25

1. Recommendations

- 1.1 It is recommended that Committee notes:
 - 1.1.1 The improvements which have been made to the infrastructure and communications to enhance the recycling provision in schools; and
 - 1.1.2 That a Waste Compositional Analysis has been undertaken to monitor current recycling rates and will be repeated in the Autumn to measure the impact of the changes introduced in May 2022.

Paul Lawrence

Executive Director of Place

Contact: Karen Reeves, Head of Operational Support, Performance and Improvement

E-mail: karen.reeves@edinburgh.gov.uk | Tel: 0131 469 5196

Update on Recycling and Waste Collection in Schools

2. Executive Summary

- 2.1 This report provides an update on the improvements to infrastructure and communications which have been made to enhance the recycling provision in schools in Edinburgh.

3. Background

- 3.1 In [October 2020](#) the Policy and Sustainability Committee approved an approach to be taken to enhance the recycling and waste collections in schools in Edinburgh by creating a simple and consistent system across all Council school sites.
- 3.2 Progress was initially delayed significantly due to the impact of COVID-19 as the priority was given to the safe reopening of schools as restrictions eased. However, work commenced in 2021 with the establishment of a cross-service working group and was fully rolled out in May 2022.
- 3.3 All changes are in line with Waste (Scotland) Regulations (2012) and the internal Resource Use Policy.
- 3.4 This project also follows on from a primary school Youth Climate Summit held in the run up to COP26 in 2021, which found that pupils overwhelmingly wanted more recycling facilities in their schools, to help tackle waste and support climate action.
- 3.5 The project will assist schools to work towards the Council's target to be carbon neutral by 2030.

4. Main report

- 4.1 In [May 2021](#), the Council allocated additional funding of £100,000 for the improvement of recycling in schools. This funding has been used to purchase recycling bins for all classrooms, canteens and corridors in schools and to develop a clear and consistent communications plan.
- 4.2 A short-life Working Group was established, with officers from across a number of teams including Waste and Cleansing, Education and Children's Services, Facilities Management and Corporate Services attending. This cross-departmental working

proved vital in pushing forward the project and getting a wide range of input and expertise from across the Council.

- 4.3 Research was undertaken to identify the system which will be implemented across all schools. This included a review of current practices, comparing available bin types and suppliers and assessing the most effective communication tools.
- 4.4 School visits took place in November and December 2021 to assess current waste practices. These took place at a sample of six schools, which included nursery, primary and secondary schools. Bins were chosen based on suitability for each area, which was informed by these visits. Size, shape, colours and lid types were different throughout schools, so models were chosen which will be fitting to the majority of settings.
- 4.5 A summary of the new approach is outlined below:
 - 4.5.1 Each school has been provided with classroom and hallway recycling bins, along with food waste bins, to supplement their existing bins;
 - 4.5.2 Each classroom has been provided with a recycling bin, so that there is one dry mixed recycling bin and one non-recyclable bin in each classroom;
 - 4.5.3 Schools have arranged a collection point where full recycling bags from classrooms can be placed before being collected by cleaning staff;
 - 4.5.4 As part of their curriculum for excellence, pupils will take on the responsibility (with support from teachers) for taking full recycling bags to collection points;
 - 4.5.5 The three main streams in each school will be: non-recyclables, dry mixed recyclables and food waste. These will all follow the same colour coding system as used for communal and kerbside bins in Edinburgh. The specific bins are listed in the guidance document at Appendix 2; and
 - 4.5.6 A guidance document has been developed for school and facilities management staff to refer to. It includes guidance on how the new system works, how to order additional items and the relevant contacts. The guidance document is available to schools through SharePoint.
- 4.6 The new bins and communication materials (posters, bin stickers) were distributed to all schools in May 2022.
- 4.7 £20,000 was also made available from a one-off revenue allocation for sustainability engagement to further support communications for the project, including films for assemblies and classrooms to promote recycling.
- 4.8 A poster competition was held in December 2021 for pupils to design posters encouraging recycling. There were many entries, and six winners were chosen. The winning entries will be printed and sent out to all schools as part of the standard pack including professionally designed posters and stickers and the bins (Appendix 1 provides examples of the winning entries).
- 4.9 A Waste Compositional Analysis (WCA) by Albion Environmental took place at the end of March 2022 to understand the recycling levels prior to the implementation of the project. These WCA's involved taking a waste sample from a number of schools

of around 100kg from the school's non-recyclable waste (NRW) bins and sorting it into its constituent components.

- 4.10 The results indicated that only 28% of the waste in the NRW bins was NRW, the other 72% was recyclable material such as food, plastic bottles, tin cans, paper and cardboard. Food accounted for around half of the recyclable material in the NRW bin. Dry-Mixed Recycling (plastic, metal, paper and card) accounted for around a quarter.

5. Next Steps

- 5.1 The second WCA analysis will be taken in Autumn 2022 to assess the impact of the new approach.

6. Financial impact

- 6.1 All the additional bins distributed to schools were funded from the £100,000. Funding for the communications, including all media, stickers, posters etc. was taken from the £20,000 budget for a one-off revenue allocation for sustainability engagement.
- 6.2 Going forward schools will be responsible for funding additional bins, bin liners, stickers and posters to what will be provided initially.
- 6.3 The additional recycling facilities provided by this project should decrease the overall spend for schools on their waste disposal due to increased recycling and reduction in non-recyclable waste which is more costly to dispose of.

7. Stakeholder/Community Impact

- 7.1 The delivery of this improvement to recycling in schools will support the delivery of the Council's waste and recycling strategy.
- 7.2 Visits to a sample of schools in Edinburgh were arranged to review current internal waste practices. Input was sought from facilities management staff to identify problem areas and common themes throughout the schools.
- 7.3 Throughout the project, important updates have been communicated to business management staff and headteachers, such as a general announcement about the upcoming changes, and additionally when the first WCA took place.

8. Background reading/external references

- 8.1 None.

9. Appendices

- 9.1 Appendix 1 – Images of winning posters.
- 9.2 Appendix 2 – Guidance for Schools and Facilities Teams.

Appendix 1

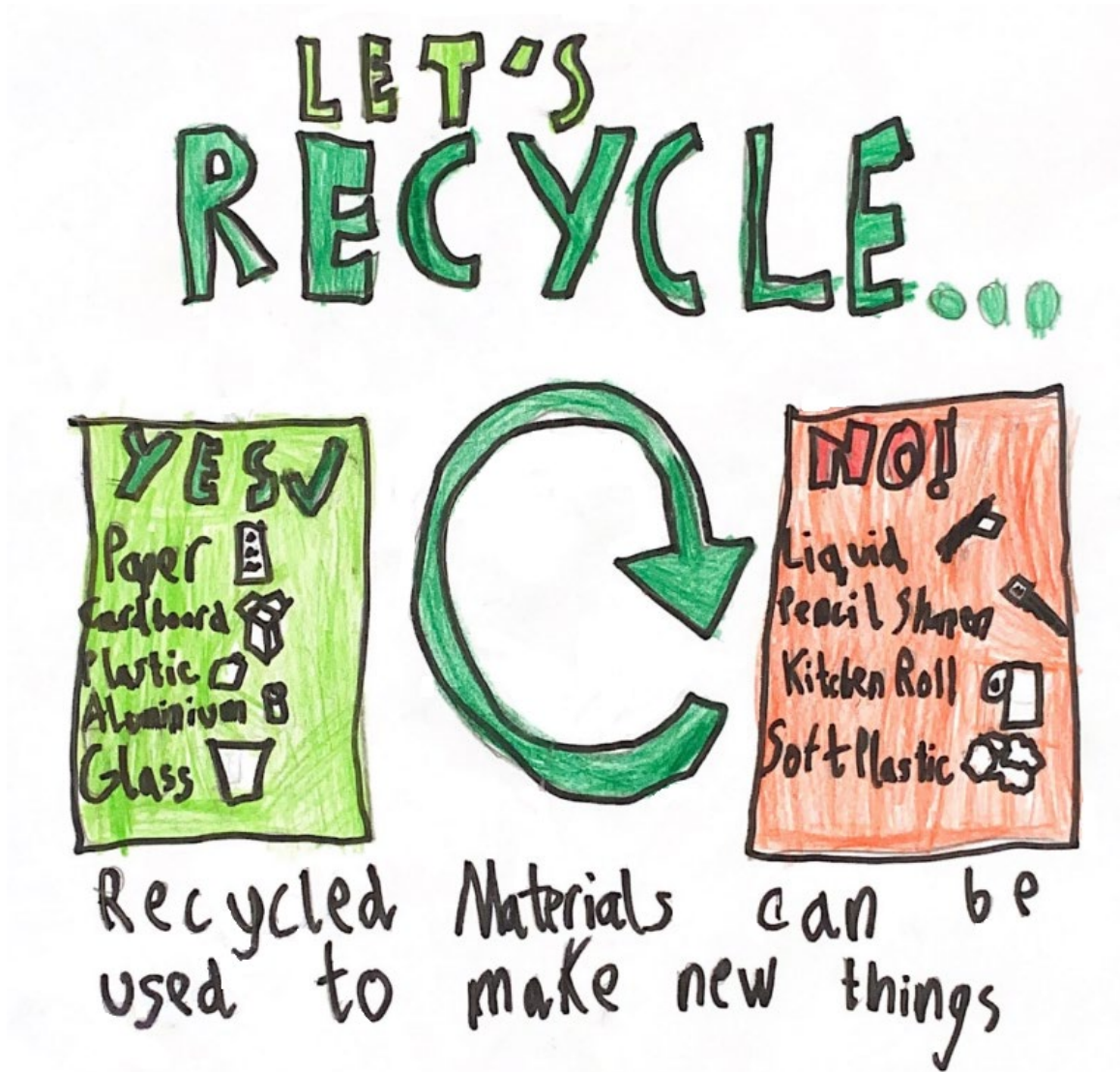
Images of winning posters



Edinburgh schools recycling

Guidance for schools and facilities teams

May 2022



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Introduction

This guidance document is part of a wider project by the City of Edinburgh Council to help increase recycling in schools by creating a simple and convenient system across all sites.

It aims to help schools improve recycling systems in their internal areas. This document sets out best-practice recommendations. These may be tailored to meet the individual needs of each school.

Please note

It is a legal requirement that schools recycle their waste tins, cans, plastic, glass, paper, card and food. The responsibility to comply with the law lies with individual schools.

Overview of recycling best practice for schools

To help support your school meet best-practice standards for recycling and waste management

- each classroom will be provided with a recycling bin. This should be positioned next to a non-recyclable bin
- schools should arrange one or more suitable collection point(s) where full recycling bags can be placed and collected by cleaners
- pupils are responsible for taking full recycling bags from classrooms to the central collection point(s)
- schools can order extra bins for corridors, kitchens, canteens etc as needed.

We have seen first-hand that many schools have existing recycling bins in place.

We want to add to these bins, rather than replace them. This means you will be able to adapt your current bins to follow the updated system, by adding stickers to the bins and placing posters on the walls above them.

This will make sure all schools have a clear and consistent messaging and colour schemes for their waste and recycling. The new colour schemes are based on Edinburgh's residential bin system.

Classrooms

- 1 x non-recyclable bin
- 1 x dry mixed recycling bin

Each classroom should contain at least one general waste bin and one dry mixed recycling bin. Sit the bins together as a hub, instead of separately. Put up a poster detailing what items can be placed in each bin, above or beside the bin hub.

Bins of up to 60 litres capacity are recommended for classrooms.

Dry mixed recycling should only be emptied from classrooms when full. This is to avoid wasting clear plastic bin liners.

At the end of the school day, pupils and/or teachers should take the full bag and place them at their nearest collection point. Janitorial staff will collect the bags and take to the external bins.

You may want to have loose dry mixed recycling instead of in bags if you already have a system in place that works for you (e.g. large wheeled communal hallway containers).

Corridors

- non-recyclable bins
- dry mixed recycling bins

There should be designated waste points on corridors. These should contain at least one non-recyclable waste bin and one dry mixed recycling bin. Ideally bins should sit together as a hub. Put up a poster detailing what items can be placed where above or beside the bins.

Bins of approximately 80-100 litres capacity are recommended for corridors.

As well as the standard bins, there should be corridor 'collection points' around the school. These are for the classroom bagged dry mixed recycling bags.

Collection points can be larger bins or containers. They can also be a marked area to temporarily place bags.

Canteens and eating areas

- 1 x non-recyclable bin
- 1 x dry mixed recycling bin
- 1 x food waste bin

Canteens and eating areas should have designated waste points with at least one non-recyclable waste bin, one dry mixed recycling bin and a food waste bin.

The three bins should sit together as a hub. Put up a poster showing what items can go in each bin, above or beside the bins.

Bins of approximately 80-100 litres of capacity are recommended for canteens and eating areas.

Kitchens and home economics classrooms

- 1 x non-recyclable bin
- 1 x dry mixed recycling bin
- 1 x food waste bin

Kitchens should have at least one non-recyclable waste bin, one dry mixed recycling bin/area and a food waste bin. It may be suitable to have a bin or area for storage of

recyclable waste away from the main food preparation areas, within cages or larger containers.

Sit food waste bins nearest the food preparation areas and non-recyclable waste bins where required.

Home economics classrooms should have at least one non-recyclable waste bin, one dry mixed recycling bin and a food waste bin. These bins should sit together as a hub. Exceptions may include the food waste bin being placed nearer the food preparation areas. Small, 5 litre caddies can be used for workstations.

Put up posters showing what items can be placed in the bins, above or beside bins in kitchens and home economics classrooms.

Non-recyclable and food waste bins of approximately 60 litre capacity are recommended for both settings. Dry-mixed recycling bins should be at least 100 litres or larger and/or use a designated area/cage, depending on the needs of your school.

Bin bags and liners

If you use the right bin bags for each type of bin, it will make it easier for colleagues and waste collection crews to identify waste and recycling. It will also make it easier to handle waste.

Use:

- black bags for non-recyclable waste
- clear or see-through bags for dry mixed recycling
- clear or compostable liners for food waste

Put up information posters showing which bin bags to use for each bin in school staff and facilities areas.

Bin stickers and posters

You will be given new bins and a pack containing stickers for the bins and posters for the walls. You can order extra stickers and posters if needs be.

Apply stickers to a visible part of each bin. Put posters up on the nearest wall or appropriate surface to the bins, in a place where they can be easily read.

How to order

To order additional bins, stickers, posters or liners, please follow the below steps using Oracle:

1. Requisitioner to login to Oracle
2. Under (1a) Main Catalogue search, enter (Schools Recycling Project) (Incl. brackets)
3. Click 'Go', to see all products relating to the Schools Recycling Project

4. Add and order items as needed

Other/special wastes

Glass

Lots of schools have banned glass.

However, you might need internal glass bins or collection boxes in areas such as kitchens, staff rooms. Decide what is best, based on your needs.

Confidential Paper

We recommend that each reception office and staff room have a confidential waste bin. The bins should be only accessed by staff and be enclosed and secure. You can arrange special collections of confidential waste through the City of Edinburgh Council, using either a regular or ad-hoc collection.

Email waste@edinburgh.gov.uk or phone **0131 608 1100** to organise. All requests for confidential waste bags should also go through this email or phone number.

Responsibilities

This section outlines the waste management and recycling responsibilities for school staff.

Please note:

Schools are responsible for carrying out thorough a risk assessment prior to setting up their communal collection point(s) for dry mixed recycling (e.g. in hallways).

If you need help with this, please email Grant Colligan

grant.colligan@edinburgh.gov.uk or Ken Wong ken.wong@edinburgh.gov.uk

Cleaners and janitorial staff

If there is a system in place already for cleaning staff to empty recycling and food bins, this should continue, otherwise the following points below apply:

- take dry mixed recycling from hallway collection points to external bins
- empty non-recyclable bins when full as usual
- make sure to use the right bin liner for each bin type
- provide extra liners in classroom bins for ease of use with dry mixed recycling
- remove food waste from any home economics classrooms

Teachers and support staff

Dry mixed recycling bins in offices should be emptied when full. Place bags at the nearest collection point for cleaners and janitors.

Teach and guide pupils to take full responsibility for the movement of recycling to communal points. Place bags at the nearest collection point for cleaners and janitors.

Get familiar with what can go in each bin and help remind pupils. A short video explaining what items can be put in each bin and the benefits of recycling is [available on YouTube](#) and can be downloaded from Sharepoint. This can be used for assemblies or during class.

Lesson plans on the benefits of recycling are available for P4-S2 pupils. These have been created by Changeworks and can be downloaded from Sharepoint.

Pupils

Help teachers and other staff by taking dry-mixed recycling bags from classrooms to nearest collection point when full.

Kitchen staff¹

Remove all non-recyclable, food and dry mixed recycling waste from eating areas after lunch times (and breaks where appropriate).

Take food waste and dry mixed recycling from kitchen to external bins, unless there is an existing arrangement for cleaning staff to move this waste.

Headteachers








Promote recycling throughout school. Make sure pupils and other staff are aware of their recycling responsibilities.

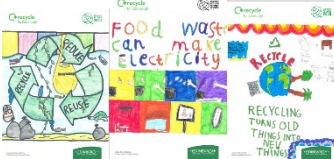
¹ Due to COVID-19 it is understood that some schools have pupils eating in classrooms or another arrangement from usual. In this situation the catering staff remove the segregated waste from outside the classrooms after lunch is over. These arrangements should continue until the schools deems it is safe to change.

Main Bins and other items: Summary Table

Below is a summary of the three bins provided to schools, to supplement existing internal waste set ups. Schools are free to order any types of bins which suit their needs through other sources, with the recommendation to use the stickers and posters provided by the Council to keep waste separation consistent. Additionally, the recommended bin bags and their codes are included.

Item image	Stream	Capacity	Suitable areas	Product code
	Dry mixed recycling	39 litres	Classrooms	XJW4588
	Dry mixed recycling	87 litres	Hallways, canteen and kitchens	XJW4589
	Food waste	60 litres	Canteens, dining areas, kitchens, and home economics classrooms	XJW4590
Clear bin bags- large 	Dry mixed recycling/food waste	16X25X39"	Any dry mixed recycling or food waste bin	RSA006
Clear bin bags- small/medium 	Dry mixed recycling/food waste	15X24X24"	Any dry mixed recycling or food waste bin	RSA266

<p>Dry mixed recycling sticker</p> 	Dry mixed recycling	A5	All dry mixed recycling bins	SRPST01
<p>Non-recyclable waste sticker</p> 	Non-recyclable waste	A5	All non-recyclable waste bins	SRPST02
<p>Food waste sticker</p> 	Food waste	Sized for food bin	All food bins	SRPST03
<p>Dry mixed recycling Poster</p> 	Dry mixed recycling	A4	All dry mixed recycling locations	SRPPS01
<p>Non-recyclable waste poster</p> 	Non-recyclable waste	A4	All non-recyclable bin locations	SRPPS02
<p>Food waste poster</p> 	Food waste	A4	All food bin locations	SRPPS03
<p>Posters for primary schools</p> 	n/a	A4	Walls in corridors, stairwells etc.	SRPPS04

<p>Posters for secondary schools</p> 	<p>n/a</p>	<p>A4</p>	<p>Walls in corridors, stairwells etc.</p>	<p>SPRPS05</p>
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Appendix 1: FAQs

If we already have the required dry mixed recycling and food waste bins in each area, do we need to order any extra?

No. In this example, you do not need to order any more bins. However, the current bins should be upgraded with new stickers and posters to match the city-wide system.

Where should we place posters?

Put up posters on a wall or surface directly above or next to the bin. This will make it clear to users what items should be placed in each bin.

Where should we place stickers?

Apply stickers to the bins in the most visible place possible. Make sure the sticker will not be damaged in use.

Can we still use our bins, if they are a different size/capacity to the best practice examples?

Yes, you can reuse any bin. Just make sure to add stickers and/or posters so that users are clear as to what items should be placed inside. Make sure to also use the right colour bin liner.

How do we order bins?

To order additional bins, stickers, posters or liners, please follow the below steps using Oracle:

1. Requisitioner to login to Oracle
2. Under (1a) Main Catalogue search, enter (Schools Recycling Project) (Incl. brackets)
3. Click 'Go', to see all products relating to the Schools Recycling Project
4. Add and order items as needed

Who is responsible for taking the dry mixed recycling from classrooms?

Pupils and/or teachers should empty their dry mixed recycling bins when full. Full, bagged waste should be placed at the nearest designated collection point for cleaners to take to the main external bins.

Who is responsible for taking out food waste from kitchens, home economics classrooms and canteen areas?

Home economics classrooms: cleaning staff are responsible for removing food waste and taking to external bins.

Kitchens: In kitchens, catering staff are responsible for taking the food waste bin out to the main external bins. The food waste should be bagged in either clear or compostable liners.

Canteen areas: Cleaners should remove food waste from the public canteen areas.

What goes in each bin?

Please refer to Appendix 2

Do we have to use specific bin bags for each bin?

Yes. Non-recyclable waste bins should use black bags, dry mixed recycling bins should use clear bags and food waste bins should either use clear bags or compostable bags.

Appendix 2: What goes in each bin?

Two styles of posters will be provided to be clearly displayed above or beside the bins. They will include a list of the most common items which can go in each bin.

Dry mixed recycling

YES

- cardboard
- paper
- clean plastic bottles with tops, pots, tubs and trays
- clean cans and tins
- drink cartons, for example juice and milk cartons
- empty aerosols and foil
- card from sandwich cartons (but not plastic film)

NO

- material contaminated with food or food itself
- plastic bags
- glass
- wrappers, crisp bags or photographs
- polystyrene
- plastic toys or plant pots

Food waste

YES

- all cooked and uncooked food
- bread, pasta and rice
- fruit and vegetables including peelings
- meat, bones and cheese
- eggs including shells
- tea bags and coffee grounds

NO

- food packaging (including compostable Vegware etc.)
- liquids including milk and cooking oil
- tissues and napkins
- animal waste or bedding (where applicable)

Non-recyclable

This bin is for all non-recyclable waste only. E.g., Tissues, wipes, cling film and crisp packets.

Appendix 3: Examples of existing bin set-ups and recommendations



Repurpose these existing bins in a hallway by adding signage and stickers.

Apply a dry mixed recycling sticker on the left bin, and a non-recyclable waste on the right bin.



These bins pictured are in a hallway outside several classrooms. At the end of a day or week, teachers and pupils place dry mixed recycling into the large blue container.

Upgrade the blue container by removing the paper only sticker and replacing it with a green dry mixed recycling sticker, with a poster above. The same applies to the non-recyclable waste bin.

Teachers and cleaners can continue to use this area as a communal collection/drop off point if the system works for them.



Upgrade this existing non-recyclable waste bin in a hallway by adding a sticker for non-recyclable waste, and a poster above or next to the bin.

Apply a dry mixed recycling sticker to the mixed recycling bin. Put up a poster, highlighting what can be placed in the bins above or next to the bins.



Adapt this existing non-recyclable waste bin in a hallway by adding a sticker for non-recyclable waste, and a poster above/next to the bin.

Place a dry mixed recycling bin next to this bin.



Upgrade this classroom mixed recycling bin by applying a green 'dry mixed recycling' sticker and putting up a poster.



Upgrade these bins in a home economics classroom by sticking either non-recyclable waste or dry mixed recycling stickers on them.



Upgrade this food waste bin within a home economics classroom with a grey 'food waste' sticker and put up a poster above or next to the bin.

Policy and Sustainability Committee

10.00am, Tuesday, 30 August 2022

Edinburgh Slavery and Colonialism Legacy Review Report and Recommendations

Executive/routine Wards Council Commitments	Executive All
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1. Recommendations

- 1.1 It is recommended that Policy and Sustainability Committee:
- 1.1.1 Thanks the Review Chair, Professor Sir Geoff Palmer, and members of the Review Group and Advisory Group, for their commitment in undertaking the independent Edinburgh Slavery and Colonialism Legacy Review;
 - 1.1.2 Welcomes their report (Appendix 1) and recognises the work and emotional labour required to produce it;
 - 1.1.3 Endorses the 10 recommendations made by the Review Group, all of which support delivery of the Edinburgh and Lothians Equalities Framework 2021-2025; and
 - 1.1.4 Agrees to progress the actions outlined in the action plan (Appendix 2). For the medium and longer term actions, it is proposed to bring forward proposals for delivery of these in future reports to the relevant Committee once the actions and associated implications have been further developed.

Paul Lawrence

Executive Director of Place

Contact: Gillian Findlay, Curatorial and Engagement Manager, Culture and Wellbeing

E-mail: gillian.findlay1@edinburgh.gov.uk | Tel: 07874 884913

Edinburgh Slavery and Colonialism Legacy Review Report and Recommendations

2. Executive Summary

- 2.1 This report summarises the background and milestones of the independent Edinburgh Slavery and Colonialism Legacy Review, as detailed in the Review Group's report (Appendix 1).
- 2.2 The report also sets out indicative resource requirements and next steps in progressing the Review Group's recommendations.

3. Background

- 3.1 In [July 2020](#), Policy and Sustainability Committee agreed a set of actions to address historic racial injustice and stem modern day discrimination.
- 3.2 This included a commitment to the establishment of an independent Review to consider and make recommendations on Edinburgh's slavery and colonialism legacy in the civic realm. The independent Review Group met for the first time in December 2020, with Professor Sir Geoff Palmer OBE appointed by the Council as its Chair.
- 3.4 Sir Geoff is the Chancellor of Heriot-Watt University, Professor Emeritus in the School of Life Sciences at Heriot-Watt University, and a well-known human rights activist. He has worked closely with the Council, academic representatives, and other stakeholders in recent years to review and revise the interpretation for the Melville Monument in St Andrew Square. He regularly speaks on contemporary anti-racist issues and publishes on Edinburgh's historic links with the slave trade.
- 3.5 To ensure representation from people of diverse backgrounds, a comprehensive approach, and to encompass multiple viewpoints, membership of the Review Group was by invitation to people from, living or working in Edinburgh. Members included community leaders, arts professionals and academic representatives, as well as people working in equalities and justice, and built heritage conservation. All contributed their time, experience and knowledge in a voluntary capacity.

- 3.7 An Advisory Group was also established to support and input to the work of the Review Group. It was composed of local volunteers and aided by Council officers who provided communications and administrative support, and information on a range of issues as required, including in consultation and education.
- 3.8 The terms of reference agreed by the Review Group were based upon Committee's original premise that its primary focus would be a consideration of features within the council boundary which commemorate those with close links to slavery and colonialism, including, but not limited to, public statues and monuments, street or building names.
- 3.9 As result of the Review, the independent Review Group has produced a report and set of recommendations (appended), featuring both short and long term measures to reconsider the heritage as part of the fight against modern day racism and discrimination, which are the legacy of these historic links.

4. Main report

Review Group Approach

- 4.1 The Review Group met seven times over an 18-month period, between December 2020 and June 2022, as it explored its remit, options for scope and methodology of the Review, and considered how a public consultation might be co-ordinated to inform its work.
- 4.2 The Group decided to follow the UNESCO approach to interpretation. This was agreed as highly relevant as it enabled individual features associated with slavery and colonialism to be related to broader themes of relevance, and then to the issues caused by its legacy today, such as racism and inequality. This methodology was also agreed to be suitable as it is designed to include public engagement or consultation. Features could be grouped and presented thematically, and discussed as representative examples, negating the need for an exhaustive approach to include every individual street name, public building or monument.
- 4.3 39 features, categorised under 10 key themes (as outlined in Appendix 1), were identified by the Group as being both representative and illustrative of the degree to which slavery and colonialism were connected to most aspects of city life in the past. These were presented for discussion through a public consultation, along with five broad areas for potential action: removal of monuments and renaming of streets or public buildings, civic redress, active learning, policy development and cultural interventions.

Public Consultation Methodology

- 4.4 Three distinct strands were devised for the public consultation, each engaging a different target group using a communications style suited to their needs and preferences. This was considered a key milestone as the Review Group wanted to

hear and understand the views of a wide range of people before making decisions about recommendations.

- 4.5 An online survey was hosted through the Consultation Hub and ran for 12 weeks between October 2021 and January 2022. While changing COVID restrictions inhibited in-person gatherings, this was preferred as a safe and accessible way with which to engage Edinburgh residents and stakeholders further afield. 3,346 individuals and 27 organisations took part. 2,811 (84%) respondents were based in EH-postcode areas.
- 4.6 Education and Children's Services created teaching resources and adapted the online survey for schools' use. Teachers across 14 primary and six secondary schools supported 654 pupils to engage with the questions and to take part in focus group sessions during January and February 2022. More are likely to have participated informally, and some senior pupils opted to complete the online survey individually.
- 4.7 Edinburgh & Lothians Regional Equality Council (ELREC) was commissioned to develop and deliver a series of in-person, community-based workshops. These were held specifically with people of Black and South Asian heritage living in Edinburgh, between December 2021 and February 2022, to ensure greater representation of opinions and reflections on this legacy and its impacts. 86 people participated in nine workshops in total.
- 4.8 The Review Group actively approached a number of key stakeholder organisations based in the city for their input or to share information about plans to research this legacy. A dedicated internship programme was funded by the University of Edinburgh, focussing on features of mutual interest, which provided valuable new information for the Review and progressed the University's own plans to assess its past associations with the slave trade, colonialism and other aspects of race and racism.

Public Consultation Findings

- 4.9 Overall, more than 4,000 people and 35 organisations took part in the Review which provided an opportunity for citizens to re-examine this history and acknowledge the effects it has on life in the city today.
- 4.10 Participants responding from an Edinburgh (EH) postcode were generally the most enthusiastic about making changes in the civic realm; highlighting the many and positive contributions of diverse communities; and about taking positive action in other ways in order to tackle racism and discrimination in the city.
- 4.11 Most participants viewed Edinburgh's links with slavery as an abhorrent but important part of the city's history which should not be hidden from view, and were keen to ensure that residents and visitors to the city were educated about the past so that a positive difference could be made to people's lives in the future.
- 4.12 The majority of those who took part were against monuments being removed or public buildings and street names being changed in Edinburgh, but were keen for

new, enhanced or revised interpretation to ensure accurate and fuller histories are told about features in the public realm linked with this legacy.

- 4.13 Education was highlighted in consultation responses as key in the fight against racism and inequality, and there is clear appetite across age groups for Edinburgh's links to slavery and colonialism to be included in the school curriculum.
- 4.14 The need for further research to be undertaken and publicised was also articulated, with the potential to expand on Edinburgh's colonial links highlighted as a potential priority for action.
- 4.15 The role of museums, cultural events and resources were discussed as accessible and important ways to explore the legacy of slavery and colonialism and its impacts on modern-day Edinburgh.
- 4.16 Participants expressed a wish for new public artworks or commemorations to be more representative of the diverse population of Edinburgh and their positive contributions to our national story, ensuring that those celebrated include women, individuals from Black and Minority Ethnic communities, and individuals with disabilities. An emphasis on inspiring stories of 'ordinary' people was expressed.
- 4.17 The responses which organisations made to the consultation were positive; the majority perceiving the Review as a crucial first step towards a longer-term action plan to address the legacy collectively and strategically.

Review Recommendations

- 4.18 Informed by the findings of the public consultation, the Review recommendations are as follows:
 - 4.18.1 For the Council to publicly acknowledge the city's past role in sustaining slavery and colonialism, and to issue an apology to those places and people who suffered.
 - 4.18.2 Statues, monuments, buildings and street names associated with slavery and colonialism in Edinburgh are retained and re-presented in accordance with a new, dedicated interpretation strategy which explains the nature and consequences of that involvement.
 - 4.18.3 City-wide observance of the annual, UNESCO-designated International Day for the Remembrance of the Slave Trade and its Abolition every August 23 is introduced and resourced.
 - 4.18.4 Teaching and learning materials are developed and delivered to fill the gap in respect of Scotland's and Edinburgh's role in slavery and colonialism.
 - 4.18.5 Friendship agreements are initiated with cities in countries most impacted by Edinburgh's historic involvement with slavery and colonialism.
 - 4.18.6 Universities and research bodies are encouraged to fund, develop and publish studies into the many under-researched aspects of Edinburgh's

connections with slavery and colonialism, prioritising the objectives of the new interpretation strategy.

- 4.18.7 A significant public artwork is commissioned acknowledging Edinburgh's links with slavery and colonialism. This initiates the development of a city-wide strategy for public art that fairly represents the diversity of the city and its histories, and capitalises on the creative potential of a multi-cultural city.
 - 4.18.8 A positive programme of cultural commissions is established, empowering and resourcing emerging Black and Minority Ethnic creatives in Edinburgh to participate in and shape existing festivals, arts and heritage programmes.
 - 4.18.9 For the Council to endorse the work of the Empire, Slavery and Scotland's Museums steering group (ESSM) which was established by the Scottish Government, and commits to exploring how the capital can contribute to the creation of a dedicated space addressing Scotland's role in this history.
 - 4.18.10 An independent legacy stakeholder group is established, supported by the Council, to ensure approved recommendations are actioned, resourced and monitored, and progress is reported annually.
- 4.19 The recommendations of the Review are addressed primarily to the Council. Based on these recommendations, Council officers have developed an action plan of proposed short, medium and longer term actions which could be progressed. These are outlined in the attached action plan (Appendix 2).

5. Next Steps

- 5.1 If Committee approves the proposed action plan to implement the Review recommendations in full, Council officers will progress this in a phased manner as outlined, beginning with the establishment an independent legacy stakeholder group to lead and monitor implementation. Progress will be reported to Committee annually.
- 5.2 Where additional resources are required to implement the actions in full, Council officers will bring forward reports to the appropriate Committee to seek approval to progress with implementation.
- 5.3 The Review Group has also highlighted that their report should be a catalyst for other Edinburgh organisations, businesses and individuals to reflect on their own responsibilities in response to the legacy of slavery and colonialism and resulting effects of racism and inequality. The Review Group recommends a collaborative approach to this, and Council officers will support stakeholders to share relevant plans and information to enable collaboration where this is feasible.

6. Financial impact

- 6.1 The cost of the Review to date has been £18,500. This includes the costs for community consultation, communications and design, and volunteer expenses.
- 6.2 The individual recommendations of the Review have varied cost and resource implications. The short term actions have been assessed by Council officers and can be implemented within existing budgets in 2022/23.
- 6.3 As set out in the proposed action plan, detailed capacity and funding requirements will be assessed for the medium and longer term actions and, where these cannot be contained within departmental budgets, recommendations on how to progress with these will be reported to the appropriate Committee.

7. Stakeholder/Community Impact

- 7.1 The work of the Review features as a priority outcome under the Inclusive Communities theme of the Council's [Equality and Diversity Framework 2021 to 2025](#).
- 7.2 This addresses the need for safe, welcoming and more inclusive communities, enhancing the equality and diversity of our city.
- 7.3 As outlined in the main report, the Review Group sought views from stakeholders and community groups throughout the review period and specifically through a public consultation. The public consultation utilised the Consultation Hub and materials were developed to engage school pupils across Edinburgh. ELREC ran a series of in-person workshops and the Review Group approached a number of stakeholder organisations to seek their input.

8. Background reading/external references

- 8.1 [Response to Motion](#) – Black Lives Matter, Policy and Sustainability dated 23 July 2020 (item 6.7)
- 8.2 [Equality and diversity framework 2021 to 2025 – The City of Edinburgh Council](#)
- 8.3 [Edinburgh Slavery and Colonialism Legacy Review interim committee report – Policy and Sustainability dated 20 June 2021](#) (item 6.7)

9. Appendices

- 9.1 Edinburgh Slavery and Colonialism Legacy Review Report and Recommendations (June 2022)
- 9.2 Action Plan for Edinburgh Slavery and Colonialism Legacy Review Recommendations (July 2022)

EDINBURGH SLAVERY AND COLONIALISM LEGACY REVIEW

Report and Recommendations

June 2022



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Summary and Recommendations

This report and the recommendations it features are the result of an independent Review of Edinburgh’s links with slavery and colonialism as expressed in the public realm, for example in street names, public buildings and monuments.

The Review explored how this heritage might be reconsidered as part of the fight against modern day racism and discrimination, which are the legacy of these historic links.

Between 2021-2022, more than 4,000 people and 35 organisations took part in a public consultation which provided an opportunity for citizens to re-examine this history and acknowledge the effects it has on life in the city today. The findings are reflected in the recommendations listed below.

The Review Group urges elected representatives of The City of Edinburgh Council to approve these and commit to taking action, in order that our capital city in the 21st century is a fairer, more compassionate place and our history is more fully understood as a result.

Recommendations:

1. The Council publicly acknowledges the city’s past role in sustaining slavery and colonialism, and issues an apology to those places and people who suffered.

2. Statues, monuments, buildings and street names associated with slavery and colonialism in Edinburgh are retained and re-presented in accordance with a new, dedicated interpretation strategy which explains the nature and consequences of that involvement.

3. City-wide observance of the annual, UNESCO-designated International Day for the Remembrance of the Slave Trade and its Abolition every August 23 is introduced and resourced.

4. Teaching and learning materials are developed and delivered to fill the gap in respect of Scotland’s and Edinburgh’s role in slavery and colonialism.

5. Friendship agreements are initiated with cities in countries most impacted by Edinburgh's historic involvement with slavery and colonialism.

6. Universities and research bodies are encouraged to fund, develop and publish studies into the many under-researched aspects of Edinburgh's connections with slavery and colonialism, prioritising the objectives of the new interpretation strategy.

7. A significant public artwork is commissioned acknowledging Edinburgh's links with slavery and colonialism. This initiates the development of a city-wide strategy for public art that fairly represents the diversity of the city and its histories, and capitalises on the creative potential of a multi-cultural city.

8. A positive programme of cultural commissions is established, empowering and resourcing emerging Black and Minority Ethnic creatives in Edinburgh to participate in and shape existing festivals, arts and heritage programmes.

9. The Council endorses the work of the Empire, Slavery and Scotland's Museums steering group (ESSM) established by the Scottish Government, and commits to exploring how the capital can contribute to the creation of a dedicated space addressing Scotland's role in this history.

10. An independent legacy stakeholder group is established, supported by the Council, to ensure approved recommendations are actioned, resourced and monitored, and progress is reported annually.

"This is an incredibly important initiative. Thank you. Honestly recovering the past, educating Edinburgh, Scotland and the world about the legacy of slavery, and doing everything we can to repair wrongs and chart a different future is vital."

Organisational Online Survey Response

Foreword by Professor Sir Geoff Palmer, Review Chair



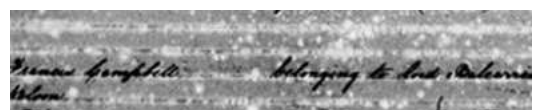
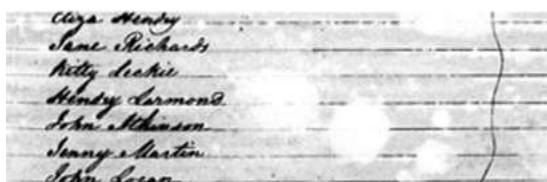
Professor Sir Geoff Palmer. © FJSS Group

I was born in Jamaica. I am descended from slaves and Scots who enslaved them, and there are Scottish names in my family such as Gladstone, Mowatt and Wood. The Baptisms List of chattel slaves 'belonging to Lord Balcarres' in Jamaica 1819, includes the name of my great grandfather. His name was Henry Larmond. One of my names is Henry.

With so intimate a bond to this legacy, it was a great honour to be invited by The City of Edinburgh Council to chair this independent Review and oversee the creation of a set of recommendations addressing Edinburgh's slavery and colonialism legacy in the public realm.

The views of the public have been key to informing the Review Group's findings, and it is hoped that these recommendations will guide the Council in its efforts to make Edinburgh an even better place for its diverse communities to live in.

Image of Baptisms List of chattel slaves 'belonging to Lord Balcarres', Jamaica 1819.



I thank the Council and its staff for their support, and the members of both the Review and Advisory Groups who conducted this work using related skills, experience and expertise. My thanks also to the organisations and individuals that contributed to the consultation, especially the school pupils, community groups and members of the public who completed the project-related survey in large numbers. Their contributions are included in detail in this report.

Excuses should never be used to prolong injustice. Justice, education and progress are intertwined. This Review used the UNESCO model to identify and characterise historical items as examples of the legacies of chattel slavery and colonialism in Edinburgh. Although it has been said in some quarters that we should forget the past, our slavery and colonialism exploited many for the financial gain of the few, and had other unacceptable consequences such as racism which we can change for the better using education. It is hoped that this report and the recommendations it contains will encourage further studies in this area.

Indeed, among the recommendations, the importance of education was indicated by the survey results as one of the most direct and effective means of tackling historic racial injustice in our diverse society where we live as one humanity. The important decision of the Council that Edinburgh's legacy from slavery and colonialism requires greater attention was confirmed by the findings of the Review.

We hope that the resulting recommendations are now converted into actions which help to remove racism and related inequalities from our society.



Professor Sir Geoff Palmer

Chair of the Edinburgh Slavery and Colonialism Legacy Review

Background to the Edinburgh Slavery and Colonialism Legacy Review

Following the murder of George Floyd in May 2020, cities across the world witnessed public demonstrations in support of the Black Lives Matter movement.

Several of these took place in Edinburgh where, just as in Bristol, London and Glasgow, the statues and memorials dedicated to people and events associated with slavery or colonialism became the focal point of community anger.

In July that year, The City of Edinburgh Council's Policy and Sustainability Committee agreed a set of actions to address historic racial injustice and stem modern day discrimination. It stated:

"...cities, including Edinburgh, should acknowledge and address their roles in perpetuating racism and oppression in the past as part of the process of challenging it in the present."



Placards used at the Black Lives Matter protest in Holyrood Park, Edinburgh on June 7, 2020. Capital Collections © City of Edinburgh Council

“Committee believes that the people of Edinburgh want the Council to take meaningful actions to remove entrenched structural racism and inequalities wherever they are found...”

Three areas for immediate action were agreed: the first, to ensure a best practice approach to inclusive recruitment within the Council; second, to include Black and Minority Ethnic history and culture in all phases of secondary school education in the city; and third, to establish an independent review to consider and make recommendations on Edinburgh’s slavery and colonialism legacy in the civic realm.

Sir Geoff Palmer was invited to be Chair of the Edinburgh Slavery and Colonialism Legacy Review. He is the Chancellor of Heriot-Watt University, Professor Emeritus in the School of Life Sciences at Heriot-Watt University, and a human rights activist. Sir Geoff had worked closely with the Council, academic representatives, and other stakeholders to review and revise the interpretation for the Melville Monument in St Andrew Square. He regularly speaks on contemporary anti-racist issues and publishes on Edinburgh’s historic links with the slave trade.

As Chair, Sir Geoff worked with the Council to form the Review Group. Members were recruited over the Autumn and they met together for the first time in December 2020. Members were invited from a range of backgrounds to ensure multiple and diverse views would be heard. They include cultural, academic, justice, community and conservation representatives, all of whom live or work in Edinburgh:

- **Mr Silence Chihuri**
- **Emeritus Professor Cliff Hague**
- **Mr Asif Khan**
- **Ms Janet McDonald**
- **Ms Irene Mosota**
- **Ms Christina Sinclair**
- **Professor James Smith**

An Advisory Group was also established to input to and comment on the work of the Review, including:

- **Dr Reginald Agu**
- **Mr Benjamin Carey**
- **Mr Asif Ishaq**
- **Mr Vineet Lal**
- **Ms Jessica Yang**

Membership of both groups has been dynamic over the course of the Review as the capacity or circumstances of individuals involved have changed. Acknowledgement and thanks are therefore due to a number of contributors who have stepped down, including Mr Nick Hotham, Mr Luke Samuels and Mrs Mridul Wadhwa. All group members have participated on a voluntary basis.

A dedicated group of Council officers has supported the work of the Review, providing information and a range of services as required. This included administrative and communications support, and advice on the historic environment, conservation, education, consultation, equalities and safeguarding.

The Review Group agreed its remit to align with the suggestion of the Policy and Sustainability Committee and consider:

“...any features within the council boundary which commemorate those with close links to slavery and colonialism, including, but not limited to, public statues and monuments, street or building names.”

As result of the Review, the Group has produced this report detailing its methodology and findings and proposing a set of recommendations for both short and long-term measures, including suggestions about whether and how historic features could be re-presented as part of a wider set of actions to challenge racial inequality in the present.

The Review took place over 18 months, from December 2020 to June 2022.

The decision about which recommendations are accepted, and next steps, will be made by elected representatives of The City of Edinburgh Council.

Slavery, Colonialism and Edinburgh: why a review was needed

It is over 200 years since the Parliament in London outlawed the brutal slave trade which had connected British ports like Liverpool, Bristol and Glasgow in a triangle with West Africa and the 'New World'. By 1838, the same Parliament abolished slavery in British colonies. These events happened long ago, far away, in a different world where deeds that would now excite outrage were commonplace.

But if this was just the way things were then (at least from a European perspective) should we not, in the 21st century, just move on?

The answer is no; for a number of reasons. For many people in Edinburgh, this history has largely been hidden. Young people have not consistently been taught in school about how Scotland and its capital city were active in the enslavement of Africans. Yet many more died on the slave ships than at Bannockburn and Culloden. The slave trade, in which Edinburgh played a part and the profits of which shaped the city, was an event of global significance, transcending feuds between clans or even over succession to the Scottish crown.

Shining a light on this legacy is long overdue, and it is a necessary part of learning to live together harmoniously as citizens of today's world. It is not about erasing history, rather it is about presenting a fuller picture that enables us all to better understand who we are, and how this history influenced the development of Edinburgh itself.

Oppression is still all too present in our own time, with people being exploited internationally through modern slavery, for example. Without minimising that evil, it stops short of the full horrors of chattel slavery, a system which reduced human beings to property. Chattel slavery stripped away all individual rights. Enslaved people and their families were bought and sold, had no control over where they lived, who they worked for, or the fate of their loved ones. It was a brutal, highly profitable system.

A system of racial superiority was at its heart, endowing some, overwhelmingly White, families with enormous wealth while condemning other, overwhelmingly Black, families to poverty, a grievously unfair distribution that was passed through generations, and compounded by the terms of abolition. Slave owners were compensated handsomely by British taxpayers for the enforced loss of their human property; those who had been enslaved were left in destitution.

If slavery was commercially driven, colonialism was a political process - albeit with powerful commercial incentives. The commerce/government line was particularly blurred in the form of the East India Company. By the 1750s, it accounted for around half of the world's trade, generating enormous wealth for its investors.

Its military power was integral to this success, enabling the company to rule large areas of India. Later, the state assumed this governing role across Britain's Empire, overseeing a circular set of business practices in which primary resources were shipped from colonies, used to manufacture products in Britain, and then shipped back to key markets in the colonies. Again, race substantially determined in what role the vast majority of people involved were cast, reinforcing notions of White racial superiority.

People with good intentions were also intimately involved. Missionaries with a vocation to save souls; teachers to share the pedagogy of Scottish education; doctors to heal the sick. But a benign reading of this history tells only part of the story.

Many brave enslaved and colonised people actively opposed the situation that had been imposed upon them. As well as innumerable quiet acts of defiance, there were uprisings and wars. The cause of abolition and campaigns against colonialism and racism were also actively supported by many across Scotland and in Edinburgh. Again, such resistance has remained a largely hidden history.

It is undeniable that for many people, and for a very long time, everyday life was lived in Edinburgh in a way that normalised these global and racial structures of power and inequality. People worked, traded, taught and prayed without much obvious ethical discomfort.

Yet the simple act of stirring sugar in a cup of tea, whether in a drawing room or a single end, connected people in Edinburgh to plantations far away, with intermediaries in shipping companies, ship builders and repairers, dockers, carters, lawyers, bankers, and a host of other operators both grand and menial.

As well as networks at an individual level that gave people access to job opportunities, commercial deals or routes into services, there were institutions that typify capital cities. These included schools and universities, churches, military units, and the professions. They provided an interface with others within the city, and within supply chains and across continents. Individual actors were shaped by, and helped reproduce, a whole system of slavery and colonialism, bequeathing a legacy at home and abroad.

The foundations of this normality extended far beyond Edinburgh, and were strongly rooted in racial inequalities. The system produced relative prosperity that enabled investment into the infrastructure and built environment of the city. Dividends earned from the labour of enslaved people were reinvested here, rather than at their point of origin, thus widening the disparity.

Slavery contributed to the flow of wealth into Edinburgh that manifested itself in the elegant construction of the New Town. Compensation to slave owners was often reinvested in the railway boom. Statues were erected to honour people whose deeds linked them to perpetuation of slavery or notions of racial superiority.

So it is that our streets, fine buildings and monuments need to be seen through fresh eyes; enjoying and valuing the best of our past and the contribution it makes to our daily life, while also recognising dark aspects and using historic places to stimulate discourse, challenge and positive change in the present.

It is a truism that none of us is perfect. It is the same with our history which is there to be read as we move around Edinburgh with our minds open, enjoying the grandeur, but now also comprehending the pain and suffering of many who made it possible.

For many amongst the more than 40,000 Edinburgh citizens of Black or Minority Ethnic heritage, that pain has always been felt. Their ancestors endured directly the indignities and trauma of slavery and/or colonialism. Consequently, history has dealt them a harsh start in life and limits opportunities for many today. Most know from personal experience that racism still exists, and so a casual set of assumptions that slavery and colonial rule had no consequences in Edinburgh is simply wrong. It did and it does.

Racism remains part of that legacy. This Review, and the recommendations flowing from it, provide an unprecedented opportunity to acknowledge this, and take action to fight it. The Review is not just about Edinburgh's past, or even its present, it is about our collective future.

The capital is an important face for Scotland internationally to a connected and ethnically diverse world. By demonstrating our commitment to being inclusive, honest, democratic and welcoming, Edinburgh can thrive, tapping into the innovation sparked when differences come together, and the opportunities provided through connections across the globe.

Even more importantly, all citizens have a right to live in peace and safety, free from the enduring evils of racism and discrimination.

The UNESCO approach: about the method chosen for the Review

Edinburgh is internationally renowned for its unique built heritage. The medieval Old Town and Georgian New Town - each incorporating important Victorian additions - are together inscribed as World Heritage Sites, attracting visitors from all over the world to enjoy their beauty and the hundreds of years of history they represent.

What many visitors, and residents, are not aware of is the significant number of features in the public realm which overtly commemorate people, places and events linked with slavery or colonialism, and their role in shaping the city we know today. This includes statues, buildings and street names, as well as memorials and artworks.

There are many reasons why this is a seriously under-represented aspect of the city's history, and it is clear that a comprehensive audit and research programme will be key to raising greater understanding and awareness of it. This would enable the heritage to be fully quantified and documented, and so make it more accessible for management, learning and interpretation purposes.



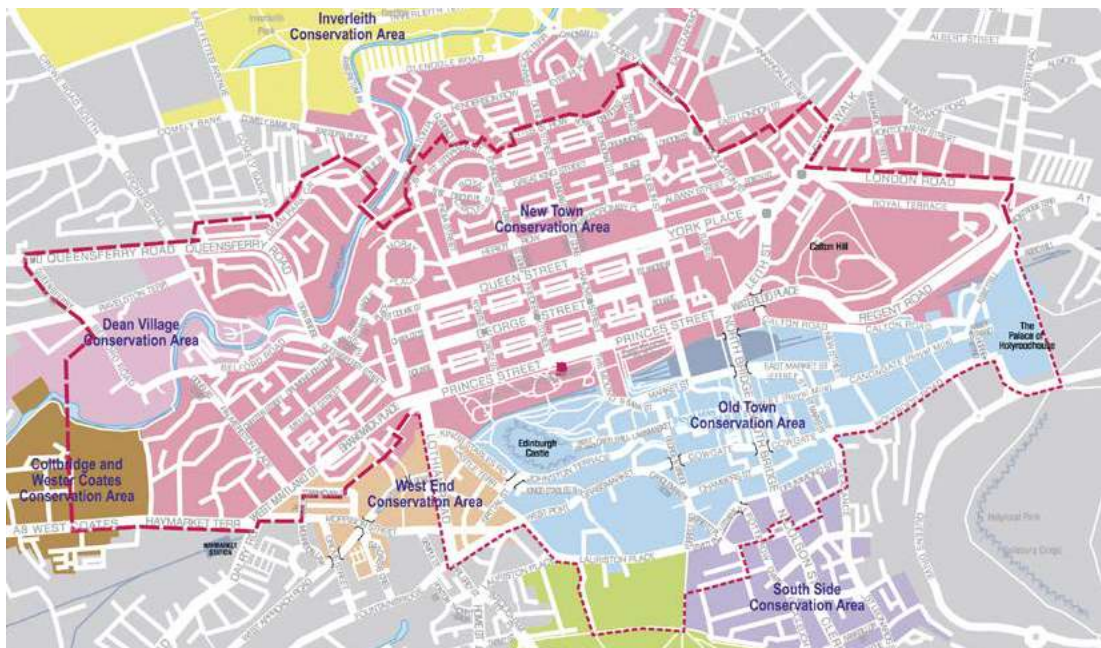
View of Edinburgh Castle and Old Town from Calton Hill.

For purposes of this Review however, which aims through its recommendations to initiate a series of actions including further research, the Group agreed that rather than itemise and present every feature individually in detail, it would be more useful to refer to a representative selection of relevant street names, monuments and buildings. To achieve the key objective of raising awareness of the legacy and ensuring an inclusive, meaningful and wide-ranging public discussion about its impacts, it has prioritised work encouraging people to share their views and to consider the many, varied and interwoven ways in which slavery and colonialism has shaped Edinburgh life, both then and now.

To do this, the Group reviewed and added to an initial, broad listing of historic features in Edinburgh, and considered various methodologies for selecting a representative sample. It decided that a thematic approach would be most accessible and appropriate, with each theme linking to a small group of features for illustrative purposes.

This approach appealed to the Review Group because it clearly relates an individual heritage object to its wider context, and then to broader issues such as racial injustice, which is also relevant now.

It also follows international best practice as set down by the United Nations Educational, Scientific and Cultural Organization (UNESCO). Constituted in London in 1945, UNESCO is the specialised agency of the United Nations that promotes world peace and sustainable development through international cooperation in education, science and culture. Its programmes include the *World Heritage List*, *Memory of the World* and the *International Day for Remembrance of the Slave Trade and its Abolition*.



Edinburgh World Heritage Site and its Conservation Areas (2005). © UNESCO

UNESCO's recommendations for the interpretation of sensitive and complex aspects of historic places, and examples of best practice, highlight the benefits of this method – notably to enable clear, accessible and inclusive communication and engagement with the public.

This approach further speaks to the definition of cultural significance under the Australia International Council on Monuments and Site Charter, which states that:

“Cultural significance means aesthetic, historic, scientific or social value for past, present or future generations.... And can be embodied in a place itself, its fabric, setting, use, associations, meanings, records, related places and related objects.”

[\(Australia ICOMOS Burra Charter 2013\)](#)

And the definitions used in the [Historic Environment Policy for Scotland](#):

“Different individuals and groups of people value places in different ways. Understanding this helps us to understand the cultural significance of places for past, present and future generations.”

Ten Key Themes and Representative Features: communicating complex histories

Each of the ten themes identified by the Review Group is listed below, along with a brief descriptor and its group of representative features. This is illustrative of how the information was presented for the online element of the public consultation.

Respondents were asked to indicate which themes they felt were most important in communicating the legacy of slavery and colonialism in Edinburgh.

They were also asked whether they felt the linked features successfully illustrated the theme, and if they knew of any additional features which might be relevant and could usefully be added to the group.

The statistical results of the online survey are available, along with a summary analysis of the free text responses received to this section, in Appendix 1.

Theme 1: Edinburgh's New Town and the physical expansion of the city, 1767 – 1850

Following approval of the plan for the first New Town in 1767, Edinburgh underwent an unprecedented physical expansion. Where did the money come from? While research does not yet give us a complete answer, we know, from the records of those who received compensation after the end of slavery, that many early residents of the New Town owned enslaved people and plantations. We also know that profits from colonialism, specifically from the activities of the East India Company, were invested in the city's expansion.

1.1 Queen Street

74 residents of the New Town were slave owners, and received compensation from the government for the loss of their 'property' at Emancipation in 1833. Five of these individuals lived on Queen Street.

1.2 Bute House

Now the official residence of Scotland's First Minister, three of Bute House's historic owners directly benefitted from Atlantic slavery; either owning plantations and enslaved people, or receiving compensation paid out following Emancipation.



Bute House, the official residence of Scotland's First Minister in Edinburgh.
© The City of Edinburgh Council

1.3 Dundas House

Built by Sir Lawrence Dundas, 1st Baronet, (1712-1781) who owned two estates worked by enslaved people in the West Indies, in Dominica and in Grenada.

1.4 India Street

Named as a celebration of empire as part of the second New Town expansion. Profits from Britain's colonial relationship with India contributed to the funding of the New Town's expansion.

1.5 Jamaica Street

Named as a celebration of empire as part of the second New Town expansion. Profits from slavery contributed to the funding of the New Town's expansion.

Theme 2: International trade and the profits from slavery and colonialism

Profits from the trade in goods produced by enslaved people flowed into the city and Edinburgh-based banks were involved in financing all aspects of the Atlantic economy of slavery. Locally manufactured products such as linen were used to clothe enslaved people.

2.1 British Linen Bank, St Andrew Square

The Bank was established to support the Scottish linen industry, a substantial proportion of whose products were exported to the Caribbean and North America to clothe enslaved people. Some of its managers also owned Caribbean plantations.

2.2 Custom House, Leith

Importation of goods produced by enslaved people into Leith was a major part of the trade coming into Edinburgh, generating significant revenue.

2.3 Gladstone House, Leith

A gift to the city from Sir John Gladstone (1764-1851), one of the most prominent owners of plantations and enslaved people, and father of Prime Minister William Gladstone.

2.4 Royal Botanic Garden Edinburgh

Royal Botanic Garden Edinburgh trained many doctors and botanists who went to India. It also provided a home for plants, seeds, and illustrations sent back from India, so supporting the process of plant transfers across the British Empire, a key element of colonial expansion.



Royal Botanic Garden Edinburgh.

Theme 3: Politics and patronage in Great Britain and the colonies

Many people associated with Edinburgh were involved in sustaining the slavery-based economy and preventing the abolition of the slave trade and slavery. Many others were involved in the exploitation of people in the British Empire in Africa and the British Raj in India.

3.1 Statue of Charles II, Parliament Square

Charles II played a key role in the establishment of the Royal Africa Company. It was created in 1660 by royal charter with a focus on trade in gold, but the charter was amended in 1663 to include a monopoly in British trade of human beings lasting until 1752.



Equestrian statue of King Charles II that stands outside the Supreme Court of Scotland in Parliament Square, Edinburgh. The statue is the oldest in Edinburgh and one of the oldest in Britain being erected in 1685.

3.2 Melville Monument, St. Andrew Square

Monument to Henry Dundas, 1st Viscount Melville (1742-1811), who used his influence as Home Secretary to delay the abolition of the slave trade. As President of the Board of Control, Melville also oversaw the East India Company.

3.3 Dundas Street

Named after Henry Dundas, 1st Viscount Melville (1742-1811). (See 3.2)

3.4 Statue of William Pitt the Younger, George Street

William Pitt the Younger (1759-1806) was Prime Minister when Dundas' 'gradual' amendment was adopted. He supported the abolition of the slave trade, but also sent British troops to the Caribbean to fight against the anti-slavery Haitian Revolution when Henry Dundas was Secretary of State for War (1794 - 1801).

3.5 Statue of David Livingstone, Princes Street Gardens

David Livingstone (1813-1873) was a Christian missionary whose memory was used to justify Britain's colonial expansion in Africa.

3.6 Balcarres Street

Named after Alexander Lindsay, 6th Earl of Balcarres (1752-1825), Governor of Jamaica during the Second Maroon War in Jamaica (1795-96). Maroons were people of African descent who had managed to escape from slavery. After a dispute, Balcarres ordered his troops to put down the Maroons.

Theme 4: Inspiring individual stories

A closer look at the historical record of the city reveals inspiring stories of many individuals, some of whom were former slaves. These are stories of people who often overcame adversity and eventually settled in Edinburgh.

4.1 Court of Session, Parliament Square

Location of 'Knight versus Wedderburn' (1778); the landmark court case brought by former slave Joseph Knight against Sir John Wedderburn, that established the principle that Scots law would not uphold the institution of slavery in Scotland. The advocate presenting Knight's case was Henry Dundas (See 3.2).

4.2 Headstone of Malvina Wells, St. John's Graveyard

Malvina Wells (1804-1887), was born into slavery in Carriacou, Grenada and was brought to Edinburgh where she worked as a free woman as a lady's maid.

Marble headstone for Malvina Wells, St John's Episcopal Church Graveyard, Edinburgh.
© City of Edinburgh Council



4.3 (Private residence) Great King Street

Home of Peter McLagan (1823– 1900), Scotland's first Black MP, for Linlithgowshire. McLagan was born in Demerara in British Guiana (now Guyana). His mother was a Black woman who is likely to have been enslaved; his father was a sugar plantation owner.

4.4 (Private residence) Lothian Street

Residence of John Edmonstone, a Black man who was brought up in slavery in Demerara (now part of Guyana). He came to Edinburgh with his enslaver in 1817, where he became free. He worked for the University of Edinburgh's zoological museum and gave lessons in taxidermy, including to Charles Darwin.

Theme 5: The role of the military in sustaining slavery and colonialism

Edinburgh is a city with a proud military past. However both the army and the navy of the British Empire were involved in sustaining the slavery-based economy through protecting commercial interests and suppressing anti-slavery rebellions by enslaved people.

5.1 Rodney Street

Named after Admiral Sir George Rodney (1718-1792), commander of British naval forces at the Battle of the Saintes which took place on 12 April 1782 and preserved British rule and control of slavery in Jamaica. Robert Burns famously referenced the event in his 1793 poem *Lines On The Commemoration of Rodney's Victory* which included the words, "Here's to the memory of those on the twelfth that we lost..."

5.2 Statue of General John Hope, 4th Earl of Hopetoun, St Andrew Square

General Hope played a significant part in ensuring the military might that maintained British slavery and colonialism in the West Indies. His relatives included Henry Dundas (See 3.2 and 3.3) and wealthy slave owners such as Sir John Wedderburn (See 4.1) and Lawrence Dundas who owned Dundas House in St Andrew Square (See 1.3).

Statue of General John Hope, 4th Earl of Hopetoun, St Andrew Square, Edinburgh
© City of Edinburgh Council



Theme 6: The legacy of intellectuals, academic institutions and hospitals

Edinburgh's academic institutions and hospitals were sometimes financed by plantation owners and involved in supporting the slave economy, for example by providing trained physicians to work on plantations. Graduates from Edinburgh were to be found in positions of importance in many of the colonies of the British Empire.

6.1 Statue of David Hume, High Street

The works of David Hume (1711-1776), one of the most important philosophers of the Scottish Enlightenment, include the influential racist argument that Black people are inferior to Whites.



Statue of David Hume, High Street, Edinburgh.

6.2 University of Edinburgh Medical School

Known as the 'first medical school of Empire'. Many physicians and surgeons trained at Edinburgh went on to practice medicine on slave ships and on colonial plantations worked by enslaved Africans.

6.3 Royal Infirmary of Edinburgh

Received donations from slaveholders such as Archibald Kerr in 1749, whose bequest included a Jamaican plantation and enslaved people.

6.4 Royal College of Physicians

Many members were employed by owners of enslaved people, enabling the expansion of slavery and the slave trade. Dr William Wright, who was President of the Royal College of Physicians (1801-1803), was a doctor and slave owner in Jamaica.

Theme 7: Churches, churchmen, slavery and colonialism

While some churchmen were prominent abolitionists, profits from slavery and colonialism also supported some churches. Church buildings and furnishings were sometimes funded by individuals who owned plantations, or who made significant profits from British colonial activities.

7.1 Free Church of Scotland, The Mound

Founded in 1843, the church obtained some of its funds from donations made by pro-slavery counterparts in the United States. This would be challenged by the American former slave, social reformer and abolitionist Frederick Douglass, who attacked the Free Church for its hypocrisy, and led the national campaign, 'Send Back the Money'.

7.2 St. John's Episcopal Church, Lothian Road

Wealthy members of the church, including Alexander Tod, Thomas Robertson and Alexander Dyce, made fortunes through their connection to the East India Company and contributed to the cost of the new church.



St John's Episcopal Church, Lothian Road, Edinburgh.

7.3 St. Georges Church, Charlotte Square

Prominent radical abolitionist Andrew Mitchell Thomson (1779-1831) was minister at St. Georges from 1814 – 1831.

Theme 8: Slavery and colonialism in the arts and literature

The lives of some prominent figures from Edinburgh's literary and artistic past were interwoven with the era of plantation slavery and its abolition.

8.1 Statue of Robert Burns (1759-1796), Scottish National Portrait Gallery

Scotland's national poet secured the offer of a job working as a bookkeeper (a low-level manager) on a Jamaican plantation worked by enslaved people. The successful publication of his first set of poems in 1786, shortly before he was due to set sail, led him to change his plans. He never visited the Caribbean.

Statue of Robert Burns in the entrance to the Scottish National Portrait Gallery.
© Capital Collections, The City of Edinburgh Council.



8.2 Grave of Agnes Maclehose (1759-1841), Canongate Kirk

Agnes Maclehose, or 'Clarinda' to Robert Burns (See 8.1), was an intimate friend of the poet. She was also the wife of James Maclehose, a lawyer who worked for plantation owners in Jamaica.

8.3 Portrait of Robert Cunninghame Graham of Gartmore (1735-1797), by Henry Raeburn (1756-1823), Scottish National Portrait Gallery

Robert Cunninghame Graham owned plantations and enslaved people. Raeburn painted many plantation owners, and so indirectly profited from slavery.

Theme 9: Funding educational foundations from the profits of slavery

Several of Edinburgh's educational foundations received funding from individuals who were either slave owners, or who profited directly from the profits of slavery.

9.1 James Gillespie's School

Opened in 1803 and funded by Edinburgh merchant James Gillespie (1726-1797). Gillespie amassed great wealth from the tobacco trade, directly benefitting from the work of enslaved people.

9.2 James Buchanan Memorial, Dean Cemetery

Though more often associated with Glasgow, James Buchanan (1785-1857), made his fortune from the profits of slavery, owned a house in Edinburgh's West End and set up an industrial school for boys with his legacy. His bequest still supports education and apprenticeships in Scotland.

9.3 George Watson's College

Funded by George Watson (1654-1723), whose wealth was partly derived from investment in the transportation of slaves and from financing trade in goods produced by enslaved Africans.

Theme 10: Edinburgh and the abolition movement

Edinburgh played its part in bringing about abolition. Prominent Edinburgh men and women were active in the movement, and the city hosted several famous abolitionists of the 19th century.

10.1 Monument to Abraham Lincoln, Old Calton Burial Ground

Commemorates six Scotsmen who died in the American Civil War fighting for the Union.

10.2 Calton Convening Rooms, Waterloo Place

Meeting place of the Edinburgh Ladies' Emancipation Society, an important abolitionist group where suffragist Eliza Wigham (1820-1899) was treasurer.

10.3 (Private residence) Gilmore Place

Base of Frederick Douglass (1817-1895), the American former slave, social reformer and abolitionist, during his time in Edinburgh during the 1840s.

10.4 Brougham Street

Named after Lord Henry Brougham (1778-1868), abolitionist born in Edinburgh, who lived in St. Andrew Square.

10.5 Cockburn Street

Named in honour of Henry Lord Cockburn (1779-1854), an abolitionist and a vocal critic of his uncle Henry Dundas (See 3.2).

Cockburn Street, Edinburgh.



10.6 Riccarton Estate (Heriot-Watt University campus)

Home of William Gibson-Craig (1797-1878), MP for Midlothian who voted for the abolition of the apprenticeship system in 1838.

10.7 Assembly Rooms, George Street

On 19th October 1830, the radical minister and abolitionist Andrew Mitchell Thomson (1779-1831) addressed a crowd of over 2000 people, arguing for the immediate abolition of slavery.

Assembly Rooms, George Street, Edinburgh.
© The City of Edinburgh Council.



Potential Recommendations and Actions: starting points for discussion

In considering the range and scope of potential recommendations it might develop, the Review Group explored a number of actions previously taken in Edinburgh and elsewhere addressing the legacy of slavery and colonialism to tackle inequality in the present.

It studied the approach that other cities in the UK have taken to similar civic reviews, including Bristol, Liverpool, Leeds and Glasgow, along with the national review undertaken in Wales. It also reviewed relevant research about the slave trade and decolonisation work published by bodies including the University of Glasgow, University College London, English Heritage, the University of Edinburgh, the National Trust and National Trust for Scotland.

The Group agreed it was essential to consult Edinburgh citizens and stakeholder organisations at an early stage, so their concerns and interests could be heard, analysed and meaningfully inform the final set of recommendations produced.

Five broad areas for discussion were suggested in the main strand of the consultation, the online public survey. These are listed below, each linked with a group of potential actions. This is illustrative of how the information was presented in the online survey.

Respondents were asked to choose which, if any, actions they agreed would be constructive in addressing the legacy of slavery and colonialism in Edinburgh.

The statistical results of the online survey are available along with a summary analysis of the free text responses received to this section in Appendix 1 of this report.

Potential Recommendation 1: Removal of Monuments and Renaming of Streets or Public Buildings

Respondents were asked their views on whether features known to be linked with slavery or colonialism should be considered for removal, or renaming, where that is a more relevant option.

1. No feature should be removed or renamed. It is important that all history is represented, however we feel about it today. Removal or renaming of features could result in this legacy being forgotten.

2. Features should be kept as they are, but information about them should be made available where this is missing, or reviewed and enhanced where it is limited to ensure a more rounded interpretation of the person or event in question.

3. Features which explicitly commemorate people and events which sustained the slave trade or negative consequences of colonialism should be removed or renamed.

4. I do not agree with any of the statements above.

Potential Recommendation 2: Civic Redress

There are various ways that Edinburgh might publicly acknowledge and actively atone for its part in supporting and benefiting from Atlantic slavery and colonial expansion.

1. A civic apology. The Council formally acknowledges and apologises for the city's involvement in Atlantic slavery and colonial expansion which brought about racial injustice and systemic discrimination still affecting Black and Minority Ethnic people today. It agrees a plan to make sure the apology marks the beginning of a programme of action addressing these impacts.

2. City-wide observance of the annual, UNESCO-designated International Day for the Remembrance of the Slave Trade and its Abolition every August 23. Encouraging wide participation, remembrance and awareness-raising about the dangers of racism and prejudice.

3. Dedicated friendship agreements. The Council initiates partnerships with cities in the countries most impacted by Edinburgh's historic involvement with slavery and colonialism, in order to forge or develop social, economic and academic links and opportunities for positive interaction in the future.

Potential Recommendation 3: Active Learning

The Council has committed to introducing modules on Black history and culture at every phase of secondary school education in Edinburgh. However, there are many other ways that both formal and informal learning about this legacy can be encouraged at different ages and stages of life, and partners who could be involved.

1. Research or study programmes to advance, or to revise, understanding of Edinburgh's links to slavery and its part in colonial expansion; how these are expressed in the public realm and the impacts they can have on individual and community wellbeing. Opportunities, including scholarships and funding, prioritised for students from Black and Minority Ethnic backgrounds.

2. Resourcing of a dedicated Junior Tour Guide programme to ensure Edinburgh's young people have an understanding and are creatively involved in the interpretation of this legacy and the experience of their ancestors with slavery and colonialism.

3. Schools and lifelong learning programme. Development of resources to support teaching and learning on Black history and culture across the curriculum, for use in primary and secondary schools, and in adult learning programmes. Professional development for teacher-educators.

Potential Recommendation 4: Policy Development

The Review has highlighted how decision-making about who and what are commemorated in the public realm, and how those decisions go on to be expressed, has often happened in an ad hoc way and focussed on the lives and interests of a privileged minority. The development of new policies and processes could help to democratise this in future, and make sure the city adopts a more inclusive approach.

1. Creation of a toolkit for community use so that groups feel equipped and empowered to make decisions about how to highlight and address the legacies of slavery and colonialism that exist in their neighbourhoods. Formation of an independent advisory panel to support this work across Edinburgh.

2. A dedicated interpretation strategy to be developed, providing a framework for revision of existing information, or new and fuller accounts of all features in the public realm connected with slavery and colonialism. Use of digital technology to be mainstreamed to ensure accessible and sustainable forms of engagement for Edinburgh's residents and visitors.

3. Development of a monuments or public art strategy which aligns with criteria of the existing street naming strategy to ensure inclusive decision-making and a sustainable approach to any new, permanent commemorations proposed for the public realm.

Potential Recommendation 5: Cultural Interventions

Edinburgh's heritage and creativity - its wealth of festivals, museums and galleries, theatres, artists and performers - are recognised as great strengths of this city and the cultural sector has responded to this legacy in a variety of imaginative and compelling ways. Stakeholder groups will build on this to involve a wider range of voices and views, and to ensure new interpretations and responses are encouraged.

1. Creation of a **contemporary, permanent artwork** memorialising the city's historic links with the slave trade and the Caribbean, situated in a central public space..

2. Instigation of a **major decolonisation programme**, involving multiple partners to tell fuller and more accurate histories of the city's heritage collections and built estate.

3. Development of a **creative commemoration programme**, focussed in the first instance on celebration of individuals from under-represented groups who have contributed significantly to Edinburgh life and are not currently recognised.

3. Development of a **creative commemoration programme**, focussed in the first instance on celebration of individuals from under-represented groups who have contributed significantly to Edinburgh life and are not currently recognised.

4. Consolidation of existing **cultural diversity and inclusion resources** to sustain and develop new generations of local Black, Asian and Minority Ethnic artists and creatives in furthering their performing and arts projects, and contributing to greater visibility of Edinburgh's diverse cultures.

Listening and Learning: who was involved with the Review

Edinburgh's historic links with slavery and colonialism directly, and indirectly, impact people living in the city today. It has shaped some of our oldest institutions and many of the buildings, streets and monuments unique to it.

Because so many have a real and immediate stake in this legacy, and any recommendations about responding to it, the Review Group actively set out to invite discussion about it with a range of stakeholders. It did this in a number of ways.

Public Consultation

Three distinct strands were devised for the public consultation, each aiming to engage a different target group using a communications style suited to their needs and preferences. This was considered a key milestone in the Review, as the Group wanted to hear and understand the views of a wide range of people before making decisions about the recommendations they would put forward to the Council.

- **Online survey:** Hosted on the Council's website, members of the Review Group and the Advisory Group created an online survey which was available for 12 weeks between October 2021 and January 2022. While changing COVID restrictions inhibited in-person gatherings, this was preferred as a safe and accessible way with which to engage Edinburgh residents and stakeholders further afield. 3,346 individuals and 27 organisations took part. 2,811 (84%) respondents were based in EH-postcode areas.

- **Schools survey and focus groups:** The Council's Education and Children's Services team created teaching resources and adapted the online survey for schools' use. Teachers across 14 primary and six secondary schools supported 654 pupils to engage with the questions and to take part in focus group sessions during January and February 2022. More are likely to have participated informally, and some senior pupils opted to complete the online survey individually.

- **Community workshop series:** Edinburgh & Lothians Regional Equality Council (ELREC) was commissioned to develop and deliver a series of in-person, community-based workshops. These were held specifically with people of Black and South Asian heritage living in Edinburgh, between December 2021 and February 2022, with the aim of ensuring greater representation of opinions and reflections on this legacy and its impacts. People who had recently immigrated to Edinburgh, a group of young people attending both state and public schools in the city, as well as university students took part. 86 people participated in nine workshops in total.

Engaging Stakeholder Organisations

A significant number of the representative features included in the Review are owned or managed by the Council or leased by private individuals. However, some are cared for by organisations which are well-established Edinburgh or national institutions and/or are known to be actively researching their own links with slavery and colonialism.

All of the organisations listed below were contacted during July and August 2021 and invited to share information they may hold, or plan to investigate, about this legacy. Many responded positively, keen to support or take part in the upcoming online survey, share relevant research, and to consider opportunities for future collaboration.

- **Bank of Scotland (Lloyds Group)** - former British Linen Bank, St Andrew Square
- **Church of Scotland** - Grave of Agnes Maclehose, Canongate Kirk
- **The Episcopal Church** - St John's Church and Headstone of Malvina Wells, St. John's Graveyard
- **Free Church of Scotland** - The Mound
- **George Watson's College**
- **Heriot Watt University** - Riccarton Estate
- **Howies Restaurants** - former Calton Convening Rooms, Waterloo Place
- **James Gillespie's School**
- **National Galleries Scotland** - Statue of Robert Burns and Portrait of Robert Cunninghame Graham of Gartmore, Scottish National Portrait Gallery
- **NHS Lothian** - Royal Infirmary of Edinburgh
- **National Records of Scotland** - St. Georges Church, Charlotte Square
- **Royal Bank of Scotland (Natwest Group)** - Dundas House
- **Royal Botanical Garden Edinburgh**
- **Royal College of Physicians Edinburgh**
- **Scottish Court and Tribunals** - Court of Session, Parliament Square
- **Scottish Historic Buildings Trust** - Custom House, Leith
- **University of Edinburgh** - Medical School

Representatives from a number of organisations, including Historic Environment Scotland, Royal College of Physicians and the Church of Scotland also met with the Review Chair for detailed individual discussion about areas of shared interest and potential outcomes of the Review.

"HES supports and welcomes this initiative. Having had the opportunity to meet with Sir Geoff Palmer in 2021 and discuss the Independent Review, we are pleased to see the public consultation process underway and look forward to the conclusion of this stage of the review in due course. We also look forward to future conversations about how HES can support any work that flows from the recommendations of the Review Group."

Organisational Online Survey Response

Research Internships with the University of Edinburgh

In early 2021, the University of Edinburgh confirmed that funding for internships had been secured for its programme of researching institutional histories, with a particular focus on the University's historical links to the slave trade and wider colonial activities.

With many potential themes and features of mutual interest to both the University and the Review Group, it was agreed that three of the internships would be dedicated to collating archival evidence on these. The Head of Special Collections supervised the development of the internship strands, each with a project supervisor from its archival team, and with an academic sponsor in a member of academic staff.

Work began in earnest in the second half of July and completed in November 2021. Each intern produced two documents: a collection review spreadsheet listing all relevant (or potentially relevant) archives held either by the University of Edinburgh or external organisations, and a short report highlighting some of the major research findings.

At the end of the project, the reviews were merged so that all relevant records are now visible in one document. This body of work, included with this report in Appendix 2, provides an invaluable resource for future research, and the experience provided a unique learning opportunity for three young people embarking on their archival career.

“I found the internship to be an incredibly rewarding experience. It has given me the chance to engage with the archive and conduct research in a sustained and methodical manner.

Even so, the work I have done has barely scratched the surface. This makes me optimistic as it demonstrates that there is a great scope for research on this rightfully urgent topic; there is a wealth of information within the archives that demands to be recontextualised and reanalysed. Thus, I am grateful to have had the opportunity to be of service, however modestly, to future researchers.”

Intern Testimony, CRC ESCLR Internship Report

Consultation Results: a summary of the findings

An overview of the key findings from each of the three strands of the consultation - the online survey, community workshops and schools survey and focus groups – is listed below. More information, including statistical analysis, can be found in Appendix 1.

The online survey attracted by far the most participants, however responses to all three strands stressed the importance of highlighting Edinburgh's links with slavery and colonialism, primarily through more accessible information, and development of educational materials. Significant differences in opinion were expressed – notably between age groups and in ethnic groups - about practical ways to address this legacy and the priorities for action.

“Thank you for doing this. As a person of colour born and raised in Edinburgh, I am proud of the city council for conducting an exercise into the city’s legacy of slavery and colonialism. Please don’t be disheartened by those who disregard this work. It is vital.”

Online Consultation Survey Respondent

Participants responding from an Edinburgh (EH) postcode were generally the most enthusiastic about making changes in the civic realm, highlighting the many and positive contributions of diverse communities, and about taking positive action in other ways in order to tackle racism and discrimination in the city. This local expression of opinion should be borne in mind when assessing the statistics and considering recommendations.

Overall, the consultation engaged more than 4,000 people and resulted in much useful and relevant data. However, it has also highlighted a number of issues with the process employed. The aim to engage diverse communities, and particularly people of Black and Minority Ethnic heritage, has been partially met. Reasons for relatively low levels of participation, even with a proactive approach to awareness-raising and engagement city-wide, are being explored and learning will inform future actions taken to address this legacy in an inclusive, sensitive and representative way.

Some participants felt that the consultation was biased, the questions were “loaded” and the “review group had already made its mind up” – or reported being unclear about the Council’s plans as no definite proposals were included.

Concerns were raised about whether the Review constituted a good use of resource when the Council is focusing on core service delivery and contemporary problems such as modern-day slavery and poverty. Some felt the Council was “pandering to the minority” and following “current” and “woke” trends in commissioning this work.

“My concern is that this exercise will result in the eradication of much of Edinburgh’s (and Scotland’s) history. If we remove reference to individuals who participated in, or benefited from, slavery, we risk avoiding discussion of the topic in the longer term. It would be far better to keep the reminders of that shameful era so that it can be addressed squarely.”

Online Consultation Survey Respondent

It was suggested that the Review risked being divisive, that Edinburgh residents being made to feel ashamed about their ancestors’ behaviour may lead to increased racial tensions as well as a negative impact on the mental health of children.

The Review Group also received praise for being “brave” and providing a consultation that was “informative” and important in order to tackle modern day racism and discrimination.

“Henry Dundas is there on the biggest pedestal you’ve ever seen, looking down on our city with arrogance and authority he does not deserve. I’d personally like to see him removed and replaced with someone more inspirational.”

Online Consultation Survey Respondent

Responses to the illustrative themes and features

Comments were lodged about the usefulness of some of the illustrative themes and features suggested in the survey, with the link between Robert Burns and slavery specifically highlighted as problematic.

Some respondents felt that there should have been more focus on constructive acts such as the abolition of slavery while others emphasised the importance of not over-simplifying history by deeming individuals as “good or bad”, highlighting the “great” contributions made to Edinburgh, its architecture and institutions both cultural and educational. However, other participants warned against placing too much emphasis on the “rare positives” which were viewed as an opportunity to absolve guilt.

“The Cockburn Association welcomes this review and the work of the review group chaired by Professor Geoff Palmer.

The Review should aim to set in place a process that fills in gaps in the received history of the city, and in doing so reconciles past and present by recognising the contributions to Edinburgh’s development and prosperity made by people who were enslaved or colonised.

Equally, it is important to recover and celebrate the voices of those who contested the institutions and individuals that sustained the injustices. The legacy of slavery and colonialism is multi-faceted and enduring, and the Review should be seen as a way of beginning to engage fully with it.”

Organisational Online Survey Response

It was also felt that a greater focus on individuals who were directly involved – not least the women active in the abolition movement - and provision of global historical context, might helpfully have been provided. This would have demonstrated how Edinburgh’s experience reflected the ubiquitous nature of slavery and colonialism from a European perspective, and highlighted other contemporary forms of exploitation such as the domestic mistreatment of Highlanders, and the mistreatment of people across Scotland by other Scots as a result of class, status or gender inequity.

Responses to the draft recommendations

Education was viewed as key in the fight against racism and inequality. Some participants spoke about being unaware of Edinburgh's link to slavery previously and were grateful to have this opportunity to learn more about their valued historic city.

There were calls to ensure that Edinburgh's links to slavery and colonialism be included in the school curriculum, and that further research is undertaken into this history and publicised. The need to expand on colonial links in particular was highlighted as a potential priority for action.

Suggestions were made that an exhibition or museum dedicated to those affected by slavery and colonialism might be developed in Edinburgh. Statues removed from the civic realm could be displayed there for learning purposes, or be replaced with statues of people who had been enslaved, or who were instrumental to the abolitionist cause.

"Edinburgh World Heritage fully supports the aspirations of the Edinburgh Slavery and Colonialism Legacy Review, and many of the approaches laid out within this consultation.

We believe that understanding, acknowledging and representing Edinburgh's complex history in an inclusive and representative way is important, and long overdue. It is imperative that we face up to and engage with all elements of Edinburgh's history, and consider how it is represented in the public realm. In doing so, we must ensure that the process is evidence-based, balanced, and informed by the views of a diverse range of stakeholders, particularly those of under-represented communities."

Organisational Online Survey Response

Participants expressed a wish for new public artworks or commemorations to be more representative of the diverse population of Edinburgh and their positive contributions to our national story, ensuring that those celebrated include women, individuals from Black and Minority Ethnic communities, and individuals with disabilities. An emphasis on inspiring stories of 'ordinary' people was expressed.

For those who were keen for the city to atone for its part in slavery and colonialism, proposals were made that support, financial compensation, and/or education-based initiatives such as scholarships be offered to families impacted, and that links be forged with countries that were colonised by the British. There were also calls for any stolen artefacts in museum collections in Edinburgh to be returned to their country of origin.

The 27 organisational responses made to the online survey were largely positive, the majority perceiving the Review as a crucial first step towards a longer-term action plan to address the legacy collectively and strategically.

Schools survey and focus groups

The Review Group was particularly keen to hear the views of Edinburgh's young people about the city's legacy of slavery and colonialism, and what might be done to address it.

To achieve this, it worked closely with the Council's Education and Children's Services Equalities Lead to determine the most effective ways to encourage wide participation in the consultation, which was open to all schools. Twenty schools took part formally, assisting more than 650 young people to participate in the survey or focus group discussions.

"Nothing should be changed because people will get confused. Also if we change the names, people will forget what has been changed about how these places were named and we will probably do it again."

Primary School Focus Group Participant

Class consultation engagement packs for primary schools P5-P7 (Curriculum for Excellence Second level) and both secondary schools S1-3 (Curriculum for Excellence Third and Fourth levels) and S4-S6 (Senior Phase) were developed. These built on work which had taken place in October 2021 during Black History Month, and were considered an opportunity to apply the learning acquired then to consideration of real and contemporary issues affecting peoples' lives in Edinburgh today.

Teaching resources, including lesson and activity plans, PowerPoint presentations and a recorded film interview introducing the themes and purpose of the consultation by the Review Chair were developed and made available for schools' use. A child-friendly version of the online survey was also created for younger participants who may have been encountering the subject for the first time. Examples of these resources are included in Appendix 3.

These resources were used by class teachers in primary schools and for Social Studies and English classes in secondary schools. Pupil Equality Groups were encouraged to raise awareness of the consultation in their individual schools and pupil focus group sessions took place online so that children from different schools and areas of the city could meet together safely and take part in supported discussion about the issues.

“We should be open in schools and education and not shy away or blame other countries. The government should openly admit to Scotland’s colonialism and actively work to deconstruct Scotland’s white privilege/ systemic racism.”

High School Focus Group Participant

On the whole, young people were aware in an abstract way of slavery and colonialism, but had little understanding or knowledge, before taking part in the consultation, of Edinburgh’s role in them. Some knew that there were controversial statues and monuments in the city centre, but were unsure why these divided opinion, or how the wider historic environment had been built, to some degree, with profits from slavery.

Pupils were divided about whether features connected with this legacy should be retained, removed or renamed (where appropriate). There was a recognition that they might be traumatising or offensive, but also that they represent a period of history which, however brutal and immoral, cannot be erased.

On whether this legacy should be taught in schools:

“100% yes. It is part of history and we should definitely be taught about how it was in Edinburgh and Scotland as well as the wider world perspective.”

Primary School Focus Group Participant

Generally, pupils were not in favour of naming any streets or buildings after people as “people aren’t necessarily all good or all bad”. Suggestions were made about adding new, alternative names to existing street name plaques. The role and function of museums was also discussed; statues or street names that may be ignored in the streetscape, could take on new meaning if presented in an exhibition or as part of a museum collection. It was specifically suggested that museums need to address and explore colonialism and should repatriate objects that originated elsewhere.

Strong support was expressed for slavery and colonialism to feature in the curriculum. Pupils felt this should be taught from a young age and everyone should learn specifically about Scotland’s role in this legacy; that we should acknowledge mistakes and take accountability. Some expressed shock about the extent of our involvement nationally – and linked the lack of understanding and awareness of the legacy to a casual racism experienced in schools today.

Pupils felt the subject could usefully be addressed not only in History lessons, but in English, Drama, PSE (Personal and Social Education) and Social Studies. Talking about it at school assembly was also suggested as a way to reach the whole school, as was taking part in initiatives such as Black History Month. At some schools, teachers had benefited from anti-racist training. This had clearly made an impact on the respondents and their understanding of the issues.

Community Workshop Series

Edinburgh & Lothians Regional Equality Council (ELREC) conducted nine workshops both online and face to face in community settings, depending on the needs of the participating group and the COVID restrictions on inside gatherings at the time.

86 individuals took part across a series of workshops which engaged separately with African and South Asian men, women, secondary school pupils, private school pupils, university students and groups of people over the age of 65. Additional meetings were held with immigrants and refugees who had recently arrived in Edinburgh, as well as one meeting with participants of Indian descent specifically. Some sessions were translated into Bengali, Urdu and Punjabi with the help of the workshop leader and bilingual volunteers.

All participants live in Edinburgh and are from a diverse range of social backgrounds. Some participants declared they would not usually take part in surveys due to language or literacy barriers.

“The past has gone, but its effects are still felt today – truth needs to be told...”

Community Workshop Participant

On the whole, South Asian participants related to issues centring on colonialism, and African participants felt more strongly about the issues relating to the history of slavery.

Concern was expressed that this history is not being taught in schools and participants agreed that more needs to be done to not only educate society about the harsh reality of the slavery era but to make things right now. Consensus amongst African participants was that more action is required specifically to promote Black rights and equality, and to take positive steps towards diversity in both schools and public life. Equal access to housing, education and jobs were discussed as key areas for action.

All groups agreed strongly that accessible arts and cultural events such as museum exhibitions, awareness-raising initiatives and public discussions were important in raising the profile of these issues and in encouraging wide public discourse.

The majority of African participants (excluding 16-25 year olds and school pupils) expressed their personal views quite openly that slavery was catastrophic for the countries and the people involved. Resentment and anger about this history resonates today. Many believe they lost family members. 94% of participants felt that Edinburgh needs to do more to recognise its links to historic slavery and colonialism.

The younger groups suggested more tours and educational activities to learn about slavery and colonialism are needed, and more information on the subject should be available on social media. Participants discussed bullying at school, racism and discrimination, and suggested more needs to be done to acknowledge and address these issues, and to promote cultural diversity. All the participants felt Edinburgh should do more to recognise the achievements of Black and Minority Ethnic Edinburgh residents.

Older participants aged 65+ had significant lived experience of discrimination that made their reflections particularly personal. This group reflected that they and their families have all suffered some form of racism, inequality and discrimination and more needs to be done to make things better for future generations. All agreed that a more human rights-based approach to addressing this legacy is needed in contemporary life through education, awareness and improving diversity in public life.

The group featuring refugees and recent immigrants recommended that the city acknowledge its involvement in slavery, and add permanent galleries in its museums about the slave trade and British colonialism, so that everyone can learn and understand it better.

Communication Plan: how the consultation was promoted

The communications for the Edinburgh Slavery and Colonialism Legacy Review focused on:

- Encouraging wide participation in the consultation, particularly with people living in communities which may be negatively impacted by the legacy today.
- Publicising the aims of the Review.
- Helping participants understand the remit of the Review and why the consultation was taking place.

Organic campaign

The consultation was launched with a press release and a press briefing hosted by the Chair of the Edinburgh Slavery and Colonialism Legacy Review Group and attended by Forth News and The Telegraph. Follow up sessions were also organised with STV and Evening News.

A press release was issued as the online public survey went live, accompanied by organic social media posts on the Council's channels, primarily Twitter and Facebook. The social media posts continued throughout the three months of the consultation, and print media covered the consultation locally, nationally and internationally throughout that period.

A social media communications toolkit was created, with social media posts, graphics and a blog post for stakeholders to reference and share on their channels. All posts included the link which took visitors directly to the online survey to encourage participation.

Dedicated webpages providing background information about the Review, its remit and scope, were created and are hosted on The City of Edinburgh Council website: <https://www.edinburgh.gov.uk/edinburghslaverycolonialism>

The organic posts from Council's channels achieved over 480,000 impressions and over 2,000 click throughs.

Paid campaign

A paid campaign ran from 17 December 2021 until 18 January 2022 consisting of:

- Programmatic online/social media advertising – this was geotargeted to Edinburgh.
- Spotify audio advert which also had an on-screen ad shown on devices when the audio advert was played.
- Lamp post wraps in approximately 29 locations around Edinburgh, focussing on areas of the city recognised for their more diverse communities.

All advertising used the short URL www.edinburgh.gov.uk/slaverycolonialism to take people to the consultation hub online questionnaire.

This campaign delivered over 7.5 million impressions and over 9,000 clicks to the site, generating a good volume of awareness.

Recommendations: what should happen now?

In deciding on recommendations to put forward for consideration, the Review Group has taken an evidence-based approach, informed by the responses received through all three strands of the public consultation process.

It has built on the trends emerging from the online survey, community workshops and schools focus groups and has added actions which it believes are required - both practically and strategically - to address this legacy in the short and longer term. There is, for example, wide and substantial support for more education and better explanations about this history, and for an ambitious, speedy commitment to action at home and internationally.

The recommendations are addressed primarily to the Council, since it commissioned the Review. However, the Review Group believes that this report should be a catalyst for many other Edinburgh organisations, businesses and individuals to reflect on their own responsibilities, past, present and future, in response to the legacy of slavery and colonialism and resulting effects of racism and inequality. During the course of the Review, it became clear that many are prepared to do so.

It is essential that momentum created by the Review should be retained and extended, and it is clear that these recommendations could all be actioned quickly. None requires major infrastructure, investment or regulatory approval, though some will need a lead time before they are fully delivered.

Collaboration between the Council, academia, businesses and civil society will assist delivery, making best use of the resources available and creating a sustainable partnership which enhances and embeds a better understanding of the past. This collective approach is necessary to combat racism and grasp all the opportunities of an open and inclusive capital city – so making Edinburgh a better place for all its citizens.

“Slavery is not about buildings or monuments but racism - this is what needs to be addressed.”

Organisational Online Survey Response

The recommendations are set out below:

1) The Council publicly acknowledges the city's past role in sustaining slavery and colonialism and issues an apology to those places and people who suffered.

Slavery and colonialism were oppressive systems built upon, and leaving a legacy of, racism. They generated wealth that was invested, in part, in the Scottish capital. Private, public and charitable bodies were beneficiaries and facilitators and it is beyond dispute that people and institutions in Edinburgh were involved to a significant degree.

The Review Group welcomes news that a number of local authorities in Scotland are investigating their local part in this national legacy and commends Glasgow City Council on its commitment to issuing an apology. As a new Human Rights Bill is developed for Scotland, local authorities collaborate to exchange relevant information and so further understand how their collective legacy shaped the wealthy and prosperous nation of today.

2) Statues, monuments, buildings and street names associated with slavery and colonialism in Edinburgh are retained and re-presented in accordance with a new, dedicated interpretation strategy which explains the nature and consequences of that involvement.

Proportionality, research, balance, inclusive consultation and conservation principles are pillars of this approach. It ensures fresh perspectives, new understanding and fuller accounts of the legacy and the people associated with it, while also preserving the unique, historic fabric of the city. Digital and in-place explanations are robust and rooted in evidence, and presented in accessible and sustainable formats to encourage further discourse and opportunities for review or refresh.

3) City-wide observance of the annual, UNESCO-designated International Day for the Remembrance of the Slave Trade and its Abolition on August 23 is introduced and resourced.

This is marked in a positive way to help people understand about both the historic legacy and the dangers of racism and prejudice today. As the date falls in August, Festivals Edinburgh is invited to consider the many and creative responses they might support or initiate to engage local audiences and visitors in this remembrance.

4) Teaching and learning materials are developed and delivered to fill the gap in respect of Scotland's and Edinburgh's role in slavery and colonialism.

The Council works with education bodies, and actively prioritises input from members of Black and Minority Ethnic communities in Edinburgh, to create resources on Black history and culture across the curriculum for use in schools and adult learning programmes. Professional development for teacher-educators is supported.

5) Friendship agreements are initiated with cities in countries most impacted by Edinburgh's historic involvement with slavery and colonialism.

It is necessary to acknowledge this legacy not only in Edinburgh, with local communities, but in the places and with the peoples originally impacted. Partnerships can be established through bilateral governmental and transnational UNESCO inscriptions in order to ensure positive interaction by forging and developing social, economic and academic links. An international conference or series of cultural summits focussed on shared history and impacts is another option.

6) Universities and research bodies are encouraged to fund, develop and publish studies into the many under-researched aspects of Edinburgh's connections with slavery and colonialism, prioritising the objectives of the new interpretation strategy.

The themes and features referenced in this Review are illustrative of many more which will benefit from further study. A focus on the positive contributions of Edinburgh's diverse communities and the city's role in colonialism is especially required, and research needed both to fill gaps in understanding of the legacy, and to identify ways to share and utilise new information widely. Accordingly, the Review Group welcomes the commitment of the Open University to scope out options for the creation of a bespoke new course - Empire, Power, Legacies – which will be accessible and available to a wide range of learners.

7) A significant public artwork is commissioned acknowledging Edinburgh's links with slavery and colonialism. This initiates the development of a city-wide strategy for public art that fairly represents the diversity of the city and its histories, and capitalises on the creative potential of a multi-cultural city.

This prioritises the celebration of individuals and organisations which campaigned for abolition and liberation, and recognises the serious under-representation of women and Black and Ethnic Minority people in Edinburgh memorials.

8) A positive programme of cultural commissions is established, empowering and resourcing emerging Black and Minority Ethnic creatives in Edinburgh to participate with and shape existing festivals, arts and heritage programmes.

The mainstreaming of existing cultural diversity and inclusion resources contributes to the greater visibility of Edinburgh's diverse cultures.

9) The Council endorses the work of the Empire, Slavery and Scotland's Museums steering group (ESSM) established by the Scottish Government, and commits to exploring how the capital can contribute to the creation of a dedicated space addressing Scotland's role in this history.

More broadly, the Council supports all six recommendations proposed by ESSM, and commits Museums & Galleries Edinburgh to developing its work with local communities across Edinburgh to progress its anti-racism activity and a dedicated decolonisation programme.

10) An independent legacy stakeholder group is established, supported by the Council, to ensure the approved recommendations are actioned, resourced and monitored, and that progress is reported annually.

The group has a diverse membership and prioritises participation by those with relevant lived experience. It works collaboratively and in partnership with a wide range of stakeholders and experts to ensure that agreed learning and social outcomes are met.

Acknowledgements

Many people have dedicated their time and shared their expertise to shape or participate in this Review. For some, this has required significant emotional labour through the sharing of lived experience of discrimination.

Organisations have offered support and provided relevant research and information of their own. The Review Group is grateful, and sincerely thanks all involved.

This report, and future actions resulting from the recommendations, would not have been possible without this input.

Further information

The information collated or generated through the Review is held by The City of Edinburgh Council for future reference and, in accordance with data protection guidelines, is publicly available.

Please see the Council's website for more details and for guidance on how to make an enquiry: <https://www.edinburgh.gov.uk/edinburghslaverycolonialism>

“Embarrassing it is to admit, however in the few minutes it had taken to complete this survey I have learnt far more about the links to slavery in Edinburgh than in all my years living in city. This alone says so much about the issues we have in this beautiful city in burying our heads in the sand. No longer can this be the case.

This is your opportunity as councillors to take a step and a stand in how we in Edinburgh accept how this city was built and acknowledge the mistakes made by our ancestors. We cannot ignore. We cannot erase. We must accept errors in our ways and promote this ugly past for our future generations to learn.”

Online Consultation Survey Respondent

Appendix 1

Consultation Results

- 1.1** Online Public Consultation Statistical Results
- 1.2** Online Public Consultation Free Text Responses to Themes and Features
- 1.3** Community Workshops and Schools' Consultation Findings

Appendix 1.1

Online Public Consultation Statistical Results

Public Consultation Report



Residents were asked to help shape the way Edinburgh addresses its past links to slavery and colonialism

The Review Group wanted to hear people's thoughts about the most constructive ways that the city could address issues of historic racial injustice as a means to stem modern-day discrimination.

This consultation was divided into: Part 1 - personal details; Part 2 - questions regarding the legacy of slavery and colonialism in Edinburgh; and Part 3 - ten different themes that relate to slavery and colonialism in the public realm.

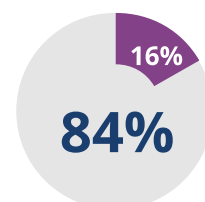
PART 1 Respondent Profiles

3346 responses to the consultation were received between 27 October 2021 and 19 January 2022. Responses to Part 1 - Personal information are presented below.



Postcode

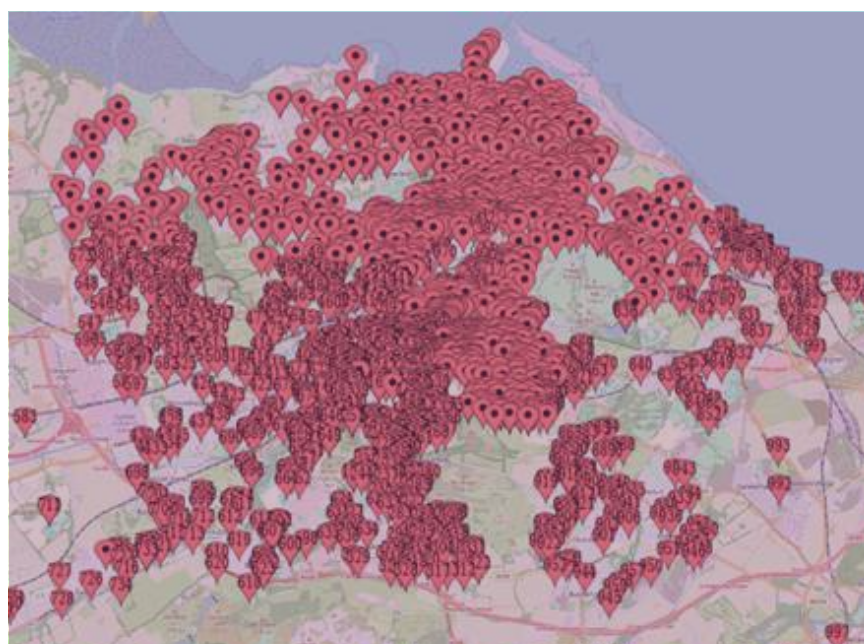
2811 (84%) respondents were based in **EH-postcode areas**; the other **535 (16%)** were based elsewhere in Scotland and the UK. The maps show individual locations of all UK-based respondents (Map 1) and EH-only residents (Map 2).



Map 1 - All Postcodes

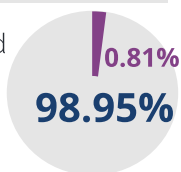


Map 2 - EH Postcodes ONLY



Capacity (All)

3311 (98.95%) of respondents submitted their feedback as individuals and **27 (0.81%)** on behalf of organisations. **8 (0.24%)** left the question unanswered,



Age (All)

under 16	21	0.63%
16-24	171	5.11%
25-34	453	13.54%
35-44	586	17.51%
44-54	644	19.25%
55-64	744	22.24%
65+	702	20.98%
Not answered	25	0.75%

Ethnicity (All) - multiple choice

1.17% African - 39 respondents
0.12% Arab - 4 respondent
0.69% Asian - 23 respondents
0.03% Bangladeshi - 1 respondent
31.38% British - 1,050 respondents
0.84% Caribbean - 28 respondents
0.33% Chinese - 11 respondents
9.29% English - 311 respondents
0.12% Gypsy, Traveller - 4 respondents
0.57% Indian - 19 respondents
3.62% Irish - 121 respondents
4.72% Mixed Heritage - 158 respondents
0.39% Pakistani - 13 respondents
49.10% Scottish - 1,643 respondents
1.20% Welsh - 40 respondents
8.61% Other - 288 respondents

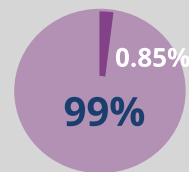
Gender (All)

Out of **3,346** respondents
1,406 (42.02%) identified as **female**;
1,707 (51.02%) - **male**; and
63 (1.88%) - **non-binary**.

148 (4.42%) respondents preferred not to say;
and **22 (0.66%)** skipped the question.

Capacity (EH-only)

2783 (99%) of respondents submitted their feedback as individuals and **24 (0.85%)** on behalf of organisations; **4 (0.14%)** did not respond.



Age (EH-only)

under 16	17	1%
16-24	142	5%
25-34	393	14%
35-44	514	18%
44-54	533	19%
55-64	591	21%
65+	601	21%
Not answered	20	1%

Ethnicity (EH-only) - multiple choice

1.07% African - 30 respondents
0.14% Arab - 4 respondents
0.71% Asian - 20 respondents
0.04% Bangladeshi - 1 respondent
29.81% British - 838 respondents
0.75% Caribbean - 21 respondents
0.36% Chinese - 10 respondents
8.15% English - 229 respondents
0.11% Gypsy, Traveller - 3 respondents
0.00% Indian - 0 respondents
3.77% Irish - 106 respondents
4.87% Mixed Heritage - 137 respondents
0.43% Pakistani - 12 respondents
51.80% Scottish - 1,456 respondents
1% Welsh - 28 respondents
8.75% Other - 246 respondents

Gender (EH-only)

Out of **2,811** respondents
1,248 (44.40%) identified as **female**;
1,377 (48.99%) - **male**; and
54 (1.92%) - **non-binary**.

115 (4.09%) respondents preferred not to say;
and **17 (0.60%)** skipped the question.



Public Consultation Report



Part 2 & 3 - Questions

Respondents were requested to provide feedback on ways in which the legacy of colonialism and slavery can be addressed. Features you can see today in Edinburgh's public spaces show us that many people in the past supported or benefitted from the slave trade or colonial expansion, and that other people opposed these activities. The features were listed under ten themes to illustrate how many aspects of Edinburgh's society were impacted by this legacy.



Addressing issues of historic racial injustice as a means to stem modern-day discrimination

1. Removal of Monuments and Renaming of Streets or Public Buildings: We would like to know your view on whether features known to be linked with slavery or colonialism should be considered for removal, or renaming, where that is a more relevant option.

- 1,116** No feature should be removed or renamed. It is important that all history is represented, however we feel about it today. Removal or renaming of features could result in this legacy being forgotten.
- 1,393** Features should be kept as they are, but information about them should be made available where this is missing, or reviewed and enhanced where it is limited to ensure a more rounded interpretation of the person or event in question.
- 756** Features which explicitly commemorate people and events which sustained the slave trade or negative consequences of colonialism should be removed or renamed.
- 48** I do not agree with any of the statements above.

EH-based respondents only

790

1,266

698

36

2. Civic Redress: There are various ways that Edinburgh might publicly acknowledge and actively atone for its part in supporting and benefiting from Atlantic slavery and colonial expansion (multiple choice).

- 1,241** A civic apology. The Council formally acknowledges and apologises for the city's involvement in Atlantic slavery and colonial expansion which brought about racial injustice and systemic discrimination still affecting Black and Minority Ethnic people today. It agrees a plan to make sure the apology marks the beginning of a programme of action addressing these impacts.
- 1,867** City-wide observance of the annual, UNESCO-designated International Day for the Remembrance of the Slave Trade and its Abolition every August 23. Encouraging wide participation, remembrance and awareness-raising about the dangers of racism and prejudice.
- 1,629** Dedicated friendship agreements. The Council initiates partnerships with cities in the countries most impacted by Edinburgh's historic involvement with slavery and colonialism, in order to forge or develop social, economic and academic links and opportunities for positive interaction in the future.
- 965** I do not agree with any of the statements above.

EH-based respondents only

1,144

1,705

1,487

668

3. Active Learning: The Council has committed to introducing modules on Black history and culture at every phase of secondary school education in Edinburgh. However, there are many other ways that both formal and informal learning about this legacy can be encouraged at different ages and stages of life, and partners who could be involved (multiple choice).

EH-based respondents only

- 1,419** Research or study programmes to advance, or to revise, understanding of Edinburgh's links to slavery and its part in colonial expansion; how these are expressed in the public realm and the impacts they can have on individual and community wellbeing. Opportunities, including scholarships and funding, prioritised for students from Black and Minority Ethnic backgrounds.
- 1,280** Resourcing of a dedicated Junior Tour Guide programme to ensure Edinburgh's young people have an understanding and are creatively involved in the interpretation of this legacy and the experience of their ancestors with slavery and colonialism.
- 1,858** Schools and lifelong learning programme. Development of resources to support teaching and learning on Black history and culture across the curriculum, for use in primary and secondary schools, and in adult learning programmes. Professional development for teacher-educators.
- 1,092** I do not agree with any of the statements above.

1,307

1,160

1,710

770

EH-based respondents only

4. Policy Development: The Review has highlighted how decision-making about who and what is commemorated in the public realm, and how those decisions go on to be expressed, have often happened in an ad hoc way and focussed on the lives and interests of a privileged minority. The development of new policies and process could help to democratise this in future, and make sure the city adopts a more inclusive approach (multiple choice).

- 1,158** Creation of a toolkit for community use so that groups feel equipped and empowered to make decisions about how to highlight and address the legacies of slavery and colonialism that exist in their neighbourhoods.. Formation of an independent advisory panel to support this work across Edinburgh.
- 1,423** A dedicated interpretation strategy to be developed, providing a framework for revision of existing information, or new and fuller accounts of all features in the public realm connected with slavery and colonialism. Use of digital technology to be mainstreamed to ensure accessible and sustainable forms of engagement for Edinburgh's residents and visitors.
- 1,576** Development of a monuments or public art strategy which aligns with criteria of the existing street naming strategy to ensure inclusive decision-making and a sustainable approach to any new, permanent commemorations proposed for the public realm.
- 1,116** I do not agree with any of the statements above.

1,042

1,305

1,440

794

EH-based respondents only

5. Cultural Interventions: Edinburgh's heritage and creativity - its wealth of festivals, museums and galleries, theatres, artists and performers - are recognised as great strengths of this city and the cultural sector has responded to this legacy in a variety of imaginative and compelling ways. Stakeholder groups will build on this to involve a wider range of voices and views, and to ensure new interpretations and responses are encouraged (multiple choice).

- 1,258** Creation of a contemporary, permanent artwork memorialising the city's historic links with the slave trade and the Caribbean, situated in a central public space.
- 1,211** Instigation of a major decolonisation programme, involving multiple partners to tell fuller and more accurate histories of the city's heritage collections and built estate.
- 1,573** Development of a creative commemoration programme, focussed in the first instance on celebration of individuals from under-represented groups who have contributed significantly to Edinburgh life and are not currently recognised.
- 1,507** Consolidation of existing cultural diversity and inclusion resources to sustain and develop new generations of local Black, Asian and Minority Ethnic artists and creatives in furthering their performing and arts projects, and contributing to greater visibility of Edinburgh's diverse cultures.
- 874** I do not agree with any of the statements above.

1,146

1,115

1,434

1,363

601



Edinburgh Slavery and Colonialism Legacy Review

Public Consultation Report

The themes and features most important in communicating the legacy of slavery and colonialism in Edinburgh

Theme 1: Edinburgh's New Town and the physical expansion of the city, 1767 – 1850

Following approval of the plan for the first New Town in 1767, Edinburgh underwent an unprecedented physical expansion. Where did the money come from? While research does not yet give us a complete answer, we know, from the records of those who received compensation after the end of slavery, that many early residents of the New Town owned enslaved people and plantations. We also know that profits from colonialism, specifically from the activities of the East India Company, were invested in the city's expansion.

Listed locations: Queen St., Bute House, Dundas House, India St., Jamaica St.

57% **agreed** that this is an important theme which needs highlighting
 38% **disagreed** that this is an important theme which needs highlighting
 5% **did not answer** the question

 64% **agreed** that examples successfully illustrate the theme
 28% **disagreed** that examples successfully illustrate the theme
 8% **did not answer** the question

EH-based respondents only

62%
 33%
 4%

 70%
 23%
 7%

Theme 2: International trade and the profits from slavery and colonialism

Profits from the trade in goods produced by enslaved people flowed into the city and Edinburgh-based banks were involved in financing all aspects of the Atlantic economy of slavery. Locally manufactured products such as linen were used to clothe enslaved people.

Listed locations: British Linen Bank (St Andrew Sq), Custom House (Leith), Gladstone House (Leith), Royal Botanic Garden Edinburgh.

55% **agreed** that this is an important theme which needs highlighting
 39% **disagreed** that this is an important theme which needs highlighting
 6% **did not answer** the question

 59% **agreed** that examples successfully illustrate the theme
 31% **disagreed** that examples successfully illustrate the theme
 10% **did not answer** the question

60%
 34%
 6%

 64%
 26%
 10%

Theme 3: Politics and patronage in Great Britain and the colonies

Many people associated with Edinburgh were involved in sustaining the slavery-based economy and preventing the abolition of the slave trade and slavery. Many others were involved in the exploitation of people in the British Empire in Africa and the British Raj in India.

Listed locations: Statue of Charles II (Parliament Sq), Melville Monument (St. Andrew Sq), Dundas St., Statue of William Pitt the Younger (George St.), Statue of David Livingstone (Princes St. Gardens), Balcarres St.

56% **agreed** that this is an important theme which needs highlighting
 37% **disagreed** that this is an important theme which needs highlighting
 7% **did not answer** the question

 60% **agreed** that examples successfully illustrate the theme
 29% **disagreed** that examples successfully illustrate the theme
 11% **did not answer** the question

61%
 32%
 7%

 65%
 25%
 10%

Theme 4: Inspiring individual stories

A closer look at the historical record of the city reveals inspiring stories of many individuals, some of whom were former slaves. These are stories of people who often overcame adversity and eventually settled in Edinburgh.

Listed locations: Court of Session (Parliament Sq), Headstone of Malvina Wells (St. John's Graveyard), (Private residence) Great King St., (Private residence) Lothian St..

73% **agreed** that this is an important theme which needs highlighting
 19% **disagreed** that this is an important theme which needs highlighting
 8% **did not answer** the question

 74% **agreed** that examples successfully illustrate the theme
 16% **disagreed** that examples successfully illustrate the theme
 10% **did not answer** the question

77%
 16%
 7%

 77%
 13%
 10%

Theme 5: The role of the military in sustaining slavery and colonialism

Edinburgh is a city with a proud military past. But both the army and the navy of the British Empire were involved in sustaining the slavery-based economy through protecting commercial interests and suppressing anti-slavery rebellions by enslaved people.

Listed locations: Rodney St. and Statue of General John Hope, 4th Earl of Hopetoun (St Andrew Sq).

52%	agreed that this is an important theme which needs highlighting	56%
39%	disagreed that this is an important theme which needs highlighting	35%
9%	did not answer the question	9%

56%	agreed that examples successfully illustrate the theme	60%
30%	disagreed that examples successfully illustrate the theme	26%
14%	did not answer the question	14%

Theme 6: The legacy of academics, academic institutions and hospitals

Edinburgh's academic institutions and hospitals were sometimes financed by plantation owners and involved in supporting the slave economy, for example by providing trained physicians to work on plantations. Graduates from Edinburgh were to be found in positions of importance in many of the colonies of the British Empire.

Listed locations: Statue of David Hume (High St.), University of Edinburgh Medical School, Royal Infirmary of Edinburgh, Royal College of Physicians.

52%	agreed that this is an important theme which needs highlighting	56%
40%	disagreed that this is an important theme which needs highlighting	36%
8%	did not answer the question	8%

55%	agreed that examples successfully illustrate the theme	59%
30%	disagreed that examples successfully illustrate the theme	27%
15%	did not answer the question	14%

Theme 7: Churches, churchmen, slavery and colonialism

While some churchmen were prominent abolitionists, profits from slavery and colonialism also supported some churches. Church buildings and furnishings were sometimes funded by individuals who owned plantations, or who made significant profits from British colonial activities.

Locations listed: Free Church of Scotland (The Mound), St. John's Episcopal Church (Lothian Rd), St. George's Church (Charlotte Sq).

54%	agreed that this is an important theme which needs highlighting	58%
37%	disagreed that this is an important theme which needs highlighting	33%
9%	did not answer the question	9%

57%	agreed that examples successfully illustrate the theme	62%
28%	disagreed that examples successfully illustrate the theme	23%
15%	did not answer the question	15%

Theme 8: Slavery and colonialism in the arts and literature

The lives of some prominent figures from Edinburgh's literary and artistic past were interwoven with the era of plantation slavery and its abolition.

Listed locations: Statue of Robert Burns (Scottish National Portrait Gallery), Grave of Agnes Macle hose (Canongate Kirk), Portrait of Robert Cunninghame Graham of Gartmore by Henry Raeburn (Scottish National Portrait Gallery).

45%	agreed that this is an important theme which needs highlighting	49%
45%	disagreed that this is an important theme which needs highlighting	42%
10%	did not answer the question	9%

43%	agreed that examples successfully illustrate the theme	47%
41%	disagreed that examples successfully illustrate the theme	38%
16%	did not answer the question	15%

Theme 9: Funding educational foundations from the profits of slavery

Several of Edinburgh's educational foundations received funding from individuals who were either slave owners, or who profited directly from the profits of slavery.

Listed locations: James Gillespie's School, James Buchanan Memorial (Dean Cemetery), George Watson's College.

54%	agreed that this is an important theme which needs highlighting	59%
37%	disagreed that this is an important theme which needs highlighting	32%
9%	did not answer the question	9%

59%	agreed that examples successfully illustrate the theme	63%
27%	disagreed that examples successfully illustrate the theme	22%
14%	did not answer the question	13%

Theme 10: Edinburgh and the abolition movement

Edinburgh played its part in bringing about abolition. Prominent Edinburgh men and women were active in the movement, and the city hosted several famous abolitionists of the 19th century.

Listed locations: Monument to Abraham Lincoln (Old Calton Burial Ground), Calton Convening Rooms, Waterloo Place, (Private residence) Gilmore Place, Brougham St., Cockburn St., Riccarton Estate (Heriot-Watt University campus), Assembly Rooms (George St.).

74%	agreed that this is an important theme which needs highlighting	77%
18%	disagreed that this is an important theme which needs highlighting	16%
8%	did not answer the question	7%

74%	agreed that examples successfully illustrate the theme	76%
14%	disagreed that examples successfully illustrate the theme	12%
12%	did not answer the question	12%



Appendix 1.2

ONLINE PUBLIC CONSULTATION FREE TEXT RESPONSES TO FEATURES AND THEMES

APPENDIX 1.2

Online Public Consultation free text responses to features and themes

Theme 1: Edinburgh's New Town and the physical expansion of the city, 1767 - 1850

Following approval of the plan for the first New Town in 1767, Edinburgh underwent an unprecedented physical expansion. Where did the money come from? While research does not yet give us a complete answer, we know, from the records of those who received compensation after the end of slavery, that many early residents of the New Town owned enslaved people and plantations. We also know that profits from colonialism, specifically from the activities of the East India Company, were invested in the city's expansion.

- **Queen Street:** 74 residents of the New Town were slave owners, and received compensation from the government for the loss of their 'property' at Emancipation in 1833. Five of these individuals lived on Queen Street.
- **Bute House:** Now the official residence of Scotland's First Minister, three of Bute House's historic owners directly benefitted from Atlantic slavery; either owning plantations and enslaved people, or receiving compensation paid out following abolition.
- **Dundas House:** Built by Sir Lawrence Dundas, 1st Baronet, (1712-1781) who owned two estates worked by enslaved people in the West Indies, in Dominica and in Grenada.
- **India Street:** Named as a celebration of empire as part of the second New Town expansion. Profits from Britain's colonial relationship with India contributed to the funding of the New Town's expansion.
- **Jamaica Street:** Named as a celebration of empire as part of the second New Town expansion. Profits from slavery contributed to the funding of the New Town's expansion.

Open Comments

- The significant majority of those who commented on the features agreed that they illustrated the theme well.
- Antigua Street, Leith, James Gillespie's School, the Melville Monument, New Town and George Watson's College were most often mentioned as features for further consideration.
- The street names, Jamaica Street and India Street, were most often mentioned as irrelevant or ambiguous, as they represented countries and nations but not individuals directly benefiting or opposing slavery or colonialism.
- Some called for celebration of the continuing relationship between Scotland and Jamaica, and Scotland and India.
- Bute House and Queen Street were identified as less fitting for the theme, owing to their complex historical context and relevance to modern-day politics.
- Those who opposed the Review in principle, or the thematic approach it takes, did not find any of the features relevant for public consideration.
- Some respondents found slavery and colonialism to be part of Edinburgh's history which should not be rewritten or shamed. A very few respondents suggested the benefits of colonialism should be celebrated as it benefited many Edinburgh residents.
- Further consideration of, or greater focus on, modern-day slavery, poverty or exploitation, as well as other beneficiary groups such as the government and the Royal family were suggested.
- Further in-depth research, education and information sharing were recommended to ensure the public are more aware of the past and present impacts and implications of slavery and colonialism.

APPENDIX 1.2

Online Public Consultation free text responses to features and themes

Theme 2: International trade and the profits from slavery and colonialism

Profits from the trade in goods produced by enslaved people flowed into the city and Edinburgh-based banks were involved in financing all aspects of the Atlantic economy of slavery. Locally manufacture products such as linen were used to clothe enslaved people.

- **British Linen Bank, St Andrew Square:** The Bank was established to support the Scottish linen industry, a substantial proportion of whose products were exported to the Caribbean and North America to clothe enslaved people. Some of its managers also owned Caribbean plantations.

- **Custom House, Leith:** Importation of goods produced by enslaved people into Leith was a major part of the trade coming into Edinburgh, generating significant revenue.

- **Gladstone House, Leith:** A gift to the city from Sir John Gladstone (1764-1851), one of the most prominent owners of plantation and enslaved people, and father of prime minister William Gladstone.

- **Royal Botanic Garden Edinburgh:** Royal Botanic Garden Edinburgh trained many doctors and botanists who went to India. It also provided a home for plants, seeds, and illustrations sent back from India, so supporting the process of plant transfers across the British Empire, a key element of colonial expansion.

Open Comments

- In general, participants argued that the positive aspects of the transportation of plants outweighed the negative; there were 166 comments from participants who felt the Botanic Garden was not a good fit for this theme.

- The transfer of plants was viewed as beneficial for food, medicinal purposes and science, and although the scientific advances gained were beneficial for the Scottish population, they were also considered to have benefited indigenous communities in India as many were treated by doctors trained at the Botanic Garden.

- It was recognised that a proportion of the linen produced in Scotland was used to clothe enslaved people, but because the rest was made for the domestic market, the British Linen Bank was viewed as a weaker/ indirect link with slavery.

- The Custom House received goods from all over Britain and the rest of the world which were in addition to those items linked with slavery. Therefore, this was viewed as an indirect/weaker example.

- A few participants linked this example to slavery and exploitation that continues in modern times.

- Those who mentioned Gladstone House were generally supportive of its inclusion in this group of features.

- It was felt this example could be more directly linked to slavery than the others. However, participants warned against judging individuals who lived 200 years ago with the standards of today.

- A number of participants would have liked detailed information about individuals and institutions in Edinburgh with direct links to enslaved people.

- Some commented that it was important to highlight the living and working conditions of the Scottish population during this period.

APPENDIX 1.2

Online Public Consultation free text responses to features and themes

Theme 3: Politics and patronage in Great Britain and the colonies

Many people associated with Edinburgh were involved in sustaining the slavery-based economy and preventing the abolition of the slave trade and slavery. Many others were involved in the exploitation of people in the British Empire in Africa and the British Raj in India.

- **British Linen Bank, St Andrew Square:** The Bank was established to support the Scottish linen industry, a substantial proportion of whose products were exported to the Caribbean and North America to clothe enslaved people. Some of its managers also owned Caribbean plantations.

- **Statue of Charles II, Parliament Square:** Charles II played a key role in the establishment of the Royal Africa Company. It was created in 1660 by royal charter with a focus on trade in gold, but the charter was amended in 1663 to include a monopoly in British trade of human beings lasting until 1752.

- **Melville Monument, St. Andrew Square:** Monument to Henry Dundas, 1st Viscount Melville (1742-1811), who used his influence as Home Secretary to delay the abolition of the slave trade. As President of the Board of Control, Melville also oversaw the East India Company.

- **Dundas Street:** Named after Henry Dundas, 1st Viscount Melville (1742-1811), who used his influence as Home Secretary to delay the abolition of the slave trade. As President of the Board of Control, Melville also oversaw the East India Company.

- **Statue of William Pitt the Younger, George Street:** William Pitt the Younger (1759-1806) was prime minister when Dundas' 'gradual' amendment was adopted. He supported the abolition of the slave trade, but also sent British troops to the Caribbean to fight against the anti-slavery Haitian Revolution when Henry Dundas was Secretary of State for War (1794 - 1801).

- **Statue of David Livingstone, Princes Street Gardens:** David Livingstone (1813-1873) was a Christian missionary whose memory was used to justify Britain's colonial expansion in Africa.

- **Balcarres Street:** Named after Alexander Lindsay, 6th Earl of Balcarres (1752-1825), Governor of Jamaica during the Second Maroon War.

Open Comments

- Some respondents did not agree with the method of highlighting individuals instead of systems and /or institutions that enabled slavery.
- Some queried the description provided for the David Livingstone statue, suggesting it was not relevant either to the theme or wider Review as they saw him as an opponent to the colonial practice in Africa and a figure admired by contemporary sub-Saharan Africans.
- Opinions were also divided regarding the role of Henry Dundas. A few respondents referred to his introduction of 'gradual abolition' as example of a practical step in achieving complete abolition of slavery.
- Balcarres, Charles II and William Pitt the Younger were all highlighted as figures with mixed negative and positive contributions to history and society.
- It was also suggested further information on the role of other groups in this legacy, such as missionaries or the Royal Family, should be explored and shared publicly to aid public debate.

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Online Public Consultation free text responses to features and themes

Theme 4: Inspiring individual stories

A closer look at the historical record of the city reveals inspiring stories of many individuals, some of whom were former slaves. These are stories of people who often overcame adversity and eventually settled in Edinburgh.

- **British Linen Bank, St Andrew Square:**

The Bank was established to support the Scottish linen industry, a substantial proportion of whose products were exported to the Caribbean and North America to clothe enslaved people. Some of its managers also owned Caribbean plantations.

- **Court of Session, Parliament Square:** Location of 'Knight versus Wedderburn' (1778); the landmark court case brought by former slave Joseph Knight against Sir John Wedderburn, that established the principle that Scots law would not uphold the institution of slavery in Scotland.

- **Headstone of Malvina Wells, St. John's**

Graveyard: Malvina Wells (1804-1887), was born into slavery in Carriacou, Grenada and was brought to Edinburgh where she worked as a free woman as a lady's maid.

- **(Private residence) Great King Street:** Home of Peter McLagan (1823– 1900), Scotland's first Black MP, for Linlithgowshire. McClagan was born in Demerara in British Guiana (now Guyana). His mother was a Black woman who is likely to have been enslaved; his father was a sugar plantation owner.

- **(Private residence) Lothian Street:** Residence of John Edmonstone, a Black man who was brought up in slavery in Demerara (now part of Guyana). He came to Edinburgh with his enslaver in 1817, where he became free. He worked for the University of Edinburgh's zoological museum and gave lessons in taxidermy, including to Charles Darwin.

Open Comments

- The most contentious stories presented were that of McLagen and Wells. Participants suggested that if there is no clear evidence of McLagen's mother being a slave, the example should not be used.
- Some participants asked for more information on Wells and queried whether her history was as noteworthy as the other individuals mentioned.

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Online Public Consultation free text responses to features and themes

Theme 5: The role of the military in sustaining slavery and colonialism

Edinburgh is a city with a proud military past. But both the army and the navy of the British Empire were involved in sustaining the slavery-based economy through protecting commercial interests and suppressing anti-slavery rebellions by enslaved people.

- **Rodney Street:** Named after Admiral Sir George Rodney (1718-1792), commander of British naval forces at the Battle of the Saintes which took place on 12 April 1782 and preserved British rule and control of slavery in Jamaica. Robert Burns famously referenced the event in his 1793 poem Lines On The Commemoration of Rodney's Victory which included the words, "Here's to the memory of those on the twelfth that we lost..."

- **Statue of General John Hope, 4th Earl of Hopetoun, St Andrew Square:** General Hope played a significant part in ensuring the military might that maintained British slavery and colonialism in the West Indies. His family members included Henry Dundas and wealthy slave owners such as John Wedderburn and Lawrence Dundas who owned Dundas House in St Andrew Square.

Open Comments

- A few participants were keen to see more positive stories of Edinburgh's fight against slavery including the role of the Royal Navy.
- It was felt by some that the military were simply carrying out orders and that it was the politicians and senior military officers making decisions who were responsible.
- Participants were interested to know more detail regarding the direct role of Hope and Rodney in the slave trade.
- Some participants queried the role of Edinburgh Castle in this history, mentioning the National War Museum and the monuments displayed at the Castle.

Theme 6: The legacy of academics, academic institutions and hospitals

Edinburgh's academic institutions and hospitals were sometimes financed by plantation owners and involved in supporting the slave economy, for example by providing trained physicians to work on plantations. Graduates from Edinburgh were to be found in positions of importance in many of the colonies of the British Empire.

- **Statue of David Hume, High Street:**

The works of David Hume (1711-1776), one of the most important philosophers of the Scottish enlightenment, include the influential racist argument that Black people are inferior to White people.

- **University of Edinburgh Medical School:**

Known as the 'first medical school of Empire'. Many physicians and surgeons trained at Edinburgh went on to practice medicine on slave ships and on colonial plantations worked by enslaved Africans.

- **Royal Infirmary of Edinburgh:**

Received donations from slaveholders such as Archibald Kerr in 1749, whose bequest included a Jamaican plantation and enslaved people.

- **Royal College of Physicians:**

Many members were employed by owners of enslaved people, enabling the expansion of slavery and the slave trade. Dr William Wright, who was President of the Royal College of Physicians (1801-1803), was a doctor and slave owner in Jamaica.

Open Comments

- Respondents had mixed views about Hume's inclusion under this theme. Some felt that his positive work and contribution outweighs the negative, and that his views were in line with the times.
- In general, participants wanted to see more positives and more "balance" in consideration of medical institutions. They recognised that the medical institutions featured did gain from slavery – but that they had also contributed greatly to medical service we know today.
- It was felt that this theme could be expanded to include many more features and human stories, including positive stories of those who fought against slavery.

Theme 7: Churches, churchmen, slavery and colonialism

While some churchmen were prominent abolitionists, profits from slavery and colonialism also supported some churches. Church buildings and furnishings were sometimes funded by individuals who owned plantations, or who made significant profits from British colonial activities.

• Free Church of Scotland, The Mound:

Founded in 1843, the church obtained some of its funds from donations made by pro-slavery counterparts in the United States. This would be challenged by the American former slave, social reformer and abolitionist Frederick Douglass, who attacked the Free Church for its hypocrisy, and led the national campaign, 'Send Back the Money'.

• St. John's Episcopal Church, Lothian Road:

Wealthy members of the church, including Alexander Tod, Thomas Robertson and Alexander Dyce, made fortunes through their connection to the East India Company and contributed to the cost of the new church.

• St. George's Church, Charlotte Square:

Prominent radical abolitionist Andrew Mitchell Thomson (1779-1831) was minister at St. Georges from 1814 – 1831.

Open Comments

- This theme attracted the most open comments, many of which reflected on religion as part of the colonial establishment, or as an agent for the abolitionist movement in Scotland and beyond.
- Some respondents called for churches to investigate their links to slavery and colonialism, declare them publicly and apologise.
- Others saw little relevance between sources of donations or congregation members' income and the erection of building they might have supported.
- Opinions were also divided on the selected features; some reflected on the anti-racist work at St John's Church, some praised the mention of Andrew Mitchell Thomson ; others did not agree with a narrow list of named locations.
- Numerous suggestions for other locations with links to profits from slavery or colonialism, and the abolitionist movement were made, including parliamentary churches, David Livingstone and other Scottish Missionaries, religious chapels of the private schools, St Giles Cathedral, abolitionist & Quaker Eliza Wigham and the Quaker Meeting House.

Theme 8: Slavery and colonialism in the arts and literature

The lives of some prominent figures from Edinburgh's literary and artistic past were interwoven with the era of plantation slavery and its abolition.

• **Statue of Robert Burns (1759-1796), Scottish National Portrait Gallery:**

Scotland's national poet secured the offer of a job working as a bookkeeper (a low-level manager) on a Jamaican plantation worked by enslaved people. The successful publication of his first set of poems in 1786, shortly before he was due to set sail, led him to change his plans. He never visited the Caribbean.

• **Grave of Agnes Macle hose (1759-1841), Canongate Kirk:** Agnes Macle hose, or 'Clarinda' to Robert Burns, was an intimate friend of the poet. She was also the wife of James Macle hose, a lawyer who worked for plantation owners in Jamaica.

• **Portrait of Robert Cunninghame Graham of Gartmore (1735-1797), by Henry Raeburn (1756-1823), Scottish National Portrait Gallery:** Robert Cunninghame Graham owned plantations and enslaved people. Raeburn painted many plantation owners, and so indirectly profited from slavery.

Open Comments

- Respondents felt it was important to highlight Burns in this context, but also to note that his poetry included anti-slavery sentiments. Others were unhappy that Scotland's national poet was being "attacked". It was argued that Burns was impoverished; that he needed a job and should not be judged by today's standards.
- Macle hose was felt to be included unfairly, as a woman found "guilty by association" with the actions of her husband, especially at a time when wives had little agency.
- Some participants supported the inclusion of Raeburn as the profits he made could be linked directly to slavery. However, others argued that he was simply making a living and worked for a wide range of clients, not all of whom shared these links.
- Participants agreed that it was important to highlight Cunninghame-Graham as his wealth could be directly linked with profits from slavery.
- Some participants viewed the examples as tenuous and felt that other examples of people being directly linked would have been more helpful.
- In general, it was suggested that everyone would have been linked to slavery 200 years ago – that it was "woven" into society.
- Some felt that this theme was less important than the other themes included in the Review.

APPENDIX 1.2

Online Public Consultation free text responses to features and themes

Theme 9: Funding educational foundations from the profits of slavery

Several of Edinburgh's educational foundations received funding from individuals who were either slave owners, or who profited directly from the profits of slavery.

- **British Linen Bank, St Andrew Square:**

The Bank was established to support the Scottish linen industry, a substantial proportion of whose products were exported to the Caribbean and North America to clothe enslaved people. Some of its managers also owned Caribbean plantations.

- **James Gillespie's School:** Opened in 1803 and funded by Edinburgh merchant James Gillespie (1726-1797). Gillespie amassed great wealth from the tobacco trade, directly benefitting from the work of enslaved people.

- **James Buchanan Memorial, Dean Cemetery:** Though more often associated with Glasgow, James Buchanan (1785-1857), made his fortune from the profits of slavery, owned a house in Edinburgh's West End and set up an industrial school for boys with his legacy. His bequest still supports education and apprenticeships in Scotland.

- **George Watson's College:** Funded by George Watson (1654-1723), whose wealth was partly derived from investment in the transportation of slaves and from financing trade in goods produced by enslaved Africans.

Open Comments

- Participants felt that there were more private schools and educational facilities than listed that would have benefited from the profits of slavery.
- It was noted that the description of the features did not focus on the positives impacts that these institutions have made to Edinburgh and some of its young people.
- Some participants felt that private schools which had benefited from profits of slavery should provide education or give back in some other way to young people from effected communities.
- Education was discussed as key to ensuring residents and visitors are aware of all aspects of the city's past.

APPENDIX 1.2

Online Public Consultation free text responses to features and themes

Theme 10: Edinburgh and the abolition movement

Edinburgh played its part in bringing about abolition. Prominent Edinburgh men and women were active in the movement, and the city hosted several famous abolitionists of the 19th century.

- **British Linen Bank, St Andrew Square:**

The Bank was established to support the Scottish linen industry, a substantial proportion of whose products were exported to the Caribbean and North America to clothe enslaved people. Some of its managers also owned Caribbean plantations.

- **Monument to Abraham Lincoln, Old Calton Burial Ground:** Commemorates six Scotsmen who died in the American Civil War fighting for the Union.

- **Calton Convening Rooms, Waterloo Place:** Meeting place of the Edinburgh Ladies' Emancipation Society, an important abolitionist group where suffragist Eliza Wigham (1820-1899) was treasurer.

- **(Private residence) Gilmore Place:** Base of Frederick Douglass (1817-1895), the American former slave, social reformer and abolitionist, during his time in Edinburgh during the 1840s.

- **Brougham Street:** Named after Lord Henry Brougham (1778-1868), abolitionist born in Edinburgh, who lived in St. Andrew Square.

- **Cockburn Street:** Named in honour of Henry Lord Cockburn (1779-1854), an abolitionist and a vocal critic of his uncle Henry Dundas.

- **Riccarton Estate (Heriot-Watt University campus):** Home of William Gibson-Craig (1797-1878), MP for Midlothian who voted for the abolition of the apprenticeship system in 1838.

- **Assembly Rooms, George Street:** On 19th October 1830, the radical minister and abolitionist Andrew Mitchell Thomson (1779-1831) addressed a crowd of over 2,000 people, arguing for the immediate abolition of the slave trade.

Open Comments

- The majority of respondents welcomed both this theme and examples provided.
- It was suggested further research in to Jane Smeal and Eliza Wigham, as well as the Edinburgh Ladies Emancipation Society, was needed to promote their work and the role of women in delivering positive change.
- It was recommended more examples of Black abolitionists were identified and listed to ensure representation and true reflection of the movement.
- Those who questioned the need for the Review did not wish for the abolitionist movement to be recognised either.
- A few respondents questioned the inclusion of Abraham Lincoln, William Gibson Craig, and Henry Lord Cockburn, due to their more complex relationship with and involvement in race relations and slavery.
- Some commented that just as much as slavery and colonialism, the abolitionist movement was part of Edinburgh's history.

Appendix 1.3

Community Workshops and Schools' Consultation Findings

Community Workshops and Schools' Consultation

- findings of key groups

Introduction

The Review Group determined that there were two key groups that they needed to consult; Edinburgh's young people, who are shaping our future city; and people of Black and Minority Ethnic heritage, who are most likely to have lived experience of the negative historic consequences of slavery or colonialism.

Hearing and considering the views of these groups, before determining how this legacy might be addressed to make Edinburgh a more welcoming and inclusive place, was considered essential.

To do this, the Review Group worked with the Council's Education and Children's Services to bring the consultation to primary and secondary schools across the city, and commissioned Edinburgh & Lothians Regional Equality Council (ELREC) to engage with local residents in community-based venues.

All consultation activity took place between December 2021 and March 2022, and more than 700 people between the ages of 12 and 65+ took part.

A summary of the feedback from both strands is set out below.

Community Workshops

Group participation in the community workshops enabled a discursive, often very powerful personal response to the survey questions and potential recommendations. In considering the themes and features presented in the consultation, wider issues surfaced about the ways in which the legacies of slavery and colonialism directly and negatively impact Black and Minority Ethnic people's lives in Edinburgh today.

Most participants responding to the question about how monuments, street names and buildings linked with slavery and colonialism should be addressed, felt they ought to be removed or renamed. A significant number also thought that they should remain, but that information about them should be made available where this is missing, or reviewed and enhanced where it is limited to ensure a more rounded interpretation of the person or event in question.

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Community Workshops and Schools' Consultation Findings

All of the suggested forms of civic redress were felt useful, including a formal apology and observance of the annual, UNESCO-designated International Day for the Remembrance of the Slave Trade and its Abolition. However, the potential action which the majority agreed as key was the initiation of dedicated friendship agreements with cities in the countries most impacted by Edinburgh's historic involvement with slavery and colonialism, in order to forge or develop social, economic and academic links and opportunities for positive interaction in the future.

By far the most popular area for development of recommendations was active learning, with further research, and scholarships and funding prioritised for students from Black and Minority Ethnic backgrounds agreed to be positive, along with the development and delivery of schools resources, and opportunities for teacher-educator learning and development.

Responses to the question about main areas for policy development were clear. While limited support was expressed for development of a city-wide public arts or interpretation strategy, most respondents favoured the development of a toolkit for community use so that groups feel equipped and empowered to make decisions about how to highlight and address the legacies of slavery and colonialism that exist in their neighbourhoods.

Personal Reflections

31 out of 86 focus group members also shared their personal reflections on the following questions:

Has Slavery or Colonialism effected your life in Edinburgh?

YES - 42%

NO - 35%

NOT SURE - 23%

South Asian and African men talked about the importance of literature and museums doing more to educate society about the history of slavery and colonialism through art and culture. Some parents disclosed that their children had been bullied because of the colour of their skin, and felt that schools are not doing enough to integrate all pupils and celebrate diversity. Without actively addressing this, "racism won't stop".

All participants in the older age groups considered that Scotland had benefited from colonialism. The main message everyone wanted to convey was that the reality of British rule from their perspective was not as it has been portrayed, and that more books and information need to be publicised from the perspective of the people who were colonised. One participant said, "the past has gone, but its effects are still felt today – truth needs to be told and greed must end".

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Community Workshops and Schools' Consultation Findings

Do you think Edinburgh needs to do more to recognise its links to historic slavery and colonialism?

YES - 94%

NO - 0%

NOT SURE - 6%

The African participants felt strongly about the need for integration and awareness of slavery and colonialism, both in schools and wider society, so that people can understand all aspects of it better. The group felt "schools don't teach slavery and colonialism in its entirety and teachers are not trained enough".

Should Edinburgh recognise the achievements of black and minority ethnic Edinburgh residents?

YES - 100%

NO - 0%

NOT SURE - 0%

All of the participants from older age groups disclosed that they and their families have suffered some form of racism, inequality and discrimination and more positive action is required to make things better for future generations, including overt acknowledgement of the contributions of BAME communities, and more celebration of diversity.

Would you like to see changes in Edinburgh related to slavery and colonialism?

YES - 100%

NO - 0%

NOT SURE - 0%

Participants who are recent immigrants or refugees recommended that Edinburgh acknowledges its involvement in slavery and creates content for permanent display in museums about the slave trade and British colonialism so that everyone can learn and understand it better. They also called for street names to change, relevant features to be removed, and more education on the subject.

Young People Focus Groups and Survey Responses

Participant Information

As part of the community consultation co-ordinated by ELREC, 21 young people from Black and Minority Ethnic backgrounds took part in a focus group session. This included students attending:

- **Boroughmuir High School**
- **Edinburgh Napier University**
- **Firrhill High School**
- **Forrester High School**
- **Heriot-Watt University**
- **Royal High School**
- **The Mary Erskine School**
- **The University of Edinburgh**
- **Trinity Academy**

Separately, the Council's Education and Children's Services team created teaching resources and adapted the online public survey for schools' use.

Teachers across at least 14 primary and six secondary* schools in the city supported 654 pupils to engage with the survey questions and to take part in focus group sessions. (*Due to a technical issue, the names of some of the schools participating in the survey response were not recorded. It is believed that more took part than are listed below). Senior pupils may also have opted to complete the online public consultation individually.

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Community Workshops and Schools' Consultation Findings

- Broomhouse Primary School
- Broughton Primary School
- Bruntsfield Primary School
- Corstorphine Primary School
- Craigmount High School
- Craigroyston High School
- Currie Primary School
- Ferryhill Primary School
- Firrhill High School
- Gylemuir Primary School
- James Gillespie's High School
- Leith Primary School
- Longstone Primary School
- Parson's Green Primary School
- Prestonfield Primary School
- Preston Street Primary School
- St. Peter's Primary School
- St. Augustine's Roman Catholic High School

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Community Workshops and Schools' Consultation Findings

Schools' Online Survey - Pupil Participant Demographic Information

2. I am / we are in

[More Details](#)

[Insights](#)

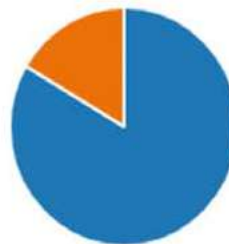
● P5-7	115
● S1-3	453
● S4-6	86



3. Are you completing the consultation as an individual or as a class?

[More Details](#)

● Individual	546
● Class	108

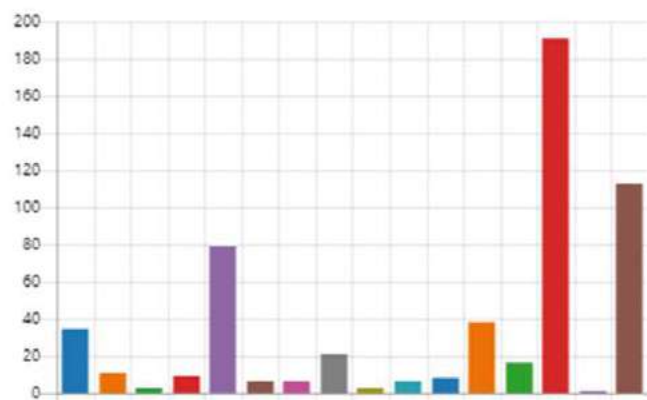


4. What is your ethnic background?

[More Details](#)

[Insights](#)

● African	35
● Arab	11
● Asian	3
● Bangladeshi	9
● British	79
● Caribbean	6
● Chinese	6
● English	21
● Gypsy Traveller	3
● Indian	6
● Irish	8
● Mixed Heritage	38
● Pakistani	16
● Scottish	191



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Community Workshops and Schools' Consultation Findings

Welsh	1
Other	113

5. If you selected 'Other' ethnic background, please describe

[More Details](#)

[Insights](#)

112

Responses

Latest Responses

"Polish."

55 respondents (50%) answered **Polish** for this question.

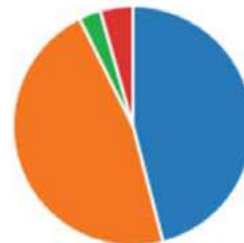


6. What is your gender?

[More Details](#)

[Insights](#)

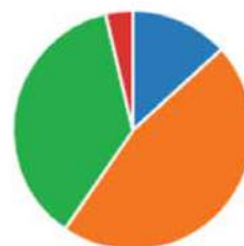
Male	251
Female	255
Non-binary	16
Prefer not to say	24



7. **Monuments, street names and public buildings.** Some people think we should remove monuments or rename streets. Other people disagree. Tick all the statements YOU agree with:

[More Details](#)

Nothing should be removed o...	108
Monuments, street names and...	379
We should think about removi...	300
I don't agree with any of these...	30



APPENDIX 1.3

Community Workshops and Schools' Consultation Findings

Schools' Communications about the Review

Some schools used their social media channels to publicise their pupils' involvement with the Review, and to encourage local community participation in the online public consultation.



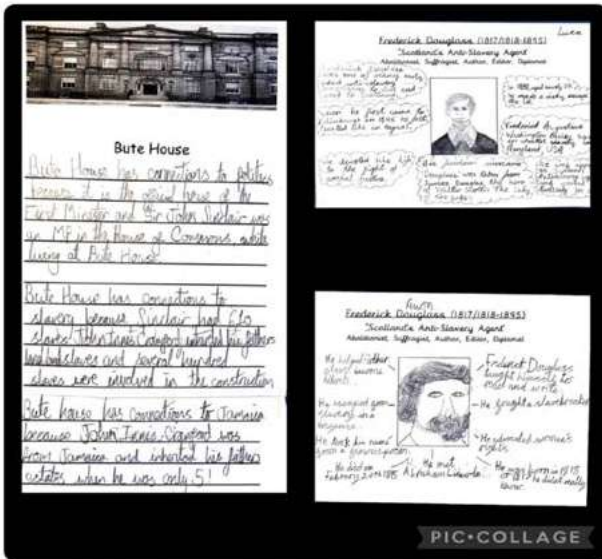
APPENDIX 1.3

Community Workshops and Schools' Consultation Findings

Tweet



Primary 7 have researched some of Edinburgh's historic links to slavery and colonialism. We were shocked that so many of our city's historic buildings were financed by the labour of enslaved people. We were also fascinated by the amazing life of Frederick Douglass. #RRS #Article2



13:01 · 02/02/2022 · [Twitter for iPad](#)

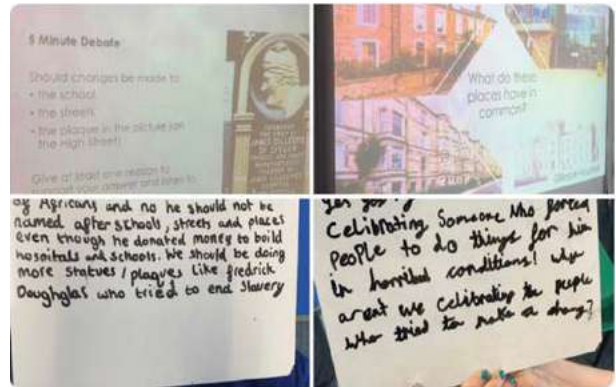
Tweet



Primary 6 have been learning about some of Edinburgh's links to slavery and colonialism.

We investigated the life of James Gillespie and held a class debate to discuss our thoughts and opinions on streets and schools being named after him.

Article 13 - freedom of expression



15:46 · 01/02/2022 · [Twitter Web App](#)

1 Retweet 9 Likes

ELREC and Schools' Consultation Findings

The findings of both the ELREC and schools consultation are detailed below.

Summary of ELREC Focus Group with Young People aged 16-25

The group was provided with information about the Edinburgh Slavery and Colonialism Legacy Review and members asked whether they have been taught about this history. The majority stated they had not, and some specifically mentioned they did not know about colonialism in South Asia including how the British ruled there, or why.

Participants suggested that more material on Scotland's links to slavery should be readily available for use in formal education at schools, colleges and universities; that teaching of this ought to be mandatory and that museums should portray the reality of slavery and colonialism no matter how challenging this subject matter is.

More widely, participants suggested more must be done to deal with racism, bullying and inequalities faced by BAME people, including students. They agreed racism will worsen if this history is not taught comprehensively, as some people still treat others negatively based on the colour of their skin.

They felt that communities directly effected by historic slavery and colonialism need to be involved and should decide what happens as a result of the Review. They also felt more needed to be done to celebrate the many positive contributions and cultural achievements of Black and Minority Ethnic people.

Overall, the group felt that Scotland is not doing enough to tackle inequalities and discrimination, suggesting "we need diversity in all aspects of society for this to happen... and for diversity to be celebrated more".

Summary of Primary Schools' Focus Group discussion

How much did you know about Edinburgh's connection to slavery before you did some lessons about this recently as preparation for the consultation?

- Not that much really, we knew it was brutal and unfair
- Not that much, confused initially but now I know more
- Not that much, knew Edinburgh had a link to the slave trade but did not know how big a part Edinburgh played in it, know more now
- Knew that a lot of Edinburgh's wealth was built around the slave trade
- Knew about Henry Dundas who lived in Edinburgh was against the abolition of the slave trade
- Knew about slave trade but did not talk about it that much, talked about other countries
- Did not know much about Edinburgh until the P7 topic before Christmas – slavery and the slave trade
- Didn't learn about places and people specific to Edinburgh

What are your thoughts and feelings now you know more about Edinburgh's links to slavery?

- Edinburgh's link wasn't as much, it was not as bad [as other countries' links with slavery]. It is a bad thing but there is nothing we can really do except learn from it
- Slavery is not good. People now know that it is not good
- There were people in Edinburgh who had an influence good and bad on slavery
- We didn't play a huge role but the link that we did play was important and we should learn more about it from an earlier age
- We could carry that information in to later years and understand the part we played
- [It is] really inhumane to mistreat people because of their colour
- Even though [some people] didn't play a big part they still made mistakes and even though they made the mistakes they did try and abolish it

How do you now look at the buildings/street names/monuments around Edinburgh (and indeed other cities)?

- Slightly changed. Some of the buildings, roads and streets are named after people who played a big role in the slave trade. I don't think it's right and they should change it
- Our perspective has definitely changed. We look at them differently now
- Now we think about why are the streets named after these people, what did they do, what happened to get them that title?

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Community Workshops and Schools' Consultation Findings

- See it differently, but not all in a bad way, you can't really change history
- Now we know that that person was not a good person but it doesn't change much in the sense that – "*oh no, I am never going to go there just because of that name*".
- James Gillespie: although he did good things, he did bad as well and was involved in the slave trade. On his plaque, keep what he did to gain his wealth, but also recognise what he did with his wealth. He did good things but how he gained it was not in the right way. I don't think we should change the name [of the school]

What do you think about Edinburgh's link to slavery being taught in schools?

- It should definitely be taught in schools
- It should be taught more in schools so we know about our past
- It is a lot more important to us to learn about what happened in our past and what made Edinburgh a great city...especially now that we have seen the PowerPoint for the survey
- Should be taught in schools so that we can learn from our mistakes, all the bad things that happened in the past and don't repeat this in the future
- 100% yes, it is part of history and we should definitely be taught about how it was in Edinburgh and Scotland as well as the wider world perspective

How do you think young people and children should learn about it?

- PowerPoints and slides about each person so people can learn about the ones they are interested in
- Research from a given list of people, create a fact file/mind map about the slave traders and abolitionists. It was good to say our own opinion and make our own minds up
- Learning facts and developing our own opinion
- Learn about the people/individuals but also learn about inspirational people such as abolitionists. As well as the ones who were involved in the slave trade
- Learn about the things we did wrong but also more important to learn about the people who did good and how they overcame these problems that were so great
- History should still be known throughout the classes
- PowerPoints were good but we should do more interesting things as well as more educational and fun things, this will help us learn

Teacher contribution about constructive ways to teach this history:

- Trips to museums and art galleries should always include information around the history of slavery and colonialism
- Tours of Edinburgh based around links to slavery and empire
- Developing links with countries who were part of that slavery history
- Lesson plans as well as lots of practical and engaging activities with historical facts threaded through

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Community Workshops and Schools' Consultation Findings

What should we be doing with monuments, street names and buildings names and why?

- Names should stay, they are too old to change, it will all be different and people will get confused
- Shouldn't change the name of James Gillespie's school because there is good history and bad history
- If we only keep the good history stuff I would not say that it would be boring but to do so would be kind of impossible
- Change some street names, we have Google maps now, it will ensure people don't get lost. It will take some time to get used to it but people will get used to it
- Shouldn't change the names especially James Gillespie's, these are a part of history, good history and bad history, and if there was never anything bad in history we would never learn
- Agree, but on plaques the facts should all be shared, we should notice the things that they haven't done so well
- Some of the street names should be changed but not all of them as these are part of our history
- Add plaques under certain street signs to add more information about links to slavery
- Some things should be changed as they are part of our history that we are not proud of
- Nothing should be changed because people will get confused. Also, if we change the names, people will forget what has been changed about how these places were named and we will probably do it again

Putting things right and making decisions differently in the future

- In future, we shouldn't be naming [features] after people who aren't role models, they should be named after abolitionists, they should be named after people who helped to stop the slave trade in Edinburgh's past and future
- Learning from our history so we do not make the same mistakes. They are reminders of what we did wrong and help us not to make the same mistake
- Instead of statues of people like generals in wars, we can have names of people who suffered through slavery- to remember these people
- Think before we write down a name we want to add to a street or school. If the person has been good or bad, or if the person's goodness has overridden the mistakes they have made
- Think before we act. We should learn about our streets, if we do change [names] the reasons for this should be known [to] learn about the history

Final thoughts and comments

- Robert Burns – does he really deserve a national celebration day? There are other poets who are important too
- Slavery would have been normal for [Burns] at the time he was alive. It is not the right thing to do but everyone would have been fine with it and thought there was nothing wrong
- Instead of taking statues down we can also learn about the history behind them
- Have statues of different people who helped like Harriet Tubman
- We should have statues of inspirational people who worked to abolish slavery

Summary of Secondary Schools' Focus Group discussion, including James Gillespie's School response

How much did you know about Edinburgh's links to slavery and colonialism before studying this in class recently in preparation for the consultation?

- Had seen statues around town but hadn't learned much about it before
- I was excited to learn about it
- I knew a bit before because of the connection to our school. A lot of this information is hidden
- There isn't much information about it. I knew a little but because I'm black - so it's a personal thing
- Only really knew about James Gillespie – not much about other things in the city
- Didn't know much about slave trade and connections to Edinburgh but knew some monuments were controversial
- Before presentations/lessons didn't know anything about it – that places were built by slave owners etc
- There wasn't that much information about it when we did the slave trade in S1. Not anything about Edinburgh's part

What are your thoughts and feelings now that you know more about Edinburgh's links to slavery and colonialism?

- Feel we should change it up
- Need to be learning in school and from an earlier age
- Don't know about what Scotland did
- James Gillespie – there are more appropriate ways to know about that man rather than naming a school after him
- Knowledge should be spread – not by making statues of these people
- Through our anti-racist club, we've done research. For example, the person who wrote the school book (about James Gillespie's) was sympathetic to him. So, the writer had prejudices. Now that the information is 'out there', there's so much we could learn. Has been hidden
- Need more research

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Community Workshops and Schools' Consultation Findings

Follow-up question: *did you also study with any of the resources on Frederick Douglass (abolitionist) or John Edmonstone (who taught Charles Darwin)?*

- All schools seem to have focused on James Gillespie, though one student had researched Frederick Douglass on his own
- Need to learn about more – not just the negatives

When exploring Edinburgh (or other places) – how do you look at them now?

- Think about it more now, e.g. passing the monument in St. Andrews Square – talked about it with friend
- Should be taking [features] down

What do you think about Edinburgh's link to slavery being taught in schools?

- James Gillespie's student: we should know about the school's history
- All subjects need to take accountability for their pasts. Students can see which teachers are doing this and putting in the effort
- Older students know nothing compared to younger students
- It should be a big part of the curriculum
- We wouldn't have known any of those things if it wasn't for the lessons. Really important – everyone should be taught it in school
- That will make some impact on how Edinburgh is, for people to know about history of Edinburgh
- When we were taught slave trade, we didn't know that we were part of it. I thought it was all English people. Shocked to learn that we had such a big part. "Was a real eye-opener"
- Casual racism in schools. If we were taught more, it could help this. It won't eliminate it completely because pupils learn attitudes/ prejudices at home

How should it be taught? Any ideas?

- Example: Higher class – Great Gatsby – the teacher took a lesson out to explain if it hadn't been written from that (white person's) point of view
- Through projects: e.g. should freedom of speech be allowed? Projects are a very good idea. Learn much more. Have to find information by yourself. Group projects. More likely to learn and remember
- Could be through PSE but those teachers probably not experts on the subject. Should be taught through History or RMPS as it's a core subject
- Assemblies – to reach those pupils who don't take History
- Need to educate teachers. In October our anti-racist club did an anti-racist presentation for teachers. They didn't know language like 'colourism'. Also, how it effects their subject. e.g. Drama teacher told us about how black actors have difficult time getting roles

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Community Workshops and Schools' Consultation Findings

- Lessons during Black History Month. Discussions important. Everyone can learn from each other – teachers and students
- In our school, teachers have gone through training on how to tackle racism, so something similar
- A lot can be taught through Social Subjects
- We should be open in schools and education and not shy away or blame other countries. The government should openly admit to Scotland's colonialism and actively work to deconstruct Scotland's white privilege/ systemic racism
- Explain the roles that people who supported things in Edinburgh played in the slave trade
- Address the past of the slave trade and colonial expansion by educating children in schools more fully
- Fuller education about colonialism and include more celebration of black culture
- Make more courses/ classes available to people in school/ university/ online focused more on black history, culture and Edinburgh's involvement
- Not white-washing our history and Modern Studies classes with justifying Britain and Scotland's actions where there were many times we were in the wrong
- Have more time dedicated to learning about black history
- More open discussion to allow individuals to express their own opinions and experiences if they feel comfortable
- Dedicate days to talk about our history in the year – not just Black History Month

What should we be doing with monuments, street names and buildings names and why?

- Personally, I think they should be removed – hold trauma for people. Generational trauma
- But history shouldn't be erased – have a plaque explaining previous street name and why it was removed
- Don't erase history; if you take them away you'd never know they were there. If they are taken down, then have a plaque saying what was there before and why it was problematic
- Renaming streets would be impractical / confusing. So, have plaques explaining
- Student not from James Gillespie's said they had talked about whether it should be renamed – felt that it should be up to the JG school community
- Street names: could have the new name underneath
- Problem with statues - should be taken down
- Renaming streets would cause a lot of confusion because so many street names. If not taken down or changed, there has to be information about atrocities that the person caused
- Monuments: 100% take down. JG – all building named after him should be changed. Inform people why it's changing
- Street names: change these. Would cause some temporary confusion but a minor inconvenience compared to what enslaved people suffered during slavery
- Put things in museums

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Community Workshops and Schools' Consultation Findings

- [Because of] COVID, not top priority, but eventually should get changed
- Some people don't really pay attention to street names. I personally and people I've spoken to say they don't pay attention. If put in exhibition/museum e.g. about street names – more informative. Museums need to specifically talk about colonialism
- Monuments should be replaced with other people of importance and significance
- Take down problematic monuments that correlate with racially negative views and people
- Keep street names as would be confusing and possibly dangerous
- Street names seem less celebratory
- Remove monuments if not too costly or make information on their negative impact as widely known as possible
- Display further context
- Full disclosure of who they were and what they did. It's important to remind people of Scotland's true, raw history. We should give credit and dedicate monuments and streets to important and significant black people in Scottish history
- Rename them to more appropriate names that link to the building/ areas

Putting things right and making decisions differently in the future

- I was in a previous call about museums and how much was stolen. The artefacts should go back to their origins but we should still know that something has gone
- Acknowledge mistakes and take accountability
- Need information for all types of people (accessible to people from different backgrounds and walks of life)
- Future naming: need to research the person. Make sure person has died before something is named after them
- Name more after minority groups: abolitionists etc
- Stop naming places after people – that in itself is a weird concept. Can never be 100% sure – there's always the possibility that we don't know about something problematic that a person did. People aren't necessarily all good or all bad
- Definitely agree, it's strange that we name buildings after people. But better to name after good people – there's a scale. Choose someone who has done something good
- More diverse staff/ artists
- Artists of all different backgrounds producing pieces
- Edinburgh's multiculturalism should be embraced and celebrated

Appendix 2

University of Edinburgh CRC University Histories Report

2.1 University of Edinburgh CRC University Histories Report

**University Histories Internships:
Edinburgh Slavery and Colonialism Legacy Review
Evidence Report**



THE UNIVERSITY
of EDINBURGH



Centre *for* Research Collections

Executive summary

In early 2021, the Centre for Research Collections (CRC) opened discussions with the University's International and Development and Alumni offices on the potential of funding a collection of student internships to continue the process of researching institutional histories, with a particular focus on the University's historical links to the trans-Atlantic slave trade and wider colonial activities, to understand the lived student experience for students of the University from LMIC, and to surface narratives of under-represented student life from archival resources. The office of the Vice-Principal for International (led by Prof James Smith) was integral in awarding the CRC with £29,200 on 1 May 2021 to support these internships, which were designed to run in the summer and early autumn of 2021. Planning conversations for these internships quickly found grounding with the nascent Edinburgh Slavery and Colonialism Legacy Review (ESCLR) group that was forming, and it was decided that half of the internships would be dedicated to helping collate archival evidence for each of the subjects of the ESCLR. The Head of Special Collections supervised the development of three internship strands, each with a project supervisor from the CRC's archival team, and with an academic sponsor in Prof Diana Paton (Edinburgh). Work began in earnest in the second half of July and completed on 30 November 2021.

Daryl Green FSA FSAScot
Head of Special Collections & Co-Director of the Centre for Research Collections

Summary

The City's draft ESCLR list provided a list of locations and figures commemorated publicly in Edinburgh and provided a foundation from which the interns could direct their data collection. The scope was later refined in conversations with the ESCLR lead, Prof Sir Geoffrey Palmer, and in the final ESCLR list. Each ESCLR data-point (e.g. figure, street name, building) provided a focus for gathering detailed archival evidence held both in the University and outwith, which outlined historical links to involvement in the trans-Atlantic slave trade and in wider colonial pursuits. It was decided that each intern would produce two documents: a "collection review" spreadsheet listing all relevant (or potentially relevant) archives held either by the University of Edinburgh or external organisations; and a short report highlighting some of the major findings. The collection review template employed by the interns has been developed at the CRC in order to gather consistent, quality archival data around collection content (e.g. descriptions, dates, creators, authorities etc.) and essential collection management information for collection managers and curators (e.g. sensitivities, extents, locations).

At the end of the project, the reviews were merged so that all relevant records are now visible in one review. Differences in the style and research methods of each intern are still very visible in the merged review. However, even in imperfect form, this body of work will provide an invaluable source from which the archives team can edit, analyse and improve current archival catalogue records. The result will be the ability to build new "access points" and perspectives from which the archives can be researched.

Staffing

Three student interns were employed in full-time and part-time capacity on this project starting from the end of July 2021 from three different backgrounds:

- a PhD Candidate, School of History, Classics and Archaeology;
- an Undergraduate Student, School of History, Classics and Archaeology;
- an MA (Hons) Student, Edinburgh College of Art (Architecture)

Each student brought their own academic and personal background to this project and created a dynamic team which produced fascinating evidence reviews. Almost 100% of this work was done from home and, once trained, in a self-directed manner.

Intern Report:

Sub-themes: **6** (British Linen Bank), **7** (Custom House, Leith), **8** (Gladstone House, Leith), **9** (Royal Botanic Garden Edinburgh), **20** (Rodney Street), **21** (Statue of General John Hope, 4th Earl of Hopetoun), **29** (Statue of Robert Burns), **30** (Grave of Agnes Maclehose), **31** (Portrait of Robert Cunninghame Graham of Gartmore), **32** (James Gillespie's School), **33** (James Buchanan Memorial), **34** (George Watson's College), **36** (Calton Convening Rooms), **38** (Brougham Street), **39** (Cockburn Street)

The Edinburgh Slavery and Colonialism Legacy Review produced fruitful results which advocate for future in-depth research. The City Review's thematic approach provided a useful framework to engage with the topics. The description included for each topic aided in streamlining initial research, however its brevity required additional research to gain vital context. The National Records of Scotland and Library of Congress were undoubtedly the most useful archival databases, however other archives such as The National Archives, National Library of Scotland, and numerous University archives were also beneficial. The content included in the topic descriptions was vital in directing the research to the appropriate archives.

Difficulty arose through two strands: first, the lack of content descriptions within archival databases, and second, many topics produced few results. While some archival databases included detailed descriptions of the documentation and its content, the majority did not. This lack of information made it difficult to discern what sources were related, especially regarding correspondence. For this research, I erred on the side of inclusion, but that likely led to an inflation of records. Unfortunately, many of the topics produce few results. Agnes Maclehose and James Gillespie indicated only provisional connections to slavery through archival sources. For Henry Cockburn, all archival databases produced was correspondence between him and David Laing. Without knowing the contents of the letters, we can only surmise an indirect connection through personal correspondence. The records regarding George Watson are similarly few—only record books exist. While these may contain vital information regarding his financial connections to slavery, the archival description does not indicate this.

6. British Linen Bank

Archival sources indicate provisional connections between the British Linen Bank at St Andrews Square and known plantation owners. Correspondence, court of session records, personal notebooks, bank statements, and bank receipts suggest that the British Linen Bank was involved with over forty plantation owners and people directly associated with colonialist endeavors. Through personal correspondence, the records establish a connection between the British Linen Bank and known Caribbean plantation owners William Pitcairn, Henry Dundas, and the Nairne family.

7. Custom House

Archival sources demonstrate that trade between Caribbean colonies and Edinburgh passed through the Custom House in Edinburgh. Custom House records from 1713 to 1792 include exports, miscellaneous

correspondence, excise duty, vessels, and charges. The information contained in these documents will hopefully indicate the names of plantation owners, merchants, and goods which passed through the Custom House. Correspondence is most illuminating regarding the role of Custom House in maintaining connections between Edinburgh and plantation owners. Letters in 1798 between James Edgar, a Jamaican plantation owner, and Henry Dundas, discuss current affairs in Scotland and the Caribbean. Correspondence between Jamaican plantation owner George Gardiner and the Earl of Leven and Melville discuss Custom House accounts, likely indicating what goods were imported by Scotland from Gardiner's plantation. In 1798, commissioner David Reid wrote from the Custom House regarding an attorneyship for a Greenwich sugar plantation in Jamaica. This documentation will hopefully indicate Scottish administration and management of Caribbean plantations. Most interestingly, the National Records of Scotland holds a memorandum delivered to Henry Dundas by Patrick Colquhoun, a Glasgow and West Indian tobacco merchant, regarding the Auction Duty Bill, Commissioners of American Claims Bill, Tobacco Bill, and Custom House and canal regulations. A later 1845 memorandum from Custom House discusses the classification of sugar for duty and regulations on the importation and exportation of tobacco. These documents should be most illuminating in the opinions of Scottish merchants and slave owners on the regulations of slave goods.

8. Gladstone House

John Gladstone's support of British slavery is clearly demonstrated through correspondence and publications. An 1824 letter between John Gladstone and James Cropper discusses Gladstone's opinions on the state of slavery in the British West Indies and the United States. In 1830, John Gladstone wrote to Right Honorable Sir Robert Peel presenting a statement of facts connected with the present state of slavery in the British sugar and coffee colonies and in the United States. Earlier, in 1823, John Gladstone published an article in the New York Times discussing the advantages of the Tropical Free Labour Company, clearly demonstrating his pro-slavery position.

John Gladstone's son, Prime Minister William Ewart Gladstone, unfortunately has little documentation that directly indicates his position on emancipation. It is widely accepted that W.E. Gladstone originally opposed emancipation, but as his father's influence within the British political landscape diminished, he became decidedly pro-abolition. A closer look at his correspondence will hopefully demonstrate this shift in ideology. W.E. Gladstone's letters to the Governor General from Europe and India from 1850 discuss both personal and business matters and may contain information on his opinions on the opium trade—which he is known to have been vehemently opposed. Over forty years of correspondence between W.E. Gladstone and American politicians should hopefully discuss his opinions on the American Civil War. Finally, an edited volume of letters regarding W.E. Gladstone's opinions of sugar duties should be most illuminating, as in 1844 Gladstone proposed sugar not produced through slave labor would be decreased by half.

9. Royal Botanic Garden Edinburgh

Connections between the Royal Botanic Garden of Edinburgh and trans-Atlantic slavery follow two individuals, Patrick Murray and William Roxburgh. Patrick Murray provided the basis for the garden from his private collection. Correspondence from 1831 connects him to David Laing, the owner of Peter's Valley in St George, Jamaica. Murray was influential in colonialist politics. In 1808 Murray wrote a letter to the Governor

General recommending a Mr. Shaw to be appointed as the Bengal assistant surgeon. Correspondence also indicates that Murray sat on the East India Board, a segment of the East India Company

William Roxburgh was the botanist for the Royal Botanical Garden and also worked for the East India Company. Selections of his drawings and descriptions were sent to the directors of the East India Company and have since been published. Archival data indicates that Roxburgh's father, John Roxburgh, was a plantation owner in Bermuda.

20. Rodney Street

Admiral Sir George Rodney's career cementing British control in the Caribbean is well-demonstrated through his correspondence. Correspondence between Rodney and His Majesty's ministers discuss the capture of St. Eustatius and describe the state of the war in the West Indies, specifically the Battle of the Saintes. Published letters from Rodney regarding the capture of St. Eustatius and the Battle of the Saintes are held by the Library of Congress. Rodney's letter books containing correspondence from 1780-1782 should contain information on militaristic ventures in the Caribbean.

21. Statue of General John Hope

Archival sources indicate that John Hope engaged both actively and passively to support British slavery through personal, professional, and business connections. On 18 November, 1791 John Hope wrote to Henry Dundas for help regarding an application for an appointment for a position with the East India Company. Later correspondence during Hope's military campaigns is equally as illuminating. On 27 September, 1794 John Hope wrote a letter from Plymouth in the West Indies containing news of the 25th regiment, which at the time was in Grenada fighting a French-led slave rebellion. Similarly, Hope's 1801 correspondence demonstrate his involvement in colonialist and militaristic campaigns in Egypt. Written four miles from Alexandria, Hope detailed accounts of army movements and the early stages of the siege. Finally, legal records indicate that John Hope was enmeshed in business with James Buchanan, a merchant in Glasgow who profited off of slavery in the Caribbean.

29. Statue of Robert Burns

While Robert Burns's connection to trans-Atlantic slavery never came to fruition, his plans to move to Jamaica to become a bookkeeper for a plantation owner is clearly documented. The Library of Congress contains two separate letters demonstrating Burns's intention. In a 1786 letter between Robert Burns and Thomas Campbell, Burns indicated that he was considering immigrating to Jamaica. Three years later, Thomas Blacklock wrote to Burns encouraging him to remain in Scotland and not leave for Jamaica. The Library of Congress credits this letter with convincing Thomas to stay in Scotland.

31. Portrait of Robert Cunninghame Graham

Archival sources indicate numerous connections between Henry Raeburn and plantation owners, sixteen of which are compiled in the ESCLR collection. Additionally, financial documents from the Raeburn estate will hopefully reveal information about his dealings with plantation owners and how much of his wealth was obtained indirectly through slavery.

Records indicate that Robert Cunninghame Graham of Gartmore was connected to slavery and colonialist ventures both personally and professionally. An early nineteenth-century letter to Peter Speirs indicates that Graham had significant political influence and was instrumental in shaping the career of Peter Speirs's son in the East India Company. Letters between Graham and his brother, Douglas Graham, discuss Douglas Graham's service as a major in the East India Company (later a political superintendent) and his time in South Africa. These letters also indicate that Graham's second brother, William John Graham, was a member of the Indian Civil Service. These letters also discuss Graham's opinions on the political, military, and social conditions in India and South Africa. This family correspondence also indicates Graham's political influence. Specifically, Douglas Graham requested that Graham obtain a cadetship for his son. Correspondence from 1856-1857 between Graham and his son, William, demonstrate that Graham's son, Douglas Alexander, was stationed with the 6th Dragoon Guards in India and discuss the social and military conditions in India.

Financial records from Graham will likely demonstrate the extent to which his wealth was acquired through slave labour. Two financial documents, a balance sheet from 1797, and a list of debts from 1809, should be illuminating. Correspondence between the Graham family from 1826-1829 also contains financial information regarding the Gartmore estate and the family's legal matters.

33. James Buchanan Memorial

James Buchanan is connected to trans-Atlantic slavery through his merchant business. James Buchanan was identified as one of many merchants in Glasgow who supplied rum and naval contractors to Portsmouth and Plymouth, and he traded in tobacco, sugar, wool, logwood, tallow, and brandy purchased from plantations in Jamaica. A decree of payment between James Buchanan and Patrick Sinclair Laing, son of Jamaican plantation owner David Laing, demonstrates Buchanan's lengthy history trading in slave goods from Jamaica between 1826-1868. James Buchanan was also a shareholder for James Finlay co., Scotland's leading cotton manufacturer, merchant, and Indian tea plantation owner. Archival sources include their partnership agreement and should hopefully indicate how Buchanan directly profited off of slavery.

34. Calton Covering Rooms

Archival information regarding the efforts of the Edinburgh Women's Emancipation Society is held almost exclusively by the Library of Congress. Among these records includes the Edinburgh Ladies' Emancipation Society's annual report, and the reprinting of *Slave Holding Piety Illustrated* (1857) and writings of Harriet Beecher Stowe (1858). Scrapbooks created by George Thompson containing newspaper clippings and pamphlets relating to the anti-slavery movement in the United States, his work with the Aborigines Protection Society, and English political and social reforms from 1835-1886 were also circulated amongst the Emancipation Society. The topics of these scrapbooks vary from British politics to the slave trade and the rights of indigenous people in the nations of the British Empire.

The Edinburgh Emancipation Societies were formed to support George Thompson, an anti-slavery advocate and Member of Parliament from 1847-1852. Thompson engaged in debates and discussions on American slavery and the state of British India throughout the United Kingdom. In 1836, he hosted a public discussion between himself and Robert J. Breckinridge in Glasgow. Later that year, he participated in a discussion

between himself and Peter Borthwick, a pro-slavery agent, at the Royal Amphitheatre in Liverpool. Thompson gave lectures in the Rose Street Chapel in Edinburgh in 1838 on the state of India and the colonies, and in other parts of the United Kingdom until 1840. He later published an anti-slavery article titled "The Free Church of Scotland and American Slavery," 1846.

William Lloyd Garrison, a founding member of the Edinburgh Emancipation Society, corresponded with several anti-slavery advocates in the United States. Amongst these include, Sylvanus Cadwallader (U.S. Civil War correspondent and journalist), Joshua Reed Giddings (Abolitionist Representative from Ohio and Consul General to Canada), Alice Stone Blackwell (editor of the *Women's Journal*), Lewis Tappan (abolitionist), Edwin McMasters Stanton (U.S. Secretary of War under Abraham Lincoln), and Frederick Douglass. He was also involved in the Women's Liberation movement, corresponding with suffragettes Caroline Wells, Healey Dall, Anna Elizabeth Dickinson, Elizabeth Cady Stanton, and the National American Women's Suffrage Association. The Library of Congress published a collection titled "Garrison Family Papers" which includes letters and documentation relating to the Garrison family's involvement with reform movements in anti-imperialism, conservation, free trade, immigration reform, pacifism, and temperance. Garrison published an article in the *American Quarterly Review* titled "Thoughts on African Colonization," 1832, which should be most illuminating.

38. Brougham Street

Connections between Henry Brougham and his abolitionist efforts should be demonstrated through his correspondence. Letters from Brougham in 1850 to the Governor General from Europe and India discuss both personal and business matters, and likely discuss Brougham's abolitionist efforts and opinions. Miscellaneous correspondence between Brougham and his father, James Loch, discuss British colonialism in South Africa. Brougham also corresponded with influential politicians. Brougham's 1843 correspondence contains letters between himself and Doroteya Khristoforovna, Princess Lieven, a Baltic German noblewoman and wife to Christoph von Lieven, Russian ambassador to London in 1812-1834 and an influential figure in diplomatic, social and political circles of 19th-century Europe. Brougham also corresponded with Sir Isaac Lyon Goldsmid from 1828-1839, discussing his interests and activities in Jewish emancipation, social and educational reform, including the foundation of the University of London.

Intern Report:

Sub-themes: **10** (Statue of Charles II), **11** (Melville Monument), **12** (Dundas Street), **13** (Statue of William Pitt the Younger), **14** (Statue of David Livingstone), **15** (Balcarres Street), **19** (Private residence of John Edmonstone), **22** (Statue of David Hume), **26** (Free Church of Scotland, The Mound), **27** (St John's Episcopal Church, Lothian Rd), **28** (St George's Church, Charlotte Sq), **35** (Monument to Abraham Lincoln)

Initial resources included: the CRC Archives catalogue or ArchiveSpace; UCL's Legacies of British Slavery website (LBS); Library of Congress (LoC); Virtual Internet Authority Files (VIAF); and Google Earth. As ArchiveSpace did not prove particularly fruitful, we had to expand our list of resources.

In addition to ArchiveSpace and LBS, I primarily used: the Scottish Archive Network (SCAN); the National Records of Scotland (NRS); the National Register of Archives for Scotland (NRAS); the National Archives UK; and the National Library of Scotland (NLS). Other secondary resources include: the Bodleian Archives; the Parliamentary Archives; the SOAS Archives; Archives Hub (JISC); the University of London Archives; the India Office Family History Search; and Three Decks, a website on naval history; etc. Different resources have proved useful for different themes (for e.g. Parliamentary Archives was particularly useful for sub-theme 10 while India Office Family History Search and Three Decks were useful for identifying historical figures of sub-theme 27). However, the NRS, SCAN, National Archives UK, and LBS have been generally useful across all the sub-themes.

I began by locating records corresponding to the sub-themes on ArchiveSpace. For example, for a sub-theme such as 'Melville Monument', I first used those exact terms to find any records pertaining to it on ArchiveSpace. Usually, while this would provide few or no results, it would aid in determining other possible search terms (using 'Henry Dundas' and 'Lord Melville' and 'East India Company' instead) and expanding my research.

When little information was found on a sub-theme, I conducted some background research to determine possible angles for my research. For example, I came across a scholarly article which mentioned that the Melville Monument was largely built through public funding; thus, I knew to look for such documents when diving into the archives. The author also cited use of Edinburgh City Archives; we did not have access to this database but it could be a potential resource for future research.

I cross-checked any names or addresses with LBS to see if there were any pertinent records. LBS was particularly useful for identifying direct and indirect connections between people, places, corporations and wealth accumulated from slavery. For example, for a sub-theme such as 'Dundas Street', I included the names of any residents that corresponded to the general dates of the sub-theme, even if not related to Henry Dundas himself. I also used the search terms and information I had compiled on the sub-themes to conduct more streamlined research through the additional archival databases.

Erring on the side of caution, I have included any records that may be of potential significance, even if only tangentially. For example, for sub-theme 13, I included correspondence by Alexander and Thomas Cochrane who are listed on LBS while conducting research on William Pitt, although they may not have any connection to Pitt himself. For sub-theme 22, I generally included any correspondence involving David Hume even if unsure of its relevancy. Similarly, for sub-theme 28, I included manuscripts pertaining to Andrew Mitchell Thomson's sermons even though their relevancy to slavery and colonialism is undetermined.

Where possible, I have noted the lack of information or clarity on a sub-theme and have tried to identify other names and details that may help to narrow down or open up possible routes of research.

Highlights & findings

The majority of the records found can be classified as some form of correspondence.

It was rare to find documents explicitly related to the slave trade. As such, I have attempted to find financial records, wills, etc. For statues or monuments of figures connected to the East India Company, searches proved more fruitful if focused on the EIC as little could be found on the monuments or the individuals themselves. Thus, I have included records that are broadly connected to the EIC but may not bear direct connection to the figures highlighted in the city review. Moreover, putting greater focus on the EIC may also present us with a clearer picture of the accumulation and circulation of wealth within the British Empire.

For sub-theme 11, the various records on the 'Melville Papers' and 'Papers of the Dundas family' found on SCAN are particularly useful. While they are not directly related to the monument itself, these records are likely to contain useful information on the Dundas family, the EIC, trade and governance in the colonies, military and naval matters, etc.

For sub-theme 13, the records on a 'Collection of Records of the East India Company'; a 'Booklet on "Scotland and the Slave Trade"' from 2007; and a slave list among the 'Graham of Airth' papers in SCAN are particularly useful. Although they aren't directly related to William Pitt, the records can provide information on the British Empire and slavery. The Graham of Airth papers are concerned with a Charles Stirling of Ardoch Penn who is listed on LBS as a slave-owner.

For sub-theme 14, there are letters which discuss the slave trade and documents that explore Livingston's missionary work that may be particularly relevant. It should be noted that while Livingston is a noted abolitionist, LBS holds two records where a David Livingston is listed as a slave-owner; further research needs to be conducted to confirm if they are one and the same. Moreover, it might be useful to look at sub-theme 14 in relation to sub-theme 26. Livingstonia in Malawi was founded by missionaries of The Free Church of Scotland after David Livingston. The mission was also linked to the African Lakes Company. For sub-theme 26, the records pertaining to its missionary work in the colonies and the 'Financial papers of the Free Church of Scotland' and 'Banking records of the Free Church of Scotland' found in NLS may provide useful financial information.

For sub-theme 22, I found two records titled 'High Street, Edinburgh: miscellaneous documents' and 'Fletcher of Saltoun Papers: Estate Papers' that contain papers pertaining to various properties in the city. There is also a record on the 'Correspondence and papers of and concerning David Hume' found in NLS that may be particularly relevant as it contains letters as well as published and unpublished manuscripts by Hume.

For sub-theme 27, little could be found on the church itself so I focussed on the persons named in the city review. Of particular importance may be the 'Will of Alexander Dyce, Lieutenant General in the Service of the East India Company'; the 'Will of Alexander Tod, late Captain of the Busbridge East Indiaman'; and 'Miscellaneous papers on Matters of trade, revenue, finance and administration' found in the National Archives, UK. Another potentially useful record was found in the Bodleian Archives which involves a 'List of United East India Company ships sent abroad'.

For sub-theme 28, the record on 'Taxes, Rates and Licences Receipts' pertaining to the church may be useful. While conducting background research, I also found a book titled 'Scotland and the Abolition of Black Slavery, 1756-1838' which has information on other abolitionists contemporary to Rev. Thomson.

Sub-theme 10 proved the most fruitful when it comes to records directly relating to slavery. There is very little on the statue itself but I found a massive record on the Royal Africa Company (RAC) in the National Archives, UK. The record, titled 'Company of Royal Adventurers of England Trading with Africa and successors: Records' comprises: correspondence, financial accounts, minutes and reports relating to all aspects of the company's business. Given its extensiveness, I have added sub-records from the collection that pertain to slavery. I have also found records of the company's charter and documents relating to its trade in the Parliamentary Archives. In short, almost all the records found under this sub-theme are likely to be relevant to slavery and the British Empire in some capacity.

Challenges, omissions, absences

One obvious challenge is that none of the archival records have been assessed physically. Moreover, the archival databases rarely provided comprehensive information on the contents of the records. Thus, the actual content of the records, and their ultimate relevance, are not entirely known to us.

Another difficulty was the occasional lack of clarity in the city review in terms of the kind of information we were being asked to find. For my sub-themes, I was unsure whether the goal was to unearth information about the statues, streets, and churches themselves or the figures and firms connected to them.

Moreover, the lack of crucial biographical information on persons mentioned in the review made it difficult to commence the research as well as confirm identities. For example, Alexander Tod, Thomas Robertson, and Alexander Dyce are mentioned in sub-theme 27 but no dates or possible occupations are mentioned. This required me to spend a considerable amount of time trying to identify these details. Additionally, the names can be quite common (I have found several people who share the same name as Tod and Robertson) and can also have multiple spellings (e.g., Alexander Tod/d; David Livingsgton/e) so that raises further doubts. For sub-themes 14 and 27, records may need to be reassessed if dates, proper spellings, etc. can be determined. Moreover, the RAC went by multiple names so it would have been useful to have them compiled in the review. In terms of dates, the review also didn't define any parameters for slavery, colonisation, abolition, etc. In short, it would be useful to list all the essential pieces of information under each sub-theme so the research process is smoother and less time-consuming.

Moreover, the lack of biographical context in LBS also made it difficult to cross-check and confirm identities.

In terms of volume, some databases such as the NLS lack advanced search options and returns an enormous number of results for each search term. Although the catalogue itself can be useful, it made the research process needlessly lengthy.

In terms of absence, I found no archival records on John Edmonstone/37 and 51 Lothian Street, although I did

find a useful article on him by NRS. I also found very few records on the Abraham Lincoln monument for which there had been very sparse information in the city review.

Potential future research topics

As mentioned previously, I have found my research to be most fruitful when focusing on the EIC or the RAC. Therefore, my recommendation would be to direct future investigation towards corporations rather than individual people (although the latter can be useful in pointing us towards the former).

Corporations can exist over centuries and change names or leadership without altering their fundamental purpose and motivations. As we can see from the legacy of the EIC and the RAC, corporations have also been the most effective way for the British Empire to amass immense wealth, territory, and power as well as commit heinous crimes.

While researching the RAC, I discovered that it provided gold to the English/Royal Mint, a company that still operates today, from 1668-1722. I also found the National Bank of Scotland and the Royal Bank of Scotland on LBS. These are possible topics worth exploring.

There is also the Company of Scotland Trading to Africa and the Indies/Scottish Darien Company which had monopoly of Scottish trade to India, Africa, and the Americas; it also tried to set up a Scottish colony on the Darien peninsula in Panama.

Another option may be the African Lakes Corporation (ALC) that was connected to the Foreign Missions Committee of the Free Church of Scotland; one of its directors was Alexander Low Bruce, David Livingston's son-in-law. The directors of ALC also helped establish the Scottish Exploration Company and the Central African Mining Company. Further information can be found here: <https://archiveshub.jisc.ac.uk/search/archives/91e673d2-cbc5-3081-b69d-5d51412b336b>.

Intern Report:

Sub-themes: **1** (Queen Street), **2** (Bute House), **3** (Dundas House), **4** (India Street), **5** (Jamaica Street), **16** (Court of Session), **17** (Headstone of Malvina Wells), **18** (Private resident of Peter McLagan), **23** (University of Edinburgh Medical School), **24** (Royal Infirmary of Edinburgh), **25** (Royal College of Physicians), **37** (Private residence of Frederick Douglass), **40** (Riccarton Estate), **41** (Assembly Rooms)

The context provided by the council was brief enough to allow for expansion in our own research, and provided an understanding of the theme's relevance to the review itself. Dealing with a topic which faces a number of historiographical and methodological issues, having a research focus not only highlights specific cataloguing dilemmas, but also creates a database which may form the basis of further enquiries.

Evidently, the flexibility of research approaches was necessary as a consequence of the unpredictable nature of the results varying from each archive consulted. To mitigate this, a bank of relevant vocabulary was particularly helpful in increasing the number of relevant records. It should be noted that particularly the National Records of Scotland, one of the most significant archives for this data collection exercise, includes vocabulary from primary sources to construct the attributed cataloguing context. General searches using contemporary terms such as 'slave owner' and 'enslaved persons', will not produce many results. Vocabulary relevant to the period often has more success, but it is important to note that some results often include language deemed derogatory today. This in itself is not an opportunity to change such procedures, for in doing so may remove the deed. However, it should be noted as something affecting future scholars, researchers and archivists examining and cataloguing this theme.

Another beneficial method, particularly for researching individuals, their plantations and compensation claims, is the University College London Legacies of Slavery database. This source was pivotal for connecting notable slave owners to the New Town, and provided the basis for further research in the National Archives of the UK. The T71 Catalogue in the National Archives comprises of compensation claims, enslaved registers and even plantation plans, across ex-British colonies. Despite being unable to access the material, this catalogue is important for interconnecting individuals and their wealth to the slave trade, and therefore requires further research. The same can be said for a couple of catalogues within Edinburgh University's CRC Collection review. Overall, the university's collections were relevant to a few themes, but not to the degree of the National Library and Records of Scotland. However, particularly for the medical themes, the University's relationship with the Lothian Health Service Archive is important for researching the Royal Infirmary, and the students recorded by William Cullen who either came from or went to work in the colonies.

Overall, researching the review required a multi-archive analysis due to the differing strengths of each institution. One was not better than the other, but National Library and Archives of Scotland and UK are excellent starting points for any future research, due to the volume of documents within their care.

Highlights & Findings

Letter from Robert Brisbane to William Cullen. (DEP/CUL/1/2/198).

Case of Robert's slave 'troubled with epileptic fits'. Brisbane was a former student of Cullen's and requested Cullen send 'flowers of zink.' In Charleston Robert became a prominent merchant, medical supplier and eventually Justice of the Peace (1774). According to The Cullen Project: "This letter stands out as a unique approach made on behalf of an unnamed American slave suffering from epilepsy. Regrettably we have been unable to trace any record of the slave to establish his name, though he is more likely to have been a house-slave (domestic servant) rather than a field worker."

Letter from AJ Alexander to Joseph Black regarding mineralogical experiments, yaws and including a journal of local rainfall. (Coll-16/1/58-63)

AJ Alexander was a plantation owner in Grenada (1773) and experimented with medical treatments on his slaves. This may provide further information about the plantation or information Black provided him. Black was also President of the Royal College of Physicians, situated on Queen Street, so this source would also benefit Theme 6 of the Review.

Receipts for public burdens, contributions towards the Royal Infirmary of Edinburgh, etc, paid by Jane Innes. (GD113/5/501/4)

May list certain benefactors who were involved in the slave trade. Also may allude to the involvement of Innes family who had a significant fortune, and had ties to the Royal Bank of Scotland as well as a merchant pastime. If this does prove the family's involvement, the NRS has a full catalogue of the family papers. Further research would be required. Please also see LHB1 to see the financial papers dated from 1727-1974.

Letter from Thomas Clarke, Kingston, Jamaica [West Indies] to Henry Cullen (DEP/CUL/1/3/1920)

Clarke is in co-partnership with Dr Fyfe and they have a boy called John Moodie working for them as an apothecary, and wish to gain his freedom. His father was an 'eminent practitioner' and his mother was enslaved. They ask Cullen for information on Mr Kerr's donation under the Royal Infirmary's charter and whether any part of it can be sold. In exchange they will give the Infirmary's managers 'a female slave who may breed, money or any eligible mode of setting the poor boy free'. Context and content indicated by the description is broad but may discover more about John Moodie and their endeavours to free him. However, more clarification is sought on the donation to the Royal Infirmary by 'Mr. Kerr' and the desire to exchange with the Infirmary managers.

Challenges, Omissions, Absences

Vocabulary

Vocabulary in catalogues may be by contemporary standards outdated, not purposefully, but often referring to context within a source, impacting search results. For instance, slave owners may be described as such, or

as 'planters', 'plantation owners' and 'estate owners'. Additionally, various terms can refer to similar positions or occupations. For instance, 'merchant' has been linked to the exportation of various products such as cotton, tobacco, furniture, textiles with or without reference to slaves. This can be further complicated by a lack of context within the record description.

No Methodological Pattern

Each subcategory often requires a new approach depending on the individual or discipline involved. For instance, the National Records of Scotland has been critical for finding sources on Malvina Wells and the Court of Session, notably the Knight v Wedderburn and Montgomery v Sheddan legal cases. However, surprisingly, little sources appeared for 33 Gilmore Place. The greatest success was in fact searching through American archives, most importantly the Library of Congress which has digitised the entirety of their Frederick Douglass collection.

Specific Case: Medical Repeats and Absences

Members of the University are likely to be thoroughly recorded in Royal College of Physicians and Surgeons compared to University archives. For instance, John Argyll Robertson did not exist on the University's Archive Space catalogue, however a number of results came back via the Royal College of Physicians. Repeat sources from the Cullen family collection have been found in both databases.

Lack of Biographical Context:

Depending on the individual in question, some sources have more information than others. This can be particularly difficult when trying to determine relevancy, but also understanding legislation or familial and cultural background. Some sources are so specific that a search is often difficult.

Confirmation of Identities:

Some individuals linked with the slave trade have fairly common names. If an individual is not particularly well-known it is often difficult to know for certain whether the individual is the one needed for the review. The UCL Legacies of slavery database has helped with this, but even then, a lack of biographical details can also bring about the end of a research enquiry.

Previous Research without Citations:

Often for events such as Black History Month, newspapers and conservation bodies write inspiring or exposure articles. However, some of these studies do not include the primary sources cited. Historic Environment Scotland and the National Library of Scotland were guilty of this in their articles on Frederick Douglass. This is critical for representing tactile historical discourses and is a record in its own right. An excellent example of a beneficial article is the NRS Slavery collection regarding Court of Session cases and the life story of Malvina Wells.

Potential Research Topics

The New Town developments has the potential to be broadened into an architectural and urban history analysis. The axial arrangement of neoclassical and arguably French neo-Baroque urban planning situates the

architecture within a collective urban entity, rather than as individual monuments. Understanding how these buildings communicate with each other would be valuable for understanding the relationships between institutions involved in slavery and colonialism. Furthermore, an exploration into the financing of the new town proposal would be beneficial for a detailed contextualisation of arguably the most important intervention in Edinburgh's architectural history. On a more specific level, building on the data gathered, reviewing the connection between Edinburgh, Jamaica and India to develop a greater analysis of Scottish involvement in the slave trade and colonialism in these nations, in an attempt to review the legacy of Edinburgh's street names. Overall, the New Town could be used as a vehicle to explore the legacy of neoclassicism, and the relationship with notions of enlightened knowledge, civilisation and democracy. This could be achieved by examining the Third New Town and Calton Hill which has funds linked with slavery.

The Court of Session has an extensive collection within the National Records of Scotland which needs to be sorted through to determine the relevancy of certain documents. For instance, there are a series of sources related to ship records from Leith regarding 'merchants' and their products, including cotton, sugar and rum. Their relevancy is unknown so a project researching Leith and the Court's links with slavery would provide greater context regarding Edinburgh's industry and legal framework. Additionally, the Knight v Wedderburn, Montgomery v Sheddan and Dalrymple cases can be explored further in terms of their implications for interpreting eighteenth century law. The relationship between states of slavery and 'perpetual servitude' as Wedderburn articulated, would be an interesting exploration. However, in a general sense, the Court of Session's involvement in nationwide slavery cases would interconnect several trade centres to the city and its legal reputation.

Finally, a number of the medical institutions have significant research absences. Notably, the Royal Infirmary of Edinburgh which needs a financial examination, specifically benefactors related to the slave trade. This research may also contribute to an updated reorganisation of the Infirmary's archive which has its financial, medical, and staff documents recorded in a singular catalogue. Further explorations could be made into the Medical school's colonial connections and the transference of students to and from the colonies and its impact. The school can also be linked with the Royal College of Physicians, which may encourage communication between the university and the institution to provide a joint research guide into Edinburgh's colonial medical history.

APPENDIX: EXAMPLE SOURCES

Archival Description

- NCA rules: <https://archiveshub.jisc.ac.uk/ncarules/>
- ISAD(g): <https://www.ica.org/en/isadg-general-international-standard-archival-description-second-edition>

Web resources

- UCL Website: Legacies of British Slavery: <https://www.ucl.ac.uk/lbs/>
- CRC Archives catalogue: <https://archives.collections.ed.ac.uk/> ; <https://aspaceadmin.collections.ed.ac.uk/?login=true>
- Royal College of Physicians of Edinburgh catalogue: <http://archives.rcpe.ac.uk/calmView/default.aspx>
- The National Archives catalogue: <https://www.nationalarchives.gov.uk>
- British Regiments and the Men Who Led Them 1793-1815: 1st Regiment of Foot: https://www.napoleon-series.org/military-info/organization/Britain/Infantry/Regiments/c_1stFoot.html
- National Records of Scotland: <http://catalogue.nrscotland.gov.uk/nrsonlinecatalogue/search.aspx>
- National Records of Scotland Slavery and the Slave Trade Research Guide: <https://www.nrscotland.gov.uk/research/guides/slavery-and-the-slave-trade>
- National Register of Archives for Scotland: <http://catalogue.nrscotland.gov.uk/nrasregister/welcome.aspx>
- Office of Registry of Colonial Slaves and Slave Compensation: https://discovery.nationalarchives.gov.uk/results/r?_q=T71&_sd=&_ed=&_hb=
- National Library of Scotland: <https://manuscripts.nls.uk/search?type=resource>
- Advocates Library Catalogue: <http://voyager.advocates.org.uk>
- Royal College of Surgeons Edinburgh: <https://archiveandlibrary.rcsed.ac.uk/special-collections>
- Lothian Health Service Archive: <https://www.lhsa.lib.ed.ac.uk>
- Heriot-Watt University Museum and Archive: <https://www.hw.ac.uk/uk/services/is/heritage/museum-and-archive.htm>
- The Cullen Project: <http://www.cullenproject.ac.uk/data/docs/>
- Bodleian Library: <https://archives.bodleian.ox.ac.uk/>
- SOAS Archive: <http://archives.soas.ac.uk/CalmView/Overview.aspx>
- India Office Family History Search: <http://indiafamily.bl.uk/ui/Home.aspx>

- Naval History: <https://threedecks.org/index.php>
- National Maritime Museum: <https://www.rmg.co.uk/collections>
- Lambeth Palace Library: <https://archives.lambethpalacelibrary.org.uk/CalmView/advanced.aspx?src=CalmView.Catalog>
- Scottish Archive Network: <https://catalogue.nrscotland.gov.uk/scancatalogue/welcome.aspx>
- JISC: <https://archiveshub.jisc.ac.uk/search/>
- Royal Geographical Society: <https://rgs.koha-ptfs.co.uk/cgi-bin/koha/opac-search.pl>
- Parliamentary Archives: <https://archives.parliament.uk/>
- St Andrews University Library: <https://www.st-andrews.ac.uk/library/special-collections/>
- Leicestershire Archive Catalogue: <http://record-office-catalogue.leics.gov.uk/CalmView/>
- Cambridge University ArchiveSearch: <https://archivesearch.lib.cam.ac.uk/>
- Yale University: <https://archives.yale.edu/>
- National Library of Ireland: <http://catalogue.nli.ie/>
- University of London Archives: <https://archives.libraries.london.ac.uk/>

Thesauri/authority databases

- Library of Congress: <https://authorities.loc.gov/>; <https://catalog.loc.gov/>
- Virtual Internet Authority Files: <http://viaf.org/>
- Art and Architecture, Getty: <https://www.getty.edu/research/tools/vocabularies/aat/>

Coordinates

- Google Earth: <https://earth.google.com/web/>

Appendix 3

Schools Resources

3.1 Introduction: Teacher Notes

3.2 Introduction: PowerPoint Presentation

3.3 Pupil Consultation Survey

Appendix 3.1

Introduction: Teacher Notes

Teacher Notes: Introduction

Duration: Introduction 10-15 minutes PLUS Plenary 10-15 minutes

Materials required: powerpoint; speakers (MP4 film clip - embedded)

INTRODUCTION			
Slide(s)	Instructions	Duration	Materials
1	❖ Image of Edinburgh – view from Calton Hill. Does anyone know where this photo was taken from? Can you name any of the monuments you can see in the picture?	1min	ppt
2	❖ Explain Edinburgh’s links to slavery and colonialism – support for/benefit from AND opposition to.	1 min	ppt
3 & 4	❖ Recap on the trans-atlantic slave trade	1 min	ppt
5	❖ Map of the triangular trade – ask learners to explain this map, if they’ve already learned about it, or discuss with them.	1 min	ppt
6	❖ Map of the British Empire		ppt
7	❖ What is colonialism? This may be a new term for some. Explore/explain.	1 min	ppt
8	❖ Why does this matter? ❖ We’re going to watch a clip of Sit Geoff Palmer, who is going to tell us a bit more about Edinburgh’s links to slavery and colonialism and introduce the consultation.	3 mins	ppt
9	❖ Clip: Edinburgh Slavery and Colonialism Legacy Review ❖ Play clip (with captions). Explain that learners will be able to take part in the consultation – first, we’re going to learn more about some of the monuments, buildings and street names.	3:30mins	MP4 film clip – speakers
10	❖ Map with 4 of the 6 features learners can choose to study. On the next few slides, they’ll hear about all 6, then make a decision. One of the features should be either an Inspirational Individual (John Edmonstone) or an abolitionist (Frederick Douglass).	1 min	ppt
11	❖ Edinburgh’s New Town: Bute House ❖ Politics: John Gladstone	1 min	ppt
12	❖ Inspiring individual stories: John Edmonstone ❖ Edinburgh and the abolitionist movement: Frederick Douglass	1 min	ppt
13	❖ Art and Books: Robert Burns ❖ Funding schools: James Gillespie’s School	1 min	ppt
END OF INTRODUCTION move to the powerpoints for the features the class has chosen			

Appendix 3.2

Introduction: Powerpoint Presentation



Edinburgh's Links to **Slavery** and **Colonialism**

In Edinburgh, we can see **monuments, buildings, street names** and other features which show us that many people in the past **supported or benefited from** the slave trade or colonial expansion.

We can also see that other people **opposed** these activities.

What is the **trans-atlantic slave trade**?

- The transatlantic slave trade was the largest **forced migration** in history.
- Between 1500 and 1800, around 12-15 million people were taken by force from Africa to be used as **enslaved labour** in the Caribbean, North, Central and South America.

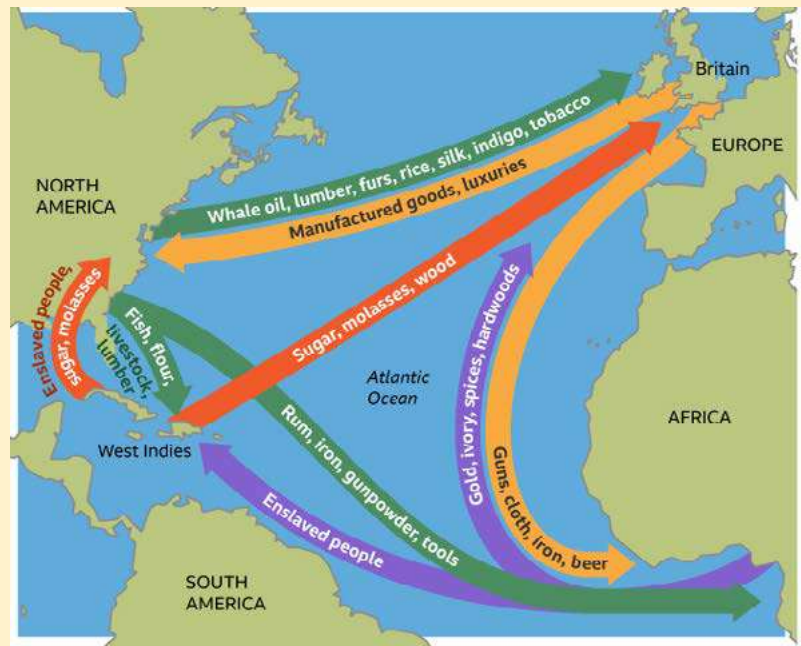


- It is estimated that over 2 million Africans died on the journey to the Americas, in a journey known as **the Middle Passage**.
- As a result of the transatlantic slave trade, millions of people of African descent live across the world. This is known as the **African Diaspora**.

diaspora: the spread of a people from their original homeland



The Triangular Trade



Source: <https://www.bbc.co.uk/bitesize/topics/z2qj6sg/articles/zfkn9q>

What is **colonialism**?

- **Colonialism** is when one country has part or total control over another country.
- Britain used to have an empire. The **British Empire** ruled over '**colonies**' - the many countries under its control.
- Examples: in the 17th and 18th centuries, Britain ruled over parts of **North America**. In the 19th century most of **India** and large parts of **Africa** were **British colonies**.





But why does this matter in 21st century Edinburgh?

- Who are our streets and schools are named after?
- Who are the statues and artworks are dedicated to?
- What do you think about that history?
- Do you want to see different people and histories, and different interpretations of history, commemorated in future?



Edinburgh Slavery and Colonialism Legacy Review

Sir Geoff Palmer

Edinburgh And the slave trade

Bute House
Built for John Innes Crawford and later John Sinclair, both plantation owners. Now the first Minister's official residence.

St John's Church
Only known grave in Scotland of someone born enslaved. Malvina Wells.

Lady Stair's House
Home to the Countess of Stair, first known African servant in Edinburgh, circa 1740.

James Gillespie's School
Gillespie built a fortune on the tobacco trade, and bequeathed upon his death, money for the Marchmont school that still bears his name.

Rodney Street
Named for Rodney, the British Admiral who defended Jamaica against the French in 1782 and a prominent supporter of the slave trade.

Antigua Street
Named for the plantations in Antigua, sugar which many Scots built their wealth.

Leith
The Lord Provost in 1752 owned four ships which sailed to and from Scottish owned plantations and Leith.

Melville Monument
Depicts Henry Dundas, who successfully delayed the abolition of slavery for 15 years.

Jock's Lodge
Black Africans were 'supplied' here before being sold at a profit to plantation owners.

Parliament House
Site of the knight vs. 1783 abolition case that established Scots law would not uphold the transatlantic slavery and through which Joseph Knight won his freedom.

Gladstone's Plaque
Recognizes John Gladstone, who received the largest payout of all compensated upon abolition. Equals to £83 million in today's money.

Old Royal Infirmary
Archibald Kerr bequeathed to the infirmary a Jamaican Esko worth 39 slaves upon his death in 1750.

Lothian Street
Home to John Edmonstone, an enslaved man from Guyana who lived in Edinburgh as a free man. He later taught Charles Darwin during his time at Edinburgh University.

Contains OS data © Crown copyright and database right 2019. I. Made by Eleanor Young, 2020.

Source: <https://mobile.twitter.com/mapswithellie>

Theme 1

Edinburgh's New Town was partly built using profits from slavery and colonialism



Bute House: now the official residence of Scotland's First Minister

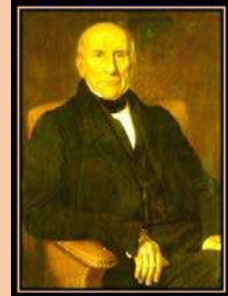
Edinburgh's world famous **New Town** and home to our First Minister. We are proud to live in a beautiful city - but where did the money come to build it?

OR

This billionaire (by today's standards) who had the largest number of enslaved people after the Trade was abolished.

Theme 3

Politics
John Gladstone



One of the largest slave owners in the British West Indies; father of the most important politician of the 19th century.

Theme 4
Inspiring Individual Stories

John Edmonstone

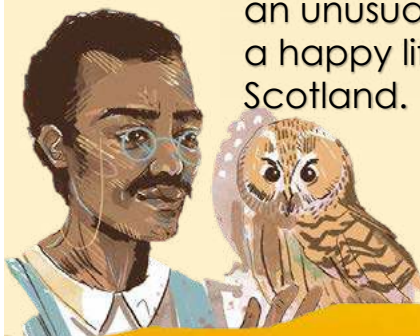
An enslaved person who found freedom, an unusual trade and a happy life in Scotland.

OR

Theme 10
Edinburgh and the Abolition Movement

Frederick Douglass

The most famous anti-slavery author and freedom-fighter in USA history. He was one of many Black anti-slavery campaigners to live and work in Scotland.



Theme 8

Art and books

Robert Burns

The lives of some prominent figures from Edinburgh's literary and artistic past were interwoven with the era of plantation slavery and its abolition.



Robert Burns: Scotland's national poet accepted a job offer on a Jamaican plantation worked by enslaved people. He never went.

OR

Gillespie's School: funded by Edinburgh merchant James Gillespie in 1803. Gillespie amassed great wealth from the tobacco trade, directly benefitting from the work of enslaved people.

Theme 9

Funding Schools

Gillespie's School

Several of Edinburgh's educational foundations received funding from individuals who were either slave owners, or who profited directly from the profits of slavery.



Appendix 3.3

Pupil Consultation Survey

Edinburgh Slavery and Colonialism Legacy Review - pupil consultation

The Black Lives Matter protests in 2020 made us think about racism and injustice around the world. Edinburgh City Council are reviewing monuments, street names and buildings in Edinburgh that are connected with slavery and colonialism. Now that you've learned a bit more, you can tell the Review Group what you think we should do about the monuments, street names and buildings. You can also tell the group how important you think each of the ten themes is. The Review group will use your views to decide which actions it will recommend to the Council. We do not ask for your name, so your answers will be anonymous. Please complete Sections 1 & 2. If you want to, you can also complete Section 3.

* Required

* This form will record your name, please fill your name.

Your details

1. I am in *

P5-7

S1-3

S4-6

2. What is your ethnic background? *

- African
- Arab
- Asian
- Bangladeshi
- British
- Caribbean
- Chinese
- English
- Gypsy Traveller
- Indian
- Irish
- Mixed Heritage
- Pakistani
- Scottish
- Welsh
- Other

3. If you selected 'Other' ethnic background, please describe

4. What is your gender? *

- Male
- Female
- Non-binary
- Prefer not to say

Making Edinburgh fairer and more welcoming for everyone

Please read through the suggestions below. Which suggestions do you agree with?

5. Monuments, street names and public buildings. Some people think we should remove monuments or rename streets. Other people disagree. Tick all the statements YOU agree with: *

- Nothing should be removed or renamed.
- Monuments, street names and buildings should stay and we should add better information about the history of the person, street or building.
- We should think about removing or renaming some monuments, streets or buildings which supported the slave trade.
- I don't agree with any of these statements.

6. Putting things right. There are different ways that Edinburgh can say that the slave trade and colonial expansion were beneficial (useful) to the city, and start to make up for it. Which of these ways do you think would help? *

- Edinburgh Council should apologise and make a plan to put things right.
Edinburgh should observe the International Day for the Remembrance of the Slave Trade and its
- Abolition every August 23rd. This will also raise awareness about modern-day racism and prejudice.
- Edinburgh Council should start **friendship agreements** with cities in countries that were most affected by Edinburgh's involvement with the slave trade and colonialism. (In a 'friendship agreement' Edinburgh would develop social, economic and academic links with these cities.)

7. **Learning about this history:** we will learn about Black history and culture in primary and secondary school. What other ways do you think children, young people and adults should learn about Edinburgh's connections to the slave trade and colonialism? *

- Junior tour guide programme: children and young people would learn about and tell others about this history.
- New and better resources for learning about Black history and culture.
- More training for teachers about Black history and culture.
- Programmes for university students to study more about Edinburgh's links to the slave trade and colonial expansion.

8. **Making different decisions in future.** How should we decide (in future) who gets a statue, or a street or a building named after them?

*

- Make sure people in the community have a say in what happens about existing connections to the slave trade and colonialism.
- Support to create better information about monuments, street names and buildings that are connected with slavery and colonialism.
- Have guidelines for how we choose new monuments and street names, so that they are more inclusive.

9. **Arts and culture:** how should Edinburgh use the Arts and Culture to tell a different and more honest history and to be more inclusive? *

- Give more information about the objects and art in museums and galleries, so that people understand the connection with slavery and colonialism.
- Use art and technology to celebrate people who were important in Edinburgh's movement for the abolition of the slave trade.
- Continue funding for new local Black Asian and Minority Ethnic artists and musicians so that Edinburgh's diverse cultures are more visible.

The ten themes: which features are most important?

Many monuments, street names, buildings and other features in Edinburgh show that people in the past **supported or benefited** from the slave trade and that other people **opposed (were against)** the slave trade. We have grouped the features in ten themes - which themes do YOU think are most important?

10. **Theme 1: Edinburgh's New Town and the physical expansion of the city, 1767 – 1850.** Many of the people who lived in the New Town at this time owned enslaved people and plantations. We also know that profits (money) from colonialism were invested in new buildings. Some of these buildings are: Bute House (official residence of the First Minister today); many houses on Queen Street.

not important ☆ ☆ ☆ ☆ ☆ very important

11. **Theme 2: International trade and the profits from slavery and colonialism.** Huge profits from the trade in goods (things that are bought and sold) produced by enslaved people came into the city. Edinburgh-based banks were involved in financing all aspects of the Atlantic economy of slavery. Examples: John Gladstone (Gladstone House in Leith); British Linen Bank, St. Andrew Square.

not important ☆ ☆ ☆ ☆ ☆ very important

12. **Theme 3: Politics and patronage in Great Britain and the colonies**
Many people connected to Edinburgh were involved in continuing the slavery-based economy and preventing the abolition of the slave trade and slavery. Many others were involved in the exploitation of people in the British Empire in Africa and the British Raj in India. Examples: the Melville monument in St. Andrew Square, Dundas Street.

not important ☆ ☆ ☆ ☆ ☆ very important

13. **Theme 4: Inspiring individual stories**

There are inspiring stories of many individuals - some of them were former slaves, for example John Edmonstone. These are stories of people who often had very difficult lives, became successful and lived in Edinburgh.

not important ☆ ☆ ☆ ☆ ☆ very important

14. Theme 5: The role of the military in sustaining slavery and colonialism

Edinburgh is a city with a proud military past. But both the army and the navy of the British Empire were involved in sustaining the slavery-based economy. They protected commercial (business) interests and suppressed (tried to stop) anti-slavery rebellions by enslaved people.

not important ☆ ☆ ☆ ☆ ☆ very important

15. Theme 6: The legacy of academics, academic institutions and hospitals

Edinburgh's academic institutions (universities) and hospitals were sometimes financed by plantation owners. They also supported the slave economy, for example they trained doctors who worked on plantations. For example: University of Edinburgh Medical School; Royal Infirmary Edinburgh. People who studied in Edinburgh had important jobs in many of the colonies of the British Empire.

not important ☆ ☆ ☆ ☆ ☆ very important

16. Theme 7: Churches, churchmen, slavery and colonialism

While some churchmen were important abolitionists (against the slave trade), some churches also accepted money from slavery and colonialism. Sometimes, plantation owners or people who made profits from colonialism gave money to build churches. Examples: Free Church of Scotland on The Mound; St. George's Church Charlotte Square (the minister Andrew Mitchell Thomson was an important abolitionist).

not important ☆ ☆ ☆ ☆ ☆ very important

17. Theme 8: Slavery and colonialism in the arts and literature

The lives of some important people from Edinburgh's literary and artistic past were linked with the period of plantation slavery and the abolition of slavery. Example: Robert Burns

not important ☆ ☆ ☆ ☆ ☆ very important

18. Theme 9: Funding schools from the profits of slavery

Several of Edinburgh's schools received funding from individuals who were either slave owners, or who profited directly from the profits of slavery. Examples: James Gillespie's School (opened 1803), George Watson's College.

not important ☆ ☆ ☆ ☆ ☆ very important

19. Theme 10: Edinburgh and the abolition movement

Edinburgh helped the abolition movement. Important Edinburgh men and women were active in the movement, and many famous abolitionists stayed or lived in Edinburgh in the 19th century. Examples: Frederick Douglass (lived at Gilmore Place); Cockburn Street - named in honour of Henry Lord Cockburn (1779-1854), an abolitionist.

not important ☆ ☆ ☆ ☆ ☆ very important

20. Additional comments: is there anything else you would like to say to the review group about Edinburgh's links to slavery and colonialism?

EDINBURGH SLAVERY
AND COLONIALISM LEGACY
REVIEW

Action Plan for Edinburgh Slavery and Colonialism Legacy Review Recommendations (July 2022)

	ESCLR Recommendation	Lead Body	Resource Requirements	Delivery Format and Timeframe
1.	The Council publicly acknowledges the city's past role in sustaining slavery and colonialism, and issues an apology to those places and people who suffered.	CEC	Can be actioned within budget; no additional funding or capacity required.	Immediate action (within 22/23).
2.	Statues, monuments, buildings and street names associated with slavery and colonialism in Edinburgh are retained and re-presented in accordance with a new, dedicated interpretation strategy which explains the nature and consequences of that involvement.	Legacy Group with CEC Stakeholder, academic, community and specialist input required	Resource requirements to be determined and report brought back to Committee. Co-funding and external funding sources to be secured.	Long term action. Complex project requiring phased development and delivery stages. Project scoping and funding plan development 2022/23. Multi-year, incremental delivery from 2023/24 onwards.
3.	City-wide observance of the annual, UNESCO-designated International Day for the Remembrance of the Slave Trade and its Abolition every August 23 is introduced and resourced.	Legacy Group with CEC and partners	To be explored/ actioned in alignment with existing commitments. Departmental budgets to be committed and external resource to be secured for delivery (scalable).	Medium term action. Annual event, starting 2023/24.
4.	Teaching and learning materials are developed and delivered to fill the gap in respect of Scotland's and Edinburgh's role in slavery and colonialism.	Legacy Group with CEC and partners	To be explored/ actioned in alignment with existing commitments. Departmental budgets to be committed and external	Medium term action. Requires engagement with education and teaching bodies

			resource to be secured for delivery (scalable).	Project scoping and funding plan development 2023/24.
5.	Friendship agreements are initiated with cities in countries most impacted by Edinburgh's historic involvement with slavery and colonialism.	CEC with Legacy Group	Resource requirements to be determined and report brought back to Committee.	Long term action. Complex project requiring phased development and delivery stages. Project scoping 2023/24. Multi-year, incremental delivery from 2024/25 onwards.
6.	Universities and research bodies are encouraged to fund, develop and publish studies into the many under-researched aspects of Edinburgh's connections with slavery and colonialism, prioritising the objectives of the new interpretation strategy.	Legacy Group with CEC and partners	Can be actioned within budget; no additional funding or capacity required.	Immediate action (within 22/23)
7.	A significant public artwork is commissioned acknowledging Edinburgh's links with slavery and colonialism. This initiates the development of a city-wide strategy for public art that fairly represents the diversity of the city and its histories, and capitalises on the creative potential of a multi-cultural city.	Legacy Group, with CEC Stakeholder, creative, community and specialist input required	Resource requirements to be determined and report brought back to Committee. Co-funding and external funding sources to be secured.	Long term action. Complex project requiring phased development and delivery stages. Project scoping and funding plan development 2022/23. Multi-year, incremental delivery from 2023/24 onwards.
8.	A positive programme of cultural commissions is established, empowering and resourcing emerging Black and Minority Ethnic creatives in Edinburgh to participate in and shape	CEC with Legacy Group	To be explored/ actioned in alignment with existing commitments.	Medium term action. Requires engagement with creatives and stakeholder groups

	existing festivals, arts and heritage programmes		Departmental budgets to be committed and external resource to be secured for delivery (scalable).	Project scoping and funding plan development 2023/24.
9.	For the Council to endorse the work of the Empire, Slavery and Scotland's Museums steering group (ESSM) which was established by the Scottish Government, and commits to exploring how the capital can contribute to the creation of a dedicated space addressing Scotland's role in this history.	CEC	Can be actioned within budget; no additional funding or capacity required.	Immediate action (within 22/23).
10.	An independent legacy stakeholder group is established , supported by the Council, to ensure approved recommendations are actioned, resourced and monitored, and progress is reported annually.	CEC supporting stakeholders and community representatives.	Can be actioned within budget; no additional funding or capacity required short term.	Immediate action (within 22/23).

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Policy and Sustainability Committee

10.00am, Tuesday, 30 August 2022

EnerPHit Tranche 1 Programme

Executive/routine	Executive
Wards	All
Council Commitments	18

1. Recommendations

- 1.1 That the Policy and Sustainability Committee:
- 1.1.1 Approves the initiation of the EnerPHit Tranche 1 Programme - a five-year (2022/23 to 2027/28) programme to retrofit 12 Council operational buildings to an EnerPHit informed approach/standard;
 - 1.1.2 Notes that the estimated total cost of the EnerPHit Tranche 1 Programme based on the latest completed feasibility reports is £61.83m. Of this, £60.85m has already been included in the Council's Sustainable Capital Budget Strategy 2022-32, which assumes £10m of revenue funding from the Scottish Government's Green Growth Accelerator programme; and
 - 1.1.3 Notes the contribution the programme will make to long-term sustainability and Net Zero Carbon ambitions of the Council and that the programme will act as a pathfinder and exemplar for future Council operational buildings retrofit programmes.

Paul Lawrence

Executive Director of Place

Contact: Alan Chim, Strategic Asset Improvement Manager

E-mail: Alan.Chim@edinburgh.gov.uk | Tel: 07892 771192

Policy and Sustainability Committee

EnerPHit Tranche 1 Programme

2. Executive Summary

- 2.1 This report sets out the proposal for the first steps that the Council's operational estate will need to make towards achieving the 2030 Net Zero Carbon Target. The proposal is to deliver a five-year retrofitting programme to 12 Council operational buildings to an EnerPHit informed approach/standard utilising Council capital funding supplemented by a revenue contribution of up to £10m from the Scottish Government's 'Green Growth Accelerator' programme.
- 2.2 A principal aim of the programme will be to bring about a major change in the way the Council approaches the retrofitting of operational buildings in the future and that upon completion, the programme will both catalyse and be a benchmark for future retrofit programmes.
- 2.3 A short video has been produced that summarises the objectives and deliverables of the programme. The video can be viewed by clicking on the link below:

[EnerPHit Tranche 1 Programme Summary Video](#)

3. Background

- 3.1 In May 2019, the Council declared a Climate Emergency and committed to a target of Net Zero emissions by 2030 for both city and corporate emissions. The Council's target is 15 years ahead of the Scottish Government's legislative target of achieving Net Zero by 2045.
- 3.2 Council emissions amount to 3% of the city's carbon emissions. The carbon emissions from the existing operational estate are the Council's largest total annual emissions source (estimated to be up to 63% pre-COVID-19); therefore, how the Council chooses to retrofit its operational buildings will be integral to contribute to the 2030 target. It should be noted that the Scottish Government has set a 2038 target for public buildings to be decarbonised.
- 3.3 There are essentially two main elements to addressing this challenge:
 - 3.3.1 To reduce the energy demand of existing operational buildings as far as practically possible (primarily via improved energy efficiency); and

- 3.3.2 To fulfil operational buildings' future energy demands from clean and low/zero carbon sources, in particular, a shift away from fossil fuels such as gas that is currently the predominant source of space heating across Council buildings.
- 3.4 For new build construction, the Council is already using the Passivhaus standard, a low energy and low carbon building comfort standard, as the default approach to meet the Net Zero challenge for all future operational new builds.
- 3.5 Historically, the Council did not have a widely adopted approach to sustainability or Net Zero standard for the retrofitting of existing operational buildings. Recognising the value of the Passivhaus standard for new builds, the EnerPHit standard has been identified as the most appropriate standard for the deep energy retrofit of the operational estate. EnerPHit is effectively a retrofit specific version of the Passivhaus standard.
- 3.6 This report seeks the initiation of the EnerPHit Tranche 1 Programme- a programme to retrofit 12 Council operational buildings to an EnerPHit informed standard/approach, which is seen as a critical first step in the Council's EnerPHit journey. The 12 buildings are seen as prototypes/exemplars in the establishment of a process and approach for the future sustainable retrofitting of the operational estate. The experience and knowledge gained from implementing the programme will be utilised for the rest of the Council's operational portfolio and will also allow the creation of a skilled EnerPHit team within the Council.
- 3.7 The EnerPHit team will also work with the city Energy Efficient Public Buildings Partnership chaired by the University of Edinburgh. This partnership is seeking to share knowledge and investment plans to enable key organisations across the city with a duty to retrofit their estate to do so as quickly and efficiently as possible. The Council programme will provide a substantial input to this wider city agenda which goes beyond the focus on our own emissions.

4. Main report

- 4.1 To meet the Council's 2030 Net Zero target, a step change is required in the way the Council approaches building retrofitting works with regard to building specifications and the monitoring of energy use.
- 4.2 The current primary driver used for prioritisation of buildings for retrofitting works is building condition and its inherent risk on user health and safety. Going forward, building condition will still be a primary driver but it will be augmented by additional sustainability and Net Zero drivers in the reduction of thermal demand and the decarbonisation of heat by changing the primary building heating source from gas to electricity where practically possible.
- 4.3 The EnerPHit Tranche 1 Programme is a proposed buildings retrofit programme to implement an EnerPHit informed approach for 12 buildings by 2027/28.

Full business case

- 4.4 The programme's Full Business Case, titled 'Implementation of an EnerPHit informed approach to selected City of Edinburgh Council operational buildings- Tranche 1' can be found in Appendix 1.
- 4.5 The Full Business Case has been prepared in line with the HM Treasury "Five Case" model; provides the justification for proceeding with the programme; and outlines the expected benefits of the programme. It is structured into:
 - 4.5.1 The 'strategic case' that outlines the strategic rationale for the Council to proceed with the programme;
 - 4.5.2 The 'economic case' that describes the rationale used for the selection of buildings for the programme and outlines the key outcomes which will be generated via implementation;
 - 4.5.3 The 'financial case' that outlines how the programme is budgeted and how it will be funded from a combination of the Council's Capital Programme and from the Scottish Government's Green Growth Accelerator (GGA) programme;
 - 4.5.4 The 'commercial case' that sets out the procurement strategy for the programme; and
 - 4.5.5 The 'management case' that outlines the governance and management measures which will be put in place to deliver the programme to completion.

What is EnerPHit?

- 4.6 EnerPHit is the Passivhaus comfort, quality and energy standard for building retrofits. EnerPHit allows the Council to upgrade the comfort, thermal and energy performance of buildings.
- 4.7 EnerPHit standards focus on building fabric improvements to existing buildings and are based on the five main principles of:
 - 4.7.1 Improved thermal insulation;
 - 4.7.2 Energy efficient windows;
 - 4.7.3 Comfort ventilation, heat recovery and energy efficient heating system and circulation;
 - 4.7.4 Airtightness and reduction of air leakages; and
 - 4.7.5 Reduction of thermal/cold bridges.
- 4.8 Adopting an EnerPHit informed approach is considered to be the best and most practical approach for the Council to retrofit the existing operational portfolio as the EnerPHit standard is widely recognised across the UK and Europe building design and construction industries. It is also widely valued as a clear methodology for understanding and identifying the optimal retrofit path for a building.

Programme scope

- 4.9 The EnerPHit Tranche 1 Programme has selected 12 operational buildings that are considered to be prototypes of the wider operational portfolio and their selection analysis is detailed in Appendix D of the Full Business Case.
- 4.10 The programme will be carried out in four phases and will involve retrofitting works to the following 12 operational buildings:
- 4.10.1 Brunstane Primary School - Phase 1 (planned delivery from 2022/23 to 2024/25);
 - 4.10.2 Lorne Primary School - Phase 1 (planned delivery from 2022/23 to 2024/25);
 - 4.10.3 Greengables Nursery Main Building - Phase 2 (planned delivery from 2023/24 to 2025/26);
 - 4.10.4 Greengables Family Centre Main Building - Phase 2 (planned delivery from 2023/24 to 2025/26);
 - 4.10.5 North West Local Office Main Building - Phase 2 (planned delivery from 2023/24 to 2025/26);
 - 4.10.6 Ferryhill Primary School Main Building - Phase 3 (planned delivery from 2024/25 to 2026/27);
 - 4.10.7 Hillwood Primary School Main Building - Phase 3 (planned delivery from 2024/25 to 2026/27);
 - 4.10.8 Liberton Nursery Main Building - Phase 3 (planned delivery from 2024/25 to 2026/27);
 - 4.10.9 Southeast Local Office Main Building - Phase 3 (planned delivery from 2024/25 to 2026/27);
 - 4.10.10 Hermitage Park Primary School - Phase 4 (planned delivery from 2025/26 to 2027/28);
 - 4.10.11 Moffat Nursery Main Building - Phase 4 (planned delivery from 2025/26 to 2027/28); and
 - 4.10.12 Trinity Academy Block A - Phase 4 (planned delivery from 2025/26 to 2027/28).
- 4.11 The programme scope excludes other Net Zero initiatives such as the review of heat networks and renewables. These initiatives are being considered by the Council but outside of this programme.
- 4.12 The programme is pioneering, utilising an EnerPHit standard that has never been used by the Council before and therefore a phased approach is considered to be proportionate and practical given there will be a steep learning curve for the Council, the supply chain that delivers the works and, through the wider GGA programme and for the Scottish Government.

- 4.13 The phased works delivery approach will be over a five-year period, from 2022/23 to 2027/28, and each building is expected to take around 21 months to deliver from award of contract. By 2027/28, all 12 buildings included in the programme are expected to be delivered to completion.

The Programme Benefits

- 4.14 The programme will address several sustainability and Net Zero challenges. It will formulate the Net Zero approach and will set the direction for the future retrofitting of the Council's operational portfolio.
- 4.15 The successful implementation of the programme is expected to bring about multiple benefits and positive outcomes for the Council, for local communities, for Edinburgh and for Scotland in general. In summary:
- 4.15.1 Greenhouse gas emissions reduction benefits and contribution to Net Zero ambitions;
 - 4.15.2 A general reduction in energy demand for the buildings which have undergone interventions;
 - 4.15.3 More 'green' and sustainable buildings with improved user comfort, resilience and futureproofing;
 - 4.15.4 Promotion of 'green' jobs and new opportunities for the supply chain;
 - 4.15.5 Promotion of sustainability and Net Zero knowledge and skillsets, in particular knowledge/capacity building within the Council;
 - 4.15.6 Strategic alignment with the Council's Net Zero policy and ambitions and;
 - 4.15.7 Reputational benefits with City of Edinburgh Council being seen as a leader across the city and all other local authorities in Scotland.
- 4.16 The programme will deliver low carbon and energy efficiency interventions focusing on thermal demand reduction via energy efficiency enhancements complemented by the replacement of existing fossil fuel primary plant to low/zero carbon primary plant such as heat pumps.
- 4.17 Upon completion, the programme is forecasted to deliver year-on-year operational carbon emissions reductions: approximately 802 accumulated tonnes of CO_{2e} savings between 2022/23 to 2027/28 consisting of approximately 33 tonnes of CO_{2e} savings by 2024/25; 86 tonnes of CO_{2e} savings by 2025/26; 271 tonnes of CO_{2e} savings by 2026/27 and 411 tonnes of CO_{2e} savings by 2027/28. It is estimated Whole Life carbon emissions reductions of 78% will be achieved for each of the 12 buildings included in the programme.
- 4.18 The delivery of the programme presents an opportunity for the Council to gain knowledge and expertise which will allow the Council to develop a sustainable retrofitting strategy for the wider operational estate- one that will better inform the scale and the tolerance of acceptance.

4.19 Full details of the programme benefits can be found in the Economic Case section of the Full Business Case.

Programme Delivery and Management

4.20 The strategic governance of the programme will be led by the Service Director for Sustainable Development, who will also be the Senior Responsible Officer (SRO) to manage and oversee the programme for the duration of the five-year programme with oversight of the programme contribution to the council target under the Sustainability Board.

4.21 Full details on how the programme will be managed and governed can be found in the Management Case section of the Business Case.

4.22 A further tranche of sustainable retrofitting works 'Tranche 2' is currently under consideration and is expected to run concurrently with Phase 1 once the proposed buildings have been assessed and funding identified. Further reports will be provided to Committee as the programme progresses.

Procurement Strategy

4.23 The Procurement Strategy for the programme is detailed in the Commercial Case section of the Business Case. The key points of the Commercial Case are:

4.23.1 There are no suitable sectoral Framework Agreements available for use at present which consider EnerPHit in operational non-residential buildings;

4.23.2 The Council intends to embed and procure EnerPHit works into an existing Council refurbishment and new build works Framework Agreement known as the Asset Management Works (AMW) Framework Agreement by adding EnerPHit specifications to the new Framework Agreement;

4.23.3 Once the Framework Agreement is in place, individual EnerPHit site contracts will be awarded via mini competitions amongst suitably qualified contractors with capacity;

4.23.4 The detail and justifications of the Procurement Strategy quality/cost split is currently not finalised as it is necessary to understand the level of contractor interest, expertise and capacity via engagement before a specific strategy can be finalised to deliver the programme works. However, as the quality of works is integral to the success of the programme, an equal 50/50 quality/cost split is anticipated; and

4.23.5 Contractors shall be asked to provide capped profit and overhead percentages at Framework Agreement level to apply to individual site projects. Mini competitions shall then be conducted in relation to site costs based on detailed designs.

5. Next Steps

- 5.1 Should the recommendations be approved, the Council will proceed with the Detailed Design and Procurement stages and seek to enter into the various agreements required to deliver the programme of works over the course of the next five years.
- 5.2 The Council will proceed with the signing of the GGA funding. The GGA funding model provides revenue payments over an agreed period, aligned with the generation of green growth, and subject to the achievement of pre-agreed programme defined outcomes. The Council is seeking to enter into a 15-year agreement based on the expected asset life of the EnerPHit informed improvements with outcomes as defined in the Full Business Case.
- 5.3 On approval of the EnerPHit Tranche 1 Full Business Case by Scottish ministers, the Council will enter into a funding agreement with the Scottish Government which will detail duration and value of the revenue payments. The value of the revenue payments is expected to equate to the loans charges associated with £10m of capital investment (£0.929m).
- 5.4 In the event that the business case is not approved by Scottish Ministers, the scope of the programme will be reduced so that it can be contained within the approved Council capital budget.

Revenue Impact

- 5.5 The key driver for the EnerPHit Tranche 1 Programme is carbon reduction, rather than the generation revenue savings. While the buildings themselves are expected to be more energy efficient and require a lower heat load following EnerPHit works, they will be powered by electricity, which is currently more expensive than natural gas, so savings are expected to be modest. Based on current tariffs, energy costs for the 12 buildings will reduce £89,000 per annum, although any saving will be required to help offset energy price inflation.
- 5.6 The maintenance costs associated with the EnerPHit informed works are expected to be similar to those incurred on current technology.
- 5.7 The full financial impacts of the programme are detailed in the Financial Case section of the Full Business Case.

6. Stakeholder/Community Impact

- 6.1 This programme will deliver sustainability and emissions reductions benefits for the Council, for Edinburgh more widely and on a national level. It will also contribute to the fulfilment of the key carbon reduction initiatives as set out in the Council's Emissions Reduction Plan (CERP) and the city-wide Climate Strategy. The programme will provide a road map to the incremental or complete upgrade the build fabric of existing buildings.

- 6.2 Besides the Programme Benefits mentioned in sections 4.13 to 4.17 of this report, the works delivery stage for each contract will include a Community Benefits Clause that will impose a requirement on the appointed contractor to provide specific and measurable economic, social and environmental related community benefits.
- 6.3 Following the programme works delivery, the users and occupiers of the buildings included in the programme will benefit with buildings with improved comfort, of better resilience and which are more energy efficient with lower heating loads.
- 6.4 Measures have been put in place for the governance and management of the programme from its current stage through to completion. Strategies and Management Plans will be put in place for the management of key aspects of the programme such as Health and Safety Management, Communications and Change Management and Risk Management. Full details of these can be found in the Management Case section of the Business Case.
- 6.5 The biggest challenge with respect to the programme is the impact the programme's works delivery will have on the building users as the works, by their very nature, are highly intrusive and disruptive. Each individual building retrofitting project within the programme will require typically 18 to 21 months of site works and the impact on the building users will be significant.
- 6.6 Significant engagement with the building users will be required and while the delivery teams will work with the suppliers to minimise the level of user disruption during site works- i.e., phasing of works and targeting the most disruptive works during the summer holidays for school buildings etc., user disruption will be inevitable and varying degrees of decant will be required in order to deliver the works.

7. Background reading/external references

- 7.1 Background reading and external references can be found in the Appendix 1- Full Business Case and in section 10.1 of the Full Business Case.

8. Appendices

- 8.1 Appendix 1- 'Implementation of an EnerPHit informed approach to selected City of Edinburgh Council operational buildings- Tranche 1: full business case'.

The City of Edinburgh Council

Implementation of an EnerPHit informed approach to selected City of Edinburgh Council operational buildings- Tranche 1

Full Business Case

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Section 1: Executive Summary

- 1.1. This detailed business case, prepared in line with the HM Treasury “Five Case” model and Scottish Government/SFT guidance on Business Cases, seeks approval from two different audiences:
 - It seeks formal approval from the City of Edinburgh Council (“the Council”) to deliver a programme to retrofit selected operational Council buildings to an ‘EnerPHit’ informed standard and to deliver the works at an estimated cost of £61.83m over five years from 2022/23 to 2027/28 (“the programme”)
 - It also seeks formal approval from the Scottish Government and ministers for the Council and the Scottish Government to enter into a formal agreement whereby the Council will deliver the programme with support from the Scottish Government including the provision of a £10m grant to the Council upon achievement of pre-agreed programme outcomes
- 1.2. Adopting an EnerPHit informed approach as the preferred strategic way forward for the future retrofitting of the Council’s operational portfolio has been agreed in principle by the Council’s Asset Management Board via approval of the paper titled ‘Addressing the Net Zero Operational Carbon Target across the Operational Estate’ dated 17 November 2020.
- 1.3. This business case proposes that in line with the Council’s sustainability target of achieving Net Zero by 2030, the Council will deliver a programme to implement an EnerPHit informed approach for up to 12 buildings by 2027/28. The programme’s delivery will achieve ‘green growth’ via the achievement of agreed outcomes.
- 1.4. Following the initial investment by the Council, demonstrable achievement of the agreed programme outcomes will unlock £10m revenue payments from Scottish Government over a period of 15 years.
- 1.5. This detailed business case sets out the case for change and will evaluate a range of options to contribute towards meeting the Council’s 2030 Net Zero target with respect to Council operational buildings. It will look at EnerPHit and other buildings retrofit standards such as the Net Zero Public Sector Buildings Standard as possible standards to follow when retrofitting the council’s wider operational estate. It should be noted that this programme is only the first tranche of Council buildings planned for retrofits. The Council is currently planning other tranches of retrofits which are expected to progress in parallel with this first tranche of works. It is expected that the lessons learned from the programme will help the Council in its decision-making and budget setting when prioritising the rest of the operational estate when planning retrofits.
- 1.6. The programme will deliver sustainability and emissions reductions benefits for the Council, for Edinburgh more widely and even on a national level. The programme will also contribute to the fulfilment of the key carbon reduction initiatives as set out in the Council’s Emissions Reduction Plan (CERP) and the city-wide Climate Strategy. The programme will provide a road map to the incremental or complete upgrade the build fabric of existing buildings.

- 1.7. The programme is however focused on building fabric interventions and the change of existing buildings heating sources to low or zero carbon heating sources and is not a 'panacea programme' for the Council's CERP. The programme excludes other CERP initiatives such as the study of heat networks, renewables, hydrogen etc. all of which will be explored under different programmes. For instance, the Council's Climate Strategy commits that the new City Heat and Energy Partnership will work with communities and developers to deliver heat networks that meet the needs of key public sector buildings and major new developments across the city (focussing initially on major new developments at Granton Waterfront and the BioQuarter).
- 1.8. Should approval be granted for the programme to proceed, the Council will seek to enter the next phase: preparing detailed designs for the 12 buildings, followed by development of the necessary project tender specifications and procurement information for each building. Thereafter, works implementation will be carried out in 4 phases over a 5-year period, with Phase 1 works implementation expected to commence in Q4 2022/23 with the entire programme expected to be completed around Q3 2027/28.

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Section 2: Introduction

2.1 The Full Business Case

2.1.1. This full business case sets out a proposal to invest up to £61.83m over the next five years (2022/23 to 2027/28) in the implementation of an EnerPHit informed approach programme for 12 City of Edinburgh Council operational buildings. This comprises £51.83m of Council funds, supported by £10m from the Green Growth Accelerator programme

2.1.2. The business case process is organised around a Five Case structure designed to systematically ascertain that the investment proposal:

- is supported by a compelling case for change - the 'strategic case'
- optimises value for money - the 'economic case'
- is commercially viable - the 'commercial case'
- is fundable and affordable - the 'financial case'; and
- is achievable and deliverable - the 'management case'

2.1.3. The purpose of this detailed business case is to:

- identify the investment option with respect to building retrofit options that optimises value for money;
- prepare the investment proposal for procurement;
- plan the necessary funding and management arrangements for the successful delivery of the project;
- inform a proposal to the Council's Committee to seek agreement to approach the market with a request for proposals and finalise the arrangements for implementation of the programme;
- inform a proposal to seek approval from the Scottish Government (including Scottish Government ministers) on Green Growth Accelerator funding

2.2 The Green Growth Accelerator Programme/Fund

2.2.1 The Green Growth Accelerator (GGA) was first announced in the 2019 Programme for Government by the Scottish Government. The GGA aims to *'unlock £200 million of additional local government investment in infrastructure projects to support Scotland's transition to an inclusive, net-zero emissions economy'*.

2.2.2 A first tranche of GGA Pathfinder Projects, set across a variety of low carbon infrastructure projects, was announced by Scottish Government Ministers on 8th October 2021. The Council's bid, titled 'Implementation of EnerPHit informed approach to selected operational buildings' was successfully selected as one of the GGA Pathfinder Projects.

2.2.3 For the Council the GGA fund is a welcome financial stimulus for the Council to proceed fully with its Net Zero ambitions for buildings. The Council had always planned to transform its operational buildings retrofit strategy to contribute to the 2030 Net Zero target but what the GGA fund has done is to catalyse and accelerated the programme of works. If it were not for the GGA funding the programme would likely would have proceeded but at a slower pace and in a smaller scale.

2.2.4 The Council was awarded £10m of GGA revenue funding from the Scottish Government to partially cover the cost of the programme. The GGA funding model is for revenue payments to the Council over an agreed period subject to the achievement of pre-agreed programme defined outcomes. These revenue payments cover both the amount awarded and borrowing costs.

2.3 The Council's Green Growth Accelerator Programme

2.3.1 The Council's GGA programme will result in the retrofit of up to 12 buildings to an EnerPHit informed standard within the next five years- focusing on improvements to the building fabric and investments in low/zero carbon heating primary plant.

2.3.2 Upon completion of works the 12 buildings will be more energy efficient and able to facilitate the deployment of low/zero carbon heating primary plant. The implementation of both improvements to the building fabric and the conversion of buildings primary plant to a low or zero emissions heating source are integral to the success of the programme and together, these interventions will significantly lower the total amount of energy used in the buildings and minimise their carbon emissions.

2.3.3 The 12 selected Council operational buildings are:

- Brunstane Primary School;
- Ferryhill Primary School;
- Greengables Family Centre;
- Greengables Nursery;
- Hermitage Park Primary School
- Hillwood Primary School
- Liberton Nursery
- Lorne Primary School
- Moffat Nursery;
- North West Local Office;
- South East Local Office;
- Trinity Academy (Block A: Victorian Block)

2.3.4 The Council's EnerPHit programme has been conceived as a pioneering operational buildings retrofit programme to address several sustainability and Net Zero challenges. It is anticipated that the knowledge gained in implementing the works could then be shared and transferred to other Local Authorities in Scotland. One of the programme's outputs will be to monitor the number of times the Council will need engage with other Scottish Local

Authorities to promote Green Growth and to share knowledge and experience in forums such as the regular Scottish Heads of Property (SHOPS), Convention of Scottish Local Authorities (COSLA) forums or similar Scottish Local Authority forums.

- 2.3.5 This business case sets out the multiple benefits and outputs that the programme will seek to deliver for the Council and for the Scottish Government on a national level more widely, such as:
- funding the required capital investment in the Council's Net Zero ambitions and targets;
 - achieving real and demonstrable greenhouse gas emissions reductions for the Council's buildings;
 - enhancing the skills and knowledge of the Council's operatives and the supply chain on matters related to sustainability and Green Growth;
 - contributing to the strategic development and objectives of the overarching Council Emissions Reduction Plan (CERP); and
 - future-proof the Council's operational portfolio by delivering long-lasting and sustainable building improvements to the selected buildings

The programme will 'pathfind' reasonable routes for retrofitting the Council's operational estate and the heating plants contained therein at scale. The learning from this programme will help formulate the Council's Net Zero approach for the Council's wider operational portfolio.

- 2.3.6 One of the key indicators of success of the programme will be to monitor the reductions on carbon emissions as a direct result of changing to low or zero heating source for each building and that future regulations will focus on direct emissions arising at the point of use- therefore not including emissions from electricity generation. This aligns with the Scottish Government's Heat in Buildings Strategy that states '*We will bring forward proposals for regulating, to the extent that devolved powers allow, to require the installation of zero or very near zero emissions heat in existing buildings from 2025, with a backstop of 2045*'.

2.4 An EnerPHit informed Standard

- 2.4.1 EnerPHit is the Passivhaus comfort, quality and energy standard for building retrofits. EnerPHit allows the Council to upgrade the comfort, thermal and energy performance of buildings and will be a key enabler and contributor if the Council is to meet its main Net Zero target by 2030.
- 2.4.2 EnerPHit standards focus on building fabric improvements to existing buildings and are based on the five main principles of:
- improved thermal insulation;
 - energy efficient windows;
 - comfort ventilation, heat recovery & energy efficient heating system & circulation;
 - airtightness & reduction of air leakages; and
 - reduction of thermal/cold bridges

2.4.3 EnerPHit is not the only buildings retrofit standard and the Council had considered the use of other standards such as:

- The Association for Environment Conscious Building (AECB) Retrofit Standard
- A Europe-wide research project retrofit standard known as EuroPHit
- British Standards Institution (BSI)
- Net Zero Public Sector Building Standard (NZPSBS) that is a new standard developed and led by SFT

However it was decided that EnerPHit would be the default standard for this tranche 1 programme of works where possible although this does not preclude the consideration on the use of other standards for the wider operational estate.

Refer to Appendix C- Comparison of Different Retrofit Standards for a review on the perceived pros and cons of each of these standards.

2.4.4 While the programme will help to contribute to the Council's Net Zero ambitions, it is not the only programme and there are likely to be other similar Council retrofit programmes in the future. With this programme being the first Net Zero and sustainable operational buildings retrofit programme for the Council, it is uncertain at this early stage how replicable the EnerPHit informed approach is for the remaining operational estate. However, in terms of affordability and practicality, it is already evident that it will be unrealistic to apply an EnerPHit informed approach for the entire operational estate and that alternative retrofit approaches would need to be adopted.

2.5 Delivery via the Council's Asset Management Works Programme

2.5.1 The Council has an existing operational buildings refurbishment programme known as the Asset Management Works (AMW) programme. The AMW programme was initiated in January 2018 and is a five-year building retrofit programme with a capital budget totalling £124.5m to upgrade operational property condition.

2.5.2 This programme was designed to first stabilise, and then upgrade, the condition of the Council's operational estate to a safe and satisfactory condition and to address the backlog of maintenance issues.

2.5.3 The AMW programme has been identified by the Council as the most appropriate delivery vehicle for the GGA Programme works delivery.

2.5.4 The AMW programme is now in its final (5th) year of the original five-year period and for the past four years the Council's Asset Management team and Capital Projects Delivery team have acquired the requisite experience and resources to deliver the AMW programme works.

- 2.5.5 It therefore makes sense and is better value for the Council to embed the EnerPHit programme works delivery into the AMW programme to deliver both buildings condition improvements and any EnerPHit informed improvements at the same time. This has essentially led to an extension of the AMW programme by another 5 years.

2.6 Financial and Commercial Arrangements

- 2.6.1 The Financial Case chapter of the business case models the estimated costs and income of the programme. The costs are primarily project delivery investment capital costs including programme delivery fees of the Council's delivery teams. It is estimated that the programme will cost approximately £61.83m to deliver over a five-year period from 2022/23 to 2027/28.
- 2.6.2 The programme costs will be met from a combination of Council capital budgets and GGA funding. Further details are provided at the financial section of this business case.
- 2.6.3 The various contractual and commercial arrangements required for the delivery of the programme will be entered into in a manner that secures best value for the Council while also complying with the relevant procurement regulations and making the most of any Green skills and job opportunities for the supply chain.
- 2.6.4 It is expected that the existing AMW programme framework contracts cannot be used for this programme's delivery due to the complexity and specific skillsets required of the suppliers for this programme. Specific and bespoke technical delivery requirements will be developed and included as procurement requirements and the delivery for each of the 12 buildings will be competitively tendered based on both cost and technical requirements.

Section 3: Strategic Case (The Case for Change)

3.1 Introduction to the Strategic Case

- 3.1.1 This section of the business case sets out the strategic rationale for proceeding with the programme: providing the background to the programme, setting-out the aims of the programme, and demonstrating how the programme fits with the Council's relevant commitments, strategies, and policies.

3.2 Vision

- 3.2.1 The Council's ambition is to achieve Net Zero by 2030 as part of a Council wide sustainability drive. Net Zero refers to the balance between the amount of greenhouse gas produced and the amount removed from the atmosphere and Net Zero is reached when this balance is achieved. The most significant part of this ambition is to reduce carbon emissions.
- 3.2.2 Existing operational buildings form a large part of the Council's portfolio of buildings and therefore how the Council chooses to retrofit these buildings will be integral to the Council achieving this target. It is estimated that operational buildings represent more than 60% of the Council's emissions (63% pre-COVID-19) and emissions from operational buildings is by far the Council's largest emissions source, primarily from heating these buildings from carbon intensive fossil fuel sources such as gas.
- 3.2.3 To best achieve a reduction in carbon emissions, both retrofitting to decrease demand for heat and switching to low/zero carbon sources are required.
- 3.2.4 EnerPHit has been selected by the Council as the selected approach for modelling and retrofitting buildings to decrease heat demand while retaining comfort and quality standards.

3.3 Background on the Council's 2030 Net Zero Target

- 3.3.1 The Scottish Government has declared a Climate Emergency and set a new legally binding national Net Zero target by 2045. Scotland also hosted the UN Climate Change Conference of the Parties 26 (COP26) in November 2021 which showcased Scotland as a global leader in the fight against climate change and renewed the focus on a green recovery from COVID-19..
- 3.3.2 In May 2019, the Council declared a Climate Emergency and committed to work towards a target of Net Zero emissions by 2030 for both city and corporate emissions.

- 3.3.3 The Council's Citywide 2030 Climate Strategy and Implementation Plan was subsequently approved at the Council's Policy & Sustainability Committee on 30 November 2021- refer to [Appendix A- Background Reading and External References](#).
- 3.3.4 In February 2021, the Council published its new Business Plan, Our Future Council, Our Future City, with "Becoming a sustainable and net zero city" being one of the three strategic priorities, alongside "Ending poverty by 2030" and "Wellbeing and Equalities".
- 3.3.5 Both the Council and the Scottish Government's targets are challenging and will require a step change in the way the Council approaches building retrofitting works with regard to building specifications and the monitoring of energy use.
- 3.3.6 The principles of the programme are very much in alignment with the Council's Business Plan, the 2030 Climate Strategy and the Council's Carbon Emissions Reduction Plan (CERP)- refer to [Appendix A- Background Reading and External References](#). Indeed, the need to adopt an EnerPHit approach for the Council's operational buildings is one of the key emission reduction initiatives in the CERP- taking cognisance of the fact that the Council's operational buildings are by far the largest Council emissions source.
- 3.3.7 The 2030 Climate Strategy notes that '*energy to heat and power Edinburgh's buildings is one of the biggest sources of greenhouse gas emissions in the city*'. The strategy has a strong focus on buildings, with "net zero energy generation and energy efficient buildings" being one of the key chapters, and the first strategic priorities (out of 7) being "we will accelerate energy efficiency in homes and buildings". To this end, the strategy commits to establishing an 'Energy Efficient Public Buildings Partnership' to "collaborate on retrofit, align investment plans and encourage confidence in, and planning for, the business and skills supply chain needed to deliver". The Council will play a leadership role in this partnership and the EnerPHit programme will be key to share knowledge with city partners.
- 3.3.8 There are essentially two elements to addressing this challenge: reducing the energy demand of buildings as far as practically possible (primarily via improved energy efficiency) and fulfilling buildings' future energy demands from clean sources- in particular a shift away from fossil fuels. The most recent Council carbon footprint calculations (2020/2021) estimate Council buildings account for 63% of the Council's total emissions.
- 3.3.9 For the Council's operational buildings, natural gas is the predominant source of space heating across Council buildings. To date, there is no clear strategy for the decarbonisation of the gas grid whereas in recent years there has been an increase in the decarbonisation of the electricity grid along with an increase in microgeneration.
- 3.3.10 Between 2010/11 and 2019/20, the carbon content of a unit of electricity (in kgCO₂e/kWh) decreased by 47%. Depending on the projections, the electricity grid is expected to decarbonise further to reach 15g of CO₂e/kWh or less in 2040, against 231gCO₂e/kWh in 2021.

- 3.3.11 To meet the Council's 2030 target, it is essential that for future buildings retrofits the Council considers both the reduction of thermal demand and the decarbonisation of heat by changing the primary heating source from gas to electricity where possible- i.e. the use of air source heat pumps. By doing this, the Council are effectively electrifying heat. However, it should be noted that the study of heat networks is outside the scope of this programme and is being looked at by the Council under a different programme.
- 3.3.12 In considering the impact of this project on the Net Zero target, it is important to note the counterfactual position. In the absence of EnerPHit, upgrades to Council buildings would use latest technologies and comply with current standards and there would be an incremental reduction in CO2 emissions. EnerPHit's whole building approach, with a focus on sustainability is a step change and results in far greater reductions.

3.4 Background on the Council's Operational Estate

- 3.4.1 The Council's operational estate has grown organically over the years and is diverse, with assets of different functions, age, design, construction type and condition. The number of buildings, coupled with a legacy of underinvestment, has resulted in a complex portfolio of around 600 buildings in varying conditions. It is estimated that around 30% of the Council's operational buildings are heritage buildings and are over 100 years old and another 40% built within the last 50 years.
- 3.4.2 In January 2018, a new five-year programme, the Asset Management Works (AMW) programme, was approved to upgrade operational property condition. This programme was designed to first stabilise and then upgrade the condition of the Council's operational estate to a safe and satisfactory condition and to address the backlog of maintenance issues. The AMW programme was approved with a five-year indicative capital budget totalling £124.5m to identify, plan, commission and deliver the capital Asset Management Works.
- 3.4.3 The AMW programme is now in its final year of the original five-year period. The benefits so far have been positive with the programme's completed projects having a significant beneficial impact in improving asset condition and resilience and enhancing the user environment for the operational estate. While the AMW programme is a buildings condition focused that has led to some Net Zero and sustainability improvements, it is currently not a buildings Net Zero and sustainability enhancement programme.
- 3.4.4 Since 2021, the Council's strategy for new build operational buildings is that all newly designed buildings would have to be designed to a Passivhaus standard by default as part of the Council Emissions Reductions Plan (CERP) commitment. Justification needs to be provided and Council Committee agreement is required for any newly designed operational building which could not be designed to conform to the Passivhaus standard.

3.4.5 The strategic direction and objectives of the programme have been agreed in principle via a number of Council Board and Council Committee papers:

- Council's Board paper entitled 'Addressing the Net Zero Operational Carbon Target across the Operational Estate' approved by the Asset Management Board on 17 November 2020
- Council's Finances and Resources (F&R) Committee paper entitled 'Feasibility of Deep Energy Retrofit of Operational Council Buildings' approved by the F&R Committee on 6 December 2019
- Council's Carbon Emissions Reductions Plan (CERP) approved by the Policy & Sustainability Committee on 30 November 2021

3.5 A Strategic Change in the AMW Programme

3.5.1 The Council's sustainability drive towards a Net Zero target by 2030 will have a significant impact on the strategic direction of the AMW programme and the Council's operational buildings portfolio in general. This is not surprisingly given there are 600+ existing Council operational buildings- all of which need to be reviewed in terms of their individual operational carbon footprint and their individual contribution to the Council's Net Zero target.

3.5.2 Accordingly, this will mean that the main driver behind the formation of the AMW Programme in the first place- that of managing the assets condition of operational buildings and the mitigation of asset risk; will be augmented by the additional drivers of low carbon and energy efficiency considerations. Practically, where in the past Council buildings have been selected for inclusion in the programme based on an analysis of their asset condition/asset risk only, in the future buildings will be selected based not only on asset condition but also upon low carbon and energy efficiency considerations and their potential contribution to low carbon targets.

3.5.3 The present AMW programme delivers lifecycle replacement elements (windows, roofs, building services etc.) to current statutory standards. The specifications and standards used are focused on minimum condition requirements and fall short of bringing the estate up to the necessary low energy standard to meet the Net Zero target. Future works delivered by the AMW programme will therefore need to be informed by the wider Net Zero agenda set by the Council.

3.6 The EnerPHit Standard

3.6.1 For new build construction, the Council is already using the Passivhaus standard - a low energy and low carbon building comfort standard- to meet the Net Zero challenge for all future operational new build and as part of the Council's CERP commitments. All new builds going forward have to be designed to a Passivhaus standard by default and Council Committee

agreement is required for any new build operational building that is not designed to a Passivhaus standard.

- 3.6.2 Recognising the value of the Passivhaus standard, the Council has identified the EnerPHit standard, which is a retrofit specific version of the Passivhaus standard, as the most appropriate for deep energy retrofit of the Council's operational estate. This is further explained in the economic case section of the business case.
- 3.6.3 EnerPHit is the Passivhaus comfort, quality and energy standard that focuses on retrofits on existing buildings. The comfort and quality criteria are what deliver the low energy performance that EnerPHit is known for. EnerPHit standards are based on an integrated and holistic design methodology, borne of rigorous criteria for comfort, quality and energy.
- 3.6.4 EnerPHit is based on a building's elemental approach and focuses on improving the building fabric, the heating source and typically centres on improving thermal insulation, installation of energy efficient windows, comfort ventilation, heat recovery, airtightness, reduction of thermal bridging and energy efficient heating systems and circulation. [Appendix B- EnerPHit '5 Principles' Diagram](#) provides an illustration of the typical EnerPHit principles.
- 3.6.5 The adoption of an EnerPHit informed approach for the operational estate will have an increasing bearing on the AMW programme, as the programme, being the Council's existing buildings refurbishment delivery vehicle is seen as the ideal delivery mechanism to implement future EnerPHit works.
- 3.6.6 Not all existing Council operational buildings will be suitable for an EnerPHit informed approach however for reasons such as heritage value, impact on users and capital cost etc. A building's suitability to adopt an EnerPHit informed approach is dependent on a building's construction type, its design/layout and its current condition. For some buildings it is simply not cost nor carbon effective to apply an EnerPHit informed approach as the capital costs, resources and carbon involved will far outweigh any benefits achieved by adopting EnerPHit. Different buildings will benefit from different interventions and some will be greater than others.
- 3.6.7 Despite this however, applying an EnerPHit informed approach and implementing the tools, systems and methodologies that are the basis of EnerPHit will lead to benefits from the rigour and consistency of the EnerPHit informed approach, even for those buildings that will not actually target the specific metrics to meet the standard.
- 3.6.8 From the learnings of implementing this programme, the Council hope to gain an understanding on the replicability of the programme in the context of the wider operational estate- i.e. an idea on the type of building that could be retrofitted to an EnerPHit standard (or an EnerPHit informed standard) and which could not. This is how the tranche 1 programme will inform the wider Council buildings retrofitting strategy.

3.7 Net Zero Public Sector Buildings Standard

- 3.7.1 As set out above, the Council has identified the EnerPHit standard as the most appropriate for deep energy retrofit of the Council's operational estate. However, the Council recognises the Net Zero Public Sector Buildings Standard (NZPSBS), which was developed by the Scottish Futures Trust in collaboration with Health Facilities Scotland and Zero Waste Scotland (with input from the Scottish construction and public sectors) and adopted by the Scottish Government in November 2020, as another standard that is also relevant to the programme.
- 3.7.2 The NZPSBS supports the development and delivery of "major" new build/refurbishment projects to improve people's lives, communities and the places they live and work in; minimise construction-embodied carbon; cut operational energy use compared to current regulatory requirements; support growth (and flexibility) of zero emissions energy supplies; enabling improved experiences for building users; and collect/share data.
- 3.7.3 Specific elements of the NZPSBS include enhancing the client brief to set world class energy performance as a core objective, increasing onsite low and zero emissions generation beyond current practices, and optimising self-supply from renewables with energy storage/demand response.
- 3.7.4 A central principle of the NZPSBS that is strongly applicable to the programme is 'verified and transparent performance reporting'. As a GGA Pathfinder, it is imperative that the programme outcomes are accurately measured and easily interpretable. It is anticipated that other key elements of the NZPSBS could be adopted not only for this programme but for future tranches of Council retrofit programmes.

3.8 Programme Scope

- 3.8.1 The programme focuses on 12 Council buildings which will be retrofitted to an EnerPHit informed standard. The works will first involve the undertaking of EnerPHit feasibility studies and will culminate in feasibility reports for each of the 12 buildings taken to what is known as the EnerPHit Retrofit Plan (ERP) stage. The ERP will report on the steps, principles and costs for various EnerPHit intervention options.
- 3.8.2 The feasibility reports for 11 of the 12 selected Council buildings have been completed (exception is Hermitage Park Primary School) which have allowed the Council to select the optimal intervention for each building, understand approximate costs for each building's intervention options, prioritise works and the order to proceed with the detailed design, procurement of the works and finally works implementation.

3.8.3 The 12 Council's operational buildings selected for the programme are:

1. Brunstane Primary School;
2. Ferryhill Primary School;
3. Greengables Family Centre;
4. GreengablesNursery;
5. Hermitage Park Primary School
6. Hillwood Primary School
7. Liberton Nursery
8. Lorne Primary School
9. Moffat Nursery;
10. North West Local Office;
11. South East Local Office;
12. Trinity Academy (Block A: Victorian Block)

3.8.4 The 12 buildings were chosen on the basis that collectively, the 12 buildings in terms of their building 'archetype' such as building age, building form, building construction type and building function etc. are representative of the Council's wider operational estate. Refer to section 3.4 for a background of the Council's operational estate.

3.8.5 The Council will use a phased delivery approach to deliver the programme. With this being a pioneering programme utilising an EnerPHit standard that has never used by the Council before, a phased approach is considered to be sensible and practical given there will be a steep learning curve for not only Council officers/operatives but also the supply chain that needs to deliver the works.

3.8.6 The phased works delivery approach will take place over a 5-year period commencing from 2022/23 to 2027/28 and each building is expected to take around 21 months to deliver from award of contract. The number of buildings expected to be delivered in each year of the 5-year programme is as follows:

- 2022/23 to 2024/25- 2 buildings to be delivered to works completion
- 2023/24 to 2025/26- 3 buildings to be delivered to works completion
- 2024/25 to 2026/27- 4 buildings to be delivered to works completion
- 2025/26 to 2027/28- 3 buildings to be delivered to works completion

By 2027/28- 12 buildings will be delivered to works completion.

3.9 Case for Change

3.9.1 Given the Council has set itself an ambitious target of achieving Net Zero by 2030; and as the Council's existing buildings portfolio generate a large part of the Council's annual greenhouse gas emissions (more than 60%), it is imperative the operational carbon outputs and sustainability benefits be considered and where possible be realised in all future buildings retrofit works.

3.9.2 It is imperative that the Council has clear strategies for carbon emissions demand reduction and decarbonising heat whilst delivering best value. This

programme provides this for the Council's operational buildings and allows the pragmatic testing of the EnerPHit approach into deliverable and tangible benefits.

- 3.9.3 The 12 Council operational buildings included in the programme are seen as prototypes/exemplars in the establishment of a process and approach for the future retrofitting of the Council's operational buildings. The experience and knowledge gained from implementing the programme can be then utilised for the rest of the Council's operational portfolio and will allow the building of a skilled internal team within the Council and allow the knowledge to be shared with the supply chain and other Local Authorities across Scotland.
- 3.9.4 Major shifts in the Council's operational buildings Asset Management Strategy (AMS) and the Council's strategy towards buildings retrofits are required. The traditional AMS for operational buildings has been a focus on asset/building condition and minimising risk. The updated AMS will consider both Net Zero Carbon/sustainability and building condition as the two primary drivers in formulating future buildings interventions.
- 3.9.5 Should this programme not proceed, the Council will not have the opportunity to gain practical experience to learn from and to identify the most appropriate standard and approach to sustainably retrofit the Council's wider operational estate. This programme allows the Council to determine if EnerPHit is a realistic and deliverable retrofit standard for use on the Council's wider operational portfolio or if alternative standards needs to be considered. This will lead to delays in deciding the Council's future buildings retrofit strategy and which puts the contribution of the operational buildings to achieve the Council's Net Zero target at risk.

3.10 Summary of the Strategic Case

- 3.10.1 There is a strategic rationale for the Council to proceed with the programme. The programme will deliver sustainability and emissions reductions benefits for the Council, for Edinburgh more widely and even on a national level. The programme will also contribute to the fulfilment of the key carbon reduction initiatives as set out in the Council's CERP and the city-wide Climate Strategy. The programme will provide a road map to the incremental or complete upgrade of the building fabric of existing buildings and this programme is necessary for the Council to gain the strategic and practical experience from actually implementing retrofitting works to enable the development of a realistic retrofitting strategy for the wider operational estate.

Section 4: Economic Case

4.1 Introduction to the Economic Case

4.1.1 This section of the business case demonstrates that the programme secures best value and represents the best option available and assesses the wider financial and non-financial benefits of each of the options.

4.2 Background on the Economic Case

4.2.1 The purpose of this part of the economic case is to undertake a more detailed analysis of the costs, benefits and risks of the considered options. The intention is to demonstrate the relative value for money likely to be provided by the preferred option in delivering the programme. This analysis includes:

- cost benefit analysis of the monetary benefits and costs
- assessment of any intangible benefits and costs, and
- assessment of risk and uncertainty

4.3 Rationale for Selecting an EnerPHit Informed Approach

4.3.1 Adopting an EnerPHit informed approach is considered by the Council to be the best and most practical option for the Council's existing operational portfolio as the EnerPHit standard is widely recognised across the UK and Europe buildings design and construction industries.

4.3.2 To date in the UK there are more examples of residential/domestic buildings which have been retrofitted to an EnerPHit standard than non-residential, especially in Scotland.

4.3.3 There are alternative low energy/low carbon retrofit standards and methodologies for buildings which could have been used instead of the EnerPHit, such as:

- The Association for Environment Conscious Building (AECB) Retrofit Standard
- A Europe-wide research project retrofit standard known as EuroPHit
- British Standards Institution (BSI)
- Net Zero Public Sector Building Standard (NZPSBS) that is a new standard developed and led by SFT

Refer to [Appendix C- Comparison of Different Retrofit Standards](#) for a summary of the various retrofit standards and methodologies which were considered by the Council including the perceived advantages and disadvantages of each standard.

- 4.3.4 The EnerPHit standard was chosen by the Council as the most suitable standard for the Council to follow on the basis that it is an internationally recognised and highly reliable standard. The use of the EnerPHit standard was also recommended by the Council's consultants 'Architype Limited' who are a UK-based architectural firm with experience in sustainable and Net Zero building design.
- 4.3.5 From a practical and consistency viewpoint, the Council are already using the Passivhaus standard for new builds and it makes sense to use the equivalent Passivhaus standard for retrofits- 'EnerPHit' as the selected standard for Council buildings retrofits. Applying the Passivhaus standard for new-builds and EnerPHit for retrofits ensure commonality in design principles; consistency in Net Zero works and will lead to operational benefits such as a standardised approach in the running and maintenance of buildings.
- 4.3.6 The use of an EnerPHit informed approach as the Council's default approach does not necessarily mean that the other different retrofit standards are excluded for consideration altogether. Should an EnerPHit informed approach not be possible then alternative retrofit standards such as the NZPSBS would be considered.

4.4 Programme Delivery- Outsourced or Council Managed or Both?

- 4.4.1 Three options for delivering the programme were compared with the 'do nothing' option: 1) fully outsourced delivery 2) Council internally led delivery and 3) a hybrid arrangement of Council internal led delivery with support from external EnerPHit consultants.
- 4.4.2 The hybrid delivery option consisting of Council led delivery with external consultant support was determined to be the best option, delivering a better financial return and a good balance of risk and project management control.
- 4.4.3 A hybrid delivery option further allows the opportunity for the Council to build up knowledge and develop within the Council a skilled workforce that is adept in delivering future EnerPHit programmes or projects within the Council, with less dependency on external consultants in the future. The hybrid delivery option further allows two-way knowledge transfer with benefits for both the Council and the supply chain.

4.5 Buildings Prioritisation and Selection Process

- 4.5.1 A buildings selection process and methodology based on best-value was used by the Council in selecting buildings for the programme and again in the prioritisation and phasing of the shortlisted buildings for works implementation.
- 4.5.2. The 12 buildings were selected on the basis that they are representative of the era, type and function of the Council's buildings in its wider operational portfolio. By undertaking the feasibility studies to the 12 buildings, the knowledge gained by applying bespoke EnerPHit informed solutions to each building type could then be applied to the wider operational portfolio.
- 4.5.3 Each building will require a specific EnerPHit solution tailored to that building and no two buildings are the same. As an example, a Council heritage or legacy type building is more likely to require an internal wall insulation solution should wall insulation improvements are required due to planning and conservation constraints. A more modern building requiring wall insulation improvements is likely to use external wall cladding (known as over-cladding).
- 4.5.4 The Council developed a 2-Stage buildings selection and prioritisation process for selecting buildings for the EnerPHit feasibility studies and then for prioritising the order for the 12 buildings in which EnerPHit informed works will be carried out:
- Stage 1- 12 buildings were selected out of the 600+ Council operational buildings (of which around 400 have heating)
 - Stage 2- Out of the 12 shortlisted buildings, the order in which the buildings are then prioritised for works
- 4.5.5 For building selection and prioritisation, the Council developed and used an objective buildings selection methodology known as a 'Best Value Matrix' to assess and score each building based on best value principles. The scoring is an indicator on which building represents the best value and offers the most benefits to the Council should it be retrofitted to an EnerPHit informed standard. Refer to [Appendix D- Buildings Selection Best-Value Matrix and Methodology](#).
- 4.5.6 Each short-listed building was then assessed and scored using 10 'Best Value Matrix' criteria and the buildings and their scores were then ranked in order of highest (best-value) score to lowest (worst-value) score. The rankings formed an approximate prioritisation order in which the building works are recommended to be carried out. The 10 best-value criteria include:
1. Consideration on whether a building has had significant maintenance or refurbishment spend in recent years. A building that has had little investment spent on it is more likely to be prioritised over a building that has had a lot of investment in recent years.
 2. Consideration on the current asset condition of a building. It is considered to be of better value to select a building that is already in a poor condition or approaching poor condition to undergo EnerPHit

- works, since the retrofit works could then address both Net Zero Carbon/sustainability and condition improvements at the same time.
3. Consideration on a building's current energy rating/performance and its Energy Performance Certificate (EPC). There will be better value and greater return on the investment in selecting a building for EnerPHit informed works that has existing poor energy rating/performance.
 4. Consideration on the operational strategy of a building- it is poor value from the Council's perspective to invest in a Council building only to then find the same building is surplus to the Council's operational requirements and the building is then rationalised, transferred or sold off to a third party or even demolished. The future operational strategy of a building is therefore a key selection criteria.
 5. Consideration on whether a building is already targeted for future retrofits and if the planned retrofit works are 'EnerPHit compatible'- that is, if the planned retrofit works align with the main EnerPHit principles. For example, if the planned retrofit works include wholesale window replacement works, then it is considered good value to look into the possibility of installing energy efficient windows (one of the 5 EnerPHit principles) at the same time as opportunity works.
 6. Consideration on a building's existing energy use per m2. It is better value to select a building for EnerPHit approach works if the building has an existing high energy load.
 7. Consideration on a building's deliverability and affordability.
 8. Consideration on how well the EnerPHit improvements to a building align with the buildings operability and building user requirements and how it would fit with the Council's overall Asset Management Strategy.
 9. Consideration on whether a building uses a fossil fuel heating source as its current primary heating plant, with the logic being that a building that uses a fossil fuel such as gas as its primary heating source should then be targeted for replacement with a non-fossil fuel heating plant such as a heat pump (that uses electricity). The main benefit/value that comes with replacing a building's primary heating plant to a heat pump is mainly the carbon emissions reductions that comes with the replacement.
 10. Consideration of what extent a building (in terms of its building archetype, size and age etc.) is representative of the Council's wider operational portfolio so that they offer the greatest opportunity for learning.

4.6 Benefits Realisation and Outcomes

- 4.6.1 The successful implementation of the programme is expected to bring about multiple benefits and beneficial outcomes for the Council, for Edinburgh and for Scotland in general:
- Greenhouse gas emissions reduction benefits and contribution to Net-Zero ambitions
 - More 'green' and sustainable buildings with improved buildings comfort, resilience and futureproofing
 - Promotion of 'green' jobs and new opportunities
 - Promotion of sustainability and Net Zero knowledge and skillsets

- Strategic alignment with the Council’s Net Zero policy and ambitions
- Reputational benefits with the Council being seen as a leader across Local Authorities in Scotland

4.6.2 These programme benefits will be monitored as programme performance Key Performance Indexes (KPIs) and will be measured before and after the EnerPHit improvement works as programme outcomes. A summary of the GGA Project/Programmes Outcomes outlining the identified outcomes, how these outcomes will be monitored/measured, assumptions made which underpin the outcomes analysis, an explanation of how each outcome relates to GGA payments from the Scottish Government and the proposed % of this outcome that is linked to the GGA annual repayment can be found in [Appendix E- GGA Project/Programme Outcomes Summary](#)

4.7 Carbon Emissions Reduction Benefits

4.7.1 The programme will deliver low carbon and energy efficiency interventions focusing on thermal demand reduction via energy efficiency enhancements complemented by the replacement of existing fossil fuel primary plant to low/zero carbon primary plant (heat pumps).

4.7.2 Upon completion, the programme is forecasted to deliver year-on-year operational carbon emissions reductions: approximately 802 accumulated tonnes of CO₂e savings between 2022/23 to 2027/28 consisting of approximately 33 tonnes of CO₂e savings by 2024/25; 86 tonnes of CO₂e savings by 2025/26; 271 tonnes of CO₂e savings by 2026/27 and 411 tonnes of CO₂e savings by 2027/28 (2027/28 is the first year in which the project carbon emissions reduction benefits will be fully realised) is provided in Figure 1- Projected Emissions Reductions Savings from 2022/23 to 2027/28. Refer to Figure 1 and [Appendix F- Programme CO₂ Emissions Reductions Summary](#).

4.7.3 The methodology, assumptions and analysis used in the calculation of the emissions reductions and the Programme Carbon Emissions Reductions Analysis is summarised in [Appendix G: Methodology used to calculate CO₂ savings](#)

Estimated kilo-tonnes CO₂ equivalent saved from 2022/23 to 2027/28

No.	Delivery Phase	EnerPHit T1 Building Description	2022/23 (kilo-tonnes CO ₂)	2023/24 (kilo-tonnes CO ₂)	2024/25 (kilo-tonnes CO ₂)	2025/26 (kilo-tonnes CO ₂)	2026/27 (kilo-tonnes CO ₂)	2027/28 (kilo-tonnes CO ₂)	TOTAL
1	Phase 1	Lorne Primary School Main Building	Works Start	Works	0.029	0.027	0.031	0.036	0.123
2		Brunstane Primary School Main Building	Works Start	Works	0.005	-0.001	0.010	0.025	0.038
3	Phase 2	North West Local Office Main Building		Works Start	Works	0.050	0.052	0.056	0.158

4		Greengables Nursery Main Building		Works Start	Works	0.005	0.006	0.007	0.018
5		Greengables Family Centre Main Building		Works Start	Works	0.006	0.006	0.007	0.019
6	Phase 3	South East Local Office Main Building			Works Start	Works	0.070	0.075	0.146
7		Ferryhill Primary School Main Building			Works Start	Works	0.007	0.019	0.026
8		Liberton Nursery Main Building			Works Start	Works	0.023	0.024	0.047
9		Hillwood Primary School Main Building			Works Start	Works	0.066	0.069	0.135
10	Phase 4	Trinity Academy Victorian Block (Block A)			Works Start	Works	0.045	0.045	0.045
11		Hermitage Park Primary School Main Building			Works Start	Works	0.036	0.036	0.036
12		Moffat Nursery Main Building			Works Start	Works	0.013	0.013	0.013
		Total	0	0	0.033	0.086	0.271	0.411	0.802

Figure 1- Projected Emissions Reductions Savings from 2022/23 to 2027/28

4.7.3 The year-on-year projected emission reductions (cumulative) from 2022/23 to 2027/28 based on 4 Phases of completion are:

- 2022/23 (complete)- 0 tonnes of CO2 equivalent saved
- 2023/24 (No Phases complete)- 0 tonnes of CO2 equivalent saved
- 2024/25 (Phase 1 complete)- 33 tonnes of CO2 equivalent saved
- 2025/26 (Phases 1 and 2 complete)- 86 tonnes of CO2 equivalent saved
- 2026/27 (Phases 1, 2 and 3 complete)- 271 tonnes of CO2 equivalent saved
- 2027/28 (Phases 1, 2, 3 and 4 complete)- 411 tonnes of CO2 equivalent saved

The above projected emission reductions will become part of the agreed programme outcomes for the GGA revenue repayment model that the Council will agree with the Scottish Government.

4.7.4 Upon full completion of the programme, it is estimated that a total of 802 tonnes of CO2 equivalent will have been saved from 2022/23 to 2027/28 via implementing the programme. These savings will extend far beyond 2027/28 however and once the programme is completed the investments made will lead to carbon savings for these buildings for decades to come.

4.7.5 In estimating and analysing the amount of CO2 equivalent saved by the programme, the following assumptions have been made:

- The Gross Internal Area (GIA) of the Council's operational buildings is approximately 900,000m². This comprises of around 600 operational buildings of which around 400 are heated

- The 'Middle of the Road' EnerPHit informed intervention option is used as the basis for the CO2 emissions calculations for all 12 buildings
- CO2 emissions pertain to a building's operational carbon only- embodied carbon savings are excluded from the scope of this programme. However, embodied carbon was considered in the feasibility reports to demonstrate best practice in retrofit options appraisal and life cycle assessment
- Gas and electricity usage figures are measured in kWh
- CO2 equivalent emissions are measured in units of kgCO2e
- UK Electricity Grid Emission Factor and Gas Grid Emission Factors are measured in units of kgCO2e/kWh
- Historic emission factors are published by BEIS (<https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2020>)
- Future electricity grid emission factors are based on the BEIS 2032 Emissions Factor (0.035 kgCO2e/kWh) based on BEIS Projections to 2100 supporting the Treasury Green Book supplementary appraisal guidance on valuing energy use and greenhouse gas (GHG) emissions. (Table 1 – Grid average – Consumption-based – Commercial/Public Sector)
- The savings do not include any energy savings due to future potential solar PV generation- nor any other future renewable energy source
- The savings do not include any energy savings due to future connection to a heat network
- Energy savings will be realised via the electrification of the heating system using air-source heat pumps for the 12 buildings
- The assumed Coefficient of Performance (COP) for air-source heat pumps is assumed to average 2.2
- The assumed cost of carbon used in the economic case analysis is £245/tonne of CO2

It should be noted that the above assumptions represent an initial estimation and they will need to be refined on a building by building basis in the future. It is expected that the principles and lessons learned from this programme can be used to replicate the outcomes across the operational estate.

4.8 More 'Green' and Sustainable Buildings in the Council's Estate

- 4.8.1 The programme will result in more of the Council's buildings retrofitted to a 'green' and sustainable standard. The Council's ambition is to have all future new buildings built to a Passivhaus standard by default and upon completion of this programme will also have a first tranche of buildings which are retrofitted to an EnerPHit standard.
- 4.8.2 The increase in the quantum of the Council's building portfolio built to a green and sustainable standard (in terms of floor area m²) as a direct result of this programme is summarised in Figure 2- Projected Increase in Floor Area (m²)

of Buildings retrofitted to an EnerPHit informed Standard from 2022/23 to 2027/28.

Estimated Increase in Floor Area (m ²) of buildings retrofitted to an EnerPHit informed standard from 2022/23 to 2027/28								
No.	Delivery Phase	EnerPHit T1 Building Description	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
1	Phase 1	Lorne Primary School	Works Start	Works	1979	1979	1979	1979
2		Brunstane Primary School Main Building	Works Start	Works	2417	2417	2417	2417
3	Phase 2	North West Local Office Main Building		Works Start	Works	3871	3871	3871
4		Greengables Nursery Main Building		Works Start	Works	312	312	312
5		Greengables Family Centre Main Building		Works Start	Works	295	295	295
6	Phase 3	South East Local Office Main Building			Works Start	Works	3564	3564
7		Ferryhill Primary School Main Building			Works Start	Works	2490	2490
8		Liberton Nursery Main Building			Works Start	Works	370	370
9		Hillwood Primary School Main Building			Works Start	Works	1799	1799
10	Phase 4	Trinity Academy Block A				Works Start	Works	2868
11		Hermitage Park Primary School Main Building				Works Start	Works	2343
12		Moffat Nursery Main Building				Works Start	Works	357
		Total	0	0	4396	8874	17097	22665

Figure 2- Projected Increase in Floor Area (m²) of Buildings retrofitted to an EnerPHit informed Standard from 2022/23 to 2027/28

- 4.8.3 The total projected floor area (cumulative and in m²) of Council buildings that will be retrofitted to an EnerPHit informed standard from 2022/23 to 2027/28 is 22,665m², with year-on-year breakdowns as follows:
- By end 2024/25- approx. 4,396m² of Council buildings are targeted to be retrofitted to an EnerPHit informed standard
 - By end 2025/26- approx. 8,874m² of Council buildings are targeted to be retrofitted to an EnerPHit informed standard
 - By end 2026/27- approx. 17,097m² of Council buildings are targeted to be retrofitted to an EnerPHit informed standard
 - By end 2027/28- approx. 22,665m² of Council buildings are targeted to be retrofitted to an EnerPHit informed standard

The above projected floor area (m²) will become part of the agreed programme outcomes for the GGA revenue repayment model that the Council will agree with the Scottish Government.

By way of context, the above represents a small percentage (3%) of the Council's gross internal floor area of operational buildings of approximately 807,207m² that includes the Council's Public Private Partnership (PPP) and Design, Build, Finance & Maintain (DBFM) operational properties. However, it

is anticipated that the lessons learned from implementing this small selection of buildings will help formulate the retrofitting strategy for the wider estate.

- 4.8.4 Although a building area metric (in m²) in terms of the floor area of Council buildings retrofitted to an EnerPHit informed standard may not be entirely indicative of the emissions reductions 'saved' this building metric is generally representative of a good, sustainable and energy efficient building design that can be used as an alternative performance metric.

4.9 Promotion of Green Jobs and Opportunities

- 4.9.1 The delivery of this programme will lead to new green jobs and opportunities being created both within the Council and on the supply chain side (both contractors and consultants).
- 4.9.2 Within the Council, it is expected that this programme will require the formation of a new team dedicated to the programme and two small teams will need to be formed- one for strategic development/programme sponsorship and another for programme works delivery. Together, both teams will work to deliver the programme to completion. Refer to [Appendix H: Council Programme Management and Delivery Organogram](#)
- 4.9.3 The programme is expected to result in the recruitment of minimum two new trainees or apprentices linked to the programme throughout the programme's duration. In addition, a Programme Manager will be appointed to manage the strategic development and sponsorship of the programme. Refer to [Appendix I: Increase in Green Jobs & Opportunities \(Council\)](#).
- 4.9.4 Outwith the Council, the programme is expected to create and activate 'green jobs' and opportunities for the supply chain (both Professional Services Framework consultants and contractors). Refer to [Appendix J: Increase in Green Jobs & Opportunities \(Supply Chain\)](#).

Refer to Figure 3- Summary of Programme Estimated New Green Jobs & Opportunities from 2022/23 to 2027/28

Summary of Programme Estimated New Green Jobs & Opportunities from 2022/23 to 2027/28								
No.	New Green Jobs & Opportunities Description	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	Total
1	Number of estimated Council Green jobs and opportunities due to the programme	2	4	6	6	4	2	24
2	Number of estimated supply chain Green jobs and opportunities due to the programme	4	22	37	46	56	28	193

Total	6	26	43	52	60	30	217
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Figure 3- Summary of Programme Estimated New Green Jobs & Opportunities from 2022/23 to 2027/28

The above projected new green jobs and opportunities will become part of the agreed programme outcomes for the GGA revenue repayment model that the Council will agree with the Scottish Government.

4.9.5 The Council will ensure that Community Benefits clauses such as the requirement to create Green apprenticeships and work placements and the requirement to embed Net Zero and/or sustainability training and knowledge enhancement will be added to future works contracts as contract requirements.

4.10 Promotion of Sustainability and Net Zero Knowledge/Skillsets

4.10.1 The programme, being the first such EnerPHit programme in the Council; will require the upskilling and knowledge enhancement of both Council staff and the supply chain staff/operatives who would benefit from the EnerPHit knowledge gained and lessons learned in implementing the programme.

4.10.2 Due to the lack of current in-house EnerPHit knowledge and experience, the adoption of an EnerPHit informed approach for future Council retrofits will initially require support from experienced external Passivhaus/EnerPHit qualified design teams. As EnerPHit becomes the default approach for future Council retrofits however it is essential that in-house staff are suitably upskilled. A Council EnerPHit Training and Upskilling Plan is set out in Figure 4- Summary of Council EnerPHit Training and Upskilling Plan from 2022/23 to 2027/28.

Summary of Council EnerPHit Training and Upskilling Plan from 2022/23 to 2027/28								
No.	Training and Upskilling Description	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	Total
1	Number of Council staff targeted to be trained to an intermediate or above EnerPHit/Passivhaus standard (trained externally with certification)	4	0	0	0	0	0	4
2	Number of Council staff targeted to be trained to a basic EnerPHit/Passivhaus standard (trained internally by qualified Council staff and without certification)	20	20	20	20	20	20	120
Total		24	20	20	20	20	20	124

Figure 4- Summary of Council EnerPHit Training and Upskilling Plan from 2022/23 to 2027/28

- 4.10.3 It is expected that the majority of the Council's Sustainable Construction Delivery team- a team consisting of building surveyors, project managers, architects and M&E designers as well as the Council's Strategic Asset Planning team will require some form of EnerPHit knowledge enhancement training and upskilling. This is important given that it is anticipated that an EnerPHit informed approach would eventually become a critical process for all future Council buildings retrofitting works.
- 4.10.4 This programme will lead to a step-change in the way the Council will approach future building retrofits and all future retrofits will as a minimum consider EnerPHit as the default approach- with PHPP models informing future works and estate strategies. In view of this, EnerPHit/Passivhaus know-how is required not only on a project delivery level but also on a strategic level.
- 4.10.5 The Council will plan and budget for two levels of EnerPHit/Passivhaus training. The first level will be to an intermediate level and this level training will be targeted at the Council delivery and strategic teams within the Council who will use the acquired EnerPHit knowledge as part of their daily works when delivering future retrofit works. This level of training will typically be conducted by external trainers and require some form of certification as verification of having attained EnerPHit competency training.
- 4.10.6 The second level will be to a more basic level and this training is aimed at those in the Council who have a vested interest in Council buildings/property, the benefits of an EnerPHit approach and for whom a basic understanding of EnerPHit would be beneficial to the Council in the long term. This level of training would be suitable for Council staff in the buildings maintenance (FM), Estates and Investments teams and for the building users. The Council will make further queries on this type of introductory training with bodies such as the Passive House Institute and the Passivhaus Trust to establish a benchmark standard for this type of training.
- 4.10.7 It is expected that through a planned and extensive programme of EnerPHit/Passivhaus training and upskilling that the Council will over the course of the programme build up the requisite skillsets and knowledge within the Council to both design and deliver future buildings to an EnerPHit informed approach, though until such time reliance on external EnerPHit certified consultants will still be necessary.
- 4.10.8 The supply chains involved in the project will also need to be upskilled to deliver the programme. It will be specified as a contract requirement that the contractors undertaking the works will be required to carry out EnerPHit/Passivhaus training sessions on both a designer/practitioner level and on an introductory level. The expected numbers of supply chain operatives required to attend and acquire EnerPHit/Passivhaus training are summarised in Figure 5- Summary of Supply Chain EnerPHit Training and Upskilling Plan from 2022/23 to 2027/28.

Summary of Supply Chain EnerPHit Training and Upskilling Plan from 2022/23 to 2027/28								
No.	Training and Upskilling Description	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	Total
1	Number of supply chain staff targeted to be trained to an intermediate EnerPHit/Passivhaus level or above (certified EnerPHit/Passivhaus designer or practitioner level)- one for each building project	0	1	2	2	4	3	12
2	Number of supply chain staff targeted to be trained to an introductory EnerPHit/Passivhaus level (trained internally by qualified supply chain staff and without certification)	0	0	20	20	40	30	110
Total		0	1	22	22	44	33	122

Figure 5- Summary of Supply Chain EnerPHit Training and Upskilling Plan from 2022/23 to 2027/28

4.10.9 The Council has committed to engage with and to share the knowledge gained from the programme with other Local Authorities in Scotland. The Council plan to engage with other Scottish Local Authorities at least 3 times a year via meetings to share knowledge and lessons learned from the GGA Pathfinder Project/Programme as per Figure 6- Summary of Council planned Knowledge Share & Engagement with other Scottish Local Authorities from 2022/23 to 2027/28.

Summary of Council planned Knowledge Share & Engagement with other Scottish Local Authorities from 2022/23 to 2027/28								
No.	Sustainability, Net Zero knowledge/skillsets Benefits Description	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	Total
1	Number of times per year CEC have engaged with other Local Authorities in Scotland either via meetings or workshops to promote Green Growth and to share knowledge and lessons learned from the Pathfinder Project	3	3	3	3	3	3	18
Total		3	3	3	3	3	3	18

Figure 6- Summary of Council planned Knowledge Share & Engagement with other Scottish Local Authorities from 2022/23 to 2027/28

The projected numbers of training and upskilling of both Council and supply chain personnel as well as the numbers of knowledge share and engagement with other Scottish Local Authorities will become part of the agreed programme outcomes for the GGA revenue repayment model that the Council will agree with the Scottish Government.

4.11 Alignment with the Council's Net Zero Policy and Ambitions

- 4.11.1 The programme fully aligns with Edinburgh 2030 Climate Strategy and the Council's Emissions Reduction Plan (CERP) and the successful delivery of the programme is key to the success of the CERP.
- 4.11.2 In delivering transformational EnerPHit informed upgrades for up to 12 Council buildings the programme will promote an EnerPHit informed approach and methodology for the rest of the Council's operational portfolio.
- 4.11.3 The successful delivery of the programme will bring reputational benefits to the Council being the first Scottish Council to undertake such an extensive programme of EnerPHit informed retrofits for operational buildings.
- 4.11.4 Besides Net Zero and sustainability benefits, the programme will result in improvements to the building fabric of the 12 buildings. The EnerPHit standard is very much a comfort standard and the programme will ultimately bring other socio-economic benefits for the users of these buildings due to an enhanced building environment from a comfort perspective. The majority of the selected buildings are education buildings so the users will include the general public as well as Council staff. Expected benefits include a better learning environment for the children who attend the schools and nurseries.

4.12 The EnerPHit Feasibility Studies

- 4.12.1 A key part in developing the economic case and in establishing the benefits of the programme outcomes involved the undertaking of EnerPHit feasibility studies to each of the 12 buildings.
- 4.12.2 The critical first step of the feasibility studies is to establish a reliable base case model or baseline for each of the buildings. This was done as part of an overall EnerPHit feasibility study package of works using various objective and subjective approaches, including:
 - 360° photo-surveys and 3D laser surveys
 - Airtightness/air leakage testing and thermographic imaging
 - Desktop review of condition surveys, buildings energy usage data, buildings maintenance and other available buildings performance data
 - Consultation workshop with each building's user and maintainer such as the Head Teacher, Business Manager and Facilities Management Teams (maintenance teams) to establish a buildings normal operating pattern, the number of electrical appliances in each building and the typical energy usage from such equipment
 - Intrusive building surveys and opening-up works to identify selected construction details and make-up- e.g. external wall make-up and thickness including the thickness of wall insulation
- 4.12.3 With the buildings baseline data, the Council was then able to carry out; via the appointed EnerPHit lead consultant, EnerPHit modelling and analytical

works to each building using an EnerPHit base modelling tool known as Passivhaus Planning Package (PHPP) modelling. PHPP modelling allows the EnerPHit consultant to model various options to optimise the thermal and energy performance of a building via a building elemental approach that focuses on the building fabric and the heating source.

- 4.12.4 The PHPP modelling and other associated EnerPHit analytical works such as costing of the various options were then captured in an overall Feasibility Report and Plan known as the EnerPHit informed Retrofit Plan or EiRP.
- 4.12.5 An EnerPHit approach and PHPP modelling allows the Council to identify the optimal energy targets for energy retrofit interventions across the operational estate- i.e. EnerPHit standard targets a buildings energy usage of 25kWh/m². It is difficult to ascertain at this point the percentage of Council buildings which can meet this energy usage target, but what it does is to set a benchmark energy standard for buildings and through the feasibility studies it is likely that certain archetypes of buildings will be found to be unsuitable for upgrade to a fully certified EnerPHit standard.

4.13 EnerPHit Informed Intervention Options and Appraisal

- 4.13.1 The EiRP contains a series of EnerPHit intervention options for each building. Besides the 'Do Nothing' approach, a range of three different levels of intervention and investment were produced for each building with three different levels of EnerPHit approaches:
- Minimal Approach- essentially a 'Do Minimum Approach'
 - Middle of the Road Approach
 - Full EnerPHit Approach- a 'deep' energy retrofit approach
- 4.13.2 The Feasibility Reports include detailed appraisals for each of the intervention options and include the estimated costs required to bring a particular building to each of the three EnerPHit intervention option levels. With the completion of the Feasibility Reports, the knowledge gained from the study of the 12 buildings (which are selected on the basis that they are representative of buildings in the Council's wider estate) will further provide an indication on the potential costs to bring the wider estate up to the target energy standard informed by the three different levels of EnerPHit approaches.
- 4.13.3 The completion of the feasibility studies will provide further insight into the scale of the Net Zero challenge ahead for the Council; in particular the considerable capital cost required should the Council decide to adopt an EnerPHit informed approach for all Council operational buildings. It will outline the complexities of dealing with public sector building refurbishment, highlighting the difficulty of addressing competing tensions and priorities with regards to the reduction carbon emissions across the Council's operational estate.
- 4.13.4 For each of the EnerPHit intervention options the following building performance criteria were analysed and modelled for each building:
- Operational energy demand

- Operational energy costs
- Operational carbon emissions
- Embodied carbon emissions
- Capital costs required for each of the three levels of interventions

4.13.5 Selection of the focus and degree of the interventions at each level/option was influenced primarily by the following:

- The proportion to which each element contributed to overall heat losses as assessed in the PHPP models (i.e. if the greatest heat loss was through the walls, greater levels of insulation provision were recommended and modelled accordingly compared to other elements of the building)
- The condition of the building fabric and services. If replacement was due anyway to a certain building element, it would be a higher priority than an element recently replaced
- The impact of the proposed intervention on the building layout and/or fabric based on 'best value' principles, e.g. if the model showed that the biggest thermal heat loss in a building is through a building's roof, the modelling would recommend the optimal thickness of roof insulation needed
- Achieving a balance of interventions across the building to minimise hygro-metric risks to the building fabric

4.13.6 One of the key findings from the EnerPHit Feasibility Studies is that the 'Minimal Approach' intervention option to EnerPHit is unlikely to be recommended as the option to proceed with future works. As the name suggests, the 'Minimal Approach' recommends the bare minimum by way of intervention and in most cases involve the replacement of existing gas-based heating systems to heat pumps, with very little building fabric interventions.

4.13.7 Although the Minimal Approach option will still offer significant emissions savings, it is not a holistic and integrated EnerPHit approach and there will be many disbenefits should this approach be taken, such as the following:

- This option does little to improve the energy and thermal performance of the overall building fabric
- This option will not reduce the energy load of a building and based on current energy pricing, will result in a significant and unsustainable increase in energy costs
- The future performance and the effectiveness of the heat pump as a building's primary heating source will be affected. A heat pump is generally most effective for a stable ambient indoor temperature and is not as responsive compared to say a conventional gas boiler system. By changing to a heat pump only and very little else, the size and number of heating equipment such as radiator panels will be impractical and it will have an adverse impact on the usability of the building's internal space
- This option does little in terms of building user comfort and a building's future operability which are two key EnerPHit primary drivers
- This option does little to futureproof a building for future energy efficiency and to facilitate future Net Zero works

- This option raises the risk of exposing the Council to an undersized electricity network due to increased and unpredictable electrical loads. The increase in electric loads associated with this approach, if adopted across the City, would risk significant pressure on the electricity supply network and there may be short and medium-term capacity issues

4.14 Identifying a Common EnerPHit Solution and Approach

- 4.14.1 From undertaking the feasibility studies, it very quickly became obvious that there is no one-size-fits-all approach when it comes to identifying a single common EnerPHit solution or in coming up with a consistent EnerPHit buildings specification that could be applied to all buildings. Instead a bespoke EnerPHit approach that is tailored to each building is required.
- 4.14.2 Identifying a single EnerPHit approach or target for the whole estate is inappropriate, due to the following differences for each building:
- An individual building's requirement and condition
 - The implications of an individual building's phasing and decant etc.
 - An individual building's impact on users
 - An individual building's impact on its building fabric
 - An individual building's capital cost
- 4.14.3 Instead, what is required is a clear methodology for decision-making and a process to establish the best approach for each building and to create a road map for future deep energy retrofits that is building specific but an approach that is repeatable across the estate.
- 4.14.4 For the Council's existing estate, the key will be to focus on reducing building energy requirements thereby reducing energy loads. This will mitigate any energy cost increases per unit and will reduce the required connected loads to the electricity grid.
- 4.14.5 The Council's priorities will influence which of the three EnerPHit intervention options is the most appropriate option for each building. The completed feasibility reports recommend the Council use a selection methodology known as the 'Total Performance Index' as a transparent and consistent approach by which the Council assess and decide which of the three EnerPHit options is the optimal solution for each building.

4.15 The Total Performance Index

- 4.15.1 The Total Performance Index involves a number of steps and assessment criteria:
- Assessing and rating each of the three options in relation to a number of criteria including cost, energy & carbon, user comfort etc. Some ratings were objectively based on quantifiable data while others were subjective and based on professional knowledge and experience. This is the 'Criterion Index'

- It will then be up to the Council to determine a weighting to each of these criteria to reflect Council corporate priorities. This is the 'Criterion Weighting'
- Multiplying the Criterion Index by the Criterion Weighting gives the 'Performance Index' for each criteria
- The 'Total Performance Index' for each option is the sum of all the individual 'Performance Indices'

4.15.2 The Total Performance Index allows each of the three EnerPHit options to be compared on a transparent, consistent, like-for-like basis to identify the 'optimal' level of EnerPHit intervention for a building.

4.15.3 The Total Performance Index process can potentially be repeated for all buildings thereby providing a consistent approach that can then be applied across the estate once the Council has established its priorities and therefore the weightings to be applied.

4.15.4 The Total Performance Index will be used to help the Council decide which of the three EnerPHit intervention options is the optimum intervention option for each building based on best value and the return in benefits on the capital investment.

4.16 Sensitivity Analysis

4.16.1 It is recognised that the economic case will be sensitive to wider market conditions and the project will be subject to external economic influences and factors which are out-with the Council's control; for instance the determination of future gas and electricity unit rates.

4.17 Summary of the Economic Case

4.17.1 The economic case describes the rationale used for the selection of buildings for the project; which are based on best-value principles. It outlines the key project outcomes which will be generated via implementation of the project and the methodologies used and analysis works behind the projected outcomes. These same outcomes will be used as the basis of the benchmark outcomes which will be used to unlock Scottish Government GGA funding support.

Section 5: Financial Case

5.1 Introduction to the Financial Case

- 5.1.1 The financial case aims to assess the affordability of the programme to the Council. This includes the capital cost of each project, the possibility of revenue savings through operating costs and the risks posed by this investment.
- 5.1.2 The capital costs of retrofitting the 12 buildings have been modelled using cost plans produced by consultants for the preferred intervention for each building. Inflation and optimism bias have been considered within the phased plan based on the information currently available to provide an overall cost.
- 5.1.3 The revenue implications of these interventions have also been considered through the change in annual energy costs following the EnerPHit intervention. As buildings move from a dual energy supply to just electricity and the effect of the changing electricity price on these changes.
- 5.1.4 Funding for this programme is available through the Council's Capital Building Project, along with income from the Green Growth Accelerator (GGA) Funding from the Scottish Government. This case sets out the payment scheme through aligned outcomes.

5.2 Project Costs and Assumptions

- 5.2.1 The financial case assumes that of the three EnerPHit options, the Middle of the Road approach is currently the most likely intervention to be used. This approach is therefore used for capital cost budgeting and revenue projections for all 12 buildings.

Capital Costs Assumptions

- 5.2.2 The estimated capital costs for each building is based on the findings from EnerPHit Feasibility Reports and the EnerPHit Retrofit Plan (ERP) which were carried out to each building.
- 5.2.3 Based on the preferred option, the total capital cost to deliver 12 buildings to an EnerPHit informed approach from 2022/23 to 2027/28 has been estimated at £39.78m in 2021/22 prices. Details of the estimated costs for each building for each of the intervention options of 'Do Nothing', 'Middle of the Road' and 'Full EnerPHit' can be found in [Appendix K: Capital Cost Estimates for each Intervention Option](#).
- 5.2.4 The works will be undertaken through 4 phases over 5 years. The costs have been increased to reflect inflation over this period. A rate of 4% per annum has been used.

5.2.5 The cost reports include 15% for contingency. An allowance for optimism bias has been added at the rate of 33%. The HM Treasury Green Book does not cover retrofit specifically, so the figure has been chosen based on balancing the Council's previous experience in retrofit and the new technology being implemented through this project.

5.2.6 The total cost estimate including inflation and optimism bias is £61.83m as set out below in Figure 7- Estimated Total Capital Cost for EnerPHit Tranche 1 Buildings (£000).

Estimated Total Capital Cost for EnerPHit Tranche 1 Buildings					
Building	Cost (£000)	Inflation (£ at 4% per annum)	Inflated Cost (£000)	Optimism Bias (£ at 33%)	Cost including OB & inflation (£000)
Lorne Primary School	2,697	246	2,943	971	3,915
Brunstane Primary School	6,245	570	6,815	2,249	9,064
North West Local Office	3,281	443	3,724	1,229	4,953
Greengables Nursery & Family Centre	2,187	295	2,482	819	3,301
South East Local Office	3,398	613	4,011	1,324	5,334
Ferryhill Primary School	4,819	869	5,688	1,877	7,565
Liberton Nursery	1,249	225	1,474	486	1,960
Hillwood Primary School	3,562	642	4,204	1,387	5,592
Trinity Academy	6,395	1,455	7,850	2,591	10,441
Hermitage Park Primary School	4,639	1,056	5,695	1,879	7,574
Moffat Nursery	1,306	297	1,603	529	2,132
Total	39,778	6,711	46,489	15,341	61,830

Figure 7- Estimated Total Capital Cost for EnerPHit Tranche 1 Buildings

5.2.7 Each building's works delivery is scheduled to take 21 months and the capital costs have been phased across the financial years based on the construction period within the Programme Management Plan.

5.2.8 The capital cost phasing for the programme can be found below in Figure 8- EnerPHit Tranche 1 Programme Capital Cost Phasing (£000).

EnerPHit Tranche 1 Programme Capital Cost Phasing						
	2022/23 (£000)	2023/24 (£000)	2024/25 (£000)	2025/26 (£000)	2026/27 (£000)	2027/28 (£000)
Lorne Primary School	186	2,237	1,491	-	-	-
Brunstane Primary School	431	5,179	3,452	-	-	-
North West Local Office	-	236	2,830	1,887	-	-
Greengables Nursery & Family Centre	-	157	1,886	1,258	-	-
South East Local Office	-	-	254	3,048	2,032	-
Ferryhill Primary School	-	-	360	4,323	2,882	-
Liberton Nursery	-	-	93	1,120	747	-
Hillwood Primary School	-	-	266	3,195	2,130	-
Trinity Academy	-	-	-	497	5,966	3,998
Hermitage Park Primary School	-	-	-	361	4,328	2,885
Moffat Nursery	-	-	-	102	1,218	812
Total by Year	617	7,809	10,632	15,791	19,303	7,695

Figure 8- EnerPHit Tranche 1 Programme Capital Cost Phasing

Revenue Cost Assumptions

- 5.2.9 The total 2019/20 energy usage for each of the 12 buildings and the estimated annual energy usage (for both gas and electricity) following intervention improvements for each of the 4 intervention options of Do Nothing, Do Minimum, Middle of the Road and Full EnerPHit are summarised in [Appendix L: Buildings Annual Energy Usage and Savings Summary](#). Due to Covid-19 and its impact on Council buildings operations for 2020/21, 2019/20 energy usage data has been used as a more accurate annual energy benchmark for all 12 buildings. These energy use savings could then be converted to revenue cost savings.
- 5.2.10 As part of the EnerPHit feasibility reports, two quantity surveying consultants, Doig & Smith and Currie & Brown, were asked to forecast and model the revenue implications of the EnerPHit informed works. A summary of the findings including the annual revenue expenditure for each of the 12 buildings in terms of their annual energy and heating costs for 2019/20 and the estimated annual energy and heating costs following interventions (based on 2020/21 unit rates) can be found in:
- [Appendix M: Intervention Option 1 Implications Appraisal](#)
 - [Appendix N: Intervention Option 2 Implications Appraisal](#)
 - [Appendix O: Intervention Option 3 Implications Appraisal](#)
 - [Appendix P: Intervention Option 4 Implications Appraisal](#)

It can be seen that based on December 2021 real energy unit rates, it is forecasted that revenue costs for options 1 and 2 (Do Nothing and Do Minimum options) will generally see a rise post intervention. Option 3- the Middle of the Road option will see a mix of revenue cost increases and decreases while option 4- full EnerPHit option will result in revenue cost decreases for all 12 buildings. These forecasts help the Council to decide which option for each building is the 'value for money' option.

- 5.2.11 A key focus of the project is to reduce the Council's reliance on fossil fuels. A main component of the programme works will involve changing from the existing gas boilers to an electric heat pump system and therefore there will be a major shift from gas usage to electricity usage for all the project's buildings.
- 5.2.12 While the buildings themselves are expected to be more energy efficient and require a lower heat load following EnerPHit informed works, the costs of electricity are higher than the cost of gas. Electricity prices in 2021/22 are £0.138 per kWh predicted to rise 18% to £0.168 per kWh in 22/23. Gas prices are £0.0277 per kWh, which are predicted to rise in 22/23 to £0.0555 per kWh (50%).
- 5.2.13 Figure 9 summarises the change in annual energy costs expected for each building following completion of retrofit. Energy prices are calculated based on 22/23 prices.

Comparison in Energy Costs between Preferred Option and Do Nothing Option							
Building	Do Nothing Annual Energy Cost			Preferred Option Annual Energy Cost			Change in energy cost
	Elec cost	Gas Cost	Total cost	Elec Cost	Gas cost	Total cost	
Lorne Primary School	5,585	23,911	29,496	22,874	-	22,874	(6,622)
Brunstane Primary School	5,928	24,065	29,994	22,252	-	22,252	(7,742)
North West Local Office	30,045	20,968	51,014	41,361	-	41,361	(9,653)
Greengables Nursery & Family Centre	2,431	13,048	15,479	9,032	-	9,032	(6,447)
South East Local Office	26,345	21,659	48,004	40,715	-	40,715	(7,289)
Ferryhill Primary School	11,295	22,719	34,014	29,115	-	29,115	(4,899)
Liberton Nursery	2,393	5,627	8,020	5,215	-	5,215	(2,805)
Hillwood Primary School	6,256	23,084	29,340	18,829	-	18,829	(10,511)
Trinity Academy	7,276	35,559	42,835	31,559	-	31,559	(11,276)
Hermitage Park Primary School	10,592	39,089	49,681	31,884	-	31,884	(17,798)
Moffat Nursery	1,379	6,974	8,354	4,618	-	4,618	(3,736)
Total	109,526	236,705	346,232	257,454	-	257,454	(88,777)

Figure 9- Comparison in Energy Costs between Preferred Option and Do Nothing Option

- 5.2.14 This analysis shows that the energy costs for all 12 buildings are estimated to reduce following the implementation of an EnerPHit informed retrofit. However, as energy costs are expected to continue to rise, any saving in Council revenue budgets will be short-term. It is assumed that provision for energy prices increases is included in the Council's long-term financial planning process, as this cost would be incurred whether the business case is progressed or not.
- 5.2.15 The forecasted rise in energy prices suggests that the differential between gas and electricity prices is likely to narrow as focus on non-fossil fuel power continues. While this supports the financial case for EnerPHit, it has not been quantified in the above analysis due to the volatility of gas and electricity prices in the past year.
- 5.2.16 The maintenance costs associated with the EnerPHit informed works are expected to be similar to those incurred on current technology. For example, if a gas boiler were to be replaced with a heat pump, the maintenance regime,

interventions required and costs to maintain the heat pump would not be too dissimilar to that of the original gas boiler (based on standard maintenance specifications such as SFG20)

5.3 Funding Solutions

- 5.3.1 The full cost of the project can be funded from a combination of Council budgets and Green Growth Accelerator funding.

Council Capital Budget

- 5.3.2 [The Council's Sustainable Budget Strategy](#), was approved at the Council's budget meeting in February 2022. This provides £51m of council capital funding and £10m from the Green Growth Accelerator Funding awarded by Scottish Government, as set out in section 5.3.4.

- 5.3.3 The Council's £51m contribution will be funded through a combination of general capital grant and borrowing, supported by Council revenue budgets. The Council acknowledges the financial support potentially available from the Scottish Green Public Sector Estate Decarbonisation Scheme in relation to this programme. The Council is considering seeking a zero interest loan from the Scottish public sector energy efficiency loan scheme, albeit while noting that as the loan scheme has circa £10 million available for lending each year, it would likely only be able to form a small part of the overall funding package, likely complementing Public Works Loan Board (PWLB) loans. The Council will also keep a watching brief on other relevant funding opportunities.

Green Growth Accelerator Funding

- 5.3.4 The Green Growth Accelerator (GGA) Fund aims to unlock £200 million of additional investment in infrastructure projects to support Scotland's transition to an inclusive Net Zero Carbon emissions economy. The Council was awarded GGA revenue funding from the Scottish Government to support £10 million of investment.
- 5.3.5 The GGA funding model provides revenue payments over an agreed period, aligned with the generation of green growth, and subject to the achievement of pre-agreed programme defined outcomes. The Council's preference is for a 15-year agreement based on the expected asset life of the EnerPHit informed improvements with outcomes as defined in Figure 10 below.
- 5.3.6 In order to fund the up-front investment, the Council needs to borrow £10m in addition to the £51.83m already identified in its capital budget. The annual revenue cost associated with this would be £890,427 assuming an interest rate of 4.1955% (current pool rate) and a loan duration of 15 years.
- 5.3.7 The Council will enter into a funding agreement with the Scottish Government which will detail duration and value of the revenue payments. This would be an annual payment of £890,427 based on an interest rate of 4.1955% (current pool rate).

5.3.8 It is assumed that annual funding payments will commence on the completion of Phase 1 in line with achievement of agreed outcomes for the phase. The Council will propose the following four outcomes-based metrics to the Scottish Government.

Summary of Programme Outcomes, Targets, Measurements and % of Annual Payment				
Outcome	Metric	Performance targets	Basis for measurement	% of annual payment
1	Greenhouse gas emissions reduction benefits and contribution to Net-Zero ambitions (tonnes of CO ₂ saved upon completion of each phase-cumulative)	Phase 1- 33t Phase 2- 86t Phase 3- 271t Phase 4- 411t	Comparison of energy usage (kWh) to “do nothing” model and baseline consumption figures to calculate tonnes of CO ₂ saved	50%
2	More ‘green’ and sustainable buildings with improved buildings comfort, resilience and futureproofing (Cumulative m ² of GIFA at EnerPhit informed standard upon completion of each phase)	Phase 1- 4000m ² Phase 2- 8500m ² Phase 3- 17000m ² Phase 4- 22500m ²	Measurement of building after EnerPhit informed interventions	30%
3	Promotion of ‘green’ jobs and new opportunities and other community benefits (Number of new FTE per Phase- in-year targets)	Phase 1- 46 Phase 2- 33 Phase 3- 71 Phase 4- 69	Number of FTE employed as result of GGA programme	10%
4	Promotion of sustainability and Net Zero knowledge and skillsets (Number of people gaining Passivhaus/ EnerPHit qualifications or undergone sustainability training- in-year targets)	Phase 1- 42 Phase 2- 42 Phase 3- 64 Phase 4- 53	Number of employees & supply chain personnel who have either gained a Passivhaus/EnerPHit qualification or undergone sustainability training	10%
Total				100%

Figure 10- Summary of Programme Outcomes, Targets, Measurements and % of Annual Payment

While the carbon emissions savings over the 4 phases of the programme are relatively modest, the actual carbon emissions savings should be looked at over the life of the building which is assumed to be minimum 60 years post-intervention. In other words, there will not only be carbon emissions savings during the 15-year period that the Council has proposed for the GGA revenue repayment period but there will be continued savings beyond the 15-year period.

5.3.9 The phasings timings are as follows:

- Phase 1- End November 2024
- Phase 2- End November 2025
- Phase 3- End November 2026
- Phase 4- End November 2027

Details of how the carbon emission savings targets relate to financial years will be confirmed by the Council. For instance, if a project is completed in November of a financial year, only 4 months of carbon savings would be accrued in that financial year.

- 5.3.10 In the event that Phase 1 outcomes are not fully achieved, the grant will be reduced proportionately. However, the Council will seek to agree a clawback mechanism whereby any grant withheld would be recouped should targets be exceeded in future years or phases.

5.4 Financial Risks and Sensitivities

- 5.4.1 There are a number of risks within the finances which have been considered in line with the costs of this programme.
- 5.4.2 This most significant financial risk for the programme is that capital costs are higher than those modelled. This could be due to a number of factors including; design changes, the outcome of the procurement exercise, increases in price of materials and/or labour or delays in the supply chain. Assumptions in the model are based on market information and allowances have been included for contingency and optimism bias. If, however, costs were £10m more than modelled, additional borrowing costs of £419,550 per year would need to be found. This could be mitigated by a realignment of the Council's wider capital budget.
- 5.4.3 The payment of GGA funding from the Scottish Government is dependent on reaching our outcomes set out above, a failure to meet all or some of these will lead to a reduction in the income we receive. The outcomes have been designed in line with the Programme Plan and are achievable based on the work being carried out. There will also be a clawback mechanism to enable the Council to reclaim grant should targets be exceeded in future years and phases. A 10% shortfall in the GGA funding will result in a revenue budget pressure of £89,043 per annum.
- 5.4.4 Similarly, the claim value of the annual GGA payment has been calculated to include interest at the Council's loans fund pool rate. Should the interest secured be higher than this amount, the Council would need to fund the difference from its own revenue budget. This risk is mitigated by the fact that the GGA sum is small in relation to the Council's overall borrowing level, and any additional cost will be contained within the overall budget for loans charges.
- 5.4.5 There is the risk that the energy savings will not be realised, this could be due to the energy modelling being incorrect. Additionally, the energy savings are based on the building being used in the most efficient way, there is risk that energy consumption will not reduce due to building user behaviour. It is expected that once construction is complete all building users will receive training in any new systems which effect energy savings and therefore this should be minimal.

- 5.4.6 Additional revenue costs could be incurred if any decant costs are required. Allowance for this has not been included in the original cost plans or the financial model. The works programme has been planned to include two summer holidays and two Easter holidays within the construction period to take advantage of the fact that for school buildings and nursery buildings there are likely to be less impact to the building users during the Easter and summer holidays.

5.5 Summary of the Financial Case

- 5.5.1 The financial case shows that the programme can be funded from the Council's Capital Programme, supported by GGA funding. The payment of the funding has been considered with the annual payment expected to start after the completion of Phase 1 works.
- 5.5.2 At this time, the programme is unlikely to generate significant revenue savings due to decreasing operating costs. The switch from gas boilers to fully electric heating systems will increase the electricity used in each building, where currently electricity prices are higher than those of gas. Although it is expected the associated work will help reduce the amount of heating required within each building.
- 5.5.3 It is expected that future maintenance costs will remain consistent with the current values, and therefore will not have an effect on the revenue demands of the 12 buildings.
- 5.5.4 A number of risks have been considered and mitigation for this put in place. The cost of any of these materialising will require a realignment of the Council's current capital budget.

Section 6: Commercial Case

6.1 Introduction to the Commercial Case

- 6.1.1 This section of the business case sets out a high-level outline of the Procurement Strategy for the programme.
- 6.1.2 The Procurement Strategy considers aspects such as regulatory responsibilities, market conditions, procurement process and community benefits aspirations alongside considerations related to risk, fair works practices and contract standard forms.
- 6.1.3 The Procurement process chosen will have accessibility as a key element to encourage the participation of a range of providers including Small and Medium Sized (SME) contractors.
- 6.1.4 Contracting structures put in place shall aim to achieve fair sustainable prices for both the Council and the supply chain throughout the life of the programme.

6.2 Overview of the Regulatory Context

- 6.2.1 The Council, as a local authority, is subject to the Public Contracts (Scotland) Regulations 2015. The regulations outline expectations for how competitive tendering should be managed by public sector bodies.
- 6.2.2. The Council is also subject to the 2014 Procurement Reform Act (updated in 2021) this is a legal instrument considering sustainable procurement responsibilities.
- 6.2.3 The programme will be carried out in full adherence to these regulations.
- 6.2.4 There are no anticipated state aid issues and the Council will be competitively tendering all the individual sites that fall under the programme remit. The beneficiary will be the Council as a local authority and not a commercial entity.

6.3 Market Conditions

- 6.3.1 EnerPHit is a relatively new retrofitting approach in Scotland, especially in relation to non-residential buildings therefore there are no known examples of completed commercial operational buildings retrofitted to an EnerPHit informed standard in Scotland at this time. However, St Sophia's Primary School in East Ayrshire is targeted for completion at the end of 2022 and once complete will be the first EnerPHit school in the UK.

- 6.3.2 Despite the standard being new to market, it is considered that the skillsets and technology which are required to deliver EnerPHit works should not be beyond the skillsets of a competent and skilled contractor. For example; a contractor may already be familiar with installing retrofit elements such as triple glazed windows as these are often used on refurbishment projects that while not under the standard label of EnerPHit have operational similarities in practice.
- 6.3.3 It is acknowledged that an element of toolbox training will need to take place in order to ensure contractors fully understand that a building designed to an EnerPHit informed standard has specific and careful specifications for building elements which should not be deviated from. In order to achieve the standard, quality assurance and rigorous testing will be required throughout works delivery.

6.4 Procurement Approach

- 6.4.1 There are no suitable sectoral Framework Agreements available for use at present which consider EnerPHit in non-residential premises.
- 6.4.2 With that in mind the Council intends to absorb the EnerPHit specifications into the re-advertising of an internal refurbishment and new build works Framework Agreement which is required for November 2022.
- 6.4.3 The first step of this process will be market engagement, initially a Prior Information Notice (PIN) will be published to identify competent refurbishment contractors capable of undertaking the works.
- 6.4.4 Following this initial market engagement, the Council will host a Bidders Event to explain the standards and answer any contractor queries.
- 6.4.5 Following the Bidders event, the Framework Agreement will be published and open for contractors to apply.
- 6.4.6 The precise Lot structure of the Framework Agreement is yet to be determined. The Council intends to ensure that the Framework Agreement maximises SME accessibility and publish several Lots however decisions must be guided by contractor presence and interest in these areas balanced with risk mitigation.
- 6.4.7 Once the Framework Agreement is in place, individual EnerPHit site contracts will be awarded via mini competition amongst interested and suitably qualified contractors with capacity.
- 6.4.8 It is intended that several contractors should benefit from work. Both to fulfil the principle to promote Green Growth which is a fundamental part of this business case and to mitigate risk for the Council. It is necessary to understand the level of contractor interest and capacity via engagement before a specific strategy can be finalised to achieve this target.

6.5 Contracting Approach

- 6.5.1 EnerPHit requirements need a complex design process by EnerPHit qualified architectural firms. EnerPHit designs will typically take 25% longer than standard detailed design to complete.
- 6.5.2 The Council has engaged a Design Team on our internal Professional Services Framework Agreement to commence the design process for the programme across all sites to RIBA Stage Two to test feasibility.
- 6.5.3 Post RIBA Stage Two, it is intended that the other Design Teams on our Professional Services Framework Agreement are given the opportunity to tender for the completion of works for most of the individual sites.
- 6.5.4 It is our intention to supervise the works closely and work with both the design team and the contractor in fulfilment therefore it is intended that the Standard Building Contract with Quantities for use in Scotland 2016 (SBCC) will be adopted.

6.6 Community Benefits

- 6.6.1 The works stage of each requirement will include a Community Benefits Clause that will impose a requirement on the winning contractor to provide specific and measurable economic, social and environmental related community benefits.
- 6.6.2 Contractors shall submit tailored community benefits proposals for each of the sites after precise advice on areas of optimal need are prepared by the Council's Community Benefits Contract Manager who oversees community benefit delivery across the city as well as community consultation with stakeholder groups.
- 6.6.3 Contractor proposals shall outline intentions in relation to fulfilment.
- 6.6.4 For example; areas which may be of interest would be the following:
- Improving Education
 - Improving Employability
 - Supply Chain
 - Community
 - Area Specific Benefits/Bidder Suggestion
- 6.6.5 Providers are encouraged to suggest benefits of an appropriate social value that they consider to be suitable. The lists of deliverable benefits may be amended and updated throughout the duration of individual contracts as gaps arise in community benefit requirements.

6.7 Fair Works Practices

6.7.1 Contractors shall be asked as part of the tender process to describe how they shall commit to progressing towards adopting each of the five Fair Work First criteria for workers (including any agency or sub-contractor workers) engaged in the delivery of this Contract. These criteria are:

- Appropriate channels for effective voice, such as trade union recognition
- Investment in workforce development
- No inappropriate use of zero-hours contracts
- Action to tackle the gender pay gap and create a more diverse and inclusive workplace
- Payment of the real Living Wage

6.7.2 Contractors are expected to include current policies and planned actions that demonstrate how they shall meet each of criteria and how they will report on, and demonstrate progress, to the Council during the lifetime of the Framework Agreement that EnerPHit projects are awarded from.

6.8 Pricing Methodology

6.8.1 Contractors shall be asked to provide capped profit and overhead percentages at Framework Agreement level to apply to individual site projects. Mini competitions shall then be conducted in relation to site costs based on detailed designs.

6.9 Next Steps

6.9.1 Should this business case be approved; the Council will engage Design teams to proceed with the Detailed Design stage where they shall prepare the specifications for individual sites.

6.9.2 The Council's Commercial Procurement Services department will work with the assigned Programme Manager to ensure the appointment of suitable and experienced contractors to deliver both the detailed design and project works implementation.

Section 7: Management Case

7.1 Introduction to the Management Case

7.1.1 This section of the business case sets out how the programme will be managed, including governance, risk and health and safety. It also sets out the detailed proposals for how programme performance such as the programme benefits and outcomes will be measured and reported.

7.2 Programme Governance

7.2.1 The strategic governance of the programme will be led by the Council's Director of Sustainable Development in the Council's Place Directorate, who will appoint a Programme Manager to manage and oversee the programme for the duration of the 5-year programme. The Director of Sustainable Development will be the Council's appointed Senior Responsible Officer (SRO) for the programme.

7.2.2 A GGA Pathfinder Programme Governance Group will be established within the Council to manage and deliver the programme with representatives from the Council's Sustainable Development's Strategic Asset Planning, Sustainable Construction Delivery (SCD), Finance and Procurement services. There will be regular Programme Group meetings and oversight will be provided by the Sustainable Development Service Director.

7.2.3 The Council has an existing EnerPHit consultancy framework that will be called upon to deliver the EnerPHit Detailed Design for each individual project in the programme and the Detailed Design and procurement of the works will be managed internally by SCD, SAP with assistance from Commercial. A new Programme Manager will be appointed to lead the strategic development and who will act as the overall programme coordinator and sponsor to deliver the programme to completion- refer to [Appendix H: Council Programme Management and Delivery Organogram](#)

7.2.4 The composition of the GGA Pathfinder Programme Group will be kept under review for the duration of the programme to ensure it has the appropriate competencies and representation from each of the stakeholders. The Programme Group is tasked with programme delivery; decision making will still be required from the Council committees as appropriate.

7.2.5 Authority to initiate the development and proceed with this programme comes from the approval of separate Council Committee papers:

- Approval to make the GGA bid was approved by the Council Corporate Leadership Team on 11 August 2021 via a report titled 'Green Growth Accelerator- Pathfinder projects'
- A paper titled 'Sustainable Capital Budget Strategy 2022-2032' approved by the Council's Finance and Resources Committee in

February 2022 confirmed the necessary capital financing approval needed to proceed with this programme

- 7.2.6 Approval for the programme to proceed is targeted to be granted by the Council Committee by summer 2022 under a paper submittal to one of the Council's Committees. Should final approval be granted and the programme proceed, delegated authority will be granted to the Council's Service Director of Sustainable Development to enter into any agreements and take any actions required to deliver the programme. Subsequently, regular annual updates on the programme will be provided with additional updates on specific issues as required via the business bulletins of the relevant committees.
- 7.2.7 The Council is required to maintain regular dialogue with the Scottish Government and SFT's GGA Executives. GGA Executives will be kept updated on the programme progress throughout delivery by the Programme Manager.
- 7.2.8 For each individual project within the overall programme, the Council will set up regular Investment Steering Groups (ISGs). The purpose of the ISG is to ensure that each project meets the business case and is delivered on time, to budget and to the required quality. The ISG is corporately accountable for the success of the project and has responsibility and authority for the implementation of the project stages through to completion. ISG responsibilities include ensuring that the project is delivered holistically from both a capital cost and operational revenue cost perspective and to ensure the required resources are in place to meet design and construction quality expectations and commitments. The SRO will be responsible for chairing the ISGs.
- 7.2.9 Each project within the programme will be delivered on the principles of Projects IN Controlled Environments 2 (PRINCE2).

7.3 Outcomes Governance and Monitoring

- 7.3.1 The GGA Grant Agreement will be based on the standard Scottish Government grant agreement. Ongoing governance arrangements including monitoring performance against agreed outcomes will be captured in the grant agreement.
- 7.3.2 The GGA Grant Agreement will contain clear clauses in relation to the following:
- The outcomes that will underpin the grant agreement
 - The implications of targets being partially met or not met (including pro-rata calculations)
 - Mitigations for not achieving outcomes
 - The conditions under which the agreement will lapse; e.g. not achieving key dates (if any)
 - Reporting requirements and how these drive the (claims) process
- 7.3.3 The Council's assigned Programme Manager will be the Council's GGA Grant Agreement coordinator and contact window with the responsible Scottish Government representatives and will be responsible for setting the GGA

outcomes, agreeing the measurement of outcomes and the ongoing performance management of outcomes during the programme's duration.

- 7.3.4 The GGA Grant Agreement governance will typically consist of the following:
- Post signing of the Grant Agreement and delivery of the first aspects of the programme. A formal project/programme steering group will be formed which will meet bi-annually. The steering group will consist of Local Authority project owners, SFT representatives and Scottish Government representatives
 - Programme outcomes will be measured on an annual basis according to the schedule of outcome delivery
 - Annual payments will be made according to the grant agreement (likely at the end of each fiscal year in March)
 - Each project in the programme will have a bespoke agreement on the measurement of outcomes. In each case it is likely that when all outcomes have been achieved, the remaining payments will be made until the end of the agreement without the need for ongoing monitoring.

7.4 Works Programme

- 7.4.1 The works implementation will be carried out in 4 phases and it is planned that there will be separate works delivery contracts for each of the 12 buildings. Phase 1 site works consisting of retrofitting works to two selected buildings are planned to begin in Q4 2022/23 and is expected to be completed by no later than Q3 2024/25. The other works phases will follow thereafter and the entire programme is currently planned to be completed by Q3 2027/28. The full programme can be found in [Appendix Q: Green Growth Accelerator EnerPHit Tranche 1 Programme](#).

7.5 Programme Delivery Management

- 7.5.1 The programme will be led throughout by the Council's assigned Programme Manager who will have the designated authority to act on behalf of Sustainable Development's Service Director. The Programme Manager will report directly to Sustainable Development's Strategic Asset Improvement Manager.
- 7.5.2 The Programme Manager shall also be the designated project coordinator with other third parties associated with the programme; such as Scottish Government and Scottish Futures Trust (SFT) representatives. Accordingly, the Project Manager will be responsible for ensuring that the agreed programme outcomes and deliverables to access payment to the Green Growth Accelerator funds are achieved.
- 7.5.3 A new GGA Pathfinder Project/Programme team will be formed in the Council. Refer to [Appendix H: Council Programme Management and Delivery Organogram](#) for the proposed team structure and organogram. The team will

include at least one apprentice throughout the duration of the programme to promote green learning and opportunities.

- 7.5.4 The Programme Manager and the GGA Pathfinder Project//Programme team will work closely with the GGA Pathfinder Project//Programme Working Group to manage the delivery of the programme to completion. As each project within the programme transitions from the strategic phase to works delivery/construction phase SCD will take on more project delivery and management responsibilities but the Programme Manager will remain as the overall responsible person for the programme.

7.6 Health and Safety Management

- 7.6.1 Health and Safety Management will be a highly important consideration throughout the programme, particularly during the retrofitting/construction phase that is expected to commence in Q4 2022/23. During construction SCD will provide oversight of the retrofitting works. This will include monitoring of health and safety practices on the construction site with any unsafe practices being raised with the successful contractors as a matter of urgency.
- 7.6.2 Like the other buildings retrofit projects in the Council each project in the programme will be subject to the Construction Design and Management (CDM) Regulations 2015.
- 7.6.3 Each project in the programme will also need to comply with the recommendations as set out in the 2018 Building Standards Compliance and Enforcement Review (“the Cole Report”) around strengthening compliance with statutory building standards and addressing non-compliant construction work will be utilised to ensure the retrofitting works being carried out are safe. The contractor(s) awarded the retrofitting works will be responsible for ensuring the works are carried out in accordance with all relevant regulations. Measures taken will include:
- Requiring works delivery contractors to provide the Council with copies of its Compliance Plan and Construction Compliance Notification Plan
 - Requiring works delivery contractors to provide the Council with digital photographic evidence of all fire-stopping installations where applicable
 - Engaging with the Scottish Fire and Rescue Service throughout the construction process and requiring a Fire Certificate for the works
- 7.6.4 Particular attention will be given to the selection of any external cladding chosen for the works (should a building be re-clad/over-clad as part of the works) to ensure this has a high level of fire resistance. This will be addressed in the works specifications with statutory permissions where appropriate.

7.7 Cost Management

- 7.7.1 The works delivery contractors are ultimately responsible for managing costs in relation to the delivery of the programme works. Regular cost monitoring of the programme will be carried out by the Programme Manager with financial

reporting at the regular Working Groups. The appointed Council SCD works delivery team (with a joint duty of care) will provide cost management during the construction phase to ensure that design, Health & Safety and Cole Report considerations are met.

- 7.7.2 The professional fees of the Council's SCD team in delivering this programme have already been factored in as part of the overall project costs for each building and is estimated at 15%.

7.8 Environmental Management

- 7.8.1 With the project being a GGA Pathfinder Project/Programme, environmental management including the monitoring of carbon emissions reductions is already embedded in the project as the programme's main deliverables and outcomes.

7.9 Stakeholder Management

- 7.9.1 Refer to section 7.3: Outcomes Governance and Monitoring for stakeholder management arrangements with the Scottish Government and SFT representatives. For Council internal stakeholder management, the Programme Manager will be the lead and will conduct both informal and formal consultation with key project stakeholders via the GGA Pathfinder Project/Programme Working Groups. GGA Pathfinder Project/Programme Working Groups will be held at regular intervals to programme completion.
- 7.9.2 The main impact on each of the building's stakeholders and the community will be during the works delivery/retrofitting phase. It is unclear at this point if full decants or partial decants of the affected buildings will be required for the works to proceed as the level of decant will be dependent on the detailed EnerPHit interventions targeted for each specific building. For instance, if a building is designed to have wall insulation installed on the external façade (known technically as over-cladding), then the disruptions to the building users would be less than say, internal wall insulation that would be fitted internally. The level of decanting required for each building will not be known until after the EnerPHit Detailed Design stage.

7.10 Communications and Change Management

- 7.10.1 The Programme Manager will be the main point of contact for external stakeholders such as the Scottish Government and SFT representatives to ensure consistency in messaging/approach relating to the programme for all stakeholders that could include Elected Members and the media.
- 7.10.2 The Programme Manager will be expected to work closely with the Council's Communications Team throughout the duration of the project.

- 7.10.3 The Programme Manager will also be the main point of contact with Council internal stakeholders and ensure there is early engagement and consultation with each of the affected building's users and stakeholders for communications management and to manage expectations. An Engagement Plan will be developed for each individual building prior to works delivery to take into account each building's user requirements, the effects of the works on building operations, individual building circumstances and stakeholders.
- 7.10.4 To ensure the works during the works delivery phase are delivered in a safe manner and that each building's operational disruptions are kept to a minimum (including for example any affected school activities for the school buildings), there will be regular project coordination meetings between the Programme Manager, SCD and the buildings users' representatives and there will be regular dialogue and communications. For a school building this will mean regular project coordination meetings with the affected school's Head Teacher and Business Manager.
- 7.10.5 Where a building project will displace and affect community users e.g. such as community activities taking place out-with school hours in a school building, the project delivery teams will liaise with the School Lets team to offer alternative venues where possible. The project delivery teams will work with Council stakeholders to ensure alternative arrangements are made for any necessary school or community services- e.g. for school buildings the provision of breakfast clubs and after-school care for continuity of provision of service.
- 7.10.6 To promote the GGA Pathfinder Project/Programme and to better communicate the programme to reach a wider audience, the Council has compiled a GGA Pathfinder Project/Programme promotional video to explain the objectives of the programme and to explain how this programme is supported and partially funded by the Scottish Government via the GGA fund.
- 7.10.7 With the programme being a key component of the Council's Carbon Strategy and the CERP, and with the programme delivery duration expected to span from 2022/23 to 2027/28, there will be annual updates on the programme status to the relevant Council Committees.

7.11 Risk Management

- 7.11.1 A Risk Register has been developed for the programme and is set out in [Appendix R: Programme Risk Register](#) of this business case. Multiple risks to the programme have been identified as having actions to be taken to mitigate each (where appropriate). The top four risks (with the highest risk scores) associated with this programme are:
1. The entire Pathfinder Project/Programme delivery is delayed.
 2. Actual programme delivery costs are higher than projected. This could be due to higher programme costs due to the impacts of Covid-19.
 3. Ensuring adequate Quality/Inspection regime on site (in particular maintaining the air-tightness control layer).

4. External factors which are outwith the Council's control which could affect the project 'buy in' and the pace of future delivery.

7.11.2 Risk Management and in particular the programme's identified high and medium risks will be tabled and discussed with the programme stakeholders at the regular GGA Pathfinder Project/Programme Working Groups as an agenda standing item.

7.11.3 The Council's risk scoring and risk ratings methodology is summarised in [Appendix S: Council Risk Ratings/Scoring Guide \(for reference\)](#)

7.12 Benefits Measurement and Management

7.12.1 The direct benefits for the Council from the programme are principally sustainability and Net Zero benefits. With the programme benefits and outcomes being closely linked to the release of future GGA funding, measurable outcomes targets will be set which will be measured, monitored, and reported upon throughout the duration of the programme as mentioned in the economic case section of the report.

7.12.2 No specific targets have been set around the financial benefits to the Council but the expectation is that the Council will realise benefits over the lifespan of the buildings which have undergone EnerPHit approach interventions.

7.13 Key Programme Management and Governance Documents

7.13.1 The key programme management and governance documents, which this business case has been prepared with due regard to are summarised in [10.1 Appendix A- Background Reading and External References](#).

7.14 Summary of the Management Case

7.14.1 In summary, measures are in place for the governance and management of the programme from its current stage through to completion. Strategies and Management Plans will be put in place for the management of key aspects of the programme such as Health and Safety Management, Communications and Change Management and Risk Management.

Section 8: Conclusions & Recommendations

8.1 Conclusions & Recommendations

- 8.1.1 It is concluded that the programme aligns with the Council's strategic aims; that the programme secures best value and represents the best option available; that the programme is affordable and fundable; that the programme is commercially viable and can be procured in line with relevant regulations and that the programme is deliverable.
- 8.1.2 The programme is expected to deliver both financial and sustainability benefits for the Council with a focus on sustainability/Net Zero benefits. The programme will make contributions to address several key Council challenges and priorities, particularly the contribution that this programme will make towards the achievement of the Council's sustainability target of achieving Net Zero by 2030. This programme is aligned to Edinburgh 2030 Climate Strategy and the successful delivery of this programme is a key part of the Council's Emissions Reductions Plan or CERP. Overall, the programme is a good strategic fit with a case for change.
- 8.1.3 The programme is judged to be the best way of addressing the key Net Zero challenges in retrofitting the Council's existing portfolio of operational buildings (which form the majority of the Council's non-housing portfolio buildings) and in delivering the benefits. Alternative buildings retrofitting standards were assessed and were judged to be less suitable, with the EnerPHit standard of retrofitting operational buildings to be superior to the alternatives considered (including a 'Do Nothing' option).
- 8.1.4 The programme will be a pioneering EnerPHit buildings programme for the Council, for Edinburgh and for Scotland as a whole and it is no coincidence that the Scottish Government has selected the programme as one of their six national GGA Pathfinder Projects/Programmes.
- 8.1.5 Should this business case be approved and the programme proceed, the programme will be the Council's first EnerPHit retrofit programme. The implementation of this programme will set the direction, 'pave the way' and will build up the skillsets and experience needed within the Council to apply a similar EnerPHit informed approach to the Council's large stock of existing operational buildings.
- 8.1.6 The programme is expected to offer small financial returns on the initial capital investment with respect to the reduction of future buildings operational and running costs in the short-term. This is mainly due to the switch from gas to electricity as the primary heating source for many of the buildings and with the current high unit cost of electricity compared to gas.
- 8.1.7 The programme will however, offer other non-financial benefits such as making significant contributions to the reduction of carbon emissions for the

selected operational buildings and it provides futureproofing and buildings resilience for the future. The programme reduces the need to offset emissions and thus reduce offsetting costs. The programme will improve and build up EnerPHit knowledge and experience in the Council, create new sustainability related jobs and opportunities and will lead to reputational benefits for the Council.

- 8.1.8 The programme will lead to a cultural and behavioural shift in the way the Council will approach future operational buildings retrofits. The traditional approach with regards to capitalised retrofitting of buildings is one that has been focused on improving or maintaining buildings to a good asset condition- and thereby managing buildings asset risk. The programme will help bring about a new 'enhanced retrofitting' regime- one that considers not only asset condition and asset risk but also Net Zero/sustainability considerations.
- 8.1.9 Provision for the capital funding required to proceed with the programme has already been made as part of a 'Sustainable Capital Budget Strategy 2022-2032' paper that was presented to the February 2022 Finance & Resources Committee. The capital funding required for the project is estimated to be approximately £61.830m over 5-years from 2022/23 to 2027/28.
- 8.1.10 The Council has further secured funding from the Scottish Government for the programme- the GGA fund to the value of £10m that will help to part fund the programme. The payment will however be revenue payment and payment will be made in arrears subject to certain agreed programme outcomes and deliverables being achieved through programme delivery.
- 8.1.11 Detailed governance arrangements will be developed prior to the delivery of the programme, including Risk Management, Health and Safety Management, Stakeholder Management, Communications & Change Management and Benefits Management. Overall, it is considered that adequate arrangements are in place to enable the programme to be successfully delivered by the Council.

Section 9: Next Steps

9.1 Recommended Next Steps

- 9.1.1 Should approval be granted for the programme to proceed, the Council will proceed with the Detailed Design and Procurement stages and seek to enter into the various agreements required to deliver the programme of works based on the proposed 4-phases arrangement.
- 9.1.2 An immediate priority will be appointing the members of GGA Pathfinder Project/Programme Team and in particular the appointment of the Programme Manager to proceed with the next stage of this new programme. As retrofitting/site works are planned to begin in Q4 2022/23, it will be necessary to make these appointments expeditiously.
- 9.1.3 A series of Specific, Measurable, Achievable, Relevant and Time-Based (SMART) programme level outcomes/metrics (such as projected carbon emission reductions) and programme level metrics will be proposed by the Council and these metrics agreed with the Scottish Government. The agreed metrics and outcomes will be measurable such that it could be demonstrably proved that these metrics/outcomes have been met as the programme phases are being completed.
- 9.1.4 Considerable EnerPHit preparation and capital planning/analysis for the programme have already been completed, with all the EnerPHit feasibility studies for the 12 selected buildings either been completed or nearing completion. Should this business case be approved, the focus on Detailed Design and specifications development and procurement will be on the proposed Phase 1 works that are Brunstane Primary School and Lorne Primary School.
- 9.1.5 With both Phase 1 buildings being school properties and with the site works not due to commence until Q4 2022/23, the first significant window for disruptive works in the schools will be the 2023/2024 schools Easter and summer holidays, although where possible the works should continue over the course of the year, where they can co-exist with an operational school environment.
- 9.1.6 Steps have already been taken by the works delivery teams with respect to the training and upskilling of Council resources to deal with the expected considerable volume of planned EnerPHit informed works in the future. The training and upskilling will be expanded as part of an EnerPHit Training and Upskilling Plan- not only to the works delivery teams but to those who would be closely involved in this programme.

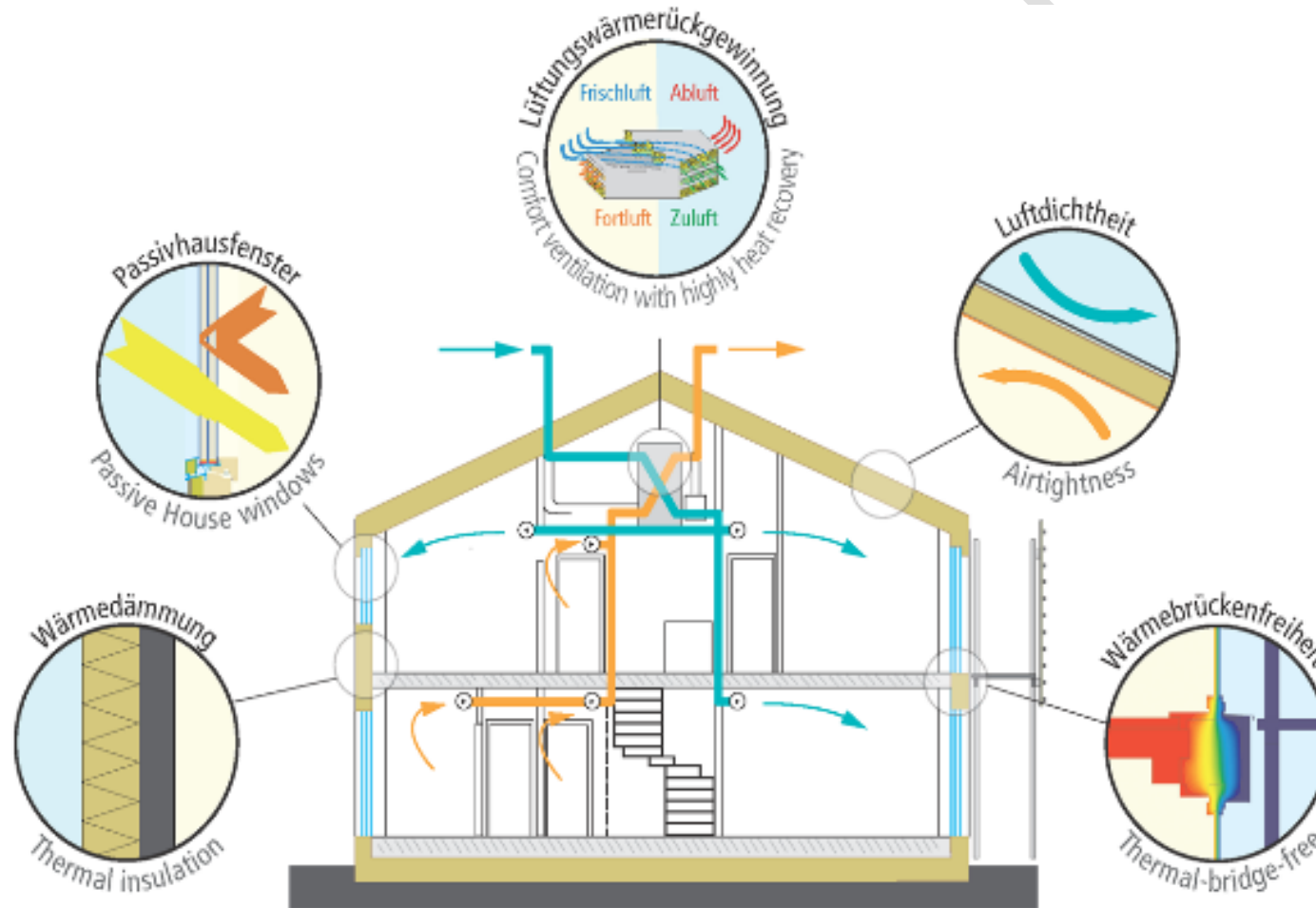
Section 10: Appendices

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- 10.17 [Appendix Q: Green Growth Accelerator EnerPHit Tranche 1 Programme](#)
- 10.18 [Appendix R: Programme Risk Register](#)
- 10.19 [Appendix S: Council Risk Ratings/Scoring Guide \(for reference\)](#)

10.1 Appendix A- Background Reading and External References



1. The Council's paper entitled 'Addressing the Net Zero Operational Carbon Target across the Operational Estate' approved by the Asset Management Board on 17 November 2020
2. Link to the Council's 'Council Emissions Reduction Plan' (CERP) approved at the Council's Policy & Sustainability Committee on 30 November 2021
[CERP](#)
3. Link to the Council's Citywide 2030 Climate Strategy approved at the Council's Policy & Sustainability Committee on 30 November 2021
[Citywide 2030 Climate strategy](#)
4. Link to the December 2019 Finance and Resources Committee Report on the Feasibility of Deep Energy Retrofits of Operational Council Buildings
[Finance and Resources Committee, Friday 6 December 2019, Feasibility of Deep Energy Retrofit of Operational Council Buildings](#)
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10.2 Appendix B- EnerPHit '5-Principles' Diagram



EnerPHit typically focuses on: 1) Improved thermal insulation; 2) Energy efficient windows; 3) Comfort ventilation, heat recovery & energy efficient heating system & circulation; 4) Airtightness and 5) Reduction of thermal bridging

10.3 Appendix C: Comparison of Different Retrofit Standards

No.	Building Retrofit Standard and Methodology Description	Key Metrics of the Standard	Perceived Advantages of this Standard	Perceived Disadvantages of this Standard
1	 <p>EnerPHit Passive House Institute</p>	<p><u>Energy Demand Certification Method</u></p> <ol style="list-style-type: none"> 1) Heating demand: $\leq 25\text{kWh/m}^2\text{a}$ 2) Cooling demand: equal to PH 3) PER: demand $\leq 60 + (\text{QH-QH,PH}) \cdot f \cdot \text{PER,H} + (\text{QC-QC,PH}) \cdot 1/2 (+/- 15\text{kWh/m}^2\text{a Compensation of deviation by different amount of renewable generation) (Plus: } \leq 45\text{...}, \text{ Premium: } \leq 30\text{...})$ 4) Airtightness (n50): $\leq 1 \text{ h}^{-1}$ 5) Frequency of overheating (≤ 250) $< 10\%$ <p><u>Building Component Certification Method</u></p> <p>U-Value Requirements:</p> <ol style="list-style-type: none"> 1) Envelope ground U-Value (Ext Insul): $0.15 \text{ W}/(\text{m}^2\text{K})$ 2) Envelope ambient U-Value (Ext Insul): $0.15 \text{ W}/(\text{m}^2\text{K})$ 3) Envelope ambient U-Value (Int Insul): $0.35 \text{ W}/(\text{m}^2\text{K})$ 4) Windows Wall Installed: $0.85 \text{ W}/(\text{m}^2\text{K})$ 5) Windows Pitched Roof Installed: $1.00 \text{ W}/(\text{m}^2\text{K})$ 6) Windows Flat Roof Installed: $1.10 \text{ W}/(\text{m}^2\text{K})$ 7) Glazing g-value: $U_g \cdot g \cdot 1.6 \leq 0$ 8) Solar load during cooling period: $100 \text{ kWh/m}^2\text{a}$ 9) Minimum heat recovery: 75% 	<p><u>Energy Demand Certification Method</u></p> <ol style="list-style-type: none"> 1) Highly rigorous standard achieved through the use of PHPP modelling software to ensure a minimal performance gap between the designed proposal and final building 2) Internationally recognised as a highly reliable, rigorous standard <p><u>Building Component Certification Method</u></p> <ol style="list-style-type: none"> 1) Alternative route to certification which allows a higher overall heating demand but sets out specific U-Values which must be achieved for each of the building components. if not possible to meet the overall heating demand due to constraints of working with an existing building 2) Allows flexibility when working with the constraints and possible unknowns of working with an existing building 	<p><u>Energy Demand Certification Method</u></p> <ol style="list-style-type: none"> 1) Stringent standard which can be very difficult to achieve on some retrofit projects 2) Requires input from specialist consultants and independent certifiers to achieve certification which can be a lengthy and protracted process <p><u>Building Component Certification Method</u></p> <ol style="list-style-type: none"> 1) Can be more onerous to evidence and achieve all of the specified building component U-Values
2	 <p>Association for Environment Conscious Building (AECEB)</p>	<ol style="list-style-type: none"> 1) Heating & cooling: $\leq 50\text{kWh/m}^2 \text{ a}$ or $\leq 100 \text{ kWh/m}^2 \text{ a}$ (with exemption) 2) Primary Energy: NA 3) Primary Energy Renewable: NA 4) Airtightness (n50): $\leq 2 \text{ h}^{-1}$ 5) Thermal Bridges: Psiexternal 6) Summer overheating: $< 10\%$ 7) Surface Condensation: 0.75 	<ol style="list-style-type: none"> 1) Less onerous standard to achieve than EnerPHit although still uses the PHPP software for design assessment 2) Lower certification costs since self-certification is possible, with only an independent energy consultant required to approve the certification documents 	<ol style="list-style-type: none"> 1) Sets lower energy standard overall than the EnerPHit standard 2) Less stringent evidencing and certification process

3	 <p>EuroPHit</p>	<p>The EuroPHit project was a Europe wide research project, applying the EnerPHit standard to a range of retrofit projects which informed the development of the ERP and the step-by-step certification process. Key metrics:</p> <ol style="list-style-type: none"> 1) Same final targets as EnerPHit standard achieved through a step-by-step retrofit process. The first retrofit stage must fulfill the following requirements to achieve pre-certification: <ol style="list-style-type: none"> a) EnerPHit Retrofit Plan (ERP) must be submitted which sets out the step-by-step plan to achieve the EnerPHit standard. The first modernisation step must have been completed according to the ERP 2) To meet the pre-certification requirements for the first retrofit stage, the energy demand must have been reduced in one of the following ways: <ol style="list-style-type: none"> a) Heating/cooling demand: $\leq 20\%$ or $40\text{kWh}/(\text{m}^2\text{a})$ reduction b) Primary Energy or Primary Energy Renewable: $\leq 20\%$ reduction c) Modernisation in accordance with the ERP: $\leq 1 \times$ property unit modernised (in a building with several owners) d) New extension has been added in accordance with the ERP e) Leakage detection has carried out 	<p>Step-by-Step Approach to EnerPHit</p> <ol style="list-style-type: none"> 1) Either Energy Demand or Building Component Certification Route can be pursued 2) Costs to fund stages of work can be spread over a longer period of time, allowing easier cost management 3) Allows elements of the building to be replaced when convenient or when they have reached the end of their lifespan, reducing the upfront and possibly avoidable cost of upgrading all building components at once 4) Allows the opportunity to review the effectiveness of the retrofit measures following each stage and subsequent works to respond to this feedback 	<p>Step-by-Step Approach to EnerPHit</p> <ol style="list-style-type: none"> 1) Risk that some building elements which have already been upgraded will be damaged during later construction works to carry out further retrofit measures 2) Likely to result in higher overall costs due to less efficient construction process and more complex multi-stage programme planning 3) Upgrading building components in stages may not allow the upgraded elements to function effectively until all measures have been implemented 4) Greater disruption to the building user, with multiple periods of time when the building must be vacated (although this may suit schools if works can be undertaken during the summer holidays)
4	 <p>British Standards Institution (BSI)</p>	<p>Suite of UK buildings retrofit standards</p>	<ol style="list-style-type: none"> 1) Assesses up to 30 improvement strategies individually from a payback and carbon efficiency point of view i.e. fabric improvements, services improvements, etc. 	<ol style="list-style-type: none"> 1) Does not allow for 'whole-house' or 'whole building' type approach 2) Currently going through consultation stage, so draft guidance
5	 <p>Net Zero Public Sector Buildings Standard (NZPSBS)</p>	<p>A voluntary Standard produced by SFT that supports public bodies meet their Net Zero commitments with Scottish Government recommended targets. Note that early targets will be set by participants with Government approval.</p> <p>Participants to contact Scottish Government to determine the current targets applicable to its building categories and sector. Applicants to commit to achieving these targets which are separated into 6 stages</p>	<ol style="list-style-type: none"> 1) The Standard is intended to be sufficiently flexible to be applied under a wide range of procurement routes, delivery mechanisms, finance options and accounting treatments. As a general guide, the responsibility to meet targets is owned by the lead participant for which the building is designed and operated. 	<ol style="list-style-type: none"> 1) Different routes delivery mechanisms, finance options and accounting treatments can lead to difficulty in comparing like for like approaches. The Council has strict guidelines on acceptable procurement routes which may exclude some options. 2) The document establishes a standard methodology to achieve a Net Zero Public Sector Building Standard rather than being a standard itself with tangible and specific metrics or targets to meet. As such, it can be open to interpretation rather than setting hard targets and metrics.

10.4 Appendix D: Buildings Selection Best-Value Matrix and Methodology

No.	EnerPHit Works Implementation Selection Index Question	Selection Index Category	Selection Criteria Scoring (The higher the scoring the more likely the building is to be selected for EnerPHit works implementation)	Selection Index Scoring Description	Selection Index Scoring Logic	Selection Index Percentage out of 100 (%)
1	What is the current EPC rating of the building?	Technical (Energy and Net Zero Carbon considerations)	A-0 (Black) B- 1 (Red) C- 1 (Red) D- 2 (Amber) E- 2 (Amber) F- 3 (Green) G- 3 (Green)	The Energy Efficiency Certificate (EPC) rating of a building is a measure of how energy efficient (in terms of running cost) a building is. An 'A' rated building is a very energy efficient building (low running costs) and a 'G' rated building is not energy efficient (high running costs)	An existing building with a poor EPC rating will see the most benefits (both energy efficiency and Low Carbon) if it is retrofitted to EnerPHit standards therefore it will be scored higher than a building with an existing good EPC rating	10%
2	Will this building be used by CEC in the future as a long-term CEC asset in its current form (to maximise our EnerPHit capital investment)?	Operational and strategic considerations	Yes- 3 Maybe/Unsure- 2 No- 1	A building/asset that will be used by CEC for the foreseeable future will see the best value and return on the EnerPHit capital investment- i.e. we should not EnerPHit a building and then a few years later the building is then demolished, sold off or redeveloped. We want CEC to reap the full value of our investment	The longer a building is expected to be in CEC ownership/stewardship the higher the scoring as it would see a better return on the investment	10%
3	Is this building targeted for major building fabric capital lifecycle works within the next five years?	Technical (Condition/risk based consideration)	Yes- 3 Maybe- 2 No- 1	A building/asset that is due a major condition-based capital lifecycle works investment within the next five years anyway is considered to be better value and better return on our investment. EnerPHit is essentially 'opportunity works' which should be undertaken at the same time as the condition-based works	If a building is scheduled for major building fabric capital lifecycle works anyway within the next five years the scoring for that building will be higher. This is based on the logic that we are getting a better return (both condition and energy/Net Carbon Zero improvements) on our investment	10%
4	Are the planned lifecycle works 'EnerPHit Compatible' with the 5 main EnerPHit principles? (Thermal insulation, energy efficient windows, energy efficient heating system, airtightness & reducing thermal bridges)	Technical (Energy and Net Zero Carbon considerations)	3 or more compatibility- 3 2 principles compatibility- 2 At least 1 compatibility- 1 None compatibility- 0	A building/asset that is due a major condition-based capital lifecycle works investment within the next five years and which the works are compatible with EnerPHit principles of (Thermal insulation, energy efficient windows, energy efficient heating system, airtightness & reducing thermal bridges)	The more items of planned capital lifecycle works which are compatible with the 5 EnerPHit principles, the higher scoring that building will be. For example, a building that has planned boiler replacement and roofing replacement works will be scored higher compared to a building that has planned toilet refurbishment works only	10%
5	Of the 12 properties, where does the building rank in terms of its energy use per m2? (ranked 1st to 12th from highest energy use to lowest)	Technical (Energy and Net Zero Carbon considerations)	1st, 2nd, 3rd & 4th- 3 5th, 6th, 7th & 8th- 2 9th, 10th, 11th & 12th- 1	A building/asset that has high annual energy costs (in particular gas consumption costs) per m2 is likely to be less energy efficient	The higher a building's existing energy use per m2, the higher the scoring as the biggest benefit is by targeting works to buildings which are the least energy efficient and which have high energy consumption rates per m2	10%

6	Deliverability & Affordability- given current cost pressures how affordable in terms of capital funding is this building compared to the other Tranche 1 buildings? What is its ranking out of 12 (lowest to highest capital investment cost)?	Deliverability and Affordability considerations	1st, 2nd, 3rd & 4th- 3 5th, 6th, 7th & 8th- 2 9th, 10th, 11th & 12th- 1	At the time of writing, the EnerPHit works in the Asset Management Works programme are currently unfunded, with the biggest capital cost pressure in 2022/23 and 2023/24. In view of this, smaller EnerPHit projects (by estimated cost and contract value) are preferred in the first two years of the EnerPHit programme	The lower the estimated EnerPHit cost of a building the higher the scoring as it is better in CEC's short -term affordability and deliverability	10%
7	What is the building's current condition rating?	Technical (Condition/risk based consideration)	Condition A- 0 Condition B- 1 Condition C- 2 Condition D- 3	A building/asset's current condition rating, based on Scottish Government's 'Core Facts' scoring; is a good indicator of value as it is better value to EnerPHit a poor condition building than a building that is in already good condition	The poorer the condition of the building, the higher the scoring as it is better in terms of value to EnerPHit a poor condition building while incorporating Net Zero Carbon considerations at the same time	10%
8	If this building is retrofitted to an EnerPHit standard, how well will the EnerPHit improvements align with the buildings operability and building user requirements and how the building fits into CEC's overall Property & Asset Management Strategy?	Operational and strategic considerations	Good alignment- 3 Medium alignment- 2 Poor alignment- 1	A building that closely aligns with CEC's overall Property & Asset Management Strategy is one that is likely to prove good value in terms of attracting capital investment. These are buildings which due their building type, functionality and location are expected to remain as a CEC operational building for years to come- i.e. they are not 'under review' or 20-minute neighbourhood buildings for which their future is uncertain. In addition, for some buildings, the EnerPHit principles may be at odds with the operational model of the building. For example for nursery buildings, EnerPHit's principle of minimising unnecessary air leakage losses is at odds with CEC nursery's 'Free Flow' policy	A building with an operational strategy that is considered to closely align with the EnerPHit principles will be scored higher as they are considered to be more suitable in adopting an EnerPHit approach	10%
9	What is the primary heating plant used in this building and does it offer Low Zero Carbon benefits if selected for EnerPHit?	Technical (Energy and Net Zero Carbon considerations)	Gas or Oil only- 3 Both Gas & Electric- 2 Electric only- 1	A building/asset that has fossil fuel primary heating plant such as gas or oil as its main source of heating has the greatest potential for decarbonisation and to reduce carbon emissions	If a building uses gas or oil as its primary heating plant fuel source then it will be scored high as the potential to reduce carbon emissions and meet Net Zero Carbon targets will be greatest. A building that uses electricity as its primary heating source will be scored low and a building that uses both gas and electricity will be scored medium	10%
10	Of the 12 properties, where does the building rank in terms of its current carbon emissions per m2?	Technical (Energy and Net Zero Carbon considerations)	1st, 2nd, 3rd & 4th- 3 5th, 6th, 7th & 8th- 2 9th, 10th, 11th & 12th- 1	A building/asset that has high annual carbon emissions per m2 is one that will see the biggest Net Zero Carbon and carbon emissions reductions benefits should an EnerPHit informed approach be adopted	The higher a building's existing carbon emissions per m ² , the higher the scoring as the biggest benefit is by targeting works to buildings which have the highest carbon emissions figures per m2	10%

Based on this Buildings Selection Methodology, the following scores were calculated for each building:

Site/Building Description	EnerPHit Criteria Scoring & Ranking	Selected for Tranche 1 Feasibility Study?
1) Greengables Nursery and Family Centre	23 out of 24(1st =)	YES
2) Hermitage Park Primary School	23 out of 24 (1st=)	YES
3) Moffat Nursery	23 out of 24 (1st=)	YES
4) South East Local Office	23 out of 24 (1st=)	YES
5) North West Local Office	22 out of 24 (5th=)	YES
6) Ferryhill Primary School	22 out of 24 (5th=)	YES
7) Lorne Primary School	21 out of 24 (7th=)	YES
8) Hillwood Primary School	21 out of 24 (7th=)	YES
9) Trinity Academy Secondary School	19 out of 24 (10th=)	YES

The above 9 building sites (10 buildings) were selected together with the two pilot buildings- Liberton Nursery and Brunstane Primary School for inclusion in the Council's EnerPHit Tranche 1 programme of works

10.5 Appendix E: GGA Project/Programme Outcomes Summary

No.	Outcome Description	Unit of measure proposed for this project outcome	How and when will these outcomes will be monitored and measured?	Assumptions made which underpin the outcomes analysis	How will these outcomes relate to GGA project payments from the Scottish Government?	Proposed % of this outcome that is linked to the GGA annual repayment (Cumulative % should be 100%)
1	CO2 emissions reduction benefits and contribution to Net-Zero ambitions	Kilotonne CO2 equivalent saved (per building) per year and cumulatively throughout the project delivery period	Using 2019/20 (pre-Covid) annual gas and electricity consumption figures for each building as baseline figures, the new and actual annual gas and electricity consumption figures expended after completion of interventions will be used as the basis to calculate CO2 equivalent emissions savings (in kgCO2e/kWh) compared to the modelled 'Do Nothing' option for the equivalent year of completion	<p>1) Future electricity emissions factors (in kgCO2e/kWh) are based on BEIS projections (Data Tables 1-19 Green Book supplementary guidance: valuation of energy use and greenhouse gas emissions for appraisal)</p> <p>2) It is assumed the carbon intensity of the gas grid remains constant over time at 0.18316 kgCO2e/kWh</p> <p>3) Energy savings resulting from the EnerPHit-informed retrofit works are based on the following high-level assumptions:</p> <p>a) Electrification of heating system using heat pumps (no estimation for connection to a heat network).</p> <p>b) The assumed Coefficient of Performance (COP) for air-source heat pumps is assumed to average 2.2.</p> <p>c) Actual 2019/20 consumption data for the 12 targeted buildings is used as a pre-Covid baseline (based on automatic meter readings).</p> <p>e) The fabric improvements after EnerPHit informed interventions as well as the electrification of heat will reduce energy consumption overall (decrease in gas consumption and increase in electricity consumption).</p> <p>g) Of the 4 EnerPHit intervention options, the 'Middle of the Road' intervention option (Option 3) has been assumed to be the intervention option that will be adopted for all 12 buildings and therefore the CO2 emissions reductions calculations have been based on this intervention option.</p> <p>h) The modelled percentage reduction achieved with Option 3 (compared to Option 1 - Do nothing), is then multiplied with historic 2019/20 energy usage (metered)</p> <p>4) It is assumed 10% of the historic gas consumption is used for catering (from CTV019) for Brunstane, Lorne and Ferryhill PS and won't be electrified as part of the GGA project.</p>	<p>1) Upon the completion of EnerPHit informed interventions for each of the 12 buildings included in the pathfinder project, the annual actual gas and electricity consumption for each building will be reported (based on automatic meter readings) and the reduction in gas and electricity usage after interventions will be used to calculate CO2 equivalent emissions (in kgCO2e/kWh).</p> <p>2) Following the interventions to each building, the actual CO2 emissions savings (based on 1 above) will be compared to the estimated CO2 emissions and the actual CO2 emissions savings need to be equal to or exceed the estimated CO2 emissions figures for this project outcome to be deemed to be achieved.</p> <p>3) Should the actual CO2 emissions savings be less than the estimated CO2 emissions savings figures, then the percentage of outcomes completion for each building will be calculated as 'Actual CO2 emissions savings/Estimated CO2 emissions savings x 100%'.</p>	50% (i.e. 50% of the agreed annual GGA revenue repayment sum will be paid out upon successful achievement of this project outcome)

2	More 'green' and sustainable buildings (in terms of GIA) with improved buildings comfort, resilience and futureproofing	m2 of building Gross Internal Area (GIA) retrofitted to an EnerPHit informed standard per year and cumulatively throughout the project delivery period	Once a building has undergone EnerPHit informed interventions, the GIA of a building will be surveyed and measured	Of the 4 EnerPHit intervention options, the 'Middle of the Road' intervention option has been assumed to be the intervention option that will be adopted for all 12 buildings.	<p>1) Upon the completion of EnerPHit informed interventions for each of the 12 buildings included in the pathfinder project, the GIA of each building that has undergone EnerPHit interventions will be measured/confirmed and will be compared (as a percentage) to the overall GIA of the building before works.</p> <p>2) The actual GIA of a building that has undergone EnerPHit interventions needs to be equal to the overall GIA of the building before works.</p> <p>3) Should the actual GIA of a building that has undergone EnerPHit interventions be less than the overall GIA of the building before works, then the percentage of outcomes completion for each building will be calculated as 'Actual GIA of a building that has undergone EnerPHit interventions / Overall GIA of the building' before works x 100%'.</p>	30% (i.e. 30% of the agreed annual GGA revenue repayment sum will be paid out upon successful achievement of this project outcome)
3	Promotion of 'green' jobs and new opportunities	Number of Full-Time Equivalent (FTE) of an employee (both standard employee and an apprentice employee) per year and cumulatively throughout the project delivery period	The number of FTEs for standard and apprentice level employees employed by both CEC and the supply chain as a direct result of the GGA project, evidenced by employment records and project organograms	<p>1) CEC will need to form a new GGA project delivery team (both strategic development/coordination and works implementation delivery) throughout the project delivery period.</p> <p>2)The requirement to include the promotion of new green jobs/green opportunities and apprenticeships will be included in the tender documents for the new project contracts on the supply chain side.</p>	<p>1) Upon the completion of EnerPHit informed interventions for each of the 12 buildings included in the pathfinder project, the number of FTEs (both standard and apprentice employee) employed by CEC and by the supply chain during the project delivery will be recorded and compared to the estimated number of FTEs.</p> <p>2) The actual number of FTEs employed during the project delivery of a particular building needs to be equal or greater than the number of estimated FTEs.</p> <p>3) Should the actual number of FTEs employed during the project delivery be less than the number of estimated FTEs, then the percentage of outcomes completion for each building will be calculated as 'Actual number of FTEs employed during the project deliver / The number of estimated FTEs' x 100%'.</p>	10% (i.e. 10% of the agreed annual GGA revenue repayment sum will be paid out upon successful achievement of this project outcome)
4	Promotion of sustainability and Net Zero knowledge/s killsets and other	1) Number of CEC employees trained to a Passivhaus/EnerPHit certified practitioner or designer level per year and cumulatively throughout the project delivery period.	<p>1) The number of CEC employees trained to a Passivhaus/EnerPHit certified practitioner or designer level.</p> <p>2) The number of CEC employees trained to a Passivhaus/EnerPHit</p>	<p>1) CEC will develop an EnerPHit/Sustainability Training and Upskilling Plan throughout the project delivery period.</p> <p>2) The requirement to promote sustainability and Net Zero knowledge/skillsets and other community benefits will be included in the tender documents for the new project contracts on the supply chain side.</p>	1) Upon the completion of EnerPHit informed interventions for each of the 12 buildings included in the pathfinder project, the number of people who have undergone EnerPHit training and upskilling (both certified practitioner/designer and introductory levels) by CEC and by the supply chain during the project delivery will	10% (i.e. 10% of the agreed annual GGA revenue repayment sum will be paid out upon successful achievement of

	community benefits	<p>2) Number of CEC employees trained to a Passivhaus/EnerPHit introductory standard level (in-house training by CEC Passivhaus/EnerPHit certified practitioner or designer) per year and cumulatively throughout the project delivery period.</p> <p>3) Number of external supply chain operatives trained to a Passivhaus/EnerPHit certified practitioner or designer level per year and cumulatively throughout the project delivery period.</p> <p>4) Number of external supply chain operatives trained to a Passivhaus/EnerPHit per year to an introductory standard level and cumulatively throughout the project delivery period.</p> <p>5) Number of meetings (either in-person or online) CEC have engaged with other Scottish Local Authorities to promote Green Growth and to share EnerPHit knowledge.</p>	<p>introductory standard level.</p> <p>3) The number of external supply chain involved in the project being trained to a Passivhaus/EnerPHit certified practitioner or designer level.</p> <p>4) The number of external supply chain involved in the project being trained to a Passivhaus/EnerPHit introductory standard level.</p> <p>5) The number of meetings CEC have engaged with other Scottish Local Authorities to promote Green Growth and to share EnerPHit knowledge.</p>		<p>be recorded and compared to the estimated number.</p> <p>2) The actual number of people upskilled or trained as a direct result of the GGA project needs to be equal or greater than the estimated number.</p> <p>3) Should the actual number of people upskilled or trained as a direct result of the GGA project be less than the estimated number, then the percentage of outcomes completion for each building will be calculated as 'Actual number of people upskilled or trained during the project delivery / The estimated number' x 100%'. </p>	this project outcome)
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10.6 Appendix F: Programme CO2 Emissions Reductions Summary

Buildings Outcomes Yearly Breakdown- CO2 Emissions Reductions Summary (Kilotonne CO2 equivalent saved)										
Number	Delivery Phase	Building Description	CO2 Emissions Reductions (Kilotonne CO2 equivalent saved)							
			2022/23 Estimated - based on 2022 EF	2023/24 Estimated - based on 2023 EF	2024/25 Estimated - based on 2024 EF	2025/26 Estimated - based on 2025 EF	2026/27 Estimated - based on 2026 EF	2027/28 Estimated - based on 2026 EF	Estimated Total 2022/23 to 2027/28- based on future EF projections	Total Actual
1	Phase 1	Lorne Primary School	Works start	Works	0.029	0.027	0.031	0.036	0.123	TBC
2		Brunstane Primary School Main Building	Works start	Works	0.005	-0.001	0.010	0.025	0.038	TBC
3	Phase 2	North West Local Office Main Building		Works start	Works	0.050	0.052	0.056	0.158	TBC
4		Greengables Nursery Main Building		Works start	Works	0.005	0.006	0.007	0.018	TBC
5		Greengables Family Centre Main Building		Works start	Works	0.006	0.006	0.007	0.019	TBC
6	Phase 3	South East Local Office Main Building			Works start	Works	0.070	0.075	0.146	TBC
7		Ferryhill Primary School Main Building			Works start	Works	0.007	0.019	0.026	TBC
8		Liberton Nursery Main Building			Works start	Works	0.023	0.024	0.047	TBC
9		Hillwood Primary School Main Building			Works start	Works	0.066	0.069	0.135	TBC
10	Phase 4	Trinity Academy Block A				Works start	Works	0.045	0.045	TBC
11		Hermitage Park Primary School Main Building				Works start	Works	0.036	0.036	TBC
12		Moffat Nursery Main Building				Works start	Works	0.013	0.013	TBC
TOTAL					0.033	0.086	0.271	0.411	0.802	

10.7: Appendix G: Methodology used to calculate CO2 savings

1) Objective

To clarify the methodology used to calculate the expected CO2 emissions savings for each of the 12 Green Growth Accelerator (GGA) Pathfinder Project buildings after completion of the EnerPHit informed interventions included in the project.

2) Assumptions

1. The 'Middle of the Road' EnerPHit informed intervention option is used as the basis for the CO2 emissions calculations for all 12 GGA project buildings.
2. CO2 emissions pertain to a building's operational carbon only- embodied carbon is excluded.
3. Gas and electricity usage figures are measured in kWh.
4. CO2 equivalent emissions are measured in units of kgCO2e
5. UK Electricity Grid Emission Factor and Gas Grid Emission Factors are measured in units of kgCO2e/kWh.
6. Historic emission factors are published by BEIS (<https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2020>)
7. Future electricity grid emission factors are based on the BEIS 2032 Emissions Factor (0.035 kgCO2e/kWh) based on BEIS Projections to 2100 supporting the Treasury Green Book supplementary appraisal guidance on valuing energy use and greenhouse gas (GHG) emissions. (Table 1 – Grid average – Consumption-based – Commercial/Public Sector)

3) Methodology

1. To calculate 'the estimated CO2 savings for each building', we need to multiply the estimated kWh saved with the CO2 emission factor in the corresponding year- i.e. if a building's retrofitting works to an EnerPHit informed standard commences in 2024 and the works are completed in 2025, the formula to calculate the estimated carbon savings after completion of works is : 2025 emissions (if there had been no retrofit) - 2025 emissions (after retrofit). In other words:

Intervention Option 1 (Do Nothing) energy consumption (in kWh)* Year of works completion emission factor (based on BEIS projections) – Option 3 (Middle of the Road) Intervention energy consumption(in kWh)* Year of works completion emission factor

This will be the 'Estimated CO2 savings for each building'- 'A'

2. The same approach should be used to calculate the estimated CO2 savings for each building for both gas and electricity.
3. Upon completion of the EnerPHit informed interventions, the actual metered gas and electricity usage figures following completion of interventions for each building will be used to calculate the 'actual CO2 emissions after interventions' using the following formula:

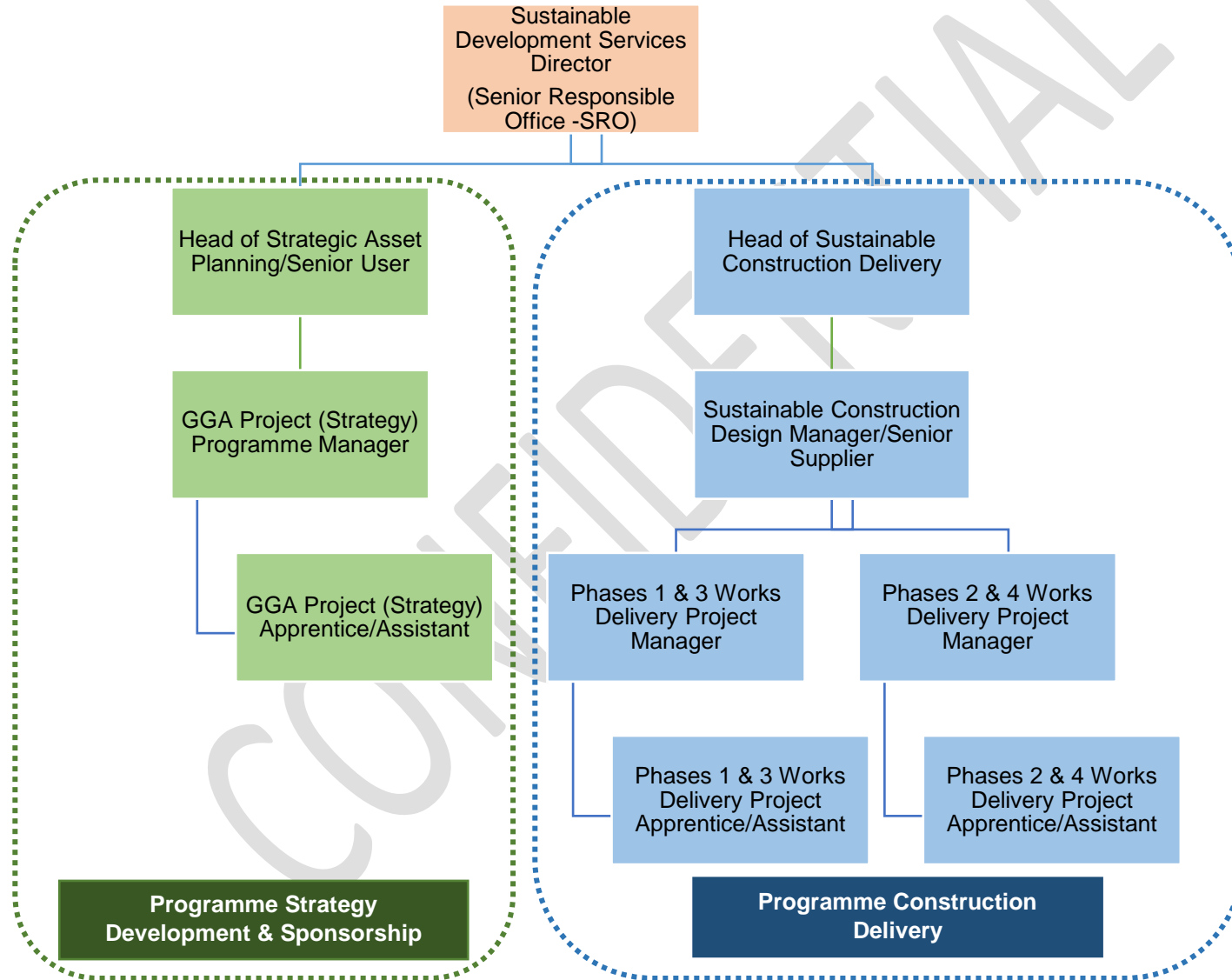
Intervention Option 1 (Do Nothing) energy consumption (in kWh)* Year of works completion emission factor (most recent BEIS factor, no longer based on projections) - Actual metered energy consumption (in kWh)* Year of works completion emission factor (most recent BEIS factor, no longer based on projections)

This will be the 'Actual CO2 savings for each building'- 'B'

4. Comparing between 'A' and 'B' CO2 savings will demonstrate if the estimated CO2 savings have been met/achieved by the EnerPHit informed works.

Estimated Energy Savings between 'Do Nothing' (Option 1) and 'Middle of the Road' (Option 3) Interventions										
No.	Delivery Phase	Building Description	Building GIFA (m2)	Gas Savings (kWh)	Electricity Savings (kWh)	Total Gas 2019/20 (kWh)	Total Elec 2019/20 (kWh)	Modelled gas savings (%)	Modelled electricity savings (%)	Cooking Facilities
				Total Estimated	Total Estimated	Historic metered usage		Based on modelled energy savings between Do Nothing (1) and Middle of Road (3)		Historic metered usage assumed cooking equipment when there is a kitchen onsite
1	Phase 1	Lorne Primary School	1,979	280,910	-169,161	312,122	54,652	90%	-310%	Gas (2 meters)
2		Brunstane Primary School Main Building	2,417	379,654	-487,516	421,838	177,058	90%	-275%	Gas
3	Phase 2	North West Local Office Main Building	3,871	358,212	-106,806	358,212	283,589	100%	-38%	-
4		Greengables Nursery Main Building	312	55,261	-34,931	55,261	11,795	100%	-296%	-
5		Greengables Family Centre Main Building	295	52,250	-27,490	52,250	11,152	100%	-247%	-
6	Phase 3	South East Local Office Main Building	3,564	481,664	-144,765	481,664	265,402	100%	-55%	-
7		Ferryhill Primary School Main Building	2,490	273,317	-347,231	303,685	220,076	90%	-158%	Gas (2 meters)
8		Liberton Nursery Main Building	370	134,747	-12,324	134,747	10,451	100%	-118%	-
9		Hillwood Primary School Main Building	1,799	424,360	-97,223	424,360	48,378	100%	-201%	-
10	Phase 4	Trinity Academy Block A	2,868	445,429	-406,313	445,429	121,733	100%	-334%	-
11		Hermitage Park Primary School Main Building	2,343	380,738	-368,357	380,738	110,361	100%	-334%	Electricity
12		Moffat Nursery Main Building	357	86,139	-35,762	86,139	14,764	100%	-242%	-

10.8: Appendix H: Council Programme Management and Delivery Organogram



10.9: Appendix I: Increase in Green Jobs & Opportunities (Council)

No.	Delivery Phase	Building	Estimated Cost (£000)	2022/23		2023/24		2024/25		2025/26		2026/27		2027/28	
				2022/23 Estimate New FTE	2022/23 Estimate New FTE-Apprentice	2023/24 Estimate New FTE	2023/24 Estimate New FTE-Apprentice	2024/25 Estimate New FTE	2024/25 Estimate New FTE-Apprentice	2025/26 Estimate New FTE	2025/26 Estimate New FTE-Apprentice	2026/27 Estimate New FTE	2026/27 Estimate New FTE-Apprentice	2027/28 Estimate New FTE	2027/28 Estimate New FTE-Apprentice
1	Phase 1	Lorne Primary School	3,915	1	1	1	1	1	1						
2		Brunstane Primary School Main Building	9,064												
3	Phase 2	North West Local Office Main Building	4,953			1	1	1	1	1	1				
4		Greengables Nursery Main Building	3,301												
5		Greengables Family Centre Main Building													
6	Phase 3	South East Local Office Main Building	5,334					1	1	1	1	1	1		
7		Ferryhill Primary School Main Building	7,565												
8		Liberton Nursery Main Building	1,960												
9		Hillwood Primary School Main Building	5,592												
10	Phase 4	Trinity Academy (A)	10,441							1	1	1	1	1	1

11		Hermitage Park Primary School Main Building	7,574													
12		Moffat Nursery Main Building	2,132													
Total per financial year					1	1	2	2	3	3	3	3	2	2	1	1

Notes:

1) Blue numbers denote the number of CEC Full Time Equivalent required for EnerPHit Strategic Development and EnerPHit coordination required per year.
2) Red numbers denote the number of CEC Full Time Equivalent required for EnerPHit Project Delivery/Construction Management during works implementation/construction required per year

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10.10: Appendix J: Increase in Green Jobs & Opportunities (Supply Chain)

No.	Delivery Phase	Building	Estimated Cost (£000)	2022/23		2023/24		2024/25		2025/26		2026/27		2027/28	
				2022/23 Estimate New FTE	2022/23 Estimate New FTE-Apprentice	2023/24 Estimate New FTE	2023/24 Estimate New FTE-Apprentice	2024/25 Estimate New FTE	2024/25 Estimate New FTE-Apprentice	2025/26 Estimate New FTE	2025/26 Estimate New FTE-Apprentice	2026/27 Estimate New FTE	2026/27 Estimate New FTE-Apprentice	2027/28 Estimate New FTE	2027/28 Estimate New FTE-Apprentice
1	Phase 1	Lorne Primary School	3,915	3	1	36									
2		Brunstane Primary School Main Building	9,064												
3	Phase 2	North West Local Office Main Building	4,953			3	1	23							
4		Greengables Nursery Main Building	3,301												
5		Greengables Family Centre Main Building													
6	Phase 3	South East Local Office Main Building	5,334					6	2	57					
7		Ferryhill Primary School Main Building	7,565												
8		Liberton Nursery Main Building	1,960												
9		Hillwood Primary School Main Building	5,592												
10	Phase 4	Trinity Academy (A)	10,441							5	2	56			

10.11: Appendix K: Capital Cost Estimates for each Intervention Option

No.	Delivery Phase	EnerPHit T1 Building Description	Building Gross Floor Area (m2)	Minimal Approach		Middle of the Road		Full EnerPHit Approach		Comments
				Cost (£)	Cost/m2 (£)	Cost (£)	Cost/m2 (£)	Cost (£)	Cost/m2 (£)	
1	Phase 1	Lorne Primary School Main Building	1,979	2,347,000	1,186	2,697,000	1,363	4,291,000	2,169	Final cost estimates from Currie & Brown Feasibility Estimate Report V3 dated 22/02/2022
2		Brunstane Primary School Main Building	2417	2,947,500	1,220	6,245,300	2,584	7,750,200	3,207	Final cost estimates from Currie & Brown Feasibility Estimate Report V3 dated 10/09/2021
3	Phase 2	North West Local Office Main Building	3871	2,453,000	634	3,281,000	848	5,498,000	1,421	Final cost estimates from Currie & Brown Feasibility Estimate Report V4 dated 23/02/2022
4		Greengables Nursery Main Building	312	1,064,000	1,753	2,187,000	3,603	3,143,000	5,178	Final cost estimates from Currie & Brown Feasibility Estimate Report V3 dated 22/02/2022
5		Greengables Family Centre Main Building	295							
6	Phase 3	South East Local Office Main Building	3564	2,421,000	679	3,398,000	953	5,296,000	1,486	Final cost estimates from Currie & Brown Feasibility Estimate Report V4 dated 25/02/2022
7		Ferryhill Primary School Main Building	2490	2,681,000	1,077	4,819,000	1,935	6,734,000	2,704	Final cost estimates from Currie & Brown Feasibility Estimate Report V3 dated 22/02/2022
8		Liberton Nursery Main Building	370	597,100	1,576	1,249,200	3,297	1,445,500	3,814	Final cost estimates from Currie & Brown Feasibility Estimate Report V3 dated 10/09/2021
9		Hillwood Primary School Main Building	1799	2,110,000	1,173	3,562,000	1,980	5,237,000	2,911	Final cost estimates from Currie & Brown Feasibility Estimate Report V2 dated 08/02/2022
10	Phase 4	Trinity Academy Block A	2868	4,767,000	902	6,395,000	1,211	8,598,000	1,628	Final cost estimates from Currie & Brown Feasibility Estimate Report V3 dated 02/02/2022
11		Hermitage Park Primary School Main Building	2343	2,748,339	1,173	4,639,140	1,980	6,820,473	2,911	No cost estimates are available for Hermitage Park Primary School as part of the Tranche 1 works. Assume the same unit rate cost per m2 as Hillwood Primary School that is a primary school of similar area and building configuration
12		Moffat Nursery Main Building	357	873,000	2,446	1,306,000	3,659	1,561,000	4,373	Final cost estimates from Currie & Brown Feasibility Estimate Report V2 dated 22/02/2022
		Total	22,665	25,008,939	N/A	39,778,640	N/A	56,374,173	N/A	

Notes:

- 1) Indicated cost/m2 (£) are average costs for Minimal Approach, Middle of the Road and Full EnerPHit Approach Costs
- 2) No cost estimates are available for Hermitage Park Primary School as part of the Tranche 1 works. Assume the same unit rate cost per m2 as Hillwood Primary School that is a primary school of similar area and building configuration
- 3) The Middle of the Road costs estimates have been used for the business case cost estimates
- 4) Costs above include 15% for contingency. An allowance for optimism bias has been added at the rate of 33%. An inflation rate of 4% per annum is assumed.

10.12: Appendix L: Buildings Annual Energy Usage and Savings Summary

No.	Delivery Phase	EnerPHit T1 Pathfinder Project Building Description	Building Code	Building GIFA (m2)	Option 1- Do Nothing (As is)		Option 2- Do Minimum		Option 3- Middle of the Road		Option 4- Full EnerPHit	
					Total Gas per annum (kWh)	Total Elec per annum 2019/20 (kWh)	Total Gas per annum (kWh)	Total Elec per annum 2019/20 (kWh)	Total Gas per annum (kWh)	Total Elec per annum 2019/20 (kWh)	Total Gas per annum (kWh)	Total Elec per annum 2019/20 (kWh)
1	Phase 1	Lorne Primary School Main Building	BLD01283	1979	430,828	33,247	0	183,651	0	136,155	0	101,325
2		Brunstane Primary School Main Building	BLD02261	2417	433,610	35,288	0	140,428	0	132,452	0	94,988
3	Phase 2	North West Local Office Main Building	BLD02135	3871	377,810	178,840	0	259,744	0	246,196	0	205,937
4		Greengables Nursery Main Building	BLD00865	312	108,139	7,301	0	36,223	0	28,922	0	20,218
5		Greengables Family Centre Main Building	BLD02292	295	126,968	7,169	0	56,021	0	24,839	0	19,588
6	Phase 3	South East Local Office Main Building	BLD01852	3564	390,258	156,816	0	259,103	0	242,352	0	213,840
7		Ferryhill Primary School Main Building	BLD00740	2490	409,356	67,230	0	203,682	0	173,304	0	138,693
8		Liberton Nursery Main Building	BLD02337	370	101,380	14,245	0	44,326	0	31,043	0	20,313
9		Hillwood Primary School Main Building	BLD02294	1799	415,929	37,239	0	146,079	0	112,078	0	76,458
10	Phase 4	Trinity Academy Block A	BLD02676/01	2868	640,711	43,307	0	243,780	0	187,854	0	160,608
11		Hermitage Park Primary School Main Building	BLD00958	2343	704,212	63,050	0	247,327	0	189,760	0	129,451
12		Moffat Nursery Main Building	BLD01343	357	125,771	8,033	0	37,378	0	27,489	0	21,313
		Total		22665	4,264,972	651,765	0	1,857,741	0	1,532,443	0	1,202,731

10.13: Appendix M: Intervention Option 1 Implications Appraisal

Intervention Option 1 (Do Nothing) Implications Appraisal										
No.	Delivery Phase	Building Description	Heating Demand (kWh/m ² /year [GIFA])	Heating Demand Reduction against Baseline (%)	Annual Operational Costs- using 2021 rates (£)	Annual Operational CO2 Emissions -averaged over 60 years (kgCO ₂ e/m ² . year [GIFA])	Cumulative Operational CO2 Emissions over 60 years (per m ² - (kgCO ₂ e/m ² . 60 years [GIFA])	Cumulative Lifecycle CO2 Emissions over 60 years (kgCO ₂ e/m ² . 60 years [GIFA])	Reduction in Operational CO2 Emissions against Baseline (%)	Total Performance Index Rating
1	Phase 1	Lorne Primary School Main Building	198	N/A	17,137	40.8	2,447	2,746	N/A	5.01
2		Brunstane Primary School Main Building	154	N/A	17,789	34.5	2070	2403	N/A	4.72
3	Phase 2	North West Local Office Main Building	75.3	N/A	35,780	20	1,200	1,400	N/A	3.56
4		Greengables Nursery Main Building	235.4	N/A	3,881	63.9	3,866	4,502	N/A	4.1
5		Greengables Family Centre Main Building	330	N/A	4,686	81	4,812	5,428	N/A	4.5
6	Phase 3	South East Local Office Main Building	86.4	N/A	33,074	22.1	1,326	1,543	N/A	4.37
7		Ferryhill Primary School Main Building	126.7	N/A	20,712	30.7	1,841	2,140	N/A	4.8
8		Liberton Nursery Main Building	340	N/A	4,194	54.8	3290	3578	N/A	4.60
9		Hillwood Primary School Main Building	140.4	N/A	17,260	43.4	2,603	2,899	N/A	3.96
10	Phase 4	Trinity Academy Block A	185	N/A	29,289	41,8	2,505	2,735	N/A	5.13
11		Hermitage Park Primary School Main Building	182.52	N/A	22,438	N/A	N/A	N/A	N/A	N/A
12		Moffat Nursery Main Building	299	N/A	4,770	65.8	3,946	4,562	N/A	3.73

Note:

1) Appraisal was not carried out for Hermitage Park Primary School

10.14: Appendix N: Intervention Option 2 Implications Appraisal

Intervention Option 2 (Do Minimum) Implications Appraisal										
No.	Delivery Phase	Building Description	Heating Demand (kWh/m ² /year [GIFA])	Heating Demand Reduction against Baseline (%)	Annual Operational Costs- using 2021 rates (£)	Annual Operational CO ₂ Emissions -averaged over 60 years (kgCO ₂ e/m ² . year [GIFA])	Cumulative Operational CO ₂ Emissions over 60 years (per m ²)- (kgCO ₂ e/m ² . 60 years [GIFA])	Cumulative Lifecycle CO ₂ Emissions over 60 years (kgCO ₂ e/m ² . 60 years [GIFA])	Reduction in Operational CO ₂ Emissions against Baseline (%)	Total Performance Index Rating
1	Phase 1	Lorne Primary School Main Building	155	62%	25,477 (+49%)	4.1	249	N/A	90%	4.72
2		Brunstane Primary School Main Building	81	47%	£20,277 (+14%)	2.7	162	N/A	92%	4.92
3	Phase 2	North West Local Office Main Building	68.4	53%	36,022 (+1%)	3.0	180	N/A	85%	5.3
4		Greengables Nursery Main Building	129	69%	5,008 (+66%)	5.1	312	N/A	69%	5.18
5		Greengables Family Centre Main Building	203.1	58%	7,769 (+66%)	8.6	510	N/A	89%	5.06
6	Phase 3	South East Local Office Main Building	78.4	54%	35,948 (+9%)	3.3	195	N/A	85%	5.28
7		Ferryhill Primary School Main Building	94	57%	27,566 (+33%)	3.6	214	N/A	88%	4.71
8		Liberton Nursery Main Building	218	35%	£6,304 (+50%)	5.4	322	N/A	90%	5.01
9		Hillwood Primary School Main Building	94.8	68%	20,253 (+18%)	3.6	218	N/A	92%	4.71
10	Phase 4	Trinity Academy Blocks A	139	64%	40,170 (+37%)	3.8	228	N/A	91%	4.84
11		Hermitage Park Primary School Main Building	N/A	N/A	26,477 (+18%)	N/A	N/A	N/A	N/A	N/A
12		Moffat Nursery Main Building	156	72%	5,184 (+9%)	4.7	281	951	93%	4.47

Note:

1) Appraisal was not carried out for Hermitage Park Primary School

10.15: Appendix O: Intervention Option 3 Implications Appraisal

Intervention Option 3 (Middle of the Road) Implications Appraisal										
No.	Delivery Phase	Building Description	Heating Demand (kWh/m ² /year [GIFA])	Heating Demand Reduction against Baseline (%)	Annual Operational Costs- using 2021 rates (£)	Annual Operational CO2 Emissions -averaged over 60 years (kgCO ₂ e/m ² . year [GIFA])	Cumulative Operational CO2 Emissions over 60 years (per m ²)- (kgCO ₂ e/m ² . 60 years [GIFA])	Cumulative Lifecycle CO2 Emissions over 60 years (kgCO ₂ e/m ² . 60 years [GIFA])	Reduction in Operational CO2 Emissions against Baseline (%)	Total Performance Index Rating
1	Phase 1	Lorne Primary School Main Building	80	72%	18,888 (+10%)	2.8	185	673	92%	6.22
2		Brunstane Primary School Main Building	65	58%	£18,849	2.5	151	684	93%	7.33
3	Phase 2	North West Local Office Main Building	56.7	56%	34,151 (-5%)	2.9	170	485	86%	5.57
4		Greengables Nursery Main Building	103	75%	3,999 (-3%)	4.1	248	977	94%	6.1
5		Greengables Family Centre Main Building	90.4	81%	3,444 (-26%)	3.8	225	954	95%	6.83
6	Phase 3	South East Local Office Main Building	60.8	56%	33,578 (+2%)	3.0	182	523	88%	5.73
7		Ferryhill Primary School Main Building	80.0	63%	23,461 (+13%)	3.0	182	670	90%	5.99
8		Liberton Nursery Main Building	114	66%	£4,308 (+3%)	3.7	220	889	93%	7.63
9	Phase 4	Hillwood Primary School Main Building	72.7	75%	15,532 (-10%)	2.79	167	644	94%	5.68
10		Trinity Academy Blocks A	67	73%	30,946 (+6%)	2.9	176	572	93%	6.27
11		Hermitage Park Primary School Main Building	N/A	N/A	20,194 (-10%)	N/A	N/A	N/A	N/A	N/A
12		Moffat Nursery Main Building	80	79%	3,813 (-20%)	3.5	207	934	95%	5.51

Note:

1) Appraisal was not carried out for Hermitage Park Primary School

10.16: Appendix P: Intervention Option 4 Implications Appraisal

Intervention Option 4 (Full EnerPHit) Implications Appraisal										
No.	Delivery Phase	Building Description	Heating Demand (kWh/m ² /year [GIFA])	Heating Demand Reduction against Baseline (%)	Annual Operational Costs- using 2021 rates (£)	Annual Operational CO2 Emissions -averaged over 60 years (kgCO2 e/m2. year [GIFA])	Cumulative Operational CO2 Emissions over 60 years (per m2)- (kgCO2 e/m2. 60 years [GIFA])	Cumulative Lifecycle CO2 Emissions over 60 years (kgCO2 e/m2. 60 years [GIFA])	Reduction in Operational CO2 Emissions against Baseline (%)	Total Performance Index Rating
1	Phase 1	Lorne Primary School Main Building	38	79%	14,056 (-18%)	2.1	138	654	94%	6.89
2		Brunstane Primary School Main Building	23	85%	£13,994 (-21%)	1.9	112	645	95%	7.75
3	Phase 2	North West Local Office Main Building	25	66%	28,534 (-20%)	2.4	143	472	88%	7.45
4		Greengables Nursery Main Building	72.0	82%	2,795 (-32%)	2.9	173	915	96%	7.5
5		Greengables Family Centre Main Building	71.1	85%	2,717 (-42%)	3.0	177	919	96%	7.5
6	Phase 3	South East Local Office Main Building	30.5	61%	29,627 (-10%)	2.7	160	518	88%	7.44
7		Ferryhill Primary School Main Building	64	71%	18,768 (-9%)	2.4	145	662	92%	7.38
8		Liberton Nursery Main Building	42	88%	£2,890 (-31%)	2.5	148	844	96%	7.60
9		Hillwood Primary School Main Building	49.6	83%	10,597 (-39%)	1.9	114	604	96%	7.5
10	Phase 4	Trinity Academy Blocks A	27	77%	26,482 (-10%)	2.5	150	539	94%	7.34
11		Hermitage Park Primary School Main Building	N/A	N/A	13,687 (-39%)	N/A	N/A	N/A	N/A	N/A
12		Moffat Nursery Main Building	20	84%	2,956 (-38%)	2.7	160	902	96%	7.5
Note:										
1) Appraisal was not carried out for Hermitage Park Primary School										

10.17: Appendix Q: Green Growth Accelerator EnerPHit Tranche 1 Programme

Programme Works Description	Estimated Programme Timeline	Estimated Programme Duration
Phase 1 (Lorne Primary School & Brunstane Primary School)		
Feasibility Study start to completion	Aug 2021 - Mar 2022	8 months
Approval to proceed/budget approval	Jan 2022 - May 2022	6 months
Detailed Design, Tender Package Preparation & Planning Approval start to completion	Apr 2022 - Nov 2022	8 months
Procurement start to completion	Dec 2022 - Feb 2023	3 months
Project site works start to completion	Mar 2023 - Nov 2024	21 months
Phase 2 (North West Local Office, Greengables Nursery & Greengables Family Centre)		
Feasibility Study start to completion	Aug 2021 - Mar 2022	8 months
Approval to proceed/budget approval	Jan 2022 - Jun 2022	6 months
Detailed Design, Tender Package Preparation & Planning Approval start to completion	Apr 2023 - Nov 2023	8 months
Procurement start to completion	Dec 2023 - Feb 2024	3 months
Project site works start to completion	Mar 2024 - Nov 2025	21 months
Phase 3 (South East Local Office, Ferryhill Primary School, Liberton Nursery & Hillwood Primary School)		
Feasibility Study start to completion	Aug 2021 - Mar 2022	8 months
Approval to proceed/budget approval	Jan 2022 - Jun 2022	6 months
Detailed Design, Tender Package Preparation & Planning Approval start to completion (8 months)	Apr 2024 - Nov 2024	8 months
Procurement start to completion	Dec 2024 - Feb 2025	3 months
Project site works start to completion (18 months)	Mar 2025 - Nov 2026	21 months
Phase 4 (Trinity Academy Block A, Hermitage Park Primary School & Moffat Nursery)		
Feasibility Study start to completion	Aug 2021 - Mar 2022	8 months
Approval to proceed/budget approval	Jan 2022 - Jun 2022	6 months
Detailed Design, Tender Package Preparation & Planning Approval start to completion (8 months)	Apr 2025 - Nov 2025	8 months
Procurement start to completion (3 months)	Dec 2025 - Feb 2026	3 months
Project site works start to completion (18 months)	Mar 2026 - Nov 2027	21 months

10.18: Appendix R: Programme Risk Register

Risk Register						
No.	Description	Impact	Likelihood	Impact	Risk	Commentary/response
1	The entire Pathfinder Programme/Project delivery is either delayed or the scope reduced, such that the agreed GGA outcomes and targets are not met	Capital spend in future years, including the AMW Programme spend need to be realigned and rebalanced. GGA revenue repayments to the Council will be delayed as programme delivery outcomes will not be achieved	3	4	12	<p>The entire Pathfinder Programme/Project delivery has been pushed back to 2027/28 compared to the originally planned GGA submittal 2025/26 completion year due to the rephrasing of the delivery to 4 phases instead of 3 phases to make the delivery more manageable. There is a risk of further delays due to the continuing impacts of Covid-19 (as is the case with any construction/retrofitting project). The main challenge is that the revenue income stream in the form of GGA revenue repayments will be delayed.</p> <p>Response: Treat- capital investment in the AMW programme budget from where this project will funded from has already been realigned and reprofiled and should delivery be delayed it will need to be realigned and reprofiled.</p>
2	Actual programme/project delivery costs are higher than projected. This could be due to higher project costs due to the impacts of Covid-19	The Council will be required to meet funding gaps to proceed with the project	3	4	12	<p>The entire programme/project delivery cost exceeds what has been forecasted, leading to capital budgeting issues.</p> <p>Response: Treat- this risk has been mitigated by the completion of EnerPHit Feasibility Reports for each of the project buildings as each of the Feasibility Reports include detailed cost estimates from the QS.</p> <p>Should the delivery costs be higher than projected, the Council will further accelerate the use of the AMW programme future years' budgets or there will be a reduction in scope.</p>
3	Selecting an incorrect retrofit approach for each of the project's buildings	Sub-optimal returns on the capital investment and failure to achieve best-value	2	3	6	<p>The incorrect selection of retrofit option out of the three retrofit options for each building. Once the building is retrofitted to the selected option, it is extremely difficult and costly to change.</p> <p>Response: Treat- the Council will use the Total Performance Index as an indicator to select the retrofit option for each building and the Council will select the retrofit option based on best-value principles as well as Cost Benefit Analysis techniques to make sure the correct retrofit option is selected. Each building will have a comprehensive Feasibility Report carried out that details the costs and benefits of each approach. The Feasibility Reports help the Council determine which of the 3 options is the optimal solution.</p>
4	Selecting an incorrect building for EnerPHit implementation works	Sub-optimal returns on the capital and failure to achieve best-value investment	2	3	6	<p>The incorrect selection of building for project works. Once the building is retrofitted to the selected option, it is extremely difficult and costly to change.</p> <p>Response: Treat- the Council will use the Buildings Selection Matrix as an objective indicator to select and prioritise buildings for works. The final selection of buildings and the order of the works will be discussed with all key stakeholders to take into account all considerations which may affect a building's selection for works such as strategic considerations, long-term operational considerations and best-value long term considerations.</p> <p>The Feasibility Reports that are produced for each building also help the Council in deciding which building should be prioritised for works.</p>
5	Selecting and implementing an approach to a building	Sub-optimal performance and operation of buildings leading to costly	2	3	6	<p>An incorrect approach while having deep energy and Net Zero Carbon benefits can lead to other building problems and increase the cost of future buildings operations and maintenance.</p>

	which then leads to other buildings performance issues- i.e. interstitial condensation, mould, overheating etc.	maintenance and operational requirements				Response: Treat- good knowledge transfer and understanding the building breathability. Due diligence on current status or condition of property. Possibly need to pre-treat areas of concern. In-situ monitoring for condition with on-site loggers/sensors. Comprehensive air-leakage testing and surveying during the Feasibility Report stage to identify any potential technical issues. Testing required through feasibility stage to inform high level analysis
6	Lack of EnerPHit knowledge and resources within the Council	Leading to poor management of works during both design and delivery stages and as the EnerPHit programme expands	3	3	9	While there is a small core EnerPHit team that has EnerPHit knowledge that is driving the Pathfinder project, there is in general a lack of EnerPHit knowledge within the Council. Response: Treat- use of external EnerPHit experts/consultant's via framework contracts who have the required EnerPHit qualifications and accreditations during Design stages. Knowledge transfer and upskilling programme to ensure Council staff develop EnerPHit knowledge and experience. Appoint dedicated EnerPHit Programme Manager in the Council to lead the programme. Develop closer working and knowledge sharing relationships with other Scottish local authorities.
7	Lack of EnerPHit experience in the supply chain to deliver the project works	The EnerPHit approach is a relatively new approach in Scotland and it is currently unknown if there are sufficient resources in the supply chain to deliver the project as the works delivery will ramp up in future years	3	3	9	Response: Treat- early engagement with Procurement to expand/widen the supply chain. Early engagement with the supply chain to identify suppliers with EnerPHit delivery experience. Work closely with organisations such as the Scottish Futures Trust and the Passivhaus Trust.
8	Air quality risk (if mechanical ventilation is not applied to relate to the relevant air tightness target)	Reduced ventilation to buildings may cause user acceptance issues especially due to Covid-19	3	3	9	Response: Treat- ensure adequate attention is paid to ventilation design (natural and mechanical) in design stages. Ensure ventilation design complies with BB101 as best practice aim (as a quality assured way of ensuring air flow rates are adequate). Allow for robust testing of this in early scope documents for design teams.
9	Ensuring adequate Quality/Inspection regime on site (in particular maintaining the air-tightness control layer)	Sub-optimal performance and operation of buildings leading to costly maintenance and operational requirements. Buildings may not be certified to EnerPHit standards	3	4	12	Response: Treat- ensure suppliers for the works are EnerPHit certified and that full Quality Control and Quality Assurance plans are submitted by the suppliers prior to the works.
10	Risk of poor or inadequate environmental user-controls	Sub-optimal performance and operation of buildings affecting user comfort	3	2	6	Response: Treat- ensure environmental user-controls are simple to use and clearly communicating the correct way to use these controls in the O&M literature. Develop an understanding of asset management and maintenance teams and the users of the building through focused consultation workshops. Development of user guides that are annotated clearly for ease of use and application through operation of building.
11	External factors which are outwith the Council's control which could affect the project 'buy in' and the pace of future delivery	Various external factors outwith the Council's control and which could affect the pace of delivery of the EnerPHit programme- i.e. challenges such as more	4	3	12	Response: Tolerate- communicate with Council Senior Management via forums such as the Sustainability Board to ensure whilst certain decisions will lead to more costly operating and running costs in the short-term, such decisions should be made with Council's 2030 Net Zero Carbon target in mind. Find out if the Scottish Government are offering any funding or incentives to Councils to switch to cleaner energy.

		costly running and operating costs due to the current unit rate of gas being much more lower than that compared to electricity				
12	The risk of future technologies/approaches providing a lower cost solution to demand reduction/net zero challenge	The low energy/Net Zero technology being selected today may prove to be less energy efficient than future technologies due to the pace of innovation	3	3	9	Response: Treat- structure upgrade and innovation programme to maintain a continual focus on research and monitoring to ensure that we are informed about both performance and new opportunities. Where appropriate, seek supporting funding for pilot projects to continue to develop knowledge base.
13	Risk of lack of buy-in, both within the Council for the Council users of the buildings and the general public	Challenges and barriers to the works being implemented, lack of collaboration and buy-in	3	3	6	Response: Treat- early engagement with buildings users and stakeholders. Clear internal communications to highlight challenges and potential risks to Best Value. Public Consultation for wider sustainability approach to seek public 'consent'.
14	Council project personnel leave the organisation or become unavailable	The project is weakened by the loss of skills/experience and background knowledge	3	2	6	Response: Tolerate- no Council personnel is indispensable to the project and ensure there is a team of Council staff involved in this project rather than reliance on individuals.
15	Project scope creep due to others trying to add other works to the EnerPHit	The project loses focus on testing the principles of EnerPHit and instead is side-tracked by other initiatives which are not part of EnerPHit- e.g. the consideration of renewables, hydrogen etc.	3	2	6	Response: Treat- manage expectations of others in the Council. While there are other initiatives which are important to the Council in achieving its Net Zero Carbon target and in achieving the objectives of the Council Emissions Reduction Plan (CERP), it is important that this project is focused and budgeted for EnerPHit improvements alone. Other initiatives should be treated as parallel separate projects rather than being embedded into this project
16	The Council 'overpromise' on carbon emissions reductions that the programme will deliver	Carbon emissions targets will not be met, jeopardising the Council's own Net Zero Carbon target ambitions and affecting the GGA payment from the Scottish Government which	3	4	12	Response: Treat- careful planning and calculating the expected carbon emissions reductions for each of the 12 buildings based on the feasibility studies reports. Allow some contingency in the carbon emissions calculations so not to overpromise and to manage expectations

10.19: Appendix S: Council Risk Ratings/Scoring Guide (for reference)

		Likelihood					
		Rare	Unlikely	Possible	Likely	Almost certain	
Severity Calculation	Impact	Score	1	2	3	4	5
	Catastrophic	5	5	10	15	20	25
	Major	4	4	8	12	16	20
	Moderate	3	3	6	9	12	15
	Minor	2	2	4	6	8	10
	Negligible	1	1	2	3	4	5

Risk Rating	Combined Score	Action	Treatment	Guidance
High	15 - 25	Poses a serious threat. Needs immediate action to reduce / mitigate the risk.	Treat Transfer Terminate	These risks will need to be addressed as a matter of urgency and are likely to require action to reduce the impact and / or likelihood to an acceptable level. These risks will be actively monitored at a senior level.
Medium	9 - 12	Poses a threat and should be pro-actively managed to reduce / mitigate the risk over the medium to long term (within 1 year)	Treat Transfer	Steps should be taken to address these risk as soon as possible, and medium term plans should be put in place to treat the risk - normally this is within 1 year but dependant on the risk identified. Consideration should be given to whether likelihood or consequences can be reduced in a cost effective manner, on a timely basis and resources appropriately targeted.
Low	1 - 8	Poses a low threat and should continue to be monitored.	Tolerate	These risks will not be a priority for treatment and in some cases, it may be acceptable for no mitigating action to be taken. However, the status of these risks should still be reviewed periodically to ensure no changes which would result in the risk increasing.

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Policy and Sustainability Committee

10.00am, 30 August 2022

Update on the Edinburgh Health and Social Care Older People Joint Inspection Improvement Plan

Executive/routine
Wards
Council Commitments

1. Recommendations

- 1.1 Note the content of this report, which summarises the current status of remaining outstanding actions from the Joint Inspection of Older People's Services Progress Review of 2021.
- 1.2 Note that no further formal scrutiny is planned by the Joint Inspection Team in relation to this inspection, and that progress overall has been assessed as positive.
- 1.3 Note that the Edinburgh Integration Joint Board has agreed that all further review and scrutiny in respect of this inspection has concluded.
- 1.4 Agree that any remaining actions will be managed by the Chief Officer of the Edinburgh Integration Joint Board as part of business as usual and that no further 6-monthly updates to the Policy and Sustainability Committee are required.

Judith Proctor

Chief Officer, Edinburgh Integration Joint Board

Contact: Jessica Brown, Transformation Lead Manager

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Update on the Edinburgh Health and Social Care Older People Joint Inspection Improvement Plan

2. Executive Summary

- 2.1 This report provides a further update on progress made on the remaining outstanding actions associated with the Joint Inspection of Older People's Services in 2016, following a Progress Review carried out by the Joint Inspection Team in 2021.
- 2.2 There are a small number of areas where work is ongoing and this is being picked up either through business as usual, or within the Edinburgh Health and Social Care Partnership (EHSCP) Innovation and Sustainability portfolio. The Joint Inspection Team has noted that overall progress has been positive.
- 2.3 The Policy and Sustainability Committee is asked to note the positive progress made, note that arrangements are in place to continue to deliver improvement within EHSCP services and agree that this report be the last of the regular updates to this committee in respect of the Joint Inspection of Older People's Services.

3. Background

- 3.1 The Care Inspectorate (CI) and Healthcare Improvement Scotland (HIS) (known as "the Joint Inspection Team") carried out a joint inspection of Older People's Services in health and social care across Edinburgh in 2016.
- 3.2 The initial inspection, reported in May 2017, identified 17 distinct areas where improvement action was required. The follow up progress review of December 2018, indicated that the Edinburgh Health and Social Care Partnership (EHSCP) had made limited improvement progress in relation to these recommendations and that the initial improvement plan had not made the impact expected.
- 3.3 A further progress review was carried out by the Joint Inspection Team in 2021. The progress review identified that overall, good progress had been made. The findings highlighted a number of areas where evidence of significant improvement had been evident and a small number of areas where further action was required. The Joint Inspection Team confirmed that they planned no further formal review or scrutiny in respect of this inspection, which they considered to be closed.

- 3.4 The findings of the Joint Inspection Team were reported to the Policy and Sustainability Committee in November 2021. The Committee requested that a further update be provided in June 2022, noting that some actions remained subject to approval by the Edinburgh Integration Joint Board (EIJB). This update was delayed until August 2022 to take account of local government elections and allow time for the formation of new committees.
- 3.5 A report on this matter was provided to the EIJB in February 2022. The EIJB accepted that no further scrutiny was required and remaining actions will be dealt with through business as usual and overseen by the Chief Officer of the EIJB, Judith Proctor.

4. Main report

- 4.1 The EIJB Strategic Plan 2019 – 2022 sets out clearly the strategic ambitions to create a high-quality, sustainable health and social care system for the city. A wide-ranging and ambitious change programme, known as Innovation and Sustainability, has been established as the key mechanism to deliver on this strategic intent. We have a clear and stated focus on early intervention and prevention, shifting the balance of care from acute to community settings, supporting individuals to build better lives and developing and equipping our workforce to provide quality supports and services.
- 4.2 Our Innovation and Sustainability portfolio has underpinned the improvement activity that was required in response to the Joint Inspection of Older People's Services and impacts all adult provision across the Health and Social Care Partnership.
- 4.3 Following the initial Joint Inspection Team Progress Review in 2018, a further review was planned for 2019/20. Due to the impacts of the Covid-19 pandemic, this was delayed until 2020/21. The EHSCP developed a self-evaluation statement with supporting evidence, setting out the improvement made against each of the 17 original recommendations for improvement. Between June and October 2021, the Joint Inspection Team reviewed this evidence to formalise their assessment of the progress made by the EHSCP since 2018. A report setting out their findings was published on 9 November 2021 which noted significant positive improvement overall. The findings of the Joint Inspection Team were reported to this Committee in November 2022.
- 4.4 The Policy and Sustainability Committee noted the positive progress but requested a further report in June 2022 to update on progress against the remaining outstanding actions. This was delayed until August 2022 due to the impacts of local government elections and the formation of new committees.
- 4.5 Appendix 1 sets out the current status of the remaining actions. Of the 10 areas identified, 6 are considered to have a green RAG status, with activity either complete or well underway, with plans in place for ongoing improvement. A further 3 have been assigned an amber RAG status, acknowledging that further work is

required to fully address the issue, but again noting that plans are in place for this, either through our Innovation and Sustainability portfolio, or within business as usual workplans.

- 4.6 Only one area is assessed as having a red RAG status, relating to the updating of policies and procedures and management of waiting lists.
- 4.7 The reviewing and updating of policies and procedures is a significant piece of work and dedicated resource will be needed to assess the current position, identify gaps, engage stakeholders and redraft new/updated policies and procedures ready for approval. A joint piece of work has been initiated with colleagues from Children's Services but resourcing this has been challenging. The EHSCP Executive Management Team is currently considering an option to recruit some additional temporary resource to progress this, but timescales for completion of this work are likely to extend over 12 – 18 months.
- 4.8 In addition to this, waiting lists within some areas of EHSCP remain challenging. Both Policy and Sustainability Committee and the EIJB have received reports over the past 12 months highlighting significant system pressures, including details of longer waits for assessment and care. In these, the EIJB and Committee have been informed that the system is operating at critical levels of risk, and this remains the case. However, new approaches to dealing with this are being implemented within the One Edinburgh approach, the 3 Conversations work already underway and through the investment of additional system pressures funding to support the Home First model and increased capacity within our multi-disciplinary teams. Concerted effort is being made to recruit to vacancies to provide additional capacity both across our internal teams and in support of our external market. However, based on the current position, this action has been assessed as red.
- 4.9 In summary, significant improvement has been implemented in the years since the original inspection in 2016. The 2021 progress review acknowledges this work and brings the formal process to a close. The EIJB will continue to monitor the remaining red area through regular performance reports and updates on system pressures. On this basis, it is proposed that this report represents the final update on the Older People's Improvement Plan, and Committee is asked to note that arrangements are in place to continue to deliver both the remaining outstanding actions and further innovation and major change within the EHSCP.

5. Next Steps

- 5.1 The formal report from the Joint Inspection Team draws to a close the original inspection of Older People's Services and the follow up progress report of 2018. The Joint Inspection Team do not intend to revisit any further progress against the 17 original recommendations, however will continue to work with the EHSCP to support ongoing and future improvement through established contacts.
- 5.2 Remaining outstanding actions will be addressed either through the Innovation and Sustainability portfolio or as part of business as usual, as described above.

6. Financial impact

- 6.1 There are no direct financial impacts arising from the content of this report.

7. Stakeholder/Community Impact

- 7.1 Extensive engagement with stakeholders and the community has been undertaken as part of the Innovation and Sustainability portfolio and is being used to inform and shape change proposals.
- 7.2 The self-evaluative statements and supporting evidence gathered have a focus on the impacts and outcomes experienced by people who use health and social care services. Considerable engagement and involvement of EHSCP teams contributed to the quality of the evidence produced.
- 7.3 There are no equalities impacts directly arising from the content of this report.
- 7.4 There are no carbon or climate change impacts directly arising from the contents of this report.

8. Background reading/external references

- 8.1 [Update on the Edinburgh Health and Social care Partnership Older People Joint Inspection Improvement Plan: Report to Policy and Sustainability Committee, November 2021](#)

9. Appendices

Appendix 1 – Current Status of Outstanding Actions

APPENDIX 1 – OUTSTANDING ACTIONS FROM THE JOINT INSPECTION OF OLDER PEOPLE’S SERVICES

Inspection Rec No.	Action Identified by Inspectors	RAG status	Comments
1	Significant concerns were raised with the partnership by some stakeholders in respect of the approach taken to the engagement and consultation around phase one of the bed-based strategy. There was a recognition and acknowledgement by the partnership that lessons needed to be learned from this.		Action addressed. This has been considered as part of the bed base strategy work and all future engagement plans will be developed through the programme. Plans are in place for a wide public consultation in the summer of 2022 to inform the future of bed base care services in the city. Meetings with unions are also in place.
7	The fact that interactive information was available for care homes was positive, but it was not yet in place for care at home services. This was an area which could be extended to benefit people accessing care within their own homes.		Action addressed. Now available for care at home services. These webpages have been developed to provide information and resources to all care home, home support and social care staff working in Lothian. They have been developed by staff who work for NHS Lothian and the four Health and Social Care Partnerships in consultation with organisations such as Scottish Care and with review by the Lothian Care Home Manager Reference Group.
8	The partnership does not currently publish the reports submitted to committees, such as clinical and care governance and performance and delivery. This data had previously been published in the EIJB reports. In the interests of transparency, it is recommended that reports are made available on the website. This should include qualitative and quantitative data around waiting lists and waiting times for assessment, services and outcomes achieved as well as actions taken to address these.		Action addressed. Reports containing this performance data are routinely reported to the EIJB in relation to systems pressures and are therefore publicly available.

APPENDIX 1 – OUTSTANDING ACTIONS FROM THE JOINT INSPECTION OF OLDER PEOPLE’S SERVICES

Inspection Rec No.	Action Identified by Inspectors	RAG status	Comments
8	The partnership acknowledged more work was needed to embed shared approaches to quality assurance. This was evident in the systems developed so far, which are more clinically focused than integrated.		Significant work has been undertaken in respect of the embedding of quality management and assurance. QI training modules have been delivered within locality teams. Significant improvement delivered within care homes using QI methodology, with improvement reflected in increased inspection grade in Royston care home, from 2, then 3, then to 4. Work continues to spread QI learning across the EHSCP.
9	The partnership acknowledged it has yet to develop and publish a market facilitation strategy. Since the partnership has not yet developed a market facilitation strategy, there is no evidence to indicate that the partnership has a robust and whole system understanding of the care sector in the city.		The development of the "One Edinburgh" approach to care at home has involved significant engagement and co-production with the market and represents market facilitation in action. This work will inform the development of the new care at home contract and learning will be extended across other commissioning plans. The formal market facilitation strategy will be included within the wider, refreshed Strategic Plan, due to be published by April 2023.
10	The timeline of the <i>Transformation Programme</i> extends well beyond the period of the non-recurring funding in place for the project team allocated from the EIJB reserves. It will therefore be important for the partnership to continue to resource the team so that pace is not lost, and progress continues.		Action addressed. The EIJB has now agreed recurring funding to recruit a permanent team of project/programme management resource and this will be implemented by the end of the calendar year 2022.
10	The partnership will also need to ensure it continues to embed robust, integrated systems and reporting mechanisms to evidence the impact of the changes delivered through the Transformation Programme on experiences and outcomes for older people.		New governance model introduced, with transformation programme transitioning into the new "Innovation & Sustainability" portfolio. Stronger focus on benefits and evaluation built into the new approach. Data analysis/performance evaluation resource has been strengthened with the addition of 2 new posts, working alongside Innovation & Sustainability team to develop and embed robust methodologies for evaluating impact across transformational change work. Framework being implemented for measuring outcomes for Carers’ Strategy – learning from this will be considered and there may be potential to extend across other areas.

APPENDIX 1 – OUTSTANDING ACTIONS FROM THE JOINT INSPECTION OF OLDER PEOPLE’S SERVICES

Inspection Rec No.	Action Identified by Inspectors	RAG status	Comments
12,13,15	In the longer term, further work will be needed to fully implement the 3Cs approach and to ensure more extensive and meaningful information is gathered and analysed to understand the impact on personal outcomes and people’s experiences.		<p>3 Conversations remains one of our key strategic pillars of change. Approximately 70% of all assessment and care management teams are practising in a 3Cs way as at July 2022 and plans are in place to extend to 100% by October 2022.</p> <p>Data is gathered on an ongoing basis regarding the efficiency and effectiveness of 3Cs. Further work is in development to evaluate its impact on personal outcomes.</p>
12,13,15	Other areas for further improvement also include reviewing and updating all relevant policies and procedures; more effectively managing waiting lists for care reviews; supporting more individuals to self-direct their care and support and managing staff absence.		<p>The reviewing and updating of policies and procedures has been recognised as a key area requiring action. A joint piece of work has been initiated between EHSCP and Children’s Services to review gaps, prioritise areas for action and work towards the updating of all policies and procedures. This is a significant piece of work which will require dedicated resource. The Executive Management Team is currently considering options for additional resource to take this work forward, but timescales for completion are likely to be 12 – 18 months.</p> <p>Waiting lists are challenging due to current ongoing system pressures, but approaches to managing this are being trialled as part of the 3Cs. Improvement trajectories have been set for a number of performance areas, including waits for assessment and unmet need, and these are being monitored on a monthly basis by a newly established Whole System Oversight Group, which includes the Chief Executives of NHS Lothian and the City of Edinburgh Council.</p> <p>The 22/23 internal audit programme includes an audit of SDS delivery. This will further highlight areas for improvement.</p>

APPENDIX 1 – OUTSTANDING ACTIONS FROM THE JOINT INSPECTION OF OLDER PEOPLE’S SERVICES

Inspection Rec No.	Action Identified by Inspectors	RAG status	Comments
14	<p>The partnership made good progress in taking forward this recommendation, associated with Adult Support and Protection, and Risk Management.</p> <p>It acknowledged there is work to do to ensure any further areas identified for improvement are addressed, including learning from significant case reviews.</p> <p>There will be further exploration of this through the Adult Support and Protection joint inspection programme, which is currently underway across Scotland.</p>		<p>In preparation for the inspection the Adult Protection Committee has been undertaking a broad self-evaluation exercise.</p> <p>This has involved engagement with multi-agency colleagues through focus groups and colleague surveys to canvas their views on areas of strength and areas for development in Adult Support and Protection in Edinburgh.</p> <p>The results are being developed into a comprehensive improvement plan, which will include themes which have been identified from learning from initial and significant case reviews.</p>

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Policy and Sustainability Committee

10:00am, Tuesday, 30th August 2022

Edinburgh Integration Joint Board Savings and Recovery Programme 2021/22 Closure Report

Executive/routine
Wards
Council Commitments

1. Recommendations

It is recommended that the Policy and Sustainability Committee

- 1.1 Note the end of year position of the 2021/22 Savings and Recovery Programme

Judith Proctor

Chief Officer, Edinburgh Integration Joint Board

Contact: Jenny McCann, Programme Manager

E-mail: jenny.mccann@nhslothian.scot.nhs.uk

Edinburgh Integration Joint Board Savings and Recovery Programme 2021/22 Closure Report

2. Executive Summary

- 2.1 The purpose of this report is to provide the Policy and Sustainability Committee with an update on the end of year position for the Edinburgh Integration Joint Board's (EIJB) 2021/22 Savings and Recovery Programme, focusing on the City of Edinburgh Council's (CEC) elements of the programme.

3. Background

- 3.1 In March 2021 the EIJB agreed a phased Savings and Recovery Programme to deliver in year savings of £19.2m¹. It was recognised that this would be challenging as Covid continued to impact operational service delivery across all sectors of health and social care.
- 3.2 A list of each of the approved projects within the EIJB's 2021/22 Savings and Recovery Programme can be found, with details of the financial impact of each of the projects found in appendix 1.
- 3.3 It should be noted that, despite agreeing this challenging savings and recovery programme, it was not sufficient to balance the IJB's budget for 2021/22 and a gap of £9.3m remained at the start of the financial year. This position was agreed with partners and recognised that there was likely to be sufficient flexibility to deliver balance by the end of the financial year.

4. Main report

Savings and Recovery Programme Governance and Monitoring

- 4.1 Delivery of the EIJB's Savings and Recovery Programme is overseen by the Savings Governance Board (SGB), chaired by the Chief Officer. This group meets monthly with all project leads submitting progress reports which inform the overall

¹ EIJB 2021/22 Saving and recovery Programme agreed at EIJB meeting on the 24th March 2021, <https://democracy.edinburgh.gov.uk/ieListDocuments.aspx?CId=160&MId=5569&Ver=4>

dashboard prepared by the Programme Manager. As part of this process all reports are signed off by finance colleagues to ensure accurate and appropriate reporting.

- 4.2 It is important to note that not all savings schemes are delivered uniquely by one organisation and that the EIJB's budget is considered as one "pot" of money, with the distinction between City of Edinburgh Council and NHS Lothian savings increasingly becoming blurred. A total of nine (9) projects in the 21/22 SRP fell under City of Edinburgh Council sole accountability.
- 4.3 NHS Lothian led Savings Projects are governed through the SGB detailed above, and existing NHS Lothian mechanisms, principally their Finance and Resources Committee.

Delivery of the 2021/22 Savings and Recovery Programme

- 4.4 Whilst the COVID-19 pandemic has clearly impacted on the ability to deliver and realise associated or recurring savings for some projects within the 2021/22 Savings and Recovery Programme (SRP), it can be confirmed that financial balance has been reached across the 2021/22 programme. This includes recovering the deficit described at paragraph 3.3 above.
- 4.5 High level details of the individual projects statuses can be found in appendix 2.1, based on the Savings Governance Board (SGB) Programme Dashboard for June 2022 (covering actions up to and including March 2022). This indicates the end of year position for all savings projects. It includes: RAG statuses of progress against plan and savings; mitigations where risks or issues have been identified and highlights projects that will have financial implications for the 2022/23 SRP.
- 4.6 Projects approved as part of the 2021/22 SRP having a financial impact on the 2022/23 SRP and Financial Plan, were included in the Budget papers approved by the EIJB at their meeting on the 22nd March 2022².
- 4.7 Where the pressures created by COVID-19 on capacity across the system led to slippages in the delivery of savings, financial balance has been achieved through under spends or slippage in other budget areas and through Scottish Government (SG) funding.

5. Financial impact

- 5.1 Outlined elsewhere in this report.

6. Stakeholder/Community Impact

Legal/risk implications

² EIJB 2021/22 Savings and Recovery Programme agreed at EIJB meeting on the 22nd March 2022: [Agenda for Edinburgh Integration Joint Board on Tuesday, 22nd March, 2022, 10.00 am - Modern Council](#)

- 6.1 The key risk to the EIJB was the ability to fully deliver the savings programme to ensure financial balance within 2020/21. As described in this report, this was achieved in year and any relevant financial impact incorporated in the 2021/22 financial plan.

Equality and integrated impact assessment

- 6.2 Integrated impact assessments were undertaken for both the individual savings proposals and the programme as a whole. As appropriate these are updated as projects progress.

Environment and sustainability impact

- 6.3 There is no direct additional impact of the report's contents.

Quality of care

- 6.4 As above, integrated impact assessments have been undertaken for both the individual savings proposals and the programme as a whole. As appropriate these are updated as projects progress.

7. Background reading/external references

- 7.1 EIJB 2021/22 Savings and Recovery Programme agreed at EIJB meeting on the 24th March 2021, [7.1 - Savings and Recovery Programme 2021-22.pdf \(edinburgh.gov.uk\)](#)
- 7.2 EIJB 2021/22 Savings and Recovery Programme agreed at EIJB meeting on the 22nd March 2022: [6.1 Savings and Recovery Programme 22-23.pdf \(edinburgh.gov.uk\)](#)

8. Appendices

- Appendix 1 EIJB 2021/22 Savings and Recovery Programme (SRP) Projects Summary
- Appendix 2.1 EIJB 2021/22 Savings and Recovery Programme (SRP) Year End Summary
- Appendix 2.2 SRP Progress RAG Scoring Guidance
- Appendix 2.3 SRP Savings RAG Scoring Guidance

Appendix 1: EIJB Savings and Recovery Programme (SRP) 2021/22 Summary

Project Name	SRO	Approved Target Saving ³
Hosted Service & Set aside	Moira Pringle	£2.1m
Purchasing	Nikki Conway	£7.2m
Community Equipment	Sheena Muir	£250k
Sexual Health Service Review	Sheena Muir	£110k
Review Rehabilitation Services	Sheena Muir	£140k
Ex Housing Support - Older People	Katie McWilliam	£500k
Day Centres & Be Able	Katie McWilliam	£130k
Learning Disabilities	Mark Grierson	£200k
The Works	Nikki Conway	£0.3k
Substance Misuse	Colin Beck	£150k
Prescribing 21-22	Mike Massaro-Mallinson	£2.2m
OP Day Opportunity	Katie McWilliam	£163k
Positive Steps	Angela Lindsay	£0.3k
Medical Day Hospitals	Katie McWilliam	£200k
Bed Based Review	Tony Duncan	£1.6m
Policy Development	Tom Cowan	£4.0m
BBV Service Review	Colin Beck	£0.45k
LD Overnight Services	Mark Grierson	£75k
		£19.2m

³ EIJB 2021/22 Saving and recovery Programme agreed at EIJB meeting on the 24th March 2021, <https://democracy.edinburgh.gov.uk/ieListDocuments.aspx?CId=160&Mid=5569&Ver=4>

Appendix 2.1: 2021/22 Savings and Recovery Programme (SRP) Year End Summary for CEC Projects

Project Number	Project Name	End of Programme Status	End of Programme Progress RAG*	End of Programme Savings RAG**	Progress update at end of Programme / Commentary
1	Ex Housing Support - Older People	Closed	10	10	Full savings have been realised. Project activity has completed as planned. The project has been closed under CLR-07.
2	Day Centres & BeAble	Closed	10	10	Full savings have been realised. Project activity has completed as planned. The project has been closed under CLR-05.
3	Learning Disabilities	Closed	10	10	Full savings have been realised. Project activity has completed as planned. The project has been closed under CLR-01.
8	Positive Steps	Closed	10	10	Full savings have been realised. Project activity has completed as planned. The project has been closed under CLR-02.
12	OP Day Opportunity	Closed	10	10	Full savings have been realised. Project activity has completed as planned. The project has been closed under CLR-08.
16	LD Overnight Services	Closed	10	10	Full savings have been realised. Project activity has completed as planned. The project has been closed under CLR-09.
17	Policy Development	Closed	4	1	<p>The project has been closed under CLR-12. Following significant work in this area it became clear that policy review and development should not sit in isolation, rather to be effective, the process of policy and procedure review must be embedded into projects and programmes to ensure it is meaningful and impactful. For example, through the ongoing work being undertaken within SDS which will incorporate the review of any appropriate policies or procedures.</p> <p>The planned savings for 2021/22 was £4m; however, only partial savings of £400k have been achieved through this project. Savings that have been realised, have come from reviewing processes associated with Direct Payment reclaims as a result of this project. Despite the only partial realisation of savings, financial balance has been reached across the programme in 2021/22 via mitigation through the SG funding plan and identified slippage across the system. As with purchasing this saving target was reviewed as part of the 22/23 budget setting process.</p>
14	Bed Based Review (jointly attributed to CEC and NHS Lothian)	Recurrent project 22/23	5	5	Slippage in the project has meant that full savings were not realised. This was mitigated through in year savings as result of low occupancy rates in residential care. Activities to realise further savings have been rolled over into the 2022/23 savings programme

Project Number	Project Name	End of Programme Status	End of Programme Progress RAG*	End of Programme Savings RAG**	Progress update at end of Programme / Commentary
7	Purchasing	Recurrent project 22/23	5	1	<p>Work has been ongoing to implement changes across the purchasing project that support grip and control and improve practice, despite increased demand and reduced capacity due to the impact of COVID-19. The impact of the work completed and therefore the delivery of savings has been restricted by challenges linked to staff capacity and the cost and availability of affordable care and support. A break-even position has been reached across the programme in 2021/22 via mitigations through the SG funding plan and identified slippage across the system. A revised project brief has been approved as part of the 2022/23 savings programme.</p>

Appendix 2.2 SRP Progress RAG Scoring Guidance

Red	0	No confidence in delivery
Red	1	Critical issues threaten the success of the project and confidence in delivery is very low
Red	2	Significant project issues mean project is not on track and confidence in delivery is very low
Amber	3	Major problems regarding project performance and no or limited corrective actions in place
Amber	4	Major problems regarding project performance and delivery, but corrective actions are in place to improve confidence in delivery
Amber	5	Problems exist regarding project performance, delivery of corrective actions are/ have been delivered, with reasonable confidence of success
Amber	6	Minor problems exist with the project but confidence in the delivery of the project remains high
Green	7	Project on track and expected to deliver minimum outputs/ benefits
Green	8	Project on track. Progress and achievement of the project is on target
Green	9	Progress and achievement of the project is likely to exceed planned output/benefits
Blue	10	Project completed and outputs/ benefits delivered. Appropriate learning shared within and beyond Programme

Appendix 2.3 SRP Savings RAG Scoring Guidance

RAG Rating		% of Savings Target
Red	0	0% achieved
Red	1	<20%
Red	2	20% - 30%
Amber	3	30% - 40%
Amber	4	40% - 50%
Amber	5	50% - 60%
Amber	6	60% - 70%
Green	7	70% - 80%
Green	8	90% -100%
Green	9	>100% achieved
Blue	10	Financial balance achieved and recorded in General Ledger Appropriate learning shared within and beyond Programme

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Policy and Sustainability Committee

10.00am, Tuesday, 30 August 2022

Conference – Next Steps for the children’s care system in Scotland and implementing The Promise

Executive/routine
Wards
Council Commitments

1. Recommendations

- 1.1 To consider whether to authorise attendance for Councillor Kumar to attend the Conference – Next Steps for the children’s care system in Scotland and implementing The Promise on 26 October 2022.

Richard Carr

Interim Director of Corporate Services

Contact: Gavin King, Head of Democracy, Governance and Resilience

Legal and Assurance Division, Corporate Services Directorate

E-mail: gavin.king@edinburgh.gov.uk | Tel: 0131 529 4239

Conference – Next Steps for the children’s care system in Scotland and implementing The Promise

2. Executive Summary

- 2.1 Elected Members who wish to attend a conference at a cost to the Council require committee approval. Councillor Kumar has requested to attend the Conference – Next Steps for the children’s care system in Scotland and implementing The Promise on 26 October 2022 at a cost of £260 plus VAT.

3. Background

- 3.1 On 21 November 2022 Council agreed that elected members required approval by the Policy and Sustainability Committee if they wished to attend a conference at a cost to the Council. This was introduced to ensure that all potential expenditure was monitored and reasonable.

4. Main report

- 4.1 A request has been made by Councillor Kumar to attend the Conference – Next Steps for the children’s care system in Scotland and implementing The Promise on 26 October 2022 at a cost of £260 plus VAT. Committee must decide whether to agree this attendance and whether any other councillors should attend.

5. Next Steps

- 5.1 Not applicable

6. Financial impact

- 6.1 The costs of the conference can be paid for within the directorate budget.

7. Stakeholder/Community Impact

7.1 Not applicable

8. Background reading/external references

8.1 [International Travel and Conference](#) – City of Edinburgh Council 21 November 2019

9. Appendices

9.1 None.

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Policy and Sustainability Committee

10.00am, Tuesday, 30 August 2022

McCrae's Battalion Trust: Commemorative Service at Contalmaison Cairn – 1 July 2022

Executive/routine

Wards

Council Commitments

City Wide

1. Recommendations

- 1.1 To approve retrospectively expenditure of £748 on attendance at the Commemorative Service at Contalmaison on 1 July 2022, whilst noting that the individual concerned was unable to attend.

Andrew Kerr

Chief Executive

Contact: Norma Cuthbertson, Executive Assistant to the Lord Provost

Legal and Assurance Division

E-mail: lord.provost@edinburgh.gov.uk | Tel: 0131 529 4430

McCrae's Battalion Trust: Commemorative Service at Contalmaison Cairn – 1 July 2022

2. Executive Summary

- 2.1 The Council is invited each year (excluding lockdown) by McCrae's Battalion Trust to attend the annual commemorative ceremony.
- 2.2 This year was no different and the necessary booking was made with the Trust. On this occasion though the individual concerned was unable to travel to Contalmaison. An alternative arrangement was made with the Trust to lay the wreath on the City's behalf. The required cost still had to be met.

3. Background

- 3.1 The Council supported the Hearts Great War Memorial Committee by providing a £5,000 grant towards the cost of a cairn at Contalmaison to commemorate the 15th and 16th Battalions of the Royal Scots at the Battle of the Somme. An unveiling ceremony took place in 2004 when the Council was represented.
- 3.2 The Council was represented at each of the subsequent annual commemorative ceremonies up to and including 2019 when the Depute Lord Provost attended. There was then a gap due to COVID and associated travel restrictions until the event took place again at Contalmaison on 1 July 2022.

4. Main report

- 4.1 It is customary for a representative of the Lord Provost to attend the annual pilgrimage to Contalmaison in the Somme Battlefield. After a 3 year gap, an invitation to attend this year's ceremony was received from the McCrae's Battalion Trust on 22 February 2022
- 4.2 As usual, the event coincided with Royal Week in Edinburgh and so the new Lord Provost was unable to attend. An alternative arrangement was agreed with the Lord Provost on 30 May, allowing the normal booking to be made with the McCrae's Battalion Trust.

- 4.3 Close to the departure from Edinburgh date on Wednesday 29 June 2022, however, it was intimated that the arrangements in place no longer suited the individual concerned. This was reported to be due mainly to the meeting of Full Council taking place on Thursday 30 June.
- 4.4 Without a viable alternative, the Trust was duly notified that no-one from the Council would attend and was asked to lay the wreath on the City's behalf. This did happen.
- 4.5 The Trust (which is a registered Charity) still required the full amount of £784 to be paid in lieu of bus, ferry and hotel costs which had to be paid in advance. The invoice has been paid accordingly.
- 4.6 Had the Lord Provost been represented at the Commemorative Service, retrospective approval for Elected Member travel would have been necessary. This no longer applies in these circumstances.

5. Next Steps

- 5.1 The Committee will be notified in due course regarding proposals for the Contalmaison gathering in 2023.

6. Financial impact

- 6.1 The cost of booking the visit to Contalmaison, amounting to £784, has been met from the Lord Provost's Office budget.

7. Stakeholder/Community Impact

- 7.1 There are no consultation or engagement requirements.
- 7.2 There is no impact on health and safety, governance, compliance, or regulatory matters. There are also no equalities impacts arising from this visit.
- 7.3 Travel (return trip) from Edinburgh to Contalmaison did not take place.

8. Background reading/external references

- 8.1 None.

9. Appendices

- 9.1 None.

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Policy and Sustainability Committee

Tuesday 30 August 2022, 10am

Employment Policy Updates (Special Leave Policy and Bicycle Policy)

Executive/routine
Wards
Council Commitments

1. Recommendations

- 1.1 To approve the new Special Leave Policy which has minor updates.
- 1.2 To approve the removal of the Bicycle Policy.

Richard Carr

Interim Executive Director of Corporate Services

Contact: Katy Miller, Head of Human Resources

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

Policy and Sustainability Committee

2. Executive Summary

- 2.1 The Special Leave Policy updates and replaces the current policy approved at Committee in December 2018. The policy has been updated to reflect a legislative change in parental bereavement and continues to outline the Council's provisions for Special Leave available to all employees.
- 2.2 This policy addresses both the Statutory entitlements and other forms of leave available to support colleagues when they require time off work to deal with issues arising in their life outside of work.
- 2.3 In addition, we have signposted to provisions available to colleagues who are going through gender reassignment.
- 2.4 The Bicycle Policy was established in 1997 and outlined the mechanisms which would encourage employees to use a bicycle for travel to and from work and for short journeys on Council business. This is no longer fit for purpose and has been superseded by the Business Travel Guidance and other individual initiatives for colleagues.

3. Background

- 3.1 In April 2020, the Parental Bereavement Leave Regulations 2020 came into force and initiated a review of our current policy, to include new provisions regarding parental bereavement.
- 3.2 The Policy continues to follow Advisory, Conciliation and Arbitration Service (ACAS) guidance and remains fit for purpose and compliant with the Employment Rights Act 1996.
- 3.3 It is recommended to stand down the current Bicycle Policy which has been integrated into the Business Travel Guidance which has been radically reviewed recently in the context of the Council's Sustainability Strategy.

4. Main report

4.1 Special leave policy

As of 6 April 2020, working parents who suffer the loss of a child under the age of 18 or have a baby stillborn after 24 weeks of pregnancy have the right to take two weeks' paid bereavement leave. This policy seeks to address this entitlement.

In addition to the above, we are proposing to enhance provision by opening up the availability to take this leave, to colleagues who suffer the loss of a child at any age or a stillbirth or miscarriage at any point in their pregnancy.

The Council is committed to equality of opportunity for all colleagues, including supporting transgender colleagues who may have undergone, be in the process of, or who are about to undertake the process of transition. The provision for colleagues to be afforded a reasonable amount of time off for medical gender reassignment has been included in this revised policy.

Following colleague feedback, the decision was taken to review and update the section on leave available to colleagues for attending non-emergency medical appointments. This section has covered optician, dentist and GP appointments, where colleagues are asked to schedule appointments out with their working hours, or at the start or end of the working day if this is not possible.

4.2 Bicycle Policy

This policy was introduced in 1997 to encourage employees to use their bicycle for travel to and from work, undertaking short business trips, to help reduce pollution as well as reducing the number of cars used in the City. It informs colleagues of the Bicycle Mileage Rate as well as Bicycle Loan Scheme.

Since 2016, the Council has had Business Travel and Accommodation Guidance which covers the use of bicycles for work trips and is currently under review to support our Sustainability Policy commitment of Net Zero by 2030.

To ensure colleagues still have access to the Bicycle Mileage Rates, these rates will be incorporated into our Pay Guidance documents along with car mileage and other expenses rates.

5. Next Steps

- 5.1 If approved, the Special Leave Policy will go live in August 2022, which will be supported by a comprehensive implementation plan including updated Orb/digital content (policy and guidance) and employee communications.
- 5.2 We will also take steps to remove the Bicycle Policy from the Orb and update Bicycle Mileage links accordingly for colleagues.

6. Financial impact

- 6.1 The policy adjustments proposed are not anticipated to create significant financial pressures.

7. Stakeholder/Community Impact

- 7.1 As part of our normal policy development process, the trade unions have been engaged on the Special Leave Policy and have indicated their approval for the policy changes and as such this policy remains a collective agreement.
- 7.2 The Trade Unions have also been given notice to stand the Bicycle Policy down, in line with our collective agreements.

8. Background reading/external references

- 8.1 Link to Legislation Publication:
<http://www.legislation.gov.uk/uksi/2020/249/contents/made>
- 8.2 Link to gov.uk site outlining the statutory provisions
<https://www.gov.uk/browse/employing-people/time-off>

9. Appendices

N/A

Special Leave

We (the Council) recognise that colleagues need to be supported with balancing the demands of their work with their lives and responsibilities outside work. In line with our commitment to support colleagues and their wellbeing, we aim to help in situations where additional pressures arise, by providing additional flexible leave. .

This policy sets out the Council’s provisions for special leave, covering both the statutory entitlements and the additional forms of leave the Council offer to colleagues, when they need time off from work to deal with issues in their life outside work.

Author	Scope
--------	-------

Employee Relations, Human Resources, Corporate Services Directorate

This policy applies to all Council employees.

Purpose	Review
---------	--------

The purpose of this policy is to provide flexibility to allow colleagues special leave as required to meet specific commitments in line with employment legislation and good practice. Special leave is a request for time off work to cover a range of personal requirements or civic duties and can be either paid or unpaid.

The policy will be reviewed as and when a change to the existing policy deems this necessary, primarily as a result of: changes to legislation or statute; agreement of new national terms and conditions of service or Government Policy; organisational change; or resulting from changes agreed through Trade Union Consultation.

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Leave Provisions

Leave for the Care of Dependants

Colleagues have a statutory right to take reasonable unpaid leave to deal with unexpected emergencies affecting the care of a dependant and/or to make arrangements for a dependant’s care.

The Council has enhanced this by providing up 6 days **paid leave** in any 12-month rolling period (pro rata for part time) to colleagues who need to care for dependants in the following circumstances:

- (a) you’re providing short-term, emergency assistance to a dependant who is ill or injured and is unable to look after themselves and no healthcare professional or other adult is available to provide that care;
- (b) you need to make arrangements for the care of a dependant who is ill or injured; or
- (c) the care arrangements you have in place for a dependant are unexpectedly disrupted or brought to an end.

If you’ve exhausted your entitlement to this leave, you may be able to take **up to a year’s unpaid leave** to care for a dependant.

Unpaid Parental Leave

Unpaid Parental leave is a statutory entitlement that’s available to all colleagues, enabling them to take a total of 18 weeks leave for each child or adopted child, up to their 18th birthday, providing the following criteria are met:

- (a) You’re named on the child’s birth or adoption certificate **or** you currently have, or will have parental responsibility for, the care of a child and can evidence this.
- (b) You have 1 year’s continuous service with the Council.
- (c) The child is under the age of 18.

Up to four weeks leave can be taken per child in any single year (the 18 weeks is an entitlement that stretches over the whole period until the child reaches 18) and leave must be taken in whole weeks rather than individual days, unless your child is disabled.

Note that the entitlement is per *child*, not per job. Thus, if you have taken 10 weeks with a previous employer, you would be entitled to a further 8 with us.

Planned Healthcare for Children under 5

Colleagues may be required to accompany children to clinics or to doctors’ appointments for developmental check-ups and inoculations in the first 5 years of the child's life. In these circumstances, the entitlement is as follows:

- (a) up to 5 working days’ **paid** leave before your child’s 5th birthday; and
- (b) up to 5 working days’ **unpaid** leave before your child’s 5th birthday.

Foster Carer Leave

As a prospective foster carer, you are entitled to:

- Up to 5 working days' **paid leave** to cover the preparation and assessment process involved in registering as foster carers.

For active foster carers, you are entitled to:

- Up to 1 working day's **paid leave** and up to 4 working days' **unpaid leave** in any 12-month period.

This time is to be used to attend urgent meetings about the placement of a child. Your line manager can agree to more unpaid leave to care for a placed child.

Bereavement Leave

In the event of a bereavement, your line manager can grant **up to 5 working days' paid leave**. Line Managers must consider all circumstances when granting leave, for example, the closeness of the relationship, and whether colleagues are involved in making funeral arrangements.

If necessary, colleagues can take further reasonable unpaid leave in addition to the above paid leave, but this should be agreed in the first instance with their line manager.

A separate provision is available for bereaved parents and primary carers.

Parental Bereavement Leave

Parents and primary carers who have suffered the loss of a child are entitled to **10 working days paid leave**.

If, in the tragic event, you suffer the loss of another child, you are entitled to separate periods of leave for each child. Leave can be taken within 56 weeks of the bereavement, typically in blocks of 1 week, for example during difficult events such as anniversaries.

Line Managers should be aware that a primary carer can include: adoptive parents, foster parents, guardians and those classed as kinship carer, who may be close relatives or family friends who have assumed responsibility for the care of a child in the absence of parents.

Jury Service

If you're called for jury service, you'll get **paid** leave to cover the time you're in court. You need to bring your court citation to work and then follow the advice on the Orb.

Attending Court as a Witness

If you're called as a witness by the Council, then your time away from work will be treated as part of your normal duties i.e. you will receive full pay.

If you're called as a witness by anyone other than the Council, whether for the defence or the prosecution, then you'll be granted **paid** leave to attend court.

Leave for Public Duties

Colleagues are entitled to up to **208 hours of paid** leave per year to carry out public duties.

Examples of positions we consider to be public duties are:

- a magistrate or justice of the peace;
- a member of a local authority other than the City of Edinburgh Council;
- a member of any statutory tribunal (e.g. Employment Tribunal, Children's Panel etc);
- a member of a health board;

- a member of a NHS trust;
- a member of a school or college council or body of a central institution or college of education; and
- a member of a school board.

Once they use this allowance up, colleagues are entitled to reasonable unpaid leave to cover the time they need to perform those duties, subject to service requirements.

Leave for Medical Appointments

Colleagues requiring non-emergency medical treatment from opticians, dentists, or GPs should make arrangements to obtain such treatment out with working hours. Where this is not possible, appointments must be made for the beginning or end of the working day.

Colleagues who have been referred to hospital for examination/treatment should, where feasible, try to arrange appointments out with normal working hours. If this is not possible, then **paid** special leave will be granted.

You'll need to provide your line manager with documentation evidencing your appointment details before your leave can be approved.

Where a colleague is required to attend for appointments on more than 4 occasions in a rolling 12-month period, the ongoing availability of special leave for this purpose should be discussed with their line manager in the first instance.

Medical Gender Reassignment

Please refer to the [Transgender colleagues in the workplace](#) guidance for information relating to leave provisions available to support transitioning colleagues.

Leave for Reservists

Colleagues required to attend compulsory training events may be granted up to a maximum of two weeks **paid** leave to cover the time they attend the event.

If you get a call-out notice for full-time service, you will normally be granted **unpaid** leave for the duration of the call-out. Please see our policy for Reserve Forces for more information.

See [Reserve Forces Guidance](#)

Leave for Voluntary Work

The Council acknowledges colleague involvement in public and voluntary bodies and recognises that they may require time off work in order to perform duties. Any leave agreed for this purpose will be **unpaid**.

Examples of voluntary activities are:

- retained fire-fighter (NB payment received for callouts);
- special constable;
- a member of a consumer council (e.g. public utilities);
- a member of a community council;
- a member of a tenants or residents association;
- a member of a body recognised by the Council for the purposes of community consultation.

Leave for Cultural/Religious Observances

The Council has a diverse workforce and acknowledges that colleagues may make requests for time off to accommodate a cultural or religious observance that is significant to their beliefs.

Colleagues requesting annual leave for religious observance should be accommodated where practicably possible. All efforts should be made to accommodate this.

Electoral Duties

Leave for electoral duties will be subject to the demands of the service, and authorisation by the line manager. Paid leave will be granted to allow colleagues to undertake official duties at elections or referenda of the City of Edinburgh Council.

Subject to the requirements of the service, **unpaid leave for a period not exceeding up to 10 days** (or up to the equivalent of two of the employee's working weeks) will be granted at the time of the election to colleagues undertaking the duties of an Election Agent for a Local Authority/Parliamentary/Scottish Parliamentary/European Candidate.

Subject to the requirements of the service, **unpaid leave for a period not exceeding up to 10 days** (or up to the equivalent of two of the colleague's working weeks) will be granted to colleagues who stand for election to another Local Authority/as a Parliamentary candidate/as a Scottish Parliamentary candidate/as a European candidate.

Leave to Take Part in Sporting Events

Colleagues are entitled to reasonable paid time off to participate in sporting events, subject to other payments received, if:

- a) they are competing in an event; **or**
- b) they are officiating at an event; **and**
- c) the event is at national or international level.

Roles and Responsibilities

All colleagues are responsible for:

- Familiarising themselves with the policy and provisions outlined.
- Engaging with their line manager, with as much warning as possible, to formalise a request.
- Providing their line manager with the appropriate notification where required under the provisions of this policy.
- Remaining flexible and being prepared to change appointment times/dates where required to assist in meeting the demands of the service.
- Booking the relevant leave on myHR when a request has been accepted.
- If you do not have access to myHR, please request this through your line manager to process.
- Providing documentation to evidence the requirement for leave when it is appropriate (for example, producing a letter or hospital card to confirm the appointment).
- Ensuring that the relevant documentation is completed to avoid a loss of earnings where this is appropriate (for example, completing a juror citation form and send this to askHR following their attendance at court when participating in Jury service).

Line managers are responsible for:

- Familiarising themselves with the policy and provisions outlined.
- Ensuring that whilst each request for leave will be assessed on an individual basis, the application of this policy is consistently applied throughout the Council.

- Engaging with colleagues who are looking to make requests for leave and discuss each individual case prior to accepting/rejecting the request on myPeople.
- Considering the needs of the service in any decision to approve leave under this policy, notwithstanding any obligations we have, to allow time off.
- Considering and making their employees aware that holiday entitlement can be granted in place of any unpaid leave granted under this policy.
- Being supportive of applications for annual leave, which are requested at short notice for urgent family care reasons.
- Ensuring that leave is recorded where it is accepted for colleagues who do not have access to myHR.

Appendix 1: Definitions

Continuous Service

Means continuous service with the City of Edinburgh Council (or its predecessors) or any local authority or employer to which the *Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 (as amended)* applies.

Dependant

Your spouse; partner; a child of yours who is under 18 and lives with you; a parent; an individual who lives with you as part of your family (excluding tenants, lodgers, flat-mates or boarders); an individual who depends on you for either: short-term assistance in the event of illness/injury or, to make arrangement for the provision of care in the event of illness/injury.

Family Member

To be determined by the service area director having regard to the nature of the relationship which the person has with the employee and the circumstances prevailing in each case. It is recognised that close friends may be covered by this definition, including former work colleagues of the City of Edinburgh Council (or its predecessors).

Nominated Carer

A person nominated by the mother or adopter to assist in the care of the child and to provide support to the mother or adopter at or around the time of the birth or adoption placement.

Parent

Is a child's mother, father, guardian, foster carer or some other person with parental responsibility.

Serious illness of a Dependant

Is defined as an illness or injury of a dependant which requires an employee to be absent from work for an extended period exceeding 10 working days in any 12-month period in order to provide care which is not available from either a health professional or another adult.

Week

Is considered the length of time an employee normally works over 7 days. For example, if an employee works 3 days a week, one 'week' of leave equals 3 days. If an employee works irregular weeks the number of days in a 'week' is the total number of days they work a year divided by 52.

POLICY ON THE USE OF BICYCLES BY EMPLOYEES

(Covering all employees)

CONTENTS

Section

1	<u>INTRODUCTION</u>
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3	<u>SAFETY</u>
4	<u>SHORT JOURNEYS ON COUNCIL BUSINESS</u>
5	<u>BICYCLE MILEAGE RATE</u>
6	<u>BICYCLE LOANS</u>
7	<u>INSURANCE</u>
8	<u>TRAINING</u>
9	<u>FACILITIES FOR CYCLISTS</u>
10	<u>MONITORING THE POLICY</u>
11	<u>LOCAL AGREEMENT</u>
APPENDIX A	<u>BICYCLE MILEAGE ALLOWANCE SCHEME</u>
APPENDIX B	<u>BICYCLE LOAN SCHEME</u>

6 February 1997

CITY OF EDINBURGH COUNCIL

POLICY ON THE USE OF BICYCLES BY EMPLOYEES

1. INTRODUCTION

- 1.1 The City of Edinburgh Council's strategies on transport, travel and the environment aim to encourage walking, cycling and all forms of public transport and reduce the use of cars within the City.
- 1.2 The Council and the Trade Unions agree that all reasonable steps should be taken to reduce pollution and, consequently, that employees should be encouraged to adopt a more environmentally friendly approach towards travelling to and from work and on Council business.
- 1.3 The purpose of this policy is therefore to provide measures which will encourage employees to use a bicycle for travel to and from work and also for short journeys on Council business.

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2. THE SCOPE AND THE AIMS OF THE POLICY

- 2.1 The terms of the policy will apply to all employees of The City of Edinburgh Council.
- 2.2 The principal aims of the policy are:
 - (a) to encourage employees to use their bicycle for travel to and from work and to undertake short business trips;
 - (b) to help reduce pollution; and
 - (c) to help reduce the number of cars used in central Edinburgh and in other areas of the City.

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3. SAFETY

- 3.1 While cycling is beneficial for both the environment and personal health, the Council considers the safety of its employees to be of prime importance. For this reason all employees while cycling in terms of this policy are strongly advised to consider their personal safety. The safety conditions specified in the Council's Bicycle Mileage Allowance Scheme are mandatory for all employees who are authorised to use their bicycle on Council business and who wish to claim the allowance.

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4. SHORT JOURNEYS ON COUNCIL BUSINESS

- 4.1 Short business journeys are defined as journeys of normally not more than ten miles for a return trip.
- 4.2 The maximum number of business miles travelled in any full working day should not normally exceed twenty miles.
- 4.3 Heads of Department will be responsible for pre-authorising employees to use their bicycle on Council business and for approving necessary short business trips, taking into account all relevant factors associated with the journey.

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5. BICYCLE MILEAGE RATE

- 5.1 Employees who are authorised to use their bicycle for travel on Council business shall be eligible to claim, as part of this Policy, a mileage rate as specified in the Council's Bicycle Mileage Allowance Scheme ([Appendix A](#)).
- 5.2 The bicycle mileage rate payable under the Scheme will be reviewed periodically.

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6. BICYCLE LOANS

- 6.1 All employees who are members of the Capital Credit Union will be eligible, as part of this Policy, to participate in the Bicycle Loan Scheme ([Appendix B](#)).

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7. INSURANCE

- 7.1 It is not a condition that employees must arrange that they are insured to use their bicycle on Council business. However, employees are advised to arrange appropriate insurance. The cost of any such insurance will be met by the individual employee.

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8. TRAINING

- 8.1 Employees who are authorised to use their bicycle for Council business will not normally be required to undertake bicycle training.
- 8.2 In exceptional circumstances, when a Head of Department considers it necessary or desirable, an employee may be required to take bicycle training before being authorised to use their bicycle for business. In such cases the Head of Department will arrange and fund such training and will grant the employee concerned time off with pay to attend.

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9. FACILITIES FOR CYCLISTS

9.1 Heads of Department will, wherever practicable and where financial resources permit, make facilities available for cyclists such as showers, changing rooms and also secure cycle parking areas.

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10. MONITORING THE POLICY

10.1 The Director of Corporate Services will be responsible for monitoring the operation of the policy and for the production of an annual report.

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11. LOCAL AGREEMENT

11.1 This document is a local collective agreement between the Council and the recognised Trade Unions. Every effort will be made by both parties to ensure that this document will be maintained as a local collective agreement and adjusted by agreement to meet changing future needs. In the event of failure to reach agreement, both parties reserve the right to terminate this local agreement by giving four months notice in writing. In such circumstances the terms of the local agreement will cease to apply to existing and future employees.

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BICYCLE MILEAGE ALLOWANCE SCHEME

(Covering all employees)

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6 February 1997

CITY OF EDINBURGH COUNCIL
BICYCLE MILEAGE ALLOWANCE SCHEME

1. INTRODUCTION

- 1.1 The purpose of this Scheme is to provide, as part of the Council's policy on the use of bicycles by employees, payment of a bicycle allowance to authorised employees in respect of journeys undertaken within the City on Council business.

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[Return to Contents of Appendix A – Bicycle Mileage Allowance Scheme](#)

2. SAFETY

- 2.1 The Council considers the safety of its employees to be of prime importance. For this reason it is a mandatory condition of the Scheme that all employees, while cycling in terms of this Scheme, must:-
- (a) observe the Highway Code;
 - (b) provide and use front and back lights during hours of darkness or poor visibility, and a back reflector, all of which conform to recognised safety standards;
 - (c) ensure that their bicycle and associated equipment are in a safe and roadworthy condition; and
 - (d) provide and wear high visibility clothing - a fluorescent and/or reflective bib or cross-belt as a minimum.
- 2.2 All employees who use their bicycle on Council business are strongly advised to wear a cycling helmet which conforms to recognised safety standards.
- 2.3 Employees who are taking up cycling for the first time, or after a break, are advised first to confirm their fitness with their General Practitioner.

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3. BICYCLE MILEAGE ALLOWANCE

- 3.1 Employees who are pre-authorised to use their bicycle for travel on Council business shall be eligible to claim a bicycle mileage allowance.

- 3.2 The bicycle mileage rate payable under the Scheme will be 25p per mile and will be reviewed periodically.
- 3.3 Bicycle mileage allowance will be subject to deduction of Income Tax and National Insurance (based on present inland revenue rules).
- 3.4 Claims for bicycle mileage allowance must be submitted on the form designed for that purpose.

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4. CRITERIA FOR PAYMENT OF ALLOWANCE

4.1 Permitted Journeys

Payment of a bicycle allowance will apply only to journeys undertaken on Council business within the City boundary (although see 5.3 below).

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4.2 Travel between Home and Normal Work Location

A bicycle allowance will not be payable in respect of the normal journey between an employees home and usual place of work.

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4.3 Travel between Home and Location other than Normal Work Location

Where an employee is authorised to commence or finish work at a place other than their normal work location, the employee may claim a bicycle allowance in respect of any **excess** mileage incurred over and above that incurred in undertaking their normal journey as referred to in 4.2 above.

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4.4 Overtime Working

- (a) Employees will not be eligible to claim a bicycle allowance for additional journeys undertaken to carry out overtime working where they are receiving payment for that overtime.
- (b) Employees who are on a salary grade which does not enable them to qualify for the payment of overtime and who are required to travel from home to their normal work location or to an alternative work location in order to undertake a period of overtime working, may claim a bicycle allowance in respect of the mileage incurred.

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4.5 **Attendance at Meetings or other Authorised Functions**

An employee who is required to undertake an additional journey from their home to their normal work location or to an alternative work location for the purposes of representing the Council at a meeting or other authorised function (eg. voluntary groups, tenants association meetings etc.) may claim a bicycle allowance in respect of the mileage incurred.

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5. **OPERATIONAL CONSIDERATIONS**

5.1 It is the Council's policy that employees be encouraged to use their bicycle on short business journeys. Short business journeys are defined as journeys of normally not more than ten miles for a return trip. The maximum number of business miles travelled on any full working day should not normally exceed twenty miles.

5.2 While employees are encouraged to use their bicycle instead of a car for undertaking Council business, there may be circumstances where it is not practical to do so. In these circumstances, it is for the Manager to judge whether safety, efficiency or service provision would be impaired by the use of a bicycle. The following are examples of such situations:-

- (a) the need to undertake several site visits throughout the working day where the benefits of using a bicycle will be outweighed due to the serious loss of productive time.
- (b) the need to transport equipment which, at best, would make cycling hazardous.
- (c) adverse weather conditions.

5.3 While it is the normal rule that journeys by bicycle will be made within the City boundary, there may be instances where journeys just outside the boundary could be made as easily and quickly by bicycle as by car. This will be a matter of judgement for the Manager concerned.

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6. **INSURANCE**

6.1 There are two distinct elements of the insurance conditions of this Scheme;

(a) **Claims from Third Parties**

The Council's Public Liability Policy covers this area of risk while the employee is using their bicycle on Council business. However, it must

be underlined that the normal journey between an employee's home and place of work, and vice versa, is not covered.

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(b) **Personal Injury, Theft or Damage to Bicycle**

These risks are not covered under any Council policy and the Council will not reimburse an employee for any loss which is incurred.

Each employee is therefore advised to arrange appropriate insurance to use their bicycle on Council business; employees are also advised to arrange that their bicycle is adequately covered under their personal Household Insurance Policy or some other bicycle insurance arrangement. The Insurance Company should be notified that the bicycle is being used for business purposes.

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7. FURTHER INFORMATION

7.1 Enquiries about the operation of this scheme should be directed to Departmental Personnel Staff in the first instance.

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BICYCLE LOAN SCHEME

(Covering all employees)

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6 February 1997

CITY OF EDINBURGH COUNCIL

BICYCLE LOAN SCHEME

1. INTRODUCTION

- 1.1 The purpose of this Scheme is to provide a loan facility, as part of the Council's policy on use of bicycles by employees, for all employees of the Council through the Employees' Credit Union for the purchase of a bicycle.

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2. DETAILS OF THE LOAN SCHEME

- 2.1 Loans made under the Scheme will be on a preferential basis relative to other loans available through the Credit Union. This is due to a reduced qualifying period for new borrowers and the increased lending ratio from three to ten times a member's shareholding (savings).

- 2.2 The following eligibility criteria will apply to such loans:

- (a) borrowers will require to be members of the Credit Union;
- (b) borrowers will require to make a deposit in the Credit Union of 10 % of the proposed loan amount over a four week period (e.g. a monthly paid borrower of £500 would require to make a £50 deposit in the Credit Union in one month, or a weekly paid borrower of £200 would have to make a £20 deposit in the Credit Union over four weeks);
- (c) cheques for loans will be payable direct to the bicycle retailer.

- 2.3 The interest rate which will be charged on such loans will be consistent with that specified in the current Credit Union loan policy (presently 12.68 APR).

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3. CONDITIONS

- 3.1 A bicycle loan made under the Scheme will be subject to the following conditions:

- (a) the loan will be for the purchase of a bicycle, any additional safety equipment and bicycle insurance as required;

- (b) the employee may be required to use the bicycle, purchased with the loan, on Council business;
- (c) the maximum period over which the loan may be re-paid will be two years;
- (d) the maximum bicycle loan will be £750;
- (e) safety equipment is defined for the purposes of this Scheme as:
 - bicycle lights
 - bicycle reflectors
 - protective helmet
 - fluorescent and/or reflective bands and accessories, including bibs, cross-belts, ankle bands, arm bands, helmet bands, bicycle bell or horn.
- (f) the value of the accessories purchased must not exceed the cost of the bicycle.

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4. **INSURANCE**

- 4.1 **All borrowers are advised to insure their bicycle, either through a household policy or separate bicycle insurance arrangement.**

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5. **FURTHER INFORMATION AND APPLICATION FORMS**

- 5.1 Further information about a loan under this Scheme and an application form may be obtained from Credit Union House, 31 Argyle Place, Edinburgh EH9 1JT, telephone 0131-229 6995.

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Policy and Sustainability Committee

10:00 AM, Tuesday 30 August 2022

Employment Policies relating to 'Conduct'

Item number
Routine
Wards
Council Commitments

1. Recommendations

- 1.1 To approve the following policies:
 - 1.1.1 Disciplinary for Teaching Staff
 - 1.1.2 Disciplinary Policy for Local Government Disciplinary
 - 1.1.3 Personnel Appeals Committee – Disciplinary Appeals.

- 1.2 To note that these policies have been reviewed and revised to address the recommendations agreed following the Independent Inquiry and Whistleblowing Culture Review by Susan Tanner QC, with Pinsent Mason in 2021.

Richard Carr

Interim Executive Director – Corporate Services

Contact: Katy Miller, Service Director - HR

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

Employment Policies related to ‘Conduct’

Conduct Employment Policies

2. Executive Summary

- 2.1 As part of the findings from the Independent Inquiry and Whistleblowing Culture Review in 2021, a number of employment policy recommendations were made including the recommendation to review conduct related employment policies and, where appropriate to revise.
- 2.2 This report focuses on the refreshed policies of Disciplinary for Teaching Staff, Local Government Disciplinary and Personnel Appeals Committee – Disciplinary Appeals Policies.
- 2.2 The revised Disciplinary Policy for Teaching Staff will replace the current Procedure, which was approved at Committee on 23 March 2004. The new Disciplinary Policy for Local Government will replace the current policy, which was approved at Committee on 25 June 2020, and the new Personnel Appeals Committee – Disciplinary Appeals will replace the current policy which was approved at Committee in 2015.

3. Background

- 3.1 These updated policies will action some of the policy-related recommendations of the Inquiry and Review which focus on conduct related policies, guidance and associated learning and systems.
- 3.2 In addition to the recommendations, we also sought feedback on the application and effectiveness of the existing policies through engagement with Trade Unions, line managers and Human Resources colleagues who are regularly involved in supporting the business through the relevant policies. Revisions have been made to policy and supporting documentation accordingly.

4. Main report

- 4.1 While the Disciplinary Policy for Local Government employees was more recently reviewed and approved in 2020, as good practice, we undertook to review it again through the lens of the Inquiry and Review recommendations. As a result, it was found that the policy remained fit for purpose.

- 4.2 Following a review and qualitative stakeholder feedback of the Disciplinary Policy for Teaching Staff, it was felt that no significant amendments to existing procedures were necessary. However, it was agreed that amendments to style, tone and language were required, in line with current approach to policy development at the Council and to bring consistency with the Disciplinary Policy for Local Government employees.
- 4.3 The policy and supporting documentation have been redesigned so that the structure is more concise, and clearer for users to follow. The policy sets out the guiding principles for handling conduct concerns, while the user guide outlines in detail the procedural guidance for both managers and colleagues.
- 4.4 Recommendations from the Inquiry and Review included a requirement for Nominated Officers and Investigation Officers to declare any conflicts of interest prior to the commencement of a formal process. Both Disciplinary policies have been updated to reflect this requirement, and further information as well as a link to the declaration form have been included in the accompanying user guides.
- 4.5 A similar approach of a refresh and rebrand was taken for the Personnel Appeals Committee – Disciplinary Appeals policy. It was also evident within this policy that there was an opportunity to make procedural improvements at several points of the existing process, which included providing more clarity for colleagues on timescales as well the main contacts.
- 4.6 All policies and supporting documents are compliant with the Scottish Negotiating Committee for Teachers (SNCT) and broad principles and recommended practice set out in the Advisory, Conciliation and Arbitration Service (ACAS) Code of Practice in relation to Disciplinary and Grievance.
- 4.7 Throughout the policy review project, we have worked with colleagues in Learning to ensure all learning resources and training modules and materials were aligned to the new policies. As a result, a revised e-learning course has been designed to support.

5. Next Steps

- 5.1 An implementation plan, including communications, will be put into effect to relaunch the policies and associated e-learning to raise awareness with colleagues and line managers of the processes to follow when managing disciplinary cases.

6. Financial impact

- 6.1 There is no material impact arising from this report.

7. Stakeholder/Community Impact

- 7.1 These policies meet our legal obligations in relation to formal consultation. The trade unions have been engaged on the new policies and are content with the proposed changes.
- 7.2 In addition to formal consultation, these policies have been assessed for possible impacts on vulnerable groups, people with protected characteristics, equality and human rights and economic factors as part of our integrated impact assessment. As there were no substantial changes to the policies, no impacts were identified through the assessment process.

8. Background reading/external references

- 8.1 N/A

9. Appendices

- 9.1 Disciplinary Policy - Teaching Staff
- 9.2 Disciplinary Policy (LGE)
- 9.3 Personnel Appeals Committee – Disciplinary Appeals

Disciplinary Policy (Teaching Staff)

The Council (we) strive to maintain effective working relationships with and between colleagues. We have a responsibility to maintain acceptable standards of behaviour at work and are committed to supporting and encouraging colleagues to achieve these standards.

Where behaviours fall below what is considered acceptable, the Disciplinary Policy provides a framework to ensure standards of behaviour are applied in a fair, consistent and sympathetic manner.

It is recognised that, in most cases, potential issues of misconduct will be dealt with through the normal day to day discourse between colleagues and their manager. The Disciplinary Policy should only be used when management advice and guidance has failed to produce the required improvement or when the matter is serious enough to require formal action.

Author

Employee Relations & Policy, Human Resources, Corporate Services.

Scope

This policy applies to all Teaching staff whom terms and conditions of employment are regulated by the SNCT.

Purpose

The purpose of this policy is to provide direction and support to colleagues with poor conduct, and where appropriate, take disciplinary action against such colleagues in a firm, fair and consistent manner to ensure there is a change in behaviour.

Review

The policy will be reviewed as and when a change to the existing policy deems this necessary, primarily as a result of: changes to legislation or statute; agreement of new national terms and conditions of service or Government Policy; organisational change; or resulting from changes agreed through Trade Union Consultation.

Local Agreement

This policy is a local collective agreement between the Council and our recognised Trade Unions. We will make every effort to ensure that it is maintained as a local collective agreement. Any changes will be made by agreement. If we cannot agree, either party can end the local collective agreement by giving four months' notice in writing, with the policy ceasing to apply to staff at the end of that period.

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1. Policy Aims

The aim of this policy is to ensure there is a fair, effective and consistent method in place to deal with concerns surrounding conduct and to encourage improvement where conduct is believed to have fallen below acceptable standards, either through the implementation of the informal or formal stages of the process.

This policy is designed to:

- support colleagues in meeting the Council’s standards of conduct;
- provide a framework for establishing whether misconduct has occurred; and
- support managers in managing misconduct issues.

This Disciplinary Policy and User Guide must be followed when a potential misconduct issue has been identified and not resolved through normal day to day supervision arrangements, or where more serious allegations arise. No disciplinary outcome will be decided until the appropriate steps outlined in this policy have been followed and the facts have been established.

The policy and user guide takes full account of the provisions contained within the Scheme of Salaries and Conditions of Service for Teaching Staff and incorporates all of the principles and provisions of the disciplinary framework issued by the Scottish Negotiating Committee for Teachers (SNCT).

This policy relates to matters of conduct and behaviour. Where concerns exist around a Teachers performance, the GTCS Code of Practice on Competence should always be followed. Where the concern relates to the performance of an administrative, managerial or leadership function of a promoted post the procedures will mirror the arrangements laid out in the GTCS Code, especially in respect of support offered. There are more details on the Code in the accompanying User Guide.

2. Roles and Responsibilities

Managers and colleagues must give high priority to both informal and formal aspects set out in the policy to ensure that they are completed as quickly as possible.

All employees are responsible for:

- meeting and maintaining the required standards of conduct; and
- meeting and maintaining any externally set occupational registration requirements and/or professional standards of conduct.

All managers are responsible for:

- making sure that they and their team members are aware of the Council's required standards of conduct;
- making sure that they and their team members are aware of any externally set occupational requirements and/or professional standards;
- enforcing these and taking action to improve conduct where necessary; and
- handling any disciplinary issue sensitively, fairly and within a reasonable timescale.

Further information on roles and responsibilities can be found in the User Guide.

3. Expectations of Conduct

The standards of conduct we are all expected to follow are set out in the Employee Code of Conduct. We are expected to maintain these professional and reasonable standards of conduct at work.

The standards of conduct required from all colleagues are set out in a range of policies including (but not limited to) the:

- Employee Code of Conduct
- Disciplinary Code
- Anti-bribery Policy
- Policy on Fraud Prevention
- ICT Acceptable Use Policy

These policies are available on the Orb along with supporting guidance. Colleagues who don't have access to the Orb can access them on the external website, or request copies from their manager, askHR, or their trade union representative if they are a member.

Occupations which are governed by rules and professional standards of conduct set by external regulatory bodies must also be adhered to. Failure to meet and maintain these may result in disciplinary action being taken, up to and including dismissal.

The Council has a statutory duty to notify some external registration and professional bodies when certain types of misconduct has taken place or when some forms of disciplinary action has been taken. These external bodies include:

- The General Teaching Council
- The Care Inspectorate
- Police Scotland
- Disclosure Scotland

If you think you need to contact a regulatory body surrounding disciplinary action that's been taken, you should contact askHR. You can find out more about this on the Orb.

Misconduct

Misconduct is behaviour that is considered unacceptable at work. It can also include unacceptable behaviours outside work if it impacts on your contract of employment.

Gross misconduct

Gross misconduct is behaviour and/or conduct that is so serious that your employment with us will normally be brought to an end without notice or pay in lieu of notice (summary dismissal). Gross misconduct can also occur out with the workplace.

There are more details surrounding misconduct and gross misconduct in the Disciplinary Code, including examples of each.

4. Support and Counselling

Managers should always consider whether it is possible to resolve minor conduct issues informally. This is most likely to be possible and appropriate where the alleged misconduct is not of a serious nature.

Minor cases of misconduct and most cases of poor performance may be best dealt with by informal advice, coaching and counselling rather than through the disciplinary procedure. Line managers need to ensure that problems are discussed with the objective of encouraging and helping colleagues to improve. It is important that colleagues understand what has to be done, how performance and conduct will be reviewed and over what period. Colleagues should be made aware of what action will be taken if their performance or conduct does not improve.

In many circumstances, a confidential conversation between the colleague and the line manager is all that's necessary to resolve an issue. On other occasions, it may be appropriate to hold a series of conversations, which could form part of regular one-to-one meetings, to ensure the necessary support and review is in place.

The purpose of these discussions is to ensure that the colleague understands the nature of the concerns, to provide them with the opportunity to respond, to look at what supports the colleague might require and, where appropriate, to explain the improvement expected of them.

A request to attend these meetings should not be unreasonably refused by the colleague. Similarly, any requests to be accompanied by a work colleague or trade union representative at such a meeting should not unreasonably be refused.

Further information on resolving minor conduct issues informally can be found in the User Guide.

5. Formal Stages

Where more serious or repeated misconduct occurs, this should be dealt with using the formal stages of the policy. At this stage, a Nominated Officer (senior manager with the authority to dismiss for more serious conduct) will be appointed to manage the formal stages and chair any disciplinary proceedings.

A potential conflict of interest might arise from relationships and or allegiances, which may influence one's judgments or actions. The Declaration of Independence form should be completed by the Nominated Officer and the Investigating Officer prior to the commencement of formal process. Further details can be found in the User Guide.

Disciplinary Policy

The Council (we) strive to maintain effective working relationships with and between colleagues. We have a responsibility to maintain acceptable standards of behaviour at work and are committed to supporting and encouraging colleagues to achieve these standards.

Where behaviours fall below what is considered acceptable, the Disciplinary Policy provides a framework to ensure standards of behaviour are applied in a fair, consistent and sympathetic manner.

It is recognised that, in most cases, potential issues of misconduct will be dealt with through the normal day to day discourse between colleagues and their manager. The Disciplinary Policy should only be used when management advice and guidance has failed to produce the required improvement or when the matter is serious enough to require formal action.

Author

Employee Relations & Policy, Human Resources, Corporate Services.

Scope

This policy applies to all Council colleagues, except Teachers and Chief Officers

Purpose

The purpose of this policy is to provide direction and support to colleagues with poor conduct, and where appropriate, take disciplinary action against such colleagues in a firm, fair and consistent manner to ensure there is a change in behaviour.

Review

The policy will be reviewed as and when a change to the existing policy deems this necessary, primarily as a result of: changes to legislation or statute; agreement of new national terms and conditions of service or Government Policy; organisational change; or resulting from changes agreed through Trade Union Consultation.

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1. Policy Aims

The aim of this policy is to ensure there is a fair, effective and consistent method in place to deal with concerns surrounding conduct and to encourage improvement where conduct is believed to have fallen below acceptable standards, either through the implementation of the informal or formal stages of the process.

This policy is designed to:

- support colleagues in meeting the Council's standards of conduct;
- provide a framework for establishing whether misconduct has occurred; and
- support managers in managing misconduct issues.

This Disciplinary Policy and User Guide must be followed when a potential misconduct issue has been identified and not resolved through normal day to day supervision arrangements, or where more serious allegations arise. No disciplinary outcome will be decided until the appropriate steps outlined in this policy have been followed and the facts have been established.

This policy relates to matters of conduct and behaviour. Where concerns exist around performance, these should be managed through the Performance Management Policy instead, however, please seek advice from the HR Case Management team for advice, if you are unsure.

2. Roles and Responsibilities

Managers and colleagues must give high priority to both informal and formal aspects set out in the policy to ensure that they are completed as quickly as possible.

All employees are responsible for:

- meeting and maintaining the required standards of conduct; and
- meeting and maintaining any externally set occupational registration requirements and/or professional standards of conduct.

All managers are responsible for:

- making sure that they and their team members are aware of the Council's required standards of conduct;
- making sure that they and their team members are aware of any externally set occupational requirements and/or professional standards;
- enforcing these and taking action to improve conduct where necessary; and
- handling any disciplinary issue sensitively, fairly and within a reasonable timescale.

3. Expectations of Conduct

The standards of conduct we are all expected to follow are set out in the Employee Code of Conduct. We are expected to maintain these professional and reasonable standards of conduct at work.

The standards of conduct required from all colleagues are set out in a range of policies including (but not limited to) the:

- Employee Code of Conduct
- Anti-bribery Policy
- Policy on Fraud Prevention
- ICT Acceptable Use Policy

These policies are available on the Orb along with supporting guidance. Colleagues who don't have access to the Orb can access them on the external website, or request copies from their manager, askHR, or their trade union representative if they are a member.

Occupations which are governed by rules and professional standards of conduct set by external regulatory bodies must also be adhered to. Failure to meet and maintain these may result in disciplinary action being taken, up to and including dismissal.

The Council has a statutory duty to notify some external registration bodies and professional when misconduct has taken place or when disciplinary action has been taken. These external bodies include:

- The Scottish Social Services Council
- The Care Inspectorate
- Police Scotland
- Disclosure Scotland

If you think you need to contact a regulatory body surrounding disciplinary action that's been taken, you should contact askHR. You can find out more about this on the Orb.

Misconduct

Misconduct is behaviour that is considered unacceptable at work. It can also include unacceptable behaviours outside work if it impacts on your contract of employment.

Gross misconduct

Gross misconduct is behaviour and/or conduct that is so serious that your employment with us will normally be brought to an end without notice or pay in lieu of notice (summary dismissal). Gross misconduct can also occur outwith the workplace.

There are more details surrounding misconduct and gross misconduct in the User Guide, including examples of each.

4. Informal Resolution

Managers should always consider whether it is possible to resolve minor conduct issues informally. This is most likely to be possible and appropriate where the alleged misconduct is not of a serious nature.

In many circumstances, a confidential conversation between the colleague and the line manager is all that's necessary to resolve an issue. On other occasions, it may be appropriate to hold a series of conversations, which could form part of regular one-to-one meetings, to ensure the necessary support and review is in place.

The purpose of these discussions is to ensure that the colleague understands the nature of the concerns, to provide them with the opportunity to respond and, where appropriate, to explain the improvement expected of them. A record should be retained of these discussions to support the process and ensure

clarity. The retention period will vary depending on the relevant timescales for improvement but should not exceed 3 months.

As informal resolution is not formal disciplinary action, the team member does not have the right to be accompanied by a work colleague or trade union representative although requests would be considered in some circumstances, and where it is agreed that their attendance would be beneficial to informal resolution.

Further information on achieving informal resolution can be found in the User Guide.

5. Formal Stages

Where more serious or repeated misconduct occurs, this should be dealt with using the formal stages of the policy. At this stage, a Nominated Officer (senior manager with the authority to dismiss for more serious conduct) will be appointed to manage the formal stages and chair any disciplinary proceedings.

A potential conflict of interest might arise from relationships and or allegiances, which may influence one's judgments or actions. The Declaration of Independence form should be completed by the Nominated Officer and the Investigating Officer prior to the commencement of formal process. Further details can be found in the User Guide.

Establishing the facts

The Nominated Officer will appoint an Investigating Officer to gather facts about the alleged misconduct, which will include interviewing the colleague and any relevant witnesses.

The investigation should be completed without unnecessary delay and the findings will be reported back to the Nominated Officer. It is then the role of the Nominated Officer to decide whether there is a case to answer at disciplinary hearing

An indicative timescale for completion of the investigation will be provided and clearly explained to the colleague at the outset. This will be provided with the understanding that timescales may need to change (typically extended) where, for example, new information comes to light that requires further investigation or where there are unavoidable delays. It's the responsibility of the Nominated Officer to ensure the colleague is kept informed of progress and of any delays.

It is the Nominated Officer's role to appoint an appropriate Investigating Officer for the case, considering any expertise required and any potential conflicts of interest. The Investigating Officer and Nominated Officer cannot be the same person.

Colleagues may be accompanied at investigation interviews by an accredited trade union representative/official or work colleague.

Formal hearing

If the Nominated Officer decides that there is a disciplinary case to answer, then the colleague who the allegations are being made about will be notified in writing giving at least 7 days' notice and asked to attend a disciplinary hearing.

The notification should contain details of the alleged misconduct, the Investigating Officer's report, witness statements and any other relevant evidence gathered at the investigation stage, so that the colleague and their representative can prepare fully for the disciplinary hearing. The notification should also include the possible consequences to the allegations being upheld following the disciplinary hearing.

If the alleged misconduct is upheld, the Nominated Officer can issue one of a number of possible sanctions, which are:

- written warning;
- final written warning;
- punitive action short of dismissal (such as final written warning and demotion); or
- summary dismissal.

Where serious or gross misconduct is alleged, a Nominated Officer will consider temporarily redeploying the colleague or, where this is not appropriate, suspending the colleague on full pay as a precautionary measure. Where a Nominated Officer has not yet been appointed or is not available, a Head of Service can decide to suspend until the Nominated Officer has conducted an initial review of the case. Where a period of precautionary suspension with pay is considered necessary, this should be as brief as possible, kept under review and it should be made clear that precautionary suspension is not considered disciplinary action.

At formal stages of the process, colleagues have the right to be represented by:

- an accredited trade union representative;
- another Council colleague; or
- an official employed by a trade union.

If a colleague prefers to be accompanied by another Council colleague, they will be allowed reasonable time off with pay to act as the companion. Separate arrangements apply if their representation is a trade union official.

Further information on how the formal stages should be managed can be found in the User Guide.

6. Appeals

Where an employee feels that disciplinary action taken against them is unfair, they can appeal against the decision. The appeals process differs slightly, depending on the level of the action taken.

Appeal against Written Warning or Final Written Warning

Appeals should be made in writing to the relevant manager or another manager one level above the manager who issued the original warning, indicating the grounds of appeal within 14 calendar days of receiving the outcome of the disciplinary hearing.

The appeal hearing should be arranged without reasonable delay, normally within 4 weeks of receipt of the appeal submission or as soon as reasonably possible if that timescale cannot be met.

Appeals against dismissal and action short of dismissal

Where an employee wishes wants to appeal against dismissal or action short of dismissal, they must do so in writing, using the Notification of Appeal form. This should be sent along with any documents relevant to the appeal within 14 calendar days of receiving the outcome of the disciplinary hearing.

Arrangements will be made for the appeal to heard within a month or as soon as reasonably possible if that timescale cannot be met. Committee Services will issue the agenda and papers for the meeting of the Personnel Appeals Committee no less than 5 calendar days in advance of the appeal hearing.

Further information on the appeals process and where to submit appeals to can be found in the User Guide.

Establishing the facts

The Nominated Officer will appoint an Investigating Officer to gather facts about the alleged misconduct, which will include interviewing the colleague and any relevant witnesses.

The investigation should be completed without unnecessary delay and the findings will be reported back to the Nominated Officer. It is then the role of the Nominated Officer to decide whether there is a case to answer at disciplinary hearing

An indicative timescale for completion of the investigation will be provided and clearly explained to the colleague at the outset. This will be provided with the understanding that timescales may need to change (typically extended) where, for example, new information comes to light that requires further investigation or where there are unavoidable delays. It's the responsibility of the Nominated Officer to ensure the colleague is kept informed of progress and of any delays.

It is the Nominated Officer's role to appoint an appropriate Investigating Officer for the case, considering any expertise required and any potential conflicts of interest. The Investigating Officer and Nominated Officer cannot be the same person.

Formal hearing

If the Nominated Officer decides that there is a disciplinary case to answer, then the colleague who the allegations are being made about will be notified in writing giving at least 10 working days' notice and asked to attend a disciplinary hearing.

The notification should contain details of the alleged misconduct, the Investigating Officer's report, witness statements and any other relevant evidence gathered at the investigation stage, so that the colleague and their representative can prepare fully for the disciplinary hearing. The notification should also include the possible consequences to the allegations being upheld following the disciplinary hearing.

If the alleged misconduct is upheld, the Nominated Officer can issue one of a number of possible sanctions, which are:

- oral warning;
- written warning;
- final written warning
- punitive action short of dismissal (such as final written warning and demotion); or
- summary dismissal.

Where serious or gross misconduct is alleged, a Nominated Officer will consider temporarily redeploying the colleague or, where this is not appropriate, suspending the colleague on full pay as a precautionary measure. Where a Nominated Officer has not yet been appointed or is not available, a Head of Service can decide to suspend until the Nominated Officer has conducted an initial review of the case. Where a period of precautionary suspension with pay is considered necessary, this should be as brief as possible, kept under review and it should be made clear that precautionary suspension is not considered disciplinary action.

At formal stages of the process, colleagues have the right to be represented by:

- an accredited trade union representative;
- another Council colleague; or
- an official employed by a trade union.

If a colleague prefers to be accompanied by another Council colleague, they will be allowed reasonable time off with pay to act as the companion. Separate arrangements apply if their representation is a trade union official.

Further information on how the formal stages should be managed can be found in the User Guide.

6. Appeals

Where an employee feels that disciplinary action taken against them is unfair, they can appeal against the decision. The appeals process differs slightly, depending on the level of the action taken.

Appeals against Oral, Written or Final Written Warning

Appeals should be made in writing to the relevant manager or another manager one level above the manager who issued the original warning, indicating the grounds of appeal within 10 working days of receiving the outcome of the disciplinary hearing.

The appeal hearing should be arranged without reasonable delay, normally within 10 working days of receipt of the appeal submission or as soon as reasonably possible if that timescale cannot be met.

Appeals against dismissal and action short of dismissal

Where an employee wishes to appeal against dismissal or action short of dismissal, they must do so in writing, using the Notification of Appeal form. This should be sent along with any documents relevant to the appeal within 14 calendar days of receiving the outcome of the disciplinary hearing.

Arrangements will be made for the appeal to be heard within a month or as soon as reasonably possible if that timescale cannot be met. Committee Services will issue the agenda and papers for the meeting of the Personnel Appeals Committee no less than 5 calendar days in advance of the appeal hearing.

Further information on the appeals process and where to submit appeals to can be found in the User Guide.

Personnel Appeals Committee – Disciplinary Appeals

The Personnel Appeals Committee will hear an appeal against a decision to dismiss or take other forms of punitive disciplinary action as defined in the Council’s disciplinary policy.

The Personnel Appeals Committee will have delegated power from the Council to decide disciplinary appeals and will be the Council’s final arbiter on such matters.

The Personnel Appeals Committee will comprise of nine members the City of Edinburgh Council who have been trained in the relevant policies and procedures. In relation to the hearing of any appeal the following provisions will apply:-

- Where the Convener or Vice-Convener of any Standing Committee or Sub-Committee which has a service responsibility for the decision, which is the subject of appeal, is also a member of the Personnel Appeals Committee, he/she will be excluded from hearing that appeal;
- Where a vacancy exists at any meeting of the Personnel Appeals Committee, that vacancy may be filled for that meeting by another member of the Council from within the same political group who has undergone the relevant training;
- Where a meeting of the Personnel Appeals Committee is adjourned for any reason only those members in attendance at the original hearing will be eligible to attend the re-convened hearing;
- Three members will form a quorum at meetings of the Personnel Appeals Committee.

Author

Employee Relations & Policy, Human Resources, Corporate Services.

Scope

This policy applies to all Council colleagues, former council employees and Elected Members.

Purpose

This policy outlines the process for colleagues to follow when lodging an appeal against a decision to dismiss or other forms of punitive disciplinary action, and how the Personnel Appeals Committee will consider these appeals.

Review

The policy will be reviewed as and when a change to the existing policy deems this necessary, primarily as a result of: changes to legislation or statute; agreement of new national terms and conditions of service or Government Policy; organisational change; or resulting from changes agreed through Trade Union Consultation.

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1. Lodging an appeal

Notice of an appeal against disciplinary action must be submitted **within 14 calendar days** of the appellant receiving written confirmation of the decision arising out of the disciplinary hearing.

The notice of appeal must be submitted on the **Notification of Appeal Form** and may be lodged by the appellant, or their representative as set out in the Disciplinary Policy. Any additional documents relevant to the appeal should be sent with the Notification of Appeal Form.

The Notification of Appeal Form, and any associated papers, must be sent to the Service Director – Legal and Assurance who will then send on to the Service Director – HR for assessment.

The appellant should also provide the name of any witness they wish to attend the hearing. Only witnesses who were present at the previous disciplinary hearing will be allowed to attend the appeal.

2. Procedure before the appeal hearing

Following notification of an appeal, the Service Director – Legal and Assurance will acknowledge receipt of the appeal. The Service Director – HR will arrange for an assessment to be carried out on whether the appeal meets the requirements for competency, in accordance with the Council's Disciplinary Policy.

The Service Director – HR will advise the Service Director – Legal and Assurance of the outcome within 7 calendar days of receiving the appeal form. The Service Director – HR can seek further information from the appellant.

Within 2 calendar days of receiving the assessment outcome from the Service Director – HR, the Service Director – Legal and Assurance will:

- a) advise the appellant and their representative if they meet the requirements for appeal; and
- b) notify the relevant Nominated Officer of the appeal and send them the appellant's appeal papers.

Within 14 calendar days of receiving this notification, the Nominated Officer of the appeal must provide a written response to the appeal which should be sent to the Service Director – Legal and Assurance using the Appeal Response Form.

Any documents relevant to the appeal response should be sent with the Appeal Response Form. The Nominated Officer should also provide the name of any witness they wish to attend the hearing. Only witnesses who were present at the previous disciplinary hearing will be allowed to attend the appeal.

On behalf of the Service Director – Legal and Assurance, Committee Services will make arrangements for an appeal to be heard **within a month** of receiving notification of the appeal, or as soon as possible if that timescale cannot be met, however all parties will be informed of any delays and the reasons. They will issue the agenda and papers for the meeting of the Personnel Appeals Committee a maximum of 10, and not less than 5, calendar days in advance of the appeal hearing.

The timescales in this policy may be varied by mutual agreement.

3. Representation and attendance at an appeal

The appellant will have the right to be represented at the appeal hearing by:

- an accredited workplace trade union representative;
- another Council employee; or
- an official employed by a trade union.

The Nominated Officer or other appropriate senior officer will act as the Council's representative at the appeal hearing and may be accompanied by an HR Consultant.

On behalf of the Service Director – Legal and Assurance a representative(s) from Committee Services will act as Clerk to the Personnel Appeals Committee.

On behalf of the Service Director – HR a representative(s) from HR will act as Adviser to the Personnel Appeals Committee.

Witnesses will be excluded until called unless it is agreed by the committee that they should be present from the start of the hearing.

If an appeal hearing is adjourned, all parties involved will ensure that, other than in exceptional circumstances, the original representatives attend the re-convened hearing for continuity purposes.

4. Procedure at the appeal hearing

Presentation of Appeal

The appellant or their representative will put forward their case in the presence of the Council's representative(s) and may call witnesses.

The Council's representative(s) will have the opportunity to ask questions of the appellant, their representative(s) and their witnesses.

The members of the Personnel Appeals Committee will have the opportunity to ask questions of the appellant, their representative(s) and their witnesses.

The appellant or their representative(s) will have the opportunity to re-examine their witnesses on any matters referred to in their questioning by the members of the Personnel Appeals Committee, or the Council's representative(s).

Presentation of Response

The Council's representative will put forward the case, in the presence of the appellant and their representative, and may call witnesses.

The appellant or their representative will have the opportunity to ask questions of the Council's representative(s) and their witnesses.

The members of the Personnel Appeals Committee will have the opportunity to ask questions of the Council's representative(s) and their witnesses.

The Council's representative(s) will have the opportunity to re-examine their witnesses on any matter referred to in their questioning by members of the Personnel Appeals Committee, the appellant or their representative.

Summing Up

Firstly, the appellant or their representative and then the Council's representative will have the opportunity to sum up their cases if they so wish. The summing up will not introduce any new matters.

Decision

If at any stage new facts are alleged or new evidence produced, the Personnel Appeals Committee, either at the request of one or both parties or of its own volition, may adjourn the hearing for such period as it may deem reasonable.

At the conclusion of the evidence the Committee Services representative will advise the appellant and their representative that the decision of the Committee will be provided in writing **within 10 calendar days**. The Council's representative, their HR Consultant, the appellant and their representative and any witnesses will then withdraw.

The Personnel Appeals Committee, together with their Adviser(s), will deliberate in private.

Committee Services will write to both parties to advise them of the Personnel Appeals Committee decision, and the reason(s) for their decision, **within 10 calendar days** of the date of the hearing.

There is no further internal right of appeal.

5. Possible outcomes in disciplinary appeals

The decision of the Personnel Appeals Committee will be one of the following, as appropriate:-

- that the disciplinary decision was fair and the appeal is not upheld; or
- that the disciplinary decision was unfair and the appeal is upheld.

Disciplinary Decision was Fair

If the disciplinary decision was fair and the appeal is not upheld then the disciplinary action will remain in place.

Disciplinary Decision was Unfair

If the disciplinary decision was unfair and the appeal is upheld, the Personnel Appeals Committee can decide to withdraw the disciplinary action completely or to replace it with a lesser sanction as follows:

- (a) appeal against dismissal -
- reinstatement to former post, or
 - reinstatement to another similar post on terms and conditions no less favourable than those applying to the post formerly held by the appellant, or
 - a lesser penalty may also be given in accordance with the Council's disciplinary policy e.g., a final written warning.

Any salary/wages due to the appellant will be repaid in full.

- (b) appeal against action short of dismissal -
- replace with lesser penalty in accordance with the Council's disciplinary policy e.g., a final written warning.

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Policy and Sustainability

10am, Tuesday, 30 August 2022

Bord Na Gaidhlig – response to consultation on the draft National Gaelic Language Plan 2023-28

Executive
Wards - all
Council Commitment

1. Recommendations

- 1.1 To note the response to Bord Na Gaidhlig's consultation on a draft National Gaelic Language Plan 2023-28, approved by the Chief Executive in consultation with the Leader under urgency provisions set out in A4.1 of the Committee Terms of Reference and Delegated Functions so as to meet the consultation deadline.

Andrew Kerr

Chief Executive

Contact: Eleanor Cunningham, Lead Policy Officer

E-mail: eleanor.cunningham@edinburgh.gov.uk | Tel: 0131 553 8220

Bord Na Gaidhlig – response to consultation on the draft National Gaelic Language Plan 2023-28

2. Executive Summary

- 2.1 This report summarises the Council’s response to Bord Na Gaidhlig’s consultation on the draft National Gaelic Language Plan 2023-28.
- 2.2 In broad terms the response specified a range of areas where further consideration is required. This includes funding implications and the need to allow for local democratic accountability in the development of actions to respond to national level aims.

3. Background

- 3.1 Bord Na Gaidhlig have drafted the fourth [National Gaelic Language Plan](#) which will cover the period 2023-28, in response to requirements of the Gaelic Language (Scotland) Act 2005.
- 3.2 The plan underpins the Scottish Government’s ambition to see an increase in the numbers of people speaking, learning, and using Gaelic in Scotland. It sets out the priority areas for development and their contexts, and states that, for the Plan to be effective, it requires stakeholders, including local authorities, to take steps to develop and promote the language.
- 3.3 The Council is developing its own third plan which will be presented to committee for consideration later in the year.

4. Main report

- 4.1 Bord Na Gaidhlig’s draft plan proposes the ambition, aims and targets for the continued development and embedding of Gaelic during 2023-28, seeking feedback.
- 4.2 The draft plan is ambitious, seeking, for example, a substantial increase the range of services provided by public authorities through the medium of Gaelic and an increase the number of local and digital hubs across Scotland which are supported so that Gaelic is used regularly.
- 4.3 The key themes of the feedback provided by the Council relate to:
 1. The resource implications for local Government of the ambitions, aims and targets outlined in the plan

2. The need for local actions to be determined through the democratic process, shaped by local circumstances, and
3. The potential for the expertise available across Scotland to be reconfigured to maximise impact and progress.

5. Next Steps

- 5.1 The Council will continue to seek opportunities to engage with the Scottish Government and Bord Na Gaidhlig to develop effective ways to meet the requirements of the Gaelic Language Act.
- 5.2 The Council will continue to develop its draft Gaelic Language Plan 2023-27, which will be subject to public consultation.

6. Financial impact

- 6.1 There is no financial impact or implications for the Council at this stage.

7. Stakeholder/Community Impact

- 7.1 The Gaelic Implementation Group, continued under the last administration, considered draft high level aims for the Council's next Gaelic Language Plan.

8. Background reading/external references

[The City of Edinburgh Council Gaelic Language Plan 2018-22 - Monitoring Report](#)

9. Appendices

- 9.1 The City of Edinburgh Council response to Bord Na Gaidhlig's consultation on the draft National Gaelic Language Plan 2023-28.

National Gaelic Plan (Bord Na Gaidhlig)

Public Consultation (closes 26 July)

Response from the City of Edinburgh Council

Question 1: Do you think the draft Plan contains the optimum mix of ambitions, targets, aims, areas of activity and actions for Gaelic at this time or what would improve this?

While there is an explicit link between the aims and the actions (the actions being structured under the aims), the link between these and the ambitions is not clear. It would be helpful to include an explanation of why these ambitions were chosen, and how they will shape action over the period of the plan.

It would be helpful to describe what the ambition that “Gaelic is normalised as a language in the home, socially and in the workplace across the country” would mean – what would success look like in practical terms?

We welcome the ambitions set out in the plan, but there are significant resource implications associated with their delivery. The range of services provided by local authorities through the medium of Gaelic has increased substantially in recent years. To sustain and further expand this provision, local authorities will need additional and sustainable resource support. As a capital city, these pressures and this demand on resources is particularly prevalent in Edinburgh.

The consideration of other languages (e.g. Scots) is welcome but the implications for delivery need to be considered e.g. how activities for different languages would be resourced, prioritised and aligned.

Question 2: There are a range of ambitions and targets which set the direction of the Plan. Do you think these are the appropriate ambitions and targets or do you have suggestions for others?

The proposed ambitions, actions and targets do not allow for local democratic accountability. Ambitions, actions and targets are the responsibility of local government and the democratic process, responding to the needs, priorities and context of local area.

Further, ambitions and targets need to be appropriate to the local context, which varies considerably across Scotland.

The island context is dominant in the document. It is essential that thriving mainland communities are supported to the same extent as traditional island communities.

It would be helpful to have further details to support the statement that “this will entail using existing funding more effectively” to clarify what may be considered to be ineffective spending.

Specific challenges include:

1. Apprenticeships: these need a place-based approach to make sure that they are relevant to the local population/context.

2. There is an implied hierarchy of languages which does not align with the 1+2 policy and how it is implemented. Again, this depends on local context and local decision making.
3. Expanding the curriculum offer requires significant commitment from schools, including investment of time to recruit and retain suitably qualified staff. Workforce planning at a national level is needed to ensure an adequate supply of suitably qualified staff across subject areas.
4. Similarly, an annual expansion of online activity has resource implications which need to be recognised.

Question 3: There are a range of actions relating to each area of activity. Do you think that specific goals should be attached to the actions and if so, your suggestions on what these should be would be welcome?

Specific goals would be unhelpful because they will not reflect local circumstances and priorities, which can only be done through context-specific, locally agreed plans.

Instead, each public body should consider their own goals and targets within the broad framework of priorities set for Scotland as a whole.

Question 4: The Plan takes a broad and inclusive approach to the promotion and support for Gaelic. Do you think a broad approach is the right approach for Gaelic at this time?

It is not clear how the intention to take an inclusive approach has been incorporated into the report through the proposed aims and actions.

One of the proposals is increased support for the network of Gaelic Officers to develop local programmes for all ages. A concern is that this would not ensure the same level of support on the mainland as in the islands, where there is currently a greater number of officers per head of the population.

Question 5: The Plan wants to see Gaelic having a stronger appeal to individuals and families and to see an increased confidence in the use of Gaelic. What more do you think could help with this?

In the context of a clear direction at national level, a place-based approach, recognising local circumstances would be helpful. Public bodies such as local authorities have a key role in supporting this.

One way of supporting public bodies to deliver the national ambitions, including appealing to individuals and families would be to simplify the process for applying for funding: the current process is cumbersome and time-consuming and funding criteria are not clear.

Another important support would be a workforce plan, encompassing Education and the wider context, including the development of effective cultural content to appeal beyond the classroom. There is a potential role for the Gaelic Development Officers here.

Question 6: What else do you think would ensure a promising future for Gaelic in Scotland?

More explicit recognition of the distinct communities in Scotland with their own opportunities, needs and challenges. For example, the International Book Festival offers

unique opportunities in Edinburgh such as hosting Gaelic Book Bug sessions August 2022. Again, this is where the alignment of the public bodies Gaelic Language Plans with the national plan is needed, along with the flexibility to plan and deliver in response to local circumstances.

The proposed action to increase the co-ordination with all the projects which enrich and retain the vitality of the Gaelic language is welcome. Encouraging a partnership approach at regional level would support a more streamlined approach to the implementation of plans, embedding Gaelic in their specific communities and more effective use of regional resources.