

Notice of meeting and agenda

Policy and Sustainability Committee

10.00 am Tuesday, 17th January, 2023

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 Any items under "Private Business" will not be published, although the decisions will be recorded in the minute.

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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

- | | | |
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| 4.1 | Minute of the Policy and Sustainability Committee of 1 November 2022 – submitted for approval as a correct record | 7 - 28 |
| 4.2 | Minute of the Policy and Sustainability Committee of 17 November 2022 – submitted for approval as a correct record | 29 - 50 |

5. Forward Planning

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6. Business Bulletin

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7. Executive Decisions

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7.3	Time off for Trade Union Representatives Policy – Report by the Interim Executive Director of Corporate Services	141 - 152
7.4	Employee Code of Conduct – Report by the Interim Executive Director of Corporate Services	153 - 172
7.5	Endorsement of Plant-based Treaty – Response to Motion by Councillor Burgess – Report by the Interim Executive Director of Corporate Services (Note: Councillor Burgess has been called for this item)	173 - 190
7.6	Performance – 17 November Policy and Strategy Committee addendum report; Key Service KPI's and KPI's covering our responsibilities as an employer – Report by the Interim Executive Director of Corporate Services	191 - 196
7.7	In-House Service Provision (Hard Facilities Management) - Response to motion by Councillor Day – Report by the Executive Director of Place	197 - 202
7.8	Energy Management Policy for Operational Buildings - Update Report – Report by the Executive Director of Place	203 - 210
7.9	Update on Air Quality Monitoring and the suitability of HEPA Air	211 - 214

Filters in Primary Schools – Report by the Executive Director of Place

(**Note:** Councillor Caldwell has been called for this item)

7.10	Driving for the Council - Telematics Policy – Report by the Executive Director of Place	215 - 228
7.11	Energy for Edinburgh – Report by the Executive Director of Place	229 - 234
7.12	Regional Prosperity Framework Delivery Plan – Report by the Executive Director of Place	235 - 270
7.13	Barriers to Elected Office – Report by the Interim Executive Director of Corporate Services	271 - 276

8. Routine Decisions

8.1	Domestic Abuse Policy – Report by the Interim Executive Director of Corporate Services	277 - 286
8.2	Assessing the Feasibility of an Edinburgh Drug Consumption Room – Update Report – Report by the Chief Officer, Edinburgh Health and Social Care Partnership	287 - 290

(**Note:** Councillor McFarlane has been called for this item)

9. Motions

9.1 If any

Deputations

Nick Smith

Service Director, Legal and Assurance

Committee Members

Councillor Cammy Day (Convener), 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 Alys Mumford, Councillor Ben Parker, Councillor Alex Staniforth, Councillor Mandy Watt and Councillor Iain Whyte

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.

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Minutes

Policy and Sustainability Committee

10.00 am, Tuesday 1 November 2022

Present

Councillors Day (Convener), Aston (substituting for Councillor Biagi), Beal, Campbell, Davidson (substituting for Councillor Dijkstra-Downie for items 10, 15, 16 and 17) Doggart, Griffiths, Lang, Macinnes, McVey, Meagher, Mowat (substituting for Councillor Doggart from item 14 onwards), Mumford, Parker, Frank Ross, Staniforth, Thornley (substituting for Councillor Dijkstra-Downie), Watt and Whyte.

Also Present

Councillor Cameron (for item 2), Councillor Jenkinson (for item 3), Councillor McFarlane (for item 11)

1. Police Scotland – City of Edinburgh Division Update – Quarterly Update

A verbal quarterly update was provided on Police Scotland's Edinburgh City Division city-wide plans, policies and performance.

Decision

To note the update.

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

2. Response to motion by Councillor Cameron – Improving Accessibility and Inclusion for Edinburgh Citizens

A report was submitted in response to a motion approved by the Council on 16 December 2021 on improving accessibility and inclusion for Edinburgh citizens.

In accordance with Standing Order 33.1, the Convener agreed to hear a presentation from Councillor Cameron as a member with special interest in this item. Councillor Cameron made the following key points:

- There was important work undertaken by an All Party Oversight Group in relation to inclusion and accessibility in the last Council term, and similar cross-party oversight could further improve inclusion and accessibility outcomes in the future.

- An update on inclusion and accessibility progress could be provided on an annual basis.
- To further develop the report in the future, it was suggested officers sought the views and input from the Council's Arm's Length External Organisations (ALEOs).
- Through the upcoming Budget considerations, the Council should look to prioritise further improvement of inclusion and accessibility throughout Edinburgh.

Motion

- 1) To note the actions taken by the Council and its agencies to improve accessibility and inclusion in Edinburgh for citizens and visitors.
- 2) To note that the Consultation Advisory Panel (CAP) had been strengthened, as set out in paragraph 4.21.
- 3) To discharge the motion from the Council on 16 December 2021 titled Improving Accessibility and Inclusion for Edinburgh Citizens.

- moved by Councillor Day, seconded by Councillor Watt

Amendment

- 1) To note the actions taken by the Council and its agencies to improve accessibility and inclusion in Edinburgh for citizens and visitors.
- 2) To note that the Consultation Advisory Panel (CAP) had been strengthened, as set out in paragraph 4.21.
- 3) To agree that Councillors will receive a further briefing from Officers to cover:
 - a. Further information about how the Council promoted inclusion in its own work and with partners, including specific information about how the Council supported all groups with protected characteristics under the Equality Act, and in relation to the Public Sector Equality Duty (PSED).
 - b. Further information about how the Council engaged with Disabled People's Organisations; how the Council supported disabled people with different types of disabilities and impairments; and the Council's attitude towards the social model of disability and how / whether this informed its work.

- moved by Councillor Parker, seconded by Councillor Staniforth

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

Decision

To approve the following adjusted motion by Councillor Day:

- 1) To note the actions taken by the Council and its agencies to improve accessibility and inclusion in Edinburgh for citizens and visitors.
- 2) To note that the Consultation Advisory Panel (CAP) had been strengthened, as set out in paragraph 4.21.
- 3) To discharge the motion from the Council on 16 December 2021 titled Improving Accessibility and Inclusion for Edinburgh Citizens.
- 4) To agree that Councillors would receive a further briefing from Officers to cover:
 - a. Further information about how the Council promoted inclusion in its own work and with partners, including specific information about how the Council supported all groups with protected characteristics under the Equality Act, and in relation to the Public Sector Equality Duty (PSED).
 - b. Further information about how the Council engaged with Disabled People's Organisations; how the Council supported disabled people with different types of disabilities and impairments; and the Council's attitude towards the social model of disability and how / whether this informed its work.
- 5) To agree to an annual report.
- 6) To request an officer/member workshop on the wider issues relating to accessibility and a briefing note on the Council's legislative powers in relation to pavement parking.

(References – Act of Council No. 5 of 16 December 2021; Report by the Executive Director of Place, submitted.)

3. Pay Gap Update 2022

a) Deputation – Unite the Union CEC Branch

The Committee agreed to hear a deputation from Unite the Union City of Edinburgh Council (CEC) Branch in relation to the above item. The deputation made the following key points:

- The key consideration to address the gender pay gap was to have an adequate job evaluation scheme, with the Council's current scheme being outdated and unable to address the gap.
- A modern job evaluation scheme would recognise the social value of labour.
- The Council should protect working time payments.
- The Diversity and Inclusion Focus Group should be reinstated in order to explore in-depth the issues surrounding the disability pay gap and the barriers within the reasonable adjustments process.

b) Report by the Interim Executive Director of Corporate Services

An update was provided on the Council's gender, ethnicity and disability pay gaps. The report detailed the current position as well as the next steps, which included the plan to continue the commitments and outcomes of the Council's Diversity and Inclusion Strategy and Plan.

Motion

To review and note the content of the 2022 update on organisation gender, ethnicity and disability pay gaps.

- moved by Councillor Day, seconded by Councillor Watt

Amendment

- 1) To review and note the content of the 2022 update on organisation gender, ethnicity and disability pay gaps.
- 2) To note the increase in the ethnicity pay gap in the data and recognise the need for further action.
- 3) To note within the data the pay gap was most notable in Caribbean or Black population; that most ethnic minority colleagues were in higher concentration on lower salary brackets; no ethnic minority colleague was in the income bracket of £80,000 or more and no disabled colleague was in the income bracket of £70,000 - reflecting lower diverse recruitment at senior roles.
- 4) To note that the data showed Edinburgh's gender pay gap and ethnicity pay gap was higher than the Scottish average.
- 5) To encourage completion of workforce profile for Ethnicity and Disability across the organisation to gain a better understanding of these issues and encourage the Chief Executive to continue to work with senior management to positively encourage staff to share this data.

- Moved by Councillor McVey, seconded by Councillor Macinnes

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

Decision

To approve the following adjusted motion by Councillor Day:

- 1) To review and note the content of the 2022 update on organisation gender, ethnicity and disability pay gaps.
- 2) To note an increase in the ethnicity pay gap in the data and recognise the need for further action.
- 3) To note within the data the pay gap was most notable in Caribbean or Black population; that most ethnic minority colleagues were in higher concentration on lower salary brackets; no ethnic minority colleague was in the income bracket of

£80,000 or more and no disabled colleague was in the income bracket of £70,000 - reflecting lower diverse recruitment at senior roles.

- 4) To note that the data showed Edinburgh's gender pay gap and ethnicity pay gap was higher than the Scottish average.
- 5) To encourage completion of workforce profile for Ethnicity and Disability across the organisation to gain a better understanding of these issues and encourage the Chief Executive to continue to work with senior management to positively encourage staff to share this data.

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

4. Response to composite motion – Warm and Welcoming Spaces and Cost of Energy Crisis

a) Deputation – Edinburgh Voluntary Organisations' Council

The Committee agreed to hear a deputation from Edinburgh Voluntary Organisations' Council (EVOOC) in relation to the above item. The deputation made the following key points:

- The deputation praised the Council for taking the lead in the provision of warm and welcoming spaces and not relying on voluntary sector.
- Efforts should be made to ensure warm banks did not become normalised in the long-term, like food banks had previously.
- The Council should continue down a cash-first route.
- The Council should work in partnership with the voluntary sector to enable warm and welcoming spaces to become activating spaces, where activities and networking would be offered.
- Partnership working was also essential in ensuring those who are physically unable or do not want to attend warm spaces were considered.
- Citizens should be reminded of the £400 Energy Bill Support Scheme and how those on pre-payment meters could claim this grant.

b) Report by the Executive Director of Place

A report was presented in response to a motion agreed by Council on 25 August 2022 on how the Council would work with partners to promote access to warm and welcoming public spaces throughout the winter.

In accordance with Standing Order 33.1, the Convener agreed to hear a presentation from Councillor Jenkinson as a member with special interest in this item. Councillor Jenkinson made the following key points:

- The need for the service had to be of a temporary nature and could not be included in future revenue budgets that were already stretched.
- Warm and welcoming spaces were an opportunity to reintroduce communities to public buildings, such as libraries and community centres, where engagement and footfall had been reduced as a legacy of the pandemic.

Motion

To note the draft action plan to promote “Warm and Welcoming” public spaces where citizens could keep warm and comfortable in the coming winter months and where they could receive support and advice to help alleviate food and fuel poverty.

- moved by Councillor Day, seconded by Councillor Watt

Amendment 1

- 1) To note the draft action plan to promote “Warm and Welcoming” public spaces where citizens could keep warm and comfortable in the coming winter months and where they could receive support and advice to help alleviate food and fuel poverty.
- 2) To request a further report to Council in December, giving an update on progress against the action plan, including any required further resources needed to execute the plan for approval by Councillors.
- 3) To request a briefing on winter preparedness before December Council of scenario planning undertaken if there were gas supply interruptions or further fluctuations in prices to ensure residents were as supported as possible.

- moved by Councillor McVey, seconded by Councillor Campbell

Amendment 2

- 1) To note the draft action plan to promote “Warm and Welcoming” public spaces where citizens could keep warm and comfortable in the coming winter months and where they could receive support and advice to help alleviate food and fuel poverty.
- 2) To request that officers provide a briefing paper to all members by December 15th which listed the provision and locations of all premises providing warm spaces.

- moved by Councillor Beal, seconded by Councillor Lang

Amendment 3

- 1) To note the draft action plan to promote “Warm and Welcoming” public spaces where citizens could keep warm and comfortable in the coming winter months and where they could receive support and advice to help alleviate food and fuel poverty.

- 2) Further, to recognise that disabled people or households with a disabled child or member with additional health needs were especially at risk this Winter given that the additional cost of disability had increased at an alarming rate – for example, increased costs to power powerchairs, hoists, ventilators and push pad doors.
- 3) Therefore, to request that detail be added to the Action Plan to ensure that provision was made for accessible “Warm and Welcoming” venues to host charging points for people to use; and for information about the accessibility of venues to be made available alongside other information as part of the communications plan.
- 4) Additionally to request consideration of a summit between third sector and community organisations, council officers and other interested parties to discuss longer-term solutions to food and fuel poverty and ensure that all of our citizens could keep warm and comfortable beyond the immediate crisis of the 2022/23 winter months.

- moved by Councillor Parker, seconded by Councillor Mumford

In accordance with Standing Order (22)12, paragraph 3 of amendment 1, amendment 2 and amendment 3 were accepted as addendums to the motion, and amendment 2 and amendment 3 were accepted as addendums to amendment 1.

Voting

The voting was as follows:

For the Motion (as adjusted) - 9

For Amendment 1 (as adjusted) - 8

(For the Motion: Councillors Day, Beal, Doggart, Griffiths, Lang, Meagher, Thornley, Watt and Whyte

For Amendment 1: Councillors Aston, Campbell, Macinnes, McVey, Mumford, Parker, Frank Ross and Staniforth)

Decision

To approve the following adjusted motion by Councillor Day:

- 1) To note the draft action plan to promote “Warm and Welcoming” public spaces where citizens could keep warm and comfortable in the coming winter months and where they could receive support and advice to help alleviate food and fuel poverty.
- 2) To request a briefing on winter preparedness before December Council of scenario planning undertaken if there were gas supply interruptions or further fluctuations in prices to ensure residents were as supported as possible.

- 3) To request that officers provide a briefing paper to all members by December 15th which listed the provision and locations of all premises providing warm spaces.
- 4) Further, to recognise that disabled people or households with a disabled child or member with additional health needs were especially at risk this Winter given that the additional cost of disability had increased at an alarming rate – for example, increased costs to power powerchairs, hoists, ventilators and push pad doors.
- 5) Therefore, to request that detail be added to the Action Plan to ensure that provision was made for accessible “Warm and Welcoming” venues to host charging points for people to use; and for information about the accessibility of venues to be made available alongside other information as part of the communications plan.
- 6) Additionally to request consideration of a summit between third sector and community organisations, council officers and other interested parties to discuss longer-term solutions to food and fuel poverty and ensure that all of our citizens could keep warm and comfortable beyond the immediate crisis of the 2022/23 winter months.

(Reference – Act of Council No. 18 of 25 August 2022 (item 18); Report by the Executive Director of Place, submitted.)

Declarations of Interest

Councillor Frank Ross made a transparency statement as a trustee of Corstorphine Community Council.

5. Women’s Safety in Public Places Community Improvement Partnership Progress

a) Deputation – Street Assist Edinburgh

The Committee agreed to hear a deputation from Street Assist Edinburgh in relation to the above item. The deputation made the following key points:

- Edinburgh could learn from global examples of night safety, for example, the Purple Flag Scheme
- The deputation supported the recommendation to appoint a Night Czar for Edinburgh.
- Street Assist offered to share their call-handling data with the Council which could help identify hot-spots of antisocial behaviour.
- Although the deputation noted that they are funded by the Edinburgh Community Safety Partnership, it was highlighted that they have struggled to work collaboratively with agencies and council departments.

- The challenges of funding of Street Assist Edinburgh were highlighted, with the £20,000 grant received annually not enough to cover the estimated £55,000-£60,000 annual costs.

b) Report by the Executive Director of Education and Children’s Services

The progress of the Women’s Safety in Public Places Community Improvement Partnership was presented alongside the initial findings of the Women’s Safety in Public Places public consultation, undertaken from July – September 2022.

Decision

- 1) To note the progress of the Women’s Safety in Public Places Community Improvement Partnership.
- 2) To note the findings of the public consultation on Women’s Safety in Public Places (June- September 2022).
- 3) To note the recommendations made in this report and associated Appendix against competing priorities in other areas, particularly Transport and Environment.
- 4) To agree that a report will be brought back in six months, and thereafter annually, by the Women’s Safety in Public Places Community Improvement Partnership regarding progress and the implementation of recommendations included in the Appendix of the report by the Executive Director of Education and Children’s Services.

(Reference – Policy and Sustainability Committee, 30 November 2021 (item 11); Report by the Executive Director of Education and Children’s Services, submitted.)

6. Minutes

Decision

To approve the minute of the Policy and Sustainability Committee of 30 August 2022 as a correct record.

7. Work Programme

The Policy and Sustainability Committee Work Programme for 1 November 2022 was presented.

Decision

To note the Work Programme.

(Reference – Work Programme 1 November 2022, submitted.)

8. Rolling Actions Log

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

Decision

1) To agree to close the following actions:

- Action 1 – Business Case for the Management Transfer of Secondary School Sports Facilities to Edinburgh Leisure – Progress Report
- Action 2 – Youth Work in Community Centres and Other Locations
- Action 4 – City of Edinburgh Council – Improving Accessibility and Inclusion for Edinburgh Citizens and Visitors – Motion by Councillor Lezley Marion Cameron
- Action 6 – City of Edinburgh Council – Motion by Councillor McFarlane – Prevention of Drug Deaths
- Action 9 – City of Edinburgh Council – Warm and Welcoming Spaces – Motion by Councillor Jenkinson and Cost of Energy Crisis – Motion by Councillor Hyslop
- Action 13 – Rolling Actions Log
- Action 14 – Update on Recycling and Waste Collection in Schools
- Action 15 – City of Edinburgh Council – Transient Visitor Levy – Motion by Councillor Day

2) To otherwise note the remaining outstanding actions.

(Reference – Rolling Actions Log, submitted)

9. Business Bulletin

The Policy and Sustainability Committee Business Bulletin for 1 November 2022 was submitted.

Decision

To note the Business Bulletin.

(Reference – Business Bulletin 1 November 2022, submitted.)

10. In-house Service Provision (Hard Facilities Management) – Response to motion by Councillor Day

A report was presented in response to a motion agreed by the Policy and Sustainability Committee on 5 October 2021 on the opportunities to bring services in-house from the hard Facilities Management contract during the 2021-22 financial year.

Decision

To agree to continue the report to the January Committee meeting.

(Reference – Finance and Resources Committee of 20 May 2021 (item 1); Report by the Executive Director of Place, submitted.)

11. Assessing the Feasibility of an Edinburgh Drug Consumption Room

The planned approach to secure a feasibility study of an Edinburgh Drug Consumption Room was presented. The plan proposed an external organisation be commissioned to undertake a feasibility study under the direction of a steering group of local partners.

In accordance with Standing Order 33.1, the Convener agreed to hear a presentation from Councillor McFarlane as a member with special interest in this item. Councillor McFarlane made the following key points:

- Committee was encouraged to study global examples of the success of drug consumption rooms, as well as the wide support from sector professionals and drug users alike.
- Councillor McFarlane made a plea to members of the Committee to work alongside national party colleagues to highlight the importance of drug consumption rooms. The most recent drug death figures were referenced alongside the need for a prompt implementation of the rooms.

Motion

To note the planned approach to securing a feasibility study of an Edinburgh Drug Consumption Room and agreed to receive the study when completed.

- moved by Councillor Day, seconded by Councillor Watt

Amendment

- 1) To note the planned approach to securing a feasibility study of an Edinburgh Drug Consumption Room and agreed to receive the study when completed.
- 2) To note the detailed work and plans outlined in the report and the likely findings from the feasibility study being available by March 2023. Therefore, to agree to receive a further report no later than June 2023 updating committee on this work with recommendations for consideration.

- moved by Councillor McVey, seconded by Councillor Macinnes

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

Decision

To approve the following adjusted motion by Councillor Day:

- 1) To note the planned approach to securing a feasibility study of an Edinburgh Drug Consumption Room and agreed to receive the study when completed.
- 2) To note the detailed work and plans outlined in the report and the likely findings from the feasibility study being available by March 2023. Therefore, to agree to receive a further report no later than June 2023 updating committee on this work with recommendations for consideration.

(Reference – Report by the Chief Officer, Edinburgh Health and Social Care Partnership, submitted.)

12. Edinburgh Transient Visitor Levy Update

An update on the work-to-date on an Edinburgh Transient Visitor Levy (TVL) was presented. The next steps were also presented, which included the proposal to present a refreshed position and scope to the March 2023 Committee.

Motion

- 1) To note that the Scottish Government had confirmed their commitment to resume the introduction of a Local Visitor Levy Bill.
- 2) To note the current Edinburgh Transient Visitor Levy (TVL) position, agreed by the Council in February 2019.
- 3) To note that supporting the introduction of a TVL (Tourist Tax) was again agreed by Council as part of a shared strategic work programme for the next five years on 30 June 2022.
- 4) To agree that Council Officers would work with Scottish Government Officials and COSLA to support the development of the legislation for the Local Visitor Levy Bill.
- 5) To agree the specific terms of engagement (as set out in paragraph 4.2 of the report by the Executive Director of Place) and the thematic proposals suggested for TVL revenue priorities that would form the basis of discussions with external stakeholders (as set out in paragraph 4.5 of the report).
- 6) To note the letter sent by the Leader to Scottish Government.
- 7) To note that Council Officers would update and develop the proposed scope and would identify supporting proposals for revenue priorities for consideration by Committee at the end of March 2023.

- moved by Councillor Day, seconded by Councillor Watt

Amendment 1

- 1) To note that the Scottish Government had confirmed their commitment to resume the introduction of a Local Visitor Levy Bill.
- 2) To reaffirm support for the Edinburgh Transient Visitor Levy (TVL) proposal which was agreed by Council in February 2019.
- 3) To note that supporting the introduction of a TVL (Tourist Tax) was again agreed by Council as part of a shared strategic work programme for the next five years on 30 June 2022.
- 4) To agree that Council Officers would work with Scottish Government Officials and COSLA to support the development of the legislation for the Local Visitor Levy Bill in line with the proposals Council agreed in February 2019.

- 5) To agree the specific terms of engagement (as set out in paragraph 4.2 of the report by the Executive Director of Place), subject to the replacement of paragraph 4.2.5 with: “Reaffirm the need to sustain wider City engagement with the hospitality sector and other key stakeholders like the cultural sector in the shaping of priorities as set out in the previous proposal of February 2019”; and to agree the thematic proposals suggested for TVL revenue priorities that would form the basis of discussions with external stakeholders (as set out in paragraph 4.5), with the addition of “place making” to the list at paragraph 4.5.1.
- 6) To note the letter sent by the Leader to Scottish Government.
- 8) To note that Council Officers would update and develop the proposed scope and would identify supporting proposals for revenue priorities for consideration by Committee at the end of March 2023.

- moved by Councillor McVey, seconded by Councillor Macinnes

Amendment 2

- 1) To note that the Scottish Government had confirmed their commitment to resume the introduction of a Local Visitor Levy Bill.
- 2) To note the current Edinburgh Transient Visitor Levy (TVL) position, agreed by the Council in February 2019.
- 3) To note that supporting the introduction of a TVL (Tourist Tax) was again agreed by Council as part of a shared strategic work programme for the next five years on 30 June 2022.
- 4) To agree that Council Officers would work with Scottish Government Officials and COSLA to support the development of the legislation for the Local Visitor Levy Bill.
- 5) To agree the specific terms of engagement (as set out in paragraph 4.2 of the report by the Executive Director of Place) and the thematic proposals suggested for TVL revenue priorities that would form the basis of discussions with external stakeholders (as set out in paragraph 4.5 of the report), noting that these themes should apply across the whole city and not just with respect to the core city centre.
- 6) To note the letter sent by the Leader to Scottish Government.
- 7) To note that Council Officers would update and develop the proposed scope and would identify supporting proposals for revenue priorities for consideration by Committee at the end of March 2023.

- moved by Councillor Lang, seconded by Councillor Beal

Amendment 3

- 1) To note that the Scottish Government had confirmed their commitment to resume the introduction of a Local Visitor Levy Bill.

- 2) To note the current Edinburgh Transient Visitor Levy (TVL) position, agreed by the Council in February 2019.
- 3) To note that supporting the introduction of a TVL (Tourist Tax) was again agreed by Council as part of a shared strategic work programme for the next five years on 30 June 2022.
- 4) To note the letter sent by the Leader to Scottish Government.
- 5) To note that Council Officers would update and develop the proposed scope and would identify supporting proposals for revenue priorities for consideration by Committee at the end of March 2023.

- moved by Councillor Whyte, seconded by Councillor Doggart

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

Voting

The voting was as follows:

For the Motion (as adjusted)	–	10
For Amendment 1 (as adjusted)	–	5
For Amendment 3	–	2

(For the Motion: Councillors Day, Beal, Griffiths, Lang, Meagher, Mumford, Parker, Staniforth, Thornley and Watt

For Amendment 1: Councillors Aston, Campbell, Macinnes, McVey and Frank Ross

For Amendment 3: Councillors Doggart and Whyte)

Decision

To approve the following adjusted motion by Councillor Day:

- 1) To note that the Scottish Government had confirmed their commitment to resume the introduction of a Local Visitor Levy Bill.
- 2) To note the current Edinburgh Transient Visitor Levy (TVL) position, agreed by the Council in February 2019.
- 3) To note that supporting the introduction of a TVL (Tourist Tax) was again agreed by Council as part of a shared strategic work programme for the next five years on 30 June 2022.
- 4) To agree that Council Officers would work with Scottish Government Officials and COSLA to support the development of the legislation for the Local Visitor Levy Bill.
- 5) To agree the specific terms of engagement (as set out in paragraph 4.2 of the report by the Executive Director of Place) and the thematic proposals suggested for TVL revenue priorities that would form the basis of discussions with external

stakeholders (as set out in paragraph 4.5 of the report), noting that these themes should apply across the whole city and not just with respect to the core city centre.

- 6) To note the letter sent by the Leader to Scottish Government.
- 7) To note that Council Officers would update and develop the proposed scope and would identify supporting proposals for revenue priorities for consideration by Committee at the end of March 2023.

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

13. Edinburgh Biodiversity Action Plan 2022-2027 and Scottish Biodiversity Strategy Consultation

The sixth iteration of the Edinburgh Biodiversity Action Plan 2022-27 was presented for approval. Alongside the Plan was the Council's consultation response to the next Scottish Biodiversity Strategy.

Decision

- 1) To approve the updated Edinburgh Biodiversity Action Plan 2022-27 (EBAP).
- 2) To note the contribution of the Edinburgh Biodiversity Partnership and multiple Council's services to the development of the updated EBAP.
- 3) To delegate authority to officers to make final graphic design, layout and minor editorial changes to the EBAP before final publication on the Council's website.
- 4) To note that a response had been submitted to the Scottish Government consultation on the Scottish Biodiversity Strategy. Information on the EBP's response was included in the main report.
- 5) To request that officers circulate information on the Council's current position on the use of pesticides.

(References – Policy and Sustainability Committee of 22 February 2022 (item 17); Report by the Executive Director of Place, submitted.)

14. Towards West Edinburgh 2050: A Spatial Strategy for Inclusive and Sustainable Growth

The proposed process for consultation on the 'Towards West Edinburgh 2050: A Spatial Strategy for Inclusive and Sustainable Growth' project was presented alongside identified early actions to support development activity.

Motion

- 1) To agree the draft West Edinburgh 2050 Strategy for the purposes of public consultation subject to corrections to the section on West Edinburgh 2022.
- 2) To note that a report would be brought back which detailed the outcome of the consultation, along with a finalised Strategy and delivery plan.

3) To refer the Strategy to the Planning Committee for information.

- moved by Councillor Day, seconded by Councillor Watt

Amendment

1) To agree the draft West Edinburgh 2050 Strategy for the purposes of public consultation subject to corrections to the section on West Edinburgh 2022, subject to corrections to the section on West Edinburgh 2022.

2) To note that a report would be brought back which detailed the outcome of the consultation, along with a finalised Strategy and delivery plan.

3) To refer the Strategy to the Planning Committee for information.

- moved by Councillor Lang, seconded by Councillor Beal

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

Decision

To approve the following adjusted motion by Councillor Day:

1) To agree the draft West Edinburgh 2050 Strategy for the purposes of public consultation subject to corrections to the section on West Edinburgh 2022, subject to correction to the section on West Edinburgh 2022.

2) To note that a report would be brought back which detailed the outcome of the consultation, along with a finalised Strategy and delivery plan.

3) To refer the Strategy to the Planning Committee for information.

(References – Planning Committee of 12 August 2020 (Item 2); Report by the Executive Director of Place, submitted.)

15. Edinburgh and South East Scotland City Region Deal Annual Report 2021/22

A summary of the key findings from the City Region Deal Annual Report for 2021/22 was presented. The report updated members on the performance management arrangements for the Deal along with the specific Council-led projects within the Deal.

Motion

To note the summary findings of the fourth annual report for the Edinburgh and South East Scotland City Region Deal for 2021/22.

- moved by Councillor Day, seconded by Councillor Watt

Amendment 1

1) To note the summary findings of the fourth annual report for the Edinburgh and South East Scotland City Region Deal for 2021/22.

- 2) To further note the very slow pace of the two Transport projects within the Deal (A720 Sheriffhall, and West Edinburgh transport) with both remaining at “Define” stage four years after the deal was signed and, notwithstanding the green RAG status of both projects, and call for a further report reviewing methods for speeding up delivery of these projects and comparing current timescales with those proposed at the point the Deal was concluded.

- moved by Councillor Whyte, seconded by Councillor Doggart

Amendment 2

To note the summary findings of the fourth annual report for the Edinburgh and South East Scotland City Region Deal for 2021/22.

- moved by Councillor Staniforth, seconded by Councillor Parker

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

Voting

The voting was as follows

For the Motion (as adjusted) – 14

For Amendment 2 – 3

(For the Motion (as adjusted): Councillors Day, Aston, Beal, Campbell, Griffiths, Lang, Macinnes, McVey, Meagher, Mowat, Frank Ross, Thornley, Watt and Whyte

For Amendment 2: Councillors Mumford, Parker and Staniforth)

Decision

To approve the following adjusted motion by Councillor Day:

- 1) To note the summary findings of the fourth annual report for the Edinburgh and South East Scotland City Region Deal for 2021/22.
- 2) To further note the very slow pace of the two Transport projects within the Deal (A720 Sheriffhall, and West Edinburgh transport) with both remaining at “Define” stage four years after the deal was signed and, notwithstanding the green RAG status of both projects, and call for a further briefing note reviewing methods for speeding up delivery of these projects and comparing current timescales with those proposed at the point the Deal was concluded.

(References – Policy and Sustainability Committee of 5 October 2021 (item 17); Report by the Chief Executive, submitted.)

16. Edinburgh Integration Joint Board Progress Report

An update was provided on the work of the Edinburgh Integration Joint Board (EIJB).

Decision

- 1) To note the report.
- 2) To note that the Edinburgh Integration Joint Board continued to receive regular reporting at its Board meetings and undertook appropriate scrutiny of the items contained within the report.

(Reference – Report by the Chief Officer, Edinburgh Integration Joint Board, submitted.)

17. Edinburgh Health and Social Care Partnership – System Pressures Update

An update on system pressures within the Edinburgh Health and Social Care Partnership (EHSCP) was presented. The actions that had been undertaken to ensure citizens were still supported and cared for were also presented.

Decision

- 1) To note the current pressures on the Edinburgh Health and Social Care Partnership (EHSCP) and the mitigating actions taken.
- 2) To note the support provided to the Edinburgh Health and Social Care Partnership through the Edinburgh Assistance Programme which addressed some of the pressures and that updates are reported to the Edinburgh Integration Joint Board.
- 3) To request an update on progress of the Edinburgh Assistance Programme to the Policy and Sustainability Committee within 1 cycle.

(Reference – Report by the Chief Officer, Edinburgh Health and Social Care Partnership, submitted.)

18. National Care Service Bill – Request for Evidence

A summary of the Council's response to the Scottish Parliament's request for evidence on the National Care Service Bill was presented.

Motion

To note the response to the Scottish Parliament's request for evidence on the National Care Service Bill, 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.

- moved by Councillor Day, seconded by Councillor Watt

Amendment

- 1) To note the response was submitted due to the deadline passing and regrets that this didn't come to the Policy and Sustainability Committee on August 30th, which was after the first elected member engagement session had taken place.

- 2) To note the response did not reflect all the input gathered at the elected member workshop sessions.
- 3) To agree that the Chief Executive would write to the Convenor of The Health, Social Care and Sport Committee to make clear that the Council would support the Bill if the aims of the Bill could be realised through the detailed co-design process which needed to begin as soon as possible. To further agree to highlight the Council's wider aspiration to improve public ownership and control over these lifeline services to ensure profit is not a feature of services to vulnerable people and services are run in the public good.
- 4) To further agree to highlight in this letter that Point 12 on the Council response is not accurate, due to the demand-side pressure of IJB services in Edinburgh and the enormous constraint that BREXIT had caused Edinburgh's employment market, the nationalisation of these services would actually have had a stabilising effect on the Council's finances due to the additional need for resources being met nationally and the Government being able to plan national staff resources to try and deal with acute shortages in Edinburgh.

- moved by Councillor McVey, seconded by Councillor Macinnes

Voting

The voting was as follows:

For the Motion – 12

For the Amendment – 5

(For the Motion: Councillors Day, Beal, Davidson, Griffiths, Lang, Meagher, Mowat, Mumford, Parker, Staniforth, Watt and Whyte

For the Amendment: Councillors Aston, Campbell, Macinnes, McVey and Frank Ross)

Decision

To approve the Motion by Councillor Day.

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

19. Forced Marriage Policy Review Report

The completed revision of the Council's Forced Marriage Policy was submitted for approval.

Decision

- 1) To note the content of the City of Edinburgh Council's revised Forced Marriage Policy, which had been broadened to include specific considerations for survivors and people at risk with particular protected characteristics
- 2) To note the links between Forced Marriage and the attached policy to the Equally Safe strategy, as well as child and adult protection policies and procedures

- 3) To approve the content of the revised Forced Marriage Policy which included background information, warning signs, impacts, information on legislation, practice guidance for support and protection and local and national sources for support.

(Reference – Report by the Executive Director of Education and Children’s Services, submitted.)

20. Diversity and Inclusion Strategy Update

An update was provided on the Council’s Diversity and Inclusion Strategy.

Motion

- 1) To note the progress made in relation to the Diversity and Inclusion Strategy and Action Plan since it was approved on 1 October 2019.
- 2) To approve the proposal to reconvene the Diversity and Inclusion Focus Group which had not met since prior to the recent election.

- moved by Councillor Day, seconded by Councillor Watt

Amendment

- 1) To note the progress made in relation to the Diversity and Inclusion Strategy and Action Plan since it was approved on 1 October 2019.
- 2) To approve the proposal to reconvene the Diversity and Inclusion Focus Group which had not met since prior to the recent election.
- 3) To recognise the need for promotion of Diversity and Inclusion policies is an iterative and continuous process.
- 4) To recommend expansion of delivery of ‘Active Bystander’ training across staff groups and request Committee be updated on progress being made in the next relevant update.
- 5) To note Scottish Government’s commitment to develop National Anti-racist Infrastructure and agree that the Chief Executive would work with Trade Unions through the Joint Consultative Group and any other appropriate groups within the Council to commit CEC to develop similar anti-racist infrastructure.

- moved by Councillor McVey, seconded by Councillor Macinnes

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

Decision

To approve the following adjusted motion by Councillor Day:

- 1) To note the progress made in relation to the Diversity and Inclusion Strategy and Action Plan since it was approved on 1 October 2019.

- 2) To approve the proposal to reconvene the Diversity and Inclusion Focus Group which had not met since prior to the recent election.
- 3) To recognise the need for promotion of Diversity and Inclusion policies is an iterative and continuous process.
- 4) To recommend expansion of delivery of 'Active Bystander' training across staff groups and request Committee be updated on progress being made in the next relevant update.
- 5) To note Scottish Government's commitment to develop National Anti-racist Infrastructure and agree that the Chief Executive would work with Trade Unions through the Joint Consultative Group and any other appropriate groups within the Council to commit CEC to develop similar anti-racist infrastructure.

(Reference – Policy and Sustainability Committee of 6 October 2020 (item 20); Report by the Interim Executive Director of Corporate Services, submitted.)

21. Policies – Assurance Statement – Legal and Assurance

Committee was presented with an Assurance Statement from the Legal and Assurance division. The annual review ensured Council policies within the Division reflected current legislative requirements.

Decision

To note the update in relation to the Council policies detailed in this report and that work was ongoing to update some of the policies to ensure that they reflect current legislative requirements and best practice and were fit for purpose.

(Reference – Corporate Policy and Strategy Committee of 3 September 2013 (item 4); Governance, Risk and Best Value Committee of 22 May 2014 (item 7); Report by the Interim Executive Director of Corporate Services, submitted.)

22. Policies – Assurance Statement – Customer Services

Committee was presented with an Assurance Statement from the Customer Services division. The annual review ensured Council policies within the Division reflected current legislative requirements.

Decision

To note that Council policies detailed in this report had been reviewed and were considered to reflect current legislative requirements and best practice therefore remained fit for purpose.

(Reference – Policy and Sustainability Committee of 10 November 2020 (item 12); Policy and Sustainability Committee of 30 November 2021 (item 28); Report by the Interim Executive Director of Corporate Services, submitted.)

23. Chief Social Work Officer Annual Report 2020-21

The Chief Social Work Officer Annual Report for 2020-21 was presented for noting.

Decision

To note the Chief Social Work Officer (CSWO) Annual Report for 2021-22.

(Reference – Report by the Chief Social Work Officer and Service Director for Children's and Criminal Justice Service, submitted.)

Minutes

Policy and Sustainability Committee

10.00 am, Thursday 17 November 2022

Present

Councillors Day (Convener), Aston (substituting for Councillor Frank Ross), Beal, Campbell, Dijkstra-Downie, Dobbin (substituting for Councillor Biagi), Doggart, Griffiths, Lang, Macinnes, McVey, Meagher, Mumford, Parker, Staniforth, Watt, Whyte and Younie (substituting for Councillor Lang for items 12 and 13).

1. Business Bulletin

The Policy and Sustainability Committee Business Bulletin for 17 November 2022 was submitted.

Decision

To note the Business Bulletin.

(Reference – Business Bulletin 17 November 2022, submitted.)

2. Education and Children's Services Structure

Details were provided of a revised structure for the senior leadership team in Education and Children's Services to that agreed at Council in May 2021. Subject to approval, it was recommended that recruitment to the permanent role of Service Director, Education commenced immediately.

Decision

- 1) To agree the proposed changes to the Education & Children's Services senior leadership structure.
- 2) To agree the permanent recruitment to the proposed new post of Service Director, Education to start immediately in accordance with relevant Chief Officer Recruitment Policy.
- 3) To request that the full proposed Education and Children's Services structure be circulated to members.

(References – Corporate Policy and Strategy Committee of 6 September 2016 (item 5); report by the Executive Director, Education & Children's Services, submitted.)

3. End Poverty in Edinburgh Annual Report 2022

The second annual progress report against the Council's End Poverty in Edinburgh Delivery Plan was presented. This included a summary of actions taken by the Council and partners in response to the calls to action made by the Edinburgh Poverty

Commission. It covered the period from October 2021 to the end of September 2022 and included the ongoing response to the Covid-19 pandemic and to the emerging cost of living crisis, both of which had been significant in informing current and future actions. In line with recommendations made by the Commission, the report also incorporated and met the Council's statutory duty to produce, in partnership with NHS Lothian, an annual Local Child Poverty Action Report.

Motion

- 1) To approve the second annual progress report against the Council's End Poverty in Edinburgh Delivery Plan and agree actions for priority delivery during the next 12 months, subject to adjustments needed to ensure continued alignment with the updated Council Business Plan.
- 2) To note that the report incorporated and met the Council's statutory duty to publish a joint annual Local Child Poverty Action Report with NHS Lothian.
- 3) To agree that the report would be referred to the Education, Children and Families Committee for further scrutiny on actions relating to child poverty, with particular reference to the actions discussed in section 5.5 of Appendix 1 of the report.
- 4) To note that the report would be further referred for discussion by the Edinburgh Partnership in December 2022.
- 5) To agree that during 2023/24, in advance of reporting against interim targets set for 2024, Edinburgh Poverty Commission members would be invited to provide advice on progress to date and recommended next steps.

- moved by Councillor Day, seconded by Councillor Watt

Amendment

- 1) To approve the second annual progress report against the Council's End Poverty in Edinburgh Delivery Plan and agree actions for priority delivery during the next 12 months, subject to adjustments needed to ensure continued alignment with the updated Council Business Plan.
- 2) To note that the report incorporated and met the Council's statutory duty to publish a joint annual Local Child Poverty Action Report with NHS Lothian.
- 3) To agree that the report would be referred to the Education, Children and Families Committee for further scrutiny on actions relating to child poverty, with particular reference to the actions discussed in section 5.5 of Appendix 1 of the report.
- 4) To note that the report would be further referred for discussion by the Edinburgh Partnership in December 2022.
- 5) To agree that during 2023/24, in advance of reporting against interim targets set for 2024, Edinburgh Poverty Commission members would be invited to provide advice on progress to date and recommended next steps.

- 6) To note that women were at disproportionate risk of poverty and that within this group, the risk was heightened for disabled women, BAME women, refugee and migrant women, unpaid carers, LGBT+ women, younger women and other women facing multiple discriminations.
- 7) To recognise that important work had been done previously by the Edinburgh Poverty Commission to draw out the impacts of poverty on women and therefore regret that neither women nor the gendered nature of poverty were mentioned in the report.
- 8) To therefore request a report on the impacts of poverty on women and girls in Edinburgh within 3 cycles, containing intersectional analysis of the particular impacts on women and girls who shared other protected characteristics, and how the recommendations in this report would prevent and/or mitigate women's poverty.
- 9) To further request that proposals be brought forward by officers within 3 cycles on how gender and other protected characteristics and priority groups – including but not limited to lone parents, larger families, families with disabled members, BAME households and unpaid carers - could be mainstreamed into council reports going forward.

- moved by Councillor Mumford, seconded by Councillor Staniforth

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

Decision

To approve the following adjusted motion by Councillor Day:

- 1) To approve the second annual progress report against the Council's End Poverty in Edinburgh Delivery Plan and agree actions for priority delivery during the next 12 months, subject to adjustments needed to ensure continued alignment with the updated Council Business Plan.
- 2) To note that the report incorporated and met the Council's statutory duty to publish a joint annual Local Child Poverty Action Report with NHS Lothian.
- 3) To agree that the report would be referred to the Education, Children and Families Committee for further scrutiny on actions relating to child poverty, with particular reference to the actions discussed in section 5.5 of Appendix 1 of the report.
- 4) To note that the report would be further referred for discussion by the Edinburgh Partnership in December 2022.
- 5) To agree that during 2023/24, in advance of reporting against interim targets set for 2024, Edinburgh Poverty Commission members would be invited to provide advice on progress to date and recommended next steps.

- 6) To note that women were at disproportionate risk of poverty and that within this group, the risk was heightened for disabled women, BAME women, refugee and migrant women, unpaid carers, LGBT+ women, younger women and other women facing multiple discriminations.
- 7) To recognise that important work had been done previously by the Edinburgh Poverty Commission to draw out the impacts of poverty on women and therefore regret that neither women nor the gendered nature of poverty were mentioned in the report.
- 8) To therefore request a report on the impacts of poverty on women and girls in Edinburgh within 3 cycles, containing intersectional analysis of the particular impacts on women and girls who shared other protected characteristics, and how the recommendations in this report would prevent and/or mitigate women's poverty.
- 9) To further request that proposals be brought forward by officers within 3 cycles on how gender and other protected characteristics and priority groups – including but not limited to lone parents, larger families, families with disabled members, BAME households and unpaid carers – could be mainstreamed into council reports going forward.

(References – Policy and Sustainability Committee of 1 December 2020 (item 8) and 5 October 2021 (item 7); Report by the Interim Executive Director of Corporate Services, submitted.)

4. Public Bodies Climate Change Duties Report 2021/22

Approval was sought of the Council's statutory report for 2021/22 on compliance with the Climate Change (Scotland) Act 2009 Public Bodies Climate Change Duties (PBCCD) as amended by the Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Amendment Order 2020, which took effect for all reporting periods commencing on or after 1 April 2021. Reports were required to be submitted to the Scottish Government on or before 30 November 2022.

Motion

- 1) To approve the City of Edinburgh Council Public Bodies Climate Change Duties Report 2021/22, for submission to the Scottish Government on 30 November 2022.
- 2) To note that Council emissions had reduced by 66% from a 2005/2006 baseline and that there had been a 0.2% decrease in emissions since last year.
- 3) To note that the Council's strategic approach to reducing its corporate emissions was set out in the Council Emissions Reduction Plan (CERP), which was subject of a separate report to Committee.

- 4) To note that the Council and city's strategic approach to adapting Edinburgh to the impacts of climate change would also be the subject of a separate Committee report.

- moved by Councillor Day, seconded by Councillor Watt

Amendment

- 1) To approve the City of Edinburgh Council Public Bodies Climate Change Duties Report 2021/22, for submission to the Scottish Government on 30 November 2022.
- 2) To note that Council emissions had reduced by 66% from a 2005/2006 baseline and that there had been a 0.2% decrease in emissions since last year.
- 3) To note that the Council's strategic approach to reducing its corporate emissions was set out in the Council Emissions Reduction Plan (CERP), which was subject of a separate report to Committee.
- 4) To note that the Council and city's strategic approach to adapting Edinburgh to the impacts of climate change would also be the subject of a separate Committee report.
- 5) To note that the annual Public Bodies Climate Change Duties Reporting to the Scottish Government required the Council to explain how spending plans and use of resources was aligned to emissions targets.
- 6) To agree that, in relation to the Council budget setting process and medium-term financial plan, Councillors and the public should understand the climate impact of spending proposals.
- 7) Therefore to request that Officers provide high level guidance for political groups to complete a climate impact assessment of proposed budgets in the run up to the Council's budget setting process in February; and recommend that all budget motions should include an accompanying statement to their proposals which sets out how their spending plans align with the Council's climate strategies, including this as an appendix.

- moved by Councillor Parker, seconded by Councillor Mumford

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

Decision

To approve the following adjusted motion by Councillor Day:

- 1) To approve the City of Edinburgh Council Public Bodies Climate Change Duties Report 2021/22, for submission to the Scottish Government on 30 November 2022.
- 2) To note that Council emissions had reduced by 66% from a 2005/2006 baseline and that there had been a 0.2% decrease in emissions since last year.

- 3) To note that the Council's strategic approach to reducing its corporate emissions was set out in the Council Emissions Reduction Plan (CERP), which was subject of a separate report to Committee.
- 4) To note that the Council and city's strategic approach to adapting Edinburgh to the impacts of climate change would also be the subject of a separate Committee report.
- 5) To note that the annual Public Bodies Climate Change Duties Reporting to the Scottish Government required the Council to explain how spending plans and use of resources was aligned to emissions targets.
- 6) To agree that, in relation to the Council budget setting process and medium-term financial plan, Councillors and the public should understand the climate impact of spending proposals.
- 7) Therefore to request that Officers provide high level guidance for political groups to complete a climate impact assessment of proposed budgets in the run up to the Council's budget setting process in February; and recommend that all budget motions should include an accompanying statement to their proposals which sets out how their spending plans align with the Council's climate strategies, including this as an appendix.

(References – Policy and Sustainability Committee of 30 November 2021 (items 6 and 7); Report by the Interim Executive Director of Corporate Services, submitted.)

5. Council Emissions Reduction Plan – Annual Progress Report

The first annual progress report for the Council Emission Reduction Plan (CERP) was presented, following approval of the CERP by the Policy and Sustainability Committee on 30 November 2021. It included an update on progress made in the first year of implementing the plan, with a focus on latest emissions data, updates against key performance indicators and actions.

Motion

- 1) To note progress in delivering actions set out in the Council Emission Reduction Plan, and new actions identified by service areas to further reduce emissions.
- 2) To note that in 2021/22, the Council emitted 65,527 tCO₂e (-0.2% compared to 2020/21), representing 69% (over two third) of the three-years' cumulated carbon budget for the period 2020/21 to 2022/23.
- 3) To note that the Council's organisational emissions were updated annually and reported to the Scottish Government through the Public Bodies Climate Change Duty Reporting (PBCCD).
- 4) To note that the Leader of the Council had been selected through a highly competitive process to attend UK100's Climate Leadership Academy in Autumn 2022. It would provide a unique coaching opportunity for councillors to develop their policy skills, knowledge and confidence.

- 5) To note that the CERP underwent an internal agile audit, which had been reported and rated as 'effective' (green).
- 6) To note the revision of the Business travel guidance for employees and invite all Council members to also adhere to it.

- moved by Councillor Day, seconded by Councillor Watt

Amendment

- 1) To note progress in delivering actions set out in the Council Emission Reduction Plan, and new actions identified by service areas to further reduce emissions.
- 2) To note that in 2021/22, the Council emitted 65,527 tCO₂e (-0.2% compared to 2020/21), representing 69% (over two third) of the three-years' cumulated carbon budget for the period 2020/21 to 2022/23.
- 3) To note that the Council's organisational emissions were updated annually and reported to the Scottish Government through the Public Bodies Climate Change Duty Reporting (PBCCD).
- 4) To note that the Leader of the Council had been selected through a highly competitive process to attend UK100's Climate Leadership Academy in Autumn 2022. It would provide a unique coaching opportunity for councillors to develop their policy skills, knowledge and confidence.
- 5) To note that the CERP underwent an internal agile audit, which had been reported and rated as 'effective' (green).
- 6) To note the revision of the Business travel guidance for employees and invite all Council members to also adhere to it.
- 7) To note with concern the "significantly reduced capacity within key teams across the corporate and service areas".
- 8) To recognise that reduced capacity in key teams in the Council threatened the Council's ability to meet targets set out in the CERP, and to be able to lead and facilitate the City in progressing the 2030 Climate Strategy.
- 9) To request that a report is brought to the Policy and Sustainability Committee in 1 cycle which outlined investments required in staffing in order to deliver the Council's climate strategies, including information about how roles should be prioritised for investment / recruitment, where particular skill gaps lay in the Council currently, and actions the Council could take to retain key staff once in role too, including options for ringfenced funding.

- moved by Councillor Parker, seconded by Councillor Mumford

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

Decision

To approve the following adjusted motion by Councillor Day:

- 1) To note progress in delivering actions set out in the Council Emission Reduction Plan, and new actions identified by service areas to further reduce emissions.
- 2) To note that in 2021/22, the Council emitted 65,527 tCO₂e (-0.2% compared to 2020/21), representing 69% (over two third) of the three-years' cumulated carbon budget for the period 2020/21 to 2022/23.
- 3) To note that the Council's organisational emissions were updated annually and reported to the Scottish Government through the Public Bodies Climate Change Duty Reporting (PBCCD).
- 4) To note that the Leader of the Council had been selected through a highly competitive process to attend UK100's Climate Leadership Academy in Autumn 2022. It would provide a unique coaching opportunity for councillors to develop their policy skills, knowledge and confidence.
- 5) To note that the CERP underwent an internal agile audit, which had been reported and rated as 'effective' (green).
- 6) To note the revision of the Business travel guidance for employees and invite all Council members to also adhere to it.
- 7) To note with concern the "significantly reduced capacity within key teams across the corporate and service areas".
- 8) To recognise that reduced capacity in key teams in the Council threatened the Council's ability to meet targets set out in the CERP, and to be able to lead and facilitate the City in progressing the 2030 Climate Strategy.
- 9) To request that a briefing be circulated to the Policy and Sustainability Committee in 1 cycle which outlined investments required in staffing in order to deliver the Council's climate strategies, including information about how roles should be prioritised for investment / recruitment, where particular skill gaps lay in the Council currently, and actions the Council could take to retain key staff once in role too, including options for ringfenced funding.

(References – Policy and Sustainability Committee of 30 November 2021 (item 7); Interim Executive Director of Corporate Services, submitted.)

6. City 2030 Net Zero Target Annual Report

Details were provided of the latest emissions inventory of the city of Edinburgh (2020/21), based on the most recent datasets available. The calculation methodology was based on the Global GHG Protocol for Cities. This methodology and the boundary selected to monitor progress against the new net-zero target was detailed in the 2030 City target monitoring approach report brought to the Policy and Sustainability

Committee in April 2021. The Council's own organisational emissions were additionally monitored and reported through Public Bodies Climate Change Duties reporting.

Motion

- 1) To note that it was estimated that the city had achieved emissions reductions of 14% between 2020/21 and 2018/19, the baseline year; and that this exceeded the indicative target of 13 % which was set to achieve the interim 25 % reduction in 2022/23.
- 2) To note that the main reductions came from a reduction in electricity consumption, the decarbonisation of the electricity grid, and a reduction in road travel (mainly from cars, followed by vans and HGVs).
- 3) To note that figures were provisional pending publication of a final dataset in Q2 of 2023, but it was expected that the impact on the total footprint would be negligible.
- 4) To note that this latest data reflected the significant impact that the Covid pandemic had on the city; and that to be able to meet future targets, the pace of climate action must significantly accelerate.

- moved by Councillor Day, seconded by Councillor Watt

Amendment 1

- 1) To note that it was estimated that the city had achieved emissions reductions of 14% between 2020/21 and 2018/19, the baseline year; and that this exceeded the indicative target of 13 % which was set to achieve the interim 25 % reduction in 2022/23.
- 2) To note that the main reductions came from a reduction in electricity consumption, the decarbonisation of the electricity grid, and a reduction in road travel (mainly from cars, followed by vans and HGVs).
- 3) To note that figures were provisional pending publication of a final dataset in Q2 of 2023, but it was expected that the impact on the total footprint would be negligible.
- 4) To note that this latest data reflected the significant impact that the Covid pandemic had on the city; and that to be able to meet future targets, the pace of climate action must significantly accelerate.
- 5) To recognise that in order to meet climate targets, further resources and investment would be required, despite challenging financial circumstances.
- 6) To note that "research shows that the cost of inaction for the economy and society far outweighs the cost of taking action now" (paragraph 6.5 of the report) and that "while the financial challenges in achieving net zero emissions will be significant, investing in carbon reduction projects often results in wider co-

benefits such as the creation of local jobs, improved air quality and public health, or reduced congestion” (paragraph 7.1 of the report).

- 7) To further note that “the Council is working to better understand the cost of inaction locally and some costing for adaptation has been done as part of the Climate Change Risk Assessment” (paragraph 6.5 of the report).
- 8) To understand that knowledge of the costs of the “status quo” compared to the costs of adaptation would be required for Council to make informed decisions around spending and investment, especially ahead of budget processes and the setting of the medium-term financial plan.
- 9) Therefore, to request that all existing information around the likely costs of failing to invest in climate solutions locally be made available to groups as soon as possible, and to request a report to the Policy and Sustainability Committee within 2 cycles which outlined how the Council could cost the consequences of inaction vs adaptation in order to support budget setting processes, and the development of the medium-term financial plan.

- moved by Councillor Parker, seconded by Councillor Mumford

Amendment 2

To agree the original motion as proposed by Councillor Day.

- moved by Councillor Whyte, seconded by Councillor Doggart

In accordance with Standing Order (22)12, amendment 1 was accepted as an addendum to the motion.

Voting

The voting was as follows:

For the motion (as adjusted) – 15

For Amendment 2 – 2

(For the motion (as adjusted): Councillors Day, Aston, Beal, Campbell, Dijkstra-Downie, Dobbin, Griffiths, Lang, Macinnes, McVey, Meagher, Mumford, Parker, Staniforth and Watt

For Amendment 2: Councillors Doggart and Whyte)

Decision

To approve the following adjusted motion by Councillor Day:

- 1) To note that it was estimated that the city had achieved emissions reductions of 14% between 2020/21 and 2018/19, the baseline year; and that this exceeded the indicative target of 13 % which was set to achieve the interim 25 % reduction in 2022/23.

- 2) To note that the main reductions came from a reduction in electricity consumption, the decarbonisation of the electricity grid, and a reduction in road travel (mainly from cars, followed by vans and HGVs).
- 3) To note that figures were provisional pending publication of a final dataset in Q2 of 2023, but it was expected that the impact on the total footprint would be negligible.
- 4) To note that this latest data reflected the significant impact that the Covid pandemic had on the city; and that to be able to meet future targets, the pace of climate action must significantly accelerate.
- 5) To recognise that in order to meet climate targets, further resources and investment would be required, despite challenging financial circumstances.
- 6) To note that “research shows that the cost of inaction for the economy and society far outweighs the cost of taking action now” (paragraph 6.5 of the report) and that “while the financial challenges in achieving net zero emissions will be significant, investing in carbon reduction projects often results in wider co-benefits such as the creation of local jobs, improved air quality and public health, or reduced congestion” (paragraph 7.1 of the report).
- 7) To further note that “the Council is working to better understand the cost of inaction locally and some costing for adaptation has been done as part of the Climate Change Risk Assessment” (paragraph 6.5 of the report).
- 8) To understand that knowledge of the costs of the “status quo” compared to the costs of adaptation would be required for Council to make informed decisions around spending and investment, especially ahead of budget processes and the setting of the medium-term financial plan.
- 9) Therefore, to request that all existing information around the likely costs of failing to invest in climate solutions locally be made available to groups as soon as possible, and to request a report to the Policy and Sustainability Committee within 2 cycles which outlined how the Council could cost the consequences of inaction vs adaptation in order to support budget setting processes, and the development of the medium-term financial plan.

(References – Policy and Sustainability Committee of 20 April 2021 (item 14); Report by the Interim Executive Director of Corporate Services, submitted.)

7. 2030 Climate Strategy – Environmental Assessment Consultation and Review

The Council had approved the publication of the 2030 Edinburgh Climate Strategy while acknowledging that both the Strategy and the Implementation Plan would operate as a ‘live document’ that would need to be reviewed at key points, including to take account of the outcomes of the Strategic Environment Assessment (SEA).

Sustainability remained a key priority for the Council. However, the Council was facing

a challenging financial outlook at the same time as reduced capacity. Therefore, it was more important than ever to prioritise the Council's interventions to ensure that available resources are focused on the areas which will have the greatest impact in reducing the city's emissions. The latest annual progress report covered 2020/21 and showed that Edinburgh continued to meet its annual target. However, the report acknowledged that the pandemic had contributed to that target and that to be able to meet future targets, the pace of climate action needed to significantly accelerate.

Motion

- 1) To note the findings from the consultation process on the environmental report as summarised in Appendix 1 of the report by the Interim Executive Director of Corporate Services.
- 2) To agree the proposed actions in response to the findings of the Strategic Environmental Assessment as highlighted in Appendix 3 of the report by the Interim Executive Director of Corporate Services, subject to on-going analysis of available resources.
- 3) To note the overview of key work undertaken to support the 2030 Climate Strategy delivery plan, and in particular the establishment of the Infrastructure Investment Programme Board and City Partnerships.
- 4) To note the increasing financially challenging context and agree the prioritisation of the decarbonisation of transport; active and public transport; climate change adaptation; energy efficiency of public buildings and the delivery of infrastructure that enabled a 'net zero' city as the most impactful ways of reducing the city's emissions and ensuring future resilience to climate impact.
- 5) To thank Dr Sam Gardner, the current chair of the Edinburgh Climate Commission (ECC) and the other volunteer commissioners for their contribution over the last three years to climate action in Edinburgh and, in particular, their support in the development of the Climate Strategy and the City Climate Compact.
- 6) To note that the ECC was now reviewing its purpose and would progress, subject to the decision of ECC members, as part of an independent programme funded by the Place-based Climate Action Network (PCAN).

- moved by Councillor Day, seconded by Councillor Watt

Amendment

- 1) To note the findings from the consultation process on the environmental report as summarised in Appendix 1 of the report by the Interim Executive Director of Corporate Services.
- 2) To agree the proposed actions in response to the findings of the Strategic Environmental Assessment as highlighted in Appendix 3 of the report by the

Interim Executive Director of Corporate Services, subject to on-going analysis of available resources.

- 3) To note the overview of key work undertaken to support the 2030 Climate Strategy delivery plan, and in particular the establishment of the Infrastructure Investment Programme Board and City Partnerships.
- 4) To note the increasing financially challenging context and agree the prioritisation of the decarbonisation of transport; active and public transport; climate change adaptation; energy efficiency of public buildings and the delivery of infrastructure that enabled a 'net zero' city as the most impactful ways of reducing the city's emissions and ensuring future resilience to climate impact.
- 5) To thank Dr Sam Gardner, the current chair of the Edinburgh Climate Commission (ECC) and the other volunteer commissioners for their contribution over the last three years to climate action in Edinburgh and, in particular, their support in the development of the Climate Strategy and the City Climate Compact.
- 6) To note that the ECC was now reviewing its purpose and would progress, subject to the decision of ECC members, as part of an independent programme funded by the Place-based Climate Action Network (PCAN).
- 7) To note that in the last year's budget, Council agreed to set aside £200k for investment to develop a business plan for Energy for Edinburgh.
- 8) To recognise that Energy for Edinburgh had a role to play in the Council's Local Heat and Energy Efficiency Strategy, and that this was proposed as a priority area for investment.
- 9) To further note that on 14th November 2022, the Finance and Resources Committee "reaffirm[ed] the importance of this strategic work to investigate local heat and energy efficiency solutions in helping Edinburgh Council to meet our climate change and energy targets" and requested "a report on progress made towards this action at Policy and Sustainability Committee within 3 cycles".
- 10) To therefore request that in support of the above and as part of this report, a thorough options appraisal for opportunities for energy generation partnerships in the city be undertaken with an evaluation of how best to make Energy for Edinburgh an active enterprise, including consideration of options for alternative and joint ventures for Committee to consider, and with learning from other ESCOs and Local Authorities.

- moved by Councillor Parker, seconded by Councillor Mumford

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

Decision

To approve the following adjusted motion by Councillor Day:

- 1) To note the findings from the consultation process on the environmental report as summarised in Appendix 1 of the report by the Interim Executive Director of Corporate Services.
- 2) To agree the proposed actions in response to the findings of the Strategic Environmental Assessment as highlighted in Appendix 3 of the report by the Interim Executive Director of Corporate Services, subject to on-going analysis of available resources.
- 3) To note the overview of key work undertaken to support the 2030 Climate Strategy delivery plan, and in particular the establishment of the Infrastructure Investment Programme Board and City Partnerships.
- 4) To note the increasing financially challenging context and agree the prioritisation of the decarbonisation of transport; active and public transport; climate change adaptation; energy efficiency of public buildings and the delivery of infrastructure that enabled a 'net zero' city as the most impactful ways of reducing the city's emissions and ensuring future resilience to climate impact.
- 5) To thank Dr Sam Gardner, the current chair of the Edinburgh Climate Commission (ECC) and the other volunteer commissioners for their contribution over the last three years to climate action in Edinburgh and, in particular, their support in the development of the Climate Strategy and the City Climate Compact.
- 6) To note that the ECC was now reviewing its purpose and would progress, subject to the decision of ECC members, as part of an independent programme funded by the Place-based Climate Action Network (PCAN).
- 7) To note that in the last year's budget, Council agreed to set aside £200k for investment to develop a business plan for Energy for Edinburgh.
- 8) To recognise that Energy for Edinburgh had a role to play in the Council's Local Heat and Energy Efficiency Strategy, and that this was proposed as a priority area for investment.
- 9) To further note that on 14th November 2022, the Finance and Resources Committee "reaffirm[ed] the importance of this strategic work to investigate local heat and energy efficiency solutions in helping Edinburgh Council to meet our climate change and energy targets" and requested "a report on progress made towards this action at Policy and Sustainability Committee within 3 cycles".
- 10) To therefore request that in support of the above and as part of this report, a thorough options appraisal for opportunities for energy generation partnerships in the city be undertaken with an evaluation of how best to make Energy for Edinburgh an active enterprise, including consideration of options for alternative and joint ventures for Committee to consider, and with learning from other ESCOs and Local Authorities.

(References – Policy and Sustainability Committee of 5 October 2021 (item 13); Report by the Interim Executive Director of Corporate Services, submitted.)

8. Climate Change Adaptation Update – Response to Motions by Councillors Macinnes and Parker

Edinburgh’s 2030 Climate Strategy placed a renewed focus on adaptation. In response to motions by Councillor Macinnes (Transport and Environment Committee of 18 August 2022) and Councillor Parker (City of Edinburgh Council of 25 August 2022), details were provided of the work being done by the Council and its partners to adapt Edinburgh to the impacts of climate change. A new Chair had been appointed to the Edinburgh Adapts partnership, membership had been widened and a new Climate Ready Edinburgh plan was in development. A consultation draft of the new plan and updated risk assessment would be brought to Committee in early 2023 with preparatory briefings being offered to elected members in advance of that. At regional level, a business case was in development on undertaking a regional climate change risk assessment under the Edinburgh and East of Scotland City Region Deal’s Shared Prosperity Framework. This risk assessment would help identify cross-border and shared climate risks and impacts across the ESEC region.

Motion

- 1) To note the work being undertaken by the Council and partners on adapting Edinburgh to the impacts of climate change, including the appointment of a new Chair of Edinburgh Adapts and its widened membership.
- 2) To note that a new Climate Ready Edinburgh adaptation plan was in development, informed by an updated climate change risk assessment commissioned by the Council. The plan would set out the short-, medium- and long-term actions that need to be taken in the city.
- 3) To note that the Climate Ready Edinburgh Plan 2023-2030 consultation draft and final risk assessment would be brought to Committee in early 2023 and that a business case was being developed for undertaking a city region climate change risk assessment under the Edinburgh and East of Scotland City Region Deal’s Shared Prosperity Framework.

- moved by Councillor Day, seconded by Councillor Watt

Amendment

- 1) To note the work being undertaken by the Council and partners on adapting Edinburgh to the impacts of climate change, including the appointment of a new Chair of Edinburgh Adapts and its widened membership.
- 2) To note that a new Climate Ready Edinburgh adaptation plan was in development, informed by an updated climate change risk assessment commissioned by the Council. The plan would set out the short-, medium- and long-term actions that need to be taken in the city.

- 3) To note that the Climate Ready Edinburgh Plan 2023-2030 consultation draft and final risk assessment would be brought to Committee in early 2023 and that a business case was being developed for undertaking a city region climate change risk assessment under the Edinburgh and East of Scotland City Region Deal's Shared Prosperity Framework.
- 4) To recognise that the effects of climate change would be felt differently by different communities across the city, not just by geography but also by demographic.
- 5) To reaffirm the Council's commitment to a just transition as outlined in the 2030 Climate Strategy, and recognise the importance of applying a climate justice lens to adaptation planning.
- 6) To therefore request that the development of the Climate Ready Edinburgh plan and risk assessment include specific detail about how measures proposed in the plan – and risks identified in the risk assessment – would affect different demographics differently, and that this be included in the draft version coming to committee in early 2023.

- moved by Councillor Parker, seconded by Councillor Mumford

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

Decision

To approve the following adjusted motion by Councillor Day:

- 1) To note the work being undertaken by the Council and partners on adapting Edinburgh to the impacts of climate change, including the appointment of a new Chair of Edinburgh Adapts and its widened membership.
- 2) To note that a new Climate Ready Edinburgh adaptation plan was in development, informed by an updated climate change risk assessment commissioned by the Council. The plan would set out the short-, medium- and long-term actions that need to be taken in the city.
- 3) To note that the Climate Ready Edinburgh Plan 2023-2030 consultation draft and final risk assessment would be brought to Committee in early 2023 and that a business case was being developed for undertaking a city region climate change risk assessment under the Edinburgh and East of Scotland City Region Deal's Shared Prosperity Framework.
- 4) To recognise that the effects of climate change would be felt differently by different communities across the city, not just by geography but also by demographic.
- 5) To reaffirm the Council's commitment to a just transition as outlined in the 2030 Climate Strategy, and recognise the importance of applying a climate justice lens to adaptation planning.

- 6) To therefore request that the development of the Climate Ready Edinburgh plan and risk assessment include specific detail about how measures proposed in the plan – and risks identified in the risk assessment – would affect different demographics differently, and that this be included in the draft version coming to committee in early 2023.

(References – Transport and Environment Committee of 18 August 2022 (item 16); Act of Council No. 30 of 25 August 2022; Report by the Interim Executive Director of Corporate Services, submitted.)

9. Endorsement of Plant-based Treaty – Response to Motion by Councillor Burgess

In response to a motion by Councillor Burgess at the City of Edinburgh Council on 17th March 2022, details were provided of the potential implications for the City of Edinburgh Council of endorsing the call for a Plant-based treaty and integrating its principles and relevant actions, including for cities and education, into Council strategies and action plans.

Decision

To continue consideration of the matter to the next meeting of the Committee.

(References – Act of Council No. 21 of 17 March 2022; Report by the Interim Executive Director of Corporate Services, submitted.)

10. Performance Update Report

An update was provided on Council performance, following the approach set out in the Planning and Performance Framework, which Elected Members approved on 10 June 2021. This was the first performance report focusing on the 2022/23 reporting year. The information was the latest available data and reflected the current position at the time of publication.

Motion

- 1) To note the Performance Update Report in Appendix A of the report by the Interim Executive Director of Corporate Services.
- 2) To approve the KPIs and targets for 2022/23 set out in Appendix B of the report by the Interim Executive Director of Corporate Services.
- 3) To approve the amendments to the KPIs for 2022/23 set out in Appendix C of the report by the Interim Executive Director of Corporate Services.
- 4) To refer the report to the relevant Executive Committee where a red RAG status had been noted.

- moved by Councillor Day, seconded by Councillor Watt

Amendment

- 1) To note the Performance Update Report in Appendix A of the report by the Interim Executive Director of Corporate Services.
- 2) To approve the KPIs and targets for 2022/23 set out in Appendix B of the report by the Interim Executive Director of Corporate Services.
- 3) To approve the amendments to the KPIs for 2022/23 set out in Appendix C of the report by the Interim Executive Director of Corporate Services.
- 4) To note the KPIs did not cover all the services Council provided.
- 5) To note the KPIs covered some functions of Council as an employer and some as a service provider.
- 6) To request a further report to this Committee in one cycle that ensured the measurement of all service provision within KPIs.
- 7) To recommend a separate report to Finance and Resources Committee within one cycle setting out the KPIs appropriate to the Council's responsibilities as an employer.

- moved by Councillor Doggart, seconded by Councillor Whyte

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

Decision

To approve the following adjusted motion by Councillor Day:

- 1) To note the Performance Update Report in Appendix A of the report by the Interim Executive Director of Corporate Services.
- 2) To approve the KPIs and targets for 2022/23 set out in Appendix B of the report by the Interim Executive Director of Corporate Services.
- 3) To approve the amendments to the KPIs for 2022/23 set out in Appendix C of the report by the Interim Executive Director of Corporate Services.
- 4) To refer the report to the relevant Executive Committee where a red RAG status had been noted.
- 5) To note the KPIs did not cover all the services Council provided.
- 6) To note the KPIs covered some functions of Council as an employer and some as a service provider.
- 7) To request a further report to this Committee in one cycle that ensured the measurement of all service provision within KPIs.
- 8) To recommend a separate report to Finance and Resources Committee within two cycles setting out the KPIs appropriate to the Council's responsibilities as an employer.

(References – Policy and Sustainability Committee of 10 June 2021 (item 9); Report by the Interim Executive Director of Corporate Services, submitted.)

11. Draft Council Business Plan 2023-27

An updated draft of the Council Business Plan was submitted for consideration and discussion by Committee. The draft had been developed as an evolution of the existing Council Business Plan, updated to incorporate new cross party strategic objectives agreed by Council, alongside officer assessment of approaches needed to meet budgetary and other pressures facing the Council.

Motion

- 1) To note the work undertaken by officers to prepare an updated Council Business Plan aligned to existing Council commitments and the shared political priorities agreed by Council in June 2022.
- 2) To note the draft Council Business Plan prepared by officers.
- 3) To notes the committee discussion on the draft business plan.
- 4) To agree that those considerations be taken into account, and that officers bring forward an updated Draft business plan to Council on 15 December 2022.

- moved by Councillor Day, seconded by Councillor Watt

Amendment

To note the draft business plan text and refer to December 2022 Full Council for decision.

- moved by Councillor McVey, seconded by Councillor Macinnes

Voting

The voting was as follows:

For the motion – 12

For the amendment – 5

(For the motion: Councillors Day, Beal, Dijkstra-Downie, Duggart, Griffiths, Meagher, Mumford, Parker, Staniforth, Watt, Whyte and Younie)

For the amendment: Councillors Aston, Campbell, Dobbin, Macinnes and McVey)

Decision

To approve the motion by Councillor Day.

(References – Act of Council No. 5 of 18 February 2022; Act of Council No. 4 of 30 June 2022; Report by the Chief Executive, submitted.)

12. Covid-19: Service Resumption – Response to Motion by Councillor Lang

In response to a motion at the City of Edinburgh Council on 25 August 2022 by Councillor Lang, details were provided of services which were not being provided or were only being provided on a significantly restricted basis as a result of COVID-19. There were two areas within the Council where services had not resumed as normal following the Covid Pandemic: some cultural venues remained closed and school foreign visits.

Decision

- 1) To note the latest position with regard to resumption of Council services suspended or amended due to Covid-19.
- 2) To request a note on the resumption of school foreign visits.
- 3) To request that the advice provided to Council employees during the Pandemic on physical wellbeing be reissued.

(References – Act of Council No. 19 of 25 August 2022; Report by the Interim Director of Corporate Services, submitted.)

13. Forth Green Freeport

An update was provided on the Forth Green Freeport (FGFP) bid, including details of the possible implications of this for the City of Edinburgh Council.

Motion

- 1) To note that a Forth Green Freeport (FGFP) Bid had been submitted for consideration by the Scottish and UK Governments.
- 2) To agree the Council Leader would send a response setting out the Council's final position regarding Green Freeports to Forth Ports and the UK/Scottish Governments.

- moved by Councillor Day, seconded by Councillor Watt

Amendment

- 1) To note the Council Leader's failure to bring the decision on supporting a Green Freeport to Council for approval and meant a letter of support was submitted without the endorsement of the Council.
- 2) To note the Council Leader and senior officers were aware of concerns across parties relating to the content of these proposals and therefore understood this was a politically sensitive decision which made it inappropriate for any decision to be taken under delegated authority.
- 3) To note the failure to report this decision to the next Policy and Sustainability Committee also constituted a material breach of Council Governance.

- 4) To recognise that while Green Free Ports may be useful in unlocking economic development in some areas, the case for Edinburgh's involvement in the Forth bid had a number of important outstanding questions.
- 5) Therefore to agree to receive a further report within one cycle setting out the full position of aspects of the bid within Edinburgh, including analysis of bid activity already happening versus additional investment and job opportunities, the potential for loss of tax take through the incentives within the Green Freeport plans, and further information on the strength of commitments of both Governments to the enforcement of conditions relating to Fair Work and Climate Change.
- 6) To further agree the Council Leader and Chief Executive would write again to both Governments within 5 working days to confirm support for Forth Green Freeport was given prematurely. This would make clear the Council currently had not yet made a decision about supporting the Edinburgh element of the bid and would not be able to confirm support until the Council came to a settled position, agreed by Councillors through Full Council.

- moved by Councillor McVey, seconded by Councillor Dijkstra-Downie

At this point in the meeting, Councillor Day withdrew his motion.

Decision

- 1) To approve the amendment by Councillor McVey.
- 2) To request a briefing on the allocation of additional funding sources.

(References – Act of Council No. 23 of 17 March 2022; Report by the Executive Director of Place, submitted.)

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Work Programme

Policy and Sustainability Committee

17 January 2023

	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	March 2023
7	Welfare Reform	Annual Update	Routine	Sheila Haig	Corporate Services	Annual	January 2023

	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	March 2023
9	Energy Management Policy for Operational Buildings - Annual Report.	Progress report	Executive	Gareth Barwell	Place	Annual	January 2024
10	Policy Assurance Statement – Customer Services	Annual report	Executive	Nicola Harvey	Corporate Services	Annual	November 2023
11	Policy Assurance Statement - Human Resources (HR)	Annual report	Executive	Katy Miller	Corporate Services	Annual	November 2023
12	Policy Assurance Statement - Legal and Assurance	Annual report	Executive	Nick Smith	Corporate Services	Annual	November 2023
13	Contact Centre Performance	Update report	Executive	Nicola Harvey	Corporate Services	Annual	January 2023
14	Digital and Smart	Annual report	Executive	Nicola Harvey	Corporate	Annual	January 2023

	Title / description	Purpose/Reason	Routine / Executive	Lead officer	Directorate	Progress updates	Expected date
	City Strategy				Services		
15	Chief Social Work Officer's Annual Report	Annual report	Executive	Jackie Irvine	Education and Children's Services	Annual	November 2023
16	Diversity and Inclusion Strategy	Annual update	Executive	Katy Miller	Corporate Services	Annual	October 2023
17	Police Scotland Update	Annual plan	Executive	Jamie Macrae	Corporate Services	Annual	October 2023
18	Police Scotland – City of Edinburgh Division Update	Quarterly Update	Executive	Jamie Macrae	Corporate Services	Quarterly	March 2023
19	Fire and Rescue Service	Annual plan	Executive	Jamie Macrae	Corporate Services	Annual	January 2024
20	Carbon Impact of the Council's International Travel	Annual Report	Executive	Paula McLeay	Corporate Services	Annual	June 2023
21	End Poverty in Edinburgh Delivery Plan 2020-30	Annual Report	Executive	Chris Adams	Corporate Services	Annual	November 2023

	Title / description	Purpose/Reason	Routine / Executive	Lead officer	Directorate	Progress updates	Expected date
22	2030 City Target Monitoring Approach	Annual Report	Executive	Claire Marion	Corporate Services	Annual	November 2023
23	Appointments to Working Groups	Annual Report	Executive	Jamie Macrae	Corporate Services	Annual	January 2023
24	Corporate Performance updates	Bi-Annual Update	Executive	Edel McManus	Corporate Services	Bi-annual	March 2023
25	Annual Performance report and LGBF report	Annual	Executive	Edel McManus	Corporate Services	Annual	August 2023
26	Council Emissions Reduction Plan (CERP)	Annual Update	Executive		Corporate Services	Annual	November 2023
27	Edinburgh Economy Strategy	Annual Progress	Executive	Chris Adams	Place	Annual	March 2023
28	EIJBs Savings and Recovery Programme	Bi-annual Update	Executive		Chief Officer, Edinburgh Health and Social Care Partnership	Bi-annual	March 2023

	Title / description	Purpose/Reason	Routine / Executive	Lead officer	Directorate	Progress updates	Expected date
29	20-Minute Neighbourhoods	Annual Update	Executive		Place	Annual	November 2023
30	Improving Accessibility and Inclusion for Edinburgh Citizens	Annual Update	Executive		Place	Annual	June 2023

Recommendation

It is recommended that the highlighted reports be removed from the Work Programme – updates can be requested by members at any time.

Policy and Sustainability Committee Upcoming Reports

Appendix 1

Report Title	Directorate	Lead Officer
MARCH 2023		
Motion by Councillor Nicolson: Keep Safe Spaces	Place	
Edinburgh Assistance Programme Update	Edinburgh Health and Social Care Partnership	
Enterprise Risk Management Policy	Corporate Services	Chris Lawson
Risk Appetite Statement	Corporate Services	Chris Lawson
Best Value Assurance Update Review	Corporate Services	Gavin King
Substance Misuse (TBC)	Corporate Services	Katy Miller
Grievance / ABH Policy	Corporate Services	Katy Miller
Local Heat and Energy Efficiency Strategy consultation	Corporate Services	David Cooper
Interim Colleague Travel Plan	Corporate Services	Marian Marsh

Cumulative IIA	Corporate Services	Ruth Baxendale
ABI proposals	Corporate Services	Claire Marion
Gaelic Language Plan 2018-22 Monitoring Report	Corporate Services	Eleanor Cunningham
Gaelic Language Plan for 2023-27	Corporate Services	Eleanor Cunningham
Edinburgh Adaptation Plan consultation	Corporate Services	Fiona Macleod
Edinburgh Economy Strategy Annual Report	Corporate Services	Chris Adams
Carbon Impact of the Council's International Travel	Corporate Services	Claire Marion
Violence at Work/Managing Customer Contact in a fair way (TBC)	Corporate Services	Katy Miller
Climate Solutions - costing inaction vs adaptation	Corporate Services	
JUNE 2023		
Edinburgh Drug Consumption Room - feasibility study	Edinburgh Health and Social Care Partnership	
Edinburgh Transient Visitor Levy – supporting proposals for revenue priorities	Place	

Impacts of poverty on women and girls in Edinburgh	Corporate Services	
Special Leave Policy	Corporate Services	Katy Miller
Consultation Policy	Corporate Services	Katy Miller

Rolling Actions Log

Policy and Sustainability Committee

17 January 2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	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	17 January 2023		Recommended for closure On the agenda for 17 January 2023 (report was continued from the 1 November 2022 meeting).
2	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	Chief Executive	January 2023		Recommended for closure On the agenda for 17 January 2023 <u>Update August 2022</u> An update was

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>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</p>				provided on the Business Bulletin for this meeting.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			communities.				
3	25.08.22	City of Edinburgh Council - Independent Review and Whistleblowing Culture Review Update	To request a report from the Interim Executive Director of Corporate Services to Policy and Sustainability Committee by January 2023 at the latest, with an outline roadmap of the route to full implementation.	Interim Executive Director of Corporate Services	February 2023 (Full Council)		
4	25.08.22	City of Edinburgh Council - Keep Safe Spaces - Motion by Councillor Nicolson	To agree to commission a report to return to Policy and Sustainability Committee in October 2022 on how best to deliver a significant expansion of Keep Safe Spaces, focusing in particular on areas that were currently underserved. The report should also recommend additional ways to promote and raise awareness of the scheme.	Executive Director of Place	March 2023		<p><u>Update – December 2022</u></p> <p>Deferred to March 2023.</p> <p><u>Update – October 2022</u></p> <p>The Interim Service Director for Housing and Homelessness has been in touch with Councillor Nicolson and agreed further follow up with other Council</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							services. A report will follow to the next Policy and Sustainability Committee.
5	25.08.22	City of Edinburgh Council - COVID-19 and Council Services – Motion by Councillor Lang	<p>To agree that a report should be submitted to the Policy and Sustainability Committee within one cycle which</p> <p>a) lists all the services which are either not being provided or only being provided on a significantly restricted basis as a result of COVID-19,</p> <p>b) provides the reasoning and rationale for continuing these restrictions, and</p> <p>c) gives an indicative</p>	Chief Executive	17 November 2022		<p>Recommended for closure</p> <p>Report was submitted on 17 November 2022.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			timetable for these outstanding services returning to normal levels of delivery				
6	25.08.22	City of Edinburgh Council – Air Quality in Primary Schools – Motion by Councillor Caldwell	<p>1) To agree that relevant officers update the Policy and Sustainability Committee in two cycles of the Air Quality in Schools work carried out and any analysis on the impact since November 2021 including an update on how the Scottish Government funding was spent.</p> <p>2) To agree to a report to the Policy and Sustainability Committee in three cycles on the feasibility of rolling</p>	<p>Executive Director of Place</p> <p>Executive Director of Place</p>	<p>17 January 2023</p> <p>21 March 2023</p>		<p>1) Recommended for closure</p> <p>On the agenda for 17 January 2023</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			out suitable HEPA Air Purifiers to all primary schools managed by the City of Edinburgh Council. This might be included in the 'Air Quality in Schools update' in point 1) if it was ready by that time.				
7	25.08.22	City of Edinburgh Council – Extreme Heat, Climate Adaptation and Resilience – Motion by Councillor Parker	Requests a report to Policy & Sustainability committee within 2 cycles which: <ul style="list-style-type: none"> a) provides an update to the work of Edinburgh Adapts on climate resilience; and b) outlines measures to accelerate efforts to adapt the city including detail on, but not limited to: 	Executive Director of Place	March 2023		Update – January 2023 Report will be submitted in March 2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<ul style="list-style-type: none"> • Increasing greenspace and canopy cover to keep temperatures down • Reviewing management and maintenance of public parks, in particular the frequency of grass cutting and tree watering • Measures to restrict barbequing in parks and open spaces during periods of extreme heat • Reviewing and changing the fabric of buildings 				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>in the city, including exploring the possibility of introducing restrictions around material choices for new builds</p> <ul style="list-style-type: none"> • Provision of water points and public toilets • Provision of benches and other rest points • Measures to limit private vehicle use during periods of extreme heat • Public health messaging and interventions 				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>such as sunscreen for children and other vulnerable residents</p> <ul style="list-style-type: none"> • Guidance around flexibility within the work and school day, and guidance for safe working temperatures for Council employees and others. 				
8	01.11.22	Response to motion by Councillor Cameron – Improving Accessibility and Inclusion for Edinburgh Citizens	<p>1) To agree that Councillors would receive a further briefing from Officers to cover:</p> <p>a. Further information about how the Council promoted inclusion in its own</p>	Executive Director of Place	April 2023		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>work and with partners, including specific information about how the Council supported all groups with protected characteristics under the Equality Act, and in relation to the Public Sector Equality Duty (PSED).</p> <p>b. Further information about how the Council engaged with Disabled People’s Organisations; how the Council supported disabled people with different types of disabilities and impairments; and the Council’s attitude towards the social model of disability and how / whether</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>this informed its work.</p> <p>2) To request an officer/member workshop on the wider issues relating to accessibility and a briefing note on the Council's legislative powers in relation to pavement parking</p>				
9	01.11.22	Response to composite motion – Warm and Welcoming Spaces and Cost of Energy Crisis	<p>1) To request a briefing on winter preparedness before December Council of scenario planning undertaken if there were gas supply interruptions or further fluctuations in prices to ensure residents were as supported as possible.</p> <p>2) To request that</p>	Executive Director of Place			<p>Recommended for closure</p> <p>Briefing was circulated on 15 December 2022.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>officers provide a briefing paper to all members by December 15th which listed the provision and locations of all premises providing warm spaces.</p> <p>3) To request that detail be added to the Action Plan to ensure that provision was made for accessible “Warm and Welcoming” venues to host charging points for people to use; and for information about the accessibility of venues to be made available alongside other information as part of the communications plan.</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			4) Additionally to request consideration of a summit between third sector and community organisations, council officers and other interested parties to discuss longer-term solutions to food and fuel poverty and ensure that all of our citizens could keep warm and comfortable beyond the immediate crisis of the 2022/23 winter months.				
10	01.11.22	Assessing the Feasibility of an Edinburgh Drug Consumption Room	To note the detailed work and plans outlined in the report and the likely findings from the feasibility study being available by March 2023. Therefore, to agree to receive a further report no	Chief Officer, Edinburgh Health and Social Care Partnership	June 2023	January 2023	Recommended for closure On the agenda for 17 January 2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			later than June 2023 updating committee on this work with recommendations for consideration.				
11	01.11.22	Edinburgh Transient Visitor Levy Update	To note that Council Officers would update and develop the proposed scope and would identify supporting proposals for revenue priorities for consideration by Committee at the end of March 2023.	Executive Director of Place	March 2023		
12	01.11.22	Edinburgh Biodiversity Action Plan 2022-2027 and Scottish Biodiversity Strategy Consultation	To request that officers circulate information on the Council's current position on the use of pesticides.	Executive Director of Place	January 2023		<p>Recommended for closure</p> <p>An update on use of pesticides was submitted to the Business Bulletin to Transport and Environment Committee in March 2022. The next update will be early 2024.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
13	01.11.22	Edinburgh and South East Scotland City Region Deal Annual Report 2021/22	To note the very slow pace of the two Transport projects within the Deal (A720 Sheriffhall, and West Edinburgh transport) with both remaining at “Define” stage four years after the deal was signed and, notwithstanding the green RAG status of both projects, and call for a further briefing note reviewing methods for speeding up delivery of these projects and comparing current timescales with those proposed at the point the Deal was concluded.	Executive Director of Place		January 2023	Recommended for closure Briefing circulated on 5 January 2023.
14	01.11.22	Edinburgh Health and Social Care Partnership – System Pressures Update	To request an update on progress of the Edinburgh Assistance Programme to the Policy and Sustainability Committee within 1 cycle.	Chief Officer, Edinburgh Health and Social Care Partnership	January 2023		
15	17.11.22	Education and	To request that the full	Executive			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Children's Services Structure	proposed Education and Children's Services structure be circulated to members.	Director, Education & Children's Services,			
16	17.11.22	End Poverty in Edinburgh Annual Report 2022	<p>1) To request a report on the impacts of poverty on women and girls in Edinburgh within 3 cycles, containing intersectional analysis of the particular impacts on women and girls who shared other protected characteristics, and how the recommendations in this report would prevent and/or mitigate women's poverty.</p> <p>2) To further request that proposals be</p>	Interim Executive Director of Corporate Services	June 2023		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			brought forward by officers within 3 cycles on how gender and other protected characteristics and priority groups – including but not limited to lone parents, larger families, families with disabled members, BAME households and unpaid carers – could be mainstreamed into council reports going forward.				
17	17.11.22	Public Bodies Climate Change Duties Report 2021/22	To request that Officers provide high level guidance for political groups to complete a climate impact assessment of proposed budgets in the run up to the Council's budget setting process in February; and recommend that all budget	Interim Executive Director of Corporate Services	February 2023		Recommended for closure Guidance circulated on 16 December 2022.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			motions should include an accompanying statement to their proposals which sets out how their spending plans align with the Council's climate strategies, including this as an appendix				
18	17.11.22	Council Emissions Reduction Plan – Annual Progress Report	To request that a briefing be circulated to the Policy and Sustainability Committee in 1 cycle which outlined investments required in staffing in order to deliver the Council's climate strategies, including information about how roles should be prioritised for investment / recruitment, where particular skill gaps lay in the Council currently, and actions the Council could take to retain key staff once in role too, including options for ringfenced	Interim Executive Director of Corporate Services	January 2023		Recommended for closure Briefing will be circulated by 13 January 2023.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			funding.				
19	17.11.22	City 2030 Net Zero Target Annual Report	To request that all existing information around the likely costs of failing to invest in climate solutions locally be made available to groups as soon as possible, and to request a report to the Policy and Sustainability Committee within 2 cycles which outlined how the Council could cost the consequences of inaction vs adaptation in order to support budget setting processes, and the development of the medium-term financial plan	Interim Executive Director of Corporate Services	March 2023		
20	17.11.22	2030 Climate Strategy – Environmental Assessment Consultation and Review	1) To note that on 14 th November 2022, the Finance and Resources Committee “reaffirm[ed] the importance of this	Interim Executive Director of Corporate Services	June 2023		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>strategic work to investigate local heat and energy efficiency solutions in helping Edinburgh Council to meet our climate change and energy targets” and requested “a report on progress made towards this action at Policy and Sustainability Committee within 3 cycles”.</p> <p>2) To therefore request that in support of the above and as part of this report, a thorough options appraisal for opportunities for energy generation partnerships in the city be undertaken with an evaluation of</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			how best to make Energy for Edinburgh an active enterprise, including consideration of options for alternative and joint ventures for Committee to consider, and with learning from other ESCOs and Local Authorities.				
21	17.11.22	Climate Change Adaptation Update – Response to Motions by Councillors Macinnes and Parker	To request that the development of the Climate Ready Edinburgh plan and risk assessment include specific detail about how measures proposed in the plan – and risks identified in the risk assessment – would affect different demographics differently, and that this be included in the draft version coming to committee in early 2023.	Interim Executive Director of Corporate Services	March 2023		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
22	17.11.22	Performance Update Report	To request a further report to this Committee in one cycle that ensured the measurement of all service provision within KPIs.	Interim Executive Director of Corporate Services	January 2023		Recommended for closure On the agenda for 17 January 2023
23	17.11.22	Covid-19: Service Resumption – Response to Motion by Councillor Lang	1) To request a note on the resumption of school foreign visits.	Executive Director of Education and Children’s Services			Update – January 2023 Education and Children’s Services are still finalising their policy and guidance on school trips abroad. A Task and Finish Group was set up to review this subject and last met on 9 December 2022. Schools and key colleagues are now being consulted on the outcome and this will inform future policy.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			2) To request that the advice provided to Council employees during the Pandemic on physical wellbeing be reissued	Interim Director of Corporate Services			<p>Update – January 2023</p> <p>Communications Service has been providing regular information to colleagues including via workshops and articles in NewsBeat since the early days of the pandemic and continue to update guidance regularly. HR colleagues are working on the preparation of a Corporate Well-Being plan.</p>
24	17.11.22	Forth Green Freeport	1) To agree to receive a further report within one cycle setting out the full position of aspects of the bid within Edinburgh, including analysis of	Executive Director of Place	January 2023	December 2022	<p>Recommended for Closure</p> <p>Report was submitted to Council on 15 December 2022</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>bid activity already happening versus additional investment and job opportunities, the potential for loss of tax take through the incentives within the Green Freeport plans, and further information on the strength of commitments of both Governments to the enforcement of conditions relating to Fair Work and Climate Change.</p> <p>2) To further agree the Council Leader and Chief Executive would write again to both Governments within 5 working days to confirm support for Forth Green Freeport was given</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>prematurely. This would make clear the Council currently had not yet made a decision about supporting the Edinburgh element of the bid and would not be able to confirm support until the Council came to a settled position, agreed by Councillors through Full Council.</p> <p>3) To request a briefing on the allocation of additional funding sources.</p>				

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Business Bulletin

Policy and Sustainability Committee

10.00am, Tuesday 17th January 2023

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

Policy and Sustainability Committee

Convener:	Members:	Contact:
<p data-bbox="188 331 496 412">Convener: Councillor Cammy Day</p> 	<p data-bbox="639 322 1150 1200">Councillor Cammy Day (Convener) 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 Alys Mumford Councillor Ben Parker Councillor Frank Ross Councillor Alex Staniforth Councillor Mandy Watt Councillor Iain Whyte</p>	<p data-bbox="1230 322 1390 479">Jamie Macrae, Committee Officer</p>

Landlord Registration Services

The undernoted information is being provided to Elected Members in response to a question raised at Policy and Sustainability Committee on the 17th of November.

Landlord Registration is an on-line only service and has been since late 2019.

There is full information on our website regarding this service and how to navigate the on-line process along with details on how to contact by email if required.

All other customer contact lines have been fully operational from August 2020, with full service resumed.

Our goal is to streamline the contact numbers that we support to get to one phone number for citizens to contact us on. Work underway to look at this and which will remove the need for citizens to remember multiple numbers.

I have detailed a summary below on the Landlord Registration process.

Summary

- The landlord registration process is administered by CEC on behalf of Scottish Government on the national system provided
- Given the nature of the service there was already a move to channel shift to online only function during 2019
- The telephone line for landlord registration has not been operational since the start of the pandemic in 2020. At this point the telephone number was removed from the Council website and communications
- Landlord registration is an online only service and has been, in the main, well received
- The technology allows for around 60% of applications to be automated without the need for officer intervention, giving a swifter service for users
- Landlords using the portal are required to provide a current email address as part of the process so in almost all cases they have access to electronic communication
- In the last 3 months there have been 1439 applications/renewals and over this same period there have been 13 enquiries referencing access to a telephone line, representing 0.9% of all online transactions
- The team has issued a reminder to colleagues in Customer Contact that the Landlord Registration Service is online, and that citizens should be directed to either the website or the team email address only

Contact

[Nicola Harvey](#)
Service Director,
Customer and Digital
Services
Corporate Services

[Neil Jamieson](#)
Head of Service,
Customer Transactions
Corporate Services

- If Customer Contact receive a call from a landlord, they will organise to email the Landlord Registry team and organise for an outbound call to be made
- An outbound calling service is available to deal with landlord enquiries where this is required. The website references that contact method is online and email and no telephone number is advertised

Details for support for landlords can be found at [Landlord registration – The City of Edinburgh Council](#). This includes details on:

- How to register as a landlord, with links to the online application service hosted by Scottish Government
- Registration Fees
- How to establish if a landlord is registered using the online service
- Information on emergency legislation put in place by Scottish Government as a result of cost of living
- Details on how to contact the team by email

Customer Contact Service

- The Customer Contact Centre has been fully operational across all lines from August 2020
- No lines into the customer contact centre have mailboxes all have operational IVR routing with various options to direct to the service specific advisor
- The telephone numbers in use and reviewed on a quarterly basis to ensure all numbers are operational and working as they should. The team also check the contact us page <https://www.edinburgh.gov.uk/contact> which is updated if any changes are required.

Digital and Smart City Strategy

The progress on the key deliverables of the [Digital and Smart City Strategy - 2020 - 2023](#) to date are contained within the Implementation plan.

The deliverables are contained within our single programme of work and the technology roadmap as detailed in the strategy.

The existing strategy will be updated and revised during 2023, taking into account the changes in technologies used since the last revision, current industry and sectoral best practice and linkages with the Scottish Government’s Digital Strategy, “A changing nation: how Scotland will thrive in a digital world”.

Contact

[Nicola Harvey](#)
Service Director,
Customer and Digital
Services
Corporate Services

We will also be undertaking a Digital Maturity Assessment in conjunction with the Local Government Digital Office prior to this revision to help identify areas requiring additional focus and transformation.

This year the City Operations Centre is now up and running. The Smart Waste Housing programmes are in delivery alongside continuing with our on-line strategy. These are a few of the areas which are part of the Digital Strategy driving better outcomes for Citizens and benefit for the organisation.

Customer Contact

The Customer Contact team delivers a blend of telephone, email and online support.

The November data confirmed contact centre performance is exceeding target, with ongoing focus on high volume services in winter months, with cross skilling, budgeted recruitment, training and appropriate use of technology to support channel shift.

Performance data and improvement programmes are tracked through business as usual operational performance and workforce measures and assessed as part of regular departmental scrutiny.

Contact

[Nicola Harvey](#)
Service Director,
Customer and Digital
Services
Corporate Services

Welfare reform

All key benefit/welfare measures operating within target. The team are actively engaged with Scottish Government on future cost of living support, including recent free school meals, bridging payments, and energy support schemes.

Performance data and improvement programme is tracked via business as usual performance and workforce planning activities and assessed as part of regular departmental scrutiny arrangements.

Contact

[Nicola Harvey](#)
Service Director,
Customer and Digital
Services
Corporate Services

Guardianship of Convention Edinburgh

As reported to Policy and Sustainability Committee on [3 August 2021](#), an agreement was reached with Edinburgh International Conference Centre (EICC) to manage support on a short term basis for the city’s Business Tourism sector.

The agreement was originally for a period of 18 months from November 2021 however, following discussion with the Chief Executive of EICC, it has been agreed to extend the guardianship period for a further seven months, meaning that the agreement will run until December 2023, at which point transitioning to a permanent solution will begin.

Contact

[Elin Williamson](#)
Head of Business Growth
and Inclusion
Place

It is anticipated that the transitioning period will be approximately six months.

Update on Motion by Councillor Campbell – Edinburgh Leisure Toilet Facilities

On [25 August 2022](#), the Council approved an adjusted motion by Councillor Campbell on Edinburgh Leisure Toilet Facilities.

The motion agreed, as shareholder, that toilets in Edinburgh Leisure buildings before any barriers should be open to the public.

Further, the motion requested that officers work with Council Arms Length External Organisations (ALEOs) to review their current policy on public access to toilets in their buildings. The following update has been provided by the Council's ALEOs which have publicly accessible buildings:

- Edinburgh Leisure have confirmed that the majority of their toilets are beyond access control arrangements or in customer changing areas. The only exception to this is at the new Meadowbank, where there are toilets in the café area in the foyer and are therefore accessible to the public (in advance of any access control arrangements).
- Edinburgh International Conference Centre (EICC) do not believe this is something that they could facilitate for a number of reasons including: opening hours (EICC does not have fixed opening times); contractual obligations (for the majority of client contracts, exclusivity is provided for the agreed period of their license to occupy and they are responsible for any damage for the duration of their license); Security (the toilets in the building are in areas that would allow members of the public to access back of house areas and floors which are not always manned, potentially leading to a heightened security risk within the venue); and Client Security (the high profile nature of many events at EICC requires controlled access for registered participants only).
- Capital Theatres have confirmed that their toilets are open to the public. The only period of restriction, for security reasons, is during the Edinburgh International Festival when access is restricted to patrons only.

Contact

[Alison Coburn](#)
Operations Manager
Place

Recycling in Schools project

Background

The Recycling in Schools project update report was approved by Committee in [August 2022](#). This detailed how, in April and May 2022, recycling bins had been provided to all Edinburgh schools along with guidance and communication materials to promote recycling. Committee requested that additional information on waste hierarchy and reduction measures were added to the school guidance document and the results of the waste composition analysis (WCA) were presented when available. This update provides details on both.

Information on waste hierarchy and reduction measures has been added to the guidance document and the updated version was shared across all schools in September 2022. The first WCA sample was taken in March 2022 and the second in November 2022. Waste samples were taken from six schools in Leith. The purpose of the WCA was to track changes in recycling performance of these schools following the improvement project.

Results:

1. An average of approximately 9% reduction of recyclable material in non-recyclable waste bins was seen across sample schools.
2. With the exception of one school, average daily food waste recycling bin weights increased between March and November. Results were vastly different for each school, ranging from an increase of approximately 16% to 950%.
3. With the exception of one school, average daily dry mixed recycling bin weights increased between March and November. There was an average increase of 57%, but this ranged from -33% to +111% across the six sample schools.
4. The results in general show that recycling has improved, but there is still room for improvement.

Next Steps:

1. Each of the schools involved in the WCA will be contacted to inform them of the results and given

Contact

[Anne Christie](#)

Waste and Cleansing
Project Officer
Place

specific recommendations to improve their reduction of waste and recycling levels.

2. Results and recommendations from the WCA will be shared with the working group for the Recycling in Schools project to determine the best approach to improving recycling further.
3. The results from the WCA and general recommendations that apply to all will be shared with all Council schools to improve their reduction of waste and recycling levels.

Forthcoming activities:

Policy and Sustainability Committee

10.00am, Tuesday, 17 January 2023

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

2. Executive Summary

- 2.1 This report provides the update from Police Scotland on the Edinburgh City Division during the period April to September 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 September 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; and Positive Working Environment.

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 10 June 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](#)
- 8.5 Policy and Sustainability Committee 30 August 2022 – [Police Scotland – City of Edinburgh Division Update](#)

9. Appendices

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 - September 2022



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Introduction by the Divisional Commander



I am pleased to present the Edinburgh City Division scrutiny report for April to September 2022. This period has seen a number of large-scale and unique policing operations, bringing significant attention to the capital and Police Scotland.

Operation Unicorn was activated upon the death of Her Majesty The Queen, resulting in thousands of officers from across Scotland being deployed daily in order to facilitate both the public mourning and ensure various historic and constitutional events could be conducted safely and with dignity.

The eyes of the world were on us, yet there were no security breaches; no significant violence or disorder; no safety issues; and relatively few arrests among countless interactions and engagements between officers and our fellow citizens over the course of the Operation Unicorn period. This is a testament to the hard work and diligence of our officers, staff, and partners in their planning and delivery of this operation.

This year has also marked the return of a full-scale Fringe Festival, celebrating its 75th anniversary. With over 2.2 million tickets sold and 3400 shows on offer, visitors flocked to the capital, and were able to do so safely thanks to the efforts of all those involved in Operation Summer City, our annual policing response to these events.

Communities in our city were targeted by a minority of individuals on Bonfire Night, intent on causing fear, alarm and destruction. As a result, public property was damaged, a retail premises was broken into, and emergency services personnel were subjected to attacks. I have had dedicated investigators tasked with identifying anyone who was involved, including trawling hours of CCTV footage and a number of people have been charged. Further information can be found in this report.

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 as they enjoy the festivities on offer in Edinburgh during Operation Winter City. 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.

Looking ahead, planning is already underway for a busy Spring and Summer, with a number of concerts, football fixtures, the Six Nations, and 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.

I must also mention that whilst the 2023-2024 budget allocation for policing was a welcome improvement on the level indicated in the Scottish Government's Resource Spending Review, hard choices still lie ahead to deliver effective policing within the revenue budget available, and our capital funding remains significantly lower than that needed to progress improvements to our technology, buildings and vehicles. That said, I will continue to work hard to ensure Edinburgh Division has what it needs to keep the capital's citizens safe

Chief Superintendent Sean Scott
Divisional Commander



Summary of Local Policing Priorities

For the reporting period of 1st April 2022 to 30th September 2022, a total of 24257 crimes were recorded by Edinburgh Division. This is a reduction of 6.5% (1699 fewer crimes) against the five year average. Solvency has reduced by 2.8% over the same five year period to 52.9%. 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 9.8% (343 fewer crimes) against the 5 year average. There have been 3 recorded murders, which is 2 more than the 5 year average. Attempted murder has increased by 60.4% (6 more crimes) against the 5 year average. Serious assaults have reduced by 12.5% (22 fewer crimes) against the 5 year average. Common assault (including emergency workers) has reduced by 8.7% (276 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 13.1% (164 more crimes) against the 5 year average.

Targeting Housebreaking and Acquisitive Crime

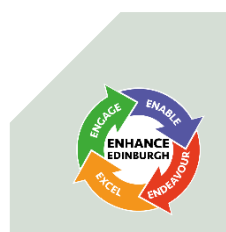
Acquisitive crime has reduced by 9.7% (826 fewer crimes) against the 5 year average. Domestic housebreaking has reduced by 42.9% (217 fewer crimes) against the 5 year average. Motor vehicle crime has reduced by 6.6% (77 fewer crimes) against the 5 year average. Theft shoplifting reduced by 4.8% (91 fewer crimes), and common theft increased by 0.6% (12 more crimes). Fraud has increased by 36.7% (280 more crimes), which is reflective of the wider national picture.

Dealing with Disorder and Antisocial Behaviour

Antisocial behaviour incidents have reduced by 21.5% (4649 fewer incidents) against the 5 year average. Overall Group 4 crimes (including vandalism, malicious mischief and fire-raising) have reduced by 7.0% (179 fewer crimes) against the 5 year average. Vandalism has reduced by 14.2 % (318 fewer crimes) over the same period.

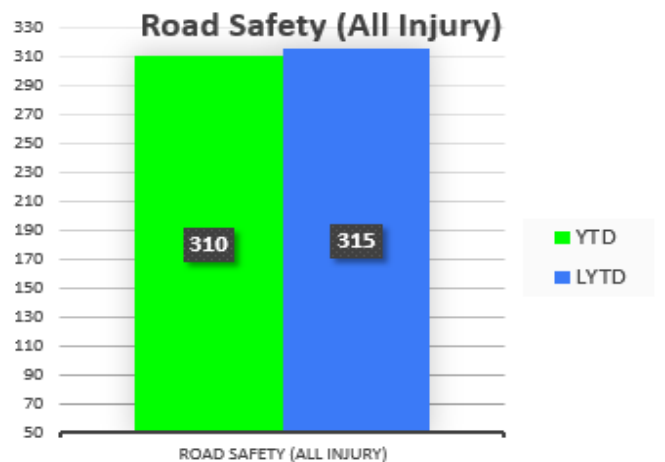
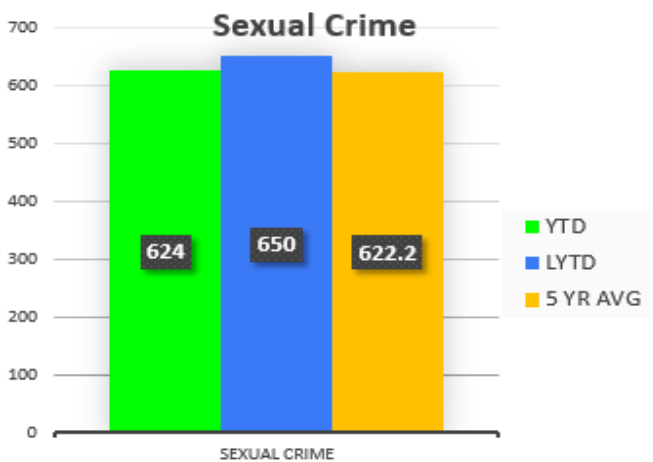
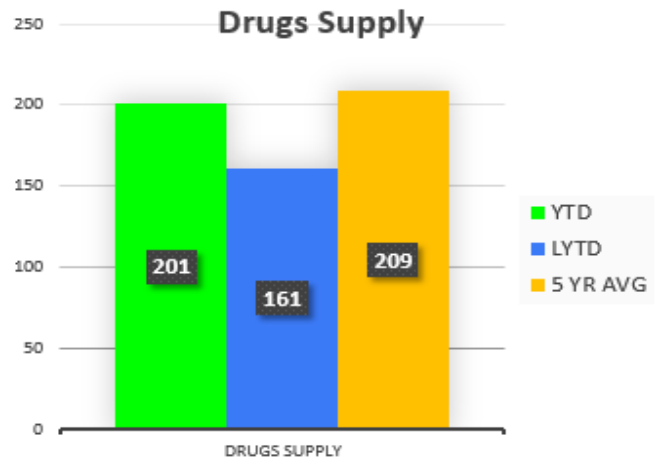
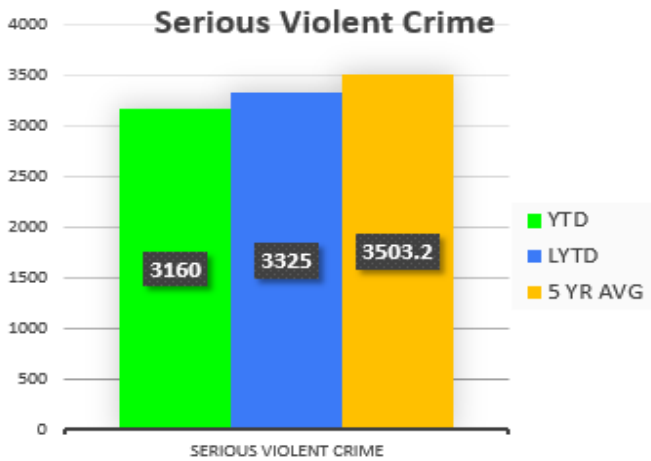
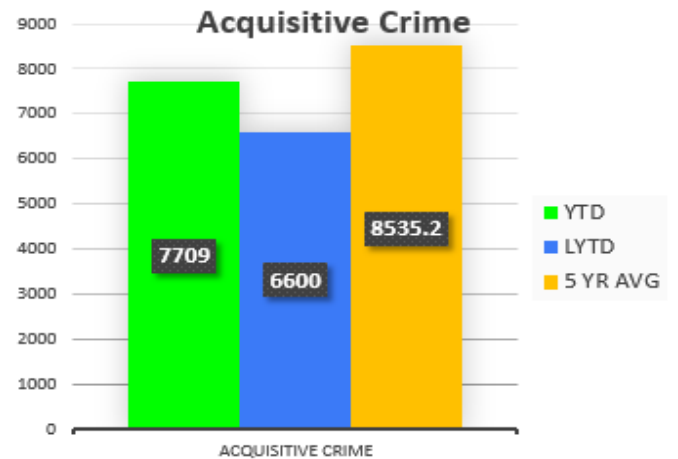
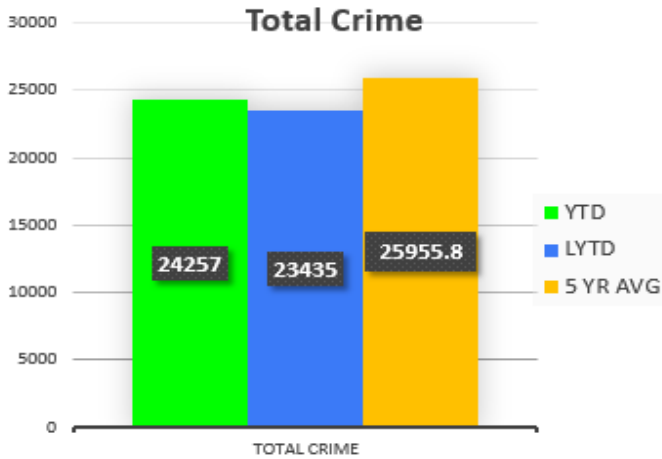
Making Our Roads Safe

Offences in relation to driving and the use of motor vehicles have increased by 0.8% (35 more crimes) compared to the 5 year average. There have been 6 fatal collisions this year to date, compared to two LYTD. There has been a reduction of 11.2% (10 fewer collisions) in serious injury collisions and an increase of 0.4% (1 collision more) 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 – September 2022	507	60.7%
April – September 5 year average	472	66.7%
% change from 5 year average	+7.5%	-5.9%

- Group 1 crime has increased by 7.5% (35 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 reduced by 11.9% (51 fewer crimes) and solvency has increased by 7.9% to 79.5% against the 5 year average.
- S.1 Domestic Abuse Scotland Act (DASA) offences have reduced by 25.6% (20 fewer crimes) against last year to date. DASA offences continue to affect the overall Group 1 picture since its introduction on 1st April 2019.
- 3 murders have been recorded this year, an increase on the 5 year average of 2 murders.
- 17 attempted murders have been recorded this year, which is 6 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.
- Serious assaults have reduced by 12.5% (22 fewer crimes) against the 5 year average. Solvency has increased by 5.1%.
- Robbery has reduced against the 5 year average by 38.7% (52 fewer crimes).
- Threats & Extortion has increased by 139.1% (58 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 23 druggings reported this year to date, compared to a 5 year average of 4. The large rise in reported offences is a result of considerable media and social media attention given to ‘spiking’ during the last 12 months.

Case Study – Damon Frail

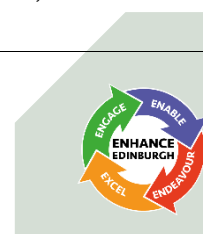
In September 2022, Damon Frail was sentenced to 7 years and 6 months imprisonment for a series of 11 armed robberies that occurred across various locations in Edinburgh. Frail targeted lone female shop workers, presenting knives at them, before demanding they hand over the proceeds of the business. As a result of a protracted investigation and evidence gathered against him, Frail pleaded guilty at a pre-trial hearing.

Detective Inspector Kevin Tait:

“Our dedication to tackling violent crime in the Capital continues to be a priority for me and my department in order to ensure we keep our communities safe. My dedicated team, who have responsibility for the investigation into serious violent offences, have recently seen several of our high profile investigations come to a successful conclusion in court. The sentence imposed on Damon Frail is testament to the hours of significant and arduous detective work that is required for these types of investigations. I would also like to recognise the part that is played by our communities during the investigation into such crimes, and highlight the impact these crimes have on the victims. The assistance and willingness of the public to provide local community information and intelligence is vital to the role that my officers perform, and we are truly grateful for the continual support that is provided, which in turn assists in ensuring our communities are a safe place to both live and work.”




CASE STUDY



Group 2 crime includes:	Group 2 Recorded Crime	Group 2 Solvency
	<ul style="list-style-type: none"> Rape Sexual assault Lewd and libidinous practices Communicating indecently Disclosing intimate images 	
April – September 2022	624	51.0%
April – September 5 year average	622	56.6%
% change from 5 year average	+0.3%	-5.6%

- Overall Group 2 crime has increased by 0.3% (2 more crimes) against the 5 year average.
- Solvency has reduced by 5.6% against the 5 year average.
- Rape has increased by 3.9% (4 more crimes) against the 5 year average. Solvency has increased by 5.3% to 56.8%.
- Sexual assaults have increased by 14.8% (27 more crimes) against the 5 year average, however have reduced by 5.8% (13 fewer crimes) when compared to LYTD. The 5 year average has been impacted by a significant decrease in offences committed in 2020.
- Indecent Communication Offences have reduced by 14.0% (14 fewer crimes) compared to the 5 year average.
- Lewd & Libidinous practices have increased by 28.6% (16 more crimes) against the 5 year average. These are non-recent offences, and the rise can be attributed to a number of reports relating to historical abuse against children.



SEXUAL OFFENCES

DCI Adam Brown, Public Protection Unit:

“The Edinburgh Public Protection Unit (PPU) continues to work closely with partner agencies, such as Edinburgh Rape Crisis and Edinburgh University, to increase confidence in reporting, provide support, and improve our policing response. In July 2022 I was appointed chair of the Equally Safe Edinburgh Committee. This role, combined with my previous experience supervising the Domestic Abuse Investigation Unit, will provide opportunities to build on existing relationships with partner agencies and forge new ones to enhance the wider response to sexual offending and harmful behaviours. Officers from the PPU and Preventions, Interventions and Partnerships team (PIP) are currently active in the Women’s Safety In Public Places Community Improvement Partnership, the Commercial Sexual Exploitation sub-group, as well as regular bespoke conferences with partners.



Rape and other Group 2 performance figures are not notably varied from previous years, with the only significant change being in sexual assaults, which is not unanticipated with a return to normality after Covid-19, and can also be attributed to an inconsistent data set affecting the five year average due to variations in reporting during lockdown. An increase in non-recent offences against children (i.e. adults reporting abuse perpetrated against them as children) has been identified. This is attributable to ongoing and proactive operations, such as Operation Treefrog, and recent attention given to the subject by the broadcaster Nicky Campbell, who has spoken extensively about his own experiences at school.”



Reducing Drug Harm and Targeting Supply

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 – September 2022	201	72.6%
April – September 5 year average	209	87.7%
% change from 5 year average	-3.8%	-15.0%

- Total drug crime has increased by 13.1% (164 more crimes) and solvency has reduced by 5.2% to 86.4% against the 5 year average.
- Production, manufacture or cultivation of drugs has reduced by 22.4% (5 fewer crimes).
- Supply of drugs has reduced by 8.2% (17 fewer crimes) and solvency has reduced by 12.1% to 75.5% 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 16.8% (174 more crimes) and solvency has reduced by 3.7% to 88.8% against the 5 year average. This increase in possession offences has driven the rise in overall drug crime, and was due to a high volume of crimes recorded at a dance event.
- Bringing drugs into prison has reduced by 46.7% (7 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 Activity – Detective Inspector Alison MacDonald

“The County Lines team continue to concentrate their efforts on targeting the drug supply network emanating from other areas of the UK. In addition to this, they look to safeguard and assist those being exploited by these County Lines organised criminals.

Continued and dedicated focus has been given to identifying and targeting those involved in Serious and Organised Crime within Edinburgh. These nominals often use violence and threats in a bid to secure control of territorial areas. These groups fund their criminality through the control and supply of controlled drugs with a complete disregard for the harmful impact this has on the local community. This drug supply control has resulted in feuds and violence in the City, which is robustly investigated. The CID have managed the evolving threats picture, maximising the safety of the community while looking to prosecute the persons involved.



The drugs supply model displayed by some of these groups has seen an increase in the number of young people who are becoming involved in the street supply of commodity. In addition to the youth justice process, a significant push on intervention and partnership engagement is ongoing in order to deter these vulnerable individuals from returning to criminality. This approach demonstrates the balance of identifying criminality with partnership working to maximise the safety and support to young offenders, with a view to deterring them from future criminal activity.”




COUNTY LINES



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 – September 2022	7709	19.4%
April – September 5 year average	8535	24.5%
% change from 5 year average	-9.7%	-5.1%
<ul style="list-style-type: none"> Acquisitive crime has reduced by 9.7% (826 fewer crimes) against the 5 year average. Overall housebreaking, which includes domestic premises, businesses, sheds and garages, has reduced by 35.1% (383 fewer crimes) against the 5 year average. Domestic housebreaking has reduced by 42.9% (217 fewer crimes) against the 5 year average. Solvency has increased by 1.2% to 27.6%. Motor vehicle crime has reduced by 6.6% (77 fewer crimes) against the 5 year average. Shoplifting has reduced by 4.8% (91 fewer crimes) against the 5 year average, whilst common theft has increased by 0.6% (12 more crimes) against the 5 year average. Fraud has increased by 36.7% (280 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. 		



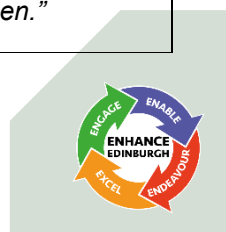
CASE STUDY

Case against Jordan Skachill

Following a rise in thefts of Range Rover vehicles across Edinburgh and the Lothians, extensive enquiries identified Jordan Skachill as being responsible, with him using specialist coding equipment to conduct his thefts. The execution of search warrants ensured the device used was recovered and the instances of Theft of Range Rover motor vehicles reduced significantly. Skachill was also linked to 15 housebreakings, along with 21 vehicle thefts. He regularly drove stolen vehicles and made off from police officers, engaging in pursuits that placed the public in danger. Skachill was recently sentenced to 40 months’ imprisonment for Theft by Housebreaking, theft of Motor Vehicles, Road Traffic offences and Threatening and Abusive Behaviour towards police officers.



Detective Inspector Gordon Couper

“Jordan Skachill showed utter disregard for anyone other than himself while he carried out these crimes, placing the public and police in danger on numerous occasions. His selfish acts to deprive others of high value vehicles continued for a sustained period, however through meticulous investigation and collaborative working with other divisions and partner agencies, the Community Investigation Unit effected his arrest and he was charged with a significant number of offences. Skachill was remanded until his sentencing of 40 months’ imprisonment, that will potentially act as a deterrent to others looking to commit similar crimes. The continued efforts of the Community Impact Team, dedicated to investigating acquisitive crime and the targeting of offenders like Skachill, has contributed to the overall reduction in housebreaking of 35.1% on the five year average across the division, whilst solvency has risen.”



Group 4 crime includes:

- Culpable and reckless conduct
- Vandalism
- Fireraising

	ASB Group Recorded Incidents	Group 4 Crime
		
April – September 2022	16962	2,383
April – September 5 year average	21611	2,562
% change from 5 year average	-21.5%	-7.0%

- Anti-Social Behaviour (ASB) incidents have reduced by 21.5% (4649 fewer incidents). The 5 year average has been heavily influenced by a substantial increase in Covid-19 related calls recorded in 2020 and 2021.
- Group 4 crime has reduced by 7.0% (179 fewer crimes) against the 5 year average.
- Fireraising has increased by 26.4% (32 more crimes) against the 5 year average. This increase is the consequence of a significant reduction in recorded offences during the Covid-19 pandemic.
- Vandalism has reduced by 14.2% (318 fewer crimes) against the 5 year average.
- Public nuisance incidents have reduced by 31.9% (1858 fewer incidents) against LYTD, whilst noise complaints have reduced by 28.7% (1228 fewer incidents) against LYTD.

Operation Crackle

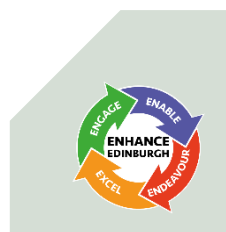


QUOTE

Chief Inspector Neil Wilson – North West Local Area Commander



“5th November saw a small minority of individuals across Edinburgh engaged in truly reckless behaviour on Bonfire Night. Our post incident investigation involved the review of extensive CCTV footage and has resulted in 14 individuals being charged with various offences including breach of the peace, assault, theft, breach of dispersal order, culpable and reckless conduct and firework related offences.

Inquiries continue apace to bring further offenders to justice and work is ongoing in partnership with the Crown Office and Procurator Fiscal Service to ensure that more serious offences are dealt with at the appropriate level. It is anticipated that the investigation will be concluded by the end of January and further updates will be provided in due course. We are indebted to Edinburgh’s communities for their support and assistance and will continue to work for them and with them, alongside stakeholders, to identify and implement effective interventions to redirect young people towards more positive life choices.



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 – September 2022	4654	79.2%
April – September 5 year average	4619	82.7%
% change from 5 year average	+0.8%	-3.5%

- Group 7 crime has increased by 0.8% (35 more crimes) and solvency has reduced by 3.5% to 79.2% against the 5 year average.
- Dangerous driving offences have increased by 17.0% (22 more crimes) against the 5 year average.
- Driving without a licence offences have increased by 17.6% (50 more crimes) against the 5 year average.
- Driving without insurance offences have increased by 8.6% (65 more crimes) against the 5 year average. Increases in licence and insurance offences have been apparent in the last 3 years, since the distribution of mobile devices to officers, allowing them to check vehicles in higher numbers without the need for radio transmissions.
- There have been 6 fatal collisions, which is an increase of 4 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 a decrease of 11.2% (10 fewer collisions) in serious injury collisions and an increase of 0.4% (1 collision more) in those resulting in slight injury.

Roads Policing in Edinburgh



QUOTE




Inspector Roger Park, Roads Policing:

“In the months of July - September, Edinburgh Roads Policing have as part of Police Scotland’s National Calendar of Road Safety have focused on the Summer Drink Drive campaign, Commercial Vehicles, Drug Driving and Vulnerable Road Users. As part of these campaigns, we have worked with our colleagues in the National Motorcycle Unit, Local Community Policing Teams and our partners in the Driver and Vehicle Standards Agency.

In addition to proactively policing our roads, Edinburgh Roads Policing were engaged in a number of significant events throughout the summer months, including events at the Royal Highland Show Ground, Royal and VIP visits, and numerous Rock and Pop concerts at Murrayfield Stadium and the Royal Highland Centre.

September of course also saw the passing of Her Majesty Queen Elizabeth II. Edinburgh Roads Policing had a significant part to play in the logistical plan and ceremonial duties immediately following intimation of her death.”



	All Domestic Abuse Incidents	Domestic Crimes	Domestic Abuse Solvency
			
April – September 2022	2677	1354	69.2%
April – September 5 year average	2912	1835	66.5%
% change from 5 year average	-8.1%	-26.2%	+4.1%

- Domestic abuse incidents have reduced by 8.1% (239 fewer incidents) against the 5 year average.
- Domestic crimes have reduced by 26.2% (481 fewer crimes) against the 5 year average. The reduction in domestic offences is down to no single cause or measure. The Domestic Abuse Local Action Group (DALAG) addresses low risk and low threshold cases of domestic abuse to support the perpetrator and/or victim to access services which reduce vulnerability, risk and promote wellbeing. The presence of the DALAG, as well as local area and divisional scrutiny, minimises the risk of under-reporting of domestic offences.
- Solvency has increased by 4.1% to 69.2% against the 5 year average.
- Domestic Bail offences have reduced by 21.0% (35 fewer crimes) against the 5 year average.
- 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



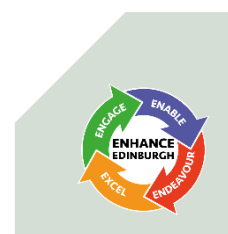
CASE STUDY




Case Study – David Findlay:

In September 2022 David Findlay of Edinburgh became the first person in Scotland to be convicted of “sex without consent” under Domestic Abuse legislation.

This was the first instance where the circumstances of a complaint of rape, normally prosecuted under Section 1 of the Sexual Offences (Scotland) Act) 2009, were included as part of a charge under the Domestic Abuse (Scotland) Act 2018, which also referenced the serious physical and psychological harm caused to Findlay’s victims.

The decision to include the serious sexual element of the complaint had previously been challenged by Findlay’s legal team, however it was ruled as competent for it to remain. Findlay was jailed for five years, placed on the sex offenders register for life, and issued with a 15-year non-harassment order against his victims.



	Hate Incidents	Hate Crimes	Hate Crime Solvency
			
April – September 2022	651	481	55.3%
April – September 5 year average	666	649	59.2%
% change from 5 year average	-2.3%	-25.9%	-3.9%

- Hate crimes have reduced by 25.9% (168 fewer crimes), while hate incidents have reduced by 2.3% (15 fewer incidents) compared to the 5 year average.
- Solvency for hate crime has reduced by 3.9% compared to the 5 year average.
- Racially aggravated crimes have reduced by 19.0% (76 fewer crimes) compared to LYTD, and crimes aggravated by sexual orientation have reduced by 16.2% (19 fewer crimes) compared to LYTD.

An additional report has been provided to the Policy & Sustainability Committee detailing an update on hate crime, as well as best practices and processes in Edinburgh.

Edinburgh Inter Faith Association

PS Mark Innes – Preventions, Interventions, Partnerships

“Our Equality and Diversity team have been delighted with the ever growing relationship with Edinburgh Inter Faith Association (EIFA). This partnership has given officers an enhanced reach in relation to raising awareness of hate crime and the impact that it has on people, families and communities. In addition our team benefits greatly from the excellent support and advice that EIFA can offer in relation to our community engagements and the support that we can offer Edinburgh’s diverse faith communities.”

We were delighted to have recently been invited to support the EIFA Religion and Belief Roadshows held in primary schools across Edinburgh. These provide a fun and interactive way for children and young people to learn about different faiths and beliefs. There are around six or seven faiths that come together at each Roadshow to help educate young people about the different faith communities across Scotland. By participating in these events, our officers have been building relationships with children and young people within schools, and have been able to discuss hate crimes with the pupils and explain what do if they experience a hate crime. We have been hugely impressed with the enthusiasm that the children have shown at recent events at Blackhall, Brunstane and Parsons Green primary schools and we are looking forward to attending many more, alongside EIFA’s faith representatives, over the coming months.”

Professor Joe Goldblatt, EIFA

“Many thanks to our Police Scotland partners! Your support really enhances these events. I also noted quite a few young women looking admiringly at you and perhaps thinking “That might be me in a few years!””



CASE STUDY



Needs of Local Community

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

Preventative Approaches and Local Partnerships

Operation Elate

Operation Elate has been established as a means of improving Cables Wynd House and surrounding areas in Leith that are known for Antisocial Behaviour, drugs and deprivation. Work is ongoing with City of Edinburgh Council, YMCA, Citadel, and local residents to create a community hub to improve community spirit and amenities. Plans include workshops around employability and mental health, access to youth leaders and mentors, how to budget, and housekeeping. Funding has been authorised and work is underway.

Days of actions were conducted that included visits to vulnerable persons, business and licensed premises checks, road checks, and joint operations with DVLA and immigration.

MSPs took part in a walk-around with the Local Area Commander, engaging with the community and listening to thoughts and ideas to improve the area.

On top of this, they targeted crime in the area, executing search warrants utilising specialist resources such as dogs, search units and public order teams to send a strong message that organised crime will not be tolerated. This led to over £65,000 of illegal drugs and cash being seized, multiple arrests and the recovery of £10,000 worth of stolen property.

“Beat Hate” Campaign

“Beat Hate” Campaign was designed to tackle hate crime by engaging with identified members from our diverse community across North East area. It developed the positive work carried out during the “Beat Hunger” campaign. Our Community Policing Team worked in partnership with Ripple, Edinburgh Community Food, bringing together individuals and families from diverse backgrounds and ethnicities to showcase community cooking over a series of classes and workshops. This encouraged people to develop their food experiences, exposing them to cultural diversity and promoted discussions around support agencies, reporting mechanisms and crime prevention.



**FOCUS ON
NORTH-EAST**



Community Officers attended the Active Over-50 Christmas Party at Feniks, sampling Polish food and chatting with the group as part of the wider Beat Hate Campaign.



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 - September 2022 are provided below:

	Appropriate Response	Adequately Updated	Overall Satisfaction
E Division	59.2%	46.0%	67.8%
Force	61.5%	47.3%	66.5%

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 SOUTH-EAST

Operation Taupe

The Hunter Square Working Group was established to target violence, ASB and drug misuse in the Hunter Square area whilst also supporting vulnerable persons who were or at risk of becoming homeless. The initiative led by Police Scotland worked on 2 strands, People and Place, to look at environmental improvements, enforcement and support for vulnerable persons.

Persons frequenting the square disclosed they felt they weren't getting any support and had no other place to go to. As part of the initiative, and working alongside Street Works and Edinburgh Health & Social Care Partnership, Wellbeing Wednesday was established taking place at Street Reads Library on Nicolson Square. £3,000 funding was provided from the Local Partnership & Initiative Fund to assist in setting up a 6-month pilot to provide a holistic approach to supporting the local community with a specific focus on the homeless.

The initiative will have input from NHS Scotland, mental health services, street pharmacy and offer additional therapies for mental wellbeing. This will provide a tailored approach to an individual's needs and offer diversion to criminal activity.

Provision of food and health advice will also be provided. The initiative will be evaluated for 6 months with anticipation of it becoming a permanent fixture. By taking a public health approach to dealing with issues at Hunter Square, it has offered support to vulnerable persons whilst reducing crime by over 50% compared to last year.



Promoting the Community Alcohol Partnership and discussing the prevention and education work ongoing in Hunter Square



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

Naloxone eLearning training has been conducted and around 500 of the intra-nasal spray kits have been distributed to officers. Within days of its roll-out, PC Paul Gunderson became the first officer in E Division to administer Naloxone to counteract an opioid-related drug overdose. The spray was effective and quick-acting, with the individual's condition improving by the time an ambulance arrived.

An enhanced induction period was conducted for 25 new probationary PCs, including a welcome from Chief Superintendent Scott and Superintendent Rennie, as well as inputs on the divisional workings, a court visit, Procurator Fiscal input, wellbeing, and standards.



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

SC Elizabeth McLeod

Special Constable Elizabeth McLeod was recently awarded Special Constable of the Year from the Scottish Women's Development Forum in relation to work she carried out with a citations initiative. Elizabeth has worked across Edinburgh since joining the service in September 2012, and during her time she has become a popular member of the team enjoying the admiration of those she works with.

During the aftermath of the pandemic, Edinburgh was experiencing high demand from a large influx of court citations, which Elizabeth quickly identified. She presented an innovative plan which involved Special Constables taking ownership of citation delivery and associated administrative tasks. In her own time and under her own initiative, Elizabeth compiled an easy to follow guide for her Special Constable colleagues. She identified staff for the initiative, wrote a briefing paper, created an informative PowerPoint and played a pivotal role in substantially reducing the number of citations that were allocated to response teams. Overall, thanks to her efforts, Elizabeth and her colleagues, successfully dealt with over 300 citations over a three month period during the initial initiative. The effects continue to have positive impact on response teams and Elizabeth's efforts have inspired a flurry of activity from other Specials who are continuing to provide support with the initiative.



SC McLeod receives her award from CC Livingstone



RECENT
EVENTS



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	12,506	14,084	12.6	14,817.0	-4.9
Group 1-7	23,435	24,257	3.5	25,955.8	-6.5
Group 1	476	507	6.5	471.8	7.5
Group 2	650	624	-4.0	622.2	0.3
Group 3	6,600	7,709	16.8	8,535.2	-9.7
Group 4	2,300	2,383	3.6	2,562.0	-7.0
Group 5	2,480	2,860	15.3	2,625.8	8.9
Group 6	6,075	5,520	-9.1	6,520.0	-15.3
Group 7	4,854	4,654	-4.1	4,618.8	0.8

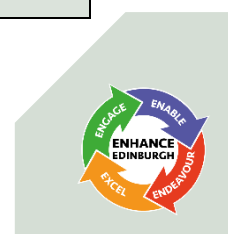
Overall Solvency Rates					
	21/22	22/23	% change from 21/22	5 year mean	% change from 5 year mean
Group 1-5	39.7	36.0	-3.7	38.7	-2.7
Group 1-7	54.6	50.1	-4.5	52.9	-2.8
Group 1	59.5	60.7	1.3	66.7	-5.9
Group 2	57.1	51.0	-6.1	56.6	-5.6
Group 3	20.8	19.4	-1.4	24.5	-5.1
Group 4	24.2	19.2	-5.0	20.8	-1.6
Group 5	96.2	87.1	-9.0	93.0	-5.8
Group 6	62.1	61.7	-0.5	64.2	-2.5
Group 7	83.6	79.2	-4.4	82.7	-3.5



OFFICIAL

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	476	507	6.5	471.8	7.5
Murder	1	3	200.0	2.2	36.4
Culpable Homicide	0	0	-	2.0	-100.0
S1 Domestic Abuse	78	58	x	54.4	x
Att Murder	7	17	142.9	10.6	60.4
Serious Assault	136	152	11.8	173.8	-12.5
Robbery	123	83	-32.5	135.4	-38.7

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	59.5	60.7	1.3	66.7	-5.9
Murder	100.0	100.0	-	109.1	-9.1
Culpable Homicide	x	x	x	70.0	x
S1 Domestic Abuse	71.8	86.2	x	69.1	x
Att Murder	142.9	94.1	-48.7	98.1	-4.0
Serious Assault	65.4	77.0	11.5	71.9	5.1
Robbery	64.2	74.7	10.5	66.5	8.2



Group 2 – Sexual Crimes – Recorded					
	21/22	22/23	% change from 21/22	5 year mean	% change from 5 year mean
Total Group 2	650	624	-4.0	622.2	0.3
Rape	119	111	-6.7	106.8	3.9
Sexual Assault	223	210	-5.8	183.0	14.8
Lewd & Libidinous	49	71	44.9	55.2	28.6
Indecent Communications	53	45	-15.1	59.4	-24.2
Threat/Disclose Intimate Image	34	29	-14.7	28.2	2.8

Group 2 – Sexual Crimes – Solvency					
	21/22	22/23	% change from 21/22	5 year mean	% change from 5 year mean
Total Group 2	57.1	51.0	-6.1	56.6	-5.6
Rape	61.3	56.8	-4.6	51.5	5.3
Sexual Assault	55.2	40.5	-14.7	44.8	-4.3
Lewd & Libidinous	71.4	42.3	-29.2	73.9	-31.7
Indecent Communications	50.9	68.9	17.9	64.3	4.6
Threat/Disclose Intimate Image	29.4	44.8	15.4	44.0	0.9



Group 3 – Acquisitive Crime - Recorded					
	21/22	22/23	% change from 21/22	5 year mean	% change from 5 year mean
Total Group 3	6,600	7,709	16.8	8,535.2	-9.7
Housebreaking Dwelling	331	288	-13.0	504.8	-42.9
Housebreaking Non-Dwelling	194	253	30.4	325.4	-22.2
Housebreaking other	162	166	2.5	259.4	-36.0
Total Housebreaking	687	707	2.9	1,089.6	-35.1
OLP Motor Vehicle	215	240	11.6	309.0	-22.3
Theft of Motor Vehicle	281	427	52.0	363.8	17.4
Theft from Motor Vehicle	336	320	-4.8	415.2	-22.9
Total Motor Vehicle	880	1,088	23.6	1,165.0	-6.6
Theft Shoplifting	1,419	1,800	26.8	1,890.8	-4.8
Common Theft	1,528	2,182	42.8	2,169.8	0.6



Group 3 – Acquisitive Crime – Solvency					
	21/22	22/23	% change from 21/22	5 year mean	% change from 5 year mean
Total Group 3	20.8	19.4	-1.4	24.5	-5.1
Housebreaking Dwelling	18.7	29.2	10.4	27.6	1.6
Housebreaking Non-Dwelling	7.2	3.6	-3.7	8.1	-4.6
Housebreaking other	45.7	35.5	-10.1	36.5	-0.9
Total Housebreaking	21.8	21.5	-0.3	23.9	-2.4
OLP Motor Vehicle	12.6	10.0	-2.6	7.6	2.4
Theft of Motor Vehicle	29.2	15.2	-14.0	26.9	-11.7
Theft from Motor Vehicle	10.1	7.8	-2.3	9.0	-1.1
Total Motor Vehicle	16.8	11.2	-5.6	14.3	-3.1
Theft Shoplifting	38.7	39.1	0.4	48.5	-9.4
Common Theft	13.2	12.1	-1.1	14.4	-2.3



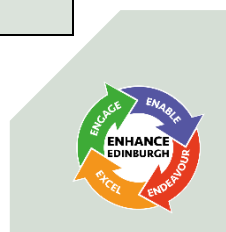
Group 4 – Fire-raising, Vandalism etc. - Recorded					
	21/22	22/23	% change from 21/22	5 year mean	% change from 5 year mean
Total Group 4	2,300	2,383	3.6	2,562.0	-7.0
Fire-raising	122	154	26.2	121.8	26.4
Vandalism	1,918	1,925	0.4	2,242.8	-14.2
Culpable & Reckless	249	294	18.1	189.8	54.9

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	24.2	19.2	-5.0	20.8	-1.6
Fire-raising	23.8	18.8	-4.9	18.1	0.8
Vandalism	22.0	17.9	-4.1	19.2	-1.3
Culpable & Reckless	42.2	28.6	-13.6	41.3	-12.7



Group 5 – Other Crimes – Recorded					
	21/22	22/23	% change from 21/22	5 year mean	% change from 5 year mean
Total Group 5	2,480	2,860	15.3	2,625.8	8.9
Carry offensive weapon	74	82	10.8	68.6	19.5
Handling bladed/pointed weapon	153	177	15.7	131.6	34.5
Bladed/pointed used in other criminality	82	92	12.2	76.4	20.4
Total offensive weapon	416	494	18.8	382.4	29.2
Supply of drugs	161	201	24.8	209.0	-3.8
Possession of drugs	824	1,210	46.8	1,036.2	16.8

Group 5 – Other Crimes – Solvency					
	21/22	22/23	% change from 21/22	5 year mean	% change from 5 year mean
Total Group 5	96.2	87.1	-9.0	93.0	-5.8
Carry offensive weapon	77.0	74.4	-2.6	86.9	-12.5
Handling bladed/pointed weapon	83.0	85.3	2.3	89.1	-3.7
Bladed/pointed used in other criminality	74.4	69.6	-4.8	74.6	-5.0
Total offensive weapon	78.4	75.9	-2.5	82.5	-6.6
Supply of drugs	78.3	72.6	-5.6	87.7	-15.0
Possession of drugs	105.0	88.8	-16.2	92.5	-3.7



Group 6 Recorded Crime					
	21/22	22/23	% change from 21/22	5 year mean	% change from 5 year mean
Total Grp 6	6,075	5,520	-9.1	6,520.0	-15.3
Common assault	2,720	2,589	-4.8	2,886.2	-10.3
Common assault - emergency workers	338	316	-6.5	294.4	7.3
Total Common assault	3,058	2,905	-5.0	3,180.6	-8.7

Group 6 Solvency Rates					
	21/22	22/23	% change from 21/22	5 year mean	% change from 5 year mean
Total Grp 6	62.1	61.7	-0.5	64.2	-2.5
Common assault	51.8	53.6	1.8	53.0	0.6
Common assault - emergency workers	95.0	94.3	-0.7	97.8	-3.5
Total Common assault	56.5	58.0	1.5	57.2	0.9



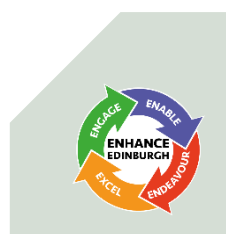
Group 7 – Offences Related to motor Vehicles					
	21/22	22/23	% change from 21/22	5 year mean	% change from 5 year mean
Total Group 7	4,854	4,654	-4.1	4,618.8	0.8
Dangerous Driving	154	153	-0.6	130.8	17.0
Drink / Drug Driving	238	263	10.5	208.2	26.3
Speeding Offences	397	221	-44.3	346.4	-36.2
Driving whilst Disqualified	49	63	28.6	76.4	-17.5
Driving without a Licence	350	336	-4.0	285.8	17.6
Insurance Offences	777	818	5.3	753.0	8.6
Seat Belt Offences	126	77	-38.9	127.0	-39.4
Mobile Phone Offences	87	208	139.1	167.6	24.1
Driving Carelessly	510	410	-19.6	364.6	12.5
Using a MV without MOT	665	506	-23.9	572.4	-11.6



Police Scotland's Quarter 2 Performance Report for the Scottish Police Authority can be found [here](#)

Police Scotland performance statistics by council and policing division is available [here](#). If reviewing Divisional figures, Edinburgh's performance data can be found on the 'Data Div6' tabs. If reviewing Council figures, Edinburgh's performance data can be found on the 'Data CA (12)' tabs.

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](#)



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Policy and Sustainability Committee

10.00am, Tuesday, 17 January 2023

Scottish Fire and Rescue Service – Local Plan Performance Report

Executive/routine
Wards
Council Commitments

1. Recommendations

1.1 To note the update from the Area 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

Scottish Fire and Rescue Service – Local Plan Performance Report

2. Executive Summary

- 2.1 This report provides an update from the Scottish Fire and Rescue Service on the prevention, protection and operational response activities within the City of Edinburgh area during the reporting period of 2021-22 (1 April 2021 – 31 March 2022).

3. Background

- 3.1 In May 2019 the Council agreed that police and fire and rescue services' city-wide plans, policies and performance would be considered by the Policy and Sustainability Committee.
- 3.2 This consideration 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 Scottish Fire and Rescue Service are required by the Police and Fire Reform (Scotland) Act 2012 to involve the local authority in the setting of its priorities and objectives for its area.

4. Main report

- 4.1 This report provides an update from the Scottish Fire and Rescue Service on the prevention, protection and operational response activities within the City of Edinburgh area during the reporting period of 2021-22 (1 April 2021 – 31 March 2022).
- 4.2 As with previous updates to this committee, the content of the report is aimed to be a high-level overview of the Scottish Fire and Rescue Service's progress on their key priorities and the strategic issues facing the service. Elected Members are asked to consider the information provided by the Scottish Fire and Rescue Service and whether any additional content is requested.

5. Next Steps

5.1 Not applicable.

6. Financial impact

6.1 Not applicable.

7. Stakeholder/Community Impact

7.1 The Scottish Fire and Rescue Service have discussed the content of the report with the Council and the information can develop as feedback is received.

8. Background reading/external references

8.1 The City of Edinburgh Council 30 May 2019 – [Review of Political Management Arrangements 2019](#)

8.2 Police and Fire Reform (Scotland) Act 2012

9. Appendices

Report by the Area Commander

Local Plan Performance Report

City of Edinburgh

1st April 2021 to 31st March 2022



DISCLAIMER

The figures included in this report are provisional and subject to change as a result of quality assurance and review. The statistics quoted are internal management information published in the interests of transparency and openness. The Scottish government publishes Official Statistics each year which allow for comparisons to be made over longer periods of time.

Please ensure any external partners in receipt of these reports are aware of this.

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Introduction

This report provides information on our Prevention, Protection and Operational response activities within the City of Edinburgh area during the reporting period of 2021-22 (1st April 2021 – 31st March 2022).

The Scottish Government provides an overarching vision for public services. This vision is supported by 16 National Outcomes, which demonstrate commitment to creating a more successful country, with opportunities for all of Scotland to flourish, through increasing sustainable growth. The SFRS can make a significant contribution to improving these outcomes for the City of Edinburgh by contributing to the Community Planning arrangements across the area.

The overarching aim of the Fire & Rescue Service in the City of Edinburgh is to reduce death and injury from fire and other emergencies in the community. To achieve this, we will work in partnership, be pro-active and target our prevention and protection activities to where they are required, based on evidence. Within the Local Fire and Rescue Plan for the City of Edinburgh 2020, six priorities have been identified:

1. Operational Resilience and Preparedness
2. Domestic Fire Safety
3. Reducing Unintentional Injury and Harm
4. Reducing Deliberate Fire Setting
5. Non-Domestic Fire Safety
6. Reducing Unwanted Fire Alarm Signals (False Alarms)

These priorities, and our strategies for service delivery, are clearly aligned to the Community Planning structure, which supports the delivery of the Edinburgh Partnership Community Plan 2018-2028 and the four Locality Improvement Plans.

The full Local Fire and Rescue Plan for City of Edinburgh can be accessed at:

<https://www.firescotland.gov.uk/your-area/east/east-local-plans.aspx>

Area Commander Matt Acton,
Local Senior Officer for City of Edinburgh

Performance Summary

We measure how well we are meeting our priorities using 10 Key Performance Indicators (KPI):

Key Performance Indicator	17-18	18-19	19-20	20-21	21-22
Year to Date (YTD) – Total Incidents attended	10815	10860	10615	9032	10738
Accidental Dwelling House Fires	463	448	438	369	396
All Fire casualties (Fatal & non-fatal - incl. precautionary check up's)	92(1)	131(2)	106 (1)	73(2)	71(3)
All deliberate primary fires	298	254	223	237	220
Non- domestic fires	1452	1342	1195	1218	1485
False Alarms - Malicious	323	252	288	223	342
- Unwanted Fire Alarm Signals	3760	4011	4110	2996	3665
Special Service - RTC's	137	107	118	81	92
- Flooding	168	178	279	190	291
- Effecting Entry	513	448	489	469	570
- Medical Assistance	47	45	38	21	37

Table 1: Key Performance Indicators

The areas of note are:

- SFRS attended a total of 10,738 incidents in Edinburgh during the reporting period. This figure reflects a slight increase on the pre-COVID figures.
- The data reflects improved performance for 6 of the 10 KPI's.
- Overall in last 5-year period, we have experienced a downward trend for accidental dwelling fires.
- There has been a continued reduction in non-fatal fire casualties. Unfortunately, there have been 3 fire fatalities during the 21/22 reporting period.
- The data reflects a marked increase in Special Service - flooding incident types.
- Unwanted Fire Alarm Signals (False Alarms) remain a challenge. These incidents make up 34% of all calls received for the City of Edinburgh area. Further information on the work we are doing to improve performance is detailed later in this report.
- Effecting Entry incidents continue to rise as we continue to work in partnership with Police Scotland and Scottish Ambulance Service. Additional factors impacting on these figures are: the demographics of Scotland and an ageing population. Further information on the work we are doing in this regard is detailed later in this report.

Progress on Local Fire & Rescue Plan Priorities

Operational Resilience and Preparedness

The Service must identify, prioritise and plan to meet the risks in each local community.

What we said we would

- *Identify and assess the risk to our communities through Operational Intelligence gathering.*
- *Undertake planned training events to support the acquisition and maintenance of skills to provide the capability to respond to emergency incidents.*
- *Review our operational response to incidents to ensure ongoing firefighter safety and to ensure the ongoing protection of our communities from harm.*
- *Work in partnership to plan, prepare and test our responses to major emergencies.*
- *Continue to draw upon our experience of multi-agency event planning to ensure that all events within Edinburgh are safe, successful and enjoyable, minimising disruption to the city and maximising public safety.*

What we do

- Our operational staff continue to gather and analyse local risk information and operational intelligence (OI) which is used in our preparations to resolve incidents. OI is gathered on premises as varied as high rise buildings, large manufacturing facilities, National Trust premises, etc.
- We have engaged with Local Authority Housing and Regulatory Services to improve our operational preparedness/response for High Rise Domestic Buildings. This has included upgrading lifts for use by the fire service and standardising associated firefighter lift switches/keys. Also, our Operational crews undertake regular Operational Assurance Visits (OAVs) to familiarise themselves with vehicular access, hydrant locations, building layout and fire service facilities and equipment. Arrangements are in place so that any faults are quickly rectified to ensure public and firefighter safety.
- We conduct Post Incident Debriefs to identify any lessons that can be learned from our preparedness and response to emergency events. This process allows us to identify, and address, training needs highlighted by staff and partners ensuring we continue to learn.
- We use Urgent Instruction (UI) briefings to inform our operational staff of any safety critical information.
- We continue to be an active member of the Lothian and Borders Local Resilience Partnership activity. This has resulted in attendance at several multi agency exercises which is essential to ensure our preparedness for actual incidents by creating relationships and trust across the partner agencies. We share information with local authority partners and other key stakeholders (e.g. Police Scotland) to ensure emergency event risks are mitigated. This is extremely valuable given the current UK threat level and its implication for the SFRS and our partners. We have and continue to be active partners in the planning of events such as The Tour of Britain, the Council Bonfire CIP, Police Scotland Operation Moonbeam, the Edinburgh Festival and the planning and staffing of COP 26 Climate Conference.

Domestic Fire Safety

Most fire deaths and injuries occur in the home. Dwelling fires can have devastating effects on our community and the SFRS is committed to keeping people safe in their homes. We share information with partners to make sure that the right people get the right information they need, particularly those who are vulnerable due to age, isolation, or other contributory factors. The table below details the occurrence of accidental dwelling fires in 2021/22 per Locality area, and over a 5-year period.

Accidental Dwelling Fires	17-18	18-19	19-20	20-21	21-22
North East Locality	144	128	127	91	111
North West Locality	113	106	108	94	93
South East Locality	107	125	96	107	108
South West Locality	99	89	107	77	86
Total (Edinburgh)	463	448	439	369	398

Table 2: Accidental Dwelling Fires by year and Locality

2021/22 Accidental Dwelling Fire figures are slightly up on the preceding year but continues the overall downward trend in accidental dwelling fires in Edinburgh over the 5-year period.

Of the accidental dwelling fires attended, 30% occurred in single occupancy households. The main cause of fire is cooking (42%). 69% of fires were limited to the first item ignited and/or confined to the room where the fire started and, therefore, relatively minor in nature. 7 fires were of a more serious nature with fire damage over 1 or 2 floors. It is clear from this evidence that we must continue to target those mostly at risk in single occupancy households and to ensure those properties have working smoke detection. 133 domestic properties who experienced a fire during 2020/21 did not have working smoke alarms fitted.

We said we would

- *Promote and undertake Home Fire Safety Visits to those deemed at risk from fire.*
- *Work with our partners in Edinburgh to share information where fire risks within the home have been identified and to provide solutions to protect those who are at risk.*
- *Focus engagement activities in those areas where service demand has been identified.*
- *Support the provision of assistive technology within the home to increase occupant safety.*

What we do

- Our Home Fire Safety Visit (HFSV) programme is key to improving domestic fire safety. For 2021/22, 2702 HFSVs were completed, compared with 1415 HFSVs for 2020/21. This significant increase is due mainly to the relaxation of COVID restrictions.
- Evidence identifies that dwelling fires occur more frequently in those premises that are occupied by the more vulnerable members of our community such as the elderly and those with substance and alcohol dependencies. To tackle this, we have aligned our HFSV work with the findings of the Scottish Government SIMD 2020, to ensure our efforts are intelligence led. SFRS continue to develop Information Sharing Protocols with partners,

including Social Work, Housing providers, Health etc. to target those most vulnerable within our communities, by seeking referrals.

- From February 2022, all homes in Scotland have been required to have interlinked smoke and heat alarms. Scottish Government has provided SFRS with funding to purchase interlinked alarms which are now being fitted as part of the Home Fire Safety Visit programme to high-risk owner-occupied homes. This new standard for domestic smoke and heat alarms is expected to have a positive impact in reducing fire deaths and injuries in Scotland.
- After a fire, operational crews undertake Post Domestic Incident Response (PDIR). This is an opportunity to provide reassurance and fire safety advice to the public in neighbouring properties. Appropriate referrals can then be made to our partners should vulnerable individuals be identified.
- In partnership with Local Authority Housing and Regulatory Services, fire safety in high rise domestic buildings has been strengthened. This includes:
 - Upgrading lifts for use by the fire service in the event of a fire and standardising associated lift switches/keys;
 - Maintaining fire safety standards, equipment and facilities during refurbishment work;
 - Consideration and, where necessary, remediation of external wall systems, such as cladding;
 - Participation in an innovative project with fire safety consultants, CS Todd & Associates to trial an electronic system that logs vulnerable people in/out of high rise buildings. The system would allow SFRS to quickly identify the location of any vulnerable residents who may require assistance to evacuate in the event of fire.

Other benefits of this partnership approach include arranging additional waste uplifts to reduce fire risk, and urgently rectifying lift failures that impact on firefighter and public safety.

Reducing Unintentional Injury and Harm

It is not uncommon for those at risk from fire to also be at risk from other injuries within the home, in particular from injuries arising from slips, trips and falls. Requests to the SFRS to provide assistance directly through a first responder role or to provide support to other agencies are increasing. Analysis of data indicates falls are a common cause of accidental deaths and injuries and account for a significant proportion of admissions to hospital. Those persons injured through falls may often be affected by other medical conditions such as dementia.

Out-with the domestic environment, we respond to a range of non-fire related emergencies. A common incident of this type within the City of Edinburgh is attendance at Road Traffic Collisions (RTC's) which results in the majority of non-fire related injuries. Responding to RTC's is a statutory duty for the SFRS, however, a collective approach is required amongst community planning partners to support risk reduction measures. We are also working with partners on Water Safety, given the potential for harm associated with Edinburgh's inland and coastal waterways.

We said we would

- *Utilise our Home Fire Safety Visit programme to assess for non-fire related risk and refer those deemed at risk from injury and harm to partners to provide additional support.*
- *Raise the awareness of fire and rescue service personnel to those factors that increase the risk of unintentional injury or harm.*
- *Work in partnership to deliver targeted road safety programmes to young drivers.*
- *Focus resources where demand has been identified and deliver key safety messages.*

What we do

- SFRS frontline staff submitted 95 'Adult Protection' and 3 'Child Protection/Wellbeing' referrals to our partners within the Social Work Department in 2021/22 to ensure appropriate support is delivered.
- Work is ongoing at a national level to evolve our Home Fire Safety Visit programme into a more holistic 'Safe and Well' Home Safety programme. In addition to providing fire safety advice, crews will be alert to other risks in the home and submit referrals for 'slips, trips and falls' and 'sensory impairment' in support of reducing unintentional harm. It is envisaged that, whilst keeping vulnerable residents safe in their homes, it will reduce the likelihood of hospitalisation and ease the burden in the Health Sector. Safe and Well visits are expected to launch in 2023.
- We continue to support road safety awareness through our commitment to staffing the Risk Factory, the Young Drivers Event at the Corn Exchange each year and through Fireskills/Employability youth engagement work.
- We continue to work with Pentland Hills Regional Park, its members and the Council to educate the public on water safety and have participated in multi-agency public awareness events at Harlaw Reservoir. We have also established an Edinburgh Partnership Approach to Water Safety (PAWS) Group. PAWS focuses on three aspects of water safety:
 - **Prevention:** Pro-active activities that reduce the likelihood of a water emergency occurring by raising awareness of safety issues, and by educating the public on how to be safe in and around water.

- **Improved Response:** Effective response to water emergency incidents through multi-agency exercises and training the public how to react to incidents safely via the Waterside Responder Scheme.
- **Review:** Implementation of the Drowning & Incident Review (DIR) after significant incidents to ensure learning from water emergency incidents to gain an understanding of the contributory factors and make interventions that may prevent similar events from occurring.
- A full water safety strategy is currently under development, and we plan to deliver Waterside Responder Courses in early 2023. These courses are delivered to business owners located near watercourses where evidence shows that people could be at risk. They involve the provision of throw lines and basic training on what to do if faced with a water-based emergency.

Non-fire related incidents are classed as Special Service incidents. Overall, these have not changed significantly over the last few years, other than an isolated spike in Q2 of 2021/22:

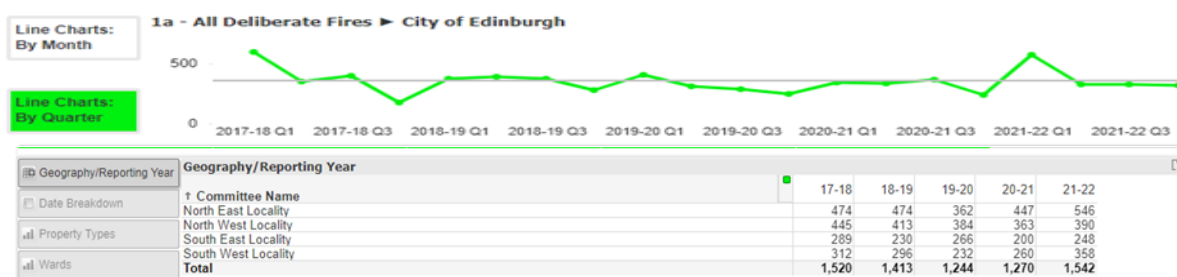


Table 3: All Special Service Incidents

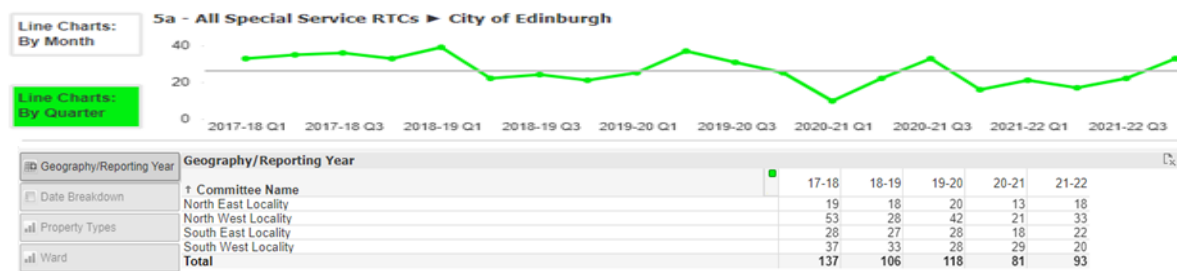


Table 4: All Special Service RTCs

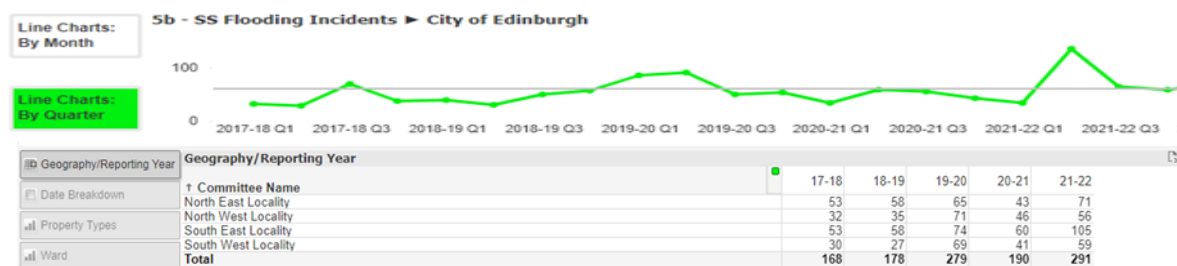


Table 5: All Special Service Flooding Incidents

The number of RTCs have increased very slightly (+12 on the previous year). Flooding incidents continue to rise at a concerning rate, reflecting the impact of climate change. This, combined with the risk of drownings both in hot summer weather and in winter due to frozen surfaces giving way, underlines the importance of our PAWS water safety work.

Reducing Deliberate Fire Setting

Deliberate fire setting is a significant problem for the SFRS in the City of Edinburgh. In the main, deliberate fires are secondary fires categorised into either refuse, grassland or derelict building incidents. There is a close link between deliberate secondary fires and other forms of anti-social behaviour.

We said we would

- *Identify those parts of Edinburgh`s communities affected by deliberate fire setting and share this information with our partners.*
- *Utilise our Young Firefighters, Fire Reach, Firesetters and school`s education programmes to raise awareness of the impact of fire related anti-social behaviour.*
- *Work with partners to develop joint strategies to reduce the risk posed by deliberate fire setting and to mitigate its impacts.*

What we do

- In partnership with Police Scotland, SFRS adopts a targeted approach when dealing with secondary fires and anti-social behaviour (ASB). Our Community Action Team (CAT) and operational personnel deliver educational programmes within schools in response to any developing trends. For example, our Bonfire education activity delivers fire safety education with the focus on reducing fire related ASB and hoax calls. In addition to reducing harm, this work contributes to reducing the financial impact on Local Authority budgets and protects our natural and built environment.
- Information sharing with partners and effective multi-agency partnership working is focussed on reducing deliberate fire setting and fire related anti-social behaviour. The effectiveness of this approach is exemplified through the outcomes of the Bonfire CIP, Operation Moonbeam and Operation Crackle in relation to Bonfire night in Edinburgh.
- We have responded to ASB, violence to crews and wilful fire raising in the Liberton and Sighthill area by undertaking joint patrols with local youth groups. These patrols have seen the number of fire and ASB incidents in these areas drop and provide an opportunity for SFRS and partners to approach young people for enrolment on our Fireskills intervention programmes.
- Fireskills programmes deliver diversionary activities for young people with the aim of reducing fire-related anti-social behaviour, while developing life skills. The associated Employability Award results in 4 points towards a Level 4 SVQ. This can enhance the employability of our young people as well as boosting self-confidence and providing a sense of achievement.
- Plans are underway to establish a Youth Volunteer Scheme (YVS) in Edinburgh. The YVS offers young people aged 13 to 18 a three-year opportunity to develop life skills. Young people engaged in the scheme can achieve recognised certification and awards for their efforts and contribution. We will encourage care experienced young people to take part and will launch a new recruitment drive for volunteers to run the scheme in 2023.

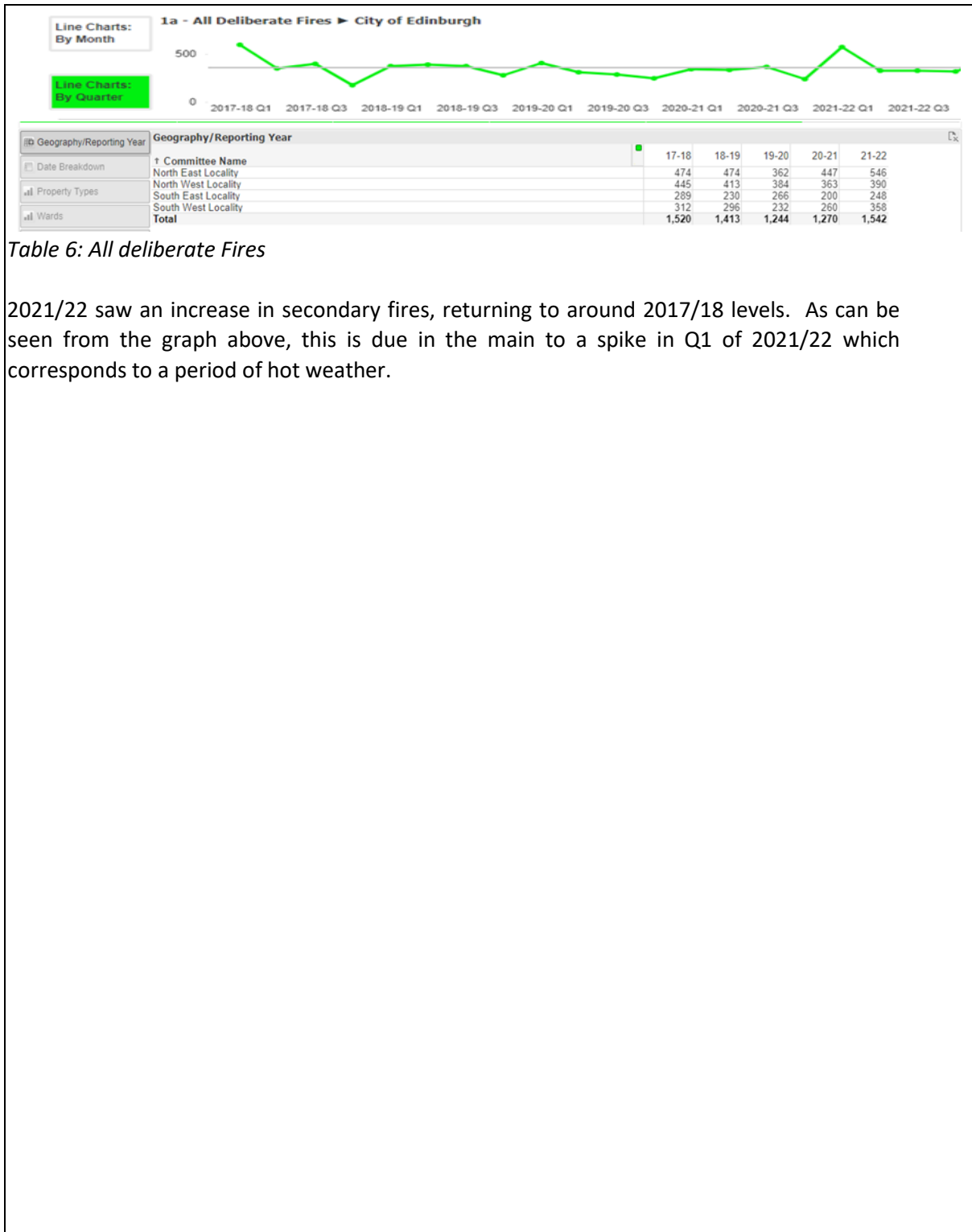


Table 6: All deliberate Fires

2021/22 saw an increase in secondary fires, returning to around 2017/18 levels. As can be seen from the graph above, this is due in the main to a spike in Q1 of 2021/22 which corresponds to a period of hot weather.

Non-Domestic Fire Safety

While most fire deaths and injuries happen in the home, fires in Non-Domestic property have the potential to result in multiple casualties/fatalities and have a detrimental effect on the built environment, local businesses, employment, the provision of critical services and our heritage. Evidence suggests that business premises affected by a serious fire experience a high failure rate.

We said we would

- *Undertake our fire safety audit programme in accordance with the SFRS Enforcement Framework.*
- *Engage with duty holders to promote responsible fire safety management of premises that come under the auspices of Part 3 of the Fire (Scotland) Act 2005.*
- *Work in partnership to ensure the appropriate provision of fire safety standards are incorporated in new premises under construction or premises undergoing material changes.*
- *Work in partnership with other enforcement agencies and organisations to support legislative compliance.*

What we do

- Our annual risk-based programme of enforcement audits runs from April to March and targets “relevant premises” that fall within the scope of Part 3 of the Fire (Scotland) Act 2005 and associated Regulations. During the pandemic, the Enforcement Team conducted some audits remotely, allowing us to engage with duty holders while minimising the risk of COVID transmission.
- The National [SFRS Fire safety Enforcement \(Protection\) Framework](#) document sets out the priorities for the audit programme and is about focusing resources on those premises which pose the greatest risk to life safety in the event of fire. The Framework informs the development of our annual Local Enforcement Delivery Plan (LEDP). The LEDP identifies the types and numbers of premises which will be prioritised for audit and contains our performance data. Completed LEDPs are published on our website at the end of the auditing year.
- In a long running arrangement, one of our enforcement officers is seconded to City of Edinburgh Council Houses in Multiple Occupation (HMO) Licensing Team and conducts joint inspections with partners.
- Enforcement audits are scored by Risk Level (from Very Low to Very High) and by Management Compliance Level (from 1 to 5, 1 being the best):
 - MCL 1 and 2 are classed as ‘broadly compliant’ and minor ‘areas for improvement’ respectively
 - MCL 3 results in SFRS working with duty holders on an agreed action plan to address fire safety deficiencies
 - MCL 4 & 5 results in formal enforcement action by SFRS (Enforcement/ Prohibition Notices).
- Our performance for 2021/22 has shown considerable improvement over the preceding year, as COVID restrictions began to ease. See below for further performance detail.

Management Compliance Level	Audit Activity 2020/21	Audit Activity 2021/22
1	321	566
2	25	85
3	1	27
4	-	-
5	1	3
Total	348	712

Table 7: Audit Activity 2020/21 & 2021/22

Post Fire Audits	2020/21	2021/22
Total	55	90

Table 8: Post Fire Audits 2020/21 & 2021/22

A Post Fire Audit is undertaken after a fire occurs in 'relevant premises'. The purpose is to assess compliance and to educate/remind duty holders of their responsibilities.

Post fire audits are an example of an unplanned audit that can occur at any time. Other reasons for unplanned audits include fire safety complaints, requests from partner agencies or joint initiatives with partners and the targeting of specific premises type in line with the Service's Enforcement Framework.

In 2021/22, two statutory notices were served. A Prohibition Notice due to serious risk and an Alterations Notice which requires the duty holder to notify SFRS before making any material changes. No Enforcement Notices were issued. This is a positive picture as duty holders across the area are largely compliant, with MCL1/2 recommendations being the predominant enforcement outcome.

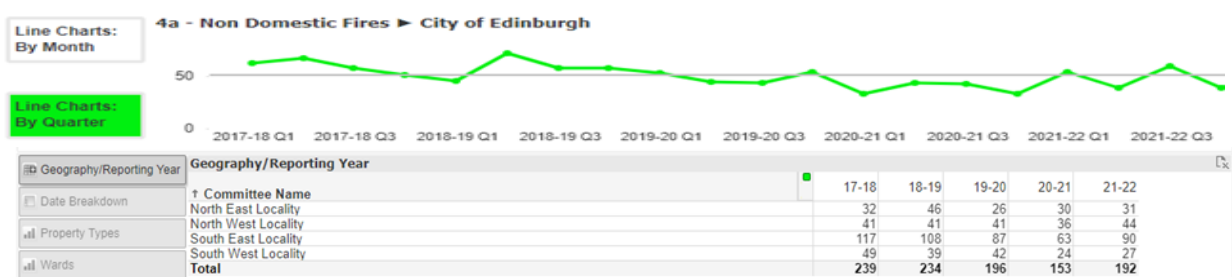


Table 9: Non-Domestic Fires

Reducing Unwanted Fire Alarm Signals (False Alarms)

False Alarms include calls to SFRS that are made with good intent, malicious acts and Unwanted Fire Alarm Signals (UFAS). UFAS are defined as incidents where an automated fire alarm system activates and results in the mobilisation of SFRS resources, when the reason for that alarm turns out to be something other than a fire emergency. The SFRS is committed to working with partners and other stakeholders to reduce Unwanted Fire Alarm Signals.

We said we would

- *Engage with premises owners/occupiers to identify the cause of every UFAS incident.*
- *Work with owners/occupiers to implement and support their management of fire alarm systems and the introduction of demand reduction plans.*
- *Identify premises which attract a significant operational response and re-assess the response required.*

What we do

- Our operational crews aim to identify the cause of UFAS when attending UFAS incidents and may provide basic advice to the responsible person on site to prevent recurrence. Duty holders should also monitor trends and take action to prevent recurrence.
- In partnership, we aim to reduce the burden of UFAS on the public, local businesses and SFRS. We work closely with duty holders in the Health and Education sectors, who experience the highest volume of UFAS. In particular, we have effective working relationships with NHS Lothian and Edinburgh, Heriot Watt and Napier Universities and engage with City of Edinburgh Council regarding UFAS in secondary schools.
- We implement the national SFRS UFAS Policy to ensure that persistent UFAS incidents within premises are addressed appropriately. This consists of a four-step approach: education at the time of incident, formal letter, enforcement audit and for non-sleeping risks, a single pump attendance at normal road speed. One of our Enforcement Officers is a “UFAS Champion” and oversees local implementation of the policy, while analysing trends and engaging appropriately with duty holders.
- In 2021, SFRS conducted a 3-month public consultation on our operational response to UFAS. The consultation identified that most stakeholders supported the option which means that before dispatching appliances, SFRS will establish if Automatic Fire Alarms (AFAs) in workplaces have been triggered by an actual fire. This change, which will reduce attendance rates by up to 57 per cent, will bring Scotland into line with most other UK Fire and Rescue Services. Hospitals, residential care homes and sleeping risk premises will remain exempt and appliances will continue to be mobilised automatically to any fire alarm activations within these facilities. It is anticipated that 37,524 hours could be released each year for firefighters to enhance their training – and carry out community safety work, including supporting the most vulnerable to stay safe from fires within the home.
- SFRS is reviewing the initial UFAS response model implementation date of April 2023. Implementation is interdependent with other projects which need to be aligned. An online duty holder engagement event, the date of which is not yet finalised, will be planned approximately 6 months ahead of the implementation date. SFRS will communicate the revised implementation date to stakeholders directly, as well as provide information via our website and social media platform.

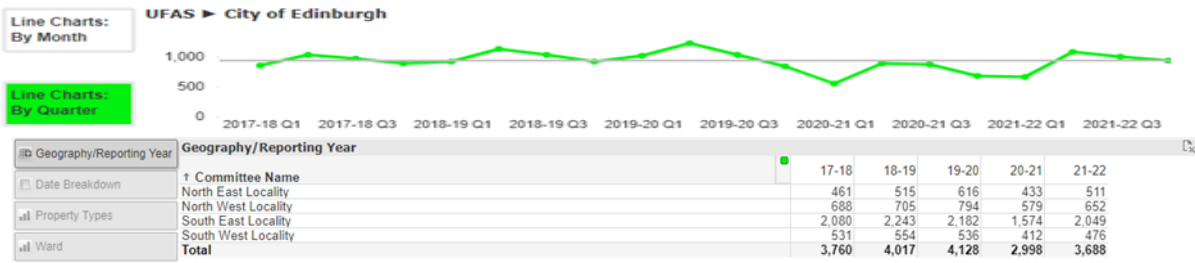


Table 10: UFAS Incidents

Policy and Sustainability Committee

10.00am, Tuesday 17 January 2023

Time off for Trade Union Representatives Policy

Item number
Executive/routine
Wards
Council Commitments

1. Recommendations

- 1.1 To approve the new Time Off for Trade Union Representatives policy.

Richard Carr

Interim Executive Director – Corporate Services

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Time off for Trade Union Representatives Policy

2. Executive Summary

- 2.1 Trade Unions play an important role in the Council and the Council recognises that there are significant benefits to both employers and employees when we work together effectively.
- 2.2 To this end, the Council has an Agreement on Time Off and Provision of Facilities for Trade Union Representatives, which supports a partnership approach to working with our recognised trade unions and provides support for them in the form of reasonable time off and the provision of a reasonable number of facilities. This policy was last updated in 2015 and through discussions with trade unions, it is apparent the policy is out of date and needs reviewed.
- 2.3 Through engagement and consultation with Trade Unions and management, we have refreshed the policy and renamed it the Time off for Trade Union Representatives and this paper highlights the changes for review and approval.

3. Background

- 3.1 Recommendations from the Independent Inquiry and Whistleblowing Culture Review stated that a review should be undertaken on a number of employment policies to ensure they were fit for purpose and incorporated a number of specific requirements cited in the report.
- 3.2 Each of these policies will be the subject of collective bargaining with our Trade Unions. To ensure that employee relations within the Council were fully supported during this period of policy development, we undertook to refresh the existing facility time agreement.
- 3.3 In addition to this, earlier in 2022, it was agreed to include teaching unions within funded facility time for representatives which is not reflected in the current agreement.

4. Main report

Key Changes

- 4.1 As the Agreement was last reviewed in 2015, we have taken the opportunity to update the style, tone and language so that it aligns with current Council voice as well as bringing consistency across other employment policies.
- 4.2 The previous Agreement was lengthy at 24 pages. We have streamlined the policy document to focus on the key principles underpinning the agreement, partnership working and what this means within the Council as well as highlighting what time off will be permitted. We have removed the Working Together Protocol from the policy, and this is currently under review as a standalone document.
- 4.3 Based on feedback, we have taken the opportunity to create a supporting user guide for the first time which provides more detail and clarity on the expectations and requirements for all those involved e.g., Trade Unions, Representatives and their line managers as well as HR. This includes the requirement to notify management and HR of new representatives, as well as monitoring data for statutory reporting.
- 4.4 The new Agreement and user guides also take into consideration the decision from CLT in June following submission of a paper on Facility Time. This covered two areas:
 - 4.4.1 Firstly, to incorporate teaching unions into funded facility time to balance the funding offering to non-teaching unions, which was approved and commenced from 15 August.
 - 4.4.2 Secondly, to change how funded facility time was calculated within the Council based on membership numbers. This was not approved for 2022-23 however noted that it should be reviewed on an annual basis to ensure fitness for purpose. To support this, we have moved the calculation from the policy into the supporting user guide to provide the Council with more flexibility when updating it.
- 4.5 Based on the wider recommendations from the Independent Inquiry and Whistleblowing Culture Review, which focussed on declarations of interest, we have taken the opportunity to include a section on Conflicts of Interest and what steps representatives should take to mitigate this.
- 4.6 Finally, it has been identified that the administrative process that supports the recording, monitoring and reporting of facility time for statutory purposes does not meet the requirements set out in the Trade Union (Facility Time Publication Requirements) Regulations. Therefore, we have introduced into the user guide clear dates for reporting as well as agreeing locally with our TU colleagues how they should be recording their facility time.

5. Next Steps

- 5.1 An implementation plan, including communications, will be put into effect to launch the revised policy.

6. Financial impact

- 6.1 There is no material impact arising from this report.

7. Stakeholder/Community Impact

- 7.1 This policy meets our legal obligations in relation to formal consultation. The trade unions have been engaged on the new policy 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 a result, no negative impacts were identified as no substantive changes were being made to the processes

8. Background reading/external references

- 8.1 Not applicable.

9. Appendices

- 9.1 Policy and User Guide

Time off for Trade Union Representatives

The Council (we) understand that it is to the mutual benefit of the Council and its employees to recognise Trade Unions for the purpose of collective bargaining and consultation. This also includes the conduct of industrial relations in general, health and safety matters and the support that can be given to employees by Trade Union Representatives.

It is also recognised that it is of mutual benefit for the Council and Trade Unions to be committed to the principle of working in partnership at local, regional and national levels.

The Council and the Trade Unions are committed to working together to achieve shared aims, objectives, and outcomes. This will be carried out in the spirit of respect, integrity and flexibility as partners in employee matters.

It is understood that the role of the Trade Union Representative is complex and includes roles which are varied and in some cases role specific. This policy provides reasonable time off for Trade Union Representatives which can include, but not limited to, supporting members, consultation, training and attendance at National Delegate Conferences.

Author	Scope
Employee Relations & Policy, Human Resources, Corporate Services Directorate.	This policy applies to all Trade Union Representatives and their line managers.
Purpose	Review
The purpose of this policy is for the Council and Trade Unions to have a common objective of ensuring the health, safety and wellbeing of employees and working in partnership to deliver positive workplace relations.	The policy will be reviewed as and when a change to the existing policy deems this necessary, primarily as a result of operational experience; changes to legislation; or 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 support a partnership approach which promotes and encourages the effective involvement of employees, by engaging with their Trade Unions at the earliest possible stage in processes that involve influencing decisions, information sharing, problem solving and learning and development. Partnership working within the Council ensures regular and meaningful engagement with the Trade Unions in a variety of forums.

To ensure a common objective the Council will:

- Promote and encourage Trade Union membership;
- Recognise the Trade Unions as the employee representatives within the Council for the purposes of collective bargaining, consultation and health and safety matters;
- Allow reasonable time off to undertake trade union duties and/or activities; and
- Support the training and development of Trade Union representatives within their roles.
- Maintain positive industrial relations.

To ensure a common objective the Trade Unions will:

- Where differences are raised by individual unions, or where unions raise matters of mutual concern, aim to resolve them using the Council's relevant procedures before taking any form of industrial action;
- Work together to present a common Staff Side position where matters involve all unions and work collectively to resolve them using the Council's relevant procedures before taking any form of industrial action; and
- Where differences cannot be resolved, ensure balloting for industrial action is conducted in accordance with the law.
- Maintain positive industrial relations.

The support offered will include the provision of reasonable time off and a reasonable provision of facilities. This policy provides a baseline level of Trade Union facilities. Specific arrangements to deal with expectations of increased trade union involvement in change, review or other initiatives are also set out in the Policy.

2. Legislative and Statutory Rights

Our Policy is underpinned by a legislative framework which applies equally to all recognised Trade Unions and provides statutory rights including:

- an entitlement to receive certain information for collective bargaining purposes

- the right to be consulted on certain processes, e.g., transfer of undertakings, potential redundancies
- the right to request reasonable time off to undertake trade union duties and activities
- the right to request reasonable time off to undertake appropriate workplace related trade union training
- the right to appoint Health and Safety Representatives
- the right to appoint Trade Union Learning Representatives

Relevant legislation: -

- Trade Union and Labour Relations (Consolidation) Act 1992 – TULR(C)A
- Employment Act 2002
- Employment Act 2008
- Employment Relations Act 1999
- Employment Rights Act 1996
- Trade Union Recognition (Method of Collective Bargaining) Order 2000 (SI 2000/1300)
- The Safety Representatives and Safety Committees Regulations 1977 (SI 1977/500), as amended by the Employment Rights (Dispute Resolution) Act 1998
- The Management of Health and Safety at Work Regulations 1992 (SI 1992/2051)
- The Equality Act 2010

3. Working Together

We are committed to working in partnership with our recognised trades unions. They provide an invaluable contribution to the work we do in developing Council policy and resolving employee relations issues. We ask all our managers to support them in the work they do.

Our working together protocol sets out how we work with the trades unions when we set about achieving our shared goals together. It covers the behaviours we expect from each other and applies to all managers and trade union representatives in all their dealings with each other. Our working together protocol is available on the Orb, please take the time to familiarise yourself with it.

One of the main ways we support trade union activity is by allowing trade union representatives time off for trade union work. We recognise that it can be difficult at times to let colleagues who are trade union representatives away from the workplace when things are busy. However, we would stress that where a reasonable request for time off is made, it should only be turned down in exceptional circumstances. The

rules around time off for trade union representatives and how they should ask for time off are detailed in the user guide.

Partnership working

Partnership working within the Council ensures regular and meaningful engagement with the Trade Unions in a variety of forums involving, discussions with:

- the political administration;
- the Chief Executive, Directors and corporate level managers;
- human resources;
- service managers; and
- the Council's Health and Safety Officers.

The above list is illustrative and not exhaustive

Appointment or Changes of Representatives

Throughout the course of the year, each Trade Union will be responsible for informing the Council of changes in their Representatives, including resignations and appointments.

The accompanying user guide outlines the information required and process that should be used to notify HR.

If you are thinking of becoming a Trade Union Representative, you must discuss this with your line manager in the first instance to ensure they are provided with sufficient notice to allow them to undertake service planning. Once elected as a Trade Union Representative, it could take some time until you are fully accredited so you should speak to your union to fully understand the process of becoming a representative and keep your line manager updated.

Newly elected Trade Union Representatives from the recognised Trade Unions will be granted release from any work responsibilities for a period of up to four half days over a one-month period following their election to allow them to shadow a Branch Officer or Senior Representative in their duties

Disciplinary action against a Trade Union Representative

When disciplinary action is contemplated against a colleague who is a trade union representative or a senior representative, the Council will seek that colleague's permission to discuss the case with the relevant official at the trade union in advance of any formal disciplinary process commencing. Before taking any action, the manager must discuss this with their HR Case Consultant, who will contact and liaise with the relevant trade union.

4. Dedicated Facility Time

The Council will provide an agreed level of dedicated facility time as a Full Time Equivalent (FTE) value to each Trade Union. The level of dedicated facility time will be reviewed annually prior to the

commencement of the financial year, and this will be based on membership numbers supplied by each Trade Union.

The Service Director of HR will confirm the FTE allocations to each Trade Union on an annual basis at the commencement of the financial year. It will be at the discretion of each Trade Union to determine how the FTE allocation is disbursed. However, when it is established who will receive this dedicated facility time, each Trade Union must confirm this to the Service Director of HR along with any changes to allocations throughout the year.

When a Branch Official or Trade Union Representative is in receipt of part dedicated facility time, agreement on the distribution on time off and the provision of facilities will be the subject of approval between individual Representatives and their senior manager. Any further requests for time off either for trade union duties or trade union activities can be requested through myHR. Further details on how to request additional time off can be found in the user guide.

Details of the calculation used to determine dedicated facility time is detailed in the user guide and will be reviewed annually by the Council Leadership Team.

Exceptional increase in Trade Union duties

Where increases in trade union activity are necessitated by the initiation of activity involving organisational reviews, change management or other management initiatives, the Trade Unions can request that the Service Director of HR authorise an interim increase in dedicated facility time for the named Trade Union/Trade Union Representatives. Where interim increases are approved for specific circumstances, a return to normal levels of facility time will be automatic when the specific circumstances end.

Returning to work following full time dedicated facility time

Following the end of a period of dedicated facility time, the Branch Official or Trade Union Representative will return to their former post on their existing terms and conditions of service. Where the post has been affected by any restructuring or reorganisation leading to redeployment and/or redundancy, the Branch Official or Trade Union Representative will be treated the same as any other employee whose substantive post is similarly affected.

5. Time off for Trade Union Duties and Activities

Trade Union representatives are entitled to reasonable time off to undertake their functions and to attend approved training opportunities relevant to those functions.

The Council and Trade Unions agree as a fundamental principle that each request for time off must be reasonable and will be balanced against the operational requirements of the service. Where the operational requirements of the service prevent the undertaking of trade union duties, agreement must be made to ensure any postponed meeting can be quickly rescheduled to mitigate any impact on employees involved.

Where the requested time off is in relation to supporting members for any conduct related issues and the time is requested at short notice, managers should be flexible in allowing the Trade Union Representative the requested time off. Only in very exceptional circumstances should this time off be refused.

It is jointly recognised that where representatives are undertaking trade union **duties** that reasonable time off with pay will be granted. Trade Union Representatives who are shift workers are able to claim compensatory time off when they are required by the union to attend meetings in their rest time.

Where Trade Union Representatives are undertaking trade union **activities** reasonable time off without pay will be granted.

Health and Safety Representatives will be able to represent the interests of all employees, within the locations that they cover i.e., including non-union members and should be granted paid time, as necessary to perform their duties.

Approval of time off should be agreed between the individual representative and their line manager wherever possible.

Time off for Trade Union duties and activities for representatives in Teaching unions need to be planned and scheduled into their working week. There are more details of this in the user guide.

The accompanying user guide illustrates examples of trade union **duties** and **activities**.

6. Time off for Trade Union Training

It is the responsibility of the Trade Unions to ensure that their Representatives are sufficiently trained to carry out their duties. At the point of accreditation, the Trade Union will be required to confirm details of the training received or provide notice to the Council of the date by which the Representative will complete training. This training should ideally be completed within the six months following their date of election. Where training is not available within this timescale, the Trade Union will be responsible for advising the line manager and confirming the first date of available training.

Further information can be found in the User Guide.

7. Trade Union Facilities

The Council will make available to Representatives reasonable facilities necessary for them to carry out their duties efficiently and communicate effectively with their members.

Facilities can only be taken up by Representatives who have received official confirmation of their accreditation by their Trade Union, and this has been confirmed to the Council.

As a minimum, the Council will ensure that Representatives have reasonable access to the following facilities, without charge, in the performance of their trade union duties:

- accommodation for meetings;
- internal telephone calls and reasonable external calls;

- a PC and other office equipment;
- reasonable use of photocopying/print facilities;
- reasonable secure filing space;
- notice boards; and
- use of internal communication systems, including internal mail, courier, e-mail and intranet services.

Any information created or held on Council ICT systems is the property of the Council and there is no official provision for individual data privacy. Representatives should not consider any electronic information to be private if it has been created or stored on Council ICT systems.

In addition, suitable IT equipment to enable remote access to the Council's intranet will be provided to unions (until provision is enabled to access the Council's intranet without the need for a dedicated laptop and a VPN).

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Policy and Sustainability Committee

10.00am Tuesday 17th January 2023

Employee Code of Conduct

Routine
Wards
Council Commitments

1. Recommendations

- 1.1 To note that this Code has 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.
- 1.2 To approve the revised Employee Code of Conduct.

Richard Carr

Interim Executive Director, Corporate Services

Contact: Katy Miller, Service Director, Human Resources

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

2. Executive Summary

- 2.2 As part of the findings from the Independent Inquiry and Whistleblowing Culture Review in 2021 (“Inquiry and Review”), several employment policy recommendations were made including the recommendation to review all conduct related employment policies and, where appropriate to revise.
- 2.3 In addition to this overarching expectation, there were also a number of specific recommendations requiring the Council to put in place policies or practices to manage personal relationships between employees which could result in a potential conflict of interest.
- 2.4 As the key guide to employee behaviour and standards within the Council as well as existing practices on Conflicts of Interest, the Employee Code of Conduct has been reviewed and refreshed taking into considerations the recommendations of the Inquiry and Review. This report focuses on these proposed changes.
- 2.2 The revised Employee Code of Conduct and associated supporting guides will replace the current Code, which was approved at Committee on 12 August 2012.

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 Specifically:
- That a full review of all Council policies relating to staff conduct is undertaken to determine how these could be consolidated and clarified to aid compliance and investigation in future
 - That CEC should establish a policy which stipulates relationships between Colleagues must be disclosed if one person has line management responsibility for the other
 - That this policy should also include the steps to be taken if a situation involving allegations of a sexual nature, domestic abuse or those relating to physical violence, harassment or stalking, within or out with the working day or CEC workplace, arises between employees who are, or were, involved in a relationship.
 - That familial or former familial relationships of employees within CEC should be disclosed and logged appropriately on both employees’ HR files to ensure that any actual or potential conflicts which may arise during the course of internal investigations are addressed.
- 3.3 In addition to ensuring these recommendations were captured, we also sought feedback on the application and effectiveness of the existing Code through engagement with Trade Unions, line managers and Human Resources colleagues

who are regularly involved in supporting the business through adherence to the Code. Revisions have been made to Code and supporting documentation accordingly.

4. Main report

- 4.1 The current Employee Code of Conduct (Code) was last reviewed in 2012 and links to our Corporate Values and the Seven Principles of Public Life. It outlines the behaviours, standards, and expectations we require from all employees within the Council.
- 4.2 It outlines requirements in relation to employee conduct (both within and outwith work), use of Council resources, conflicts of interest, business integrity as well as managing various relationships within the course of their work.
- 4.3 In response to the recommendations from the Inquiry and Review, it was agreed that reviewing the Code was pivotal in setting the expectations for other related policies.
- 4.4 To review the Code, we benchmarked with other local authorities as well as other public bodies to what they include within their respective codes and understand what, if anything, was missing from the Council's Code. This research identified that in the main, all local authorities followed the same themes and covered the same topic areas. While other public bodies covered the same, some focussed more on specific theme areas depending upon the nature of their organisation e.g., Scottish Fire and Rescue Service prioritised health and safety standards such as use of alcohol and drugs within the workplace.
- 4.5 We also undertook internal engagement by meeting with operational managers from all directorates who have utilised parts of the Code, HR teams who support managers and employees in Code adherence as well as Legal and Information Compliance colleagues to ensure we were protecting individuals as well as the Council.
- 4.6 The main changes in the new Code are:
 - **New appearance** – aesthetically it looks different. To encourage consistency across the employment policy landscape, we have moved the Code into our new template. We have also taken the opportunity to revise the style, tone and language of the document to make it more accessible and easier to follow.
 - **Introduction of Our Behaviours** – the previous Code was underpinned by the Corporate Values however other than being highlighted at the beginning it did not provide colleagues with an understanding of how these would be embedded within their work or actions under the Code. The intention behind introducing Our Behaviours and the supporting language of the behaviours is to demonstrate how these can be used, along with the Seven Principles of Public Life, in all decision making and actions for employees.
 - **Consistency in content** – the Code should act as the overarching document that should signpost colleagues to the relevant policies and guides. The current

Code switches between this approach and providing procedural guidance for colleagues. We have introduced more consistency in content under each theme which should focus on what it means for employees, what they are required to do and why.

- **New user guides** – As noted above, the previous Code contained a lot of procedural guidance for colleagues under some of the themes. We have removed this from the main Code and created new, more detailed user guides for colleagues on Conflicts of Interest as well as Secondary Employment as well as refreshing out Disciplinary Code. We have also introduced a new Managing Relationships within the Workplace guide.

Managing Relationships in the Workplace

- 4.7 A key finding of the Inquiry and Review was that the practices within the Council in relation to managing relationships between employees as inadequate. It was recommended that a policy was introduced to have a clear process in place for declaring and recording relationships within the Council – both familial and close personal – in particular when one individual was in the line management chain of the other. The purpose was to record and therefore mitigate any potential for a conflict of interest, and protect individuals from potential scrutiny, unconscious bias, etc.
- 4.8 Benchmarking was undertaken across other local authorities which identified that no council had a standalone policy on this issue however some had incorporated an element into their Codes of Conduct. It was therefore agreed that we would highlight the requirements and standards expected of employees under this theme within the revised Code and create a user guide to provide details on the process.
- 4.9 Throughout the engagement work with colleagues, this new theme area was discussed at length to ensure we were providing colleagues and line managers with the clear guidance on what to declare and when, and also how this will be recorded.
- 4.10 The requirement, as per the recommendation, was that this relationship information should be recorded on both employees' HR records. The HR system is not currently set up to support this, however new functionality can be created – similar to the Performance Conversations – which will allow line managers to record against an individual's record who they are in a relationship with, if there is a conflict of interest and if so, outline what the mitigation / action plan will be to address this.
- 4.11 While this information is sometimes declared locally, it is not captured or recorded centrally. As this would introduce a new process for processing personal data, a Data Protection Impact Assessment was undertaken to ensure this information was handled appropriately and in line with legislation. Through this process it was agreed that the information should be regularly reviewed by line management to ensure accuracy and will be retained on employee records until termination plus three months. It was agreed that even if a relationship ended, it did not necessarily

mean that the potential conflict of interest was removed.

4.12 The process that should be followed is:

- Both parties declare the relationship to their respective line managers. It has been agreed that this will be familial and romantic relationships. With respect to friendships, it was deemed too much to include for declaration. However, the user guide does outline guidance for colleagues in this situation and that while they do not have to declare their friendship, they must continue to be mindful of potential conflicts of interest and conduct themselves in a transparent, ethical manner with integrity as per the Seven Principles of Public Life.
- A conversation will then take place with their manager to identify any potential perceived or actual conflict of interest. Where this occurs, they should work with the manager to agree an appropriate action plan to reduce or remove the risk.
- The line manager will then record this information on the HR system. This information will only be accessible to the individual, the line manager and HR.
- The information should be reviewed annually and where necessary amendments made to any action plans, or if the individual changes roles another assessment is undertaken on potential for conflict. This information is then retained until termination plus three months.

4.13 The user guide also meets the recommendations from the Inquiry and Review in that it signposts colleagues to the appropriate policies and support available as well as the steps to take should a situation involving allegations of a sexual nature, domestic abuse or those relating to physical violence, harassment or stalking, within or out with the working day or CEC workplace, arise between employees who are, or were, involved in a relationship.

5. Next Steps

- 5.1 An implementation plan, including communications, will be put into effect to relaunch the Code, supporting user guides and associated e-learning to raise awareness among all colleagues. This will go live following the launch of Our Behaviours.
- 5.2 The HR system will require additional work to support the recording functionality.
- 5.3 The HR Retention Schedule will be updated to include the new retention rule.

6. Financial impact

- 6.1 There is no material impact arising from this report.

7. Stakeholder/Community Impact

- 7.1 The development of this Code meets our legal obligations in relation to formal consultation. The trade unions have been engaged on the new Code and are content with the proposed changes.
- 7.2 In addition to formal consultation, the Code has 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. In addition to formal consultation, the Code has 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. The introduction of the Managing Relationships within the Workplace guide did highlight some potential areas for impact. For example, colleagues within a same sex relationship who are not 'out' at work and are required to declare. Through consultation with the IIA working group these have been mitigated through language used in the Code and supporting documentation and reassurance of confidentiality.

8. Background reading/external references

- 8.1 N/A

9. Appendices

- 9.1 Employee Code of Conduct

Employee Code of Conduct

The citizens of Edinburgh are entitled to have high expectations of those who are employed by the City of Edinburgh Council (the Council), and the way in which they conduct themselves in undertaking their duties.

Our shared purpose as employees of the City of Edinburgh Council is that we work together for the people of Edinburgh. Building their trust and confidence in our reputation and what we do is key for our continued success as a Council. Our Employee Code of Conduct (the Code) should be given the highest priority in delivering our services, in our decision making as well as working with each other and our citizens.

In delivering our services, and adhering to this Code, we will demonstrate Our Behaviours of:

- **Respect:** We're inclusive, we promote equality, we treat people with fairness, understanding and kindness and we consider others in all our decisions and actions.
- **Integrity:** We're open and honest, we take responsibility, we build trust, and we pull together to do what's right for our citizens, colleagues and our city.
- **Flexibility:** We're open minded, we keep it simple, we adapt to provide great service and find better ways of doing things, and we embrace opportunities for shared working and leaning.

This Code of Conduct builds upon our shared organisational purpose and Our Behaviours and sets out the standards of conduct which govern our relationship with the citizens of Edinburgh and with each other. It is designed, first and foremost, to protect you and your colleagues from being placed at risk. You are expected to carry out your work reasonably and according to the law, to conduct yourself according to high professional and ethical standards, and in a way that promotes our values and maintains our reputation.

In addition to this, as a public body, we also expect you to practice the [Seven Principles of Public Life](#) as identified by the Nolan Committee and adopted by COSLA. We expect all colleagues to adhere to these principles in all their activities.

This Code should be read in conjunction with the Council's disciplinary policies and user guides.

Author	Scope
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Employee Relations & Policy, Human Resources, Corporate Services.

This policy applies to all Council employees.

Purpose	Review
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This document sets out the Code of Conduct for all employees, along with supporting guidance about their rights, responsibilities and duties whilst at work.

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. Your responsibilities

- 1.1 All colleagues are expected to familiarise themselves with the Employee Code of Conduct, the Disciplinary Code and the Disciplinary User Guide to ensure they understand their responsibilities, rights and duties as a Council employee. To ensure our continued success and to protect yourself from any scrutiny, you should ensure you adhere to the responsibilities as outlined and make the appropriate declarations to avoid conflicts of interests where necessary.
- 1.2 You should always behave professionally and courteously towards colleagues, citizens and service users and conduct yourself in a manner that maintains the Council’s good reputation. You’re responsible for your own behaviour within work, however you should also be aware of your conduct out with work, and how this may impact the Council’s reputation.
- 1.3 You’re expected to comply with the reasonable instructions of your line manager or other senior managers.
- 1.4 Where your behaviour falls below this standard or you act in a way which breaches this Code, this will be treated seriously and may lead to disciplinary action being taken, up to and including dismissal. If you’re in any doubt about whether a course of action is appropriate, you should speak to your line manager.

2. Equality, Diversity and Inclusion

- 2.1 We want to attract and retain a diverse workforce to deliver better outcomes across a range of services and can respond to the range of needs of the citizens of Edinburgh and is reflective of the people we serve.
- 2.2 The Council aims to provide a safe working environment where employees are treated fairly and with respect. As an employer, we’re committed to ensuring equality of opportunity, fair treatment for all colleagues and to building a more inclusive culture which values and celebrates the diverse nature of our workforce.
- 2.3 All our colleagues are entitled to be treated with dignity and respect in the workplace. Discrimination, bullying, victimisation or harassment of any kind is not tolerated.
- 2.4 All our managers have an important leadership responsibility to promote dignity and respect in the workplace and take steps to advance equality and address concerns in their service area.

3. Professional registration requirements

- 3.1 In addition to this Code, certain occupations within the Council, for example those within education and social care, are also governed by externally set registration requirements and professional standards of conduct. It is your responsibility to ensure that you're registered with the appropriate body, that this registration is kept up to date, and that you continue to adhere to the expected standards.
- 3.2 If you fail to meet and maintain these registration requirements and standards, this may result in disciplinary action, up to and including dismissal, being taken by the Council.
- 3.3 Additionally, the Council is required to comply with certain duties to notify external registration bodies of issues concerning misconduct and/or disciplinary action taken. Where this occurs, colleagues concerned would be notified by the Council.

4. Use of resources

- 4.1 You're responsible for safeguarding Council resources, systems, and information under your control or accessed as part of your work. Resources can include (but are not limited to) property, information, equipment, vehicles, or financial transactions.
- 4.2 In your role, you may be permitted access to telephones, intranet / internet, and email systems, as well as other equipment and information systems. Your use of these must be for a legitimate Council business purpose and comply with relevant policies and codes including the [ICT Acceptable Use Policy](#).
- 4.3 Some of the information you encounter in the course of your work with the Council may be privileged or confidential in nature. This information should be held in the strictest confidence and must not be divulged to other parties without authorisation.
- 4.4 Misuse of Council resources may lead to disciplinary action and in certain cases may constitute a criminal offence. It's important that you use these resources reasonably, with integrity and in accordance with the relevant Council policy.

5. Alcohol and drugs

- 5.1 The Council is committed to providing a safe, healthy and productive working environment for all colleagues, contractors and customers. This includes ensuring that people are fit to carry out

their jobs safely and effectively in a working environment which is free from alcohol, drug and substance misuse.

- 5.2 Being under the influence of alcohol, illegal drugs or other substances during working hours is not permitted.
- 5.3 Any employee who is found to be unfit to undertake the contractual duties of their post because they are under the influence of alcohol or drugs will be sent home for the remainder of that working day, this is to ensure the highest standards of health and safety for all colleagues.
- 5.4 The matter will then be managed in accordance with the Council's Policy on Alcohol, Drugs and Substance Misuse, and appropriate strategies and arrangements will be put in place which offer help and support to employees. However, misuse of substances that impact upon the workplace may also result in disciplinary action, up to and including dismissal.

6. Inappropriate conduct outside of work

- 6.1 As a Council employee, you should be aware that your behaviour outside of work may be subject to scrutiny if it impacts negatively on your job role or the Council.
- 6.2 Inappropriate conduct outside of work may result in disciplinary action if it impacts, or has the potential to impact, your ability to do your job, and brings, or has the potential to bring, the Council into disrepute.
- 6.3 If you're arrested or charged by the Police, served with a summons on a criminal charge, issued with a fixed penalty notice or convicted of any criminal offence you must disclose this in writing to your manager as soon as possible. Failure to do so may result in disciplinary action being taken against you, up to and including dismissal. A criminal investigation, charge or conviction relating to conduct outside work may be treated as a disciplinary matter if we consider that it is relevant to your employment.
- 6.4 Conviction for a criminal offence that, in the Council's opinion, may affect our reputation or our relationships with our colleagues, customers or the public, or otherwise affects your suitability to continue to work for us may result in disciplinary action.
- 6.5 All information on criminal convictions may be verified and will be treated in strict confidence. Line managers should retain a copy of the notification in line with the Council's Retention

7. Conflicts of interest

- 7.1 In line with this Code, you should conduct yourself with integrity and not misuse your position, or any information obtained in the course of your employment to further your own interests or the interests of others who don't have a right to benefit under the Council's policies. Such misuse may result in disciplinary action, up to and including dismissal, and in certain cases may constitute a criminal offence.

7.2 You should never use your position with the Council to seek special favour or preferential treatment for yourself, relatives or those with whom you have a close personal relationship.

What is a Conflict of Interest?

7.3 A conflict of interest can arise if your personal relationships or outside activities – including private, personal or financial interests - influence or interfere with the decisions you make in the course of your work for the Council. This includes perceived and potential, as well as actual, conflicts. This can include interests of close or extended family members, those who live in the same household or personal contacts.

7.4 Some examples can include (but are not limited to) financial investment in a business which is contracted with the Council, involvement in a company, club, voluntary organisation or business, that is being funded or supported in some way by the Council or having a personal relationship with someone who has applied for a role within your team or for whom you have line management responsibility.

7.5 A conflict may also occur where you have access to Council information and could be seen to be using this information for personal gain or advantage. This includes passing such information without authorisation to someone out with the Council, who then gains or could be perceived to gain an advantage or benefit by receiving this information.

Declaration

7.6 It's **your** responsibility to declare any **actual** or **potential** conflicts of interest. If you're in any doubt about whether an actual or potential conflict of interest exists, you must report it.

7.7 Reporting it will safeguard you from the possibility of future criticism and allows your manager to plan the work you're involved in accordingly to avoid actual or potential conflicts of interest arising.

7.8 Guidance on how to declare a conflict of interest and management action, please see the Guidance procedures along with the Conflicts of Interest Declaration form.

7.9 If information comes to light and the Council considers that you should have made a declaration but chose not to, or that you didn't fully disclose details of any potential conflict of interest, then your line manager will meet with you to discuss. Where you have intentionally not made a disclosure or there is a clear conflict of interest, disciplinary action may be taken.

8. Business integrity

Legal and regulatory compliance

8.1 You're required to comply with all applicable legal requirements and regulations relevant to the work you undertake. These can include (but are not limited to) compliance with externally set registration requirements and professional standards of conduct.

Bribery and coercion

8.2 The Council does not tolerate bribery or coercion of any kind.

- 8.3 Bribery occurs when you offer, pay, seek or accept a payment, gift, offer of hospitality or favour to influence a business outcome. Bribery and corruption can be direct, or indirect through third parties, such as family or friends. You should never accept any offer that may influence or appear to influence your actions or behaviour.
- 8.4 Coercion occurs when someone tries to influence your decision making in a certain direction that benefits them by issuing threats or promises. Coercion can come from Council colleagues, current or potential contractors or elected officials. You should never feel intimidated to make decisions in a certain way due to the behaviour of other parties and should raise any attempts at coercion with your line manager, or senior manager, as appropriate. This behaviour may constitute bullying.
- 8.5 You're liable to disciplinary action including dismissal, legal proceedings and possibly imprisonment if you're involved in bribery and corruption. Even 'turning a blind eye' to any suspicions of bribery and corruption can result in liability for the Council, and for you personally. You must raise any concerns as soon as possible if you believe or suspect that bribery or corruption is occurring.
- 8.6 Further guidance can be found in the Council's [Anti-Bribery Policy and Procedure](#) as well as our Whistleblowing or Grievance policies.

Gifts and hospitality

- 8.7 In certain limited circumstances, and in connection with your official duties, you may receive an offer of hospitality, gifts of limited value, or small tokens of gratitude from customers or contractors. You should not accept such offers if you can't reasonably justify it, or where you may be placed under an obligation. You must act with integrity in all such decision-making. Cash gifts should not be accepted.
- 8.8 If you're unsure, speak to your manager on the appropriateness of accepting such hospitality or gifts. Consistency should be applied across the service area. Hospitality and gifts received must be recorded in the service area's register of gifts and hospitality, in accordance with departmental arrangements.

9 Benefiting from a will or bequest

- 9.1 Under this Code, anything left to you in the will of a service user is considered to be a gift. These are also known as bequests. In certain circumstances, it may be acceptable for this to happen.
- 9.2 If you're named as a beneficiary in the will of a service user, you must declare this to your manager as soon as you become aware of this.
- 9.3 Failure to declare this information immediately may lead to disciplinary action. If you're aware that there may be a possibility that you'll be named as a beneficiary in a will in the future, you must disclose this information to your manager.

- 9.4 Each case will be investigated for evidence of coercion or behaviour designed to obtain favourable treatment. A decision on each case will be made by the appropriate Chief Officer and your manager will advise you of the outcome of these investigations.
- 9.5 If there's evidence of coercion or behaviour designed to obtain favourable treatment on your part, this will lead to disciplinary action up to and including dismissal.
- 9.6 If, prior to a decision being made, you choose to accept the bequest, this may lead to disciplinary action up to and including dismissal.
- 9.7 Where approval is given for you to accept a bequest, all bequests received should be recorded in the departmental register of gifts and hospitality.

10 Use of social media

- 10.1 'Social media' is the term commonly given to websites and online tools that allow users to share content, express opinions or interact.
- 10.2 Social media sites such as (but not limited to) Facebook and Twitter are a useful way to keep in touch with friends, family and colleagues and a useful way to exchange information and news.
However, employees who use social media should be mindful that they may be more vulnerable due to the public profile of the Council. As an employee of the Council, you must not post anything (whether the forum is open to the public or not) which may bring the Council into disrepute, result in legal action against the Council or will clearly cause distress or offence to colleagues or members of the public. You must not publish any comments or information that may undermine public confidence in the Council.
- 10.3 Whilst there's no intention to restrict any proper and sensible exercise of an individual's rights and freedoms, it is expected that all employees will conduct themselves in such a way as to avoid bringing the Council into disrepute or compromising its effectiveness or the security of its operations and assets.
- 10.4 If you use the internet or social media during your 'personal time' to post offensive material, to harass, to bully or victimise employees or members of the public, this will be considered as seriously as if it had occurred in the workplace or during working time.
- 10.5 The [Council's ICT Policy](#) outlines appropriate use of social media for employees which everyone should familiarise themselves with.
- 10.6 If you are using social media as part of your role as an employee, for example, publicising activities of your department, it is particularly incumbent on you to ensure posts do not cause offence, even unintentionally. Ensuring you have appropriate training, and follow advice from your line manager, is essential. Further information is available in the [Social Media Policy and Guidance](#).
- 10.7 Misuse of social media may lead to disciplinary action and in certain cases constitute a criminal offence.

11 Media contact

- 11.1 You should only have contact with the media in the course of your employment where this has been approved in advance.
- 11.2 Contact from the media should, in the first instance, be referred to the Council's Communications team.
- 11.3 If an aspect of your work requires contact with the media to be made, you should contact the [Council's Communications team](#).

12 Working relationships

Colleagues

- 12.1 You're entitled to expect fair and reasonable treatment from your colleagues and managers. All our colleagues are entitled to be treated with dignity and respect in the workplace and we're committed to building an inclusive culture which values and celebrates the diverse nature of our workforce.
- 12.2 We will not tolerate harassment, bullying, discrimination or abuse in any form. If you feel that you have been unfairly treated or have been discriminated against, you are entitled to raise your concerns under the appropriate policies.

The Public and service users

- 12.3 The way we treat our citizens matters because they may judge us on a single experience. If that experience is poor, it affects the way they see us. To our customers, **you** are the Council.
- 12.4 Providing good service is a priority. Even when we're telling the customer something they don't want to hear, we can do it in a way that makes them feel valued and listened to.

Elected Members

- 12.5 Mutual respect between Councillors and employees is essential to good local government. However, close personal familiarity between employees and Councillors can damage the relationship and should therefore be avoided. If you have a relationship with a Councillor outside of work, this should be declared by following the Managing Relationships at Work guidance.
- 12.6 Employees must serve all Councillors and not just those of the Administration. If you're required to advise political groups, you must do so impartially and without compromising your political neutrality.
- 12.7 You must never allow your own personal or political opinions to influence or interfere with your work.

12.8 Further guidance can be found in the [Council's Member/Officer Relations Protocol](#) available from your line manager.

13 Personal relationships

- 13.1 We recognise that colleagues who work together can also be in a personal relationship. Whilst such relationships seldom interfere with work, there is potential for a conflict of interest, breach of confidentiality or fraudulent activity to occur.
- 13.2 This section should be read in conjunction with the Managing Relationships at Work Guidance.
- 13.3 Where a family or personal relationship exists or develops between colleagues who work together in the same area, or where one employee is in the line management chain, both individuals must declare their relationship in confidence to their line managers. This is intended for the protection of both parties.
- 13.4 As a result, you should not be involved in appointments or decisions that relate to discipline, grievance, promotion or grading, or payment of additional expenses /overtime where you're related to the individual or have a close personal relationship with them outside work.
- 13.5 'A close personal relationship' in this context could include any colleague who is a close or extended family member or be someone that you're in an intimate relationship or a close friendship with, however this list is not exhaustive.
- 13.6 To decide whether to declare a relationship or not, ask yourself if you're acting in line with Our Behaviours and the Seven Principles of Public Life, and if you're protecting yourself and others from potentially valid criticism.
- 13.7 If information comes to light and the Council considers that you should have made a declaration but chose not to, or that you didn't fully disclose details of any potential conflicts of interest within a relationship, then disciplinary action may be taken.

14 Contractors

- 14.1 If you, a member of your family or a personal contact have an interest with a contractor or potential contractor, then you must declare this as detailed in the Section 7 - Conflict of interest.
- 14.2 Orders and contracts must be awarded on merit, by fair competition and without unfair discrimination. If you're involved in a tendering process, or if you're an employee who has both a 'client' and 'contractor' responsibility in the tendering process, you must follow the Council's procedures and rules about tenders and contracts.
- 14.3 If you have access to confidential information on tenders or costs for either internal or external contractors, you must never disclose that information to any unauthorised individual or

organisation.

15 Politically restricted posts

- 15.1 The public expects you to carry out your duties in a politically neutral way, and this must be respected by Councillors. The political activities of a small number of employees are “politically restricted” under the Local Government and Housing Act 1989 and they will have been advised of this restriction. You must serve the Council and all Councillors, regardless of their political outlook. The Chief Executive and senior officers have ultimate responsibility to ensure that the policies of the Council are implemented. You must implement the policies of the Council irrespective of your personal views.
- 15.2 Certain posts are ‘politically restricted’ which means that individuals who hold them are prevented from having any active political role either inside or outside the workplace. Postholders in these posts can’t:
- stand for or hold an elected office (i.e., MP, MSP, MEP, Councillor etc) whilst retaining their post within the Council.
 - participate in political activities, publicly express support for a political party or undertake other activities such as canvassing on behalf of a person who is seeking to be a candidate.
 - speak to the public at large or publish any written or artistic work that could give the impression that they advocate support for, or are an authorised representative of, a political party.
- 15.3 Politically restricted posts include specified posts detailed in the legislation as well as those who give advice on a regular basis to the Council and posts involving regular contact with the media. A list of the impacted posts can be sought from HR.

16 Employees as Constituents

Public statements / complaints to Councillors

- 16.1 Many council employees are also residents of Edinburgh therefore have dual sets of rights and responsibilities (as a worker and as a resident). It is important that these different sets of rights and responsibilities are not confused or come into conflict with each other.
- 16.2 Criticism of ideas and opinion is part of democratic debate. As such, the Council may seek the views of the citizens of Edinburgh on proposals or policy through public consultation processes. If you’re both a citizen and employee of the City of Edinburgh Council, then the potential for a conflict of interest can occur.
- 16.3 Whilst participation in local democratic debate as a citizen is to be encouraged, you should ensure that your participation doesn’t impact on or conflict with the role you deliver for the Council. For example, it may be appropriate for you as a citizen to participate in a Council

meeting as part of a deputation on a national or regional matter, or to attend a Councillor's surgery, as long as the issue under debate is unrelated to the specific role you do with the Council and that you do this in your own time.

- 16.4 Particular care must be taken to avoid situations where your personal views (including a political opinion) could be perceived as representing the Council's position.
- 16.5 Within this context, you must never release information that is not yet in the public arena or promote viewpoints that may undermine public confidence in the Council.
- 16.6 In your capacity as an employee, you must never criticise the Council through any form of media, at a public meeting, in any written communication with members of the public or in any other context likely to cause harm to the Council's reputation.
- 16.7 If you have a complaint about Council services you have received as a citizen, you're entitled to raise this with your local Councillor. However, if your complaint concerns any aspect of the service you deliver, or the work you do with the Council, it is more appropriate that this is raised internally with your line manager and/or use the Council's Grievance Procedure.
- 16.8 If you're in any doubt about what actions you can or can't take in this context, you should speak to your line manager or HR.

17 Secondary employment

- 17.1 The Council recognises that employees may wish to undertake secondary employment.
- 17.2 For the purposes of this Code, secondary employment includes:
 - secondary employment within the Council itself;
 - engaging in contracted work on a voluntary basis;
 - fee-paying roles such as appointments to Boards or tribunals;
 - self-employment; or
 - engaging in any other business activity.
- 17.3 If you're a Headteacher / Grade 8 or above, you're not permitted to undertake other employment without the written approval of your Service Director.
- 17.4 If you're Depute Teacher / Grade 7 or below, then you must tell your manager of any secondary employment that you undertake or intend to undertake.
- 17.5 Where there may be a conflict of interest in undertaking secondary employment, for example, there may be possibility that it has an adverse effect on your work, or it might impact adversely on the work of the Council - then the secondary employment will not be permitted.
- 17.6 Employee appointments as Councillors to other local authorities, membership of the Territorial Army, appointment as a Justice of the Peace, do not constitute secondary employment. While volunteer work for an organisation or charity is also not considered as secondary employment,

you should consider any potential conflicts of interest with your role within the Council before taking up the activity.

- 17.7 The Council expects that an employee's total working time shouldn't exceed an average of 48 hours per week and this total includes hours worked in any other jobs either with the Council or secondary employment. To comply with the Working Time Regulations and to support your wellbeing, we may ask you to disclose your total working hours.
- 17.8 Communications (this includes the use of personal email accounts or social media) or the conducting of any business activity which relates to secondary employment are not permitted during working hours with the Council.

18 Raising concerns

- 18.1 If you believe that your own or another colleague's behaviour contravenes this Code of Conduct and related policies, it's vital that you raise the issue with the appropriate person. If your concerns relate to your line manager, you should raise the issue with their manager. If your concerns relate to others in the management structure, above your line manager, you should raise the issue with an appropriate manager within your service, or with Human Resources (HR).
- 18.2 There may be circumstances where you feel you can't raise a concern with management or HR. In these circumstances, the Council's [Whistleblowing Policy](#) sets out the steps you can take to raise concerns.
- 18.3 All concerns raised will be taken seriously. Employees should feel they're able to raise genuine concerns without fear of reprisals or other adverse treatment, even if they turn out to be mistaken.
- 18.4 Any disclosure you make under the Council's Whistleblowing Policy will be treated sensitively and we're very aware of the importance of confidentiality. However, there may be times when not all matters can be kept confidential. For example, there may be a court order that means that we have to disclose information, or a criminal or public safety issue may be raised. The Council's Whistleblowing Policy contains further information on confidentiality.
- 18.5 The Council takes allegations of bullying, harassment or discrimination very seriously and it should be noted that all allegations of a sexual nature, domestic abuse, physical violence, harassment or stalking (whether occurring during the course of work hours or on work premises or not) will be reported to the Monitoring Officer and investigated thoroughly in line with our procedures.

Appendix 1

The Seven Principles of Public Life

The Seven Principles of Public Life outline the ethical standards those working in the public sector are expected to adhere to.

Selflessness

You should not take decisions which will result in any financial or other benefit to yourself, your family or your friends. Decisions should be based solely on the Council's best interests, which will reflect the best interests of the communities it serves.

Integrity

You should not place yourself under any financial or other obligation to an individual or an organisation which might influence you in your work with the Council.

Objectivity

Any decisions that you make in the course of your work with the Council, including making appointments, awarding contracts, or recommending individuals for rewards or benefits, must be based solely on merit.

Accountability

You are accountable to the Council as your employer. The Council, in turn, is accountable to the public.

Openness

You should be as open as possible in all decisions and actions that you take. You should give reasons for your decisions and should not restrict information unless this is clearly required by Council policy or by the law.

Honesty

You have a duty to declare any private interests which might affect your work with the Council and to ensure the appropriate and proper use of all Council equipment, materials and resources.

Leadership

If you are a manager, you should promote and support these principles by your leadership and example.

More information is available on the [Government website](#)

Policy and Sustainability Committee

10.00am, Tuesday, 17 January 2023

Endorsement of Plant-based treaty – Response to Motion by Councillor Burgess

Executive/routine

Wards

Council Commitments [18](#)

1. Recommendations

It is recommended that the Policy and Sustainability Committee:

- 1.1 Note the greenhouse gas emissions reductions associated with a shift to plant-based diets outlined within this report
- 1.2 Note the potential implications of the proposed plant-based treaty for City of Edinburgh Council

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Endorsement of Plant-based treaty – Response to Motion by Councillor Burgess

2. Executive Summary

- 2.1 This report outlines the potential implications for the City of Edinburgh Council of endorsing the call for a [Plant-based treaty](#) and integrating its principles and relevant actions, including for cities and education, into Council strategies and action plans.
- 2.2 This report is brought to Committee in response to a motion by Councillor Burgess on [17th March 2022, item 8.8](#).
- 2.3 Some of the treaty demands are things that the Council is already doing anyway, such as implementing nature-based solutions.
- 2.4 There are other actions that the Council could implement to adhere to some treaty demands, such as more openly promoting plant-based diets in communication with residents and in relevant existing plans, and increasing efforts to increase plant-based options in Council catering, subject to resources.
- 2.5 There are also actions that cannot be implemented due to lack of powers or that are not relevant in the Edinburgh context. Indeed, the current Local Development Plan (2016) and emerging City Plan (expected to be the next LDP) do not include any specific policy to back up some of the demands of the treaty, such as banning the building of new animal farms, slaughterhouses, or the conversion of land to animal agriculture or animal feed production. In Planning, agriculture is considered a single category of land use. As a result, the Council does not have powers to set out how land should be used within the overall agricultural use class.
- 2.6 However, it should be noted that endorsing the Plant based treaty is **non-binding and carries no legal risk**. The council would be expressing support for a treaty to be negotiated at a global level as a companion to the Paris Agreement on climate. The Plant based treaty is modelled on the Fossil Fuel Treaty, which [Edinburgh endorsed](#) in March 2022 as the first city in Scotland.
- 2.7 Declaring a Plant based treaty endorsement is similar to declaring a climate emergency, it is an acknowledgement that food systems are a main driver of the climate emergency and that a shift towards plant-based diets can go a huge way in reducing greenhouse gas emissions.

- 2.8 By endorsing the PBT, the Council would be taking a bold stance on the two main drivers of the climate emergency (fossil fuels and food systems).

3. Background

- 3.1 At Full Council on 17 March 2022, Councillor Burgess requested a report on the implications for the Council of endorsing the call for negotiation on the development of a Plant-Based Treaty by national governments as a companion to the UN Paris Climate Agreement and integrating the Treaty's principles and relevant actions, including for cities and education, into Council strategies and action plans.
- 3.2 The Treaty aims to halt the widespread degradation of critical ecosystems worldwide caused by animal agriculture, to promote a shift to more healthy, sustainable plant-based diets and to actively reverse damage done to planetary functions, ecosystem services and biodiversity. The Treaty has three core principles:
- 3.2.1 **Relinquish:** no land use change, ecosystem degradation or deforestation for conventional animal agriculture
- 3.2.2 **Redirect:** an active transition away from animal-based food systems to plant-based systems
- 3.2.3 **Restore:** actively restore key ecosystems, particularly restoring forests and rewilding landscapes
- 3.3 The Treaty has so far been endorsed by one town in the UK (Haywards Heath Council), two cities in the USA, one city in Turkey, and fourteen cities in India. It has more than 64,000 individuals, 1000+ organisations and 1000 business endorsers to date. A petition has gathered more than 15,000 signatures to ask Glasgow City Council to endorse the Plant Based Treaty.
- 3.4 The latest IPCC report (Climate Change 2022, Mitigation of Climate Change), published in April 2022, stated that food systems are associated with 42% of greenhouse gas emissions globally. The report acknowledges that there is robust evidence that diets high in plant protein and low in meat and dairy make for lower greenhouse gas emissions, and that consequently, shifting consumption towards plant-based diets has a major mitigation potential. In their Sixth Carbon Budget report published in 2020, the UK Climate Change Committee (CCC) recommended a 20-50% reduction in all meat and dairy consumption by 2050 (depending on the different scenarios modelled). A summary of the findings of these reports in relation to agriculture and food production is detailed in Appendix I.
- 3.5 In 2018/19, emissions from land use, land use change and forestry (LULUCF) in Edinburgh were estimated at 15,300 tCO_{2e}¹. Emissions from livestock generated in Edinburgh were estimated at 13,101 tCO_{2e}. Overall, livestock and land use emissions represent about 1.2% of Edinburgh's territorial emissions (emissions generated within the city boundary). This small percentage is due to the fact that

¹ UK local authority and regional carbon dioxide emissions national statistics: 2005-2019, BEIS

Edinburgh is an urban local authority and does not have much agricultural land. Most of the meat and other food products consumed within the city are imported.

- 3.6 Estimated consumption-based emissions² (generated out with the city boundary but related to consumption of goods, services, food etc. by Edinburgh residents) show food and diet account for 23% of the city's consumption-based footprint, 12% of these emissions are from the consumption of meat and fish³. A shift to plant-based diets would therefore significantly reduce the city's consumption-based emissions.
- 3.7 Although the Council and city net zero targets and associated emissions reporting currently do not include all consumption-based emissions, both the Council Emissions Reduction Plan and city 2030 Climate Strategy, include commitments to take action to reduce consumption-based emissions. For example, through sustainable procurement and promoting more a more circular economy, including within the food sector. Moreover, changes to the Public Bodies Climate Change Duties due to be brought in later this year will require Councils to set targets for reducing 'indirect' emissions, where applicable.

4. Main report

- 4.1 Endorsing the Plant based treaty is non-binding and carries no legal risk. The council would be expressing support for a treaty to be negotiated at a global level as a companion to the Paris Agreement on climate.
- 4.2 Declaring a Plant based treaty endorsement is similar to declaring a climate emergency, it is an acknowledgement that food systems are a main driver of the climate emergency and that a shift towards plant-based diets can go a huge way in reducing greenhouse gas emissions.
- 4.3 The sections below outline potential indirect implications in relation to the specific treaty demands.
- 4.4 **Local governments to declare a climate emergency**
- 4.4.1 No implications. The Council declared a Climate Emergency in 2019, set an ambitious target for Edinburgh to become net-zero by 2030 and approved Edinburgh's 2030 Climate Strategy in November 2021.
- 4.5 **Relinquish: no land use change, ecosystem degradation or deforestation for conventional animal agriculture**
- 4.5.1 City of Edinburgh Council is a largely urban area. If the Council were to sign up to the treaty, there are likely to be minimal implications at city level. However, it could have implications for the Council's work with regional partners, particularly within the context of joint work on food systems with Edinburgh and South East Scotland

² Contrary to territorial emissions, consumption-based emissions include the emissions produced as a result of what Edinburgh residents use in their daily lives (goods, services, food etc.), even where these emissions take place outside of the city's territorial boundary. Edinburgh's consumption-based emissions are estimated using the [Impact tool](#)

³ According to the methodology paper, this was calculated using the Living Costs and Food survey (LCF) "which contains detailed information on the consumer spending habits of a representative set of households from across Great Britain".

City Region Deal partners. For example, by impacting the Council's ability to support activity which increases land-use for animal agriculture.

4.5.2 Stop the building or expansion of new animal farms and slaughterhouses

4.5.3 This demand requires to ban the expansion of animal farming. This means no land use change, ecosystem degradation or deforestation for new conventional animal agriculture projects.

4.5.4 Given that Edinburgh is an urban local authority, conventional animal farming is already very limited. However, if the Council were to sign up to the call for a plant-based treaty, it would create an expectation that the Council will refuse permission for any new animal farm or slaughterhouse within the city.

4.5.5 As noted in Appendix II, planning decisions should be made in accordance with the Development Plan (which is expected to soon be NPF4 and Edinburgh's City Plan 2030), unless material considerations indicate otherwise. There are no policies that specifically relate to slaughterhouses in the Council's adopted or proposed LDP (or the revised draft NPF4). There are policy considerations which apply to development more generally that may mean such proposals are unacceptable, however these do not amount to a de-facto presumption against slaughterhouses. It would be for the decision maker (e.g., planning officers/planning committee) to consider if the terms of the treaty were a material consideration in their own right and how much weight to afford them on a case by case basis.

4.5.6 Redirect: an active transition away from animal-based food systems to plant-based systems

4.5.7 Make sustainable food a priority in Council strategies

4.5.8 Promoting a shift to more plant-based diets aligns with the sustainable food priorities within the Council's [Food Growing Strategy](#) and with the high-level priorities within the 2030 Climate Strategy, and the Council's poverty alleviation and health ambitions. The Council has also committed to enhancing Edinburgh's local food supply plans by working with neighbouring authorities and regional partners across Edinburgh and South East Scotland to develop an approach and priorities for regional food supply.

4.5.9 However, the focus so far has been on strategic action on healthy eating, food growing and reducing food miles, with the role reducing consumption of meat and dairy can play in tackling climate change highlighted within the context of sensitivity to individual choice. If the Council were to sign up to the call for a plant-based treaty, it could create a need to be clearer about how the Council will pursue an active transition to plant-based food within relevant strategy implementation plans and activities.

4.5.10 This would include being clear about the role of individual choice, cultural and religious preference and what a transition away from meat and dairy consumption might mean for Edinburgh's local businesses and wider regional economy.

4.5.11 Raise awareness about the climate and the environmental advantages and health benefits of plant-based food

- 4.5.12 The 2030 Climate Strategy commits to raising awareness amongst citizens about the social, environmental and health benefits of healthy and sustainable food, including through engagement activities such as Edinburgh Talks Climate.
- 4.5.13 One of the main aims of Growing Locally, Edinburgh's Food Growing Strategy, is to promote and raise awareness of the benefits of local, sustainable, healthy food to the environment, communities and consumers. [Edinburgh Biodiversity Action Plan 2019-2021](#) has a number of actions in relation to the benefits to nature of food growing.
- 4.5.14 The Council is actively working to raise awareness 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.
- 4.5.15 If the Council were to sign up to the call for a plant-based treaty, this could create an expectation that those activities are more overtly focused on promoting plant-based diets and careful consideration would need to be given to communication and engagement in this area.
- 4.5.16 Transition to plant-based meal plans in schools, government buildings and for public events**
- 4.5.17 Across all primary school sites, there is one meat free day per week, with secondary schools providing 100% meat-free main meals one day per week. This is delivered as part of the Council's commitment to create menus which promote a balanced diet. A vegetarian or vegan option is also available every day and red and processed meats have been reduced in line with the Scottish Government's legislation on school meals.
- 4.5.18 If the Council were to sign up to the call for a plant-based treaty, it could create an expectation that a clearer pathway for fully transitioning to plant-based meals is set out, for example beginning with meat free days in other Council buildings such as offices, and ensuring a plant-based alternative is always available for the other days of the week. There could be similar implications for events serviced by the council catering service.
- 4.5.19 Place food security as a priority for the Council, with a focus on ending poverty and hunger and making nutritious food accessible for all**
- 4.5.20 The Council is working with EVOC to develop an approach to addressing food poverty, as part of the wider response to ending poverty in Edinburgh. The aim is for people to be able to afford and have access to good quality, nutritious food, within the context of the Council's strategic priorities around ending poverty. As such, there would be no implications in signing up to the treaty within this area.
- 4.5.21 Restore: Actively restore key ecosystems, particularly restoring forests and rewilding landscapes**
- 4.5.22 This part of the Treaty calls for the restoration of key ecosystems and accelerate reforestation, sequestering carbon and helping to build climate resilience.

4.5.23 The Council is committed to protecting and enhancing Edinburgh's environment through the creation of a citywide green and blue network and Edinburgh's Nature Network, the planting of around 250,000 trees to become a One Million Tree City, the greening of active travel routes, the creation of wildflower meadows as part of Edinburgh's Living Landscape initiative and the protection and enhancement of the city's biodiversity and habitats as detailed in the [Biodiversity Action Plan 2019-2021](#).

4.5.24 Most of the specific actions detailed in the third demand of the treaty are already being considered or implemented by the Council. As such, there would be no further implications in terms of ecosystem restoration as a result of the Council becoming a signatory.

4.6 **Governance and competency**

4.6.1 Appendix II outlines the treaty demands, Council powers to implement them or not, and potential indirect implications.

4.6.2 There are some treaty demands that cannot be implemented due to lack of powers or that are not relevant in the Edinburgh context. Indeed, the current Local Development Plan (2016) and emerging City Plan (expected to be the next LDP) do not include any specific policy to back up some of the demands of the treaty, such as banning the building of new animal farms, slaughterhouses, or the conversion of land to animal agriculture or animal feed production.

4.6.3 However, as mentioned in 4.1, endorsing the Plant based treaty is non-binding and carries no legal risk. It is a public acknowledgement that food systems are a main driver of the climate emergency. It does not commit the Council to implement every individual treaty demand.

5. **Next Steps**

5.1 Should Committee agree to endorse this call for a Treaty the Council should provide a named contact and email address on the following 'Endorse as a City' online form: <https://plantbasedtreaty.org/city-endorse/>

5.2 After the public endorsement, the Council should then notify the First Minister of Scotland that it has endorsed the initiative, in order to help build momentum and inspire change.

5.3 If Edinburgh Council moves forward with a Plant Based Treaty endorsement, specific actions and commitments relevant for Edinburgh could then be determined to progress on this agenda, subject to resources. Any new commitment could be incorporated in the Council's food growing strategy or other relevant strategies if there is agreement with relevant service areas that this commitment can realistically be achieved.

6. **Financial impact**

6.1 There are no direct financial implications from endorsing the call for a Plant-Based Treaty. However, it is possible there may be some financial implications if further actions are implemented as a result of the Council becoming a signatory. Any

resources required for delivery will need to be assessed in the context of the considerable financial pressures facing the Council and the priorities set out in the Business Plan.

7. Stakeholder/Community Impact

- 7.1 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 reduce meat and dairy consumption in Edinburgh 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 Call for Plant Based Treaty - <https://plantbasedtreaty.org/the-pbt/>
- 8.2 [IPCC, 2022: Climate Change 2022: Mitigation of Climate Change. Contribution of Working Group III to the Sixth Assessment Report of the Intergovernmental Panel on Climate Change](#)

9. Appendices

- 9.1 Appendix I - Carbon impact of food
- 9.2 Appendix II - Detailed demands of the treaty

Appendix I - Carbon impact of food

The latest IPCC report (Climate Change 2022, Mitigation of Climate Change), published in April 2022, stated that food systems account for 42% of greenhouse gas emissions globally. At a household carbon footprint level, the food sector dominates in all income groups, accounting for 28% on average – more than the energy footprint. The report acknowledges that there is robust evidence that diets high in plant protein and low in meat and dairy make for lower greenhouse gas emissions, and that consequently, shifting consumption towards plant-based diets has a major mitigation potential.

The below graph taken from the IPCC report ranks the carbon intensity of different food products, clearly showing that meat products have by far the largest carbon impact, with beef, lamb and crustaceans being the most carbon intensive products. Emissions from beef vary vastly from cows reared in factory farms versus those reared on mountain pastures. By comparison, the average carbon impact of 100g of tofu protein is about 20 times lower than 100g of protein from beef cattle.

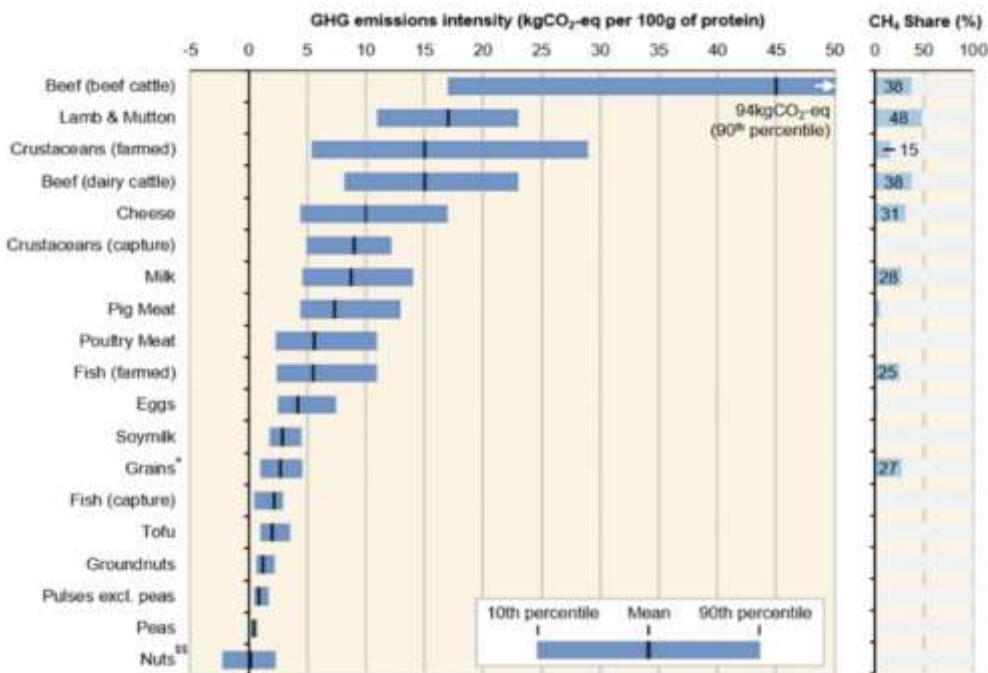


Figure 1: Ranges of GHG intensities [kgCO₂-eq per 100 g of protein, 10th-90th percentile] in protein-rich foods, quantified via a meta-analysis of attributional Life Cycle Assessment studies using economic allocation. Source: IPCC AR6 WGIII – Climate Change 2022 – Mitigation of Climate Change, Figure 12.6

In their Sixth Carbon Budget report published in 2020, the UK Climate Change Committee (CCC) recommend a 20 to 50% reduction in all meat and dairy consumption by 2050 (depending on the scenarios).

Overall, the science is clear, meat and dairy consumption must reduce to achieve climate targets. Both the CCC and the IPCC highlight that there would be significant health co-benefits.

“Shifting meat consumption more in line with Government guidance would have significant health impacts. A 2013 report that the Committee commissioned from

Ricardo indicated that the health impacts of reducing red meat consumption by 50% amounted to an annual monetised benefit of 0.5% of GDP.”⁴

“Benefits would also include reduced land occupation and nutrient losses to the surrounding environment, while at the same time providing health benefits and reducing mortality from diet-related non-communicable diseases.”⁵

The latest IPCC report recognises the importance of communication. It states: *“As a key enabler, novel narratives created in a variety of ways e.g., by advertising, images, entertainment industry, help to break away from the established meanings, values and discourses and the status quo. Discourses that portray plant-based protein and as healthy and natural promote and stabilise particular diets. Case studies demonstrate that citizens support transformative changes if participatory processes enable a design that meets local interests and culture. Promising narratives specify that even as speed and capabilities differ humanity embarks on a joint journey towards wellbeing for all and a healthy planet.”*

⁴ The Sixth Carbon Budget, CCC, December 2020

⁵ Climate change 2022, Mitigation of Climate Change, IPCC, 2022

Appendix II - Detailed demands of the treaty – from <https://plantbasedtreaty.org/the-pbt/>

Treaty demands	Detailed proposals	In City of Edinburgh Council's scope/powers?	Potential implications
<p>Demand 1: Relinquish: Stop the problem increasing</p>	<p>No building of new animal farms and slaughterhouses</p>	<p>Planning decisions should be made in accordance with the Development Plan (which is expected to soon be NPF4 and Edinburgh's City Plan 2030), unless material considerations indicate otherwise. There is no provision for slaughterhouses in the Council's adopted or proposed LDP (or the revised draft NPF4), so building of new slaughterhouses or animal farms cannot be rejected on the basis of current and emerging policies. It would be for the decision maker (e.g. planning officers/planning committee) to consider if the terms of the treaty were a material consideration in their own right and how much weight to afford them on a case by case basis.</p>	<p>Given that Edinburgh is an urban local authority, conventional animal farming is already limited. However, if the Council were to sign up to the call for a plant-based treaty, it would create an expectation that the Council will refuse permission for any new animal farm or slaughterhouse within the city.</p>
	<p>No expansion or intensification of existing farms</p>	<p>Change of function within an existing overall agricultural use would typically not require planning permission as it would not comprise a <i>material</i> change of use. Where expanded/new agriculture is proposed however then LDP and NPF4 policy framework is generally supportive of this but there is a need to consider environmental impact. The construction the types of new vessels is not within the control of planning. Fish farms are addressed in NPF4 but Edinburgh's LDP does not make provision for them given the lack of applicability to an Edinburgh context. Policy NPF4 gives support to fish farms but with caveats</p>	<p>City of Edinburgh Council is a largely urban area. If the Council were to sign up to the treaty, there are likely to be minimal implications at city level. However, it could have implications for the Council's work with regional partners, particularly within the context of joint work on food systems with Edinburgh and South East Scotland City Region Deal partners. For example, by impacting the Council's ability to support activity which increases land-use for animal agriculture.</p>
	<p>No conversion of plant-based agriculture to animal agriculture</p>		
	<p>No conversion of any land for animal feed production</p>		
	<p>No clearing of forests or other ecosystems for animal grazing, animal rearing or animal farming of any kind</p>		
	<p>No new fish farms or expansion of existing aquaculture farms</p>		
	<p>No new large-scale industrial fishing vessels</p>		



		(including impact on marine ecology and sustainability of the operation).	
	Protection of Indigenous peoples; their land, rights and knowledge	Not relevant in Edinburgh	
	Ban all live exports	Not in the Council's powers / Role of national government. Note: The UK Government has introduced a new Animal Welfare Bill to Parliament which would ban live exports.	No direct implications as a result of signing the treaty

Treaty demands	Detailed proposals	In City of Edinburgh Council's scope?	Potential Implications
Demand 2: Redirect: Eliminate the driving forces behind the problem	Declare a climate emergency – join the 1,900+ local governments in 34 different countries that have already done so	The Council already declared a Climate Emergency in 2019	No implications
	Food security should be placed as a priority for all nations, with a focus on ending poverty and hunger and making nutritious food accessible for all	The Council is working with EVOC to develop an approach to addressing food poverty, as part of the wider response to ending poverty in Edinburgh. The aim is for people to be able to afford and have access to good quality, nutritious food, within the context of the Council's strategic priorities around ending poverty.	No implications
	Acknowledge and support the pivotal role small farmers have in feeding the planet; support them to maintain (or restore) autonomy over their lands, water, seeds and other resources	Not relevant for an urban context	No implications
	Prioritize a switch to plant-based foods in Climate Action Plans	Promoting a shift to more plant-based diets aligns with the sustainable food priorities within the Council's Food Growing Strategy and with the high-level priorities within the 2030 Climate Strategy, and the Council's poverty alleviation and health ambitions. The Council has also committed to enhancing Edinburgh's local food supply plans by working with neighbouring authorities and regional partners across Edinburgh and South East Scotland to develop an approach and priorities for regional food supply. However, the focus so far has been on strategic action on healthy eating, food growing and reducing food miles , with the role reducing consumption of meat and dairy can play in tackling climate change highlighted	If the Council were to sign up to the call for a plant-based treaty, it could create a need to be clearer about how the Council will pursue an active transition to plant-based food within relevant strategy implementation plans and activities. This would include being clear about the role of individual choice, cultural and religious preference and what a transition away from meat and dairy consumption might mean for Edinburgh's local businesses and wider regional economy.

		within the context of sensitivity to individual choice.	
	Update government food and dietary guidelines to promote wholefood, plant-based food	Not in the Council's powers / Role of national government	No implications
	Design public information campaigns to raise awareness about the climate and the environmental advantages and health benefits of plant-based food, nutrition and cooking	The 2030 Climate Strategy commits to raising awareness amongst citizens about the social, environmental and health benefits of healthy and sustainable food, including through engagement activities such as Edinburgh Talks Climate. One of the main aims of Growing Locally, Edinburgh's Food Growing Strategy, is to promote and raise awareness of the benefits of local, sustainable, healthy food to the environment, communities and consumers. Edinburgh Biodiversity Action Plan 2019-2021 has a number of actions in relation to the benefits to nature of food growing.	If the Council were to sign up to the call for a plant-based treaty, this could create an expectation that those activities are more overtly focused on promoting plant-based diets and careful consideration would need to be given to communication and engagement in this area
	Aim to reduce the public's consumption of animal-based food through education in schools	The Council is actively working to raise awareness 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.	As above. This could include introducing carbon labelling of food menus in schools.
	Transition to plant-based meal plans in schools, hospitals, nursing homes, prisons and government institutions	Across all primary school sites, there is one meat free day per week, with secondary schools providing 100% meat-free main meals one day per week. This is delivered as part of the Council's commitment to create menus which promote a balanced diet. A vegetarian or vegan option is also available every day and red and processed meats have been reduced in line with the Scottish Government's legislation on school meals.	If the Council were to sign up to the call for a plant-based treaty, it could create an expectation that a clearer pathway for fully transitioning to plant-based meals is set out, for example beginning with meat free days in other Council buildings such as offices , and ensuring a plant-based alternative is always available for the other days of the week. There could be similar implications for events serviced by the council catering service.

Mandate honest labelling of food products, including cancer warning labels on all processed meats which have been declared carcinogenic by the World Health Organization	Not in the Council's powers / Role of national government	No implications
Introduce a meat tax (including fish) with proceeds funding restoration of land destroyed by animal agriculture	Not in the Council's powers / Role of national government	No implications
Subsidize fruits and vegetables to make a wholefoods, plant-based diet more affordable and end food deserts that hurt low income communities	School meals only: The Council can make fruits and vegetables available at reasonable cost Rest: Not in the Council's powers / Role of national government	No implications
Redirect government subsidies for animal agriculture, slaughterhouses and industrial fishing to environmentally-friendly production of plant-based food	Not in the Council's powers / Role of national government	No implications
End government subsidized advertising for the meat, dairy and egg industry	The Council does not subsidize meat, dairy and egg industry advertising.	No implications
Create green bonds to fund a transition to a plant-based economy	Not in the Council's powers / Role of national government	No implications
Provide financial support and training for farmers, ranchers and fisher people to move away from animal production to diversified (ideally organic agroecological) plant-based systems	Not in the Council's powers / Role of national government	No implications

Treaty demands	Detailed proposals	In City of Edinburgh Council's scope?	Potential Implications
Demand 3 Restore: Actively healing the problem while building resilience and mitigating climate change	Reforestation projects to be rolled out in appropriate ecosystems using native tree species to restore habitats to a previously similar state	The Council is committed to protecting and enhancing Edinburgh's environment through the creation of a citywide green and blue network and Edinburgh's Nature Network, the planting of around 250,000 trees to become a One Million Tree City, the greening of active travel routes, the creation of wildflower meadows as part of Edinburgh's Living Landscape initiative and the protection and enhancement of the city's biodiversity and habitats as detailed in the Biodiversity Action Plan 2019-2021.	Most of the specific actions detailed in the third demand of the treaty are already being considered or implemented by the Council. As such, there would be no further implications in terms of ecosystem restoration as a result of the Council becoming a signatory.
	Reforestation and restoration of the oceans is prioritised by designating additional areas of the oceans as zero fishing Marine Protected Areas (known as Highly Protected Marine Areas – HPMAs)	MPA and HMPA are designated by national governments.	No implications
	All existing Marine Protected Areas should be declared strictly no fishing zones and converted to HPMAs	MPA and HMPA are designated by national governments.	
	Active programs rolled out to replant critical carbon absorbers in the oceans, such as seagrass beds	The Edinburgh Shoreline project is already aiming to restore seagrass.	No implications
	Restore key degraded ecosystems which are essential for carbon sequestration cycles: mangroves, peat bogs, forests, some types of grassland	The Council is committed to protecting and enhancing Edinburgh's environment through the creation of a citywide green and blue network and Edinburgh's Nature Network, the planting of around 250,000 trees to become a One Million Tree City, the greening of active travel routes, the creation of wildflower meadows as part of Edinburgh's Living Landscape initiative and the protection and enhancement of the city's	Most of the specific actions detailed in the third demand of the treaty are already being considered or implemented by the Council. As such, there would be no further implications in terms of ecosystem restoration as a result of the Council becoming a signatory.
	Focus shift on nature-based solutions for climate change mitigation and adaptation		

		biodiversity and habitats as detailed in the Biodiversity Action Plan 2019-2021.	
	Subsidies made available for farmers and landowners who practise good land stewardship and are actively restoring the land and the associated ecosystem services (such as carbon sequestration, biodiversity, flood defence, general climate change resilience)	Not in the Council's powers / Role of national government	No implications
	Subsidies made available for rewilding and reforestation projects	Not in the Council's powers / Role of national government. CEC maintains Pentland Hills but rewilding or reforestation not included; no subsidies made available	No implications
	Incentivised subsidies / grants for farmers to switch from animal agriculture to diversified plant production	Not in the Council's powers / Role of national government	No implications
	Cities: increase trees and wildflowers, increase green community projects, wildlife corridors, green rooftops, local growing schemes, work towards biodiversity increases	The Council is committed to protecting and enhancing Edinburgh's environment through the creation of a citywide green and blue network and Edinburgh's Nature Network, the planting of around 250,000 trees to become a One Million Tree City, the greening of active travel routes, the creation of wildflower meadows as part of Edinburgh's Living Landscape initiative and the protection and enhancement of the city's biodiversity and habitats as detailed in the Biodiversity Action Plan 2019-2021.	Most of the specific actions detailed in the third demand of the treaty are already being considered or implemented by the Council. As such, there would be no further implications in terms of ecosystem restoration as a result of the Council becoming a signatory.
	Enhance food justice by providing access to healthy food for all, especially low-income communities of color	The Council is working with EVOC to develop an approach to addressing food poverty, as part of the wider response to ending poverty in Edinburgh. The aim is for people to be able to afford and have access to good quality, nutritious food, within the context of the Council's strategic priorities around ending poverty.	No implications

	<p>Repurpose available land freed up from animal grazing for: rewilding, reforestation (if appropriate), nature reserves, hiking zones, community growing, allotments (if appropriate), agroecological food growing (where possible)</p>	<p>NPF4 and current/proposed LDP policy would be <i>generally</i> supportive of the uses proposed subject to normal caveats on impact.</p>	<p>Relevant only in case of land has been freed up from animal grazing.</p>
	<p>Shift of some land ownership into community hands so the land can be repurposed for reforestation, green space and community food gardens and allotments</p>	<p>The Council already manages food allotments that are rented by residents. The Council is committed to protecting and enhancing Edinburgh's environment through the creation of a citywide green and blue network and Edinburgh's Nature Network, the planting of around 250,000 trees to become a One Million Tree City, the greening of active travel routes, the creation of wildflower meadows as part of Edinburgh's Living Landscape initiative and the protection and enhancement of the city's biodiversity and habitats as detailed in the <u>Biodiversity Action Plan 2019-2021</u>.</p>	

Performance – Response to the decisions of the November Policy and Strategy Committee

2. Executive Summary

- 2.1 The purpose of this report is to provide a response to the decisions of the Policy and Sustainability Committee on 17th November on the development of the Council's performance monitoring arrangements.

3. Background

- 3.1 The Performance Update report was submitted to the Policy and Sustainability Committee on 17 November 2022. The decision of the Committee was to:
- 1.4 Note the KPIs do not cover all the services the Council provides.
 - 1.5 Note the KPIs cover some functions of the Council as an employer and some as a service provider.
 - 1.6 Request a further report to this Committee in one cycle that ensures the measurement of all service provision within KPIs.
 - 1.7 Request a separate report to the Finance and Resources Committee within one cycle, setting out the KPIs appropriate to the Council's responsibilities as an employer.

4. Main report

KPIs for Key Services

- 4.1 The Planning and Performance Framework approved by the Policy and Sustainability Committee in June 2021 sets out both the approach to planning and performance in the Council and the list of measures/KPIs to be monitored. The framework includes 89 measures/KPI's which were selected to demonstrate delivery of the specific outcomes in the Business Plan. The framework includes a broad mix of measures to give the best picture of progress on the specific Business Plan outcomes but does not necessarily cover all Council services.

4.2 However, the Council does provide more detailed performance reporting through the Executive Committee structure including areas such as HR, finance, environment, transport and housing (see appendix A).

Furthermore, Executive Committees also review progress reports on key strategies and plans, which include performance information, for example, the reports on Climate and Poverty strategies submitted to Policy and Sustainability Committee.

4.3 The Performance Update report submitted to Policy and Sustainability Committee on 17 November 2021 covered a subset of 37 of the 89 measures in the framework. These are the measures where new data is available since we last reported in the full [Annual Performance report](#) submitted to Policy and Sustainability Committee on the 30 August. Primarily, data is not available where the data is only produced on an annual basis, for example, the educational attainment measures.

4.4 The Council is currently working on updating the Council's Business Plan and alongside that we have also commenced the necessary work to review the Planning and Performance Framework and associated measures.

The Planning and Performance framework will include KPI's to measure the specific outcomes in the business plan but also a quarterly public dashboard covering key services measure. Appendix B sets out the service areas we are proposing for inclusion in the dashboard. Work is already underway to identify the specific KPI's and targets. We expect to have a first draft of all the measures in early January 2023 for discussion and agreement with the Corporate Leadership Team.

4.5 As part of this work, we intend to engage with Elected Members to help shape and refine the measures that will meet their expectations and provide the level of scrutiny required. We expect to schedule sessions with Elected Members in February 2023.

Furthermore, as part of updating the Planning and Performance Framework, we intend to review how performance is scrutinised across the committee structure, looking at the roles of each committee as it relates to performance and the processes for addressing areas of concern with performance.

4.6 The refreshed Business Plan will be submitted to full Council in December and a final version is expected to be submitted to Council in February. Thereafter we intend to submit the updated Planning and Performance Framework to the Policy and Sustainability Committee in March 2023.

4.7 As per our usual process the Annual Performance report and the Local Government Benchmarking report will be submitted to Policy and Sustainability Committee post the end of the financial year.

KPIs covering our Employer Responsibilities

- 4.8 A quarterly HR report is already submitted to the Finance and Resources Committee. In December 2021 the Committee approved a new quarterly HR report which includes key metrics and four areas for deep dive analysis including: workforce profile, enhancing employee experience, maximising our capabilities and performance and living our behaviours. Please click on the links to view recent reports: - [Workforce Dashboard with Living Our Behaviours](#), [Workforce Dashboard with Wellbeing and Absence](#)

5. Next Steps

- 5.1 Complete the work necessary to update the Planning and Performance Framework including the measures and targets required for the updated Business Plan and Corporate/Public Dashboard.
- 5.2 Plan and schedule engagement sessions with Elected Members in February 2023.
- 5.3 Submit the Updated Planning and Performance Framework to Policy and Sustainability Committee for approval in March 2023.

6. Financial impact

- 6.1 The Planning and Performance Framework has been designed within the available capacity and resource of the Strategic Change and Delivery Team and supporting resource available from Directorate Management Teams. There are therefore no further financial implications at this stage.

7. Stakeholder/Community Impact

- 7.1 The team continue to engage on the development of the PPF and data with key stakeholders including: Elected Members, The Community Planning Partnership (The Edinburgh Partnership), Corporate Leadership Team and Directorate Senior Management Teams, as well as the Edinburgh Health and Social Care Partnership and other agencies.

8. Background reading/external references

- 8.1 [Council Business Plan](#)
- 8.2 [Planning and Performance Framework](#)

9. Appendices

- 9.1 Appendix A – Executive Committees – Performance reporting
 9.2 Appendix B – Corporate/Public KPI dashboard – Proposed service areas

Appendix A

Executive Committees - Performance Reporting

Committee	Performance reports
Culture and Communities	<ul style="list-style-type: none"> Capital Theatres Company Performance Report (A) Edinburgh Leisure Annual Report (A)
Education, Children and Families	<ul style="list-style-type: none"> Attainment in the Senior Phase (A) Standards & Quality Report and Education Improvement Plan (A) Attainment in the Broad General Education in Edinburgh Primary and Secondary Schools (A)
Finance and Resources	<ul style="list-style-type: none"> Workforce Dashboard (Q) Common Good Annual Performance Report (A) Revenue Monitoring (Q) Capital Monitoring (Q) Health and Safety Performance (A)
Housing, Homelessness and Fair Work	<ul style="list-style-type: none"> Homelessness Services' Performance Dashboard (Q) Homelessness Services Statutory Returns (A) Rapid Rehousing Transition Plan – Annual Update on Progress (A)
Policy and Sustainability	<ul style="list-style-type: none"> Annual Performance Report (A) Performance Update Report (B) Local Government Benchmarking Framework Overview (A) End Poverty in Edinburgh Annual Report (A) Public Bodies Climate Change Duties Report (A) City 2030 Net Zero Target Annual Report (A) Contact Centre Performance (Q) moving to Annual Edinburgh Integration Joint Board Progress Report (B)
Transport and Environment	<ul style="list-style-type: none"> Air Quality Annual Progress Report (A) Waste and Cleansing Services Update (Q) Public Utility Company Performance and Road Work Co-ordination (A)
Planning	<ul style="list-style-type: none"> Building Standards and Planning Time Performance Information (Q) (as part of Business Bulletin)
Governance, Risk and Best Value	<ul style="list-style-type: none"> Internal Audit: Overdue Findings and Key Performance Indicators (Q)
Edinburgh Integration Joint Board	<ul style="list-style-type: none"> Chief Social Work Officer Annual Report (A) Annual Performance Report (A)

Report frequency ()

(Q) – Quarterly publication

(B) – Bi-Annual publication

(A) – Annual publication

Appendix B – Proposed service areas to be included in the Public Dashboard

Education and Children’s Services
Looked after children
Child protection
Other children in need
Early Years
Primary Schools
Secondary Schools
Community Safety

Corporate
Customer contact
Customer transactions
Finance
HR
FOI

Place
Waste
Roads
Street cleaning
Parks
Housing
Housing Repairs
Homelessness
Planning and Building Standards
Libraries
Facilities/Council buildings

Health and Social care Partnership
Social care services [small set of indicators from their corporate reporting]

Policy and Sustainability Committee

10.00am, Tuesday, 17 January 2023

In-house Service Provision (Hard Facilities Management) - Response to motion by Councillor Day

Executive/routine Wards Council Commitments	Routine All
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1. Recommendations

- 1.1 It is recommended that Committee notes:
 - 1.1.1 The contents of the report and discharges the motion by Councillor Day in respect of in-house service provision for Hard Facilities Management (FM) services; and
 - 1.1.2 The commitment to ongoing liaison between senior officers in Operational Services and the Trade Unions to examine any further opportunities for in-sourcing.

Paul Lawrence

Executive Director of Place

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In-house Service Provision (Hard Facilities Management) - Response to motion by Councillor Day

2. Executive Summary

- 2.1 This report responds to the motion from Councillor Day, which was approved by Policy and Sustainability Committee on [5 October 2021](#), on Hard Facilities Management (FM) services.

3. Background

- 3.1 On 5 October 2021, the Policy and Sustainability Committee approved the following motion from 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.*
- 3.2 On [29 March 2022](#), an update on progress was included in the business bulletin to Policy and Sustainability Committee.

4. Main report

- 4.1 Hard FM services is the collective term for repairs and maintenance which consists of:
- Statutory inspections and certifications;
 - Reactive Repairs;
 - Planned Preventative Maintenance (PPM); and
 - Minor works.
- 4.2 The Council has over 660 operational buildings and other non-operational assets such as statues and monuments across an estate covering approximately 670,000m². Each building and site has an ongoing requirement for Hard FM services.

Hard Facilities Management (FM) Services Contract

- 4.3 The contracts for the delivery of Hard Facilities Management (FM) Services, awarded to MITIE Technical Facilities Management Ltd and Skanska Construction UK Ltd, went live on 1 October 2021. The total aggregate value of these contracts is up to £18m per annum, subject to the annual Council revenue budget setting process. The contracts were awarded for a period of seven years, with the option to extend for a further three years subject to satisfactory performance reviews.
- 4.4 The key overall requirement is to deliver services to maintain a safe and usable estate, within the annual budget.
- 4.5 The mobilisation remained on programme throughout the pandemic. This contract represents a significant step change in driving the Council towards best-in-class delivery of Hard FM services within the available financial resources. With such a change, there is a need for a different approach and culture within the service team.
- 4.6 With a service of such scale and complexity, some mobilisation elements are still ongoing. For example, work is ongoing on the full technology integration of the Council's AMIS (Asset Management Information System) to the equivalent systems of the two service partners which will bring a significant increase in building and asset information, along with real time visibility on the progress of reactive repairs and cost transparency.

Current in-sourcing activities

- 4.7 To address the above, an organisational review of the current service is ongoing to create a new model for service delivery. This review is focused on formally incorporating both reactive and planned maintenance, addressing life safety audit outputs, and the need for extensive contract management. The proposed structure, subject to the formal review process, will increase in the in-house team from 29 to circa 55 employees by ceasing the use of external support and using the funding to create more internal jobs. An interim structure is in place, pending the completion of the organisational review, which includes acting up and secondment arrangements, agency staff and use of framework contracts.
- 4.8 An overview of the proposed changes are as follows:
- 4.8.1 Contract Management – nine new roles are proposed, covering governance, financial control, planning and performance to ensure delivery of contract deliverables with transparency and control. It also includes a planning team, which not only considers hard FM services work access across the estate buildings, but also access needs within the wider Place directorate (including asset surveying and asset management works) ensuring a co-ordinated and aligned approach with stakeholders;
- 4.8.2 Life Safety – five new roles (in addition to four new roles created in 2021 for delivery of a water quality service to Housing Services). The Council's fire, asbestos and water teams will all see increased resource levels as per previous internal audit recommendations; and

4.8.3 Operational – 12 new roles across fabric, engineering and controls services. This will meet the demands of an expanding and complex estate and represents clear alignment to the contract structure in relation to statutory/planned activities, repair works and minor works projects.

4.9 The service has faced significant recruitment challenges, and this continues to be the biggest risk identified in preparing for the organisational review.

4.10 The procurement of the current contract delivery model was undertaken to ensure best value. However, there are further opportunities for change which officers are exploring which could further increase the potential use of in-house resources. These include:

4.10.1 Janitorial Service – (Facilities Technicians): As part of the Hard FM services operating model, technicians will continue to be upskilled to provide front line health and safety checks and minor repairs thus reducing the need for contractor support. Critical spares such as light bulbs, filters etc are being purchased and stored locally to minimise disruption and Health and Safety (H&S) risks; and

4.10.2 Building Energy Management Systems (BEMS): The Council's heating, ventilation and air conditioning is managed in most instances via a BEMS. This consists of sensors and local controls connected to a central front-end management system. The repair and maintenance of these systems is highly specialist and is included within the current contractor role (this had previously been delivered by external contractors), particularly as the requirements are seasonal and are critical in times of defects in cold weather etc. However, it is proposed that the current BEMS monitoring and Helpdesk (including data management) is brought in-house (in 2023 once internal resources in place) to allow a holistic energy management service supplemented by information from the 3,000+ CO2/Heating/Humidity sensors installed in teaching spaces over 2022. This will also support the Council in managing energy demand reduction to achieve its zero carbon targets.

Implications of further in-sourcing

4.11 There are a number of principal reasons why the service is unable to consider further in-house transfer of scope at this time.

4.12 Following the award of additional budget for planned maintenance in 2018, a review was undertaken on the best way to deliver future services for the Council.

4.13 The service requires variable capacity and flexibility to meet continually changing demands and therefore resources need to have the ability to meet this with 24/7/365 capacity.

4.14 To ensure best value, the workforce need to deliver on a 'peak and trough' basis whereby peak demand and crisis management is met (this is particularly the case for planned works in our school estate where large amounts of resource are

required for defined period of time), but not carry the cost burden during annual trough phases. In addition, the annual budget setting requires changes to the overall maintenance strategy with re-prioritisation of key requirements within available budget, with flexibility at pace essential. Having fixed labour costs for certain activities, as would be in the case of in-house provision of those tasks, would mean that this could reduce the flexibility available to the Council.

- 4.15 The resource and infrastructure required for any expansion of an in-house delivery model of Hard FM services also needs to be considered in context.
- 4.16 Historically, there have been many challenges recruiting into vacancies within the service and with the ongoing organisational review, current vacancies are, by necessity, mainly being covered through agency and procurement framework resources due to a lack of candidate interest. This includes recruitment to many of the technical roles that exist within our current in-house organisational structure
- 4.17 The recruitment and retention of staff in technical and trades roles is a challenge for the Council due to the competition from the private sector, and other public bodies, for candidates to undertake these roles. This challenge has been highlighted in the Place directorate risk register. It is highly likely that an aim of increasing the Council's establishment of technical and trades roles on a large scale (as would be required in the case of the Hard FM contract) would be unsuccessful and there would still be a need, at least in part, for the services of private contractors.
- 4.18 The key requirement for the Council's Hard FM services resourcing model is that it would have to significantly scale up to cover for peaks, holiday cover, sickness absence, training, etc. Further, any vacancies would directly impact deliverables of the service and, most likely, lead to a model reliant on agency staff, overtime and contractor support to fill operational gaps. Any sizeable increase in in-house scope would also impact on key Council services such as Human Resources, Finance, Procurement and Business Support, where this support is currently provided through Skanska and Mitie's organisations as part of their contract scope and the associated cost.
- 4.19 In terms of infrastructure, an in-house model would also require a significant increase in fleet vehicles, which would require a review of Fleet Services' support capacity. This would also have a knock-on impact in terms of depot capacity requirements, stores operations and the provision of tools and equipment.

5. Next Steps

- 5.1 Continue the skills review for the Janitorial technician staff, maximising the available potential to upskill staff and use in-house resource to perform specified repairs consistently across the estate, ensuring these repairs are managed within AMIS to enable objectives and value to be measured.
- 5.2 Progress the BEMS monitoring and Helpdesk in-house transfer, including the 3,000+ Co2/Heating/Humidity sensors installed in teaching spaces over 2022.

- 5.3 Progress the organisational review for Hard FM services that is proposed to create circa 26 new in-house roles, pending the formal review outcome.
- 5.4 Continue discussions with Trade Unions to understand those operations where they feel that there is scope for best value to be delivered through in-sourcing.

6. Financial impact

- 6.1 Upskilling and training of Janitorial staff will be contained within the FM annual budget.
- 6.2 A service review will be required to address future ongoing costs of monitoring the 3,000+ new sensors against the Scottish Government funding provided.
- 6.3 The Hard FM services organisational review business case has been approved, and the staffing costs are contained within the overall service budget.

7. Stakeholder/Community Impact

- 7.1 Regular meetings have been established with the Trade Unions to explore further opportunities for in-sourcing where this option can demonstrate best value.
- 7.2 The service will need to ensure the effective engagement of employees, recognised trade unions, service users and suppliers as part of the next steps.

8. Background reading/external references

- 8.1 Hard Facilities Management Services Delivery Partners – award of contract. Report to Finance and Resources Committee, [20 May 2021](#).

9. Appendices

- 9.1 None.

Policy and Sustainability Committee

10.00am, Tuesday, 17 January 2023

Energy Management Policy for Operational Buildings – Update Report

Executive/routine	Routine
Wards	All
Council Commitments	

1. Recommendations

- 1.1 Policy and Sustainability Committee is asked to:
 - 1.1.1 Approve the revised Energy Management Policy Statement, attached in Appendix 1; and
 - 1.1.2 Note the Council's reaccreditation to ISO 50001 and continued progress on implementing the Energy Management Policy and Energy Management System for Operational Buildings.

Paul Lawrence

Executive Director of Place

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Energy Management Policy for Operational Buildings – Update Report

2. Executive Summary

- 2.1 The report presents the current version of the Council's Energy Management Policy for Operational Buildings for approval (Appendix 1). The report has moved from an annual to a two yearly reporting cycle.
- 2.2 The report also provides an overview of energy management activity, including steps taken to reduce Council energy consumption and associated carbon emissions, and includes an update on progress on policy aims and objectives.
- 2.3 Context is provided on recent cost increases across electricity and gas tariffs and current forecasts (which may be subject to change) are provided for 2023/24 tariffs and a high level summary is provided of some of the work underway across the Council's Operational Buildings to support the Council's target for Edinburgh to be a net zero carbon city by 2030.

3. Background

- 3.1 The Council's Energy Management Policy Statement was approved in [2019](#) and sets three aims for the management of energy:
 - 3.1.1 Minimise;
 - 3.1.2 Manage; and
 - 3.1.3 Promote.
- 3.2 The Council was awarded certification to the energy management standard ISO50001 in November 2019 and remains the only council in Scotland to gain this certification. ISO 50001 system requires a re-certification audit every three years and was last recertified in November 2022.
- 3.3 The Council spent £8m on energy across operational buildings in 2020/21, which was a reduction of around 18% on 2019/20 costs. This cost reduction was predominantly the result of large-scale closure of Council buildings during 2020/21. Energy prices stayed relatively static in 2021/22 with an increase of 4% in electricity

and a reduction of 11% in gas tariffs. Expenditure in 2021/22 in operational buildings was £9.3m.

- 3.4 In 2022/23, the Council is experiencing like-for-like increases in utility tariffs of around 26% for electricity and around 150% for gas, with forecast energy spend of circa £15.5m. Current forecasts for 2023/24 indicate further increases of around 15% for gas and 58% for electricity. Whilst final rates will not be confirmed until April 2023, and will be subject to ongoing market conditions, based on current guidance this would result in an energy spend for the Council of circa £21m in 2023/24.
- 3.5 The City of Edinburgh Council declared a Climate Emergency in 2019 and committed to work towards a target of net zero emissions by 2030 for both city and corporate emissions. Service areas are working closely with colleagues in Corporate Services to support 2030 strategies and actions.
- 3.6 The Council's operational buildings generated 30,683 tonnes of CO2 emissions. Gas use, which is predominantly used for space heating, accounted for 22,373 tonnes of CO2 or 73% of total building related emissions. Electricity accounted for 8,012 tonnes of CO2 or 26% of building related emissions with heating oil making up the remaining 299 tonnes or 1% of emissions.
- 3.7 The majority of Council emissions comes from powering and heating buildings (67% of the total in 2021/22), with natural gas use being the main contributor (69% of buildings' emissions, compared to 29% for electricity, and 2% for other fuels).
- 3.8 The last update on Energy Management Policy for Operational Buildings was reported to Policy and Sustainability Committee in [December 2020](#).

4. Main report

- 4.1 Some minor amendments have been made to the Policy since it was approved in [August 2019](#), with the main change removing a statement excluding procurement from the scope of the Policy. This change followed on from discussion with external ISO50001 auditors.
- 4.2 As noted in paragraph 3.1, the policy outlines three core aims: minimising; managing; and promoting.
- 4.3 Sitting within these aims are seven key objectives that provide the basis for the Council's ISO 50001 Energy Management System.

Minimise

- 4.4 **Building better** – The Council has set a default requirement to deliver new build properties to Certified Passivhaus Standard. This will ensure that buildings are designed to a high level of energy efficiency. The Passivhaus approach also accommodates the addition of low carbon heating plant which will ensure that new builds support net zero targets. There are currently eight projects in design targeting certified Passivhaus with Low Zero Carbon primary plant. The most

advanced are the new Maybury Primary School and the new Currie High School (both due for completion in 2024).

- 4.5 **Improving our estate** – In [August 2022](#), Policy and Sustainability Committee approved the initiation of the EnerPHit Tranche 1 Programme. The programme includes an investment of £60.85m, which is included in the Council’s [Sustainable Capital Budget Strategy 2022-32](#), and support of up to £10m via the Scottish Government’s [Green Growth Accelerator](#). The programme focuses on energy retrofit whilst drawing on the principles of EnerPHit. Unlike the Passivhaus standard for new build, where a commitment can be given to achieving certification, the approach to retrofit is more nuanced, and prioritises taking an informed approach to energy retrofit, balancing best value with thermal and low carbon improvements, rather than pursuing fully certified (and expensive) EnerPHit retrofits. This investment places the Council at the forefront of deep energy retrofit and will act as a pathfinder and exemplar for future Council operational buildings.
- 4.6 **Generating renewable power** – This Council currently has over 2.4MW (megawatt) of solar PV (photovoltaics) installed across its operational buildings, an increase in capacity of around 1 MW over the last three years. Capacity is expected to grow further as solar PV becomes an increasing feature of new build and as retrofit projects are progressed. In 2021/22, 911MWh (megawatt-hour) of onsite solar electricity was utilised in Council buildings representing just over 2.5% of total electricity used in Council buildings.

Managing

- 4.7 Table 1 below details some headline energy data for the last three financial years:

Table1: Energy Consumption

	2019/20	2020/21	2021/22
ELECTRICITY (GIGAWATT-HOURS (GWH))	45.3	37.8	42.1
GAS (GWH)	127.0	116.5	120.8
CARBON (TONNES CO2)	34,745	31,158	30,683
COST (FM)	£9.8m	£8.0m	£9.3m

- 4.8 Over the past three financial years, energy costs have remained relatively stable. However, as detailed in paragraph 3.4, energy costs have increased significantly in 2022/23 with further increases forecast for 2023/24. This brings increased focus to measures to reduce energy.
- 4.9 Current forecasts for 2022/23 indicate electricity consumption of between 42 – 44GWh. Gas consumption is more difficult to forecast as it will depend on the severity of the weather. Current indications are that consumption will fall between 110-120GWh.

- 4.10 Within their Energy Management System, Operational Services track performance against a 2019/20 consumption baseline and use an energy performance indicator based on floor area (kWh/m²). The Energy Management System currently sets a year-on-year targeted reduction of 1.5% in the energy performance indicator (overall kWh/m²). The target and baseline are subject to periodic review, to ensure it best reflects performance and supports continual improvement. In future years, the target will be adjusted to reflect initiatives detailed in the [Council's Emissions Reduction Plan](#).
- 4.11 **Control** - A review of all heating control schedules is ongoing with the aim of trimming run hours of plant where possible, whilst meeting service requirements. To support this, core hours have been agreed with Education and Catering, and processes implemented to accommodate heating requirements for building lets to ensure plant only runs when necessary. To further support cost efficiencies and carbon savings, a standardised temperature setpoint of 19°C is in the process of being implemented across Council buildings (excluding residential and special facilities). Previously there has been no fixed temperature and many buildings will have been set to heat to higher temperatures. A standardised setpoint will take time to implement but, given current cost increases, it provides a realistic opportunity for cost avoidance.
- 4.12 **Monitoring** – In line with ISO 50001 requirements, robust procedures are in place to ensure accurate monitoring and analysis of consumption providing the platform to inform reporting requirements and review of energy performance and utility budget management, forecasting and targeting. The recent installation of smart CO₂ and temperature sensors across the school estate will help with monitoring the building temperatures and identifying opportunities for improved efficiency of plant and/or controls.
- Promoting**
- 4.13 Promotion of energy management is an awareness focused element of the energy management system and a key requirement for ISO 50001. It includes informing partners of energy use and promoting activities and best practice. Importantly, it is a key part for improving the management and control of areas of significant energy use.
- 4.14 **Informing Partners** – An Energy Management Oversight Group has been set up with senior representatives from across the Council. The group provides a point of strategic review for energy performance, plans and activities and supports collaboration across service areas. Energy awareness activities aimed at staff with a critical role to play in energy management is a focus of future collaboration.
- 4.15 **Promoting Best Practice** – The Council continues to remain active in its approach to sharing from experience in energy management, net-zero design and retrofit. This includes engaging with other public sector partners in Edinburgh, maintaining active relationships with academia and working with the wider public sector and Scottish Government.

5. Next Steps

- 5.1 Since the last report in December 2020, the Council has made significant progress in both embedding Passivhaus as a new build standard and in developing a pioneering deep energy retrofit pathfinder project. These are key steppingstones in the journey towards a net zero Council estate.
- 5.2 The current energy crisis requires the prioritisation of immediate energy management and attention will be given to the management, control and reduction of energy.

6. Financial impact

- 6.1 Forecast at £21m, 2023/24 energy spend is set to be double the £9.3m spent in 2021/22. The increased cost of energy provides a greater opportunity for progressing spend to save proposals and helps to off-set increased costs of goods and services.
- 6.2 The Council will continue to operate a [SALIX](#) recycling fund for energy efficiency and renewable works. During COVID-19, restrictions made it difficult to progress projects and, as repayments continued to be made to the fund from previous projects, the balance of the fund increased and £605,000 (at the end of 2021/22). A pipeline of energy and renewable projects are being progressed.

7. Stakeholder/Community Impact

- 7.1 The work detailed in this report will aid the Council's objective to mitigate its carbon impacts and adapt to climate change assisting in the delivery of the Council's obligations under the Climate Change Act (Scotland).
- 7.2 By following best practice and delivering effective energy management, the Council can demonstrate carbon reduction and set a positive example for organisations within Edinburgh and more widely.
- 7.3 Engagement with service areas and trade unions has been undertaken as part of the process of implementing a standardised set point and right sizing heating schedules. An integrated impact assessment was also carried out.

8. Background reading/external references

- 8.1 [Policy and Sustainability Committee, Tuesday 17 November 2022, Council Emissions Reduction Plan – Annual Progress Report](#)
- 8.2 [Policy and Sustainability Committee, Tuesday 17 November 2022, Public Bodies Climate Change Duties Report 2021/22.](#)

- 8.3 [Education, Children and Families Committee, Tuesday 1 March 2022, Energy in Schools – Annual Report.](#)

9. Appendices

- 9.1 Appendix 1: Revised Energy Management Policy Statement

Energy Management Policy for Operational Buildings – Policy Statement

Policy statement

Within the scope of its Energy Management System the City of Edinburgh Council will pursue the efficient use of energy, monitor consumption, and ensure on-going improvements of energy management across the Council's operational estate. The City of Edinburgh will seek to be an exemplar to other public bodies.

The Policy Aims are:

- Minimise: We will minimise energy consumption
- Manage: We will achieve ongoing improvements through recording, benchmarking, monitoring and reporting on energy usage across the Council
- Promote: We will promote the conservation of energy amongst Council employees, contractors, partners and the wider communities we serve

The Policy's key objectives are:

- minimise energy consumption through building design and specification. Quantify and communicate the impact of energy and lifecycle costs in the specification of energy related equipment/SEUs.
- minimise energy consumption through appropriate operation and control
- to monitor the implementation of the policy and to set targets for future reductions in energy use
- meet or wherever practicable, exceed the requirements of all relevant legislation and regulation, and set our own demanding standards where none exist
- monitor the use of gas and electricity through meter readings and to co-ordinate and centralise energy consumption information and costs
- to ensure that the energy suppliers are informed by Asset Management of any changes to building ownership and lease arrangements
- to promote the benefits of energy efficiency to our customer, communities we serve, partners, contractors and all our stakeholders

Implementation

The policy will be promoted, monitored and adequately resourced by the Council and progress reported every second year by the Energy and Sustainability Team. The aims, objectives and targets will be reviewed annually. The Council will undertake publicity and provide staff with information and training on saving energy.

Policy and Sustainability Committee

10.00am, Tuesday, 17 January 2023

Update on Air Quality Monitoring and the suitability of HEPA Air Filters in Primary Schools

Executive/routine Wards Council Commitments	Routine All
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1. Recommendations

- 1.1 Committee is asked to note this update and that a further update will be provided in three cycles.

Paul Lawrence

Executive Director of Place

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Update on Air Quality Monitoring and the suitability of HEPA Air Filters in Primary School

2. Executive Summary

- 2.1 This report provides an update on the air quality in schools works carried out since November 2021 and, in particular, the use of the funding provided by Scottish Government as part of its COVID-19 response.

3. Background

- 3.1 In August 2022, Policy and Sustainability Committee approved the following actions:
- Provide an update on the Air Quality in Schools works carried out and any analysis on the impact since November 2021 including an update on how the Scottish Government funding was spent; and
 - Report to Committee on the suitability of rolling out HEPA air purifiers to all primary schools managed by the City of Edinburgh Council.
- 3.2 This report provides the information requested.

4. Main report

Installation and Operation of Sensors

- 4.1 As part of the Scottish Government's response to COVID-19, £1.115m of funding was allocated to the Council to support ventilation in schools.
- 4.2 Following this, and in line with guidance from the Scottish Government, in March 2022 the Council approved a proposal from CGI for the supply and set up of 3,000 carbon dioxide sensors as an addendum to the existing Smart Cities Project.
- 4.3 A key aspect of the sensor installation was that data could be collected via LoRaWAN (a software communication protocol and system) communications to enable access to be provided via a web portal to building users.
- 4.4 The sensors have an LED indicator that provides feedback on CO2 levels in a space. They also include temperature and humidity sensors, which offer the

opportunity to record wider building performance data on schools. By August 2022, these sensors had been installed across the Council's school estate.

Data Collection

- 4.5 However, in early August, some errors began to be detected with the sensors.
- 4.6 Initially, these were at a low level and site visits were coordinated to recover sensors for evaluation and replace with new sensors.
- 4.7 However, a higher failure rate was identified in the final tranche of sensors received from the manufacturer (covering circa 1,300 sensors). This issue has proved more significant, with over 400 sensors considered as having faults.
- 4.8 In addition, at present, LoRaWAN coverage is not sufficient to recover data from all the sensors. An audit of sites is underway to identify issues with sensor installation that may be contributing to the coverage issue.
- 4.9 It is not currently possible to confirm the full extent of faulty sensors but the number of sensors requiring replacement is expected to rise.
- 4.10 A programme has been initiated to replace faulty sensors and there are ongoing works to install more LoRaWAN gateways on Council buildings to improve coverage. Further sensors are being held in reserve so faulty sensors can be replaced upon identification.
- 4.11 Web portal access has recently been provided to Council officers. This has highlighted some further questions over some of the CO2 data which is currently under investigation. Once issues are resolved the intention would be to roll out of access to the web portal to schools. This is an ongoing programme of work. A verbal update on the status of the sensors can be provided at Committee.

HEPA Filters

- 4.12 The Council continues to follow advice from Scottish Government and the Health and Safety Executive (HSE) on High-Efficiency Particulate Absorbing (HEPA) filters.
- 4.13 In September 2022, the Scottish Government issued a Coronavirus (COVID-19): guidance on reducing the risks in schools.
- 4.14 The guidance states that "...HEPA filters may play a role in reducing airborne transmission of aerosols where it is not possible to maintain adequate ventilation. However, the available scientific evidence to date continues to support a primary focus on improving natural or mechanical ventilation, with CO2 monitoring playing a supporting role in identifying areas of concern. Expert advice from groups including SAGE and HSE states that air filtration devices do not provide any ventilation, and should never be used as a substitute for efforts to improve ventilation – other actions should be undertaken to improve ventilation before, exceptionally, considering use of air cleaning devices. It is therefore important to understand that air cleaning devices must not be used as a substitute for natural or mechanical ventilation (including the opening of windows and doors) during cold weather – doing so may increase risks to staff and pupils. Further work is ongoing in relation to

HEPA filtration and UV treatment, and the Scottish Government will consider this scientific advice as it becomes”.

- 4.15 Consequently, and at this time, the approach being adopted by the City of Edinburgh Council will continue to focus on ensuring spaces are well ventilated and only where other means of providing adequate ventilation have been exhausted will air cleaning or filtration be considered.
- 4.16 At this stage, air cleaning or filtration units will not be installed into areas which can be adequately ventilated.

5. Next Steps

- 5.1 It is proposed to provide a further update on the Council’s monitoring of air quality in schools in three cycles.

6. Financial impact

- 6.1 As part of the Scottish Government’s response to COVID-19, £1.115m of funding was allocated to the Council to support ventilation in schools.
- 6.2 The costs to date are summarised below:
- £140,000 - Pre LoRaWAN (Portable monitors and building adaptations);
 - £654,000 – CGi;
 - £41,000 – Portable monitors to private childcare establishments; and
 - £30,000 - Monitor installation (Costs to be confirmed).
- 6.3 The remainder of funding will be used for ongoing sensor costs and adaptations.

7. Stakeholder/Community Impact

- 7.1 Council officers will continue to work with CGi and with schools on the installation of sensors and monitoring of air quality.

8. Background reading/external references

None.

9. Appendices

None.

Policy and Sustainability Committee

10.00am, Thursday, 17 January 2023

Driving for the Council – Telematics Policy

Executive/Routine Wards Council Commitments	Executive All
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1. Recommendations

- 1.1 It is recommended that the Policy and Sustainability Committee:
 - 1.1.1 Approves the Driving for the Council - Telematics Policy;
 - 1.1.2 Notes that there are currently a number of systems providing telemetry data for fleet assets being used across the Council however there is no policy in place for management of these systems; and
 - 1.1.3 Notes the key risks associated with the proposed objectives of rolling out telematics across all Council fleet assets (as set out in Appendix 2).

Paul Lawrence

Executive Director of Place

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Driving for the Council - Telematics Policy

2. Executive Summary

- 2.1 The draft Driving for the Council – Telematics Policy is submitted to Committee for approval. The policy defines how telematics will be managed and used in Council operated fleet assets.

3. Background

- 3.1 Telematics is a hardware device installed in vehicles for capturing live and historic data regarding vehicle operation including on board diagnostics information, fuel consumption, miles travelled, location data and benchmarking parameters around driver and vehicle performance.
- 3.2 There are various systems already operating across different parts of the organisation which provide telemetry information regarding vehicle utilisation. However, there is currently no policy covering the management and appropriate control of the information captured on these systems and how it can be utilised.
- 3.3 A Policy is required to cover pre-existing technology that has been in place for a number of years as well as the planned installation of telematics systems across all Council fleet operated assets.
- 3.4 Many modern fleet assets come with telematics systems preinstalled by the manufacturer to provide essential diagnostics information in the event of a major unit failure and subsequent warranty work and investigation.
- 3.5 Alternative powered hybrid vehicles that have the capability to switch between engine operation and electric only are equipped with vehicle telematics in order to facilitate operation in electric only mode where there are restrictions in place, for example, in a city centre where there is an enforced low emission zone.
- 3.6 The Council operates approximately 1,200 fleet assets. The Council's insurance handlers have highlighted an inherent risk in the operation and management of these assets that the installation and management of telematics across all vehicle assets would be a recognised measure for the Council to demonstrate a level of control of these mobile assets.

- 3.7 Telematics information is utilised as supporting evidence for investigation purposes and, as such, can be used to defend the Council against spurious claims that continue to be an issue.
- 3.8 The Council Emissions Reduction Plan (CERP) was approved in [November 2021](#) outlining a phased action plan for reducing vehicle emissions. With telemetry information, the Council can accurately report on vehicle emissions, track improvement over time and better understand utilisation of fleet assets in order to make better informed decisions regarding future use of fleet assets (whether it be reduced numbers, alternative methods of travel or alternatively powered road going vehicles).

4. Main report

- 4.1 The policy (Appendix 1) has been developed to make employees aware of the presence of telematics devices in all Council fleet assets and to explain the purpose of the devices, what data can be gathered and how the data may be used.
- 4.2 The main objectives of vehicle telematics systems are to:
- 4.2.1 Reduce driving for work incidents/injury rates and costs;
 - 4.2.2 Improve the driving behaviour of Council drivers;
 - 4.2.3 Improve claims and complaints defensibility;
 - 4.2.4 Reduce exposure to high risk driving situations;
 - 4.2.5 Improve the Councils safety record and management of occupational road risk (MORR);
 - 4.2.6 Optimise routes and schedules;
 - 4.2.7 Reduce vehicle, fuel and other driving costs to support savings targets; and
 - 4.2.8 Optimise asset use and life cycle.
- 4.3 The risks and opportunities of the current approach to vehicle management are set out in Appendix 2.
- 4.4 Information on driving ability allows the organisation to proactively seek support for tailored training and improvement programmes for individuals. This will reduce the organisational risk and contribute to future targets for low emissions by improving driver performance and efficiency.
- 4.5 The Council has approved a sustainability approach which sets a net zero carbon target by 2030. Fleet assets contribute 9% of total Council emissions. Installing vehicle telematics into all vehicles at this stage provides time to analyse and plan for future service delivery, utilising alternative fuel powered vehicles, understanding the challenges faced with that and equip the Council with the information to inform fleet users on how to get the most out of the vehicle utilisation from each tank of fuel or battery charge.

- 4.6 A working group was established in the summer of 2022 specifically to focus on developing this policy and there has been extensive consultation with the Trade Unions in developing the policy.
- 4.7 A guidance document, developed in conjunction with the policy, will support implementation by providing operational details on how the system will be used by the Council. This guidance is evolving and seeks to answer a number of frequent questions around the purpose of such systems, how data is managed and who specifically has access or how it is obtained. It will also define where legitimate access to live data will be obtained in the case of emergency scenarios.

5. Next Steps

- 5.1 If Committee approve the policy:
- 5.1.1 It will be published on the Council's intranet and internet, along with the guidance document. The guidance document will continue to be updated;
 - 5.1.2 A programme of installation will be drafted and implemented to ensure that all Council fleet operated assets will be installed with a telematics system by the end of 2023; and
 - 5.1.3 A communication and training plan will be developed to ensure a transparent and consistent approach to the application of the telematics policy.

6. Financial impact

- 6.1 The monthly cost for a standard telemetry system for a typical car or van is £13.63 per month, totalling £163.56 per annum.
- 6.2 Costs vary for specialist vehicle types where more information is required (for example, winter gritting vehicles can provide further detail on salt spreading activity at a greater cost). Many vehicles across the fleet are already equipped with a telemetry system, with the Council already spending £130,000 per annum on this technology. The overall cost will not be more than £220,000 per annum to cover the cost of telematics for the whole Council fleet including hire vehicles. The additional costs will be met by service budgets and are expected to be met by cost savings arising from the use of telematics.
- 6.3 Housing Operations are the largest fleet operator that currently have no form of vehicle telematics installed, with 214 vans. The annual cost for this group will be approximately £35,000 per annum to be equipped with this technology. There are other areas of the Council where telematics has not been fully rolled out (for example in Passenger Transport where only 50% of the vehicles currently have telematics installed).
- 6.4 It is also intended to install telematics into hire vehicles (approximately 300 vehicles). Where efficiency gains are made through overall fleet reductions the

telemetry hardware can be reinstalled in other fleet assets to minimise the overall additional cost impact.

- 6.5 Council Vehicle Maintenance are trained in the hardware installation process to eliminate installation charges associated with each asset.
- 6.6 The total cost of fuel associated with Council fleet assets for this year is currently forecasted to be approximately £3.6m. Case studies from other organisations show that telematics installation can see fuel savings in excess of 10%.
- 6.7 Insurance premiums are rising, and providers are looking to operators to demonstrate effective control of fleet assets. Having an effective policy and telemetry system in place would be a key step towards reducing the risk and likely premium costs associated.

7. Stakeholder/Community Impact

- 7.1 A working group was established in the summer of 2022 with a group of key Service and trade union representatives. Through this working group, there has been continued feedback and ongoing engagement from all members to come to a collaborative agreement on the policy document and supporting guidance document.
- 7.2 An integrated impact assessment has been developed with further input from the Telematics Working Group.

8. Background reading/external references

- 8.1 None

9. Appendices

- 9.1 Appendix 1 - Driving for the Council – Telematics Policy
- 9.2 Appendix 2 – Risk and Opportunities of Current Approach to Vehicle Management

Driving for the Council – Telematics Policy

Implementation date

Control schedule

Approved by	Policy and Sustainability
Approval date	
Senior Responsible Officer	Gareth Barwell, Service Director – Operational Services
Author	Scott Millar – Fleet & Workshops Manager
Scheduled for review	January 2024

Version control

Version	Date	Author	Comment
0.1	August 22	Scott Millar	Telematics Working Group first draft.
0.2	September 22	Scott Millar	Revised working draft following group feedback.
0.3	September 22	Scott Millar	Revised draft to include changes raised that grievance procedure should be followed and information from system used to support investigations in line with Council employment policies. Driving for Council Policy outlines roles and responsibilities.
0.4	October 22	Scott Millar	Revised wording throughout based on discussion between HR and trade unions.
0.5	November 22	Scott Millar	Revised version following working group feedback from October.

0.6	November 22	Scott Millar	Revised version following collective changes suggested by the Trade unions.
0.7	November 22	Scott Millar	Revised version following further collective changes suggested by the Trade unions and policy update on standard template.
0.8	November 22	Scott Millar	Revised wording following review by Service Director – Operational Services.
0.9	December 22	Scott Millar	Revised wording following discussion with Unite Union representation to include information on the use of telematics and data management

Subsequent committee decisions affecting this policy

Date	Committee	Link to report	Link to minute

Driving for the Council- Telematics Policy

Purpose

The purpose of this policy is to make employees aware of the presence of telematic devices used in all Council vehicles and plant items and explain the purpose of the devices, the rules on their use, what data the system can provide and how the data gathered may be used.

It also serves as a means to regulate the management and use of telematics systems fitted to all City of Edinburgh Council operated vehicles and equipment.

Telematics is technology that assists fleet operators in understanding and improving the operation of their fleet by providing data on aspects of driving behaviour and vehicle surveillance. The data provided helps operators deliver on key objectives such as

- vehicle reduction
- alternative vehicle choice
- better scheduling around maintenance
- reducing the carbon output of the fleet.

In addition, it mitigates risks by providing information related to vehicle incident management, which can defend the organisation against complaints and provide supporting evidence to justify the level of risk associated with the organisation.

Review

The policy will be reviewed annually, or 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; incident learning lessons; or resulting from changes agreed through Trade Union consultation.

Scope

This policy applies to all Council employees.

Policy content

The policy relates to all Council employees, those authorised by the Council to drive a Council vehicle or use an item of plant, and those who are required to manage telematics devices.

In line with the Council's approach to managing data and its obligations under the data protection act, any deviations from the prescribed use of the telematics system may be regarded as a breach of employee code of conduct and consequent action could be taken.

This policy covers all members of staff using fleet vehicles, including those who take their vehicles home to either provide emergency on-call cover, or because, due to the nature of their duties, their place of work is variable on a day-to-day basis.

This policy should be read in conjunction with the Driving for the Council Policy which outlines the responsibilities for drivers, line managers as well as Fleet Services in operating and managing our fleet.

Aims

The Council has a large and diverse fleet in excess of 1000 vehicles. It is essential that there are sufficient controls in place to safely protect these assets and to maximise efficient operational use. The Council has committed through its Carbon Emissions Reduction Plan and Climate Strategy to achieve net zero by 2030. The Council's fleet is a contributor to the emissions and needs to be modernised to achieve these aims. It is critical that the Council has accurate data to inform fleet strategy and minimise any potential adverse impact on service delivery.

The Council also has a duty of care to ensure employees are safe and protected whilst at work. Telematic systems can be used to support the management of occupational road risks through informing driver behaviours and vehicle activities, routes and diagnostics, which help to reduce vehicle incident / injury rates and improve vehicle reliability.

The aims of the vehicle telematics system are to:

- Reduce driving for work incidents/ injury rates and costs.
- Improve the driving behaviour of Council drivers.
- Improve claims and complaints defensibility.
- Reduce exposure to high risk driving situations.
- Improve the Councils safety record and management of occupational road risk (MORR).
- Optimise routes and schedules.
- Reduce vehicle, fuel and other driving costs to support savings targets.
- Optimise asset use and lifecycle.

It is acknowledged that telematics is not the only way to achieve these aims. Advanced driver training and regular refresher training, especially when new vehicles and plant are brought in, are important. However, it is critical that the Council has a system to measure the effectiveness of the training.

Telematics General Principles

- Telematics are a demonstrable means of improving fleet safety culture and performance, generating financial savings by reducing incident rates, premiums and self-insured costs, reducing fuel usage, reducing maintenance and decreasing vehicle numbers, improving operational efficiencies and helping to reduce CO₂ emissions.
- Any monitoring must not be intrusive or excessive and must be proportionate to the aim. It should not be used to target individuals or seek out breaches. Whilst the vehicle tracking system is a useful management tool, it should not be used to replace normal good management practices.
- Current asset/ user locations will be visible to permitted staff for legitimate operational purposes only. This access will be monitored and subject to regular review.
- All Council vehicles and plant assets are fitted with operating telemetry hardware.

- This policy covers what data is recorded by the telematics device, how it is stored, who the data is handled by and the terms under which it would be used.
- Information held within the telematics system is stored and retained in accordance with the Council's Data Protection Policies and Procedures.

Data Access and Information

Information held within a GPS system will only be accessed for legitimate interests of the Council or other organisations, where the law allows. This may include 'live' location information or archived data retrieved via reports.

Live location data (live feeds) will only be available to Fleet Services by default. Managers may request live data from Fleet Services when it is required for specific purposes, such as discharging legal duties, ensuring health and safety of staff and agreed operational purposes. Examples of these will be laid out in the guidance document. Requests must be documented to ensure they are appropriate.

Access is monitored and will be reviewed every six months to determine whether the requirement still exists. Specific purposes need to be agreed and included in the guidance document.

The system will produce reports to periodically review service business activities detailing information regarding vehicle utilisation, fuel and CO2 consumption and general vehicle information including onboard diagnostics which can all aid the efficient delivery of the service and operation.

Archived data may be retrieved by reports commissioned by line managers, Insurance, Legal or Internal Audit Services or any person as duly authorised by the respective service areas 'Head of Service.

Data will be deleted or corrected in accordance with the Council's Document Retention Policy.

Individual users of Council vehicles will be issued with a 'unique fob' and upon starting a vehicle the driver will be prompted to present it to a location on the dashboard. This will in turn identify the individual driving the vehicle. These fobs are not transferrable and should not be shared.

Identifying the driver can provide feedback on specific training needs or demonstrate improvement following the completion of any driver training. Information relating to individual drivers will be redacted or anonymised, prior to distribution to those other than the line manager and their next tier of management.

Data provided by telematics is not a substitute for appropriate risk assessments and lone worker protection measures. Proper health and safety controls must be in place to ensure the welfare of peripatetic workers, this may include provision of two-way communication devices and personal safety alarms.

An employee may request to see their data in accordance with GDPR legislation. They also have the right to ask for any data errors to be corrected or removed in line with legislation. These requests must be fulfilled within 20 working days.

Where there is evidence of criminal activity, data may be provided to the Police or other law enforcement agencies, if requested. Any such disclosure would be made in accordance with DPA, GDPR and the relevant law.

The only department with full access to all data, including Live Feeds will be Fleet Services and then limited only to the Fleet management and compliance teams.

Breaches and Non-Compliance with Policy

This policy serves to regulate the management, operation and use of the telematics system fitted to Council fleet assets.

Due to the potential for misuse of data generated by the telematics system, this policy is clear on the management of the system and any deviation from its prescribed use can result in an investigation. Telematics usage is monitored and tracked to ensure it is used for its intended purposes. Where it is found that individuals accessed or used data in a way not prescribed by the policy, this may constitute gross misconduct and lead to disciplinary action.

Deliberate damage or tampering with telematics/ location devices or settings may constitute Gross Misconduct and will be dealt with in accordance with the Council's Disciplinary Policy.

Any employee, who believes that the vehicle tracking system is being used inappropriately by a manager or supervisor and not for the purposes for which it was introduced, can raise these concerns to a more senior manager in line with the Council's Grievance or Whistleblowing Policies.

Information captured on the system may be used to support in any investigations in line with the Council's employment policies. Managers must be aware that while telematics data can be used as evidence, a full investigation is still required to establish the facts. Employees can also request access to the information captured. Requests for data must be fulfilled within 20 working days.

Integrated impact assessment

An integrated impact assessment has been completed to support this policy.

Appendix 2 - Risks and Opportunities of Current Approach to Vehicle Management

- 1.1 Based on the current approach, this document details a list of the potential threats and opportunities relevant to a fleet operation.
- 1.2 A vehicle based telematics system is potential mitigation for managing of these opportunities and threats.
- 1.3 Key Risks relating to the proposed objectives of rolling out telematics to all Council owned vehicles have been identified and assessed below.
- 1.4 Where there are medium or high risk ratings there are a number of other mitigations but the introduction of a managed telematics policy would be a further addition to aid reducing the risk.
- 1.5 This is a generic list and does not specifically reflect the Council's risk register.
- 1.6 The colour code used reflects the Risk Categories contained in the Operational Risk Management Framework.

Low	Medium	High	Critical
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- 1.7 Opportunities created with this proposal are:

Risk Category	Risk Description	Risk Rating
Strategic	<ul style="list-style-type: none"> • Contributes towards green / Co2 reduction targets 	
Financial	<ul style="list-style-type: none"> • Reduced incident and improved risk profile, reduces insurance premiums and uninsured own damage costs • Less idling reduces fuel costs • Less damage and improved driving skills reduces maintenance costs • Contributes towards Council cost savings pressures 	
Health & Safety	<ul style="list-style-type: none"> • Supports safety and wellbeing of drivers • Promotes safe driving culture • Reduces number of road traffic incidents, injuries, and damage • Lone working support for breakdowns, emergencies, and incidents 	
Suppliers	<ul style="list-style-type: none"> • Closes insurers audit requirement 	
Service Delivery	<ul style="list-style-type: none"> • Improved operational efficiencies through route planning and vehicle usage, minimising non-productive hours and manual processes • Vehicle technical and maintenance concerns raised before they become an issue • Improved driving can increase vehicle life span • Supports service response times through live data • Deters thefts and tracks stolen vehicles 	
Workforce	<ul style="list-style-type: none"> • Improved driving skills supports personal life impacts (reduced fuel and insurance costs) 	

	<ul style="list-style-type: none"> Where telematics is currently in place, employees will not feel unfairly treated 	
Legal & Regulatory	<ul style="list-style-type: none"> Supports Council's duty of care under Health & Safety laws Provides evidence to support claims defensibility Provides assurance contractual duties are carried out 	
Reputational	<ul style="list-style-type: none"> Fewer incidents reduce complaints and improves public trust in the culture of driving within the Council Deters fraudulent claims being made Confirms the Councils approach to corporate social responsibility 	

1.5 Threats associated with this proposal are:

Risk Category	Risk Description	Risk Rating
Strategic	<ul style="list-style-type: none"> Vehicle emission reduction targets do not consider telematics support 	
Financial	<ul style="list-style-type: none"> Insurers do not respond to a tender if telematics is not being fully used and audited Funding is not secured for proposal 	
Project	<ul style="list-style-type: none"> Project and business as usual resources are not secured or made available to support design and implementation Key stakeholders are not aligned to project objectives 	
Health & Safety	<ul style="list-style-type: none"> Telematics policies, procedures, communications and training are not designed or implemented to support objectives 	
Suppliers	<ul style="list-style-type: none"> Different telematic contracts across the Council are procured reducing value for money and keep prices high Suppliers do not support or provide the project with best practice advice Telematics hardware and software does not provide functionality to meet all project objectives 	
Information & Technology	<ul style="list-style-type: none"> Employees believe they are being unfairly tracked Data which is used as a punitive measure Data Security and privacy relating to driver's personal time 	
Service Delivery	<ul style="list-style-type: none"> Management of telematic systems is not embedded and monitored within operational practices 	
Workforce	<ul style="list-style-type: none"> Employees and Management choose not to engage or use the tool to support improved driving 	
Legal & Regulatory	<ul style="list-style-type: none"> We must have Motor third party liability insurance to drive legally on UK roads Operator's Licence at risk if no insurance available to the Council Procuring telematics and not using it effectively may breach liability obligations 	
Reputational	<ul style="list-style-type: none"> Communications internal and external do not convey values and deliverables 	

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Policy and Sustainability Committee

10.00am, Tuesday, 17 January 2023

Energy for Edinburgh

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 Note the background to establishing Energy for Edinburgh in 2016 and the changing context of the energy market;
 - 1.1.2 Agree to utilise up to £0.05m of funding to begin to develop an options appraisal for the future of Energy for Edinburgh and to take forward a feasibility assessment on the potential for Energy for Edinburgh to provide a platform for the Council to lever additional funding, as set out in paragraph 4.6;
 - 1.1.3 Agree to the distribution of up to £0.15m to local partners and stakeholders to deliver advice, guidance, support and small scale energy improvements for residents and businesses; and
 - 1.1.4 Delegate authority to the Executive Director of Place, in consultation with the Board of Energy for Edinburgh, to award grant funding totalling up to the value of £0.15m in accordance with the Council's grant standing orders.

Paul Lawrence

Executive Director of Place

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Energy for Edinburgh

2. Executive Summary

- 2.1 This report outlines an approach to utilising £0.2m of funding which was allocated to Energy for Edinburgh by the Council in 2022/23.

3. Background

- 3.1 Energy for Edinburgh Limited (EFE) is the arm's length energy services company (ESCo) of Edinburgh.
- 3.2 Proposals to create an ESCo for Edinburgh were initially presented to the Council's Economy Committee in [May 2014](#).
- 3.3 In [September 2015](#), the Council approved the first stage of establishing an ESCo for Edinburgh as a wholly Council-owned body. This report identified four prospective areas of activity for the ESCo:
- 3.3.1 District heating – providing coherence and a clear delivery model in developing district heating schemes across Edinburgh, ensuring that best practice is made available, that the technologies used are scalable and compatible and that economies of scale are utilised.
 - 3.3.2 Solar farms – taking forward the development of land to house large numbers of photovoltaic solar panels.
 - 3.3.3 Smart cities – accelerating the roll-out of integrated, scalable, sustainable smart city technologies and services to deliver energy efficiency.
 - 3.3.4 Community energy – providing advice and expertise to community energy schemes in Edinburgh, assisting in getting new schemes established, helping to access funds, and potentially providing a 'one stop shop' for energy advice.
- 3.4 In [March 2016](#), the Council approved the establishment of an ESCo (to be named Energy for Edinburgh), including its articles of association, shareholders agreement, and draft business plan.

- 3.5 The report set out a vision for EFE of “*delivering the Council’s energy aspirations, supporting Edinburgh’s citizens and businesses in becoming more sustainable by reducing energy demand and encouraging local energy generation.*” The report identified the objectives of EFE as being to:
- 3.5.1 Reduce carbon emissions;
 - 3.5.2 Deliver affordable energy (with a particular focus on alleviating fuel poverty);
 - 3.5.3 Generate income;
 - 3.5.4 Encourage wider community benefits; and
 - 3.5.5 Access and leverage the use of private sector finance where appropriate and where its use meets the above objectives.

Context – Energy Market Conditions

- 3.6 The UK energy market is currently experiencing significant challenges, primarily due to a sharp rise in global wholesale gas prices. Following a decade of stable or falling prices, gas prices began to rapidly increase towards the end of 2021, driven by factors such as rising demand, depleted reserves, breakdowns and maintenance at key facilities, and various supply pressures associated with Russia’s invasion of Ukraine. Rising gas prices have in turn driven up electricity prices.
- 3.7 The UK energy price cap – which places a ceiling on how much suppliers can charge residential consumers for standard variable tariffs for gas and electricity – was increased from £1,277 in August 2021 to £4,279 in January 2023: a rise of £3,002 (235%). Notwithstanding that the actual prices levied on consumers have been capped at a lower ceiling by the UK Government’s Energy Price Guarantee, the last 18 months have seen unprecedented increases in energy prices, resulting in significant pressures for both residential and non-residential energy consumers.
- 3.8 In August 2022, the University of York forecast that 61.5% of Scottish households (3.655m people) would be in fuel poverty as of January 2023.¹ These pressures have been exacerbated by high levels of inflation in the UK economy generally, with the Consumer Prices Index, including owner occupiers’ housing costs (CPIH), rate standing at 9.3% in the year ending 30 November 2022.
- 3.9 One impact of energy market volatility has been the failure of multiple energy companies. From July 2021 to June 2022, 29 UK energy companies, with a total of approximately four million customers, collapsed. These included Bulb Energy Ltd, at the time the UK’s seventh largest energy supplier with 1.6 million customers, which was placed into special administration by the UK Government before being acquired by Octopus Energy. The failure of these companies was due to a range of factors including an inability to pass increases in wholesale costs on to consumers due to the energy price cap and fixed deals, making their financial positions untenable.

¹ Fuel poverty here refers to a situation in which a household spends over 10% of its net income on fuel.

EFE Funding Allocation

- 3.10 In [February 2022](#), the Council allocated one-off investment of £0.2m in EFE.

4. Main report

- 4.1 Since EFE was established, the Council has placed an even greater focus on becoming a net zero city by 2030, which is one of the three core priorities of the draft Council Business Plan 2023-2027. The approach to delivering this is underpinned by Edinburgh's [2030 Climate Strategy](#) (city-wide strategy) and the Council's [Emissions Reduction Plan \(focussing on corporate emissions\)](#).
- 4.2 As noted above, energy market conditions have also changed significantly in the past 18 months.
- 4.3 Throughout 2022, the Council has recognised the challenges faced by residents, community groups and businesses as a result of the current cost of living crisis. On [15 December 2022](#), the Council agreed to seek to establish an Energy Efficiency Task Force to work alongside partners and stakeholders to give information about insulation and energy efficiency.
- 4.4 In advance of the requested report on the Energy Efficiency Task Force, approval is sought to utilise the £0.15m of investment in EFE to set up a grant funding programme which would seek to distribute one-off funding to partners and stakeholders across the city to support the provision of, for example, information, advice, support and small-scale energy efficiency interventions to reduce energy costs. It is proposed that the grant funding is capped at £0.025m per project.
- 4.5 The programme would be launched via an open call publicised through existing programmes supported by the Council. The application will be accompanied by supporting information which will explain the criteria and assessment approach for applications. This guidance is currently being developed.
- 4.6 In addition, it is proposed to utilise up to £0.05m to begin to develop an options appraisal for the future role of EFE and to take forward a feasibility assessment on the potential for EFE to provide a platform for the Council to lever additional funding for projects from sources which are currently unavailable to the Council (e.g. crowdfunding, share offers and grant funds reserved for the private sector).

5. Next Steps

- 5.1 If the recommendations in this report are approved, officers will work with partners and stakeholders to identify suitable activities which could be supported through the funding which the Council has allocated for EFE in 2022/23.

- 5.2 Alongside the grant funding approach proposed in this report for individuals and businesses, [Edinburgh Community Climate Fund](#) will shortly launch. This fund has been set up to support communities to develop ideas and projects aimed at making Edinburgh a greener city. Within the fund, up to £20,000 of grant funding will be available to community projects that can be delivered within 12 months which achieve one or more climate change outcome (as outlined in the published information). Ideas are due to be submitted in January 2023, before being determined by a public vote to determine which projects will receive funding.
- 5.3 Recognising the changing strategic context, officers will work with the Board of EFE to review and update the objectives of the company and to identify a future programme of work which aligns to the new objectives. This will include reviewing the objectives and governance of other ESCos set up by local authorities.
- 5.4 Officers will also consider the potential role of EFE in terms of the Energy Efficiency Task Force, the emerging Local Heat and Energy Efficiency Strategy (LHEES) for Edinburgh, and other relevant ongoing initiatives.
- 5.5 In November 2022, Finance and Resources Committee requested an update on progress made on the investigation of local heat and energy solutions by June 2023. Also in November 2022, Committee requested that this report should include a thorough options appraisal of opportunities for energy generation partnerships in the city and an evaluation of how best to make EFE an active enterprise (including consideration of options for alternative and joint ventures with learning from other ESCOs and Local Authorities). If the recommendations of this report are approved, some of the funding available in 2022/23 would be utilised to begin development of the options appraisal and assist in the delivery of this committee decision.

6. Financial impact

- 6.1 In February 2022, as part of the budget setting process, the Council allocated one-off funding of £0.2m to Energy for Edinburgh.
- 6.2 The approach set out in this report would aim to utilise this funding within financial year 2022/23.
- 6.3 Any further bids for funding would depend on additional funding being made available and would be based on an evaluation of the programmes supported in 2022/23.

7. Stakeholder/Community Impact

- 7.1 It is proposed to contact a number of local organisations to invite applications to the open call for grant funding, up to a value of £0.025m, for projects which align with the objectives set out in this report.

- 7.2 The grant funding would enable stakeholders to support the reduction of energy demand, which is key to reduce greenhouse gas emissions associated with building usage and is in line with the Council's sustainability objectives.

8. Background reading/external references

- 8.1 Energy for Edinburgh - Board of Directors Appointment – report to the City of Edinburgh Council, [22 September 2016](#)

9. Appendices

None.

Policy and Sustainability Committee

10.00am, Tuesday, 17 January 2023

Regional Prosperity Framework Delivery Plan

Executive/routine Wards Council Commitments	Executive All
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1. Recommendations

- 1.1 Policy and Sustainability Committee is asked to:
 - 1.1.1 Approve the Regional Prosperity Framework Delivery Plan; and
 - 1.1.2 Note that the Delivery Plan will be considered by the other five constituent Local Authorities in the Edinburgh and South East Scotland City Region (ESESCR) ahead of the ESESCR Joint Committee meeting on 3 March 2023.

Paul Lawrence

Executive Director of Place

Contact: Andy Nichol, Programme Manager (PMO) Edinburgh and South East Scotland City Region Deal

E-mail: Andy.Nichol@edinburgh.gov.uk | Tel: 0131 529 4461



Regional Prosperity Framework Delivery Plan

2. Executive Summary

- 2.1 The Regional Prosperity Framework Delivery Plan (Appendix 1) is submitted to Committee for approval, prior to being considered by the Edinburgh and South East Scotland City Region (ESESCR) Joint Committee.

3. Background

- 3.1 The maturity of the regional partnership with UK and Scottish Governments has seen the City Region Deal partners develop an ambitious Regional Prosperity Framework (RPF) (formerly Growth Framework), approved in [September 2021](#) before being ratified individually by each of the six Local Authorities and the University of Edinburgh Court. Committee ratified the Regional Prosperity Framework [5 October 2021](#).
- 3.2 The Framework is the articulation of the next phase of the development of the regional economy, building upon the successes of the City Region Deal both in terms of the programmes and also the regional collaboration. It provides a blueprint for regional economic recovery post-pandemic; resilience through the ongoing cost of living crisis; and provides future direction for major projects and investment.
- 3.3 Since the publication of the RPF, regional partners have been developing the Delivery Plan appended to this report. This period has covered the COVID-19 pandemic and ongoing cost-of-living crisis. Partners have tried to develop a Delivery Plan that responds to these crises and recognises that the cost-of-living crisis disproportionately impacted the most economically disadvantaged members of the community, with the cost of basic necessities e.g., food and fuel far exceeding any increases to wages.

4. Main report

- 4.1 The RPF provides a blueprint for regional economic recovery post-pandemic; resilience through the ongoing cost-of-living crisis; and provides future direction for major projects and investment that support inclusive growth and the transition to a net zero economy over the next 20 years.

- 4.2 The RPF and its Delivery Plan align closely with Scotland’s National Strategy for Economic Transformation (NSET), Scotland’s Regional Economic Policy Review Recommendations, and the UK Government’s Levelling Up White Paper with its funding allocations, and the additional funding allocations available through the UK Shared Prosperity Fund. All three of these present major opportunities for our region to truly capitalise on additional funding.
- 4.3 The RPF vision is to become *“the data capital of Europe. We will ensure the social and economic benefits of this capability extend to all. All sections of the community will have the opportunity to develop the key skills that will help to end inequalities in our society. We will protect our environment and make best use of our extraordinary built and natural assets, ensuring that the Edinburgh and South East Scotland City Region delivers a just transition to a net zero economy. Our institutions, ancient and modern, will deliver positive outcomes that enhance our local, national, and international reputation”*.
- 4.4 The regional partners are committed to this vision and to use it to guide and integrate public, private, and third-sector decisions, actions, collaborations, strategies, policies, and investments across areas such as sustainability, climate change, energy, transport, planning, housing, infrastructure, education, digital, services, inequalities, well-being, economic development, procurement, and delivery.
- 4.5 Regional Priorities have been developed around three core themes which support an economy that is **resilient; innovative and flourishing** (see diagram 1 below).

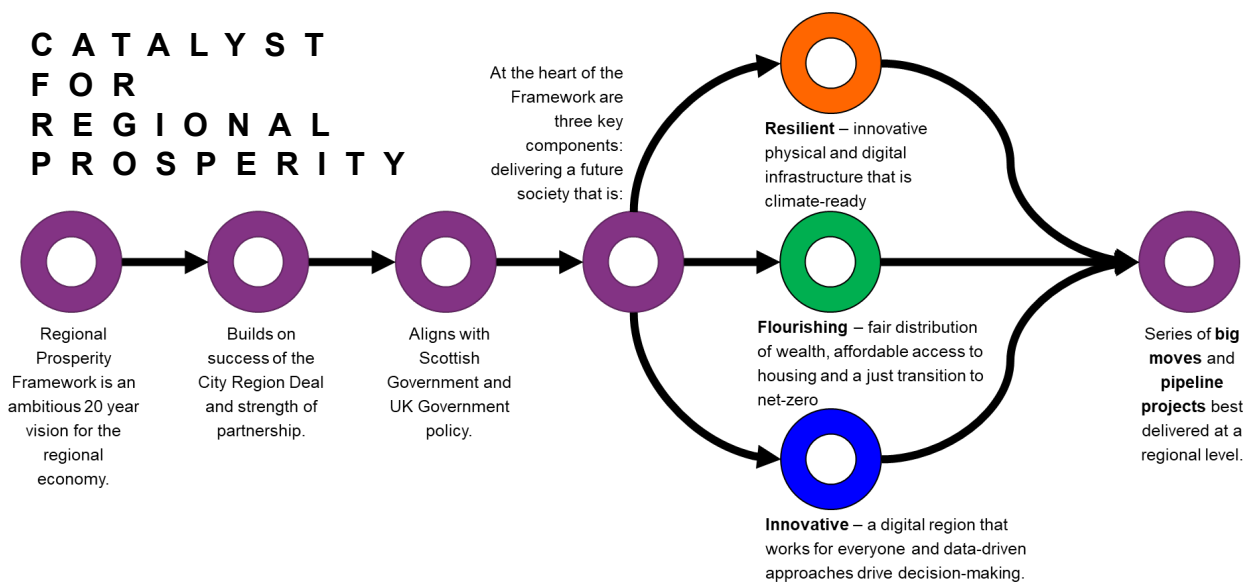


Diagram 1 - Regional Prosperity Framework Delivery Process

- 4.6 All actions under the RPF are framed to support:
- **People** – to access fair work, to learn and develop new skills and to live happy and healthy lives;

- **Places** – that are sustainable, and attractive to live and work in and where enterprise thrives;
- **Planet** – meeting our needs in a way that will allow future generations to meet theirs, with a focus on the reduction of greenhouse gas emissions

4.7 As recovery from COVID-19 continues, it is a different economic world than the one before. Subsequent global events, such as the war in Ukraine, inflation, and emerging financial and political uncertainties, mean that there is a need to develop a different strategic approach if the shared ambition for the region is to be achieved and to deliver a resilient economy that can meet the needs of its citizens and businesses.

4.8 To be able to reflect current and future economic shocks, the Delivery Plan has been developed as a living document, with the immediate priorities for the region set out over a one to three-year horizon, but in the context of the longer-term ambitions for the region. Regional priorities will be reviewed annually and refreshed, with programmes and projects added or subtracted to ensure a continued focus on the ambitions of the Plan and to reflect what is happening at the local, regional, national, and macro level of the economy.

4.9 The Delivery Plan establishes a clear process for delivery of the projects and sets out an ambitious prospectus for investment.

4.10 Four key programme areas have emerged as the priority for the next 12 months:

- Green Forth;
- Infrastructure for Recovery;
- Visitor Economy and Culture; and
- Data-Driven Innovation Economy.

4.11 A summary of each programme is outlined below with further detail provided in Appendix 1.

Green Forth

4.12 From Eyemouth to Grangemouth, the Forth Economic Corridor has the potential to drive transformational economic and climate adaptation through major waterfront regeneration including Granton Waterfront, Blindwells and Cockenzie; reuse and modernising of existing assets, sites, and operations to create strategic net zero employment opportunities; support innovative manufacturing and shipbuilding; and proposals for a Green Freeport which aim to underpin and enhance the area's future economic success including the creation of the nation's largest offshore renewable energy hub.

4.13 Cross partner support will be required to establish a Forth Estuary Collaboration Network. Enabling closer collaboration between neighbouring authorities to deliver their national and regional priorities for the Forth, and to promote the reputation of the Forth economic corridor domestically and internationally.

- 4.14 Key to the future success of the Forth and of the region is the development of future green skills to meet the needs of businesses today and in the future economy whilst creating new high value jobs. The creation of a Net Zero Accelerator Hub can help to address the demand and supply side barriers that exist, helping key sectors begin or accelerate the transition to net zero.

Infrastructure for Recovery

- 4.15 The most productive regions are the best connected and the most sustainable. Much of Scotland's future population and household growth is set to take place in the region, with available capacity to grow in parts of the region. The scale and nature of the consequential impact on the region's infrastructure is substantial and is crucial to the success of the regional and national economy.
- 4.16 The housing need and demand in the city region is the greatest in Scotland, with nearly 60% of the total annual affordable homes requirement for Scotland needed in our city region. This region delivers more homes than any other part of Scotland and continues to drive construction innovation. Resources are required to sustain and accelerate this activity.
- 4.17 The Edinburgh and South East Home Demonstrator Project is a new business model for the delivery of Net Zero affordable homes at scale. There are currently 75 homes under construction at Granton Waterfront with support required to secure a delivery partner and to scale up a regional pipeline of sites.
- 4.18 The region needs financial support to both deliver the Energy Efficiency Standards for Social Housing 2 (EESH2) programme of retrofitting existing homes and continue to build new affordable homes.
- 4.19 Accelerating delivery of the City Region Deal strategic sites can deliver 35,000 homes, transforming vacant and derelict land to deliver net zero carbon homes.
- 4.20 It is essential that regional transport priorities are co-ordinated to deliver the aspirations of the: Regional Transport Strategy; Strategic Transport Projects Review 2; and National Strategy for Economic Transformation. This will best ensure that we can: Effect Modal Shift; Promote Mass Transit; Decarbonise Transport (support transition to net zero); and Tackle Transport poverty.
- 4.21 To deliver on these strategic ambitions, including fairer and more equal economic prosperity, requires a skilled population. This must ensure that everyone has the opportunity to participate fully in the labour market. The transition to net zero and the data revolution, in particular, will necessitate a new supply of skills. Housing, transport and skills are essential for removing barriers faced by some in participating and progressing in the labour market and in ensuring that employers have the supply of skills they need. A Net Zero Accelerator Hub proposal is being developed by regional partners.

Visitor Economy and Culture

- 4.22 The renewal of a world class cultural and visitor offer is key to the regional economy and can be realised through establishing a Regional Visitor Economy Partnership to

create and deliver a regional visitor economy development plan will allow for collaborative public sector investment and delivery in the visitor economy.

- 4.23 A Data Driven Innovation led approach to tourism destinations can help to position the region as a global leader in regional data-driven decision-making for strategic tourism investments, aligning and contributing towards the regional ambition of being the Data Capital of Europe.

Data-Driven Innovation Economy

- 4.24 Embedding and extending the impact of the City Region Deal Data-Driven Innovation investment in the regional and national economy to ensure the region provides the skills, support network, data and transport infrastructure needed to grow data-led organisations is essential. Cross partner support is needed to promote the aspiration for the Region to be a Data Capital, and its linkages to delivering Scottish and UK Government Digital and Data Strategies.
- 4.25 Partners will work to support the operational growth of the TechScaler Network, funded by Scottish Government, and support the ongoing recognition of the Region as a World Leading Centre for Informatics and High-Performance Computing Academic Excellence.
- 4.26 The delivery programmes above are critical to the region's future economic success, providing clarity for future investment and collaboration to ensure this region has a prosperous net zero future. These programmes will be monitored and reviewed every 12 months to ensure they are still relevant to local, regional, and national partners.

5. Next Steps

- 5.1 Each of the five other constituent Local Authorities will also consider a report on the RPF Delivery Programme before the City Region Deal Joint committee meets on 3 March 2023.
- 5.2 Subject to the necessary approvals at the above committees, regional partners will ask both Scottish and UK Government for the following support:
- **Financial Support for Programmes**
 - We ask for our Action Plan to be achieved through a medium to long term, integrated, place-based funding allocation based on shared outcomes
 - **New forms of Partnering**
 - Support to develop a new Regional delivery capability to support the Regional Prosperity Framework
 - Align national strategies & policies to support regional aspirations
 - We ask both the Scottish and UK Governments to commit to continue to work in tripartite (UKG/SG/ESES) partnership.

- Recognise the region is closely aligned and uniquely positioned to progress the recommendations made in the Scottish Government's Regional Economic Policy Review.
- **Enablement**
 - New powers and new delivery tools to deliver the Framework, through a “live” Action Plans.
- **National Strength Recognition**
 - There are a basket of regional economic assets that are a vital part of the national economy, but which have been buffeted by recent economic upheavals. We want to work the Governments to secure these for the long term.

6. Financial impact

- 6.1 The work on the RPF has been overseen by the City Region Deal Directors Group which includes representation from both Scottish and UK Government; the Regional Enterprise Council; and the Elected Member Oversight Committee. Paul Lawrence, Executive Director of Place, is Senior Responsible Officer within the City of Edinburgh Council for this activity.
- 6.2 An officer working group with membership from across each of the six local authorities, the University of Edinburgh, and Scottish Enterprise, supported by the Programme Management Office has developed the RPF Delivery Plan.
- 6.3 Over the lifetime of the project, consultancy support was secured to assist with development work. This was paid for by monies received from Scottish Government, Scottish Enterprise and a £30,000 SESplan rebate.
- 6.4 Approval of the RPF Delivery Plan does not commit resources from the City of Edinburgh Council or the other five constituent Local Authorities.
- 6.5 Delivery will be achieved through existing resources and additional public and private sector investment. As external funds are secured programmes and projects will be progressed on a case by case basis, based on the development of individual business cases.
- 6.6 City Region Partners want the Delivery Plan to be supported through a medium to long term, integrated, place-based funding allocation based on shared outcomes. Officers are developing the case for this funding approach, which should cover the whole-life costs of delivery and will present this to UK and Scottish Government in advance of the UK Government budget next year. Partners will continue to work with Scottish Government to ensure that the RPF Delivery Plan aligns to programmes and spend on NSET, STPR2, infrastructure and other relevant areas.

7. Stakeholder/Community Impact

- 7.1 The work on the RPF has been overseen by the City Region Deal Directors Group including representation from both Scottish and UK Government; the Regional Enterprise Council; and the Elected Member Oversight Committee.
- 7.2 Each of the six constituent local authorities are considering the RPF Delivery Plan ahead of the City Region Deal Joint Committee meeting on 3 March 2023 to ensure that any final local contributions are reflected in the final version of the Plan.
- 7.3 The RPF was approved for public consultation by the City Region Deal Joint Committee on 4 June 2021. The RPF was agreed by the ESESCR Joint Committee in [September 2021](#) and ratified by Policy and Sustainability Committee in October 2021.
- 7.4 Delivery of the programmes and projects in the RPF Delivery Plan can deliver on the city Regions ambitions to become the data capital of Europe; support inclusive growth; and a just transition to a net zero economy over the next 20 years.

8. Background reading/external references

- 8.1 Edinburgh and South East Scotland City Region Deal Annual Report 2021/22, Policy and Sustainability Committee - [1 November 2022](#).

9. Appendices

- 9.1 Appendix 1 - Regional Prosperity Framework Delivery Plan



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REGIONAL PROSPERITY FRAMEWORK

DELIVERY PLAN & PROSPECTUS

2023 / 24

Edinburgh and South East Scotland Joint Committee



Councillor Cammy Day
Leader, The City of Edinburgh Council



Professor Peter Mathieson
Chair, Higher & Further Education Consortium and Principal, University of Edinburgh



Councillor Norman Hampshire
Leader, East Lothian Council



Claire Pattullo
Chair of Regional Enterprise Council and Chief Executive Officer at Edinburgh Social Enterprise



Councillor David Ross
Leader, Fife Council



Garry Clark
Vice-Chair of Regional Enterprise and Council Development Manager (East of Scotland) at Federation of Small Businesses



Councillor Russell Imrie
Councillor, Midlothian Council
Chair, Joint Committee 2022



Councillor Euan Jardine
Leader, Scottish Borders Council
Chair, Joint Committee 2023



Councillor Lawrence Fitzpatrick
Leader, West Lothian Council
Vice Chair, Joint Committee 2023

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Foreword

The City Region Deal brings together six local authorities, four universities, six colleges and the Regional Enterprise Council with representatives from the business, social enterprise and third sectors. The partnership is now in the fifth year of the delivery of the Edinburgh and South East Scotland City Region Deal programme, and we continue to make excellent progress.

Building on the successful delivery of the City Region Partners have developed an ambitious Regional Prosperity Framework (RPF) that articulates the next phase of activity to develop the regional economy, building upon the successes of the City Region Deal. The RPF sets out a blueprint for regional economic recovery post-pandemic; resilience through the cost-of-living crisis and transition to net zero.

Our RPF Delivery Plan is both an action plan – focused on more immediate interventions that can currently be resourced – and a prospectus; setting out collective future ambition and opportunities. A “living” document, the Delivery Plan sets out an ambitious and dynamic series of four key programmes to deliver the region’s ambitions:

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- Green Regeneration
- Infrastructure for Recovery & Prosperity
- Visitor Economy and Culture, and
- Data Driven Innovation (DDI) Economy

These programmes will enable the city region to maintain and enhance its global reputation and become the data capital of Europe, delivering sustainable and inclusive growth.

Our Delivery plan aligns with Scotland’s National Strategy for Economic Transformation (NSET), Scotland’s Regional Economic Policy Review recommendations, and UK Government’s Levelling Up priorities, as well as the 2022 Autumn Statement.

We ask the Scottish and UK Governments to continue to commit to work in tripartite partnership to deliver our Blueprint through a long term, integrated, place-based funding allocation to deliver shared outcomes.

Chair of the Edinburgh & South East of Scotland Joint Committee



“ We only have this one planet; we got to figure out how to live on it without destroying it. ”
Tricia Helfer

Executive Summary

Over the last five years the regional partnership behind the South East Scotland City Region Deal has flourished, resulting in the publication of the Regional Prosperity Framework (RPF) in September 2021.

A range of acute external pressures have strained the REP, and this living Delivery Plan is our remedy. The Plan targets three goals: reduced economic exclusion; increased regional competitiveness; and, accelerated transition to Net Zero.

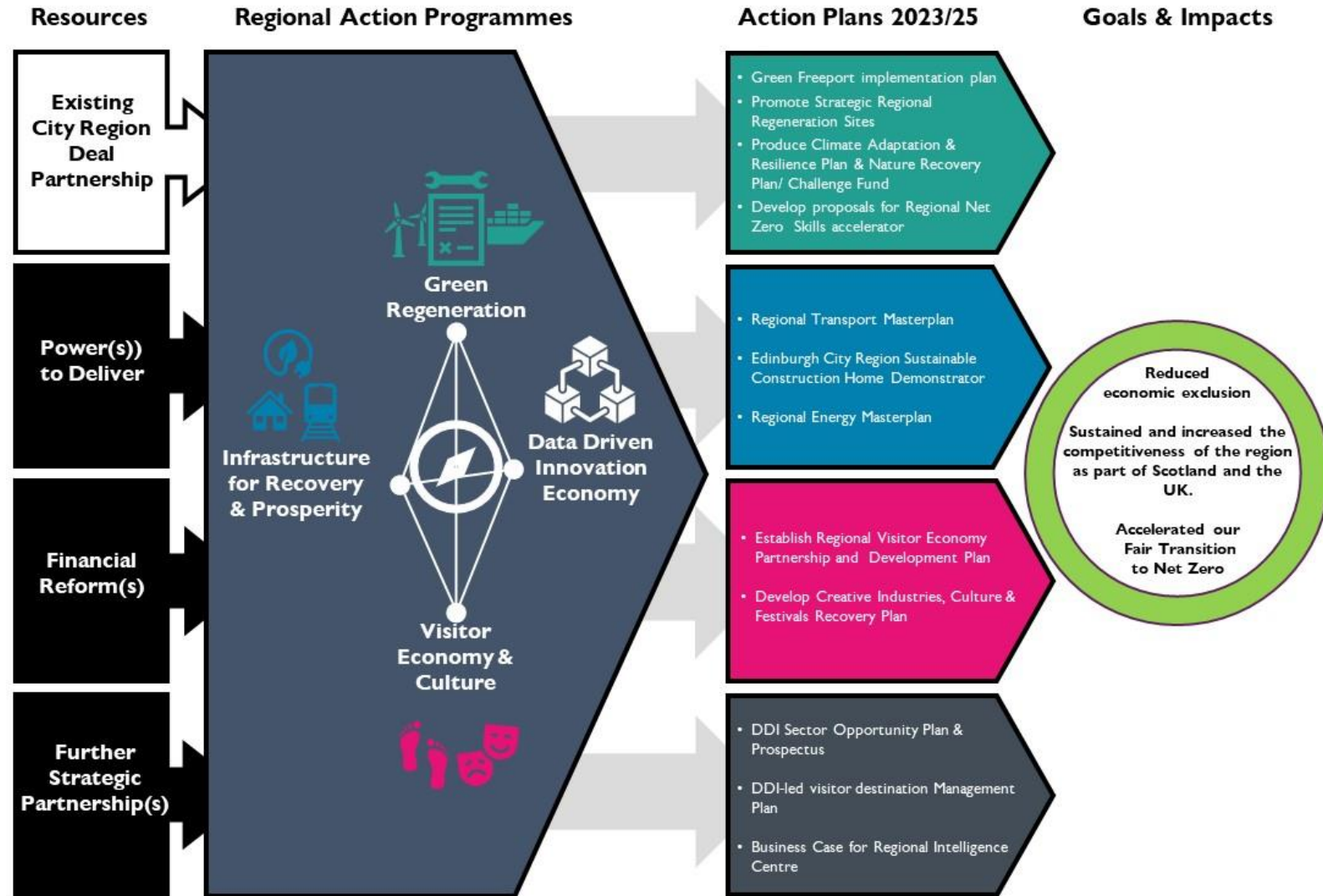
The Delivery Plan comprises four key programmes and associated regional action plans. The action plans will deliver immediate benefits whilst providing a longer-term platform for future activities that deliver our goals.

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Early momentum is key to consolidating the Regional Partnership, as a more formal Regional Economic Partnership, and is core to our actions plans. Our Call to Action comprises four priority initiatives:

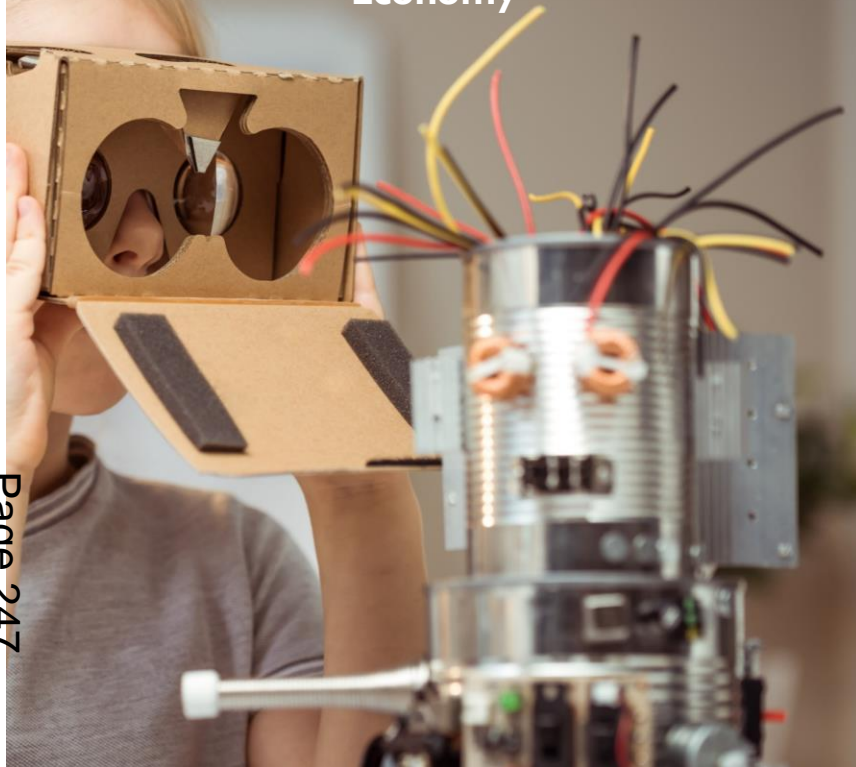
- Infrastructure for Recovery & Prosperity by co-developing with the Governments a place-based capital and revenue funding model for delivery of regional ambitions;
- Develop Green Regeneration (*focused on the Forth*) investment prospectus;
- Secure a sustainable visitor economy and promotion of our cultural assets; and,
- Promote the transition to a data driven innovation (DDI) enabled economy in the region.

These initiatives will provide further evidence of the positive impact of our Partnership; build further confidence in our ability to collaborate and deliver and demonstrate the positive outcomes that investment in our region will deliver.

The Regional Partners now seek to co-create the delivery and resourcing approach for this Delivery Plan with government partners and other stakeholders.



A region that is committed to new ways of working to grow an innovative and diverse Economy



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CodeBase fully supports Edinburgh's ambition to become the Data Capital of Europe. That is why we are excited about plans to embed, and broaden the impact of, Data-Driven Innovation investment in the regional and national economy.

In order to become Europe's Data Capital, it is essential that Edinburgh and South East Scotland continue to provide the skills, support network, data and transport infrastructure that will facilitate the continued growth of data-led organisations - companies old and new - in the region.. **Steven Drost, CSO CodeBase**

Introduction

Our Delivery Plan has been developed through our Regional Economic Partnership (REP) in collaboration with the governments and their agencies. The Plan sets out our opportunities for regional action and investment that better deliver regional inclusive economic growth through regional collaboration.

The Delivery Plan Builds Upon our shared Strategic Framework

The Regional Prosperity Framework (RPF) articulates the long-term aspirational goals for Edinburgh and South East Scotland city region. It guides the future direction of regional economic and wider policy by setting out an ambitious vision for the regional economy to 2041. All actions under the RPF are framed to support:

People: expand access fair work, learn and develop new skills and to live happy and healthy lives

Places: develop communities that are sustainable, attractive to live and work in and where enterprise thrives

Planet: meet our needs whilst enabling future generations to meet theirs, with a focus on climate action through emissions reduction and adaptation.

Our Vision for the Region is Challenging but Achievable...

We will ensure the social and economic benefits of future growth extend to all. All sections of the community will have the opportunity to develop & enhance the key skills that will help to end inequalities in our society. We will protect our environment and make best use of our extraordinary built and natural assets, ensuring that our Region delivers a just transition to a net zero economy. Our institutions, ancient and modern, will deliver positive outcomes that enhance our local, national, and international reputation. Our aim is to become the data capital of Europe.

....by Remaining Responsive to Change

Global events, such as global pandemic recovery, the war in Ukraine, inflation and emerging financial and political uncertainties, demand an agile strategic response if our shared regional ambitions are to be achieved. As a result, the Delivery Plan focuses on the immediate **1 to 3-year horizon**, but in the context of our longer-term regional ambitions. It will be **reviewed annually**, adding or subtracting Programmes and projects to ensure continued focus on our ambitions and enable dynamic responses to any challenges as they emerge.

Our Plan Builds Upon the Unique Attributes of the Region

The Delivery Plan describes:

- **The Region's Diverse Economy**, identifying the unique strengths and assets of our regional economy.
- **Opportunities and Challenges**, assessing our regional growth levers and the barriers we must overcome.
- **Delivering together**, describing the aims and priorities for our Plan including the pathway that we can follow if we are going to positively impact the regional economy.



A RESILIENT REGIONAL ECONOMY

Our Diverse Region

Edinburgh

- Key driver of Scottish economy with diverse global business base, quality retail core, and world heritage cityscape.
- Global strengths in professional services, finance, insurance, education, science, health and data.
- Thriving retail, hospitality and leisure sector.
- Forth Bridge world heritage site frames key green growth and regeneration opportunities along the Forth.
- Continued strong demand in housing and commercial property markets.
- Regional actions underway to distribute economic opportunity, address commuting travel patterns, improve affordable housing supply and enhance strategic local infrastructure.

West Lothian

- Broad and extensive business base is supported by a skilled workforce
- Key strengths in life sciences, engineering, construction, food & drink, aerospace, retail, software development, renewables, advanced manufacturing, health, communications, support services and logistics.
- Heartlands offers 2,000 homes and 1.5 million square feet of employment space with easy motorway access.
- Winchburgh is delivering thousands of new homes and 40 acres of employment and retail space, with easy motorway access and potential for a new rail station.

Midlothian

- High quality clusters of professional, education, health and scientific developments such as Easter Bush.
- At the forefront of world leading research and development programmes in biomedicine and agritech.
- Data Driven Innovation (DDI) Skills Gateway established at Newbattle High School Centre of Excellence.
- Destination Hillend is a strategic proposal for multi-activity leisure tourism with business opportunities at Hillend Snowsports Centre.
- Strengths in wholesale retail and trade, construction and manufacturing, and agriculture.

Scottish Borders

- Strong cultural heritage, high quality environment and communities with a good quality of life.
- Strengths in agriculture, energy, tourism, food & drink, manufacturing, forestry and construction
- Well connected to Central Scotland and the Cities of the North of England.
- Borders Rail has catalysed regional opportunities.
- Future extension of railway to Carlisle and planned 4G/5G investments will sustain economic opportunities.
- Scottish Borders Mountain Bike Innovation Centre will cement the region's international cycling reputation.
- Inspire Learning Centre - Tweedbank. Delivering a world class digital learning environment in partnership with Apple





The Firth of Forth and Coast

- Economic renaissance of the Forth estuary is driven by green growth, net zero energy innovation and sustainable infrastructure, new fuel production and nature based solutions.
- Strengths in life sciences, engineering, construction, agriculture, food and drink, distribution, aerospace, retail, software development and renewables, advanced manufacturing health, information, communications, support services and logistics.
- Three regeneration and renewal zones along its length:
 1. South Zone: Hound Point (deep water facilities), Edinburgh Waterfront and East Lothian's Climate Evolution Zone (including the former Cockenzie Power Station), Blindwells new settlement (with potential for expansion), and Eyemouth as a hub for off-shore renewables;
 2. North Zone: former Longannet Power Station site (with rail link), Rosyth International Port, Braefoot Bay Oil and Gas Terminal (deep water facilities), Mossmorran fuel and distribution hub, the Fife Renewables Innovation Centre and ORE Demonstrator at Levenmouth; and
 3. West Zone: the Forth provides links to the Falkirk and Grangemouth Investment Zone with its green fuel production, biotechnology and skills development, and Scotland's National Environment Centre and National Aquiculture Technology and Innovation Hub.

Fife

- Strengths include advanced manufacturing, financial and business services and food and drink.
- Outstanding coastline and strategic travel routes provide opportunities for inclusive, sustainable growth.
- Dunfermline awarded city status and offers large housing development area including shared learning campus for Fife College.
- Rosyth International Port and Arrol Gibb Campus complement local strengths in freight and logistics.
- Centre of Excellence in Low Carbon and Renewable Energy innovation being created at Guardbridge.
- Number of transformative investments are already underway (e.g. reopening of the Levenmouth Rail Link).
- Outstanding natural and cultural assets (the Forth Bridges, 48 golf courses, the Fife Coastal Path, and the Pilgrim Way)

East Lothian

- Celebrated for its attractive market towns, prime countryside and coast, and golf and leisure tourism.
- Green growth opportunities in emerging **Climate Evolution Zone**, including **Cockenzie Power Station site** and potential expansion of **Blindwells new settlement**,
- Potential investments in strategic sustainable infrastructure, including the **High Speed Rail**,
- Internationally significant scientific, biomedical and education activities, including **Edinburgh Innovation Hub** and **Edinburgh Innovation Park**,
- The future use of Torness Nuclear Power Station site is a significant longer term opportunity.

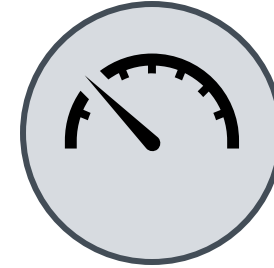
Our Economy and Goals

- **65%** of 1.4m residents are of working age. The Region's dependency ratio is projected to increase from **54%** in 2018 to **57%** by 2043, compared to Scotland's **60%** (number of dependents over the number of people working).
- This is the fastest growing region in Scotland and one of fastest in UK. Forecast change in population 2018 – 2043 is **9.1%** (Scotland **2.5%**/UK **9%**).
- In 2022, **20.7%** of residents aged 16-64 were economically inactive, **2.2%** lower than Scotland. This ranges from **16.3%** to **26.9%** in the Local Authorities. It is a decrease from pre-pandemic levels. Reasons for inactivity include long term sickness. Unemployment rates by disabled status range from **15.6%** to **33.7%**.

By 2032, there will be a need to replace **264,100** people who have left the labour market in the Region. (RSA Nov 22)

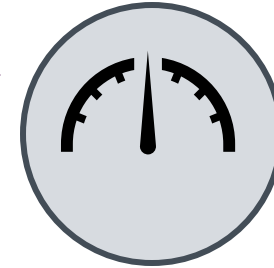
- Productivity, calculated by dividing total regional GVA by total regional employment (measured by jobs), in 2022, was forecast to be **£59,700**, higher any other region and than the Scottish average **of £54,100**.
- Over the long-term (2025-2032) productivity is expected to grow by **1.1%** on average each year, broadly similar to Scotland as a whole.
- **4.6** tonnes of CO2 emissions per head in 2020, *matching* the UK and Scottish national positions.

Our Goals



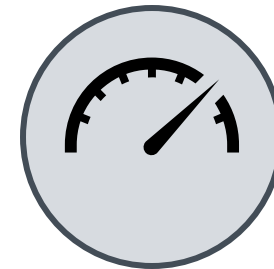
Reduce Economic Exclusion

- Reduce levels of economically inactivity.
- Reduce unemployment levels by disabled status.
- Reduce the number of people suffering the greatest levels of deprivation
- Minimise the impact of an increasing dependency ratio (e.g., *those not in work who depend on those in work*) in the region



Sustained and Increased Competitiveness

- Increase productivity per capita by increasing adoption of data driven innovation and business start-ups.



Accelerate Fair Transition to Net Zero

- Reduce per capita end-user greenhouse gas emissions for the region and by sector
- Better achieve net zero by 2045, 90% by 2040 and 75% by 2030.

Opportunities & Challenges

Opportunities

Devise circular investment opportunities where benefits from investments are retained and magnified within the region.

Link supply and demand at a regional level so that regional needs can be better met locally in a sustainable fashion.

Develop a “*pack mentality*” in the REP to seek and deliver regional opportunities which transects all sectors and builds on the success of the City Region Deal.

Building on the progress in the digitisation of the regional economy, further drive adoption of this innovation into all sectors

Improve food and resource security at a regional level, and develop sustainable forms of tourism, culture and heritage

Deliver interventions that are collaborative, multi-faceted and diffused to address local needs across the region

Embed community wealth building in anchor institutions to increase focus on a wellbeing economy

Develop new partnerships with industry and the governments and secure funding through a “one region” approach that complements local action within communities

Mobilise a whole societal ‘one region’ approach to Net Zero, involving communities, businesses and governments

Goals



Sustained and Increased Competitiveness



Reduced Economic Exclusion



Accelerated Fair Transition to Net Zero



Challenges

Place based capital and revenue funding allocations, recognising the delivery of regional ambition, need to be designed and delivered

Significant fiscal uncertainty exists for the governments and the public sector. Maintaining core key services is the priority for all regional partners in the short term

The scale and complexity of our external challenges requires a response that is equal to it, and **collective action at scale is vital** to meet them with the necessary capability and capacity

Change in national policies and approaches is needed if regional opportunities are to be realised

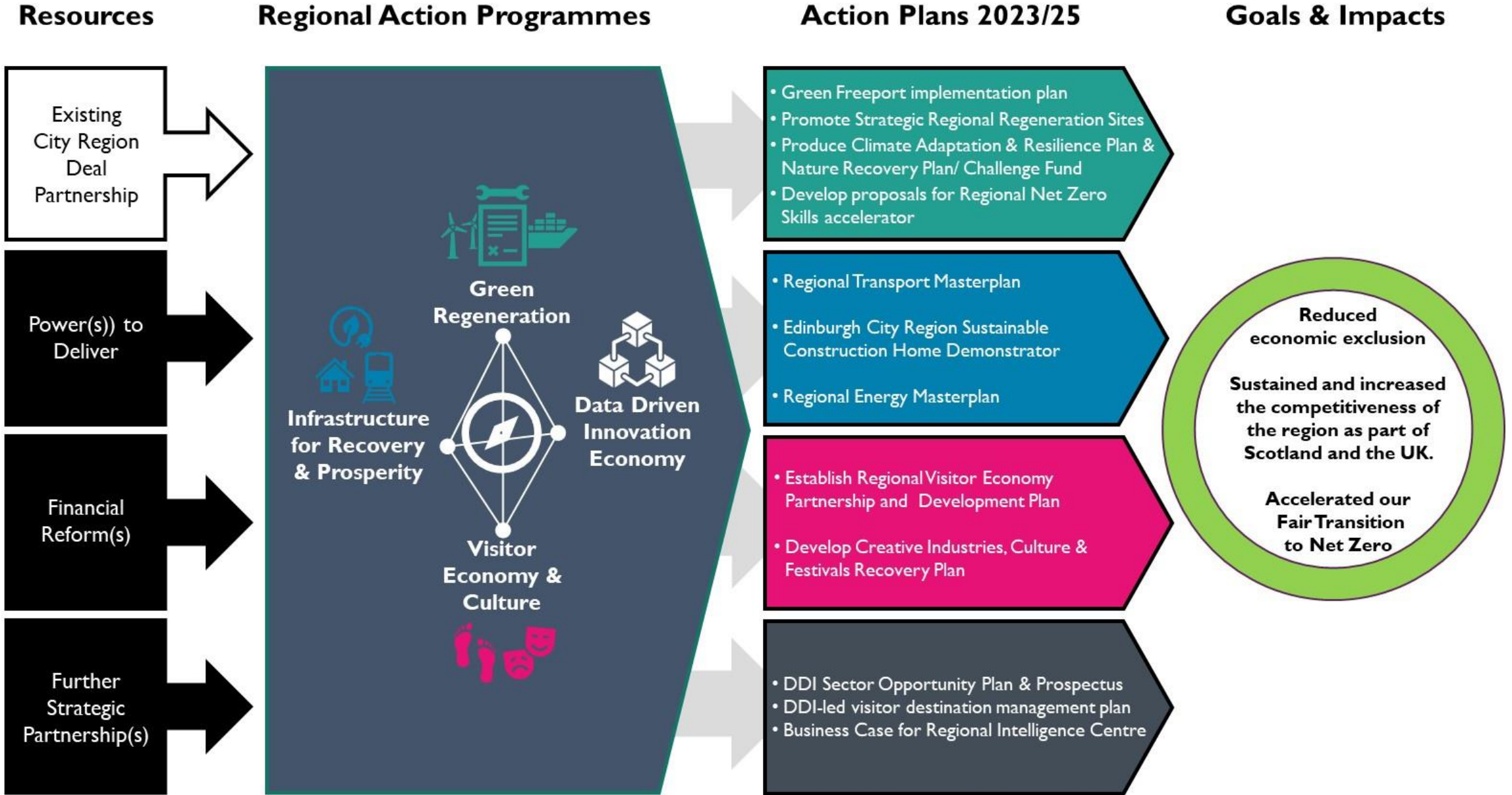
Quality of life shocks are having a real and sustained impact on the quality of life across the region, reinforcing regional inequalities

Whilst unprecedented transformative change is essential the cost of delivering a **just transition**, in the short term, is beyond the means of local government **alone**.



OUR ACTION PLAN PRIORITIES

2023 - 2025



Green Regeneration

- **Await decision on Forth Green Freeport Bid & Cockenzie Power Station Site Levelling Up Bid:**
 - *Develop, define and deliver business cases for longer term projects and programmes*
- **Establish Forth Collaboration Network to oversee successful Forth transformation, including ambition to deliver:**
 - *Leith Renewables Hub and wider Edinburgh Waterfront*
 - *Climate Evolution Zone with net zero infrastructure and employment at former Cockenzie Power Station site (with rail link) and Blindwells New Settlement (with potential for expansion), as well as Eyemouth off-shore renewables service and operations hub, and in the longer term future opportunities at Torness Nuclear Power Station site*
 - *Rosyth International Port, including Green & Blue Innovation Economy Opportunities, reuse of former Longannet Power Station site (with rail link), and Energy Park Fife ;*
- **Define and Develop a Regional Climate Adaptation & Resilience Plan:**
 - *Build on Adaptation Scotland's Regional Climate Risk Assessment to develop a regional adaptation and mitigation strategy*
- **Establish Nature Recovery Plan and Project Fund:**
 - *Use regional and local plans and strategies, including coastal management programmes and practices, and project planning to define and deliver cross border Other Area Based Conservation Measures and net benefits for biodiversity, linked to potential developer contribution protocols*
- **Regional Net Zero Accelerator:**
 - *Finalise Business Case for Regional Net Zero Skills Accelerator Hub to deliver programmes that enable key sectors to accelerate transition to net zero by meeting demand for green skills*



Infrastructure for Recovery & Prosperity



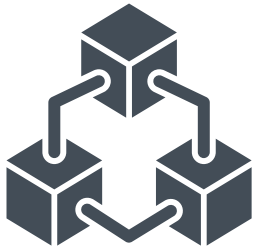
- **Regional Transport Masterplan**
 - *Collaboratively develop a brief for the South East Scotland Regional Transport Masterplan, Funding & Delivery Programme.*
 - The Master Plan will complement the Strategic Transport Projects Review 2, while providing influence and regional clarity on expectations.
 - The Masterplan will build upon the Regional Transport Strategy by reviewing and identifying cross boundary infrastructure and services improvements beyond the remit of SPTR2.
- **Edinburgh City Region Sustainable Construction Home Demonstrator**
 - *New business model for delivering net zero affordable homes*
 - *Phase 1 in delivery and scale up programme with Regional Pipeline defined*
 - *Identify funding and delivery partner and potentially suitable sites for off-site manufacturing facilities – e.g. for infrastructure and / or housing*
- **Regional Energy Masterplan**
 - *Phase 1 funding secured and develop Phase 2 proposition and demonstrators*

Visitor Economy & Culture

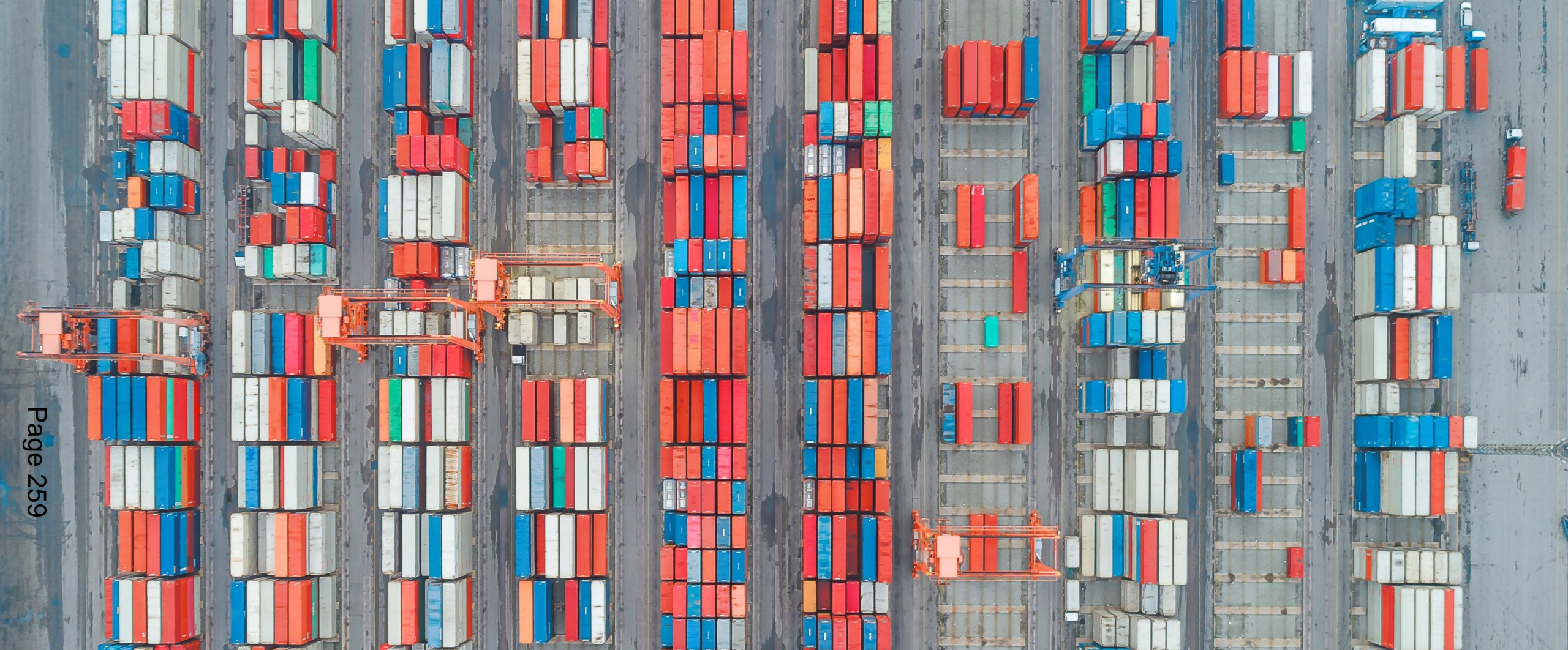
- **Regional Visitor Economy Partnership:**
 - *Seek to establish Regional Partnership with Visit Scotland, Scottish Enterprise and others*
- **Regional Visitor Economy Development Plan:**
 - *Regional Partnership to co-produce a Plan that aligns regional ambitions and actions*
- **Festivals and Cultural Recovery:**
 - *Create Festivals Recovery Fund to create resilience, and to enable festivals to recover with new business model implemented*
- **Creative Industries:**
 - *Define regional creative industries sectoral challenges and opportunities, and co-produce a recovery and growth plan*



Data Driven Innovation (DDI) Economy



- **DDI Prospectus Sector Opportunity Plan:**
 - *Develop new regional and sectoral plans and prospectus to align the role and impact of data services across the business base and region, focusing on sectorial priorities*
- **DDI-led approach to visitor economy destination management:**
 - *Scope business case, which will help to position the region as a global leader in regional data-driven decision-making for strategic tourism investments*
- **Regional Intelligence Centre:**
 - *Finalise business case to enable regional policy makers, service delivery executives and the public to access relevant useful knowledge and insights to develop regional policy and improve services*



OUR SHARED PROSPECTUS: DELIVERING TOGETHER

A Call to Action

Early momentum is key to any major initiative and is embedded in the Action Plan. Our Call to Action does not require all **12** initiatives to be launched simultaneously and immediately. Instead, we will undertake the following four activities as a priority:

- Infrastructure for Recovery & Prosperity - co-developing with the Governments a new funding model for regional infrastructure initiatives that incorporates capital and revenue place-based funding allocations.

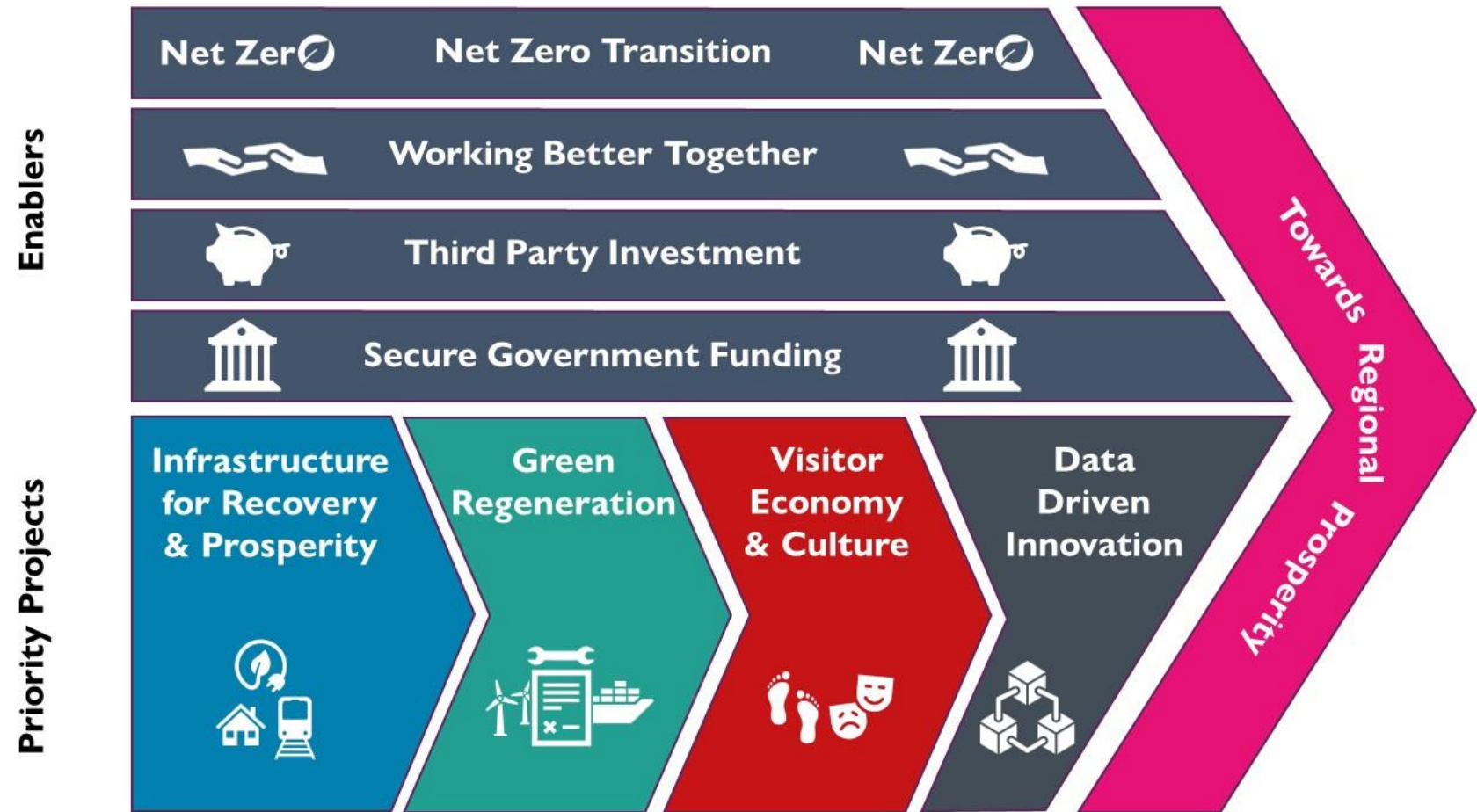
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Develop an investment prospectus for the Green Regeneration (*focused on the Forth*).

Secure a sustainable visitor economy and promotion of our cultural assets.

- Promote the transition to data enabled business performance in the region.

These early wins will provide us with further evidence of the positive impact of regional working; build further confidence in our ability to collaborate and deliver and demonstrate the positive outcomes that investment in our region will deliver.



Our Ask of the Governments

Transformation is a Team activity

Addressing the scale of transformation required to transition the region to a balanced economy that meets the needs of its citizens and businesses within the limits of its resources will require action at a local, regional and national level. It is for this reason that the Partners have set out an ambitious yet pragmatic vision for innovation and change. New ways of working together are required.

The region has the diversity and attributes to tackle many of its economic challenges in ways that provide for the needs of its citizens and businesses. But the nature of some of the actions required mean that **a new multi-governmental Team approach is required**. Many of the controls through which local and regional challenges can be addressed sit with others at Scottish or UK Government level.

Through the right form of partnership (new collaborative approaches and funding models) the Edinburgh and South East Scotland Region has the potential to harness the opportunity of the drive to net zero, to build a more self-sustaining regional economy that can support a just transition for Scotland and the UK.

Our Asks of Government Span Financial Support and New Forms of Partnering

To realise the aim and objectives of the Regional Prosperity Framework, and this associated Action Plan, Scottish and UK Government are asked to offer the following support:

Financial Support for Programmes

We ask for our Action Plan to be achieved through a **medium to long term, integrated, place-based funding allocation** based on shared outcomes.

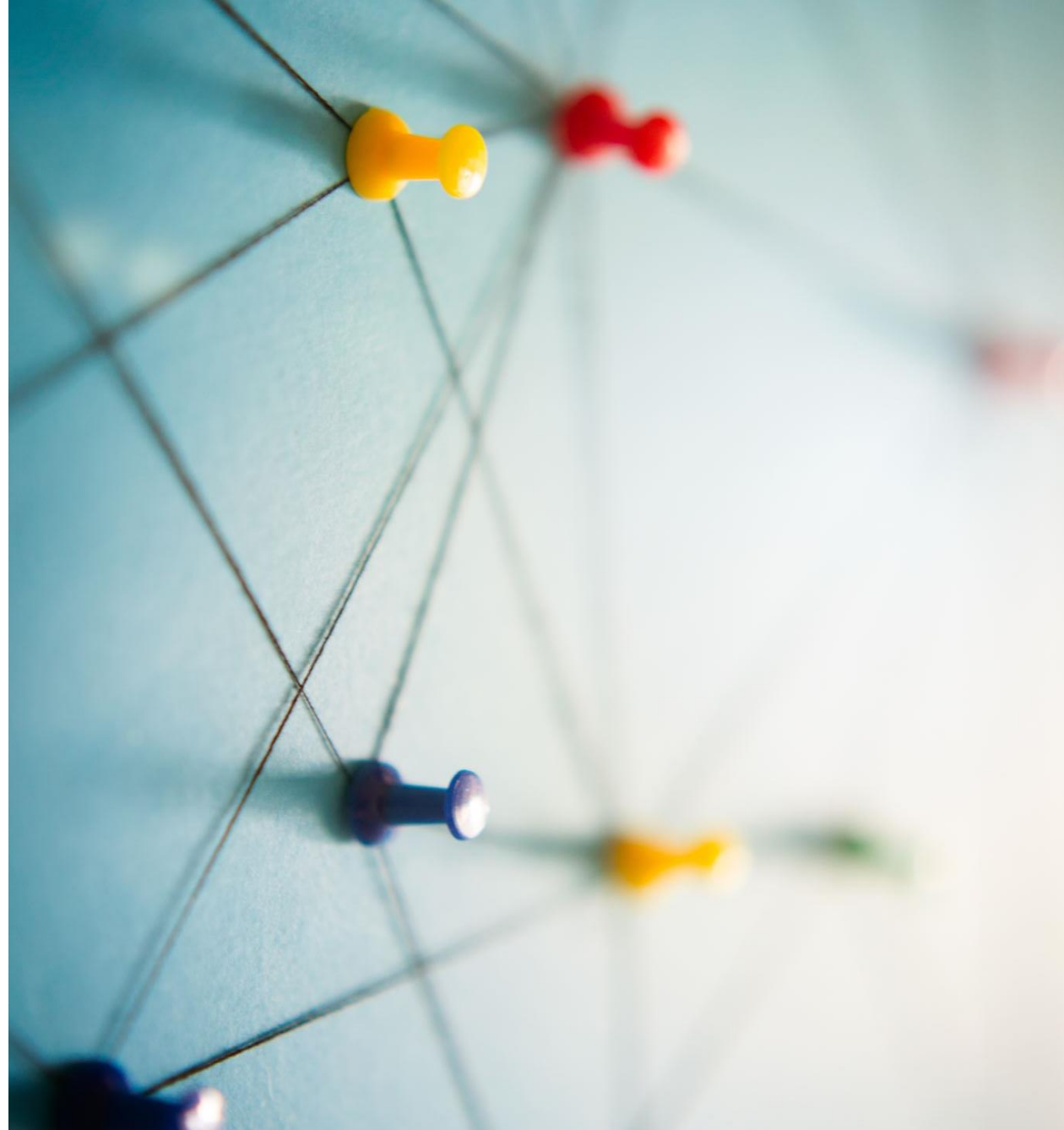
New forms of Partnering

- Support to **develop a new Regional delivery capability** to support the Regional Prosperity Framework
- Align national strategies & policies to **support regional aspirations**
- We ask both the Scottish and UK Governments to **commit to continue to work in tripartite (UKG/SG/ESES) partnership**.
- Recognise the region is closely aligned and uniquely positioned to progress the recommendations made in the Scottish Government's Regional Economic Policy Review.

Enablement

New powers and new delivery tools to deliver the Framework, through a “live” Action Plans.

National Strength Recognition – there are a basket of regional economic assets that are a vital part of the national economy, but which have been buffeted by recent economic upheavals. We want to work the Governments to secure these for the long term.



What Will Change?

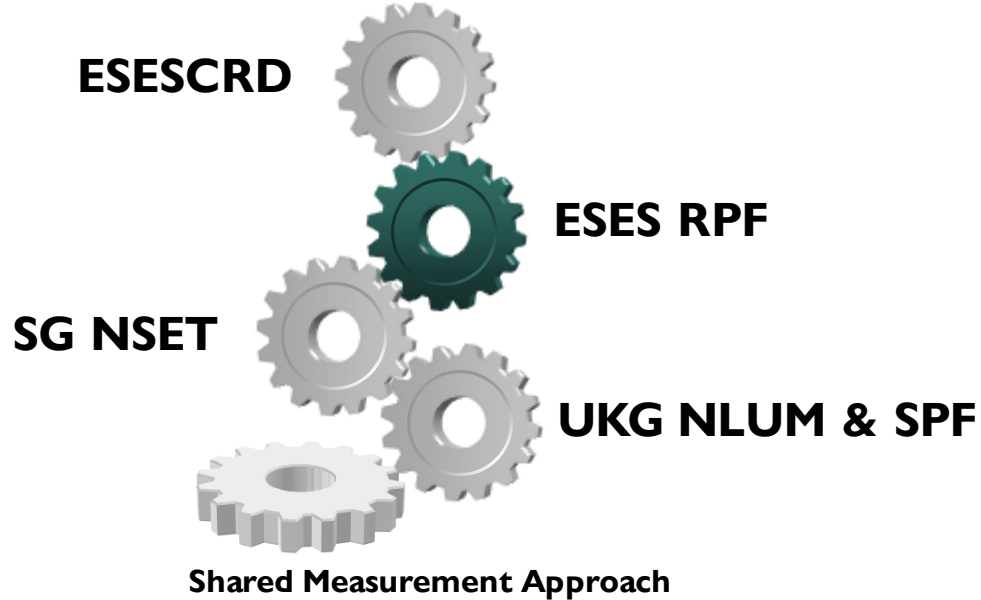
Measuring impact

As with the City Region Deal activity, it is intended that a Benefit Realisation approach be adopted for the Regional Prosperity Framework.

Given the emerging activities of the Scottish Government, and its National Strategy for Economic Transformation, and the Regional dimension to this being developed, and UK Government, through its Levelling Up Missions and Shared Prosperity Fund activity, the Regional Partners want to work with both UK and Scottish Government, and other Regional Partners, to develop a Benefit Realisation approach that enables all of these activities to be answered with the lowest possible resource demand, ensuring that resources are primarily focused on delivery and impact.

This will look at build up on the work already defined through the City Region Deal, to create a sustained suite of indicators of success and impact, supported by the stories of impact that allow economic development to be understood, allowing the stories of our citizens and businesses to be heard and amplified.

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It has been a pleasure for the Regional Enterprise Council (REC) to have been part of developing the Regional Prosperity Framework (RPF), from its original vision through to this Delivery Plan. The REC advises the City Region Deal's Joint Committee on the delivery of projects across the city region and encourages further investment opportunities, and has helped shape the ambition and strategic direction of the RPF.

There has been considerable change at a national, local and regional level since the RPF was published in September 2021. The City Region Deal Partners are determined to respond positively to challenges and changes in the economy. It is critically important that the RPF Delivery Plan is a living document that is regularly reviewed and re-focussed to ensure that everyone benefits from regional prosperity and growth.

The four key programmes - Green Forth; Housing and Recovery; Culture & Visitor Economy; and Data Enabled Business - are critical to the region's economic future. They provide clarity for collaboration and future investment to ensure this region continues to be Scotland's most successful and productive regional economy. The RPF Delivery Plan is a key step in delivering sustainable, inclusive growth to enhance and protect our environment and make best use of the region's built and natural assets, ensuring that the region delivers a just transition to a net zero economy.

Claire Pattullo and Gary Clark, Chair and Vice Chair of the Regional Enterprise Council

It has been a privilege to have been part of the team preparing the Regional Prosperity Framework to constitute a flexible and lasting template for economic development across the whole Region and to maximise the benefits for all from the Edinburgh and South East Scotland City Deal.

A most welcome characteristic of how that team has worked together is the collaboration across geographies among the elected representatives from all political parties, council officials, communities and enterprises. As we have sought to build back differently for the future many open conversations have taken place about where we are now, where we want to be, and how we are going to get there. These conversations have been conducted, not as a dance of opposites, fueled by self-interest or point-scoring, but as heartfelt dialogues to collectively create and deliver a common vision for the future.

The team have had the confidence to be bold and ambitious in how the pressing challenges that exist for our enterprises, workplaces, marketplaces, communities and for our environment can be addressed. We have had a shared vision of a sustainable, respectful Scotland, where individuals and communities can flourish, and our diversity is celebrated. That vision recognises that our wellbeing is dependent upon the people most affected taking informed decisions about their futures.

As the Framework process now moves from design the team is wrestling with how the pace of delivery can be accelerated. As the actions and outputs are measured, we will answer the timeless question posed by immunologist Jonas Salk, who developed the polio vaccine in the 1950s: are we being good ancestors?

Robert Carr, Regional Enterprise Council, Partner and Solicitor Advocate - Anderson Strathern



CITY REGION DEAL

Edinburgh & South East Scotland

Regional Prosperity Framework: 2023/24 Delivery Plan

This is a *'living document'* and will be updated on an annual basis to reflect the delivery of activities to ensure that the Region meets its long term goals of a regional economy that is **resilient, flourishing** and **innovative**.



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ANNEX 1: CASE STUDIES ON EXISTING REGIONAL COLLABORATION

Case Studies

Case Study: Borders Railway

When opened in September 2015, the Borders Railway marked the longest domestic railway to be constructed in Britain for over 100 years. The new railway quickly and substantially exceeded the predicted patronage figures and wider benefit forecasts.

The line has breathed fresh vitality and investment into the communities it serves, transforming the places and local economies by:

- Retaining and attracting residents;
- Enabling the local business base to expand; and
- Doing so in a sustainable manner.

There is a commitment in the Borderland Growth Deal for UK and Scottish Governments to fund a Feasibility Study to deliver the remaining section to Carlisle, providing an important regional and national connection southwards to the rest of the UK.



Source: Borders Railway Completion The missing link - re-connecting the Borderlands – Produced by Borderland Inclusive Growth Deal

Transport Scotland evaluation of the existing line has revealed the wide-ranging nature of the impacts in just the first two years of operation (since 2015/16). Only two years of data is likely to vastly underreport the full impacts - major rail infrastructure would typically take five to ten years for the full effects. Impact summary below:

Connectivity

- 40% of journeys were not previously made.
- In only two years, 15% of survey respondents indicating they had changed employment, and over half indicating that the line was a factor.
- 90%+ of travel is to/from Edinburgh and beyond.
- 15% of users did not have a car available.

Modal Shift

- 60% used another mode, of which 64% previously travelled by car.
- 6% of survey respondents had reduced their car ownership.

Housing

- Housing delivery in Midlothian doubled in years before opening.
- Over 50% of new residents stated the line had been a factor in their decision to move to the area.

Visitor Economy

- Visitor numbers for Midlothian and Borders attractions increased by 7% in the first half of 2016.
- 70% of tourist and day visitor users said the railway had been a factor in their decision to make the trip.

Skills/Qualifications/Training

- Applications to Borders College (Galashiels) increased by 74% in 2016/17 compared to the previous year.

Approach: Partnership
Themes: Innovative – Flourishing & Resilient
Benefits: Net Zero, jobs, connectivity, housing, skills

Case Studies

Case Study: Preparing for Tomorrow Today – Granton Net Zero Housing

As part of the Region's commitment to "net-zero" 75 net-zero carbon homes and three retail units have been developed as part of the Granton D1 initiative.

This is an [Edinburgh Home Demonstrator](#) (EHD) pilot, championed by City Region partner, the City of Edinburgh Council, with support from construction and academic partners. It is part of the region's ambitions to deliver 18,000 affordable homes by 2028.

The project was undertaken in partnership with CCG (Scotland) Ltd, to test this new business model for building affordable, net zero homes. A large proportion of the construction was carried out off-site in a factory setting, reducing the overall time it takes to build the homes.

The homes include zero emissions heating, reducing the risk of fuel poverty for tenants. In addition, this will help reduce their greenhouse gas emissions and support the region's net-zero targets.

The pilot is also supported by a team from Napier Edinburgh University, who are analysing the energy performance of the homes to validate and inform the net-zero carbon strategy for future EHD projects. The EHD project aims to deliver 1000 affordable net-zero carbon homes across the region as part of the City Region Deal.



Approach: Partnership
Themes: Innovative – Resilient
Benefits: Net Zero, homes, jobs, model for other developments

Case Studies

Case Study: Integrated Regional Employability & Skills (IRES)



IRES is a £25m, 8 year change programme which started in April 2018. Excellent progress is being made towards delivering an additional 14,700 skill improvements; 5,300 people into employment; and a further 500 career enhancements through its 7 themes:

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Workforce Mobility (WFM)



Data-Driven Innovation (DDI) Skills Gateway



Housing Construction and Infrastructure (HCI) Skills Gateway



Integrated Knowledge Management Systems (IKS)



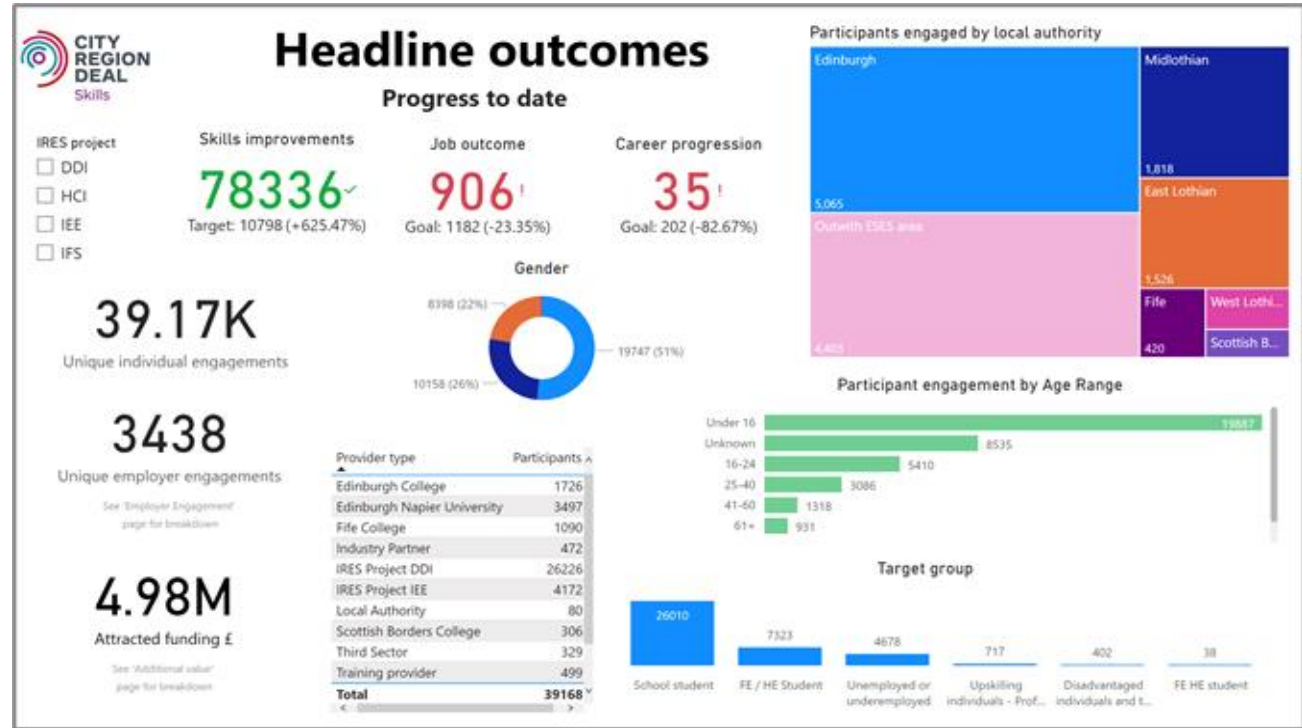
Intensive family support service (IFSS)



Labour Market Analysis and Evaluation (LMAE)



Integrated Employer Engagement (IEE)



Building on the successful partnerships established through the IRES programme we will support the Regional Prosperity Framework through the establishment of additional Skills Gateways. A Net Zero Accelerator to develop skills linked to green economy jobs including Construction, Energy and Transport; whilst there is a strong ambition for a Health and Social Care Skills Gateway to support innovation and capacity.

Outputs and outcomes are tracked through a bespoke monitoring and evaluation framework and reported using a live dashboard

Approach: Partnership
Themes: Resilient – Aligning Skills
Benefits: Skills, Jobs, Poverty Reduction

Case Studies

Case Study: Regional Transport Master Plan

Transport is a key enabler to unlock the region’s potential, but in many areas, it has constrained the full realisation of opportunities and benefits for our people, place and economy. The national commitment to decarbonised transport and infrastructure provides a once in a generational opportunity to deliver a ‘Just Transition’ to tackle transport poverty and the inequalities that currently exist across the region. Coupled with the publication of the Regional Transport Strategy, Strategic Transport Projects Review 2 and the National Planning Framework 4, it all supports an ‘infrastructure first’ approach to deliver a sustainably connected region.

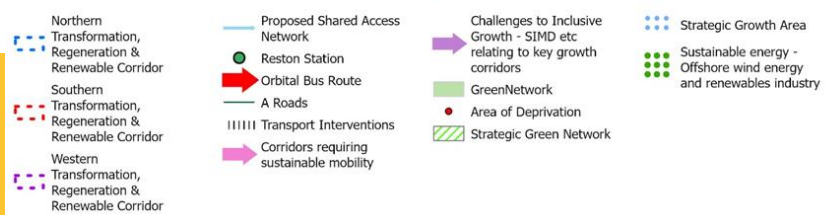
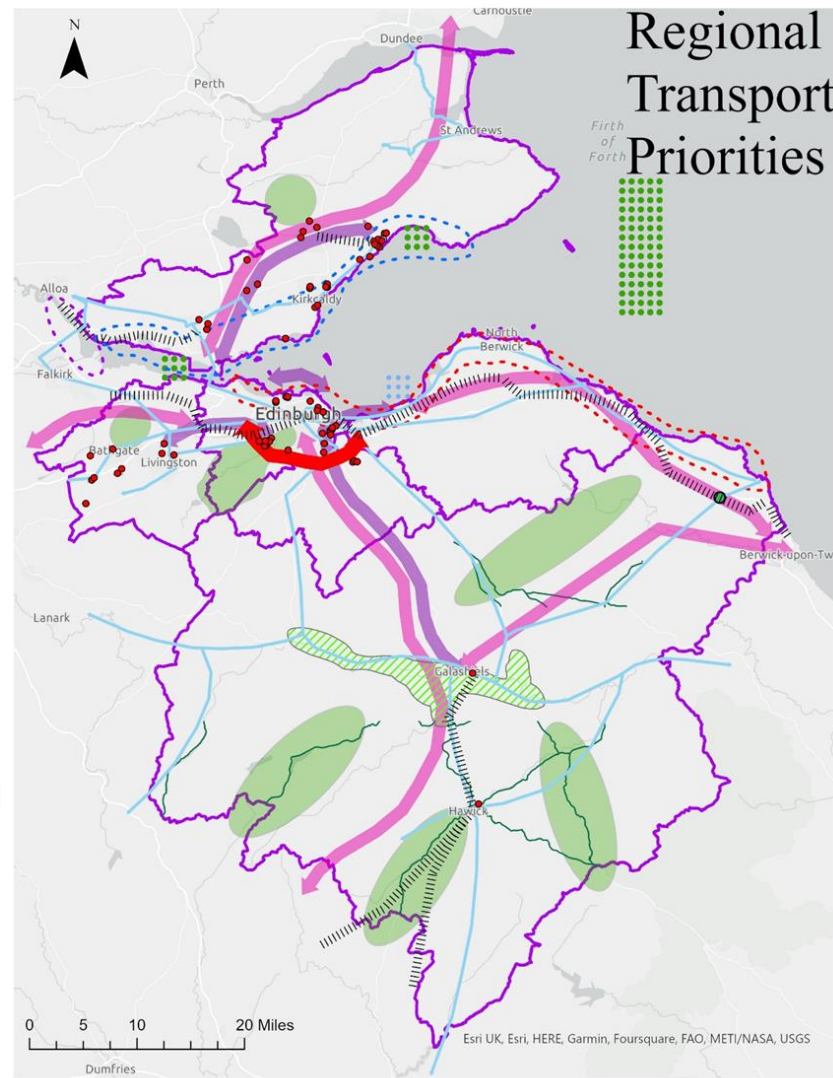
Our previous approach to public transport no longer responds to our region’s needs and barriers. Instead, having a transport system which is collaborative, coordinated, collects/analyses/responds to the emerging data, is inclusive and responsive, attracts a diverse workforce, while minimising its impact on the environment is critical to the region’s success.

A regional Master Plan will respond to the needs of the region by identifying the cross-boundary opportunities that will fill the gaps of SPTR2, identify economies of scale, build on existing partnerships to support the region’s ambition and respond to current and future challenges.

Approach: Partnership

Themes: Innovative, Flourishing & Resilient

Benefits: Net Zero, jobs, connectivity, enabling the RPF 4 Priority Projects



Regional Transport Priorities

As an example of this is Mass Rapid Transit (MRT). It must be designed with regional coordination, smarter (utilising data) and be responsive to accommodate high volumes of movement to key local and regional destinations, while acknowledge the variances in daily demand for a flexible working population. Regional MRT will include:

- Tram;
- Light / heavy rail (existing and new);
- Bus; and
- Active travel to deliver integration into wider local transport networks (whole journey approach – first mile/last mile).

Key to its success will be the equitable delivery of scaled journey hubs, targeted local/regional infrastructure improvements, a single Mobility as a Service information and ticketing system, open API’s across all transport modes to optimise the network and experience for the end user

This will also support the expectations and demands of the visitors to our region, whether they are local, national or international. Assisting the role of the visitor arrival hubs like Edinburgh Airport, as a crucial access point for national and international visitors, before they seek coordinated sustainable transport options to visit the wider region and Scotland.

Master Plan Priorities:

- Partnership;
- Mobility as a Service;
- Data sharing and digital infrastructure aligned to transport network;
- Public transport infrastructure and services investment and funding models;
- Improve arterial routes into rural communities;
- Active Travel;
- Efficient movement of freight;
- Behavioral Change; and
- Decarbonising Transport.

Case Studies

Case Study: Place, People and Planet



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Edinburgh Innovation Hub & Park

- Joint venture between East Lothian Council and Queen Margaret University to deliver the Edinburgh Innovation Hub
- Is funded by UK Government, the Scottish Government, and the Council
- The Hub will drive company growth, support and develop existing businesses and create sustainable new businesses to access a global market for healthy and functional food
- Will be a catalyst for subsequent delivery of wider Edinburgh Innovation Park (EIP)
- The EIP will create a nationally significant centre of knowledge exchange, innovation and high value businesses

Draft Example



East Lothian's Climate Evolution Zone

As part of the wider greening of the Forth, strategic net zero and just transition opportunities in this Zone include:

- the redevelopment of the Cockenzie Power Station site for net zero infrastructure and strategic employment
- Blindwells new settlement, with potential for expansion into a significant new town
- Sustainable infrastructure, including strategic transport improvements, potential for high speed rail, and green and blue network and nature based solutions

These major green growth projects can also be a catalyst for significant regeneration, and require partnership to enable and accelerate benefits.



Future of Torness Power Station Site

The future reuse of Torness Power Station site, with its grid connection, coastal location and deep water access, is a significant long term opportunity linked to the wider greening of the Forth. Strategic collaboration and partnership on the future use of this site and wider area could deliver long term benefits.

Approach: Partnership
Themes: Flourishing – Innovative – Resilient
Benefits: Green growth and jobs, and biomedical, net zero and just transition innovation, housing delivery, including affordable homes, strategic and sustainable infrastructure, regeneration and place-making,

Policy and Sustainability Committee

10.00am, Tuesday, 17 January 2022

Barriers to Elected Office

Executive/routine Wards Council Commitments	All
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1. Recommendations

- 1.1 To note the limited diversity/demographic data that is available on candidates and elected members.
- 1.2 To commission a voluntary survey of elected members to provide data on the status of current councillors with respect to protected characteristics.
- 1.3 To note the work undertaken nationally by COSLA to address barriers to elected office in local authorities in Scotland.
- 1.4 To establish a series of independently facilitated cross party workshops to:
 - 1.4.1 consider actions that could be undertaken at a Council level and within political parties at candidate selection, to increase the diversity of the councillors as a representative democratic body; and
 - 1.4.2 propose changes to working practices for councillors to support full involvement and limit barriers to participation.

Richard Carr

Interim Executive Director of Corporate Services

Contact: Chris Highcock, Elections and Member Services Manager

Legal and Assurance Division, Corporate Services Directorate

E-mail: chris.highcock@edinburgh.gov.uk | Tel: 0131 469 3126

Barriers to Elected Office

2. Executive Summary

- 2.1 A motion approved by the City of Edinburgh Council on 17 March 2022 required a breakdown of the numbers of candidates and elected members by gender and underrepresented groups to inform discussions around further action to be taken at a Council level to increase the diversity of the councillor group. This report presents the limited data that is available, notes work underway nationally and proposes the establishment of facilitated cross party workshops for elected members to consider further actions in areas within the control of the Council that could be taken in preparation for the next Council election in 2027 to promote diversity of representation and to promote full involvement of current councillors.

3. Background

- 3.1 At its meeting on 17 March 2022 the City of Edinburgh Council approved a motion by Councillor Main requesting a short report, giving a breakdown of the numbers of candidates and elected councillors by gender and by underrepresented groups to inform discussions and further action to be taken. It further requested that this report included 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.”
- 3.2 Elections to City of Edinburgh Council were held on 5 May 2022 to elect 63 members. 143 candidates stood for election across the 17 wards.

4. Main report

- 4.1 Demographic and diversity data on both candidates and elected members is limited. There is no legal requirement for such data to be provided and therefore any survey to gain this data will be voluntary in nature.
- 4.2 There is no collection of diversity data as part of the legal nomination process for councillors in Scottish Local Government Elections. The Scottish Government worked with the Electoral Management Board for Scotland (EMB), the Electoral Commission (EC), COSLA, the Improvement Service and a range of equality stakeholders to develop a survey collecting diversity data of candidates standing at the May 2022 Local Government elections across the 32 councils. All 2,548 candidates standing for election in the May 2022 Local Government elections in

Scotland were invited to take part in the voluntary survey on candidate diversity characteristics.

4.3 The results of the national survey were published by the Scottish Government on 14 November 2022. 720 responses were received to the survey, which represents an overall response rate of 28.2%.

4.4 The survey was designed to collect data on all protected characteristics, excluding marriage and civil partnership, and pregnancy and maternity, reflecting the approach set out in Section 106 of the Equality Act 2010. This therefore included age, sex; gender reassignment; disability; race; religion or belief, and sexual orientation. In addition, questions on socio-economic status in line with the Fairer Scotland Duty, questions on previous experience as a candidate / elected representative and on caring responsibilities were included.

4.5 The survey produced a set of evidence which can be considered in relation to issues of representativeness of candidates as compared to the Scottish population. Its general conclusions were:

“... there are areas where there is evidence to point towards the potential for over and under-representativeness of certain segments of the population amongst the candidate respondent group. For instance, with regards to sex, age, education, disability status and socio-economic background there appeared to be notable divergence between the profile of respondents as compared to the overall population.

Specifically, we saw evidence for fewer females, younger individuals, individuals with less than degree level qualifications, individuals with a limiting health condition and individuals from lower-socio economic groups as compared to the population as a whole. Despite this there were also some results that ran contrary to this trend with there being a higher proportion of respondents who identified as lesbian, gay, bisexual or in some other way other than heterosexual as compared to the overall population.

Further analysis which incorporated consideration of intersectionality uncovered a more complex picture with regards to representativeness. Notably that gender imbalance, in the form of over-representativeness of males amongst respondents was particularly high in the younger (18 to 34) and older age groups (65 plus) and lower amongst those in the middle age group (35 to 64).”

4.6 52 of the 143 candidates in Edinburgh responded, a response rate of 36.4%. To preserve the anonymity of the candidates, a breakdown of the results by local authority is not available and no statistics for Edinburgh are available from this survey addressing these characteristics. It would be inappropriate to make judgements about the status of the 143 candidates with respect to the protected characteristics based on the data that is held on them from the Notice of Poll.

4.7 With respect to actions to increase diversity on Council, any proposals will need to be based on accurate data and relevant research. For the 63 elected members of the Council, there has at this point been no work to assess data on protected characteristics similar to that found in the Scottish Government survey. There is no requirement for councillors to declare their status with respect to these

characteristics. Again, it would be inappropriate to make judgements about the status of the councillors without such a voluntary survey.

- 4.8 An exit interview of a sample of councillors was undertaken at the end of the 2017-2022 council. This identified several challenges faced by councillors that may present barriers to seeking elected office, particularly around integrating council activity with other work and caring responsibilities.
- 4.9 In terms of potential barriers to elected office there has been substantial work undertaken on a national basis by COSLA. This has included:
- Barriers to Elected Office Special Interest Group (2019-22) – A cross-party group of councillors chaired by then COSLA President Cllr Evison.
 - Councillor remuneration – a survey of councillors was carried out in summer 2021 to gather an evidence base on councillor workload as part of work to tackle financial barriers caused by the current rate of remuneration.
 - Following discussions with the Minister for Local Government on the councillor survey results, a joint COSLA-SG statement to announce a joint review of councillor remuneration was released in February 2022.
 - Guidance for local authorities (to adopt on a voluntary basis) was developed on the following topics family leave, menopause and lone working for councillors.
 - From August and November 2021, COSLA's *Why You?* social media campaign profiled 11 current councillors (including 8 women) to demonstrate that there is not one 'type' of person who can become a councillor and to encourage a wider range of people to consider standing in 2022. This had significant engagement across Scotland.
- 4.10 It is understood that COSLA is convening a new Special Interest Group for the 2022-2027 Local Government term to continue this work. Some other local authorities across Scotland and the UK have also been undertaking research to consider these issues.
- 4.11 The diversity of elected members is not solely driven by policies, meeting schedules and working practices of the council. Those councillors elected will initially be candidates generally selected by political parties, although there are independent candidates who stand, and the diversity of the final council will depend on the diversity of the ballot paper. The conditions prevalent in the council may discourage some candidates but the parties ultimately select the candidates to contest each ward.

5. Next Steps

- 5.1 Identifying the factors that may contribute to the current representativeness of candidates and councillors as compared to the Edinburgh population such that actions can be taken in response will require both data and research.
- 5.2 A voluntary survey to collect diversity data of the 63 elected members of City of Edinburgh Council will be included in the work programme for the Policy and Insight team in Corporate Services to be undertaken during the first quarter of 2023. However there will be some selection bias in such a survey as those elected by definition have not been prevented from standing for election. It is anticipated that the work will consider issues beyond the Equalities Act's protected characteristics,

for example including those who may be care experienced, act as unpaid carers those who have another income sources. There will also be an opportunity to gather anonymous feedback and reflections on general or culture discrimination issues.

- 5.3 A series of independently facilitated cross-party workshops is to be scheduled. The first workshop will define the objectives and the work programme of the future session. There will be two representatives from each political group to allow a diverse membership. A remit will be agreed to review the data on current councillors, consider work undertaken and planned by the COSLA Special Interest Group and other local authorities and propose actions to be taken by council if evidence shows that there is a concern about current representativeness of candidates and councillors, noting that many candidates are selected by parties. In order to assess representativeness there will also need to be an understanding of the current demographic breakdown of the city and relevant data will need to be identified and assessed.
- 5.4 The cross-party workshops will also identify challenges inherent in current working practices for councillors, standing orders etc that may limit full participation in responsibilities due reasons such as caring responsibilities, family leave or menopause. Independent facilitators from outwith the Council will be engaged, to ensure that all potential issues are identified with actions to address the various barriers.
- 5.5 Proposals will be reported to Committee allowing immediate action which could address barriers ahead of the 2027 council elections and change working practices immediately for current elected members.

6. Financial impact

- 6.1 The survey of councillors will be included in the work programme of the Policy and Insight Team. An online survey would have minimal cost, although there will be a requirement for officer time to create, test, deploy and analyse the survey.
- 6.2 The cross-party workshops will require administrative support and this will be identified from within the Member Services team. Independent facilitators for the workshops will be identified in consultation with CoSLA and the Improvement Service.

7. Stakeholder/Community Impact

- 7.1 The aim of this work would be to increase the representativeness of the candidates standing for election in 2027 and then the members elected in those polls.

8. Background reading/external references

- 8.1 [Scottish Government Local Government Candidates Survey 2022](#)
- 8.2 COSLA work on barriers to elected office
 - [Renumeration survey findings](#)
 - [COSLA news release on renumeration survey](#)
 - [Joint COSLA-Scottish Government statement](#)

- Guidance on [Family Leave Guidance for Councils](#) (September 2019), [Menopause Guidance for Councillors](#) (June 2020), and [Lone Working Guidance for Councillors](#) (September 2020)

9. Appendices

9.1 None.

Policy and Sustainability Committee

10.00am Tuesday 17th January 2023

Domestic Abuse Policy Correction

Routine
Wards
Council Commitments

1. Recommendations

- 1.1 To approve the revision to the current Domestic Abuse Policy.

Richard Carr

Interim Executive Director – Corporate Services

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2. Executive Summary

- 2.2 The revised Domestic Abuse Policy and associated training was approved at Committee on 29 March 2022.
- 2.3 This paper requests a correction is made in line with the original intention behind the policy.

3. Background

- 3.2 Following approval of the Domestic Abuse Policy by Committee in early 2022, the policy and supporting training was launched in June 2022.
- 3.3 Through a review of the policy and supporting documentation, it has been identified that the policy contained two errors which requires corrections with respect to the time off provided to perpetrators of domestic abuse and reports to the Monitoring Officer.

4. Main report

- 4.1 The Domestic Abuse Policy provides support for both victims as well as perpetrators of domestic abuse.
- 4.2 For victims this will include unlimited paid time off to attend meetings, access services as well as cover absences directly related to abuse.
- 4.3 For the perpetrators, time off will be granted to attend programmes (voluntary or court mandated) to address and support behaviour change. However, this leave will be unpaid.

- 4.4 Section 6 of the policy entitled 'Confidentiality' notes:

“Leave for perpetrators will also be recorded on our HR systems, as special paid leave other.”

This is an error, and in line with the original intention behind the policy it should read:

“Leave for perpetrators will also be recorded on our HR systems, as special unpaid leave other.”

- 4.5 To ensure the policy meets our commitment to the various stakeholder groups, we will address correct this error. This will align with the supporting guidance available on the Orb as well as the e-learning provided to employees and line managers.

- 4.6 Section 6 of the policy also states:

“In certain circumstances the Council’s Monitoring Officer will be informed of any disciplinary or police action required.”

The policy should also reflect the requirement for the Monitoring Officer to be informed of all reports of domestic abuse within the Council. As such, it is proposed to amend the line to read:

“All allegations of a sexual nature, domestic abuse, physical violence, harassment or stalking (whether occurring during the course of work hours or on work premises or not) must be reported to the Monitoring Officer prior to the appointment of any investigator”.

5. Next Steps

- 5.1 Once approved, the wording of the policy will be amended, and new version made available to colleagues.

6. Financial impact

- 6.1 There is no material impact arising from this report.

7. Stakeholder/Community Impact

- 7.1 As part of the original development of this policy, a large number of stakeholders were involved. It is also a collective agreement with the Trade Unions, who have been made aware of the correction required and are content with this.

8. Background reading/external references

- 8.1 N/A

9. Appendices

- 9.1 Domestic Abuse Policy with correction

Workplace domestic abuse policy

The Council (we) recognise that domestic abuse is a cruel and complex human rights issue which can affect anyone, leaving physical and emotional scars that can last a lifetime. Every case of domestic abuse disclosure will be taken seriously, and all individuals will be assisted to access the support that they need.

Domestic Abuse is gender-based abuse. The majority of domestic murder victims are women, killed by men. However, men also experience domestic abuse and domestic abuse also occurs in same-sex relationships. Disabled women are almost twice as likely as non-disabled women to be affected by domestic abuse, and some people in ethnic minority groups can be at additional risk. Furthermore, evidence suggests that transgender people may also be at particularly high risk of domestic abuse.

Throughout this policy and within the Guidance and Toolkit we refer to 'women', please note that this includes both cis and trans women.

All colleagues who experience abuse will be offered support, regardless of their sex/gender identity and the type of abuse. We will not make assumptions about what someone might be experiencing or the sex/gender identity of the perpetrator.

By increasing awareness of the signs of domestic abuse, and providing a safe and supportive working environment, we can help individuals experiencing domestic abuse to increase their safety and to make changes in their home or work life to help them to adjust positively to their circumstances and construct lives free from abuse, violence and fear. We will also assist perpetrators to address the consequences of their violence on others and make them aware of the potential impact on their employment within the Council.

Author	Review	Scope
Human Resources	The policy will be reviewed primarily as a result of changes to legislation or statute; Government Policy; COSLA policy; or as a result of changes agreed through Trade Union Consultation.	The Domestic Abuse Policy applies to all Council colleagues, agency workers, consultants and contractors working for the Council.
Purpose		
<p>We have a duty of care to all colleagues, and this extends to those who experience domestic abuse, and to perpetrators. The purpose of this policy is to:</p> <ul style="list-style-type: none"> provide information, support, and guidance for you if you approach us for help if you're a victim or a survivor of domestic abuse; provide managers with essential learning about domestic abuse; provide guidance and training for managers on how to engage appropriately with victims and perpetrators; enable our managers and HR colleagues to use trauma informed responses and how to appropriately engage with domestic abuse cases; ensure our employment practices do not position us in a category where we indirectly support the abuser or the impact on the victim/survivor ensure our employers response reflects our Equally Safe commitments; help all colleagues understand the signs of domestic abuse and what help and support is available; encourage perpetrators to address their behaviour and acknowledge the impact of their actions on others; support perpetrators who want to address their behaviour; and consider the impact on the contract of employment if you are a perpetrator. 		
Local collective agreement		
<p>This policy is a local collective agreement between the Council and the recognised trades unions. Both parties have agreed to work together to make sure that this policy continues as a local collective agreement. Any changes to this statement will be made by agreement. If we cannot reach agreement on changes, then both parties reserve the right to end this local collective agreement by giving four months' notice in writing. If this happens, then the terms of the local agreement will cease to apply to existing and future colleagues.</p>		

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1. What is domestic abuse

The City of Edinburgh Council, COSLA, The Scottish Government, and the United Nations define domestic abuse as:

"Domestic abuse (as gender-based abuse), can be perpetrated by partners or ex-partners and can include physical abuse (assault and physical attack involving a range of behaviour), sexual abuse (acts which degrade and humiliate women and are perpetrated against their will, including rape) and mental and emotional abuse (such as threats, verbal abuse, racial abuse, withholding money and other types of controlling behaviour such as isolation from family or friends)."

Domestic abuse forms a pattern of abusive and controlling behaviour. It is rarely confined to a one-off incident and it usually escalates in frequency and severity over time, particularly if the victim tries to exercise their independence, leave and/or challenge the perpetrator's control. Women are at the greatest risk of murder when they leave or attempt to leave their abusive partner. Over two women a week are murdered in the UK by their current or ex-partner.

Gendered Based Abuse (GBA)

When considering domestic abuse as Gendered Based Abuse (GBA), it's important to recognise that it's abuse and violence that is directed at an 'individual' based on their biological sex or gender identity.

In the context of domestic abuse, GBA is abuse and violence used against women, men, and the LGBT+ community to assert and reproduce gender roles and norms. Basically, meaning that GBA can happen equally to a person of either sex or gender identity, and is used to reinforce conformity to gendered roles.

Domestic abuse is intentional and purposeful. Anyone can be affected by domestic abuse irrespective of their sex, gender identity, sexuality, ethnicity or social standing.

"Gender-based abuse and violence is deeply rooted in gender inequality and continues to be one of the most notable human rights violations within all societies." (Equally Safe)

We recognise that colleagues from marginalised groups will face additional issues that relate specifically to them, particularly colleagues from the LGBT+, BAME, disabled, and older adults' groups.

2. Recognise and understand domestic abuse

The most effective response we can have to domestic abuse is to be aware and to be proactive.

It's not always easy to detect when an employee is experiencing domestic abuse. Domestic abuse is often associated with physical and sexual violence, but it will also be emotional and/or psychological, i.e. coercive control.

As an aware and proactive employer, we will create a supportive atmosphere for colleagues enabling them to feel comfortable disclosing domestic abuse.

The domestic abuse managers' guidance and toolkit gives more detail in how to recognise the possible signs of domestic abuse and how to respond appropriately (as inappropriate intervention can contribute to the cycle of abuse continuing). It will help managers become confident in asking the right questions in the right way and therefore ensure our managers and leaders are comfortable speaking to someone in the organisation who can help them access the right supports for you and your circumstances.

Key messages

- No victim of domestic abuse is ever responsible for the abuse they experience.
- An abuser's behaviour will only change if they recognise that they have a problem and are prepared to take responsibility for addressing their abusive behaviour.
- Domestic abuse is everyone's responsibility.
- Doing nothing is not an option for managers when a team member discloses domestic abuse.
- Taking appropriate action in respect of perpetrators is essential and must always involve HR Domestic Abuse Specialists.

Details on how to respond appropriately to disclosures and when to engage professional agencies can be found in the managers guidance and toolkit.

It's important to note that inappropriate intervention can contribute to continuing the cycle of abuse, and as an employer our response must be proportionate and in line with The Council's Domestic Abuse Strategy and Improvement Plan.

3. Why domestic abuse is a workplace issue

We have a duty of care for the health, safety and wellbeing of our colleagues, and strive to create a safe and supportive workplace environment.

A domestic abuse policy is important for all of us.

- Domestic abuse has an impact at work and on the work we do. (Research shows that 75% of those enduring domestic abuse are targeted at work.)
- Domestic abuse can negatively affect those abused as well as workplace colleagues.
- Domestic abuse can impact on an employee's performance, attendance, career prospects, and job security.
- It helps save lives and helps keep colleagues safe – and also helps keep vulnerable children safe
- It increases productivity and morale.
- It helps women sustain and retain employment which is important for creating economic independence.
- It reinforces that issues that matter to colleagues and the wider community are also important to us.

An employee can experience domestic abuse in a number of ways relating to work:

- threatening phone calls and emails;
- when they travel to and from work;
- the abuser might call the victim or colleagues to check up on the victim (e.g. pretending to care);
- the abuser might interfere with the victim's ability to work at home;
- an employee's performance, attendance, career prospects and job security might be affected;
- colleagues can also experience threatening or intimidating behaviour from the perpetrator.

Importantly, the workplace can be one of the few places that a person experiencing domestic abuse can be separate from their abuser. Consequently, it may be the one place where someone can safely ask for help.

The working environment

When considering domestic abuse and the workplace we must consider all aspects of the working environment:

- the physical workplace (including when the home is the workplace);
- the commute to and from work;
- attendance at a training or a work-related social event;

- the digital world that connects all people in the world of work;
- anywhere that a worker takes a break or uses facilities, e.g. toilet, touch-down areas;
- employer-provided accommodation.

4. How we'll support you if you're a victim or survivor of domestic abuse

The '4-Rs' response

We'll ensure our colleagues have access to the same help that is available to the citizens of Edinburgh. We'll do this by using the universally recognised 4 R's Response: **Recognise, Respond, Refer, and Record.**

The aim of any intervention around domestic abuse is to increase the safety of those at risk of harm, this includes our responses to you as your employer. Details of how to use the '4-Rs' response as a victim and/or survivor of domestic abuse is in the managers' guidance and toolkit.

Paid time-off

If you experience domestic abuse, there's advice and support available from any of the key stakeholders and specialist agencies – they offer tailored support specific to your own needs.

The Council will give you paid time-off to:

- access and engage with external agencies offering professional help,
- access housing support,
- access counselling,
- attend legal appointments,
- make workplace adjustments.

Special paid leave and other support

Once you have disclosed domestic abuse, we will treat unplanned absences and temporary poor timekeeping as special paid leave.

We will offer you a broad range of support (this may include but is not limited to the following).

- Special paid leave for relevant appointments, e.g. meeting support agencies, solicitors, rearrange housing or childcare, and court appointments.
- Undertaking specialist risk assessments.
- Temporary or permanent changes to working times and patterns, consideration of flexible working arrangements.
- Changes to specific duties, for example to avoid potential contact with an abuser in a customer-facing role.
- Relocating the perpetrator (if both the victim and the perpetrator work in the same location).
- Redeployment or relocation (if appropriate to individual circumstances).
- Measures to ensure a safe working environment, for example changing a telephone number to avoid harassing phone calls.
- Access to counselling/support services, occupational health referral and/or specialist agencies.
- An advance of pay.

Line manager information

Colleagues who experience domestic abuse may choose to tell, report to or ask for support from a line manager, a colleague, or trade union representative.

Line managers and union representatives will not counsel victims or survivors, but will offer information, workplace support, and signpost other organisations that can help. Line managers must always follow the 4-R's process.

In line with recognised best practice (when working with victims and survivors of domestic abuse), line managers will respect the right of colleagues to make their own decision on the course of action at every stage and should never be judgemental. It must be recognised that colleagues may need some time to decide what to do and may try many different options during this process.

Other existing provisions (including occupational health and independent counselling services) will be discussed with colleagues as a means of appropriate help and support.

5. How we will respond to perpetrators/alleged perpetrators

Domestic abuse perpetrated by colleagues will not be condoned under any circumstances nor will it be treated as a purely private matter. Perpetrators who want to address their behaviour will be supported to do this via the appropriate agencies.

We have a duty of care towards all our colleagues, this includes perpetrators of abuse who, through their actions, may be harming their own lives as well as the lives of their partner, ex-partner, and children.

If you have any convictions, cautions, or pending court appearances We will engage with you in a constructive way. This does not mean that we are excusing the abuse, our aim is to help to increase safety and save lives.

If you have any convictions, cautions, or pending court appearances regarding domestic abuse you must disclose these to your line manager. This obligation is also part of our Code of Conduct.

Support to address and change your behaviour

We recognise that perpetrators will need help to change their behaviour and we will support and encourage them to address violent and abusive behaviours of all kinds.

We will keep a confidential record of a disclosure and any actions or decisions that have been taken. These records may subsequently be used in any legal proceedings or disciplinary hearing involving you as a perpetrator or alleged perpetrator.

Our intention is to support perpetrators to address their abusive behaviour. We will:

- provide advice, information and support to help you change;
- allow appropriate time-off to attend perpetrator programmes, either voluntary or court-mandated;
- make workplace adjustments (where required);
- provide advice, information and support to change;
- allow unpaid time off to attend perpetrator programmes, either voluntary or court mandated;
- make workplace adjustments;
- take disciplinary action as appropriate, considering:
 - the nature of your conduct and the nature of your work,
 - the extent to which your role involves contact with, or poses a risk to, other colleagues and the general public,
 - whether you have broken professional codes of conduct.

Training will also be available for managers in how to engage appropriately with perpetrators.

6. Confidentiality

All information will be kept strictly confidential, this will include any referral to professional agencies.

There will be no adverse impact on your employment records where you have disclosed domestic abuse to us either as a victim or survivor.

Any information held will be treated as strictly personal and confidential, and this will include any referral to professional agencies.

All time-off for victims and survivors will be recorded as special paid leave.

Leave for perpetrators will also be recorded on our HR systems.

All allegations of a sexual nature, domestic abuse, physical violence, harassment or stalking (whether occurring during the course of work hours or on work premises or not) must be reported to the Monitoring Officer prior to the appointment of any investigator.

Child Protection

Information will only be disclosed with the express permission of the individual, unless there are legal requirements to the contrary.

Domestic abuse is frequently linked to child abuse and neglect. Where a risk to children or vulnerable adults is identified our responsibility for public protection may require us to notify the relevant social work office. If this is required, then the individual colleague will be informed accordingly.

7. Where you can go for support

- Line manager
- askHR
- Trade Union Representatives
- Employee Assistance Programme
- NHS Partnership
- Health and Safety
- Specialist Agencies (including Social Care Direct).

Policy and Sustainability Committee

10am, Tuesday, 17 January 2023

Assessing the Feasibility of an Edinburgh Drug Consumption Room – Update Report

Executive/routine
Wards
Council Commitments

1. Recommendations

- 1.1 That the Policy and Sustainability Committee notes the planned approach to securing a feasibility study of an Edinburgh Drug Consumption Room and agrees to receive the study when completed.

Judith Proctor

Chief Officer, Edinburgh Health and Social Care Partnership

Contact: David Williams

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Assessing the Feasibility of an Edinburgh Drug Consumption Room – Update Report

2. Executive Summary

- 2.1 This paper updates on progress with the response to a councillor-initiated proposal that the council “work with partners in health and criminal justice to provide a report to the Policy & Sustainability Committee in two cycles into the feasibility of supporting an official Overdose Prevention Centre trial in the City”.
- 2.2 As agreed, an external organisation is being commissioned to undertake a feasibility study under the direction of a steering group of local partners. It was hoped that the findings of the process would be available by March 2023. However, discussions with potential providers of the research indicate that a rigorous (and thus legally defensible) study will take longer. Based on their recommendations it is proposed to report in phases with an interim report expected to come to the Policy & Sustainability Committee in June and a final report, including recommendations, to a later meeting (depending on the committee’s schedule in 2023).

3. Background

- 3.1 At its 20 June 2022 meeting, the City of Edinburgh Council debated the prevention of Drug Deaths and agreed that it “*Calls on the Council to work with partners in health and criminal justice to provide a report to the Policy & Sustainability Committee in two cycles into the feasibility of supporting an official Overdose Prevention Centre trial in the City.*”
- 3.2 This call was welcomed and supported by the Alcohol and Drugs Partnership at its 6 September 2022 meeting. Edinburgh will not be able to proceed with a Drug Consumption Room until Glasgow’s more advanced process is completed and the legal issues are clearer. However, it would be possible and consistent with the ADP strategy to initiate a feasibility study.
- 3.3 The focus of such a study will be on identifying a model consistent with local need and facilities. It would also identify the costs entailed and possible sources of funding through Scottish Government, ADP and other routes. The study would define options for Edinburgh to consider once the legal status becomes clearer (through the work by Glasgow).

4. Main report

- 4.1 Since the last discussion at this committee, the ADP officers along with NHS Lothian Public health and other partners have developed a steering group, drafted an outline specification of the work required and published a Prior Information Notice (PIN) via Public Contracts Scotland to test market interest. Six notes of interest were received some with viable academic backgrounds and experience in the subject matter. This provides confidence that there will be some highly suitable applications upon finalisation of the brief and agreed procurement route.
- 4.2 However, initial discussion with potential providers on the proposed specification indicates that the expected timeline was unrealistic – ethics clearance and data sharing are expected to create delays in the process and these cannot be obviated with additional funding or more support from partners. All aspects of the work will be undertaken in parallel, but they are expected to be completed at different times – the researchers estimated that they hope to be able to report to this committee as follows:

Paper 1. Target: report to the P&S Committee 6 June 2023

1a) Desk based summary of the research/ knowledge base on DCRs and other innovative interventions to reduce drug related harm

- Aims and outcomes of DCRs – what harms can they address, what is the evidence-based impact of DCR; what common characteristics do they have (e.g. located in areas of dense drug related harm, low threshold, long opening hours, pathways to treatment etc)?
- Description/ models – a summary/ taxonomy of models of DCR and pen pictures of representative examples; the pros and cons and examples and an indication of the resources needed to deliver each.

1b) Needs assessment: Desk-based summary of the Edinburgh data on relevant drug related harms to identify neighbourhoods in the city which would potentially benefit from a DCR.

Paper 2. Target: report to the P&S Committee 6 June 2023 report to the P&S Committee in September 2023

2a) Consultation work looking at the local appetite for DCRs, and expert views on the models and locations with the potential to reduce harm. Key groups to be engaged will be stakeholder organisations and decision makers; relevant professionals; and, above all, potential user of a DCR and their families

2b) Summative (Based on all of the above):

- Recommendation of model(s) and neighbourhood(s) where which there is evidence of need for a DCR
- An estimate/ modelling of impact (how many people are expected to use the unit, how many OD's reversed, BBV transmissions prevented etc) and an indication of the less tangible benefits (anti-stigma impact of this compassionate approach etc).

5. Next Steps

- 5.1 As noted above and subject to the committee's approval, the next step is to secure a team to undertake the research.

6. Financial impact

- 6.1 The cost of securing the feasibility study can be met from ADP funding.

7. Stakeholder/Community Impact

- 7.1 Consultation with current and former drug users and their families will be an important component of the feasibility study.

8. Background reading/external references

- 8.1 See links within the paper.

9. Appendices

None.

CITY OF EDINBURGH COUNCIL
POLICY AND SUSTAINABILITY COMMITTEE

Item No 3

17 JANUARY 2023

DEPUTATION REQUESTS

Subject	Deputation
3.1 In relation to Item 7.5 on the agenda – Endorsement of Plant-based Treaty – Response to Motion by Councillor Burgess	Plant Based Treaty

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