

# Notice of meeting and agenda

## Finance and Resources Committee

**10.00 am Tuesday, 25th April, 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 Any items under "Private Business" will not be published, although the decisions will be recorded in the minute.

### Contacts

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## **1. Order of business**

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- 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**

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- 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**

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- 3.1** If any

## **4. Minutes**

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| <b>4.1</b> | Minute of the Finance and Resources Committee of 7 February 2023 - submitted for approval as a correct record | 7 - 12  |
| <b>4.2</b> | Minute of Finance and Resources Committee of 10 March 2023 – submitted for approval as a correct record       | 13 - 22 |
| <b>4.3</b> | Minute of Finance and Resources Committee of 30 March 2023 – submitted for approval as a correct record       | 23 - 30 |

## **5. Forward Planning**

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<b>5.2</b>	Rolling Actions Log	39 - 64
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## **6. Business Bulletin**

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## **7. Executive Decisions**

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<b>7.1</b>	Royal Visits – Report by the Chief Executive	69 - 78
<b>7.2</b>	Participatory Budgeting (PB) Progress Report – Report by the Executive Director of Corporate Services	79 - 86
<b>7.3</b>	Edinburgh Integration Joint Board Financial Update – Report by the Executive Director of Corporate Services	87 - 92
<b>7.4</b>	Workforce Dashboard – Report by the Executive Director of Corporate Services	93 - 102
<b>7.5</b>	Workforce Dashboard with Maximising Our Capability and Performance Deep Dive – Report by the Executive Director of Corporate Services	103 - 130
<b>7.6</b>	Award of the Lettings, Management and Maintenance Contract for Edinburgh Living – Report by the Executive Director of Place	131 - 140
<b>7.7</b>	Transportation of Food Containers – Report by the Executive Director of Place	141 - 146
<b>7.8</b>	Contract Award for the Provision of Specialist Day and Residential Support for Children and Young People with a Disability – Report by the Executive Director of Children, Education and Justice Services	147 - 152
<b>7.9</b>	Assessment of Pupil Progress in Literacy and Maths Attainment - Extension via Waiver of Contract Standing Orders – Report by the Executive Director of Children, Education and Justice	153 - 158

## **8. Routine Decisions**

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<b>8.1</b>	Contract Awards and Procurement Programme (Period 1 July to 31 December 2022) – Report by the Executive Director of Corporate Services	159 - 186
<b>8.2</b>	Health and Safety Performance 2022 – Report by the Executive Director of Corporate Services	187 - 204
<b>8.3</b>	Award of Edinburgh Factoring Framework Agreement – Report by the Executive Director of Place	205 - 210
<b>8.4</b>	82 Canongate, Edinburgh - Proposed New Lease – Report by the Executive Director of Place	211 - 214
<b>8.5</b>	Units 1 - 3 Peffermill Parc, Edinburgh - Proposed Lease Extension – Report by the Executive Director of Place	215 - 218
<b>8.6</b>	Land at Port Edgar, South Queensferry - Proposed Disposal – Report by the Executive Director of Place	219 - 222
<b>8.7</b>	37 Leith Street, Edinburgh - Proposed New Lease – Report by the Executive Director of Place	223 - 226
<b>8.8</b>	Land at 67 Pilrig Park - Proposed Disposal – Report by the Executive Director of Place	227 - 230
<b>8.9</b>	South Bridge Resource Centre, 6 Infirmary Street, Edinburgh – Future Strategy – Report by the Executive Director of Place	231 - 236
<b>8.10</b>	Westfield House, 5 Kirk Loan, Edinburgh - Community Asset Transfer – Report by the Executive Director of Place	237 - 242

## **9. Motions**

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- 9.1** None.

## **10. Resolution to Consider in Private**

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**10.1** The Committee is requested under Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting for the following items of business on the grounds that they would involve the disclosure of exempt information as defined in Paragraphs 8, 9 and 12 of Part 1 of Schedule 7A of the Act.

## **11. Private Reports**

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**11.1** Lauriston Castle Trust – Report by the Executive Director of Corporate Services 243 - 250

### **Nick Smith**

Service Director, Legal and Assurance

## **Committee Members**

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Councillor Mandy Watt (Convener), Councillor Graeme Bruce, Councillor Phil Doggart, Councillor Joan Griffiths, Councillor Euan Hyslop, Councillor Lesley Macinnes, Councillor Alys Mumford, Councillor Vicky Nicolson, Councillor Neil Ross, Councillor Alex Staniforth and Councillor Lewis Younie.

## **Information about the Finance and Resources Committee**

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The Finance and Resources Committee consists of 11 Councillors and is appointed by the City of Edinburgh Council.

This meeting of the Finance and Resources Committee is being held in the City Chambers, High Street, Edinburgh and virtually by Microsoft Teams.

## **Further information**

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If you have any questions about the agenda or meeting arrangements, please contact Rachel Gentleman or Taylor Ward, Committee Services, City of Edinburgh Council, Business Centre 2.1, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG, email [rachel.gentleman@edinburgh.gov.uk](mailto:rachel.gentleman@edinburgh.gov.uk) / [taylor.ward@edinburgh.gov.uk](mailto:taylor.ward@edinburgh.gov.uk).

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

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

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# Minutes

## Finance and Resources Committee

10.00am, Tuesday, 7 February 2023

### Present

Councillors Watt (Convener), Bruce, Doggart, Griffiths, Hyslop, Macinnes, Mumford, Nicolson, Ross, Staniforth and Younie.

### 1. Revenue Budget Framework 2023/27 – progress update

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#### 1.1 Deputation by Edinburgh Voluntary Organisations' Council

The deputation raised the following points:

- the clarification over third party grant funding was welcomed by EVOC but that more work could be done to ensure funding was efficient and not duplicated for example, third party grants and Pupil Equity Funding duplicating spend;
- the good example Edinburgh has set in working with the third sector to date;
- the importance of investing in prevention activities, learning from experience and best practice;
- EVOC's interest in being involved in the Additional Support for Learning Review;
- Support for collaborative working with the third sector and the Council over the next year during the extension of third party grants;
- EVOC's willingness to help councillors understanding of the community and voluntary sector and how it works to allow them to champion the sector;
- The importance of youth work in communities and investing in provision to provide opportunities for young people, early intervention and prevention;
- The social benefits and social return on community investment; and
- The impact of continued cuts in funding on services for communities.

#### 1.2 Report by the Interim Executive Director of Corporate Services

A report advised members of the provisional outcome of the 2023/24 Local Government Finance Settlement and the impact of the announcement and other changes in planning assumptions on the Council's incremental savings gaps for 2023/24 and subsequent years. A number of further recommended savings were presented for consideration, albeit leaving a residual gap of £3.7m in 2023/24.

### Decision

- 1) To note the updates to financial planning assumptions set out within the report by the Interim Executive Director of Corporate Services, including the provisional outcome of the Local Government Finance Settlement in 2023/24.

- 2) To note, nonetheless, that even if all officer recommendations were approved, a gap of £3.7m remained in 2023/24, in addition to significant incremental gaps in subsequent years of the framework.
- 3) To note, in this context, the creation of a formal programme to oversee implementation of change and prioritisation on the scale required and agree, subject to ratification by Council, to provide up to £2m from the Council's Spend to Save Fund, with a further report on the programme's scope, content and governance to be brought to members in April 2023.
- 4) To note that further updates, including any changes resulting from the Scottish Budget's Parliamentary consideration, would be reported to members as appropriate.
- 5) To refer the report to Council as part of setting the revenue and capital budgets on 23 February 2023.

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

### **Declarations of interest**

Councillor Macinnes made a transparency statement in the above item as a member of the Mobility and Access Committee for Scotland.

## **2. Revenue Budget 2023/24 – Risks and Reserves**

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Details were provided of the risks inherent with the revenue and capital budget frameworks and the range of measures and provisions established to mitigate these.

### **Decision**

- 1) To note the range and nature of the Council's usable reserves in light of the continuing impacts of the pandemic and wider risk factors.
- 2) To remit the report to The City of Edinburgh Council for approval on 2 February 2023 as part of the budget-setting process.

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

## **3. Sustainable Capital Budget Strategy 2023-2033**

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The report set out priorities for £1.47bn of Council capital investment, in alignment with the Council Business Plan, over the medium to long-term.

### **Decision**

- 1) To note the priorities for capital expenditure outlined in the report by the Interim Executive Director of Corporate Services, which were aligned to the Council Business Plan.
- 2) To note the financial pressures arising from challenging market conditions, and the proposed measures required to bring the programme into a balanced position.
- 3) To delegate authority to the Chief Executive, in consultation with the Convener of the Finance and Resources Committee, to award contracts for the construction

of learning estate projects where it could be demonstrated the contract value was within approved budget limits.

- 4) To note the provisional Local Government Financial Settlement.
- 5) To note that delivery of funded capital expenditure priorities was dependent on the achievement of a balanced medium-term revenue budget.
- 6) To note that there was no capacity to fund additional projects that were not in the current programme.
- 7) To note the climate assessment of capital spending proposals.
- 8) To refer the report to the Governance Risk and Best Value Committee as part of its work programme.
- 9) To refer the report to the Council Budget meeting on 23 February 2023.

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

#### **4. Accounts Commission: Local Government in Scotland – Financial Bulletin 2021/22**

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A summary of the main issues and themes identified within the Accounts Commission's recently published Financial Bulletin 2021/22 and how those related to the local context within Edinburgh was presented to the Committee.

##### **Decision**

- 1) To note the report.
- 2) To refer the report to the Governance, Risk and Best Value Committee for scrutiny as part of its work programme.

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

#### **5. Accounting for Service Concessions**

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A report set out the outcome of the review of accounting for the Council's service concession arrangements in light of financial flexibilities introduced by the Scottish Government.

##### **Decision**

- 1) To note the report.
- 2) To refer the report to Council to approve the following recommendations:
  - 2.1) To approve that the Council exercises flexibility on accounting for Service Concessions, effective from 1 April 2023, as permitted under Finance Circular 10/2022.
  - 2.2) To approve the retrospective benefit of £95.208m to the end of 2022/23 was transferred into the General Fund, from the Capital Adjustment Account, and its use considered as part of the budget setting process.

- 2.3) To note that adoption of the guidance would extend the repayment period over a longer timeframe, past the date when government grant support would cease.
- 2.4) To agree that future benefits which would accrue under the revised accounting arrangements were ring-fenced to help towards future years' costs.

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

## **6. Housing Revenue Account (HRA) Budget Strategy 2023/2024 – 2032/2033**

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The Housing Revenue Account Budget Strategy 2023/2024 – 2032/2033 report set out the aim to make financial provision for delivery of day-to-day services to tenants and capital investment in new and existing homes. The Business Plan sought to support the delivery of Council commitments, which included more Council homes and net zero carbon.

### **Decision**

- 1) To note the outcome of the annual review of the Business Plan and the annual rent consultation with just over half of tenants (53%) voting for a third rent freeze and the remainder supporting a 2.5% (31%) and 5% (16%) increase.
- 2) To note that officers recommended rents be increased by 2.5% in 2023/24 and that a Tenant Hardship Fund would be established to support tenants experiencing financial hardship; including those who could not access benefits.
- 3) To note the impact of two years rent freezes and increasing costs and that (based on 2.5% rent increases over the next 10 years) around 81% of existing homes could be brought up to Energy Efficiency Standard for Social Housing (EESH2) standards over the lifetime of the business plan and that only those new homes in design development (c. 2,200 social rented homes) could be delivered.
- 4) To note the impact on the capacity of the capital investment programme if rents were frozen by a third year or if rents were increased by 5% in 2023/24, as set out in the Financial Impact section of the report.
- 5) To note that in December 2022, COSLA leaders agreed a Statement of Intent to keep the rental and fee increases to an average of less than £5 a week across the country. A 2.5% rent increase was equivalent to an average of £2.55 a week with a £% increase equivalent to an average £5.10.
- 6) To agree to refer the 2023/2024 budget, draft 10-year capital investment programme, and the rent levels for 2023/2024 set out in Appendices 3 and 4 of the report by the Executive Director of Place to the Council budget meeting for approval.
- 7) To circulate a briefing note with information on the tenant hardship fund to members.

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

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# Minutes

## Finance and Resources Committee

10.00am, Friday 10 March 2023

### Present

Councillors Watt (Convener), Bruce, Doggart, Flannery (substituting for Councillor Younie), Griffiths, Hyslop, Macinnes, Mumford, Nicolson, Ross and Staniforth.

### 1. Minutes

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#### Decision

- 1) To amend the number of votes cast on item 10 - Response to Motion by Councillor Mumford – Operation Unicorn report as follows:

#### “Voting

For the motion (as adjusted) - 9 votes

For amendment 2 (the motion as originally submitted) - 2 votes

(For the motion – Councillors Biagi, Griffiths, Hyslop, Macinnes, Mumford, Ross, Staniforth, Watt and Younie.

For the amendment – Councillors Bruce and Doggart.)”

- 2) To otherwise approve the minute of the Finance and Resources Committee of 26 January 2023 as a correct record.

### 2. Annual Treasury Management Strategy 2023/24

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The report proposed a Treasury Management Strategy for the Council for 2023/24, comprising an Annual Investment Strategy and a Debt Management Strategy.

#### Decision

- 1) To note the Annual Treasury Strategy 2023/24 and refer the report to the City of Edinburgh Council for approval then on to Governance Risk and Best Value Committee for scrutiny.
- 2) To note the Council's total capital expenditure was forecast to be £2.437bn between 2022/23 and 2027/28 with an underlying need to borrow at 31 March 2028 forecast to be £2.321bn.
- 3) To note the Council would continue to fund its Capital Financing Requirement from temporary investment balances over the next year, locking out the risk where appropriate.

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

### 3. Capital Strategy 2023-33 – Annual Report

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The report set out the proposed capital strategy, which provided a high-level overview of how capital expenditure, capital financing and treasury management activity contributed to the infrastructure and provision of services for the benefit of Edinburgh communities and citizens.

#### Decision

- 1) To note the Capital Strategy, as set out in Appendix 1 of the report by the Executive Director of Corporate Services.
- 2) To refer the report to Council for approval of the Capital Strategy.
- 3) To refer the report to the Governance, Risk and Best Value Committee as part of its work programme.
- 4) To note that capital expenditure priorities were being considered in line with the Council's priorities and the Council Business Plan.

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

### 4. Non-Domestic Rates – Empty Property Policy

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Details were provided on the Council's Non-Domestic Rates Empty Property policy, that would operate from 1 April 2023.

#### Motion

To note the Council's Non-Domestic Rates – Empty Property policy, that would operate from 1 April 2023, and that a further report would be brought forward considering potential changes later in the year.

- Moved by Councillor Watt, seconded by Councillor Griffiths

#### Amendment 1

- 1) To note the Council's Non-Domestic Rates – Empty Property policy, that would operate from 1 April 2023, and that a further report would be brought forward considering potential changes later in the year.
- 2) To note the need to enter next year's budget planning process in early autumn 2023 and, that in order to have effective decision-making on this issue, elected members would need to have early sight of the outcomes of discussions with other local authorities and officer recommendations. Therefore, a comprehensive report detailing these aspects of this policy was requested to the Finance and Resources Committee no later than October 2023.

- Moved by Councillor Macinnes, seconded by Councillor Hyslop

#### Amendment 2

- 1) To note the Council's Non-Domestic Rates – Empty Property policy, that would operate from 1 April 2023, and that a further report would be brought forward considering potential changes later in the year.

- 2) To agree that the report would include consideration of the benefits and financial implications of an Empty Property officer, following the model of the Empty Homes Officer.

- Moved by Councillor Mumford, seconded by Councillor Staniforth

In accordance with Standing Order 22(12), Amendment 1 and Amendment 2 were accepted as addenda to the motion by Councillor Watt.

### **Decision**

To approve the following adjusted motion by Councillor Watt:

- 1) To note the Council's Non-Domestic Rates – Empty Property policy, that would operate from 1 April 2023, and that a further report would be brought forward considering potential changes later in the year.
- 2) To note the need to enter next year's budget planning process in early autumn 2023 and, that in order to have effective decision-making on this issue, elected members would need to have early sight of the outcomes of discussions with other local authorities and officer recommendations. Therefore, a comprehensive report detailing these aspects of this policy was requested to the Finance and Resources Committee no later than October 2023.
- 3) To agree that the report would include consideration of the benefits and financial implications of an Empty Property officer, following the model of the Empty Homes Officer.

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

## **5. Edinburgh's Christmas and Edinburgh's Hogmanay – Outcome Report – referral from the Culture and Communities Committee**

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The Culture and Communities Committee referred a report which detailed the outcomes and lessons learned from Edinburgh's Christmas and Edinburgh's Hogmanay 2022/23. It sought approval from the Finance and Resources Committee for a one-year extension to the contract award to Unique Assembly for Edinburgh's Christmas for 2023/24 and to ratify the continuation of the contract for Edinburgh's Hogmanay.

### **Decision**

- 1) To approve a one-year extension of the contract award to Unique Assembly for Edinburgh's Christmas for 2023/24.
- 2) To ratify the continuation of the contract for Edinburgh's Hogmanay as approved by the Finance and Resources Committee on 16 June 2022.

(References – Culture and Communities Committee of 7 March 2023 (item 9); referral from the Culture and Communities Committee, submitted.)

## 6. Bustracker – Additional Provision to End of Contract

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Approval was sought to further extend the contracts for the existing Bustracker system, via waivers of the Council's Contract Standing orders, in order to continue full operation of the current system until a new system was fully installed and operational.

### Decision

- 1) To approve contract extensions, via a waiver of Contract Standing Orders, to the following system suppliers until 31 March 2024:
  - 1.1) Ineo Systems, up to £500,000.
  - 1.2) Supporting providers – Bridge Radio, OFCOM and On Tower UK relating to radio communication coverage to continue full operation of the current Bustracker system, approximately £200,000.
- 2) To note Councillors would pass on information to officers from constituents on “ghost buses” on the tracker to monitor progress.
- 3) To notify the Transport and Environment Committee as soon as possible of potential delays to the contract.

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

## 7. Inchmickery and Oxcars Courts, Design Development Commission for Full Block Upgrade and Improvement

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The report sought approval to vary an existing award to Turner and Townsend, the rank two supplier under Lot 11 (Multi-Disciplinary Lot) of the Council's Professional Services Framework, to undertake a full turnkey solution to implement a whole house retrofit upgrade aligned with wider block upgrades and improvements at Oxcars and Inchmickery Courts.

### Decision

- 1) To approve a variation of the existing award SOC196 to Turner and Townsend, the rank two supplier under Lot 11 (Multi-Disciplinary Lot) of the Council's Professional Services Framework, to undertake a full turnkey solution to implement a whole house retrofit (WHR) upgrade to Oxcars and Inchmickery Court at a maximum cost of £2,911,473 based on a revised specification and estimated budget of £35,458,202.
- 2) To note the original contract commenced on 18 August 2022, with a fee level of £523,499 based on an initial budget of £5,000,000 for external fabric works only.
- 3) To note that as per the Council's Contract Standing Orders, there was a requirement for the Finance and Resources Committee to approve any service contract over £1,000,000. As the value of this service order is £2,911,473 (including a 5% contingency) authority to award was being sought.

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

## **8. Cables Wynd and Linksview House – Design Development Commission for Full Block Upgrade and Improvement**

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The report sought approval to offer a direct award to Faithful and Gould, the rank one supplier under Lot 11 (Multi-Disciplinary Lot) of the Council's Professional Services Framework, to undertake a full turnkey solution to implement a whole house retrofit upgrade aligned with wider block upgrades and improvements at Cables Wynd and Linksview House.

### **Decision**

- 1) To approve a direct award to Faithful and Gould, the rank one supplier under Lot 11 (Multi-Disciplinary Lot) of the Council's Professional Services Framework, to undertake a full turnkey solution to implement a whole house retrofit (WHR) upgrade aligned with wider block upgrades and improvements to Cables Wynd and Linksview House.
- 2) To note the original contract commencement would be 3 April 2023, for a period of 24 months with the option to extend (if required) at a total value of £1,853,073.
- 3) To note that, as outlined in the Council's Contract Standing Orders, there was a requirement for the Finance and Resources Committee to approve any service contract over £1,000,000. As the value of this service order is £1,853,073, authority to award was being sought.

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

## **9. Homelessness Services – Use of Temporary Accommodation**

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Approval was sought, through a waiver of the Council's Contract Standing Orders (CSOs), to extend 39 current contracts for the provision of temporary accommodation. The cost was expected to be up to £16,798,306.

### **Decision**

- 1) To approve, through a waiver of the Council's Contract Standing Orders, extending 39 current contracts for the provision of temporary accommodation. The cost was expected to be up to £16,798,306. This related to £3,164,153 for the period of 1 April 2023 to 30 June 2023 for bed and breakfast (B&B) providers and £13,634,153 for the period 1 April 2023 to 31 March 2024 for other accommodation providers in the private appendix of the report by the Executive Director of Place.
- 2) To note that the values requested per provider were indicative only and were dependent on accommodation requirements, therefore the Committee was asked to grant delegated authority to the Executive Director of Place to adjust (with the agreed budget) the values between the named providers as necessary depending on need, type, and appropriateness of properties available from these providers.
- 3) To include the methodology and a demographic map which included information on protected characteristics on Homelessness Service Users in the update report to the Committee in June 2023.

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

## **10. Award of Contract for a Local Heat and Energy Efficiency Strategy and Delivery plan for Edinburgh**

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Approval was sought for the award of a contract for the provision of a Local Heat and Energy Efficiency Strategy and Delivery Plan.

### **Decision**

- 1) To approve the award of a contract for a Local Heat and Energy Efficiency Strategy and Delivery Plan for Edinburgh to Turner and Townsend Consultancy Limited at a total value of £82,215.
- 2) To approve the commencement of the contract on 14 March 2023 for an initial period of one year with two optional three-month extensions undertaken at the sole discretion of the Council.

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

## **11. Children’s Social Care Safeguarding Support**

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The report set out the activity carried out by the Children’s Social Care Safeguarding Support Bridging Team and the reasons why this was expected to continue beyond the original estimated date. The extension would impact on contractual arrangements including the requirement to waive the Contract Standing Orders for a short period of time until this area of work was completed.

### **Decision**

To approve the extension to the waiver for Children’s Social Care Safeguarding Support to Pertemps Professional Recruitment Limited for a total value of £246,000.

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

## **12. Retrofitting Strategy – Motion by Councillor Watt**

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The following motion by Councillor Watt was submitted in terms of Standing Order 17.1:

“Committee:

Notes the two Design and Development Commissioning reports related to the retrofit and refurbishment of several council owned blocks that are on today’s agenda.

Asks that a report reviewing the council’s retrofitting strategy be brought to Housing, Homelessness and Fair Work in two cycles to include:

- 1) A sustainable, best value approach to retrofitting and major repair programmes by investing in upskilling and recruiting staff;
- 2) How best to put in place a progressive apprenticeship programme that secures our future workforce;
- 3) Consulting major stakeholders, like trades unions, about a revised strategy;

- 4) Clearly identifying what additional costs may be required to deal with issues like ventilation systems, asbestos in older buildings and other challenges that could arise during retrofit and refurbishment projects; and
- 5) How external funding might be accessed so that the cost of retrofitting does not need to be funded from our tenants' rents.

Further asks that the report to Housing, Homelessness and Fair Work Committee is referred to this Committee for consideration of any financial implications.”

### **Motion**

To approve the motion by Councillor Watt.

- Moved by Councillor Watt, seconded by Councillor Griffiths

### **Amendment 1**

To add the following point 6 to the motion by Councillor Watt and renumber existing point 6 to 7:

“notes the need to include consideration of further measures beyond standard energy efficiency actions to include actions designed to deal with, for example, sustainable water management such as guttering, drainage, roofing and the installation of ground water management features such as SuDS and other solutions. This should also include such possibilities as connectivity to future energy sources such as district heat sources.”

- Moved by Councillor Macinnes, seconded by Councillor Hyslop

### **Amendment 2**

To agree to replace point 1 of the motion by Councillor Watt with the following:

“a sustainable, best value approach to retrofitting and major repair programmes with one option being investing in upskilling and recruiting staff.”

- Moved by Councillor Ross, seconded by Councillor Flannery

### **Amendment 3**

To agree to delete point 2 and adjust point 3 of the motion by Councillor Watt and replace with the following:

- “2) Considering whether our workforce would be best served by including an apprenticeship programme.
- 3) Consulting major stakeholders, like tenants, about a revised strategy.”

- Moved by Councillor Doggart, seconded by Councillor Bruce

In accordance with Standing Order 22(12), amendments 1 and 2 were accepted as addenda to the motion by Councillor Watt. Amendment 3 was verbally adjusted and was accepted as an addendum to the motion by Councillor Watt.

### **Decision**

To approve the following adjusted motion by Councillor Watt:



“Committee:

Notes the two Design and Development Commissioning reports related to the retrofit and refurbishment of several council owned blocks that are on today’s agenda.

Asks that a report reviewing the council’s retrofitting strategy be brought to Housing, Homelessness and Fair Work in two cycles to include:

- 1) A sustainable, best value approach to retrofitting and major repair programmes with one option being investing in upskilling and recruiting staff;
- 2) How best to put in place a progressive apprenticeship programme that secures our future workforce;
- 3) Consulting major stakeholders, like trades unions and tenants, about a revised strategy;
- 4) Clearly identifying what additional costs may be required to deal with issues like ventilation systems, asbestos in older buildings and other challenges that could arise during retrofit and refurbishment projects; and
- 5) How external funding might be accessed so that the cost of retrofitting does not need to be funded from our tenants’ rents.

Further asks that the report to Housing, Homelessness and Fair Work Committee is referred to this Committee for consideration of any financial implications.”

### **13. Council’s Human Resources and Payroll System, Recommendation to award contract**

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The report sought approval to award a contract for the Council’s HR and Payroll system.

#### **Decision**

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

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

### **14. Four Seasons Healthcare – Castlegreen and North Merchiston TUPE**

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The report provided background information on a decision made by the Council Chief Executive under urgency powers in relation to two care homes and options for TUPE mechanisms for staff.

#### **Decision**

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

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



by virtue of paragraph(s) 3, 6, 9 of Part 1 of Schedule 7A  
of the Local Government(Scotland) Act 1973.

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# Minutes

## Finance and Resources Committee

10.00am, Thursday, 30 March, 2023

### Present

Councillors Watt (Convener) Bruce, Doggart, Griffiths, Macinnes, McVey (substituting for Councillor Hyslop), Mumford, Nicolson, Ross, Staniforth and Younie.

### 1. Revenue Budget 2023-24 Update

The City of Edinburgh Council referred a report on the revenue budget and delegated authority to the Committee to set revised fees and charges.

#### Motion

- 1) To note the Revenue Budget 2023-24 report by the Executive Director of Corporate Services referred by Full Council on 16 March 2023 in order for the Finance and Resources Committee to set the Fees and Charges for 2023-24.
- 2) To agree to freeze the fees and chares as highlighted by the Poverty Commission recommendations that would have a detrimental impact on people affected by poverty, namely;
  - 2.1) Burial Charges.
  - 2.2) Garden Aid.
  - 2.3) Day Care for Older People / Those with Physical Disabilities.
- 3) To therefore agree – to meet the funding requirement for freezing the poverty-related fees and charges – an additional 4% is added to the proposed Parking Charges, giving an overall 16% increase for 2023-24.
- 4) To otherwise agree the Fees and Charges as proposed in the report.

- moved by Councillor Watt, seconded by Councillor Griffiths

#### Amendment 1

Alleviating impact of poverty through management of Fees & Charges, 2023

- 1) To note the briefing from officers following the agreement of the Liberal Democrat Group Budget at Full Council on the 23 February 2023 and the following discussion at Full Council on 16 March 2023 which indicated clearly the need to raise an additional £1.150 million, as outlined in the report by the Executive Director of Corporate Services.
- 2) To recognise that further actions that help relieve the impact of poverty on our fellow residents were of vital importance and that, where possible, we should raise additional income and spend it on those actions.

- 3) To agree the following actions on Fees and Charges for 2023-24:
  - 3.1) To raise on-street parking charges by 20% across the various charge levels, excluding resident permits and town centres. This is designed to raise approximately £0.8 million relative to the level of income assumed in the budget baseline (ie a 12% increase) and to better reflect the true cost of driving in our city. It is also designed to support and advance the Council's transport ambitions, as outlined in the City Mobility Plan and in the agreed aim of reducing car kms by 30%, reducing transport emissions and costly congestion over time. This is also likely to benefit our public transport providers as more residents and visitors make decisions to move to public transport or other means to move round the city, particularly for short journeys.
  - 3.2) To use the additional monies raised by increased parking charges to reduce the impact of other charges in the Council's remit, particularly on low income and older households. Specifically:
    - 3.2.1) Freeze the proposed increase in Adult Burial Fee Charges (noting that Burial Fees are not applied where the burial is for a child under 18 years of age).
    - 3.2.2) Freeze the fees for Garden Aid, designed to assist the elderly and disabled in maintenance of their homes.
    - 3.2.3) Freeze the fees and remove any price increases for Day Care for Older People.
    - 3.2.4) Freeze the fees and remove any price increases for Day Care Services for Adults with learning or physical disabilities.
    - 3.2.5) Freeze the costs of Community Alarms and Telecare Services.
    - 3.2.6) Freeze the costs of audio, film rentals, photocopying etc, which form part of the library services.
    - 3.2.7) Create a Library Fine Amnesty period to dismantle potential barriers to continued access for adults and children.
    - 3.2.8) Create an additional fund for community-led cultural projects to help sustain local cultural organisations working in our neighbourhoods).
- 4) To note these measures will assist, and reduce the worries of, families and individuals, particularly those with low incomes, at times of crisis and vulnerability. The required revenue and spend figures, as agreed with Finance officers ahead of submitting this amendment, are as follows:
  - 4.1) Additional Income from parking charge increases (800,000)
  - 4.2) Less Reductions in income Burial Charges - frozen (340,000)
  - 4.3) Garden Aid - frozen (50,000)

- 4.4) Day Care for Older People/ those with Physical Disabilities - frozen (5,000)
- 4.5) Community Alarms and Telecare - frozen (194,000)
- 4.6) Library Charges excluding Fines - frozen (40,000)
- 4.7) Creation of Library Fine Amnesty Period (71,000)
- 4.8) Creation of Community-led Cultural fund (100,000)

- moved by Councillor Macinnes, seconded by Councillor Mumford

### **Amendment 2**

- 1) To note that, following the Scottish Budget's Parliamentary consideration, the Council's core grant funding allocation did not change and as such the Council's budget remains balanced, based on approved savings and investments.
- 2) To approve, following agreement of the revenue budget motion, the revised proposed fees and charges set out in Appendix 1 to the report by the Executive Director of Corporate Services.

- moved by Councillor Doggart, seconded by Councillor Bruce

### **Voting**

#### **First Vote**

The voting was as follows:

For the motion	-	4 votes
For Amendment 1	-	5 votes
For Amendment 2	-	2 votes

(For the motion: Councillors Griffiths, Ross, Watt and Younie.

For Amendment 1: Councillors Macinnes, McVey, Mumford, Nicolson and Staniforth.

For Amendment 2: Councillors Bruce and Doggart.)

There being no overall majority, the Amendment 2 fell and a second vote was taken between the motion and Amendment 1.

#### **Second Vote**

The voting was as follows:

For the motion	-	4 votes
For Amendment 1	-	5 votes

(For the motion: Councillors Griffiths, Ross, Watt and Younie.

For amendment 1: Councillors Macinnes, McVey, Mumford, Nicolson and Staniforth.

Abstentions: Councillors Bruce and Doggart.)

### **Decision**

To approve Amendment 1 by Councillor Macinnes.

(References – Act of Council No. 13 of 16 March 2023; report by the Executive Director of Corporate Services, submitted.)

## **2. Resource Provision for Medium-Term Financial Plan**

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A report detailed an urgent requirement for the Council to continue to develop and deliver a Medium-Term Financial Plan to address the current projected budget gap over the next four years.

### **Decision**

- 1) To note the requirement for the Council to develop and deliver a Medium-Term Financial Plan to respond to the financial challenge now facing it.
- 2) To note the resources required to continue to lead the work for a further period, at pace so momentum was not lost, while longer-term arrangements were put in place.
- 3) To note that most of the resource required to support the development and delivery of a plan had been secured through the redeployment or recruitment of existing internal staff.
- 4) To approve the waiver and extension of the contract for expert services to GatenbySanderson Ltd to provide specific capacity to lead this work for a further 6 months.

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

## **3. Digital Transformation for Health and Social Care**

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Details were provided on the need for the Council to update its current IT systems in Health and Social Care. A full business case outlining the digital transformation required to support the transformation of Health and Social Care, including the replacement for the Swift system would be presented to the Committee in June 2023.

### **Motion**

- 1) To note the report by the Executive Director of Corporate Services and associated background papers.
- 2) To support in principle a programme of digital transformation for Health and Social Care.
- 3) To request officers brought forward in draft a full business case for Digital transformation across Health and Social Care to the 20 June 2023 Finance and Resources Committee meeting.
- 4) To note the likely need for reprofiling the Capital programme and make appropriate revenue provision should the business case be approved.
- 5) To request the full business case includes consideration of:
  - The savings the project could generate in terms of revenue spend
  - Justification for the prioritisation of this project in the context of required savings

- Whether a SWIFT renewal would be funded from CEC corporate budgets or if there would also be a call on HSCP budgets
  - When it became apparent that the system was no longer compatible and if issues with other systems showed a need to upgrade this system earlier
  - Funding implications for the IJB and CEC capital programmes
  - Whether SWIFT, Track and other systems could be integrated to improve efficiency and information sharing as part of this project.
- 6) To engage with the Midlothian Partnership and COSLA Digital Office on the Digital Transformation for Health and Social Care
  - 7) To request officers from EHSCP attend future meetings on this item to respond to questions.
  - 8) To request future business cases set out how the council can ensure full utilisation of the systems we already have and how investment in new systems supports the medium-term financial plan.
    - moved by Councillor Watt, seconded by Councillor Griffiths

### **Amendment**

- 1) To note the content of the report by the Executive Director of Corporate Services and associated background papers
- 2) To support in principle a programme of digital transformation for Health and Social Care.
- 3) To request officers brought forward in draft a full business case for Digital transformation across Health and Social Care to the 20 June 2023 Finance and Resources Committee meeting.
- 4) To regret that the report was not presented to Council as part of the potential Budget options in February 2023.
- 5) To note that the Budget decision will have to be amended in terms of reprofiling the Capital programme and making additional Revenue progression.
- 6) To regret the decision taken by officers in 2019, and in all subsequent years, not to bring forward an option for the replacement of Swift.
- 7) To note that decision had been a key contributor to the concerns set out in paragraph 2.5 of the report and the conclusions of the Care Inspectorate Report published on 21 March 2023.
  - moved by Councillor Doggart, seconded by Councillor Bruce

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

### **Decision**

To approve the following adjusted motion by Councillor Watt:

- 1) To note the content of the report by the Executive Director of Corporate Services and associated background papers
- 2) To support in principle a programme of digital transformation for Health and Social Care.
- 3) To request officers brought forward in draft a full business case for Digital transformation across Health and Social Care to 20 June 2023 Finance and Resources Committee meeting.
- 4) To regret that the report was not presented to Council as part of the potential Budget options in February 2023.
- 5) To note that the Budget decision will have to be amended in terms of reprofiling the Capital programme and making additional Revenue progression.
- 6) To regret the decision taken by officers in 2019, and in all subsequent years, not to bring forward an option for the replacement of Swift.
- 7) To note that decision had been a key contributor to the concerns set out in paragraph 2.5 of the report and the conclusions of the Care Inspectorate Report published on 21 March 2023.
- 8) To request the full business case includes consideration of:
  - The savings the project could generate in terms of revenue spend
  - Justification for the prioritisation of this project in the context of required savings
  - Whether a SWIFT renewal would be funded from CEC corporate budgets or if there would also be a call on HSCP budgets
  - When it became apparent that the system was no longer compatible and if issues with other systems showed a need to upgrade this system earlier
  - Funding implications for the IJB and CEC capital programmes
  - Whether SWIFT, Track and other systems could be integrated to improve efficiency and information sharing as part of this project.
- 9) To engage with the Midlothian Partnership and COSLA Digital Office on the Digital Transformation for Health and Social Care.
- 10) To request officers from the Health and Social Care Partnership attended future meetings on this item to respond to questions.
- 11) To request future business cases set out how the council can ensure full utilisation of the systems we already have and how investment in new systems supports the medium-term financial plan.

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

#### **4. Extension of Waiver – Trams to Newhaven Project**

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Approval was sought to extend the contract with Anturas Consulting Limited to continue to provide support to the Trams to Newhaven Project, via a waiver of the Council's



Contract Standing Orders (CSOs). The overall cost to the Council of this waiver was anticipated to be £121,495.

**Decision**

- 1) To approve an extension, via a waiver of the Council's Contract Standing Orders (CSOs), of the contract with Anturas Consulting Limited to support the delivery of the Trams to Newhaven project.
- 2) To note the overall cost to the Council of this waiver was anticipated to be £121,495. This cost was contained within the financial forecast to the completion of the project.
- 3) To include timeframes in future reports seeking approval for waiver extensions.

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

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# Work Programme

## Finance and Resources Committee

25 April 2023

Item	Key decisions	Frequency	Wards affected	Director and Lead Officer	Expected Date
1	Workforce Dashboard	6 monthly Report		Executive Director of Corporate Services Lead Officer: Margaret-Ann Love <a href="mailto:margaretann.love@edinburgh.gov.uk">margaretann.love@edinburgh.gov.uk</a>	September 2023
2	Council Commercial Property Portfolio – Update Report	Committee agreed to receive regular updates, where required, on 29 October 2020		Executive Director of Place Lead Officer: Graeme McGartland 0131 529 5956 <a href="mailto:graeme.mcgartland@edinburgh.gov.uk">graeme.mcgartland@edinburgh.gov.uk</a>	TBC
3	Revenue Monitoring – Council-wide	Quarterly Report		Executive Director of Corporate Services Lead Officer: Hugh Dunn 0131 469 3150 <a href="mailto:hugh.dunn@edinburgh.gov.uk">hugh.dunn@edinburgh.gov.uk</a>	September 2023
4	Revenue Budget Risks and Reserves Report	Annual Report		Executive Director of Corporate Services Lead Officer: Hugh Dunn 0131 469 3150 <a href="mailto:hugh.dunn@edinburgh.gov.uk">hugh.dunn@edinburgh.gov.uk</a>	January 2024

Item	Key decisions	Frequency	Wards affected	Director and Lead Officer	Expected Date
5	Capital Monitoring – Council-wide	Quarterly Report		Executive Director of Corporate Services Lead Officer: Hugh Dunn 0131 469 3150 <a href="mailto:hugh.dunn@edinburgh.gov.uk">hugh.dunn@edinburgh.gov.uk</a>	September 2023
6	Corporate Services Directorate - Revenue Budget Monitoring	Quarterly Report		Executive Director of Corporate Services Lead Officer: Iain Shaw 0131 469 3117 <a href="mailto:iain.shaw@edinburgh.gov.uk">iain.shaw@edinburgh.gov.uk</a>	September 2023
7	Contract Award and Procurement Programme	Six Monthly Report		Executive Director of Corporate Services Lead Officer: Lynette Robertson 0131 529 4930 <a href="mailto:lynette.robertson@edinburgh.gov.uk">lynette.robertson@edinburgh.gov.uk</a>	November 2023
8	Revenue Budget 2024/28 – Progress Update	Annual Update Report, incorporating impacts of provisional Local Government Finance Settlement		Executive Director of Corporate Services Lead Officer: Hugh Dunn 0131 469 3150 <a href="mailto:hugh.dunn@edinburgh.gov.uk">hugh.dunn@edinburgh.gov.uk</a>	January 2024
9	Capital Budget Strategy 2024/34	Annual Update Report, incorporating impacts of		Executive Director of Corporate Services Lead Officer: Hugh Dunn 0131 469 3150	January 2024

Item	Key decisions	Frequency	Wards affected	Director and Lead Officer	Expected Date
		provisional Local Government Finance Settlement		<a href="mailto:hugh.dunn@edinburgh.gov.uk">hugh.dunn@edinburgh.gov.uk</a>	
10	Housing Revenue Account Budget Strategy	Annual Report		Executive Director of Place Lead Officer: Elaine Scott 0131 529 2277 <a href="mailto:elaine.scott@edinburgh.gov.uk">elaine.scott@edinburgh.gov.uk</a>	January 2024
11	Annual Fraud Prevention and Detection	Annual Report		Executive Director of Corporate Services Lead Officer: Nicola Harvey 0131 469 5016 <a href="mailto:nicola.harvey@edinburgh.gov.uk">nicola.harvey@edinburgh.gov.uk</a>	November 2023
12	City of Edinburgh Council – 2022/23 Annual Audit Report to the Council and the Controller of Audit – referral from the Governance, Risk and Best Value Committee	Annual Report		Executive Director of Corporate Services Lead Officer: Hugh Dunn 0131 469 3150 <a href="mailto:hugh.dunn@edinburgh.gov.uk">hugh.dunn@edinburgh.gov.uk</a>	September 2023
13	The City of Edinburgh Council Charitable Trusts – report to those charged with	Annual Report		Executive Director of Corporate Services Lead Officer: John Aghodeaka 0131 469 5348 <a href="mailto:john.aghodeaka@edinburgh.gov.uk">john.aghodeaka@edinburgh.gov.uk</a>	September 2023

Item	Key decisions	Frequency	Wards affected	Director and Lead Officer	Expected Date
	governance on the 2022/23 audit				
14	2021/22 Common Good Annual Performance Report	Annual Report		Executive Director of Corporate Services Lead Officer: Craig Fraser 0131 524 6551 <a href="mailto:craig.fraser@edinburgh.gov.uk">craig.fraser@edinburgh.gov.uk</a>	September 2023
15	Annual Treasury Management Strategy 2022/23	Annual Report		Executive Director of Corporate Services Lead Officer: Innes Edwards 0131 469 6291 <a href="mailto:innes.edwards@edinburgh.gov.uk">innes.edwards@edinburgh.gov.uk</a>	September 2023
16	Asset Management Works Programme	Annual Report  The report is normally presented at the financial year end to update Committee on the outcome of the 12-month programme.		Executive Director of Place Lead Officer: Peter Watton 0131 529 5962 <a href="mailto:peter.watton@edinburgh.gov.uk">peter.watton@edinburgh.gov.uk</a>	June 2023

Item	Key decisions	Frequency	Wards affected	Director and Lead Officer	Expected Date
17	Health and Safety Performance	Annual Report		Executive Director of Corporate Services Lead Officer: Nick Smith 0131 529 4377 <a href="mailto:nick.smith@edinburgh.gov.uk">nick.smith@edinburgh.gov.uk</a>	April 2024
18	Workforce Control Annual Report	Annual Report		Executive Director of Corporate Services Lead Officer: Katy Miller 0131 469 5522 <a href="mailto:katy.miller@edinburgh.gov.uk">katy.miller@edinburgh.gov.uk</a>	September 2023
19	Commercial and Procurement Annual Report	Annual Report		Executive Director of Corporate Services Lead Officer: Lynette Robertson 0131 529 4930 <a href="mailto:lynette.robertson@edinburgh.gov.uk">lynette.robertson@edinburgh.gov.uk</a>	September 2023
20	Appointments to Working Groups	Annual Report		Executive Director of Corporate Services Lead Officer: Rachel Gentleman 0131 529 4107 <a href="mailto:rachel.gentleman@edinburgh.gov.uk">rachel.gentleman@edinburgh.gov.uk</a>	After May 2024
21	Depot Strategy – Phase 2	Requests further reports as progress is made		Executive Director of Place Lead Officers: Gareth Barwell / Peter Watton 0131 529 5962 / 0131 529 5962 <a href="mailto:gareth.barwell@edinburgh.gov.uk">gareth.barwell@edinburgh.gov.uk</a> / <a href="mailto:peter.watton@edinburgh.gov.uk">peter.watton@edinburgh.gov.uk</a>	TBC

Item	Key decisions	Frequency	Wards affected	Director and Lead Officer	Expected Date
22	Consultants Costs Annual Report	Annual Report		Executive Director of Corporate Services Lead Officer: Hugh Dunn 0131 469 3150 <a href="mailto:hugh.dunn@edinburgh.gov.uk">hugh.dunn@edinburgh.gov.uk</a>	November 2023
23	Finance and Procurement Annual Policies Assurance	Annual Report		Executive Director of Corporate Services Lead Officer: Hugh Dunn 0131 469 3150 <a href="mailto:hugh.dunn@edinburgh.gov.uk">hugh.dunn@edinburgh.gov.uk</a>	November 2023
24	Construction Charter Annual Update	Annual Report		Executive Director of Corporate Services Lead Officer: Lynette Robertson 0131 529 4930 <a href="mailto:lynette.robertson@edinburgh.gov.uk">lynette.robertson@edinburgh.gov.uk</a>	September 2023
25	Local Government in Scotland: Financial Overview	Annual Report		Executive Director of Corporate Services Lead Officer: Hugh Dunn 0131 469 3150 <a href="mailto:hugh.dunn@edinburgh.gov.uk">hugh.dunn@edinburgh.gov.uk</a>	June 2023



## Finance and Resources Committee Upcoming Reports

## Appendix 1

Report Title	Directorate	Lead Officer
<b>June 2023</b>		
Revenue Budget 2022/27 progress update	Corporate Services	Hugh Dunn
Local Government in Scotland: Financial Overview 2022/23	Corporate Services	Hugh Dunn
Lessons Learned Exercise by CLT on the Budget Process	Corporate Services	Deborah Smart
Workforce Dashboard and Deep Dive “Our Workforce”	Corporate Services	Margret-Ann Love
Asset Management Works Programme	Place	Peter Watton
Leith Theatre	Place	Karl Chapman/Graeme McGartland
Impact of Festivals in Communities	Place	Alison Coburn
Former Castlebrae High School, Craigmillar – Proposed Transfer to Housing Revenue Account	Place	Graeme McGartland
NDR Empty Property Relief	Corporate Services	Nicola Harvey / Neil Jamieson

Performance Update		
Equality Impact Assessments on unexpected road closures and changes to services	Place	
Commercial Property Undeveloped Land – Response to Motion by Councillor Ross	Place	
Cost Recovery from Commercial Events – Response to Motion by Councillor Ross	Place	

# Rolling Actions Log

## Finance and Resources Committee

25 April 2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
1	12.08.21	Lauriston Castle Trust (private report)	<p>1) To agree to implement Option 2 in the report subject to a further report being submitted to full Council which addressed:</p> <ul style="list-style-type: none"> <li>the appointment of only Councillor Trustees at the moment</li> <li>appropriate support being made available to purchase indemnity insurance for Councillor</li> </ul>	Executive Director of Corporate Services	April 2023		<p><b>Recommended for closure</b></p> <p>Report on agenda</p> <p><b><u>Update September 2022</u></b> A report on the proposed way forward will be submitted to a future Committee meeting prior to submission to Council.</p> <p><b><u>Update February 2022</u></b> Work is ongoing on a report to F&amp;R along with a briefing note and a further member briefing session once further consideration to the issues has been completed.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
			<p>trustees and providing legal and administrative support for at least 6 months</p> <ul style="list-style-type: none"> <li>a route map setting out a proposed way forward for the Trust.</li> </ul>				
			<p>2) To agree that the Executive Director of Corporate Services examine the arrangements for the other trusts of which the Council was sole trustee with reference to the arrangements agreed for Lauriston Castle Trust.</p>	Executive Director of Corporate Services	April 2023		<p><b>Recommended for closure</b></p> <p>Report on agenda</p> <p><b><u>Update September 2022</u></b> A report on the proposed way forward will be submitted to a future Committee meeting prior to submission to Council.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
2	07.10.21	<a href="#">Workforce Dashboard</a>	To agree to provide a joint report by the Interim Director of Education and Children's Services and the Service Director – Human Resources to be submitted to a future committee following a review of fixed term contracts for teaching staff.	Service Director – Human Resources	June 2023		<p><b><u>Update November 2022</u></b></p> <p>Information will be included in the next workforce dashboard report due in March 2023.</p>
3	09.12.21	<a href="#">Work Programme</a>	To request a written update on Councillor Corbett's motion to Council from May 2021 on Bridges and Investment in Craiglockhart and Colinton Dells.	Executive Director of Place			<p><b><u>Update April 2023</u></b></p> <p>Redhall Weir bridge: works on-going, completion expected July 23.</p> <p>Bogs/pipeline bridge path landslip: works completed Apr 23.</p> <p>Kate's Mill pipeline bridge: tendered price over budget revision to design being considered.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
							<p>Dells Grottos: repairs order, awaiting start date.</p> <p>Dell Road landslip: awaiting further technical note from design consultants, expected May 2023.</p> <p><b><u>Update December 2022</u></b></p> <p>Mott MacDonald submitted final procurement documentation and specification of works. A tender for the bridge has been issued to framework contractors for mini-competition. Tender returns are due in January 2023 for assessment.</p> <p><b><u>Update September 2022</u></b></p> <p>An agreement in principle has been reached with the Councils Bridges and Structures team and Mott MacDonald have been instructed to finalise procurement specifications.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
							<b><u>Update March 2022</u></b> Briefing circulated February 2022; Committee in March 2022 agreed action to remain open until clarity on when work would commence.
4	30.06.22 (Council meeting)	<a href="#">Embedding Gender Budgeting Analysis – referral from the Finance and Resources Committee</a>	1) Commits that all elected members will attend one of a number of 2 hour briefings on Gender Budgeting and how it interacts with their role as Councillors.	Executive Director of Corporate Services	September 2023		<b><u>Update March 2023</u></b> Officers are liaising with the Scottish Women’s Budgeting Group to conduct a survey to gauge current knowledge of gender budgeting. Raining sessions for both officers and members will be designed thereafter.
			2) Commits that Heads of Services and relevant members of their teams, as recommended by them, will attend at least one training session on Gender Budgeting, understanding that there will be				<b><u>Update January 2023</u></b> The Scottish Women’s Budget Group delivered a training session open to all elected members on 21 November 2022, with the aim of explaining how gender budget approaches can help local authorities to meet their

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
			opportunities for further engagement between officers and the Scottish Women's Budget Group if requested.				responsibilities under the Public Sector Equality Duty and how councillors can use gender budgeting to address inequalities. Opportunities for complementary staff training are also currently being explored.
			3) With the support of the Scottish Women's Budget Group, to circulate a survey to elected members and key staff and conduct some small focus group discussions to understand existing knowledge and barriers to gender budget analysis, and to help inform ongoing member and officer engagement.				



No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
5	08.09.22	<a href="#">Walk Up Avenue, Craigmillar, Edinburgh - Proposed New Lease</a>	To note that the Head of Estates would provide further information on funding and timescales for the proposed second commercial unit.	Executive Director of Place	TBC		<b><u>Update April 2023</u></b> Source of funding to be confirmed.
6	27.10.22 (Council meeting)	By Councillor Mumford – Operation Unicorn – see <a href="#">Agenda</a>	“Calls for a report to Finance and Resources Committee within 3 cycles outlining the costs associated with future planned visits from Charles III or other members of the monarchy that will be incurred by the council over the next year and whether this is covered in full by the Capital City Supplement”  (Full motion text available on agenda link)	Executive Director of Corporate Services	April 2023	April 2023	<b>Recommended for closure</b> Report on agenda

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
7	10.11.22	2021-22 Common Good Annual Performance Report	To circulate a briefing note to members of the Finance and Resources and the Governance, Risk and Best Value Committees on expenditure relating to the former Tennis Pavilion at Leith Links.	Executive Director of Corporate Services		November 2022	<b>Recommended for closure</b> A briefing including relevant details was circulated to members on 14 November 2022.
8	10.11.22	Revenue Budget Framework 2023/27: progress update	1) To note that a further update, incorporating the impact of the provisional 2023/24 Local Government Finance Settlement and presenting further proposals to address the resulting residual savings and requirement, would be brought to the Committee's next meeting on 26 January 2023.	Executive Director of Corporate Services	February 2023	February 2023	<b>Recommended for closure</b> <b><u>Update January 2023</u></b> Update provided in September 2022 F&R report – further update to be provided in February 2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
			2) To note the implications for the Council from the National Care Service would be included as a risk in the next update report.	Executive Director of Corporate Services	February 2023		<b>Recommended for closure</b> <b><u>Update January 2023</u></b> The risk will be referenced in the budget update report being considered by the Committee on 7 February 2023.
9	10.11.22	Motion by Councillor Caldwell – referral from the Housing, Homelessness and Fair Work Committee	1) To request the Convener of Housing, Homelessness and Fair Work meet with the Convener of Finance and Resources to explore how we can support Council-led PB alongside local residents and volunteers.	Convener			<b>Closed January 2023</b> Meeting scheduled for w/c 16 January 2023.
			2) To note the work of the Ripple in Craigentenny and Duddingston Ward	Executive Director of	April 2023		<b>Recommended for closure</b> Included in report on agenda

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
Page 48			<p>piloting a PB scheme there. To therefore add that local charities should be included and consulted on the process of expanding the PB where appropriate.</p>	Corporate Services			
			<p>3) That a plan be submitted within two cycles to the Finance and Resource Committee on:</p> <ul style="list-style-type: none"> <li>How it planned to support on a realistic and sustainable basis the existing PB scheme Leith Chooses (and others like it, if developed) for community grants.</li> </ul>	Executive Director of Corporate Services	April 2023		<p><b>Recommended for closure</b> Report on agenda</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
			<ul style="list-style-type: none"> <li>How it planned to develop new model(s) of PB for more communities and appropriate for new areas of direct democratic involvement, such as green/ environmental schemes, health care priorities, and improvement of public spaces.</li> </ul>				
17	17.11.22 (Policy and Sustainability Committee)	<a href="#">Performance Update Report</a>	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.	Executive Director of Corporate Services	June 2023		<b><u>Update April 2023</u></b> Further work is underway and therefore it has been agreed to defer this Report.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
18	24.11.22 (Council Meeting)	Motion by Councillor Whyte – War Memorial – City Chambers	To agree that there should be a review of security at the War Memorial to ensure it is treated respectfully all year round and agrees to receive a report on the actions to be taken to improve security at the Finance and Resources Committee within two cycles.	Executive Director of Place	April 2023		<b>Recommended for closure</b> Included in Business Bulletin <b><u>Update December 2022</u></b> Report to Finance and Resources Committee due in April 2023.
19	01.12.22 (HHFW Committee meeting)	<a href="#">Housing Land Strategy Report</a>	<ol style="list-style-type: none"> <li>1) To note the findings and emerging opportunities resulting from the Prior Information Notice (PIN) market engagement process.</li> <li>2) To note that approval would be sought from Finance and Resources</li> </ol>	Executive Director of Place	No fixed date. Reports will be submitted as and when required.		<b><u>Update April 2023</u></b> Officers are pursuing a number of opportunities that have arisen following the approval of the revised Housing Land Strategy. Reports seeking approval of business cases and/or purchase of homes or land will be submitted as and

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
			Committee for purchase of homes or sites with progress reported to this Committee via briefings and Business Bulletin updates.				when viable propositions are developed.
20	15.12.22 (Council Meeting)	<a href="#">Council Business Plan 2023-27</a>	To request a report to the Finance and Resources Committee to look at how our communities can benefit financially in a more direct and substantial way from tourism and festival spend in Edinburgh.	Executive Director of Place	June 2023		<b><u>Update April 2023</u></b> Report will come to Finance and Resources Committee in June 2023.
21	26.01.23	Rolling Actions Log	1) To circulate a list of members who attended the training on Gender Budgeting.	Executive Director of Corporate Services	April 2023		<b>Recommended for closure</b> List circulated to members on 5 April 2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
			2) To note the Convener would send a reminder to members who did not attend and to ask the Scottish Women's Budget Group to organise training sessions.	Convener			<p><b><u>Update March 2023</u></b></p> <p>The Scottish Women's Budget Group are liaising with the Council's Governance Team in order to arrange new training sessions for Elected Members on Gendered Budgeting. Once these dates are confirmed, the Convener will write to all Councillors who are yet to attend one of the sessions in order to promote the training.</p>
			3) To agree to include the decision regarding Non-Domestic Rates from the previous Committee in the Rolling Actions Log and to note an update on this would be circulated.				<p><b>Recommended for closure</b></p> <p>Report considered 10 March 2023 and action superseded by action no 25 (below).</p>



No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
			4) To request more specific dates on actions with an expected completion date of 'Summer 2023'.	Executive Director of Corporate Services			<b>Recommended for closure</b> More specific dates have been requested from directorates and included in this version. These will also be requested for future RAL updates.
22	26.01.23	Revenue Monitoring 2022/23 – month eight position	1) To circulate a briefing note on the confirmed funding for the Haymarket Welcome Centre.	Executive Director of Corporate Services			<b>Recommended for closure</b> There is no confirmed funding for Haymarket Hub so no briefing note required.
			2) To circulate a briefing note on the increased Council costs for Housing First, increased rates for Private Sector Leases and whether value for money was being achieved.	Executive Director of Place			<b>Recommended for closure</b> Briefing circulated 6 April 2023.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
23	26.01.23	Response to Motion by Councillor Mumford – Operation Unicorn	<p>1) To request an updated report to be provided within one cycle including additional requested information on:</p> <ul style="list-style-type: none"> <li>- Costs of Royal Visits, including officer capacity, over the past Council Term</li> <li>- Greater consideration of what information about upcoming visits could be made available to Councillors, including as B agenda items</li> <li>- More information on the Capital City Supplement and its relationship to Royal Visits, including an</li> </ul>	Executive Director of Corporate Services	April 2023		<p><b>Recommended for closure</b></p> <p>Report on agenda</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
Page 55			<p>update on the amended motion passed at Full Council which requested the Council Leader wrote to the Cabinet Secretary for Finance and the Economy</p> <p>- Up-to-date information on stakeholder/Community Impact with particular reference to climate targets</p>				
			2) To circulate a briefing note to inform members how the Lord Provost Office funded and engaged with Royal Visits.	Executive Director of Corporate Services		May/June 2023	<p><b>Recommended for closure</b></p> <p>This information is included in the Royal Visits report on the agenda.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
Page 56			3) To include in the briefing note duties of the Lord Lieutenant relating to Royal Visits that were specifically required under the Act and which were potentially optional.	Executive Director of Corporate Services		May/June 2023	<b>Recommended for closure</b> This information is included in the Royal Visits report on the agenda.
			4) To circulate information on costs of attendance at the King's Coronation should an invitation be received, and plans for related events in Edinburgh, if any.	Executive Director of Corporate Services		May 2023	<b>Recommended for closure</b> This information is included in the Royal Visits report on the agenda.
24	09.02.23 (Council Meeting)	Public Holiday – 8 May 2023 – Celebrating His Majesty, the King	To request an in-depth equality impact assessment to be undertaken on the public holiday for the Kings Coronation as a template model for how	Executive Director of Place	June 2023		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
Page 57			the Council should understand and respond to the impact of additional or unexpected closures and service changes in the future – which may arise for a range of reasons including national events, extreme weather conditions or industrial action – on women and other groups. This should come to Finance and Resources Committee within 2 cycles.				
	25	10.03.23	Non-Domestic Rates - Empty Property Policy	To note the Council's Non-Domestic Rates – Empty Property policy, that will operate from 1 April 2023, and that a further report will be brought forward considering potential	Executive Director of Corporate Services	October 2023	

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
Page 58			<p>changes later in the year.</p> <p>Notes the need to enter next year's budget planning process in early autumn 2023 and, that in order to have effective decision-making on this issue, elected members will need to have early sight of the outcomes of discussions with other local authorities and officer recommendations. Therefore, requests a comprehensive report detailing these aspects of this policy to the Finance &amp; Resources Committee no later than October 2023.</p> <p>Agrees that this report will include consideration of the</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
			benefits and financial implications of an Empty Property Officer, following the model of the Empty Homes Officer.				
26	16.03.23 (Council Meeting)	Edinburgh International Conference Centre – Shareholders’ Agreement and Strategic Delivery Agreement – referral from the Housing, Homelessness and Fair Work Committee	To agree that the Finance and Resources Committee would act on behalf of the Council in considering the annual business plan(s) for the EICC and its subsidiaries at the appropriate times which would include KPI targets and provide to the EICC the Council’s approval or non-approval of the respective business plans of the EICC and its subsidiaries.	Executive Director of Corporate Services			<b>Recommended for closure</b> Action has been noted and will be included in the work programme for F&R Committee going forward.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
27	16.03.23 (Council Meeting)	Commercial Property Undeveloped Land - Motion by Councillor Ross	To agree to consider a report to Finance and Resources Committee in two cycles setting out a medium to long-term strategy for the Council's commercial property portfolio that set out its purposes and objectives. The report should provide information on the properties held in the portfolio including their current and previous uses, any community interest or desire for alternative uses expressed in the properties, and information about other council buildings and/or community provision in the surrounding area (or further information on how this information	Executive Director of Place	June 2023		



No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
			would be included in the medium to long-term strategy if this was not currently available).				
28	16.03.23 (Council Meeting)	Cost Recovery from Commercial Events - Motion by Councillor Ross	Requests a report to Finance and Resources Committee in two cycles outlining options on how costs might further be recovered for services and permissions from commercial operators of sports grounds and events.	Executive Director of Place	June 2023		
29	30.03.23	Digital Transformation for Health and Social Care	To request officers brought forward in draft a full business case for Digital transformation across Health and Social Care to the 20 June 2023 Finance and Resources Committee meeting.	Executive Director of Corporate Services	June 2023		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
			<p>To request the full business case includes consideration of:</p> <ul style="list-style-type: none"> <li>• The savings the project could generate in terms of revenue spend</li> <li>• Justification for the prioritisation of this project in the context of required savings</li> <li>• Whether a SWIFT renewal would be funded from CEC corporate budgets or if there would also be a call on HSCP budgets</li> <li>• When it became apparent that the system was no longer compatible and if issues with other systems showed a need to</li> </ul>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comment
			upgrade this system earlier <ul style="list-style-type: none"> <li>• Funding implications for the IJB and CEC capital programmes</li> <li>• Whether SWIFT, Track and other systems could be integrated to improve efficiency and information sharing as part of this project.</li> </ul>				
	30.03.23	Extension of Waiver – Trams to Newhaven Project	To include timeframes in future reports seeking approval for waiver extensions.	All directors			

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# Business Bulletin

## Finance and Resources Committee

**10.00am, Tuesday, 25 April 2023**

Dean of Guild Court Room, City Chambers, High Street, Edinburgh

# Finance and Resources Committee

Convener:	Members:	Contact:
<p>Convener Councillor Mandy Watt</p> 	<p>Councillor Graeme Bruce Councillor Phil Daggart Councillor Joan Griffiths Councillor Euan Hyslop Councillor Lesley Macinnes Councillor Alys Mumford Councillor Vicky Nicolson Councillor Neil Ross Councillor Alex Staniforth Councillor Lewis Younie</p>	<p><a href="#">Rachel Gentleman</a> Committee Services 0131 529 4107</p> <p><a href="#">Taylor Ward</a> Committee Services</p>

Recent News	Background	Contact
<p><b>Motion by Councillor Whyte – War Memorial – City Chambers</b></p> <p>On 24 November 2022, the Council approved an amended motion by Councillor Whyte on the City Chambers War Memorial. This followed a previous report on the arrangements for the war memorial. In progressing the most recent motion, officers will proceed to commission a report on a design solution to protect the memorial from inappropriate use and ensure that it remains a place for remembrance and respect. A design brief is currently being prepared and the recommendations which follow will be reported to Committee once the commission is complete. In the meantime, officers will continue with the active policing of the memorial by the City Chambers security staff.</p>	<p><a href="#">Full Council - 24 November 2022 - Motion by Councillor Whyte</a></p>	<p><a href="mailto:Place.directorate@edinburgh.gov.uk">Place.directorate@edinburgh.gov.uk</a></p>
<p><b>Four Seasons Health Care, Transfer of Care, Staff and Business from North Merchiston and Castlegreen Care Homes</b></p> <p>Following agreement at the Finance and Resources Committee B agenda, on 10<sup>th</sup> March 2023 to adopt a ‘harmonisation up’ approach to the Transfer of Undertakings Protection of Employment Regulations 2006 (TUPE) of staff from Four Seasons Healthcare to the City of Edinburgh Council (CEC) and NHS Lothian respectively, work has begun to initiate the safe transfer of care and the workforce. The key aim has been to secure the transfer of as many staff as possible, to allow continuity of care for residents, and provide reassurance for families.</p> <p>A Report has been provided to the Policy and Sustainability committee and considered under the B agenda due to the commercially sensitive information contained within the reports. At the last P&amp;S committee on 21<sup>st</sup> March 2023, the move to harmonisation up, and bringing the care, staff and business into Edinburgh Health and Social Care (EHSCP) management was welcomed, with an addendum indicating that the Council Business Plan principles should be applied in the longer term, which will be considered by the EHSCP and EIJB, and presented to the Policy and Sustainability Committee as requested.</p> <p>Group engagement has taken place with a number of meetings with staff, families and residents, with Four Seasons Health Care formally indicating their intention to withdraw, with the EHSCP teams, and Trade Union colleagues being present to provide reassurance of support to provide continuity of care. This has been well received. Individual meetings with staff have been taking place as of week commencing 3<sup>rd</sup> April 2023, they will continue until the end of April, with any questions being responded to directly, as well as through updated, more generic, Frequently Asked Questions. The teams will be supported through a tailored induction programme. Individual reviews of resident care and care plans is well underway by the Residential Review Team.</p>	<p>B Agenda – Finance and Resources Committee – 10 March 2023</p>	<p><a href="mailto:Katie.mcwilliam@nhslothian.scot.nhs.uk">Katie.mcwilliam@nhslothian.scot.nhs.uk</a> / <a href="mailto:jay.sturgeon2@edinburgh.gov.uk">jay.sturgeon2@edinburgh.gov.uk</a></p>

<p>The dilapidation reports are being costed and, along with any other outstanding financial aspects, will be pursued via the legal team. Other financial aspects associated with 'start-up' and transfer of care, staff and business is being monitored, with the EHSCP Executive Management Team being kept informed. Work is also underway to ensure continuity and subsequent transfer into the Council and NHS Lothian IT systems, Council facilities management, as well as other routine aspects, to align with our current care homes.</p> <p>The proposed transfer date for the care, staff and business is the 22 May, and colleagues in EHSCP are working closely with Four Seasons to ensure a smooth transfer. The date of transfer is contingent on the Council becoming the registered body with the Care Inspectorate, with this process well underway, and Four Seasons will continue as registered provider till this is confirmed.</p> <p>Following transfer, and once the payroll has been run for two cycles, an update report will be prepared, and brought forward to the F&amp;R committee.</p>		
<p><b>Joint consultation on potential changes to councils' powers to determine Council Tax liabilities on empty and second homes</b></p> <p>On 17 April, the Scottish Government and COSLA announced a three-month <a href="#">joint consultation</a> on potential changes to councils' powers to determine Council Tax liabilities on empty and second homes. Amongst the changes being considered to increase overall housing availability are giving councils powers to charge up to double the full rate of Council Tax on second homes from April 2024, bringing these in line with the current treatment of long-term empty homes. Respondents are also being asked whether these new powers, and existing powers for long-term empty homes, should be further extended to allow a premium greater than 100% to be applied to both second homes and long-term empty homes*. The consultation additionally seeks views on whether the current Non-Domestic Rates (NDR) usage thresholds for self-catering accommodation remain appropriate.</p> <p>Consultation responses are requested through the Scottish Government's <a href="#">consultation hub</a>, Citizen Space, by 11 July 2023.</p> <p>*With reference to data submitted in September 2022, Edinburgh has a lower proportion of second homes but higher numbers of long-term empty properties for Council Tax purposes relative to the Scottish average.</p>		<p><a href="mailto:Nicola.harvey@edinburgh.gov.uk">Nicola.harvey@edinburgh.gov.uk</a> / <a href="mailto:neil.jamieson@edinburgh.gov.uk">neil.jamieson@edinburgh.gov.uk</a> / <a href="mailto:Cheryl.hynd@edinburgh.gov.uk">Cheryl.hynd@edinburgh.gov.uk</a></p>

**Forthcoming activities:**

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## Finance and Resources Committee

10.00am, Tuesday 25 April 2023

### Royal Visits

Executive/routine Wards Council Commitments	City Wide
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#### 1. Recommendations

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- 1.1 It is recommended that the Committee:
  - 1.1.1 notes the information provided in response to the Addendum to the report to Committee (Item 7.7 Response to Motion by Councillor Mumford – Operation Unicorn) on 26 January 2023; and
  - 1.1.2 notes the further requirement for a briefing note to be circulated to Members, as set out in paragraphs 5.2 and 5.3 of this report.

#### Andrew Kerr

Chief Executive

Contact: Norma Cuthbertson, Executive Assistant to the Lord Provost and Clerk to the Lieutenancy E-mail: [lord.provost@edinburgh.gov.uk](mailto:lord.provost@edinburgh.gov.uk) | Tel: 0131 529 4430

Contact: Hugh Dunn, Service Director, Finance and Procurement, E-mail: [hugh.dunn@edinburgh.gov.uk](mailto:hugh.dunn@edinburgh.gov.uk) Tel: 0131 469 3150

Contact: Alison Coburn, Operations Manager, Place Email [alison.coburn@edinburgh.gov.uk](mailto:alison.coburn@edinburgh.gov.uk) Tel: 0131 5293149

## Royal Visits

### 2. Executive Summary

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- 2.1 This report provides further information on the costs of Royal visits and demonstrates that support for the Lieutenancy is contained within the Office of Lord Provost budget, with an estimated 20% of staffing costs allocated to this area of work.
- 2.2 Generally the activities supported by the Council in preparing for Royal events are undertaken as part of the normal business of the Council and are therefore not recorded separately. The costs associated with Traffic Orders are recorded and are summarised in this report.
- 2.3 With regard to information on upcoming Royal visits to the city, it is concluded that B Agenda items do not comply with security requirements. Instead, members are asked to refer to the website <https://www.royal.uk/future-engagements>
- 2.4 On the Capital City Supplement it is confirmed that the Council Leader has written to the Cabinet Secretary for Finance and Economy as requested. It is also confirmed that the payment of CCS has been received in full for 2023/24.

### 3. Background

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- 3.1 At its meeting on 26 January 2023, the Finance and Resources Committee considered a report in response to Councillor Mumford's motion to Council on 27 October 2022. This concerned Operation Unicorn and the Council's approval of the following element of the adjusted motion:
  - 3.1.1 Additionally calls for a report to Finance and Resources Committee within 3 cycles outlining the costs associated with future planned visits from Charles III or other members of the monarchy that will be incurred by the council over the next year and whether this is covered in full by the Capital City Supplement.
- 3.2 Whilst the recommendations were approved, the Addendum (set out in appendix one to this report) was also approved. This report provides additional information as required, within the constraints that apply.

## 4. Main report

### Costs of Royal Visits, Including Officer Capacity, Over the Past Council Term

- 4.1 The Addendum regrets that the previous report to Committee did not include information on the past costs to the city of Edinburgh for hosting royal visits, nor an estimate of upcoming costs.
- 4.2 It also comments that the financial impacts on the city for royal visits often go beyond the expenditure of the Lord Provost's office, for example concerning bus diversions and public safety measures, as well as having an impact on Edinburgh's residents. Further information on the costs of royal visits, including officer capacity, over the past council term is requested.
- 4.3 As previously reported, the routine cost to the Council of official visits to the city by members of the Royal Family is currently covered by the budget for the Office of Lord Provost. The breakdown of this budget over the past Council term is as follows:

Table 1: Lord Provost's Office Budget 2017 to 2022

Financial Year	Total Budget £	Staffing Costs %	Transport Costs %	Other Costs %
2017/18	434,744	64%	1%	35%
2018/19	485,833	67%	1%	32%
2019/20	502,157	68%	2%	30%
2020/21	513,911	67%	1%	32%
2021/22	487,530	68%	1%	31%

- 4.4 Table 1 above shows that a high percentage of the Lord Provost's Office budget is taken up with staffing costs, in keeping with other service areas of the Council. "Other" costs comprise supplies and services (including the Council's Civic Hospitality budget and Members' costs).
- 4.5 The amount of officer time devoted to the Lieutenancy (as opposed to the Lord Provostship) varies within the team. Also, the distinction is made less clear by the fact that on certain Royal occasions, the civic role sits with the Lord Provost rather than the Lord Lieutenant. This applies to events such as the "Ceremony of the Keys" when it is the Lord Provost and Members of the Council who welcome the Monarch to the city.
- 4.6 On balance, it is believed that a reasonable estimate is that 20% of staff time is allocated to the Lieutenancy role and related work with the Royal Household. It is anticipated that the same pattern of spend is likely to continue over the term of this Council 2022 to 2027.
- 4.7 It was reported previously that Police Scotland have occasional use of a civic car in support of Royal visits to the city. As the table above shows, transport costs account for a very small percentage of the Lord Provost's Office budget. The majority of the costs associated with the two civic cars sit within Fleet Services, with a notional "tariff" then charged below the line (i.e. not counting against its budget) to Members' Services.

- 4.8 Other costs incurred by the Council (particularly for larger scale Royal events in Edinburgh) fall mainly within the remit of the Executive Director of Place (e.g. road closures, public safety, waste and cleansing).
- 4.9 The operational activities associated with Royal events, including officer time, are generally incorporated within the work of individual service teams and are not recorded separately. Therefore, it is not possible to provide a breakdown of all costs associated with Royal events or to provide details of the officer time spent on planning for and supporting Royal events.
- 4.10 However, the fees associated with Temporary Traffic Regulation Notices and Temporary Traffic Regulation Orders are captured and are detailed below in Table 2 below for 2017/18 to 2022/23. These costs include an element of officer time.

Table 2: Royal Event Fees for Traffic Orders

Financial Year	Royal Event Fees
2017/18	£33,368.47
2018/19	£34,403.70
2019/20	£21,453.93
2020/21	£535.11
2021/22	£8,732.40
2022/23	<u>£25,870.43</u>
<u>Total</u>	<u>£124,364.04</u>

### **Greater Consideration of What Information about Upcoming Visits Can be Made Available to Councillors, Including as B Agenda Items**

- 4.11 The clear advice to the Council from Police Scotland remains that no prior details of any Royal visit are to be released. This is to ensure the integrity of the security operation and to mitigate threat and risk.
- 4.12 The inclusion of information as B Agenda items does not therefore comply with these security requirements which need to be adhered to. Certain information is available, however, through the Royal Communications Office which releases some detail no more than eight weeks before official visits take place. Please refer to: <https://www.royal.uk/future-engagements>

### **More information on the Capital City Supplement and its Relationship to Royal Visits**

- 4.13 In September 2008, the Council's Capital City Supplement (CCS) submission to the Scottish Government highlighted additional annual revenue costs of £10.7m incurred by the Council in respect of the city's economic, cultural, gateway, decision-making and ambassadorial roles. Within this overall sum, the submission detailed costs incurred in facilitating the hosting of an array of ceremonial events, including royal and VIP visits.
- 4.14 These events place unique demands on a number of Council functions, including roads and cleansing services, and at the time it was estimated that some £30,000 specifically related to royal visits, albeit with some variation in the year-on-year position. These sums, which will have been subject to subsequent inflationary

pressures, are additional to the staffing-related costs outlined in Paragraph 4.3 above.

- 4.15 In recognition of these pressures, the Council's annual grant settlement has, since 2011/12, contained an additional £3.9m of revenue funding. In recent years, however, this allocation has coincided with support received through the Scottish Government policy whereby no authority receives total funding less than 85% of the per capita Scottish average. The effect of the convergence of these policies is that sums received through the CCS have been offset in full by a reduced contribution through the 85% funding floor.
- 4.16 Given this position, in considering Councillor Mumford's original motion on 27 October 2022, Council requested that the Council Leader write to the Cabinet Secretary for Finance and the Economy to demand firstly that the CCS be taken out of general revenue funding and provided separately and distinctly, and secondly that its quantum be increased. This letter was sent by the Council Leader on 22 November 2022, with a response (included as Appendix 2) then received from the Deputy First Minister on 13 December.
- 4.17 Due to a combination of relative changes in the city's population and the devolution of Non-Domestic Rates Empty Property Relief to local authority control, with effect from April 2023 the Council will not receive any support through the 85% funding floor noted above in 2023/24 and, as such, the payment of CCS has been received in full.

#### **Up-to-date Information on Stakeholder/Community Impact with Particular Reference to Climate Targets.**

- 4.18 With reference to section 7 on Stakeholder/Community Impact below, the Council's role and responsibility varies depending on "ownership" of Royal visits. In most cases, however, these events are organised by an external body (under Royal Patronage for example) whose role is to manage the wider impacts directly.
- 4.19 On transport, Police Scotland (in partnership with the Metropolitan Police) is directly accountable for protecting and ensuring the safety of the Royal Family when in Edinburgh. Officers determine both the vehicle types and the safe transport routes to be used in moving VIPs around.
- 4.20 Police Scotland is a national organisation subject to the Scottish Government's climate change legislation and target date for net-zero emissions of all greenhouse gases by 2045.

## **5. Next Steps**

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- 5.1 As in previous years, a summary of Lieutenancy activity in Edinburgh will be included in the annual report on the Office of Lord Provost to Full Council in June 2023.
- 5.2 In the meantime, a Briefing Note was circulated to committee members on 11 April:
- to inform members how the Lord Provost office funds and engages with Royal Visits;

- to include in the briefing note the duties of the Lord Lieutenant relating to Royal Visits that are specifically required under the Act and which are potentially optional; and
- to circulate information on costs of attendance at the King's Coronation should an invitation be received and plans for any related events in Edinburgh if any.

5.3 The circulation of this briefing note was a further action from the Finance and Resources Committee on 26 January 2023.

## 6. Financial impact

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- 6.1 The cost of the Lieutenancy to the city is met from the Lord Provost's Office budget which amounts to £518,142 in the current financial year (with nearly 70% of spend relating solely to staffing costs). Where larger scale events take place (during Royal Week for example) costs will be incurred across a wider range of service delivery areas. Any future events of this nature can only be costed as the necessary arrangements are put in place through the EPOG process and in conjunction with the Scottish Government.
- 6.2 Edinburgh's funding for 2023/24 includes a £3.9m Capital City Supplement payment. This funding has been provided in recognition of a number of factors outlined within the Council's submission in 2009, including the associated costs of royal visits, although is significantly less than the overall sum originally highlighted. Given this, it is not possible to assess the adequacy of funding received specifically in respect of royal events as requested by Councillor Mumford's original motion.

## 7. Stakeholder/Community Impact

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- 7.1 The Office of Lord Provost routinely undertakes engagement and co-production with a broad range of stakeholders, leading community representatives and business organisations.
- 7.2 Speeches and other inputs for events are developed in consultation with event owners as appropriate.
- 7.3 The Office of Lord Provost assists both the Council and city partners to deliver key equality and rights outcomes, and to meet the Equality Act 2010 public sector equality duties to (i) eliminate unlawful discrimination, harassment, and victimisation, (ii) advance equality of opportunity, and (iii) foster good relations.
- 7.4 The Office of Lord Provost contributes to the 2030 Climate Strategy and the related target of becoming a Net-Zero City by 2030, endeavouring to mitigate carbon impacts by utilising public transport where and when appropriate, and when any long-distance travelling is required.

## **8. Background reading/external references**

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8.1 None.

## **9. Appendices**

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- 9.1 Appendix One: Addendum, Finance and Resources Committee 26 January 2023
- 9.2 Appendix Two: Response from Deputy First Minister on the Capital City Supplement, 13 December 2022

**Green Group Addendum**

Adds:

1.2 Regrets that this report does not include information on the past costs to the city of Edinburgh for hosting royal visits, nor an estimate of upcoming costs;

1.3 Recognises that the financial impacts on the city for royal visits often go beyond the expenditure of the Lord Provost's office, for example concerning bus diversions and public safety measures, as well as having an impact on Edinburgh's residents;

1.4 Notes that this report references the contribution of the Office of the Lord Provost to the Sustainable Edinburgh 2020 objectives, but not the more relevant 2030 Climate Strategy;

1.5 Therefore requests an updated report to be provided within one cycle including additional requested information on:

- costs of royal visits, including officer capacity, over the past council term;
- greater consideration of what information about upcoming visits can be made available to councillors, including as B agenda items;
- More information on the capital city supplement and its relationship to royal visits, including an update on the amended motion passed at Full Council requesting that the Council Leader write to the Cabinet Secretary for Finance and the Economy; and
- Up-to-date information on Stakeholder/Community Impact with particular reference to climate targets.



**Deputy First Minister and Cabinet Secretary for Covid Recovery**  
 An Leas Phrìomh Mhinistear agus Ath-shlànachadh  
 Cobhid  
**John Swinney BPA/MSP**



Scottish Government  
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Councillor Cammy Day  
 Jenny.Frame@edinburgh.gov.uk

Our Reference: 202200332365  
 Your Reference: LG Finance Settlement

13 December 2022

Dear Councillor Day ,

Thank you for your correspondence of 22 November regarding the Capital City Supplement (CCS) that City of Edinburgh Council has received since 2009-10 as part of the overall local government finance settlement.

I can confirm that the City of Edinburgh Council has received extra funding in recognition of its capital city status since 2008-2009. This sum initially amounted to £3.5 million each year and as you have acknowledged this was increased by an extra £0.4 million from 2011-12 meaning the Council now receives additional annual funding of £3.9 million.

Whilst I appreciate that the quantum provided for the CCS has remained unchanged, Scotland's settlements from the UK Government have suffered a decade of austerity with average real terms cuts of over 5 per cent, equating to a loss of £18 billion. Despite this, local authority revenue funding for vital day to day services is £2.2 billion or 22.9 per cent higher in cash terms in 2022-23 than it was in 2013-14. As the CCS forms part of the overall revenue funding then it too has benefited from this 22.9 per cent increase. In this respect it is important to bear in mind that on the whole individual elements of the overall revenue settlement do not receive inflationary increases but are impacted by the overall annual changes in the total funding.

In response to your comments on the 85 per cent funding floor, I introduced the additional funding floor in time for the 2012-13 local government finance settlement in recognition that local authorities like Edinburgh and Aberdeen were receiving the lowest funding per head as a result of the needs-based formula. As a result of this floor the City of Edinburgh Council has been allocated over £120 million,

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Tha Ministearanna h-Alba, an luchd-comhairleachaidh sònraichte agus Rùnaire Maireannach fo chumhachan Achd Coiteachaidh (Alba) 2016. Faicibh [www.lobbying.scot](http://www.lobbying.scot)

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over and above their needs based funding allocation since 2012-13.

I note your request to have the CCS removed from the local government finance settlement but I fear to do so could open the floodgates for other local authorities with individual separate funding streams to make a similar request. There is also a push to consolidate all Scottish Government funding to local government within the local government finance settlement to help reduce bureaucracy and as a result administration costs for both the Scottish Government and local government.

I appreciate the challenges we are all facing due to the current cost crisis and the particular challenges associated with supporting a capital city with such a high international standing. However it should also be noted that a capital city such as Edinburgh can explore commercial opportunities in both new and existing markets that have the potential to add value to individuals and local economies in Edinburgh.

For all of these reasons I am going to continue to include the CCS within the overall settlement but I can also confirm that I have no plans to remove the additional funding being provided for the 85 per cent funding floor.

I hope you find this information helpful.

*John Swinney*  
 JOHN SWINNEY  
 Page 77

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## Finance and Resources Committee

10am, Tuesday, 25 April 2023

### Participatory Budgeting (PB) Progress Report

Executive/routine  
Wards  
Council Commitments

#### 1. Recommendations

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Members of the Finance and Resources Committee are recommended:

- 1.1 to note the progress made in the development of PB activity during 2022/23, including in the areas highlighted within Cllr Caldwell's motion; and.
- 1.2 to note the proposed activity for 2023/24.

**Dr Deborah Smart**

Executive Director of Corporate Services

Contact: Michele Mulvaney, Strategy Manager (Communities)

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## Participatory Budgeting (PB) Progress Report

### 2. Executive Summary

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- 2.1 This report summarises the progress made in implementing the Council's approach to participatory budgeting and responds to the motion agreed at the Finance and Resources Committee on 10 November 2022.

### 3. Background

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- 3.1 The Finance and Resources Committee at its meeting on 21 October 2021 agreed the Council's PB framework. The Committee also agreed proposed plans to develop the approach in future years to meet incrementally the Scottish Government requirement to allocate 1% of the Council's annual budget using PB. This reflects the flexibility afforded by the Scottish Government post-pandemic both in terms of the timeline for achieving the 1% target and scope in defining the approach and specific focus of PB activity.
- 3.2 To support this development work, one-off funding of £0.100m was approved as part of the 2022/23 revenue budget. Specifically, the funds have been used to support:
- (i) the creation of the Edinburgh Community Climate Fund (ECCF), a grant-based pilot PB initiative for community groups within the city;
  - (ii) development of £eith Chooses, an established PB initiative; and
  - (iii) provision of training, involving officers and community members, to progress the development of the Neighbourhood Investment Programme (NIP) using mainstreaming PB-based approaches.
- 3.3 Subsequently to these decisions, an adjusted motion was agreed by the Housing, Homelessness and Fair Work Committee on 29 September 2022 which in addition to noting key aspects of current work, required the following action to be taken:
- (1) To request that the Council reaffirm the importance of meeting the 1% of Council Budget on Participatory Budgeting target.
  - (2) To recommend that a plan be submitted within two cycles to the Finance and Resource Committee on:

- a) How it planned to support on a realistic and sustainable basis the existing PB scheme £eith Chooses (and others like it, if developed) for community grants; and
  - b) How it planned to develop new model(s) of PB for more communities and appropriate for new areas of direct democratic involvement, such as green/environmental schemes, health care priorities and improvement of public spaces.
- (3) To note the work of the Ripple in Craigentiny and Duddingston Ward piloting a PB scheme there.
- (4) To therefore add that local charities should be included and consulted on the process of expanding PB where appropriate.

3.4 In accordance with respective Committee remits, this recommendation was referred on to and agreed by the Finance and Resources Committee on 10 November 2022. Activity in relation to these matters is provided in the following sections of the report.

## 4. Main report

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### Activity 2022/23

4.1 Key areas of work progressed and delivered during 2022/23 are set out below.

4.2 **Edinburgh Community Climate Fund (ECCF)** – A pilot initiative ran from January to March 2023. PB development funding of £0.070m (from the £0.100m budget) was used, together with an initial contribution from the net-zero budget of £0.030m. The latter was subsequently uplifted by a further £0.040m from the net-zero budget due to high levels of demand, giving an overall fund of £0.140m to support community initiatives to tackle climate change. The fund aimed to:

- (a) create opportunities for community leadership and learning on climate change;
- (b) reduce greenhouse gas emissions within communities and contribute to the net-zero agenda for Edinburgh;
- (c) generate sustainable projects for the benefit of local people to build resilience or adapt to climate change within communities; and
- (d) build relationships between neighbourhoods of different socio-economic and ethnic backgrounds to work together on just, equitable and accessible climate and resilience activities contributing to the city's net-zero agenda, also ensuring that activities work towards reducing or removing barriers for disabled people in the transition to net-zero.

- 4.3 The pilot was managed by a Steering Group comprising relevant Council officers and third sector representatives, including the member of staff with responsibility for the Ripple Project PB initiative.
- 4.4 Edinburgh residents cast over 10,000 votes to choose their favourite initiatives from the 56 eligible community project ideas, with 8 securing funding. An evaluation of the pilot is underway to inform subsequent PB-related initiatives and following the recent approval of the motion by Councillor Mumford on the ECCF, a detailed report will be presented to the Policy and Sustainability Committee in due course.
- 4.5 **CONSUL Pilot** - A key objective of the ECCF pilot process was to test and use the CONSUL platform branded as [Your Voice](#) for use in Edinburgh. CONSUL is an online platform for public participation in decision-making, launched initially by Madrid City Council and subsequently adopted by several governments worldwide, including the Scottish Government. CONSUL was used in a limited way in the pilot to collect project ideas and to facilitate the online vote. As it is essential to ensure that any digital platform is accessible and user-friendly for all community members and that there is a straightforward and equitable process to support participation, the ECCF evaluation will look to assess the functionality and limitations of the platform so that learning can be used to improve future PB processes.
- 4.6 **Neighbourhood Investment Programme (NIP)** – In the last 12 years, over 800 locally nominated Neighbourhood Environment Projects (NEPs) have been delivered throughout the city on housing account land. Investment has helped improve unloved open space and thoroughfares, tired fencing and prepared land for community growing. Following extensive engagement with colleagues and partners over the last 12 months, the Housing Operations Service has agreed a number of new project processes including a commitment to participatory budgeting mainstreaming to ensure better opportunities for engagement, particularly from Council tenants, and better overall outcomes for communities. Currently Housing Teams are forming improvement groups citywide, bringing together a range of colleagues and stakeholders to bring improvement ideas to life, through to design, delivery and future planning for new projects. This work is being supported through the delivery of facilitated and tailored workshops by the Scottish Community Development Centre (SCDC).
- 4.7 **Pupil Equity Funding (PEF) in schools** – Use of PB-based approaches in PEF is increasingly being promoted nationally, with possible opportunities to extend this to other areas of attainment-related spending as part of a longer-term programme of development within schools. Several information sessions were facilitated in 2022 for senior school leaders to raise awareness of PB approaches. Building on previous PB work, Tynecastle High School is looking to use PB to allocate PEF funding in the 2023/24 academic session. Work will be undertaken to support a steering group to design the PB process for the school to generate ideas in line with PEF criteria before asking pupils to decide on preferred projects.
- 4.8 **Gypsy Traveller Community** – Through a process of deliberative dialogue, residents actively shaped the agreed design and layout of the North Cairntow site,

including landscaping, boundary treatments and chalet interior furnishings. The redesign realigned pitches to reduce unused space, increased pitch size and provided for a new Warden's Office and community space. Construction was completed in September 2022.

### **Other community activity**

- 4.9 **£eith Chooses** – Another successful initiative has been run this year with a funding pot of £54,102 made available from a combination of Community Grants Funding and contributions from the Port of Leith Housing Association (Harbour Homes) and Trams to Newhaven. A total of 20 applications were submitted for the public vote, with 5,840 votes cast and 12 projects funded. Resource funding of £0.006m was provided from £0.100m PB one-off development fund to support the activity, together with substantial officer time.
- 4.10 **Ripple Project** – “LCR Stands Up” is The Ripple Project's application of Participatory Budgeting. During a two-year process (2021-2023), a steering group consisting of 7 local residents accepted 32 project ideas aiming to address issues identified in Locality Improvement Plans and in separate community-based research for public voting. This has resulted in £37,000 being distributed amongst 22 different successful projects voted for by 400 local community members, generating around 1,200 individual votes.
- 4.11 These community-led projects were supported through a combination of contributions from the Scottish Government Investing in Communities Fund, Development Trusts Association Scotland, National Lottery Awards for All and Port of Leith Housing Association.

### **Future Plans**

- 4.12 A range of specific activity will be progressed during 2023/24 including (i) the Neighbourhood Investment Programme, with an indicative value of £2m per annum, (ii) Pupil Equity Funding, with further work with schools following the Tynecastle pilot and (iii) work with Parks and Greenspaces. Complementary to this, new areas of opportunity will be explored across services, for example Libraries, 20-Minute Neighbourhoods and Net-Zero activity.
- 4.13 Further work will also be progressed to extend the use of CONSUL, subject to the outcome of the ECCF pilot. This will include its use for PB activity and to identify opportunities for its further application as a tool to support broader community engagement activity and deliberative dialogue with communities.
- 4.14 The current PB framework identifies three strands of activity; grants, mainstreaming and commissioning. Whilst progress continues for the first two areas, opportunities within commissioning are at an earlier stage.
- 4.15 Further consideration will be given to extending the work directly in communities using the community grants fund and to explore linking in with other community driven activity. Included within this is consideration of the sustainability of £eith Chooses, with this to be taken forward by the new Council Empowerment Team. In

addition, and as part of this, work will be undertaken to explore with neighbourhood networks the potential for using community grants funding to run PB initiatives in other localities in the city.

### **1% Scottish Government Target**

- 4.16 Updates on progress towards allocating 1% of the Council's budget through PB will be included in the Council's Annual Performance Report. While the exact figure for 2022/23 has not yet been confirmed, this is anticipated to show an increase on 2021/22's equivalent figure of 0.32%, consistent with the Council's target of year-on-year improvement.

## **5. Next Steps**

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- 5.1 Work with services will continue to develop the programme noted above and to identify new potential opportunities for PB.
- 5.2 There is scope within this to re-establish a network of PB champions. This was originally set up to provide a sounding board to inform the Council's approach to PB and comprised community members and officers from the public and third sector. Through this group opportunities to work in partnership with communities and other public bodies could be explored.

## **6. Financial impact**

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- 6.1 The proposed approach to PB focuses first and foremost on how, rather than where, available funding is spent and, as such, is not about identifying a separate and/or additional resource.
- 6.2 There is, however, a resource cost associated with the development and running of PB initiatives that needs to be recognised. Given current budget constraints, support for PB will need to be prioritised (and other activities correspondingly assigned lower priority) to facilitate the development and expansion of the programme in the medium to long-term and considered as part of costed project plans.

## **7. Stakeholder/Community Impact**

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- 7.1 PB offers the potential to achieve better outcomes for individuals and communities by involving and engaging local people in having a direct say in how public money is spent in their community. Resources are allocated through a process of community participation in the decision-making process, in order to meet identified local need.



## **8. Background reading/external reference**

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- 8.1 [Motion by Councillor Caldwell – Importance of Participatory Budgeting – referral from the Housing, Homelessness and Fair Work Committee](#), Finance and Resources Committee, 10 November 2022
- 8.2 [Participatory Budgeting: Progress Update](#), Finance and Resources Committee, 7 October 2021

## **9. Appendices**

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None.

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# Finance and Resources Committee

10.00am, Tuesday 25 April 2023

## Edinburgh Integration Joint Board (EIJB) – financial update

Executive/routine Wards Council Commitments	City Wide
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### 1. Recommendations

- 1.1 It is recommended that members of the Finance and Resources Committee:
- 1.1.1 note that the 2023/24 financial plan for the Edinburgh Integration Joint Board (EIJB) continues to show a significant estimated deficit of £35.5m;
  - 1.1.2 note that the Chief Officer of the EIJB has therefore been requested to develop further measures as part of an in-year savings and recovery programme;
  - 1.1.3 note, in that context and as a funding partner, the potential additional in-year financial call upon the Council should these measures not be sufficient to secure financial balance; and
  - 1.1.4 note that a further update will therefore be provided to the Committee's next meeting on 20 June and in the interim as required.

**Dr Deborah Smart**

Executive Director of Corporate Services

Contact: Hugh Dunn, Service Director, Finance and Procurement,  
[hugh.dunn@edinburgh.gov.uk](mailto:hugh.dunn@edinburgh.gov.uk) Tel: 0131 469 3150

## Edinburgh Integration Joint Board (EIJB) – financial update

### 2. Executive Summary

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- 2.1 The report updates members of the Committee on development of the EIJB budget for 2023/24, with this continuing to show a significant shortfall currently estimated at £35.5m. While the Chief Officer of the EIJB has been asked to develop further measures as part of an in-year savings and recovery programme, such is the extent of this deficit, there is a risk that these measures are insufficient to secure balance by the year-end, with a consequent additional financial call on the Council.

### 3. Background

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- 3.1 On 21 March 2023, the Chief Finance Officer of the Edinburgh Integration Joint Board (EIJB) presented an update on the development of its 2023/24 Financial Plan to the Board. Although the EIJB and officers have spent the past year working to identify savings plans and review options to mitigate the impact on Edinburgh's citizens, this update showed a gross budget gap, prior to mitigations, of £47.0m.
- 3.2 While entering the year in an unbalanced position is not new for the EIJB, with actions then taken in-year to achieve a balanced position by the year end, the extent of this core deficit is unprecedented.

### 4. Main report

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#### Savings and Recovery programme

- 4.1 The report to the EIJB of 21 March 2023 presented savings and recovery measures totalling £11.5m, all of which were agreed by the Board, thereby reducing the estimated residual gap to £35.5m.
- 4.2 The Medium-Term Financial Strategy (MTFS) offers an opportunity to redesign services over a three-year period in a way which maximises alignment with the strategic plan. Whilst officers' efforts will now be focussed on progressing this, it must be recognised that complex change at this scale takes time and needs to be properly resourced. Initial priority will therefore be given to further developing the "grip and control" proposals i.e. operational and efficiency-based measures and these will be presented to future meetings of the EIJB. These workstreams will be

reinforced with discrete plans and clearly defined and measurable efficiency outcomes and savings targets, underpinned by robust communication, training and learning and development initiatives.

### **Edinburgh Integration Scheme – funding contributions**

- 4.3 The Edinburgh Integration Scheme states that the EIJB is required to deliver its financial outturn for a given financial year within the budget applicable to that year. Where financial monitoring reports (or, by extension, budget projections) indicate that an overspend is forecast, the EIJB Chief Officer should take immediate and appropriate remedial action to endeavour to prevent the overspend.
- 4.4 In the event that such action will not prevent the overspend, the EIJB Chief Finance Officer requires, together with the relevant partner, to develop a proposed recovery plan to address the financial overspend, with this plan presented to the EIJB as soon as practically possible. The contents of this plan will be subject to the Board's consideration and approval.

### **Further meetings of the EIJB to consider savings options**

- 4.5 Given the size of the residual budget gap and, in contrast to some previous years, the limited availability of reserves and other means of achieving financial balance, it is intended to convene a Budget Working Group session in place of the planned April meeting of the EIJB, with a further session then held in early May. Each of these meetings will focus on the identification of additional savings options, as well as delivering further savings from existing grip and control initiatives. Thereafter, an updated budget report summarising these opportunities will be presented to the EIJB meeting on 13 June.
- 4.6 The intention of the above actions would be to identify potential means of achieving financial balance by the end of the year. Achieving financial balance will impact on some or all of: the level of service provided, activity levels, performance and service quality. The Integration Scheme states that where such a recovery plan is projected to be unsuccessful and an overspend occurs at the financial year end, however, and where there are insufficient available reserves held by the IJB to meet the overspend, the parties (i.e. NHS Lothian and the Council) may make additional payments to the EIJB. Recurring overspends will be considered as part of the following year's budget process.
- 4.7 The Scheme further states that the parties acknowledge that the delivery of delegated functions in accordance with the Strategic Plan depends on their co-operation between each other and with the EIJB and that all three parties must approach such discussions in good faith, recognising the pressures and constraints on their respective budgets and services. NHS Lothian and CEC will consider making interim funding available on a basis to be agreed between the Parties, with repayment in future years on the basis of the revised recovery plan by the IJB. If the revised plan cannot be agreed by NHS Lothian and CEC or is not approved by the IJB, the dispute resolution arrangements provided for in the Scheme will apply.

## **5. Next Steps**

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- 5.1 It is intended to convene a Budget Working Group session in place of the planned April meeting of the EIJB, with a further session then held in early May. Each of these meetings will focus on the identification of additional savings options, as well as delivering further savings from existing grip and control initiatives. Thereafter, an updated budget report summarising these opportunities will be presented to the EIJB meeting on 13 June.
- 5.2 A further update will be reported to the Finance and Resources Committee on 20 June 2023.

## **6. Financial impact**

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- 6.1 Following the meeting of the EIJB on 21 March 2023, an estimated residual funding gap of £35.5m remains.
- 6.2 While the Chief Officer of the EIJB has been asked to develop further measures as part of an in-year savings and recovery programme, such is the extent of this deficit, there is a risk that these measures are insufficient to secure balance by the year-end, with a consequent additional financial call on the Council.
- 6.3 Any use of the Council's reserves to fund the EIJB expenditure gap will require to be reimbursed in future years.

## **7. Stakeholder/Community Impact**

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- 7.1 Identification and development of savings proposals which are aligned with the EIJB's strategic intent and do not have significant detrimental impacts on service delivery is increasingly difficult to achieve. There are few savings opportunities which can be delivered during the course of 2023/24 which will not impact to some degree on services and outcomes for individuals. It is recognised, however, that in order to achieve financial balance, further proposals must be implemented both in-year and beyond and that these are likely to have more significant negative impacts.
- 7.2 The EIJB's Innovation and Sustainability programme has developed an alternative approach to evolve how partners work with their staff and the people of Edinburgh to shape and reimagine the delivery of services within communities, within the funding available to them. The Innovation and Sustainability programme has been working to redesign systems to facilitate earlier interventions at lower costs with sustained outcomes supporting health and wellbeing.

## **8. Background reading/external references**

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- 8.1 [2023-24 Financial Plan](#), Edinburgh Integration Joint Board, 21 March 2023
- 8.2 [Savings and Recovery Programme 2023-24](#), Edinburgh Integration Joint Board, 21 March 2023
- 8.3 [Edinburgh Integration Joint Board – Updated Scheme of Integration](#), City of Edinburgh Council, 30 June 2022

## **9. Appendices**

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- 9.1 None

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## Finance and Resources Committee

**Tuesday 25<sup>th</sup> April 2023**

### Workforce Dashboard

Item number	
Executive/routine	Routine
Wards	All
Council Commitments	

#### 1. Recommendations

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- 1.1 To review and note the information contained in the Workforce Dashboard for the period October to December 2022.

#### **Dr Deborah Smart**

Executive Director of Corporate Services

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Human Resources Division, Corporate Services Directorate

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# Finance and Resources Committee

## Workforce Dashboard

### 2. Executive Summary

---

- 2.1 This report provides the Council's Workforce Data (October to December 2022).
- 2.2 Key trends in the workforce data for this period include increases in the flexible workforce spend with increases for overtime, casual and agency workers. There has also been an increase in overall sickness absence rates for both local government and teaching staff. In December 2022 total workforce costs (excluding agency) increased as colleagues on local government terms of and conditions received a pay award and associated back pay.
- 2.3 As reported to this Committee on 8 September 2022 and 10 November 2022, a number of service areas within the Council are continuing to experience service capacity issues generally and these are further compounded by employee absence, turnover and an inability to recruit to an increasing number of 'hard to fill' roles due to the challenging employment market. In turn this has increased the utilisation of agency workers.
- 2.4 According to a recent CIPD survey, 57% of organisations currently have hard to fill vacancies, and two thirds of employers still expect to have hard to fill vacancies in the next 6 months. Reduced labour pool due in part to Brexit and Covid-19, immigration changes and changing working preferences are all considered to be contributing factors. Recruitment and retention is included as a key risk in the Council's Risk Register and ongoing efforts to address these challenges are being given high priority.

### 3. Background

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#### 3.1 Workforce dashboard data

The Workforce Dashboard provides data and insight for the period October to December 2022 including:

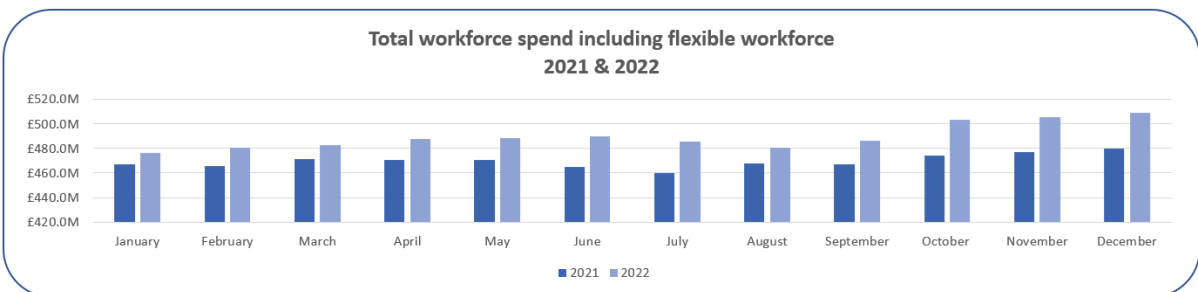
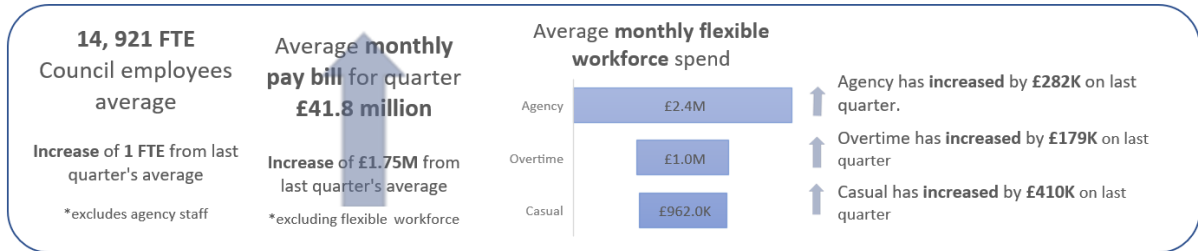
- the number of Full Time Equivalent (FTE) colleagues employed and breakdown of role grading by directorate;
- the cost of the quarter's pay bill, including our flexible workforce (agency, overtime and casual);
- recruitment information;
- trends on sickness absence rates;

- organisational leaver information; and
- insight from Directorates on the last quarter and workforce context for the next quarter.

## 4. Main Report - Dashboard

### 4.1 Workforce Dashboard - Key workforce data

Quarterly workforce dashboard (October 2022 - December 2022)



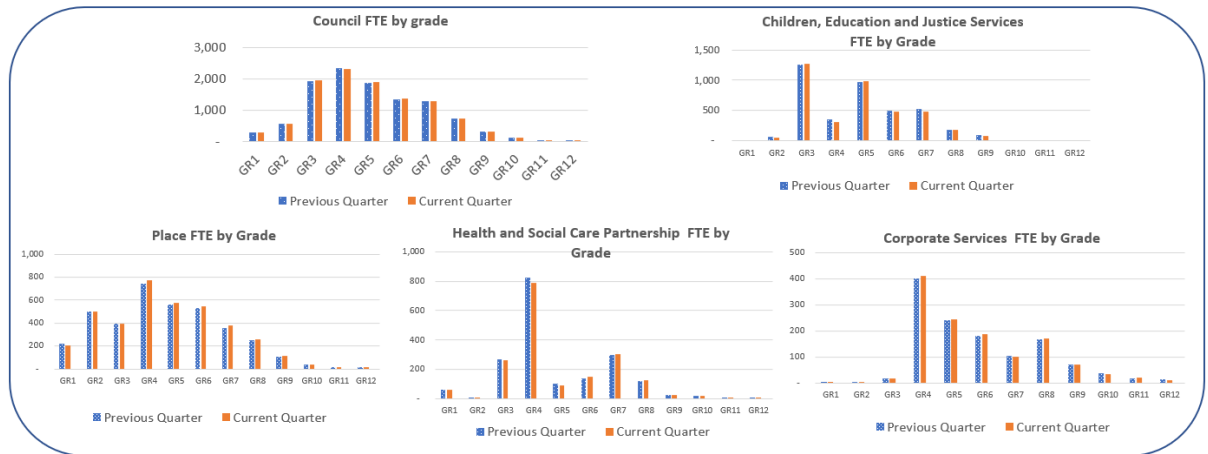
4.1.1 Average agency spend for October to December 2022 is £2.4 million per month.

4.1.2 Overtime has increased by £179k during this quarter.

4.1.3 The average pay bill has increased by £1.75M during this quarter, this may be attributed to the back dated pay award for Local Government Employees (LGE) which was paid to current colleagues in December. The next quarter's Workforce Dashboard (January to March 2023) will reflect an increase in workforce costs for Local Government organisational leavers and agency workers as payments were made during this period to those who qualified.

4.1.4 Additional spend on agency workers and overtime generally can be attributed to absence levels and challenging recruitment market conditions i.e. an inability to recruit to all vacancies.

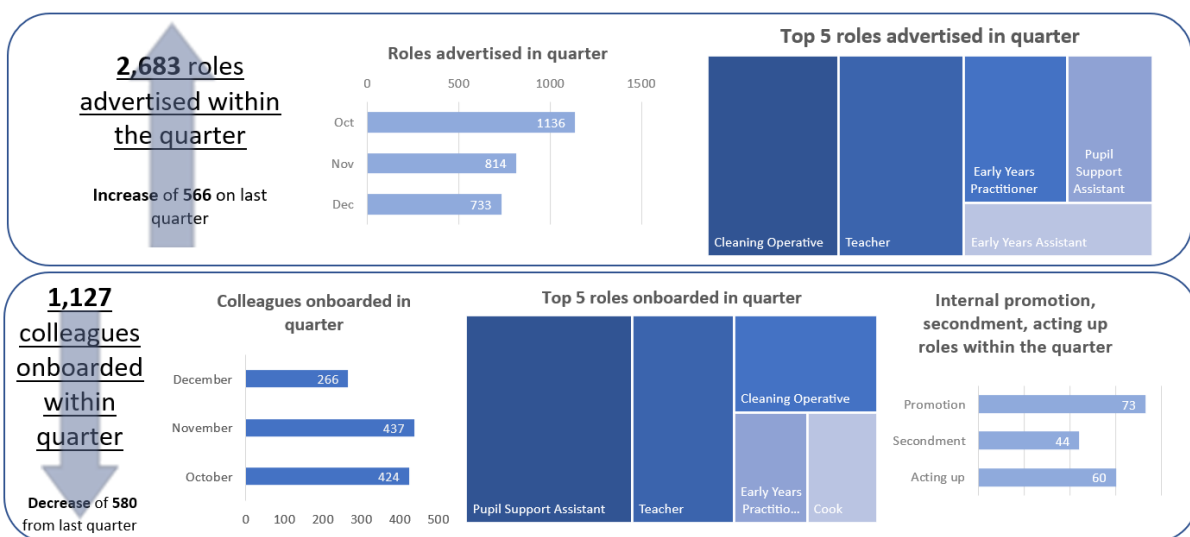
4.1.5 As at December 2022, the Council had a salary overpayments balance of £1.34m (1,078 employees affected). The majority of the balance is in Education and Children’s Services, £0.86 m with 655 colleagues impacted (both existing and leavers). The majority of overpayments were caused by ‘late information to HR’ and ‘HR error’.



4.1.6 The level of vacancies advertised over the period has increased from last quarter by 566.

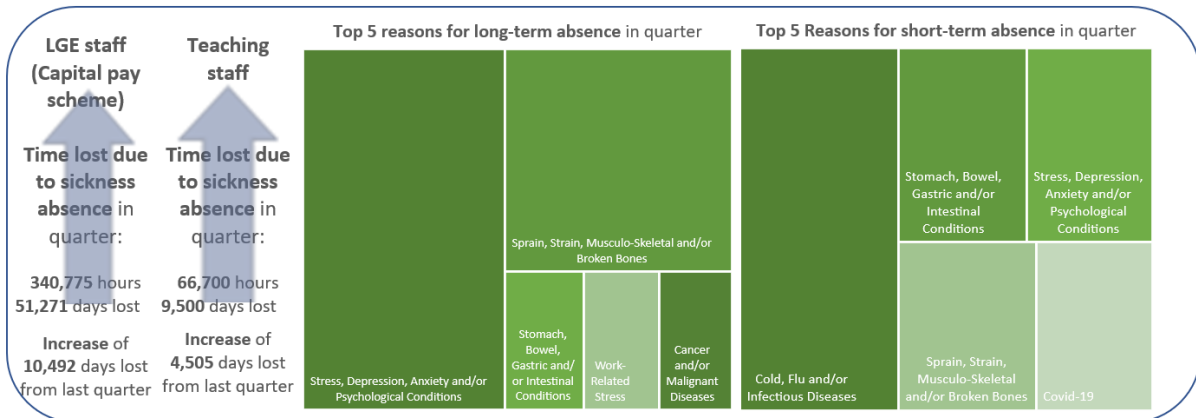
4.1.7 Four out of the top 5 roles advertised within the quarter are within the Children, Education and Justice Services Directorate. HR continue to work with colleagues to review and redesign our approach to recruitment within Education to create an improved candidate experience and maximise efficiencies in our approach.

4.1.8 Over the period October 2022 to December 2022, we supported a total of 167 apprentices.

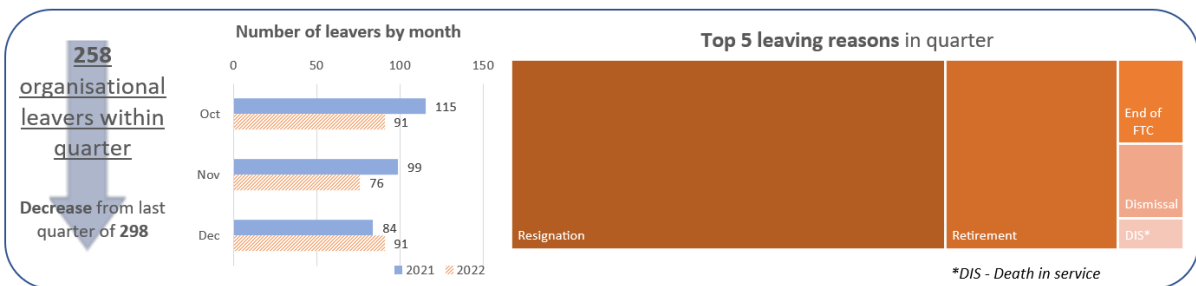


4.1.9 For the period October to December 2022, the Council lost 60,771 days to sickness absence which represents an increase of 14,997 days lost compared with the last quarter (July to September 2022). Stress, depression, anxiety

and/or psychological conditions remains the top reason attributed to long term absence.



4.1.10 This quarter there has been a decrease of 298 in organisational leavers compared to last quarter (July to September 2022).



## 4.2 Narrative from Directorates for the last quarter (October - December 2022)

### 4.2.1 Corporate Services

- Ongoing issues relating to recruitment and retention, including long recruitment lead in times, have continued to put pressure on service performance and this has also impacted on both overtime and sickness absence.
- Directorate sickness absence, both long and short term, was noted to increase this quarter in comparison to the previous quarter but given the timing of this quarter this is anticipated however we do note that this was higher in comparison to the same quarter the previous year but would wish to note that we have seen a decrease over the course of the year.
- Directorate Overtime spend was higher this quarter, particularly in the last month of the quarter. It should be noted however that not all overtime claimed within the quarter was worked within the quarter and that the majority of those colleagues claiming overtime are from our more operational grades. Reviewing historic data shows that this quarter is historically one in which overtime has been more prevalent.

### 4.2.2 Edinburgh Health and Social Care Partnership

- The Partnership have reviewed shift patterns within Homecare and made them more flexible to attract a wider range of people. 30 WTE colleagues were recruited into internal Homecare vacancies in this period. A recruitment

drive aimed at generating interest within local communities started in November 2022. Since November, there have been a further 6 recruitment events.

- Good progress has been made throughout the final quarter of 2022 in relation to homecare, with 3 out of the 12 registered home care services continuing to report below sickness absence target in September, October, November, and December 2022 with three more services on target.
- Sickness absence rose slightly in December due to colds, flu and infections which is normal for the period.
- A financial analysis of the cost of sickness absence in the first six months of 2022 compared with the second six months demonstrates a marked reduction in costs.
  - **Pre**-sickness absence additional resource, our January to June 2022 cost of sickness absence was an average of £142k per month.
  - **Post**-sickness absence additional resource (which really took hold around September 2022), the July 2022 to January 2023 cost of sickness absence has dropped to an average of £118k per month.
  - The difference being around £24k per month representing a reduction of 16.9% (on £142k per month).
- In relation to care homes, the Partnership have targeted adverts at individual care homes as this has resulted in more successful recruitment. In the past year, care homes have had 69 adverts for posts and successfully appointed 76 people. Care homes currently have several vacancies and further interviews are arranged. Due to vacancies within care homes, there is continued use of agency staff to supplement permanent staffing establishments to ensure safe staffing levels.

#### 4.2.3 Children, Education and Justice services

- **Justice Services** - the service continues to carry a number of key vacancies in terms of both Social Worker and non-Social Worker posts, despite active recruitment efforts. Those who left have gone to promoted posts; work for other agencies or join other LAs, where they live. The Justice Services organisational review (excluding DTTO, which will be reviewed separately) commenced on 13 December 2022 and closed on 15 February 2023. The Drug Treatment and Testing Order (DTTO) Service remained suspended to new assessments and orders as a result of clinical staffing shortages but re-opened on a capped basis (30 new Orders) on 27 February 2023. Sickness absence continues to be monitored through the quarterly Divisional Absence Challenge Panel.
- **Children's Services** - there continued to be significant pressures due to the number of unfilled vacancies and recruitment challenges. Following several recruitment drives, ESS only managed to fill four vacancies, and there remains six unfilled. Two external candidates, who interviewed well and were offered posts, later declined citing pay scale as the reason, within the rest of the residential estate there are another 12.5 unfilled vacancies. The move to manager recruitment for each establishment continues to be beneficial, there have been some issues around timeframes for adverts going live and post recruitment to start date, particularly around PVGs. Overtime continues to be monitored and has seen reductions on the same period last year. Following

recent recruitment exercises, the number of applicants has been significantly lower than previous years.

### **Education**

- **Early Years** - the expansion to 1140 hours led to a significant increase in staffing allocations across early years settings. Four Head of Centre vacancies were successfully filled through a group recruitment approach. Recruitment of fixed term vacancies has been our greatest challenge.
- **Pupil Support Assistants and Early Years' Assistants** - the SEO Team have been working with our early years' settings and schools on a more centralised approach to recruiting PSAs and EYAs to our establishments. As this has been new for session 2022/23, there have been learning opportunities for us at each round, and we have taken feedback from settings, schools, and candidates. The recruitment of Pupil Support Assistants within all primary, secondary, and special schools has continued to be a challenge and the number of unfilled vacancies is having an impact on schools. Some of the special schools' provisions have had to close classes due to a severe shortage of PSAs. There have been PSAs borrowed from mainstream, ASL services, supply staff and all opportunities have been exhausted before closing school provisions. The low salary of these posts is a barrier to attracting people into the post.
- **Primary** - we have been working with Headteachers and Business Managers to maximise the number of permanent posts available to teachers, in order to maintain our workforce.
- **Secondary** - teacher shortages remain in many subjects in particular Maths, Computing Studies, Business Studies, Craft, Design and Technology, and Health and Food Technology. The rising cost of living in Edinburgh is contributing to nationwide difficulties in available staff to recruit and with staff retention. The service has implemented centralised recruitment in the shortage subject areas to make the interview experience easier for our prospective candidates and the ability to match candidates to their preferred school to assist with retention of staff.

#### **4.2.4 Place**

- There has been no significant change in the workforce data for Place since the previous quarter.
- As demonstrated in the dashboard information, the recruitment of cleansing operatives on a permanent basis has been progressing (reducing the services reliance on agency).
- A new Service Director for Housing and Homelessness has been appointed. Derek McGowan has now taken up his new role.
- Recruitment remains a challenge, with services struggling to attract suitable candidates in an increasingly competitive external market.

### 4.3 Looking forward over the next 12 months – Directorate’s narrative

#### 4.3.1 Corporate Services

- The Directorate has recently welcomed our new Executive Director of Corporate Services Dr Deborah Smart. Our new Service Director for Human Resources is due to join in early May 2023.
- There continues to be difficulties with the recruitment and retention of colleagues; particular concerns have been raised within Finance and Procurement where they are currently operating at reduced capacity due to retirements coupled with a higher-than-normal number of colleagues leaving the Council. There are considerable recruitment challenges at present as the Division are unable to compete with market salary levels, resulting in a lack of interest or a lack of suitable candidates applying for specialist roles. This is a cause for concern and a critical risk for the Division putting pressure on remaining colleagues.
- Customer and Digital Services are continuing to manage resource on a ratio of 92% permanent and 8% temporary/fixed term; this allows the service to achieve budget savings as well as protecting permanent roles. A 3% turnover factor is on target to be achieved, primarily down to the long lead in recruitment times to fill vacancies.

#### 4.3.2 Edinburgh Health and Social Care Partnership (EHSCP)

- The Edinburgh Health and Social Care Partnership continues to look at ways to recruit more people to the care sector. The work with Capital City Partnership (CCP) is beginning to bear fruit with a high number of notes of interest and an increasing number of applicants going through the recruitment process.
- Looking forward, the Partnership are looking to schedule similar Community focused recruitment drive events on a bi-monthly basis.
- The Partnership have also engaged Council HR to try and establish ways to speed up the on-boarding process and are trialling a shortened Job Description for entry level positions. The CCP team are now well established with MyJobScotland as work continues to look at ways to strengthen the approach to recruitment. On 18 to 19 April, the Partnership, are joining NHS Lothian and Edinburgh College at a recruitment event in the St James Quarter. Work continues to develop communications and advertising material featuring some of our front-line colleagues.
- Our city-wide monthly support & challenge panels continue to achieve progress in driving down sickness absence and more coaching for managers will be delivered in each locality office in the coming months to ensure the position is sustained and builds on the improvement in performance.

#### 4.3.3 Children, Education and Justice services

- **Justice Services** - we will be working towards implementing the new Justice Services structure, starting with the recruitment of three Grade 10 posts. We need to have the leadership structure in place before moving



forward with the new structure. Based on previous recruitment, this is likely to be challenging. However, we are looking to increase our opportunities to engage with students through engagement with universities etc. We will also be working with HR colleagues to raise our recruitment profile on-line.

- **Children's Services** - recruitment challenges continue to impact service delivery, this also has a direct effect on overtime, agency, and locum usage in some sectors. There are currently 31.15 unfilled Social Work vacancies within the Practice Teams and another five vacancies for other roles. There are a number of colleagues leaving services, either through retirement or to new positions. Work is underway to look at innovative approaches to attract people to work in Edinburgh which will include looking at ways to actively target those leaving university. Average case loads remain reasonable in the practice teams at 14.5 and we have put significant additional resource into Social Care Direct.

#### **Education**

- **Early Years** - since implementation of the expansion timely monitoring of our delivery models and the uptake of places in comparison to overall capacity across the city has helped us to keep track of supply and demand for places. This has now enabled us to identify surplus staff in settings that can be relocated to fill vacancies elsewhere.
- **Pupil Support Assistants and Early Years' Assistants** - a recruitment drive for PSAs will continue and these posts are centrally recruited. New adverts are going live in March 2023. The number of positions heavily outweighs the interest in the posts. We have created an opportunity for mainstream PSAs to be seconded into the special sector to increase numbers within these schools.
- **Primary** - 340 primary teachers have been interviewed for posts in August 2023. We are collaborating with schools to identify as many permanent and fixed term posts as possible. There are 16 surplus Primary Teachers also to be placed for August due to a dropping Primary roll across the city.
- **Secondary** - we will continue to work with the QIEO for Initial Teacher Education to develop a "grow your own" model to improve retention of newly qualified staff and with Learning and Teaching colleagues on teacher empowerment to improve the quality of work experience. We will establish a Head Teacher working group to examine recruitment processes and further work with the Roman Catholic Teacher Leadership group to address shortages of RC candidates for our RC schools.
- We are currently drafting voluntary transfer guidance which will allow staff to move more easily between schools to develop their skills.

#### **4.3.4 Place**

- Priority continues to be on reducing agency and overtime expenditure and recruiting to frontline roles. The approach to recruitment continues to be reviewed to identify new, innovative ways of attracting candidates to roles which are particularly hard to fill.
- Organisational reviews continue to be progressed, with matching and assignment beginning for the Lifelong Learning Review early in the new year.
- Building on the success of the manager events across the Council, preparations are underway for an event in June 2023 for managers from across the directorate.

## 5. Next Steps

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- 5.1 To continue to monitor workforce costs, associated business plans and organisational priorities and identify and drive areas for improvement.

## 6. Financial impact

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- To note the budgetary implications of workforce costs (both direct and indirect).
- To note the direct and indirect costs related to absence (salary, overtime and agency).

## 7. Stakeholder/Community Impact

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- 7.1 Stakeholder consultation and engagement, including colleagues, Corporate Leadership Team, Senior Management Teams, Trade Unions and Elected Members is ongoing.

## 8. Background reading/external references

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- 8.1 [Workforce Dashboard with Wellbeing and Absence Deep dive 10 November 2022](#)

## 9. Appendices

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Not applicable

# Finance and Resources Committee

**Tuesday 25 April 2023**

## **Workforce Dashboard with Maximising Our Capability and Performance Deep Dive**

Executive/routine  
Wards  
Council Commitments

### **1. Recommendations**

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- 1.1 To note the deep dive provided to update on the 'Maximising Our Capability and Performance' Action 5 Learning workstream committed to in the Council's People Strategy (Our Future Council 2021-2024).

**Dr Deborah Smart**

Executive Director Corporate Services

Contact: Margaret-Ann Love

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## 2. Executive Summary

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- 2.1 On the 9 December 2021, Committee approved changes to the format and reporting of the Council's Workforce Dashboard. It was agreed that an annual deep dive report on one of the three strategic themes in 'Our Future Council People Strategy 2021-2024' would be provided alongside the quarterly high level workforce dashboard.

Previous deep dive reports on themes: Living our Behaviours and Enhancing our Colleague Experience, were presented to Committee in 2022. This report covers the final theme: Maximising our Capability and Performance with a focus on learning.

As 'Our Future Council People Strategy 2021-2024' is due for review, we will take the opportunity to consider how we will report progress on implementation of the refreshed People Strategy to Committee and present options for consideration.

- 2.2 This report provides 'deep dive' data and analysis for workforce learning and development within the Council for the period January to December 2022. The 'Highlights of the Council's Learning and Development Activities 2022' provides further detail of learning and development activity during this period and is included as an appendix to this report.

- 2.3 As part of our People Strategy, work has continued to support our workforce to access the learning and development that they need to do their jobs well. This comes under our People Strategy theme of Maximising Our Capability and Performance. This 'deep dive' provides an update on work which has been delivered throughout 2022. It also captures current activity and next steps.

- 2.4 Our People Strategy and Strategic Workforce Plan articulates that we will:

- continue to invest in core learning to keep us safe and ensure colleagues are set up for success;
- launch our new digital learning platform;
- identify and close skills gaps and experience. Current and anticipated gaps identified in the Strategic Workforce Plan include:

Commerciality and financial acumen, leading and managing change, facilitation and mediation, carbon literacy, project and programme management, leading teams, supporting resilience, equality, consultation and citizen empowerment, service design, business analysis, agile working methods, process reengineering and intelligent automation.
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- 2.5 The report will also highlight progress to date in relation to learning provision which supports the actions for change outlined above.

### 3. Main report

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- 3.1 Learning at work is everyone's responsibility. Individuals and line managers have a key role to play. The Council's Learning and Development Team are a key enabler of learning. There are also local learning teams sitting within some directorates who arrange role-specific learning.
- 3.2 The Council's Learning and Development Team has worked with service areas across the Council to articulate specific learning for every job role. This is the learning that is necessary to enable colleagues to carry out their responsibilities. There are approximately 11,00 job roles in the Council.
- 3.3 Role-specific learning is provided and organised within services and teams; by specific subject matter experts in the organisation and by the Council's Learning and Development Team.
- 3.4 Learning completion is recorded in several ways: locally, within service areas, on the Council's HR System, MidlandHR or on our learning experience platform, myLearning Hub (MLH). Managers now have access to a dashboard on MLH so that they can monitor completion of essential digital learning by their direct reports.
- 3.5 Learning provision within the Council is blended: in-person (in a classroom or virtually on MS Teams), digital through the Council's learning platform MLH, or on-the-job through mentoring, coaching and shadowing.
- 3.6 Essential qualifications for specific roles are also supported by the Council's Learning and Development team e.g., Scottish Vocational Qualifications (SVQs) and post graduate qualifications such as the Mental Health Officer programme. To give an illustration, in 2022 138 Health and Social Care colleagues were supported to engage in SVQ study with 39 of those colleagues successfully achieving their award in that period.
- 3.7 The Council's Learning and Development Team manage contracts with providers of essential learning in specialist areas including First Aid, Manual Handling, Challenging Behaviour (CALM), Management of Medicines and Dealing with Conflict, Personal Safety and Lone Working. In 2022 we delivered 100 First Aid events (comprising 1 and 3 day courses), 133 Management and Administration of Medicines courses, 239 Manual Handling courses and 353 CALM online theory completions.
- 3.8 To support diverse roles within the Place Directorate, the Council's Learning and Development Team worked with managers and providers to organise 168 training events covering a range of areas, e.g., pesticide awareness, gantry, compact tractor, excavators, electrical safety in street furniture, abrasive wheels, reversing assistant, driver competence, signing, lighting and guarding and telehandler.
- 3.9 The Council's platform for digital learning is myLearning Hub. In 2022 13,000 colleagues activated their accounts with over 320,000 views on the system. 465 new digital learning resources were added to the platform during this period including new modules for managers on Domestic Abuse and learning to support

implementation of the revised Disciplinary Policy. An ongoing communications and support programme is in place to encourage increased access to MLH. At the time of writing the number of users on myLearning Hub has increased to 13,881, 75% of accounts.

- 3.10 Examples of learning and development from some of the services who provide role-specific learning and development for the workforce is detailed below. This spotlights some but not all, of the key learning interventions in the last quarter of 2022.

### **Children, Education and Justice Services**

28 colleagues from Young Person's Residential Care came together for a face-to-face workshop in December 2022 to explore good practice in Case Recording and what this means for Children's Rights and the current models employed within the service. An Evaluation Report with wider analysis was provided to the Service Managers, which included considerations for next steps.

Learning is also provided for colleagues working in education within the service itself. The focus of development sessions includes additional support for learning, learning and teaching, Probationer Teacher programme, excursions/group leader training and supporting young people. Child Protection learning is also provided for specific and intensive contact workforce.

### **Newly Qualified Social Worker (NQSW) programme**

Throughout 2022 we continued to roll out the NQSW Supported Year pilot programme, gathering feedback and evaluating progress. This involved verifying the quality of the portfolios and supporting managers with their roles and responsibilities to implement the requirements of the programme. Mentor skills development has been offered to peer mentors. The learning induction programme will begin to run fortnightly throughout the year. This is to encourage regular learning times which accommodates the requirements for new social workers to have protected learning time and to enable access to training from their start date with the Council.

A Practice Learning Hub model is being set up in the Edinburgh Health and Social Care Partnership. This will support student social workers to complete their placements with the Council. Two permanent Practice Educators are being recruited to undertake this task. Supporting placements in the Council can help with succession planning.

### **Contact Centre Corporate Services**

Learning is provided for new colleagues joining Social Care Direct, Repairs Direct, Council Tax services in the Customer Contact Centre.

Customer service training was also provided for colleagues in localities.

Other learning and development work which took place at the end of 2022 to support colleagues included the design of a new Council Tax, Benefits and Non-Domestic Rates course due for roll out in early 2023.

A range of guidance and learning was provided to support colleagues with different functions of Verint and Mitel systems Integration.

### **Finance Systems Training Corporate Services**

All training for Oracle and Frontier is provided by the Finance Systems Training team either through eLearning or face-to-face via Teams.

**Oracle iProcurement Essentials for Requisitioners** – 4 courses were run between October and December with 48 delegates in total across all courses. The overall feedback shows 97% of delegates scoring the training at 8/10 or higher.

**Background to Council Budgets eLearning** is completed by all new budget managers before they are given access to Frontier. Work to revise the learning content to include capital budgets was completed in November – with the support of the Council’s Learning and Development team. 15 staff completed the eLearning between October and December and feedback has been positive.

**Frontier** training is completed by all new budget managers before Frontier access is given. 18 colleagues completed this e-learning between October and December.

3.11 Other learning events which have been organised to support some of the identified areas in the People Strategy and Strategic Workforce Plan include:

- An Organisational Design Course for HR colleagues who are supporting business areas with service design
- The Consultation Institute has been appointed to deliver learning to develop colleagues’ skills and knowledge in consultation services and techniques. 22 colleagues from across Council services attended the Institute’s Certificate of Professional Development (CPD) programme, with a further 12 delegates scheduled to complete this in April 2023. 10 colleagues have also been awarded their Advanced Practitioner Certificate through additional learning.
- 217 colleagues trained in Climate Literacy,
- In 2022 five Integrated Impact Assessment learning events were facilitated

## **4. Next Steps**

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To help achieve the outcomes of Action 5: Learning in the People Strategy for 2023/24, the Council’s Learning and Development Team will:

4.1 Continue to work with services to support the delivery of robust role-specific learning which provides best value for the Council. A new Learning and Development Framework for some of the larger volumes of learning provision has been procured to support best value and will commence in April 2023.

- 4.2 Set up a Governance Group to monitor and review core essential learning which is undertaken by all colleagues and managers, making this proportionate to roles. The Governance Group will also make decisions about core refresher learning and new requests for colleague learning. Annual reports will also be provided to the Council's Leadership team and committee which highlight completion rates of digital learning, proposals for refresher learning and any new requirements for essential learning.
- 4.3 Implement remaining recommendations from the Inquiry and Review on leadership and learning including the roll out of digital learning modules which support the launch of revised policies and the Code of Conduct.
- 4.4 Continue to support increased access to myLearning Hub through regular communications and onsite support.
- 4.5 Design modern digital resources which offer colleagues a great learner experience, help us to meet our essential and professional development learning requirements and to support the delivery of other Council priorities e.g. Wellbeing, Policy Development and Carbon Literacy.
- 4.6 Support all colleagues and leaders to access progressive learning which supports all areas highlighted in the People Strategy, Strategic Workforce Plan, the Council's Business Plan and the Recommendations of the Inquiry and Review through consultancy with colleagues, modern design and creative delivery.
- 4.7 Support our leaders to reflect and build upon their approaches and skills so that they are confident in leading self, teams and service e.g., a planned programme of learning which will be made available to leaders in the next year includes Policy into Practice sessions and Managing and Building Relationships at Work. The Leadership Framework and Managers 'Essentials Digital programme are also being updated.
- 4.8 Consider how to strengthen the learning culture within the Council further to support opportunities for career progression, leadership development and succession planning.

## **5. Financial impact**

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- 5.1 To note that annual corporate and localised budgets for learning are used to support colleagues to access essential and role-specific learning and ongoing development opportunities.

## **6. Stakeholder/Community Impact**

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- 6.1 Not Applicable

## **7. Background reading/external references**

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- 7.1 [COUNCIL PEOPLE STRATEGY 2021-2024](#)



- 7.2 [COUNCIL BUSINESS PLAN 2023 - 2027](#)
- 7.3 [STRATEGIC WORKFORCE PLAN 2021-24](#)
- 7.4 [INDEPENDENT INQUIRY AND REVIEW RECOMMENDATIONS 2021](#)

## **8. Appendices**

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- 8.1 Annual Highlights of Learning and Development Activity 2022

# ANNUAL HIGHLIGHTS OF LEARNING AND DEVELOPMENT ACTIVITY

JANUARY TO DECEMBER 2022

The information contained within this report reflects some quantitative and qualitative data captured by the Learning and Development team for the period 2022.

It does not capture all workforce learning which takes place across the Council.

# Learning and Development Data

# Learning Events January to November 2022: Public Protection

- ▶ 13 Adult Support and Protection Level 2 courses
- ▶ 100 single-agency events in Child Support and Protection
- ▶ Facilitated Multi-Agency Child Support and Protection learning events
- ▶ Facilitated bespoke learning for staff on MV Victoria in Public Protection

# Edinburgh Health and Social Care Partnership

- ▶ 133 Management and Administration of Medicines courses
- ▶ 154 Manual Handling and Hoisting of People courses
- ▶ 6 Current Care in Stroke courses (Part 1 and Part 2)
- ▶ 900 care colleagues accessed essential learning
- ▶ 5 Management of Epilepsy Courses
- ▶ 14 Manual Handling and Transportation of People courses



# Edinburgh Health and Social Care Partnership and Children's Services

## Dementia Training Partnership

- This train-the-trainer provision offers 40 participants (with reach of 400 employees+) in older peoples day, care home and home care services, a better understanding of the impact of the bio-psychosocial environment on a person's experience of dementia and how care and support can be tailored to enable each person to experience a greater sense of wellbeing, compassion, dignity and respect.



## CALM training

- This training cuts across Children and Adult Disability Services, Special Education and Young Peoples Secure and Residential Services, and has contributed to culture shift, by access to a blended theory programme which emphasises prevention and de-escalation of stress and distress in the people we care and support, over restrictive practices. Safe care and support has been maintained through re-accrediting all **26 Physical Intervention and 6 Escapes Instructors, training 4 more Instructors**, participation in re-accreditation sessions, Instructor drop-ins and regular email and online contact.

# Place

- ▶ 31 Manual Handling of Loads courses
- ▶ 37 Reversing Assistant courses
- 7 x Signing Lighting and Guarding for Operatives (Module 2)
- 14 x Signing Lighting and Guarding for Supervisors (Module 10)
- 3 x NPORS Hiab with Attachments
- 1 x NPORS Lorry Loader Hook
- 6 x Telehandler training
- 2 x Pesticide Awareness PA1 (1 more booked in Jan 2023)
- 1 x Pesticide Spraying PA6 (3 booked in Jan – March 2023)
- 1 x PASMA Mobile Access Towers for Users
- 1 x Pole Pruner for P&G
- 4 x NPORS Vehicle Hydraulic Loader
- 1 x Intro to Traffic Signals
- 1 x LinSig3 Junction Modelling
- 1 British Pest Association Level 2

# Place

- 735 hours x Certificate of Competence Driver training
- AutoCAD Essentials, KeyPOST, KeySIGN and KeyLINES
- 10 colleagues attended Abrasive Wheels
- 15 places x Driver Category Licence training
- 1 x ERG 39 Electrical Safety in Street Furniture
- 1 IPAF Load/Unload
- 1 x Gantry Training
- 2 x Bird Control Safe Use of Weapons
- 3 x Cable Avoidance
- 2 x 3CX Compact Tractor
- 2 x 180/360 Excavator
- 5 colleagues attended NEC4 Accredited Project Manager training
- 1 x Jet Spraying course



# Health and Safety Learning

- ▶ **100 First Aid Courses** which includes three day and one day courses
- ▶ **Digital licences for Enhanced First Aid Awareness**
- ▶ 149 licences allocated
- ▶ **Dealing with Conflict, Personal Safety and Lone Working**
- ▶ **120** digital licences issued
- ▶ **CALM online theory completions**
  - 157 in Residential Childcare
  - 140 in Education
  - 56 in Adult Learning Disability Services

# Leadership, Induction, Wellbeing across Council

Learning and Development has facilitated:

- ▶ 11 Conversation Spotlight Sessions
- ▶ 10 Sickness Absence and Wellbeing Workshops
- ▶ 26 Be Well to Lead Well Workshops
- ▶ 6 New People Manager Events
- ▶ 6 Welcome Events
- ▶ Management of the Coaching Bank
- ▶ Bespoke sessions for services including managing change and leadership development
- ▶ 22 Mental Health Workshops
- ▶ Preparation for Retirement

# Qualifications 2022

- ▶ Support Mental Health Officer programme with 4 colleagues successfully completing in 2022
- ▶ 12 candidates completed Elementary Food Hygiene certificate.
- ▶ 8 places on Adult Support and Protection Certificate
- ▶ 8 places on Child Welfare and Protection Certificate
- ▶ PDA Health and Social Care Supervision (SCQF7)

April 22: X 9 candidates (9 completions)

Aug 22: X 10 candidates (10 completions)

- ▶ HNC Social Care (SCQF7)

Oct 22: Graduation of 22 students (class of 2020-2022)

Oct 22: Intake of 38 new students

# Essential Qualifications for colleagues working in EHSCP and Children's Services 2022

## ▶ **Level 6 Social Services Health Care**

Active during the period: 60 (32 enrolled Oct/Nov 22)

Complete during the period: 15

## ▶ **Level 7 Social Services Health Care**

Active during the period: 72 (22 enrolled oct/Nov 22)

Completed during the period: 21 completed

## ▶ **Level 9 Social Services Health Care**

Active 6

Complete 3



# Qualitative Feedback on Learning Delivery

- ▶ Thank you so much. Really helpful and points for reflection. Enjoyed meeting new supportive, people and having space to consider new things. Lovely mix of talk, watching and listening.
- ▶ I felt that the pace was really good (which is challenging on Teams!) and the content was pitched really well to make all of us consider the skills needed to be a mentor, and how we can adapt to support the needs of our colleagues.

Mentoring Course for Depute Head Teachers

# Qualitative Feedback: Impact on Learning

13

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- ▶ This has been a really good course. It has stretched my thinking and knowledge and boosted my reflective practice.
- ▶ I have learned that I enjoy learning and I want to continue my learning experience and push myself to be the best I can be.

Participants studying for an HNC Health and Social Care

- ▶ Thank you for everyone's time and for making me feel welcome. I've been in the job role for approximately 11 weeks, and I feel better able to identify where my position lies within the Council now, who I'm supported by, also with a focus on partnership working.
- ▶ I feel I have a more rounded sense of the activities of the council, how it works, its plans and objectives for the future, and a greater sense of the Council community.

Participants attending the Council Welcome Event

# Qualitative Feedback: Impact on Practice

- ▶ We have included residents in many of our meetings to obtain a resident perspective. We are focusing on making our environment much more dementia friendly in line with the Kings Fund tools and ensure that each resident is included in the writing of their care plan
- ▶ I have been more instrumental in helping the staff to understand why residents do things, what it means and how to approach.
- ▶ I am more conscious of trying to be clear and concise when relaying information

Participants on Dementia: Promoting  
Excellence Course

# Qualitative Feedback: Impact on Practice and Others

- ▶ Listen, ask one question at a time and pause for the person to consider. Value of asking open questions, get to know your new team members. Make sure you have the space / time to have the difficult conversations - consider doing this in person if you can and ask if the other person would be comfortable doing this. Think about how you have felt in difficult situations, don't judge - try to understand / acknowledge that this is not an easy situation.
- ▶ Coaching as a leadership style is encouraged Having real conversations with people we work with and lead could be a 'game changer' in achieving positive outcomes. We should always reflect on why we do things the way we do and what are the values of our job. Take positive approaches in leadership and be positive examples to staff we support. Building trust and using our strengths in our leadership approaches . Continuous learning on leadership will strengthen our value based skills.
- ▶ Reinforced the importance of connecting with people first, not having to have the answers but supporting other people to find the answers for themselves.

Participants on Conversation Spotlight



# Digital Learning

- ▶ myLearning Hub:

13,000 active accounts

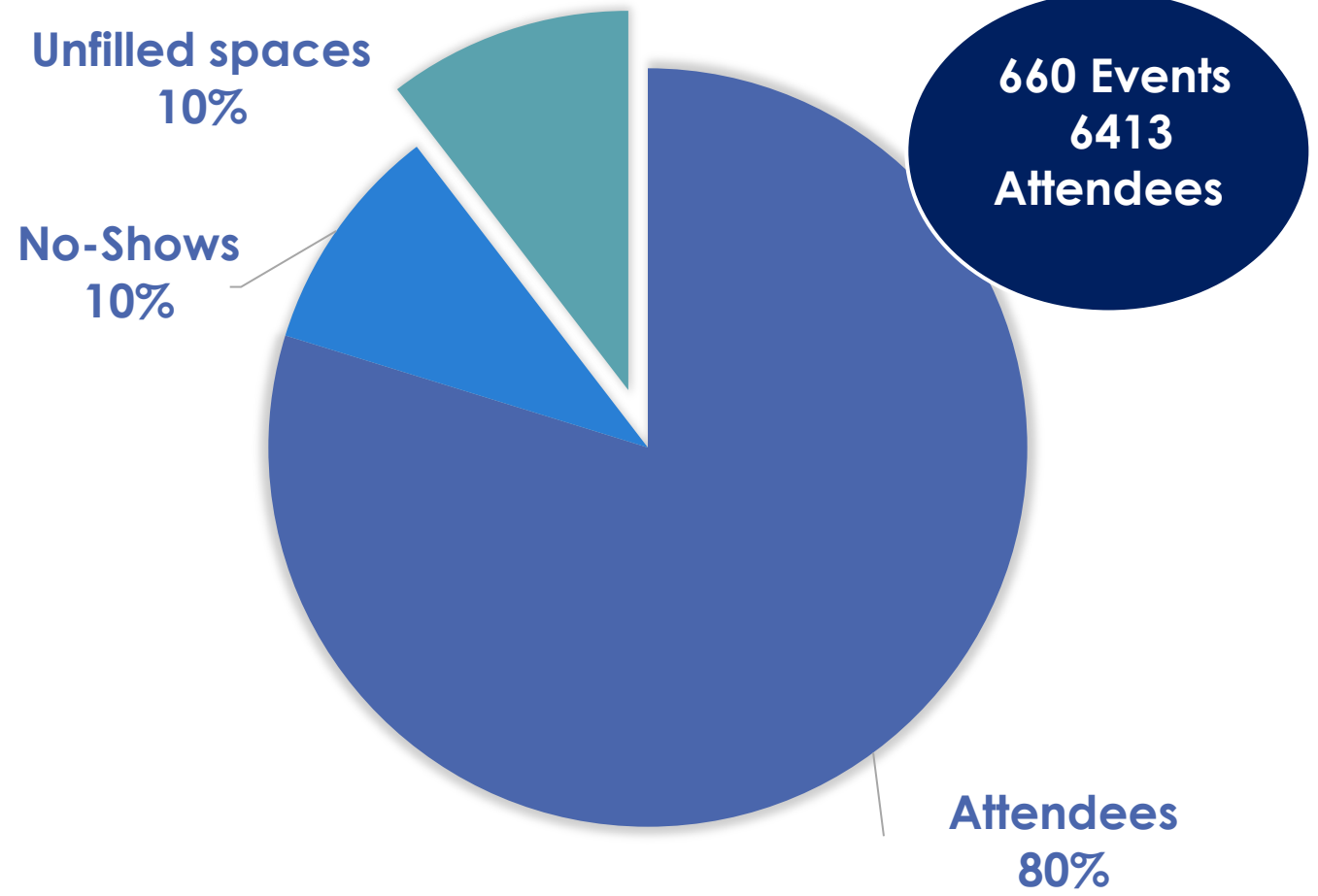
300, 000 views of digital resources

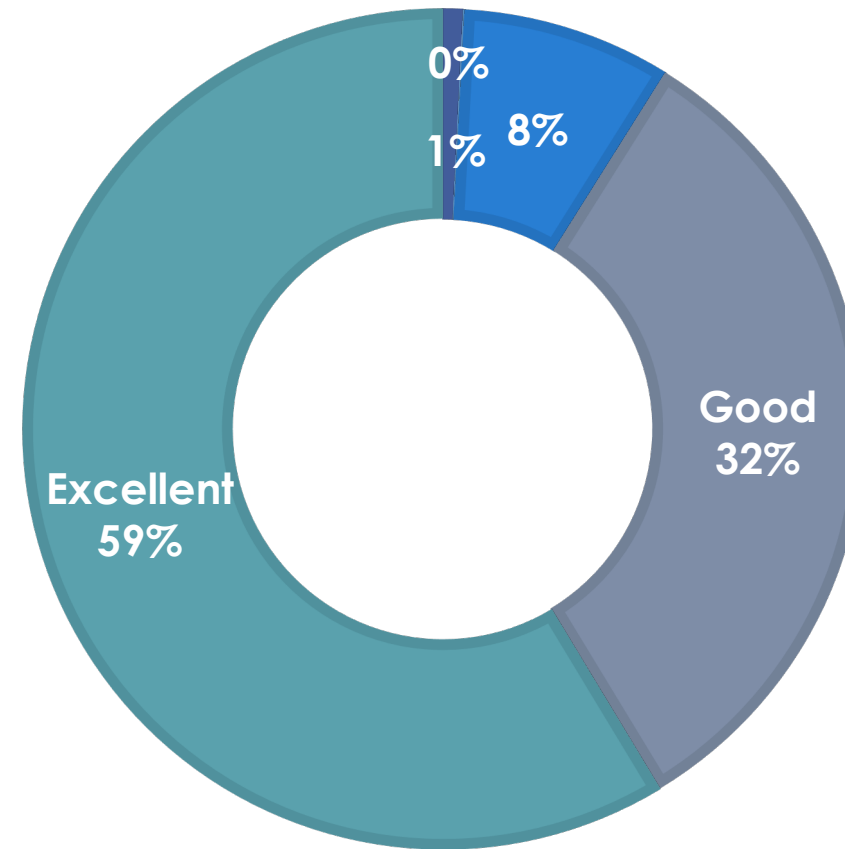
465 new learning resources added to the Hub including:

Tackling Domestic Abuse as a Workplace Issue and

Disciplinary Policy digital learning which support the Inquiry and Review Recommendations

# Utilisation of courses organised by Learning and Development in 2022

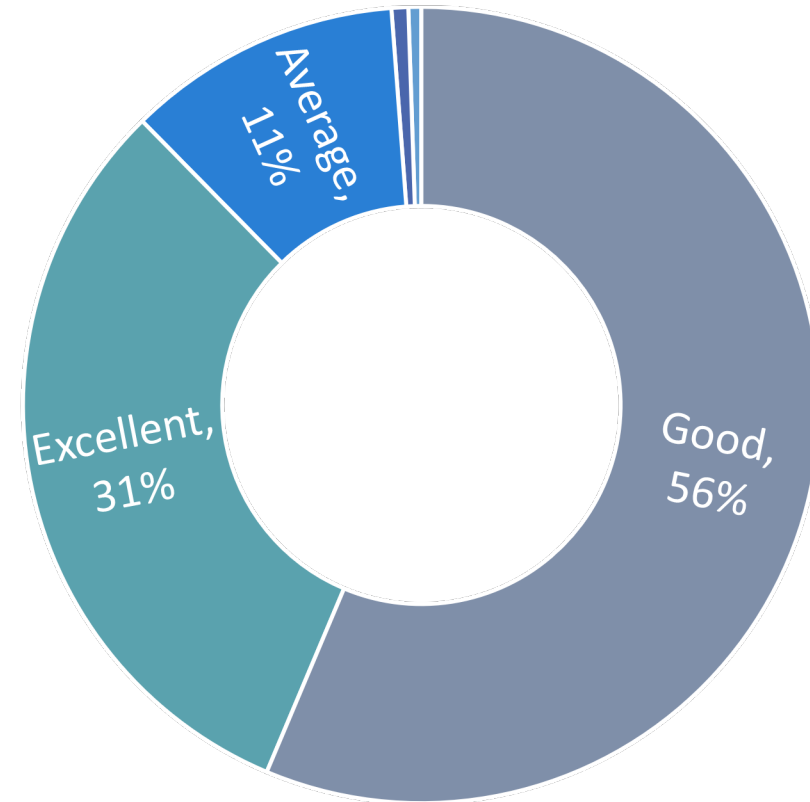




# Face-to-Face Learning Satisfaction Rates 2022



- Very poor
- Poor
- Average
- Good
- Excellent



# Digital Learning Satisfaction Rates

# myLearning Hub Utilisation

20

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<b>Category</b>	<b>Totals</b>
Views	320,107
Likes	2,448
Shares	809
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# Finance and Resources Committee

10.00am, Tuesday, 25 April 2023

## Award of Lettings, Management and Maintenance Contract for Edinburgh Living

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

- 1.1 It is recommended that Finance and Resources Committee:
  - 1.1.1 Approves the award of a contract to deliver letting, management and maintenance services for homes within the Edinburgh Living portfolio to Umega Letting Ltd for a period of four years with the option to extend for a further three-year period;
  - 1.1.2 Notes the estimated value of the contract will be approximately £1 million per annum, growing to approximately £2 million per annum by the end of year four due to the growing number of homes within the Edinburgh Living portfolio; and
  - 1.1.3 Notes that the contract will go live on 1 June 2023.

#### Paul Lawrence

Executive Director of Place

Contact: Elaine Scott, Head of Housing Strategy and Development

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# Finance and Resources Committee

## Award of Lettings, Management and Maintenance Contract for Edinburgh Living

### 2. Executive Summary

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- 2.1 This report seeks approval to award a contract for the delivery of letting, management and maintenance services for homes within the Edinburgh Living portfolio to Umega Lettings Ltd to commence on 1 June 2023 for a period of four years with the option to extend for a further three-years. The total estimated value is approximately £1 million per annum, growing to approximately £2 million per annum by the end of year four. The maximum value (including extensions) is anticipated to be £10 million.
- 2.2 The existing contract will end on 31 May 2023. A mobilisation and transfer period will begin immediately, subject to committee approval to appoint, to ensure continuation of services to existing tenants and prepare for delivery of the next phases of new homes.

### 3. Background

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- 3.1 In 2018 the City of Edinburgh Council (the Council) established two Limited Liability Partnerships (LLP) to own and operate homes for market and mid-market rent. The LLPs are known jointly as Edinburgh Living and are now in the fourth year of operation, with 502 mid-market rent homes let and another 120 being delivered in 2023.
- 3.2 The Council owns 99.99% of the Edinburgh Living MMR LLP and 99% of the market rent LLP. Scottish Futures Trust (SFT) owns the remaining shares.
- 3.3 Edinburgh Living has no directly employed staff and is managed on a day to day basis by Council officers and a Senior Management Team (SMT) made up of five senior Council officers and one staff member from SFT. Oversight is provided by a Corporate Body which comprises four elected members, the Executive Director of Place and a Director from SFT.
- 3.4 The Council is responsible for procuring services on behalf of Edinburgh Living. Services are paid for through the collection of rents. The Council does not have the necessary systems and staff resources in-house to manage and maintain homes for market and mid-market rent. On 31 May 2023, the existing contract for lettings,



management and maintenance will expire and therefore the Council requires a new contract to deliver these services.

- 3.5 The majority of the homes will continue to be developed through the Council's growing housebuilding programme to be purchased on completion by Edinburgh Living. The homes form part of mixed tenure communities across the city. Edinburgh Living will also be seeking opportunities to purchase homes from the private sector to accelerate delivering the Council's affordable housing ambitions. Ensuring that there is a contract in place to successfully let, manage and maintain these homes is crucial to the service provided.

## **4. Main report**

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- 4.1 Edinburgh Living's mid-market rent homes are let and managed in accordance with the Private Housing (Tenancies) (Scotland) Act 2016. As Edinburgh Living has no direct staff, a provider with the relevant knowledge and expertise is required to let homes, act as the first port of call for tenants, collect rent and manage and maintain the homes in line with Edinburgh Living's obligations as a landlord.
- 4.2 A Prior Information Notice (PIN) was published on Public Contract Scotland (PCS) on 6 June 2022 to determine interest from potential providers and inform the market of the tender opportunity. Given the current market conditions in terms of cost inflation and availability of skills it was important for the project team to liaise with the market. Potential providers were given the opportunity to complete a questionnaire and attend an engagement session which provided an opportunity for Council officers to reflect on the current market appetite, risks and opportunities and develop the most suitable procurement route and optimum pricing schedule.
- 4.3 On 26 September, Commercial and Procurement Services (CPS) published a Contract Notice inviting interested organisations to submit a Single Procurement Document (SPD). The purpose of the SPD is to assess the financial capacity, business probity, experience, capability and social, environmental and fair work practices employed by the tenderers.
- 4.4 On 2 November 2022, five SPDs were submitted to the Council for evaluation. These were evaluated by Council officers with all five tenderers being invited to tender on 12 December 2022.
- 4.5 The procurement route utilised is a Competitive Procedure with Negotiation (CPN). This means the Council extended an initial invitation to tender to five tenderers following the outcome of the selection stage, to be followed by an optional negotiation period (within which elements of the tender can be negotiated), then a final tender submitted prior to award.
- 4.6 To identify the tenderer offering the most economically advantageous tender, the tender evaluations included an emphasis on quality as well as cost. A cost/quality ratio of 40% cost, 60% quality was applied to encourage competitive rates as well as ensuring the quality of services being provided under this contract are of a high standard. To further protect the quality element a minimum quality threshold of 50

marks out of 100 was included, with the Council having discretion to disqualify tenders which did not achieve this threshold.

- 4.7 On 23 January 2023, five tenderers returned initial tenders which were subject to the quality and cost assessment. One of the tenders failed to achieve the pre-set quality threshold and therefore was not considered further. The remaining four tenderers participated in the negotiation stage where feedback was provided and bidders had an opportunity to address any area that required clarification.
- 4.8 On 10 March 2023, four tenderers returned a final tender submission. The qualitative award criteria was assessed by the evaluation panel. As all four tenderers passed the pre-set quality threshold, the tenders were subject to a cost evaluation.
- 4.9 The cost evaluation consisted of a number of scored elements. 70% of the cost was allocated to the provision of a fixed cost for delivering core services. The core services are identified as the initial letting, marketing and ongoing management of the tenancy. 25% of the cost was allocated to the provision of non-core services and the repairs and maintenance service which consisted of hourly rates and a mark-up on materials and plant. The remaining 5% was allocated to a service credit which the bidder will only receive providing more than 95% of the rent is collected in the month and there has been less than 10 upheld complaints from tenants and the Council.
- 4.10 A summary of the tender process is attached at Appendix 1 and the recommendation for award of the contract is based upon the completed evaluation scores for the tenderers as detailed below:

<b>Tenderer</b>	<b>Quality Score (60%)</b>	<b>Cost Score (40%)</b>	<b>Total Score (100%)</b>
Umega Lettings Ltd	48.00	27.33	75.33
Tenderer 2	37.20	37.71	74.91
Tenderer 3	45.30	22.18	67.48
Tenderer 4	41.40	24.06	65.46

- 4.11 Umega Lettings Ltd has 15 years experience in delivering private sector lettings and management services to tenants and landlord clients in Edinburgh.
- 4.12 The current contract will come to an end on 31 May 2023.

## **5. Next Steps**

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- 5.1 Subject to approval, the contract will commence on 1 June 2023 for a period of four years with the option to extend for a further three years. Officers will facilitate the mobilisation period with both the existing Service Provider and Umega Lettings Ltd immediately, subject to Committee approval, to ensure that there is continuation of service for tenants.
- 5.2 The contract will replace the Council's existing contract and therefore a seamless mobilisation for the Council, Edinburgh living, and existing tenants will be very

important. The existing provider is working closely with the Council to support this transition.

- 5.3 A Senior Housing Development Officer will act as Contract Manager.
- 5.4 The Contract and Grants Management team (CAGM) will engage with the Contract Manager to ensure that effective contract management is delivered throughout contract lifecycle. All efficiencies identified in the procurement process should be delivered by the service area through proactive contractor engagement and monitoring of management information, application of key performance indicators and monitoring of community benefits.
- 5.5 The services provided by the incoming supplier have not previously been provided in-house by Edinburgh Living or the Council. To do this the Council would be required to increase internal resources, procure ICT infrastructure appropriate for private sector lettings and become an accredited letting agent. To ensure that this was cost effective, there will need to be economies of scale to ensure that the service could be covered fully by Edinburgh Living and mitigate any financial impact to the Council. As the LLP continues to grow, options around the financial feasibility of an alternative service delivery route will be explored prior to award of any future contracts.

## **6. Financial Impact**

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- 6.1 The contract is estimated to cost £4 million over the initial four year period. Whilst the Council is awarding this contract, all costs are passed on, in full, to Edinburgh Living. Edinburgh Living meets these costs from rental income from its portfolio of properties. Draft unaudited accounts for 2022 show that Edinburgh Living generated circa £3 million of rental income in 2022 – this amount is expected to increase through growth in the portfolio, and annual rent rises.
- 6.2 Should Edinburgh Living be unable to meet the costs from rental income, which is considered unlikely based on its current portfolio, the LLP has reserves, currently earmarked for future maintenance requirements, which could be drawn on in the short-term.
- 6.3 Based on 6.1 and 6.2 above, there is no financial impact to the Council as a result of this contract.
- 6.4 The prices quoted by the successful provider in the Pricing Schedule will be fixed for one year. Prices will be reviewed annually in line with the Consumer Price Index (CPI) as set in the February of the previous year. Pricing shall not be uplifted automatically in line with CPI, the CPI figure will form the basis for discussions relating to price increases. Any price increase will require reasoning and evidence of increased costs on behalf of the contractor to be presented to the Council.
- 6.5 Financial assessments have been carried out for the recommended provider and it has been deemed that there is low financial risk to the Council.

- 6.6 The costs associated with procuring this contract are estimated to be from £20,001 to £35,000.

## **7. Stakeholder/Community Impact**

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- 7.1 This Contract will contribute to the achievement of the Council's environmental and sustainability objectives. A sustainability question was asked as part of the tender evaluation process with the successful tenderer scoring in the excellent category.
- 7.2 The Sustainable Procurement Strategy was considered and applied through the request of community benefits. The contractors have committed to delivering the following community benefits as a minimum:
- 7.2.1 Commitment to employing one new apprentice during each year of the contract;
  - 7.2.2 Support for education and outreach with campaigns, talks and mentoring;
  - 7.2.3 Annual Meet the Buyer Event to support local Small, Medium Enterprises; and
  - 7.2.4 A minimum £10,000 per annum will be donated to support local funding initiatives aimed at supporting social and economical inequalities including a project aimed at reducing homelessness, area tidy-up campaigns, food bank volunteering and donations.
- 7.3 Community Benefits proposals will be monitored on the Council's community benefits platform by the Council's contract manager and reported annually.
- 7.4 The contract provides opportunities to Small and medium-sized Enterprises (SME) with Umega Lettings Ltd identifying as an SME and utilising SMEs to deliver elements of repairs and maintenance services.
- 7.5 Umega Lettings Ltd is an accredited real Living Wage provider.
- 7.6 The contract recommended for award is compliant with procurement regulations and the Contract Standing Orders. The risk of legal challenge relating to contractual arrangements for the provisions of this service is thereby reduced.

## **8. Background reading/external references**

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- 8.1 Edinburgh Living Annual Update 2022 - Housing, Homelessness and Fair Work Committee, [9 March 2023](#).
- 8.2 Edinburgh Living LLPs: Acquisition of Homes 2022/23 - Finance and Resources, [8 September 2022](#).
- 8.3 City Deal – New Housing Delivery Partnership Implementation – Referral from the Housing and Economy Committee, City of Edinburgh Council, [1 February 2018](#).

## **9. Appendices**

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

## Appendix 1 - Summary of Tendering and Tender Evaluation Processes

<b>Contract</b>	<b>Letting, management and Maintenance Services</b>	
Contract period (including any extensions)	The contract period is for a period of four years with the option to extend for a further three years and will commence on 1 June 2023.	
Estimated Contract Value (including extensions)	£10 million	
Procurement Route Chosen	Competitive Procedure with Negotiation	
Tenders Returned	5	
Name of Recommended Supplier(s)	Umega Lettings Ltd	
Price / Quality Split	<b>Price 40%</b>	<b>Quality 60%</b>
Evaluation criteria and weightings	<b>Price</b>	<b>40%</b>
	Core Services Non Core Services Service Incentivisation Additional Services	75% 15% 5% 5%
Evaluation criteria and weightings	<b>Quality</b>	<b>60%</b>
	Contract Delivery Team Contract Mobilisation Delivery Approach and Methodology Quality Assurance and Customer Care Information/Data Management and Reporting Environmental and Sustainability Management Community Benefits Fair Work Practices	15% 15% 20% 10% 10% 10% 10% 10%
Evaluation Team	Development and Regeneration Manager, Place Operations Manager, Place Project Manager, Place	

Core Services: These services include the day to day management of lettings, management and communications with tenants. This will include collecting rents and ensuring that tenants have a successful start to their tenancies. The core service will also include reporting to the Senior Management Team quarterly and two contract meetings per

month with Council officers, which is an increased level of engagement in comparison to the existing contract. Planned maintenance, including statutory compliance, is also included within this service.

**None-core Services:** The provision of hourly rates and mark up on materials and plant for reactive repairs and maintenance

**Service Incentivisation:** Additional payment made to the provider where more than 95% of rent is collected within the calendar month and there are less than 10 upheld complaints from tenants or the Council

**Additional Services:** The provision of day rates for specialist services which may be commissioned over the lifetime of the Contract

The specifications have been refreshed to include increased oversight by Edinburgh Living's SMT. This will include twice yearly assurance reviews, increased contract management and staff engagement as set out above, including regular estate walkabouts, a refreshed quarterly reporting dashboard and named Supplier compliance and insight manager , amongst other things. Through the split in services, Council officers will have better oversight of repairs, trends and the level of customer service being provided. Customer feedback through surveys will once again be carried out annually.

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# Finance and Resources Committee

10.00am, Tuesday, 25 April 2023

## Transportation of Food Containers

<b>Routine</b>	<b>Executive</b>
<b>Wards</b>	<b>All</b>
<b>Council Commitments</b>	

### 1. Recommendations

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- 1.1 It is recommended that Finance and Resources Committee:
- 1.1.1 Approve the award of the Framework Agreement for the Transportation of Food Containers to Sheridan Myers Management LLP;
  - 1.1.2 Approves the commencement of the Framework Agreement on 1 July 2023 for a period of three years with the option to extend for a further 12-month period, undertaken at the sole discretion of the Council, at an estimated total value of £1,786,884.54 (£446,721.15 per annum); and
  - 1.1.3 Additionally approves the extension of a waiver of contract standing orders to 1 July 2023 to allow for the new Framework Agreement to align with the academic year.

**Paul Lawrence**

Executive Director of Place

Contact: Christopher Ross, Catering Operations Manager

E-mail: [christopher.ross2@edinburgh.gov.uk](mailto:christopher.ross2@edinburgh.gov.uk)

## Transportation of Food Containers

### 2. Executive Summary

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- 2.1 This report requests the approval of Finance and Resources Committee to award a Framework Agreement for the Transportation of Food Containers to Sheridan Myers Management LLP. This is a recurring requirement and is necessary to replace the existing Framework Agreement.
- 2.2 This report additionally seeks approval for the extension of current agreement by a waiver of Contract Standing Orders (CSOs) to 1 July 2023 as the total value of the waiver including the extension is £360,000 and thus above the Delegated Authority limit. This will allow the new Framework Agreement to align with the academic year and the requirements of the schools.

### 3. Background

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- 3.1 The Council has a statutory duty to provide a hot meal to children entitled to a free school meal. The Council intends to establish a Framework Agreement for the Transportation of Food Containers within the Edinburgh catchment area, to replace the current Framework Agreement which expires this year. The successful supplier will be required to collect containers from a finishing kitchen and deliver them to schools, nurseries, and lunch clubs within the city.
- 3.2 The current Framework Agreement for the Transportation of Food Containers expires in April 2023 and a new contract is required to fulfil statutory free meal provisions.
- 3.3 A waiver to bridge the gap between the expiry of the current Framework Agreement and the start of the new Framework Agreement was put in place in 2022. An extension of £120,000 (to the existing waiver of £240,000) to 1 July 2023 is required to allow for the new Framework Agreement to align with the academic year and the requirements of the schools, taking the total value up to £360,000 until 30 June 2023.
- 3.4 This new Framework Agreement will take into consideration changes in usage levels in line with growth of Universal Free School Meals and will consider environmental factors such as the introduction of the Low Emission Zone (LEZ) and the Edinburgh 2030 Climate Strategy.

## 4. Main report

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- 4.1 In order to replace the existing Framework Agreement which expires in April 2023, Commercial and Procurement Services (CPS) in conjunction with the service area, conducted an Open Procedure Tender using the Public Contracts Scotland – Tender portal (PCS-T).
- 4.2 On 3 May 2022 a Prior Information Notice (PIN) was published on Public Contract Scotland (PCS) and 13 suppliers noted interest.
- 4.3 The Contract Notice and accompanying documents were published and made available for download on 12 January 2023 from PCS-Tender.
- 4.4 This tender was split into four geographical Lots to encourage Small and Medium Enterprises (SMEs) and independent transport providers to submit a tender. Lot 1 referred to the North East Locality, Lot 2 the South East Locality, Lot 3 the South West Locality and Lot 4 the North West Locality.
- 4.5 Tenderers were able to submit a bid for individual lots or multiple Lots. Tenderers were given the opportunity to provide a percentage discount if they were successful on multiple Lots.
- 4.6 The tender used the Single Procurement Document (SPD) to assess minimum standards on aspects such as financial probity and required insurances.
- 4.7 A cost quality ratio of 60:40 was applied to encourage competitive prices to be submitted, while emphasising the importance of a high-quality transport service adhering to Council standards. It was stipulated that the Council reserved the right to disqualify any tenderer that scored either a one or zero in any scored quality questions or if the pre-set quality threshold total of 60% was not met.
- 4.8 Three Tenders were submitted for this framework agreement. One Tender failed to achieve the pre-set threshold for the Quality score of 60%, and consequently was not taken forward to the Pricing evaluation.
- 4.9 A summary of the tender evaluation process is provided in Appendix 1.

## 5. Next Steps

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- 5.1 Subject to approval by Finance and Resources Committee, the framework agreement will be awarded for the provision of the Transportation of Food Containers and the waiver to cover the interim period will be extended.
- 5.2 The new framework will commence on 1 July 2023 for a period of three years with the option to extend for a further 12 months, undertaken at the sole discretion of the Council.
- 5.3 A start date of 1 July 2023 has been selected to align with the academic year. This will ensure coverage for the school summer holidays but also allows sufficient time for a detailed implementation period for term time provision, which will ensure all the

key elements in the tender (such as advising schools of driver details) and any revisions required to routes can be addressed prior to the start date.

- 5.4 The Contract will be managed by Facilities Management Catering Services. The designated Contract Manager will be the Commercial Manager.

## **6. Financial impact**

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- 6.1 Usage levels are expected to increase from previous years due to growth in the provision of Universal Free School Meals. Usage is reviewed annually and adjusted accordingly as additional funding is received from the Scottish Government to cover demand.
- 6.2 As part of the pricing schedule, tenderers were asked to state the percentage discount they intend to offer if they were successful in their tender for more than one locality or Lot.
- 6.3 The tendered price by the successful bidder, Sheridan Myers Management LLP, was £510,538.44 per annum, or £2,042,153.76 for the full framework period. However, they did offer a 12.5% discount should they be successful on all four Lots. As they have been successful across all Lots, this discount can be applied to their pricing, which results in an estimated annual cost of £446,721.15, or £1,786,884.54 for the full duration. This indicates a saving in the region of £63,817.31 per annum against their non-discounted pricing will be achieved, or £255,269.22 across the total four year duration of the Framework Agreement.
- 6.4 Financial probity checks were undertaken by the Council's finance area and the recommended tenderer was deemed to be in a strong financial position with a healthy credit score.
- 6.5 To mitigate price risk as far as possible, prices will be fixed for the first year and the subsequent years will be linked to the Consumer Price Index (CPI) but will be capped at 5% to avoid unattainable price increases caused by market conditions.

## **7. Stakeholder/Community Impact**

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- 7.1 The provision of this service is imperative to provide free school meals to those entitled to it as this is a statutory requirement.
- 7.2 Due to the nature of this contract operating in a range of schools and nurseries, all drivers involved in providing this Contract are required to have undergone a Protection of Vulnerable Groups (PVG) check through Disclosure Scotland.
- 7.3 The successful tenderer is required to provide community benefits in line with the council guidance and points-based system. Tenderers submitted a response relating to their action plan of community benefits, and this will be monitored on an ongoing basis as part of contract management procedures by FMCS.

- 7.4 Sustainability and the environment were key considerations for this tender as the contract involves vehicle transportation within the city boundaries. The successful tenderer is required to meet minimum emissions standards as specified by the LEZ and be committed to increasing sustainability wherever possible, for example converting to alternative fuelled vehicles by 2030.
- 7.5 The service area engaged with schools and nurseries impacted by this service and the feedback received helped inform the tender documentation including the specification and pricing schedule.

## **8. Background reading/external references**

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- 8.1 2030 Climate Strategy and Implementation Plan - Policy and Sustainability Committee, [30 November 2021](#).
- 8.2 [Council Emissions Reduction Plan – final version](#) - Policy and Sustainability Committee, [30 November 2021](#).
- 8.3 [Business Plan Priorities 1](#)

## **9. Appendices**

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- 9.1 Appendix 1 – Summary of Tender Evaluation Process

## Appendix 1 – Summary of Tender Evaluation Process

CT1054 – Transportation of Food Containers			
Contract Period	3 years starting from 1 <sup>st</sup> July 2023 with a further 1-year extension option.		
Contract Value (including extensions)	£1,786,884.54 (£446,721.15 per annum)		
Procurement Route Chosen	Open Procedure		
Tenders Returned	3		
Name of Recommended Suppliers	Sheridan Myers		
Cost / Quality Split	60:40 Cost:Quality Ratio		
Questions	Q1	Fleet and Route Management	20%
	Q2	Incidents and Reporting	15%
	Q3	Account Management	10%
	Q4	Performance Management	10%
	Q5	Training	5%
	Q6	Business Continuity	10%
	Q7	The Environment	10%
	Q8	Community Benefits	10%
	Q9	Fair Work Practices	10%
Evaluation Team	Kerry Elgey Christopher Ross Julie Donaldson		

# Finance & Resources Committee

10am, Tuesday, 25 April 2023

## Contract Award for the provision of Specialist Day and Residential Support for Children and Young People with a Disability

Executive	Children, Education and Justice Services
Wards	All
Council Commitments	<a href="#">34</a>

### 1. Recommendations

1.1 It is recommended that Finance & Resources Committee:

- 1.1.1 Approves the award of contract for the provision of Specialist Day and Residential Support for Children and Young People with a Disability to Barnardo's from 1<sup>st</sup> May 2023 for a period of five years with the option to extend for a further five years, at 12-month intervals with a total estimated cost of £5.73 million over the life of the contract.

**Amanda Hatton**

Executive Director of Children, Education and Justice Services

Contact: Laura Zanotti, Commissioning Manager for Children, Education and Justice Services

E-mail: [Laura.Zanotti@edinburgh.gov.uk](mailto:Laura.Zanotti@edinburgh.gov.uk)



## **Contract Award for the provision of Specialist Day and Residential Support for Children and Young People with a Disability**

### **2. Executive Summary**

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- 2.1 This report seeks approval to award the contract for the provision of Specialist Day and Residential Support for Children and Young People with a Disability to Barnardo's to commence on 1<sup>st</sup> May 2023 for an initial period of five years with the option to extend for a further five years, at 12-month intervals.

### **3. Background**

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- 3.1 The City of Edinburgh Council (the Council) works with families to support them to continue to care for their child(ren) with a disability. Residential (building based) short breaks and daytime short breaks are an integral part of that support.
- 3.2 The purpose of this service is to ensure that the children and young people can remain in the care of their family and that residential short breaks are provided in a way that enhances the quality of their life. This also prevents full time accommodation and escalation to more intensive provisions, especially in Out of Authority residential settings.
- 3.3 The residential/day short breaks service is commissioned to provide a minimum of 10 children and young people at any one-time day short breaks (in the home, community or building based) and up to 550 bed nights per annum for residential.
- 3.4 This service has proven to be invaluable to families that have disabled children with complex needs and behaviour that challenges. Whilst the Council does have other short breaks provision, due to the level of demand for overnight support, we need the additional capacity that this service provides.

### **4. Main report**

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- 4.1 The Council published a Prior Information Notice (PIN) with call for competition on Public Contracts Scotland (PCS) on 10<sup>th</sup> December 2021 to determine interest from potential contractors and inform the supply market.



- 4.2 Service requirements included the need for a specially adapted building within the Edinburgh area, it was anticipated that this would be a challenge for the market. To mitigate the risk of not gaining sufficient interest in the market, the Council advertised for a longer contract term.
- 4.3 There were seven notes of interest received. However, only one was viable due to the requirements of having access to their own adapted property. This note of interest was received from the incumbent. The proposal was evaluated against the service specification and criteria and deemed fully compliant with no noted weaknesses.
- 4.4 Although only one viable proposal was received the proposal meets the overall requirements as set out in the service specification, to have an adapted building and provide a service that can meet the specific needs of the children and young people, and their families.
- 4.5 The property offered is located in the west area of the city (EH12) and is specially adapted to meet the complex support needs of the specific service users whilst encouraging learning and developing their social skills.
- 4.6 This contract is not an outsourcing of a current in-house service, and is being awarded to the incumbent provider, therefore transition arrangements will be seamless.
- 4.7 Appendix 1 summarises the tendering and tender evaluation processes.

## **5. Next Steps**

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- 5.1 Subject to approval, the contract will be awarded, implemented, and mobilised.
- 5.2 Barnardo's are the incumbent and so a seamless contract implementation is anticipated. The contract will be managed in line with Children, Education and Justices Services contract management procedure.

## **6. Financial impact**

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- 6.1 The total value is estimated to be approximately £5.73 million over the maximum term of the contract which officers negotiated as a sum within budget.
- 6.2 The current contract evidences the most cost-effective option for the Council and offers the best outcomes for families. One complex needs out of authority placement can cost up to £500,000 per annum per child. Based on the number of children currently accessing this service we would require an estimated budget of £8 million per annum.
- 6.3 The costs associated with procuring this contract are estimated at up to £10,000.

## **7. Stakeholder/Community Impact**

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- 7.1 The supplier has confirmed their commitment to offer community benefits as part of this contract. These will be confirmed with the Provider and will be around the area of:
- Promotion of job opportunities in the first instance through Council local agencies, including Edinburgh Guarantee, Jet and Joined up for Jobs.
  - Work experience placements.
- 7.2 There is also regular feedback from parents and carers about the need for this provision and the benefits that having this support offers.
- 7.3 Barnardo's has a Sustainability Strategy (2021 – 2026) in place and have identified areas in which changes to behaviour and practice could limit or reduce their environmental impact. These include, reducing emissions, monitoring, and reducing energy consumption, reduce waste and increase recycling rates, sustainable procurement, education, and communication.

## **8. Background reading/external references**

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N/A

## **9. Appendices**

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- 9.1 Appendix 1 Summary of Tendering and Tender Evaluation Processes

## Appendix 1 – Summary of Tendering and Tender Evaluation Processes

<b>Contract</b>	Short Breaks for Disabled Children and Young People with Complex Care Needs	
<b>Contract Period</b>	Five years, with the option to extend for an additional five years, at 12-month intervals.	
<b>Estimated Aggregate Contract Value (including extensions)</b>	Estimated at £5.73 million over the maximum term of the contract.	
<b>Procurement Route Chosen</b>	Social and other specific services – PIN – Call for Competition: procedure with negotiations	
<b>Tenders Returned</b>	1	
<b>Recommended supplier</b>	Barnardo's	
<b>Price / Quality Split</b>	40/60	
<b>Cost/Quality Rationale</b>	Criteria – evaluated in accordance with the criteria below.	
<b>Quality Criteria</b>	Q1	Management and Staffing
	Q2	Working with Young People with Challenging Behaviours
	Q3	Working with Families
	Q4	Working in Partnership
	Q5	Business Continuity
	Q6	The Environment
	Q7	Community Benefits
	Q8	Fair Work Practices
	Q9	Fair Work Management Information
<b>Evaluation Team</b>	Children, Education and Justice Services	
<b>Procurement Costs</b>	Up to £10,000	

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# Finance & Resources Committee

10:00am, Tuesday, 25 April 2023

## Assessment of Pupil Progress in Literacy and Maths Attainment - Extension via Waiver of Contract Standing Orders

Executive  
Wards All  
Council Commitments [34](#)

### 1. Recommendations

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- 1.1 It is recommended that the Finance and Resources Committee:
- 1.1. Approves a contract extension to GL Education for provision of services relating to assessments to track pupil progress and attainment in schools via a waiver of Contract Standing Orders (CSOs) to the value of £180,000.

**Amanda Hatton**

Executive Director of Children, Education and Justice Services

Contact: Jackie Reid, Senior Education Manager, Children, Education and Justice Services

E-mail: [jackie.reid2@edinburgh.gov.uk](mailto:jackie.reid2@edinburgh.gov.uk)

## Assessment of Pupil Progress in Literacy and Maths Attainment - Extension via Waiver of CSOs

### 2. Executive Summary

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- 2.1 Approves a contract extension to GL Education for provision of services relating to assessments to track pupil progress and attainment in schools via a waiver of Contract Standing Orders (CSOs) to the value of £180,000 for up to eighteen months, to allow short-term continuity of services in the best interest of children and young people.

### 3. Background

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- 3.1 In line with the Standards in Scotland's Schools etc. Act 2000 and in discharging duties around GIRFEC and the principles of a Curriculum for Excellence, schools are required to monitor and track pupils' progress and attainment. Assessments and the data collected from this, plays a part in ensuring we are meeting the needs of our pupils and have high aspirations for their learning. Regular assessment is essential to ensuring teachers' judgements about pupils' progress in learning are rigorous to ensure future learning is pitched at the right level.
- 3.2 All schools assess learners' progress using National Standardised Assessments in P1, 4, 7 & S3. The assessments cover aspects of reading, writing and numeracy with learners being assessed once a year. This provides diagnostic reports detailing areas where learners have shown strengths and where they require support. Formative assessment, in the course of learning and teaching, is essential in planning next steps in learning. This includes verbal and written feedback provided by the teacher. Many schools, as part of their calendar for tracking and monitoring of learners' progress, assess learning using a range of supplementary assessment tools. GL provides a range of such assessments e.g. Baseline assessments to inform curriculum planning, teaching and learning, New Group Spelling Test (NGST) , York Assessment of Reading for Comprehension (YARC).

- 3.3 Services for assessing and tracking pupil attainment and progress is currently provided by GL Education, with the contract previously extended via a waiver of CSOs under Delegated Authority.
- 3.4 Children, Education and Justice Services is currently working with Commercial and Procurement Services (CPS) to develop a Learning & Teaching procurement framework, which will provide a sustainable long term compliant solution, however this is not in place as yet and thus continuity of services will be required.

## 4. Main report

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- 4.1 Education Senior Leadership Team, in partnership with the Planning and Commissioning Team and CPS, are currently redesigning services to more closely align with place-based approaches to improve outcomes for children and their families and to provide opportunities to deliver best value.
- 4.2 Until the establishment of a commissioning team last year, and in line with the direction set by the Scottish Government, the approach had been to allow delegated decision making around third party spends to Head Teachers as they are best placed to make decisions around the needs of their learning community.
- 4.3 Over the last twelve months work has been prioritised around ensuring we have frameworks to support the spend around funding for equity streams which encompass a place-based approach.
- 4.4 The services provided by GL Education assessments support schools to ensure every child reaches their potential by providing our Teachers and senior leaders in school with data sets that help us understand the range of needs and respond to them effectively. This helps to measure the impact of interventions and initiatives key to tackling the poverty related attainment gap.
- 4.5 As work continues to progress with the transition to the new framework agreements, Committee approval is being sought to extend the current contract with GL Education for eighteen months via a waiver of CSOs. This short term extension (maximum value of £180,000) is necessary for continuity ensuring school leadership teams can continue accessing the assessments and data analysis tools in support of:
- raising attainment across literacy and numeracy by highlighting strengths and identifying gaps in learning
  - monitoring and tracking of individual, specific cohorts locally and across the authority
  - measuring impact of interventions and initiatives that tackle the poverty related attainment gap.

- 4.6 GL Education services can be bought in where schools wish additional resource or data to support formative assessment out with current SNSA assessments.
- 4.7 Many schools in the Authority have established the use of GL Education assessments and the year-on-year data that this provides to track learners' progress.
- 4.8 The previous spend for GL Education had been approved within Delegated Authority limits, however this further extension will take the value above the threshold, hence the need for Committee approval.

## **5. Next Steps**

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- 5.1 Subject to approval, the contract will be extended, and the spend monitored accordingly.
- 5.2 Extension to the arrangements with the current provider will ensure continuity of the services.
- 5.3 Each School will be responsible for their own payments with additional support being provided through a joint contract management approach which will inform the new framework agreement.
- 5.4 We anticipate the stakeholder and market engagement for the Learning & Teaching Framework to continue for approximately six months. Competitive procedures could take a further six months to complete. We anticipate the Learning and Teaching Framework to be available to schools for their quality improvement planning exercises from May 2024.

## **6. Financial impact**

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- 6.1 The estimated spend for the next eighteen months is £180,000, based on the spend for 22/23 financial year. All proposed arrangements are within existing budgetary provision levels.

## **7. Stakeholder/Community Impact**

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- 7.1 A short life working group is established to consider and co-produce an innovative and compliant framework of commissioned services for Schools and Lifelong Learning.
- 7.2 Market engagement and coproduction with providers, voluntary sector, partner agencies and service users are being progressed according to the set timescales for each requirement



## **8. Background/External Reading**

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N/A

## **9. Appendices**

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N/A

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# Finance and Resources Committee

10.00am, Tuesday, 25 April 2023

## Contract Awards and Procurement Programme (Period 1 July to 31 December 2022)

Item number	
Executive/Routine	Routine
Wards	All
Council Commitments	

### 1. Recommendations

- 1.1 It is recommended that the Committee notes the contents of this report and the contract awards made by officers under delegated authority, in accordance with the Council's Contract Standing Orders (CSOs). A further report will be submitted to the Committee in approximately six months' time.

**Dr. Deborah Smart**

Executive Director of Corporate Services

Contact: Lynette Robertson, Interim Head of Commercial and Procurement Services,  
Finance & Procurement Division, Corporate Services Directorate

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## Contract Awards and Procurement Programme (Period 1 July to 31 December 2022)

### 2. Executive Summary

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- 2.1 This report updates the Finance and Resources Committee on the scope of contracts awarded across the Council in the period 1 July to 31 December 2022. This provides visibility of contracts awarded by officers under delegated authority, including direct contract awards not openly tendered due to specific circumstances permitted in the relevant procurement regulations and those awarded following a waiver of the Council's CSOs. This report also seeks to provide the Committee with visibility of the forthcoming procurement programme in relation to expected higher value contracts across the Council.
- 2.2 The report also addresses a request from Elected Members to provide details of the total value of contracts for individual suppliers who have multiple contracts in future reports noted at Finance and Committee on 8<sup>th</sup> September 2022.

### 3. Background

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- 3.1 The Commercial and Procurement Services (CPS) team, within the Finance & Procurement Division, is responsible for fostering commercial and procurement efficiency, enabling Best Value to be secured across the Council. In support of this approach CPS:
- supports Directorates to procure goods, works and services (with the focus primarily on contracts in the value of £25,000 and above); and,
  - provides governance, process and operational oversight for contracting and purchasing (including the Council's CSOs).
- 3.2 The commercial and procurement programme comprises significant volumes of both activities and stakeholders across the breadth of the Council. The scope of this function includes working with services in relation to:
- £826m of third party spend across the Council during 2021/22;
  - Management of the Council's Contract Register – 1,368 live contracts (at 13 January 2023); and
  - Approximately 7,700 suppliers, 1,190 requisitioners and 740 approvers on the Council's Oracle purchasing system (at 13 January 2023).

- 3.3 Directorates are responsible for ensuring that contract information is regularly updated on the Council's Contract Register. CPS regularly provides a list of expiring contracts and waivers to Directorates for their review, to enable Executive Directors and Service Directors to fulfil their responsibilities for all contracts tendered and subsequently awarded by their Directorates/Divisions. Commercial Partners within CPS work alongside divisional management and procurement delivery teams, as business partners, to support the contract planning process and compliance with procurement regulations.
- 3.4 The Council's CSOs outline contract approval thresholds for goods, works and services, identifying both the level of award which can be undertaken and those with the authority to award. The current version of the CSOs was approved by Council on 4<sup>th</sup> February 2021.
- 3.5 In specific circumstances, direct awards can be undertaken, where it is not practically viable or in the Council's best interests to 'tender' the requirement.
- 3.6 A waiver of CSOs to allow a contract to be awarded or extended without competitive tendering may also be required in certain circumstances. Inevitably, there will always be a need for a select number of waivers, however each is evaluated on its own merits and approval given only if fully justifiable and in the best interests of the Council. Such circumstances continue to be tightly controlled and scrutinised and will continue to be reported to Committee through this report.
- 3.7 This report also provides a summary of forthcoming procurement activity for expected higher value contracts across the Council.

## **4. Main report**

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- 4.1 This report updates the Finance and Resources Committee on the scope of contracts awarded by officers under delegated authority across the Council in the period 1 July to 31 December 2022 and provides visibility of the forthcoming procurement programme in relation to expected higher value contracts across the Council. Information with regards to contract awards is as recorded on the Council's Contract Register as of 13 January 2023.
- 4.2 The CSOs state that contracts above a threshold of £1m for supply of goods and services and £2m for works require approval from the Committee prior to award. A summary of contracts awarded by officers under delegated authority is presented in Table 1 overleaf.

**Table 1 Contracts Awarded under Delegated Authority**

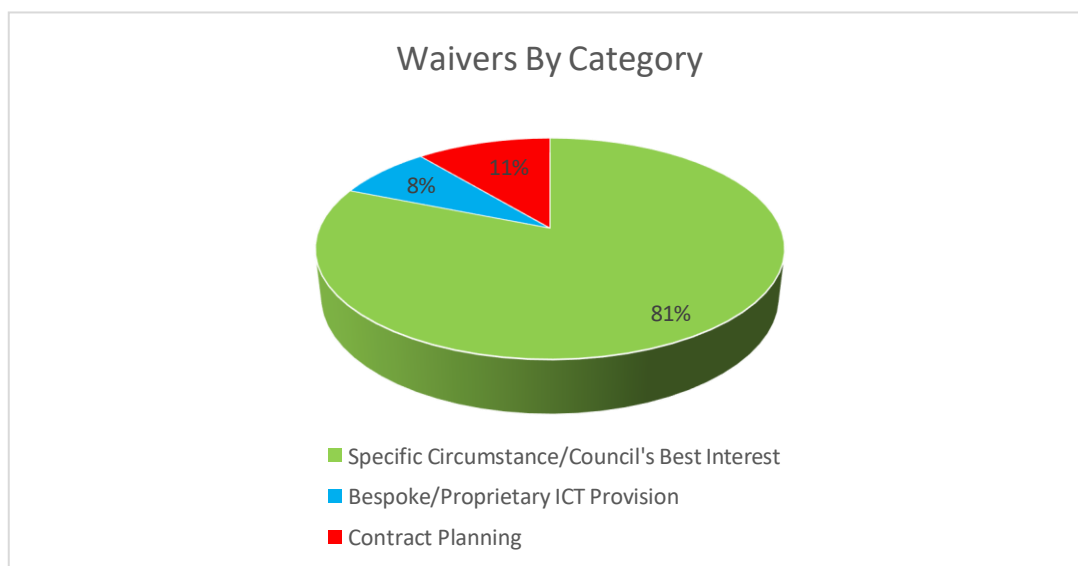
Directorate	Total Contract Value 1 July – 31 December 2022
Education and Children’s Services	£4,181,565
Health and Social Care	£544,192
Place	£162,303,756 **
Corporate Services	£1,405,985
De Minimis Value Contracts (Under £25,000)	£785,384
** Excludes Income Contracts	<b>£169,220,882</b>

- 4.3 A full breakdown of contracts awarded by officers under delegated authority is provided in Appendix 1. This includes a summary table relating to total value of contracts for individual suppliers awarded multiple contracts in the reporting period, as requested at Finance and Resources Committee 8 September 2022.
- 4.4 It is noted that given their de minimis value, contracts under the value of £25,000 have not been individually listed. For information, there were a total of 75 contracts awarded in the report period with a value of less than £25,000.
- 4.5 National Framework awards under Standing Order 12 of the CSOs are also included in Appendix 1. The title or description identifies where such a Framework has been utilised.
- 4.6 The report also offers insight in respect of those contracts awarded under waiver of the Council’s CSOs, both under delegated authority and through Committee approval, these are summarised by Directorate in Table 2 below.

**Table 2 Contracts Awarded under the Waiver of Standing Orders**

Directorate	Total Value of Waivers 1 July – 31 December 2022	
	Delegated Authority	Committee Approval
Education and Children’s Services	£1,707,981	-
Health and Social Care	£1,279,730	£3,290,000
Place	£1,874,822	£4,171,810
Corporate Services	£457,936	£34,250
<b>Total</b>	<b>£5,320,469</b>	<b>£7,496,060</b>

- 4.8 Appendices 2 and 3 provide the detail and financial value of contracts awarded under waiver of Council CSOs.
- 4.9 To enable greater understanding of the background to waivers across the Council, CPS records relevant management information. The chart below details reasoning (based on the background and justification provided by the service area) for the waivers in period, noting that a limited percentage (11%) primarily relate to contract planning. The majority (81%) of waivers recorded relate to specific circumstances where services required at a certain point in time dictate that a direct award is in the Council's best interests. It is noted that the remaining 8% relate to bespoke/proprietary ICT. Given the breadth of services delivered across the Council, the reasons for these are numerous and varied, with further detail relating to the requirement for each waiver listed within Appendix 2, inclusive of a summary table detailing any suppliers awarded more than one contract via waiver of CSOs under Delegated Authority in the reporting period.



- 4.10 With regard to the value of waivers, the majority continue to be of a relatively low to moderate value, with 21% of waivers £10,000 or less, 49% of waivers £25,000 or less and 73% below the £50,000 regulated threshold.
- 4.11 CPS continues to monitor and challenge waivers to ensure continuing compliance with the CSOs. The Waiver and Contract Registers provide the required visibility of spend enabling CPS to highlight to Directorates where plans for procurement require to be put in place without delay, to help achieve compliance and Best Value.
- 4.12 To enable greater insight into the forthcoming procurement programme in relation to higher value contracts across the Council, the top fifteen as well as an indication of the quantity of lower value procurements currently in development, is detailed within Appendix 4. It should be noted this is based on current knowledge and is subject to change as each individual procurement strand progresses.

## 5. Next Steps

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- 5.1 A further report will be submitted to the Committee in approximately six months' time.

## 6. Financial impact

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- 6.1 Through a robust procurement approach, proactive management of contract cycles, aggregating spend and carrying out competitive procurement where appropriate, this should continue to support commercial efficiency and achieve Best Value for Council contracts.

## 7. Stakeholder/Community Impact

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- 7.1 Directorates have been consulted in relation to their expiring contracts, waivers and suppliers in preparation for the collation of this report. On an ongoing basis, the CSOs outline the appropriate measures of consultation and approval that must be sought from officers or Committee for each waiver, dependent on expected value.
- 7.2 Due to the significant volumes of activity and numbers of stakeholders involved in purchasing and procuring goods, services and works, CPS relies on service areas to provide accurate information through their Contract Register entries and timely requests for procurement support. To mitigate against any risks in this area, data is reviewed for accuracy and reliability in consultation with services.
- 7.3 A waiver denotes a departure from the CSOs. There may be an increased risk if the Council has departed from the procurement regulations. However, each waiver is scrutinised on its own merits in this context and requires appropriate checks and balances both within the Directorate concerned and corporately and is only approved if justifiable given the circumstances or permitted in accordance with the relevant legislative framework.
- 7.4 Co-production resource and timescales require to be fully considered in planning overall timescales for services to re-procure contracts to ensure early planning and avoidance of waiver requirements.
- 7.5 There are no equalities or sustainability impacts directly arising as a result of this report.

## 8. Background Reading/External References

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- 8.1 [Contract Awards and Procurement Programme \(Period 1 January - 30 June 2022\)](#)



## 9. Appendices

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- 9.1 Appendix 1 - Contracts awarded under Delegated Authority
- 9.2 Appendix 2 - Contracts awarded under the Waiver of CSOs by Delegated Authority
- 9.2 Appendix 3 - Contracts awarded under the Waiver of CSOs by Committee approval
- 9.4 Appendix 4 - Procurement Programme – Anticipated High Value Procurements Across the Council

## Appendix 1 – Contracts awarded under Delegated Authority

The following relate to the period 1 July – 31 December 2022.

### Supply of Goods and Service Contracts

Date	Directorate	Education and Children's Services	
	Supplier	Contract Description	Value
11/07/2022	Softcat PLC	Booking system for adult education programme and sports unit.	£206,683
28/07/2022	Fife College	Assessor services of SVQ3 Social Services (Children and Young People) to early years practitioner trainees.	£37,375
04/08/2022	North Edinburgh Arts Ltd	Ukrainian refugee relief service.	£49,000
09/08/2022	Multi-Supplier Framework	Adoption of Scotland Excel (SXL) Framework for digital publications and services.	£294,000
09/08/2022	Multi-Supplier Framework	Adoption of SXL Framework for library books, educational textbooks and multimedia supplies.	£3,080,000
16/08/2022	Richmond's Hope Bereavement Project	Therapeutic services for bereaved children and young people via SXL Framework.	£240,000
20/09/2022	Multi-Supplier Framework	Repair and maintenance of catering equipment via SXL Framework.	£50,000
06/10/2022	Edinburgh Women's Aid Limited	Peer support with associated goods and services.	£45,445
10/10/2022	Cyrenians	Delivery of gardening and food pantry services for Justice Services.	£53,702
12/10/2022	National Youth Choir of Scotland	Pupil education and development through musical based initiatives.	£50,760
12/10/2022	Drake Music Scotland	Pupil education and development through musical based initiatives.	£34,000
03/11/2022	Pooka & Co Ltd	Provision of a website rebuild for the Edinburgh Collected website with ongoing support and hosting.	£40,600
			<b>£4,181,565</b>

Date	Directorate	Health and Social Care Partnership	
	Supplier	Contract Description	Value
13/07/2022	Academia Ltd	Supply of mobile phones and peripherals.	£122,707
05/08/2022	JLA Total Care Ltd	Laundry machines for Assistive Technology Enabled Care 24 (ATEC24) via Framework.	£30,660
30/08/2022	Kingsfield Computer Products Limited	Supply of mobile phones and peripherals to support 'Total Mobile' rollout.	£306,258
25/11/2022	Matter of Focus Ltd	ICT system to support strategic performance evaluation of joint carers contracts returns.	£84,567
			<b>£544,192</b>

Date	Directorate	Place	Value
	Supplier	Contract Description	
01/07/2022	Stantec UK Limited	Services relating to Edinburgh Bus Partnership Fund via Professional Services Framework (PSF).	£50,000
01/07/2022	Multiple Suppliers	Temporary accommodation.	£503,350
01/07/2022	Currie & Brown UK Limited	Quantity surveying services for development of Powderhall sites, via PSF.	£175,535
05/07/2022	Currie & Brown UK Limited	Professional services via PSF in relation to Cowan's Close.	£60,979
06/07/2022	Council Framework Supplier	Temporary Accommodation (Private Rented Accommodation) via Council's dynamic purchasing system.	£499,265
13/07/2022	Gerald Eve LLP	Services relating to non-domestic rates via Crown Commercial Services (CCS) Estate Management Services Framework.	£125,000
14/07/2022	Direct Tyre Management Limited	Supply, fit and management of tyres for Council vehicles.	£993,127
21/07/2022	Brakes Foodserve Solutions t/a Brakes Bros Ltd	Adoption of SXL Framework for supply and delivery of frozen foods. (This is not a single contract – multiple small value purchases / transactions).	£6,900,000
22/07/2022	Thomas & Adamson	Essential repairs and maintenance Phase 9 and 10 condition surveys via PSF.	£48,840
22/07/2022	DMG Floorcare Limited	The supply, maintenance and repair of cleaning equipment.	£200,000
01/08/2022	Jarvie Plant Ltd	Hire of non-operated plant via SXL Framework, welfare vans.	£194,156
01/08/2022	Jarvie Plant Ltd	Hire of non-operated plant via SXL Framework, large excavators.	£211,537
01/08/2022	Jarvie Plant Ltd	Hire of non-operated plant via SXL Framework, basic road surfacing vehicles.	£188,700
01/08/2022	Jarvie Plant Ltd	Hire of non-operated plant via SXL Framework, specialist road surfacing vehicles.	£182,655
01/08/2022	St Boswells Mowers	Hire of non-operated plant via SXL Framework, small excavators.	£149,049
01/08/2022	St Boswells Mowers	Hire of non-operated plant via SXL Framework, telehandlers.	£63,870
02/08/2022	Crexcell Limited	Management of 'World Car Free Day' event September 2022.	£60,950
08/08/2022	Turner & Townsend Project Management Limited	Multi-disciplinary design team- Inchmickery refurbishment via PSF.	£523,499

11/08/2022	Essential Edinburgh	Provision of services by Essential Edinburgh.	£100,000
12/08/2022	Council Framework Supplier	Temporary Accommodation (Home Share) via flexible purchasing system.	£244,039
18/08/2022	Council Framework Supplier	Temporary Accommodation (Private Rented Accommodation) via flexible purchasing system. (Award under Delegated Authority previously approved at Committee).	£2,724,633
18/08/2022	Atkins Limited	Landscaping design services via PSF for sheltered housing improvement project.	£63,350
19/08/2022	Council Framework Supplier	Temporary accommodation (Private Rented Accommodation) via flexible purchasing system.	£460,641
22/08/2022	Portakabin (Scotland) Limited	Hire of temporary staff facilities at Seafield due to relocation of staff from other offices.	£238,838
22/08/2022	Ross Quality Control Limited	Clerk of works services for new build Council homes at Pennywell Phase 3, via Framework.	£50,000
24/08/2022	The Pitchmark Group Ltd T/A Total Amenity Supplies	Supply and delivery of pitch lining paint for Edinburgh playing areas.	£29,250
29/08/2022	Council Framework Supplier	Temporary Accommodation (Home Share) via flexible purchasing system.	£325,400
31/08/2022	Pentagull Ltd	Provision of an online booking system for Household Waste Recycling Centres (HWRC).	£28,000
31/08/2022	Atkins Limited	Transportation design services for communal bin review corraling and legal orders via PSF.	£25,618
01/09/2022	William Waugh (Edinburgh) Limited	Disposal of mixed scrap metals and lead acid batteries (income contract).	-£65,000
01/09/2022	Changeworks Resources for Life Ltd	Contract management and administration relating to works associated with energy saving for housing.	£449,282
01/09/2022	Killgerm Chemicals Ltd	Supply and distribution of pest control chemicals via SXL Framework.	£80,000
02/09/2022	Amey Community Limited	Facilities management relating to two school extensions.	£150,000
02/09/2022	Council Framework Supplier	Temporary Accommodation (Private Rented) via flexible purchasing system.	£232,961
02/09/2022	Council Framework Supplier	Temporary Accommodation (Private Rented) via flexible purchasing system.	£199,800
06/09/2022	Robinson Low Francis LLP	Quantity Surveyor, Employers Agent and Contract Administration for Granton Station, Edinburgh Waterfront, via PSF.	£25,651
06/09/2022	FMS Fire & Security Ltd	Migration and co-location of existing security CCTV monitoring within the new control room.	£37,000

06/09/2022	Myrtle Coffee Services Ltd	Supply, delivery and installation of hot beverage machinery and supplies.	£160,000
15/09/2022	Facultative Technologies Ltd	Refurbishment and repair of cremators at Mortonhall Crematorium.	£135,268
16/09/2022	Council Framework Supplier	Temporary Accommodation (Home Share) via flexible purchasing system.	£680,943
03/10/2022	Rankinfraser Landscape Architecture LLP	Landscaping design services for Princes Street to support planning policy and guide future planning applications.	£49,995
07/10/2022	Colin Devenney Plant Hire	General maintenance of Council reservoirs.	£72,360
14/10/2022	Atkins Limited	Transportation design services for City speed limits consultation via PSF.	£27,618
17/10/2022	Council Framework Supplier	Temporary Accommodation (Private Rented) via flexible purchasing system.	£163,400
17/10/2022	Council Framework Supplier	Temporary Accommodation (Home Share) via flexible purchasing system.	£244,950
19/10/2022	Stantec UK Limited	Transportation design services for Cultins Road, active travel, via PSF.	£49,653
20/10/2022	IMG Artists UK Ltd	Agent fees for artists and orchestras for Culture Venues annual programme.	£118,000
31/10/2022	Atkins Limited	Community consultation and design for the greenspace around Saunders Street, via PSF.	£32,500
01/11/2022	Stantec UK Limited	Professional services relating to dropped kerbs and active travel crossing improvements Phase 2, via PSF.	£40,950
01/11/2022	Council Framework Supplier	Temporary Accommodation (Private Rented) via flexible purchasing system.	£232,848
01/11/2022	Council Framework Supplier	Temporary Accommodation (Home Share) via flexible purchasing system.	£207,402
01/11/2022	Council Framework Supplier	Temporary Accommodation (Home Share) via flexible purchasing system.	£274,833
04/11/2022	Atkins Limited	Willowbrae sheltered housing landscape improvement project design services via PSF.	£71,250
07/11/2022	Multiple Suppliers	Temporary accommodation.	£160,350
09/11/2022	The Edge (Systems) Limited	Pre-printed logo identification cards, card holders and inks.	£28,000
14/11/2022	Sweco UK Limited	Transportation design services for Craigmillar Park traffic islands via PSF.	£29,480

14/11/2022	QMPF LLP	Financial advisory services related to outline business case for Granton heat network.	£25,000
15/11/2022	Aecom Limited	Multi-disciplinary project management/design services to develop and deliver a public realm and active travel scheme at Charlotte Square, via SXL Framework.	£165,600
17/11/2022	Thomas & Adamson	Long term voids - programme management and project delivery support via PSF.	£398,165
18/11/2022	Whereverly Limited	Design, hosting and support of a new edinburgh.org website.	£124,585
23/11/2022	Ramboll UK Limited	Technical advisory services related to outline business case for Granton heat network.	£79,435
24/11/2022	Faithful and Gould	Building surveying services relating to Peffermill and Craigmillar Court refurbishment via PSF.	£563,239
28/11/2022	Stantec UK Limited	Delivery of bus priority related schemes via PSF.	£150,000
28/11/2022	Atkins Limited	Landscaping design services for West Edinburgh to inform policy planning and future planning applications, via PSF.	£49,995
30/11/2022	Tetra Tech Environment Planning Transport Limited	Common service charge as detailed within the Title Deeds for Forthquarter Park.	£47,971
01/12/2022	William Waugh (Edinburgh) Limited	Disposal of mixed scrap metals and lead acid batteries (income contract).	-£52,000
01/12/2022	Sweco UK Limited	Transport planning feasibility services for three mobility hub pilot projects, via PSF.	£49,930
05/12/2022	Council Framework Supplier	Temporary Accommodation (Private Rented) via flexible purchasing system.	£246,019
05/12/2022	Council Framework Supplier	Temporary Accommodation (Private Rented) via flexible purchasing system.	£240,488
08/12/2022	Peacock Salt t/a J.C. Peacock and Co. Ltd	Adoption of SXL Salt for Winter Road Maintenance Framework.	£1,200,000
08/12/2022	Cooper Cromar	Housing feasibility studies via PSF.	£49,750
16/12/2022	Aecom Limited	Dowies Mill Weir design and planning via SXL Framework.	£169,024
21/12/2022	Multiple Suppliers	Temporary accommodation.	£356,400
** Excludes Income Contracts			<b>£23,290,376</b>

Date	Directorate	Corporate Services	Value
	Supplier	Contract Description	

01/09/2022	GatenbySanderson Limited	Recruitment services relating to senior officer posts.	£155,449
12/09/2022	Multi-Supplier Framework	Information Security Assessment Support Framework.	£50,000
13/09/2022	Dun & Bradstreet Ltd	Credit checking services.	£28,000
21/09/2022	Inform Communications PLC	Automated chatbox and telephone services.	£779,014
18/10/2022	University of Edinburgh	Collaborative research and development of strategic city infrastructure.	£39,900
28/10/2022	Deaf Action	Interpretation and communication support in British Sign Language (BSL).	£123,360
01/11/2022	University of Stirling	Child protection training.	£38,262
03/11/2022	Corporate Travel Management Ltd	Adoption of Scottish Government Framework over four year period for Public Sector Travel and Venue Solutions.	£192,000
			<b>£1,405,985</b>



## Works Contracts

It is noted the following works contracts were awarded under Delegated Authority, all of which relate to the Place Directorate.

Date	Directorate	Place	
	Supplier	Contract Description	Value
01/07/2022	Murdoch MacKenzie Construction Ltd	Surface water improvements at various locations which are subject to flooding during high precipitation events.	£59,342
01/07/2022	Murdoch MacKenzie Construction Ltd	Threipmuir Reservoir spillway repairs.	£55,006
04/07/2022	Robertson Construction Group Limited	Tram cycle safety improvements works road layouts at three key locations along the city centre tram route.	£915,903
04/07/2022	A C Whyte and Co Ltd	Roof replacement and common area works, Hailesland Grove via Housing Capital Works Framework (HCWF).	£1,503,823
04/07/2022	A C Whyte and Co Ltd	Roof replacement and common area works, Hailesland Grove via HCWF. (Different properties from above).	£1,549,289
05/07/2022	Atalian Servest AMK Limited	Parsons Green Primary School mechanical installation and electrical upgrade works via Contract Works Framework (CWF).	£567,579
05/07/2022	A C Whyte and Co Ltd	Roof replacement and common area works Murrayburn Gardens and Murrayburn Park via HCWF.	£1,791,329
05/07/2022	A C Whyte and Co Ltd	Roof replacement and Common area works Murrayburn Grove and Murrayburn Park via HCWF. (Different properties from above).	£1,672,091
21/07/2022	Multi-Supplier Framework	Drainage repairs, unblocking and jetting of drainage systems and CCTV surveys in private tenemental properties.	£608,860
27/07/2022	Kiely Bros Ltd	Surface treatment schemes Financial Year 2022/23 - various locations across the City.	£550,746
11/08/2022	Apex Contracts Limited	External fabric repairs Broughton Road.	£103,606
15/08/2022	Bell Decorating Group Ltd	Northview Court stair redecoration via HCWF.	£496,405
17/08/2022	P1 Solutions Ltd	Moredun hard and soft landscaping and community growing areas upgrade project 2022 via HCWF.	£901,383
19/08/2022	Apex Contracts Limited	Communal roof works, Lasswade Grove.	£40,000
19/08/2022	Apex Contracts Limited	Inchcolm and Inchgarvie security works via HCWF.	£237,890
22/08/2022	P1 Solutions Ltd	Various local projects across localities 2022 via HCWF	£251,111
25/08/2022	Maclay (Civil Engineering) Limited	B800 Kirkliston to South Queensferry Carriageway Resurfacing via Transport Infrastructure Framework (TIF).	£353,284

29/08/2022	Kiely Bros Ltd	Surface treatment schemes - micro-asphalt FY 2022/23 - various locations via TIF.	£1,245,089
09/09/2022	Maxi Construction Limited	Kirkgate House- fire door replacement via HCWF.	£325,592
14/09/2022	Restorex Limited	Granton Castle walled garden repairs.	£81,472
14/09/2022	Luddon Construction Limited	Colinton Mains Road footway and carriageway resurfacing and pedestrian crossing improvements via TIF.	£581,323
15/09/2022	Apex Contracts Limited	Shared Repairs Service Dalry Road external fabric repairs.	£38,115
16/09/2022	Sers Energy Solutions (Scotland) Limited	Essential repairs and maintenance Hailesland Gardens via HCWF.	£1,315,928
16/09/2022	Sers Energy Solutions (Scotland) Limited	Essential repairs and maintenance Hailesland Gardens via HCWF (separate properties from above).	£1,229,379
20/09/2022	Clark Contracts Ltd	Ratho library and nursery extension via Crown Commercial Services (CCS) Framework.  (Award under Delegated Authority previously approved at Committee).	£2,892,121
22/09/2022	MacKenzie Construction Ltd	Granton Core Path upgrade via TIF.	£250,734
22/09/2022	BCA Insulation Ltd	Installation of internal wall insulation to domestic properties, Citywide via SXL Framework.	£707,241
22/09/2022	Aspect Contracts Limited	Removing asbestos from eight storey service riser.	£176,608
26/09/2022	North SV Limited	CCTV systems, replacement of video management system and wireless networking for Cables Wynd House and associated blocks via HCWF.	£164,760
26/09/2022	JCJ (Demolition & Construction) Limited	Demolition of Portlee Day Care Centre.	£66,553
4/10/2022	Multi-Supplier Framework	Roads and Transport Infrastructure Construction Framework 2022-2026. (RTICF)  (Award under Delegated Authority previously approved at Committee).	£101,760,000
18/10/2022	SGN Connections Limited	Gas main diversion for City Centre West East Link (CCWEL) project at Haymarket Terrace.	£90,559
18/10/2022	Markon Ltd	Planning and disposal of road construction materials - Craigour Drive.	£48,053
20/10/2022	Insulated Render Systems (Scotland) Ltd	Refurbishment of two large blocks, Magdalene Drive and Magdalene Gardens via HCWF.  (Award under Delegated Authority previously approved at Committee).	£2,764,110
28/10/2022	Chemcem Scotland Ltd	Footways resurfacing project - refurbishment works.	£89,343
31/10/2022	Tilbury Douglas Construction Limited	Kirkliston Primary School Annexe and Early Learning Centre. (Award under Delegated Authority previously approved at Committee).	£8,806,400

02/11/2022	J Sives Surfacing Ltd	Braid Road – Active Travel Improvements.	£54,539
03/11/2022	Concrete Repairs Ltd	Water damage reinstatement, Deanpark Bank, via HCWF.	£47,750
04/11/2022	Balfour Beatty Construction Limited	Liberton Community Campus via Crown Commercial Services Framework Agreement.	£117,039
10/11/2022	Ashwood Scotland Ltd	Clovenstone Primary School Nursery - Early Years upgrade.	£74,783
11/11/2022	McTear Contracts Limited	Adapting bathrooms to wet floor showers via HCWF.	£600,000
23/11/2022	Markon Ltd	Planning and disposal of road construction materials - Mountcastle Gardens.	£33,956
23/11/2022	Watson & Lyall Ltd	Timber sash and case windows - glazing upgrade Willowbrae Road.	£140,080
01/12/2022	McTear Contracts Limited	Supply and install new kitchens and bathrooms to Council domestic properties via HCWF.	£1,152,496
05/12/2022	P1 Solutions Ltd	Construction of the Corstorphine and Leith trial low traffic neighbourhoods via HCWF.	£645,834
06/12/2022	James Breck Ltd	Communal external and roof works to a number of properties in King's Road.	£75,719
07/12/2022	JH Civil Engineering Ltd	Major carriageway, footway maintenance and renewal via RTICF.	£593,646
20/12/2022	Luddon Construction Limited	Footway resurfacing and street lighting upgrade, The Colonies via RTICF.	£765,539
21/12/2022	Kiely Bros Ltd	Surface treatments - 2022/23, footway slurry seal works via RTICF.	£420,972
			<b>£139,013,380</b>

## Summary of Multiple Contract Awards

The following table lists those suppliers who have been awarded more than one contract via Delegated Authority in the reporting period. It is noted, as would be expected, these primarily relate to 'call off' awards from existing Frameworks.

Summary of Multiple Contract Awards		
Supplier	No. of Contracts Awarded In Period	Total Value of Contracts
A C Whyte and Co Ltd	4	£6,516,532
Aecom Limited	2	£334,624
Apex Contracts Limited	4	£419,611
Atkins Limited	6	£270,331
Council Temporary Accommodation Framework Supplier	2	£482,235
Council Temporary Accommodation Framework Supplier	3	£985,772
Currie & Brown UK Limited	2	£236,514
Council Temporary Accommodation Framework Supplier	4	£933,550
Jarvie Plant Ltd	4	£777,048
Council Temporary Accommodation Framework Supplier	2	£693,489
Kiely Bros Ltd	3	£2,216,807
Luddon Construction Limited	2	£1,346,862
Markon Ltd	2	£82,009
McTear Contracts Limited	2	£1,752,496
Council Temporary Accommodation Framework Supplier	3	£187,000
Murdoch MacKenzie Construction Ltd	2	£114,348
P1 Solutions Ltd	3	£1,798,328
Council Temporary Accommodation Framework Supplier	3	£833,100
Sers Energy Solutions (Scotland) Limited	2	£2,545,307
St Boswells Mowers	2	£212,919
Stantec UK Limited	4	£290,603
Sweco UK Limited	2	£79,410
Thomas & Adamson	2	£447,005

## Appendix 2 – Contracts awarded under the Waiver of CSOs by Delegated Authority

The following relate to the period 1 July – 31 December 2022.

Waiver No.	Directorate	Education and Children's Services	
	Supplier	Description / Justification for waiver	Value
Waiver 2958	J Ross	Mandatory professional learning programme for senior leaders and practitioners across schools, best interests.	£18,000
Waiver 2959	Edict Training Ltd	Continuation of attainment tracking system in schools, bespoke provision, consistent with other local authorities.	£40,000
Waiver 2966	Wildchild Designs (R Wood)	Specialist repairs to play equipment by original installer, best interests.	£49,995
Waiver 2969	Calor Gas Ltd	Supply of gas for outdoor learning centres, gas tanks in-situ thus requirement for compatibility, best interests.	£35,000
Waiver 2971	Real Care Support Limited / Wrixon Care Services	Continuity of service for secure transport provision for children and young people to secure care until new contract in place.	£47,500
Waiver 2985	Young Enterprises	Statutory health and safety machine training and certification for all CDT teachers, best interests.	£9,000
Waiver 2988	Mind of My Own Ltd	Continuity in provision of two apps to support young people contribute more effectively to decisions taken about their care and protection, ICT proprietary.	£21,783
Waiver 2989	Gold and Gray Soccer Academy Ltd	Continuity in activity based education and development, best interests. (Approved under Section 4.1 'Urgent Decisions' of the Committee Terms of Reference and Delegated Functions).	£120,000
Waiver 2992	Edinburgh Community Food Initiative	Continuity in provision of food and drink supplies relating to Ukrainian refugee welcome, third party funded.	£100,000
Waiver 2993	The Welcoming Association/Saheliya	Short extension to cultural integration contract to enable the refugee service to undertake appropriate consultation to inform scope of future procurement, best interests.	£83,742
Waiver 2994	Mark Penman Consultancy Ltd	Forensic psychology services, short term intervention to support immediate challenges until long term contract in place.	£8,000
Waiver 3005	Heavy Sound C.I.C.	Continuation of ongoing support to group of learners enabling progression towards an SQA Personal Development Award.	£10,000
Waiver 3008	Strathclyde Cleaning Services Limited	Urgent pest control services which could not be undertaken in-house, best interests.	£9,661
Waiver 3009	Black Light Ltd	Urgent maintenance and repair for lifting equipment and ongoing stage and drama studio maintenance, Royal High School, health and safety.	£10,000
Waiver 3012	Circus Alba Ltd	Urgent requirement for activity provider on the Discover Summer 2022 programme due to contracted provider withdrawing at short notice.	£7,215
Waiver 3013	Intercultural Youth Scotland	Anti-racism education project for schools, best interests.	£150,000

Waiver 3014	Multiple Suppliers	Supply of school uniforms until new contract in place, best interests.	£220,000
Waiver 3016	Corylus Horticulture CIC	Pupil educational development through creation of planters, planting flowers and vegetables, best interests.	£10,000
Waiver 3025	Capability Scotland	Playscheme service to children and young people with a disability during the school holidays.	£45,964
Waiver 3026	Josephine Lee Social Work Solutions Limited	Audit across a range of children's services to ensure practice quality is in place, best interests.	£48,000
Waiver 3031	Humanutopia Limited	Continuity in provision of bespoke programme of wellbeing support and life coaching to young people, best interests.	£90,000
Waiver 3032	Bridge 8 Hub CIC	Community based project offering outdoor learning experiences to children and young people, best interests.	£8,000
Waiver 3035	Fresh Start Independence Project Ltd	Continuation of specialist supported accommodation for vulnerable young person, best interests.	£18,624
Waiver 3040	Psychological Minds Ltd	Independent psychological assessments, contracted suppliers unable to meet requirements, best interests.	£6,497
Waiver 3042	The Heroes Foundation Limited	Continuation of bespoke wellbeing support, life coaching and peer mentoring to young people until new contract in place, best interests.	£30,000
Waiver 3049	BFB Labs Ltd	Extension to new technology based early intervention for children with anxiety, overseen by educational psychologists, best interests.	£6,000
Waiver 3050	Groupcall Ltd	Continuity of parent evening booking system and video calling for schools.	£60,000
Waiver 3051	Love Outdoor Learning	Subscription to online portal to support teachers with curriculum based outdoor learning, best interests.	£20,000
Waiver 3052	Pertemps	Urgent temporary resources to support children's social work case load.	£246,000
Waiver 3061	Fishers Services Ltd	Linen and laundry service for Benmore outdoor centre, urgency and best interests.	£24,000
Waiver 3072	TES Global Limited	Continuity of educational 'Classcharts' app for schools, best interests.	£155,000
			<b>£1,707,981</b>

Waiver No.	Directorate	Health and Social Care Partnership	
	Supplier	Description / Justification for waiver	Value
Waiver 2964	Star Staff Solutions Ltd	Urgent and ongoing trauma clean service, contracted providers unable to provide services, best interests.	£50,000
Waiver 2974	H1 Healthcare Group Limited	Agency staff for care homes where contracted suppliers are unable to support staffing requirements, best interests.	£151,839
Waiver 2975	Spotlight Support C.I.C.	Additional support to ensure individuals with learning disabilities have access to further education from Edinburgh College, best interests.	£40,000
Waiver 2995	Clinical 24 Staffing Ltd	Agency staff for people with learning disabilities, contracted providers unable to support, short-term whilst recruitment undertaken.	£45,000
Waiver 2996	Supporting Positive Paths	Additional support to individuals with learning disabilities, best interests.	£45,000
Waiver 3000	Forth Furnishings Limited	Flooring for new build flats, urgency in order to prevent delayed discharge of long stay hospital placements.	£9,955
Waiver 3037	H1 Healthcare Group Limited	Agency staff for care homes where contracted suppliers are unable to support staffing requirements, best interests. (Approved under Section 4.1 'Urgent Decisions' of the Committee Terms of Reference and Delegated Functions).	£800,000
Waiver 3055	Supporting Positive Paths	Additional support to individuals with learning disabilities, best interests.	£44,936
Waiver 3062	Scottish Nursing Guild	Complex care for adult with learning disabilities, highly complex needs and challenging behaviours, contracted providers unable to support, best interests.	£30,000
Waiver 3063	Aggreko UK Ltd	Short term contingency contract to allow the continuation of essential services in the event of power failure until new contract in place.	£63,000
			<b>£1,279,730</b>

Waiver No.	Directorate	Place	Value
	Supplier	Description / Justification for waiver	
Waiver 2961	Strainstall UK Limited	Electronic monitoring of Burnshot Bridge, continuity of specialist services by original installer.	£50,000
Waiver 2963	Nordic Products and Services Ltd	Urgent equipment hire for street cleaning and graffiti removal in the city centre due to breakdown, best interests.	£24,000
Waiver 2965	Brightly Software	Professional services relating to expansion of current 'confirm' asset management software across further services in the Council.	£79,800
Waiver 2973	Love To Ride Ltd	Specific behaviour change intervention to incentivise cycling trips for everyday journeys, best interests.	£25,000
Waiver 2977	Airwave Solutions Ltd	Urgent purchase of radios to support Operation Unicorn.	£17,500
Waiver 2978	St. Vincent's Health and Public Sector Consulting Limited	Extension to existing contract in order to support the Hard Facilities Management services contracts implementation.	£75,000
Waiver 2979	Laura Jacqueline Miller	Project management extension to The Story Never Ends campaign over this winter period, best interests, third party funded.	£31,500
Waiver 2980	Crowdguard Limited	Counter terrorism, hostile vehicle mitigation equipment during the Fringe Festival, limited supply availability, third party funded.	£9,896
Waiver 2981	Pendrich Height Services Ltd	Purchase of scaffolding and ongoing inspection of equipment, Calton Road, to bring to an end long term hire, cost savings.	£30,000
Waiver 2986	Beeline PR Ltd	Continuity in support for The Story Never Ends campaign over this winter period, best interests.	£15,000
Waiver 2987	Complete Event Safety, Phoenix Eye Limited, PES Security	Additional security and stewarding to support Operation Unicorn, urgency.	£47,000
Waiver 2990	Portakabin (Scotland) Limited	Continuity in hire of Portacabin for Balerno High School.	£74,832
Waiver 2991	Field And Lawn Limited	Short extension to festive lighting contract for festive period 2022, until new contract in place, best interests.	£145,000
Waiver 2999	Newauto Ltd	Short extension to taxi licence plate contract to allow time for tendering and contract award process to complete.	£31,980
Waiver 3001	Rogue City productions Limited	Urgency in hire of large screen relating to funeral of Her Majesty the Queen, Holyrood Palace.	£48,000
Waiver 3002	Virgin Media Business Ltd Telephone A/C only	Short extension for continuity of CCTV fibre connection to Saughton Park.	£5,250
Waiver 3003	Specialized Security	Security and stewarding to support Operation Unicorn, urgency.	£6,552
Waiver 3004	Insite Energy Ltd	Continuity of metering and billing services for affordable homes until new contract in place, continuity of service.	£5,459



Waiver 3011	Sheridan Myers Management Services LLP	Short extension to food transportation contract to allow time to review service requirements and inform scope of future provision, best interests.	£240,000
Waiver 3015	Traffic Management & Safety Ltd	Specific road inspection training in line with new risk based approach to safety inspection procedures, best interests.	£11,000
Waiver 3017	Fraser/Livingstone Architects Limited	Continuity of architectural adviser to the community to support Seafield development framework.	£10,000
Waiver 3019	Lothian Coaches Ltd	Operation Unicorn, transport for stewards and officials, urgency.	£5,400
Waiver 3020	Elior UK	Operation Unicorn urgent venue hire to enable briefing of stewards and senior officials on arrangements for the route.	£14,275
Waiver 3024	Homeless Network Scotland	Support to families with no recourse to public funds, working in parallel with Homelessness Services teams, best interests.	£10,766
Waiver 3029	Concrete Repairs Ltd	Urgent specialist concrete repair to Black Springs reservoir culvert.	£12,788
Waiver 3030	Thames Valley Controls Ltd	Short-term continuity of auto dialler sim cards essential for safety and security of multi storey lift users, best interests.	£20,000
Waiver 3034	Places For People Scotland Limited	Continuity in management and maintenance services to homes at National Housing Trust development until new contract for all Edinburgh Living properties is in place.	£20,000
Waiver 3038	Stack and Still Limited	Short term continuity in catering for small events in Assembly Rooms, supporting income generation, until procurement exercise finalised and new contract in place.	£21,000
Waiver 3041	CrowdGuard and ARX Security	Counter terrorism, hostile vehicle mitigation trial with public sector partners, best interests.	£34,975
Waiver 3043	Plathire and Clean Limited	Hire of catering equipment to service events at The Assembly Rooms for commercial clients, best interests with costs recoverable.	£10,000
Waiver 3044	Teleshore UK Limited	Continuity in crematoria consumables, best interests.	£12,000
Waiver 3045	Institute of Highway Engineers	Specialist training for Place Directorate staff in traffic signing and road markings, best interests.	£20,950
Waiver 3054	Concrete Repairs Ltd	Repair to Grade A listed property, as approved by Historic Environment Scotland, by supplier who undertook works to neighbouring property to same specification, best interests.	£9,613
Waiver 3060	Guard Archaeology Ltd	Continuity of supplier, who undertook original excavation works, for Post Excavation Research Design (PERD) activity, relating to the Tram Project, best interests.	£245,000
Waiver 3064	Zetasafe Limited	Continuity of electronic asset management system for legionella compliance to allow time for migration to other Council system, ICT proprietary.	£14,240
Waiver 3065	Calvium	Specialist spatial assessment of Council parks and greenspaces to evaluate requirement for investment in additional lighting, best interests.	£20,000
Waiver 3066	Redcliffe Press Limited	Production of books for exhibition at City Art Centre by specialist publisher of art-related books, best interests.	£15,240

Waiver 3067	Crowdguard Limited and ARX Security	Counter terrorism, hostile vehicle mitigation trial with public sector partners, best interests.	£136,106
Waiver 3068	Vivedia Limited	Extension of contract to supply music and audio services to crematoriums, continuity.	£49,999
Waiver 3069	Taylor Wimpey East Scotland	Active travel improvement works adjacent to Greendykes Road by contractor already on site undertaking development works in this location, best interests.	£17,843
Waiver 3070	KC Scaffolding Ltd	Extension to scaffolding for Salvesen steps and River Almond walkway until permanent structure in place, third party funded and best interests.	£30,000
Waiver 3071	Forth Rivers Trust	Supply and installation of a fish counter, river Almond, by supplier with inherent knowledge of the river and surrounding area, third party funded.	£80,000
Waiver 3073	White Light Ltd	Energy saving production lighting conversion at Usher Hall, urgency and best interests.	£91,858
			<b>£1,874,822</b>

Waiver No.	Directorate	Corporate Services	
	Supplier	Description / Justification for waiver	Value
Waiver 2962	Caps Cases Limited	Supply of recyclable polling stations, consistent with existing.	£6,369
Waiver 2967	Experian Ltd	Provision of bespoke annual dataset relating to customer insight information for communication and service planning processes, continuity and best interests.	£10,834
Waiver 2968	University of Edinburgh	Research and development to support Edinburgh 2030 Climate Strategy actions.	£20,000
Waiver 2983	Delib Limited	Annual cost for Citizen Space, the Council's consultation and engagement hub, continuity, ICT proprietary.	£14,995
Waiver 2997	Eagle Couriers Scotland Ltd	Secure delivery and collection of polling materials, third party funded, best interests.	£38,538
Waiver 2998	XpertHR	Reward and benefits benchmarking tools, data and support to inform the Council's Reward Strategy.	£11,900
Waiver 3006	Vink UK	Supply of materials to support internal printing service, short term provision until new Framework is in place, continuity.	£15,000
Waiver 3010	CSC Digital Brand Services (UK) Limited	Council-wide website domain name management service, best interests.	£13,500
Waiver 3021	Eversheds Sutherland (International) LLP	Continuity of specialist legal advice relating to Trinity Academy, best interests.	£75,000
Waiver 3022	Link Asset Services	Specialist treasury advisory services relating to legislative changes around long-term PPP contracts, best interests.	£12,500
Waiver 3036	GatenbySanderson Ltd	Extension to specialist support for development of the Council's Medium Term Financial Plan in response to the ongoing financial challenge. (Approved under Section 4.1 'Urgent Decisions' of the Committee Terms of Reference and Delegated Functions).	£160,000
Waiver 3046	Multi-Supplier Framework	Continuity in translation services Framework, best interests.	£26,000
Waiver 3047	Michael Collins Architect LLP	Research on the feasibility of establishing an indoor market/food hub in Edinburgh, building on previous academic research in this area, best interests.	£6,300
Waiver 3056	British Telecommunications PLC	Continuity of critical analogue phone line services to lifts, emergency alarms and traffic signals, best interests.	£40,000
Waiver 3058	Cancer Support UK	Specialist training (e-learning) relating to communication skills for staff who may be dealing with people affected by Cancer, best interests.	£7,000
			<b>£457,936</b>

Summary of Multiple Waivers Awarded Council Wide Under Delegated Authority		
Supplier	No. of Waivers Awarded In Period	Total Value
Concrete Repairs Ltd	2	£22,401
Crowdguard Limited and ARX Security	3	£180,977
Supporting Positive Paths	2	£89,936

### Appendix 3 – Contracts awarded under the Waiver of CSOs by Committee approval

The following relate to the period 1 July – 31 December 2022, it is noted there were no waivers approved via Committee for Education and Children’s Services Directorate.

Waiver No.	Directorate	Health and Social Care Partnership	
	Supplier	Description / Justification for waiver	Value
Waiver 3028	Multi-Supplier	Extensions to a number of contracts relating to dementia support, day opportunities for older people and payroll support services to enable further review of services and competitive tendering of new contracts.	£3,290,000
			<b>£3,290,000</b>

Waiver No.	Directorate	Place	
	Supplier	Description / Justification for waiver	Value
Waiver 3007	TESGL Limited	Short extension to Building Energy Management System (BEMS) solution to enable sufficient time for the establishment of the replacement service.	£200,000
Waiver 3039	Multiple Suppliers	Extension of a number of contracts for the provision of temporary accommodation, continuity and best interests.	£3,971,810
			<b>£4,171,810</b>

Waiver No.	Directorate	Corporate Services	
	Supplier	Description / Justification for waiver	Value
Waiver 3057	Aon UK Limited	Extension to insurance broker services contract, best interests.	£34,250
			<b>£34,250</b>

## Appendix 4 – Procurement Programme – Anticipated Regulated Procurements Across the Council

Note: the names of the projects are working titles only. The projects are at different stages of development and therefore subject to change.

Project / Requirement	Services/ Goods/ Works S/G/W	Directorate	Anticipated Value (Range)	Estimated Award Date
Coatfield Lane	W	Place	£5m and above	May-23
School Meal Transportation - 2022	S	Place	Between £1m and £5m	Jun-23
Active Travel Major Projects (Various)	W	Place	£5m and above	Various
Hire of Plant with Operator	S	Place	Between £1m and £5m	Jun-23
Factoring Framework Agreement	S	Place	Between £1m and £5m	Aug-23
Cowan's Close	W	Place	£5m and above	Sep-23
Children and Young People Affected By Parental Substance Abuse	S	ECS	Between £1m and £5m	Oct-23
Modular Temp Accommodation Project	W	Place	£5m and above	Oct-23
Dumbryden Phase 3 New-Build Affordable Homes	W	Place	Between £1m and £5m	Oct-23
Contractor Works Framework	W	Place	£5m and above	Dec-23
Independent Living Advice Info service - Outreach and Advisory (Physical Disability)	S	HSCP	£5m and above	Dec-23
Home Based Care	S	HSCP	£5m and above	Dec-23
Subsidised Childcare Contracts	S	Place	Between £1m and £5m	Jan-24
Homelessness Prevention	S	Place	£5m and above	Jan-24
Global Custody Services	S	Corporate	Between £1m and £5m	May-24
Over 120 additional projects at early engagement stage	S/G/W	Various	From £25k and £1m	

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# Finance and Resources Committee

10:00am, Tuesday 25 April 2023

## Health and Safety Performance 2022

Item number	
Executive/routine	Executive
Wards	All
Council Commitments	

### 1. Recommendations

- 1.1 The Committee is recommended to note the health and safety progress and performance in 2022.
- 1.2 The Committee is recommended to approve the move to future annual health and safety reports reporting on the period 1 April - 31 March of the following year in line with benchmark authorities.

**Dr Deborah Smart**

Executive Director of Corporate Services

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## Health and Safety Performance 2022

### 2. Executive Summary

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- 2.1 A significant amount of the Council Health and Safety Team resource was directed towards supporting workplaces to manage the changing COVID 19 environment during 2022. This principally focused on supporting workplace returns in a safe manner and in line with Scottish Government guidance.
- 2.2 The Council set out its Health and Safety priorities for 2022 in the Council's Health and Safety Strategy and Plan for 2020 – 2022. The principal focus for 2022 was to complete the implementation of the Strategy ahead of the development of a new Strategy to build on progress to date.
- 2.3 Health and safety metrics for the prior year (2021) reflect the level of operational activity within the Council at that time. Valid 'year by year' statistical comparisons of the metrics are accordingly not possible due to the unprecedented circumstances and continued business disruption as a result of Covid, therefore comparative figures for 2019 have been included as a best comparator indicator. The longer-term incidents trends will require to be monitored as the new ways of operating are established in order to determine this measure of health and safety performance.

### 3. Background

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- 3.1 The Council has statutory duties, including under:
  - the Health and Safety at Work etc. Act 1974, and subordinate legislation;
  - the Fire Scotland Act 2005; and
  - the Housing (Scotland) Acts.
- 3.2 The purpose of this report is to update the Council on action taken to manage health and safety during 2022 in response to the above and to present the associated performance during this time.



## 4. Main report

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### 4.1 Coronavirus (SARS-Cov-2) – COVID 19

- 4.1.1 2022 saw a gradual transition back to working arrangements more recognisable to those before the pandemic in 2020. Government restrictions and all forced controls were abated during the period. The City of Edinburgh Council continues to follow the Scottish Government Coronavirus – COVID-19: Scotland’s Strategic Framework, republished in February 2022.
- 4.1.2 The Scottish Government framework is supported by corresponding guidance published by the Health and Safety Executive, the health and safety regulator for the City of Edinburgh Council’s activities.
- 4.1.3 Workplaces which had remained closed during the pandemic were reopened through the co-ordinated programme ‘Our Future Work’. The group supporting this work, including the Health and Safety team, provided advice and direction on the measures necessary to re-open in a safe manner and additional considerations to take account of where hybrid working was taking place. The Health and Safety Team have continued to support the return to workplaces by publishing a template risk assessment on the Orb.
- 4.1.4 A challenge for workplace operations returning to normal has been supporting the re-qualification of first aiders in the workplace given the impact on this type of face to face training during the pandemic. The Council’s Learning and Development team have responded and have provided training to support first aid provision within workplaces.
- 4.1.5 In addition to workplaces returning, many of those essential service workplaces which continued to operate throughout the pandemic have seen the ability to return workplace use to more normal occupancy levels.
- 4.1.6 The Council has sought to ensure the safety of occupied places by providing Co2 monitors to support risk assessment of workplace ventilation as an ongoing COVID workplace control.
- 4.1.7 During 2022 the Council Health and Safety Team reviewed the health and safety management approach within the Council and developed a new Health and Safety Strategy for the Council to build on the existing arrangements and to build on the 2020-2022 Strategy.
- 4.1.8 The 2020-2022 Health and Safety Strategy sought to develop partnership working with other local authorities with the purpose of exploring benchmarking activity in order to better compare the City of Edinburgh Council’s Health and Safety performance with its peers. The reintroduction of a series of regional and national (Scotland wide) Local Authority health and safety network will directly support this.

## 4.2 **Edinburgh Health and Social Care Partnership (EHSCP)**

- 4.2.1 Safe reopening of sheltered housing community rooms for the residents involved site inspections by the Lead H&S Adviser for HSCP to all 14 community rooms in Edinburgh. Advice, support and guidance was provided on safe occupancy levels, ventilation and introduction of CO2 monitors, and improvements required in Fire Safety and/or health and safety issues that were identified.
- 4.2.2 Care Homes slowly and cautiously reduced or removed COVID restrictions through 2022 by following the Scottish Government and Health Protection Scotland guidance – where spikes of infections were identified the Care Homes took reactive measures and closed the care home to all non-essential visitors, and reintroduced the mandatory wearing of face coverings and other infectious control measures.
- 4.2.3 At the start of 2022 two CHS advisers started a programme of reviewing and guiding the care home Fire Safety and Evacuation process, at the request of the acting Senior Care Home Manager. A review of the care homes current written Fire Evacuation procedure was conducted, followed with a set number of site visits to the care home being reviewed, where a practical fire drill was carried out and observed by the two CHS advisers, after which they provided their feedback. This programme is to continue through 2023 until all care homes have been assessed.
- 4.2.4 The ATEC24 service area has been receiving significant support from CHS over 2022 due to management and operational changes, as well as identified issues around Health and Safety and Fire Safety. Key training has been delivered (and is ongoing) to support the service during 2022, including: SHE Awareness, Incident Reporting, RIDDOR Awareness and Dynamic Risk Assessments. There are ongoing issues around lack of storage space due to the increase of service requirements from the service, which supports vulnerable service users within the community. The lack of space does increase Health and Safety hazards to both staff and visitors, though the management of the service, with CHS support, are addressing any identified hazards.
- 4.2.5 There are also issues within the open area of the Yard at ATEC24 following a significant occurrence on 2022, where an agency worker was knocked over and injured. Management, along with support and advice from CHS, are working on practicable yard safety measures, including speed ramps, extending the pedestrian walk ways with the yard area and re-marking all road marking from the main gate in to and including the working yard.
- 4.2.6 The Wester Hales Healthy Living Centre is an EHSCP medical and hub centre with both CEC and NHS Staff working from it. With the building now open again and providing normal services, management are currently engaging with employees from CEC and NHS with regard to fire safety

arrangements. As services have adopted some form of hybrid working, this has had an effect on providing adequate fire warden cover to the building. Service management are in discussion with all service areas who are accommodated in the building to address the issue.

### **4.3 Children, Education and Justice Services**

- 4.3.1 Children, Education and Justice Services have a Self-Assurance Framework to support managers with the health and safety assurance process. This system allows them to plan, monitor and take action throughout the year, allowing the competent person to have the tools to ensure they have the necessary skills, knowledge and experience in relation to hazard identification, risk assessment, and determination of necessary controls; and includes knowledge of legal and regulatory requirements.
- 4.3.2 Children, Education and Justice Services actively record incidents, accidents and fire related incidents on the Council's SHE incident reporting system. All incidents are reviewed and, where applicable, are investigated along with required Reporting of Injuries, Diseases and Dangerous Occurrence Regulation 2013 (RIDDOR) notifications sent to the Health and Safety Executive (HSE). Detailed information, reports and recommendations are sent to the appropriate department managers. Quarterly dashboard reports are produced for the service and meetings arranged to discuss the content of the report.
- 4.3.3 Ensuring clear communication, CHS support Children, Education and Justice Services with SORT Briefings to communicate and provide support in addressing any queries or initiatives in relation to Health and Safety. This included presenting "Risk Matters" as a support tool to ensure that relevant Health and Safety communication was escalated, this included: taking lessons learnt from playground inspections and in incident investigation, Loose Parts Play, Tree Climbing; Lifting Equipment in Educational Settings Patient Hoist; Using Hand Tools in Early Years, Christmas Safety, E-scooters, Finger Entrapment, Smoking and vaping, Incident Reporting and Information Collation.
- 4.3.4 A number of training sessions were developed and delivered that include health and safety induction, risk assessment, asbestos awareness and incident reporting and collation on SHE Portal, with positive feedback received. Children, Education and Justice Services also have in-service essential health and safety training days planned and are in the process of conducting a full review of essential learning.
- 4.3.5 New guidance for school pool operations was produced and provided the template Normal Operating Procedures and Emergency Action Plans.
- 4.3.6 To ensure schools and services were Covid-19 secure, the CHS supported the implementation of processes, procedures and controls. This also required

continual reviewing and updating of risk assessment to ensure compliance with the current Scottish Government guidance and legislation.

4.3.7 Over the past year one of the key elements has been focusing on behaviours of concern, and the team has collated relevant statistical information and produced weekly reports to Quality Education Managers and a dashboard of incidents for the monthly meetings with Senior Managers. Health and Safety also attend the Additional Support Needs (ASN) Research Study meetings and provide statistical information to back up any research about the impact of learning space design on physical incidents by pupils with ASN.

#### **4.4 Corporate Services**

4.4.1 Corporate Services, as with other directorates, has experienced some recent re-structuring, with the most significant change being that the Property and Facilities Management functions moved to the Place directorate. Corporate Services includes the Divisions/Teams of Finance and Procurement, Human Resources, Customer and Digital Services, Legal and Assurance, as well as Policy and Insight, Strategic Change and Delivery and Communications.

4.4.2 Corporate Services has played a key role in the Council's ongoing response as the coronavirus pandemic progressed and legal restrictions were eased and finally removed. This has included support to phased resumption of office-based activities and delivery of face-to-face training, whilst also facilitating a continued approach to hybrid working, where possible.

4.4.3 The health and safety risk profile for Corporate Services is slightly different to other directorates, with more employees working in lower hazard environments, although there are still a range of health and safety risks that require to be managed and controlled. Examples of work undertaken include a coordinated approach to DSE workstation assessment and work to develop approaches for managing risks to those employees who have contact with service users in person and by telephone, including some lone working activity.

#### **4.5 Place Directorate**

4.5.1 Critical front-line training has continued within all Place directorate service areas, including that of the operation of specialised plant and equipment being provided by external providers. As building capacity allows, cultural and museums events have steadily been increasing there has been an additional demand for fire management and first aid training which has been successfully programmed into service areas.

4.5.2 In consultation with the Council's occupational health partners (PAM) a full programme of health surveillance face to face appointments is now back up and running. Service areas having been supported by health and safety with information and appointment uptake from the previous year, which will assist service areas to assess that staff get the appropriate level of health surveillance that they required.

- 4.5.3 Place service areas along with specialist areas within Education can now access new vibration monitoring devices (R-Line watches) which will provide the users and supervisors with up to date and reliable exposure data. A cloud-based recording system being available to accurately view levels of operator's individual's exposure which service areas can then use to refine their work methods and ensure effective management of the risk to vibration.
- 4.5.4 A trial system with the SHE safety management system risk assessment module is current being undertaken for Place whereby service areas will have a one stop digital platform to access their own individual workplace risk assessments. This cloud-based option is also being used to allow mobile workers additional access to report incidents through their mobile and hand-held devices.
- 4.5.5 To ensure that workplace inspections are now being re-established within Place directorate workplaces, buildings, offices, workshops, depots etc information was being communicated through the various Safety and Well Being groups and committees. Service areas are being asked to programme in their quarterly inspections throughout the year and where possible to arrange these jointly with their local union safety representatives.
- 4.5.6 The health and safety team have been working with the various Service Teams and Heads of Service to establish a list of Duty Holders for all Place premises building and depots. With these individuals now in place this will now ensure a main point of contact for safety issues will now be available within each Place designated building and/or location.

#### 4.6 **Employees**

- 4.6.1 Employees of the Council have been supported through 2022 to return to workplaces and complete necessary training in support of this.
- 4.6.2 The use of technology, i.e. MS Teams etc. which was new in 2020 has continued to be used to keep colleagues/teams in touch and has proven to be useful in the delivery of training and team/Service briefings on a range of health and safety topics.

#### 4.7 **Trade Unions**

The recognised Trade Unions have supported their members and the Council in difficult circumstances and environments. Their significant contributions to Council services should be acknowledged and thanked for the collegiate and solution-focussed approach that they have adopted. Health and Safety Consultative groups at Directorate and Service levels operated throughout 2022 with the support of the recognised trade unions.

## 4.8 Leadership

- 4.8.1 Leadership at all levels within the Council, from the Corporate Leadership Team to first line supervisors, has responded to the changed operating landscape, with many teams and Services now operating in a hybrid manner.
- 4.8.2 The Leadership team has continued to monitor COVID absence levels throughout the organisation, utilising incident data until September and since then using absence data to track the impact of the virus.
- 4.8.3 The Corporate Leadership Team approved the new Health and Safety Strategy which went on to be presented and approved by the Finance and Resources Committee on 26 January 2023. This sets out the Corporate Leadership Teams clear commitment to build on the existing health and safety arrangements for the future.

## 4.9 Health and Safety Strategy

- 4.9.1 The Council's 2020-2022 Health and Safety Strategy came to the end of the implementation period. The Strategy approved by the Finance and Resources Committee on 3 December 2020 comprised of three key aims:
- Consolidation, Adaption and Renewal
  - Leading, Comparing and Learning
  - Embracing New Technologies and Information Systems
- 4.9.2 This Strategy was designed to be achievable within the constraints of both the pandemic and Corporate Health and Safety resources. These aims were designed to ensure that the Council is a learning organisation and a leader, sharing new ideas and information with our partner Councils. Sections 4.10-4.12 below sets out the actions against each of the Strategies strands during the time frame of the Strategy 2020-2022.

## 4.10 Consolidation, Adaption and Renewal

### 4.1.1 Delivery of an appropriately resourced Health and Safety team

The Health and Safety Team operated throughout 2021 with reduced staffing levels in its senior roles, including the Lead Trainer role. This has only been sustainable given the reduction in face-to-face training delivery, as a result of the pandemic, and through the suspension of the health and safety workplace audit programme. While it has been possible to work with a reduced staffing compliment for a period, this does have an impact on the overall capacity of the team. In 2022 the team successfully recruited a new Principal Health and Safety Adviser. The recruitment to vacancies within the team is being completed during 2023 with the Senior Health and Safety

Adviser post and two Health and Safety Adviser posts rising from an internal promotion and an external recruitment of team members now having been recruited to. The appointment of a Lead Trainer post is still to be completed.

#### **4.1.2 Internal development and succession planning within CHS**

Following the review of the overall Health and Safety System in operation within the City of Edinburgh Council, this review has been used to inform a revision of the staffing structure of the team to support the future strategic and operational needs of the Council. The revised structure was implemented in 2022 in line with the Service support requirements. This will create the ability for team members to develop and provide opportunities for staff to develop and progress into more senior roles within the team in the future.

#### **4.10.3 Greater communication and collegiate working between CHS Directorates/divisions and trade union safety representatives**

The Council Health and Safety Team are operating with designated Health and Safety Advisers being allocated as Service Leads to individual Council Directorates. This is enabling strong working relationships to be established and maintained between the Advisers, Service Managers and Trade Union Officials representing employees within the associated Directorate. This is evident in consistent officer attendance at Health and Safety Consultative forums and management meetings where health and safety matters are the focus.

#### **4.10.4 Working with directorates/service areas to ensure that the Council's policies, procedures and activities remain fit for purpose**

This is delivered through a combination of discussion on the application and impact of policies along with a focus on items which are resulting in higher levels of incident reporting by Service. This work has helped inform the review of the Council's Health and Safety Management System.

4.10.5 The review of the Council's Health and Safety Management system has in turn informed the areas for development in the new Health and Safety Strategy 2023-2028.

#### **4.1.6 Fully operable, supportive, governance and assurance**

The current model of testing assurance of health and safety arrangements in individual workplaces has been to carry out a programme of workplace health and safety audits. This programme was paused during the pandemic to create capacity for wider ranging COVID workplace inspections and to have members of the Council Health and Safety team in a position to respond promptly to COVID related enquires.

4.10.7 While planning has been taking place to resume audits/assurance work, the Council Health and Safety team carried out a review of the health and safety system in place against the regulatory framework the City of Edinburgh Council operates within. Following this work the team have been exploring ways of making greater use of the electronic health and safety management system in place to support the recording of key workplace activities in relation to health and safety obligations which will directly support the auditing process and streamline the face to face element of the audit approach. The further embedding of the Health and Safety Management System will be considered as part of the re-procurement process for the system in 2023.

#### 4.11 **Leading, Comparing and Learning**

##### 4.11.1 **Subject to buy-in from other authorities, the formation of a Scottish Councils' Health and Safety Forum (or other like body), led by this Council initially**

The Head of Health and Safety has sought through the Chair of the Society of Personnel Directors Scotland (SPDS) Health and Safety Forum to re-establish the local forum through which to drive forward health and safety benchmarking across Scotland's local authorities in the first instance. This work resumed in 2022 with benchmark data being captured across the East of Scotland SPDS Health and Safety group. Through this work it has been established that our partner local authorities report their annual health and safety performance from 1 April each year to the following 31 March.

##### 4.11.2 **The establishment of consistent reporting data set and definitions**

The Council Health and Safety team have produced health and safety dashboard reports for services throughout 2022 in a consistent manner. The dashboard information has been well received, recognising there is scope to develop active indicators in the future as part of Policy and Management Arrangement review work to create a balance between the activity to manage health and safety and the resultant incident figures. More detailed reporting has been generated for Children, Education and Justice Services as part of the Directorates management response to the number of violent incidents reported.

##### 4.11.3 **Consulting on consistent approaches to health and safety issues throughout Scotland**

The Head of Health and Safety has engaged with the Chair of the local SPDS Health and Safety forum to re-establish the group with the purpose of discussing and sharing approaches to managing health and safety locally but



also through the associated national forum. The SPDS Health and Safety forum has begun meeting on a regular basis in 2022.

#### **4.11.4 Using Scottish Council's data to compare performance with this Council**

Ahead of the pandemic, the principle of comparing health and safety performance and reactive indicators with other Council's to establish how the City of Edinburgh's Council's performance compared was reasonable. In the current climate where the routine of work has been so disrupted over the past 2 years that our own year on year performance comparison has more limited value the benefit to be gained by comparing with partners is also more limited at this time.

#### **4.1.5 Introducing identified best practices to directorates/service areas**

The review of the Council's Health and Safety system against the regulatory framework it operates within has clarified areas where the Council have well established arrangements and areas where arrangements require to be refreshed. The refresh of subject specific arrangements from 2023 on will create the opportunity to reflect on current practice and apply best practice approaches taking account of legal requirements and industry standards.

### **4.12 Embracing New Technologies and Information Systems**

4.12.1 Many areas of health and safety in the workplace could benefit from deploying new technologies. Areas such as communications with employees who work in isolation (lone working) access to onsite best practice information and guidance when needed, immediate reporting of accidents, production of suitable and sufficient risk assessment, etc. could have a profound effect on how the Council operates services.

4.12.2 During 2022 the City of Edinburgh Council made a number of enhancements to the system to enable risk assessments to be recorded and adapted on the platform, work is being carried out to explore the potential of using the platform for other incident reporting such as vehicle incident reporting. The system also has a display screen assessment module which could support not only those carrying out assessments but broader health and safety performance monitoring. This will be factored in the procurement exercise due in 2023.

4.12.3 It is recognised that technological advances in a wide range of areas and sectors have the potential to support managing workplace risk. The Council Health and Safety team continue to make use of the health and safety

management information system to measure aspects of health and safety performance. Many of the strides forward in use of technology which impact employees on a day-to-day basis will come through assessment of workplace risk and deployment of workplace controls. In support of the wider application of the current platform the use of a mobile app was introduced in 2022 making the system available to Services to deploy to those who are often out of the office.

#### 4.13 Health and Safety Indicators

4.13.1 The table below includes 2019 Statistics to show the expected data over a 'normal' year. The Council utilises the 'SHE Assure' incident reporting system and other internal record management systems to provide this data.

**Table 1 Health and Safety Adverse Events**

Health and Safety Adverse Event Metrics	Full year 2019	Full year 2020	Full year 2021	Full year 2022	Comments
RIDDOR events	44	41	73	96	
Employee injuries	1987	1469*	1730	2228	*Included employee COVID submissions
Near Miss	1488	1555	1444	1471	
Violence/Aggression/ Behaviours of Concern	1584	1244	1640	2659	The CHS team have promoted incident reporting through SHE in 2022.
COVID 19 SHE Assure Reports					
Education & Children's Services		456	931	2260	COVID reporting for non-reportable cases stopped in Sep 2022. COVID cases have since been monitored through absence recording.
Place		9	151	458	
Health and Social Care		125	171	746	
Corporate Services		1	61	17	

4.13.2 The incident types that have contributed most to the increase in RIDDOR-reportable incidents between 2019 and 2022 are slips, trips and falls (17 in 2019; 39 in 2022) and physical assaults (1 in 2019; 17 in 2022). RIDDOR-reportable incidents in the 3 main injury type categories (Over-7-day, Specified Injury, Member of public taken to hospital) have approximately doubled between 2019 and 2022. In the case of RIDDOR-reportable incidents to members of the public, the total has increased threefold between 2019 and 2022. RIDDOR-reportable slips, trips and falls incidents occur across the year (2022), with peaks for employee incidents in May, June and September. However, further analysis indicates that more RIDDOR-

reportable specified injuries to employees are reported in the winter months. RIDDOR-reportable slips, trips and falls incidents involving members of the public tend to occur between September and March (i.e. seasonal). Numbers of RIDDOR-reportable physical incidents are greatest in ECS (12), although these incidents have also been reported in HSCP (4) and Place (1). Lifting and handling injuries were the third greatest contributor to RIDDOR-reportable injuries to employee in 2022 (8), with all incidents reported in relation to Place (5) and HSCP (3).

4.13.3 COVID reports were captured in SHE Assure during 2022 up to 23 September.

4.13.4 Table 2 provides a summary of insurance claims brought against the City of Edinburgh Council in 2022. These do not include incurred but not reported (IBNR) claims which may be presented in the future, as limitation for personal injury claims is 3 years post incident and property damage is 6 years post incident.

4.13.5 Not all claims that are submitted to the Council are paid out, and the defensibility rate is key in determining future premiums as it indicates the strength of the Councils policies and procedures.

**Table 2 Notifiable Claims**

<b>Notified Liability Claims</b>	<b>Full year 2020</b>	<b>Full year 2021</b>	<b>Full year 2022</b>
<b>Public Liability</b>			
Damage	518	610	509
Injury	159	175	183
<b>TOTAL</b>	<b>677</b>	<b>785</b>	<b>692</b>
<b>Employers liability</b>			
Damage	0	1	0
Injury	33	27	20
<b>Total</b>	<b>33</b>	<b>28</b>	<b>20</b>

4.13.6 Table 3 provides a summary of fire incidents experienced by the City of Edinburgh Council in 2022. The table also presents a summary of Scottish Fire and Rescue Service Audits following fire incidents. This table also reports the number of unwanted fire alarm signals (UFAS), the automatic notification of fire to the Scottish Fire and Rescue Service arising from false activations through alarm call points, dust etc and system errors. The table shows a rise in fire incidents reported compared to 2021, this is attributed to improved awareness of the need to report such incidents as promoted by the

Council Health and Safety team with Duty Holders in 2022. The total number of UFAS incidents have increased marginally on 2021, however of note is the reduction in multiple incidents attributed to any one site.

**Table 3 Fire Safety Adverse Events**

<b>Fire Safety Metrics</b>	<b>Full year 2019</b>	<b>Full year 2020</b>	<b>Full year 2021</b>	<b>Full year 2022</b>	<b>Comments</b>
Total number of fires	11	16	20	40	
Fire and Rescue Service attended	11	16	17	23	
Scottish Fire and Rescue Service audits	33	15	21	20	Thematic findings from audits related to Lack of contractors certification held on site, Fire Stopping, UFAS Arrangements and reduction, Evacuation Procedures, FRA's, condition of fire doors, information, instruction and training.
Unwanted Fire Alarm Signals (UFAS):					
Stage 1	203	224	260	274	Non fire alarm activation
Stage 2	9	9	4	1	5 UFAS in 3 months
Stage 3	1	0	4	0	10 UFAS in 6 months
Stage 4	0	0	0	0	20 FAS in 9 months

#### 4.14 Health and Safety Specific Learning and Development

4.14.1 Table 4 provides a summary of Corporate learning and development carried out in 2022. In addition to this Service based face to face training sessions continued. Face to face training has resumed beyond the essential operational training carried out during 2020/21 as a result of COVID restrictions.

**Table 4 Health and Safety Specific Learning and Development**

<b>Health and Safety Training Metrics</b>	<b>Full year 2019</b>	<b>Full year 2020</b>	<b>Full year 2021</b>	<b>Full year 2022</b>	<b>Comments</b>
<b>Health and Safety training courses delivered by Corporate Health and Safety</b>					
Courses delivered	391	39	18	37	In 2022: - 13 course types delivered; - 29 courses delivered in-person; - 8 courses delivered online.
Employee attendance	3371	225	87	329	
<b>Health and Safety training courses delivered/facilitated by Learning and Development</b>					
Courses delivered	*	*	*	268	

Employee attendance	*	*	*	1974	* Data on Health and Safety courses facilitated by Learning and Development was not captured in the Health and Safety Annual Report prior to 2022.
<b>Health and Safety training accessed/completed Online on MyLearning Hub</b>					
Unique access by Employees	5374	12844	13839	15172	27 individual online courses available in 2022
Successful completion	4081	9699	10296	13145	
<b>Total successful completion of H&amp;S Training</b>	<b>7452</b>	<b>9924</b>	<b>10401</b>	<b>15448</b>	

4.14.2 During 2022 the Council Health and Safety Team delivered 13 health and safety training course types. There were 37 courses provided in total to 329 employees. 29 of the courses were delivered in-person, due to practical elements included in the training. The table above shows the significant uptake of on-line learning in 2022 compared with 2019, this was initially driven in response to the COVID pandemic, however, is more suitable resource allocation going forward.

There were 18 health and safety training course types delivered or facilitated by the Learning and Development Team in 2022. There were 268 courses provided in total to 1974 employees. The majority of these courses were delivered in-person due to the practical nature of the training.

There were 27 health and safety modules available for employees to access on MyLearningHub in 2022. These modules were uniquely accessed by employees 15172 times and 13145 of these courses were successfully completed by employees.

In total in 2022, there were 15448 successful completions of health and safety training for employees. The mix of training delivery demonstrates the opportunities in continuing to develop a blended approach to health and safety learning and training. Further work is planned to link training delivery back to the role-specific and general health and safety training needs within Directorates.

4.14.3 The Council Health and Safety team will support Services in 2023 to review training requirements across the Council and identify the most appropriate delivery model for their training needs.

4.14.4 This is important now as the organisation reshapes the way it works and therefore the risk profile of the organisation changes and the means of receiving training develops in response to new ways of working. While face to face training has returned for courses, greater use will be made of MyLearning hub to address learning and development needs in combination with face-to-face training in the future.

4.14.5 MyLearningHub has shown its ability to deliver a range of training solutions. 2022 figures above show a further significant increase (30%) in the number of completed online learning and development courses compared to last year.

#### 4.15 **Council Health and Safety Team**

4.15.1 The Council Health and Safety Team reported on a review of the Health and Safety Management System to the Council Leadership Team. This led into the development of a new Health and Safety Strategy which has since been presented to the Finance and Resources Committee on 26 January 2023.

4.15.2 The health and safety team made an internal appointment to the role of Principal Health and Safety Adviser, leading the way to appoint to the outstanding Senior H&S Adviser and Health and Safety Adviser vacancies within the team to create the capacity to deliver the aforementioned health and safety strategy.

4.15.3 The CHS team carried out work to support the application of the Duty Holder role outlined within the Council Health and Safety Policy. A new Duty Holder Guide was published along with the development of a register of site specific Duty Holders published on the Health and Safety Orb pages. This is now being maintained by the CHS team to support a range of work streams led by site Duty Holders.

4.15.4 The Scottish Fire and Rescue Service notified employers of a key change to the way they will respond to fire alarms in the future in non-sleeping accommodation, they will only respond to confirmed fires. The Council Health and Safety Team along with Property and Facilities Management established a short life working group to progress the Council's response to this change to ensure Duty holders are supported to respond to the change in 2023. A new fire evacuation plan template has been prepared which has been subject to consultation with trade unions ahead of publication.

4.15.5 The Council's Health and Safety Management Information Systems 'SHE' received approval to apply the mobile app, making it easier for many Services to capture incident details and populate the system. The Council Health and Safety Team highlighted changes to the SHE System to users after a supplier refresh.

4.15.6 The team carried two Senior vacancies and two Adviser vacancies into 2023. The Senior H&S Adviser post and two Adviser posts have now been recruited to and the Lead Trainer post will be recruited to early 2023 to ensure suitable resourcing to deliver against the ambitious Health and Safety Strategy and to support ongoing service support needs.

#### 4.16 **Governance and Assurance**

4.16.1 The health and safety audit programme was suspended in March 2020 due to lock down restrictions. Notwithstanding this, Corporate Health and Safety redesigned existing self-audit tools to include a 'COVID Secure' Field.

4.16.2 The Council Health and Safety team, have operated telephone and email access to guidance. The 'Safe Working Practices Helpline' operated 24/7 throughout 2022 to ensure employees could raise any workplace COVID related concerns.

4.16.3 A new thematic approach to auditing has been trialled in 2022, initially with a focus on practical subject areas within Education settings. This approach has the benefit of providing assurance that controls are being universally applied across settings carrying a particular risk.

4.16.4 The Health and Safety Team are currently working through an exercise to produce risk profiles for Services which will support the identification of which teams need to manage key risks, which teams will require access to associated training and which teams will require to be involved in subject related auditing going forward.

#### 4.17 **Enforcing Authority Engagement**

4.17.1 There were no formal notices issued by the Scottish Fire and Rescue Service against the City of Edinburgh Council in 2022.

4.17.2 The Scottish Fire and Rescue Service consulted with the City of Edinburgh Council in 2021 as part of a national consultation exercise on removing their routine response to automatic fire alarm systems, in an effort to reduce the impact unwanted fire alarm signals (UFAS) has on their service. The Fire and Rescue Board took the decision in December 2021 to no longer respond to automatic fire alarm activation from April 2023. The City of Edinburgh Council has since been advised this change will now take affect from 1 July 2023. The exemption from this includes sleeping accommodation such as Care Homes. The Council Health and Safety Team and Property and Facilities Management team have developed updated fire safety guidance to support Services affected and will be rolling out new advise in preparation for this change.

4.17.3 The City of Edinburgh Council were involved in a national exercise led by the Health and Safety Exercise to review Asbestos Management in school settings. A number of school sites were visited as part of this process and

while some informal feedback was provided, no formal action resulted from these reviews.

4.17.4 There were no formal notices issued to the City of Edinburgh Council by the Health and Safety Executive in 2022.

## **5. Next Steps**

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- 5.1 The Finance and Resource Committee approved a new Health and Safety Strategy on 26 January 2023. The newly developed Health and Safety Strategy will now be implemented, building on the current arrangements in place to deliver a best in class health and safety management system for the City of Edinburgh Council.

## **6. Financial impact**

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- 6.1 There is no direct financial impact arising from this report, although any failure to manage health and safety appropriately can have a potentially significant impact.

## **7. Stakeholder/Community Impact**

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- 7.1 There is ongoing consultation and engagement with Trades Unions and stakeholders.
- 7.2 The potential impact of failure to manage health and safety and welfare includes: death, injury, ill health, in addition to legal liabilities, regulatory censure, financial losses, business disruption and reputational damage.
- 7.3 There are no adverse equality impacts arising from this report.
- 7.4 There are no adverse sustainability impacts arising from this report.

## **8. Background reading/external references**

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- 8.1 [Corporate Health and Safety Strategy and Plan 2020-2022](#)
- 8.2 [Corporate Health and Safety Strategy 2023-2028](#)

## **9. Appendices**

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- 9.1 None.



## Finance and Resources Committee

10.00am, Tuesday, 25 April 2023

### Award of Edinburgh Factoring Framework Agreement

Executive/Routine Wards Council Commitments	Routine All
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#### 1. Recommendations

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- 1.1 It is recommended that Finance and Resources Committee approves the:
  - 1.1.1 Award of a multiple supplier Framework Agreement for Factoring Services to Hacking and Paterson Management Services, Park Property Management Limited and RMG Scotland Limited; and
  - 1.1.2 Commencement of the Framework on 3 June 2023 for a fixed period of four years at a total estimated value of £6 million.

#### Paul Lawrence

Executive Director of Place

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## Award of Edinburgh Factoring Framework Agreement

### 2. Executive Summary

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- 2.1 This report seeks the approval to award a multiple supplier Framework Agreement for Factoring Services to Hacking and Paterson Management Services, Park Property Management Limited and RMG Scotland Limited to commence on 3 June 2023 for a fixed period of four years at a total estimated value of £6 million.

### 3. Background

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- 3.1 The City of Edinburgh Council requires a framework agreement to support the delivery of factoring services on new build mixed tenure housing developments. The framework will be utilised by the Council's Housing services for developments that have already completed or in development.
- 3.2 The Council is delivering mixed tenure housing on sites across the city. On completion, homes will be owned by the Council, Edinburgh Living and private owners. A Deed of Conditions sets out the responsibilities of owners in relation to maintaining common areas of the development (including common areas of blocks, landscaping and open space). Where the Council has majority ownership on sites which require a factor, the responsibility generally falls to the Council as a member of the Owners Association (following consultation with owners) to ensure that these services are in place and provide best value for money for all owners, including the Council and its tenants.
- 3.3 There are currently a number of contracts in place for factoring services for new build developments where the Council or Edinburgh Living is the majority owner. Consolidating these requirements into one overarching framework agreement presents the opportunity for the Council to rationalise the current approach and provide a structure for effective contract management.
- 3.4 The framework agreement shall encompass the Council's existing obligations to provide factoring services to houses and flats on newbuild mixed-tenure sites, a total of 1,439 houses and flats. Furthermore, the framework agreement will service an estimated 2,400 houses and flats that are expected to be completed over the lifetime of the framework agreement. The framework agreement will provide for a

range of factoring and management services, including landscaping and grounds maintenance, communal repairs and cleaning of common areas.

- 3.5 A key objective of the factoring framework is to ensure that a sense of place develops within mixed tenure estates and that the concept of tenure blind developments is maintained through the use of a single factoring service across developments. While private owners will access the complete suite of services required by the Deed of Conditions – including insurance provision and window cleaning for example, Edinburgh Living and the Council will mainly draw down on landscape maintenance services.

## 4. Main Report

---

- 4.1 A Prior Information Notice (PIN) was published on Public Contract Scotland (PCS) on 6 June 2022 to determine interest from potential suppliers and inform the market of the tender opportunity and allow suppliers to complete a questionnaire with the aim of understanding the market's views towards the Council's intended tendering approach.
- 4.2 On 20 January 2023, Commercial and Procurement Services (CPS) published a Contract Notice, under Open Procedure, tenders were returned on 28 February 2023.
- 4.3 To identify tenders offering best value, the evaluations included an emphasis on quality as well as price and submissions were assessed on the basis of the most economically advantageous tender.
- 4.4 A cost/quality ratio of 40/60 was applied to encourage competitive rates as well as ensuring the quality of services being provided under this framework agreement are of a high standard. To further protect the quality element a minimum quality threshold of 50 marks out of 100 was included, with the Council having discretion to disqualify tenders which did not achieve this threshold.
- 4.5 The quality analysis was based on weighted award criteria questions, which were scored using a 0 to 4 matrix.
- 4.6 This is a ranked framework, and the Council will allocate business mainly through direct award to the highest ranked supplier. On occasion, the Council may, at their sole discretion, choose to allocate business via mini competition if the requirements of the site require additional services to be delivered (for example if a water feature is present on the site).
- 4.7 A summary of the tender process is attached at Appendix 1 and the recommendation for award of the framework agreement is based upon the completed evaluation scores for the tenderers as detailed below.

Tenderer	Quality Score (60%)	Cost Score (40%)	Total Score (100%)	Ranking
RMG Scotland Limited	41.25	31.95	73.20	1

Hacking and Paterson Management Services	33.00	39.86	72.86	2
Park Property Management Limited	36.00	22.22	58.22	3

## 5. Next Steps

---

- 5.1 Subject to approval, the framework agreement will commence on 3 June 2023 for a fixed period of four years.
- 5.2 The Framework Agreement will replace and consolidate a combination of existing contractual arrangements.
- 5.3 A senior housing development officer within Housing Strategy and Development shall act as framework manager.
- 5.4 The Contract and Grants Management team will engage with the framework manager to ensure that effective contract management is delivered throughout the framework agreement lifecycle.

## 6. Financial Impact

---

- 6.1 The framework is estimated at £6 million over the contract period.
- 6.2 Funding will be from the Council's Housing Revenue Account for Council homes. Edinburgh Living and private owners will fund their own share of costs.
- 6.3 The total of the pricing schedule from the first recommended supplier is 10% below the average of the remaining two ranked suppliers. This could lead to savings of approximately £6,559.15 over the lifetime of the framework agreement.
- 6.4 The prices quoted by the successful suppliers in the pricing schedule will be fixed for one year. Prices will be reviewed annually in line with the Consumer Price Index (CPI) as set in the November of the previous year. Pricing shall not be uplifted automatically in line with CPI, the CPI figure will form the basis for discussions relating to price increases. Any price increase will require reasoning and evidence of increased costs on behalf of the supplier to be presented to the Council.
- 6.5 Financial assessments have been carried out for the successful suppliers and the required thresholds have been met.
- 6.6 The costs associated with procuring this contract are estimated to be from £20,001 to £35,000.

## 7. Stakeholder/Community Impact

---

- 7.1 The framework agreement will contribute to the achievement of the Council's environmental and sustainability objectives. A sustainability question was asked as part of the tender evaluation process with all suppliers answering this adequately.

Suppliers provided evidence of active policies in place to deliver sustainable outcomes in business activities as well as working with sub-contractors to embed these policies throughout their supply chains. Examples of outcomes include, active recycling of waste generated on site or disposal in line with SEPA requirements, electric fleets of vehicles, paperless billing and use of a carbon neutral energy supplier in utility contracts on sites.

- 7.2 The Sustainable Procurement Strategy was considered and applied through the request of community benefits. The suppliers will be required to deliver community benefits in line with the value of work awarded by the Council. Community benefits proposals will be finalised with suppliers at contract commencement and monitored on the Council's community benefits platform by the Council's contract manager and reported annually.
- 7.3 The Framework Agreement provides opportunities to small and medium-sized enterprises with Hacking and Paterson Management Services identifying as a medium sized enterprise and Park Property Management Limited identifying as a small sized enterprise.
- 7.4 Successful providers will engage with residents and the Council and the framework provides the flexibility to make sure that services are provided that best suit the needs of individual sites and communities.
- 7.5 Both RMG Scotland Limited and Park Property Management Limited confirm that they pay workers the real living wage. Park Property Management Limited are an accredited living wage employer and RMG Scotland Limited have provided confirmation of an intent to become accredited over the period of the framework agreement.
- 7.6 The framework recommended for award is compliant with procurement regulations and the Contract Standing Orders. The risk of legal challenge relating to contractual arrangements for the provisions of this service is thereby reduced.

## **8. Background Reading/External References**

---

- 8.1 None.

## **9. Appendices**

---

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

## Appendix 1 - Summary of Tendering and Tender Evaluation Processes

<b>Contract</b>	<b>Edinburgh Factoring Framework Agreement</b>	
Contract period (including any extensions)	The contract period is for a fixed period of four years and will commence on 3 June 2023.	
Estimated Contract Value (including extensions)	£6 million	
Procurement Route Chosen	Open Procedure	
Tenders Returned	Four – One tender was returned after the tender submission deadline	
Name of Recommended Supplier(s)	Hacking and Paterson Management Services Park Property Management Limited RMG Scotland Limited	
Price / Quality Split	<b>Price 40%</b>	<b>Quality 60%</b>
Evaluation criteria and weightings and reasons for this approach	<b>Price</b>	<b>40%</b>
	Houses Flats Repairs	40% 50% 10%
	<b>Quality</b>	<b>60%</b>
	Framework Delivery Team Framework Implementation/Mobilisation Delivery of Services Framework Management Community Benefits Sustainability Fair Work Practices	20% 15% 25% 15% 5% 10% 10%
Evaluation Team	Three Council Officers from Housing	

# Finance and Resources Committee

10.00am, Tuesday, 25 April 2023

## 82 Canongate, Edinburgh – Proposed New Lease

Executive/routine	Routine
Wards	11 – City Centre
Council Commitments	

### 1. Recommendations

---

- 1.1 That Finance and Resources Committee approve a new 10-year lease to Reiver Country Farm Foods Limited at 82 Canongate, Edinburgh, on the terms and conditions outlined in this report.

#### Paul Lawrence

Executive Director of Place

Contact: Iain Lamont, Senior Estates Manager

E-mail: [iain.lamont@edinburgh.gov.uk](mailto:iain.lamont@edinburgh.gov.uk) | Tel: 0131 529 7610

## 82 Canongate, Edinburgh – Proposed New Lease

### 2. Executive Summary

---

- 2.1 The property at 82 Canongate is leased to Reiver Country Farm Foods Limited. The existing lease expires on 31 May 2023 and the tenant has requested a new 10-year lease extension. This report seeks approval to grant a new 10-year lease extension on the terms and conditions outlined in the report.

### 3. Background

---

- 3.1 The property known as 82 Canongate extends to 79.04 sq m (851 sq ft) and is shown outlined in red on the plan at Appendix 1.
- 3.2 Reiver Country Farm Foods Limited have occupied the property since June 2013 and operate a restaurant specialising in Hog Roasts. The current rent is £19,500 per annum.
- 3.3 The existing lease expires on 31 May 2023 and the tenant has requested a new 10-year lease extension until 31 May 2033.

### 4. Main report

---

- 4.1 The following terms have been provisionally agreed:
- 4.1.1 Subjects: 82 Canongate, Edinburgh;
  - 4.1.2 Tenant: Reiver Country Farm Foods Limited;
  - 4.1.3 Lease term: 10 years from 1 June 2023;
  - 4.1.4 Rent: £20,500 per annum (current market value);
  - 4.1.5 Rent review: 5 yearly;
  - 4.1.6 Break Option: tenant break option on the 5<sup>th</sup> anniversary;
  - 4.1.7 Repair: tenant full repairing liability; and
  - 4.1.8 Costs: tenant responsible for Council's legal costs.



- 4.2 The tenant has fulfilled all their legal and financial obligations in terms of the existing lease.

## **5. Next Steps**

---

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

## **6. Financial impact**

---

- 6.1 Effective from 1 June 2023, the annual rent will be increased from £19,500 per annum to £20,500 per annum credited to the General Property Account.

## **7. Stakeholder/Community Impact**

---

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

## **8. Background reading/external references**

---

- 8.1 None.

## **9. Appendices**

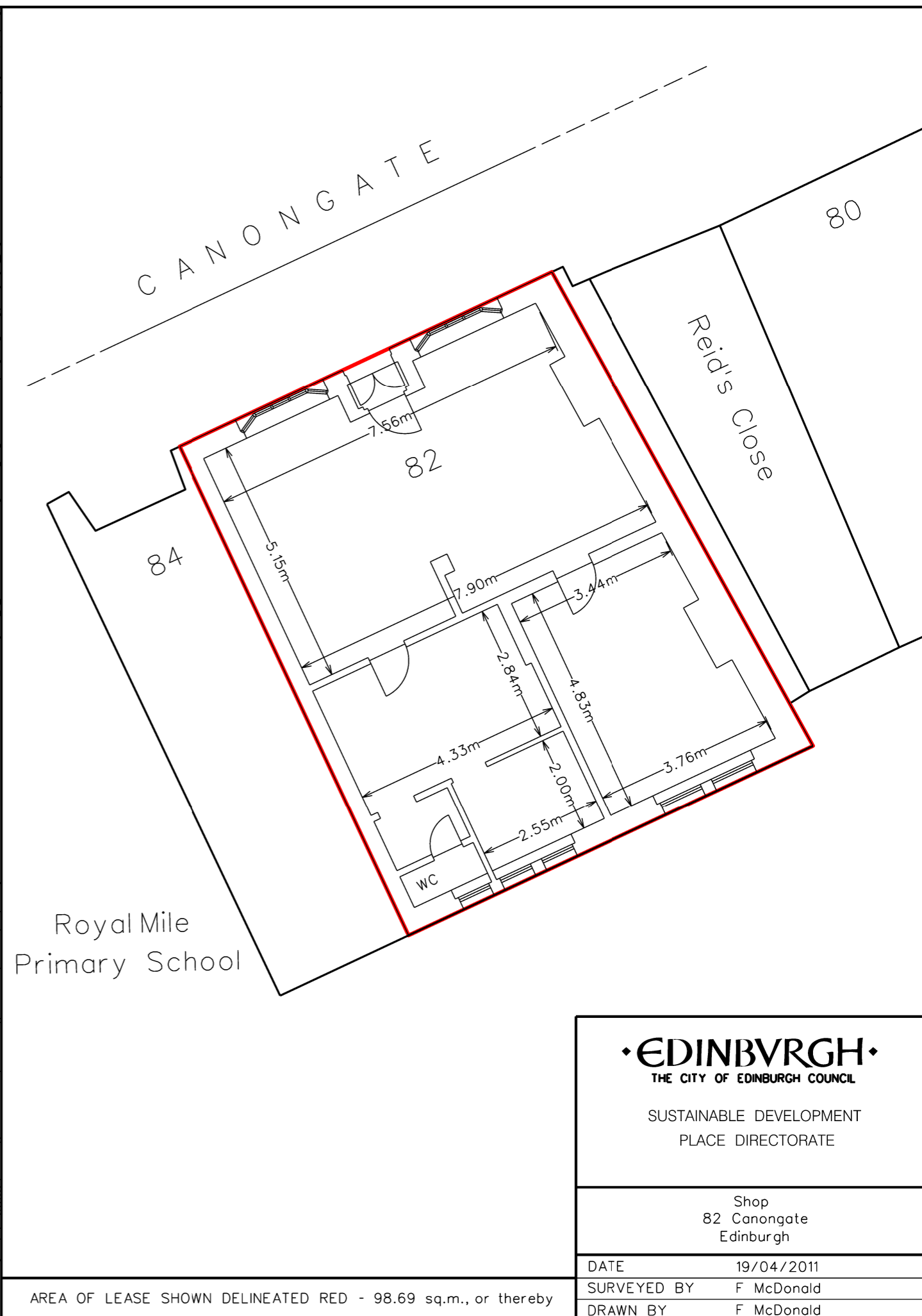
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- 9.1 Appendix 1 – Location plan.



LOCATION PLAN

SCALE 1:1250



Royal Mile Primary School

AREA OF LEASE SHOWN DELINEATED RED - 98.69 sq.m., or thereby

SITE PLAN

SCALE 1:100

<b>• EDINBURGH •</b> THE CITY OF EDINBURGH COUNCIL	
SUSTAINABLE DEVELOPMENT PLACE DIRECTORATE	
Shop 82 Canongate Edinburgh	
DATE	19/04/2011
SURVEYED BY	F McDonald
DRAWN BY	F McDonald
FILE NO.	
NEG. NO.	NT 2673/A3/1190

# Finance and Resources Committee

10.00am, Tuesday, 25 April 2023

## Unit 1-3 Peffermill Parc, Edinburgh – Proposed Lease Extension

<b>Executive/routine Wards Council Commitments</b>	<b>Routine 17 – Portobello / Craigmillar</b>
--	--

### 1. Recommendations

---

- 1.1 That Finance and Resources Committee approve a 10-year lease extension to The British Electrical and Manufacturing Company Limited of Unit 1-3 Peffermill Parc, Edinburgh, on the terms and conditions outlined in this report.

**Paul Lawrence**

Executive Director of Place

Contact: Iain Lamont, Senior Estates Manager

E-mail: [iain.lamont@edinburgh.gov.uk](mailto:iain.lamont@edinburgh.gov.uk) | Tel: 0131 529 7610

# Report

## Unit 1 – 3 Peffermill Parc, Edinburgh – Proposed Lease Extension

### 2. Executive Summary

---

- 2.1 The property at Unit 1-3 Peffermill Parc is leased to The British Electrical and Manufacturing Company Limited. The existing lease expires on 24 November 2023 and the tenant has requested a 10-year lease extension. This report seeks approval to grant a new 10-year lease extension on the terms and conditions outlined in the report.

### 3. Background

---

- 3.1 The property known as Unit 1-3 Peffermill Parc extends to 376.61 sq m (4,054 sq ft) and is shown outlined in red on the plan at appendix 1.
- 3.2 The British Electrical and Manufacturing Company Limited have occupied the property since November 2008 and operate an Electrical Wholesale business. The current rent is £29,390 per annum.
- 3.3 The existing lease expires on 24 November 2023 and the tenant has requested a 10-year lease extension until 24 November 2033.

### 4. Main report

---

- 4.1 The following terms have been provisionally agreed:
- 4.1.1 Subjects: Unit 1-3 Peffermill Parc, Edinburgh;
  - 4.1.2 Tenant: The British Electrical & Manufacturing Company Limited;
  - 4.1.3 Lease extension: 10 years from 25 November 2023;
  - 4.1.4 Rent: £32,500 per annum (current market value);
  - 4.1.5 Rent review: 5 yearly;
  - 4.1.6 Break Option: tenant break option on the 5<sup>th</sup> anniversary;
  - 4.1.7 Repair: tenant full repairing liability; and

4.1.8 Costs: tenant responsible for Council's legal costs.

4.2 The tenant has fulfilled all their legal and financial obligations in terms of the existing lease.

## **5. Next Steps**

---

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

## **6. Financial impact**

---

6.1 Effective from 25 November 2023 the annual rent will be increased from £29,390 per annum to £32,500 per annum credited to the General Property Account.

## **7. Stakeholder/Community Impact**

---

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

## **8. Background reading/external references**

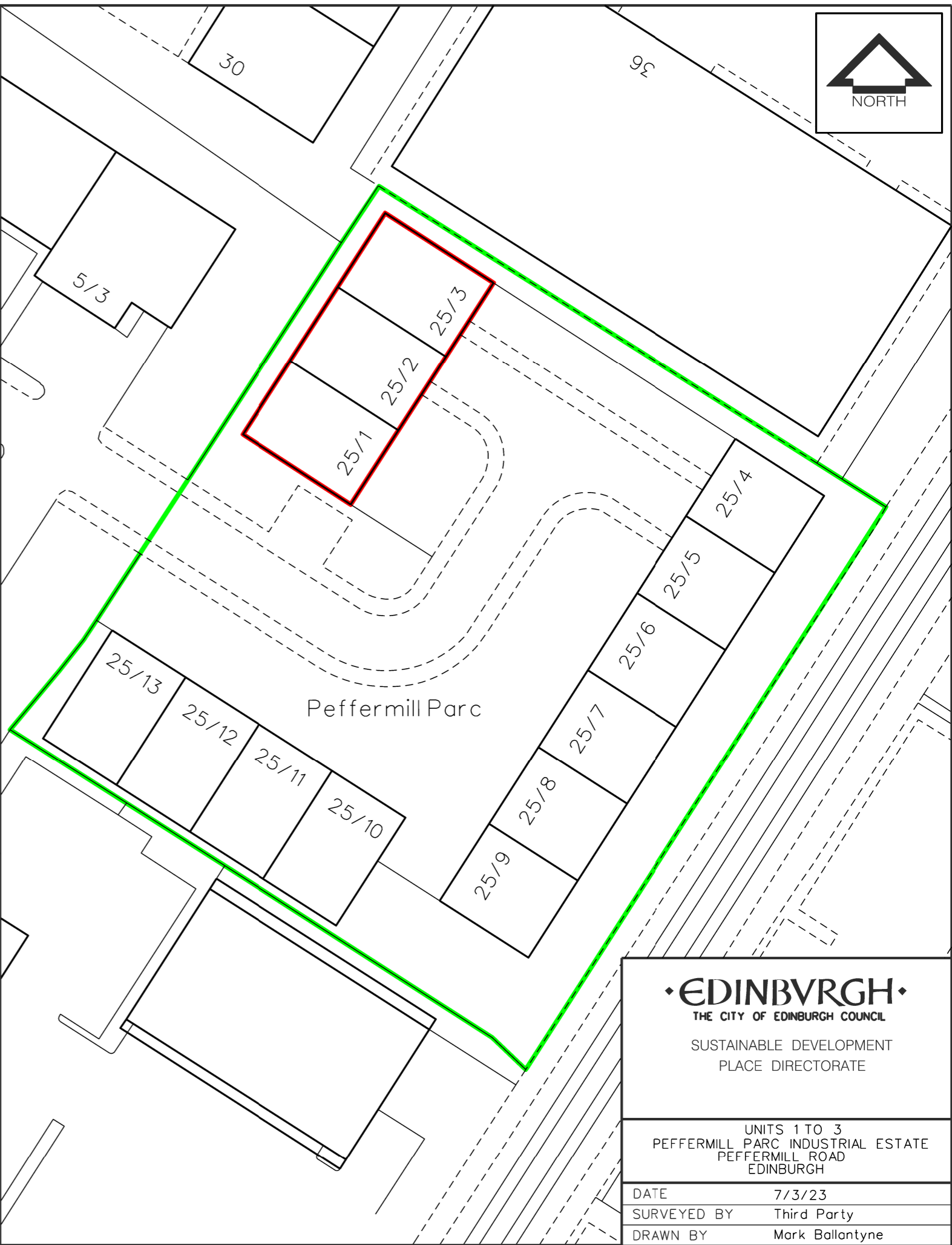
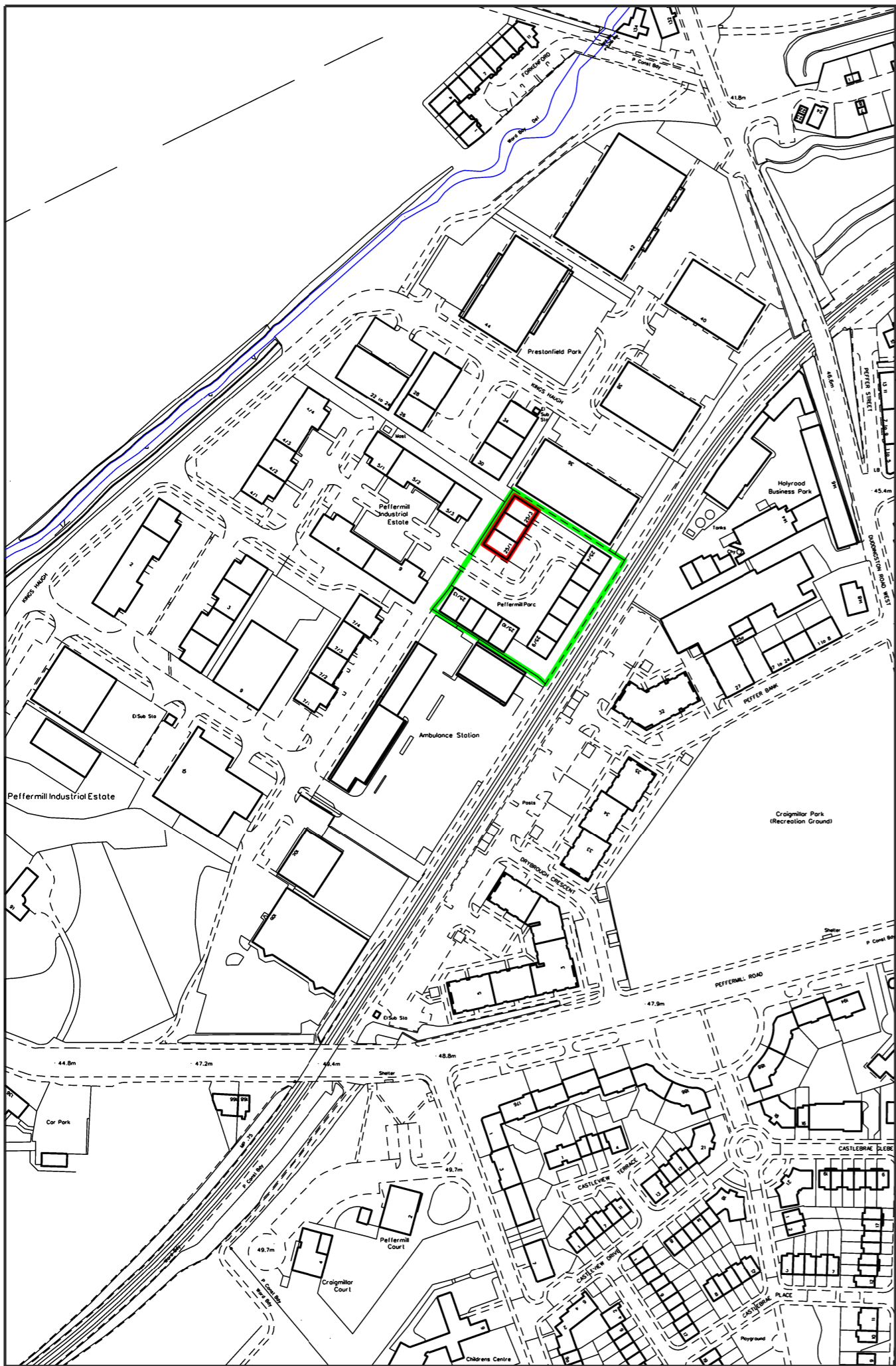
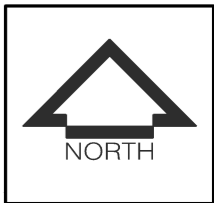
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8.1 None.

## **9. Appendices**

---

9.1 Appendix 1 – Location plan.



LOCATION PLAN

SCALE 1:2500

SITE PLAN

SCALE 1:500

**EDINBURGH**  
THE CITY OF EDINBURGH COUNCIL

SUSTAINABLE DEVELOPMENT  
PLACE DIRECTORATE

---

UNITS 1 TO 3  
PEFFERMILL PARC INDUSTRIAL ESTATE  
PEFFERMILL ROAD  
EDINBURGH

DATE	7/3/23
SURVEYED BY	Third Party
DRAWN BY	Mark Ballantyne
SCALE	1:500 @ A3 SIZE
NEG. NO.	A3/1427

THIS MAP IS REPRODUCED FROM ORDNANCE SURVEY MATERIAL WITH PERMISSION OF ORDNANCE SURVEY ON BEHALF OF THE CONTROLLER OF HER MAJESTY'S STATIONARY OFFICE CROWN COPYRIGHT. UNAUTHORISED REPRODUCTION INFRINGES CROWN COPYRIGHT LICENCE NUMBER 100023420. CITY OF EDINBURGH 2006 AND MAY LEAD TO PROSECUTION OR CIVIL PROCEEDINGS.



# Finance and Resources Committee

10.00am, Tuesday, 25 April 2023

## Land at Port Edgar, South Queensferry – Proposed Disposal

Executive/routine Wards Council Commitments	Routine 1 - Almond
---	-----------------------

### 1. Recommendations

---

- 1.1 That Finance and Resources Committee approve the disposal of 1,050 sq m of land and the grant of servitude rights at Port Edgar to LAR Housing Trust, on the terms and conditions outlined in this report.

**Paul Lawrence**

Executive Director of Place

Contact: Craig Dalgliesh, Development and Disposals Manager

E-mail: [craig.dalgliesh@edinburgh.gov.uk](mailto:craig.dalgliesh@edinburgh.gov.uk) | Tel: 0131 529 3173

## Land at Port Edgar, South Queensferry – Proposed Disposal

### 2. Executive Summary

---

- 2.1 In 2021, LAR Housing Trust (LAR) purchased the former Port Edgar Navel Barracks from the Scottish Government for the development of predominantly affordable mid-market rent housing. LAR has approached the Council to acquire an area of adjoining land, to provide improved access to the development, and servitude rights to connect to a main sewer. This report seeks approval to dispose of the land and grant servitude rights on terms and conditions outlined in the report.

### 3. Background

---

- 3.1 In 2021, LAR Housing Trust (LAR) purchased the former Port Edgar Navel Barracks site with the intention to restore existing listed buildings and redevelop the site with a mix of housing tenures, predominantly affordable mid-market rent, together with community facilities.
- 3.2 During the public consultation exercise, there was a desire from the local community to reopen the former access road to cyclists and pedestrians thereby creating an active travel route. To enable the development to accommodate these elements, and to improve the site layout, LAR approached the Council to acquire an area of adjoining land.
- 3.3 The land, which is irregular in shape and backfilled with building materials, extends to approximately 1,050 sq m as shown outlined in red on the plan at Appendix 1.
- 3.4 The land is currently not used for any purpose and is fenced off from the general public. It has no alternative market value.
- 3.5 LAR are also seeking servitude rights over the area shaded green on the plan for the purposes of connecting into a main sewer. The area over which the servitude right is required remains within Council ownership and forms part of the lease to the operators of Port Edgar Marina.



## **4. Main report**

---

- 4.1 The following terms have been provisionally agreed:
  - 4.1.1 Subjects: sale of 1,050 sqm and granting of servitude rights at Port Edgar, South Queensferry;
  - 4.1.2 Purchaser: LAR Housing Trust;
  - 4.1.3 Purchase Price: £20,000;
  - 4.1.4 Condition of sale: planning permission being obtained by the purchaser for the proposed residential development;
  - 4.1.5 Costs: the purchaser is to meet the Council's reasonable legal fees and Property Costs of 2% of the purchase price;
- 4.2 The purchase price reflects the amenity nature of the land.

## **5. Next Steps**

---

- 5.1 Following Committee approval, Legal Services will be instructed to progress with drafting the essential documentation for the conditional disposal.

## **6. Financial impact**

---

- 6.1 A capital receipt of £20,000 will be achieved in financial year 2023/2024, assuming planning permission for the proposed development is achieved.

## **7. Stakeholder/Community Impact**

---

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

## **8. Background reading/external references**

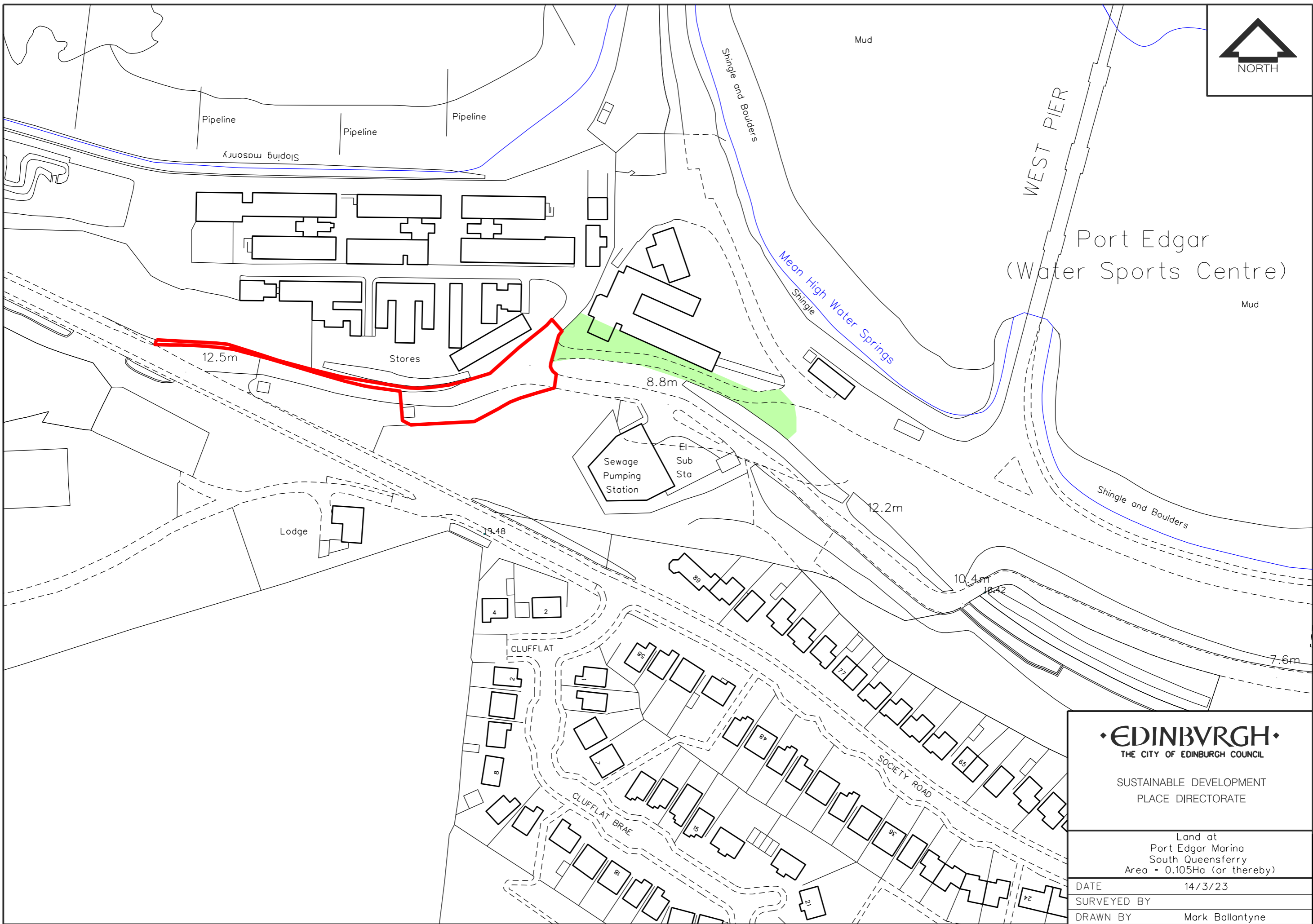
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- 8.1 None.

## **9. Appendices**

---

- 9.1 Appendix 1 – Location plan.



Port Edgar  
(Water Sports Centre)

**• EDINBURGH •**  
THE CITY OF EDINBURGH COUNCIL

SUSTAINABLE DEVELOPMENT  
PLACE DIRECTORATE

Land at  
Port Edgar Marina  
South Queensferry  
Area = 0.105Ha (or thereby)

DATE	14/3/23
SURVEYED BY	
DRAWN BY	Mark Ballantyne
SCALE	1:1250 @ A3 SIZE
NEG. NO.	NT1177/A2/87 A

SITE PLAN

SCALE 1:1250

# Finance and Resources Committee

10.00am, Tuesday, 25 April 2023

## 37 Leith Street, Edinburgh – Proposed New Lease

Executive/routine Wards Council Commitments	Routine 11 – City Centre
---	-----------------------------

### 1. Recommendations

---

- 1.1 That Finance and Resources Committee approve a new 15-year lease to Maki Property Limited of 37 Leith Street, Edinburgh, on the terms and conditions outlined in this report.

**Paul Lawrence**

Executive Director of Place

Contact: Iain Lamont, Senior Estates Manager

E-mail: [iain.lamont@edinburgh.gov.uk](mailto:iain.lamont@edinburgh.gov.uk) | Tel: 0131 529 7610

## 37 Leith Street, Edinburgh – Proposed New Lease

### 2. Executive Summary

---

- 2.1 The property at 37 Leith Street is leased to Maki Property Limited. The existing lease expires on 30 November 2023 and the tenant has requested a new 15-year lease. This report seeks approval to grant a new 15-year lease on the terms and conditions outlined in the report.

### 3. Background

---

- 3.1 The property known as 37 Leith Street extends to 73.52 sq m (791 sq ft) and is shown outlined in red on the plan at Appendix 1.
- 3.2 Maki Property Limited have occupied the subject since July 2019 and operate a Japanese restaurant. The current rent is £20,500 per annum.
- 3.3 The existing lease expires on 30 November 2023 and the tenant has requested a new 15-year lease until 30 November 2038.

### 4. Main report

---

- 4.1 The following terms have been provisionally agreed:
- 4.1.1 Subjects: 37 Leith Street, Edinburgh;
  - 4.1.2 Tenant: Maki Property Limited;
  - 4.1.3 Lease term: 15 years from 1 December 2023;
  - 4.1.4 Rent: £22,700 per annum (current market value);
  - 4.1.5 Rent review: 5 yearly;
  - 4.1.6 Repair: tenant full repairing liability; and
  - 4.1.7 Costs: tenant responsible for Council's legal costs.
- 4.2 The tenant has fulfilled all their legal and financial obligations in terms of the existing lease.

## **5. Next Steps**

---

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

## **6. Financial impact**

---

- 6.1 Effective from the 1 December 2023 the annual rent will be increased from £20,500 per annum to £22,700 per annum credited to the General Property Account.

## **7. Stakeholder/Community Impact**

---

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

## **8. Background reading/external references**

---

- 8.1 None.

## **9. Appendices**

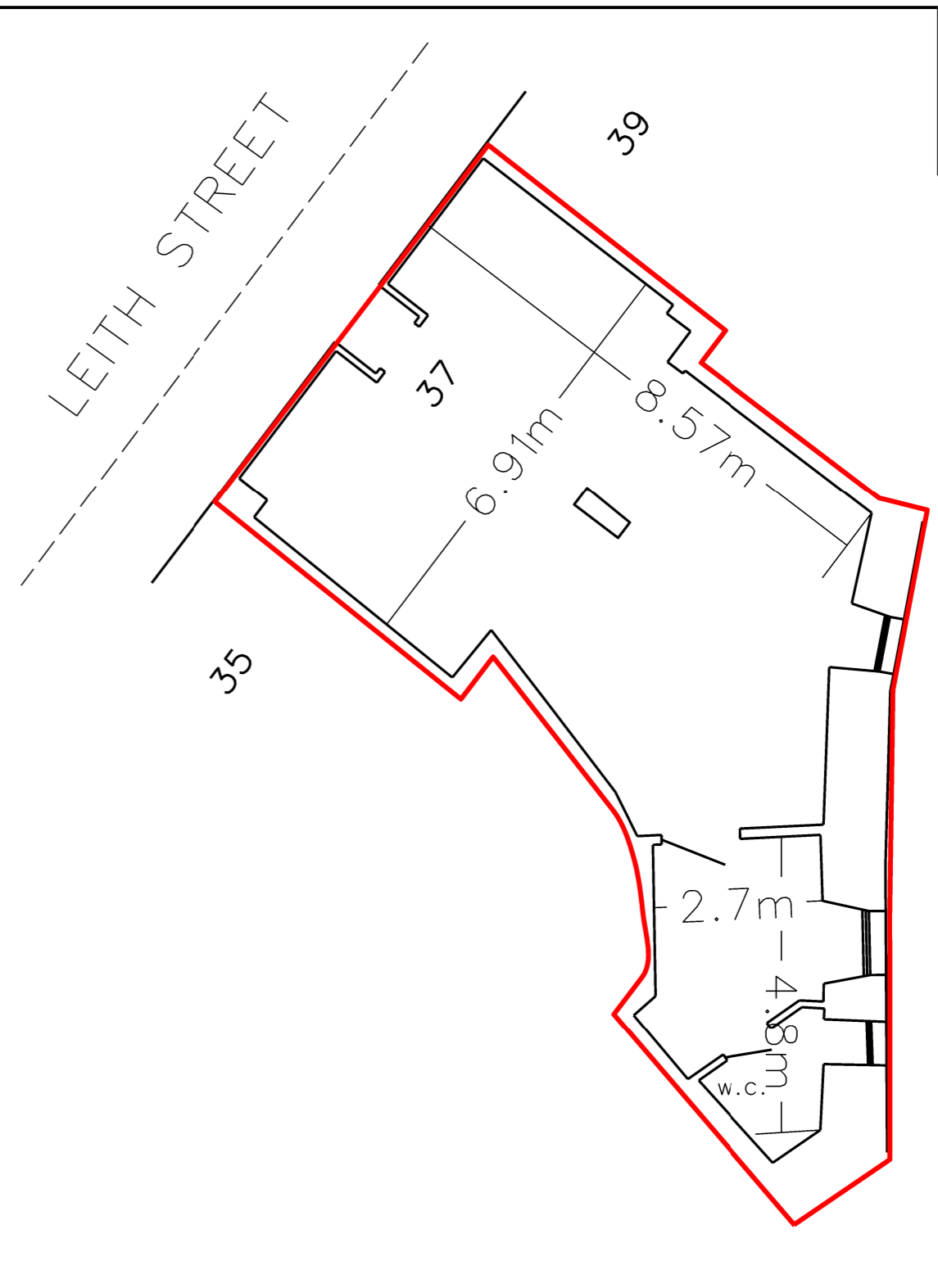
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- 9.1 Appendix 1 – Location plan.



LOCATION PLAN

SCALE 1:1250



SITE PLAN

SCALE 1:100

**• EDINBURGH •**  
 THE CITY OF EDINBURGH COUNCIL

SUSTAINABLE DEVELOPMENT  
 PLACE DIRECTORATE

RETAIL PREMISES AT  
 37 LEITH STREET  
 EDINBURGH  
 AREA - 93sqm.

DATE	17/4/2018
SURVEYED BY	MB
DRAWN BY	Mark Ballantyne
FILE NO.	
NEG. NO.	A3/389a

# Finance and Resources Committee

10.00am, Tuesday, 25 April 2023

## Land at 67 Pilrig Park, Edinburgh – Proposed Disposal

Executive/routine	Routine
Wards	12 – Leith Walk
Council Commitments	

### 1. Recommendations

---

- 1.1 That Finance and Resources Committee approve the disposal of 736 sq m of land at 67 Pilrig Park, on the terms and conditions outlined in this report.

**Paul Lawrence**

Executive Director of Place

Contact: Craig Dalgliesh, Development and Disposals Manager

E-mail: [craig.dalgliesh@edinburgh.gov.uk](mailto:craig.dalgliesh@edinburgh.gov.uk) | Tel: 0131 529 3173

## Land at 67 Pilrig Park, Edinburgh – Proposed Disposal

### 2. Executive Summary

---

- 2.1 The Council has received a request from the homeowner of 67 Pilrig Park to acquire the remaining 50% share of the driveway to their house plus a former council storage building. This report seeks approval to dispose of the land and building on the terms and conditions outlined in the report.

### 3. Background

---

- 3.1 In 2002, the Council sold the residential dwelling at 67 Pilrig Park. At that time, the Council retained a 50% ownership share of the driveway, shown shaded yellow on the plan at Appendix 1, to permit access to a storage building, hatched blue on the plan, which was required for operational use by the Parks service. In total, the ground extends to 736 sq m.
- 3.2 The owner of 67 Pilrig Park has now approached the Council to acquire the both the remaining 50% share of the access and the former storage building.
- 3.3 The Parks service has confirmed that there is now no operational need for the store and therefore it, and the shared access, are no longer required. There is no public access to the land as it forms part of the grounds to the house previously sold.
- 3.4 As there is no longer any operational need, it is proposed to sell the interests to the current owner of 67 Pilrig Park.

### 4. Main report

---

- 4.1 The following terms have been provisionally agreed:
- 4.1.1 Subjects: sale of the former store and 50% share of the driveway;
  - 4.1.2 Purchaser: Mrs Ferguson;
  - 4.1.3 Purchase Price: £98,900;
  - 4.1.4 Costs: the purchaser is to meet the Council's reasonable legal fees and Property Costs of 2% of the purchase price;



- 4.2 The sale price was negotiated with the purchasers agent based on current market evidence.

## **5. Next Steps**

---

- 5.1 Following Committee approval, Legal Services will be instructed to progress with drafting the essential documentation for the disposal.

## **6. Financial impact**

---

- 6.1 A capital receipt of £98,900 will be achieved in financial year 2023/24.

## **7. Stakeholder/Community Impact**

---

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

## **8. Background reading/external references**

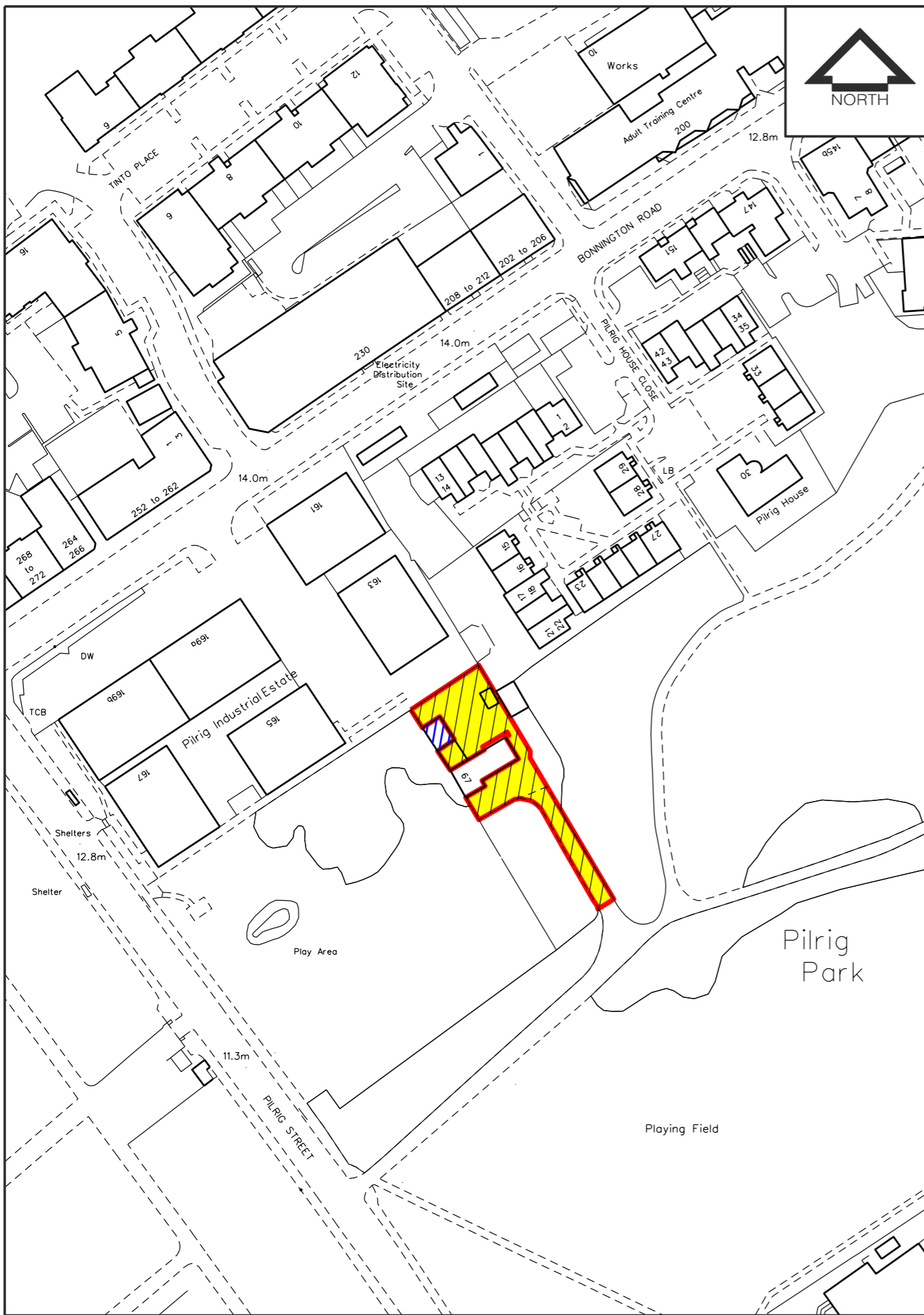
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- 8.1 None.

## **9. Appendices**

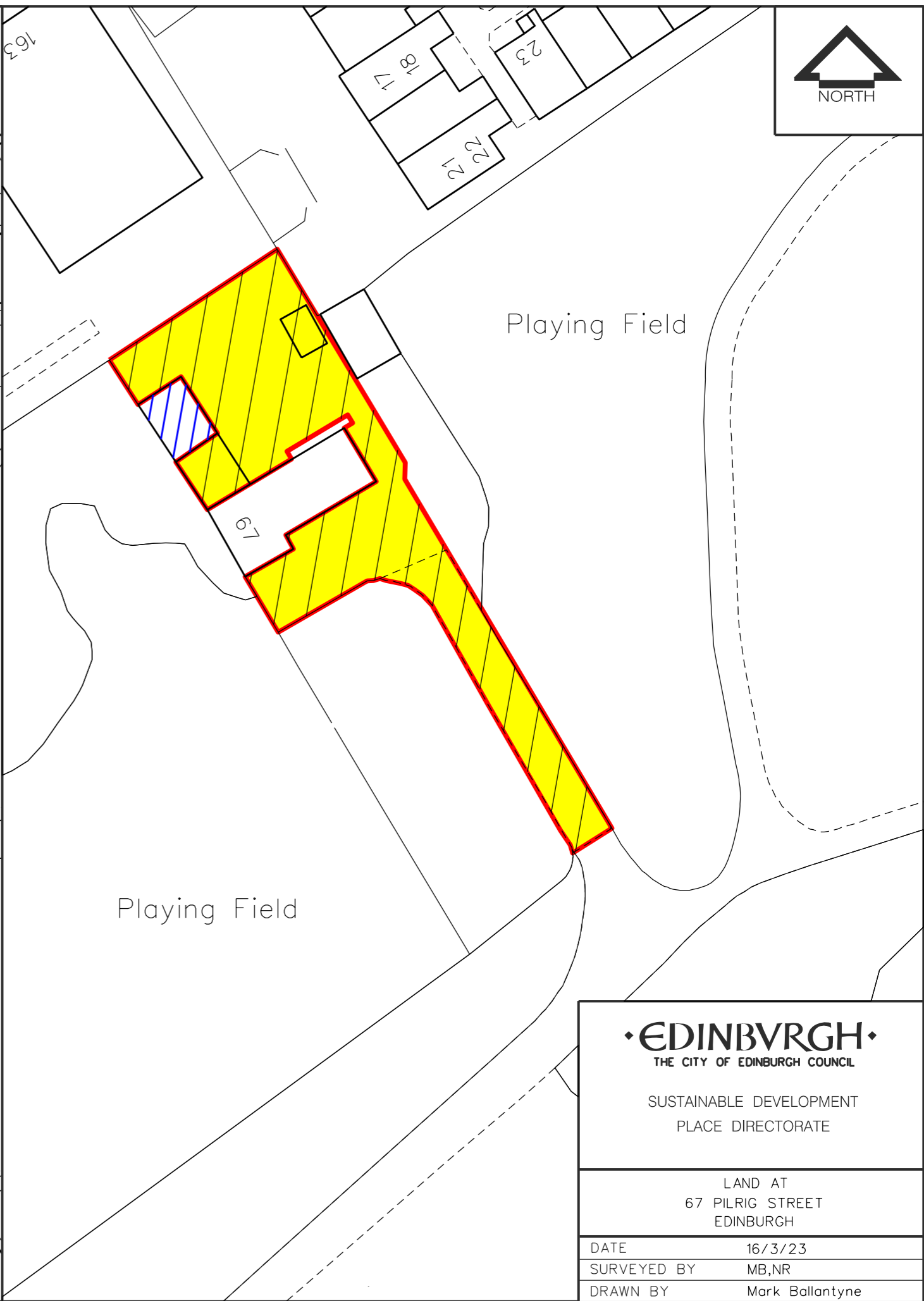
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- 9.1 Appendix 1 – Location plan.



LOCATION PLAN

SCALE 1:1250



SITE PLAN

SCALE 1:200

<b>• EDINBURGH •</b> THE CITY OF EDINBURGH COUNCIL	
SUSTAINABLE DEVELOPMENT PLACE DIRECTORATE	
LAND AT 67 PILRIG STREET EDINBURGH	
DATE	16/3/23
SURVEYED BY	MB,NR
DRAWN BY	Mark Ballantyne
SCALE	1:200 @ A3 SIZE
NEG. NO.	A3/2365a

# Finance and Resources Committee

10.00am, Tuesday, 25 April 2023

## South Bridge Resource Centre, 6 Infirmary Street, Edinburgh – Future Strategy

Executive/routine Wards Council Commitments	Routine 11 – City Centre
---	-----------------------------

### 1. Recommendations

---

- 1.1 That Finance and Resources Committee:
  - 1.1.1 Approves entering into formal discussions with the Edinburgh Festival Fringe Society for a long lease of the South Bridge Resource Centre;
  - 1.1.2 Notes that the proposals will include solutions for current occupiers (Canongate Youth) and other services (Adult Education classes); and
  - 1.1.3 Notes that a further report will be submitted to Committee once the next stage of due diligence is complete.

**Paul Lawrence**

Executive Director of Place

Contact: Graeme McGartland, Head of Estates

E-mail: [graeme.mcgartland@edinburgh.gov.uk](mailto:graeme.mcgartland@edinburgh.gov.uk) | Tel: 0131 539 5956

## South Bridge Resource Centre, 6 Infirmary Street, Edinburgh – Future Strategy

### 2. Executive Summary

---

- 2.1 Edinburgh Festival Fringe Society (EFFS) has been successful in securing funding from the UK Government towards a Fringe Community Hub. They have been in dialogue with Council to establish whether any part of the Council's estate might be suitable for this purpose and South Bridge Resource Centre has been identified as an option.
- 2.2 This report seeks approval for the Council to enter in to formal and more detailed discussions with EFFS on the future long lease of the property including solutions for current occupiers and users.

### 3. Background

---

#### **Edinburgh Festival Fringe Society (EFFS)**

- 3.1 EFFS was established as a charity in 1959 to:
  - 3.1.1 Support, advise and encourage everyone who wants to participate in the Fringe;
  - 3.1.2 Provide information and assistance to help audiences curate their own Fringe experience; and
  - 3.1.3 Promote the Fringe and what it stands for all over the world.
- 3.2 Today, the Fringe is one of the world's leading platforms for freedom of expression and provides an unrivalled cultural asset to Edinburgh and Scotland. In the month of August 2022, there were 3,324 shows in 270 venues across Edinburgh.
- 3.3 EFFS celebrated their 75<sup>th</sup> anniversary in 2022 and launched a 10-year vision with six clear, development goals. One of those goals is *Good Citizenship – a commitment for the Fringe to be a force for good in and for the City of Edinburgh* with an ambitious target to establish a new year-round home for the Fringe Charity by 2027.

### **South Bridge Resource Centre**

- 3.4 South Bridge Resource Centre is a Grade B listed former school building that was originally constructed in 1885. Located on Infirmary Street, the site extends to approximately 0.251 hectares (0.62 acres) as shown outlined in red on the plan at Appendix 1.
- 3.5 The Centre currently provides a number of classes as part of the Adult Education Service. In addition, Canongate Youth hold a lease over a large part of the upper floor. Canongate Youth is an independent voluntary organisation with charitable status who work with children and young people from 5-25 to ensure that they are safe, heard, nurtured and given opportunities to realise their full potential.
- 3.6 The current condition of the building requires a substantial amount of work (as identified in a condition survey in 2019). The report estimated a cost of £1.13m would be required to cover the issues identified and this will have increased in the intervening period due to the impact of Covid on the construction industry.

## **4. Main report**

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- 4.1 As part of the wider 10-year vision, EFFS has been seeking to secure an iconic building within the city centre through which their future can be protected via a redeveloped and reimagined Festival and Community hub. This would allow the amalgamation and consolidation of their current occupied buildings which would, over time, create a more sustainable financial platform from which the Fringe would operate.
- 4.2 To identify a suitable building, EFFS has been in dialogue with the Council to establish whether any part of the Council's estate would be suitable for the development of the Hub. Following these discussions, South Bridge Resource Centre has been identified as a potential option principally due to its location, accommodation and the wider opportunity it provides.
- 4.3 At the outset, it was made clear that prior to entering into any formal agreement, the existing adult education activity will need to be relocated to suitable alternative locations, if remaining at South Bridge is not possible. In addition, it was expected that Canongate Youth would remain within the building.
- 4.4 To date, EFFS have engaged with Canongate Youth to discuss the wider aspiration and explore synergies. For example, the Fringe Society also works with schools and local communities to provide access to the arts and break down barriers to participation in cultural and creative industries. The response from Canongate Youth has been positive and there is a willingness to explore further the opportunity of the two organisations working together to create a vibrant, flexible and complementary mixed-use hub that focuses on community, creativity and public good.
- 4.5 The building has also been used as Fringe venue during August for the past 10 years. EFFS have engaged with the operator, Greenside, to consider what other alternative options are available should the project proceed.

- 4.6 There is a considerable amount of work required prior to any formal decision by Committee. On the part of the Council, the existing education programme needs to be relocated without any detriment to the service and this will require engagement and options appraisal.
- 4.7 On the part of EFFF, a full proposition, business plan and financial feasibility study of the project is required. To do so, they will require access to the building to carry out a number of surveys. In addition, agreement will be required with Canongate Youth over their continued occupation.
- 4.8 It is therefore proposed that Committee endorses the proposal and agrees to the next stage of the project. This will include entering into a memorandum of understanding with EFFF to provide them with the comfort needed to commit expenditure on the feasibility study. Whilst EFFF are carrying out this survey, the Council will prepare a strategy for the ongoing provision of the adult education service which currently uses the building.
- 4.9 When the above work is complete, a further report will be brought to Committee providing the detailed outcomes and next steps.

## **5. Next Steps**

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- 5.1 Should Committee approve the principle of this project, the Council will engage in a memorandum of understanding with EFFF setting out the expectations to be met by both parties.
- 5.2 Once all due diligence is complete a further report will be presented to Committee for approval.

## **6. Financial impact**

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- 6.1 The building will have a market value, albeit this will be impacted by its condition and any existing occupiers remain in situ following a transfer. An assessment will be part of the next steps of due diligence.
- 6.2 The Council is facing a minimum cost of £1.13m for repairs required to the building for which there is no current allocation within the Sustainable Capital Strategy. Current annual running costs for the building are £176,000 per annum.
- 6.3 EFFF have secured up to £7m from the UK Government's capital investment fund which supports their levelling up agenda. The proposal would see this used to completely refurbish the building with the asset leased to EFFF on a long-term basis at a peppercorn rent.
- 6.4 Transfer of the asset to EFFF would represent a saving in both capital and revenue costs to the Council.

## **7. Stakeholder/Community Impact**

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

## **8. Background reading/external references**

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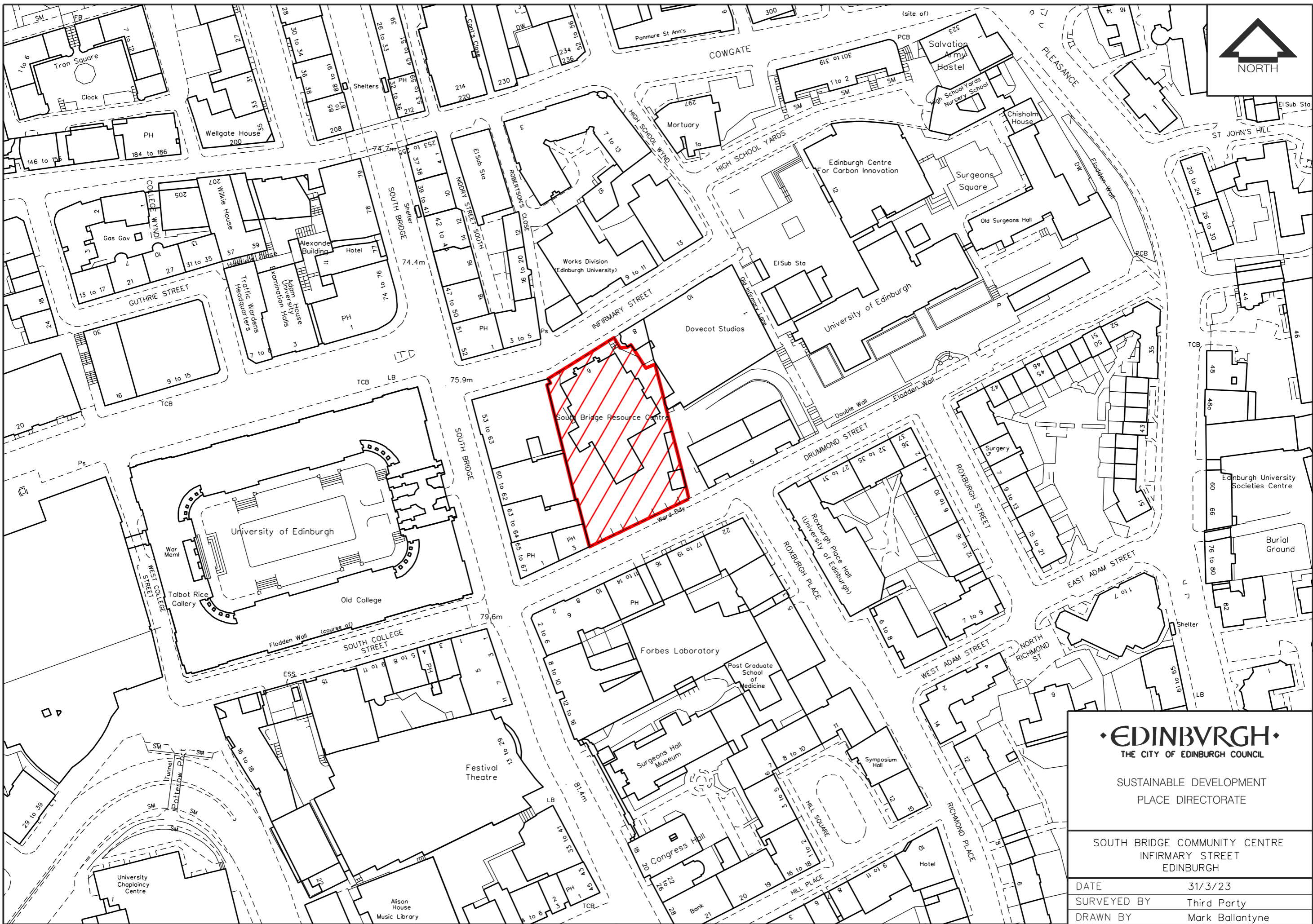
- 8.1 None.

## **9. Appendices**

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- 9.1 Appendix 1 – Location plan.





LOCATION PLAN

SCALE 1:1250

<b>• EDINBURGH •</b> THE CITY OF EDINBURGH COUNCIL	
SUSTAINABLE DEVELOPMENT PLACE DIRECTORATE	
SOUTH BRIDGE COMMUNITY CENTRE INFIRMARY STREET EDINBURGH	
DATE	31/3/23
SURVEYED BY	Third Party
DRAWN BY	Mark Ballantyne
SCALE	1:500 @ A3 SIZE
NEG. NO.	A3/1997a

THIS MAP IS REPRODUCED FROM ORDNANCE SURVEY MATERIAL WITH PERMISSION OF ORDNANCE SURVEY ON BEHALF OF THE CONTROLLER OF HER MAJESTY'S STATIONARY OFFICE CROWN COPYRIGHT. UNAUTHORISED REPRODUCTION INFRINGES CROWN COPYRIGHT LICENCE NUMBER 100023420. CITY OF EDINBURGH 2013 AND MAY LEAD TO PROSECUTION OR CIVIL PROCEEDINGS.



# Finance and Resources Committee

10.00am, Tuesday, 25 April 2023

## Westfield House, 5 Kirk Loan, Edinburgh – Community Asset Transfer

Executive/routine Wards Council Commitments	Routine 6 – Corstorphine/Murrayfield
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### 1. Recommendations

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- 1.1 That the Finance and Resources Committee approves the disposal of Westfield House, 5 Kirk Loan, Edinburgh and determines the purchase price in addition to other terms set out in this report.

**Paul Lawrence**

Executive Director of Place

Contact: Brian Paton, Senior Estates Surveyor

E-mail: [brian.paton@edinburgh.gov.uk](mailto:brian.paton@edinburgh.gov.uk) | Tel: 0131 469 5228

## Westfield House, 5 Kirk Loan, Edinburgh – Community Asset Transfer

### 2. Executive Summary

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- 2.1 This report proposes the disposal of Westfield House to Corstorphine Community Centre (CCC) on terms as specified in the Community Asset Transfer (CAT) request which are outlined in this report. The proposed sale is a Community Asset Transfer under Part Five of the Community Empowerment (Scotland) Act 2015.

### 3. Background

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#### Westfield House

- 3.1 Westfield House was originally occupied by the Council by virtue of a 25-year lease from July 1993. On [16 March 2010](#), an opportunity to acquire the landlords' interest was presented and approved by the Finance and Resources Committee. The purchase price of £2.85m reflected the market value at that time, which included the remaining term of the lease to a local authority tenant.
- 3.2 Over time, the services operating in the building were relocated and the building closed in 2021.

#### Corstorphine Community Centre

- 3.3 CCC are a registered Scottish Charitable Incorporated Organisation (SCIO). They originally owned and occupied a building at Kirk Loan that burnt down in 2013. The original plan was to rebuild that property, but the insurance payment was insufficient to meet the capital costs. A request was made for the Council to fund the shortfall (£750,000) and this was considered by the Finance and Resources Committee on [4 December 2018](#) and [5 March 2020](#). As the funding was not secured, CCC amended their strategy to sell the former building at Kirk Loan and focus on a CAT for Westfield House.
- 3.4 The strategy was for CCC to take Westfield House on a temporary lease pending a future CAT. This lease and wider strategy were considered and agreed by the Finance and Resources Committee on [16 June 2022](#). The building is now leased to CCC on a monthly basis at a peppercorn rent.

- 3.5 CCC are now in a position to proceed with the CAT, which is the purpose of this report.

## 4. Main report

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- 4.1 CCC submitted a CAT request for the purchase of Westfield House, which was processed in accordance with Council policy with a Stage 1 Panel granting approval to proceed to Stage 2 on 19 March 2021. CCC subsequently worked up a detailed business plan, consulted with the community on their proposals and submitted a CAT request under Part Five of the Community Empowerment (Scotland) Act 2015 to purchase the property which was validated on 1 December 2022.
- 4.2 The stage 2 request was assessed by the Operational Estates Team using the CAT policy scoring matrix. The result was a strong/very strong submission.
- 4.3 On completion of the CAT, CCC propose to deliver the following community benefits:
- 4.3.1 To offer a wider range of programmes and activities than previously organised by and/or tailored for all community and specific groups of people (young people, new parents, retirees, people with physical and mental health issues etc);
  - 4.3.2 To operate accessible and fit-for-purpose premises for the use of the local community;
  - 4.3.3 To tackle inequality and disadvantage in its many forms;
  - 4.3.4 To encourage and promote health and wellbeing within the community;
  - 4.3.5 To promote and facilitate social interaction within/for disadvantaged groups;
  - 4.3.6 To provide opportunities for volunteering;
  - 4.3.7 To promote and host local initiatives (e.g. environmental and clean-up campaigns); and
  - 4.3.8 To provide opportunities for learning new and sharing of skills.
- 4.4 Further information is provided via a link to the full business case in section 8 of this report.
- 4.5 The Stage 2 panel met on 10 March 2023 and the following outcome was agreed by the panel:
- OUTCOME: The panel thanks CCC for the quality of their presentation and the comprehensive paperwork submitted in respect of their community asset transfer request for the purchase of Westfield House.
- The panel recommends that Finance and Resources committee approve the proposal and that the sale price for Westfield House is decided by the committee.*
- 4.6 The provisionally agreed terms for the disposal are as follows:
- 4.6.1 Purchaser: Corstorphine Community Centre;

- 4.6.2 Price: to be determined by Committee; and
- 4.6.3 Costs: each party to meet their own costs.
- 4.7 The applicant obtained an opinion on market value of Westfield House in the amount of £1.6m. The market value figure has been independently assessed by one of the Council's framework registered valuers.
- 4.8 Given CCC's alignment to Council commitments and the significant community benefit the scheme will offer on completion, it is recommended that Committee, in line with previously approved CATs, considers a discount from the market value that reflects the community benefit.
- 4.8 There is no formal guidance on what discount rate is applied and every CAT needs to be considered by Committee on its own merits. However, for guidance, Committee has previously approved seven completed CATs and, setting aside the sale of Gilmerton Dykes Bothy for £5,000, discounts have ranged between 11 and 57%, with a mean of 32%. This proposed CAT is however the first Council asset worth over £1m to be considered and which is subject to outstanding debt.
- 4.9 CCC formally offered a purchase price of £960,000 through the CAT process and, following further discussions, increased the offer to £1.1m, which is a 31% reduction on the market value. The assumption is that the purchase price will be funded by the Scottish Land Fund, who will only fund up to a maximum of £1m. The receipts from the sale of the former building at Kirk Loan will be used to significantly refurbish the building.
- 4.10 On the assumption of a discount, the proposed sale has also been considered in relation to The Disposal of Land by Local Authorities (Scotland) Regulations 2010, which provides that where the disposal (or lease) is for a consideration less than the best that can reasonably be obtained, a Local Authority can dispose of the asset, provided it follows certain steps:
- 4.10.1 It appraises and compares the costs and dis-benefits of the proposal with the benefits;
- 4.10.2 It satisfies itself the proposed consideration for the disposal in question is reasonable; and
- 4.10.3 It determines that the disposal is likely to contribute to the promotion or improvement of any one of: economic development or regeneration, health, social well-being, or environmental well-being, of the whole or any part of the area of the local authority or any person in the local authority area.
- 4.11 The proposals align with Council commitments and contributes to these criteria therefore a proposed discount is justifiable and acceptable in this instance.

## **5. Next Steps**

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- 5.1 Should Committee approve the transfer request, a decision notice will be issued in accordance with the terms of the Community Empowerment (Scotland) Act 2015,

setting out the terms noted above and inviting CCC to offer to purchase the property on the agreed terms. The applicant is then afforded a minimum statutory period of at least six months in which to make their offer.

- 5.2 Should Committee determine to reject the asset transfer request or significantly alter the terms of the request, the applicant has a statutory right to have the decision reviewed by the Council and, should the review be unsuccessful, a subsequent right of appeal to Scottish Ministers.

## **6. Financial impact**

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- 6.1 A capital receipt will be received in financial year 2023/24. This will be used to mitigate the outstanding borrowing against the asset which, as at 31 March 2023, is £1.899m. The difference between the purchase price and the outstanding debt will be a cost to the Council.
- 6.2 While the asset was acquired for £2.85m in 2010, the value reflected that there was a lease in place to a strong covenant (the Council) who were paying an annual rent of £225,000. The current market value is predicated on an empty 1970's office building in need of investment or its redevelopment value.
- 6.3 The disposal will save approximately £115,000 per annum in property budgets related to Non Domestic Rates (NDR) and utility costs.

## **7. Stakeholder/Community Impact**

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- 7.1 Consultation was undertaken through the CAT advisory panel. The panel consisted of various stakeholders, councillors and community groups which ensured broad analysis and guidance and eventual approval of the application.
- 7.2 As part of the CAT Stage 2 Business Case Submission, CCC have consulted widely in the community with regards to the future use of their building. Detail on the consultations undertaken can be found in the CCC Business Case which is available for reading using the link at 8.1 below.
- 7.3 Ward members have been made aware of the recommendations of the report.

## **8. Background reading/external references**

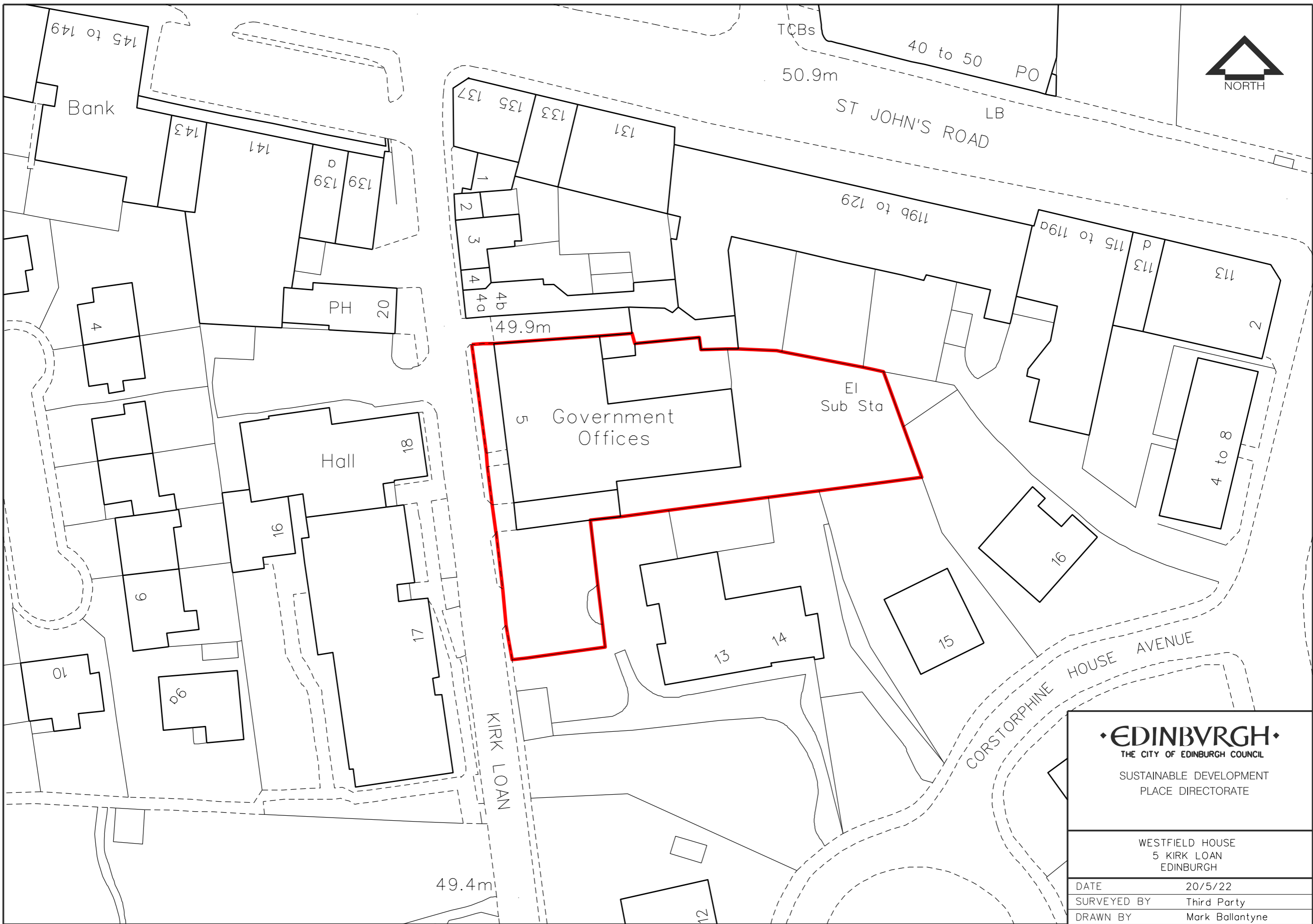
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- 8.1 [CAT Stage 2 Submission](#): Westfield House
- 8.2 [Community Asset Transfer Policy](#): Community Asset Transfer Policy

## **9. Appendices**

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- 9.1 Appendix 1 – Location plan.



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<b>• EDINBURGH •</b> THE CITY OF EDINBURGH COUNCIL	
SUSTAINABLE DEVELOPMENT PLACE DIRECTORATE	
WESTFIELD HOUSE 5 KIRK LOAN EDINBURGH	
DATE	20/5/22
SURVEYED BY	Third Party
DRAWN BY	Mark Ballantyne
SCALE	1:500 @ A3 SIZE
NEG. NO.	A3/1445

SITE PLAN

SCALE 1:500

by virtue of paragraph(s) 8, 9, 12 of Part 1 of Schedule 7A  
of the Local Government(Scotland) Act 1973.

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