

# Notice of meeting and agenda

## Policy and Sustainability Committee

**10.00 am Tuesday, 23rd May, 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 live webcast on the Council's website.

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 Any items under "Private Business" will not be published, although the decisions will be recorded in the minute.

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## **1. Order of Business**

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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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- 4.1 Minute of the Policy and Sustainability Committee of 21 March 2023 – submitted for approval as a correct record 7 - 30

## **5. Forward Planning**

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## **6. Business Bulletin**

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- 6.1 Business Bulletin 83 - 90

## 7. Executive Decisions

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7.2	Impact of Poverty on Women and Girls – Report by the Executive Director of Corporate Services	151 - 172
7.3	Response to Adopting Definition of Islamophobia Motion – Report by the Executive Director of Corporate Services <b>(Note: Councillor Kumar has been called for this item)</b>	173 - 178
7.4	Keep Safe Spaces - Response to motion by Councillor Nicolson – Report by the Executive Director of Place <b>(Note: Councillor Nicolson has been called for this item)</b>	179 - 188
7.5	Response to motion by Councillor Staniforth – Night Time Coordinator – Report by the Executive Director of Place	189 - 194
7.6	UKREiIF (the UK's Real Estate, Infrastructure and Investment Forum) - Attendance – Report by the Executive Director of Place	195 - 198
7.7	Response to the Consultation on the Scottish Parliament's draft Gaelic Language Plan, 2023-28 – Report by the Executive Director of Corporate Services	199 - 202
7.8	Driving for the Council - Telematics Policy – Report by the Executive Director of Place	203 - 216
7.9	Response to Scottish Government Community Wealth Building Consultation – Report by the Executive Director of Corporate Services	217 - 228
7.10	Energy for Edinburgh - Option Appraisal – Report by the Executive Director of Place	To Follow
7.11	Alcohol and Drugs Policy – Report by the Executive Director of	229 - 238

## Corporate Services

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| <b>7.12</b> | Harassment Policies – Amendment Update – Report by the Acting Service Director - HR                                 | 239 - 246 |
| <b>7.13</b> | Gaelic Implementation Steering Group – Report by the Executive Director of Corporate Services                       | 247 - 252 |
| <b>7.14</b> | Self Directed Support – Direct Payments – Report by the Chief Officer, Edinburgh Health and Social Care Partnership | 253 - 258 |

## **8. Routine Decisions**

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| <b>8.1</b> | 16 Days of Activism Against Gender-Based Violence – Report by the Chief Executive                | 259 - 268 |
| <b>8.2</b> | Women's Safety in Public Places – Report by the Chief Social Work Officer                        | 269 - 274 |
| <b>8.3</b> | EUROCITIES Urban Summit 2023 - Brussels – Report by the Executive Director of Corporate Services | 275 - 278 |
| <b>8.4</b> | International Travel - Place – Report by the Executive Director of Place                         | 279 - 284 |

## **9. Motions**

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### **9.1** By Councillor McKenzie – Care Homes

“Committee:

- 1) Notes that on 21 March 2023, Policy & Sustainability Committee agreed that:
  - a) 'the council's role as a care provider is best met through council owned and operated care homes'
  - b) 'CECs presumption going forward should be in favour of an in-house model'
- 2) Is concerned that the upcoming Care Home Public Consultation may focus specifically on proposals to decommission four council care homes, with no

consideration given to options for replacement care provision.

- 3) Believes that consideration of the decommissioning of the four care homes in isolation risks a significant reduction in the council's ability to provide care through council owned and operated care homes.
- 4) Requests that the Chief Executive intervenes to broaden the scope of the consultation to include the development of options for replacement care provision in the event that any council care homes are decommissioned.
- 5) Requests a report to this committee within 2 cycles, outlining options for expanding council provision of long term care, including upgrading existing care homes, building new care homes and acquiring care homes from private providers.”

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

## **Nick Smith**

Service Director, Legal and Assurance

## **Committee Members**

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Councillor Cammy Day, (Convener), Councillor Danny Aston, Councillor Alan Beal, Councillor Fiona Bennett, Councillor Marco Biagi, Councillor Kate Campbell, Councillor Sanne Dijkstra-Downie, Councillor Phil Daggart, Councillor Kevin Lang, Councillor Lesley Macinnes, Councillor Adam McVey, Councillor Jane Meagher, Councillor Alys Mumford, Councillor Ben Parker, Councillor Alex Staniforth, Councillor Mandy Watt and Councillor Iain Whyte

## **Information about the Policy and Sustainability Committee**

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The Policy and Sustainability Committee consists of 17 Councillors and is appointed by the City of Edinburgh Council. This meeting of the Policy and Sustainability Committee is being held in the Dean of Guild Court Room in the City Chambers on the High Street in Edinburgh and remotely by Microsoft Teams.

## Further information

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

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

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# Minutes

## Policy and Sustainability Committee

10.00 am, Tuesday 21 March 2023

### Present

Councillors Day (Convener), Aston (substitute for SNP Vacancy), Beal, Biagi, Campbell, Dijkstra-Downie, Duggart, Griffiths, Lang, Macinnes, McFarlane (substituting for Councillor McVey items 17-33), McVey (items 1-16), Meagher, Miller (substituting for Councillor Mumford items 19-26), Mumford (items 1-18 and 27-33), Parker, Staniforth, Watt and Whyte.

**Also present:** Councillor Burgess (item 10)

### 1. Deputation – Unite the Union CEC Branch

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To note that the request for a deputation from Unite the Union CEC Branch had been withdrawn.

### 2. Minutes

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#### Decision

To approve the minute of the Policy and Sustainability Committee of 17 January 2023 as a correct record.

### 3. Policy and Sustainability Committee Work Programme

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The Policy and Sustainability Committee Work Programme for 21 March 2023 was presented.

#### Decision

1) To remove the following items from the work programme and note that updates could be requested by members at any time:

- Item 7 – Welfare Reform – Annual Update
- Item 13 – Contract Centre Performance – Update Report
- Item 14 – Digital and Smart City Strategy – Annual Report

2) To otherwise note the Work Programme.

(Reference – Work Programme 21 March 2023, submitted.)

### 4 Policy and Sustainability Committee Rolling Actions Log

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

## Decision

1) To agree to close the following actions:

**Action 1** – Independent Review and Whistleblowing Culture Review Update

**Action 3** – Air Quality in Primary Schools – Motion by Councillor Caldwell

**Action 4** – Extreme Heat, Climate Adaptation and Resilience – Motion by Councillor Parker

**Action 5** – Response to motion by Councillor Cameron – Improving Accessibility and Inclusion for Edinburgh Citizens

**Action 7** – Edinburgh Health and Social Care Partnership - System Pressures Update

**Action 16** – Bringing the Big Hoose Project to Edinburgh – Motion by Councillor Arthur

**Action 19** – Transgender Day of Remembrance - Motion by Councillor Heap

**Action 21** – Support for Ukrainian Refugees - Motion by Councillor Day

**Action 22** – Community Drug Checking - Motion by Councillor McFarlane

**Action 25** – Performance – 17 November Policy and Strategy Committee addendum report; Key Service KPI's and KPI's covering our responsibilities as an employer

2) To otherwise note the Rolling Actions Log.

(Reference – Rolling Actions Log, submitted.)

## 5. Business Bulletin

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The Policy and Sustainability Committee Business Bulletin for 21 March 2023 was submitted.

### Decision

To note the Business Bulletin.

(Reference – Business Bulletin 21 March 2023, submitted.)

## 6. Police Scotland - Local Police Plan 2023-2026 and City of Edinburgh Division Update

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The Local Police Plan 2020-2023 was provided together with an update for April to December 2022 on Police Scotland's Edinburgh City Division city-wide plans, policies and performance.

Chief Superintendent Sean Scott and Superintendent Sam Ainslie spoke to the report and responded to members' questions.

### Decision

To note the report.



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

## **7. Independent Inquiry and Whistleblowing Culture Review**

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The City of Edinburgh Council Committee had referred a report on The Independent Inquiry and Whistleblowing Culture Review to the Policy and Sustainability Committee for noting.

The report provided an update on the programme of work underway to address the recommendations and observations agreed by Council and the progress against timelines made across all five themes – Policy, Investigations, Learning, Systems & Processes, and the Redress Scheme.

### **Decision**

- 1) To note the report by the Executive Director of Corporate Services.
- 2) To note the report by the Policy and Sustainability Committee

(References – Act of Council No. 12 of 9 February 2023; report by the Executive Director of Corporate Services; referral from the City of Edinburgh Council, submitted.)

## **8. Stonewall Diversity Champions Programme**

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In response to a motion by Councillor Staniforth, an update was provided on the Council's agreed Diversity and Inclusion Strategy and Action Plan including further information regarding the programme and costs.

### **Motion**

To continue with the current membership of Employers Network for Equality and Inclusion and benchmarking tool until the end of our current 4-year D&I strategy and Plan with a view to reviewing the organisations with whom the Council partners and accesses benchmarking, including the Stonewall Champions Programme, post 2024.

- moved by Councillor Day, seconded by Councillor Watt

### **Amendment 1**

- 1) To continue with the current membership of Employers Network for Equality and Inclusion and benchmarking tool until the end of our current 4-year D&I strategy and Plan with a view to reviewing the organisations with whom the Council partners and accesses benchmarking and agrees in principle to sign up to the Stonewall Diversity Champions Programme.
- 2) Recognising that a small amount of additional resources are needed to cover the membership fee and any associated implementation costs, requests a report to May 2023 full council with a recommendation for these costs to be taken from unallocated reserves or any other appropriate available sources officers identify. Agrees officers will produce the report in a way that allows the council to sign up to Stonewall Diversity Champions Programme immediately upon the decision being confirmed.

- moved by Councillor Staniforth, seconded by Councillor McVey

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

At this point in the meeting the following Amendment 2 was proposed:

### **Amendment 2**

To approve the motion by Councillor Day as originally submitted.

- moved by Councillor Whyte, seconded by Councillor Doggart

### **Voting**

The voting was as follows:

For the motion (as adjusted) - 15 votes

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

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

For Amendment 2: Councillors Doggart and Whyte.)

### **Decision**

To approve the following adjusted motion by Councillor Day:

- 1) To continue with the current membership of Employers Network for Equality and Inclusion and benchmarking tool until the end of the current 4-year D&I strategy and Plan with a view to reviewing the organisations with whom the Council partnered and accessed benchmarking and agree in principle to sign up to the Stonewall Diversity Champions Programme.
- 2) To recognise that a small amount of additional resources was needed to cover the membership fee and any associated implementation costs, and to request a report to May 2023 full council with a recommendation for these costs to be taken from unallocated reserves or any other appropriate available sources officers identified. To agree officers would produce the report in a way that allowed the council to sign up to Stonewall Diversity Champions Programme immediately upon the decision being confirmed.

(Reference – Act of Council No. 14 of 9 February 2022; report by the Executive Director of Corporate Services, submitted.)

## **9. Equality and Diversity Framework 2021-2025: Equality Outcomes and Mainstreaming Interim Progress Report**

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A summary was provided on the progress made in implementing the Equality and Diversity Framework 2021-2025, together with proposals for next steps in how the Council would take forward its approach to equalities.

### **Decision**

- 1) To note the Interim Progress report on the Equality and Diversity Framework attached as an appendix to the report by the Executive Director of Corporate Services.

- 2) To agree the proposed revisions to the framework outcomes as set out in paragraph 4.4 of the report.

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

## **10. The City of Edinburgh Council Gaelic Language Plans: 2017-22 and 2023-27-**

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Details were provided on a draft of the Council’s third Gaelic Language Plan, for the period 2023-27, which described progress to date and the priorities and a draft implementation plan for the next four years. As required by the Act, the draft plan must be subject to public consultation, and approval was sought for the draft plan (Appendix 1 to the report by the Executive Director of Corporate Services) ) to form the basis of this consultation.

An overview of the final statutory annual monitoring report for its last Gaelic Language Plan 2018-22 (shown in full at Appendix 2 of the report), which was due to be submitted to Bòrd na Gàidhlig by 22 March 2023 was also provided.

### **Motion**

- 1) To approve the draft Gaelic Language Plan for 2023-27, the Council’s third plan, for public consultation.
- 2) To approve the fourth and final statutory annual progress report on the Council’s second Gaelic Language Plan 2018-22, covering the period from 6 December 2021 to 6 December 2022, as required by Bòrd na Gàidhlig, and due to be submitted to the Bòrd by 22 March 2022.

- moved by Councillor Day, seconded by Councillor Meagher

### **Amendment**

- 1) To note the draft Gaelic Language Plan for 2023-27, and also comments from Comann nam Pàrant that the current draft appeared to lack specific, measurable outcomes for Gaelic, in particular for Gaelic Medium Education, and that the plan did not appear to include principles which will guide the council in its promotion of Gaelic.
- 2) To note paragraph 6.1 of the report dealt with funding for Gaelic-specific posts, and to call for a briefing note to members setting out how it was expected that these posts would be secured in order to carry out the ‘many actions’ in the draft plan.
- 3) To approve the draft Gaelic Language Plan for 2023-27, the Council’s third plan, for public consultation, subject to the following:
  - a) that, as part of the consultation, at least one workshop (with in-person and online options) would be held with members of the Gaelic community, including but not limited to members of the Gaelic Implementation Group, to examine the draft plan, and in particular whether the right level of detail and specific, measurable, achievable, realistic and timebound actions and outcomes were included.

- b) that “Questions for consultation” on the implementation plan, page 7, were amended to insert a new question 4 as follows, and renumber the existing questions accordingly:
- “4. Do you support the proposed actions to support Gaelic development as set out in the draft implementation plan? If no, please outline what should change.”
- 4) To approve the fourth and final statutory annual progress report on the Council's second Gaelic Language Plan 2018-22, covering the period from 6 December 2021 to 6 December 2022, as required by Bòrd na Gàidhlig, and due to be submitted to the Bòrd by 22 March 2023.

- moved by Councillor Parker, seconded by Councillor Mumford

In accordance with Standing Order 22(12) the amendment was accepted in place of the motion.

### **Decision**

To approve the amendment by Councillor Parker.

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

## **11. Updated Planning and Performance Framework 2023-2027**

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An update was provided on the Planning and Performance Framework together with the initial suite of measures to reflect the Council’s updated Business Plan 2023-2027. The framework also included the development of a Public Performance Scorecard to further enhance performance monitoring across the Council.

### **Decision**

- 1) To note the Business Plan measures (Appendix C to the report by the Executive Director of Corporate Services) had been updated to align with the amended Business Plan which would be submitted to Full Council on 16 March 2023. If required, any additional changes approved by Full Council that impacted on the business plan measures would be reflected in Appendix C to the report (Business Plan Measures).
- 2) To note that the Business Plan measures (Appendix C to the report) and the Public Performance Scorecard measures (Appendix D to the report) reflected feedback received from Elected Members APOG sessions on the Planning and Performance Framework.
- 3) To approve the updated Planning and Performance Framework to reflect the Council’s updated Business Plan 2023-2027, Our Future Council, Our Future City, including the initial suite of Key Performance Indicators (KPIs) and the proposed Public Performance Scorecard.

(References – Act of Council No. 7 of 15 December 2022; report by the Executive Director of Corporate Services, submitted.)

## 12. Internal Audit: Swift System - Application Technology Controls Internal Audit Report

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The Governance, Risk and Best Value Committee had referred a report on Swift – Application Technology Controls completed in November 2022 to the Policy and Sustainability Committee for ongoing scrutiny of relevant activity supporting delivery of agreed management actions.

### Decision

- 1) To note the report by the Executive Director of Corporate Services.
- 2) To request that officers provided a briefing to members on concerns which had been raised on the recording of information on the Swift System and any alternatives for recording information which may have been available with particular reference to confidential information and whistleblowing.

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

## 13. McCrae's Battalion Trust: Commemorative Service at Contalmaison Cairn - 1 July 2023

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Approval was sought for Bailie Jason Rust to attend the commemorative service at Contalmaison Cairn on 1 July 2023.

### Decision

To approve the attendance of Bailie Jason Rust at the Commemorative Service at Contalmaison Cairn on 1 July 2023.

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

## 14. Risk Management Policy

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Details were provided on the Council's refreshed Risk Management Policy (the Policy) which superseded the existing policy dated 30 November 2021. The Policy described the Council's overarching risk management approach and was supported by a risk management framework that described how the policy would be applied by all Council directorates and divisions. The operational risk assessment tool used by Services to assess Service risks had been revised following feedback from officers on challenges using the existing tool.

### Motion

- 1) To approve the Council's updated Risk Management Policy as set out in Appendix 1 to the report by the Executive Director of Corporate Services.
- 2) To refer the report to the Governance, Risk and Best Value (GRBV) Committee for information.

- moved by Councillor Day, seconded by Councillor Watt

## **Amendment**

- 1) To review the Council's updated Risk Management Policy as set out in Appendix 1 to the report by the Executive Director of Corporate Services.
- 2) To note the concerns raised at GRBV around risk reporting formats and the lack of detailed information provided to councillors, particularly in relation to mitigating actions. Recognises that at section there is very little detail of the role of elected members in managing risk.
- 3) To note that GRBV members have agreed to hold a workshop to look at how to improve risk reporting to committee and escalation routes should members have concerns which they believe should be considered by executive committees or full Council.
- 4) To refer the report to the Governance, Risk and Best Value (GRBV) Committee for information.
- 5) To agree to bring back the report for approval in two cycles, with a more detailed assessment of elected member involvement, roles, reporting and escalation following the workshop with GRBV members.

- moved by Councillor Campbell, seconded by Councillor McVey.

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

## **Decision**

To approve the following adjusted motion by Councillor Day:

- 1) To review the Council's updated Risk Management Policy as set out in Appendix 1 to the report by the Executive Director of Corporate Services.
- 2) To note the concerns raised at GRBV around risk reporting formats and the lack of detailed information provided to councillors, particularly in relation to mitigating actions. Recognises that at section 5 there is very little detail of the role of elected members in overseeing risk.
- 3) To note that GRBV members have agreed to hold a workshop to look at how to improve risk reporting to committee and escalation routes should members have concerns which they believe should be considered by executive committees or full Council.
- 4) To refer the report to the Governance, Risk and Best Value (GRBV) Committee for information.
- 5) To agree to bring back the report for approval in two cycles, with a more detailed assessment of elected member involvement, roles, reporting and escalation following the workshop with GRBV members.

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

## 15. Multi-agency Domestic Abuse Policy

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Details were provided on the Multi-Agency Domestic Abuse Policy, which included a definition of domestic abuse as per the Domestic Abuse (Scotland) Act 2018 and adopted a gendered analysis of domestic abuse as per the Equally Safe strategy. This was a significant update to the policy, which had been revised for the first time since 2013.

### Decision

- 1) To note the content of the City of Edinburgh Council Multi-Agency Domestic Abuse Policy which had been updated in line with Equally Safe: Scotland's strategy for preventing and eradicating violence against women and girls.
- 2) To approve the updated Multi-Agency Domestic Abuse Policy for use from 1 April 2023.

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

## 16. Carbon Impact of International Travel

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In response to a motion by Councillor McVey, details were provided on the emissions associated with flights and trains booked by the Council, as well as current measures to limit flights.

### Motion

- 1) To note the emissions associated with flights and trains booked by the Council, as well as current measures to limit flights.
- 2) To agree that, going forward, a standalone report on international travel should not be brought to Committee annually as originally requested, given this data was already monitored via existing reporting frameworks such as the Public Bodies Climate Change Duties report.

- moved by Councillor Day, seconded by Councillor Watt

### Amendment 1

- 1) To note the emissions associated with flights and trains booked by the Council, as well as current measures to limit flights.
- 2) To note that data on travel emissions is included in summary in the Public Bodies Climate Change Duties report.
- 3) To continue to receive an annual report on the impact of international travel booked by the Council, including travel by the Lord Provost and other flights booked via externally funded partners.

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

### Amendment 2

- 1) To note the emissions associated with flights and trains booked by the Council, as well as current measures to limit flights.

- 2) To agree that, going forwards, a standalone report on international travel should not be brought to Committee annually as originally requested, given this data was already monitored via existing reporting frameworks such as the Public Bodies Climate Change Duties report.
- 3) Regrets that international travel by the Lord Provost office is not captured in this report and therefore requests a briefing note outlining a list of international travel bookings from the Lord Provost office for 2021-2022 to be supplied in the same format as Table 1 included in the report, as well as comparative data for trips from the Lord Provost office from previous years to be supplied in the same format as Figure 1 at 4.7.

- moved by Councillor Parker, seconded by Councillor Staniforth

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

### **Decision**

To approve the following adjusted motion by Councillor Day:

- 1) To note the emissions associated with flights and trains booked by the Council, as well as current measures to limit flights.
- 2) To note that data on travel emissions was included in summary in the Public Bodies Climate Change Duties report.
- 3) To continue to receive an annual report on the impact of international travel booked by the Council, including travel by the Lord Provost and other flights booked via externally funded partners.
- 4) To regret that international travel by the Lord Provost office was not captured in the report by the Executive Director of Corporate Services and therefore request a briefing note outlining a list of international travel bookings from the Lord Provost office for 2021-2022 to be supplied in the same format as Table 1 included in the report, as well as comparative data for trips from the Lord Provost office from previous years to be supplied in the same format as Figure 1 at 4.7 in the report.

(References – Act of Council No. 8 of 21 November 2019; report by the Executive Director of Corporate Services, submitted.)

## **17. Extreme Heat, Climate Adaptation and Resilience**

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In response to a motion by Councillor Parker, details were provided on the Council's response to extreme heat, climate adaptation and resilience.

### **Motion**

- 1) To note the resilience measures that were being taken to future proof the city from the effects of extreme heat and climate change.



- 2) To note that a Draft Climate Ready Edinburgh Plan for consultation was under development and expected to be presented to the Committee in August.

- moved by Councillor Day, seconded by Councillor Watt

### **Amendment**

- 1) To note the resilience measures that were being taken to future proof the city from the effects of extreme heat and climate change.
- 2) To note that a Draft Climate Ready Edinburgh Plan for consultation was under development and expected to be presented to the Committee in August.
- 3) Notes the large number of cross-cutting strategies and policies relevant to this work, many of which are due for update and/or review.
- 4) Requests a briefing note in table format to cover, for each of these:
  - a) Timescales for anticipated updates and/or review;
  - b) Governance arrangements including committee reporting schedules and scrutiny; how the various strategies and policies interrelate; and relevant directorate leading on the work;
  - c) How climate adaptation will be profiled within these strategies and/or policies as part of updates and/or review going forward.

- moved by Councillor Parker, seconded by Councillor Staniforth

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

### **Decision**

To approve the following adjusted motion by Councillor Day:

- 1) To note the resilience measures that were being taken to future proof the city from the effects of extreme heat and climate change.
- 2) To note that a Draft Climate Ready Edinburgh Plan for consultation was under development and expected to be presented to the Committee in August.
- 3) To note the large number of cross-cutting strategies and policies relevant to this work, many of which were due for update and/or review.
- 4) To request a briefing note in table format to cover, for each of these:
  - a) Timescales for anticipated updates and/or review;
  - b) Governance arrangements including committee reporting schedules and scrutiny; how the various strategies and policies interrelate; and relevant directorate leading on the work;
  - c) How climate adaptation would be profiled within these strategies and/or policies as part of updates and/or review going forward.

(Reference – Act of Council No. 30 of 25 August 2022; report by the Executive Director of Corporate Services, submitted.)

## 18. Driving For the Council – Telematics Policy

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An update was provided on further work that had taken place since January to address the action points raised by Union representatives in regard to the draft Driving for the Council – Telematics Policy which defined how telematics would be managed and used in Council operated fleet assets.

### Decision

To continue consideration of the report by the Executive Director of Place to the next meeting of the Policy and Sustainability Committee to allow further discussions to take place with union representatives.

(References – Policy and Sustainability Committee of 17 January 2023 (item 15); report by the Executive Director of Place Services, submitted.)

## 19. City Strategic Investment Fund - Allocations

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An update was provided on the City Strategic Investment Fund (CSIF) and approval sought to adjust the allocations in the CSIF Strategic Programme to further advance the business case for the North/South Tram Line (ESSTS2), and allocate CSIF Loan Fund money to the Powderhall Stables block project.

### Decision

- 1) To allocate monies from the City Strategic Investment Fund (Strategic Programme Fund) as set out in the report by the Executive Director of Place.
- 2) To allocate monies from the City Strategy Investment Fund (Loan Fund) as set out in the report.
- 3) To refer the report to the City of Edinburgh Council for final approval.

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

## 20. Edinburgh Slavery and Colonialism Legacy Review Implementation Group

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Details were provided on the proposed composition, remit and governance arrangements of the Edinburgh Slavery and Colonialism Legacy Implementation Group and approval sought to appoint Irene Mosota as Chair.

### Decision

- 1) To approve the nomination of Irene Mosota as Chair of the independent Implementation Group.
- 2) To note that the Implementation Group would oversee delivery of the recommendations contained in the Edinburgh Slavery and Colonialism Legacy Review Report.
- 3) To note the outline terms of reference for the Implementation Group, including its commitment to open and inclusive recruitment, governance, resourcing and reporting arrangements.

(References – Policy and Sustainability Committee on 30 August 2022 (item 8); report by the Executive Director of Place, submitted.)

## **21. Health and Social Care Contracts**

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In response to a motion by Councillor Miller further information was provided on social care contracts.

### **Decision**

To continue consideration of the report to the next meeting of the Policy and Sustainability Committee on 23 May 2023.

(References – Act of Council No. 39 of 9 February 2023; report by the Chief Officer, Edinburgh Health and Social Care Partnership, submitted.)

## **22. Edinburgh Health and Social Care Partnership – System Pressures Update**

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Details were provided on the continued significant pressures being experienced in relation to social care in Edinburgh and the risk to people relating to this. The pressures had arisen from the continued long-term impacts of the covid pandemic, EU exit and cost of living crisis, alongside a decreasing availability of care due to vacancies in the care sector.

### **Decision**

- 1) To note the current pressures on the Edinburgh Health and Social Care Partnership (EHSCP).
- 2) To endorse the actions being taken to mitigate the increasing risk to people.

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

## **23. Assessing the Feasibility of an Edinburgh Drug Checking Project**

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In response to a motion by Councillor McFarlane, details were provided on an assessment of the feasibility of Drug Checking in Edinburgh which would be delivered alongside the already commissioned feasibility assessment on Drug Consumption Rooms which the (Edinburgh Alcohol and Drugs Partnership (EADP) had commissioned.

### **Decision**

To note the planned feasibility assessment and agree to receive further reports on its progress.

(References – Act of Council No. 13 of 15 December 2022; report by the Chief Officer, Edinburgh Health and Social Care Partnership, submitted.)

## 24. Response to Motion by Councillor Day - Ukraine Support

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In response to a motion by Councillor Day, an update was provided on Edinburgh's ongoing Ukraine Support which included the Scottish Government plans for onward housing, access to health provision and public health plans on the ship and costs incurred to date and costs reimbursed by the UK and Scottish Governments.

### **Motion**

To note the report by the Executive Director of Place.

- moved by Councillor Day, seconded by Councillor Watt

### **Amendment**

- 1) To note the report by the Executive Director of Place
  - 2) To request a Business Bulletin update in one cycle, covering in any case - discussions about a year 2 (2023/24) UK and Scottish Governments funding agreement:
    - Resettlement Fund projects in the city region; and
    - The continuation and funding of short-term accommodation options within the city, including the MS Victoria
- moved by Councillor Dijkstra-Downie, seconded by Councillor Beal

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

### **Decision**

To approve the following adjusted motion by Councillor Day:

- 1) To note the report by the Executive Director of Place
- 2) To request a Business Bulletin update in one cycle, covering in any case - discussions about a year 2 (2023/24) UK and Scottish Governments funding agreement:
  - Resettlement Fund projects in the city region; and
  - The continuation and funding of short-term accommodation options within the city, including the MS Victoria.

(References – Act of Council No. 11 of 15 December 2022; report by the Executive Director of Place, submitted.)

## 25 Employment Policies - HR Assurance Statement

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Details were provided on the Human Resources (HR)/employment policies, which had been developed, consulted on and approved by Policy and Sustainability Committee in the last 12 months together with an outline of the remaining policy work required in response to the Independent Inquiry and Whistleblowing Culture Review as well as a proposed programme of policy review for 2023/24.

## **Motion**

- 1) To note the Council's HR/employment policies and guidance which had been reviewed in the last year.
- 2) To note the commitment to complete a programme of HR policy review and approval for 2023/24, taking into account the recommendations from the Independent Inquiry and Whistleblowing Culture Review reported to the City of Edinburgh Council on 28 October 2021.

- moved by Councillor Day, seconded by Councillor Griffiths

## **Amendment**

- 1) To note the Council's HR/employment policies and guidance which had been reviewed in the last year.
- 2) To note the commitment to complete a programme of HR policy review and approval for 2023/24, taking into account the recommendations from the Independent Inquiry and Whistleblowing Culture Review reported to the City of Edinburgh Council on 28 October 2021.
- 3) Notes that Policy and Sustainability Committee are due a report at the next meeting on "progress towards development of robust harassment prevention and action policies which address sexual and sexist harassment, racial harassment, homophobia, biphobia and transphobia, harassment towards disabled people, and other forms of harassment" and regrets that this isn't mentioned in the report by the Executive Director of Corporate Services..
- 4) Further notes that on International Women's Day 2023, the STUC affirmed that sexual harassment at work remains endemic for women, and has called on the Health and Safety Executive to regulate sexual harassment as a serious health and safety risk.
- 5) Therefore requests that the scheduled report includes this updated information, and how this will be integrated with programme of HR policy review and approval for 2023/24 mentioned in the report

- moved by Councillor Parker, seconded by Councillor Watt

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

## **Decision**

To approve the following adjusted motion by Councillor Day;

- 1) To note the Council's HR/employment policies and guidance which had been reviewed in the last year.
- 2) To note the commitment to complete a programme of HR policy review and approval for 2023/24, taking into account the recommendations from the Independent Inquiry and Whistleblowing Culture Review reported to the City of Edinburgh Council on 28 October 2021.

- 3) To note that Policy and Sustainability Committee were due a report at the next meeting on “progress towards development of robust harassment prevention and action policies which address sexual and sexist harassment, racial harassment, homophobia, biphobia and transphobia, harassment towards disabled people, and other forms of harassment” and regret that this wasn’t mentioned in the report by the Executive Director of Corporate Services.
- 4) To further note that on International Women’s Day 2023, the STUC affirmed that sexual harassment at work remained endemic for women, and had called on the Health and Safety Executive to regulate sexual harassment as a serious health and safety risk.
- 5) To therefore request that the scheduled report include this updated information, and how this would be integrated with programme of HR policy review and approval for 2023/24 mentioned in the report.

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

## **26. Policy for the Transition from Children to Adult Support**

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As part of the Edinburgh’s Health and Social Care Partnership’s Transformation programme, a project was identified to focus on ‘Transitions’ which had identified four key areas, one of which was developing a revised policy on transitions. The proposed policy replaced the previous version that expired in 2015 and determined how both children’s and adult services delivered the transition for young people between their services.

### **Decision**

- 1) To approve the updated policy for the transition between Children’s and Adults services for young people with a disability.
- 2) To call for a report in 2 cycles providing an update on the policy and addressing the issues raised by members including why the policy had not been updated before now, the impact not having an updated policy had had on young people affected and consultation with young people making the transition.

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

## **27. Best Value Assurance Audit - Update**

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Details were provided on the progress with the implementation of actions from the key recommendations for the Council from the Council’s Best Value Assurance Audit Report. Approval had been sought for further updates to be through the arrangements in place for each workstream which provided an update on the progress made to respond to the Best Value Assurance Audit recommendations.

### **Motion**

- 1) To note the progress made to date to respond to the Best Value Assurance Audit Report recommendations.

- 2) To agree that reporting on the Best Value recommendations would be through the relevant committee/body for each workstream.
- 3) To refer the report by the Executive Director of Corporate Services to the Governance Risk and Best Value Committee for consideration and scrutiny.

- moved by Councillor Day, seconded by Councillor Watt

#### **Amendment**

- 1) To note the progress made to date to respond to the Best Value Assurance Audit Report recommendations.
- 2) To agree that reporting on the Best Value recommendations would be through the relevant committee/body for each workstream with an overview of overall progress reported to the Policy and Sustainability Committee bi-annually.
- 3) To refer the report by the Executive Director of Corporate Services to the Governance Risk and Best Value Committee for consideration and scrutiny.

- moved by Councillor Beal, seconded by Councillor Lang

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

#### **Decision**

To approve the following adjusted motion by Councillor Day:

- 1) To note the progress made to date to respond to the Best Value Assurance Audit Report recommendations.
- 2) To agree that reporting on the Best Value recommendations would be through the relevant committee/body for each workstream with an overview of overall progress reported to the Policy and Sustainability Committee bi-annually.
- 3) To refer the report by the Executive Director of Corporate Services to the Governance Risk and Best Value Committee for consideration and scrutiny.

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

### **28. Re-deployment – Motion by Councillor Day**

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The following motion by Councillor Day was submitted in terms of Standing Order 17:

“Notes: The advice circulated by Head of Democracy, Governance and Resilience on 03/03/2023, stating that a budget proposal does not change the council’s Managing Change Policy nor the commitment to no compulsory redundancies; and

Further notes: That employees with redeployment status are often doing useful work within the council; and that there is an expectation they should be receiving support towards finding a new role.

Therefore, asks for a report to this Committee in two cycles providing information about the current redeployment arrangements and how they could be made more effective in transitioning employees into appropriate permanent roles.”

## **Motion**

To approve the motion by Councillor Day.

- moved by Councillor Day, seconded by Councillor Meagher

## **Amendment**

To replace paragraph 3 of the motion by Councillor Day with:

- “3) Committee notes that Labour, Conservative and Liberal Democrat Councillors voted for a Liberal Democrat budget which included ‘savings’ from the redeployment pool by ending the policy of no compulsory redundancies.
- 4) Therefore requests a report to Policy and Sustainability Committee in one cycle setting out the process officers will follow on the implementation of the Liberal Democrat Budget, including consideration and analysis of all policy changes within the budget that was passed and an assessment as to whether any further decisions are required from committee or council for each policy change and budget line. The report must include the process by which each decision could be revisited if there were majority support to do so, based on Council Standing Orders, Financial Regulations and other documents governing council decision making
- 5) This report must include specific information on free tram travel for under 22s, ending of no compulsory redundancies, privatising waste and cleansing services and the removal of Education Welfare Officers specifically.
- 6) Committee notes that reversing some of the budget lines will require additional savings to be made elsewhere and therefore requests the Director for Corporate Services examine any actions required which would avoid undermining potential savings in the areas of communication, the Lord provost budget or property services and specifically consider the immediate halting of the recruitment of new SPAs.”

- moved by Councillor Macinnes, seconded by Councillor Mumford

## **Voting**

The voting was as follows:

For the motion	-	9 votes
For the amendment	-	8 votes

(For the motion – Councillors Beal, Day, Dijkstra-Downie, Doggart, Lang, Griffiths, Meagher, Watt and Whyte.

For the amendment: Councillors Aston, Biagi, Campbell, Macinnes, McFarlane, Miller, Parker and Staniforth.)

## **Decision**

To approve the motion by Councillor Day.



## 29. Urban Wildlife Management – Motion by Councillor Parker

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### Decision

To note that the motion by Councillor Parker had been withdrawn.

## 30. Edinburgh Community Climate Fund – Motion by Councillor Mumford

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The following motion by Councillor Mumford was submitted in terms of Standing Order 17:

- “1) Welcomes the many applications submitted by community groups to the Edinburgh Community Climate Fund;
- 2) Notes that the fund has been significantly oversubscribed and considers this a testament to its success, and commends the hard work of officers to publicise it and community groups for getting involved;
- 3) Requests a report from officers after applications have been judged and awards made outlining:
  - a) The total amount of funding applied for by groups;
  - b) The total amount of funding available from the fund, and therefore the level of oversubscription;
  - c) The key themes emerging from project applications and successfully funded projects;
  - d) A geographical break down of the submitted and awarded projects;
  - e) Consideration of how unsuccessful projects could continue to receive support from the Council to further their community action to tackle climate change;
  - f) Proposals for how the fund could be continued and expanded in future years to meet demand.”

- moved by Councillor Mumford, seconded by Councillor Parker

### Decision

To approve the motion by Councillor Mumford.

## 31. Budget Setting Process and Climate Impact Statement – Motion by Councillor Parker

---

The following motion by Councillor Parker was submitted in terms of Standing Order 17:

- “1) Notes that on 17th November 2022, Committee unanimously approved an amendment to item 7.3 “Public Bodies Climate Change Duties Report 2021/2022” requesting that “officers provide high level guidance for political groups to complete a climate impact assessment of proposed budgets in the run

up to the Council’s budget setting process in February”, and agreed the recommendation that “all budget motions should include an accompanying statement to their proposals which sets out how their spending plans align with the Council’s climate strategies, including this as an appendix”;

- 2) Further notes that, despite the guidance and template document being received in December 2022, only one budget put forward at the Council’s budget meeting on 23rd February included a climate impact statement as an Appendix;
- 3) Therefore, requests that, as part of the post-budget review processes undertaken by officers, feedback is sought from groups on their experience of using the climate impact statement template. For those groups who did use the impact statement template, officers should explore what was helpful about it and what could be improved about it for future years. For those groups who chose not to use the impact statement template, officers should explore what barriers groups experienced to using it and how they could be supported in future years to make use of the template.”

- moved by Councillor Parker, seconded by Councillor Mumford

### **Decision**

To approve the motion by Councillor Parker.

## **32. Filmhouse - Emergency Motion by Councillor McFarlane**

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The Convener ruled that the following item, notice of which had been given at the start of the meeting, be considered as a matter of urgency to allow the Committee to give early consideration to this matter.

The following motion by Councillor McFarlane was submitted in terms of Standing Order 17 and verbally adjusted in terms of Standing Order 22.5:

“Committee notes that while the Council isn’t formally part of the decision making process, the Council does have a stake in making sure the cultural ecosystem of the City is retained and enhanced.

Notes reports of discussions that the Filmhouse may be sold by administrators for a non-cultural purpose following the administrator’s preferred bidder reportedly withdrawing their bid.

Further notes there were previous bids submitted in the previous competitive bid process which would have retained a cultural film presence on a sustainable commercial basis.

Committee reiterates the Council’s position in favour of retaining cultural film and film education as the central use for the Filmhouse.

Committee agrees officers will engage with Screen Scotland, the Administrators and any potential bidders who can keep the Filmhouse as a centre of film culture in Edinburgh, to try and meet the City’s expectations and protect Edinburgh’s cultural landscape. Requests that the Convener makes contact with the Administrators to reaffirm the Council’s preferred position.

Agrees that Officers will provide a briefing to all elected members no later than April 17<sup>th</sup> to update Councillors on the situation as known.

Requests that officers include information as to the terms of previous financial funding for CMI in the report and in the event of a sale to a non-cultural bid requests CEC officers makes a formal request to obtain cultural assets from within The Filmhouse up to and including the collection of rare film posters, memorabilia and technical equipment so that it may be passed over to any future cultural community cinema offer in the city.

### **Motion**

To approve the motion by Councillor McFarlane.

-moved by Councillor McFarlane, seconded by Councillor Macinnes

### **Amendment**

To insert a new paragraph at the end of the motion by Councillor McFarlane as follows:

“Instructs the Convener to write to the Scottish Government within 24 hours of the passage of the motion reiterating previous requests for financial support for bids seeking to retain a cultural cinema on the site and making clear that a successful bid for the site from a non-cultural cinema operator will severely jeopardise the future of cultural cinema in Scotland’s capital.”

- moved by Councillor Staniforth, seconded by Councillor Parker

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

### **Decision**

To approve the following adjusted motion by Councillor McFarlane:

- 1) To note that while the Council wasn’t formally part of the decision making process, the Council did have a stake in making sure the cultural ecosystem of the City was retained and enhanced.
- 2) To note reports of discussions that the Filmhouse might be sold by administrators for a non-cultural purpose following the administrator’s preferred bidder reportedly withdrawing their bid.
- 3) To further note there were previous bids submitted in the previous competitive bid process which would have retained a cultural film presence on a sustainable commercial basis.
- 4) To reiterate the Council’s position in favour of retaining cultural film and film education as the central use for the Filmhouse.
- 5) To agree officers would engage with Screen Scotland, the Administrators and any potential bidders who could keep the Filmhouse as a centre of film culture in Edinburgh, to try and meet the City’s expectations and protect Edinburgh’s cultural landscape. To request that the Convener make contact with the Administrators to reaffirm the Council’s preferred position.

- 6) To agree that Officers would provide a briefing to all elected members no later than April 17<sup>th</sup> to update Councillors on the situation as known.
- 7) To request that officers include information as to the terms of previous financial funding for CMI in the report and in the event of a sale to a non-cultural bid request CEC officers makes a formal request to obtain cultural assets from within The Filmhouse up to and including the collection of rare film posters, memorabilia and technical equipment so that it might be passed over to any future cultural community cinema offer in the city.
- 8) To instruct the Convener to write to the Scottish Government within 24 hours of the passage of the motion reiterating previous requests for financial support for bids seeking to retain a cultural cinema on the site and making clear that a successful bid for the site from a non-cultural cinema operator would severely jeopardise the future of cultural cinema in Scotland's capital.

### **Declaration of interests**

Councillor Aston declared a non-financial interest in the above item as an employee of an MP who had expressed an interest in the subject matter and left the meeting during the Committee's consideration of the above item

### **33. Four Seasons Healthcare – North Merchiston and Castlegreen Care Homes – referral from the Finance and Resources Committee**

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The Committee in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, excluded the public from the meeting during consideration of the following item of business for the reason that it involved the likely disclosure of exempt information as defined in Paragraphs 8 and 9 of Part 1 of Schedule 7A of the Act.

The Finance and Resources Committee had referred a report which provided background information on a decision made by the Council Chief Executive under urgency powers in relation to two care homes to the Policy and Sustainability committee for scrutiny.

### **Motion**

To note the report from the Finance and Resources Committee.

- moved by Councillor Watt, seconded by Councillor Day

### **Amendment 1**

- 1) To note the report from the Finance and Resources Committee
- 2) Notes that this ongoing situation is as a result of the withdrawal of the private care provider contracted to operate two council-owned care homes;
- 3) Believes that the council's role as a care provider is best met through council owned and operated care homes, in line with the Council Business Plan principles around in-house provision and community wealth building;

- 4) Welcomes the move to bring both care homes in-house, agrees that CECs presumption going forward should be in favour of an in-house model, and asks the Convenor to communicate this council position to EIJB;
- 5) Requests a report and presentation to Policy and Sustainability Committee within 2 cycles updating members on future plans for social care provision, including any instances where it is anticipated that this presumption may be challenging.

- moved by Councillor Mumford, seconded by Councillor Parker

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

At this point in the meeting the following Amendment 2 was proposed:

### **Amendment 2**

To agree the motion as moved by Councillor Watt.

- moved by Councillor Lang, seconded by Councillor Whyte

### **Voting**

The voting was as follows:

For the Motion (as adjusted)	-	8 votes
For Amendment 2 (the motion as originally submitted)	-	5 votes

### **Decision**

To approve the following adjusted motion by Councillor Watt:

- 1) To note the report from the Finance and Resources Committee
- 2) To note that this ongoing situation was as a result of the withdrawal of the private care provider contracted to operate two council-owned care homes.
- 3) To believe that the council's role as a care provider was best met through council owned and operated care homes, in line with the Council Business Plan principles around in-house provision and community wealth building.
- 4) To welcome the move to bring both care homes in-house, to agree that the Council's presumption going forward should be in favour of an in-house model, and to ask the Convenor to communicate this Council position to the Edinburgh Integration Joint Board.
- 5) To request a report and presentation to Policy and Sustainability Committee within 2 cycles updating members on future plans for social care provision, including any instances where it was anticipated that this presumption may be challenging.

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# Work Programme

## Policy and Sustainability Committee

23 May 2023

	Title / description	Purpose/Reason	Routine / Executive	Lead officer	Directorate	Progress updates	Expected date
1	Council Asbestos Policy	3 Year Review	Routine	Chris Lawson	Corporate Services	Annual	October 2024
2	Council Fire Safety Policy	3 Year Review	Routine	Chris Lawson	Corporate Services	Annual	June 2024
3	Council Health and Safety Policy	3 Year Review	Routine	Chris Lawson	Corporate Services	Annual	December 2023
4	Council Water Safety Policy	3 Year Review	Routine	Chris Lawson	Corporate Services	Annual	June 2024
5	Council Smoke Free Policy	3 Year Review	Routine	Chris Lawson	Corporate Services	Annual	December 2023
6	Gaelic Language Plan 2018-22	Monitoring Report	Executive	Eleanor Cunningham	Corporate Services	Annual	March 2024
7	Edinburgh Integration Joint Board	Progress Report	Executive	Judith Proctor	Chief Officer, Edinburgh Health and Social Care	6-monthly	August 2023

	Title / description	Purpose/Reason	Routine / Executive	Lead officer	Directorate	Progress updates	Expected date
					Partnership		
8	Energy Management Policy for Operational Buildings - Annual Report.	Progress report	Executive	Gareth Barwell	Place	Annual	January 2024
9	Policy Assurance Statement – Customer Services	Annual report	Executive	Nicola Harvey	Corporate Services	Annual	November 2023
10	Policy Assurance Statement - Human Resources (HR)	Annual report	Executive	Margaret-Ann Love	Corporate Services	Annual	November 2023
11	Policy Assurance Statement - Legal and Assurance	Annual report	Executive	Nick Smith	Corporate Services	Annual	November 2023
12	Chief Social Work Officer's Annual Report	Annual report	Executive	Amanda Hatton	Children, Education and Justice Services	Annual	November 2023
13	Diversity and Inclusion Strategy	Annual update	Executive	Margaret-Ann Love	Corporate Services	Annual	October 2023



	Title / description	Purpose/Reason	Routine / Executive	Lead officer	Directorate	Progress updates	Expected date
14	Carbon Impact of the Council's International Travel (including travel by the Lord Provost and other flights booked via externally funded partners)	Annual Report	Executive	Claire Marion	Corporate Services	Annual	March 2024
15	End Poverty in Edinburgh Delivery Plan 2020-30	Annual Report	Executive	Chris Adams	Corporate Services	Annual	November 2023
16	2030 City Target Monitoring Approach	Annual Report	Executive	Claire Marion	Corporate Services	Annual	November 2023
17	Appointments to Working Groups	Annual Report	Executive	Jamie Macrae	Corporate Services	Annual	June 2024
18	Corporate Performance updates	Bi-Annual Update	Executive	Edel McManus	Corporate Services	Bi-annual	March 2024
19	Annual Performance report and LGBF report	Annual	Executive	Edel McManus	Corporate Services	Annual	August 2023

	Title / description	Purpose/Reason	Routine / Executive	Lead officer	Directorate	Progress updates	Expected date
20	Council Emissions Reduction Plan (CERP)	Annual Update	Executive	Claire Marion/Christine Downie	Corporate Services	Annual	November 2023
21	Edinburgh Economy Strategy	Annual Progress	Executive	Chris Adams	Place	Annual	August 2023
22	EIJBs Savings and Recovery Programme	Bi-annual Update	Executive	Judith Proctor	Chief Officer, Edinburgh Health and Social Care Partnership	Bi-annual	August 2023
23	20-Minute Neighbourhoods	Annual Update	Executive		Place	Annual	November 2023
24	Improving Accessibility and Inclusion for Edinburgh Citizens	Annual Update	Executive		Place	Annual	June 2023
25	Energy Management System	Annual Update	Executive		Place	Annual	January 2024

## Policy and Sustainability Committee Upcoming Reports

## Appendix 1

Report Title	Directorate	Lead Officer
<b>AUGUST 2023</b>		
Travel Guidance for Elected Members	Corporate Services	Gavin King
Annual Performance Report	Corporate Services	Edel McManus
Plant-based Treaty Action Plan	Corporate Services	Claire Marion/Christine Downie
Edinburgh Drug Consumption Room - Feasibility Study	Edinburgh Health and Social Care Partnership	David Williams
Edinburgh Integration Joint Board Savings and Recovery Programme Update	Edinburgh Health and Social Care Partnership	Angela Brydon
Policy for the Transition from Children to Adult Support – follow up from March 2023	Edinburgh Health and Social Care Partnership	Emma Pemberton
Consultation Policy	Corporate Services	Yvonne Gannon
Risk Appetite Statement	Corporate Services	Chris Lawson

Risk Management Policy	Corporate Services	Chris Lawson
Grievance/AHB Policy	Corporate Services	Margaret-Ann Love
Violence at Work/Managing Customer Contact in a fair way	Corporate Services	Margaret-Ann Love
Edinburgh Economy Strategy Annual Report	Corporate Services	Chris Adams
Edinburgh Transient Visitor Levy Update	Corporate Services	Nick Langan
Re-deployment – response to motion by Councillor Day	Corporate Services	Margaret-Ann Love
Four Seasons Healthcare – North Merchiston and Castlegreen Care Homes	Edinburgh Health and Social Care Partnership	Katie McWilliam
Future Plans for Social Care Provision	Edinburgh Health and Social Care Partnership	
Whistleblowing Policy	Corporate Services	Abigail Drummond
Declaring a Nature Emergency	Place	
The City of Edinburgh Gaelic Language Plan 2023-27 – Final	Corporate Services	Eleanor Cunningham

Gender Recognition Reform	Corporate Services	Michelle Mulvaney
Council Reporting	Corporate Services	Jamie Macrae
Period Product Provision	Chief Executive	
Crisis in NHS Dentistry	Edinburgh Health and Social Care Partnership	
Monitoring Officer Report - Adults with Incapacity	Edinburgh Health and Social Care Partnership	
Edinburgh and Taiwan Partnership Links	Corporate Services	Gavin King
Adult Social Care Inspection Report	Edinburgh Health and Social Care Partnership	Mike Massaro-Mallinson
Supporting Adult Carers and Caring Relationships Policy	Edinburgh Health and Social Care Partnership	Emma Pemberton
Health and Social Care Contracts	Edinburgh Health and Social Care Partnership	Moira Pringle/Emma Gunter
Edinburgh Integration Joint Board – Progress Report	Edinburgh Health and Social Care Partnership	Angela Brydon

<b>OCTOBER 2023</b>		
Diversity and Inclusion Strategy	Corporate Services	Margaret-Ann Love
City 2030 Net Zero Target Annual Report	Corporate Services	Christine Downie
Conservatives Voter ID Disenfranchisement Legislation – Response to motion by Councillor Dobbin	Corporate Services	Chris Highcock
Establishment of a DSO Organisation	Place	
Best Value Overview of Progress	Corporate Services	Gavin King
Policies Assurance Statement – Legal & Assurance	Corporate Services	Nick Smith

# Rolling Actions Log

## Policy and Sustainability Committee

23 May 2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	25.08.22	City of Edinburgh Council - <b>Keep Safe Spaces</b> - Motion by Councillor Nicolson	To agree to commission a report to return to Policy and Sustainability Committee in October 2022 on how best to deliver a significant expansion of Keep Safe Spaces, focusing in particular on areas that were currently underserved. The report should also recommend additional ways to promote and raise awareness of the scheme.	Executive Director of Place	23 May 2023		<p><b>Recommended for closure</b></p> <p>Report on the agenda for this meeting.</p> <p><b><u>Update – March 2023</u></b></p> <p>Officers in Place are working with colleagues in Health and Social Care to prepare this update for Committee.</p> <p><b><u>Update – December 2022</u></b></p> <p>Deferred to March</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<p>2023.</p> <p><b><u>Update – October 2022</u></b></p> <p>The Interim Service Director for Housing and Homelessness has been in touch with Councillor Nicolson and agreed further follow up with other Council services. A report will follow to the next Policy and Sustainability Committee.</p>
2	01.11.22	<a href="#">Edinburgh Transient Visitor Levy Update</a>	To note that Council Officers would update and develop the proposed scope and would identify supporting proposals for revenue priorities for consideration by Committee at the end of March 2023.	Executive Director of Place	August 2023		<p><b><u>Update March 2023</u></b></p> <p>An update is included in the Business Bulletin for Committee in March 2023</p>



No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
3	17.11.22	<a href="#">Education and Children's Services Structure</a>	To request that the full proposed Education and Children's Services structure be circulated to members.	Executive Director, Children, Education and Justice Services	End March 2023		<b>Recommended for closure</b>  Circulated in March 2023.
4	17.11.22	<a href="#">End Poverty in Edinburgh Annual Report 2022</a>	<p>1) To request a report on the impacts of poverty on women and girls in Edinburgh within 3 cycles, containing intersectional analysis of the particular impacts on women and girls who shared other protected characteristics, and how the recommendations in this report would prevent and/or mitigate women's poverty.</p> <p>2) To further request</p>	Executive Director of Corporate Services	June 2023		<b>Recommended for Closure</b>  Report on the agenda for this meeting

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			that proposals be brought forward by officers within 3 cycles on how gender and other protected characteristics and priority groups – including but not limited to lone parents, larger families, families with disabled members, BAME households and unpaid carers – could be mainstreamed into council reports going forward.				
5	17.11.22	<a href="#">City 2030 Net Zero Target Annual Report</a>	To request that all existing information around the likely costs of failing to invest in climate solutions locally be made available to groups as soon as possible, and to request a report to the Policy and Sustainability	Executive Director of Corporate Services	October 2023		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			Committee within 2 cycles which outlined how the Council could cost the consequences of inaction vs adaptation in order to support budget setting processes, and the development of the medium-term financial plan				
6	17.11.22	<a href="#">2030 Climate Strategy – Environmental Assessment Consultation and Review</a>	1) To note that on 14 <sup>th</sup> November 2022, the Finance and Resources Committee “reaffirm[ed] the importance of this strategic work to investigate local heat and energy efficiency solutions in helping Edinburgh Council to meet our climate change and energy targets” and requested “a report on progress made	Executive Director of Corporate Services	October 2023		<b><u>Update - May 2023</u></b> 1) An update on LHEES was included in the March 2023 Business Bulletin with the full report planned for October 2023.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>towards this action at Policy and Sustainability Committee within 3 cycles”.</p> <p>2) To therefore request that in support of the above and as part of this report, a thorough options appraisal for opportunities for energy generation partnerships in the city be undertaken with an evaluation of how best to make Energy for Edinburgh an active enterprise, including consideration of options for alternative and joint ventures for Committee to consider, and with learning from other</p>				<p><b><u>2) Recommended for Closure</u></b></p> <p>Report on Energy for Edinburgh is on the agenda for the May Committee</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			ESCOs and Local Authorities.				
7	17.11.22	<a href="#">Climate Change Adaptation Update – Response to Motions by Councillors Macinnes and Parker</a>	To request that the development of the Climate Ready Edinburgh plan and risk assessment include specific detail about how measures proposed in the plan – and risks identified in the risk assessment – would affect different demographics differently, and that this be included in the draft version coming to committee in early 2023.	Executive Director of Corporate Services	August 2023		<b><u>Update - May 2023</u></b>  A Business Bulletin update was provided as part of the March update; full report is planned for the August meeting of P&S Committee
8	17.11.22	<a href="#">Covid-19: Service Resumption – Response to Motion by Councillor Lang</a>	1) To request a note on the resumption of school foreign visits.	Executive Director of Children, Education and Justice Services	End March 2023		<b><u>Update – January 2023</u></b>  Education and Children’s Services are still finalising their policy and guidance on school trips abroad. A Task and Finish Group was set

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			2) To request that the advice provided to Council employees during the Pandemic on physical wellbeing be reissued	Executive Director of Corporate Services	December 2023		<p>up to review this subject and last met on 9 December 2022. Schools and key colleagues are now being consulted on the outcome and this will inform future policy.</p> <p><b>Update – March 2023</b></p> <p>Work continues and is ongoing; a fuller updated will be provided in a future Business Bulletin</p> <p><b>Update – January 2023</b></p> <p>Communications Service has been providing regular information to</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							colleagues including via workshops and articles in NewsBeat since the early days of the pandemic and continue to update guidance regularly. HR colleagues are working on the preparation of a Corporate Well-Being plan.
9	24.11.22	City of Edinburgh Council: <a href="#">Monitoring Officer Report - Adults with Incapacity</a>	To note that a further detailed report would be submitted by the Chief Executive to the Policy and Sustainability Committee on completion of the fact-finding investigation. This report should consider ongoing issues related to delayed discharge to give assurance as to no repeat of these incidents due to ongoing pressures with a	Chief Officer, Edinburgh Health and Social Care Partnership	August 2023		<b><u>Update - May 2023</u></b>  An independent review has been commissioned and it has been confirmed that the reviewer should have a report finalised by the end of June. On receipt of the findings of the review, a report will be submitted to Committee

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>particular focus on:</p> <p>a) The impact of court delays in obtaining appropriate orders.</p> <p>b) Assurance around the legal status of interim/step down beds.</p> <p>and thereafter referred to the following meeting of full council.</p>				
10	24.11.22	City of Edinburgh Council: <b>Adopting Definition of Islamophobia</b> - Motion By Councillor Kumar	1) To request a report within 3 cycles to the Policy and Sustainability Committee detailing how the APPG definition could be embedded across Council work and consider how Council could raise awareness of crime	Executive Director of Corporate Services	23 May 2023		<p><b>Recommended for closure</b></p> <p>Report on the agenda for this meeting.</p>



No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>motivated by prejudice on the grounds of actual or perceived religion.</p> <p>2) To agree that the Leader of the Council should write to the Police Scotland Divisional Commander of Edinburgh with the details of this motion and to request an update on work to tackle religious motivated crime at the next quarterly police update to the Policy and Sustainability Committee.</p>				
11	24.11.22	City of Edinburgh Council: <b>Social Security Take-Up Strategy -</b>	To request an update report to the next Policy and Sustainability Committee on the current work underway,	Executive Director of Corporate Services	21 March 2023		<p><b><u>Update – March 2023</u></b></p> <p>A briefing session has</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Motion by Councillor Heap	including the welfare advice services review, to ensure benefit advice and benefit take up was progressing and consider the next steps required				been organised for the 23 <sup>rd</sup> March to cover the Social Security Take-Up Strategy and other questions on benefits
12	24.11.22	City of Edinburgh Council: <b>Night Time Coordinator</b> - Motion by Councillor Staniforth	To agree that a report on a potential night time coordinator, describing potential remit and funding for such a post, come to Policy and Sustainability Committee within three cycles	Executive Director of Place	23 May 2023		<b>Recommended for closure</b>  Report on the agenda for this meeting.
13	24.11.22	City of Edinburgh Council: <b>Employee Volunteering Policy</b> - Motion by Councillor Bandel	To request officers to develop a proposal for an Employee Volunteering Policy that would give staff paid leave to volunteer with local organisations and initiatives, and report back to Policy and Sustainability Committee by September	Executive Director of Corporate Services	September 2023		<b><u>Update - May 2023</u></b>  Colleagues are currently reviewing a number of employee policies and will provide an update in the business bulletin for the August 2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			2023 including an assessment of any operational and financial impact on the delivery of council services				meeting
14	17.01.23	<a href="#">Employee Code of Conduct</a>	To request a report within 2 cycles on Council progress towards development of robust harassment prevention and action policies which addressed sexual and sexist harassment, racial harassment, homophobia, biphobia and transphobia, harassment towards disabled people, and other forms of harassment	Executive Director of Corporate Services	May 2023		<b>Recommended for closure</b>  Report on the agenda for this meeting (“Harassment Policies Update”)
15	17.01.23	<a href="#">Endorsement of Plant-based Treaty – Response to Motion by Councillor Burgess</a>	<p>1) To request an update report on progress of the treaty.</p> <p>2) To request an action plan and timescale</p>	<p>Executive Director of Corporate Services</p> <p>Executive Director of</p>	<p>22 August 2023</p> <p>22 August 2023</p>		<b><u>Update - May 2023</u></b>  These are still on schedule for August 2023 meeting - report will now be titled Plant-Based Treaty

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			for implementing possible changes to Council activities following the endorsement of the treaty to be presented to Committee for decision within 3 cycles	Corporate Services			Action Plan
16	17.01.23	<a href="#"><u>In-House Service Provision (Hard Facilities Management) - Response to motion by Councillor Day</u></a>	<p>1) To note disappointment that the report did not reflect the Council Business Plan nor did it address the original motion.</p> <p>2) To request a report back in 2 cycles which addressed the above concerns.</p> <p>3) To agree receive a further report in three cycles which</p>	Executive Director of Place	August 2023		<p><b><u>Update May 2023</u></b></p> <p>This will be included in the report referred to under Para 3), scheduled to come to this Committee in August 2023.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>examined the case for the establishment of a Direct Service Organisation (DSO) within the council covering all facilities management, long term capital investment and repairs on all council owned buildings including those within the HRA. This report should establish the feasibility of managing 'peaks and troughs' demand across the entire council estate including the high volume of work on the schools estate during holiday periods, and whether this could be balanced with long</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>term planning against other areas of the estate such as council housing.</p> <p>4) To request a briefing note setting out the timetable for continuing work around in-sourcing of hard facilities management including:</p> <ul style="list-style-type: none"> <li>- integration of the Council's AIMS;</li> <li>- completion of the organisational review of the current service;</li> <li>- janitorial upskilling programme</li> <li>- BEMS monitoring and helpdesk in-house transfer</li> </ul>	Executive Director of Place	June 2023		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>- Review of fleet services support capacity</p> <p>and plans for updating Committee on progress made towards this work.</p>				
17	17.01.23 (Council – 09.02,23)	<a href="#">Regional Prosperity Framework Delivery Plan</a>	To further note with regret the lack of diversity on the Edinburgh and South East Scotland Joint Committee and instruct Edinburgh’s Council Leader to raise this point at their next meeting and report back to members of the Policy and Sustainability Committee via the Business Bulletin any actions that arose from this discussion	Executive Director of Place	August 2023		<p><b><u>Update - May 2023</u></b></p> <p>An update will be provided in the business bulletin for the August meeting of the committee.</p> <p><b><u>Update - February 2023</u></b></p> <p>The report had been referred to the City of Edinburgh Council on 9 February 2023 in terms of Standing Order 30.1 – the Council had approved</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							the recommendations.
18	17.01.23  21.03.23	<a href="#"><u>Driving for the Council – Telematics Policy</u></a>	To pause any further action and request a report back in 1 cycle with more information  The Committee continued consideration of the report to the next meeting to allow further discussions to take place with union representatives.	Executive Director of Place	23 May 2023		<b><u>Recommended for Closure</u></b>  Report on the agenda for this meeting
19	17.01.23	<a href="#"><u>Energy Management Policy for Operational Buildings - Update Report</u></a>	To therefore request that year-on-year energy reduction targets set by the “Energy Management System” be aligned to those within the CERP, and that the policy aims and objectives of the “Energy Management Policy for Operational Buildings” be revised to include a broad commitment to renewable	Executive Director of Place	End March 2023	12 April 2023	<b><u>Recommended for Closure</u></b>  A briefing note was circulated to Committee on 12 April.



No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			energy as part of management plans, with the updated policy and targets circulated to Committee when complete.				
20	09.02.23	City of Edinburgh Council  <a href="#">Independent Inquiry and Whistleblowing Culture Review</a>	To note that a significant number of CEC employees do not have their own Council email address.  To agree to achieve meaningful, enduring cultural transformation, the provision of an individual Council email address for every employee is given priority.  To request that a clear timeline for achieving this be set out in a covering report to this report and submitted to the Policy and Sustainability Committee for consideration at its 21 <sup>st</sup> March meeting.	Chief Executive	21 March 2023		<b><u>Recommended for Closure</u></b>  Report was considered by the Committee on 21 March 2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
21	09.02.23	City of Edinburgh Council <a href="#">16 Days of Activism Against Gender-Based Violence</a>	<p>Notes with concern the ‘red’ status of the first two quality standards under priority one which state that “proactive engagement is very limited and there are single or no awareness raising campaigns” and that the partnership “did not collect or analyse data in order to understand attitudes towards VAWG.”</p> <p>Therefore request a briefing note to the Policy and Sustainability Committee within 2 cycles outlining any plans on how these quality standards will be met, with particular focus on awareness raising campaigns which target groups with particular needs and experiences relating to gender based violence including younger and older</p>	Chief Executive	23 May 2023		<p><b>Recommended for closure</b></p> <p>Report on the agenda for this meeting.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			women, the LGBT community, BAME women, carers and cared-for people, refugees, disabled people and men and boys				
22	09.02.23	City of Edinburgh Council <a href="#">Edinburgh and Taiwan Partnership Links</a>	To request the guidance on Elected Members Overseas Travel is refreshed and reported to the Policy and Sustainability Committee in 2 cycles and that this considers: <ul style="list-style-type: none"> <li>• Impact of transport on climate change</li> <li>• Payment of trips</li> <li>• Tangible outcomes for trips</li> </ul>	Chief Executive	August 2023		
23	09.02.23	City of Edinburgh Council: <b>Declaring a Nature Emergency</b> - Motion by Councillor Parker	To request a report to Policy & Sustainability Committee within 2 cycles which: <ul style="list-style-type: none"> <li>- Explores the possibility of the</li> </ul>	Executive Director of Place	August 2023		<b><u>Update - May 2023</u></b> Report is being prepared for the August meeting of the

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>Council signing up to the Berlin Urban Nature Pact as the next milestone from COP15 after the Edinburgh Declaration and Montreal Pledge.</p> <p>- Outlines how existing Council strategies such as the Biodiversity Action Plan, forthcoming Edinburgh Adapts plan and 2030 Climate Strategy, align with the GBF, Scottish Biodiversity Strategy and Berlin Urban Nature Pact, and notes any changes to existing strategies or additional resource required to deliver</p>				Committee.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>against these.</p> <ul style="list-style-type: none"> <li>- Provides an update on the development of the Vision for Nature as outlined in the Biodiversity Action Plan, including specific consideration of how the Vision for Nature will: <ul style="list-style-type: none"> <li>a) Adopt an ecological coherence approach to effectively identify and target actions required to tackle the nature emergency and deliver against the various strategies listed above, including through the further development of the region's Nature Network;</li> </ul> </li> </ul>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>b) Adopt a partnership approach, working with Edinburgh Biodiversity Partnership project partners, including through the Edinburgh Living Landscape, to maximise opportunity for delivery of the strategies listed above, and taking learning from the partnership board model developed as part of the 2030 Climate Strategy work.</p> <p>And asks that detailed costs are provided for the points above in the report to the Policy and Sustainability Committee</p>				

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24	09.02.23	City of Edinburgh Council: <b>Gender Recognition Reform</b> - Motion by Councillor Mumford	To recognise the importance of hearing more about the lived experience of trans people, and therefore agrees that the Council Leader should arrange a round table meeting in the next five weeks, involving representatives of the trans community, members of political groups and relevant senior officers. This will have the purpose of discussing practical actions which the Council could take within its services to directly help and support trans people. Council agrees the outcome of this event will be reported to the Policy and Sustainability Committee	Executive Director of Corporate Services	August 2023		<b><u>Update - May 2023</u></b>  Work is progressing with officers supporting the Council Leader with the round table meeting having taken place late April.
25	09.02.23	City of Edinburgh Council: <b>Care Home</b>	To call for a report to Policy and Sustainability Committee in March	Chief Officer, Edinburgh Health and Social Care	August 2023		<b><u>Update</u></b>  Deferred to August 2023. The report was

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
	21 .03.23	<b>Contracts</b> - Motion by Councillor Miller	<p>detailing social care contracts, with details of the procurement procedures the reasons for the delays in resolving the provision of care in the facilities and decision making processes for each contract:</p> <p>a) Which have been procured or extended during the last 12 months.</p> <p>b) Currently going through any stage of procurement, extension or alteration.</p> <p>c) Which are expected to begin procurement or may require extension or alteration within the next 12 months.</p> <p>The report was continued to the next meeting of the Committee</p>	Partnership Executive Director of Children, Education and Justice Services			originally submitted to the Committee on 21 March 2023 when it was continued for 1 cycle of meetings



No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
26	16.03.23	City of Edinburgh Council <b>Self Directed Support</b> – Motion by Councillor Nicolson	<p>1) To request a further report in 1 cycle to the Policy and Sustainability Committee specifically outlining which Directorate's Budget was credited when Self Directed Support monies were unspent and 'clawed back' and details of the financial transaction.</p> <p>2) To request that this report detail how the parameters of use for Self Directed Support could be made as broad as statutory guidance encourages, by delivering care and support through the widest means</p>	Chief Officer, Edinburgh Health and Social Care Partnership	23 May 2023		<p><b>Recommended for closure (1, 2 and 3)</b></p> <p>Report on the agenda for this meeting.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>possible including options to support people with the cost-of-living crisis.</p> <p>3) To further request the report outline how the 'claw back' procedure could be developed to support assessors as currently no assurance could be given that every locality and practitioner followed the same process.</p> <p>4) To request a report to Policy and Sustainability Committee by September detailing:</p> <p>a) potential solutions to reducing the amount of self-</p>	Chief Officer, Edinburgh Health and Social Care Partnership	September 2023		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>directed support money's clawed back from families through allowing spend on non-traditional approaches to care and respite;</p> <p>b) what training the council was providing those at each level of implementing SDS locally in terms of maximizing service user choice in this area.</p>				
27	16.03.23	City of Edinburgh Council – <b>Conservatives Voter ID Disenfranchisement Legislation</b> – Motion	To request a report to Policy and Sustainability Committee in three cycles, setting out the impact of the Conservative's voter ID disenfranchisement	Executive Director of Corporate Services	24 October 2023		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		by Councillor Dobbin	<p>legislation, with information from the impact during May's English local government elections.</p> <p>This should include:</p> <p>a) How Voter ID legislation will lower voter turnout, or participation rate.</p> <p>b) How the Council can use its communications to share information on new legislation and how it will impact voters ahead of time.</p> <p>c) How the Council can engage with Edinburgh constituents on their worries or concerns of Voter ID ahead of future elections</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			This should further set out all actions being taken by the Edinburgh Returning Officer, valuation board and elections team to support people most at risk of losing their voting rights.				
28	21.03.23	<a href="#">The City of Edinburgh Council Gaelic Language Plans: 2017-22 and 2023-27</a>	To note paragraph 6.1 of the report dealt with funding for Gaelic-specific posts, and to call for a briefing note to members setting out how it was expected that these posts would be secured in order to carry out the 'many actions' in the draft plan.	Executive Director of Corporate Services			
29	21.03.23	<a href="#">Internal Audit: Swift System - Application Technology Controls Internal Audit Report</a>	To request that officers provided a briefing to members on concerns which had been raised on the recording of information on the Swift System and any alternatives for recording information which	Executive Director of Corporate Services			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			may have been available with particular reference to confidential information and whistleblowing.				
30	21.03.23	<a href="#">Risk Management Policy</a>	To agree to bring back the report for approval in two cycles, with a more detailed assessment of elected member involvement, roles, reporting and escalation following the workshop with GRBV members.	Executive Director of Corporate Services	22 August 2023		
31	21.03.23	<a href="#">Carbon Impact of International Travel</a>	To regret that international travel by the Lord Provost office was not captured in the report by the Executive Director of Corporate Services and therefore request a briefing note outlining a list of international travel bookings from the Lord Provost office for 2021-2022 to be supplied in the same format as Table 1 included in the	Executive Director of Corporate Services			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			report, as well as comparative data for trips from the Lord Provost office from previous years to be supplied in the same format as Figure 1 at 4.7 in the report.				
32	21.03.23	<a href="#">Extreme Heat, Climate Adaptation and Resilience</a>	<p>To request a briefing note in table format to cover, for each of these:</p> <p>a) Timescales for anticipated updates and/or review;</p> <p>b) Governance arrangements including committee reporting schedules and scrutiny; how the various strategies and policies interrelate; and relevant directorate leading on the work;</p>	Executive Director of Corporate Services	June 2023		<p><b><u>Update - May 2023</u></b></p> <p>The Policy team are working on this briefing note which will be circulated to members in June 2023.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			c) How climate adaptation would be profiled within these strategies and/or policies as part of updates and/or review going forward.				
33	21.03.23	Response to Motion by Councillor Day - Ukraine Support	<p>To request a Business Bulletin update in one cycle, covering in any case - discussions about a year 2 (2023/24) UK and Scottish Governments funding agreement:</p> <ul style="list-style-type: none"> <li>- Resettlement Fund projects in the city region; and</li> <li>- The continuation and funding of short-term accommodation options within the city, including the MS Victoria.</li> </ul>	Executive Director of Place	23 May 2023		<p><b>Recommended for closure</b></p> <p>On the Business Bulletin for this meeting.</p>



No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
34	21.03.23	Policy for the Transition from Children to Adult Support	To call for a report in 2 cycles providing an update on the policy and addressing the issues raised by members including why the policy had not been updated before now, the impact not having an updated policy had had on young people affected and consultation with young people making the transition.	Chief Officer, Edinburgh Health and Social Care Partnership	22 August 2023		
35	21.03.23	<b>Re-deployment</b> – Motion By Councillor Day	To ask for a report to this Committee in two cycles providing information about the current redeployment arrangements and how they could be made more effective in transitioning employees into appropriate permanent roles.	Executive Director of Corporate Services	22 August 2023		
36	21.03.23	<b>Edinburgh Community Climate</b>	To request a report from officers after applications	Executive Director of			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		<b>Fund</b> – Motion by Councillor Mumford	<p>had been judged and awards made outlining:</p> <p>a) The total amount of funding applied for by groups;</p> <p>b) The total amount of funding available from the fund, and therefore the level of oversubscription;</p> <p>c) The key themes emerging from project applications and successfully funded projects;</p> <p>d) A geographical break down of the submitted and awarded projects;</p> <p>e) Consideration of how unsuccessful projects could continue to receive support from</p>	Corporate Services			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>the Council to further their community action to tackle climate change;</p> <p>f) Proposals for how the fund could be continued and expanded in future years to meet demand.</p>				
37	21.03.23	<b>Four Seasons Healthcare – North Merchiston and Castlegreen Care Homes – referral from the Finance and Resources Committee</b>	Requests a report and presentation to Policy and Sustainability Committee within 2 cycles updating members on future plans for social care provision, including any instances where it is anticipated that this presumption may be challenging.	Chief Officer, Edinburgh Health and Social Care Partnership	22 August 2023		
38	04.05.23	City of Edinburgh Council <a href="#">Council Reporting</a>	To further request that, as part of the ongoing programme of work to review systemic	Executive Director of Corporate Services	22 August 2023		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			discrimination within Council business practices and improve diversity, a report would come to Policy and Sustainability Committee in 2 cycles outlining a high-level workplan about how the Council could audit and improve accessibility within its communications both internally and externally.				
39	04.05.23	City of Edinburgh Council <a href="#">Drug and Alcohol Recovery Services in Niddrie and Craigmillar</a>	1) To request a business bulletin update to Policy and Sustainability within one cycle as to the rationale behind a centralised Opiate Replacement Therapy service as opposed to more locality-based models.  2) Furthermore, to request a briefing	Chief Officer, Edinburgh Health and Social Care Partnership Lead Officer	23 May 2023		<b>Recommended for closure (1)</b>  On the Business Bulletin for this meeting.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			session be offered to ward councillors and relevant group spokespeople to explore remaining barriers to people in Niddrie and Craigmillar accessing drug and alcohol support services locally.				
40	04.05.23	City of Edinburgh Council  <b>Care Inspection Reports – Motion by Councillor Miller</b>	To note the requirement to prepare an improvement plan in response to both inspections, that officers have started this work, and call for improvement plans to be reported to the Policy and Sustainability Committee within one cycle. To request that unpaid carers/parents and service users be involved in the development of all improvement plans.	Chief Officer, Edinburgh Health and Social Care Partnership Lead Officer	22 August 2023		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
41	04.05.23	<p>City of Edinburgh Council</p> <p><b>Period Product Provision</b> – Motion by Councillor Bennett</p>	<p>Council requests a report to Policy and Sustainability Committee within 2 cycles detailing where such information was available:</p> <p>a) Which areas of the city were reporting running out of products for those in need?</p> <p>b) Which public buildings were seeing an increase in people taking free period products?</p> <p>c) Which details the status of premises that provided free period products (i.e. were they open for staff, the public and whether hours of access were restricted to assess</p>	Chief Executive	22 August 2023		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>whether it was restriction of provision or access to buildings which was causing the problem);</p> <p>d) Widely publicise the link to the Hey Girls website where building managers could apply to become a community partner and access appropriate products</p> <p>e) Which third sector organisations and buildings were seeing an increase in people taking free period products</p> <p>f) The possible costs associated with extension of provision.</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>g) The possible costs associated with extension or provision of specifically biodegradable or reusable products?</p> <p>h) An application scheme for interested parties to receive products to distribute.”</p> <p>The report should cover provision for key partners such as pantries, food banks, and third sector organisations, where access to period products was a vital part of the support provided and where access had been limited since the Council’s citywide roll out.</p>				



No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
42	04.05.23	City of Edinburgh Council  <b>Crisis in NHS Dentistry – Motion</b> by Councillor Davidson	Council requests the Council leader writes to (a) the Scottish Health Secretary to request urgent action to tackle the lack of access to NHS dentists in Edinburgh and (b) the Edinburgh Integrated Joint Board to request a written update on the approach being to improve access to NHS dentistry in the city for consideration at a meeting of the Policy and Sustainability Committee within 2 cycles.	Chief Officer, Edinburgh Health and Social Care Partnership Lead Officer	22 August 2023		

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# Business Bulletin

## Policy and Sustainability Committee

10.00am, Tuesday 23rd May 2023

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

# Policy and Sustainability Committee

Convener:	Members:	Contact:
<p>Convener: Councillor Cammy Day</p> 	<p>Councillor Cammy Day (Convener) Councillor Alan Beal Councillor Marco Biagi Councillor Kate Campbell Councillor Sanne Dijkstra-Downie Councillor Phil Doggart Councillor Fiona Bennet Councillor Kevin Lang Councillor Lesley Macinnes Councillor Adam McVey Councillor Jane Meagher Councillor Alys Mumford Councillor Ben Parker Councillor Danny Aston Councillor Alex Staniforth Councillor Mandy Watt Councillor Iain Whyte</p>	<p><a href="#">Jamie Macrae</a>, Committee Officer</p> <p><a href="#">Louise P Williamson</a> Assistant Committee Officer</p>

## Recent News

## Background

### Union Canal Update

The [2011 Edinburgh Union Canal Strategy](#) is being refreshed as part of partnership between the City of Edinburgh Council and Scottish Canals. The Council and Scottish Canals will be carrying out community engagement in summer 2023 focusing on people's outlooks towards the Union Canal and the key opportunities going forward. This engagement will involve stakeholder workshops, collecting information at the Edinburgh Union Canal Festival, and an online survey for individuals and organisations who visit and live near the Union Canal. The online survey will be live for six weeks and ask questions about what people think should be prioritised, and attitudes towards different areas along the Union Canal. Officers will be incorporating these views into the refreshed Strategy and creating new objectives and a delivery plan for the Edinburgh stretch of the Union Canal. This is set to include a GIS storyboard which will be an interactive piece of work highlighting current and future activities. The refreshed Union Canal Strategy is expected to be presented to the Policy and Sustainability Committee for approval in late-2023.

**For further information, contact:**

[Rebecca Smith](#),  
Development Officer

**Wards Affected:**

1 – Almond  
2 – Pentland Hills  
9 – Fountainbridge/  
Craiglockhart  
11 – City Centre

### Ukraine Support

#### 2023/24 (Year 2) Funding Agreement by UK and Scottish Governments

COSLA Leaders discussed this on Friday 31 March 2023, Leaders agreed that COSLA should seek clarification from the UK Government on the £150m 'moving on fund', full payment of education tariff funding and the reconciliation of existing UK Government tariff funding; and COSLA also agreed to continue to lobby both the UK and Scottish Governments for on-going funding to support the key role of councils for the Ukraine humanitarian programmes.

In addition, it is hoped to receive confirmation from the Scottish Government that:

- The £100,000 for resettlement team capacity (for each local authority) will continue and be enhanced if possible;
- That funding will be allocated more flexibly to enable the Council to use this as required;

**For further information, contact:**

[Gavin Sharp](#), Service  
Manager

**Wards Affected: All**

- The Council will be reimbursed for any costs incurred in supporting welcome accommodation; and
- Funding will be provided for training to ensure local authorities can continue providing strategic and operational support in relation to the Ukraine programme.

#### Resettlement Fund Projects within the City

On [9 May 2023](#), Housing, Homelessness and Fair Work Committee considered a report on Capital Funding Opportunities for Council Housing to support Ukrainian Displaced People.

#### The Continuation and funding of short-term accommodation options within the city

The Scottish Government have confirmed to the Council that the contract for the MS Victoria will end on 11 July 2023. A joint disembarkation plan between Scottish Government and the Council is underway with the Scottish Government confirming that contingency temporary accommodation will be procured via their Travel Management service for those guests not finding matched or alternative accommodation such as private rental across the country. The Scottish Government will also continue to fund welcome hotel and apartment accommodation for those currently being accommodated within hotels and apartments within the city.

#### Voluntary Sector Network Support – Fresh Start

In December 2022, an update to the Council’s Culture and Communities Committee confirmed the intention to provide financial support to support the development of voluntary sector networks to respond positively to models of working post-pandemic.

A funding award to Fresh Start will enable the organisation to proceed to pilot a new approach to local co-ordination to support local Community Wealth Building. The Council’s contribution is being matched by the Scottish Government. This model will also be used to develop a test site for Local Outcome Improvement Planning in the area, as a priority for integrated service delivery and the learning from this pilot will be used to develop local co-ordination arrangements across the city. The contribution will be split over two financial years and will support Community Wealth Building

**For further information, contact:**

Alison Coburn,  
Operations Manager

**Wards Affected:**  
4 - Forth

and local co-ordination.

### **Motion by Councillor Biagi – Eurovision 2023 Bid**

On [15 December 2022](#), the Council approved an adjusted motion by Councillor Biagi which recognised that, despite being a major international city of culture, the city has a fundamental weakness in not having an indoor arena of sufficient size to accommodate major events.

As requested by the Council, a report is being prepared for Culture and Communities Committee in August 2023 which seeks to learn from the experiences of other cities, will set out the options for stakeholder engagement and will identify the possible funding models which could be delivered.

There are currently two different arena operators looking at potential sites in the city and undertaking project feasibility work. Officers will support both parties equally and will seek to involve the Scottish Government and its relevant agencies in discussions and it is hoped that further details of this will be available to incorporate into the report for Culture and Communities Committee in August 2023.

**For further information, contact:** [David Cooper](#), Head of Development and Regeneration

**Wards Affected:** All

### **Taiwan Visit - March 2023**

The Council Leader recently led a delegation, including partners from the University of Edinburgh to Taiwan. Cllr Day presented at the Edinburgh's Smart City and NetZero ambitions at the Taiwan Expo Summit in the cities of Kaohsiung and Tainan City to a global audience.

By taking part in the event and holding productive meetings with many officials over several days, the delegation were able to build on our positive relationships with Taiwan.

With the University of Edinburgh and Edinburgh's Festivals, Edinburgh is looking forward to developing joint collaborations on trade and investment opportunities, in net zero learnings, and to explore opportunities for festivals and cultural events.

Knowledge exchange visits were also made to numerous sites across Taiwan, including a sustainability business, an art centre and festival, hospital, and net zero village.

**For further information, contact:**

[Nick Langan](#), International Relations Officer, Corporate Services

### **The City of Edinburgh Gaelic Language Plan 2023-27**

The item on the Council's third Gaelic Language Plan, for the period 2023-28, was scheduled to be considered at the 23 May Policy and Sustainability Committee.

**For further information, contact:**

[Eleanor Cunningham](#), Lead Officer, Corporate Services

However, following extensive feedback from public consultation and engagement, which closed on 6 May 2023, officers have recommended that the report is deferred until the committee's 22<sup>nd</sup> August meeting.

This will allow them to give detailed and thorough consideration to the feedback from the 83 responses on the Council's consultation hub, the 2 engagement sessions and written submissions, and to revise the plan accordingly.

### **Drug and Alcohol Recovery Services in Niddrie and Craigmillar**

ORT is predominantly delivered in communities, with approximately 50% in GP practices and 50% in local Recovery Hubs. The four Recovery hubs are located in the areas of highest need but where needed additional bases are open for some or all of the week (e.g. Craigmillar as well as Leith, Gilmerton as well as the city centre, South Queensferry as well as Craigroyston). The new central treatment initiation clinic will be the only part of the ORT system delivered centrally for the city and the decision to adopt this model was carefully considered through an options appraisal. This was driven by the MAT standards (specifically the need to start treatment within 24 hours unless clinically inappropriate) and the practical requirements that follow from this as well as resource constraints and the views of people with lived/living experience. The factors that favour the single centralised model include:

- 1) The service needs to be consistent and resilient: in order to meet MAT 1, multiple practitioners need to be reliably available every day in every setting where it is offered. This entails having the staff and giving this task absolute priority within the workers' day. Doing this consistently in 5 or more locations in the city is not considered feasible given resource limitations. Reliable same-day access in one location for the city is a trade-off for waits/ non-delivery closer to home (though see mitigations below).
- 2) The service needs to be unconditional: treatment needs to be started independent of address etc (e.g. people who present following prison or police custody release or on arrival in the city or who are homeless etc but who are opiate dependant and are not already on a script can start treatment). Having a number of clinics covering individual criteria (e.g. only for people living in particular parts of the city, or registered with particular GPs) might create confusion whereas a single clinic is simple for users and referrers to understand ("come to this clinic and you will be offered treatment if clinically appropriate"). It also remains constant for people who are moving about the city (e.g. because they are in temporary accommodation).
- 3) The service needs some element of specialisation: safely and confidently starting ORT prescriptions on the day of presentation needs practice which is expected to be more easily built up in a single specialist centre, at least initially.

**For further information, contact:**

[David Williams](#),  
Programme Manager,  
Edinburgh Alcohol and  
Drug Partnership



However the potential barriers created by having a central clinic were raised in the consultation process and are understood and acknowledged (e.g. lack of choice; travelling-time, -cost and -energy; less connection to local community supports; weaker relationships with local primary care). Mitigation for them includes

- People will still be offered titration at the local hubs, albeit with a potential wait – that door is not closed, but the offer will always be made to get a quicker service from the central team.
- Transport will be offered for those who need support to attend – bus fares are paid for people who need them and the practitioners from the central team can outreach and either see people at home or transport them to the service when needed.
- Many of those in most urgent need of treatment will be being engaged through assertive outreach and the outreach workers will be able to accompany/ transport them.
- People will return to their local community service as quickly as possible: it is expected that almost all patients will be back in mainstream community services in 8 weeks or under. During people's time in the clinic, the voluntary sector workers attached to the central team will work with them and with colleagues in the local hubs to develop support and transition plans (e.g. the Turning Point Scotland worker in the central team and the TPS workers in Craigmillar will support Craigmillar service-users to engage with the local supports there while they are getting their medical treatment from the central clinic).
- The service will be reviewed through external evaluation and consultation with its users and their families – if it is feasible to revert to all local services this remains our preference.

### **Forthcoming activities:**

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# Policy and Sustainability Committee

10.00am, 23 May 2023

## Local Government Benchmarking Framework 2021/22 - Edinburgh Overview

Item number  
Executive/routine  
Wards  
Council Commitments

### 1. Recommendations

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That the Policy and Sustainability Committee note the report setting out the detailed analysis of the Local Government Benchmarking Framework (LGBF) dataset for the 2021/22 financial year.

**Deborah Smart**

Executive Director of Corporate Services

Contact: Edel McManus; Change and Delivery Manager  
Strategy and Communications Division, Corporate Services  
E-mail: [edel.mcmanus@edinburgh.gov.uk](mailto:edel.mcmanus@edinburgh.gov.uk)

# Report

## Local Government Benchmarking Framework 2021/22 – Edinburgh Overview

### 2. Executive Summary

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- 2.1 This report provides an overview of the 2021/22 benchmarking data provided by the Scottish Local Government Benchmarking Framework (LGBF) and reflects the impact of the second year of Covid-19.
- 2.2 In summary, the report gives an overview of Edinburgh's recovery as Covid-19 restrictions ease and how this is reflected in the data during 2021/22 as well as a longer term comparison with pre-Covid performance.

### 3. Background

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- 3.1 Led by [SOLACE](#), with the support of the [Improvement Service](#), the Local Government Benchmarking Framework aims to provide a benchmarking toolkit for local government.
- 3.2 The publication and use of this data forms part of the Council's statutory requirements for public performance reporting as directed by the Accounts Commission.
- 3.3 It should be noted that LGBF data is always retrospective, and the framework provides benchmarking data and national rankings for services that were delivered in the financial year 2021/22.
- 3.4 This is benchmarking data for all Scottish Local Authorities and, where the data is relevant, can present a useful analysis of us in comparison to others.
- 3.5 Currently the dataset holds 2021/22 data for 83 out of the 105 indicators.

### 4. Main report

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- 4.1 An online toolkit on the [My Local Council](#) website has been created to help councils benchmark with other councils.
- 4.2 The framework allows local authorities to compare their performance across a suite of indicators of efficiency (unit cost), outputs and outcomes, covering all areas of local government activity.
- 4.3 Following the significant upheaval seen in 2020/21 to services resulting from the Covid-19 pandemic, the 2021/22 data shows the resumption of services as Covid-19 restrictions were gradually reduced. This changing backdrop has introduced new complexity in relation to the LGBF dataset and so judgements on comparative rankings should be viewed with caution as each Council continued to make service decisions on local factors, priorities, and resources.

- 4.4 This dataset provides information ranking Edinburgh with the other councils as well as timeseries data for each of the indicators for Edinburgh.
- 4.5 The Local Government Benchmarking Framework is not a comprehensive summary of all the performance of the Council in 2021/22 rather, the data provides an additional perspective on how the Council is performing and it complements and informs the Council's own Corporate Performance Framework.

### ***High level Overview***

- 4.6 The latest figures show that overall Edinburgh's ranking is in the top two quartiles (so above the national average) for 57% of the indicators (47 out of 83) and less than a fifth sit in the bottom quartile (13 indicators).
- 4.7 In terms of performance, compared to pre-Covid (2019/20), we have shown an improvement in 46 of the indicators (58.2%). However, our relative performance has declined in 33 of the indicators.
- 4.8 Appendix A provides an overview of Council benchmarking performance in 2021/22 under the framework's nine themes, namely:
- Children's Services
  - Adult Social Care Services
  - Environmental Services
  - Culture and Leisure Services
  - Housing Services
  - Corporate and Asset Management Services
  - Economic Development (including Planning)
  - Financial Sustainability
  - Tackling Climate Change
- 4.9 Each theme section gives an overview of the ongoing impact of Covid-19 on services, how services have responded and how that is reflected in the 2021/22 data. In the appendices C – K, a comparative overview of Edinburgh's five year trend data with the Scotland wide average, the cities average and the family group average is shown for each indicator.
- 4.10 To enable comparison with other Local Authorities, we have included the national average, a 'family group' average and an average of the other three urban cities (Aberdeen, Dundee and Glasgow) to allow consideration of different perspectives of the data.
- 4.11 Each theme has been assigned into one of two family groups by Improvement Scotland. The first family group is based on the type of population they serve, e.g. level of deprivation and affluence. This group is used for the following themes: Children's Services, Adult Social Care Services and Housing Services. The second family group is based on the type of area in which they serve them (e.g. urban, semi-rural, rural). This group is used for the following themes: Corporate Services, Economic Development, Environmental Services, Culture and Leisure Services, Financial Sustainability and Tackling Climate Change. Appendix **B**

shows the Local Authorities that are classified with Edinburgh for the two family groups.

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

## **5. Next Steps**

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- 5.1 The Local Government Benchmarking Framework 2021/22 data analysis will be used to inform Senior Management Team discussions and the Council Planning and Performance Framework.

## **6. Financial impact**

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

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

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

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

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- 8.1 [LGBF National Overview Report 2021/22](#) published by the Improvement Service in March 2023.
- 8.2 [My Local Council](#) website.

## **9. Appendices**

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- 9.1 Appendix A: 2021/22 Edinburgh Overview
- 9.2 Appendix B: LGBF Family groups
- 9.3 Appendix C: Children's Services
- 9.4 Appendix D: Adult Social Care Services
- 9.5 Appendix E: Environment Services
- 9.6 Appendix F: Cultural and Leisure Services
- 9.7 Appendix G: Housing Services
- 9.8 Appendix H: Corporate and Asset Management Services
- 9.9 Appendix I: Economic Development Services
- 9.10 Appendix J: Financial Sustainability
- 9.11 Appendix K: Climate Change

# Appendix A: 2021/22 Edinburgh Overview

## LGBF 2021/22 summary

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1. This analysis of the most recent Local Government Benchmarking Framework (LGBF) data provides:
  - a. a summary of Edinburgh's comparative ranking and indicator performance compared to the previous years, 2019/20 (pre-Covid) and 2020/21
  - b. indicator data and the national ranking position for all LGBF indicators
  - c. urban cities, Scotland average and Family Group comparative data
  - d. an overview of national performance trends and local factors.
2. This report covers the 83 indicators with updated data since the previous LGBF 2020/21 release. The full dataset contains 105 indicators. Data for the remaining indicators will either be released as it becomes available during 2023 or is not available due to Covid impacts on data collection.

### National picture

3. The latest Accounts Commission report '[Local government in Scotland Overview 2022](#)' highlighted that Covid-19 continues to have a significant impact on all aspects of daily life. Councils have moved on from the immediate emergency response of year 1, but they have had to continue to respond to Covid-19 – managing restrictions and mitigation measures, providing support to communities, and operating differently – while also recovering services and planning renewal in a complex and uncertain environment. Recovery and renewal are not about returning to the pre-pandemic status quo. The process of recovery and renewal includes directing resources to help ensure that services can restart and are reshaped to meet the new needs of the local area, to address the harm caused by the pandemic, to support economic recovery, to empower communities, to address inequalities, and to tackle key priorities including climate change, growing poverty, and the long-standing need for public service reform.
4. It is within this context that the LGBF 2021/22 data needs to be considered.

### National picture (extract from national report)

5. The latest LGBF data covers 2021/22, a period when communities and council services were still managing the ongoing impact of Covid, while new challenges were emerging in the shape of soaring inflationary pressures and a 'cost of living crisis'.
6. Councils are continuing to have to make savings and are facing increasingly difficult choices with their spending priorities. Expenditure within social care and education continues to be sustained and enhanced, increasing since 2010/11 by 25% and 19% respectively, while relative reductions continue in non-statutory services such as culture and leisure, roads, planning, tourism, trading standards and environmental health in order to provide balance to statutory and ringfenced commitments elsewhere.
7. Overall, Councils have sustained and strengthened improvement trends in a number of policy critical areas including positive destinations, gender pay gap, procurement,

housing energy efficiency, corporate asset condition, carbon emissions, balance of social care and Self Directed Support, living wage, and roll out of superfast broadband. There has, however, been a decline in other areas, often caused by or exacerbated by Covid. This includes areas which were previously improving such as housing quality and repairs, and also areas where there were already signs of strain pre-pandemic, such as rent arrears, income lost due to voids, street cleanliness levels, pupil attendance rates, and satisfaction with care services. In areas such as culture and leisure, visitor numbers, recycling rates, Council Tax collection rates, and business start-up rates, there has been some recovery from the initial Covid impact, but performance levels remain below pre-Covid levels in 2021/22.

8. The significant upheaval resulting from the Covid-19 pandemic has introduced new complexity in relation to the 2021/22 LGBF dataset and so judgements on comparative rankings should be viewed with caution as each council continued to make service decisions based on local factors, priorities, and resources.

### **Edinburgh – summary**

9. While the impact of Covid makes analysing this dataset more challenging, it is still valuable to consider what the data shows about how Edinburgh responded as Covid restrictions were gradually reduced.
10. The focus on supporting our most vulnerable residents and businesses alongside delivery of services has continued in 2022/23 as services continued to adapt to changing restrictions and reopen or started to return to full capacity as restrictions were removed.
11. Analysis is presented comparing the current year to last year (2020/21, i.e. Covid impacted) and the previous year (2019/20, i.e. pre-Covid) to try to provide overviews of the changing impact of Covid on services as well as longer term trends.

### **Edinburgh - ranking**

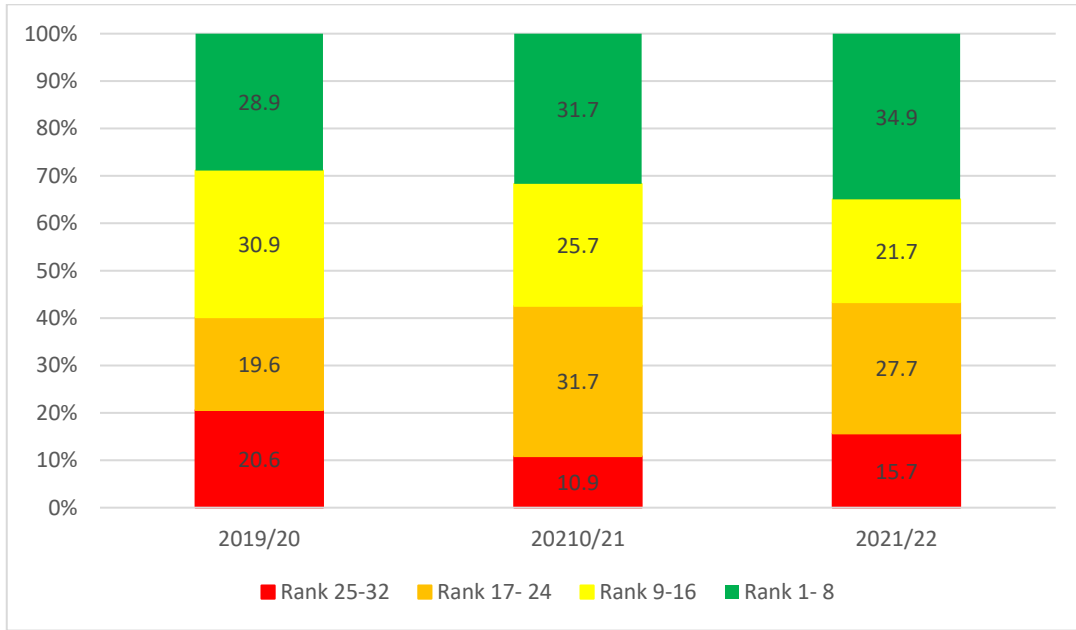
12. Overall Edinburgh ranks above the national average (so in the top two quartiles) for more than half of the indicators in each of the last three years as shown in the table and chart below.

**Table 1: Count of indicators by quartile**

	2019/20	2020/21	2021/22
Rank 1 - 8	28	32	29
Rank 9 - 16	30	26	18
Rank 17 - 24	19	32	23
Rank 25 - 32	20	11	13
Total	97	101	83



**Chart 1: Percentage of Edinburgh ranking by quartile**

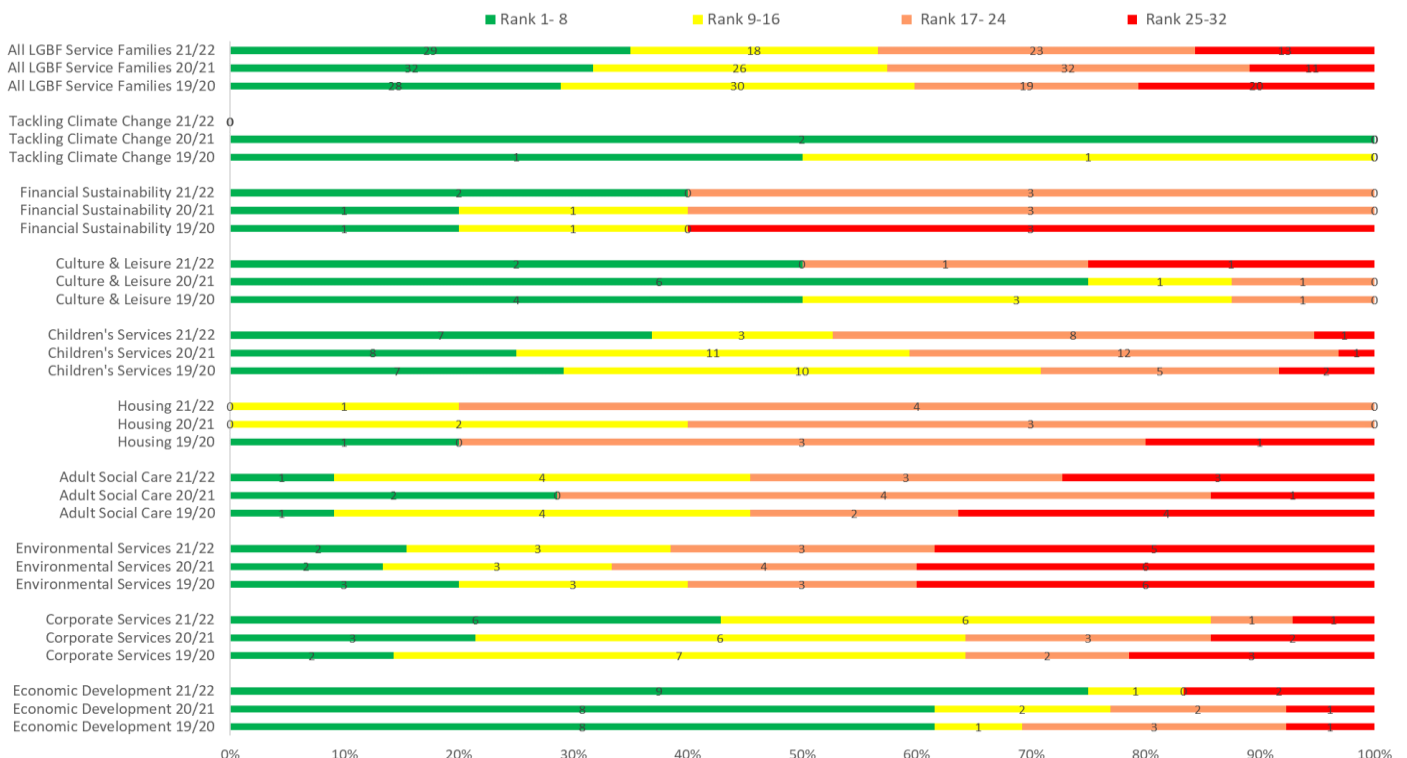


13. Compared to last year (2020/21) we have improved our ranking in 32 of the indicators and maintained our ranking in 12 of the indicators. Our comparative ranking position compared to other councils, has declined in 39 of the indicators.

14. Compared to the previous year (2019/20), which was pre-Covid, we have improved our ranking in 43 of the indicators and maintained our ranking in 8 of the indicators. Our comparative ranking position compared to other councils, has declined in 32 of the indicators.

15. These changes in rankings are shown by theme in the chart below:

**Chart 2: Edinburgh ranking by theme -**



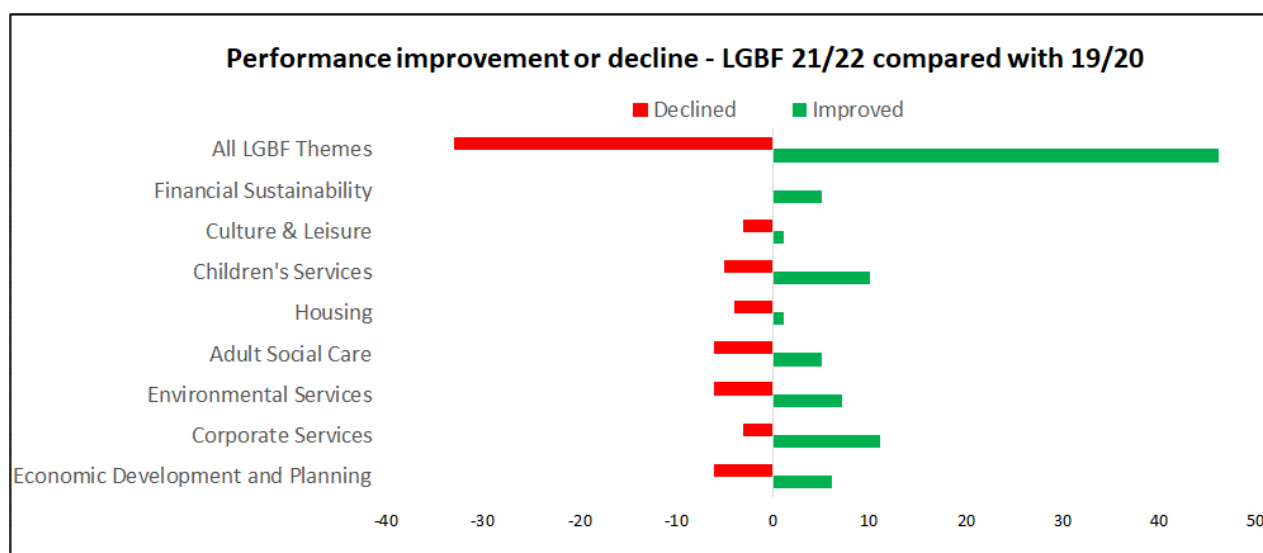
## Edinburgh - performance

16. Compared to last year (2020/21) we have shown improvement in 50 of the indicators. However, our performance has declined in 33 of the indicators.
17. Compared to pre-Covid (2019/20) we have shown improvement in 46 of the indicators. However, our relative performance has declined in 33 of the indicators. This is summarised in the chart and the table. As the latest figures for the Climate Change indicators are for 2020/21 they are not included.

**Table 2 Summary of relative indicator values 2021/22**

Performance 21/22 (compared to 19/20)	Children's Services	Corporate	Adult Social Care	Environmental	Housing	Econ Dev	Culture & Leisure	Financial Sustainability	Total	%
Improved	10	11	5	7	1	6	1	5	46	58%
Declined	5	3	6	6	4	6	3	0	33	42%
<b>Total</b>	<b>15</b>	<b>14</b>	<b>11</b>	<b>13</b>	<b>5</b>	<b>12</b>	<b>4</b>	<b>5</b>	<b>79</b>	<b>100%</b>

**Chart 3: Performance improvement or decline – LGBF 2021/22 compared with 2019/20**



18. The following sections of the report provide an overview of the 2021/22 data by the LGBF themes: Children's Services; Adult Social Care; Environmental; Culture and Leisure; Housing; Corporate and Asset Management; Economic Development; Financial Sustainability; and Tackling Climate Change.
19. Under each theme there is an overview of Edinburgh's recovery as Covid-19 restrictions ease and how this is reflected in the data as well as a longer term comparison. A more detailed analysis of selected indicators showing performance of note is also included.
20. Within the appendices (C – K), charts showing a five-year trend as well as a comparison with the national average, the 3 city average and a Family Group comparison are included for each indicator.

## Children's Services

21. There are 32 indicators in the LGBF that relate to the efficiency and effectiveness of Children's Services.
22. It should be noted that data is missing for:
- 9 indicators – data to be published later on this year

- b. 1 indicator – Scottish Household Survey data which is not available at a local authority level for 2021/22
- c. 4 indicators – data is Bi-annual so no data available.

### Children’s Services - national context

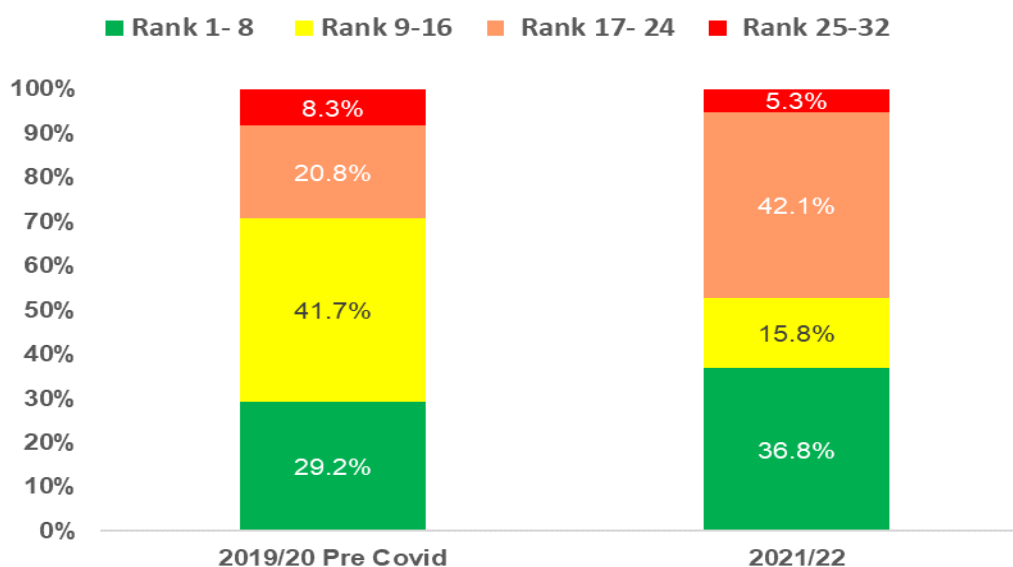
23. Data from 2020/21\* evidences the negative impact the first year of Covid had on the development of pre-school children, primary phase attainment levels, school attendance levels, and positive destinations for school leavers. Where more recent data is available, it is clear there has been a degree of recovery across each of these areas during 2021/22, albeit the scale of this recovery varies, with some outcomes still below pre-Covid levels.<sup>1</sup>

### Children’s Services – 2021/22 Edinburgh

24. Similar to the national picture, Edinburgh data shows the impact of Covid in figures for 2020/21 with signs of recovery in 2021/22. Schools have worked hard to support all pupils to reengage with school life including identifying and working with those individuals most impacted by Covid, while still dealing with the impacts of staff and pupil absences due to ongoing waves of Covid.

25. Compared to pre-Covid, the percentage of Children’s Services indicators that are ranked in the top two quartiles (so above the national average) decreases from 2019/20 as shown in chart 4 below. This chart is shown as percentage as there are fewer indicators with data available for 2021/22 than for 2019/20. It is mostly the Children Social Care indicators where data is not yet available for 2021/22.

**Chart 4: Children’s Services Ranking – LGBF 2021/22 compared with 2019/20**



26. For the 15 indicators we have data for both years, 10 show an increase in performance in 2021/22 compared to pre-Covid (2019/20) and 5 show a decrease.

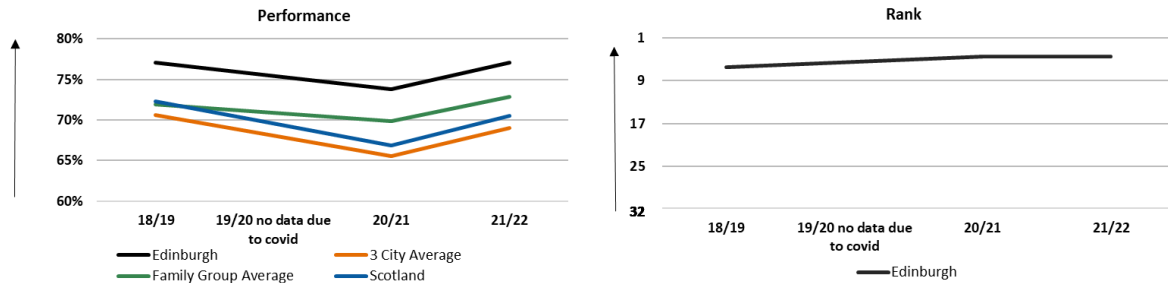
27. The full set of charts for all Childrens Service indicators can be found in Appendix C and we highlight some indicators of note in detail below. However, it remains difficult to interpret trends in the senior phase due to the different assessment methods used

\* 2020 academic year data

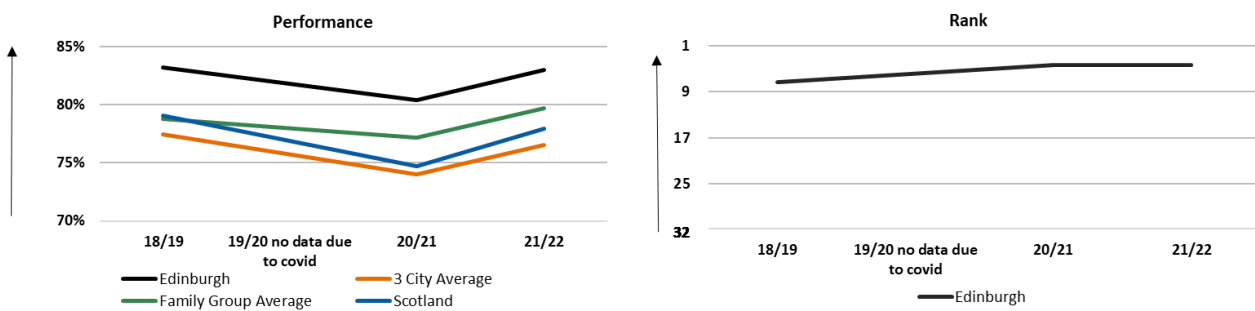
over the last three years (before, during and as we come out of Covid restrictions) so no detailed analysis of secondary school attainment is shown.

28. Similar to the national picture, Edinburgh shows a dip in literacy and numeracy levels in 2020/21 with a recovery to pre-Covid levels in 2021/22 as shown in the charts below. Edinburgh continues to perform well in this area and is consistently within the top quartile for both literacy and numeracy.

% of P1, P4 and P7 pupils combined achieving expected CFE Level in Literacy

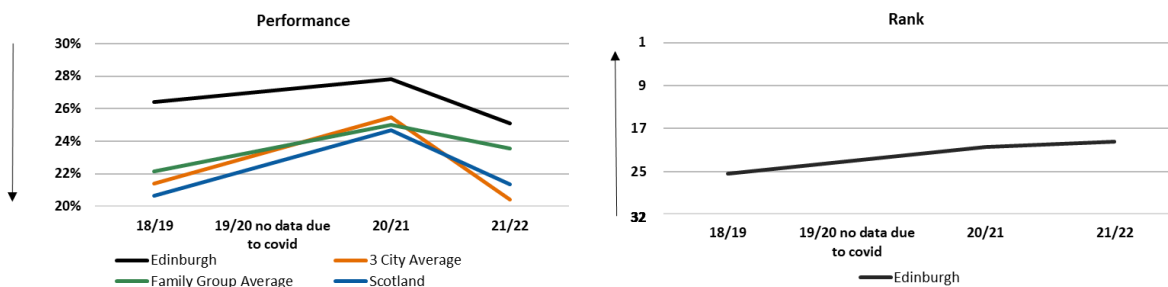


% of P1, P4 and P7 pupils combined achieving expected CFE Level in Numeracy

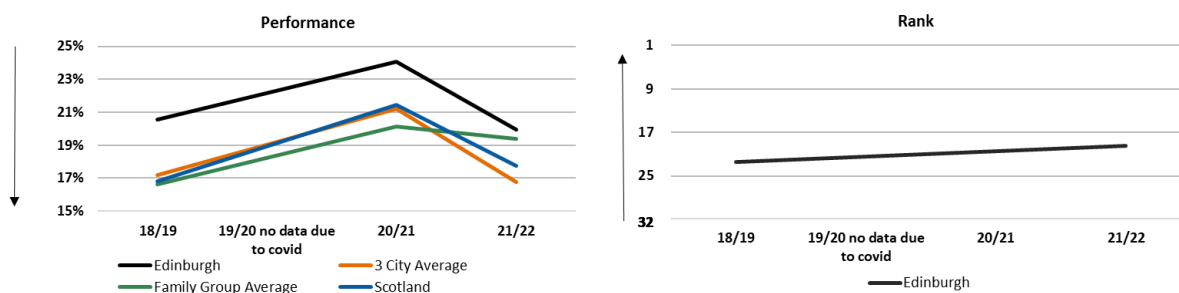


29. However, Edinburgh's attainment gap in primary school remains more than the national average, family group and 3 city average as shown in the charts below. While the attainment gap has slightly reduced post-Covid (literacy – 25%; numeracy – 20% in 2021/22) compared to pre-Covid (literacy – 26%; numeracy – 21% in 20/18/19), this remains an area of focus for schools in the current academic year and various improvement initiatives, such as work to support higher levels of attendance, continue. The impact of this will be seen in future year's data.

Literacy Attainment Gap (P1,4,7 Combined) - percentage point gap between the least deprived and most deprived pupils

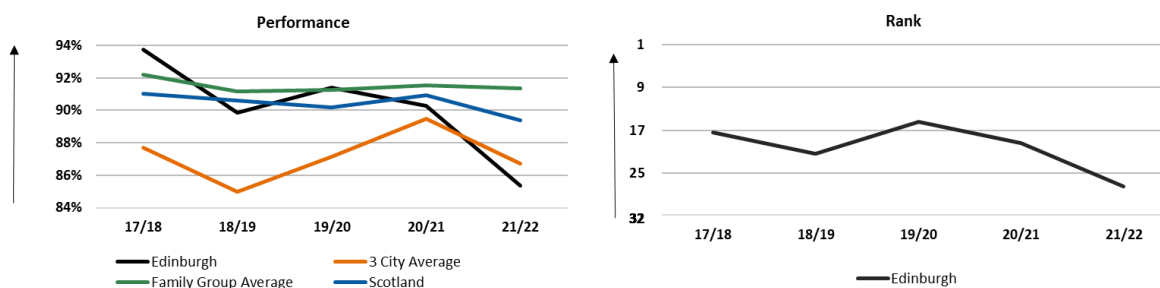


Numeracy Attainment Gap (P1,4,7 Combined) - percentage point gap between the least deprived and most deprived pupils



30. The percentage of funded early years provision which is graded good/better performance has reduced from 91% pre Covid to 85% and ranking has reduced to 27 from 15. Performance is also below the 3 city, family group and Scottish averages as shown in the chart below.
31. During the pandemic, the Care Inspectorate stopped routine full inspections and only inspected priority settings. In 2021, as routine inspections resumed, the Care Inspectorate moved to a new inspection framework with a transition period until 2022.
32. Our tracking system shows that there is a larger proportion of non-local authority providers graded below good in the latest data. Data from August 2022: 2.7 % of local authority settings and 22.8% of Private, Voluntary and Independent settings were graded below good and therefore in a Service Improvement Period.
33. The Early Years Quality Improvement Team in Edinburgh are working very closely with all settings who do not meet the new standard. This targeted approach supports settings to improve their performance within their agreed Service Improvement Period (which is allowed as part of the Scottish Government guidance).

% of funded early years provision which is graded good/better



## Adult Social Care Services

34. There are 11 indicators in the LGBF that relate to the efficiency and effectiveness of Adult Social Care Services.

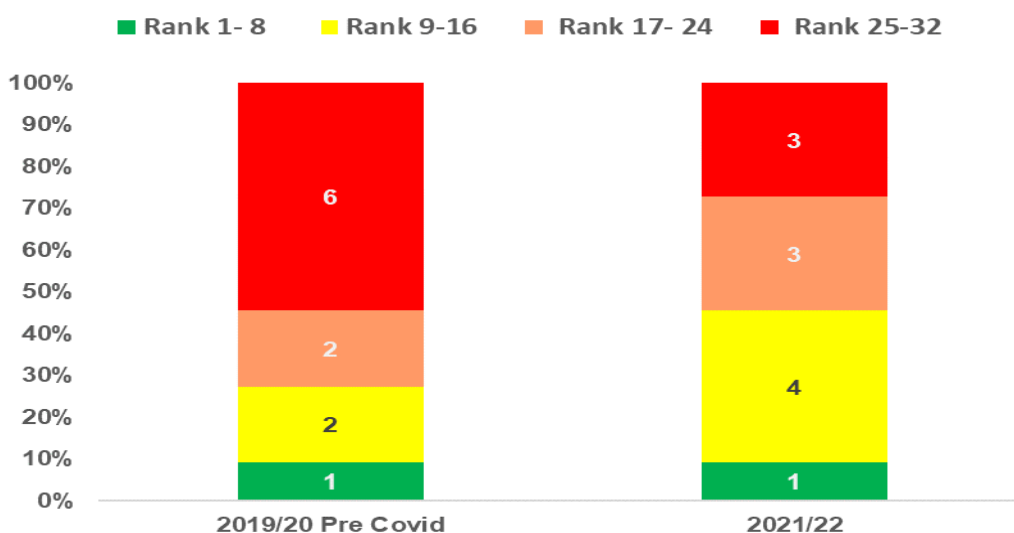
### Adult Social Care Services - national context

35. Even prior to Covid, social care was an area where councils and their partners faced significantly growing demands due to an ageing population and the increasing complexity of needs experienced by older and disabled people. These demands have been exacerbated by the pandemic, while at the same time the current crisis in relation to workforce recruitment and retention is adding further to the pressures facing the sector. Although councils have continued to protect social care spend against mounting budget pressures, the rate of increase has not kept pace with increasing demand and cost pressures.

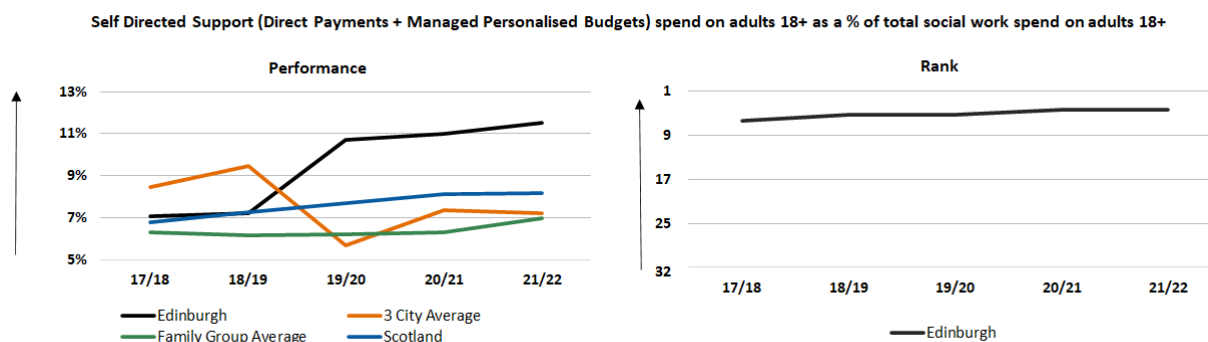
## Adult Social Care Services – 2021/22 Edinburgh

36. Similar to the national picture, Edinburgh experienced increased pressure on services and workforce recruitment issues in 2021/22. Waves of Covid outbreaks throughout the year caused disruption to the resumption of services but we continued to deliver support and ensure vulnerable people in our city were safe and cared for.
37. Adult Social Care indicators show a mixed picture for 2021/22 with 5 out of 11 indicators rank in the top 2 quartiles but fewer indicators in the bottom quartile compared to our pre-covid rankings (3 indicators in 2021/22 compared to 6 in 2019/20) as shown in the chart below.

**Chart 5: Adult Social Care Services Ranking – LGBF 2021/22 compared with 2019/20**



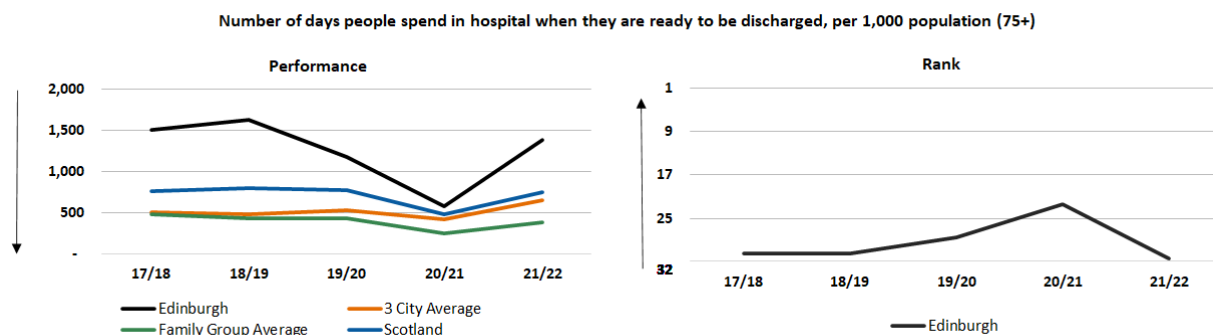
38. We also see a mixed picture when looking at changes in performance. There are indicators that continue to show a gradual improvement from pre-Covid through to 2021/22 (e.g. Self Directed Support, Balance of Care); and some indicators that show a clear skew due to Covid where performance in 2021/22 returns to pre-Covid levels (e.g. re-admission rates, days people delayed in hospital). While the full set of charts for all Adult Social Care indicators can be found in Appendix D, we have highlighted some of these indicators in more detail below.
39. Edinburgh shows consistently good performance for Self-Directed Support with a gradual increase over the last five years and our ranking remaining in the top 4 as shown in the chart below. Edinburgh is consistently above the national average, 3 city average and family group average for the last three years.



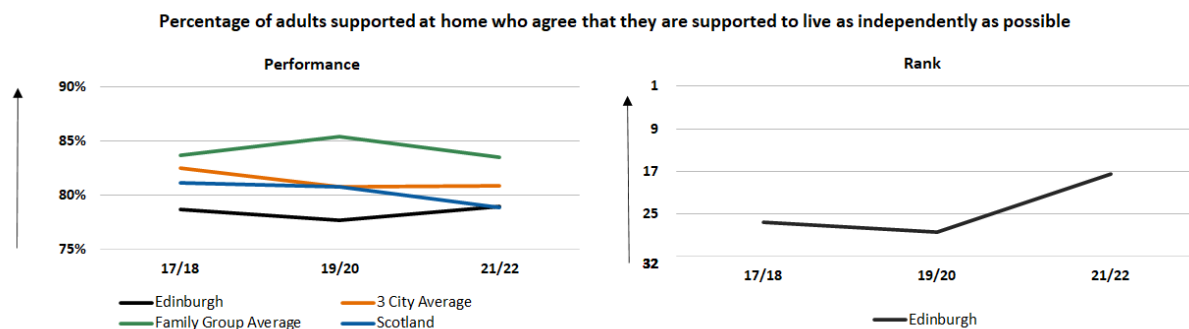
40. Another indicator of note is the number of days people spend delayed in hospital. While decreasing in 2020/21 to 579, which was close to the national average (484)

and 3 city average (415), the rate returned to pre-covid levels in 2021/22 and, at 1,388, is almost double the national average (748) and below the 3 city average (649) as shown in the chart below.

41. Considerable work has been undertaken in 2022/23 with care providers to expand capacity which should impact on LGBF data for 2022/23. Figures in Edinburgh at the beginning of 2023 are bucking the national trend and decreasing (e.g. average daily bed days occupied drops from 216 in Apr 2022 to 164 in Jan 2023).



42. For the perception indicators, which are biennial, there is new data for 2021/22. For three out of the four indicators (carer support, 'having a say' and 'supports improving quality of life'), Edinburgh shows a decrease since 2019/20 which is also seen in the national average, family group and 3 city average. However, for the fourth indicator (supported to live as independently as possible), while the national average shows a decrease, there is an increase from 77.6% to 78.9% in Edinburgh. This brings Edinburgh in line with the national average although still below the family group average and our ranking increases to 15 as shown in the charts below.



## Environment Services

43. There are 13 indicators available for 2021/22 in the LGBF that relate to the efficiency and effectiveness of Environment Services. Two indicators are from the Scottish Household Survey data which is not available at a local authority level for 2021/22.

### Environment Services - national context

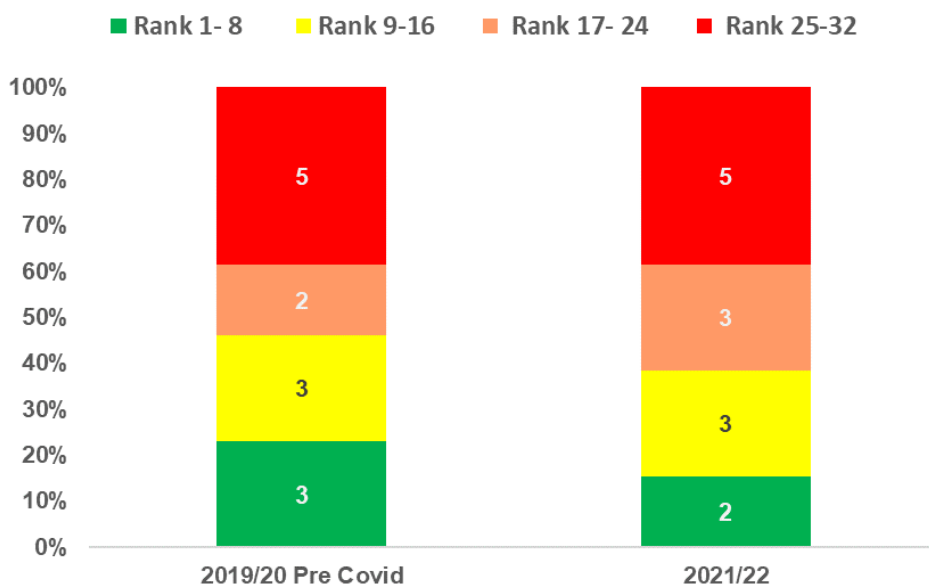
44. Across Scotland there has been a 16% reduction in roads spending; 27% reduction in trading standards and environmental health spending; and 13% reduction in environmental services spending. Councils are also facing persistent recruitment challenges. According to a 2021 local government survey, more than half of all councils were experiencing skills shortages which were caused by or exacerbated by

the combined impact of Covid and Brexit, with councils now facing recruitment challenges in areas not previously impacted. The areas hardest hit include Education, Social Care and Social Work, Facilities Management, HGV Drivers, and Environmental Health.

### Environment Services – 2021/22 Edinburgh

45. Edinburgh’s performance across Environmental Services shows a balanced picture both in terms of rankings and changes in performance. For rankings, the number of indicators in each quartile is similar pre-Covid and post-Covid as shown in the chart below.

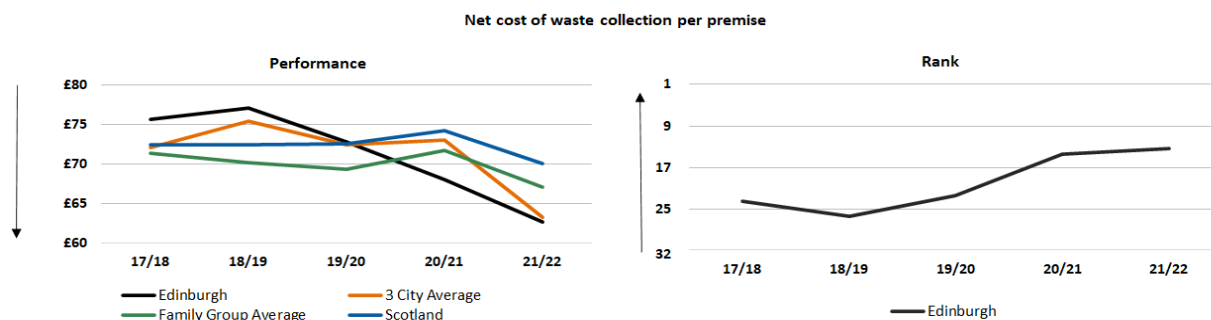
**Chart 6: Environment Services Ranking – LGBF 2021/22 compared with 2019/20**



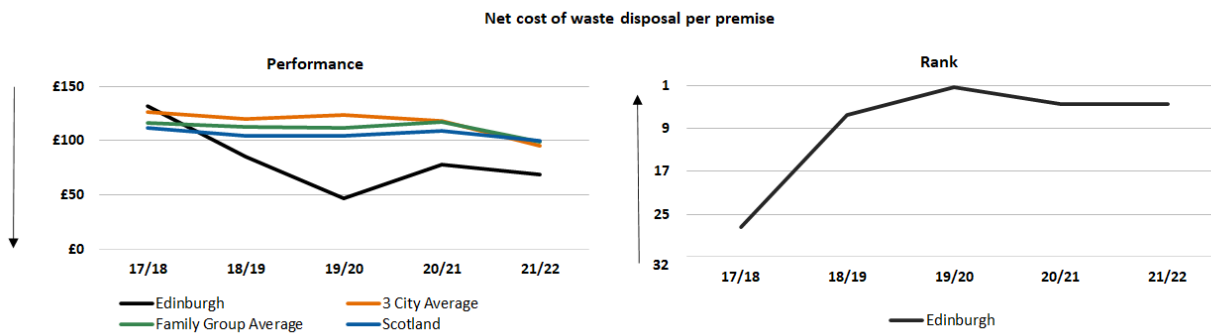
46. Likewise, our performance shows a balanced picture with 7 indicators increasing from pre-Covid and 6 indicators decreasing. Some indicators show a gradual increase in performance such as net cost of waste collection from pre-Covid to 2021/22 while others show the impact of Covid more directly such as Street Cleanliness Score. As for roads, we see small changes year on year on the condition of the different classes of roads reflecting the programme of work undertaken each year. All road condition indicators are sitting in the middle two quartiles in 2021/22.

47. While the full set of charts for all Environmental Service indicators can be found in Appendix E, we set out some indicators in more detail below.

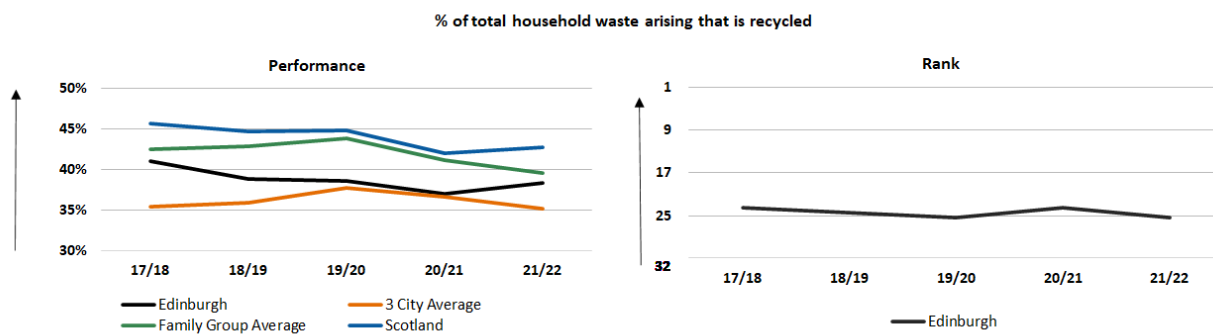
48. Both the net cost of waste collection and disposal decreased with Edinburgh remaining the best performer for these indicators in the 3 city average, family group and below the Scottish average.



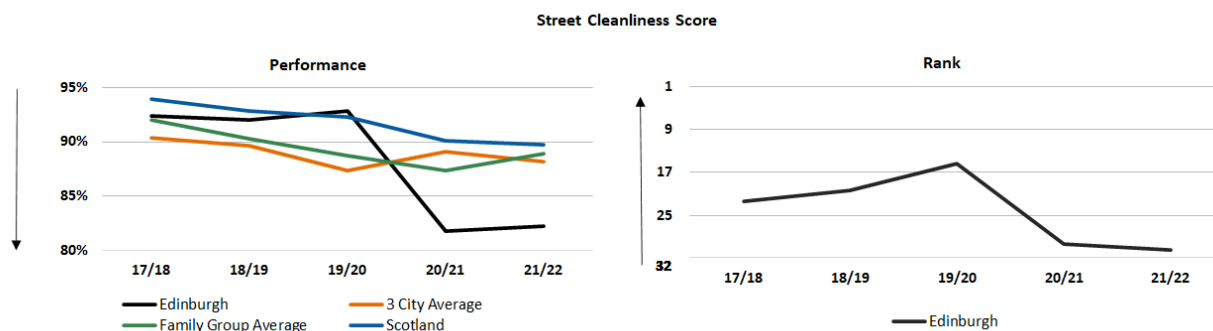




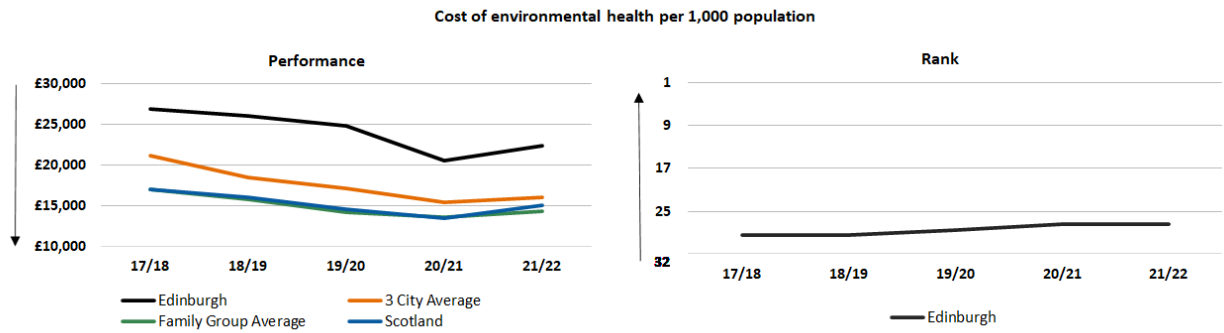
49. The recycling rate in Edinburgh improved, remaining above the three city average; slightly below the family group average and below but tracking the national average. Our ranking decreased by 2 places to 25.



50. In 2020/21, our street cleanliness score decreased to 82% from a pre Covid high of 93% due in part to our redeployment of some staff to assist other waste services as a response to Covid. However, there is only a small increase between 2020/21 (81.8%) and 2021/22 (82.2%) as shown in the chart below. This is below the family group, the 3 city and Scotland averages for the second year in a row. However, an improved April 2022 figure (of 85%) shows progress continues to be made and we want to see this continue. We have already started to roll out new communal bin hubs and expect this to improve our street cleanliness scores, particularly in high density areas. We are also taking forward the Scottish Government’s new strategy aimed at tackling both littering and flytipping through behaviour change, making sure we have the correct service/infrastructure in place and enforcing littering and flytipping enforcement action. We are also reviewing our street cleansing service to make best use of and target our services.



51. Cost of environmental health per 1,000 population increased on last year but remains lower than pre Covid levels. Historically this indicator has shown that Edinburgh includes services within Environmental Health that may not be available in other local authorities, and this contributes to the high cost of the service.



## Culture and Leisure Services

52. There are 4 indicators available for 2021/22 in the LGBF that relate to the efficiency and effectiveness of Culture and Leisure Services. Four indicators are from the Scottish Household Survey data which is not available at a local authority level for 2021/22.

### Culture and Leisure Services - national context

53. Councils are continuing to have to make savings and are facing increasingly difficult choices with their spending priorities. While expenditure within social care and education continues to be sustained and enhanced, there have been relative reductions continuing in non-statutory services including culture and leisure.

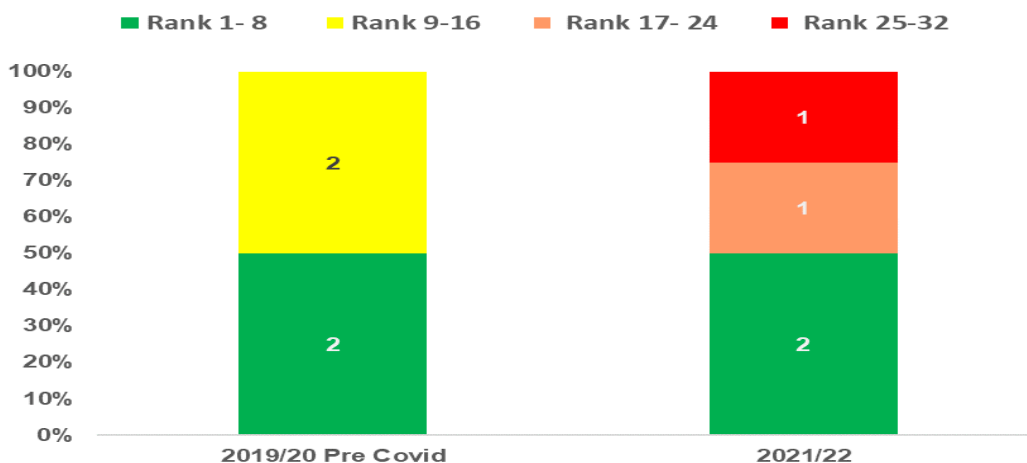
54. Culture and Leisure services were exceptionally impacted by Covid-19 with the closure of buildings as part of Covid-19 lockdowns, the number of visits to culture and leisure services drop significantly in 2020/21. While services have reopened during 2021/22, this has been gradual and so the data (and therefore performance) has not returned to pre-pandemic levels.

### Culture and Leisure Services – 2021/22 Edinburgh

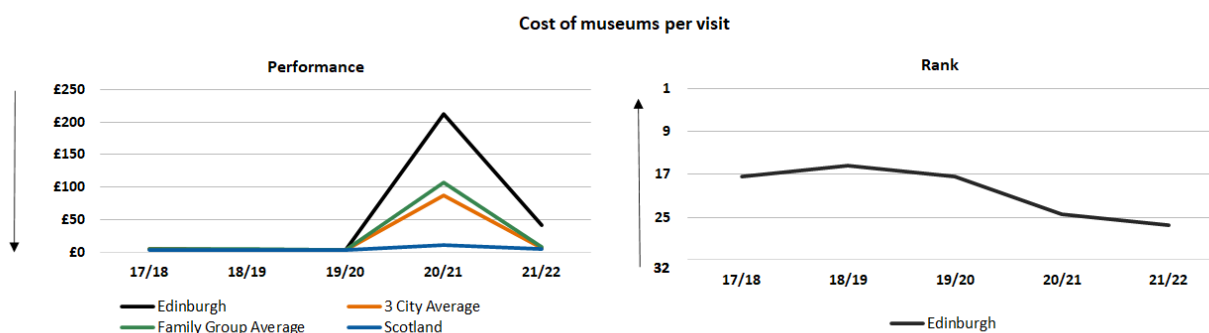
55. Similar to the national picture, Edinburgh’s Culture and Leisure Services gradually reopened or returned to full services during 2021/22 as Covid restrictions were reduced.

56. Culture and Leisure indicators show 2 indicators in the top quartile and 2 indicators in the bottom 2 quartiles both pre-Covid and in 2021/22 (as services resume) as shown in the chart below.

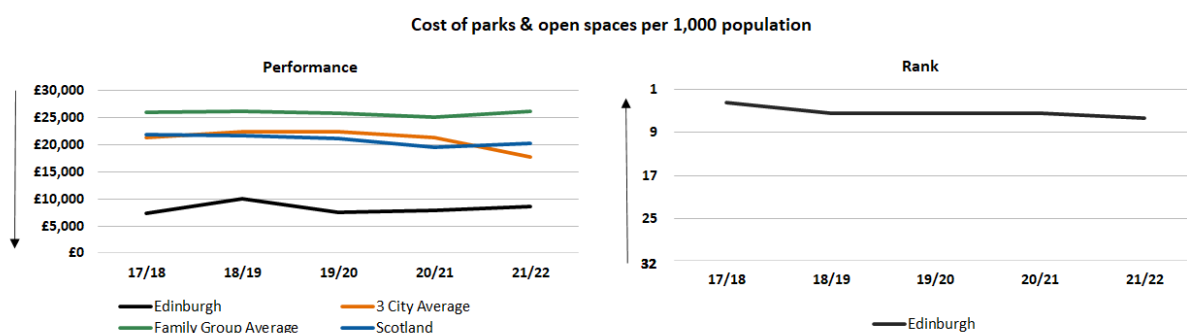
**Chart 7: Culture and Leisure Services Ranking – LGBF 2021/22 compared with 2019/20**



57. The full set of charts for all Culture and Leisure indicators can be found in Appendix F. However, three out of the four indicators (libraries, leisure services and museums/galleries) showed significantly skewed data in 2020/21 with buildings closed so visitor numbers low but costs remaining level. In 2021/22, all three indicators start to recover as buildings reopened and services resumed but all have visitor numbers lower than pre-Covid so costs remain artificially high. The cost per museum and galleries indicator is shown below as an example of the skewed data last year and the partial return towards pre-Covid levels. Museum and Galleries visits increased by 50,886 to 63,813 in 2021/22 which reflects the reopening of buildings as visits beginning to rise again. However, this is still significantly down on 2019/20 visits of 820,083.



58. The fourth indicator, cost of parks and open spaces remained steady throughout covid lockdowns as people were able to continue to access parks and open spaces Edinburgh consistently sits within the top 8 Local Authorities and has a lower cost per visit than the national average, 3 city average and family group. Costs did increase in 2021/22 as a result of one-off reinstatement works.



## Housing Services

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

### Housing Services - national context

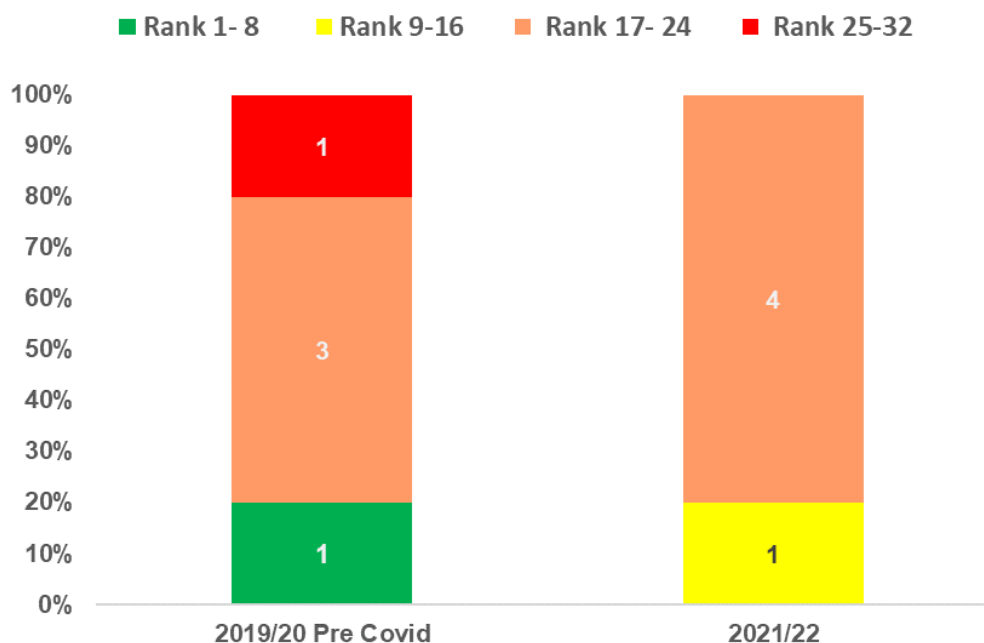
60. There has been a decline in areas caused by or exacerbated by Covid. This includes areas which were previously improving such as housing quality and repairs, and also areas where there were already signs of strain pre-pandemic, such as rent arrears and income lost due to voids.

61. Rent arrears have continued to rise, reaching an all-time high of 8.7% in 2021/22, compared to pre-Covid levels of 7.3%. While some of the rise observed in 2020/21 may be due to the temporary ban on enforcing eviction orders, introduced as part of the Covid response, it also reflects payment difficulties for some tenants due to significant loss of income during Covid. The continued increase in arrears in 2021/22 provides further evidence of the pressure that the Cost of Living crisis is placing on household budgets.
62. The statutory five-week wait for Universal Credit continues to be a significant contributory issue in relation to rent arrears, and this has been exacerbated by Covid with unprecedented levels of new Universal Credit applications during 2020/21.

### Housing Services – 2021/22 Edinburgh

63. Edinburgh continued to compile with Covid restrictions during 2021/22 resulting in reduced access to houses to undertake repairs and upgrade housing stock. Rent arrears also shows a similar picture to the national situation affected by the cost-of-living crisis.
64. The proportion of Housing indicators that are ranked in the top two quartiles (so above the national average) has remained static for the last two years as shown in the chart below. There is no longer an indicator in the bottom quartile, with the 'percentage of council dwellings meeting Scottish Housing Standards' measure moving into the second quartile in 2020/21.

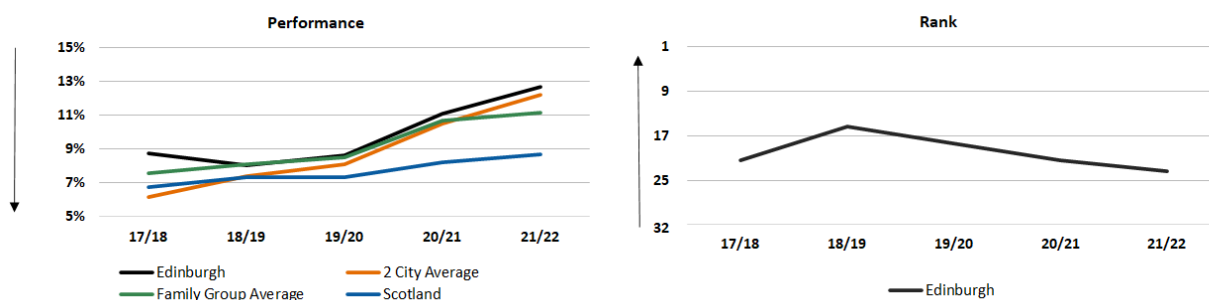
**Chart 8: 2021/22 Ranking quartiles for Edinburgh compared to 2019/20 (pre Covid)**



65. While the full set of charts for all Housing indicators can be found in Appendix G, we highlight some of the indicators in more detail below.
66. Rent arrears across Scotland increased by roughly 2% between 2019/20 and 2021/22. Edinburgh sees a sharper rise in 2020/21 (2% increase) which tapers off in 2021/22 (1% increase). While this is a similar pattern to the 2 city average and family group, Edinburgh remains higher than both these averages. Although rent arrears were high before the pandemic the situation has been made worse since then as

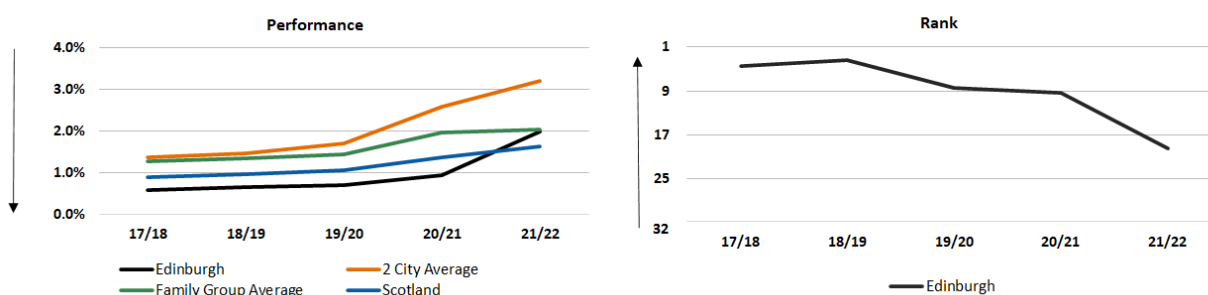
tenants' ability to pay has been challenged by the cost of living crisis currently being experienced throughout the UK. The increased demand for Scottish Welfare Fund and Discretionary Housing Payments (included in the Corporate Service theme of the LGBF dataset) gives some indication of the pressure households are experiencing.

Gross rent arrears (all tenants) as at 31 March each year as a percentage of rent due for the reporting year



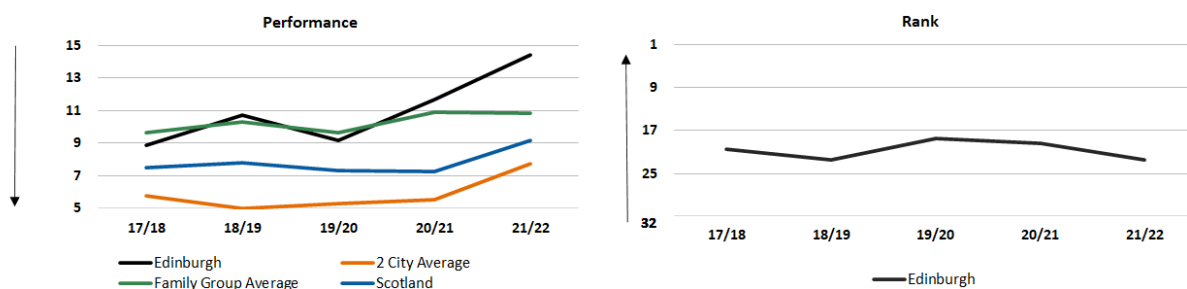
67. Edinburgh's void rent loss rate increased to be in line with the family group but remains below the 2 City average. Edinburgh's ranking decreased to 19 putting it in the third quartile for the first time. Improving the turnover rate of empty homes has been made difficult due to some factors beyond the Council's control such as the availability of utility companies and the availability of materials required to repair homes to the required standard. This is a priority area for improvement in the service.

% of rent due in the year that was lost due to voids



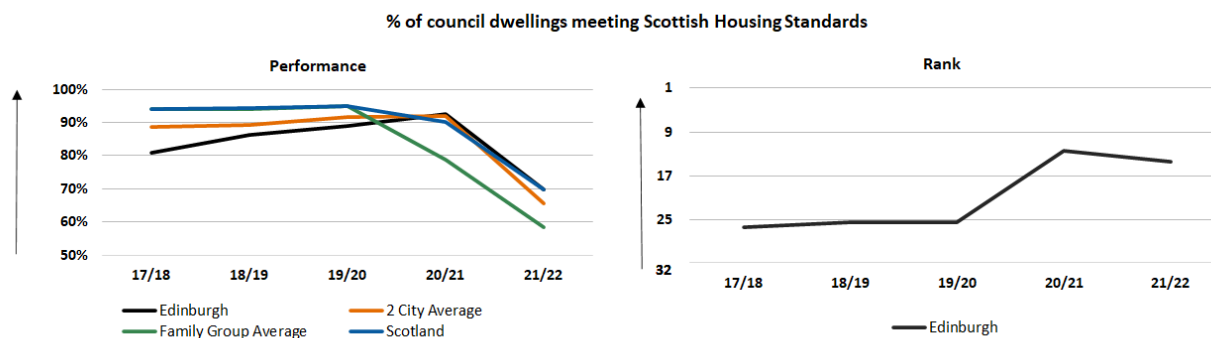
68. The average number of days to complete non-emergency repairs has increased in Edinburgh over the last 3 years and ranking remains within the second bottom quartile. Access to tenancies remained an issue during 2021/22 with 6,655 repairs unable to be completed due to non-access. During this time the service continued to prioritise emergency repairs and supporting vulnerable tenants.

Average number of days taken to complete non-emergency repairs

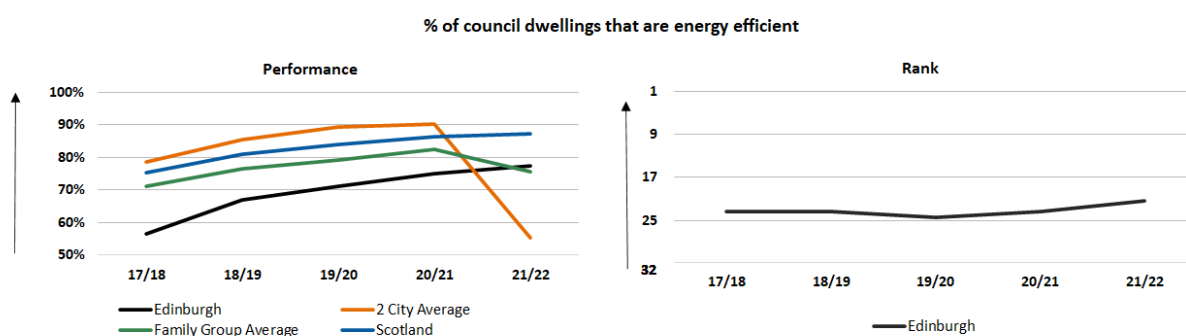


69. The drop in the percentage of dwellings meeting the Scottish Housing Quality Standard can be attributed to a change in the energy efficiency element of the standard. A new higher standard (the EESHs) has been applied which means that some households that met the previous energy efficiency element of the SHQS do

not currently meet the new higher standard. This change has affected all social housing landlords as is shown by the large percentage drop only reducing Edinburgh 2 ranking places. This higher energy efficiency standard will drive improvement in houses in the future as all providers work to meet the new standard.



70. Improvements have been made to % of council dwellings that are energy efficient as is shown on that indicator with just over 15,500 out of just over 20,200 houses now rated as energy efficient. Progress has been slower than was planned due to the access restrictions introduced during the pandemic.



## Corporate and Asset Management Services

71. There are 14 indicators in the LGBF that relate to the efficiency and effectiveness of Corporate and Asset Management Services. 4 indicators have been added on the Scottish Welfare Fund and Discretionary Housing Payments to reflect how Local Authorities are managing these funds to alleviate the cost-of-living crisis.

### Corporate and Asset Management Services - national context

72. There was a huge effort made by the local government workforce during the pandemic to maintain services and support communities. While there were pressures within the workforce pre-pandemic, these have been exacerbated by Covid, with councils currently facing constraints on three related fronts: rising absence, recruitment issues, and high staff turnover.

73. Spend on support services grew in both 2020/21 and 2021/22 counter to the long-term reducing pre-Covid trend and is currently 4% higher than pre-Covid levels. This reflects the critical role corporate support services played during the pandemic, including as an agent of Scottish Government in administering over a hundred different grant schemes, in co-ordinating the emergency response and support for

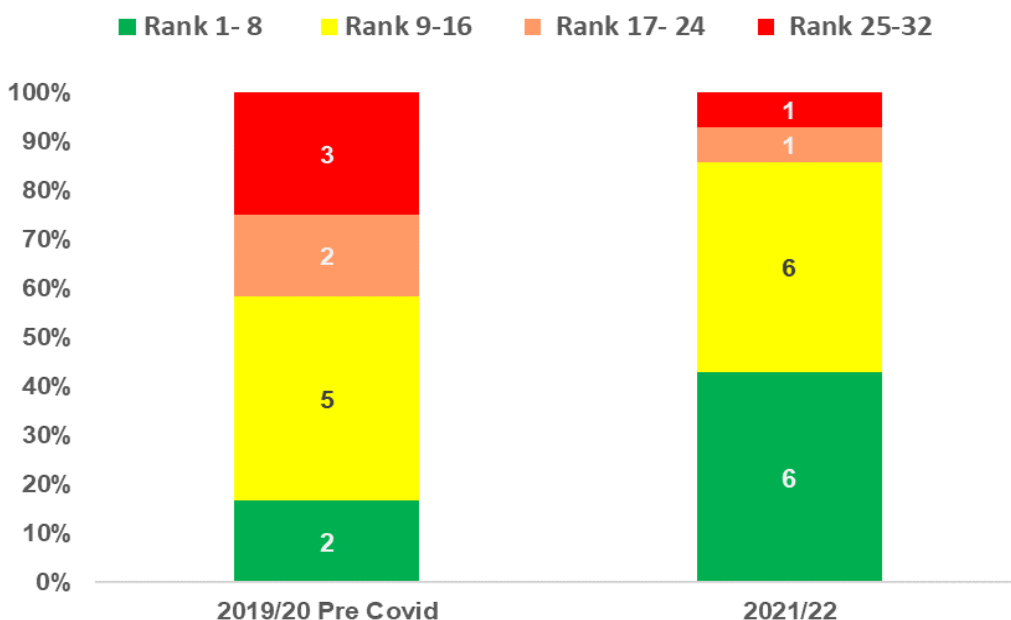
local communities, and in facilitating the wholesale roll-out of homeworking for the council workforce.

- 74. After a period of relative stability, the growth in Scottish Welfare Fund spend accelerated sharply between 2019/20 and 2021/22 reflecting the combined pressures from Covid and the cost of living crisis
- 75. Further evidence of the financial hardship being experienced by local communities can be seen in the growing level of spend on Discretionary Housing Payments. These payments are administered by councils to households who require financial assistance towards their housing costs and are an important tool to prevent homelessness and help struggling households to sustain tenancies.

**Corporate and Asset Management Services – 2021/22 Edinburgh**

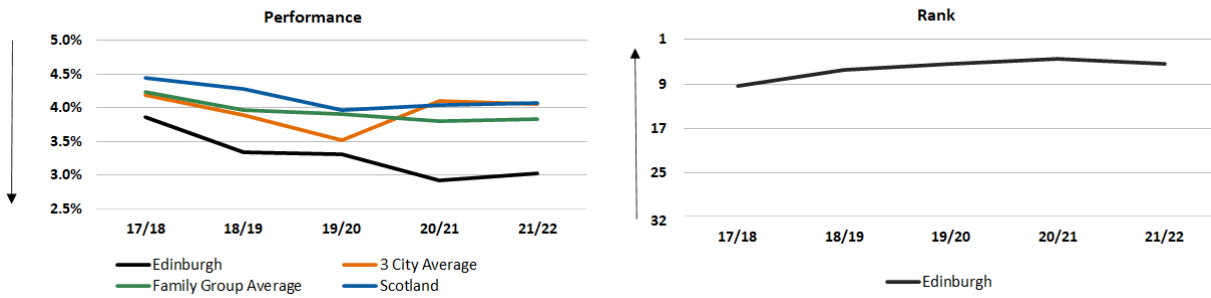
- 76. Similar to the national picture, Edinburgh maintained services to support our communities as Covid restrictions were gradually removed while experiencing pressures within the workforce such as absence levels and recruitment issues. Our customer support teams continued to administer the many grants available to those in need during 2021/22 as the demand for financial support continued to grow.
- 77. Edinburgh continues to improve its rankings across Corporate Services between 2019/20 and 2021/22 and shown in the chart below. 12 out of the 14 indicators ranked above the national average and only two below in 2021/22.

**Chart 9: Corporate and Asset Management Services Ranking – LGBF 2021/22 compared with 2019/20**



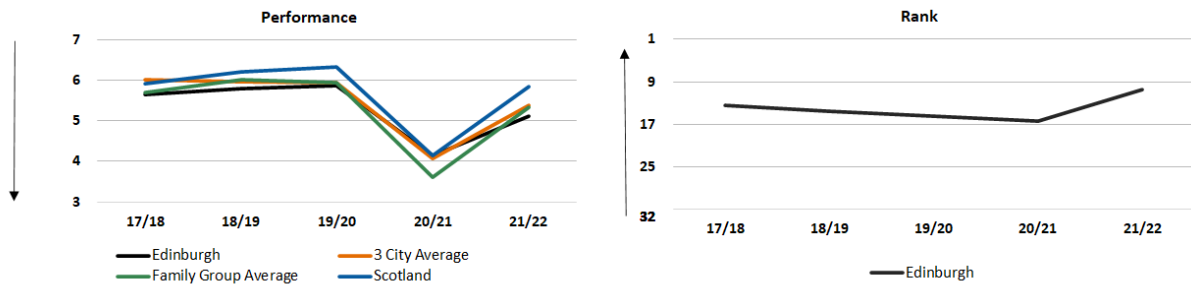
- 78. Similarly, our performance has improved in 11 of the indicators from 2019/20 to 2021/22, and only decreased in 3. Some indicators are shown in more detail below. The full set of charts for all Corporate and Asset Management Service indicators can be found in Appendix H.
- 79. The proportion spent on business support at around 3% remains low and below national average, family group and 3 city average.

Support services as a % of total gross expenditure

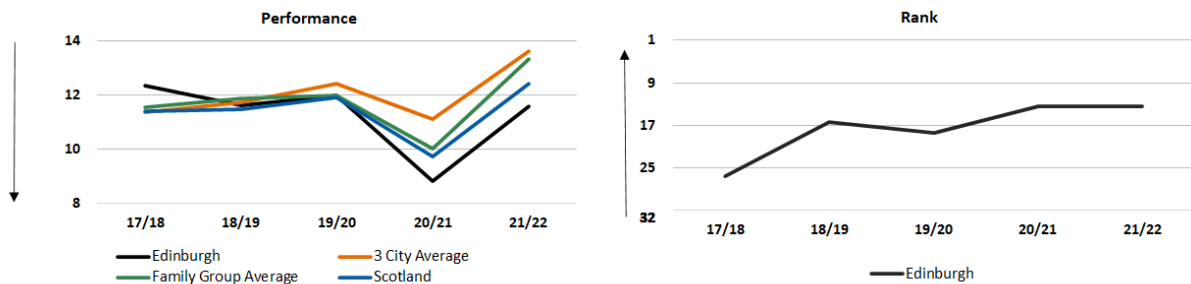


80. Sickness Absence in Edinburgh rises in 2021/21, as it does nationally, due to Covid absences in 2020/21 not being included in this figure. However, sickness absence levels in Edinburgh in 2021/22 is slightly lower than pre-Covid (at 5.1 days compared to 5.9 for teaching staff and 11.6 days compared to 12 for non-teaching staff) and is lower than the three city average, the family group average and Scottish average as shown in the charts below.

Sickness absence days per teacher



Sickness absence days per employee (non-teacher)

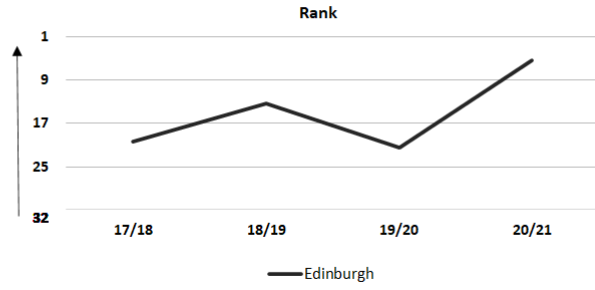
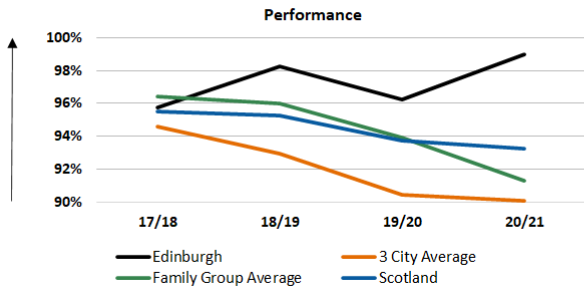


81. Four new indicators have been added around the management of the Scottish Welfare Fund. The latest data for the two processing time indicators is for 2020/21 and previous year's data for all four indicators has been included to provide a picture of longer term trends for these indicators. The trend charts for all four indicators are included below.

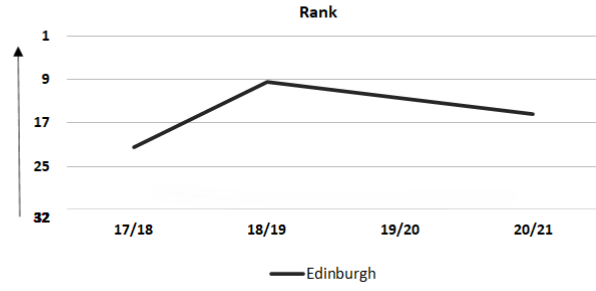
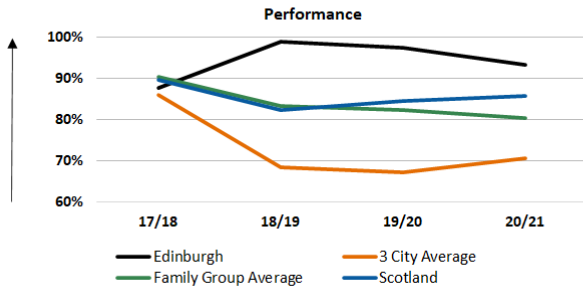
82. Crisis Grant Decisions within 1 day shows an improving trend and Edinburgh is ranked in the top quartile for the first time in 2020/21. Community Care Grants decisions within 15 days shows a gradual decrease since 2018/19 but at 93.3% remains above the national average, the family group average and the 3 city average. The proportion of Scottish Welfare Fund spent highlights the increasing number of people seeking financial support as the cost of living crisis continues.



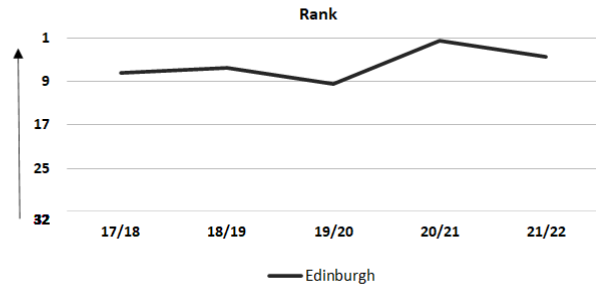
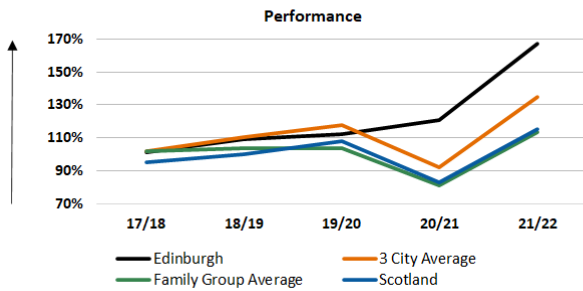
**% of Crisis Grant Decisions within 1 day**



**% CCG Grant Decisions within 15 Days**

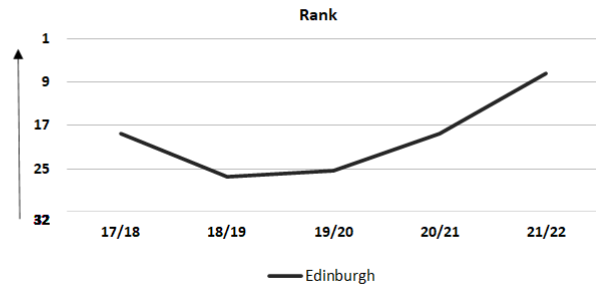
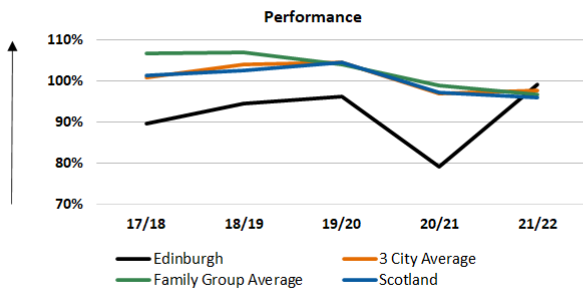


**Proportion of SWF Funding Spent**



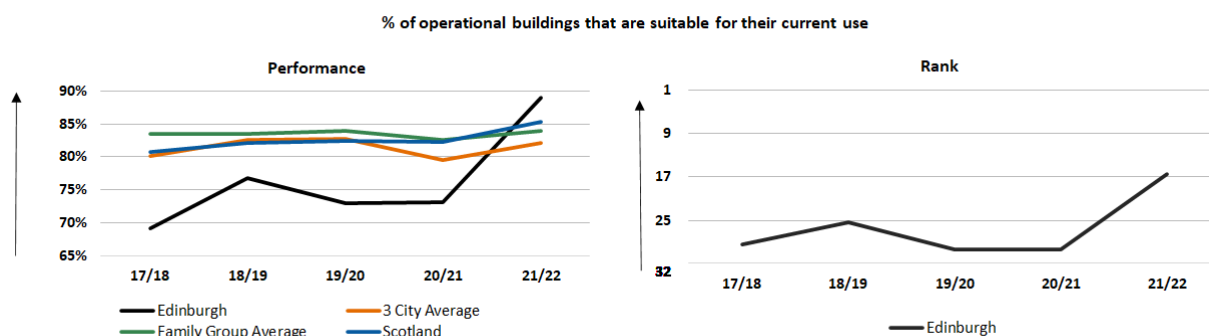
83. In 2020/21 the Scottish Government following City of Edinburgh initial allocation of funding for Discretionary Housing Payment allocated a further £1M to the budget due to covid 19. Applications for Discretionary Housing Payment shortfall cases did not increase significantly and a portion of the budget was unspent.

**Proportion of DHP Funding Spent**

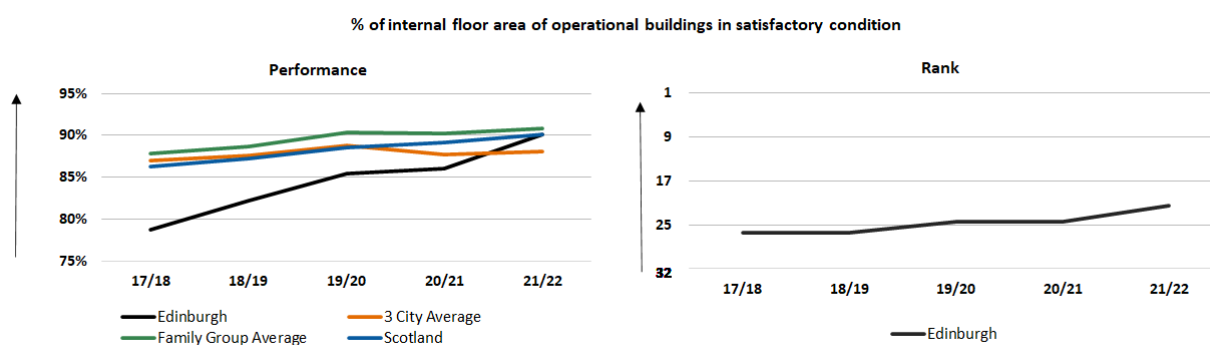


84. The large rise in the % of operational buildings that are suitable for their current use seen in 2021/22 is due to a change in the data we supplied. A full review of operational buildings found many small structures such as sheds and canopies were erroneously counted as buildings and these were removed from our data for 2021/22.

While this means that our 2021/22 performance is not comparable to previous years, our data is now more comparable to the other local authorities. In 2021/22 we are above the national average, three city average and just above the family group average.



85. The proportion of internal floor area of operational buildings in satisfactory condition has shown steady improvement over the last 5 years. Performance now matches the Scottish average but is below the family group average.



## Economic Development Services

86. There are 13 indicators in the LGBF that relate to the efficiency and effectiveness of Economic Development Services.

### Economic Development Services - national context

87. Expenditure on economic development increased in 2021/22, following a sharp reduction in spend in 2020/21. The increased expenditure in 2021/22 reflects a resumption in activity, which was deferred during Covid, including significant capital programmes which were paused due to the restrictions in place during the pandemic.

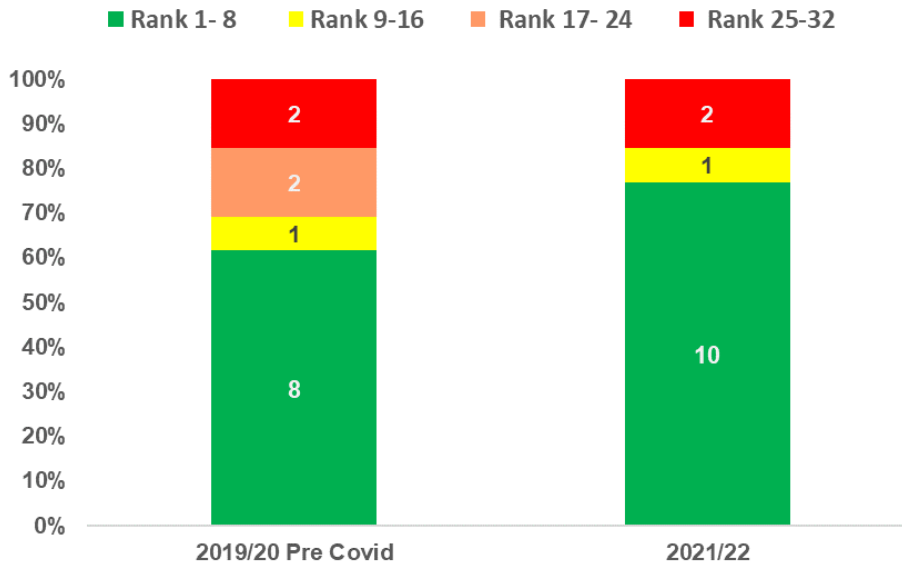
88. Over the longer term, the spending pattern is clear. Relative reductions continue in non-statutory services such as planning and tourism in order to provide balance to statutory and ringfenced commitments elsewhere.

### Economic Development Services – 2021/22 Edinburgh

89. While Edinburgh shows a similar dip in some economic development indicators as seen at a national level, there are also several indicators that continue a gradual improvement from 2019/20 to 2021/22.

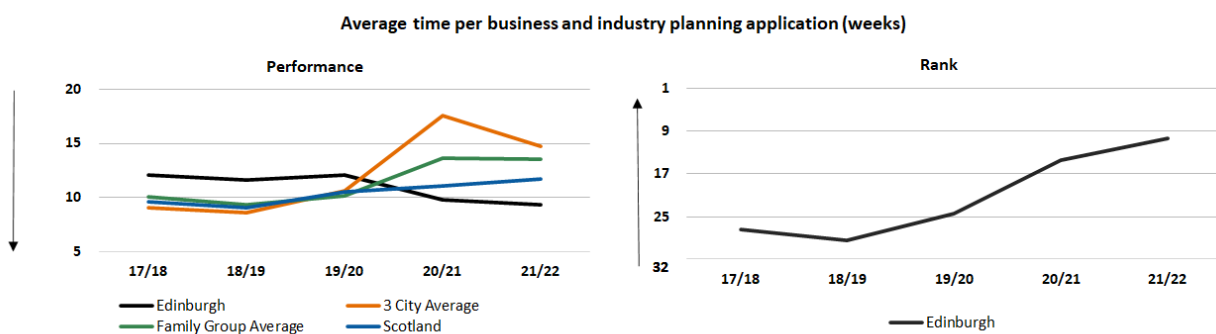
90. This gradual improvement in the proportion of Economic Development indicators is shown by an increase in the number ranked in the top two quartiles (so above the national average) over the longer term. There are now 11 indicators in the top two quartiles up from 9 pre-Covid as shown in the chart below.

**Chart 10: 2021/22 Ranking quartiles for Edinburgh compared to 2019/20 (pre Covid)**



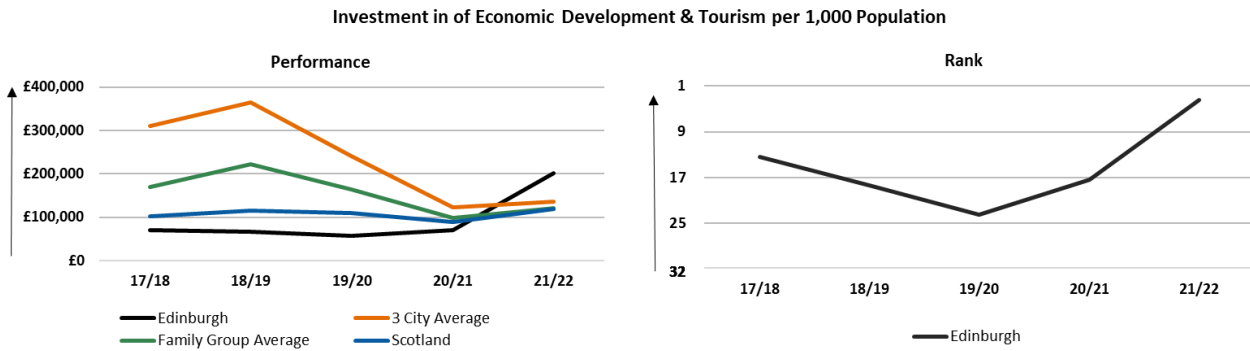
91. When looking at actual performance, a similar pattern is shown. A number of indicators show improvement from last year highlighting the impact Covid-19 restrictions had on economic development such as unemployed people assisted into work, business start ups and unemployment claimants. However there were also indicators that continue to show gradual improvement throughout 2019/20 to 2021/22 such as planning application processing times, people earning the living wage, and super broadband rates. Some of these indicators are highlighted below but a full set of charts for all Economic Development indicators can be found in Appendix I.

92. Planning applications cost and time to process improved in performance and ranking with Edinburgh now performing better than the 3 city, the family group and the Scottish average. This improved performance is due to the delivery of actions set out in our improvement plan which was put in place in 2018 to drive improvements in performance and drive down application processing time. Our ranking also shows this improvement moving from 29 in 2018/19 to 10 in 2021/22

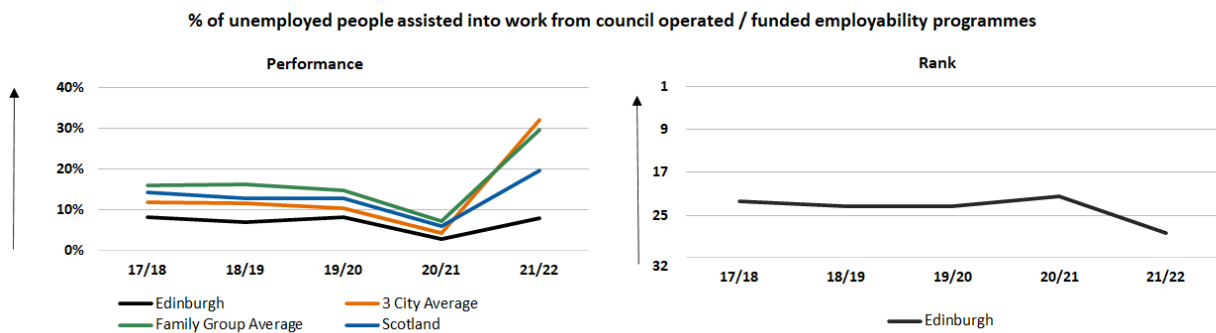


93. Investment in Economic Development and tourism showed a sharp increase in 2021/22 which is attributed to a one-off capital payment for the St James Quarter

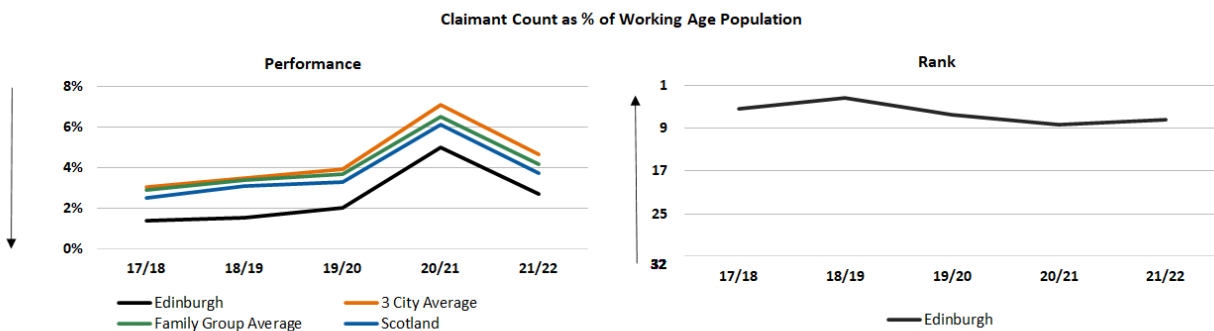
when it opened in June 2021 shown in the chart below. This indicator is likely to return to 'normal' levels next year.

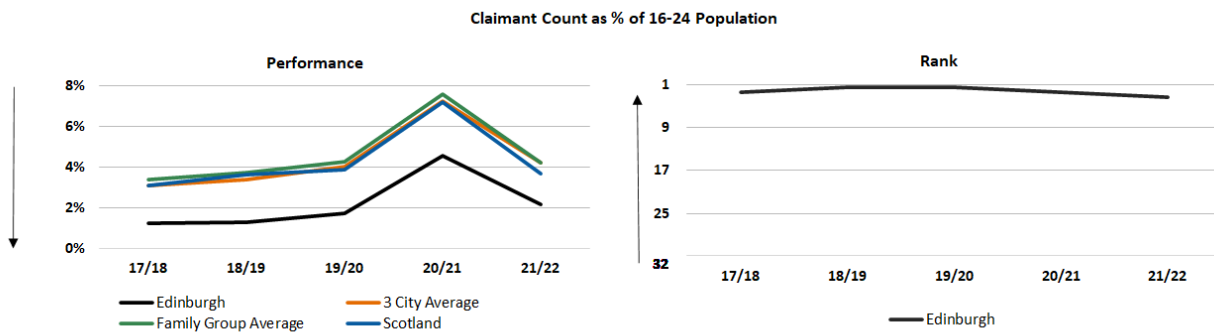


94. The Council's operated/funded employability programmes which assists unemployed people into work, recovered from the effect of Covid during 2020/21 when the service could not see clients face-to-face. However, while Edinburgh's performance returned to pre-Covid levels, the national average, 3 city average and family group average all show larger increase. One reason for this is the relatively low unemployment rate in Edinburgh and therefore our employability service focus on those furthest from employment, who often move into other activity such as placements, volunteering and training, with a view to move into employment later.



95. There was good recovery in the % of Claimant Count, which is correlating with the low unemployment rate, as a % of 16-24 Population with Edinburgh reporting a lower rate than the family group average, the three city average and below Scotland's average in 2021/22. Ranking remains high at 3.





## Financial Sustainability

96. There are 5 indicators in the LGBF that relate to Financial Sustainability.

### Financial Sustainability - national context

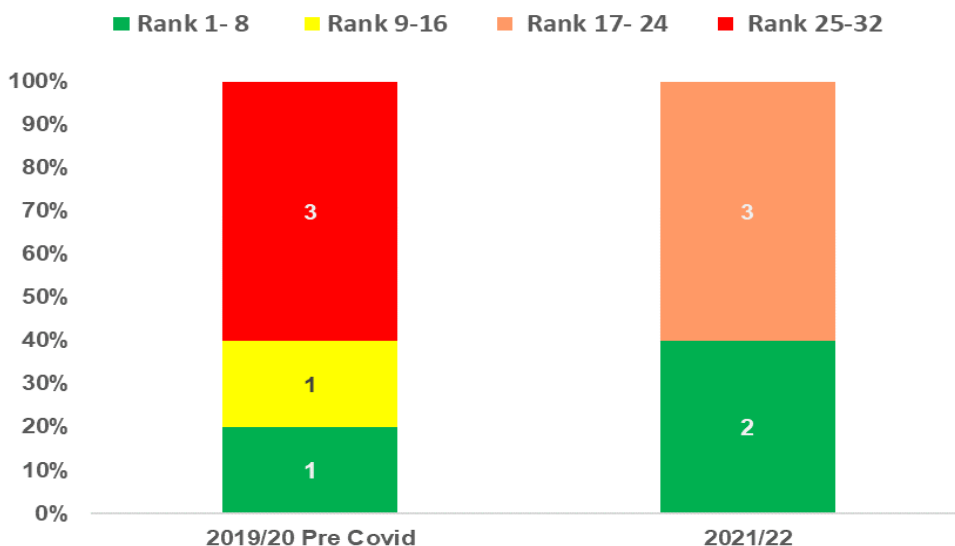
97. The financial outlook for local government is more challenging than ever before, given current funding pressures, growing demand, the ongoing impacts of Covid, inflation, and the cost of living crisis. Given the increased volatility in the financial context, councils are absorbing a higher level of risk to bridge the funding gap. Transformation plans are being re-evaluated as new priorities emerge and policy decisions are clarified, for example, the outcome of the National Care Service consultation. Over the longer term, the spending pattern is clear. Relative reductions continue in non-statutory services such as planning and tourism in order to provide balance to statutory and ringfenced commitments elsewhere.

### Financial Sustainability – 2021/22 Edinburgh

98. Edinburgh continues to work hard to manage our finances now and over the longer term with increasing funding pressures, growing demand for services and the ongoing impacts of Covid on budgets.

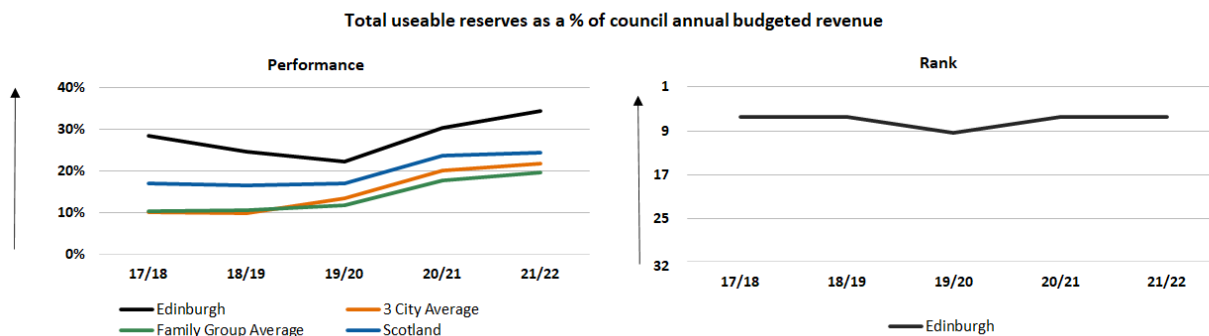
99. Two indicators are now ranked in the top quartile and none are in the bottom quartile.

**Chart 11: 2021/22 Ranking quartiles for Edinburgh compared to 2019/20 (pre Covid)**

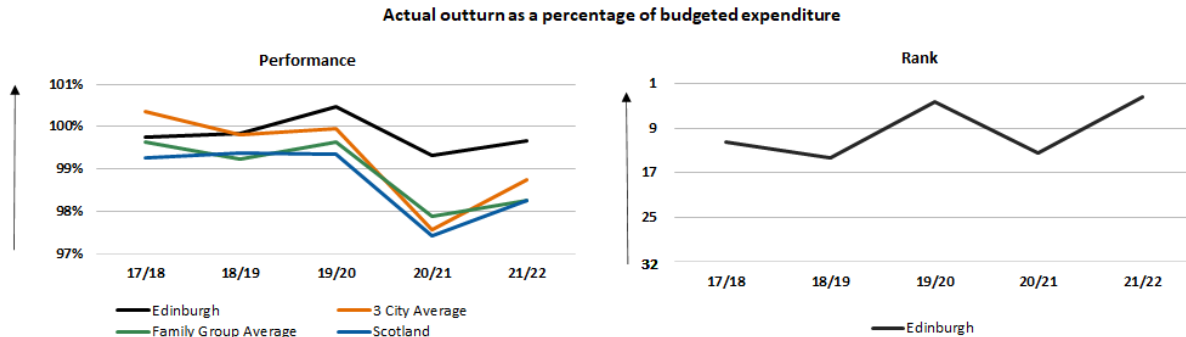


100. The full set of Financial Sustainability indicators charts can be found in Appendix J. However we highlight a couple of the indicators in more detail in the next section.

101. Total useable reserves as a % of council annual budgeted revenue show the highest relative proportion of the four main cities, as well as being significantly above the family group and Scotland averages. Nationally there has been an increase in reserves of 7% over the last 2 years to 24% of net expenditure. There was an increase in Edinburgh's overall General Fund balance and Renewal & Repairs reserve, with the former movement due to an increase in sums set aside for a number of specific purposes.



102. Actual outturn as a percentage of budgeted expenditure performance and ranking show that Edinburgh's actual expenditure was closer to budget than any of the other city authorities, as well as relative to the family group and Scottish averages.



## Climate Change

103. There are 2 indicators in the LGBF that relate to Climate Change.

### Climate Change - national context

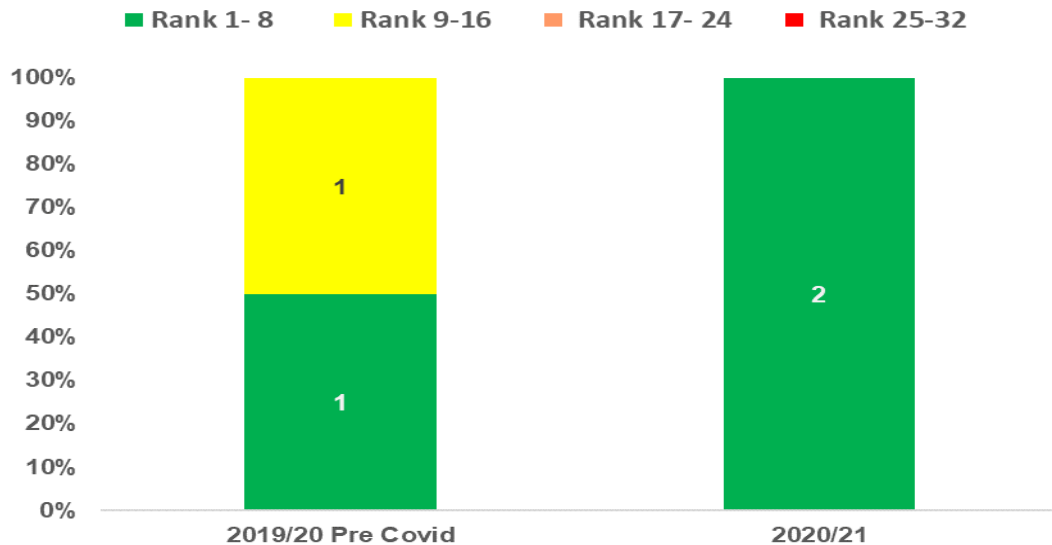
104. Given councils' growing focus on adapting to the impacts of climate change and delivering a just transition to Net Zero, the LGBF will in the period ahead work to develop a strengthened suite of measures to help local government to monitor and drive progress in this critical area. The current two indicators show progress being made in the reduction in Carbon Emissions nationally.

## Climate Change – 2021/22 Edinburgh

105. There is a lag time for this data to be available for the new data published for these indicators, as part of the LGBF 2021/22 dataset, refers to 2020/21.

106. Edinburgh continues to show a decrease in CO2 emissions in both indicators which is similar to the downward trend seen nationally. Both indicators have been consistently ahead of the national average, the family group average and the three city average and are ranked in the top quartile in 2020/21 as seen in the chart below.

**Chart 12: 2020/21 Ranking quartiles for Edinburgh compared to 2019/20 (pre Covid)**



107. The charts for the two climate change indicators can be found in Appendix K.

## Appendix B LGBF Family Groups

The People family group reflects delivery of services to residents only, with comparison to other Local Authorities with similar wealth and deprivation.

<b>People (relative deprivation and affluence)</b>
Children, Social Care, Housing
Family Group 1
Aberdeen City, Aberdeenshire, <b>City of Edinburgh</b> , East Dunbartonshire, East Renfrewshire, Orkney Islands, Perth & Kinross, Shetland Islands

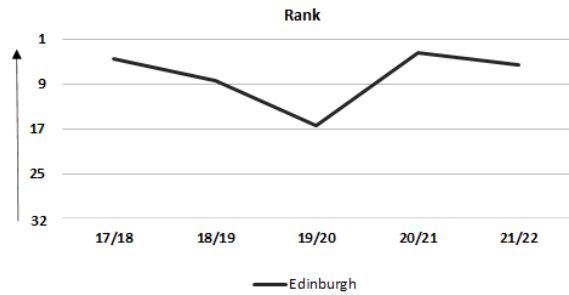
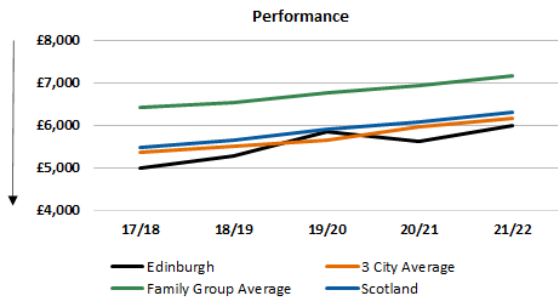
The Urban family group reflects the density of population and delivery of services to **all** residents, visitors and businesses.

<b>Other (Urban)</b>
Corporate, C & L, Environmental, Econ Dev, Fin Sus, Tackling Climate Change
Family Group 4
Aberdeen City, <b>City of Edinburgh</b> , Dundee City, East Dunbartonshire, Falkirk, Glasgow City, North Lanarkshire, West Dunbartonshire

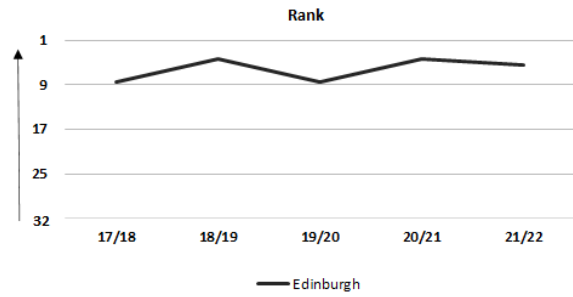
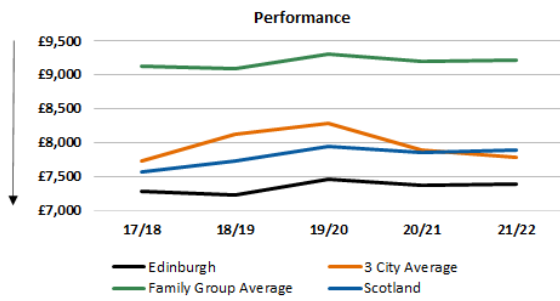


# Appendix C Children's Services

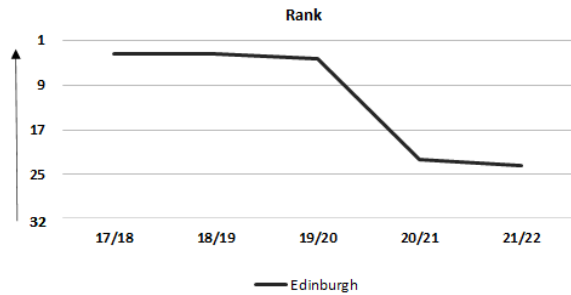
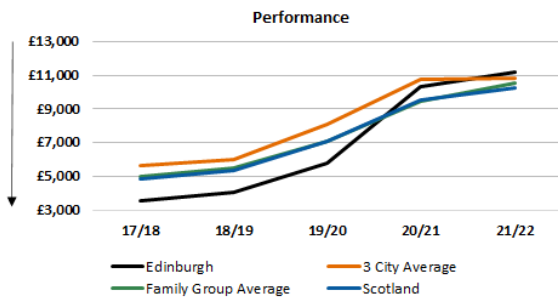
Cost Per Primary School Pupil



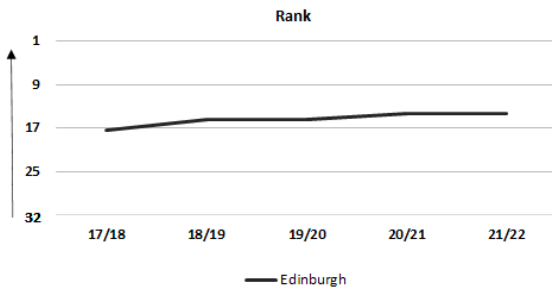
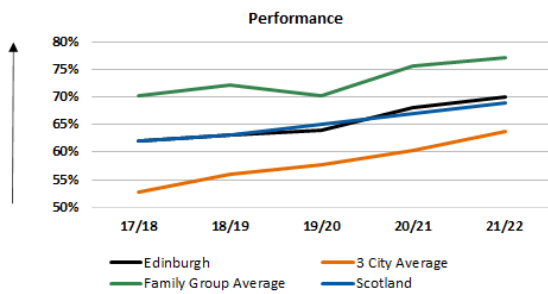
Cost per Secondary School Pupil



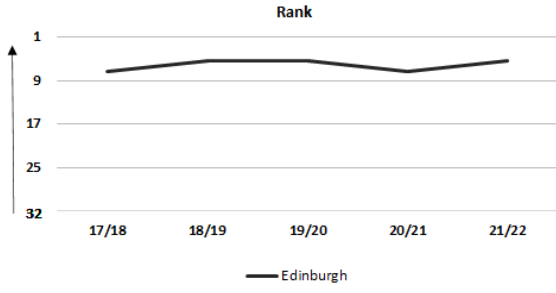
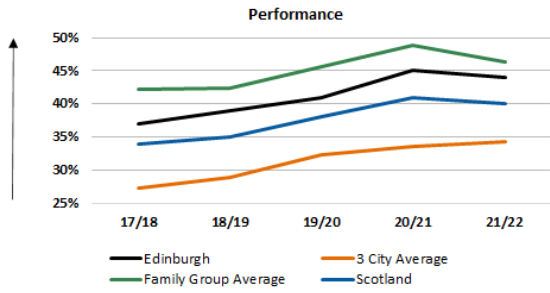
Cost per Pre-School Education Registration



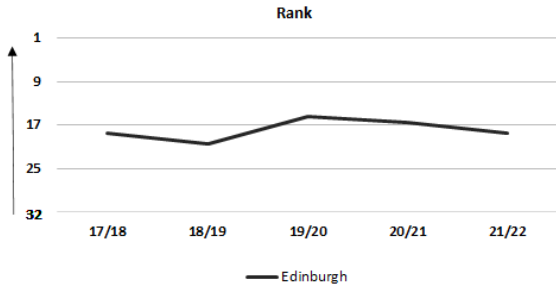
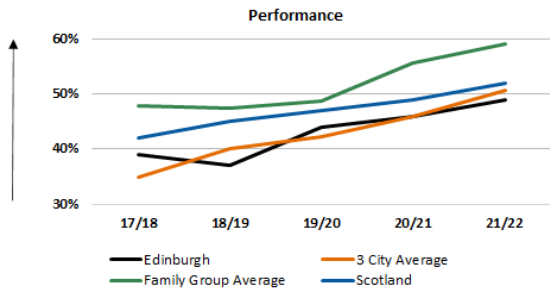
% of Pupils Gaining 5+ Awards at Level 5



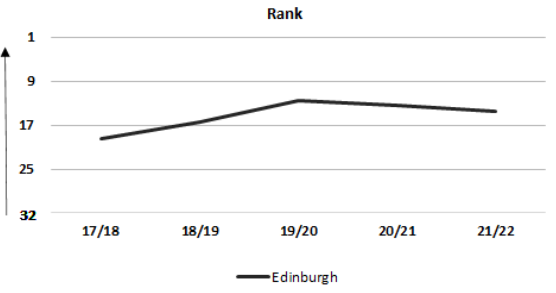
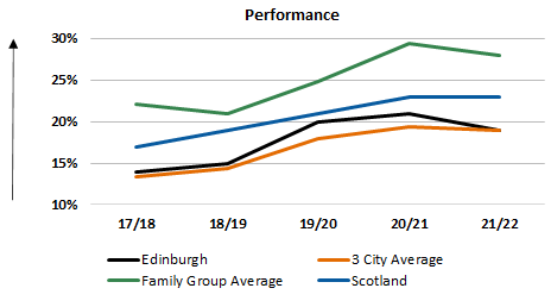
**% of Pupils Gaining 5+ Awards at Level 6**



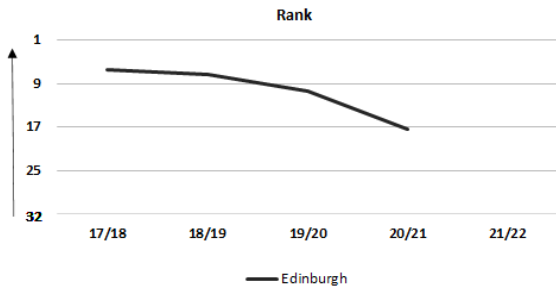
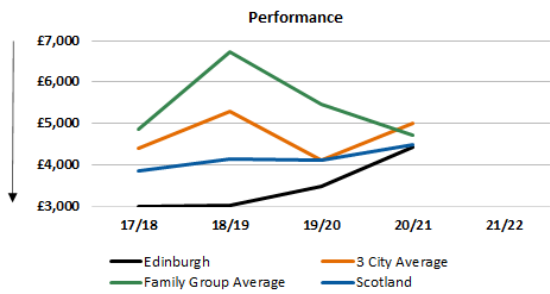
**% of Pupils from Deprived Areas Gaining 5+ Awards at Level 5 (SIMD)**



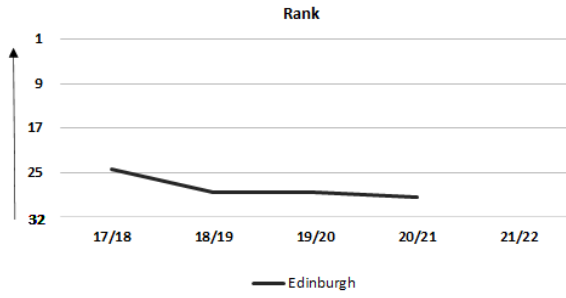
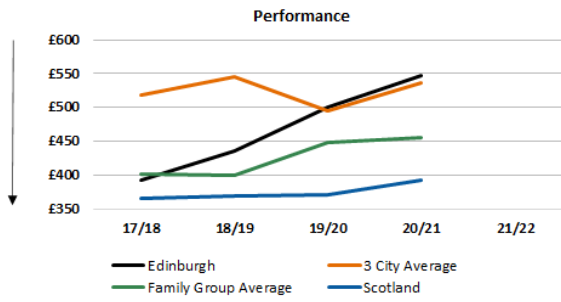
**% of Pupils from Deprived Areas Gaining 5+ Awards at Level 6 (SIMD)**



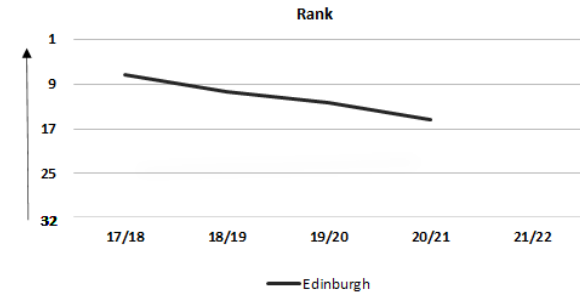
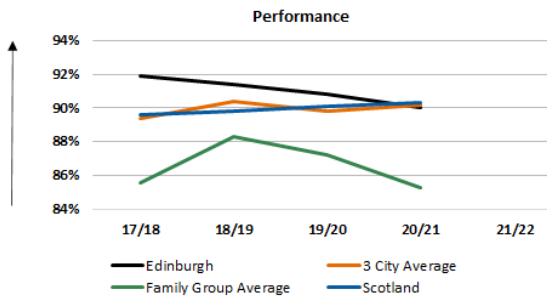
**The Gross Cost of "Children Looked After" in Residential Based Services per Child per Week**



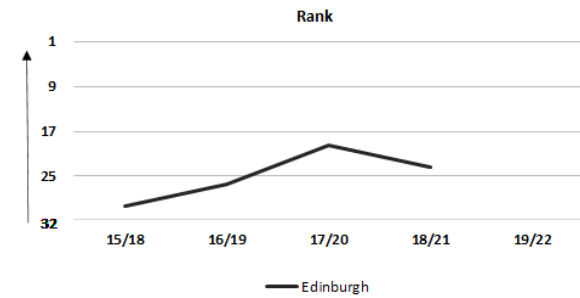
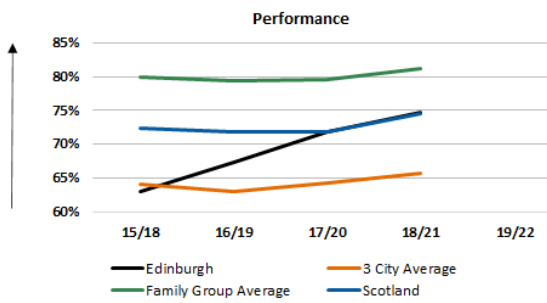
The Gross Cost of "Children Looked After" in a Community Setting per Child per Week



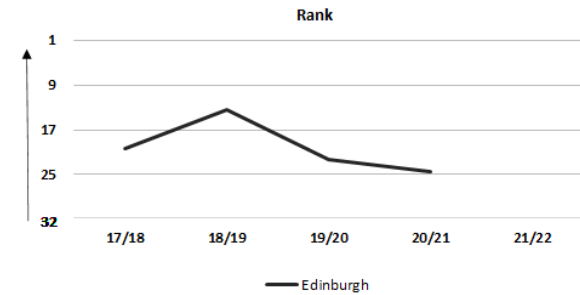
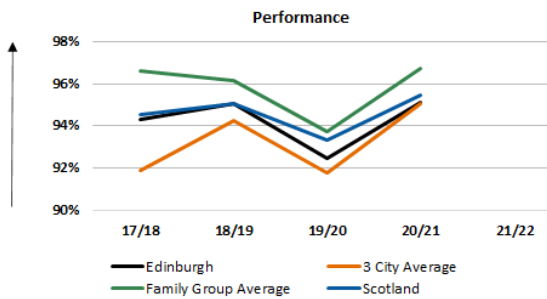
% of children being looked after in the community



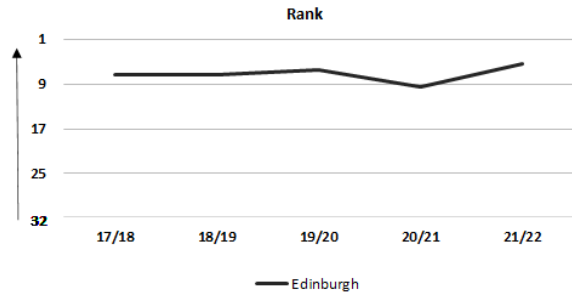
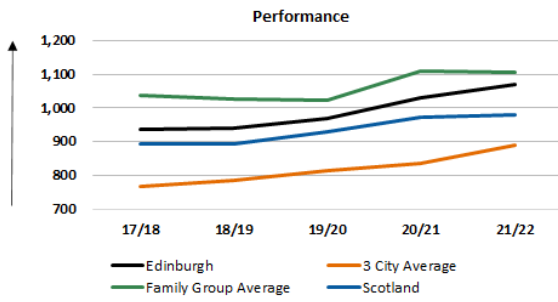
% of Adults Satisfied with Local Schools



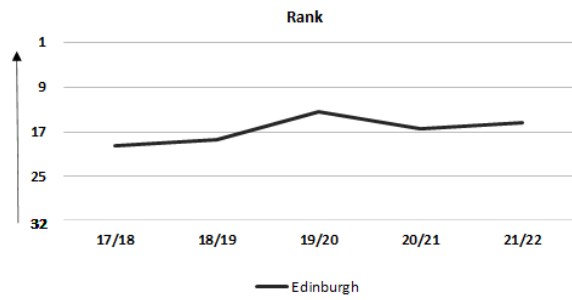
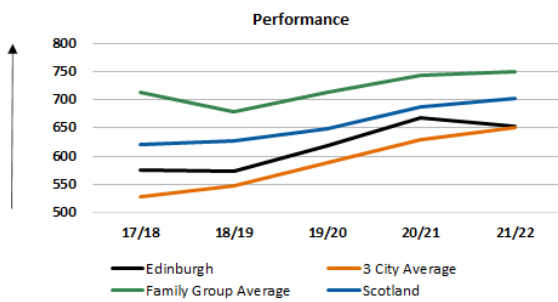
Proportion of Pupils Entering Positive Destinations



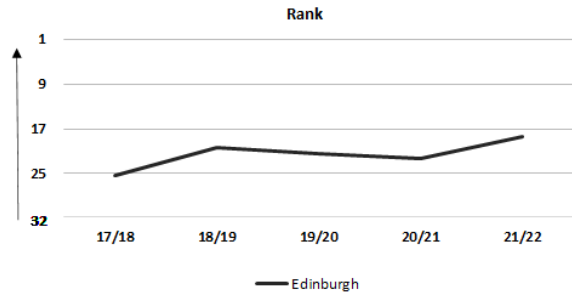
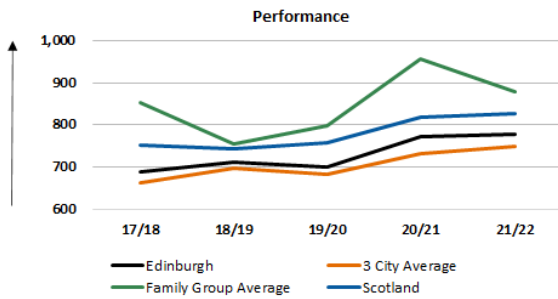
Overall Average Total Tariff



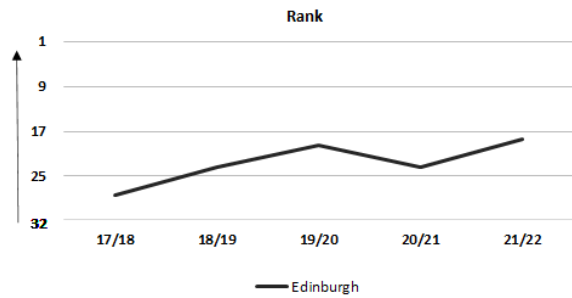
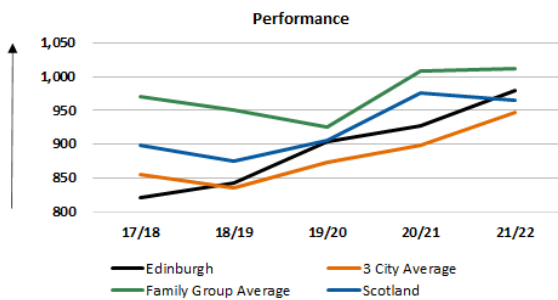
Average Total Tariff SIMD quintile 1



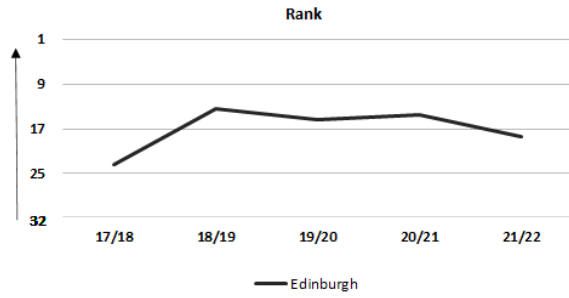
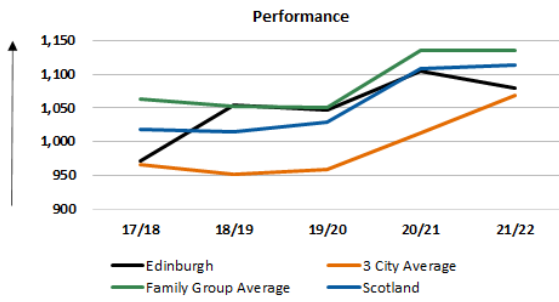
Average total tariff SIMD quintile 2



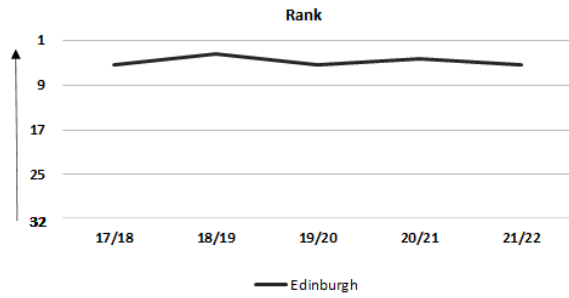
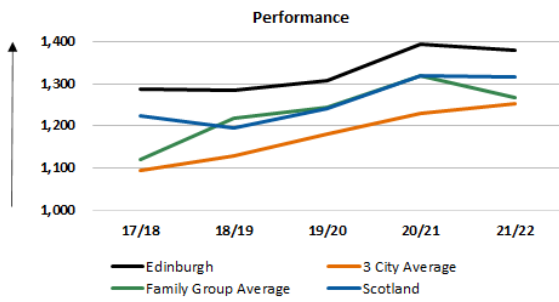
Average total tariff SIMD quintile 3



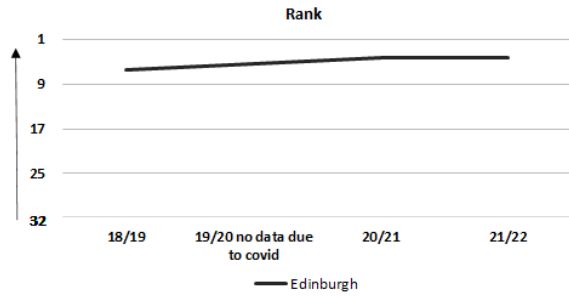
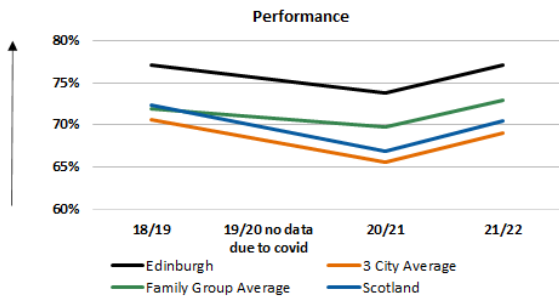
Average total tariff SIMD quintile 4



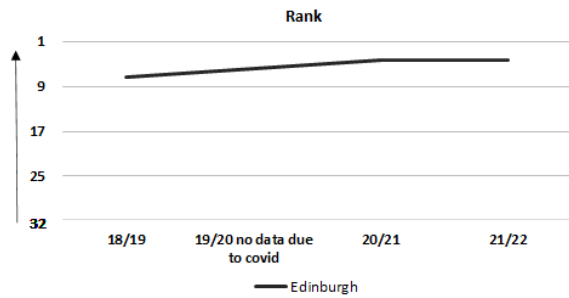
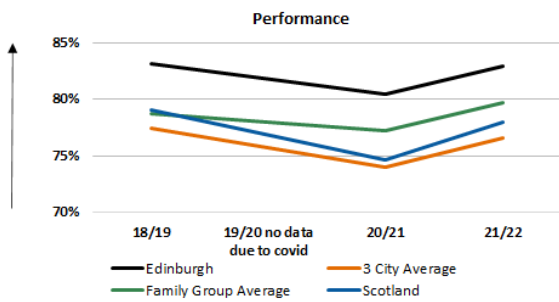
Average total tariff SIMD quintile 5



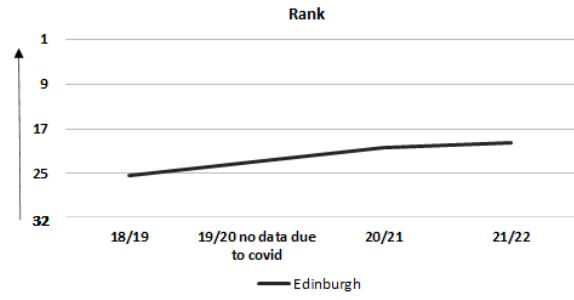
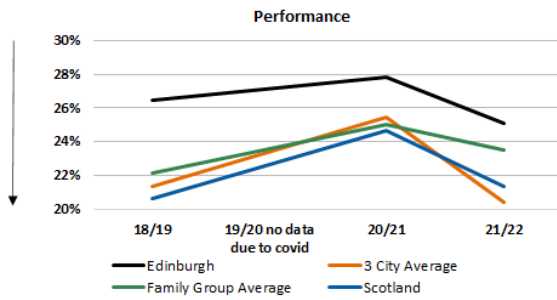
% of P1, P4 and P7 pupils combined achieving expected CFE Level in Literacy



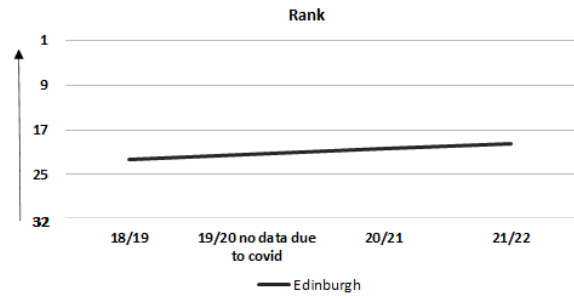
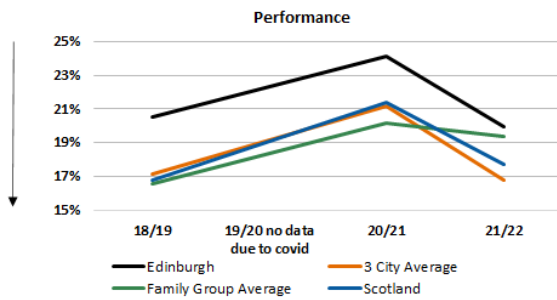
% of P1, P4 and P7 pupils combined achieving expected CFE Level in Numeracy



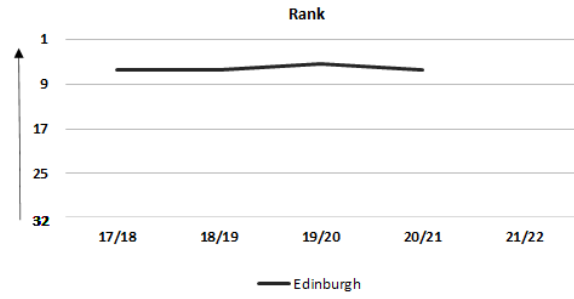
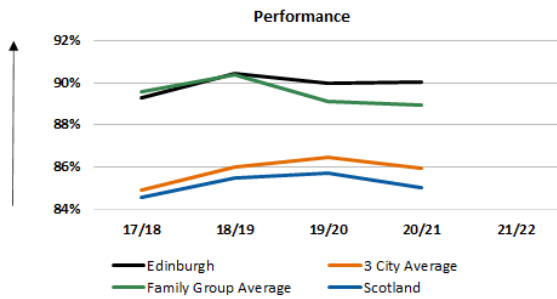
Literacy Attainment Gap (P1,4,7 Combined) - percentage point gap between the least deprived and most deprived pupils



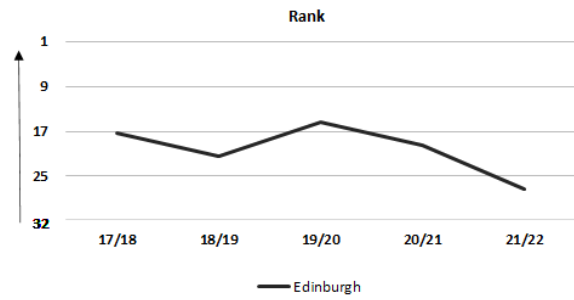
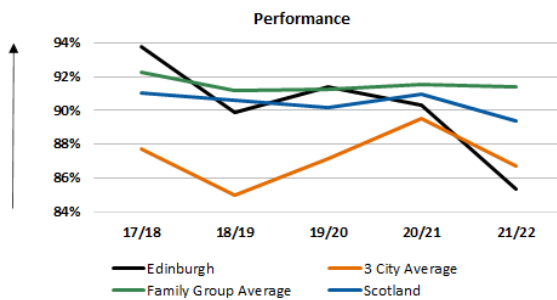
Numeracy Attainment Gap (P1,4,7 Combined) - percentage point gap between the least deprived and most deprived pupils



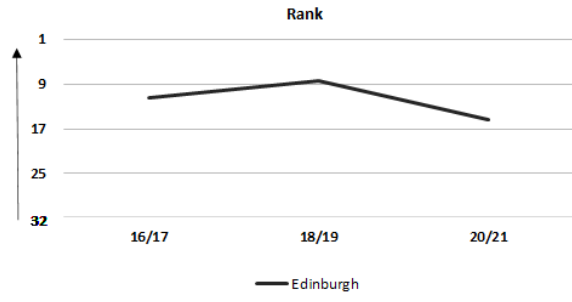
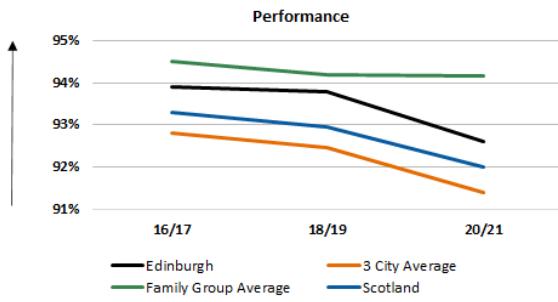
% of children meeting developmental milestones



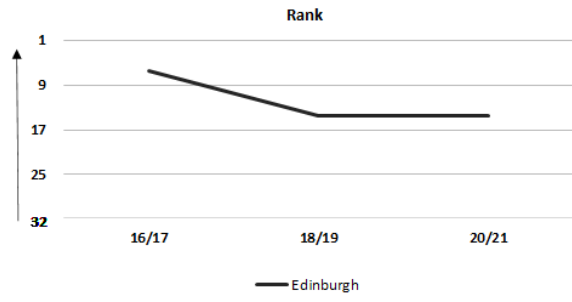
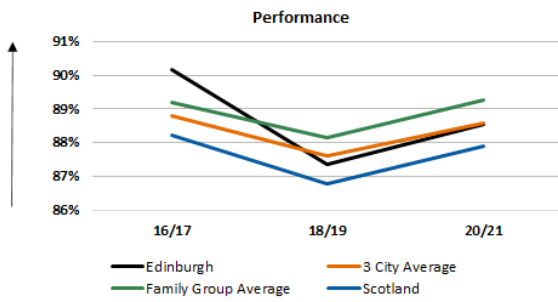
% of funded early years provision which is graded good/better



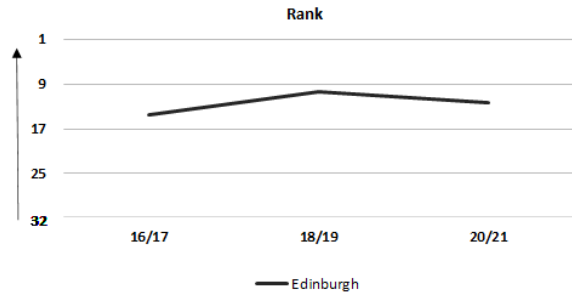
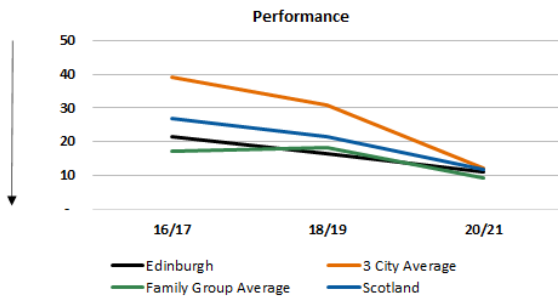
School attendance rate



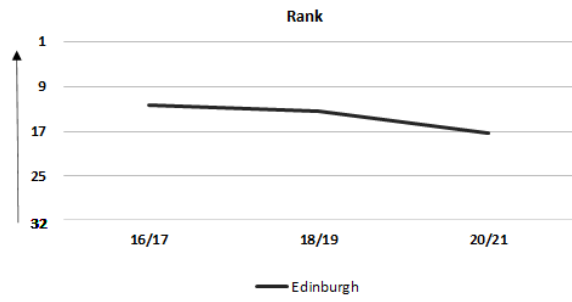
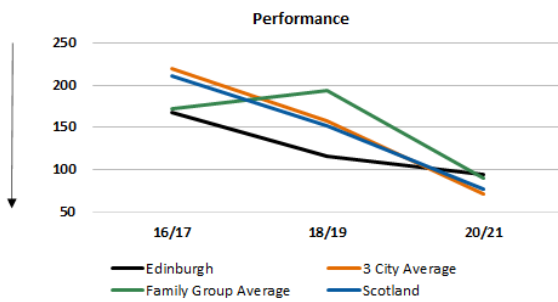
School attendance rate (Looked After Children)



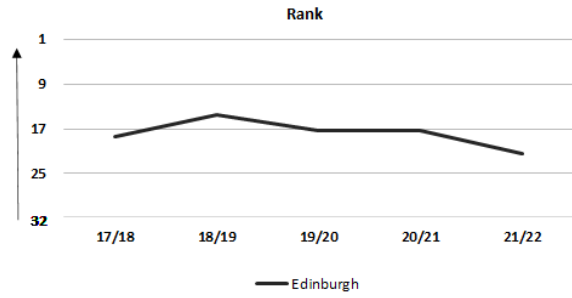
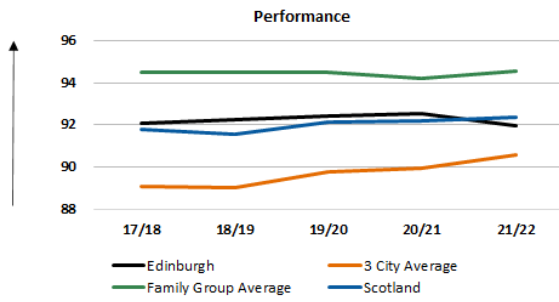
School exclusion rates (per 1,000 pupils)



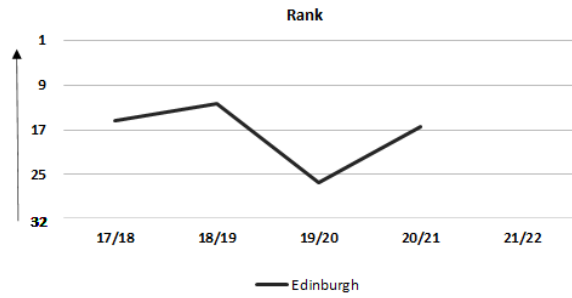
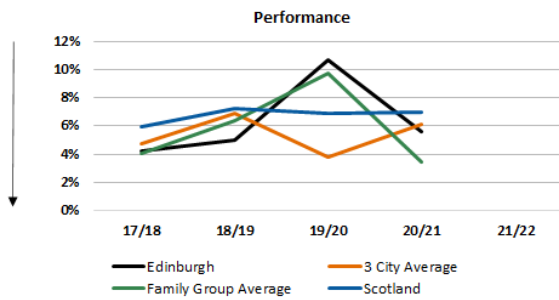
School exclusion rates (per 1,000 'looked after children')



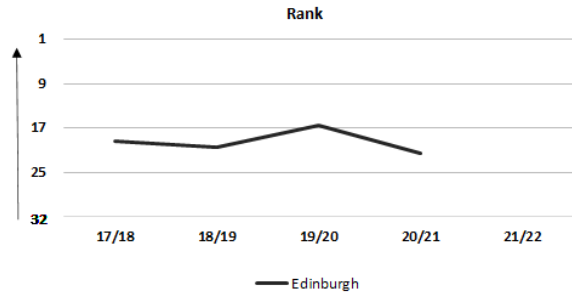
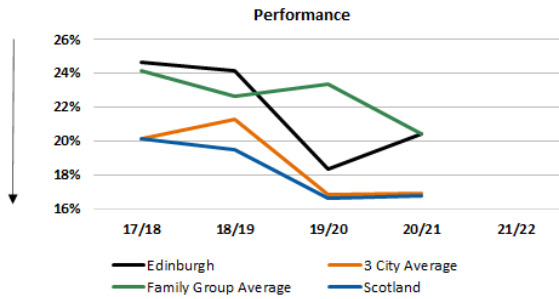
Participation rate for 16-19 year olds (per 100)



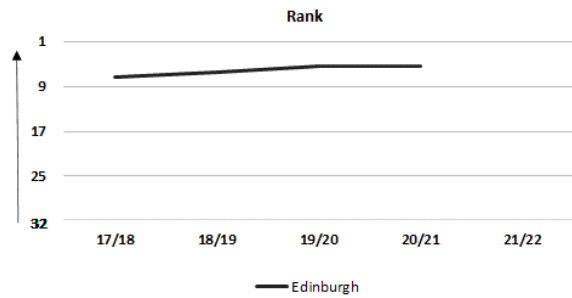
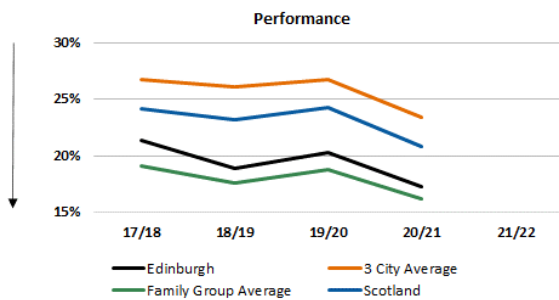
% of child protection re-registrations within 18 months



% LAC with more than 1 placement in the last year (Aug-July)



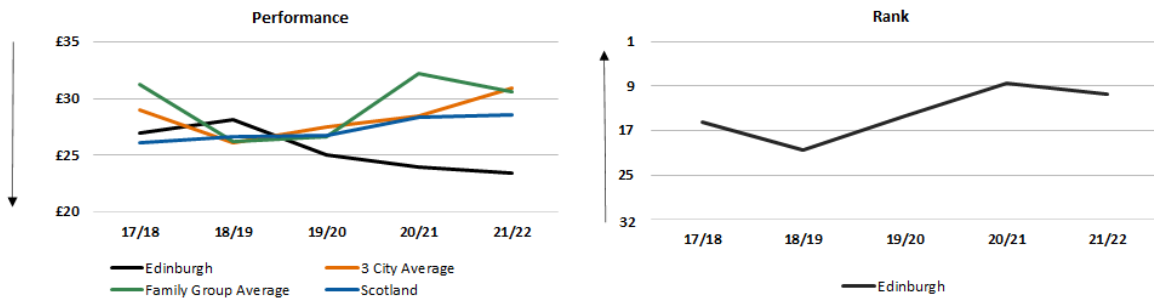
% of children living in poverty (After Housing Costs)



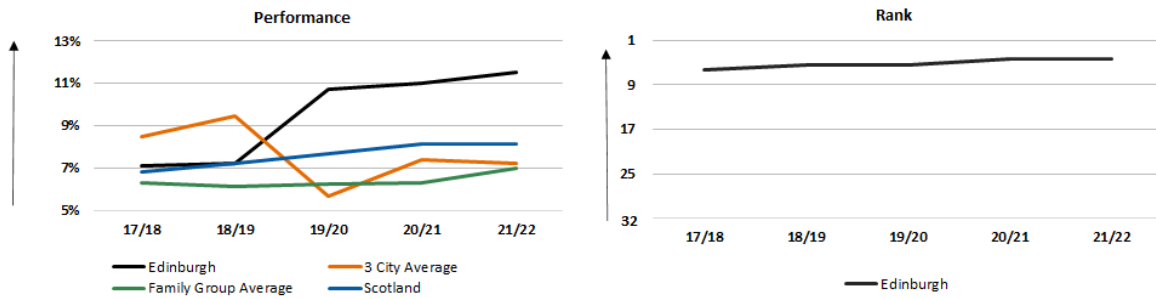


# Appendix D Adult Social Care Services

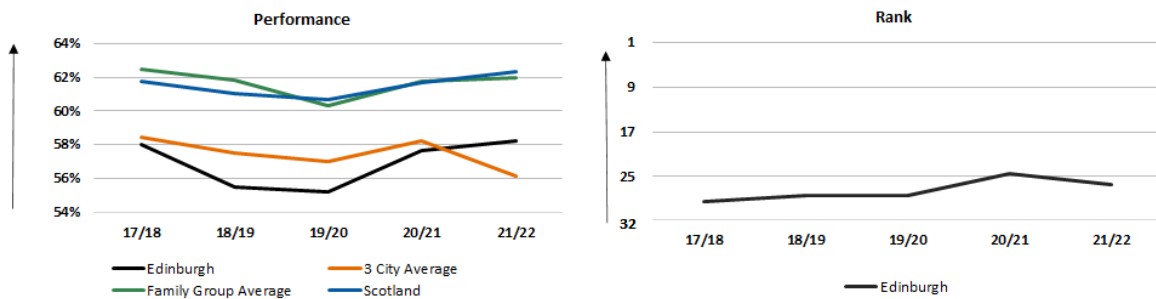
Home care costs per hour for people aged 65 or over



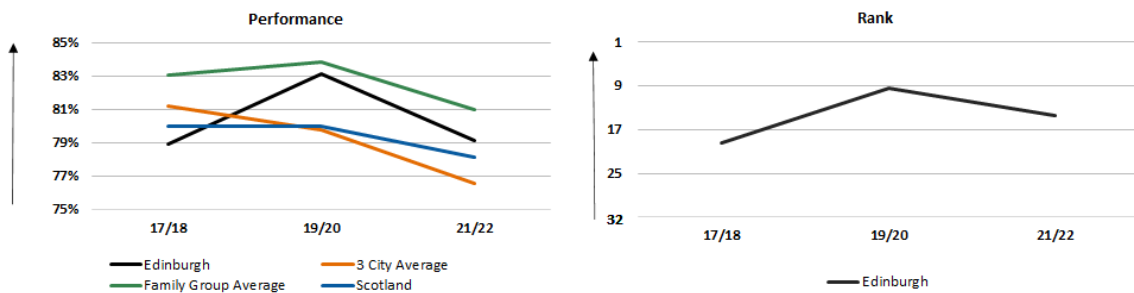
Self Directed Support (Direct Payments + Managed Personalised Budgets) spend on adults 18+ as a % of total social work spend on adults 18+



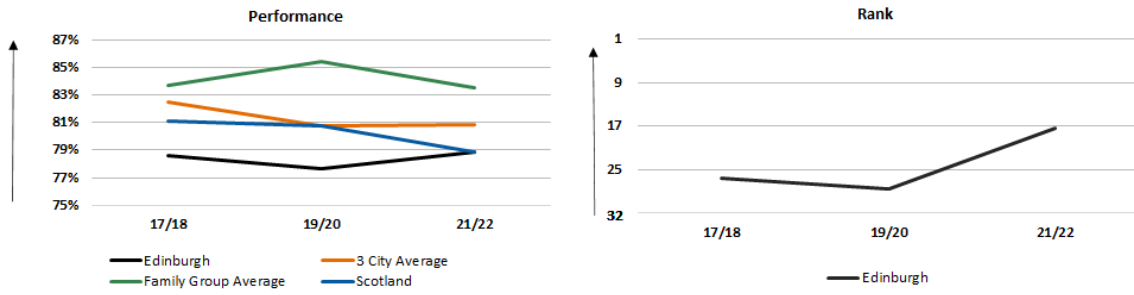
% of people aged 65 and over with long-term care needs receiving personal care at home



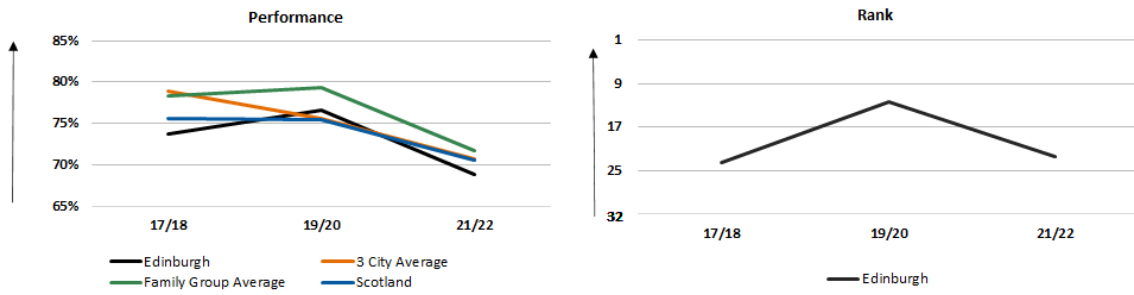
% of adults supported at home who agree that their services and support had an impact in improving or maintaining their quality of life



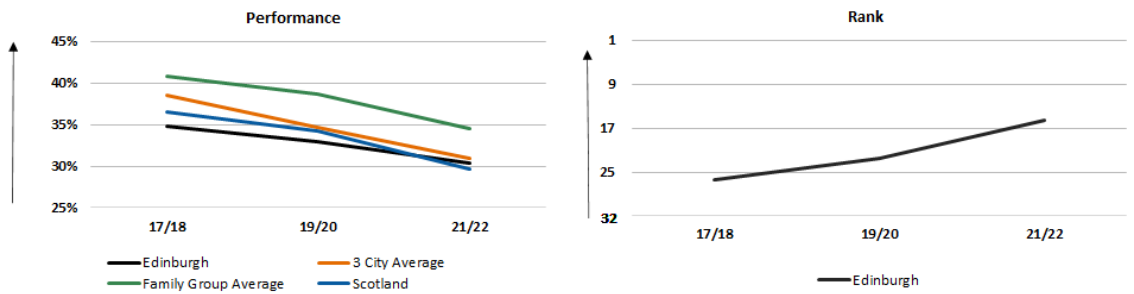
**Percentage of adults supported at home who agree that they are supported to live as independently as possible**



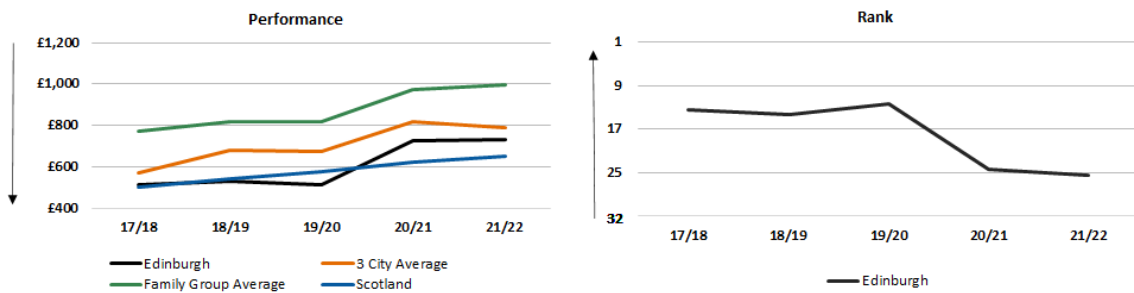
**Percentage of adults supported at home who agree that they had a say in how their help, care or support was provided**



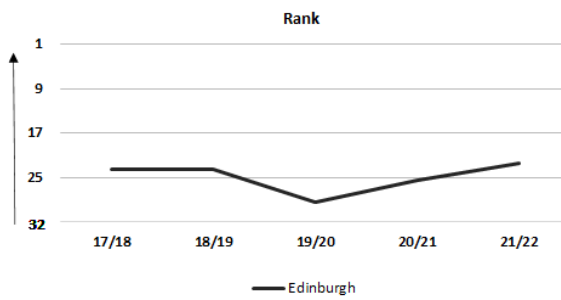
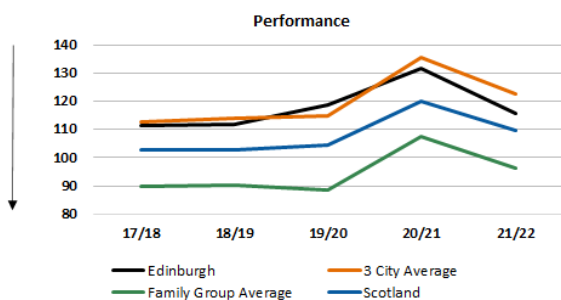
**Percentage of carers who feel supported to continue in their caring role**



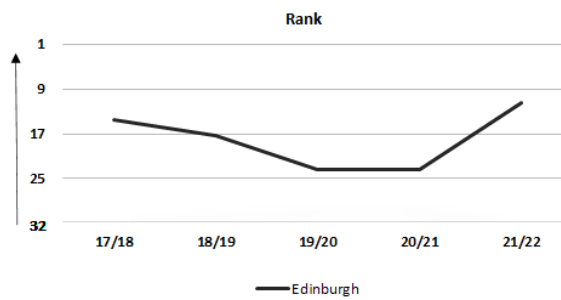
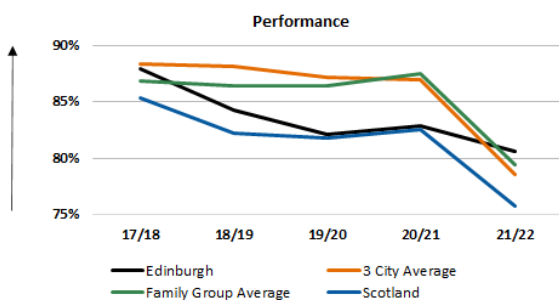
**Residential costs per week per resident for people aged 65 or over**



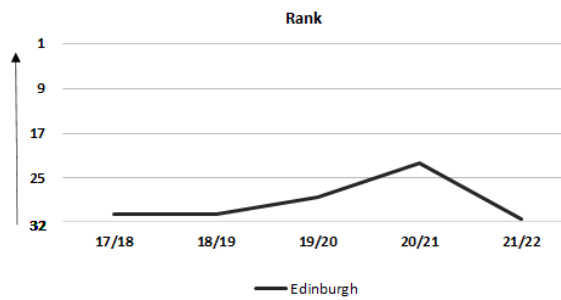
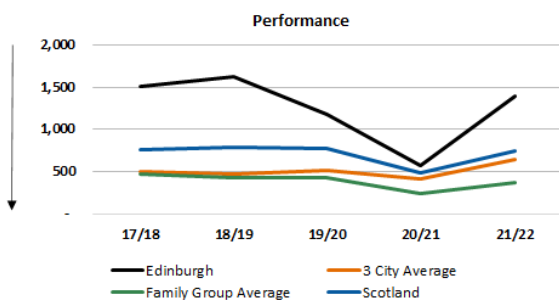
Rate of readmission to hospital within 28 days per 1,000 discharges



Proportion of care services graded 'good' (4) or better in Care Inspectorate inspections

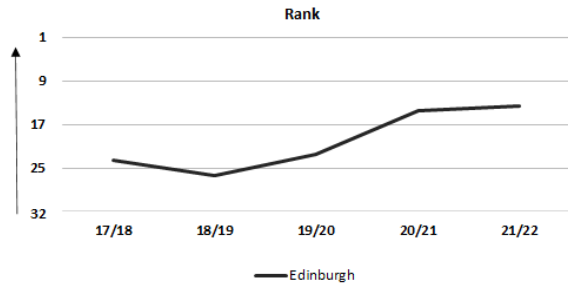
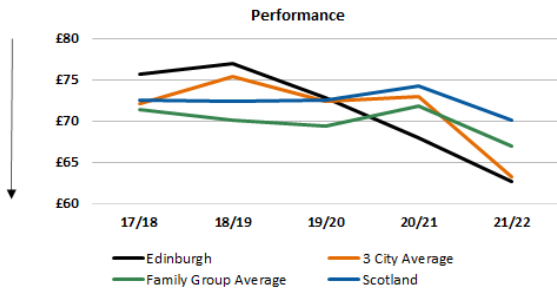


Number of days people spend in hospital when they are ready to be discharged, per 1,000 population (75+)

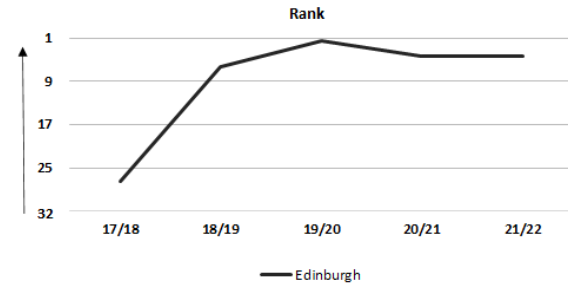
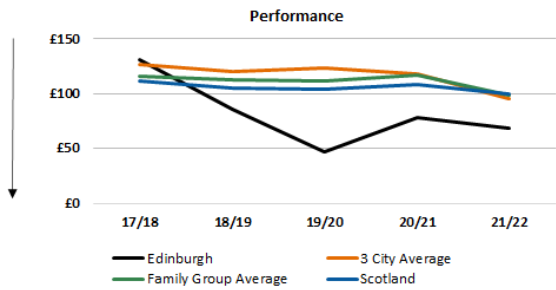


# Appendix E Environment Services

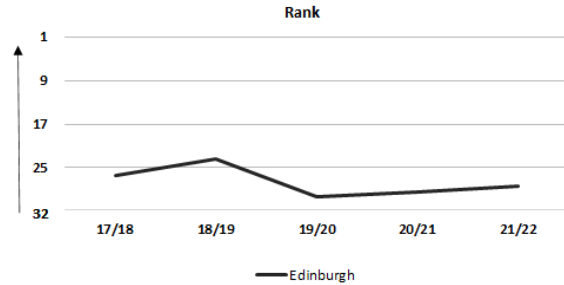
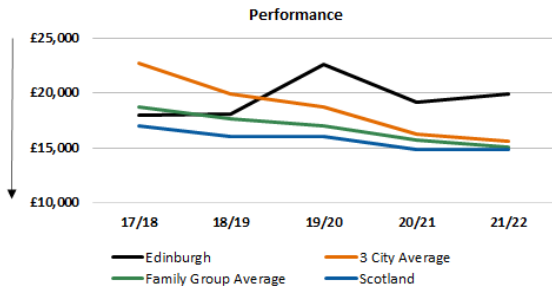
Net cost of waste collection per premise



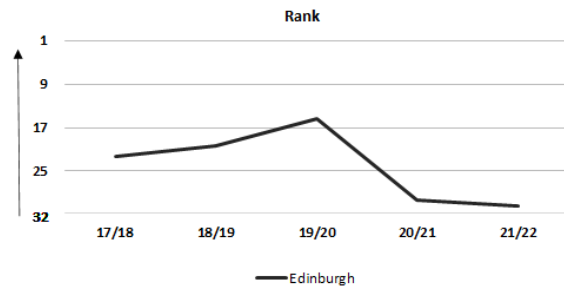
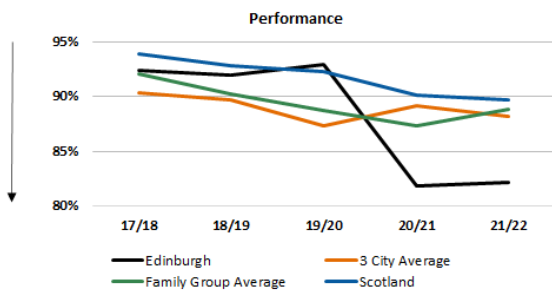
Net cost of waste disposal per premise



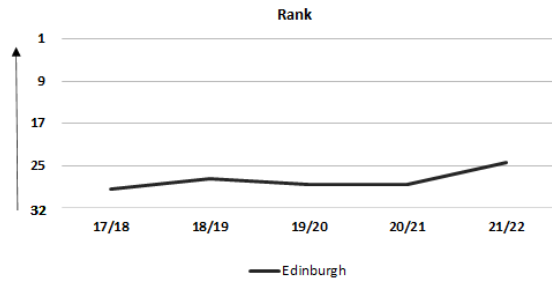
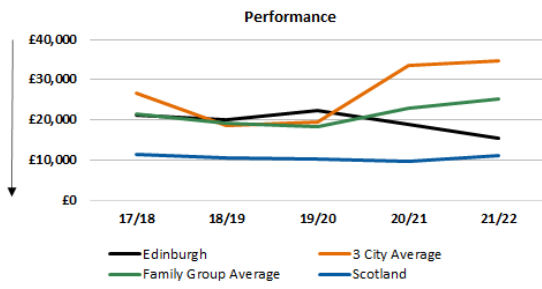
Net cost of street cleaning per 1,000 population



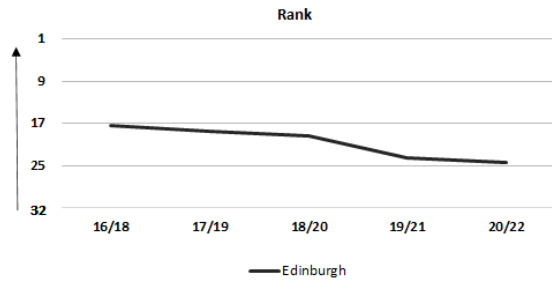
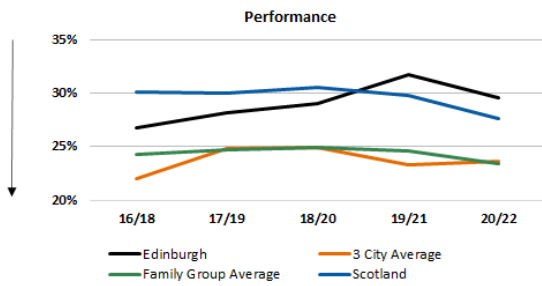
Street Cleanliness Score



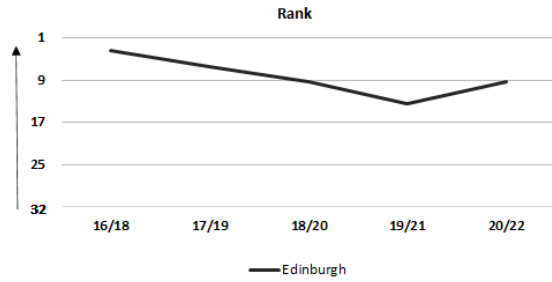
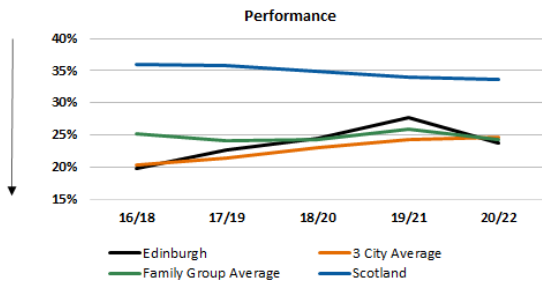
Cost of roads per kilometre



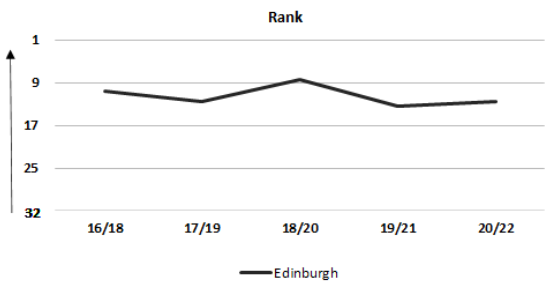
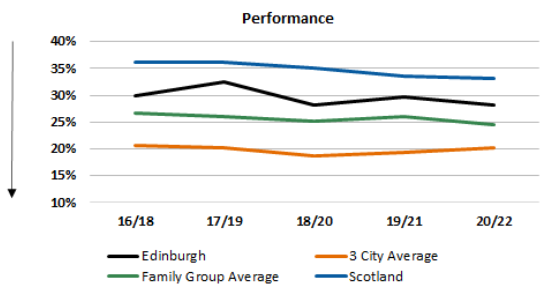
% of A Class roads that should be considered for maintenance treatment



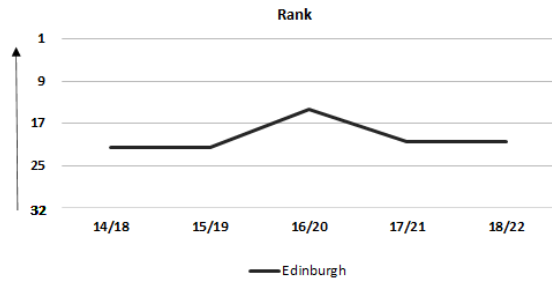
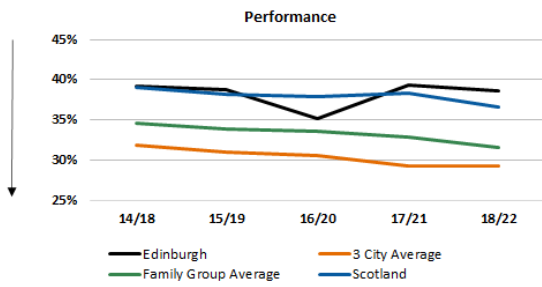
% of B Class roads that should be considered for maintenance treatment



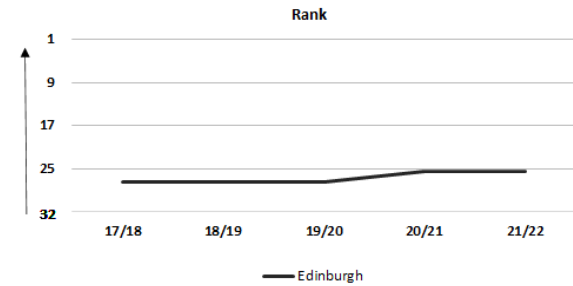
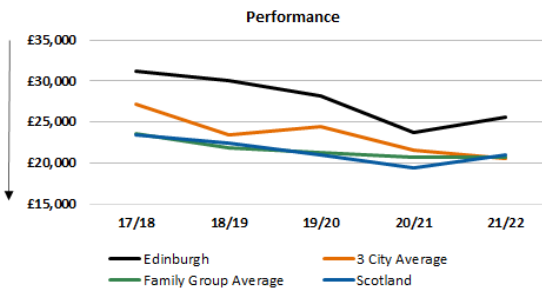
% of C Class roads that should be considered for maintenance treatment



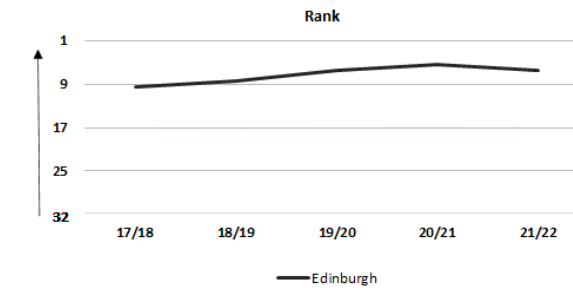
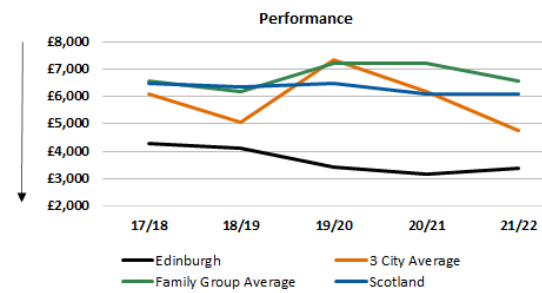
**% of U Class roads that should be considered for maintenance treatment**



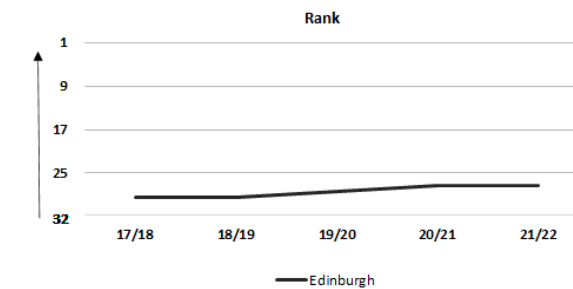
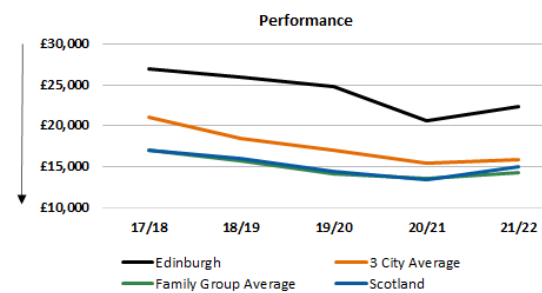
**Cost of Trading Standards and environmental health per 1,000 population**



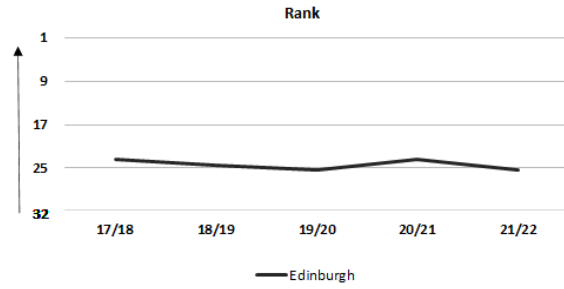
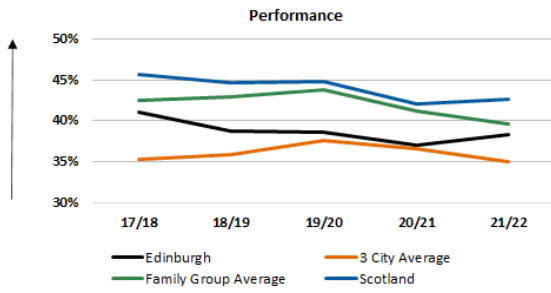
**Cost of Trading Standards per 1000**



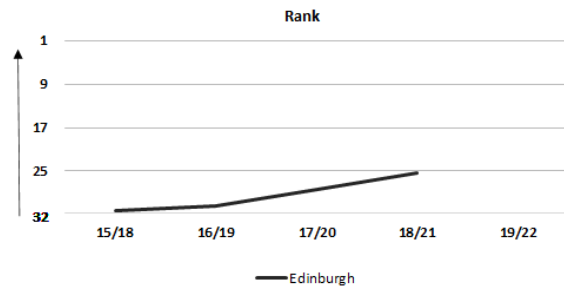
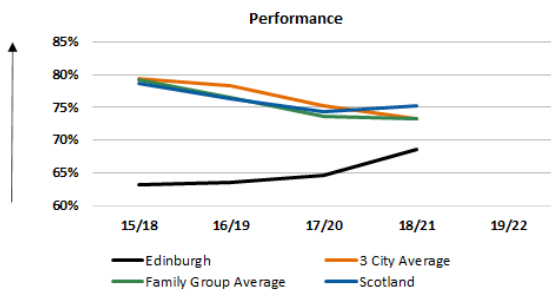
**Cost of environmental health per 1,000 population**



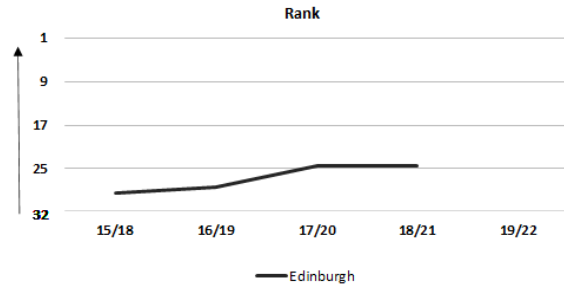
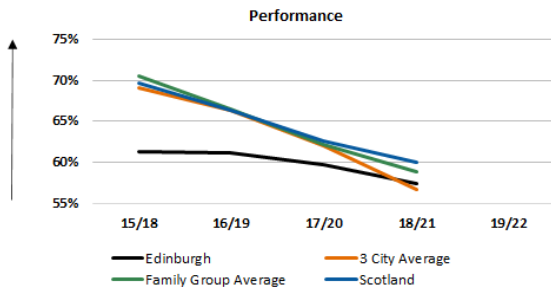
% of total household waste arising that is recycled



% of adults satisfied with refuse collection

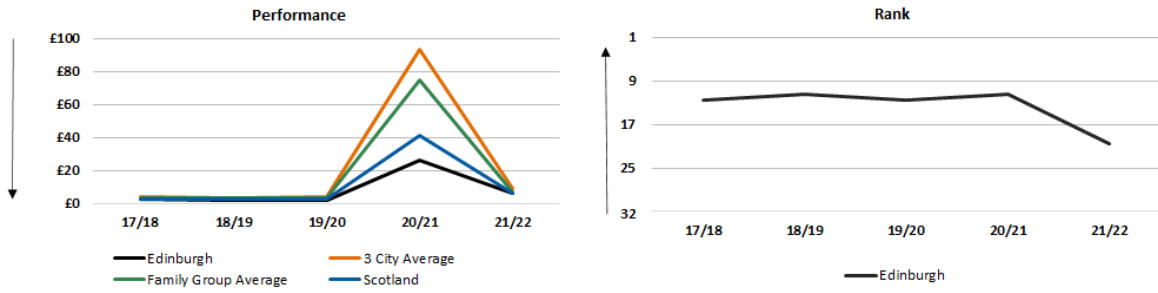


% of adults satisfied with street cleaning

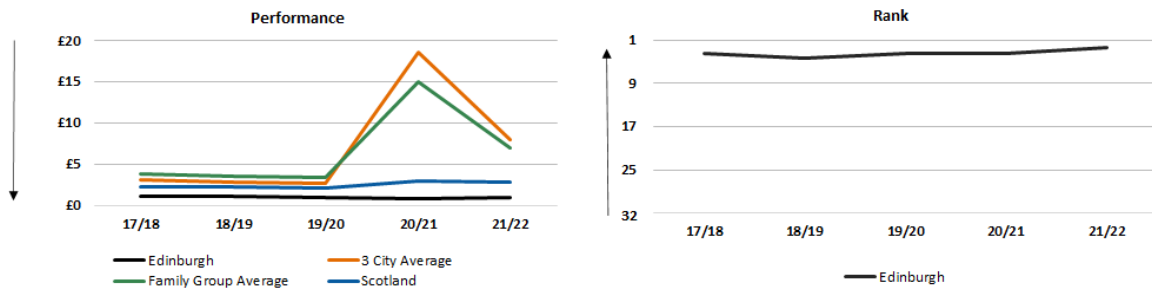


# Appendix F Culture and Leisure Services

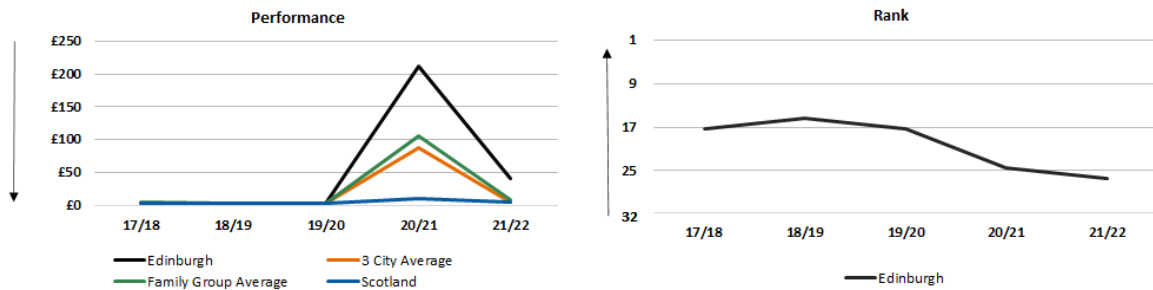
Cost per attendance at sports facilities



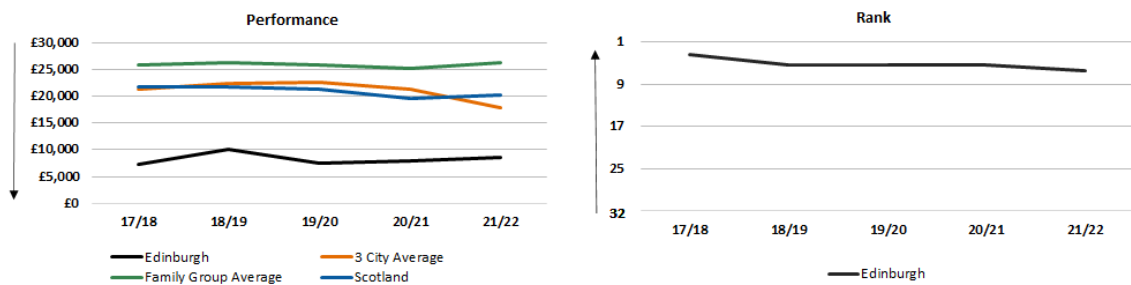
Cost per library visit



Cost of museums per visit

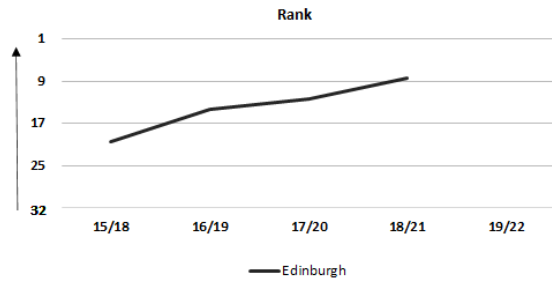
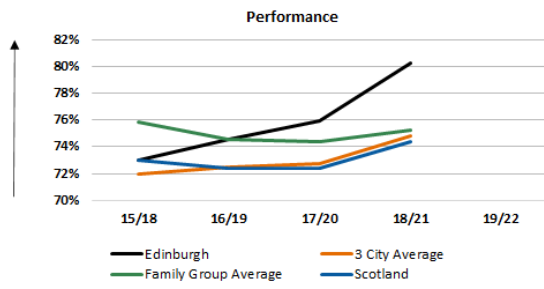


Cost of parks & open spaces per 1,000 population

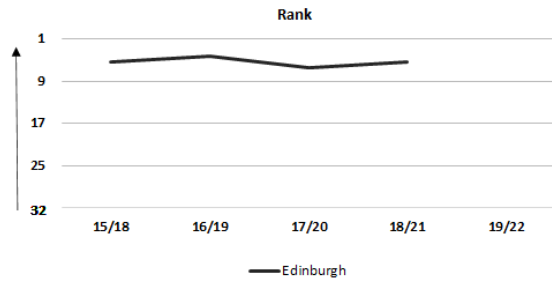
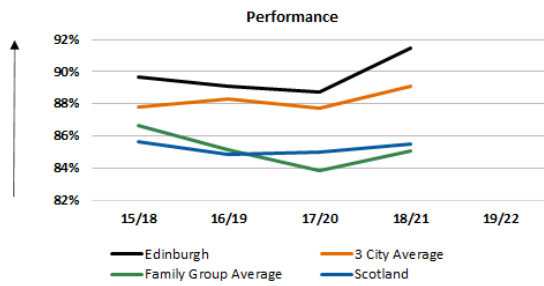




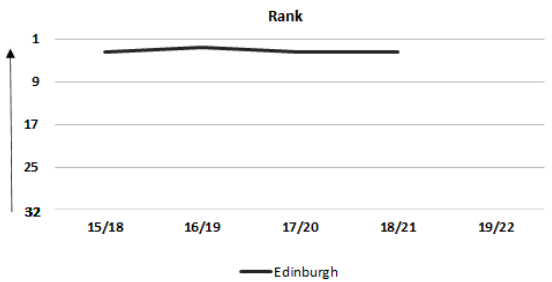
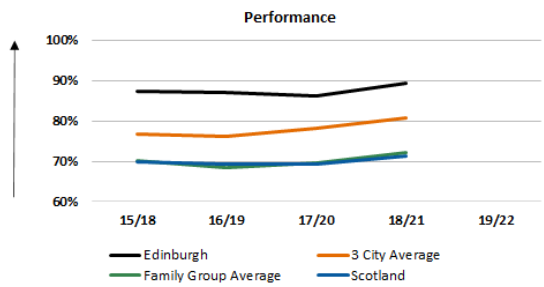
**% of adults satisfied with libraries**



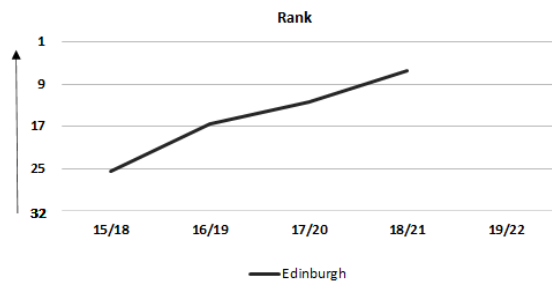
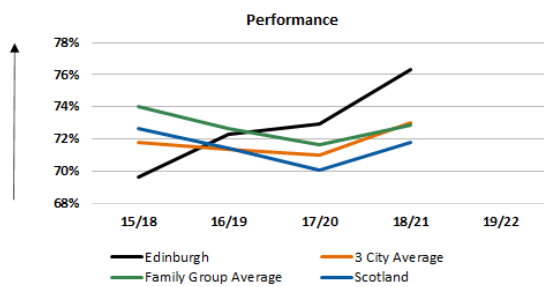
**% of adults satisfied with parks and open spaces**



**% of adults satisfied with museums and galleries**

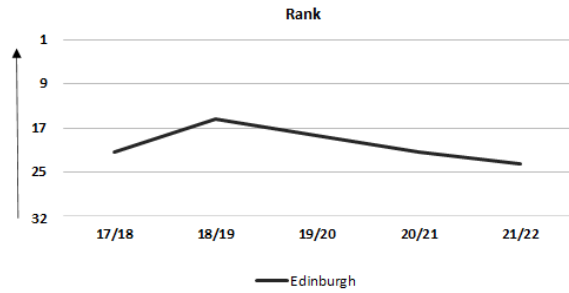
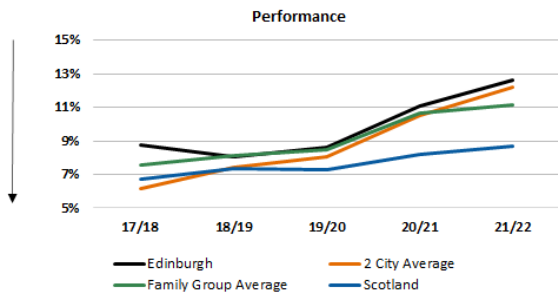


**% of adults satisfied with leisure facilities**

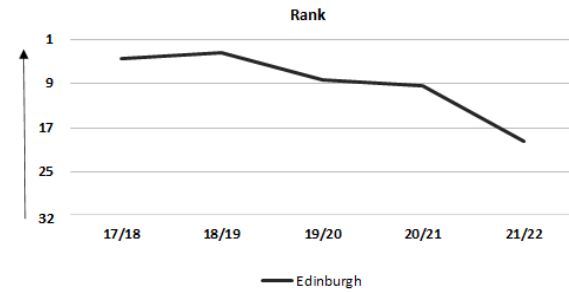
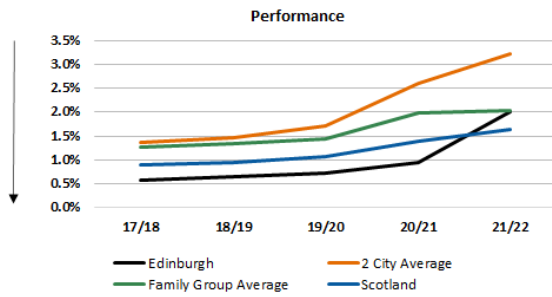


# Appendix G Housing Services

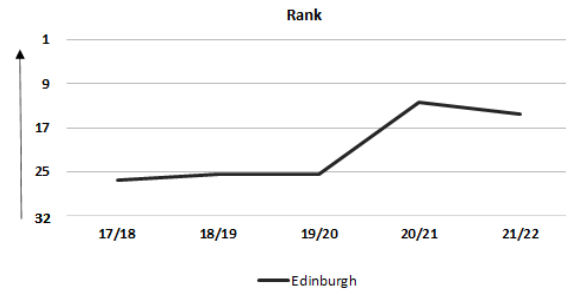
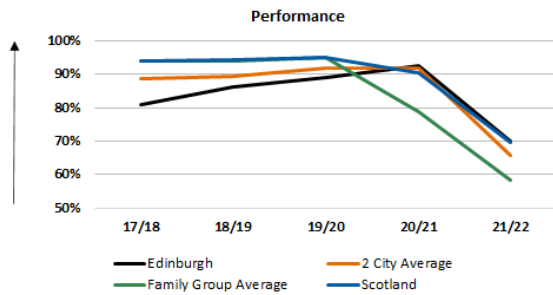
Gross rent arrears (all tenants) as at 31 March each year as a percentage of rent due for the reporting year



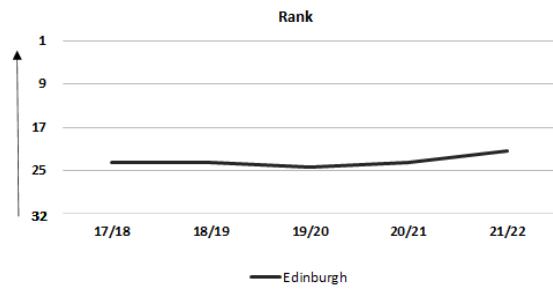
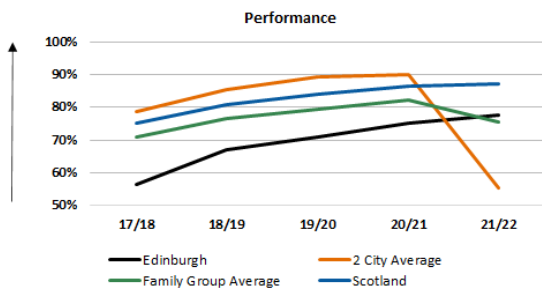
% of rent due in the year that was lost due to voids



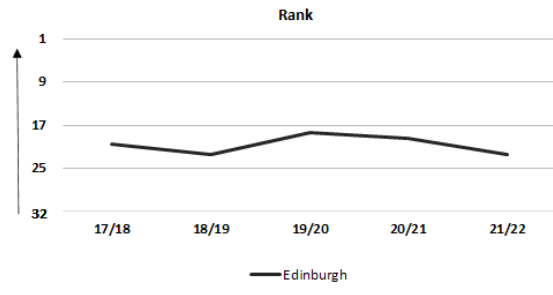
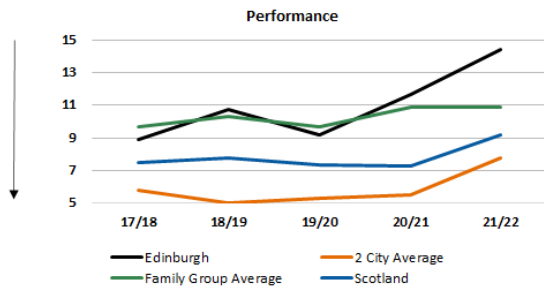
% of council dwellings meeting Scottish Housing Standards



% of council dwellings that are energy efficient

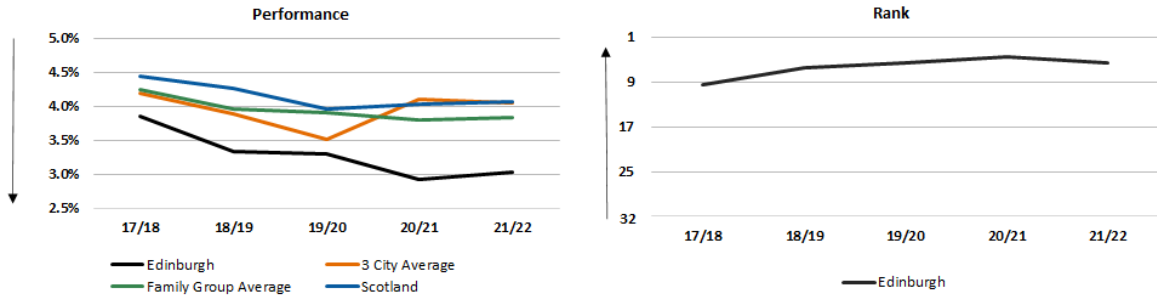


Average number of days taken to complete non-emergency repairs

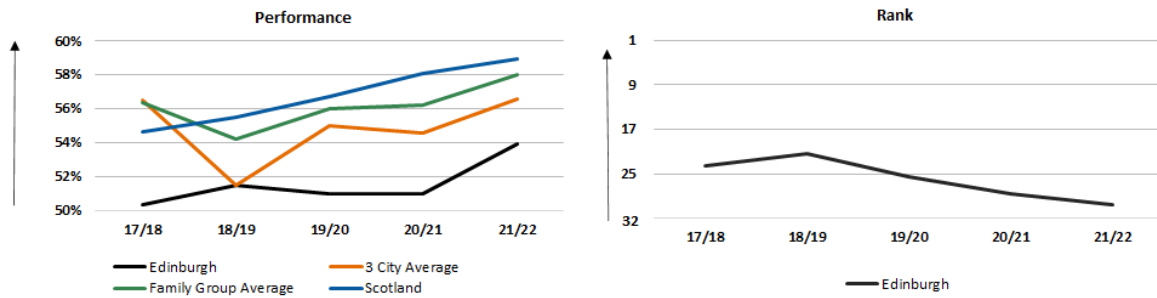


# Appendix H Corporate and Asset Management Services

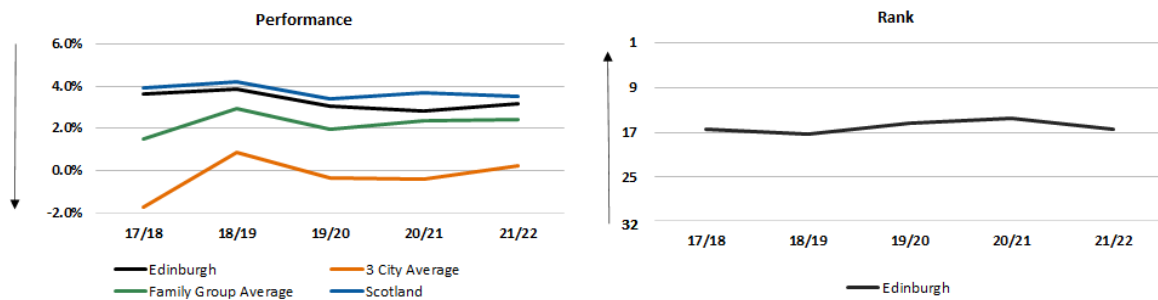
Support services as a % of total gross expenditure



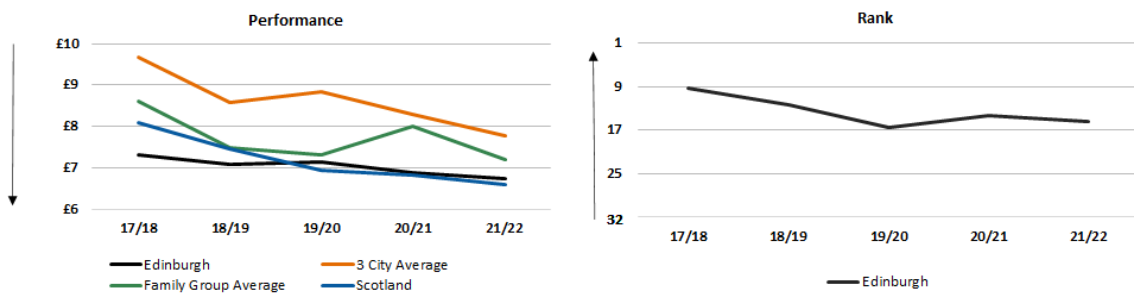
% of the highest paid 5% employees who are women



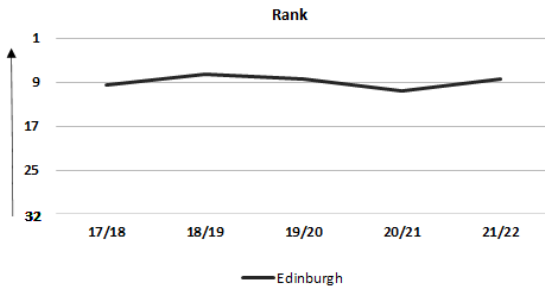
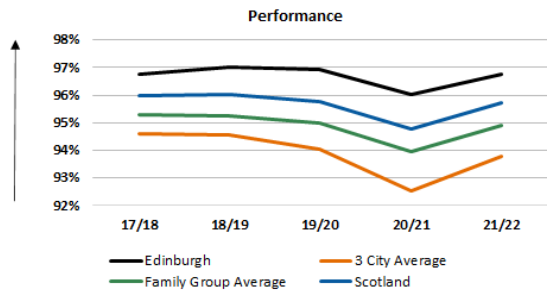
The gender pay gap (%)



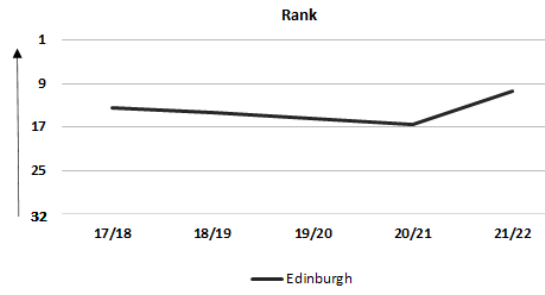
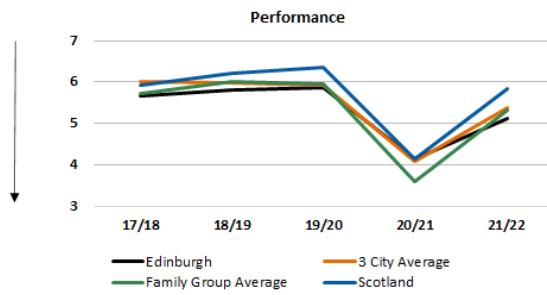
The cost per dwelling of collecting council tax



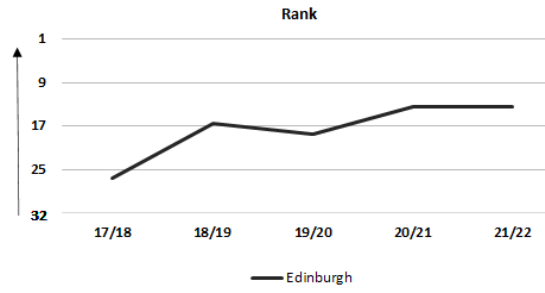
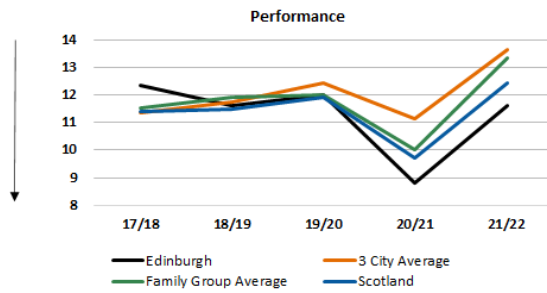
**% of income due from council tax received by the end of the year**



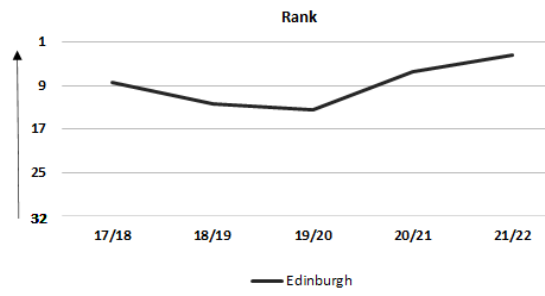
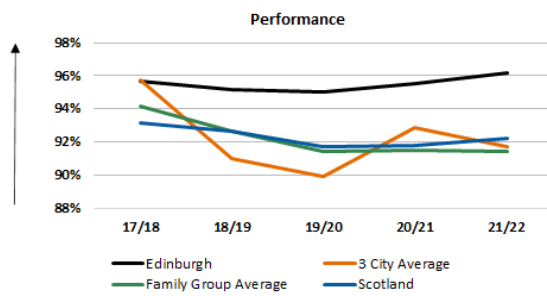
**Sickness absence days per teacher**



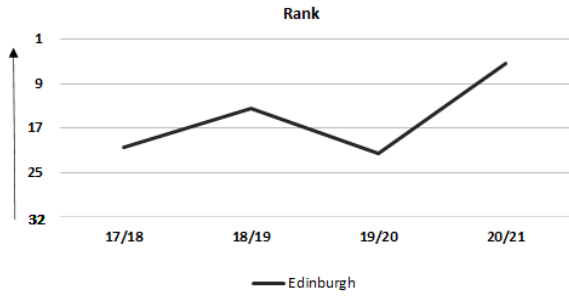
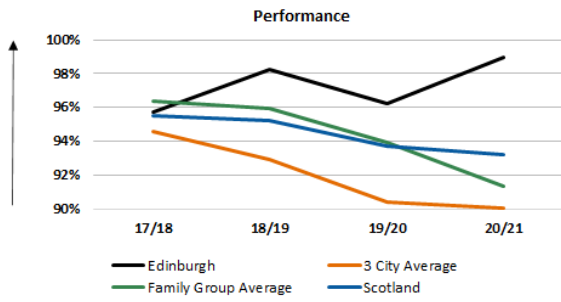
**Sickness absence days per employee (non-teacher)**



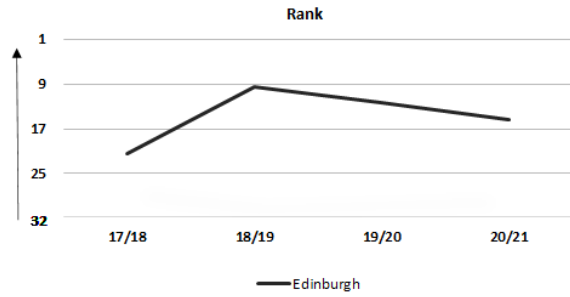
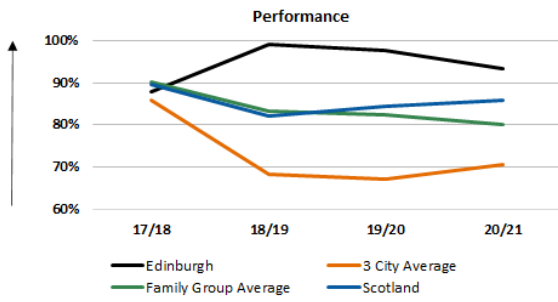
**% of invoices sampled that were paid within 30 days**



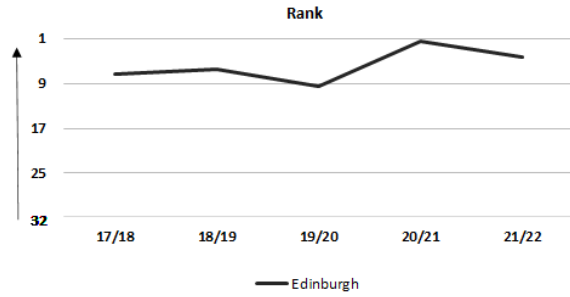
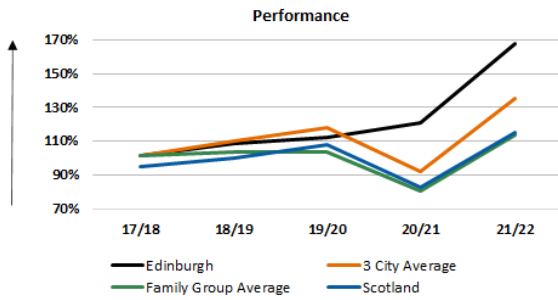
**% of Crisis Grant Decisions within 1 day**



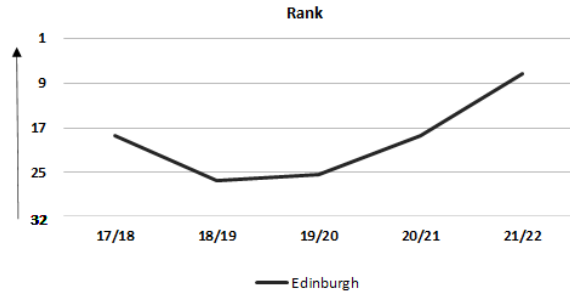
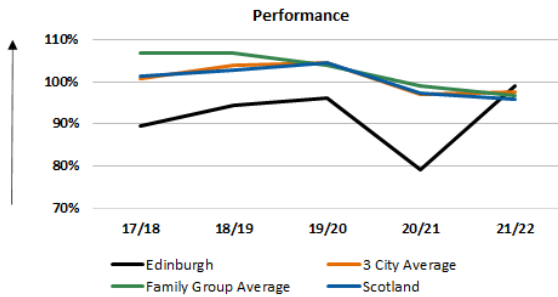
**% CCG Grant Decisions within 15 Days**



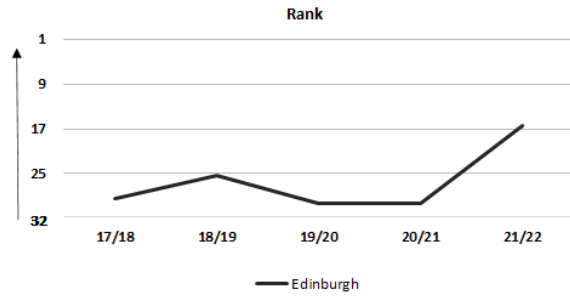
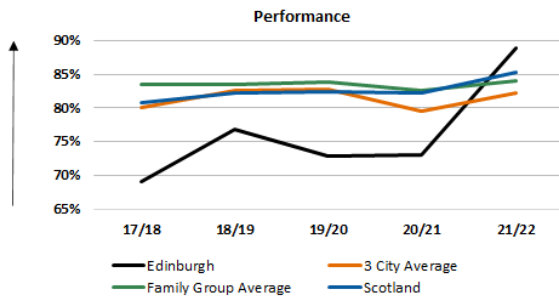
**Proportion of SWF Funding Spent**



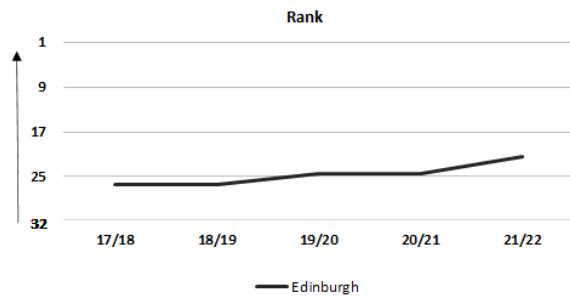
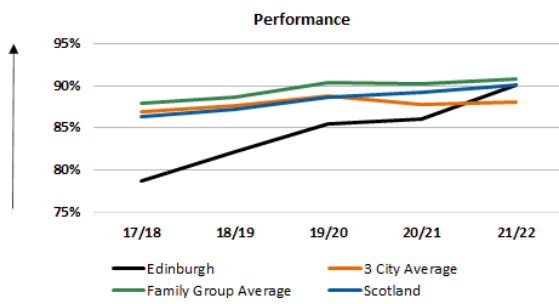
**Proportion of DHP Funding Spent**



% of operational buildings that are suitable for their current use

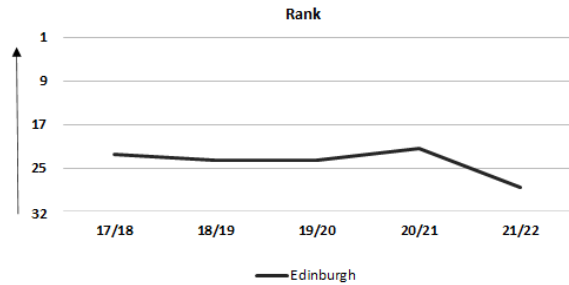
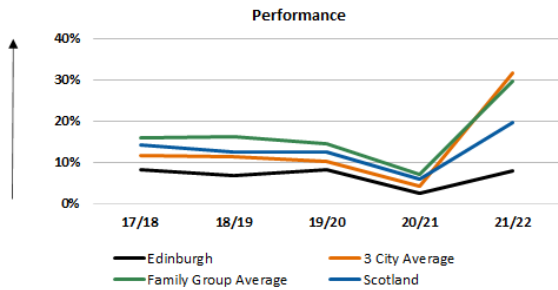


% of internal floor area of operational buildings in satisfactory condition

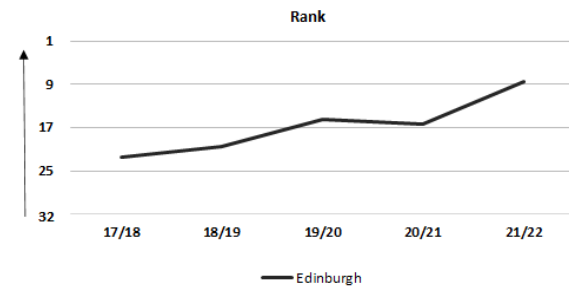
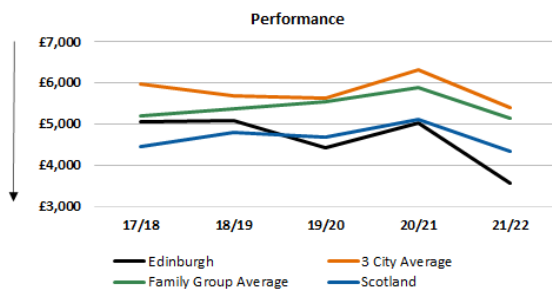


# Appendix I Economic Development Services

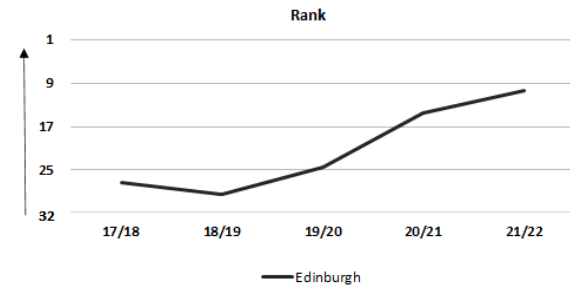
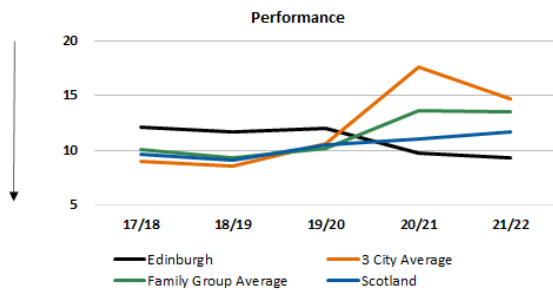
**% of unemployed people assisted into work from council operated / funded employability programmes**



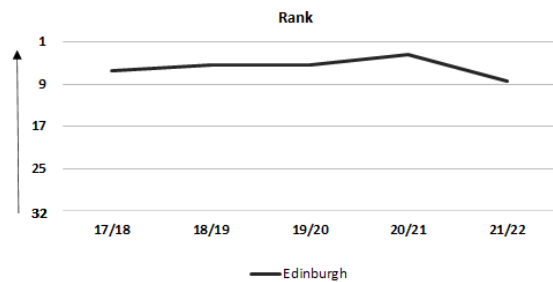
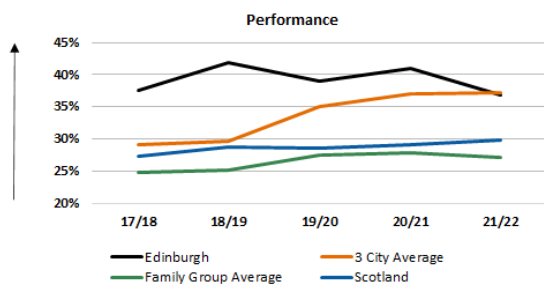
**Cost of planning and building standards Per Planning Application**



**Average time per business and industry planning application (weeks)**

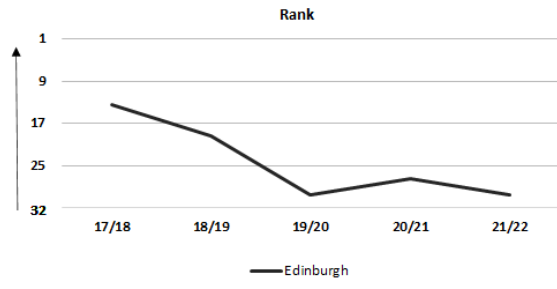
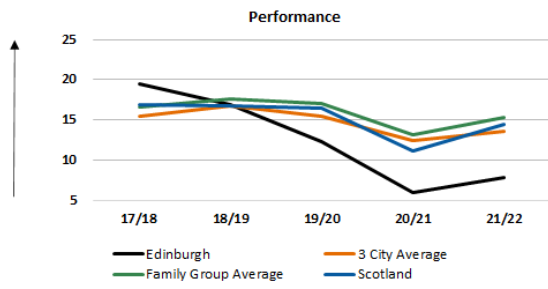


**% of procurement spend spent on local enterprises**

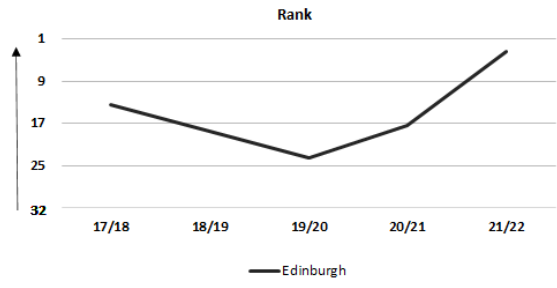
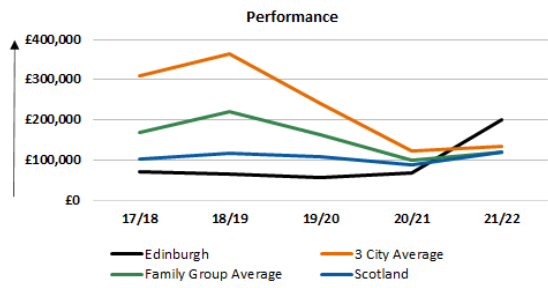




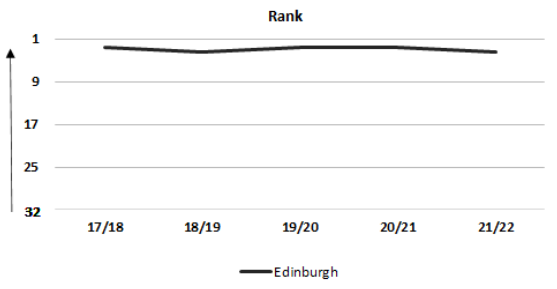
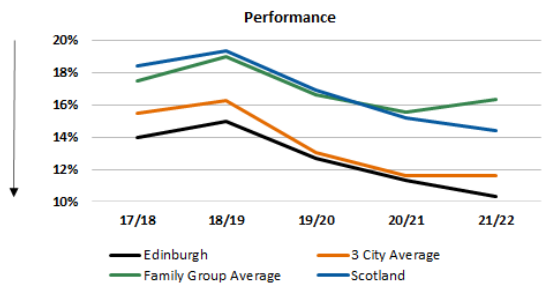
No of business gateway start-ups per 10,000 population



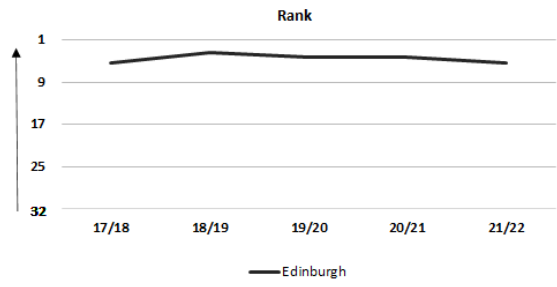
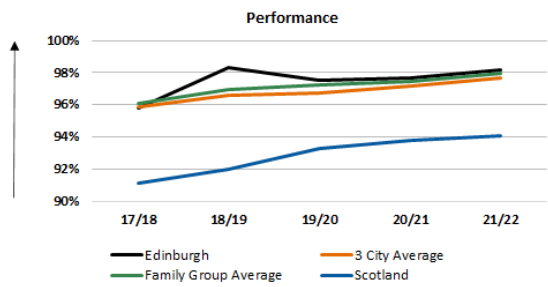
Investment in of Economic Development & Tourism per 1,000 Population



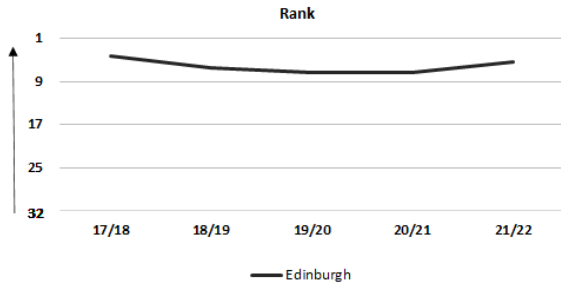
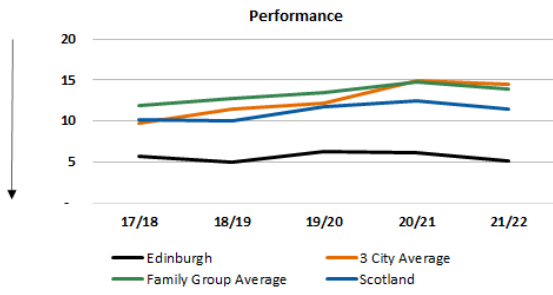
Proportion of people earning less than the living wage



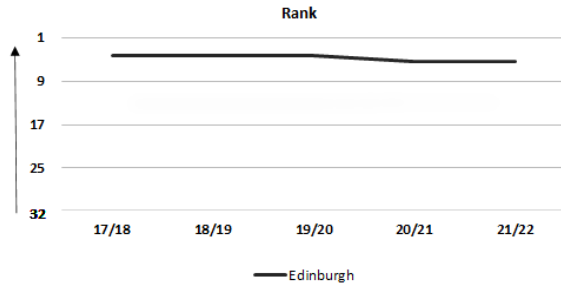
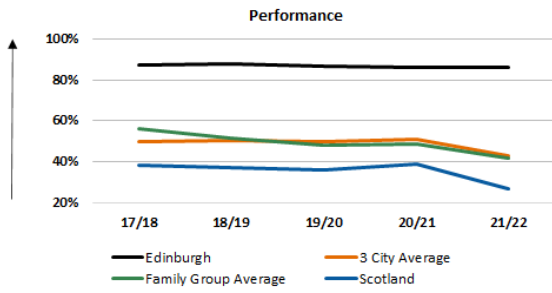
Proportion of properties receiving superfast broadband



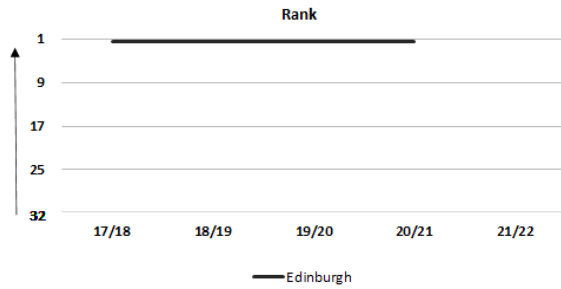
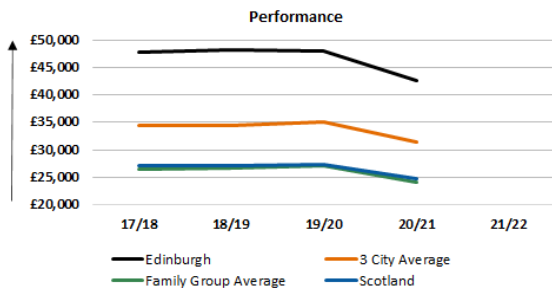
### Town Vacancy Rates



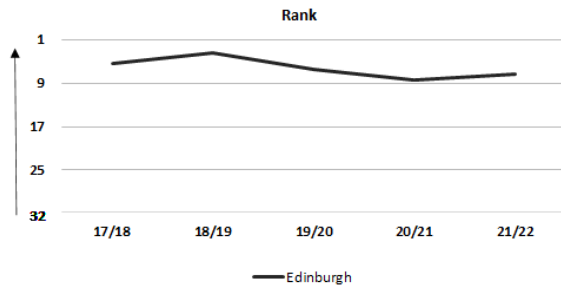
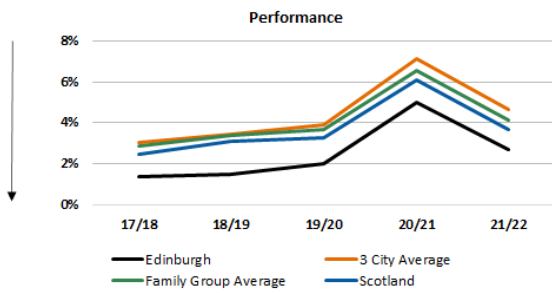
### Immediately available employment land as a % of total land allocated for employment purposes in the local development plan



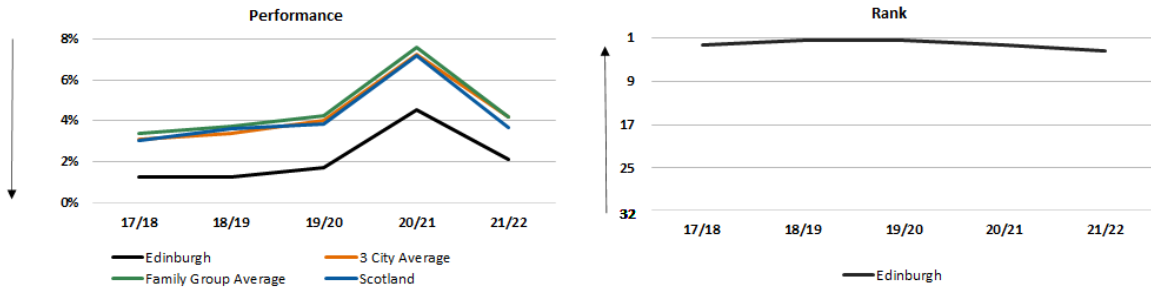
### Gross Value Added (GVA) per capita



### Claimant Count as % of Working Age Population

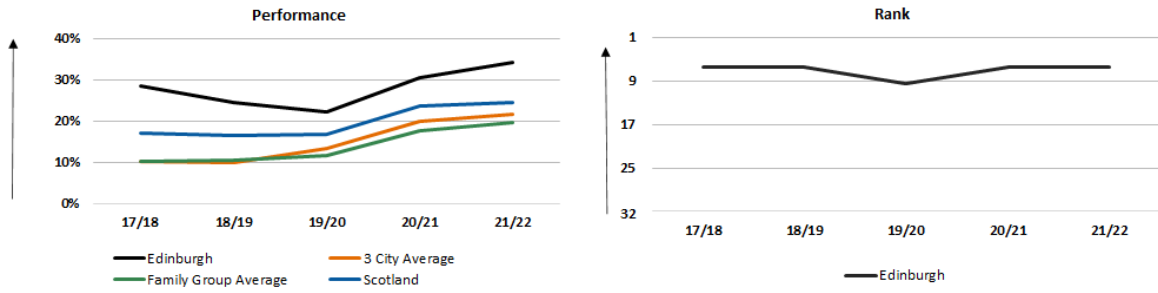


Claimant Count as % of 16-24 Population

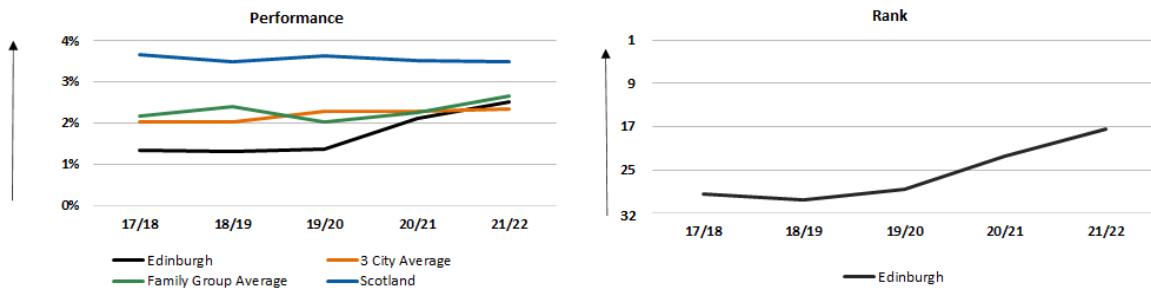


# Appendix J Financial Sustainability

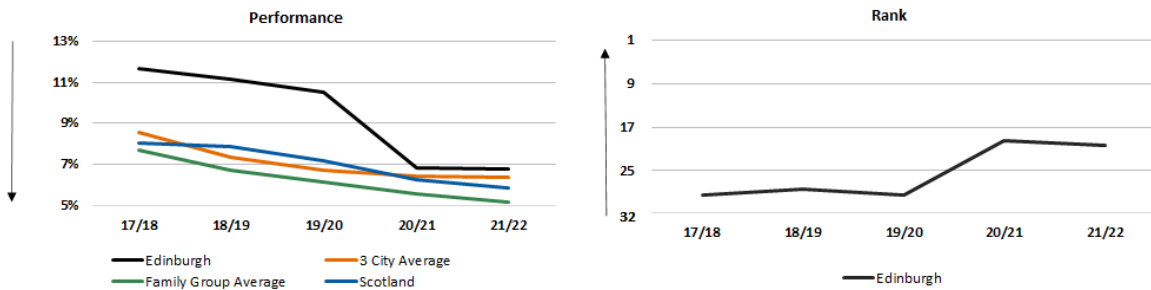
Total useable reserves as a % of council annual budgeted revenue



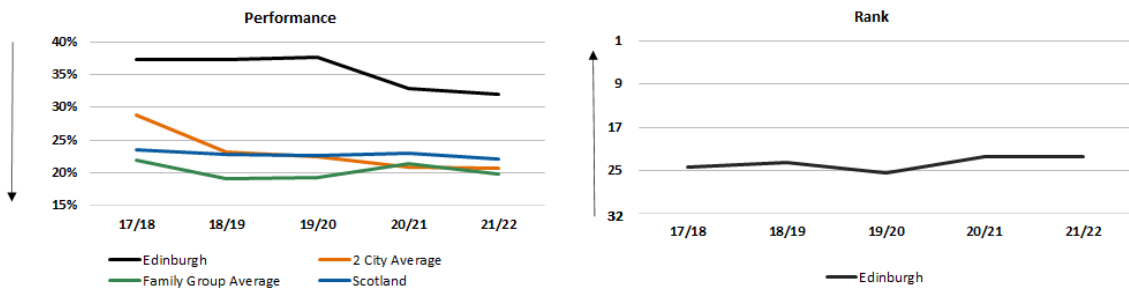
Uncommitted General Fund Balance as a % of council annual budgeted net revenue



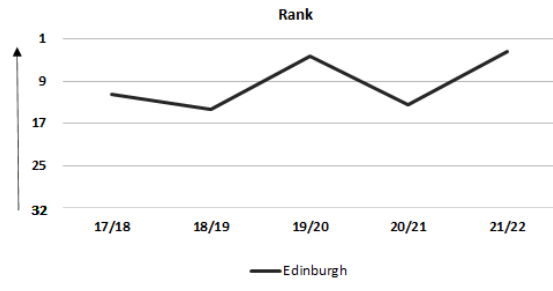
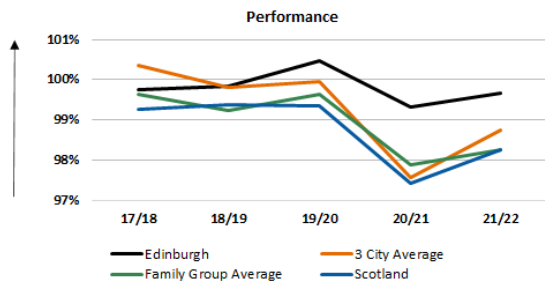
Ratio of Financing Costs to Net Revenue Stream - General Fund



Ratio of Financing Costs to Net Revenue Stream - Housing Revenue Account

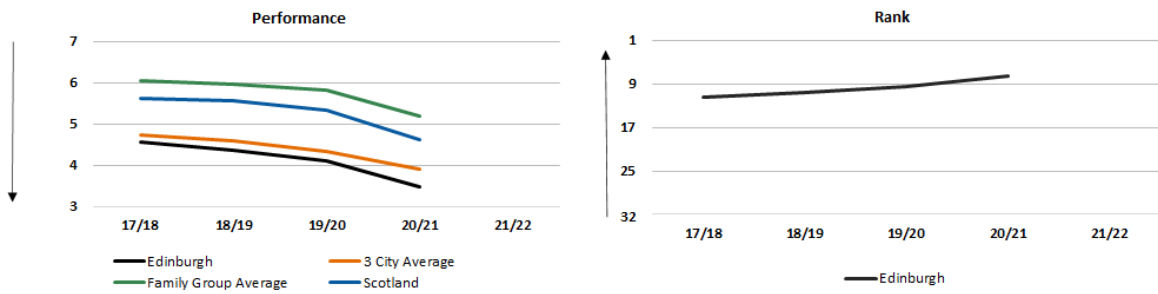


Actual outturn as a percentage of budgeted expenditure

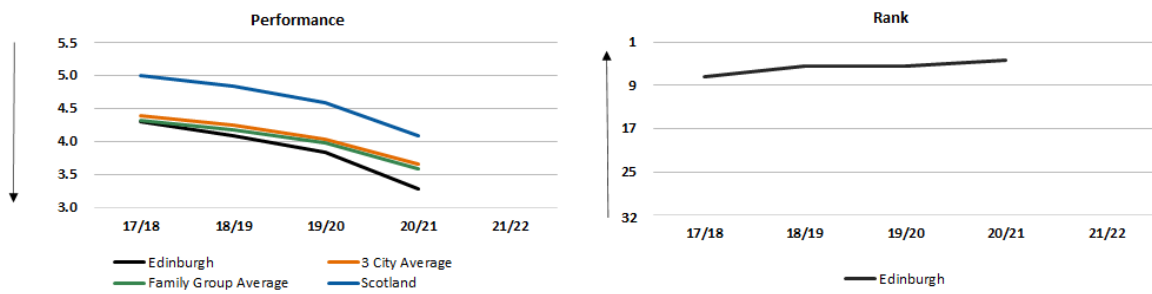


# Appendix K Climate Change

CO2 emissions area wide per capita (in tonnes)



CO2 emissions area wide: emissions within scope of LA per capita (in tonnes)



## Policy and Sustainability Committee

10.00am, Tuesday, 23 May 2023

### Impact of poverty on women and girls

Executive/routine  
Wards  
Council Commitments

#### 1. Recommendations

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- 1.1 It is recommended that the Policy and Sustainability Committee:
  - 1.1.1 Note the findings of the analysis of the impact of poverty on women in Edinburgh presented in this report,
  - 1.1.2 Note the analysis of Council led actions currently in place which are expected to prevent and mitigate these impacts, and
  - 1.1.3 Note that further analysis of these actions, and priority next steps, will be reported to Committee as part of the Council's annual End Poverty in Edinburgh progress report in October 2023.

**Dr Deborah Smart**

Executive Director of Corporate Services

E-mail: [Deborah.Smart@edinburgh.gov.uk](mailto:Deborah.Smart@edinburgh.gov.uk)

Contact: Chris Adams, Strategy Manager

E-mail: [chris.adams@edinburgh.gov.uk](mailto:chris.adams@edinburgh.gov.uk)

## Impact of poverty on women and girls

### 2. Executive Summary

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- 2.1 This report provides an analysis of available evidence on the impact of poverty on women and girls in Edinburgh. The analysis shows evidence of higher risk and deeper experience of poverty for women, with these risks strongly associated with inequities in the distribution of childcare responsibilities, and in women's experience in the workplace.
- 2.2 In response to these impacts, the report highlights a number of Council actions currently in place, including steps to raise awareness of gendered impacts of poverty, actions to increase incomes for women in poverty, and actions to improve access to affordable childcare.

### 3. Background

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- 3.1 On 17th November 2022 the Policy and Sustainability Committee considered and approved the second annual progress report against the Council's End Poverty in Edinburgh Delivery Plan.
- 3.2 As part of that discussion, committee noted that "women were at disproportionate risk of poverty and that within this group, the risk was heightened for disabled women, BAME women, refugee and migrant women, unpaid carers, LGBTQ+ women, younger women and other women facing multiple discriminations"
- 3.3 In doing so Committee requested a report within three cycles providing details on
  - 3.3.1 the impacts of poverty on women and girls in Edinburgh, containing intersectional analysis of the particular impacts on women and girls who shared other protected characteristics.
  - 3.3.2 the actions contained within the Council's End Poverty Delivery Plan which are expected to prevent and/or mitigate women's poverty, and
  - 3.3.3 how gender and other protected characteristics and priority groups – including but not limited to lone parents, larger families, families with disabled members, BAME households and unpaid carers – could be mainstreamed into council reports going forward.



## 4. Main report

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### Poverty among women and girls

- 4.1 Appendix 2 to this report provides an analysis on available data on the risk and levels of poverty among women and those who share other protected characteristics. This analysis is drawn from official Scottish Government datasets published in March 2023 and other sources and provides the most detailed picture available of the experience of poverty among individual population groups. Where possible this data has used to make inferences on any likely patterns within Edinburgh and augmented by local data gathered within the city.
- 4.2 In summary, the analysis provided in Appendix 2 shows that:
- 4.2.1 Women show a higher risk of poverty, and deeper experience of poverty, than men across Scotland
  - 4.2.2 Women's experience of poverty is closely linked to child poverty, given the disproportionately high share of caring responsibilities adopted by women in general
  - 4.2.3 Data on lone parents – circa 90% of which are women - show the impact of this pattern most clearly. 38% of lone parents in Scotland live in poverty, compared to an average of 21%
  - 4.2.4 Women are more likely to go without food as a result of lack of money. Some 11% of women led households in Scotland – equivalent to 20,000 households in Edinburgh – experienced low or very low food security in 2022. This is almost double the rate for male led households
  - 4.2.5 Women have been disproportionately affected by the cost of living crisis with impacts including an increasing risk of problem debt, difficulties accessing primary health care, and increased anxiety over pension adequacy
  - 4.2.6 Alongside childcare, these patterns are strongly driven by gender inequalities in the workplace. Women account for 60% of all low paid workers in Edinburgh and 78% of all part time workers.
  - 4.2.7 Across the UK 26% of working women are estimated to be in 'severely insecure' work, compared to 14% of working men.
- 4.3 In response to these challenges, actions included in the Council's End Poverty in Edinburgh Delivery Plan, and other plans, which are expected to prevent or mitigate the impact of poverty on women and girls include actions to:
- 4.3.1 Raise awareness of the gender impacts of poverty and ensure these impacts are considered and assess in policy development
  - 4.3.2 Help increase incomes for women in poverty, through support to increase incomes through work, and through debt and welfare advice, and
  - 4.3.3 Help reduce the costs and impacts of childcare responsibilities for women in poverty.

## **Raising awareness of the gender impacts of poverty**

- 4.4 Actions taken or underway to raise awareness of the gender impacts of poverty and ensure these are considered appropriately in policy development include:
- 4.4.1 Commitments to the delivery of gender budgeting training for elected members and senior officials
  - 4.4.2 The use of Integrated Impact Assessment (IIA) as the process for mainstreaming consideration of the impact of policy proposals on protected characteristic groups, and priority groups, including women and girls. More details on this process are provided in Appendix 1 to this report.
  - 4.4.3 In partnership with the Poverty Alliance, delivery of an engagement session on the impact of the cost of living crisis on women to council colleagues and partner organisations, and
  - 4.4.4 Work with End Poverty Edinburgh to amplify the voices of and embed the lived experiences of women in poverty in Edinburgh in policy development processes.

## **Increasing incomes for women in poverty**

- 4.5 Actions underway include:

- 4.5.1 Promotion of the real living wage in Edinburgh through the work of the Edinburgh Living Wage Action Group. Since its launch in November 2021 the group has helped encourage 167 businesses to commit to paying a real living wage in the city, providing guaranteed pay uplifts to over 1,500 workers – a disproportionately high share of which are likely to be women.
- 4.5.2 Supporting women into employment through mainstream and targeted employability programmes. These include the Parental Employability Fund programme – 84% of participants of which have been women so far. Further information on the Parental Employability Fund is available in [this May 2023](#) report to Council.
- 4.5.3 Funding and supporting the delivery of key programmes for women returning to work, including the Making Work Work programme which helps women re-enter the workplace or progress on from work where they are not working at the level, salary or hours at which they are capable.
- 4.5.4 Supporting women to maximise incomes through effective welfare, debt and family support. These include programmes such as the Maximise Early Years Programme, which embeds money and family support advice in Early Years centres; work funded through the Council's Shared Prosperity Fund programme to embed money advice in Edinburgh schools; as well as the mainstream work of the Council's advice shop which provides access to advice and support on money and debt issues. Latest data show that women account for 54% of welfare rights clients and 61% of debt advice clients supported by the Advice Shop.

## **Reducing the costs and impacts of childcare responsibilities**

- 4.6 Actions taken or underway to reduce the costs of and improve access to affordable childcare include:
- 4.6.1 Continued delivery of the Council's Early Years Expansion Plan, including commitments to ensure that all eligible two year olds are offered early years provision
  - 4.6.2 Providing funding for a subsidised childcare programme, providing affordable childcare options across four areas of the city with subsidised places for working parents
  - 4.6.3 Funding provision of creche places for parents engaged in training for employment
  - 4.6.4 Funding the development of an interactive map of childcare services for parents along with an investigation into a flexible childcare booking system – in response to findings from parents that an often confusing landscape when trying to find childcare provision was a factor adding to the stress of entering employment
  - 4.6.5 Providing further resources to develop a transition fund for flexible help for one off costs faced by parents making the move into employment or training – including initial childcare, clothing, travel and other costs.

## **5. Next Steps**

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- 5.1 This report provides an overview of current actions incorporated within the Council's End Poverty Plan which are expected and designed to help prevent or mitigate the impact of poverty among women in Edinburgh.
- 5.2 Further analysis on these actions, their impacts, and priority next steps will be provided in the annual End Poverty in Edinburgh progress report to be considered by committee in October 2023, within the context of actions in place for all households and priority groups.

## **6. Financial impact**

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- 6.1 All actions outlined in this report are being undertaken within existing agreed budgets.

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

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- 7.1 Amongst other sources this report draws on findings of an engagement and discussion event for local partners and stakeholders on the impact of poverty on women and girls. The event was hosted by the Council in January 2023, in partnership with the Poverty Alliance.

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

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- 8.1 A list of sources and external references used in this report is provided in Appendix 2.

## **9. Appendices**

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9.1 Appendix 1: Integrated Impact Assessment Processes

9.2 Appendix 2: Briefing note – The impact of poverty on women and girls in Edinburgh

# Appendix 1: Integrated Impact Assessment Processes

## 10. Appendix 1: Integrated Impact Assessment Processes

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- 10.1 The Council uses an Integrated Impact Assessment (IIA) as the process for mainstreaming consideration of the impact of proposals on protected characteristic groups, and priority groups.
- 10.2 Developed to meet the requirements of the Equality Act 2010, human and children's rights conventions, Fairer Scotland Duty 2018 and the Climate Change (Scotland) Act 2009, the IIA is an integral part of the Council's decision-making process, enabling it to identify and address any unintended consequences of its decisions. The scope of potential impacts includes equalities and diversity, human rights, people vulnerable to falling into poverty, the environment and the economy.
- 10.3 Sections of the IIA include the nine protected characteristics (Equalities Act, 2010) and people vulnerable to falling into poverty, which includes the six priority family groups.
- 10.4 The IIA process was considered in 2020 as part of an internal audit of the Council's Policy Management Framework. This process led to a number of actions being taken to raise awareness of the requirements among all policy developers, revising the policy template to improve clarity and improving links to guidance and sources of support.
- 10.5 The IIA guidance, training and supporting materials are reviewed and updated on an ongoing basis to take account of changes in legislation, guidance and emerging priorities e.g. the UNCRC (pending) and care experienced children and young people.
- 10.6 A comprehensive training course on the IIA process is provided to staff four times a year, and further support for staff through the Equality, Diversity and Rights Advisors Network, formed of nominated staff from each service area. An online module on the IIA process is under development.
- 10.7 A new template for Council committee reports has just been agreed, to ensure that Elected Members have sufficient information on the potential impact on equalities, poverty and sustainability to make informed decisions.

## **Appendix 2: Briefing Note – Impact of Poverty on Women and Girls in Edinburgh**

# **Briefing note:** The impact of poverty on women and girls

23 May 2023

# The impact of poverty on women and girls

## Introduction

- This briefing provides an analysis of available data on the experience and risk of poverty among women.
- The analysis builds on recently published Scottish Government analysis of poverty and income inequality data for Scotland, and is augmented where possible with other data sets to provide an Edinburgh context.
- In line with other council analysis of poverty, this briefing focuses on a data relating to '**relative poverty after housing costs**'.
- Under this definition, people are considered to be in poverty if their household income is less than 60% of the UK median level for their household type after housing costs are discounted.
- A full list of sources used in the development of this briefing is provided at the end of the document.

## Contents

- **Summary of key findings**
- Poverty trends in Scotland and Edinburgh for all households
- Poverty rates among single adult households by gender
- Poverty rates among single pensioner households by gender
- Child poverty, lone parents and other priority groups
- Women, deep poverty, and food security
- Women, poverty, work and low pay, and
- Women and the cost of living crisis



# Summary of key findings

- The data in this report show that women have a higher risk of poverty, and a deeper experience of poverty than men in Scotland.
- Women's poverty is closely linked to child poverty, given the greater role women play as primary caregivers for children

Women's poverty is also tied to inequalities in the workplace and in earnings from work

- Overall, the data show that women are
  - More likely to be poor – particularly when they are lone parents or young mothers
  - More likely to experience 'very deep' poverty and food insecurity because of a lack of money
  - More likely to be in low paid, part time or insecure work
  - More likely to reduce paid work to allow for caring responsibilities

- During the cost of living crisis, the analysis shows evidence of a disproportionate effect on women including
  - A deepening of food insecurity
  - Increasing debt problems
  - Difficulty accessing primary health care, and
  - Increased anxiety over pension adequacy

## Recommended policy responses

In response to these findings, bodies such as the Poverty Alliance, Close the Gap and others provide guidance on effective policy responses. These include recommendations for action to:

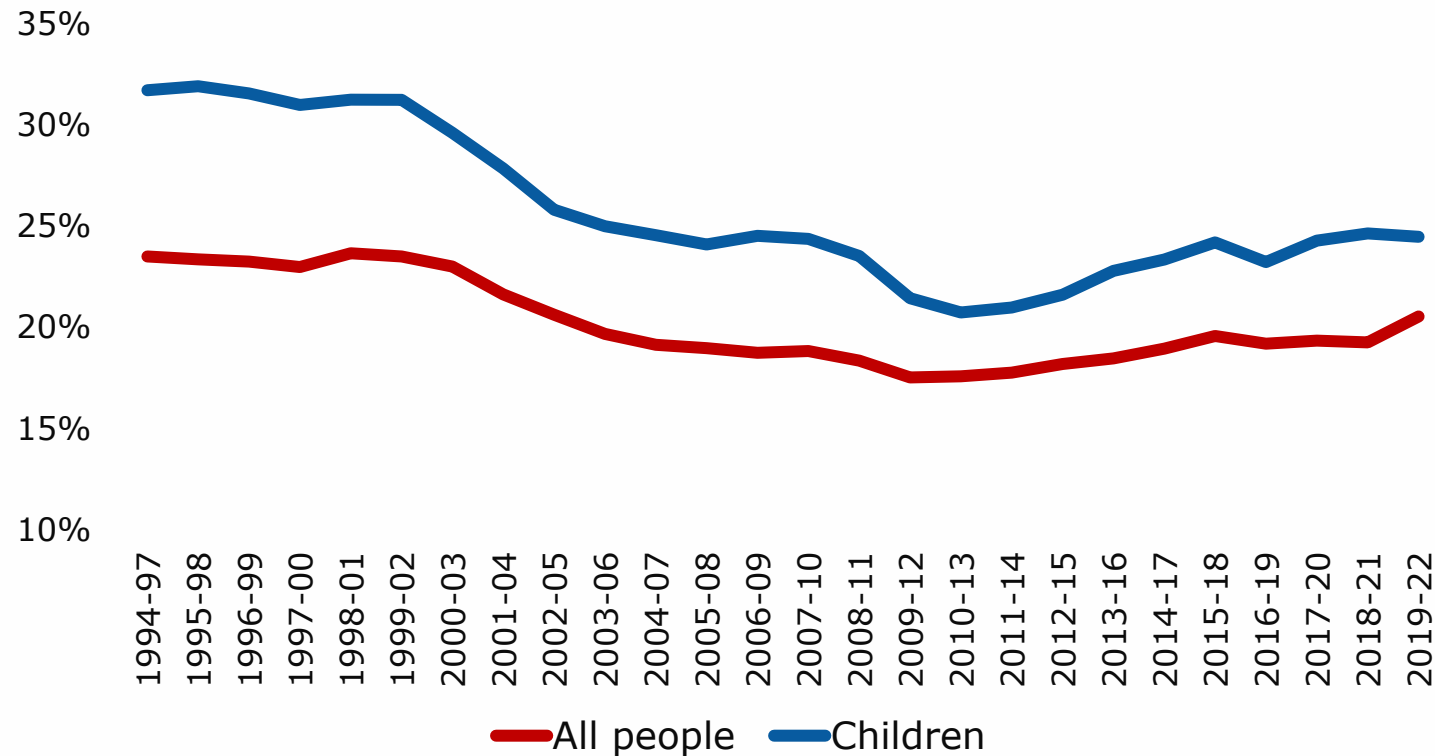
- Raise awareness of the gender impacts of poverty and ensure these impacts are considered and assessed in policy development
- Help increase incomes for women in poverty, through support to increase incomes through work, and through debt and welfare advice
- Help reduce the costs and impacts of childcare responsibilities for women in poverty

# Poverty rates in Scotland

## 1994 to 2022

### Relative poverty in Scotland (After Housing Costs)

Page 162

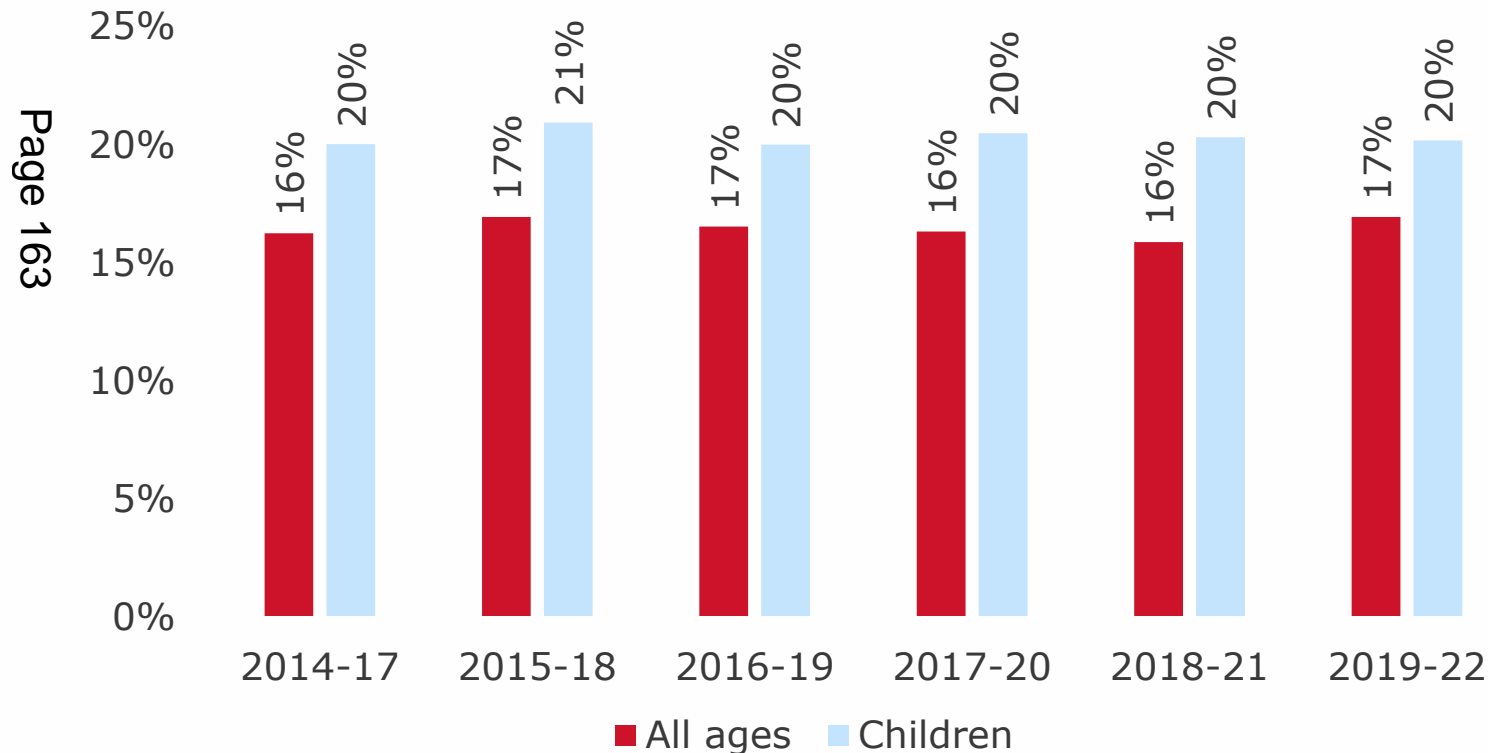


- It is estimated that 21% of Scotland's population (1,110,000 people each year) were living in relative poverty after housing costs in 2019-22.
- This is a slight increase on the previous year's data, driven by a rise in poverty among working age adults.
- Children are more likely to be in poverty across all measures compared to adults.
- It is estimated that 24% of children (250,000 children each year) were living in relative poverty after housing costs in 2019-22.
- The proportion of people in relative poverty after housing costs (children and adults) had been falling slightly between the late nineties and 2010-13, before rising slowly thereafter.

# Poverty rates in Edinburgh

## 1994 to 2022

### Poverty in Edinburgh After housing costs

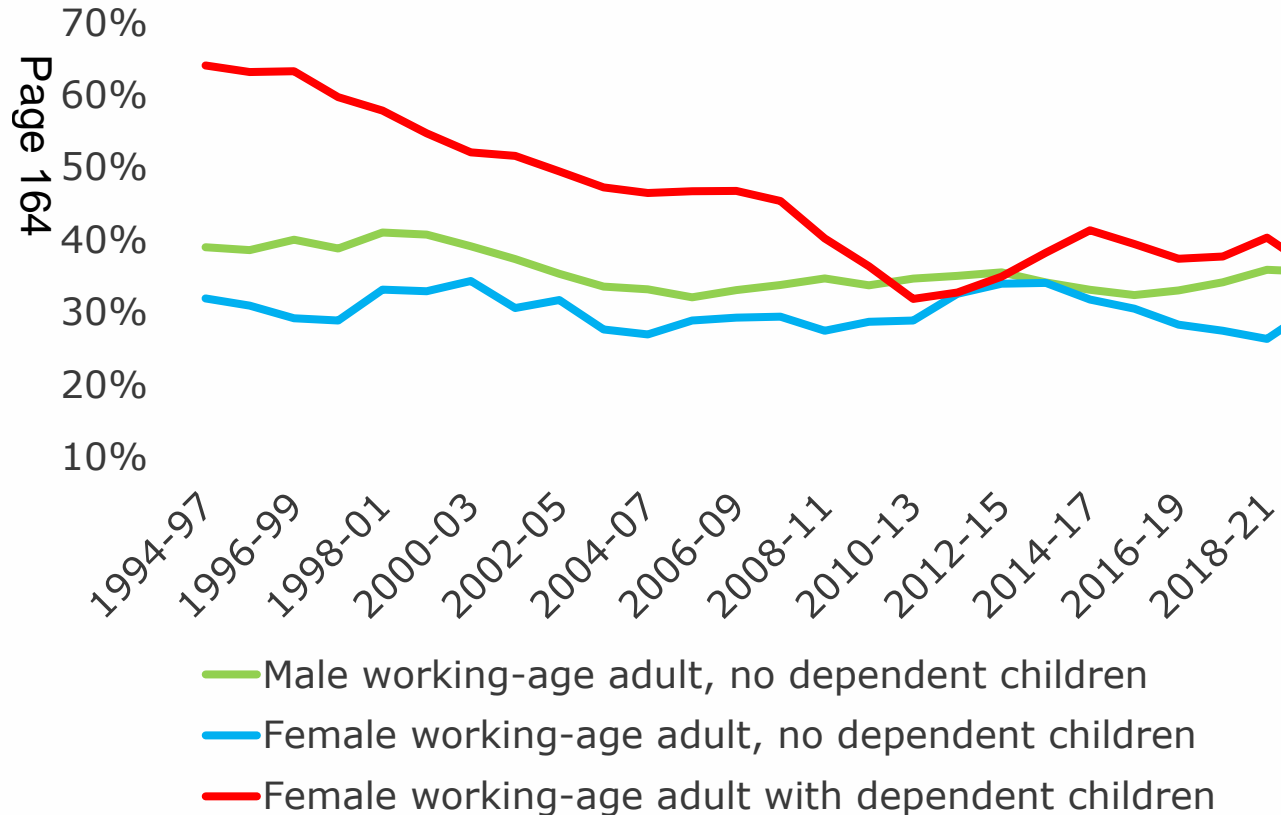


- No official data is published showing poverty rates at local authority level in Scotland. The data presented here are modelled estimates developed by City of Edinburgh Council derived from analysis of a range of published sources.
- Poverty rates in Edinburgh are lower than in Scotland as a whole, both for children and adults.
- An estimated 17% of all Edinburgh citizens live on incomes below the poverty threshold in 2019-22 – or 80,000 people
- 20% - 1 in 5 - of all Edinburgh children grow up in families who live below the poverty threshold.
- In line with national trends, these rates have remained relatively unchanged in recent years.

# Poverty and gender

## 1994 to 2022

### Poverty among single adult households, Scotland

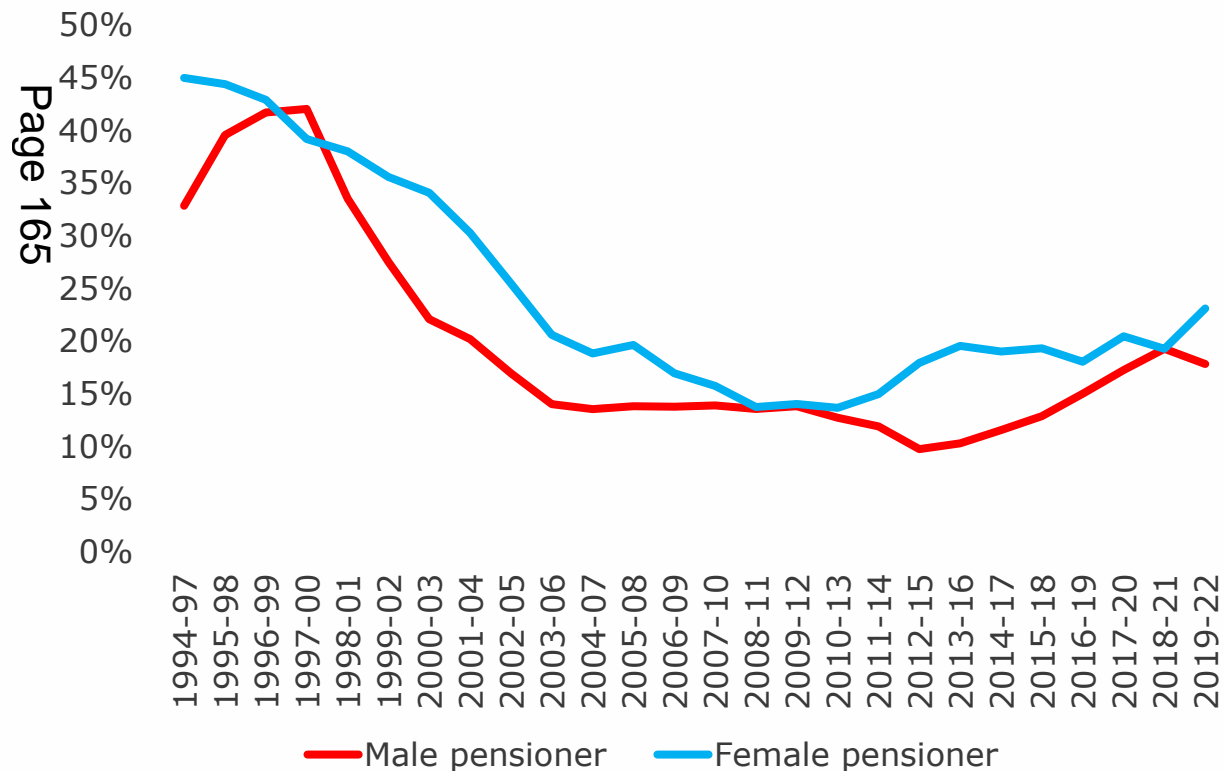


- Poverty is measured at household level such that anyone living in a given household is considered as being in poverty or not in poverty. This makes it difficult to measure the poverty rate by gender of an individual person if they share the households with others.
- Some differences in the experience of poverty by gender are apparent, however, when data is analysed for single adult households. These differences are particularly apparent when parenting responsibilities are considered.
- 30% of single women with no children were living in poverty in Scotland in 2019-22, lower than the comparable rate for men (36%).
- 36% of female lone parents live in poverty, however. Data for male lone parents is too low to be statistically reliable.
- Poverty rates for single childless households have remained relatively stable over recent decades. Poverty rates for female lone parents, by contrast fell significantly from the late 1990's to 2010-13, before increasing slightly in recent years.

# Poverty and gender

## 1994 to 2022

### Poverty among single pensioners by gender, Scotland



- Differences in experience of poverty by gender are also apparent among pensioner households.
- Across Scotland, 23% of Female single pensioners were living in relative poverty in 2019-22, compared to 18% of Male single pensioners.
- Though the gap varies over time and has closed in recent periods, in the majority of years over the last two decades the poverty rate after housing costs in Scotland has been higher for women pensioners than for male equivalents.
- Some evidence suggests that the difference between male and female pensioner poverty rates may in part be explained by differences in age profiles between the two groups.
- In Edinburgh, 31% of the female pension age population is aged over 80, compared to only 24% of the male equivalent population.
- In general, older households are considered more likely to be reliant on fixed incomes, and therefore more exposed to increased poverty risk as a result of rising living costs.

# Child poverty and priority groups

## Scotland, 2019-22

### % of children in poverty by priority group, Scotland, 2019-22

Priority Group	Relative poverty rate
All children	24%
5 or more children in the household	34%
Disabled household member(s)	28%
Youngest child in the household is under 1	34%*
Minority ethnic household	39%
Single parent in the household	38%
Mother under 25 in household	55%**

\*-NB: small sample sizes. Most recent data relates to 2018-21

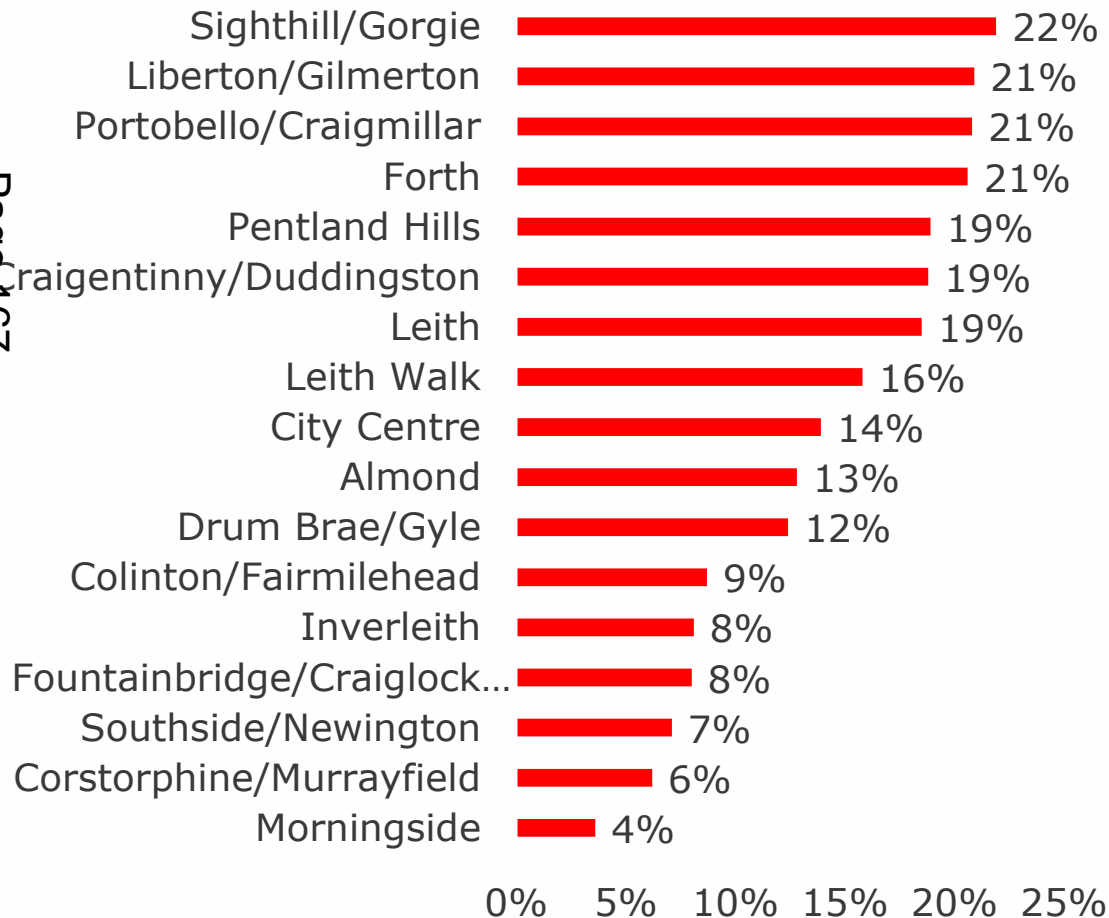
\*\* - NB: small sample size. Most recent data relates to 2015-18

- Women's experience of poverty in Scotland is inextricably linked with issues of child poverty. Women across the UK continue to take a disproportionately high share of caring responsibilities in the household, including caring for children, older people, sick or disabled household members.
- Recent surveys show that 40% of women in the UK say they take responsibility for the majority of caring duties and household chores, compared to only 9% of men. Within Edinburgh, women account for 69% of all adults who are economically inactive due to 'looking after the family/home'.
- Overall, 24% of children in Scotland live in poverty, with this rate particularly high among 7 priority groups which collectively account for 80% of all children in poverty in Scotland.
- As well as single parent households – of which c90% are women – very high rates of poverty are found in households with young mothers under the age of 25, minority ethnic households, households with disabled people, households with very young children, and larger households.
- Due to small sample sizes little data is available on the impact of intersectionality in these issues, but the data does imply even higher rates of poverty risk when these groups overlap – as in, for instance, young woman who are lone parents of disabled children.

# Child poverty by ward

## Edinburgh, 2022

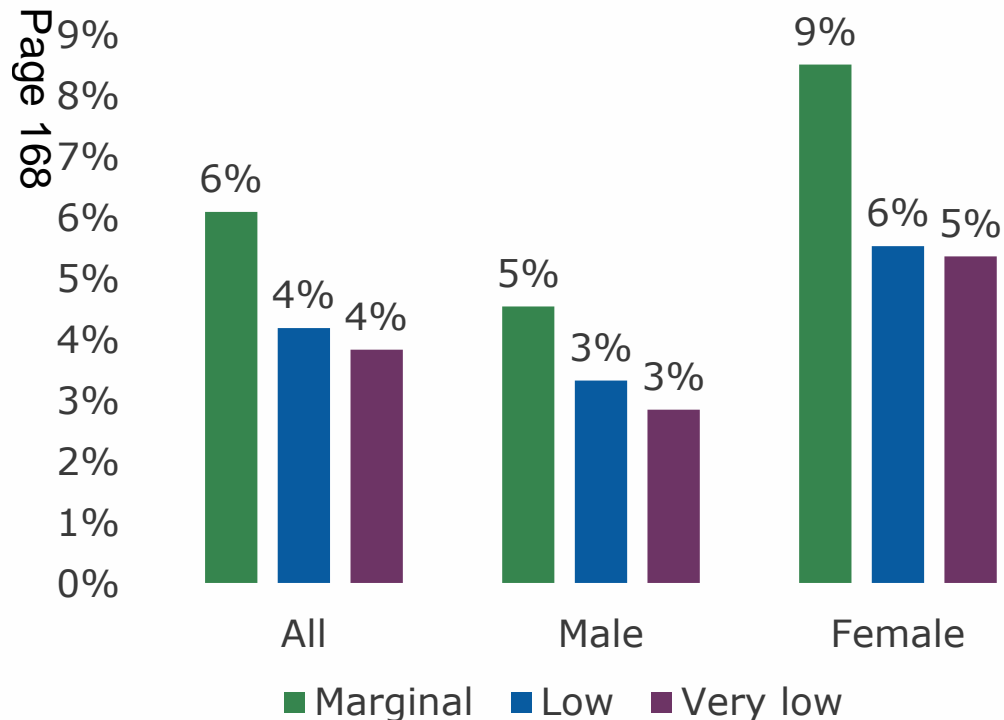
### Child Poverty Before Housing Costs



- Child poverty rates in Edinburgh vary considerably across different areas of the city.
- As noted above, no published data is currently available to provide Edinburgh level statistics consistent with the standard 'After Housing Costs' poverty definition used throughout this briefing. Recently published data does, however, provide some estimates of child poverty rates at small geographies using a 'before housing costs' definition. Given the importance of housing costs as a driver of poverty in Edinburgh these data are considered to significantly understate the scale of poverty in the city, but do give a useful analysis of the spatial distribution of low income households.
- Overall, this dataset shows that child poverty rates in the city range from over 20% in some areas to a low of 4% (before housing costs).
- Wards with high concentrations of poverty are found in all four localities of the city, while a number of neighbouring areas show evidence of both very high and very low poverty in close proximity.
- Even in the most affluent areas of the city a small but significant proportion of households are experiencing poverty. On this measure, 11% of all children in poverty in Edinburgh live in the 5 most affluent wards in the city.

# Women, deep poverty, and food security

## Food security by sex of household head, Scotland 2019-22



81-89% of households experience 'high' food security. These bars are excluded here for ease of presentation.

- While overall rates of poverty across Scotland have not changed significantly in the most recent years, there is substantial evidence that points to a long term deepening of the experience of poverty. Some evidence suggests a higher risk of deep or severe poverty for women and women led households.
- Recent analysis by the Joseph Rowntree Foundation points to a dramatic rise in the number of people across Scotland living in 'very deep poverty', or at incomes less than 40% of the UK median.
- Groups which have seen the largest increase in 'very deep poverty' include single person households (of which more than half are women, and 20% are lone parents), minority ethnic households, and disabled households.
- This experience of deep poverty is also mirrored in data on food insecurity across Scotland. Low food security in this measure relates to the frequency of which households worried about running out of food, having to reduce meal sizes or skip meals due to a lack of money.
- This data shows that 11% of women led households in Scotland experience Low or Very Low food security, almost double the rate for male led households.
- Transposed to Edinburgh, these data suggest an estimated 20,000 households in this city (or c.40,000 individuals) who experience low or very low food security, more than half of which are women led households.



# Women, poverty and work

<b>Edinburgh 2022</b>	
<b>Median hourly earning</b>	
Male, Full time	£ 19.34
Female, Full time	£16.42
<b>% of residents in work earning below the real Living Wage (£10.90)</b>	
Male	16%
Female	23%
All	19%
<b>Women as a % of all ...</b>	
Full time workers	45%
Part time workers	78%

- Women's inequality at work is a further key contributor to a deeper experience of poverty in Scotland. Female full time workers in Edinburgh earn on average 15% less per hour than their male equivalents.
- Women also account for a disproportionately high number of workers in low paid jobs. Latest data show that 23% of Edinburgh's women residents in work receive hourly pay rates below the real living wage of £10.90 per hour. By comparison, only 16% of Edinburgh working men earn hourly wages below this rate.
- This means that women account for almost 60% of the 45,000 Edinburgh residents who currently earn below the real living wage.
- Alongside other pressures, these patterns reflect the challenge of balancing work and caring responsibilities. Women are more likely than men to have caring responsibilities and therefore face the additional pressure of finding work that allows them to balance earning with caring. Some evidence shows that almost half of mothers on low to middle incomes take a lower-skilled part-time job on their return to work after having children
- These patterns see women more concentrated towards low paid, less secure and part time work and sectors than are men. In Edinburgh, women account for 45% of full time, but 78% of part time workers. Across the UK, 26% of working women are in 'severely insecure' work in the UK, compared to 14% of working men

# Women and the cost of living crisis

- The rising cost of living is having a significant impact on the scale and severity of poverty in Edinburgh and across Scotland. Data published in February 2023 by ABDRN Financial Fairness shows that
  - Over half (53%) of working age households in Scotland have found it harder to keep their home warm and comfortable since the start of January 2022, and
  - Nearly a quarter (24%) have at some point cut back on the number of meals they eat
- Research carried out in 2023 by the Poverty Alliance concluded that gender inequalities in work, wealth, debt, and the experience of poverty mean that women are disproportionately by the cost of living crisis.
- Their analysis showed evidence of the cost of living crisis resulting in
  - A further deepening the challenges of food insecurity for women
  - Women struggling to repay existing debts or accumulating more debt as a result of rising costs
  - Women with caring responsibilities struggling to afford essential items
  - Negative impacts on both mental and physical health due to increasing financial hardship and precarity
  - Women struggling to access primary health care due to increased demand alongside unaffordable transport costs to attend appointments, and
  - Increasing concerns over pension adequacy for women in or approaching retirement.

*"I spoke to my friend who told me she has been starving and only eats at night. I have started doing that though it didn't go well with me the first day, but I will get used to it."*

*"The choices I can make in my day to-day life are very few and the time I'm putting into decision making is mainly spent just trying to work out how I am going to pay for this and that... It's hard work being poor."*

*"Tried to get an answer from afterschool care about prices but they can't tell me anything right now as the situation is so changeable ... full time is only possible with paid childcare."*

Contributors to "Women's Experiences of the Cost-of-Living Crisis in Scotland", Poverty Alliance, November 2022

# Key sources

Key sources for data and findings presented in this briefing include:

- Poverty and Income Inequality in Scotland 2019-22, Scottish Government, March 2023
- Deepening poverty in Scotland – no one left behind?, Joseph Rowntree Foundation, April 2023
- Poverty in Scotland 2022, Joseph Rowntree Foundation, October 2022
- Women and girls and poverty – What we already know?, National Advisory Council on Women and Girls, January 2022
- Women, work and poverty in Scotland: What you need to know, Close the Gap briefing, September 2018
- Gender pay gap statistics, Close the Gap, March 2022
- The Financial Wellbeing of Scottish Households: Navigating the cost of living crisis, ABRDN Financial Fairness, February 2023
- “It’s hard work being poor” Women’s Experiences of the Cost-of-Living Crisis in Scotland, Poverty Alliance, November 2022
- The gendered impact of the cost-of-living crisis, UK Women’s Budget Group, March 2022
- Cost of living crisis, Engender Parliamentary Briefing, September 2022
- The Gender Gap: Insecure work in the UK, The Work Foundation, October 2022
- How are mothers and fathers balancing work and family under lockdown?, Institute of Fiscal Studies, May 2020
- Annual Survey of Hours and Earnings, National Statistics, 2022
- Annual Population Survey, National Statistics, 2023
- Children in low income families: local area statistics 2014 to 2022, Department for Work and Pensions, March 2023

Other resources:

- A just capital: actions to end poverty in Edinburgh, Edinburgh Poverty Commission, September 2020
- Ending Poverty in Edinburgh annual progress report, City of Edinburgh Council, November 2022

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# Policy and Sustainability Committee

10.00am, Tuesday 23 May 2023

## Response to Adopting Definition of Islamophobia Motion

Executive/routine  
Wards  
Council Commitments

### 1. Recommendations

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- 1.1 Note the action to address the motion to adopt the definition of Islamophobia.
- 1.2 Agree the establishment of a short life Task and Finish Group to deepen the Council's understanding of the impacts of Islamophobia.

**Dr Deborah Smart**

Executive Director of Corporate Services

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## Response to Adopting Definition of Islamophobia Motion

### 2. Executive Summary

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- 2.1 This report responds to the motion agreed at Council on 24 November 2022 to adopt the All-Party Parliamentary Group definition of Islamophobia and use it to embed and drive change both in the Council and across Edinburgh.

### 3. Background

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- 3.1 On 24 November, the Council agreed the following motion which:
- 3.1.1 Recognises that Edinburgh is home to a significant Muslim population for generations and that our Muslim citizens are an integral part of all aspects of city life.
  - 3.1.2 Unequivocally condemns prejudice and intolerance in all forms and recognises that Islamophobia is rooted in racism.
  - 3.1.3 Therefore welcomes, endorses, and adopts the working APPG (All Party Parliamentary Group) definition of Islamophobia, including examples of holding Muslims to double standards, asking Muslims to account for actions of others based on nothing more than being of the same religion and making dehumanising, demonizing, or stereotypical allegations about Muslims – painting Muslims as a threat.
  - 3.1.4 Agrees to continue to tackle hate crime and Islamophobia in partnership with communities, Police Scotland and other stakeholders.
  - 3.1.5 Further agrees as a first step to support Islamophobia Awareness Month in November 2022 to use Council communication channels to bring understanding and attention to the scourge of Islamophobia and encourage better reporting of incidents to the police.
  - 3.1.6 Also requests a report within three cycles to Policy and Sustainability Committee detailing how the APPG definition can be embedded across Council work and consider how Council can raise awareness of crime motivated by prejudice on the grounds of actual or perceived religion.

## 4. Main report

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- 4.1 The Equality Act 2010 (2010 Act) sets out the Public Sector Equality Duty to tackle discrimination, advance equality of opportunity and promote good relations both in the workforce and community. The 2010 Act prohibits discrimination in relation to protected characteristics, including discrimination on the grounds of religion or belief.
- 4.2 The UK All-Party Parliamentary Group (APPG) on British Muslims agreed the following:
- ‘Islamophobia is rooted in racism and is a type of racism that targets expressions of Muslimness or perceived Muslimness.’*
- 4.3 The adoption of the APPG definition does not replace existing legal duties under the Equality Act 2010 nor is it a legal requirement to adopt this definition or take any action under the definition. The existing duties under the 2010 Act and any subsequent case law continue to apply to the Council and take precedence over the definition.
- 4.4 The definition has been endorsed by all political parties in the Scottish Parliament and has been adopted by the Liberal Democrats, UK Labour, Plaid Cymru, SNP Westminster Group and the Muslim Council of Britain. It has not been adopted by either the UK or Scottish Governments. It should also be noted that there is no agreed definition of ‘Muslimness’ which leaves it open to interpretation and individual sentiment.
- 4.5 Notwithstanding the legal position set out above, the definition does provide a useful mechanism for supporting current and new activity through promoting a shared understanding of Islamophobia.
- 4.6 Across the Council, work is underway to tackle islamophobia. This is set out below.
- 4.7 The Council’s [Equality and Diversity Framework 2021 to 2025](#) sets out how the Council will fulfil its legal duties under the Equality Act 2010 and the Public Sector Equality Duty. Key aims of the Framework include:
- 4.7.1 To ensure that people at risk from harm through poverty and deprivation, hate crime or discrimination, violence against women, children and young people, or of becoming involved in crime, are protected and supported.
- 4.7.2 Children and young people have improved health and wellbeing because there is a reduction in bullying and prejudice-based incidents.
- 4.7.3 A more diverse and inclusive working environment is experienced by colleagues who share protected characteristics and colleagues are supported by an inclusive workplace culture and feel confident to challenge prejudice-based behaviours.

- 4.8 Details of these outcomes and progress towards their delivery is detailed in the [Equality and Diversity Framework 2021-2025: Equality Outcomes and Mainstreaming Interim Progress Report](#) to Policy and Sustainability on 21 March 2023.
- 4.9 Additionally themes in the Education Children and Families 'Equality, Diversity and Inclusion Plan' ([7.2 Promoting Equality.pdf \(edinburgh.gov.uk\)](#) ) include Preventing and Responding to Bullying and Prejudice, and developing an Inclusive Curriculum.
- 4.10 In 2020, we strengthened our procedure for Preventing and Responding to Bullying and Prejudice ([Bullying – The City of Edinburgh Council](#)) and have supported schools through training and advice to review and implement their local policies. Appendix 1 of the authority procedure highlights the importance of knowledge and understanding of the traditions, beliefs and practices of different faiths, with specific reference to how Islamophobia impacts on Muslim children and young people, families and communities, and those who are perceived to be Muslim.
- 4.11 In May 2022, we launched guidance for schools on developing an Inclusive, Diverse and Decolonised Curriculum. A thematic review of Equalities in October 2022 found sector-leading examples of curriculum work and we continue to support schools to review and develop their curriculum. The guidance includes a glossary of terms related to racial literacy and refers to the AAPG definition of Islamophobia, alongside the Runnymede Trust definition.
- 4.12 We promote Interfaith Awareness Week, National Hate Crime Awareness Week, International Muslim History Month and World Hijab Day with schools through Equalities Newsletters and updates. We will also promote Islamophobia Awareness Month. In addition, we have specific guidance for schools on the five daily prayers in Islam and Ramadan. Several schools hold Eid celebrations including, in 2023, Gracemount Learning Community [Gracemount High \(@GracemountHigh\) / Twitter](#) and Lorne Primary School [EqualitiesLorneSt \(@LSP\\_Equalities\) / Twitter](#).
- 4.13 Understanding the demographic profile of our workforce is a fundamental part of how we determine our Equality, Diversity and Inclusion activity. Since November 2020 we have undertaken campaigns to encourage self-reporting which has improved our data. From 8.9% of our employees declaring their religion in November 2020 this has moved to 36% in March 2023. Whilst it is helpful to see this improvement, more work is planned to improve this further so that we can inform our actions.
- 4.14 The Council also works within the legislative framework of the Antisocial Behaviour etc Scotland Act 2004 and as a landlord has a duty of care to our tenants. This is reflected in our Antisocial Behaviour Policy with support being provided to those who are victims of hate crime and more formative action being taken against those who are responsible for such crimes in partnership with our colleagues in Police Scotland.



- 4.15 Working in collaboration with Police Scotland, and key strategic partners such as the Scottish Fire and Rescue Service, Youth Justice and the NHS Lothian Mental Health Services, supports the Council to achieve common objectives and see tangible benefits to the safety and wellbeing of all our citizens across the City. Especially important within this is that this partnership working reflects our values of addressing inequality, operating sustainably, and attaining wellbeing for our city's residents. Hate Crime continues to be a focus, and this is reflected in the work across the local multi-agency Community Improvement Partnerships (CIPS) who meet regularly on a monthly basis to discuss any trends in reported crime and antisocial behaviour and take appropriate and proportionate action against those responsible.
- 4.16 Internally, we have a system to report and record prejudice-based incidents, including incidents of islamophobia or incidents where religion or perceived religion is the motivation for unacceptable behaviour. During the launch period (Autumn 2020) we ran a series of articles outlining what constitutes a prejudice-based incident and reinforcing our position as an employer that we take these allegations very seriously. We also displayed promotional materials in workplaces across the Council encouraging all colleagues to play their part in identifying and challenging prejudice and discriminatory behaviour. A [web page](#) (both internal and external facing) provides colleagues with more information and sources of support. The reporting system is regularly referred to when we run Newsbeat articles focusing on D&I related matters.
- 4.17 In addition to the promotion in education settings outlined above, there is a commitment to support Islamophobia Awareness Month in November each year. Activity will include internal promotion through intranet (Orb) and managers' email updates as well as sharing relevant information externally through our social media and other channels. This is in addition to the regular activity throughout the year [which promotes diversity and inclusion](#). This includes promoting action days/weeks such as Race Equality Week, Elimination of Racial Discrimination Day, Ramadan and Black History Month. Activity also includes regular features on activities of our diversity and inclusion colleague networks.

## 5. Next Steps

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- 5.1 There is still more we can do to understand the challenge of islamophobia. Towards this, proposed next steps include:
- 5.1.1 Continued implementation of the Equality and Diversity Framework 2021 – 2025.
  - 5.1.2 Establishment of a cross party short life Task and Finish Group to help deepen the Council's understanding of Islamophobia and the actions needed to support this.
  - 5.1.3 It is proposed that this group will report findings to the Policy and Sustainability Committee in advance of Islamophobia Awareness Month in November 2023.

## **6. Financial impact**

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- 6.1 The activities outlined in the report are met from the Council's existing budgets.

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

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- 7.1 The proposals assist the Council to deliver its equality and rights outcomes and the delivery of the Equality Act 2010 public sector equality duties to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations.

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

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- 8.1 None.

## **9. Appendices**

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- 9.1 None.

## Policy and Sustainability Committee

10.00am, Tuesday, 23 May 2023

### Response to motion by Councillor Nicolson – Keep Safe Spaces

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

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- 1.1 Policy and Sustainability Committee is asked to note this update on Keep Safe Spaces and the recommended actions which will be progressed by the Edinburgh Health and Social Care Partnership and partners.

**Paul Lawrence**

Executive Director of Place

Contact: Susan Robertson, Strategic Planning and Commissioning Officer for Physical Disabilities

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## Response to motion by Councillor Nicolson – Keep Safe Spaces

### 2. Executive Summary

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- 2.1 This report responds to the motion agreed by the Council in August 2022 on Keep Safe Spaces and summarises the activities currently in place and proposals for promoting and raising awareness of the scheme.

### 3. Background

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- 3.1 On [25 August 2022](#), the Council approved the following adjusted motion by Councillor Nicolson entitled Keep Safe Spaces:
- 3.1.1 To note:
- 3.1.1.1 Recent studies show that the Covid pandemic had increased many people's social anxiety resulting in people being at risk of becoming isolated;
  - 3.1.1.2 Keep Safe was a partnership between I am Me Scotland and Police Scotland and was an award winning initiative operating across Scotland;
  - 3.1.1.3 Keep Safe was a network of safe spaces for vulnerable or disabled people to use and to seek assistance if necessary while going about their daily lives;
  - 3.1.1.4 Keep safe spaces were checked by Police Scotland and must always have two members of staff available;
  - 3.1.1.5 Keep Safe provided free training for all staff around their availability;
  - 3.1.1.6 Keep Safe aimed to promote social inclusion and decrease disability hate crime making communities safer and more inclusive for everyone; and
  - 3.1.1.7 That current provision was skewed heavily towards the City Centre and Leith Walk areas, and that presently the only way to view the location of all Keep Safe spaces was on a smart phone app.

### 3.1.2 To agree:

- 3.1.2.1 To commission a report to return to Policy and Sustainability Committee in October 2022 on how best to deliver a significant expansion of Keep Safe spaces, focusing in particular on areas that were currently underserved. The report should also recommend additional ways to promote and raise awareness of the scheme; and
- 3.1.2.2 In line with 20-minute neighbourhoods and the Three Conversations approach, staff will continue to support individuals to access their local communities and retain their independence for as long as possible. CEC, through our H&SCP networks and partners in the Third and Private Sectors, will cascade information about this scheme to encourage vulnerable people to carry a Keep Safe card which holds information that provides useful information about an individual's health, how they communicate and who to contact for help and to download the Keep Safe app which alerts people to where Keep Safe spaces are located.

## 4. Main report

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### **Keep Safe Spaces Scotland**

- 4.1 The main aim of Keep Safe Places Scotland is to change attitudes and behaviours so that disabled and vulnerable people can feel safe within their communities.
- 4.2 The Keep Safe Scotland initiative was established by 'I Am Me Charity' and implemented in Renfrewshire in 2016 and has over 800 Keep Safe Places across Scotland, with approximately 42 Keep Safe Places now in Edinburgh.

### **Keep Safe Spaces in Edinburgh**

- 4.3 Police Scotland have a dedicated team to work with I Am Me and Edinburgh Health and Social Care Partnership to focus on three outcomes:
  - 4.3.1 Raise awareness about Disability Hate Crime Prevention;
  - 4.3.2 Increase the amount of Keep Safe Places across Edinburgh; and
  - 4.3.3 Distribute Keep Safe cards to as many vulnerable citizens as possible.
- 4.4 This collaborative approach is essential in order to establish a robust, sustainable structure and to maintain momentum to achieve the overarching outcomes.

### **Expanding Keep Safe Spaces**

- 4.5 In order to expand Keep Safe Spaces in Edinburgh, there are six key actions to be progressed:
  - 4.5.1 Raising awareness via promotion and marketing of Keep Safe Spaces – to ensure that the initiative is recognised and acknowledged by service users,

more generally by residents and by local support services. This will help to ensure that it becomes a safer and more cohesive community concept;

- 4.5.2 Reviewing the list of current Keep Safe Spaces and identifying potential new venues – since the Coronavirus pandemic lockdowns some Keep Safe Spaces are no longer in operation. It is proposed to review the current list of venues and to identify potential new venues through site suitability checks. It is also proposed to engage with all venues to offer training. It is anticipated that this will also realise opportunities to collaborate with local amenities and explore opportunities for expansion of the service;
  - 4.5.3 Reviewing the content on the Keep Safe Spaces app – to ensure that the information is current and accurate, and updating this where necessary. The app will also be updated with any new venues identified. In doing so, it is intended to also add data on community resources to enable people access these services to increase their independence;
  - 4.5.4 Establishing and implementing a programme of training – as well as raising awareness of the initiative and improving opportunities for collaboration, it is proposed that this programme of training will support a more strategic and systematic structure for Keep Safe Spaces in Edinburgh;
  - 4.5.5 Establishing an Ambassador Programme – to share and promote Keep Safe Spaces as an educational tool for young people, embedding the principles and values needed to improve attitude and culture in the future; and
  - 4.5.6 Working with key support providers to update the current Disability Awareness leaflet – to ensure that the information and support service information is up to date.
- 4.6 The Keep Safe Spaces initiative is primarily supported by the Council through the Edinburgh Health and Social Care Partnership

## **5. Next Steps**

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- 5.1 The actions to be progressed are set out in paragraph 4.5 of the main report.

## **6. Financial impact**

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- 6.1 The main costs associated with this programme are time and capacity within Police Scotland and the Edinburgh Health and Social Care Partnership, alongside volunteers, Ambassadors and partners.
- 6.2 The cost of the training is met by Police Scotland.
- 6.3 The cost of promotional materials (which are supplied by I Am Me) is estimated to be £2,500.

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

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- 7.1 Maintaining and enhancing Keep Safe Places in Edinburgh will encourage people to access their local community, as well as travel more independently across the city reassured that there are various Keep Safe Places across the city. In addition, they can potentially use the Keep Safe App to help them navigate their route and incorporate Keep Safe Places within their travel plans.
- 7.2 Police Scotland provide a wide range of training to equip staff and volunteers of Keep Safe Places. Venue suitability and staff are authorised by Police Scotland and receive training in Hate Crime Prevention and Discrimination, along with Disability Awareness training. Venues and staff also have the option of 3<sup>rd</sup> Party Reporting training. Induction and refresher training is provided.
- 7.3 I Am Me charity have approximately seven years' experience of implementing this initiative in other Local Authorities and have built intelligence and subsequent resources (including further training) to support staff and volunteers of Keep Safe Places.
- 7.4 Authorised Keep Safe Places have an established connection with both Police Scotland, and I Am Me charity for further guidance and support with any concerns, issues or incidents they need assistance with.
- 7.5 Discussions with Volunteer Edinburgh are also planned to establish a core team to support the initiative.
- 7.6 An Integrated Impact Assessment (IIA) is not required though consideration regarding accessibility and equality will be a priority.

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

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- 8.1 [I Am Me Scotland](#).
- 8.2 [I Am Me Strategic Plan 2020 - 2023](#).
- 8.3 Police Scotland – [Keep Safe Scheme](#).

## **9. Appendices**

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- 9.1 Appendix 1 – Progress so far; and
- 9.2 Appendix 2 – List of Current Keep Safe Spaces

## **Appendix 1 – Keep Safe Spaces – Progress so far**

### **Promotion and Community engagement programme**

Direct engagement with citizens and support providers has taken place at a variety of venues across Edinburgh to promote the initiative, to provide information leaflets and to speak to premise managers and staff.

In addition, site visits (to check eligibility of venues and staff) have taken place and presentations and information roadshows been delivered online and face to face (through MS Teams meetings, forum meetings, public places and at community events).

In 2023 there has been on-going training with community bases, including Broomhouse Space (where three sessions for staff and volunteers were carried out) and roadshow stands and events have taken place to raise awareness of the initiative.

In 2021 and 2022 a number of events took place including:

- 9 June 2021- EVOC Disability Forum
- 27 July 2021 - Gorgie & Dalry Community Forum
- 4 August 2021- PHPs staff via MS Teams
- 19 August 2021 – within Princes Street Gardens
- 14 Sept 2021 – Slateford Green Community Gathering
- 13 October 2021 – ROAM (Sexual health clinic) meeting
- 25 November 2021 – Open day at the Scottish Parliament with I Am me.
- 14 December 2021 - on George Street.
- 8 February 2022 – Teens Plus at Liberton Brae.
- 12 February 2022 – in the Meadows.
- 22 February 2022 – Ambassador training to the PS Youth Volunteers
- 4 March 2022– Go Beyond Community Networking event, WHALE centre
- 10 March 2022 – leaflet distribution Balerno, Currie and Westerhailes
- 17 March 2022 - Slateford Green Community Gathering
- 23 March 2022- Cameron toll Shopping Centre
- 13 April 2022- Corstorphine Peer Support Group
- 18 April 2022 – LRT transport hub, Waverley station
- 19 April 2022 - Edinburgh College, Calder Road
- 21 April 2022 - Slateford Green Community Gathering
- 22 April 2022 – in the Meadows Festival
- 7 May 2022 – North West Community Fair with I Am me
- 11 May 2022 – Head Injury Information Day at the Sheraton with I Am Me.
- 12 August 2022 – Broomhouse Street Party
- 29 September 2022- PHPs for NW & SE localities via MS Teams
- 10 November 2022- Slateford Green Community Gathering

**Face to face training has also been delivered to staff and volunteers at the following venues and are now authorised Keep Safe Places:**

- Waitrose – Morningside Road
- Museum on the Mound (Lloyds Banking Group)



- St Marys Cathedral – Palmerston Place
- Morningside Parish Church – Cluny Gardens
- Corstorphine Community Centre
- RBS – St Andrews Square and West End branches
- Compass: Therapy Support community - Leith
- Lothian Buses Travel Hubs – Shandwick Place and Waverley Bridge teams



Training for some venues and 25 libraries across Edinburgh has been delayed but is being prioritised to progress as soon as possible.

### **Partnership approach:**

People who currently use, and or would use Keep Safe Places have attended training sessions to advocate and champion the model.

Disability support workers and staff from provider organisations have also contributed towards training sessions to offer insight into how best to support and assist a vulnerable person who has a specific condition; MS, HD, Aphasia etc.

**Appendix 2: Current Keep Safe Places in Edinburgh [to be updated prior to Committee with any additional venues]**

Organisation Name
AdvoCard
Broomhouse Space
Caley Picture House venue
Compass; Therapy Support Community
Co-op - Dalry Road
Corstorphine Community Centre
Crew
Edinburgh International Conference Centre
Fort Kinnaird
Gyle Shopping Centre
Al JD Wetherspoon venues
Life Care Edinburgh Ltd
Lothian Buses Hubs
Museum on the Mound (Lloyds Banking Group)
Morningside Parish Church
Norton Park (Albion Trust)
Pilmeny Development Project
Pilton Youth & Children's Project
Playfair
Police Scotland - Corstorphine Police Station
Police Scotland - Craigmillar Police Station
Police Scotland - Drylaw Mains Police Station
Police Scotland - Fettes Police Station
Police Scotland - Gayfield Square Police Station

Police Scotland - Howdenhall Police Station
Police Scotland - Leith Police Station
Police Scotland - St Leonards Police Station
Police Scotland - West End Police Station
Police Scotland - Wester Hailes Police Station
Royal Bank of Scotland, St Andrews Square branch
Royal Bank of Scotland, West End branch
Scottish Parliament Building
Social Bite
St Mary's Cathedral
The Alexander Graham Bell
The Dome
The Foot of The Walk
The Mash Tun
The White Lady Hotel, Corstorphine
The Yard
Volunteer Edinburgh
Waitrose, Morningside

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# Policy and Sustainability Committee

10.00am, Tuesday, 23 May 2023

## Response to motion by Councillor Staniforth – Night Time Coordinator

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

- 1.1 Policy and Sustainability Committee is asked to:
  - 1.1.1 Note that officers are researching the role of the Night-Time Advisers in the City of London, Greater Manchester and Bristol Council’s to better understand the benefits, opportunities and current successes of these roles and impact on the Night-time economy;
  - 1.1.2 Agree to consult with the Night-Time Economy workforce and to carry out further analysis of the activities carried out by Night-Time Advisers in other cities; and
  - 1.1.3 Note that a detailed proposal for the role and remit of a Night-Time Coordinator for Edinburgh will be developed following conclusion of the research and consultation and will be reported to Committee on 12 March 2024.

**Paul Lawrence**

Executive Director of Place

Contact: Simon Porteous, Family and Household Support Service Manager – Community Safety

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## Response to motion by Councillor Staniforth - Night Time Coordinator

### 2. Executive Summary

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- 2.1 This report responds to the motion by Councillor Staniforth, which was approved by the Council on [24 November 2022](#) on the potential to introduce a Night Time Coordinator for the city and provides an update on the information gathered so far and on the next steps.

### 3. Background

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- 3.1 On 24 November 2022, the Council approved the following adjusted motion by Councillor Staniforth:
- 3.1.1 To note that last term council agreed for the Edinburgh Community Safety Partnership to investigate the appointment and funding of a night time coordinator, working with local night time businesses;
  - 3.1.2 To note that the above never happened owing to COVID changing the priorities of the Community Safety partnership;
  - 3.1.3 To note that a night time coordinator should be about more than just safety and would also facilitate the night-time economy so as to better serve its businesses, employees and customers;
  - 3.1.4 To agree that officers should consult with local night time businesses, services, service users, workers and the voluntary support sector including (but not exclusive too), Street Assist to discuss the idea of a night time coordinator, its remit and funding;
  - 3.1.5 To agree that the role should also support the aims of the Get Me Home Safely campaign as well as how licensing and transport could be best utilised to improve the safety and resilience of the night time economy; and
  - 3.1.6 To agree that a report on a potential night time coordinator, describing potential remit and funding for such a post, come to Policy and Sustainability Committee within three cycles

## 4. Main report

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### **Night-time Economy Advisers**

- 4.1 To date, night-time economy advisers have been appointed in the City of London (in 2017), Greater Manchester (in June 2018) and in Bristol (in April 2021). The West Midlands Regional Authority has also recently advertised (February 2023) for a Night Time Adviser. There has been no appointed night-time economy specific advisers in any Scottish Local Authority.
- 4.2 The [Night-Time Industries Association](#) (NTIA) which is the leading association for businesses operating within the night-time economy launched a campaign last year to establish night-time economy advisers in every major city in the UK.
- 4.3 The NTIA CEO has stated that the current night-time economy advisers are “substantiating the importance of the industry, not only for the physical, mental and social well-being of the consumers through regeneration and recovery, but also through keeping the industry on the agenda”.
- 4.4 The Night-Time Economy (NTE) covers a wide range of activity in town and city centres across the UK, taking place between the hours of 18:00 – 06:00. The sectors which facilitate the NTE include retail, culture and leisure, transport and accommodation, as well as activities that support these sectors (such as security and supply chains).
- 4.5 In addition, there are a number of sectors operating on a 24-hour basis such as health and social care, logistics and manufacturing and therefore form part of the wider NTE.

### **Edinburgh’s Night-Time Economy**

- 4.6 The Council recognises the critical importance of the NTE to the prosperity of the city and also the impact of the Coronavirus pandemic on the city’s NTE, which has seen a reduction the number of people in Edinburgh working in the NTE from 131,872 people in 2019 compared to 129,098 people in 2022.

### **Role of a Night-Time Co-ordinator**

- 4.7 In addition to supporting the Get Me Home Safely campaign, if introduced, it is anticipated that a Night-Time Coordinator would work closely with colleagues within the Council and with external partners (such as VisitScotland, Essential Edinburgh and other key partners) to deliver positive outcomes for the night-time industry.
- 4.8 A Co-ordinator could also be responsible for:
  - 4.8.1 Developing and delivering a night-time economy strategy, which aligns/compliments the tourism and economy strategies for the city;
  - 4.8.2 Acting as a strategic advisor to the Edinburgh Community Safety and Justice Partnership and other stakeholders on the strategy required to create a prosperous and safe night-time economy, that supports the city’s growth ambitions and works collaboratively to develop innovative solutions to overcome barriers to delivery; and

4.8.3 Engaging with stakeholders to understand the issues and opportunities in this sector and how they can be tackled to support sustainable growth, and seeking support from colleagues to implement change (in areas such as licensing and transportation).

### **Potential to create a Night-Time Economy Forum**

4.9 In addition to the potential to create a Night-Time Co-ordination role, the Council could also consider creating a forum for those working in the NTE to share experiences and ideas for improvement within the sector.

## **5. Next Steps**

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- 5.1 In order to further progress the actions agreed by the Council in November 2022, it is proposed to:
- 5.1.1 Carry out a survey of NTE workforces and stakeholders. This will include, but may not be limited to, local night time businesses, services, service users, workers and the voluntary support sector including Street Assist, as requested in the original motion; and
  - 5.1.2 Further investigate the role of the Night-time Advisers in other cities to better understand the benefits, opportunities and current successes of these roles and impact on the Night-time economy.
- 5.2 The outcome of this will be reported back to Committee on 12 March 2024, together with a detailed outline of the proposed role and responsibilities for a Co-ordinator and with details of how this post (and any associated activity) could be funded.

## **6. Financial impact**

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6.1 There are no financial impacts arising from this report. However, in bringing forward a strategy for how the NTE could be supported in Edinburgh, any financial implications will be set out at that time.

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

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- 7.1 As noted in the next steps, it is proposed to carry out a survey with NTE workers, businesses, voluntary sector organisations and other stakeholders.
- 7.2 An integrated impact assessment will be completed in advance of the final report to Committee on 12 March 2024

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

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- 8.1 [Overview of the Night-Time Economy Workforce](#)
- 8.2 [Edinburgh Economy Strategy](#)
- 8.3 [Tourism Strategy 2030](#)



**9. Appendices**

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9.1 None.

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## Policy and Sustainability Committee

10.00am, Tuesday, 23 May 2023

### The UK's Real Estate, Infrastructure and Investment Forum (UKREiiF) - Attendance

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

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- 1.1 It is recommended that Policy and Sustainability Committee notes that the Council Leader attended UKREiiF (the UK's Real Estate, Infrastructure and Investment Forum) on 16 and 17 May 2023, having consulted other political group leaders in advance.

**Paul Lawrence**

Executive Director of Place

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## The UK's Real Estate, Infrastructure and Investment Forum (UKREiiF) - Attendance

### 2. Executive Summary

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- 2.1 Committee is asked to note that the Council Leader attended the UKREiiF (the UK's Real Estate, Infrastructure and Investment Forum) event held in Leeds on 16 and 17 May, having consulted other political group leaders in advance.

### 3. Background

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- 3.1 UKREiiF is an event held in Leeds each year that attracts professionals in the real estate sector, and which has grown in popularity in recent years.
- 3.2 The Council has previously attended events of this type for the purpose of promoting the city, attracting investors, and learning about best practice in other cities in delivering their development and regeneration plans.

### 4. Main report

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- 4.1 UKREiiF took place in Leeds from 16 to 18 May 2023. The event was attended by representatives from most of the UK's cities and regions. The Scottish Cities Alliance (SCA) attended, and many Scottish cities had elected member representation.
- 4.2 It was therefore considered appropriate that the Council Leader should be in attendance to represent Edinburgh and promote the city on 16 and 17 May 2023. In advance of the Council Leader attending this event, political Group Leaders were consulted.

### 5. Next Steps

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- 5.1 There are no further steps required at this stage. Attendance at next year's conference will be considered and, if Elected Member attendance is expected, approval will be sought in advance.

## **6. Financial impact**

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- 6.1 The cost of the Council Leader attending the conference was £166.70 inclusive of travel and accommodation.

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

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- 7.1 There are no direct impacts arising from the Council Leader's attendance at this conference, although, it is expected that it will help to foster good relations with potential investors and result in learning that could help inform the Council's approach to development and regeneration.

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

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- 8.1 None.

## **9. Appendices**

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- 9.1 None

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## Policy and Sustainability

10 am, Tuesday, 23 May 2023

### Response to the consultation on the Scottish Parliament's draft Gaelic Language Plan, 2023-28

Executive  
Wards - all  
Council Commitment

#### 1. Recommendations

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- 1.1 To note the response to the Scottish Parliament's consultation on their draft Gaelic Language Plan for 2023-28, approved by the Chief Executive in consultation with the Deputy Leader under urgency provisions set out in A4.1 of the Committee Terms of Reference and Delegated Functions so as to meet the consultation deadline.

**Dr Deborah Smart**

Executive Director of Corporate Services

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## Response to the consultation on the Scottish Parliament's draft Gaelic Language Plan, 2023-28

### 2. Executive Summary

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- 2.1 This report summarises the Council's response to Scottish Parliament's consultation on its draft Gaelic Language Plan, 2023-28, which was open from 20 February until 3 April 2023.
- 2.2 The Council's response was supportive of the commitments made in the draft plan and made some suggestions for further development.

### 3. Main Report

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- 3.1 Under the Gaelic Language (Scotland) Act 2005, the Scottish Parliament has a statutory obligation to support Gaelic through the development of a Gaelic Language Plan to help ensure that Gaelic continues to thrive. As required by the Act, the draft plan must be subject to public consultation.
- 3.2 The Council's response to the consultation is shown in the appendix. It was supportive of the commitments and actions set out in the draft plan to increase the visibility, awareness, learning and use of Gaelic.
- 3.3 The response welcomed the Scottish Parliament's commitment to participate in Capital Gaelic, led by the City of Edinburgh Council in partnership with National Library of Scotland, which aims to establish a more collaborative and streamlined approach to promoting and embedding Gaelic in Edinburgh.
- 3.4 The Council made some suggestions for further development of the draft plan: to build opportunities for engagement with the community and education services; and to support and embed collaboration with other public bodies to maximise use of resources and impact.

### 4. Financial impact

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- 4.1 None

### 5. Stakeholder/Community Impact

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- 5.1 The response has been informed by the priorities in the Council's own draft GLP, currently out for consultation.



### Scottish Parliamentary Corporate Body

#### Consultation on Draft Gaelic Language Plan, 2023-2028

#### The City of Edinburgh Council's Consultation Response

##### **1. Do you agree with the Parliament's commitments regarding visibility in the Gaelic Language Plan?**

Yes. The visible normalisation of Gaelic helps to raise awareness of the language to visitors and staff alike and recognises the value and importance of Gaelic.

Bilingual lanyards and the use of the same font size for Gaelic and English in bilingual signage shows the equal status of the languages.

##### **2. Do you agree with the Parliament's commitments regarding staffing in the Gaelic Language Plan?**

Yes. These are comprehensive.

A new commitment to offer places on Gaelic Awareness training to staff from other public bodies is encouraging and will help to maximise both use of available support, and in line with the ambitions of the Capital Gaelic project, will help to develop a collaborative approach to meeting the aims of the Gaelic Language Act.

The Capital Gaelic project, led by the City of Edinburgh Council in partnership with National Library of Scotland, aims to establish a more collaborative and streamlined approach to promoting and embedding Gaelic in Edinburgh.

##### **3. Do you agree with the Parliament's commitments regarding day-to-day operations in the Gaelic Language Plan?**

Yes. As stated in the draft plan, these actions will increase the visible and audible presence of the language and create opportunities for its practical use. The proposed actions are comprehensive.

As noted above, the Scottish Parliament's commitment to *participate in Capital Gaelic to promote events/provision and create links with other providers of Gaelic services* would enable bodies to collaborate and co-ordinate efforts to increase the visibility of Gaelic at the initial point of contact with the public.

The current lack of availability of outreach education sessions for schools because of recruitment highlights the need for robust workforce planning across Scotland. Having education sessions in Gaelic promotes inclusion and the knowledge that the language offers opportunities when young people leave education, as well as giving the clear message that children and young people in GME get the same opportunities as those in mainstream education. Again, there are opportunities for collaboration between organisations, maximising available capacity and resources.

The Gaelic language audio tour which is available to visitors, and tours or information sessions in Gaelic provide good examples of opportunities to increase visibility, ensuring the language is heard and spoken. This in turn will encourage uptake.

#### **4. Do you agree with the Parliament's commitments regarding communications in the Gaelic Language Plan?**

We agree that the use of Gaelic across communications media can assist Gaelic development by increasing the visibility and status of the language. The actions proposed are comprehensive.

We particularly welcome the commitment to produce new communications products for the Gaelic community, steered by consultation with them, which will help to maximise the use and impact. It will be important to make sure that information provided in Gaelic is varied, aligns with use needs and interests and contains all of the content provided in English, rather than being a summarised form.

Recognising the importance of making sure that children and young people in Gaelic Medium Education (GME) develop a strong sense of Gaelic culture and community, developing opportunities for engagement with learners and community through hosted Gaelic events and exhibitions by the SPCB will help to enhance the visibility and status of Gaelic out with the classroom.

#### **5. Do you agree with the Parliament's commitments regarding corpus in the Gaelic Language Plan?**

Yes. The actions listed are comprehensive, and will allow Gaelic to develop as a language, and ensure the quality of Gaelic translation.

Translation, proof reading and the introduction of a Computer Aided Translation Tool are areas where there are opportunities to share resources across public bodies and we are keen that these are explored.

#### **6. Do you agree with the Parliament's commitments regarding mainstreaming in the Gaelic Language Plan?**

Yes. As above, the commitments are comprehensive.

We would suggest though that while transitioning the Gaelic Working Group into a formal diversity and inclusion network, it will be important to retain the focus on Gaelic and the commitments in the plan.

#### **7. Do you agree with the Parliament's commitments regarding parliamentary business in the Gaelic Language Plan?**

Yes, again these are comprehensive, and the opportunities for joint training identified would be of interest.

#### **8. Do you have anything further to suggest regarding the Scottish Parliament's Gaelic Language Plan in general, and its effectiveness in fulfilling the objectives of the National Gaelic Language Plan?**

The Scottish Parliament's plan sets out a detailed and comprehensive range of actions to increase the visibility, awareness, learning and use of Gaelic.

Areas for further development would be to build opportunities for engagement with the community and education services; and to support and embed collaboration with other public bodies to maximise use of resources and impact. As noted in above, involvement in the Capital Gaelic initiative, mentioned in the plan, would be one way of doing this.

# Policy and Sustainability Committee

10.00am, Tuesday, 23 May 2023

## Driving for the Council – Telematics Policy

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

- 1.1 It is recommended that the Policy and Sustainability Committee:
- 1.1.1 Approves the Driving for the Council - Telematics Policy;
  - 1.1.2 Notes that despite action taken to address the concerns raised by Union representatives, there will not be a local collective agreement between the employer and the joint trade unions on this policy;
  - 1.1.3 Notes a report will be presented to the Partnership at Work Forum in six months' time to provide an update on the implementation of the policy; and
  - 1.1.4 Notes that there are currently a number of systems providing telemetry data for fleet assets that have been in place for several years and are being used across the Council, however there is no specific Telematics Policy in place for management of these systems.

**Paul Lawrence**

Executive Director of Place

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## Driving for the Council - Telematics Policy

### 2. Executive Summary

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- 2.1 This report and the Telematics Policy defines how telematics, and other systems which provide live location on vehicles, will be managed and used in Council operated fleet assets.
- 2.2 This report provides details on actions taken to address concerns raised by Union representatives about the introduction of the policy and explains why a local collective agreement cannot be reached.

### 3. Background

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- 3.1 Telematics is a hardware device installed in vehicles for capturing live and historic data regarding vehicle operation including on board diagnostics information, fuel consumption, miles travelled, location data and benchmarking parameters around driver and vehicle performance.
- 3.2 The main objectives of vehicle telematics systems are to:
- Reduce driving for work incidents/injury rates and costs,
  - Improve the driving behaviour of Council drivers,
  - Improve claims and complaints defensibility,
  - Reduce exposure to high risk driving situations,
  - Improve the Councils safety record and management of occupational road risk,
  - Optimise routes and schedules,
  - Reduce vehicle, fuel and other driving costs to support savings targets, and
  - Optimise asset use and life cycle.
- 3.3 There are various systems already operating across different parts of the organisation which provide telemetry information regarding vehicle utilisation. However, there is currently no policy covering the management and appropriate control of the information captured on these systems and how it can be utilised.

- 3.4 A Telematics Policy is required to ensure data is governed appropriately, to explain the purpose of the devices, what data can be gathered and how the data may be used.
- 3.5 A Working Group, including Service leads and union colleagues, was established in the summer of 2022 to specifically to focus on developing this policy.
- 3.6 On [17 January 2023](#) Policy and Sustainability Committee approved an amendment by the administration requesting the Telematics Policy was paused to allow further work to be undertaken.
- 3.7 The ask from Committee was that further discussions take place with the trade unions to address concerns they had raised as well as provide further detail on aspects relating to insurance, alternative transport models and training and communications.
- 3.8 A guidance document, developed in conjunction with the policy, will support implementation by providing operational details on how the system will be used by the Council. This guidance is evolving and seeks to answer a number of frequent questions around the purpose of such systems, how data is managed and who specifically has access or how it is obtained. It will also define where legitimate access to live data will be obtained in the case of emergency scenarios.

## **4. Main report**

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- 4.1 Union colleagues, whilst highlighting the advantages of telematics, have expressed concerns over the potential misuse of live location data by managers to target individuals, and how telematic data will be used.
- 4.2 There has been sustained on-going dialogue with union officials to address these concerns and the following actions/points taken.
  - 4.2.1 The Telematics Policy has been amended so that it also governs all systems that can provide live access to vehicles locations.
  - 4.2.2 The Telematics Policy has been amended to clearly reference the existing HR policies and procedures that will be followed should there be any misuse by managers or officers reported or/and identified.
  - 4.2.3 Access to live location data will be limited to Fleet Services and approved officers in Passenger Operations and Winter Weather Emergency Teams. Areas such as Housing Operations will not have access to live location data.
  - 4.2.4 In Waste and Cleansing dedicated approved officers will be given responsibility of monitoring telematic and live location systems, such as Routesmart, and this responsibility will be removed from managers and supervisors. Managers will continue to access to modules which provide crew reports, collection history reports and calendars.
  - 4.2.5 Requests for data retrieval from systems will be made through Fleet Service and a generic email has been set up for Fleet Services for these requests so

there will be a clear audit trail for all requests. Fleet Services will produce reports for Service areas on vehicle utilisation and driving behaviours. If Service areas request live location data, this will be assessed by Fleet Services in line with the Telematics Policy and union colleagues will be informed.

- 4.2.6 The Telematics Policy has been updated to specifically reference when data will be used for disciplinary investigations in line the Council Employee Code of Conduct and Road Traffic Act 1988. A new process will be established so that allegations of misuse are made these will be reported to the HR Case Team to review and ascertain if the request to use telematics data is reasonable.
- 4.2.7 Telematic data will be used to support, develop and recognise individuals' and teams' performance. The Telematics Policy has been updated to reflect this. Performance management will be used to address any unwanted behaviours and support/training given to drivers address these.
- 4.3 Whilst the joint trade unions acknowledge the work that has been done to address their concerns, they are unable to support the Telematics Policy whereby telematic data can be used for disciplinary investigations. Therefore, there will not be a collective agreement with the employer on this policy.
- 4.4 A report will be taken to the Partnership at Work Forum in six months' time to provide an update on the implementation of the policy.
- 4.5 Committee members asked for further details on the potential impact premium costs associated with not installing telematics within Council fleet assets. The true impact will only be known when the current insurance contract is re-tendered in early 2024. However, industry information advises driver data collated over a period of time can be invaluable for assessing road risk, tailoring training needs and demonstrating good overall fleet performance which all in turn contribute to reduced risk overall. Having this approach in place would then allow the Council to seek a reduced premium or, at the very least, avoid future premium increases. Telematics data can be used to defend the Council against spurious claims.
- 4.6 As highlighted at January committee, the information captured via telematics will allow informed decisions to be made on alternative modes of transport, whilst maintaining service delivery. This may include; overall vehicle reductions, alternative powered vehicles, reducing the number of unnecessary journeys or utilising public transport more for colleagues to get round the city. Other options include exploring the use of cargo bikes which are cheaper to operate, purchase, maintain and provide health and wellbeing benefits to staff operating them as well as the local air quality of the city.
- 4.7 The schedule for installation of telematic systems will be developed with Service areas. Alongside the installation there will be comprehensive communication and training plans to ensure all staff understand the purpose for a telematics system, how data will be used and how they will be able to access their data.

## 5. Next Steps

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- 5.1 If Committee approve the policy:
  - 5.1.1 It will be published on the Council's intranet and internet, along with the guidance document. The guidance document is a live document and will continue to be updated by the Working Group;
  - 5.1.2 Installations will be completed to ensure that all Council fleet operated assets will be installed with a telematics system by the end of 2023; and
  - 5.1.3 A communication and training plan will be developed to ensure a transparent and consistent approach to the application of the telematics policy. Colleagues will be given clarity on the capability of the system prior to it being rolled out in their departmental fleet.

## 6. Financial impact

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- 6.1 The monthly cost for a standard telemetry system for a typical car or van is £13.63 per month, totalling £163.56 per annum.
- 6.2 Costs vary for specialist vehicle types where more information is required (for example, winter gritting vehicles can provide further detail on salt spreading activity at a greater cost). Many vehicles across the fleet are already equipped with a telemetry system, with the Council already spending £130,000 per annum on this technology. The overall cost will not be more than £220,000 per annum to cover the cost of telematics for the whole Council fleet including hire vehicles. The additional costs will be met by service budgets and are expected to be met by cost savings arising from the use of telematics.
- 6.3 Housing Operations are the largest fleet operator that currently have no form of vehicle telematics installed, with 214 vans. The annual cost for this group will be approximately £35,000 per annum to be equipped with this technology. There are other areas of the Council where telematics has not been fully rolled out (for example in Passenger Transport where only 50% of the vehicles currently have telematics installed).
- 6.4 It is also intended to install telematics into hire vehicles (approximately 300 vehicles). Where efficiency gains are made through overall fleet reductions the telemetry hardware can be reinstalled in other fleet assets to minimise the overall additional cost impact.
- 6.5 Council Vehicle Maintenance staff are trained in the hardware installation process to eliminate installation charges associated with each asset.
- 6.6 Case studies from other organisations demonstrate that telematics installation can deliver fuel savings in excess of 10%. The total cost of fuel associated with Council fleet assets in 2022/23 is currently forecasted to be approximately £3.6m. Telematics could save £360k in fuel costs whilst reducing the Council's carbon footprint.

- 6.7 Insurance premiums are rising, and providers are looking to operators to demonstrate effective control of fleet assets. Having an effective policy and telemetry system in place would be a key step towards reducing the risk and likely premium costs associated.

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

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

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

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- 8.1 None.

## **9. Appendices**

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- 9.1 Appendix 1 - Driving for the Council – Telematics Policy.



# Driving for the Council – Telematics Policy

## Implementation date

## Control schedule

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

## Version control

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

<b>0.6</b>	<b>November 22</b>	<b>Scott Millar</b>	Revised version following collective changes suggested by the Trade unions.
<b>0.7</b>	<b>November 22</b>	<b>Scott Millar</b>	Revised version following further collective changes suggested by the Trade unions and policy update on standard template.
<b>0.8</b>	<b>November 22</b>	<b>Scott Millar</b>	Revised wording following review by Service Director – Operational Services.
<b>0.9</b>	<b>December 22</b>	<b>Scott Millar</b>	Revised wording following discussion with Unite Union representation to include information on the use of telematics and data management
<b>0.10</b>	<b>February 23</b>	<b>Scott Millar</b>	Updated policy to reflect the recommendations from trade unions shared at January 23 committee
<b>0.11</b>	<b>March 23</b>	<b>Scott Millar</b>	Updated policy to reflect further feedback with trade union colleagues and HR.
<b>0.12</b>	<b>April 23</b>	<b>Karen Reeves</b>	Updated policy to reflect discussion with trade unions and Executive Director of Place

Subsequent committee decisions affecting this policy

<b>Date</b>	<b>Committee</b>	<b>Link to report</b>	<b>Link to minute</b>

# Driving for the Council- Telematics Policy

## Purpose

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

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

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

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

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

## Review

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The policy will be reviewed annually, or when a change to the existing policy deems this necessary, primarily as a result of changes to legislation or statute; agreement of new national terms and conditions of service or Government Policy; organisational change; incident learning lessons; or resulting from changes agreed through Trade Union consultation.

## Scope

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This policy applies to all Council employees and all systems used by the Council that can provide live data on Council vehicles locations.

## Policy content

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

In line with the Council's approach to managing data and its obligations under the data protection act, any deviations from the prescribed use of the telematics system may be regarded as a breach of one or more of our policies including:

## The Employee Code of Conduct:

### Personal Conduct

7.3 The Council aims to provide a safe working environment where employees are treated fairly and with respect. As an employer, we are committed to ensuring equality of opportunity and fair treatment for all employees. Discrimination, bullying, victimisation or harassment of any kind is not tolerated.

### Council Assets, Systems and Information

11.2 You may be permitted access to telephones, intranet / internet, and email systems, as well as other equipment and information systems. Your use of these must be for a legitimate Council business purpose, and comply with relevant policies and codes.

11.4 Misuse of Council assets, systems or information may lead to disciplinary action and in certain cases may constitute a criminal offence.

## The Disciplinary Code:

### Forms of misconduct

Behaviour: unauthorised use of council property or to property not belonging to the Council whilst engaged on Council business; carelessness or negligence in carrying out the duties and responsibilities of the post

### Forms of Gross Misconduct

Governance and Regulations: gross carelessness or negligence in carrying out the duties and responsibilities of the post and abuse of authority vested in a post.

Computer or Technology Related Issues: serious misuse of, or deliberate damage to, any council computer hardware or software; any deliberate attempt to breach data protection or computer security rules e.g. misusing passwords; misuse of council information systems which hold staff, customer, service user or pupil information.

## The ICT Acceptable Use Policy:

### 4.16 Individuals must not:

- attempt to access data that they're not authorised to use or access.
- use computer equipment as a means of breaching our policies or to break the law.

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

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

## Aims

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

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

The aims of the vehicle telematics system are to:

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

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

## Telematics General Principles

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- Telematics are a demonstrable means of improving fleet safety culture and performance, generating financial savings by reducing incident rates, premiums and self-insured costs, reducing fuel usage, reducing maintenance and decreasing vehicle numbers, improving operational efficiencies and helping to reduce CO<sub>2</sub> emissions.
- Any monitoring must not be intrusive or excessive and must be proportionate to the aim. It should not be used to target individuals or seek out breaches. Whilst the vehicle tracking system is a useful management tool, it should not be used to replace normal good management practices.
- Current asset/ user locations will be visible to permitted staff for legitimate operational purposes only. This access will be monitored and subject to regular review.
- All Council vehicles and plant assets are fitted with operating telemetry hardware.
- This policy covers what data is recorded by the telematics device, how it is stored, who the data is handled by and the terms under which it would be used.

- Information held within the telematics system is stored and retained in accordance with the Council's Data Protection Policies and Procedures.

## Data Access and Information

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

Live location data (live feeds) will only be available to Fleet Services and approved officers by default. If a Service requests live location data this will be submitted via a dedicated email and assessed by Fleet Services in line with the telematic policy. If a new system is introduced with live location features Fleet Services, staff and union colleagues will be notified. Details of the system and those with approved access will be detailed in the guidance document.

Access is monitored and will be reviewed every six months to determine whether the requirement still exists.

Fleet Services will produce reports for Service areas on service business activities including vehicle utilisation, fuel and CO2 consumption and general vehicle information including onboard diagnostics which can all aid the efficient delivery of the service and operation.

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

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

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

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

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

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

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

## Breaches and Non-Compliance with Policy

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

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

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

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

Information captured on the systems may be used to support in any investigations in line with the Council's Employees Code of Conduct and the Road Traffic Act 1988. If allegations of misuse are made these should be reported to the HR Case Team to review and ascertain if the request to use telematics data is reasonable. If telematics data is approved to be used as evidence, a full investigation is still required to establish the facts. Employees can also request access to the information captured and requests for data must be fulfilled within 20 working days.

## Integrated impact assessment

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

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# Policy and Sustainability Committee

10.00am, Tuesday, 23 May 2023

## Response to Scottish Government Community Wealth Building Consultation

Executive/routine                      Executive  
Wards  
Council Commitments

### 1. Recommendations

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1.1 It is recommended that Committee:

- 1.1.1 Note the Council's response to the Scottish Government's consultation on proposed Community Wealth Building Legislation
- 1.1.2 Note that, in order to meet Scottish Government consultation deadlines, submission of this response was approved by the Chief Executive in consultation with the Council Leader under urgency provisions set out in A4.1 of the Committee Terms of Reference and Delegated Functions.

**Dr Deborah Smart**

Executive Director of Corporate Services

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## Response to Scottish Government Community Wealth Building Consultation

### 2. Executive Summary

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- 2.1 During February to May 2023, the Scottish Government held a public consultation on proposed legislation for Community Wealth Building (CWB). The consultation closed for submissions on 09 May 2023 and this report contains the Council's response to the consultation.

### 3. Background

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- 3.1 The City of Edinburgh Council approved a motion from Councillor Day on Community Wealth Building on 28 October 2021, which included acknowledging the benefits of Community Wealth building approach, and understanding that the Council leads in many areas of this, in particular our in-built Community Benefits schemes and employment opportunities.
- 3.2 The Scottish Government has adopted a CWB approach to economic development as a key practical means by which progress can be made towards realising their wellbeing economy vision outlined in the National Strategy for Economic Transformation (NSET).
- 3.3 CWB builds on the five key principles of:
- 3.3.1 Plural ownership of the economy
  - 3.3.2 Making financial power work for local places
  - 3.3.3 Fair employment and just labour markets
  - 3.3.4 Progressive procurement of goods and services, and
  - 3.3.5 Socially productive use of land and property
- 3.4 The Scottish Government's Programme for Government 2021-22 confirmed plans to introduce legislation on CWB during the current Parliamentary session. The Programme for Government 2022-23 outlined a consultation on CWB legislation would be held seeking wide ranging views on changes required around existing legislation that would aid implementation of CWB.
- 3.5 As part of this consultation process, during March 2023 Council officers attended a number of stakeholder engagement events organised by the Scottish Government

in partnership with organisations such as COSLA, Scottish Local Authorities' Economic Development (SLAED), Centre for Local Economic Strategies (CLES) and Economic Development Association Scotland (EDAS).

- 3.6 The consultation closed on 9<sup>th</sup> May 2023. Due to the timing of consultation events and committee deadlines, it was not possible to prepare a draft Council response for the last meeting of this committee. As such, this response has been prepared by officers and submitted to Government with the approval the Chief Executive in consultation with the Council Leader under urgency provisions set out in A4.1 of the Committee Terms of Reference and Delegated Functions.

## **4. Main report**

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- 4.1 Through this consultation the Scottish Government is seeking to explore whether new powers, abilities and duties are needed enable local authorities and other partners to implement Community Wealth Building actions in their local area.
- 4.2 In particular, the consultation asks for views on
- 4.2.1 Whether proposed legislation should place on local authorities and/or other bodies a formal 'duty to advance' CWB in their local areas
  - 4.2.2 What statutory or non-statutory guidance would be useful to local partners in implementing CWB actions
  - 4.2.3 What non-legislative measures that you believe are required to accelerate the implementation of the Community Wealth Building approach in Scotland, and
  - 4.2.4 Specific questions relating to changes needed to support delivery of actions on individual CWB 'pillars' – Spending, Workforce, Land and Property, Inclusive Ownership, and Finance.
- 4.3 In summary, the Council submission:
- 4.3.1 Confirms the Council's support for the principles and implementation of Community Wealth Building as an inclusive approach to economic development. A commitment to developing Community Wealth Building approaches is incorporated as an action within the Edinburgh Economy Strategy, agreed in 2021, as well as the Council's new Business Plan for the period 2023-27.
  - 4.3.2 Highlights the Council's participation in work led by the Edinburgh Partnership in recent months, demonstrating the potential benefits of developing community wealth building approaches in close collaboration between anchor institutions across the city, and developing partnership actions.
  - 4.3.3 Proposes the view in light of this experience that a formal duty on local bodies is not clearly necessary at this time to advance the ambitions of CWB and that many of the objectives of a proposed CWB duty are already embedded in existing duties held by local authorities – including through the Community Empowerment Act, the sustainable procurement duty, the Fairer Scotland duty, the child poverty duty and others.

- 4.3.4 Proposes that further simplification and clarification of these duties and the manner in which they could be adapted to meet CWB objectives is needed before a new duty should be considered.
- 4.3.5 Notes that, in preference to an additional duty, continuing support from Scottish Government for local partners is needed in the form of continuing investment in pilot projects and approaches, further development of evidence base and best practice guidance, continuing leadership of engagement with national partners and agencies, and
- 4.3.6 Notes that a critical element of the success of pilot Community Wealth Building approaches, both in Scotland and elsewhere in the UK, has been the availability of external funding committed to the development and delivery of actions, and that if a duty is to be applied on local bodies, the resource implications of its implementation should be duly recognised.

## **5. Next Steps**

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- 5.1 The consultation response has been submitted. Officers will continue to engage with Scottish Government colleagues and will report back to Committee in due course on the progress of the Bill.

## **6. Financial impact**

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- 6.1 There is no financial impact from submitting this response. There may be financial impact on any subsequent duty imposed as a result of the CWB consultation, and any subsequent legislation changes.

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

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- 7.1 The Council is an active participant in Edinburgh Partnership led work on Community Wealth Building in the city. As part of this work, officers have taken part in a programme of workshops and discussions, including sharing of views on this consultation process and planned submissions from partner bodies..

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

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- 8.1 Link to CWB consultation and supporting documents:  
<https://consult.gov.scot/economic-development/community-wealth-building-consultation/>

## **9. Appendices**

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- 9.1 The City of Edinburgh Council consultation submission.

## Building Community Wealth in Scotland

**Please Note** this form **must** be completed and returned with your response.

To find out how we handle your personal data, please see our privacy policy:  
<https://www.gov.scot/privacy/>

Are you responding as an individual or an organisation?

- Individual  
 Organisation

Full name or organisation's name

The City of Edinburgh Council

Phone number

Address

Waverley Court, 4 East Market Street, Edinburgh

Postcode

EH8 8BG

Email Address

bgi@edinburgh.gov.uk

The Scottish Government would like your permission to publish your consultation response. Please indicate your publishing preference:

- Publish response with name  
 Publish response only (without name)  
 Do not publish response

### Information for organisations:

The option 'Publish response only (without name)' is available for individual respondents only. If this option is selected, the organisation name will still be published.

If you choose the option 'Do not publish response', your organisation name may still be listed as having responded to the consultation in, for example, the analysis report.

We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise?

- Yes  
 No

## Questionnaire

### Question 1a

We are proposing a duty to advance Community Wealth Building, which form do you think this duty should take:

- Option A - *duty requiring Scottish Ministers and prescribed public sector bodies to embed the CWB model of economic development into their corporate plans and wider strategies*
- Option B - *duty requiring those public sector bodies statutorily obliged to be involved in community planning to produce a collective CWB place-based strategy and action plan*
- Option C - *a combined option – featuring a union of both options set out above*
- Other
- No Duty

Please provide a reason for your answer. In your answer please include views on:

- which bodies should be covered by the proposals
- how to best ensure accountability for implementation to the Scottish Parliament
- how to best ensure the involvement of local communities, business and the third sector in the implementation of the duty

### City of Edinburgh Council Response

The City of Edinburgh Council strongly supports the principle and implementation of Community Wealth Building as an inclusive approach to economic development. A commitment to developing Community Wealth Building approaches is incorporated as an action within the Edinburgh Economy Strategy, agreed in 2021, as well as the Council's new Business Plan for the period 2023-27.

Beyond the Council, work led by the Edinburgh Partnership in recent months has demonstrated the potential benefits of developing community wealth building approaches in close collaboration between anchor institutions across the city. The partnership has led a series of workshops with CLES and other stakeholders, developing an understanding of CWB in an Edinburgh context, examples and case studies of good work already underway, and first steps towards collaborative work to develop new action plans under each of the CWB pillars.

This work demonstrates the benefit of broad community involvement in CWB actions, as well as demonstrating the progress that local bodies can make without the need of a formal 'duty'. It further shows that CWB processes can be fully embedded as an evolution of existing work programmes and partnerships, as a means to the meeting of agreed local partnership objectives, not merely as an additional ask or statutory requirement.

As our answer to question 1b further illustrates, it is the view of the Council that an additional duty on local bodies is not clearly or necessarily required at this time to meet the objectives set out in the consultation paper.

As such, our recommendation would be that measures taken by the Scottish Government to advance CWB should aim to:

- Encourage an inclusive approach to development of CWB strategies, drawing in collaboration across community planning partners as a minimum, but encouraging participation from private and community sector anchor institutions and networks

- In line with the 'Place Principle', encourage and support partnerships to adopt a flexible approach to the spatial planning of CWB initiatives, working to local authority boundaries where that is appropriate, but also seeking to drive impact by empowering smaller, local scale community initiatives, as well as broader cross-region collaborations (through, for instance, City Region Deal structures or other collaboratives).
- Continue to promote and build on the lessons learned from pilot projects across Scotland – identifying where the successes have been, but also recognising where there have been challenges, where there are costs, and how these can be overcome or avoided to help ensure that CWB can be successfully facilitated across Scotland
- Continue actions to lead engagement across Scotland with a broad base of stakeholders, local and national bodies, public, private and third sector. A key reflection from engagement sessions so far is that the ambitious aims of CWB approaches cannot be met by one sector alone, or by one bespoke model. Local areas need the flexibility, empowerment, encouragement, and resources to build effective local collaborations. At the same time, local collaborations need the support of national initiatives to address more broad based structural challenges.
- Commit to continued engagement with local bodies as community led CWB approaches develop and mature, including continuing engagement on legislative or other governance changes need to ensure local bodies are able to effectively meet the objectives set out in the consultation paper.

### Question 1b

One way Scottish Government could support the implementation of the proposed Community Wealth Building duty is to provide statutory or non-statutory guidance. Would this be helpful to partners in meeting the proposed duty?

- Yes
- No
- Don't Know

Please provide a reason for your answer. In your answer please include views on:

- areas in which it would be helpful for this guidance to focus on, e.g. areas to consider when implementing the five pillars, links to further support materials
- whether the guidance should be statutory or non-statutory

### City of Edinburgh Council Response

The Council is in broad agreement with the principles and rationale outlined in the consultation paper. What is less clear, however, is whether the establishment of a new 'duty' imposed on public bodies is the most appropriate or effective route to meet these aims.

Legislation impacting on local government has built up over time and is often progressed from a particular operational or policy perspective. Councils, and other community planning partners, are often required to give practical effect to this legislation and experience first hand any contradictory aspects or unintended consequences as legislation is implemented.

This is most evident in the number of legal obligations placed on councils to draw up individual service specific or policy specific council plans which inevitably also require performance monitoring and reporting. This may not reflect local priorities or keep pace with the evolving picture of local government service delivery which is increasingly trying to be both joined up and strategic. At worst, this approach becomes a barrier to reshaping services into something more coherent and progressive.

At present, local partners already have duties to act on aspects relating to CWB. under a number of different legislative frameworks.

- The Community Empowerment Act requires local partners to help to empower community bodies through the ownership or control of land and buildings, and by strengthening their voices in decisions about public services
- The Fairer Scotland Act requires public bodies to actively seek to reduce inequalities of outcome caused by socio-economic disadvantage when making strategic decisions, including taking actions to empower and involve local communities in decision making processes
- The Sustainable Procurement Duty requires a contracting authority assess how it can improve the social, environmental and economic wellbeing of the area in which it operates, with a particular focus on reducing inequality, and to consider how its procurement processes can facilitate the involvement of SMEs, third sector bodies and supported businesses.
- All public sector contracting authorities are also already required to consider including community benefit requirements for all regulated procurements above a threshold value, as well as being 'expected' to implement and promote Fair Work First in all relevant procurement processes

Alongside these, local councils are also partners within a number of Scottish Government led policy programmes relating to child poverty, the wellbeing economy, social security policy, just transition to net zero amongst other areas, all of which make direct reference to different aspects of the CWB model. While this overlapping and mutual reinforcement of policy objectives can be a strength of the policy framework within which Councils operate, fully embedding key themes through every policy area, there are also clear risks associated with this approach.

It is not necessarily clear, for instance, that the introduction of a specific CWB duty for local partners would help to clarify and add value to existing duties. Rather, there is a meaningful risk that a new duty would complicate an already busy policy environment and confuse the governance and reporting of an important agenda.

With this risk in mind, it is the Council's view that an effective means to meeting the strong objectives outlined in the consultation paper should include:

- A full mapping and review of existing duties and reporting requirements as they relate to the aims of the CWB consultation, including analysis of the degree to which CWB aims could be met by mainstreaming within existing duties, requirements, and guidelines
- A simplification of reporting mechanisms, making it easier to incorporate and combine local responses to multiple duties through a simpler framework of reporting requirements
- Improved guidance to local bodies on appropriate measures and best practice on compliance with overlapping duties such as those outlined above.



In line with these comments, it is the Council's view that these steps should be undertaken before further consideration is made on the introduction of a new formal CWB duty for local bodies.

In advance of these steps, the Council considers that the aims set out in the consultation paper could be most effectively met by Scottish Government supporting and incentivising local partners to collaborate on CWB programmes by:

- Providing clear guidance on good practice, good governance, and good processes for development and implementation of CWB in a local area
- Clearly articulating how CWB actions should be incorporated within existing duties held by local bodies including, where necessary, an adaptation of those existing duties to accommodate CWB objectives
- Continuing to facilitate innovative collaborations, building on the success of pilot initiatives already undertaken, and establishing a future pipeline of pilot pathfinder projects in different local settings across Scotland
- Providing resources needed to build capacity and incentivise local areas to develop and implement CWB approaches that meet the ambitions of the consultation paper
- Commissioning and sharing research on good practice on CWB approaches in Scotland, their costs and benefits
- Facilitating and supporting local areas to access expert analysis where it is needed to develop, implement, monitor and evaluate CWB programmes.

Finally, the Council's view is that any community wealth building policy should be properly funded by the Scottish Government.

### Question 2a

Are there other non-legislative measures that you believe are required to accelerate the implementation of the Community Wealth Building approach in Scotland?

Yes

No

Don't Know

Please provide a reason for your answer.

### City of Edinburgh Council Response

It is clear from the experience of pilot projects undertaken so far that the implication of CWB in a local area is a complex process which needs strong and broad based local leadership, a dedicated team with the capacity needed for partnership building, engagement, and delivery, and a wide network of local partners ready to support and participate in change.

In order for local areas to accelerate the implementation of CWB approaches, appropriate levels of resource support will be needed. It should also be understood that external funding, such as that from Scottish Government or EU project funding, has helped facilitate work within pilot projects across the UK. The role and extent of this in supporting CWB and building capacity to deliver CWB should be analysed to gain an understanding of the level of additional resources and support required to help deliver CWB. Building on the measures and actions highlighted in our response to Question 1b this support could take the form of:

- A Scotland wide team dedicated to the support of CWB approaches, actively providing the advice, access to evidence and collaborations needed by local projects,
- Financial resources to help local areas build the team capacity needed to deliver CWB
- A commitment to a long term programme of pathfinder pilots needed to drive innovation and continual improvement
- Further support for key local sectors needed to progress CWB objectives, including social enterprise, cooperative and other business models

### Question 2b

Are there specific actions required to advance delivery of the items contained within the Shared Policy Programme outlined on page 11 of the consultation paper?

- 'working within and developing procurement practices to support local economies, including Small and Medium sized Enterprises (SMEs) and micro-businesses, and improved access to training and labour markets for disadvantaged communities and individuals.
- encouraging public kitchens, including school canteens, to source more food produced by local businesses and organic producers.
- where possible, to base public sector capital and revenue funding decisions on targeted social, economic and environmental outcomes'

Yes

No

Don't Know

### City of Edinburgh Council Response

The Council would agree with the need for support for local delivery of the actions outlined above, including:

- As noted in our answer to Question 2a – further support for local social enterprise, and cooperative and other business models critical to the meeting of CWB objectives,
- Further support to help local food networks supply public and community kitchens and food provision across the city
- Further guidance on best practice approaches for how local funding decisions can be made in ways that support social, economic and environmental objectives, while meeting existing best value requirements.

### Question 3

Are there ways in which the law could be changed to advance the spending pillar of Community Wealth Building?

Yes

No

Don't Know

### **City of Edinburgh Council Response**

More guidance is required as to how CWB best fits within the regulated procurement framework under the Procurement Reform (S) Act 2014. More flexibility would be sought around making lower value contract opportunities above £50,000 available to and ringfenced for SMEs.

Consideration should also be given to what the Scottish Government can do to aid understanding of geographical flows of spend. For instance, though a contract holder may not be 'local' by postcode, how that contract is delivered may mean that subcontractors or workers whose skills are required are from postcodes 'local' to the contract delivery, or by a 'local' office or branch of the contract holder. More analysis

#### **Question 4**

Employment law is reserved to the UK Parliament. Are there other devolved areas where the law could be changed to advance the workforce pillar of Community Wealth Building?

- Yes
- No
- Don't Know

#### **Question 5**

Are there ways in which the law could be changed which are not already covered in the proposals for the Land Reform Bill to advance the land and property pillar of Community Wealth Building?

- Yes
- No
- Don't Know

### **City of Edinburgh Council Response**

Individuals in community groups interested in or proposing to take on buildings and land are often volunteers. Navigating the processes involved, and ensuring plans and implementation are sustainable can be challenging and stressful to those involved. Resourced support should be available to guide communities and groups, and those involved, throughout the process. They should be given the time and space to organise.

This should include helping for communities wishing to find out who owns particular properties or land, and the mechanisms available to them for inclusive ownership. There should be an exploration of what is required in legislation around vacant and derelict properties and land to require owners to engage with communities and groups who wish to use such land. To complement this, the Compulsory Purchase Orders process should be streamlined.

Additionally, links into the Community Empowerment Act should be developed such as around the alternative use of public assets, enabling communities to take over ownership, or a shared space approach.

#### **Question 6**

Are there ways in which the law could be changed to advance the inclusive ownership pillar of Community Wealth Building?

- Yes
- No
- Don't Know

### **City of Edinburgh Council Response**

As with the land and property pillar, community or inclusive ownership requires a supported resource to provide the capacity building and skills development for people and their communities where it is required. The people involved need to be supported in undertaking community ownership.

### **Question 7**

Are there ways in which the law could be changed to advance the finance pillar of Community Wealth Building?

- Yes
- No
- Don't Know

# Policy and Sustainability Committee

23<sup>rd</sup> May 2023, 10:00am

## Alcohol & Drugs Policy

Item number  
Routine  
Wards  
Council Commitments

### 1. Recommendations

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- 1.1 To approve the new Alcohol and Drugs Policy.
- 1.2 To note that this policy has been reviewed and revised to address the recommendations agreed following the Independent Inquiry and Whistleblowing Culture Review by Susan Tanner QC, with Pinsent Mason in 2021.

**Dr Deborah Smart**

Executive Director – Corporate Services

Contact: Margaret-Ann love, Acting Service Director - HR

E-mail: [margaretann.love@edinburgh.gov.uk](mailto:margaretann.love@edinburgh.gov.uk) | Tel: 0131 529 6476

## Alcohol and Drugs Policy

### 2. Executive Summary

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- 2.1 As part of the findings from the Independent Inquiry and Whistleblowing Culture Review in 2021, a number of employment policy recommendations were made including the recommendation to review conduct related employment policies and, where appropriate to revise.
- 2.2 This report focuses on the refreshed policy of Alcohol and Drugs.
- 2.3 The Alcohol and Drugs Policy sets out our approach to providing guidance, tools, and support for both employees and managers that will raise awareness and understanding of dependency and wellbeing initiatives. It sets out how the Council will promote colleague wellbeing as well as prevent, reduce, and supportively manage alcohol and drug dependency in and outside the workplace. The focus of this Policy is aligned with both the organisation's colleague Wellbeing Strategy and broader People Strategy.
- 2.4 The Alcohol and Drugs Policy replaces our current Alcohol, Drugs and Substance Misuse Policy which was approved at Committee on 9 August 2011.

### 3. Background

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- 3.1 This updated policy will action some of the policy-related recommendations of the Inquiry and Review which focus on conduct related policies, guidance and associated learning and systems.
- 3.2 In addition to the recommendations, we also sought feedback on the application and effectiveness of the existing policies through engagement with Trade Unions, line managers and Human Resources colleagues who are regularly involved in supporting the business through the relevant policy. Revisions have been made to the policy and supporting documentation accordingly.

### 4. Main report

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- 4.1 While the underlying principles of the existing Alcohol, Drugs and Substance Misuse Policy remained fit for purpose, as good practice and due to the age of the

policy, we undertook to review it through the lens of the Inquiry and Review recommendations.

- 4.2 Following a benchmarking exercise, review, and qualitative stakeholder feedback of the policy, it was felt that no significant amendments to existing procedures were necessary in relation to the management of such cases. However, it was agreed that amendments to style, tone and language were required, in line with current approach to policy development within the Council. In addition to this, to better support the colleague experience, it will be aligned with our Wellbeing Strategy in which we promote employee wellbeing initiatives as well as measures to prevent, reduce and supportively manage problems such as alcohol or drug dependency. This intention has been adopted into the policy where we encourage managers to interact and signpost colleagues to a variety of supportive agencies.
- 4.3 The policy and supporting documentation have been redesigned so that the structure is more concise and clearer for colleagues and managers to follow. The policy sets out the guiding principles for handling dependency concerns, while the user guide outlines in detail the procedural guidance for both managers and colleagues.
- 4.4 The new Policy acknowledges the role of the manager in supporting colleagues who are experiencing dependency problems; however, it also places an emphasis on colleagues to investigate wellbeing opportunities to enable them to look after their own mental and physical health.
- 4.5 This Policy sets out a commitment to provide support and raise awareness of the signs of dependency issues with a view to highlighting the importance of being a supportive employer. This Policy is aimed at promoting a culture where the approach is preventative, where open and honest conversations are encouraged so that the signs can be identified, and dependency problems can be effectively mitigated against as much as possible.
- 4.6 As part of this policy review, we also considered the introduction of testing of all colleagues in the workplace, this could include 'with cause' and random testing. It should be noted that in 2017, Committee decided not to proceed with the implementation of testing the workforce. However, as part of good due diligence within the policy review, we revisited the possibility of the introduction of testing again.
- 4.7 Throughout our engagement and benchmarking in relation to the revised policy, feedback received was that testing for substances at this stage may be too premature. Rather focus should first be on providing additional guidance and training to support managers in having these types of conversations with colleagues and managing these situations in the first instance from a wellbeing perspective. As a result, we are recommending the status quo at this stage and to review the introduction of testing again at the appropriate time. It should also be noted that any proposal to introduce a testing regime is unlikely to be supported by trade unions at this stage.

- 4.8 The revised Policy does however highlight that where breaches occur, these will be taken seriously and will be managed in line with the Council's Disciplinary Policy.
- 4.9 Throughout the policy review project, we have worked with Learning and Development colleagues to ensure all learning resources and training modules and materials are aligned to the new policy, with a focus on effective management conversations. As a result, a short video has been developed raising awareness for managers as well as scenarios on alcohol and drugs dependency being built into new learning for managers on how to have real and challenging conversations.

## **5. Next Steps**

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- 5.1 An implementation plan, including communications, will be put into effect to relaunch the refreshed policy and associated e-learning to raise awareness with colleagues and line managers.
- 5.2 It is hoped that we will be able to link the Policy launch with aligned national wellbeing initiatives such as Alcohol Awareness Week from 3-9 July 2023, with follow ups for teaching colleagues after the summer break.

## **6. Financial impact**

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

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

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- 7.1 This policy meets our legal obligations in relation to formal consultation. The trade unions have been engaged on the new policy and are content with the proposed changes.
- 7.2 In addition to formal consultation, this policy has been assessed for possible impacts on vulnerable groups, people with protected characteristics, equality and human rights and economic factors as part of our integrated impact assessment.

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

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- 8.1 N/A

## **9. Appendices**

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- 9.1 Alcohol and Drugs Policy.



# Alcohol and Drug Policy

The Council (we) are a responsible employer and have a legal duty to protect the health, safety and wellbeing of our workforce and the public who come into contact with us. We aim to support those working for us to carry out their duties safely and free from the influence of alcohol or drugs. The approach in this policy aligns with our behaviours of Respect, Integrity, and Flexibility.

Alcohol and drug use and misuse can have an adverse effect not just on individuals but on their colleagues, on customers, and on the public. We will support colleagues who are negatively affected by alcohol and drugs in a fair and respectful way. Having a safe working environment, providing excellent customer service by maintaining positive standards of behaviour, productivity and avoiding days being lost to illness are all critical to our ability to deliver services.

We are committed to improving the health, safety, and wellbeing of colleagues by encouraging healthier lifestyles and by recognising that alcohol and drug misuse are primarily matters of health and social concern. This policy therefore makes provision for appropriate support mechanisms, both in and out with the workplace, and specialised professional help to be made available to colleagues who disclose an alcohol or drug misuse issue.

We strive toward a supportive approach for colleagues with alcohol and drug problems. To achieve this requires open conversations with colleagues, thus we reassure all colleagues that these matters are dealt with confidentially and with due sensitivity.

We do require all colleagues to comply with this alcohol and drug policy. We endeavour to support those that disclose problems with alcohol and drug misuse, however breaches of the policy will be taken very seriously and may be dealt with under the Council's disciplinary policy.

## Author

Employee Relations & Policy, Human Resources, Corporate Services.

## Scope

This policy applies to all Council colleagues.

## Purpose

The purpose of this policy is to provide direction and support about the use and misuse of alcohol and drugs while working for or representing the Council.

## Review

The policy will be reviewed as and when a change to the existing policy deems this necessary, primarily as a result of changes to legislation or statute; agreement of new national terms and conditions of service or Government Policy; organisational change; or resulting from changes agreed through Trade Union Consultation.

## Local Agreement

This policy is a local collective agreement between the Council and our recognised Trade Unions. We will make every effort to ensure that it is maintained as a local collective agreement. Any changes will be made by agreement. If we cannot agree, either party can end the local collective agreement by giving four months' notice in writing, with the policy ceasing to apply to staff at the end of that period.

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# 1. Policy Aims

The policy is designed to:

- support colleagues who are affected by alcohol and drugs.
- support managers to provide an effective response to any concerns raised about alcohol or drugs.
- provide a framework of support to colleagues who have alcohol and drug concerns while maintaining a safe, positive, and respectful work environment.

This policy and associated user guide should be used where a colleague reports concerns related to alcohol or drugs and where a concern is expressed about a colleagues’ potential misuse of alcohol and drugs. This policy relates to matters of conduct, wellbeing, and behaviour.

# 2. Expectations

To ensure a safe work environment colleagues must not drink alcohol or take drugs during working time or be under the influence of alcohol or drugs. Working time is any time between when you report for work and the time you finish work and includes breaks. It includes any period of call out whilst on standby duty or overtime working.

If your performance is impaired, or your behaviour or attendance is negatively affected, because of drugs or alcohol, and you have not first raised this with us with a view to seeking help, then we may take action under our Performance Improvement Policy, Sickness Absence Policy, or Disciplinary Policy. This could lead to you being dismissed.

The use, possession, storage, transportation, promotion and/or sale of drugs or drug equipment is forbidden during working time, whether in the workplace or at another location where you are working. If you feel pressured to bring drugs or drug equipment into the workplace or to your work location, you should reach out to your manager or contact askHR.

## **Drugs**

When we talk about 'drugs' under this policy, we mean illegal drugs, psychoactive substances ('legal highs'), and prescription or non-prescription drugs which may affect your ability to carry out your duties fully and safely.

You must not be in possession of illegal drugs or psychoactive substances (except for legitimate substances including food, tobacco, nicotine, caffeine and medical products) at any time while working for or representing the Council.

We want to protect your health, wellbeing, and safety, as well as that of your colleagues and the public, so if you have any drug-related impairment you must tell us straightaway.

## **Alcohol**

You must not be under the influence of alcohol while you are working for, or otherwise representing us. This applies equally to a situation where you may have drunk alcohol before coming to work, or the day before, if you are still affected by it.

Work-related events like staff parties that involve alcohol are an exception. Colleagues at these events are permitted to drink alcohol but must not allow themselves to surpass reasonable levels, become intoxicated or allow their judgement to become impaired. We expect you to behave professionally, with integrity and in line with our Positive Behaviours at such events. We may take disciplinary action against you if you breach our rules or policies, for example in relation to Health and Safety, Bullying and Harassment or Equal Opportunities, or if your conduct or behaviour otherwise falls below our expected standards.

# 3. Medication

## **Prescribed medication / over the counter medication / legal herbal remedies**

If you need medication for a medical condition while working, you should only bring in enough for your own use. It should be kept safely, in accordance with instructions and out of the view of other people. If your medication needs to be stored in a fridge, you must use a clearly labelled, sealed container.

Medication can have side-effects that affect performance. If you are experiencing side effects, or are taking new medication and concerned you may, please raise with your manager so that we can take medical advice if necessary and consider any adjustments that we might need to make.

The policy does not stop you from using prescribed medication, over-the-counter medication, or legal herbal remedies. Medication such as tranquillisers, sleeping pills, painkillers, decongestants, cough suppressants, antihistamines (for treatment of hay fever or other allergies) and antidepressants can make people feel drowsy and may affect their work performance or the safety of themselves or others. If you are taking any medication, you should:

- check the possible side effects with your doctor or pharmacist and
- let your manager know, in confidence, if you are taking any medication and the possible side effects, where it impacts your performance. Your manager will, if necessary, make alternative arrangements for you.

## 4. Roles and Responsibilities

Managers and colleagues have responsibilities to create a safe and positive working environment.

### **All employees are responsible for:**

- Being able to fully and safely perform your duties when you are working for or representing us.
- Not driving or operating machinery if your performance or judgment is impaired through the use or misuse of drugs or alcohol. This includes any drugs prescribed for you.
- If you are taking prescribed medication, over the counter medication or legal herbal remedies it is your responsibility to seek advice from a doctor or pharmacist about the possible effects of your medication on your fitness to do your job. If the medication has an effect on your ability to do your job, you should notify your manager or contact askHR as soon as possible.
- Disclose to your line manager if you think you have an alcohol or drug misuse problem and seek support and assistance as appropriate.
- If you know or suspect that a colleague is or has been misusing alcohol or drugs, you should raise this in confidence with your manager or contact askHR. It is important that we find out about any issues so that we can help as best we can. We will also want to make sure we are meeting our health and safety responsibilities to all colleagues and the wider public.

### **All managers are responsible for:**

- Ensuring colleagues are aware of the policy, how to reach out for support, and the consequences of being under the influence of alcohol or drugs while working for or representing the Council.
- Ensuring a proactive and supportive approach when a colleague is suspected of, or admits to, an alcohol or drug problem.
- Recognising alcohol and drug problems and addressing these in a prompt, supportive and consistent manner.

Colleagues and managers should read this policy in conjunction with other Council policies including but not limited to:

- Domestic Abuse Policy
- Sickness Absence Policy
- Disciplinary Policy
- Performance Management Policy.

These policies are available on the Orb along with supporting guidance. Colleagues who don't have access to the Orb can access them on the external website, or request copies from their manager, askHR, or their trade union representative if they are a member.

## 5. Assistance with Alcohol or Drug Dependency

We encourage colleagues to behave with integrity and to be open and honest about any concerns related to alcohol or drug use or misuse. Any colleagues suffering from alcohol and drug misuse, or related problems, will be supported using a flexible approach to best meet individual needs.

If you think you have an alcohol or drug dependency, we encourage you to make us aware and to seek medical help. If you raise this with us, we will do our best to put you in touch with people and organisations specialising in alcohol and drug issues, and we will support you in your recovery process. Any discussions will be held in the strictest of confidence. If you seek treatment, we may decide to pause or stop any disciplinary or other process that has been started, until the outcome of that treatment is known. However, this decision will be taken by the appropriate manager overseeing the case and, in some cases, depending on the allegations and/or information available decide to proceed with the process.

If you think you have a dependency, and may be violating this policy as a result, we strongly encourage coming forward and seeking help. We will be sympathetic and ensure you receive the help and support you need, which may include direction to external specialists. If you volunteer information that you have an alcohol or drug dependency you will be supported and treated with integrity and respect at all times.

We recognise you may continue to struggle with alcohol or drug dependency even after seeking and receiving assistance. We will provide ongoing support to you.

Further information on where you can access support can be found in the alcohol and drug policy User Guide.

## 6. Further Information and Support

**PAM Assist:** Our Employee Assistance Programme (EAP) offers PAM Assist which is a free confidential life management and personal support telephone service that is available to all colleagues. No matter when or how often you need to contact them, they are there to help 24/7, 365 days a year. Telephone: 0800 882 4102.

Edinburgh Alcohol and Drug Partnership is a partnership between the City of Edinburgh Council, NHS Lothian, Police Scotland, the third sector and those with lived experience of addiction and recovery. You can access support [on the Edinburgh Alcohol and Drug Partnership website](#).

Further information on external specialist organisations can be found in the User Guide.

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# Policy & Sustainability Committee

23 May 2023

## Harassment Policies – Amendment Update

Item number  
Routine  
Wards  
Council Commitments

### 1. Recommendations

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For Policy and Sustainability Committee to note the progress towards developing a robust approach to the prevention of harassment in the workplace.

**Margaret-Ann Love**

Acting Service Director – HR

Contact: Margaret-Ann Love, Acting Service Director - HRE-mail:  
[margaretann.love@edinburgh.gov.uk](mailto:margaretann.love@edinburgh.gov.uk)

## 2. Executive Summary

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- 2.2 An amendment was attached to the proposed new Employee Code of Conduct in January 2023 requesting a report within 2 cycles on Council progress towards development of robust harassment prevention and action policies which address sexual and sexist harassment, racial harassment, homophobia, biphobia and transphobia, harassment towards disabled people, and other forms of harassment.
- 2.3 In response to the findings from the Independent Inquiry and Whistleblowing Culture Review in 2021 (“Inquiry and Review”), work has commenced within the Council to look at culture, employment policies, learning and our systems to align these with the outcomes of the Inquiry and Review and ensure colleagues are protected in the workplace, and have a voice to Speak Up.
- 2.2 As part of this review, we have sought to strengthen our existing policies and learning offer in relation to unacceptable behaviours as well as introduce more detailed guidance and toolkits for all colleagues on raising awareness on the prevention and management of harassment in the workplace. This work is due to conclude in Autumn 2023.
- 2.3 This paper outlines the work to date on these areas.

## 3. Background

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- 3.1 As part of the findings from the Independent Inquiry and Whistleblowing Culture Review in 2021 (“Inquiry and Review”), several recommendations were made to look at the culture within the Council, as well as the key initiatives which help shape this culture including the employment policies, whistleblowing, learning and systems work.
- 3.2 The Council is over halfway through its review of 15 policies since late 2021. The final and current phase of policies being reviewed focus on protecting colleagues in the workplace.
- Violence At Work
  - Managing Customer Contact in a Fair and Positive Way
  - Alcohol and Drugs
  - Whistleblowing
  - Grievance
  - Avoidance of Bullying and Harassment
- 3.3 The Council is committed to protecting its colleagues from bullying, harassment, and discriminatory behaviour whether it originates in the workplace or from the Council’s service users or customers. Bullying or harassment of employees by other employees and by service users will not be tolerated or condoned and is regarded



as a breach of the Council's commitment to encourage and develop an anti-discriminatory culture as well as the Employee Code of Conduct.

- 3.4 Harassment, of any form, is referred to in the current Violence At Work and Managing Customer Contact policies while the process for managing complaints in relation to harassment is outlined in the Avoidance of Bullying and Harassment policy.
- 3.5 There is currently no standalone policy, user guide or toolkit on the prevention of harassment in the workplace.

## 4. Main report

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- 4.1 The City of Edinburgh Council has recently launched Our Behaviours to act as a key enabler of cultural change within the organisation. These behaviours will be threaded through everything we do, including our recruitment, leadership and performance approaches, and we will also support the directorates to integrate them into their ways of working.
- 4.2 Our behaviours of Respect, Integrity and Flexibility have been developed with support from colleagues across our Council who have told us what kind of culture they want and what we need for success. Our Behaviours will be the foundation for that culture change, and they align with and will support our organisational purpose of working together for the people of Edinburgh as well as our strategic priorities and ambitions. They will help us create a working environment that's positive and free from behaviours that impact negatively on wellbeing, psychological safety and motivation/engagement levels.
- 4.3 The behaviour of Respect is defined as:

*We're inclusive, we promote equality, we treat people with fairness, understanding and kindness and we consider others in our decisions and actions.*

- 4.4 Policies alone cannot and will not change the culture of our organisation. Policies set out our end goal, but just because something is written down does not mean people will follow it. Cultural improvement and the eradication of unacceptable behaviours and practices, many of which have become ingrained over time, can only be achieved through a holistic approach that puts a heavy focus on behavioural change as well as our new policies and processes. That is why we have introduced our new behaviours (which had been under development with colleagues since 2019) and why we intend to put a strong focus on them. Our new Behaviours of Respect, Integrity and Flexibility are the foundation for making that change. Culture change requires leadership time and commitment as well as support for all managers to live the behaviours by example. Therefore, as an organisation, we must put in place learning, communications and initiatives which raise awareness and share best practice across the Council. We will support and upskill our line managers and employees at all levels to ensure all colleagues are living these

behaviours, trust is established within reporting lines and that no form of bullying or harassment is tolerated from service users, customers or fellow colleagues.

- 4.5 This has been further emphasised by STUC who, on 7th March 2023, released [survey data](#) which demonstrated that sexual harassment remained widespread within Scottish workplaces. The report outlined that many women do not report the harassment, as they do not believe their complaint will be taken seriously by their employer, will be mishandled or no action taken at all. It is the responsibility of employers to actively educate the workforce, as well as challenging behaviours. The report highlights that we cannot depend upon legislation and organisational policy documents alone to protect women from sexual harassment at work. Implementation, accountability, and organising on the ground is where real and long-lasting progress on stamping out sexual harassment will be made – we need to change our culture from one of silence and complacency to one of Speak Up and action.
- 4.6 Following the impact of the Inquiry and Review, the recommendations have reinforced that what is needed is a change in culture. This, in and of itself, is a challenging process which is not immediate, but requires leaders to role model the behaviours we want to see and to have difficult conversations and reflections. Only through this process can effective change happen.
- 4.7 To effect culture change, policies should act as our end point, the objectives we strive for as an organisation once appropriate actions have been implemented to support the change we are trying to create.

### **Inquiry & Review Policy Work**

- 4.8 The current Violence At Work Policy outlines that the Council considers any harassment, violent or aggressive behaviour directed at our colleagues as unacceptable. All our people are entitled to work in a safe environment where they are fully supported when faced with unacceptable behaviour from any other person however that unacceptable behaviour occurs. The policy focusses on service user on employee violence.
- 4.9 While the policy does outline that persistent harassment, including sexual and racial harassment, is defined as violence in the workplace, the policy approaches this subject matter through a Health & Safety preventative approach of risk assessments and role specific training needs. The policy then outlines how to manage and report any incidents which occur.
- 4.10 The Managing Customer Contact in a Fair and Positive Manner Policy is a service-led policy which outlines how the Council will manage actions that result in unreasonable demands on our services or unreasonable behaviour towards our colleagues from service users / customers. The policy also provides a framework in dealing with situations where actions become unacceptable as they involve abuse of our colleagues, stop us doing our work or providing a service to others.

- 4.11 A working group was established of representatives from across the directorates to review these policies. The proposal is to consolidate these policies into a new Protecting Colleagues in the Workplace Policy which will be supported with dedicated toolkits / user guides for colleagues on prevention and management respectively.
- 4.12 The Policy will outline the Council's commitment to keeping our colleagues safe in the workplace, that no form of violence, aggression, bullying or harassment is acceptable and encouraging people to speak up. It will focus on service user on employee incidents as well as employee on employee incidents. Underpinned by Our Behaviours, the policy will seek to support the culture change within the organisation by raising awareness of these topics, outlining unacceptable behaviours, and providing managers with the tools to address issues and support colleagues.
- 4.13 The policy will be supported by two user guides:
- Prevention – this will be a brand-new user guide for the organisation and will focus on awareness raising, education and the preventative actions the organisation is taking in addressing harassment. This is based on a policy template developed by Engender and will focus on defining what harassment is, the different types of harassment as well as the current initiatives, learning, support and live D&I work ongoing within the Council. Developed in partnership with our Staff Networks and equality representatives, there will be dedicated sections to sexual / sexist harassment, Protecting Women in the Workplace, racial harassment, disability harassment as well as homophobia, biphobia and transphobia outlining how each group is impacted specifically but also considering intersectionality. This will be an evolving guide that is regularly updated with the latest Council work.
  - Management / Action – this user guide will outline to colleagues and line managers the steps they should take in mitigating and addressing unacceptable behaviours towards colleagues. It will outline detailed guidance for managers on risk assessments to support colleagues in areas where tolerance levels may be higher due to the nature of the work they are involved in or the service users they engage with as well as the type of work they do i.e. lone working. It will provide guidance for colleagues on how to report any incidents and outline the different mechanisms for support as well as how managers address incidents either through disciplinary action or restriction / withdrawing of services.
- 4.14 The Council currently has in place two policies to manage employee complaints: Grievance and Avoidance of Bullying and Harassment. Both policies focus on early intervention through an informal stage escalating to a formal complaint where it cannot be resolved locally.
- 4.15 The Grievance Policy for local government employees which is currently being reviewed, considers all complaints in relation to employment matters e.g., where an

employee does not believe a policy has been implemented correctly or they are raising a concern about a management decision.

4.16 The Avoidance of Bullying and Harassment Policy considers all allegations and complaints in relation to bullying and harassment.

4.17 The overarching employment policy recommendation following the Inquiry and Review was:

*“That a full review of all Council policies relating to staff conduct is undertaken to determine how these could be consolidated and clarified to aid compliance and investigation in future.”*

4.18 In addition to this recommendation, feedback gathered during the policy engagement process suggested that complaints handled under these processes were not always clear cut and often resulted in colleagues raising similar concerns under multiple policies and processes at the same time. This can often lead to delays in process as well as putting additional pressure on employees who are required to attend multiple meetings under the different policies to seek a resolution.

4.19 On this basis, it was proposed that a new consolidated Grievance Policy would be created to manage and consider all employee complaints to ensure one employee journey and improve oversight and investigation. The Avoidance of Bullying and Harassment Policy will be stood down as the content is already covered within the new Grievance Policy and / or the Protecting Colleagues in the Workplace Policy.

## **Learning**

4.20 To support the culture change, as well as the implementation of revised policies and to fulfil the recommendations made by the Inquiry and Review, we are designing learning for all colleagues and people leaders. Some of the learning is digital and some in-person.

4.21 Digital learning modules will support the Code of Conduct, Whistleblowing, Anti Bullying and Harassment, Grievance and Disciplinary. In-person sessions for people leaders will focus on early resolution, policy into practice, management conversations and building relationships.

## **People Strategy – D&I Work**

4.22 Our Diversity and Inclusion Strategy and Action Plan were first approved at Policy and Sustainability committee in October 2019. The three strategic themes supporting the work set out in the first, and subsequent, annual action plans are:

- Developing Our Understanding
- Building an Inclusive Culture
- Attracting and Retaining a Diverse Workforce

4.23 Central to our aim of creating an inclusive workplace culture has been the establishment and ongoing support of our colleague networks. Networks now exist

to represent the views of, and provide support for, women, colleagues from minority ethnic backgrounds, LGBTQ+ colleagues and colleagues who have a disability or long-term health condition.

- 4.24 We have offered a range of learning opportunities for colleagues to raise awareness about the range of issues relating to diversity and inclusion in the workplace including unconscious bias, anti-racist practice, inclusive communications, inclusive recruitment, cultural competence, disability awareness, domestic abuse and reasonable adjustments. Further learning resources are being developed in 2023 to improve understanding of the lived experience of individuals with protected characteristics, promote practical steps for colleagues and managers to take to create a more inclusive working environment, and to signpost the resources and support that are available to these colleagues.
- 4.25 Our reverse mentoring programme was launched with the intention of raising awareness among senior leadership of the lived experience of colleagues across the council. The programme has been running for several months and additional support is now being offered to mentors and mentees as they reach the stage of the programme where the learning and sharing of ideas begins to transition towards creating a programme of activity to move us forward as an organisation.
- 4.26 We have a robust system in place to record and report incidents of unacceptable behaviour which are motivated (or perceived to be motivated) by prejudice. Although not widely used, the reporting mechanism is regularly promoted through our usual internal communications channels.
- 4.27 A pilot of 'Active Bystander' training was rolled out in Place Directorate for colleagues from across the service including Parks and Greenspaces, Roads Services, Waste and Cleansing, Scientific Services. This has since extended to colleagues from Libraries and Culture, Customer and is due to be rolled out further in Children, Education and Justice Services. This training encourages individuals to speak up when they see unacceptable behaviour, in ways which are non-threatening and non-judgemental.
- 4.28 A year long programme, Conscious Inclusion Hub, aimed at raising awareness among managers and colleagues of the importance of creating an inclusive workplace culture where all colleagues feel safe, valued and able to be themselves has been developed in partnership with Pinsent Mason and will begin roll out later this year.

## **5. Next Steps**

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- 5.1 Responding to the Inquiry and Review recommendations is the focus to ensure timely resolutions which address each of the points highlighted by the report. Due to the number of outstanding policies, ensuring sufficient time for meaningful trade

union engagement as well as Committee dates, this work will conclude in autumn 2023.

- 5.2 Once this work has concluded, we will seek to support the Equally Safe At Work Subgroup of the Council's Women's Network, as well as the Equally Safe Edinburgh Committee to build on the work included in the Protecting Colleagues in the Workplace Policy and supporting user guides, scheduled for committee consideration later this year.

## **6. Financial impact**

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

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

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- 7.1 An integrated impact assessment was carried out as part of the wider policy review project and to date, no implications have been identified to date.
- 7.2 Formal Trade Union consultation has yet to commence.

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

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- 8.1 Not applicable

## **9. Appendices**

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- 9.1 Not applicable

# Policy and Sustainability Committee

10.00am, Tuesday, 23 May 2023

## Gaelic Implementation Steering Group

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

- 1.1 To agree to transfer ownership of the Gaelic Implementation Steering Group from the Education, Children and Families Committee to the Policy and Sustainability Committee.
- 1.2 To consider the membership of the Gaelic Implementation Steering Group.
- 1.3 To refer this report to the Education, Children and Families Committee for joint approval.

**Dr Deborah Smart**

Executive Director of Corporate Services

Contact: Jamie Macrae, Committee Officer

Legal and Assurance Division, Corporate Services Directorate

E-mail: [jamie.macrae@edinburgh.gov.uk](mailto:jamie.macrae@edinburgh.gov.uk) | Tel: 0131 553 8242

## Gaelic Implementation Steering Group

### 2. Executive Summary

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- 2.1 This report recommends that ownership of the Gaelic Implementation Steering Group is transferred from the Education, Children and Families Committee to the Policy and Sustainability Committee, to bring oversight in line with that of the Gaelic Language Plan.

### 3. Background

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- 3.1 The Gaelic Implementation Steering Group was established by the Education, Children and Families Committee and was most recently reappointed on 15 November 2022.

### 4. Main report

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- 4.1 The Gaelic Implementation Steering Group was established in 2016 by the Education, Children and Families Committee and was most recently reappointed on 15 November 2022.
- 4.2 The current remit is:
- 1) To support the implementation of Edinburgh's current Gaelic Language Plan (2018-2022) by:
    - overseeing and providing constructive support and challenge to progress
    - contributing to discussions on the prioritisation of next steps
  - 2) To support the production of annual progress reports.
  - 3) To support the development of future Gaelic Language Plans.
- 4.3 Reporting on the Gaelic Language Plan is via the Policy and Sustainability Committee, so it is proposed to bring ownership of the Steering Group in line with this so that the Steering Group can report to the same committee that receives progress updates on the Gaelic Language Plan.
- 4.4 It is not proposed to make any changes to the membership, structure or remit (appendix 1).



## **5. Next Steps**

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- 5.1 Agreement is required by both committees, so this report will be referred to the Education, Children and Families Committee for joint approval.

## **6. Financial impact**

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- 6.1 There are no financial implications as a result of this report.

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

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- 7.1 There is no direct impact on stakeholders caused by the transfer of ownership.

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

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- 8.1 [Appointments to the Gaelic Implementation Steering Group 2022/23](#) – Report by the Interim Executive Director of Corporate Services – 15 November 2022
- 8.2 [Minute of the Education, Children and Families Committee of 15 November 2022](#)
- 8.3 [Edinburgh Gaelic Language Plan 2018-22](#)
- 8.4 [Committee Terms of Reference and Delegated Functions](#)

## **9. Appendices**

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Appendix 1 – Gaelic Implementation Steering Group – Membership and Remit

## Gaelic Implementation Steering Group

### Membership

#### 7 elected members

(Convener of the Education, Children and Families Committee and 2 SNP members, 1 Labour member, 1 SLD member, 1 Green member, 1 Conservative member)

Councillor Joan Griffiths (Convener)	Councillor Scott Arthur
Councillor David Key	Councillor Louise Young
Councillor Lesley Macinnes	Councillor Chas Booth
	Councillor Tim Jones

#### City of Edinburgh Council Officer Support

- Education Senior Manager (early years, primary, secondary)
- Gaelic Officer
- Corporate Gaelic Development Officer
- Policy Unit
- Communications

#### Other Members

- Young persons' representative
- Parent/Carer representatives (James Gillespie's High School, Croileagan, Bun-sgoil Taobh na Pàirce and Comann nam Pàrant)
- Head Teacher from Bun-sgoil Taobh na Pàirce
- Head Teacher from James Gillespie's High School
- 1 community representative

#### Partner Organisations

- Òganan
- Scottish Government
- Bòrd na Gàidhlig
- Higher Education – Edinburgh University

## **1 Remit**

1.1 To support the implementation of Edinburgh's current Gaelic Language Plan (2018-2022) by:

- overseeing and providing constructive support and challenge to progress
- contributing to discussions on the prioritisation of next steps

1.2 To support the production of annual progress reports.

1.3 To support the development of future Gaelic Language Plans.

## **2 Meeting structure**

2.1 The Group will meet on a quarterly basis and meetings will be themed to ensure effective focus and scrutiny of progress across all three major areas of the Plan in the course of a year:

- Education
- Arts, culture and economy
- Corporate

**Last Met:** 24 April 2023

**Expected completion date:** to be reviewed by end of 2024

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# Policy and Sustainability Committee

10:00am, Tuesday, 23 May 2023

## Self Directed Support – Direct Payments

Executive/routine  
Wards  
Council Commitments

### 1. Recommendations

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- 1.1 It is recommended that the Council:
- 1.2 Note that briefing sessions have recently been provided to staff on Self Directed Support, including direct payments.
- 1.3 Note that officers have committed to revising information for recipients of direct payments by September 2023 and publish this on the Edinburgh Health and Social Care Partnership website.

**Judith Proctor**

Chief Officer, Edinburgh Health and Social Care Partnership

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## Self Directed Support – Direct Payments

### 2. Executive Summary

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- 2.1 On 16 March 2023, Full Council received a report on Self Directed Support (SDS) in response to a motion by Councillor Nicolson. It was agreed that a further report would be received by Policy and Sustainability Committee within one cycle. This report provides information on what outcomes SDS, and specifically direct payments can be used to support.

### 3. Background

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- 3.1 On 16 March 2023, Full Council received a report on SDS in response to a motion by Councillor Nicolson. It was agreed that a further report would be received by Policy and Sustainability Committee within one cycle requesting that the report:
- 3.1.1 Details how the parameters of use for SDS can be made as broad as statutory guidance encourages, by delivering care and support through the widest means possible including options to support people with the cost-of-living crisis;
  - 3.1.2 Outlines how the ‘recovery’ procedure can be developed to support assessors where it may be surmised that currently limited assurance can be given that every locality and practitioner follows the same process.
- 3.2 Full Council agreed to Recommendations of the following:
- 3.2.1 Full publication of the ‘considered process’ to provide opportunity for public scrutiny of the Self Directed Support ‘recovery’ process thus enabling improved transparency and assurance for those in receipt of SDS;
  - 3.2.2 Evidence is circulated that Finance and Audit processes are regularly reviewed to ensure they align with SDS values and practice and that feedback from supported people is included in the review of finance and audit processes.

## 4. Main report

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### Supporting people with the cost of living crisis

- 4.1 A Direct Payment is provided in lieu of a community care or children's service, of the kind described in the SDS Scotland Act 2013, that would otherwise be provided by the Council or an external provider. It is not a state benefit, personal income stream or cost of living payment. There could be some risk of disentitlement to certain state benefits were direct payments treated otherwise.
- 4.2 Decisions about who can receive care and support are based on an assessment of need. The Edinburgh Health and Social Care Partnership gives priority to people who are at the greatest risk. To ensure the Health and Social Care Partnership's decisions are as fair as possible, agreed criteria are in place to assess people's eligibility to receive care services and support. Eligibility criteria enables the Council to identify the degree of risk to an individual's capacity for independent living, or health and wellbeing, taking account of each person's circumstances.
- 4.3 An increase in cost of living is not in itself reason to provide a service or make a direct payment. Where, however, people's needs are assessed for reasons that may be consequent on the impact of cost of living, i.e., there are major or significant risks to an individual's capacity for independence or health and wellbeing which is likely to call for the immediate or imminent provision of social care services, then a service or direct payment in lieu thereof, might be relevant.

### How the 'recovery' procedure can be developed to support assessors

- 4.4 It is important to note that a review of someone's needs will consider whether that service or the direct payment is being used to meet that person's needs. During that review, it is good practice to adjust, if appropriate, the person's level of service in line with the person's personal support plan. That may include continuation with the service/direct payment at the same level, an increase, or a decrease of service/direct payment. The report, [Self Directed Support](#), submitted to Full Council on 16 March 2023 outlines the process for that recovery of unused funds – which were unused in an agreed period – undertaken in collaboration with the person or their carer.
- 4.5 Briefing sessions have recently been delivered in localities and to relevant others on SDS with a particular focus on direct payments. The purpose of the briefing sessions is to increase or refresh staff's knowledge regarding direct payment and staff's duties under the act and ensure a more consistent approach to the use of SDS, including direct payments, across the city.
- 4.6 Officers have committed to revising the operational procedure for direct payments to include reclaiming of unused funds. This procedure will be used as written

documentation to further support Assessors and complement briefings provided to staff.

### **Publication of the process**

- 4.7 An accessible, public facing version of the procedure will be published on the Edinburgh Health and Social Care Partnership website so that recipients of direct payment will be aware of the process to better illustrate that unused funds are appropriately recovered. An update is also being made to the Direct Payment Agreement Form that will state that any unused funds can be reclaimed. These actions will be undertaken by September 2023.

### **Evidence is circulated that Finance and Audit processes are regularly reviewed**

- 4.8 The views of people receiving a direct payment are included within the review process and would therefore be recorded on SWIFT. Obtaining feedback for reporting purposes remains a challenge due to the capacity of SWIFT, however, effective case file audit would highlight any concerns regarding recording or practice. A refreshed case audit programme is being developed and will audit recording and evidence of effective practice. Any significant requirements and remedial action identified through audit will be escalated and where appropriate, reported through the Edinburgh Health and Social Care Partnership's Clinical and Care Governance Framework.

## **5. Next Steps**

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- 5.1 To draft an operational procedure for staff to ensure improved consistency of practice and publish an accessible version to ensure greater transparency for those in receipt of a direct payment.

## **6. Financial impact**

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- 6.1 There are no further financial implications as a result of this report.

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

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- 7.1 There has been no community engagement in developing this report.
- 7.2 As the recovery of direct payment funds is based on unused funds, there should be no adverse impacts on the individual. As stated in the report submitted to Full Council (see 8.3), care is taken to ensure that sufficient funds remain in the direct payment account to purchase in full on an ongoing basis, the original outcome identified on the person's approved support plan.



## 8. Background reading/external references

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### 8.1 The legislative background underpinning direct payments:

National Assistance Act 1948 - <https://www.legislation.gov.uk/ukpga/Geo6/11-12/29>

Social Work (Scotland Act) 1968 -  
<https://www.legislation.gov.uk/ukpga/1968/49/section/12A>

Community Care Act 1990 Part IV Scotland -  
<https://www.legislation.gov.uk/ukpga/1990/19/contents>

Children (Scotland) Act 1995 - <https://www.legislation.gov.uk/ukpga/1995/36/contents>

Direct Payments Act 1997- <https://www.legislation.gov.uk/uksi/1997/734/contents/made>

Community Care and Health (Scotland) Act 2002 -  
<https://www.legislation.gov.uk/asp/2002/5/section/22>

Social Care (Self-directed Support) (Scotland) Act 2013 -  
<https://www.legislation.gov.uk/asp/2013/1/contents/enacted>

### 8.2 Most recent guidance : <https://www.gov.scot/publications/statutory-guidance-accompany-social-care-self-directed-support-scotland-act-2013-2/>

### 8.3 Full Council Report - Motion by Councillor Nicolson – [Self Directed Support 16 March 2023](#)

## 9. Appendices

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None.

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## Policy & Sustainability Committee

10.00am, Tuesday, 23 May 2023

### 16 Days of Activism Against Gender Based Violence

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

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- 1.1 Councillors are requested to note the content of the report which sets out the context for the recommended activities, and the ways in which those align with a multitude of Council priorities, such as Equally Safe and Stonewall's Diversity Champions Programme.
- 1.2 Councillors are requested to approve the action plan proposed within this report, which involves both direct development activities as well as written communications and information posters being distributed which raise awareness of inappropriate conduct, gender-based violence, reporting mechanisms and sources of support both with Elected Members as well as staff members working directly with them.

**Andrew Kerr**

Chief Executive

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## 16 Days of Activism Against Gender Based Violence

### 2. Executive Summary

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- 2.1 This report proposes a range of interventions and communication methods to raise awareness of power imbalances and gender-based violence (GBV) within the political settings of the City Chambers and Waverley Court, how to report GBV, as well as how to access support. It also includes an update on actions to be undertaken by the Equally Safe Edinburgh Committee (ESEC) in order to improve communications with the public on Violence Against Women and Girls (VAWG) and other forms of Gendered violence. The report is in response to the Green Group Addendum to the '16 Days of Activism on Gender-Based Violence' motion report on 9 February 2023.

### 3. Background

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- 3.1 On 9 February 2023, the Equally Safe Edinburgh Committee (ESEC) presented a report to Full Council on the motion titled 16 Days of Activism Against Gender Based Violence, tabled by Cllr. Mumford during a City of Edinburgh Council meeting on 27 October 2023.
- 3.2 The [report](#) outlined actions the Council is taking throughout the calendar year beyond the 16 Days campaign to combat Violence Against Women and Girls (VAWG) and it included a separate report on the work specifically carried out by the ESEC to implement the Equally Safe strategy across Edinburgh.
- 3.3 Following the report's presentation, an [addendum](#) was proposed to the motion by Cllr. Mumford as follows:
- 3.3.1 [Council] notes that any work undertaken on adult protection, child protection or violence against women and girls directly supports the safety of everyone in Edinburgh including anyone working for the City of Edinburgh Council in any capacity (as set out in 7.1 of the [report](#))
- 3.3.2 However, further notes that the power dynamics within politics – in party groups, among elected members, and between Councillors and employees - mean that particular, targeted interventions may be appropriate within the political settings of the City Chambers and Waverley Court

3.3.3 Therefore requests that all elected members and staff working closely with elected members are sent guidance on how to report inappropriate behaviour or violence, and internal communication channels including the orb and posters within these two buildings are utilised to further raise awareness of reporting processes, and to reinforce the message that gender based violence is intrinsically linked with power structures.

Additionally:

3.3.4 Notes with concern the 'red' status of the first two quality standards under priority one which state that "proactive engagement is very limited and there are single or no awareness raising campaigns" and that the partnership "did not collect or analyse data in order to understand attitudes towards VAWG."

3.3.5 Therefore request a briefing note to the Policy and Sustainability Committee within 2 cycles outlining any plans on how these quality standards will be met, with particular focus on awareness raising campaigns which target groups with particular needs and experiences relating to gender based violence including younger and older women, the LGBT community, BAME women, carers and cared-for people, refugees, disabled people and men and boys.

3.4 Following personal communication with Cllr. Mumford, it was decided that item 3.3.3 would be responded to in the current report, while 3.3.5 would be included in a briefing note to the Policy and Sustainability Committee in May 2023.

## 4. Main report

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### Power Dynamics in politics:

4.1 Power dynamics, particularly the deep-rooted inequality between men and women in society, is a cause and consequence of Violence Against Women and girls (VAWG) and all forms of Gender-Based Violence. According to Equally Safe:

*Gender based violence is a function of gender inequality, and an abuse of male power and privilege. It takes the form of actions that result in physical, sexual and psychological harm or suffering to women and children or affront to their human dignity, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or private life. It is men who predominantly carry out such violence, and women who are predominantly the victims of such violence. By referring to violence as 'gender based' this definition highlights the need to understand violence within the context of women's and girls' subordinate status in society. Such violence cannot be understood therefore, in isolation from the norms, social structures and gender roles within the community, which greatly influence women's vulnerability to violence.*

4.2 Gender power dynamics are present in everyday life, with inequality giving rise to abuse, harassment and violence in the private and public sphere. It is expected that similar dynamics are likely to play out in the political sphere between elected

members, and between elected members and employees, given inherent power imbalances in seniority levels, popularity, financial, social and educational standing.

- 4.3 In Scotland, women represent [45% of MSPs](#), and in Edinburgh, women councillors comprise [43% of the Council](#). Although these statistics certainly represent progress over time, they are still not proportionate to the gender breakdown of Edinburgh or Scotland (51% women, 49% men).
- 4.4 Unfortunately, this unequal sharing of power gives rise to behaviours that demonstrate and reinforce the inequality between men and women in the political sphere. [20% of Scottish Parliament workers](#) report experiencing sexism or sexual harassment; [Westminster has been dubbed an 'unsafe place to work'](#) for women, while a councillor who chose to remain anonymous spoke of both [individual sexual harassment and institutional sexism](#) in her early career in politics.

#### Reporting Inappropriate Behaviour or Violence

- 4.5 The Standards Commission for Scotland has published the [Councillors' Code of Conduct](#), while a range of additional materials [to support the conduct of elected members](#) and to provide [thematic briefings](#) is available through the [Improvement Service](#).
- 4.6 The City of Edinburgh Council has a number of policies and procedures, some of which are currently under development, to protect employees from abuse and harassment regardless of where in the council their work takes place.
- 4.7 Additional policies are currently being developed on preventing any type of misconduct, while the Code of Conduct is currently being reviewed and will be re-launched before summer 2023.
- 4.8 The Council currently has an internal mechanism for reporting misconduct and prejudice-based incidents which can be completed by any staff member to whom any type of misconduct or inappropriate behaviour has been disclosed, or who has experienced it directly.
- 4.9 There are additional mechanisms for reporting inappropriate conduct, including how to raise a grievance, and how to make a complaint about another employee's behaviour. These mechanisms are located within the Council's internal Orb intranet.
- 4.10 Following the recommendations by Pinsent Masons LLP led by Suzanne Tanner QC, a team of Speak Up Supporters is also being organised. It is expected that the Speak Up Supporters will be operating in the later months of 2023.
- 4.11 Lastly, the Council also has a [dedicated webpage](#) listing a number of organisations and services who can provide support to people who have been affected by any kind of gendered violence.

#### Targeted Interventions

- 4.12 To ensure that Elected Members and employees working closely with them have access to all the information they need in order to recognise and understand gender-based violence, power imbalances and the impact of inappropriate conduct, the following course of action is proposed:

- 4.12.1 Partnership work with the [Improvement Service](#) and [COSLA](#): The Improvement Service and COSLA have committed to supporting a working group of elected members to explore and address how the council conducts its business, including making recommendations for ongoing changes in Council structures, systems and culture to improve inclusion and wellbeing. As the Improvement Service, together with [COSLA](#), play a key role in monitoring the implementation of the Equally Safe strategy across Scotland, gender equality, power dynamics and elected member conduct will form part of the discussion within these thematic workshops.
- 4.12.2 [Equally Safe in Practice \(ESiP\)](#): ESiP is a programme of work led by [Scottish Women's Aid](#) which “focuses on developing a framework to support workforce development in a way that will work towards sustained attitudinal, behaviour and practice change”. The ESiP programme has started developing training on gender-based violence addressed at different professional tiers, as outlined in their workforce development framework (please see Figure 1 below):



Figure 1: The Equally Safe in Practice Workforce Development Framework. Source: <https://womensaid.scot/equally-safe-in-practice/workforce-development-framework/>

The training modules developed by ESiP are currently being piloted throughout Scotland and are expected to be available by the end of 2023 for local implementation. These modules can be adopted by the Council and made available to all employees and Elected Members, and they can become part of essential training for staff at all levels.

- 4.12.3 [Equally Safe at Work \(ESAW\)](#): The ESAW programme aims to support employers to advance gender equality and prevent violence against women (VAW) in the workplace. This accreditation programme has been

successfully piloted in [four Local Authorities](#) and it is currently being piloted within the NHS and the Third Sector. Although there is currently no plan for additional Local Authorities to undertake ESAW accreditation, the City of Edinburgh Council can commence workstreams to develop across the areas required for accreditation, namely: Leadership, Data, Flexible Working, Occupational Segregation, Workplace Culture and Violence Against Women. Once the programme is open for applications by local authorities again, we would strongly recommend that the Council applies for Equally Safe at Work accreditation. The Council currently has an informal Equally Safe At Work employee group, which is a subgroup of the Women's Network. This group would be happy to contribute to and support the development of this work, provided there is strong commitment and engagement from all senior levels of management within the Council.

- 4.12.4 Information on sources of support and reporting structures on the Orb: The Orb is the Council's intranet system which contains a wealth of information for employees on a range of topics, including Communications, Human Resources and Council news and updates. A workstream is currently underway to include the Council's reviewed Code of Conduct, which is being re-launched, within the Human Resources pages on the Orb. This content will include information on appropriate conduct, as well as how to report and record instances of inappropriate conduct and sources of information and support for anyone affected. This will also include a 'quick exit' button, to ensure that anyone using the page can quickly and easily move away from it if they need to.
- 4.12.5 In late spring/early summer of 2023, the Orb Gateway project is due to commence, which will allow all employees who currently do not have access to the Orb to be able to access Orb content, including information on conduct.
- 4.12.6 Written Guidance and Information Posters: To take advantage of all possible opportunities to raise awareness of inappropriate conduct and sources of support, the following action plan will be completed by Autumn of 2023:
- 4.12.6.1 Posters to be displayed throughout those areas used by party groups and employees in the City Chambers and Waverley Court with information on inappropriate conduct, and short URLs to relevant web pages with information on reporting structures and sources of support;
  - 4.12.6.2 Specific content to be sent out via email to all council employees incl over 4,000 frontline colleagues who have given us their personal email addresses on gender-based violence and inappropriate conduct, reporting mechanisms and sources of support.



- 4.12.6.3 Information on the re-launch of the Code of Conduct will also be displayed on the carousel of the News Beat, the council's internal news page;
- 4.12.6.4 Lastly, we will make use of Managers' News and Executive Directors' and Chief Executive's vlogs to raise awareness of the re-launched Code of Conduct, as well as the sections of the Orb where information on how to report inappropriate conduct and where to access support can be found.
- 4.12.7 The content of the relevant webpages, as well as the design of the posters will be reviewed every 6 months to ensure it remains up to date.

## 5. Next Steps

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- 5.1 As next steps, the following actions may be undertaken by the Council to support elected members and colleagues working closely with them by Autumn 2023:
  - 5.1.1 The re-launch of the reviewed Code of Conduct, with accompanying material to be included in the relevant Orb page (May/June 2023);
  - 5.1.2 The launch of the Orb Gateway, enabling Council staff without Council email addresses to fully access information and resources on conduct on the Orb (May/June 2023);
  - 5.1.3 The design, print and display of A4-sized information posters in Waverley Court and the City Chambers, particularly in areas used by Elected Members and those working closely with them (September/October 2023);
  - 5.1.4 The announcement via email to all colleagues including those in frontline roles about the re-launched Code of Conduct, and relevant pages on the Orb where information on inappropriate conduct, reporting structures and sources of support can be found (September 2023);
  - 5.1.5 The inclusion of information on the new conduct pages on the Orb on the News Beat and the Orb homepage, to ensure that all colleagues are aware of the content (September/October 2023); and
  - 5.1.6 The use of Executive Director and Chief Executive's vlogs and Managers' News to keep staff informed about the content available on the Orb on inappropriate conduct, as well as reporting structures and sources of support (September-December 2023).
- 5.2 Partnership work between COSLA, the Improvement Service and Elected Members in Edinburgh is scheduled to take place over the next 12 months, and a request will be made to facilitators of the scheduled workshop for inappropriate conduct, particularly information around power imbalances and sexual harassment.
- 5.3 The Equally Safe Edinburgh Committee will continue to liaise with Equally Safe in Practice to monitor the development of courses on gender-based violence and to discuss how those can be made available to staff and Elected Members within the

Council, as well as professionals working in services across Edinburgh (from November 2023 onwards)

- 5.4 The Council to commit to work towards Equally Safe At Work accreditation once it becomes available to Local Authorities Again. Until such time, senior Leaders, Managers and Directors can work together with the support of the Women's Network's Equally Safe At Work subgroup to commence the work on implementing recommendations by the accreditation programme to facilitate the accreditation process in the longer term (from September 2023 onwards).

## 6. Financial impact

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- 6.1 Based on the actions described above, the most immediate financial impact will concern the printing of posters to be displayed throughout Waverley Court and the City Chambers.
- 6.2 The cost associated with 100 A4 sized information posters being printed is approximately £12, while updating and re-printing every six months as required will bring the cost to £24 annually. This is subject to change over time but changes in pricing are not considered to be significant.
- 6.3 The Council can cover the cost of printing through its Human Resources budget.

## 7. Stakeholder/Community Impact

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- 7.1 The actions proposed within this report are in direct response to the request made by Cllr Mumford and a number of Elected Members during the City of Edinburgh Council meeting on 9 February 2023.
- 7.2 Based on the discussion generated on this topic, the support for further work to raise awareness of gender-based violence in the political context of Waverley Court and the City Chambers was overwhelming (the discussion is available to watch on the meeting's [webcast](#))
- 7.3 Activity to raise awareness of inappropriate conduct and gender-based violence are aligned with the Council's Equally Safe priorities, as well as with the [recommendations](#) set out in the [Pinsent-Mason enquiry report](#).
- 7.4 The activities outlined in this report will support the council to promote gender equality and to embed an environment where all individuals are safe and respected, and where gender-based violence and abuse, along with other forms of discriminatory or inappropriate conduct are not tolerated.
- 7.5 The activities outlined in this report further align with the Council's recent commitment to sign up to [Stonewall's Diversity Champions Programme](#), as it will strengthen support for all employees and Elected Members against gender-based violence.

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

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- 8.1 [City of Edinburgh Council Meeting: 27 October 2022](#)
- 8.2 [City of Edinburgh Council Meeting: 9 February 2023](#)
- 8.3 [Scottish election 2021: Record number of women elected](#) (BBC News, May 2021)
- 8.4 [Directory of City of Edinburgh Councillors](#)
- 8.5 [A fifth of workers in Scottish Parliament have experienced sexism or sexual harassment](#) (Holyrood Magazine, March 2018)
- 8.6 [Parliament an unsafe workplace due to sexual misconduct by MPs, say unions](#) (The Guardian, July 2022)
- 8.7 ["I called out sexual harassment in local politics. I was shunned and insulted, but it worked"](#) (The Guardian, May 2022)
- 8.8 [Councillors' Code of Conduct](#) (Standards Commission for Scotland)
- 8.9 [Elected Member Induction Materials](#) (the Improvement Service)
- 8.10 [Elected Member Guidance and Briefings](#) (the Improvement Service)
- 8.11 [City of Edinburgh Council directory of support services and organisations for people being abuse or who have experienced abuse in the past](#)
- 8.12 [Equally Safe in Practice](#) (Scottish Women's Aid)
- 8.13 [Equally Safe At Work](#)
- 8.14 [Independent Inquiry Report Arising Out of Allegations Concerning the Conduct of the Late Sean Bell](#)
- 8.15 [Stonewall Diversity Champions Programme](#)

## **9. Appendices**

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- 9.1 Not Applicable

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# Policy & Sustainability Committee

10.00am, Tuesday, 23 May 2023

## Women's Safety in Public Places

Executive/routine      Routine  
Wards  
Council Commitments

### 1. Recommendations

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- 1.1 Committee is requested to note the content of this brief report which provides an update on the work of the Women's Safety in Public Places Community Improvement Partnership.

**Amanda Hatton**

Executive Director of Children, Education and Justice Services

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## Women's Safety in Public Places

### 2. Executive Summary

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- 2.1 This report is submitted to provide an update on the work of the Women's Safety in Public Places Community Improvement Partnership, as requested by Cllr Watt during the Policy and Sustainability Committee meeting on 2 November 2022. It provides an overview of the work undertaken by the Partnership between November 2022-March 2023, as well as a plan for next steps and anticipated impacts of the work.

### 3. Background

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- 3.1 Following motions by [Cllr Watt \(29 April 2021\)](#) and [Cllr Osler \(26 August 2021\)](#) on Women's Safety in Public Places, a workstream has commenced to help us understand where women and girls feel safe and unsafe in Edinburgh, what would help to improve their safety, and how such recommendations can be implemented to make Edinburgh a city that is 'safe by design'.
- 3.2 Carrying this work forward is the Women's Safety in Public Places Community Improvement Partnership (WSPP CIP). The WSPP CIP is led by the [Equally Safe Edinburgh Committee](#) and comprises partners from the City of Edinburgh Council, Police Scotland and the Third Sector. It was established in January 2022 and reports to the [Edinburgh Community Safety Partnership \(ECSP\)](#).
- 3.3 The remit of the WSPP CIP focuses on implementing the actions agreed at Policy and Sustainability Committee on 30 November 2021 as well as undertaking additional tasks that support the improvement of safety in public places in the city, such as participating in national community safety events, analysing data and supporting partners involved in community/public safety and Violence Against Women and Girls (VAWG).
- 3.4 This report is a routine six-month update to the WSPP CIP's presentation to the Policy and Sustainability Committee on [1 November 2022](#), with routine reporting continuing annually thereafter.

## 4. Main report

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- 4.1 To date, the most significant piece of work delivered by the WSPP CIP has been the public consultation on Women's Safety in Public Places in the summer of 2022. The report with findings from this consultation ("Phase One") was presented to the Policy and Sustainability Committee on 1 November 2022.
- 4.2 The consultation was re-opened for a limited time in March 2023 to gather the views of residents during winter, when weather conditions, demographics and daylight hours are different. This "Phase Two" consultation gathered a larger than expected number of responses which has provided us with a very rich picture as to women's and girls' feelings of safety in Edinburgh.
- 4.3 The data collected from the Phase Two consultation is currently being collated and analysed, with a view to a follow-up report being produced in the summer of 2023.
- 4.4 During the winter of 2022-2023, the WSPP CIP has also been carrying out the following activities:
  - 4.4.1 Detailed analysis of mapping data provided by residents on specific locations that feel safe and unsafe to identify 'clusters' and to produce heatmaps with additional information
  - 4.4.2 Exploring opportunities for further collaborations with relevant experts with a range of professional backgrounds and disciplines which may be relevant to women's safety in public places such as licensing, academia, planning and design
  - 4.4.3 Supporting the development of Police Scotland's 'E' Division's 'Operation Nightguard': a new pilot approach to policing Edinburgh's vibrant nighttime economy with a focus on intervening when 'low level' harassment is witnessed so that there is no further escalation and abuse and violence against women can be prevented
  - 4.4.4 Regularly liaising with Violence Against Women Partnerships throughout Scotland who have carried out similar work, particularly around the delivery of a campaign targeting men's and boy's behaviour towards women and girls in public places. The Communications Subgroup of the WSPP CIP is actively working to collect information on the key elements of an effective campaign, and to learn from the experiences of partners throughout the country.

## 5. Next Steps

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- 5.1 The initial next step in the work of the WSPP CIP will be the analysis of data gathered through "Phase Two" of the Women's Safety Consultation (March 2023). This data will help us to compare findings between the two consultations to explore variations in views and feelings of safety with a particular interest around seasonal and population variation.

- 5.1.1 Once the “Phase Two” analysis is complete, an addendum to the report will be compiled and presented to the Edinburgh Community Safety Partnership in due course.
- 5.1.2 The WSPP CIP is working with colleagues in Communications to create a plan for raising awareness of this data, once the report writing is complete. We strive to ensure that all colleagues working in relevant disciplines who could benefit from this information will be able to access it.
- 5.2 We will be looking to deliver a campaign targeted at men and boys addressing their attitudes and behaviours towards women and girls in public places. We hope to deliver this during the later months of 2023; however, we are making sure to plan slowly and carefully so that a campaign on this topic can be as successful as possible. To ensure this, we are exploring opportunities for collaboration with organisations and services working in communities who can support the campaign, and/or capitalise on its messaging to ensure that positive change is brought about.
- 5.3 We will also be exploring the possibility of implementing suggestions by residents that might improve feelings of safety in particular areas. Some of those might involve additional costs or may have an impact on the environment (please see sections 6 and 7 below). The WSPP CIP will engage with colleagues on an ongoing basis to come up with innovative ideas and solutions that can improve safety in public places while minimising financial and environmental impact as far as possible.
- 5.4 The WSPP CIP together with the ESEC will continue to support our colleagues in Police Scotland’s ‘E’ Division in the development of ‘Operation Nightguard’ to ensure that effective preventative interventions can be implemented in the policing of Edinburgh’s nighttime economy.
- 5.5 To ensure that all the above steps are effective, we will be looking to implement trauma-informed practice in all of our work. To achieve this we will be consulting materials from the [National Trauma Training Programme](#), as well as working closely with the Trauma Lead Officer within the Council.
- 5.6 Lastly, the WSPP CIP will be using opportunities to improve women’s safety in public places to ensure that Equally Safe principles run through all policies and workstreams undertaken by the ESEC and its partners, including statutory services and organisations. We see this as an excellent opportunity to promote equality by embedding women’s and girls’ safety in all aspects of public life, as well as to prevent harassment and abuse in the public spaces of Edinburgh.

## **6. Financial impact**

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- 6.1 It is expected that some of this work will carry a financial impact directly related to the delivery of the campaign on women’s safety in public places. The cost for this (£7000) had been initially agreed as part of the Public Protection Budget for 2022-



2023; however, as this campaign has not yet been delivered, we have agreed that the cost for it will be carried forward to the financial year 2023-2024.

- 6.2 It is possible that changes recommended in planning activities might carry additional costs. This is something that we are working to determine with colleagues in Planning in the hopes that costs for implementing measures that increase women's safety can be absorbed in the planning process with a view to becoming standardised features and considerations in any future planning activity.
- 6.3 Any additional costs anticipated will be discussed in due course and discussed in follow-on reports both to the ECSP as well as to the Policy and Sustainability Committee in future.

## 7. Stakeholder/Community Impact

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- 7.1 The WSPP CIP is proud that its activities and workplan are set following direct consultation with the community, as well as organisations and services directly supporting women and girls who may have been affected by harassment, violence and abuse in public places in Edinburgh. The workstreams currently in progress are the direct result of community engagement as well as through evidence-based practice locally, nationally and internationally.
- 7.2 The work on Women's Safety in Public Places aligns with a number of priorities set out on the [Council Business Plan](#). Specifically:
- 7.2.1 Wellbeing: The WSPP CIP supports the following actions:
- "Improved safety and wellbeing for vulnerable citizens"
  - "Make better use of the Council estate and resources to meet our strategic priorities"
- 7.2.2 Sustainability:
- "On track to deliver our 2030 net zero target"
  - "The city has a well-connected and sustainable transport and active travel network"
- 7.2.3 Ending Poverty:
- "More residents experience fair work and receive the living wage"
  - "Increasing attainment for all and reducing the poverty-related attainment gap"
- 7.2.4 Although not obvious at first glance, all of the above priorities link significantly with Women's Safety in Public Places. Research has demonstrated that there is a significant reciprocal relationship between women's vulnerability, mobility and the poverty experienced by women. Evidence for this comes from [research on the design of public spaces](#) as well as the planning and operation of [public transport](#).
- 7.2.5 Women experiencing poverty and inequality are less mobile than men, and have fewer opportunities to meaningfully participate in the job market to

improve their financial standing. This further increases their vulnerability and can exacerbate the poverty and lack of opportunity they experience.

- 7.2.6 Conversely, [women have been shown](#) to be more considerate of the environment, and to choose 'greener' options for transport and travel. This indicates that greener, more environmentally friendly modes of active travel and transport will likely support women's mobility and their active participation in society and in the job market.
- 7.2.7 This evidence can also provide solutions to conflicts between competing agendas:
- 7.2.8 An example of this is lighting-women and girls have told us that lighting is the key factor that determines how safe or unsafe they feel in public places. However, increasing lighting levels will have an impact on energy consumption, energy costs and the environment.
- 7.2.9 As mentioned in the main report, the WSPP CIP will engage with colleagues on an ongoing basis to come up with innovative ideas and solutions that can improve safety in public places while minimising financial and environmental impact as far as possible.
- 7.2.10 In all cases, it is important for us to consider the benefits of safer public spaces in terms of physical and mental health, active travel and the active participation of women and girls in public life and in the employment market against financial and environmental impacts and possible ways of mitigating those.

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

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- 8.1 ["Relevance of Gender in the Policy Area: Regional Policy"](#) – Report of the European Union's Knowledge Centre on Gender Equality.
- 8.2 ["Relevance of Gender in the Policy Area: Transport"](#) - Report of the European Union's Knowledge Centre on Gender Equality.
- 8.3 ["Get Home Safe"](#) – report by Atkins
- 8.4 ["Women's Safety in Public Places"](#) – motion to the City of Edinburgh Council, 29 April 2021
- 8.5 ["Creating a Safer First and Last Mile Journey for Women and Girls"](#) – motion to the City of Edinburgh Council 26 August 2021
- 8.6 WSPP CIP [Report to the Policy and Sustainability Committee](#): 1 November 2022.
- 8.7 The [City of Edinburgh Council Business Plan](#): Our Future Council, Our Future City.

## **9. Appendices**

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- 9.1 None.

# Policy and Sustainability Committee

10:00am, Tuesday 23 May 2023

## EUROCITIES Urban Summit 2023 - Brussels

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

- 1.1 It is recommended that the Policy and Sustainability Committee:
  - 1.1.1 Agrees for the Lord Provost, accompanied and supported by one Council officer, to represent Edinburgh at the EUROCITIES AGM and Brussels Urban Summit (BUS) between 12<sup>th</sup> and 15th June 2023.
  - 1.1.2 Notes that the Brussels Urban Summit will bring together three international city conferences: the 14th Metropolis World Congress, the EUROCITIES Annual Conference and the sixth OECD Champion Mayors Summit for Inclusive Growth Initiative.
  - 1.1.3 Notes the focus of the summit will be on themes including climate change, migration, urban growth, and inequality.

**Deborah Smart**

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## EUROCITIES Conference 2023

### 2. Executive Summary

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- 2.1 EUROCITIES is a membership network of European Cities of which Edinburgh has been a member for almost 30 years. The EUROCITIES AGM is being held in Brussels in June 2023 as a part of the Brussels Urban Summit (BUS).
- 2.2 Edinburgh has attended this AGM and conference over a number of years, including hosting the event in 2018. This report recommends that the Council is represented at this year's conference.

### 3. Background

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- 3.1 EUROCITIES is a network of major European cities, bringing together the local governments of over 130 of Europe's largest cities. It provides a platform for Edinburgh to connect with leading cities across Europe, learn from and find joint solutions to local challenges.
- 3.2 EUROCITIES aims to inspire new thinking and insights into tackling key challenges confronting cities across diverse policy areas including sustainable urban development, employment, energy, youth, culture, social inclusion, and the digital agenda.
- 3.3 Edinburgh has attended the annual EUROCITIES conference over a number of years, including hosting the event in 2018. This attendance supports the goals of the Council's International Framework, helps maintain and develop connections with international partners, and offers peer learning and benchmarking opportunities with other European cities.

### 4. Main report

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- 4.1 The Brussels Urban Summit (BUS) – held between 12<sup>th</sup> and 15<sup>th</sup> June 2023 - will bring together three international city conferences: the 14th Metropolis World Congress, the EUROCITIES Annual Conference and the sixth OECD Champion Mayors Summit for Inclusive Growth Initiative. It will gather over 300 cities worldwide and more than 1,000 politicians, experts, and representatives of civil society to exchange ideas and set the priorities for sustainable, affordable, and liveable cities going forward.

- 4.2 This gathering is an initiative of Brussels Capital Region, EUROCITIES, Metropolis and the OECD Champion Mayors for Inclusive Growth Initiative.
- 4.3 Through a programme of plenary sessions, workshops, side events and site visits, the summit offers an opportunity to engage in a strategic global dialogue on the future of urban areas.
- 4.4 The major topics for knowledge exchanges will be focussed on:
- Tackling inequalities and rebuilding the social contract in cities.
  - OECD Champion Mayors for Inclusive Growth Initiative focussing on how mayors are confronting the cost-of-living and housing crisis in cities.
  - How migration and growing diversity shapes cities today, and what strategies local governments can develop to turn social, cultural, and economic challenges into opportunities.
  - The EUROCITIES AGM

## **5. Next Steps**

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- 5.1 As next steps it is recommended that:
- 5.1.1 Agrees the attendance of the Lord Provost at EUROCITIES urban summit and associated events.
- 5.1.2 Provides a summary of the benefits of attending the summit to the Policy and Sustainability Committee

## **6. Financial impact**

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- 6.1 Delivery of actions outlined in this report will be taken forward within agreed Council budgets. Any additional budget requirements identified will be discussed and agreed through annual budget decision making processes.

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

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- 7.1 The Lord Provost and accompanying officer will be travelling to Brussels by rail.
- 7.2 This provides a good example of sustainable travel outside the UK and supports the elected member travel guidance for international travel.
- 7.3 The total carbon impact of this journey is estimated at 83 kgCO<sub>2</sub>e. This is estimated at one sixth of the equivalent journey by air, or a carbon saving equivalent to 1,454 miles driven by an average vehicle.

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

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<https://urbansummit.brussels/index.html>

## **9. Appendices**

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None

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## Policy and Sustainability Committee

10.00am, Tuesday, 23 May 2023

### International Travel 2023/24 - Place

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

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- 1.1 Policy and Sustainability Committee is asked to:
  - 1.1.1 Note the international travel for officers in the Place Directorate which has been agreed under delegated authority due to urgency; and
  - 1.1.2 Agree the remaining international travel for officers within the Place Directorate in 2023/24.

#### Paul Lawrence

Executive Director of Place

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## International Travel 2023/24 - Place

### 2. Executive Summary

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- 2.1 This report sets out the proposed international travel for officers in the Place Directorate in 2023/24. The report notes that a small number of visits have already been approved under delegated authority due to urgency and seeks approval for the remaining travel activities to be progressed.

### 3. Background

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- 3.1 On [21 November 2019](#), the Council approved a process for International Travel and Conferences. The Council:
- 3.1.1 Agreed that all international travel by officers or elected members (in their role as a representative of City of Edinburgh Council) be considered and approved by the Policy and Sustainability Committee;
  - 3.1.2 Noted that the Council Business Travel and Accommodation Guidance was being reviewed with a view to reducing the overall carbon impact of the Council's international travel; and
  - 3.1.3 Agreed that preference be given to rail travel except where time considerations made it impossible.
- 3.2 A report on the overall carbon impact of international travel was considered by Committee on [21 March 2023](#).

### 4. Main report

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- 4.1 Appendix 1 sets out the international travel requests for officers within the Place Directorate to attend meetings, events or study visits in 2023/24 which would require international travel.
- 4.2 A small number of these travel activities were approved under delegated authority through the Council's Committee Terms of Reference due to the urgency of the decision required.



## **5. Next Steps**

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- 5.1 If approved, arrangements will be made for the travel outlined. The carbon impacts associated with this travel will be submitted as part of the Council's Public Bodies Duties Climate Change Reporting, which is completed annually.

## **6. Financial impact**

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- 6.1 The travel activities listed in Appendix 1 note where external funding has been secured or will be sought.
- 6.2 The remaining costs will be met from service area revenue budgets in 2023/24.

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

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- 7.1 The Council's process for International Travel and Conferences has been developed with a view to reducing the overall carbon impact of the Council's international travel, with preference being given to rail travel, where possible.
- 7.2 In identifying the mode of travel identified in this report, consideration has been given to rail travel but in some cases, the time taken where direct rail services do not exist are prohibitive to enabling these visits to take place.
- 7.3 The carbon impacts associated with this travel will be submitted as part of the Council's Public Bodies Duties Climate Change Reporting, which is completed annually.

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

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- 8.1 None.

## **9. Appendices**

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- 9.1 Appendix 1 – International Travel Requests for 2023/24 from Place Directorate

## Appendix 1 – International Travel Requests for 2023/24

Item	Purpose of Travel	Number of Travellers	Destination	Dates (if known)	Mode of Travel (where known)	Additional Information
1	European Festivals Association, Festival Cities Summit	1	Girona, Spain	23 - 26 April 2023	Air	<b>Approval was provided under urgency provisions.</b>  This summit brings together festival cities from across the Europe to work together on issues within arts, festivals and festival stakeholders.
2	Cultural Course Delegation	1	Beijing and Shanghai, China	29 May 2023 – 2 June	Air	<b>Externally funded</b> This delegation to Beijing and Shanghai has been arranged for representatives from the city's Festivals and Cultural Venues.
3	Study Visit on Climate Adapted/ Green Blue Neighbourhoods	4	Copenhagen, Denmark	6 – 7 June	Air	This study visit is being arranged to Copenhagen to understand from their experience (both positive and negative) of already designed and built successful city wide green blue infrastructure in an urban context. Council officers from four project teams have been invited to participate in the tour.
4	Echarge4drivers Workshop	1	Barcelona, Spain	29 June 2023	Air, no direct train	<b>Approval was provided under urgency provisions.</b>  EU funded workshop focused on Electric Vehicle charging and innovation. First of a series of three workshops, with external funding

						available to contribute to the cost of attendance at each event .
5	ERASMUS Project Meeting – Story Valley	1	Brussels, Belgium	29 – 31 August 2023	Train	<p><b>Externally funded – condition of funding that representatives attend project meetings.</b></p> <p>Story Valley project, delivered in partnership with Edinburgh College, Book Festival, Storytelling Centre, City of Literature. Uses storytelling to improve literacy in further education students in creative industries.  <a href="https://www.storyvalleyacademy.com/">https://www.storyvalleyacademy.com/</a>.</p>
4	Echarge4drivers Workshop	1	Berlin, Germany	September/October	TBC	See note above on item 4.
5	Echarge4drivers Workshop	1	Luxemburg/Brussels	September/October	TBC	See note above on item 4.
6	ERASMUS Project Meeting - FabConnectHER	1	Leeuwarden, Netherlands	October 2023	Air, no direct train	See note above on item 5.
7	European Festivals Association Congress	1	Berlin, Germany	November 2023	Air, no direct train	EFA's annual congress on creating Europe of the future: how culture and festivals can create better futures for cities and their citizens.
8	Erasmus Project Meeting - FabConnectHER	1	Leon, France	February 2023	Air, no direct train	See note above on item 5.
9	Edinburgh as a Festival City Masterclass for Breda University	1	Breda, Netherlands	Not known	Not known	<p>Invitation to present to Breda University's master's programme and to discuss possible co-operation in the future.</p> <p>Travel arrangements still to be determined.</p>

10	MIPIM 2024	2 – 3	Cannes, France	12 – 15 March 2024	Not yet confirmed	MIPIM is an annual real estate, conference and networking event. In previous years, Edinburgh has participated as part of Team Scotland (co-ordinated by the Scottish Government). In anticipation of a request for Edinburgh to participate in a Team Scotland delegation in 2024, approval in principle is requested.
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