

Notice of meeting and agenda

Policy and Sustainability Committee

10.00 am Tuesday, 9th January, 2024

Dean of Guild Court Room - City Chambers

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

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 Any items under "Private Business" will not be published, although the decisions will be recorded in the minute.

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1. Order of Business

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

2. Declaration of Interests

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

3. Deputations

- 3.1 If any

4. Minutes

- | | | |
|-----|--|---------|
| 4.1 | Minute of Policy and Sustainability Committee of 24 October 2023 – submitted for approval as a correct record | 7 - 40 |
| 4.2 | Minute of Policy and Sustainability Committee of 15 December 2023 – submitted for approval as a correct record | 41 - 48 |

5. Forward Planning

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| 5.1 | Work Programme | 49 - 54 |
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6. Business Bulletin

6.1	Business Bulletin	133 - 140
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7. Executive Decisions

7.1	Best Value Review Update – Report by the Executive Director of Corporate Services	141 - 148
7.2	Plant-Based Treaty Action Plan – Report by the Executive Director of Corporate Services (Note: Councillor Burgess has been called for this item)	149 - 170
7.3	Regenerative Futures Fund – Report by the Executive Director of Corporate Services	171 - 178
7.4	Future Relationship with EIJB - Joint report by the Executive Director of Corporate Services and the Chief Officer, Edinburgh Integration Joint Board	179 - 188
7.5	City-wide Carbon Emissions and 2030 Climate Strategy update – Report by the Executive Director of Place	189 - 258
7.6	Night Time Coordinator – Report by the Executive Director of Place (Note: Councillor Staniforth has been called for this item)	259 - 264
7.7	Edinburgh Union Canal Strategy refresh – Report by the Executive Director of Place	265 - 300

8. Routine Decisions

8.1	Corporate Property Strategy Update – Report by the Executive Director of Place	301 - 310
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8.3	Edinburgh Leisure and the Real Living Wage – Report by the Executive Director of Place	321 - 326
8.4	Internal Audit Open and Overdue Internal Audit Actions – Performance Dashboard as at 31 October 2023 - referral from the Governance Risk and Best Value Committee	327 - 350

9. Policy Reports

9.1	Legal and Assurance - Policy Assurance Statement – Report by the Executive Director of Corporate Services	351 - 360
9.2	Policy Assurance Statement – Customer and Digital Services – Report by the Executive Director of Corporate Services	361 - 366
9.3	Venue and Event Booking Policy – Report by the Executive Director of Place	367 - 384
9.4	Health and Safety Policy Review – Report by the Executive Director of Corporate Services	385 - 406
9.5	Smoke Free Policy – Report by the Executive Director of Corporate Services	407 - 418
9.6	Whistleblowing Policy and Toolkit – Report by the Service Director, Legal & Assurance and Council Monitoring Officer	419 - 450

10. Motions

10.1 If any

Nick Smith

Service Director, Legal and Assurance

Committee Members

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 Doggart, Councillor Kevin Lang, Councillor Lesley Macinnes, Councillor Adam Nols-McVey, Councillor Jane Meagher, Councillor Claire Miller, Councillor Alys Mumford, Councillor Ben Parker, Councillor Mandy Watt and Councillor Iain Whyte

Information about the Policy and Sustainability Committee

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

Further information

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

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Minutes

Policy and Sustainability Committee

10.00 am, Tuesday 24 October 2023

Present

Councillors Day (Convener), Aston, Beal, Bennett, Biagi, Campbell, Dijkstra-Downie, Doggart, Lang (items 12 – 28), Macinnes, Meagher, Miller, Mumford, Nols-McVey, Parker, Thornley (substituting for Councillor Lang, items 1 – 11), Watt and Whyte.

1. Deputations

LGBT Youth Scotland (in relation to item 18 – Gender Recognition Reform)

The deputation expressed their thanks to committee for inviting them to speak. They highlighted the daily safety worries they had when making decisions such as how to dress and speak. Daily public life was still inaccessible for LGBT people who faced additional barriers to live freely. They said that faced harassment, physical and sexual assault, and bullying. There were other barriers such as access to toilets and changing facilities along with limited access to education and work which could result in homelessness or unstable housing situations. The deputation hoped that Edinburgh could become a welcoming city to everyone.

A written submission was also provided:

[Supporting Paper for Committee by LGBT Youth Scotland](#)

(See item 18 below)

2. Minutes

Decision

To approve the minute of the Policy and Sustainability Committee of 22 August 2023 as a correct record.

3. Policy and Sustainability Committee Work Programme

The Policy and Sustainability Committee Work Programme for 24 October 2023 was presented.

Decision

To note the Work Programme.

(Reference – Work Programme 24 October 2023, submitted.)

4. Policy and Sustainability Committee Rolling Actions Log

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

Decision

- 1) To agree to close the following actions:
 - **Action 9** – Regional Prosperity Framework Delivery Plan

- **Action 10** – Gender Recognition Reform - Motion by Councillor Mumford
 - **Action 11** – Care Home Contracts - Motion by Councillor Miller
 - **Action 12(4)** - Self Directed Support – Motion by Councillor Nicolson
 - **Action 13** – Conservatives Voter ID Disenfranchisement Legislation – Motion by Councillor Dobbin
 - **Action 14** – Risk Management Policy
 - **Action 17(2)** – Drug and Alcohol Recovery Services in Niddrie and Craigmillar
 - **Action 19b** – Crisis in NHS Dentistry – Motion by Councillor Davidson
 - **Action 20(1)** – Business Bulletin
 - **Action 22** – Response to Adopting Definition of Islamophobia Motion
 - **Action 25** – The UK’s Real Estate, Infrastructure and Investment
 - **Action 30** – Motion by Councillor McKenzie – Care Homes
 - **Action 31** – EDI Training – Motion by Councillor Kumar
 - **Action 35(2 and 3)** – Business Bulletin
 - **Action 39(2)** – Corporate Property Strategy
 - **Action 51** – Policy for Supporting Adult Carers and Caring Relationships
- 2) To request that officers confirm the date of the briefing session referenced at Action 5 – Social Security Take-Up Strategy.
 - 3) To request that officers provide an update on progress with the briefing note referenced at Action 34(2).
 - 4) To otherwise note the Rolling Actions Log.
- (Reference – Rolling Actions Log, submitted.)

5. Business Bulletin

The Policy and Sustainability Committee Business Bulletin for 22 August 2023 was submitted.

Decision

To note the Business Bulletin.

(Reference – Business Bulletin 24 October 2023, submitted.)

6. End Poverty in Edinburgh Annual Progress Report

Details were provided of progress made by the Council and partners in response to the calls to action made by the Edinburgh Poverty Commission. The report met the Council’s statutory duty to publish a joint report with NHS Lothian on local actions to address child poverty. A refreshed framework to guide future work of the Council and partners was also provided.

Motion

- 1) To agree the third annual progress report against Council and partnership actions in response to the findings of the Edinburgh Poverty Commission.

- 2) To note the proposed refreshed framework to guide future Council and partnership actions to end poverty in Edinburgh and note that this framework remained fully aligned to the findings of the Edinburgh Poverty Commission.
- 3) To note that the report by the Executive Director of Corporate Services, in line with statutory requirements, had been prepared in collaboration with NHS and Edinburgh Partnership colleagues, and it would be considered by the Edinburgh Partnership in December 2023.
- 4) To note that, further to previous decisions of Council, during 2024 members of the Edinburgh Poverty Commission would be invited to provide advice on city-wide progress to date and recommended next steps as part of an interim review of progress towards 2030 targets.

- moved by Councillor Day, seconded by Councillor Meagher

Amendment 1

- 1) To agree the third annual progress report against Council and partnership actions in response to the findings of the Edinburgh Poverty Commission.
- 2) To note the proposed refreshed framework to guide future Council and partnership actions to end poverty in Edinburgh and note that this framework remained fully aligned to the findings of the Edinburgh Poverty Commission.
- 3) To note that the report by the Executive Director of Corporate Services, in line with statutory requirements, had been prepared in collaboration with NHS and Edinburgh Partnership colleagues, and it would be considered by the Edinburgh Partnership in December 2023.
- 4) To note that, further to previous decisions of Council, during 2024 members of the Edinburgh Poverty Commission would be invited to provide advice on city-wide progress to date and recommended next steps as part of an interim review of progress towards 2030 targets.
- 5) To note the concerning fall in those being supported through the Council's advice services during a cost of living crisis which is exacerbating poverty in the City.
- 6) To agree to request the commission examine the impact of the extreme service reduction to residents and invites the Commission to produce recommendations to address the issues and ensure people in Edinburgh can access financial advice services when needed.

- moved by Councillor Nols-McVey, seconded by Councillor Macinnes

Amendment 2

- 1) To agree the third annual progress report against Council and partnership actions in response to the findings of the Edinburgh Poverty Commission.
- 2) Welcomes the acknowledgements in the report that "there is enough determination in the city to embrace the twin challenges of solving poverty and reducing carbon emissions over the next decade." and of the "higher risk of poverty among women, families with children, minority ethnic groups, and disabled families in the city.";
 - 2.1) Notes that employment and employability initiatives are key to progressing one of the four key themes identified, and recognises that, for

these initiatives to be sustainable, green and low-carbon jobs should be central to them;

- 2.2) Further notes that the Capital City Partnership will be increasing its focus on green skills and the green economy in response to a decision at Housing, Homelessness and Fair Work Committee earlier this month;
- 2.3) Therefore, in recognition of this and in order to ensure further joined up thinking across key Council priorities, requests that the planned workshops to be progressed during 2024 include
 - 2.3.1) Exploration of how commitments to a just transition can help poverty reduction in Edinburgh, particularly looking at entry-level green jobs and jobs in low-carbon industries like care work;
 - 2.3.2) Exploration of the varying impact of poverty on different groups of people, particularly those with protected characteristics, and how our response to poverty in Edinburgh can be understood through an intersectional lens;
 - 2.3.3) Exploration of how other Council strategies relating to climate mitigation, climate adaptation and health and social care interrelate with actions under the End Poverty in Edinburgh strategy, including how these can also be understood through an intersectional lens;
- 2.4) And that invitees to those workshops include:
 - 2.4.1) Organisations focussing on groups of people with protected characteristics including Scottish Women's Budget Group, the Muslim Women's Resource Centre and One Parent Families Scotland, Inclusion Scotland and People First;
 - 2.4.2) Trade Unions and Tenant / Community Unions including Living Rent.
- 3) Finally, notes with specific concern issues around digital inclusion, recognising that groups more likely to experience poverty can be disproportionately affected by this, and agrees that, as part of wider work looking at access and inclusion across Council services, this issue is given particular consideration.
- 4) To note the proposed refreshed framework to guide future Council and partnership actions to end poverty in Edinburgh and note that this framework remained fully aligned to the findings of the Edinburgh Poverty Commission.
- 5) To note that the report by the Executive Director of Corporate Services, in line with statutory requirements, had been prepared in collaboration with NHS and Edinburgh Partnership colleagues, and it would be considered by the Edinburgh Partnership in December 2023.
- 6) To note that, further to previous decisions of Council, during 2024 members of the Edinburgh Poverty Commission would be invited to provide advice on city-wide progress to date and recommended next steps as part of an interim review of progress towards 2030 targets.

- moved by Councillor Mumford, seconded by Councillor Parker

Amendment 3

- 1) To agree the third annual progress report against Council and partnership actions in response to the findings of the Edinburgh Poverty Commission,

subject to action plans being provided as part of the “Progress and Priorities” section to:

- Improve pupil attendance rates at school which has worsened since the end of the pandemic, especially for secondary school pupils.
 - Restore advice services to an appropriate capacity within six months (at least 2019/20 levels) using Council Advice Shop and any new partnership actions with a new KPI introduced that measures the implementation of the overall advice strategy. This to be reported to Committee at an appropriate point to provide assurance of progress and to include a report on the outcome of the commissioned review of welfare rights and debt advice services which is apparently complete but no projected impact, indication of additional improvement/change or resolution of the single advice brand discussion is provided within this annual progress report.
- 2) To note the proposed refreshed framework to guide future Council and partnership actions to end poverty in Edinburgh and note that this framework remained fully aligned to the findings of the Edinburgh Poverty Commission.
 - 3) To note that the report by the Executive Director of Corporate Services, in line with statutory requirements, had been prepared in collaboration with NHS and Edinburgh Partnership colleagues, and it would be considered by the Edinburgh Partnership in December 2023.
 - 4) To note that, further to previous decisions of Council, during 2024 members of the Edinburgh Poverty Commission would be invited to provide advice on city-wide progress to date and recommended next steps as part of an interim review of progress towards 2030 targets.

- moved by Councillor Whyte, seconded by Councillor Doggart

In accordance with Standing Order 22(12), Amendments 2 and 3 were accepted as addendums to the Motion.

In accordance with Standing Order 22(12), Amendments 2 and 3 were accepted as addendums to Amendment 1.

Voting

The voting was as follows:

For the Motion (as adjusted) - 9 votes

For Amendment 1 (as adjusted) - 8 votes

(For the Motion (as adjusted): Councillors Beal, Bennett, Day, Dijkstra-Downie, Doggart, Meagher, Thornley, Watt and Whyte.

For Amendment 1 (as adjusted): Councillors Aston, Biagi, Campbell, Macinnes, Miller, Nols-McVey, Mumford and Parker.)

Decision

To approve the following adjusted motion by Councillor Day:

- 1) To agree the third annual progress report against Council and partnership actions in response to the findings of the Edinburgh Poverty Commission subject to action plans being provided as part of the “Progress and Priorities” section to:
 - Improve pupil attendance rates at school which has worsened since the end of the pandemic, especially for secondary school pupils.

- Restore advice services to an appropriate capacity within six months (at least 2019/20 levels) using Council Advice Shop and any new partnership actions with a new KPI introduced that measures the implementation of the overall advice strategy. This would be reported to Committee at an appropriate point to provide assurance of progress and to include a report on the outcome of the commissioned review of welfare rights and debt advice services which was apparently complete but no projected impact, indication of additional improvement/change or resolution of the single advice brand discussion was provided within this annual progress report.
- 2) To welcome the acknowledgements in the report that “there is enough determination in the city to embrace the twin challenges of solving poverty and reducing carbon emissions over the next decade.” and of the “higher risk of poverty among women, families with children, minority ethnic groups, and disabled families in the city”;
 - 3) To note that employment and employability initiatives were key to progressing one of the four key themes identified, and to recognise that, for these initiatives to be sustainable, green and low-carbon jobs should be central to them.
 - 4) To further note that the Capital City Partnership would be increasing its focus on green skills and the green economy in response to a decision at Housing, Homelessness and Fair Work Committee earlier this month.
 - 5) Therefore, in recognition of this and in order to ensure further joined up thinking across key Council priorities, to request that the planned workshops to be progressed during 2024 include:
 - Exploration of how commitments to a just transition could help poverty reduction in Edinburgh, particularly looking at entry-level green jobs and jobs in low-carbon industries like care work.
 - Exploration of the varying impact of poverty on different groups of people, particularly those with protected characteristics, and how our response to poverty in Edinburgh could be understood through an intersectional lens.
 - Exploration of how other Council strategies relating to climate mitigation, climate adaptation and health and social care interrelate with actions under the End Poverty in Edinburgh strategy, including how these could also be understood through an intersectional lens.
 - 6) To request that invitees to those workshops included:
 - Organisations focussing on groups of people with protected characteristics including Scottish Women’s Budget Group, the Muslim Women’s Resource Centre and One Parent Families Scotland, Inclusion Scotland and People First.
 - Trade Unions and Tenant / Community Unions including Living Rent.
 - 7) To note with specific concern issues around digital inclusion, recognising that groups more likely to experience poverty could be disproportionately affected by this, and to agree that, as part of wider work looking at access and inclusion across Council services, this issue was given particular consideration.
 - 8) To note the proposed refreshed framework to guide future Council and partnership actions to end poverty in Edinburgh and note that this framework remained fully aligned to the findings of the Edinburgh Poverty Commission.

- 9) To note that the report by the Executive Director of Corporate Services, in line with statutory requirements, had been prepared in collaboration with NHS and Edinburgh Partnership colleagues, and it would be considered by the Edinburgh Partnership in December 2023.
- 10) To note that, further to previous decisions of Council, during 2024 members of the Edinburgh Poverty Commission would be invited to provide advice on city-wide progress to date and recommended next steps as part of an interim review of progress towards 2030 targets.
- 11) To request a briefing note on improving digital inclusion and access to skills and employment.

(References – Policy and Sustainability Committee of 17 November 2022 (item 3); report by the Executive Director of Corporate Services, submitted.)

7. Council Emissions Reduction Plan – Annual Progress Report

The second annual update on the Council Emissions Reduction Plan (CERP) was submitted for approval. The performance report provided progress against each of the 73 actions and 53 Key Performance Indicators of the CERP. Details were provided on how the Council was delivering against its Climate Compact commitments which were signed in December 2020.

Motion

- 1) To agree the second annual progress report against the Council Emissions Reduction Plan (CERP).
- 2) To agree to change targets in relation to fleet and waste actions proposed in paragraphs 4.27 to 4.28.
- 3) To note that there would be a report to Committee in November 2024 following an exercise to review and prioritise actions based on three years of learning since the CERP was agreed.
- 4) To note that the Council's organisational emissions were updated annually and reported to the Scottish Government through the Public Bodies Climate Change Duty Reporting (PBCCD), which was the subject of a separate report on the Committee agenda.
- 5) To note that this annual progress report focused on Council emissions only. An update on the city-wide emissions and progress on the Climate Strategy would be brought to Policy and Sustainability Committee in January 2024.

- moved by Councillor Day, seconded by Councillor Watt

Amendment 1

- 1) To agree the second annual progress report against the Council Emissions Reduction Plan (CERP).
- 2) To agree to change targets in relation to fleet proposed in paragraph 4.28 and retain the existing recycling target.
- 3) To note that there would be a report to Committee in November 2024 following an exercise to review and prioritise actions based on three years of learning since the CERP was agreed.
- 4) To note that the Council's organisational emissions were updated annually and reported to the Scottish Government through the Public Bodies Climate Change

Duty Reporting (PBCCD), which was the subject of a separate report on the Committee agenda.

- 5) To note that this annual progress report focused on Council emissions only. An update on the city-wide emissions and progress on the Climate Strategy would be brought to Policy and Sustainability Committee in January 2024.

- moved by Councillor Nols-McVey, seconded by Councillor Aston

Amendment 2

- 1) To agree the second annual progress report against the Council Emissions Reduction Plan (CERP).
- 2) To agree to change targets in relation to fleet and waste actions proposed in paragraphs 4.27 to 4.28.
- 3) To note that there would be a report to Committee in November 2024 following an exercise to review and prioritise actions based on three years of learning since the CERP was agreed and to agree:
 - That, where appropriate, this report will also include new actions to eradicate or significantly reduce the emissions gap to net zero which currently exists in the CERP, and that the report will be supplemented with a clear strategy to finance these actions, including a commitment to resourcing this strategy at a corporate level.
 - That, where appropriate, this prioritisation exercise will also overlay considerations of other relevant climate, nature, poverty and health strategies to ensure joined up thinking, and be in line with a climate justice approach.
 - That, in advance of the report being published, all of this should be discussed at the Sustainability and Climate & Nature Emergencies APOG, including more regular reviews of progress against actions sitting under the CERP.
- 4) To note that the Council's organisational emissions were updated annually and reported to the Scottish Government through the Public Bodies Climate Change Duty Reporting (PBCCD), which was the subject of a separate report on the Committee agenda.
- 5) To note that this annual progress report focused on Council emissions only. An update on the city-wide emissions and progress on the Climate Strategy would be brought to Policy and Sustainability Committee in January 2024.

- moved by Councillor Parker, seconded by Councillor Mumford

Amendment 3

- 1) To agree the second annual progress report against the Council Emissions Reduction Plan (CERP).
- 2) To agree the change in target at paragraph 4.28, but agrees to maintain a target for increasing recycling rates (with a SMART target to be reported to Committee within one cycle) and that a report be provided to the Transport and Environment Committee, detailing how lessons about increased recycling rates can be gathered and implemented from practice in other UK urban areas with much better rates such as Newport (Wales), Cardiff, Bath, Chester and Kingston-upon-Hull.

- 3) To note that there would be a report to Committee in November 2024 following an exercise to review and prioritise actions based on three years of learning since the CERP was agreed.
- 4) To note that the Council's organisational emissions were updated annually and reported to the Scottish Government through the Public Bodies Climate Change Duty Reporting (PBCCD), which was the subject of a separate report on the Committee agenda.
- 5) To note that this annual progress report focused on Council emissions only. An update on the city-wide emissions and progress on the Climate Strategy would be brought to Policy and Sustainability Committee in January 2024.

- moved by Councillor Whyte, seconded by Councillor Doggart

In accordance with Standing Order 22(12), Amendments 1 and 2 were accepted as addendums to the Motion and Amendment 3 was adjusted and accepted as an addendum to the Motion.

Decision

To approve the following adjusted motion by Councillor Day:

- 1) To agree the second annual progress report against the Council Emissions Reduction Plan (CERP).
- 2) To agree to change targets in relation to fleet proposed in paragraph 4.28 and retain the existing recycling target (with a SMART target to be reported to Committee within one cycle) and that a report be provided to the Transport and Environment Committee, detailing how lessons about increased recycling rates can be gathered and implemented from practice in other UK urban areas with much better rates such as Newport (Wales), Cardiff, Bath, Chester and Kingston-upon-Hull.
- 3) To note that there would be a report to Committee in November 2024 following an exercise to review and prioritise actions based on three years of learning since the CERP was agreed and to agree:
 - That, where appropriate, this report would also include new actions to eradicate or significantly reduce the emissions gap to net zero which currently existed in the CERP, and that the report would be supplemented with a clear strategy to finance these actions, including a commitment to resourcing this strategy at a corporate level.
 - That, where appropriate, this prioritisation exercise would also overlay considerations of other relevant climate, nature, poverty and health strategies to ensure joined up thinking, and be in line with a climate justice approach.
 - That, in advance of the report being published, all of this should be discussed at the Sustainability and Climate & Nature Emergencies APOG, including more regular reviews of progress against actions sitting under the CERP.
- 4) To note that the Council's organisational emissions were updated annually and reported to the Scottish Government through the Public Bodies Climate Change Duty Reporting (PBCCD), which was the subject of a separate report on the Committee agenda.

- 5) To note that this annual progress report focused on Council emissions only. An update on the city-wide emissions and progress on the Climate Strategy would be brought to Policy and Sustainability Committee in January 2024.

(References – Policy and Sustainability Committee of 17 November 2022 (item 5); report by the Executive Director of Corporate Services, submitted.)

8. Public Bodies Climate Change Duties Report 2022/23

Approval was sought of the Council's annual statutory return in accordance with the Climate Change (Scotland) Act 2009, Public Bodies Climate Change Duties (PBCCD) as amended by the Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Amendment Order 2020. The current report covered the last financial year (2022-2023) and had to be submitted to the Scottish Government by 30 November 2023. Council emissions had reduced by 68% from a 2005/2006 baseline and there was a 7% decrease in emissions since the previous year.

Motion

- 1) To approve the City of Edinburgh Council Public Bodies Climate Change Duties Report 2022/23, for submission to the Scottish Government on 30 November 2023.
- 2) To note that Council emissions had reduced by 68% from a 2005/2006 baseline and that there had been a 7% decrease in emissions since the previous year.
- 3) To note that the Council's strategic approach to reducing its corporate emissions was set out in the Council Emissions Reduction Plan (CERP) which was the subject of a separate report to Committee.

- moved by Councillor Day, seconded by Councillor Watt

Amendment 1

- 1) To approve the City of Edinburgh Council Public Bodies Climate Change Duties Report 2022/23, for submission to the Scottish Government on 30 November 2023.
- 2) To note that Council emissions had reduced by 68% from a 2005/2006 baseline and that there had been a 7% decrease in emissions since the previous year.
- 3) To note that the Council's strategic approach to reducing its corporate emissions was set out in the Council Emissions Reduction Plan (CERP) which was the subject of a separate report to Committee.
- 4) Notes that the annual Public Bodies Climate Change Duties Reporting to the Scottish Government requires the Council to explain how spending plans and use of resources is aligned to emissions targets
- 5) Notes that, last year, groups were encouraged to complete a climate impact assessment of their proposed budgets and to include an accompanying statement to their budget motions which set out how their proposed spending plans align – or misalign – to the Council's climate strategies, though regrets that only one budget motion did this last year.
- 6) Notes that a guidance document and template to support groups to do this was circulated last year, and that a lessons learned exercise was completed this year about the budget process, including consideration of this guidance and template.

- 7) Requests that the climate impact statement guidance and template document is recirculated amongst groups – with any tweaks made following feedback from last year – and recommends that all budget motions include an accompanying statement which sets out how spending plans align with the Council’s climate strategies, including this as an appendix.

- moved by Councillor Parker, seconded by Councillor Mumford

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

Decision

To approve the following adjusted motion by Councillor Day:

- 1) To approve the City of Edinburgh Council Public Bodies Climate Change Duties Report 2022/23, for submission to the Scottish Government on 30 November 2023.
- 2) To note that Council emissions had reduced by 68% from a 2005/2006 baseline and that there had been a 7% decrease in emissions since the previous year.
- 3) To note that the Council’s strategic approach to reducing its corporate emissions was set out in the Council Emissions Reduction Plan (CERP) which was the subject of a separate report to Committee.
- 4) To note that the annual Public Bodies Climate Change Duties Reporting to the Scottish Government required the Council to explain how spending plans and use of resources was aligned to emissions targets.
- 5) To note that, last year, groups were encouraged to complete a climate impact assessment of their proposed budgets and to include an accompanying statement to their budget motions which set out how their proposed spending plans align – or misalign – to the Council’s climate strategies, though to regret that only one budget motion did this last year.
- 6) To note that a guidance document and template to support groups to do this was circulated last year, and that a lessons learned exercise was completed this year about the budget process, including consideration of this guidance and template.
- 7) To requests that the climate impact statement guidance and template document is recirculated amongst groups – with any tweaks made following feedback from last year – and to recommend that all budget motions included an accompanying statement which set out how spending plans aligned with the Council’s climate strategies, including this as an appendix.

(References – Policy and Sustainability Committee of 17 November 2022 (item 4); report by the Executive Director of Corporate Services, submitted.)

9. Adult Support and Protection and Social Work & Social Care Inspections Improvement Plan: Progress Report

An update was provided on progress made since the publication of the Joint Inspection of Adult Support and Protection and the Inspection of Social Work and Social Care, and the implementation of the subsequent improvement plan.

Motion

- 1) To note the progress reported in improving Adult Support Protection, Social Work and Social Care in relation to the Year One objectives set out in the improvement plan.
- 2) To note that this was the first quarter progress report in relation to the 3-year Service improvement plan and as such, dealt with the fundamental building blocks of improvement that would underpin further service development ahead.
- 3) To note that the report by the Interim Chief Officer, Edinburgh Health and Social Care Partnership would be presented to Edinburgh Integration Joint Board Performance and Delivery Committee on 29 November 2023.

- moved by Councillor Day, seconded by Watt

Amendment 1

- 1) To note the progress reported in improving Adult Support Protection, Social Work and Social Care in relation to the Year One objectives set out in the improvement plan.
- 2) To note that this was the first quarter progress report in relation to the 3-year Service improvement plan and as such, dealt with the fundamental building blocks of improvement that would underpin further service development ahead.
- 3) Noting the format and content of this first update report, requests officers prepare future update reports to include the following:
 - a) Delivery timelines for tangible changes showing current position
 - b) Recommendations if required to bring progress from Red / Amber to Green
 - c) Challenges or issues which require committee scrutiny or attention
- 4) To note that the report by the Interim Chief Officer, Edinburgh Health and Social Care Partnership would be presented to Edinburgh Integration Joint Board Performance and Delivery Committee on 29 November 2023.
- 5) To note that multiple committees will receive update reports on the improvement plan but that different committees / bodies have different remits. Therefore, if the same report is to be submitted to each committee / body, requests that a short clarifying covering note is included to assist committee members and officers when preparing and scrutinising reports to enable each committee to deliver its role in the overall governance.

- moved by Councillor Miller, seconded by Councillor Mumford

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

Decision

To approve the following adjusted motion by Councillor Day:

- 1) To note the progress reported in improving Adult Support Protection, Social Work and Social Care in relation to the Year One objectives set out in the improvement plan.
- 2) To note that this was the first quarter progress report in relation to the 3-year Service improvement plan and as such, dealt with the fundamental building blocks of improvement that would underpin further service development ahead.

- 3) Noting the format and content of this first update report, to request officers prepare future update reports to include the following:
 - a) Delivery timelines for tangible changes showing current position.
 - b) Recommendations if required to bring progress from Red / Amber to Green.
 - c) Challenges or issues which require committee scrutiny or attention.
- 4) To note that the report by the Interim Chief Officer, Edinburgh Health and Social Care Partnership would be presented to Edinburgh Integration Joint Board Performance and Delivery Committee on 29 November 2023.
- 5) To note that multiple committees would receive update reports on the improvement plan but that different committees / bodies had different remits. Therefore, if the same report were to be submitted to each committee / body, to request that a short clarifying covering note be included to assist committee members and officers when preparing and scrutinising reports to enable each committee to deliver its role in the overall governance.

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

10. Council Risk Appetite

The Council's risk appetite statement was submitted for approval. The risk appetite within the Council was framed around the 13 Enterprise risks used to group and escalate risks from Services through to Directorates and the Corporate Leadership Team as appropriate.

The Risk Appetite statement was submitted alongside the Council's Risk Management Policy.

Motion

- 1) To set the Council's risk appetite and to approve the methodology to manage Risk Appetite to support the management of risk within the City of Edinburgh Council as part of the Council's Risk Management Framework.
- 2) To refer the report by the Executive Director of Corporate Services to the Governance, Risk and Best Value Committee for information.

- moved by Councillor Day, seconded by Councillor Watt

Amendment

- 1) To agree to set the Council's risk appetite and to approve the methodology to manage Risk Appetite to support the management of risk within the City of Edinburgh Council as part of the Council's Risk Management Framework with the following amendments to the report.

Change the following risk appetite range ratings in the table:

R2 Financial and Budget Management Low to Low

R6 Supplier, Contractor, and Partnership Management Low to Moderate

R9 Service Delivery Low to Moderate

R11 Regulatory and Legislative Compliance Minimum Possible to Low

R12 Reputational Risk Low to High (to reflect the reality of recent events)

In addition, the approval of a range of Low to High for risk R3 Programme and Project Delivery is subject to any high-risk project being reported to an appropriate committee for approval with a detailed outline of the risks involved, the proposed mitigating actions and an assessment of the likely success of these actions to deliver the project outcomes on time and on budget.

- 2) To further agree to refer the report by the Executive Director of Corporate Services to the Governance, Risk and Best Value Committee for information.

- moved by Councillor Doggart, seconded by Councillor Whyte

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

Voting

The voting was as follows:

For the Motion (as adjusted)	-	15 votes
For the Amendment	-	2 votes

(For the Motion (as adjusted): Councillors Aston, Beal, Bennett, Biagi, Campbell, Day, Dijkstra-Downie, Macinnes, Meagher, Miller, Mumford, Nols-McVey, Parker, Thornley and Watt.

For the Amendment: Councillors Doggart and Whyte.)

Decision

To approve the following adjusted motion by Councillor Day:

- 1) To set the Council's risk appetite and to approve the methodology to manage Risk Appetite to support the management of risk within the City of Edinburgh Council as part of the Council's Risk Management Framework.
- 2) To agree that, in addition, the approval of a range of Low to High for risk R3 Programme and Project Delivery would be subject to any high-risk project being reported to an appropriate committee for approval with a detailed outline of the risks involved, the proposed mitigating actions and an assessment of the likely success of these actions to deliver the project outcomes on time and on budget.
- 3) To further agree to refer the report by the Executive Director of Corporate Services to the Governance, Risk and Best Value Committee for information.

(References – Policy and Sustainability Committee of 30 November 2021 (item 21); report by the Executive Director of Corporate Services, submitted.)

11. Risk Management Policy

The Council's refreshed Risk Management Policy was submitted for approval. 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.

Decision

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

(References – Policy and Sustainability Committee of 30 November 2021 (item 22);; report by the Executive Director of Corporate Services, submitted.)

12. Forth Green Freeport – Outline Business Case

An update was provided on progress in relation to the establishment of the Forth Green Freeport, along with a summary of the Outline Business Case for agreement by Committee prior to submission to the UK and Scottish Governments.

Motion

- 1) To note the overall progress in establishing the proposed Forth Green Freeport (FGF), with operational commencement expected in spring 2024.
- 2) To note the forthcoming request for Elected Member representation on the FGF Governance Board.
- 3) To agree to support the submission of the Outline Business Case (OBC) based on the parameters set out in the report by the Executive Director of Place and the Executive Summary (Appendix 1 of the report), subject to the full OBC being circulated to all Committee members prior to submission to ensure compliance with the terms of this report.
- 4) To note that a summary of the Full Business Case was planned to be presented to Committee in early 2024, with a data room provided for members prior to committee.
- 5) To request that the interim governance board should have a place for the trade unions.

- moved by Councillor Day, seconded by Councillor Watt

Amendment 1

- 1) To note that at the meeting of the Freeport Sounding Board it was requested by two parties, and appeared to be agreed, that the full outline business case should be available to members, either through a b agenda or a data room, ahead of approval at committee.
- 2) To note that a number of concerns were raised including:
 - Governance
 - Levers available to the council, and penalties that could be imposed, if investors do not meet fair work or sustainability objectives

- Lack of clarity on how those objectives will be defined and delivered
- 3) To thank officers for the confirmation at paragraph 4.9 of the report by the Executive Director of Place that a Trade Union representative or employee representative would join the board but to agree that this should be expanded to include both.
 - 3) To agree that it was not possible for councillors to agree an outline business case that they had not seen in full, therefore to agree to defer this report to Full Council to enable a data room or b agenda item to be circulated in good time, ahead of any decision being taken.

- moved by Councillor Campbell, seconded by Councillor Nols-McVey

Amendment 2

- 1) To note the overall progress in establishing the proposed Forth 'Green' Freeport (FGF), with operational commencement expected in spring 2024.
- 2) To note the forthcoming request for Elected Member representation on the FGF Governance Board.
- 3) To note that the Outline Business Case (OBC) would be submitted, based on the parameters set out in these recommendations, report by the Executive Director of Place and Executive Summary (Appendix 1 of the report), and subject to the full OBC being circulated to all Committee members prior to submission to ensure compliance with the terms of this report.
- 4) To note that a summary of the Full Business Case was planned to be presented to Committee in early 2024.
- 5) To agree not to take a position on the Non-Domestic Rates (NDR) proposals as outlined in the report by the Executive Director of Place and request a specific paper on these proposals to be brought to the next Finance & Resources Committee on 21st November, and an officer briefing session arranged before 17 November 2023, to enable this Committee to take a view before submission of the OBC.
- 6) To agree that the planned annual update report to GRBV should also be submitted to the cross party elected member sounding board and should include full details of any reported non-compliance against the Investment Principles and any variance in the NDR revenue received against forecast.
- 7) To agree that the "Social Impact Key Performance Indicators" due to be set by the Forth 'Green' Freeport Board will be shared with Committee via a Business Bulletin update as soon as they are agreed, and that the annual update report to GRBV also included performance measures against these.

- moved by Councillor Parker, seconded by Councillor Mumford

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

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

Voting

The voting was as follows:

For the Motion (as adjusted) - 9 votes
For Amendment 1 (as adjusted) - 8 votes

(For the Motion (as adjusted): Councillors Beal, Bennett, Day, Dijkstra-Downie, Daggart, Lang, Meagher, Watt and Whyte.

For Amendment 1 (as adjusted): Councillors Aston, Biagi, Campbell, Macinnes, Miller, Mumford, Nols-McVey and Parker.)

Decision

To approve the following adjusted motion by Councillor Day:

- 1) To note the overall progress in establishing the proposed Forth Green Freeport (FGF), with operational commencement expected in spring 2024.
- 2) To note the forthcoming request for Elected Member representation on the FGF Governance Board.
- 3) To agree to support the submission of the Outline Business Case (OBC) based on the parameters set out in the report by the Executive Director of Place and the Executive Summary (Appendix 1 of the report), subject to the full OBC being circulated to all Committee members prior to submission to ensure compliance with the terms of this report.
- 4) To note that a summary of the Full Business Case was planned to be presented to Committee in early 2024, with a data room provided for members prior to committee.
- 5) To request that the interim governance board should have a place for the trade unions.
- 6) To agree that the planned annual update report to GRBV should also be submitted to the cross party elected member sounding board and should include full details of any reported non-compliance against the Investment Principles and any variance in the NDR revenue received against forecast.
- 7) To agree that the “Social Impact Key Performance Indicators” due to be set by the Forth ‘Green’ Freeport Board will be shared with Committee via a Business Bulletin update as soon as they are agreed, and that the annual update report to GRBV also included performance measures against these.

In accordance with Standing Order 31.1, the decision was referred to Council for approval.

(References – Policy and Sustainability Committee of 17 November 2022 (item 13); report by the Executive Director of Place, submitted.)

13. Sponsorship of non-UK nationals

Details were provided of a new approach to sponsoring non-British and non-Irish Nationals, and also responded to a request by Council on 31 August 2023 to provide details to this committee on a number of issues relating to visa sponsorship.

Motion

- 1) To agree to sponsor eligible job applicants or existing colleagues that were subject to immigration control who met the Skilled Worker Visa criteria set out by the UK Government in line with the guidance at sections 3.22 to 3.24 of the report by the Executive Director of Corporate Services. Given the nature of immigration policy in the UK and the fact that it could change frequently along with the costs involved in sponsorship, this would be kept under review and may be subject to change.
- 2) To agree that guidance would be developed on the Council's approach to sponsorship and this this would be reviewed annually, or sooner where there were material changes issued by UK Visas and Immigration (UKVI).
- 3) To note that internal resource would be reviewed to ensure that this was adequate to ensure compliance with the organisations sponsor licence and that appropriate support was available to support colleagues and line managers dealing with sponsorship under the Skilled Worker Route.

- moved by Councillor Day, seconded by Watt

Amendment

- 1) To agree to sponsor eligible job applicants or existing colleagues that were subject to immigration control who met the Skilled Worker Visa criteria set out by the UK Government in line with the guidance at sections 3.22 to 3.24 of the report by the Executive Director of Corporate Services. Given the nature of immigration policy in the UK and the fact that it could change frequently along with the costs involved in sponsorship, this would be kept under review and may be subject to change.
- 2) To agree that guidance would be developed on the Council's approach to sponsorship and this this would be reviewed annually, or sooner where there were material changes issued by UK Visas and Immigration (UKVI).
- 3) To note that internal resource would be reviewed to ensure that this was adequate to ensure compliance with the organisations sponsor licence and that appropriate support was available to support colleagues and line managers dealing with sponsorship under the Skilled Worker Route.
- 4) To agree in tandem to the recommendations of this report being implemented, that a further report is brought to Policy and Sustainability Committee in 2 cycles outlining support, including signposting, advice and direct support, that can be made available to any Council employee experiencing visa issues who may not qualify for sponsorship, as part of the finalised guidance.

- moved by Councillor Nols-McVey, seconded by Councillor Biagi

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

Decision

To approve the following adjusted motion by Councillor Day:

- 1) To agree to sponsor eligible job applicants or existing colleagues that were subject to immigration control who met the Skilled Worker Visa criteria set out by the UK Government in line with the guidance at sections 3.22 to 3.24 of the report by the Executive Director of Corporate Services. Given the nature of immigration policy in the UK and the fact that it could change frequently along with the costs involved in sponsorship, this would be kept under review and may be subject to change.
- 2) To agree that guidance would be developed on the Council's approach to sponsorship and this this would be reviewed annually, or sooner where there were material changes issued by UK Visas and Immigration (UKVI).
- 3) To note that internal resource would be reviewed to ensure that this was adequate to ensure compliance with the organisations sponsor licence and that appropriate support was available to support colleagues and line managers dealing with sponsorship under the Skilled Worker Route.
- 4) To agree in tandem to the recommendations of this report being implemented, that a further report be brought to Policy and Sustainability Committee in 2 cycles outlining support, including signposting, advice and direct support, that could be made available to any Council employee experiencing visa issues who may not qualify for sponsorship, as part of the finalised guidance.

(References – Act of Council No. 9 of 31 August 2023; report by the Executive Director of Corporate Services, submitted.)

14. Diversity and Inclusion Strategy Update

An annual update was provided on progress with the Diversity and Inclusion Strategy and associated Action Plan, as agreed when the Strategy was approved in 2019. Details were provided of engagement with external and internal subject matter experts endeavouring to progress work which has had a positive impact across all protected characteristics wherever possible.

Motion

- 1) To approve the proposed action plan for 2023-2024.
- 2) To note that this update was submitted in conjunction with the updated Policy Statement on Equal Pay and the Pay Gap Report 2023.

- moved by Councillor Day, seconded by Councillor Watt

Amendment 1

- 1) To approve the proposed action plan for 2023-2024.
- 2) To note that this update was submitted in conjunction with the updated Policy Statement on Equal Pay and the Pay Gap Report 2023.
- 3) To note with concern the large pay gaps associated with part-time work, especially where this concerns women, minority ethnic groups and disabled people.
- 4) To request a Business Bulletin update in 6 months on the proposals – and any agreed actions – on options to extend part-time or otherwise flexible working to a wide range of posts, and options on how to diversify the workforce at senior levels, as outlined in paragraph 4.4.5 of the report.

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

Amendment 2

- 1) To approve the proposed action plan for 2023-2024.
- 2) To note that this update was submitted in conjunction with the updated Policy Statement on Equal Pay and the Pay Gap Report 2023.
- 3) To note that a work programme for the Equalities Working Group is still to be set and a request for a mapping of equalities work in the Council remains outstanding from February 2023. Considers these two pieces of work to be key to Elected Members' understanding of and engagement in a successful diversity and inclusion strategy and therefore requests they are completed and shared as soon as possible.

- moved by Councillor Mumford, seconded by Councillor Parker

In accordance with Standing Order 22(12), Amendments 1 and 2 were accepted as addendums to the Motion.

Decision

- 1) To approve the proposed action plan for 2023-2024.
- 2) To note that this update was submitted in conjunction with the updated Policy Statement on Equal Pay and the Pay Gap Report 2023.
- 3) To note with concern the large pay gaps associated with part-time work, especially where this concerns women, minority ethnic groups and disabled people.
- 4) To request a Business Bulletin update in 6 months on the proposals – and any agreed actions – on options to extend part-time or otherwise flexible working to a wide range of posts, and options on how to diversify the workforce at senior levels, as outlined in paragraph 4.4.5 of the report.
- 5) To note that a work programme for the Equalities Working Group is still to be set and a request for a mapping of equalities work in the Council remains outstanding from February 2023. Considers these two pieces of work to be key to Elected Members' understanding of and engagement in a successful diversity and inclusion strategy and therefore requests they are completed and shared as soon as possible.

(References – Policy and Sustainability Committee of 1 November 2022 (item 20); report by the Executive Director of Corporate Services, submitted.)

15. Pay Gap Report 2023

An update was provided on the gender pay gap, as required under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012. Information was also provided on ethnicity and disability pay gaps along with further analysis of pay gap intersectionality.

Decision

- 1) To note the content of the 2023 update on organisation gender, ethnicity and disability pay gaps, including the new suite of reporting for pay gap intersectionality.
- 2) To note the 2023 reporting contained new insight not previously published in the public domain.

- 3) To note the update was submitted in conjunction with the Diversity and Inclusion Strategy Update, which included a review of the activities ongoing to reduce pay gaps across the organisation, and the updated policy statement on Equal Pay.

(References – Policy and Sustainability Committee of 1 November 2022 (item 3); report by the Executive Director of Corporate Services, submitted.)

16. Policy Statement on Equal Pay

The updated Policy Statement on Equal Pay was submitted for approval. The update provided a fair, open, and transparent approach to the determination of pay and conditions of employment which did not unlawfully discriminate, and was free from bias, across all protected characteristics.

Details were provided of monitoring of an equal pay position for workforce groups and a commitment to reduce occupational segregation across the Council's workforce.

Decision

- 1) To note and approve the updated Policy Statement on Equal Pay.
- 2) To note that the Policy Statement was submitted in conjunction with Diversity and Inclusion Strategy Update and Pay Gap 2023 report, which were submitted to this Committee.

(Reference – Finance and Resources Committee of 7 March 2019 (item 17); report by the Executive Director of Corporate Services, submitted.)

17. Edinburgh Leisure – Real Living Wage

Details were provided of the Council's requirements and priorities in relation to paying the real living wage. Due to Edinburgh Leisure being a private company limited by guarantee, the Council was unable to instruct Edinburgh Leisure to implement the real living wage. A recommendation was made that a review be undertaken to understand the financial and operational implications for Edinburgh Leisure of paying the real living wage.

Motion

To request that the Executive Director of Place reviews the funding agreement in discussion with the Chief Executive of Edinburgh Leisure to understand the financial and operational implications of paying the real living wage, with a report on the findings to Committee on 9 January 2024.

Amendment

- 1) Notes that Edinburgh Leisure is a private company limited by guarantee, and a charity, and there is therefore no shareholder agreement with the council. However, also notes that all Edinburgh Leisure buildings and facilities are owned by the council, and that Edinburgh Leisure receives the majority of its external funding from the council to deliver services on behalf of the council.
- 2) Agrees that it is unacceptable for a company delivering services on behalf of the council, operating within council owned assets, not to pay the Real Living Wage.
- 3) Agrees the funding agreement between Edinburgh Leisure and the council must be renewed with exact clarity around the clause at 4.6, ensuring the Real Living Wage is specified and removing the phrase 'to the extent reasonably possible' to ensure that any future funding and use of council assets is contingent on the Real Living Wage being paid to all employees in all circumstances.

- 4) Agrees that no further funding will be agreed for Edinburgh Leisure without these revisions to this clause being in place.
- 5) Agrees that all contracts, procurement documents and legal agreements with the words “living wage” in them must be reviewed to ensure there is absolute clarity on the council’s expectations that these refer to the real living wage, and not the legal minimum wage, rebranded as the ‘living wage’ by George Osborne in 2015.
- 6) Agrees the report on 9th January 2024 should include the detail of the revisions to the clause at 1.3 and an update on point 1.5 above.

- moved by Councillor Campbell, seconded by Councillor Nols-McVey

Voting

The voting was as follows:

For the Motion - 9 votes
For the Amendment - 8 votes

(For the Motion: Councillors Beal, Bennett, Day, Dijkstra-Downie, Duggart, Lang, Meagher, Watt and Whyte.

For the Amendment: Councillors Aston, Biagi, Campbell, Macinnes, Miller, Mumford, Nols-McVey and Parker.

Decision

To approve the motion by Councillor Day.

(References – Act of Council No. 18 of 31 August 2023; report by the Executive Director of Corporate Services, submitted.)

Declaration of Interests

Councillor Dijkstra-Downie made a transparency statement in respect of the above item as a board member of Edinburgh Leisure.

18. Gender Recognition Reform

Following the motion agreed at Committee on Gender Recognition Reform, a roundtable discussion was arranged by the Council Leader with representatives of the trans community, members of political groups, the Chief Executive and relevant officers. The discussion had focused on issues for trans people and whether there were practical actions the Council could take to further support the community. Additional individual meetings with attendees and those unable to attend took place between April and August. It was proposed that the feedback received is now used to engage with services.

Motion

To agree the proposed next steps in the report by the Executive Director of Corporate Services which were developed following a roundtable and series of follow up meetings with participants.

- moved by Councillor Day, seconded by Councillor Meagher

Amendment 1

- 1) To agree the proposed next steps in the report by the Executive Director of Corporate Services which were developed following a roundtable and series of follow up meetings with participants.

- 2) Requests that an update on this work is brought to the Policy & Sustainability Committee in one year including signposting to where the 'areas for further work' are being progressed in the programme of work for the Members Equality Working Group or as part of the Council's Equality and Diversity Framework.
- 3) Notes that a work programme for the Equalities Working Group is still to be set and a request for a mapping of equalities work in the Council remains outstanding from February 2023. Considers these two pieces of work to be key to the success of this work, and therefore requests they are completed and shared as soon as possible.

- moved by Councillor Mumford, seconded by Councillor Parker

Amendment 2

Committee notes the proposed next steps in this report which were developed following a roundtable and series of follow up meetings with participants and agrees that none of the proposed next steps in this report shall proceed without consulting the Equally Safe Edinburgh Committee to ensure that all affected stakeholders are agreed on a way forward.

- moved by Councillor Whyte, seconded by Councillor Doggart

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

Voting

The voting was as follows:

For the Motion (as adjusted)	-	15 votes
For Amendment 2	-	2 votes

(For the Motion (as adjusted): Councillors Aston, Beal, Bennett, Biagi, Campbell, Day, Dijkstra-Downie, Lang, Macinnes, Meagher, Miller, Nols-McVey, Mumford, Parker and Watt.

For Amendment 2: Councillors Doggart and Whyte.)

Decision

To approve the following adjusted motion by Councillor Day:

- 1) To agree the proposed next steps in the report by the Executive Director of Corporate Services which were developed following a roundtable and series of follow up meetings with participants.
- 2) To request that an update on this work is brought to the Policy & Sustainability Committee in one year including signposting to where the 'areas for further work' were being progressed in the programme of work for the Members Equality Working Group or as part of the Council's Equality and Diversity Framework.
- 3) To note that a work programme for the Equalities Working Group was still to be set and a request for a mapping of equalities work in the Council remained outstanding from February 2023. To consider these two pieces of work to be key to the success of this work, and therefore to request they be completed and shared as soon as possible.

(References – Act of Council No. 34 of 9 February 2023; Act of Council No. 27 of 24 November 2022; report by the Executive Director of Corporate Services, submitted.)

19. Islamophobia – Update on Engagement

Following the report to Policy and Sustainability Committee on 23 May 2023 which had set out the work to date within the Council to tackle Islamophobia and plans for supporting Islamophobia Awareness Month, an update on progress was provided. A commitment was provided to set up a task and finish group to deepen understanding of Islamophobia both within the Council and across the city and to work with services to establish what more could be done to tackle Islamophobia.

Motion

- 1) To note that following an initial response to a motion on Islamophobia, further work had been undertaken to deepen the Council's understanding of Islamophobia.
- 2) To note that as part of Islamophobia Awareness Month, officers would host a series of events to celebrate Islam and improve understanding amongst Council colleagues of Islamophobia.
- 3) To agree that the corporate equalities team would now undertake further work with services as to what more the Council could do to tackle Islamophobia.
- 4) To agree that this work should be reported through the Members Equalities Working Group and returned to Policy and Sustainability for discussion once an action plan had been developed.

- moved by Councillor Day, seconded by Councillor Meagher

Amendment 1

- 1) To note that following an initial response to a motion on Islamophobia, further work had been undertaken to deepen the Council's understanding of Islamophobia.
- 2) To note that as part of Islamophobia Awareness Month, officers would host a series of events to celebrate Islam and improve understanding amongst Council colleagues of Islamophobia.
- 3) To agree that the corporate equalities team would now undertake further work with services as to what more the Council could do to tackle Islamophobia.
- 4) To agree that this work should be reported through the Members Equalities Working Group and returned to Policy and Sustainability for discussion once an action plan had been developed.
- 5) To note that a roundtable discussion has taken place with diverse representatives from Council and charities.
- 6) To note that significant issues were raised around training for teachers and other professionals in schools to be able to effectively deal with racism and discrimination.
- 7) To agree that officers will explore action on 1.6 in discussion with Education services and Members Equalities Working Group.

- moved by Councillor Nols-McVey, seconded by Councillor Campbell

Amendment 2

- 1) To note that following an initial response to a motion on Islamophobia, further work had been undertaken to deepen the Council's understanding of Islamophobia.
- 2) To note that as part of Islamophobia Awareness Month, officers would host a series of events to celebrate Islam and improve understanding amongst Council colleagues of Islamophobia.
- 3) To agree that the corporate equalities team would now undertake further work with services as to what more the Council could do to tackle Islamophobia.
- 4) To agree that this work should be reported through the Members Equalities Working Group and returned to Policy and Sustainability for discussion once an action plan had been developed.
- 5) Notes that a work programme for the Equalities Working Group is still to be set and a request for a mapping of equalities work in the Council remains outstanding from February 2023. Considers these two pieces of work to be key to Elected Members' understanding of and engagement in a successful action plan for tackling Islamophobia and therefore requests they are completed and shared as soon as possible.

- moved by Councillor Parker, seconded by Councillor Mumford

In accordance with Standing Order 22(12), Amendments 1 and 2 were accepted as addendums to the Motion.

Decision

To approve the following adjusted motion by Councillor Day:

- 1) To note that following an initial response to a motion on Islamophobia, further work had been undertaken to deepen the Council's understanding of Islamophobia.
- 2) To note that as part of Islamophobia Awareness Month, officers would host a series of events to celebrate Islam and improve understanding amongst Council colleagues of Islamophobia.
- 3) To agree that the corporate equalities team would now undertake further work with services as to what more the Council could do to tackle Islamophobia.
- 4) To agree that this work should be reported through the Members Equalities Working Group and returned to Policy and Sustainability for discussion once an action plan had been developed.
- 5) To note that a roundtable discussion has taken place with diverse representatives from Council and charities.
- 6) To note that significant issues were raised around training for teachers and other professionals in schools to be able to effectively deal with racism and discrimination.
- 7) To agree that officers would explore action on 1.6 in the report by the Executive Director of Corporate Services in discussion with Education services and Members Equalities Working Group.
- 8) To note that a work programme for the Equalities Working Group was still to be set and a request for a mapping of equalities work in the Council remained

outstanding from February 2023. To consider these two pieces of work to be key to Elected Members' understanding of and engagement in a successful action plan for tackling Islamophobia and to therefore request they be completed and shared as soon as possible.

(References – Act of Council No. 17 of 24 November 2022; Policy and Sustainability Committee of 23 May 2023 (item 8); report by the Executive Director of Corporate Services, submitted.)

20. Preparation for the Implementation of Photographic Voter ID at UK Parliamentary Elections

In response to a motion passed at the City of Edinburgh Council on 16 March 2023, an analysis was provided of the impact of the new voter ID requirements at UK elections, informed by the experience of the English council elections on 4 May 2023, with an account of actions to be taken by the Returning Officer, the Electoral Registration Officer and the Council to raise public awareness and to minimise the risk of disenfranchisement.

Motion

- 1) To note the analysis undertaken by the Electoral Commission on the impact of the new Voter ID requirements.
- 2) To note the draft Communications Plan provided at Appendix 1 of the report by the Executive Director of Corporate Services which identified action by this Council, the Electoral Registration Officer and partner agencies to raise public awareness of the new requirements, aligning with the Electoral Commission's national campaign, and targeting those least likely already to hold acceptable forms of ID.

- moved by Councillor Day, seconded by Councillor Watt

Amendment 1

- 1) To note the analysis undertaken by the Electoral Commission on the impact of the new Voter ID requirements.
- 2) To note the draft Communications Plan provided at Appendix 1 of the report by the Executive Director of Corporate Services which identified action by this Council, the Electoral Registration Officer and partner agencies to raise public awareness of the new requirements, aligning with the Electoral Commission's national campaign, and targeting those least likely already to hold acceptable forms of ID.
- 3) To agree the Convener will write to the UK Government relevant Ministers to again protest the UK Governments voter exclusion tactics citing the mounting evidence of voters having their voting rights denied due to the policy of voter suppression.

- moved by Councillor Nols-McVey, seconded by Councillor Biagi

Amendment 2

- 1) To note the analysis undertaken by the Electoral Commission on the impact of the new Voter ID requirements.
- 2) To note the draft Communications Plan provided at Appendix 1 of the report by the Executive Director of Corporate Services which identified action by this Council, the Electoral Registration Officer and partner agencies to raise public

awareness of the new requirements, aligning with the Electoral Commission's national campaign, and targeting those least likely already to hold acceptable forms of ID.

- 3) To welcome that the report recognises that “minority groups are under-represented in being registered to vote and/or voting.” but notes with disappointment that:
 - Despite a paper elsewhere on this agenda clearly showing that voter ID was an area of concern for trans people in Edinburgh, this is not reflected in this paper explicitly talking about voter ID.
 - While the ‘next steps’ show commitment to a “particular focus on those groups most likely to be impacted by the photo ID requirements”, this is not clearly evident in the draft communication plans.
- 4) Therefore requests that the next iteration of the communication plan explicitly references which groups are being targeted with each activity and how equality will be mainstreamed throughout general communications, and that this plan is communicated to Committee.

- moved by Councillor Mumford, seconded by Miller

In accordance with Standing Order 22(12), Amendments 1 and 2 were accepted as addendums to the Motion.

At this point in the meeting the following Amendment 3 was proposed:

Amendment 3

To agree the original motion as proposed by Councillor Day.

- moved by Councillor Whyte, seconded by Councillor Doggart

Voting

The voting was as follows:

For the Motion (as adjusted) - 15 votes

For Amendment 3 - 2 votes

(For the Motion (as adjusted): Councillors Aston, Beal, Bennett, Biagi, Campbell, Day, Dijkstra-Downie, Lang, Macinnes, Meagher, Miller, Nols-McVey, Mumford, Parker and Watt.

For Amendment 3: Councillors Doggart and Whyte.)

Decision

To approve the following adjusted motion by Councillor Day:

- 1) To note the analysis undertaken by the Electoral Commission on the impact of the new Voter ID requirements.
- 2) To note the draft Communications Plan provided at Appendix 1 of the report by the Executive Director of Corporate Services which identified action by this Council, the Electoral Registration Officer and partner agencies to raise public awareness of the new requirements, aligning with the Electoral Commission's national campaign, and targeting those least likely already to hold acceptable forms of ID.
- 3) To agree the Convener would write to the UK Government relevant Ministers to again protest the UK Governments voter exclusion tactics citing the mounting

evidence of voters having their voting rights denied due to the policy of voter suppression.

- 4) To welcome that the report by the Executive Director of Corporate Services recognised that “minority groups are under-represented in being registered to vote and/or voting.” but to note with disappointment that:
 - Despite a paper elsewhere on the agenda for this meeting clearly showing that voter ID was an area of concern for trans people in Edinburgh, this was not reflected in this paper explicitly talking about voter ID.
 - While the ‘next steps’ showed commitment to a “particular focus on those groups most likely to be impacted by the photo ID requirements”, this was not clearly evident in the draft communication plans.
- 5) Therefore to request that the next iteration of the communication plan explicitly referenced which groups were being targeted with each activity and how equality would be mainstreamed throughout general communications, and that this plan be communicated to Committee.

(References – Act of Council No. 23 of 16 March 2023; report by the Executive Director of Corporate Services, submitted.)

21. Response to Scottish Government Consultation: Draft British Sign Language (BSL) National Plan, 2023-2029

Details were provided of the process for developing the response to the Draft British Sign Language (BSL) National Plan, 2023-2029 consultation and the main points made in Council response.

Decision

To note the response to the Scottish Government consultation on the draft BSL National Plan, 2023-2029. As set out in the Business Bulletin for this Committee’s 22 August 2023 meeting, because the consultation took place over the summer leave period, and a significant number of key stakeholders were on leave, the response was submitted to Scottish Government by the deadline of 3 September under urgency provisions set out in A4.1 of the Committee Terms of Reference and Delegated Functions.

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

22. Accounts Commission: Local Government in Scotland Overview 2023

The Accounts Commission’s recently published Local Government in Scotland Overview 2023 was submitted, which focused specifically on the impact of the COVID-19 pandemic on councils’ performance in 2021/22, future challenges facing local government and how well-placed councils were to address these.

Decision

- 1) To note the report by the Executive Director of Corporate Services.
- 2) To note that the recommendations in the report would be considered in an Edinburgh specific context as part of the Council’s Best Value Thematic and Annual Audit Reports to be presented to members on 31 October 2023.

- 3) To refer the report to the Governance, Risk and Best Value Committee as part of its workplan.

(References – Policy and Sustainability Committee of 23 May 2023 (item 6) and 22 August 2023 (item 13); report by the Executive Director of Corporate Services, submitted.)

23. Human Rights Bill Consultation response

The Council's response to the Scottish Government's 'A Human Rights Bill: Consultation' was provided. The consultation ran from 15 June to 5 October. Given the deadline, the response had been approved under urgency provisions set out in A4.1 of the Committee Terms of Reference and Delegated Functions.

Decision

- 1) To note the Council's response to the Scottish Government's consultation on the Human Rights Bill.
- 2) To note that, in order to meet Scottish Government consultation deadline, submission of this response was approved by the Executive Director, Corporate Services in consultation with the Group Leaders under urgency provisions set out in A4.1 of the Committee Terms of Reference and Delegated Functions.

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

24. Edinburgh and South East Scotland City Region Deal Annual Report 2022/23

Details were provided of the key findings from the City Region Deal Annual Report for 2022/23. The report was published on 28 August 2023 and approved by the City Region Deal Joint Committee on 1 September 2023. It updated on performance management arrangements for the Deal and it also updated specifically on those projects for which the City of Edinburgh Council was the lead partner.

Decision

- 1) To note the summary findings of the fifth annual report for the Edinburgh and South East Scotland City Region Deal for 2022/23.
- 2) To commend the officer teams for their work in delivering the city region deal programmes and note the strength of the partnership created between the local authorities, universities and colleges, the private and third sectors in the region.
- 3) To recognise the significance of the Research, Data and Innovation programme within the Deal and the importance of further harnessing the investment and data capability to maximise the opportunities that it created to drive economic growth, create high-skilled jobs and improve public services for the benefit of all of our residents and communities. To also welcome that the region had been selected as the hosting site for the UK's Exascale, next-generation supercomputer, Programme.
- 4) To request that through both the City Region Deal and the Regional Prosperity Framework, extending the impact of Data-Driven Innovation should involve using the region's Data and Artificial Intelligence capability to deliver improved benefits all across the city region.

(References – Policy and Sustainability Committee of 1 November 2022 (item 15); report by the Executive Director of Corporate Services, submitted.)

25. UKREiiF Feedback Report

Feedback was provided on the UKREiiF (the UK's Real Estate, Infrastructure and Investment Forum) event held in Leeds on 16 and 17 May 2023, and attended by the Council Leader, accompanied by officials.

Decision

To note the update on the UK's Real Estate, Infrastructure and Investment Forum (UKREiiF) in May 2023.

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

26. Annual Policies Update – Strategy and Communications

Under the reorganisation of Directorates in June 2021 the Strategy and Communications Division was reallocated to sit within the Corporate Services Directorate; Democracy, Governance and Resilience moved to sit within Legal and Assurance and this amended structure was reflected in both this update and in the Legal and Assurance Annual Policy Update as last considered by Committee on 1st November 2022. The Consultation and Engagement Policy was first approved by this Committee in April 2021 with agreement that it would be resubmitted for annual review. This update provided the second review, with minor amendments proposed for Committee consideration.

Motion

- 1) To note the updates for those policies referred to.
- 2) To note a substantial number of the policies previously reported under this Service area now sat elsewhere and had been included in the relevant annual policy update reports.
- 3) To note the findings from the second annual review of the Consultation and Engagement Policy.
- 4) To approve the proposed changes resulting from this review.

- moved by Councillor Day, seconded by Councillor Watt

Amendment 1

- 1) To note the updates for those policies referred to.
- 2) To note a substantial number of the policies previously reported under this Service area now sat elsewhere and had been included in the relevant annual policy update reports.
- 3) To note the findings from the second annual review of the Consultation and Engagement Policy.
- 4) To approve the proposed changes resulting from this review.
- 5) Notes that in October 2022, following a motion agreed at Full Council, Council "Recognise[d] the contradiction between the Council's declaration of a Climate Emergency and the continued advertising of environmentally damaging goods and services in Edinburgh.
- 6) Therefore welcomes forthcoming changes to the Advertising and Sponsorship policy to strengthen sustainability and low carbon considerations, and notes that this will be brought to committee for approval in January 2024.

- 7) Requests that officers engage with groups in advance of this meeting to explore the scope and ambition of the new policy, including how it compares to versions of ethical advertising and sponsorship policies passed in other Councils.

- moved by Councillor Parker, seconded by Councillor Mumford

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

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

Amendment 2

To agree the original motion as proposed by Councillor Day.

- moved by Councillor Doggart, seconded by Councillor Whyte

Voting

The voting was as follows:

For the Motion (as adjusted) - 15 votes

For Amendment 2 - 2 votes

(For the Motion (as adjusted): Councillors Aston, Beal, Bennett, Biagi, Campbell, Day, Dijkstra-Downie, Lang, Macinnes, Meagher, Miller, Nols-McVey, Mumford, Parker and Watt.

For Amendment 2: Councillors Doggart and Whyte.)

Decision

To approve the following adjusted motion by Councillor Day:

- 1) To note the updates for those policies referred to.
- 2) To note a substantial number of the policies previously reported under this Service area now sat elsewhere and had been included in the relevant annual policy update reports.
- 3) To note the findings from the second annual review of the Consultation and Engagement Policy.
- 4) To approve the proposed changes resulting from this review.
- 5) To note that in October 2022, following a motion agreed at Full Council, Council "Recognise[d] the contradiction between the Council's declaration of a Climate Emergency and the continued advertising of environmentally damaging goods and services in Edinburgh.
- 6) Therefore, to welcome forthcoming changes to the Advertising and Sponsorship policy to strengthen sustainability and low carbon considerations, and note that this would be brought to committee for approval in January 2024.
- 7) To request that officers engage with groups in advance of this meeting to explore the scope and ambition of the new policy, including how it compared to versions of ethical advertising and sponsorship policies passed in other Councils.

(References – Policy and Sustainability Committee of 23 February 2021 (item 18); report by the Executive Director of Corporate Services, submitted.)

27. Direct Payment Policy, Procedure and Agreement

Details were provided of work taken to update and produce a revised policy, procedure, and agreement document in relation to Direct Payments, and approval of these documents was sought.

Motion

- 1) To note the report by the Interim Chief Officer, Edinburgh Health and Social Care Partnership.
- 2) To approve the use and publication of the updated Direct Payment policy procedure and agreement documents.

- moved by Councillor Day, seconded by Councillor Watt

Amendment 1

- 1) Notes the contents of the report and thanks officers for the work done to date on the Direct Payment Policy, Procedure and Agreement.
- 2) Understands that Social Work Scotland are currently developing a National Model Direct Payment Agreement and requests that further research is carried out into this prior to publication of Edinburgh's procedure as the new national model may be a useful template.
- 3) Regrets that this policy, procedure and agreement makes scarce mention of supported decision making, co-production, advocacy (other than during claw back), accountability (other than the DP holder), complaints procedures or human rights.
- 4) Agrees that any policy should clearly reference the 4 SDS standards of Participation and Dignity; Involvement; Informed choice and Collaboration, in addition to the 12 SDS Standards – as agreed by COSLA on behalf of all of their Local Authority members.
 - Also believes the Direct Payment Policy should clearly align with the outcomes identified in the national SDS Improvement Plan 2023 – 2027
 - Believes the updated Direct Payment Policy, Procedure and Agreement should also contain further detail in how practitioners will record roles, responsibilities, timelines, decisions (and who made them), approvals, dates, review dates etc.
- 5) Agrees not to proceed with the new policy, procedure, and agreement until the above has been addressed and accommodated and recommends that as part of the redraft there should be engagement with individuals with lived experience of having an assessed need for a service and those who are unpaid carers for an individual with an assessed need.
- 6) Agrees that there should be an additional Equalities Impact Assessment carried out which has contributions from individuals who have lived experience of having an assessed need for a service or someone who is an unpaid carer for an individual who lives with an assessed need.
- 7) Notes in relation to 4.1 in the report that there was an update to SDS Statutory Guidance in October 2022.
- 8) Notes in relation to 4.2 in the report that the document equally sets out the Local Authority responsibilities to DP recipients (e.g. information regarding who covers the costs of Redundancy for PAs).

- moved by Councillor Nols-McVey, seconded by Councillor Miller

Amendment 2

To continue consideration of this item to allow further discussion with elected members and request that officers bring back an updated report to the next meeting.

- moved by Councillor Whyte, seconded by Councillor Doggart

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

Decision

To approve the following adjusted motion by Councillor Day:

To continue consideration of this item to allow further discussion with elected members and request that officers bring back an updated report to the next meeting.

(References – Edinburgh Integration Joint Board of 13 June 2023 (reconvened to 27 June 2023) (item 10); report by the Chief Officer, Edinburgh Health and Social Care Partnership, submitted.)

28. One Edinburgh Programme

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. The report was restricted to the public by virtue of paragraph(s) 8 and 9 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.

Details were provided of activities in the One Edinburgh Programme.

Decision

To note the information provided in the report by the Interim Chief Officer, Edinburgh Health and Social Care Partnership, and the recommendations that were approved at the September Edinburgh Integration Joint Board (EIJB) meeting on 21 September 2023.

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Minutes

Policy and Sustainability Committee

10.00 am, Friday 24 October 2023

Present

Councillors Day (Convener), Aston, Beal, Bennett, Biagi, Campbell, Dijkstra-Downie, Doggart, Macinnes, Meagher, Miller, Nols-McVey, Osler (substituting for Councillor Lang), Parker, Staniforth (substituting for Councillor Mumford), Watt and Whyte.

1. Business Bulletin

The Policy and Sustainability Committee Business Bulletin for 15 December 2023 was submitted.

Decision

- 1) To note the Business Bulletin.
- 2) To agree that details of the timescale for the development of the Direct Payments Policy would be circulated.
- 3) To note that officers were preparing a briefing note on additional resources and training required in relation to the Biodiversity Strategy and that this would be circulated in the next week.

(Reference – Business Bulletin 15 December 2023, submitted.)

2. Draft Climate Ready Edinburgh Plan for Consultation

The draft Climate Ready Edinburgh (CRE) Plan for 2024-2030 was submitted to committee for approval. Edinburgh's 2030 Climate Strategy placed a renewed focus on adapting the city to the effects of climate change. The Edinburgh Adapts Partnership had led this work on behalf of the city and had developed the CRE plan 2024-2030 for public consultation. If approved by Committee, a 12-week consultation would be held on the plan.

Development of the draft CRE plan was informed by an updated climate change risk assessment, which identified the risks, impacts and potential adaptation options that could be taken to adapt the city.

Motion

- 1) To approve the Draft Climate Ready Edinburgh Plan 2024-2030 which had been informed by the updated citywide climate change risk assessment commissioned by the Council for public consultation.
- 2) To note that this plan had been developed in partnership by the Edinburgh Adapts Group and led by Gordon Reid, General Manager Zero Emissions, Scottish Water.

- 3) To note that, if approved, a 12-week consultation on the draft plan would be held with the aim of bringing the final plan back to the Policy and Sustainability Committee for approval in Spring 2024.
- 4) To note the eight priority areas highlighted in the Draft Climate Ready Edinburgh Plan.
- 5) To request the Planning Committee review the actions noted under the priority heading *Planning and the Built Environment* against current planning policy to ensure climate change adaptation is embedded throughout. To request a report back to Policy and Sustainability Committee on this work and any adjustments required.

- moved by Councillor Day, seconded by Councillor Meagher

Amendment 1

- 1) To agree the Draft Climate Ready Edinburgh Plan 2024-2030 can move forward to public consultation.
- 2) To note that this plan had been developed in partnership by the Edinburgh Adapts Group and led by Gordon Reid, General Manager Zero Emissions, Scottish Water.
- 3) To agree that following a 12-week consultation on the draft plan, the final plan back to the Policy and Sustainability Committee for approval in Spring 2024 with the ability to make further changes and improvements at that point.

- moved by Councillor Nols-McVey, seconded by Councillor Macinnes

Amendment 2

- 1) To approve the Draft Climate Ready Edinburgh Plan 2024-2030 which had been informed by the updated citywide climate change risk assessment commissioned by the Council for public consultation.
- 2) To note that this plan had been developed in partnership by the Edinburgh Adapts Group and led by Gordon Reid, General Manager Zero Emissions, Scottish Water.
- 3) To note that, if approved, a 12-week consultation on the draft plan would be held with the aim of bringing the final plan back to the Policy and Sustainability Committee for approval in Spring 2024.
- 4) In recognition of the fact that climate adaptation sits across all areas of the Council, requests a Business Bulletin update to all other Executive Committees as well as Planning committee and Regulatory committee promoting that the Climate Ready Edinburgh plan is out for consultation and highlighting its relevance for each Committee.
- 5) Notes with concern Appendix 4 which outlines a large number of “red” vulnerabilities relating to climate adaptation. Therefore, requests a report to Governance, Risk and Best Value committee after the consultation responses have been reviewed to set out how these vulnerabilities align with the Council’s risk appetite, and to outline a proposal for regular Committee monitoring of how these risks are being managed within all relevant service areas going forward, either as a standalone item or within the Council’s current risk reporting framework.

- 6) Notes from the report that “[a]dapting the city will require the Council to ensure it uses our existing funds effectively” and that “[the Council] will also have to look at using funds differently”. Therefore, requests a briefing session is arranged with Party finance leads, the Chief Financial Officer and other relevant officers to discuss how adaptation planning is adequately profiled in the Medium-Term Financial Plan and future Council Budget setting processes.
- 7) Notes with concern the significant risks to public health from climate change, and the alarming lack of detail in the draft plan around how this is being addressed within health and social care strategy. Therefore, requests a briefing session is arranged, inviting Party Health & Social Care spokespeople, Public Health, the Chief Officer of the EIJB, relevant officers in the Edinburgh Health & Social Care Partnership and NHS Lothian to discuss how adaptation planning will factor into Edinburgh’s health and social care strategy going forward.
- 8) Requests specific engagement with Edinburgh’s Community Climate Action Network and the Community Climate Hub as part of the 12-week consultation.

- moved by Councillor Parker, seconded by Councillor Miller

In accordance with Standing Order 22(13), Amendment 1 was adjusted and 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 agree the Draft Climate Ready Edinburgh Plan 2024-2030 could move forward to public consultation.
- 2) To note that this plan had been developed in partnership by the Edinburgh Adapts Group and led by Gordon Reid, General Manager Zero Emissions, Scottish Water.
- 3) To agree that following a 12-week consultation on the draft plan, the final plan would come back to the Policy and Sustainability Committee for approval in Spring 2024 with the ability to make further changes and improvements at that point, post-consultation.
- 4) In recognition of the fact that climate adaptation sat across all areas of the Council, to request a Business Bulletin update to all other Executive Committees as well as Planning committee and Regulatory committee promoting that the Climate Ready Edinburgh plan was out for consultation and highlighting its relevance for each Committee.
- 5) To note with concern Appendix 4 of the report by the Executive Director of Place which outlined a large number of “red” vulnerabilities relating to climate adaptation. Therefore, to request a report to Governance, Risk and Best Value Committee after the consultation responses had been reviewed to set out how these vulnerabilities aligned with the Council’s risk appetite, and to outline a proposal for regular Committee monitoring of how these risks were being managed within all relevant service areas going forward, either as a standalone item or within the Council’s current risk reporting framework.
- 6) To note from the report that “[a]dapting the city will require the Council to ensure it uses our existing funds effectively” and that “[the Council] will also have to look at using funds differently”. Therefore, to request a briefing session be arranged

with Party finance leads, the Chief Financial Officer and other relevant officers to discuss how adaptation planning was adequately profiled in the Medium-Term Financial Plan and future Council Budget setting processes.

- 7) To note with concern the significant risks to public health from climate change, and the alarming lack of detail in the draft plan around how this was being addressed within health and social care strategy. Therefore, to request a briefing session be arranged, inviting Party Health & Social Care spokespeople, Public Health, the Chief Officer of the EIJB, relevant officers in the Edinburgh Health & Social Care Partnership and NHS Lothian to discuss how adaptation planning would factor into Edinburgh's health and social care strategy going forward.
- 8) To request specific engagement with Edinburgh's Community Climate Action Network and the Community Climate Hub as part of the 12-week consultation.

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

3. Edinburgh Local Heat and Energy Efficiency Strategy and Delivery Plan

The Edinburgh Local Heat and Energy Efficiency Strategy (LHEES) and the associated Delivery Plan were submitted for approval. The Local Heat and Energy Efficiency Strategies (Scotland) Order 2022 required all Scottish local authorities to publish a LHEES, along with a Delivery Plan, by the end of 2023. An LHEES was a long-term plan for decarbonising heat in buildings and improving energy efficiency across a local authority. The central aim of an LHEES was to improve the energy efficiency and decarbonise the heat supply of buildings and to eliminate poor energy efficiency as a driver for fuel poverty.

Motion

- 1) To approve the Edinburgh Local Heat and Energy Efficiency Strategy (LHEES), attached as Appendix 1 of the report by the Executive Director of Place.
- 2) To approve the Delivery Plan, attached as Appendix 2 of the report by the Executive Director of Place.
- 3) To approve the formation of a LHEES Office, as set out in the Delivery Plan.
- 4) To agree that the LHEES Office would lead on work to develop heat networks in Edinburgh on behalf of the Council.
- 5) To agree that a further phase of public consultation would be carried out on the Edinburgh LHEES and Delivery Plan.
- 6) To notes that resource limitations would constrain the Council's ability to fully deliver the Edinburgh LHEES and Delivery Plan.

- moved by Councillor Day, seconded by Councillor Meagher

Amendment 1

- 1) Approves the Edinburgh Local Heat and Energy Efficiency Strategy (LHEES), attached as Appendix 1 with the changes below.
- 2) Approves the Delivery Plan, attached as Appendix 2 taking account of the changes in the following points.
- 3) Approves the formation of a LHEES Office, as set out in the Delivery Plan to develop and present to delivery options to Councillors.

- 4) Agrees that the LHEES Office will lead on work to develop heat networks in Edinburgh on behalf of the Council, each heat network must have a publicly-owned or part publicly-owned option presented to Councillors to assess against private-owned alternatives of delivery of projects. This will ensure Councillors can make an informed choice about which option derives the greatest public benefit.
- 5) Agrees that a further phase of public consultation will be carried out on the Edinburgh LHEES and Delivery Plan including the need to derive public benefit through public-ownership or part public-ownership.
- 6) Notes delivery models of heat projects will rely on strong business cases to borrow for projects which create a payback and therefore avoiding strain on the public purse and create public benefit.

- moved by Councillor Nols-McVey, seconded by Councillor Macinnes

Amendment 2

- 1) To approve the Edinburgh Local Heat and Energy Efficiency Strategy (LHEES), attached as Appendix 1 of the report by the Executive Director of Place.
- 2) To approve the Delivery Plan, attached as Appendix 2 of the report by the Executive Director of Place.
- 3) To approve the formation of a LHEES Office, as set out in the Delivery Plan.
- 4) To agree that the LHEES Office would lead on work to develop heat networks in Edinburgh on behalf of the Council.
- 5) To agree that a further phase of public consultation would be carried out on the Edinburgh LHEES and Delivery Plan.
- 6) To notes that resource limitations would constrain the Council's ability to fully deliver the Edinburgh LHEES and Delivery Plan.

Budget

- 7) Welcomes the LHEES and the opportunities it offers to the city, recognising the strategic importance of decarbonising heat and improving energy efficiency for delivering the aims of the Business Plan to end poverty and tackle the climate emergency; therefore, notes with concern that there is no dedicated budget for its delivery beyond that set out in 5.1 of the officer report.
- 8) Requests a briefing note setting out possible costs for expansion of the proposed LHEES office beyond the resourcing of one Council Energy Officer and £75k of annual Scottish Government funding.
- 9) Requests a briefing note on the findings of the Green Heat Finance Taskforce once they are published.

Energy Efficiency

- 10) Requests a report in 3 cycles to Policy & Sustainability committee to set out how the Council could work with partners to deliver small grants and support for installing low-cost energy efficiency measures (such as draught excluders, curtains, rugs and carpets) within the private rented sector as a programme of work within the LHEES office in line with Action 76) in the Delivery Plan, including information about how this could dovetail with other anti-poverty initiatives in the Council.

- 11) Also requests a briefing note to explore if there might be a role for the Council's Shared Repairs Service to support private homeowners to complete community-led retrofitting work, or whether the Council can gain learning from that service to develop a Shared / Community Retrofitting and Energy Efficiency service within the LHEES office.

Heat networks

- 12) Welcomes Action 41) in the Delivery Plan about co-ordinating excavation works for heat networks with other infrastructure works and requests a Business Bulletin update at Policy & Sustainability committee in 3 cycles to outline how soon this might be practicable as part of routine asset management works in the Council, and what steps are needed to make this so.
- 13) Reaffirms that there is a clear role for Energy for Edinburgh in delivery of heat network projects at all stages of the LHEES once approved, and that this should be built on co-operative and community wealth building principles.
- 14) Recognises the challenge around workforce development and planning in order to deliver the LHEES and therefore requests the next stage of consultation includes a roundtable event with Trade Unions, employability / training services and other relevant organisations to gather views and identify outstanding concerns or questions that these groups may have on deliverability of the LHEES in the context of workforce planning, with a view to developing a joined-up action plan / partnership approach to heat network delivery across the city.

Community Engagement

- 15) Notes that this is a complex and technical document which is not easily accessible to members of the public who may be interested in understanding the benefits / impact of the LHEES. Therefore, welcomes Actions 11) and 12) in the Delivery Plan around stakeholder engagement and requests that the draft engagement plan cited is discussed at the Sustainability and Climate and Nature Emergencies APOG before publication, and is developed in consultation with the Edinburgh Community Climate Action Network / "Community Climate Hub".

Governance

- 16) Requests that a dashboard update monitoring the 76 actions under the LHEES Delivery Plan is reported to Committee on an annual basis.
- 17) Notes a number of outstanding questions for the Scottish Government highlighted at 4.4.10 of the LHEES and requests that the Council Leader writes to the Minister for Zero Carbon Buildings, Active Travel and Tenants Rights to seek answers to these questions.
- 18) Agrees to refer this report to Housing, Homelessness and Fair Work committee and Planning committee.

- moved by Councillor Parker, seconded by Councillor Staniforth

In accordance with Standing Order 22(13), Amendment 1 was adjusted and accepted as an amendment to the Motion and Amendment 2 was adjusted and accepted as an addendum to the Motion.

At this point in the meeting the following Amendment 3 was proposed:

Amendment 3

To agree the original motion as proposed by Councillor Day.

- moved by Councillor Whyte, seconded by Councillor Doggart

Voting

The voting was as follows:

For the Motion (as adjusted) - 15 votes

For Amendment 3 - 2 votes

(For the Motion (as adjusted): Councillors Aston, Beal, Bennett, Biagi, Campbell, Day, Dijkstra-Downie, Macinnes, Meagher, Miller, Nols-McVey, Osler, Parker, Staniforth and Watt.

For Amendment 2: Councillors Doggart and Whyte.)

Decision

- 1) To approve the Edinburgh Local Heat and Energy Efficiency Strategy (LHEES), attached as Appendix 1 of the report by the Executive Director of Place with the changes below.
- 2) To approve the Delivery Plan, attached as Appendix 2 of the report by the Executive Director of Place taking account of the changes in the following points.
- 3) To approve the formation of an LHEES Office, as set out in the Delivery Plan to develop and present to delivery options to Councillors.
- 4) To agree that that officers would explore a role for Energy for Edinburgh in delivery of heat network projects at all stages of the LHEES once approved, and that this should be built on co-operative and community wealth building principles. This should be presented to committee as an integral part of business cases.
- 5) To agree that a further phase of public consultation would be carried out on the Edinburgh LHEES and Delivery Plan including the need to derive public benefit through public-ownership or part public-ownership.
- 6) To note delivery models of heat projects would rely on strong business cases to borrow for projects which create a payback and therefore avoiding strain on the public purse and create public benefit.

Budget

- 7) To welcome the LHEES and the opportunities it offered to the city, recognising the strategic importance of decarbonising heat and improving energy efficiency for delivering the aims of the Business Plan to end poverty and tackle the climate emergency; therefore, to note with concern that there was no dedicated budget for its delivery beyond that set out in 5.1 of the report by the Executive Director of Place.
- 8) To request a briefing note setting out possible costs for expansion of the proposed LHEES office beyond the resourcing of one Council Energy Officer and £75k of annual Scottish Government funding.
- 9) To request a briefing note on the findings of the Green Heat Finance Taskforce once they were published.

Energy Efficiency

- 10) To request a report in 3 cycles to Policy & Sustainability Committee to set out how the Council could work with partners to deliver small grants and support for

installing low-cost energy efficiency measures (such as draught excluders, curtains, rugs and carpets) within the private rented sector as a programme of work within the LHEES office in line with Action 76) in the Delivery Plan, including information about how this could dovetail with other anti-poverty initiatives in the Council.

- 11) To also request a briefing note to explore if there might be a role for the Council's Shared Repairs Service to support private homeowners to complete community-led retrofitting work, or whether the Council could gain learning from that service to develop a Shared / Community Retrofitting and Energy Efficiency service within the LHEES office.
- 12) To Welcome Action 41) in the Delivery Plan about co-ordinating excavation works for heat networks with other infrastructure works and request a Business Bulletin update at Policy & Sustainability Committee in 3 cycles to outline how soon this might be practicable as part of routine asset management works in the Council, and what steps were needed to make this so.
- 13) To recognise the challenge around workforce development and planning in order to deliver the LHEES and therefore request the next stage of consultation included a roundtable event with Trade Unions, employability / training services and other relevant organisations to gather views and identify outstanding concerns or questions that these groups may have had on deliverability of the LHEES in the context of workforce planning, with a view to developing a joined-up action plan / partnership approach to heat network delivery across the city.

Community Engagement

- 14) To note that this was a complex and technical document which is not easily accessible to members of the public who may be interested in understanding the benefits / impact of the LHEES. Therefore, to welcome Actions 11) and 12) in the Delivery Plan around stakeholder engagement and request that the draft engagement plan cited was discussed at the Sustainability and Climate and Nature Emergencies APOG before publication, and was developed in consultation to include the Edinburgh Community Climate Action Network / "Community Climate Hub".

Governance

- 15) To request that a dashboard update monitoring the 76 actions under the LHEES Delivery Plan be reported to Committee on an annual basis.
- 16) To note a number of outstanding questions for the Scottish Government highlighted at 4.4.10 of the LHEES and request that the Council Leader write to the Minister for Zero Carbon Buildings, Active Travel and Tenants Rights to seek answers to these questions.
- 17) To agree to refer this report to Housing, Homelessness and Fair Work Committee and Planning Committee.

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

Work Programme

Policy and Sustainability Committee

9 January 2024

	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	January 2025
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	January 2025
6	Gaelic Language Plan 2018-22	Monitoring Report	Executive	Eleanor Cunningham	Corporate Services	Annual	March 2024
7	Edinburgh Integration Joint Board	Progress Report	Executive	Mike Massaro-Mallinson	Edinburgh Health and Social Care	6-monthly	August 2024

	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	Karen Reeves	Place	Annual	March 2024
9	Policy Assurance Statement – Customer Services	Annual report	Executive	Nicola Harvey	Corporate Services	Annual	October 2024
10	Policy Assurance Statement - Human Resources (HR)	Annual report	Executive	Margaret-Ann Love	Corporate Services	Annual	October 2024
11	Policy Assurance Statement - Legal and Assurance	Annual report	Executive	Nick Smith	Corporate Services	Annual	January 2025
12	Chief Social Work Officer's Annual Report	Annual report	Executive	Amanda Hatton	Children, Education and Justice Services	Annual	January 2024
13	Diversity and Inclusion Strategy	Annual update	Executive	Margaret-Ann Love	Corporate Services	Annual	October 2024

	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	October 2024
16	2030 City Target Monitoring Approach	Annual Report	Executive	Claire Marion	Corporate Services	Annual	November 2024
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 2024

	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	October 2024
21	Edinburgh Economy Strategy	Annual Progress	Executive	Chris Adams	Place	Annual	October 2024
22	EIJBs Savings and Recovery Programme	Bi-annual Update	Executive	Mike Massaro-Mallinson	Edinburgh Health and Social Care Partnership	Bi-annual	August 2024
23	Energy Management System	Annual Update	Executive	Karen Reeves	Place	Annual	March 2024
24	Best Value Assurance	Bi-annual update	Executive	Gavin King	Corporate Services	Bi-annual	August 2024
25	Telematics Policy	Annual Review	Executive	Karen Reeves	Place	Annual	May 2024
26	Corporate Property Strategy	Annual Report	Executive	Crawford McGhie	Place	Annual	August 2024

Policy and Sustainability Committee Upcoming Reports

Appendix 1

Report Title	Directorate	Lead Officer
MARCH 2024		
Edinburgh Economy Strategy	Corporate Services	Chris Adams
Sustainable Food Update	Corporate Services	Fiona McLeod
Family and Special Leave policies	Corporate Services	Nareen Owens
Energy management System	Place	Karen Reeves
Energy Management Policy for Operational Buildings	Place	Karen Reeves
Adult Social Care Inspection Report	EHSCP	Pat Togher
Commissioning Plan for Older People's Pathways	EHSCP	Pat Togher
EIJB Update	EHSCP	Pat Togher
Updated report on Direct Payment Policy, Procedure and Agreement	EHSCP	Pat Togher
Annual Policy Assurance Statement (HR)	Corporate Services	Nareen Turnbull

Sickness Absence Policy	Corporate Services	Nareen Turnbull
Declaring a Nature Emergency (Draft Visions for Nature)	Place	Caroline Peacock
Accessibility of Council Information	Corporate Services	Gavin King
Advertising and Sponsorship Policy	Corporate Services	Layla Smith
Pride Motion	Corporate Services	Michele Mulvany
Alignment of Policy Duties (Community Wealth Building)	Corporate Services	Chris Adams
Update on Gaelic Signage	Corporate Services	Eleanor Cunningham
MAY 2024		
Telematics Policy – Annual Review	Place	Karen Reeves
International Travel – Place	Place	Alison Coburn

Rolling Actions Log

Policy and Sustainability Committee

9 January 2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	17.11.22	City 2030 Net Zero Target Annual Report	To request that all existing information around the likely costs of failing to invest in climate solutions locally be made available to groups as soon as possible, and to request a report to the Policy and Sustainability Committee within 2 cycles which outlined how the Council could cost the consequences of inaction vs adaptation in order to support budget setting processes, and the development of the medium-term financial plan.	Executive Director of Place	January 2024		<p>Recommended for closure</p> <p>Report is on the agenda for 9 January 2024.</p> <p><u>Update – October 2023</u></p> <p>Report now coming to Policy and Sustainability Committee in January 2024.</p>
2	17.11.22	2030 Climate	1) To note that on 14 th	Executive	December 2023		1) Recommended

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Strategy – Environmental Assessment Consultation and Review	<p>November 2022, the Finance and Resources Committee “reaffirm[ed] the importance of this strategic work to investigate local heat and energy efficiency solutions in helping Edinburgh Council to meet our climate change and energy targets” and requested “a report on progress made towards this action at Policy and Sustainability Committee within 3 cycles”.</p> <p>2) To therefore request that in support of the above and as part of this report, a thorough options</p>	Director of Place	June 2024		<p>for closure</p> <p>The LHESS was approved by Committee on 15 December 2023.</p> <p><u>Update January 2024</u></p> <p>There is an action in the LHESS to assess</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			appraisal for opportunities for energy generation partnerships in the city be undertaken with an evaluation of how best to make Energy for Edinburgh an active enterprise, including consideration of options for alternative and joint ventures for Committee to consider, and with learning from other ESCOs and Local Authorities.				the potential role for Energy for Edinburgh Limited as part of the LHESS office. It is anticipated that this will be completed in Q2 2024.
3	17.11.22	Climate Change Adaptation Update – Response to Motions by Councillors Macinnes and Parker	To request that the development of the Climate Ready Edinburgh plan and risk assessment include specific detail about how measures proposed in the	Executive Director of Place	December 2023		Recommended for closure Report was submitted to committee in December 2023.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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.				<p><u>Update – October 2023</u></p> <p>Report going to December P&S Committee – new title Climate Ready Edinburgh Plan for Consultation</p> <p><u>Update – August 2023</u></p> <p>A business bulletin update will be provided as part of the August update; briefing is being prepared to share with members ahead of October P&S.</p> <p><u>Update - May 2023</u></p> <p>A Business Bulletin update was provided as part of the March</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							update; full report is planned for the August meeting of P&S Committee.
4	24.11.22	City of Edinburgh Council: Monitoring Officer Report - Adults with Incapacity	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 particular focus on: a) The impact of court delays in obtaining appropriate orders. b) Assurance around the legal status of interim/step down	Interim Chief Officer, Edinburgh Health and Social Care Partnership	January 2024		<u>Update October 2023</u> Will come to committee in January 2024. <u>Update August 2023</u> Will come to committee on 24 October. <u>Update - May 2023</u> 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

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			beds. and thereafter referred to the following meeting of full council.				the findings of the review, a report will be submitted to Committee
5	24.11.22	City of Edinburgh Council: Social Security Take-Up Strategy - Motion by Councillor Heap	To request an update report to the next Policy and Sustainability Committee on the current work underway, including the welfare advice services review, to ensure benefit advice and benefit take up was progressing and consider the next steps required	Executive Director of Place	14 December 2023	9 January 2024	Recommended for closure A report on Advice Services is included in the meeting papers for Committee on 9 January 2024. <u>Update – October 2023</u> A briefing for Elected Members has been arranged for 21 November 2023. This will be followed by a report to the Council on 14 December 2023, which addresses the request for

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<p>information from this motion together with recent requests for information on welfare advice services.</p> <p><u>Update – March 2023</u></p> <p>A briefing session has been organised for the 23rd March to cover the Social Security Take-Up Strategy and other questions on benefits</p>
6	24.11.22	<p>City of Edinburgh Council:</p> <p>Employee Volunteering Policy</p> <p>- Motion by Councillor Bandel</p>	<p>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 2023 including an</p>	<p>Executive Director of Corporate Services</p>	<p>March 2024</p>		<p><u>Update – August 2023</u></p> <p>Colleagues have met with Cllr Bandel and have agreed the Employee Volunteering Policy will be incorporated into the revised</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			assessment of any operational and financial impact on the delivery of council services				<p>Special Leave Policy expected at March 2024 P&S Committee.</p> <p><u>Update - May 2023</u></p> <p>Colleagues are currently reviewing a number of employee policies and will provide an update in the business bulletin for the August 2023 meeting</p>
7	17.01.23	<u>Endorsement of Plant-based Treaty – Response to Motion by Councillor Burgess</u>	<p>1) To request an update report on progress of the treaty.</p> <p>2) To request an action plan and timescale for implementing possible changes to Council activities following the</p>	<p>Executive Director of Corporate Services</p> <p>Executive Director of Corporate Services</p>	January 2024		<p>Recommended for closure</p> <p>Report is on the agenda for 9 January 2024.</p> <p><u>Update – August 2023</u></p> <p>Colleagues have provided an update</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			endorsement of the treaty to be presented to Committee for decision within 3 cycles				on August Business Bulletin; full report due at January 2024 P&S Committee. <u>Update - May 2023</u> These are still on schedule for August 2023 meeting - report will now be titled Plant-Based Treaty Action Plan
8	17.01.23	<u>In-House Service Provision (Hard Facilities Management) - Response to motion by Councillor Day</u>	<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</p>	Executive Director of Place	August 2024		<u>Update – August 2023</u> An update has been included in the Business Bulletin for Committee in August 2023. It is anticipated that this work will take approximately one year to complete. An update on action 4 will be circulated as

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>further report in three cycles which 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</p>		October 2023		<p>soon as possible.</p> <p><u>Update May 2023</u></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>this could be balanced with long 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"> - integration of the Council's AIMS; - completion of the organisational review of the current service; - janitorial upskilling programme - BEMS monitoring and helpdesk in- 				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>house transfer</p> <p>- Review of fleet services support capacity</p> <p>and plans for updating Committee on progress made towards this work.</p>				
9	21.03.23	Extreme Heat, Climate Adaptation and Resilience	<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</p>	Executive Director of Corporate Services	Spring 2024		<p><u>Update – January 2024</u></p> <p>Officers are working on a comprehensive update due to be circulated during the CRE Plan consultation period as this is the best way to capture all adaptation activity across the Council. The consultation will run from mid-January to early April.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>leading on the work;</p> <p>c) How climate adaptation would be profiled within these strategies and/or policies as part of updates and/or review going forward.</p>				<p><u>Update – October 2023</u></p> <p>This has been delayed due to the massive undertaking associated with mapping all council strategies. An update will be circulated to members along with additional engagement sessions to detail embedding adaptation across council strategies.</p> <p><u>Update – August 2023</u></p> <p>Colleagues are still compiling information and advised briefing will be circulated by October committee meeting.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							<p><u>Update - May 2023</u></p> <p>The Policy team are working on this briefing note which will be circulated to members in June 2023.</p>
10	04.05.23	City of Edinburgh Council <u>Council Reporting</u>	To further request that, as part of the ongoing programme of work to review systemic 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.	Executive Director of Corporate Services	March 2024		<p><u>Update – January 2024</u></p> <p>Report coming to March 2024 Committee titled Accessibility of Council Information.</p> <p><u>Update – October 2023</u></p> <p>The Executive Director of Corporate Services is leading a working group to</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
	22.08.23	Rolling Actions Log	To request details to be provided of the working group.	Executive Director of Corporate Services			review.
11	04.05.23	City of Edinburgh Council Period Product Provision – Motion by Councillor Bennett	Council requests a report to Policy and Sustainability Committee within 2 cycles detailing where such information was available: a) Which areas of the city were reporting running out of products for those in need? b) Which public buildings were seeing an increase in people taking free period products?	Executive Director of Education, Children and Justice Services	December 2023		<u>Update – October 2023</u> Authors have agreed with Cllr Bennet that the report will now come to December 2023 Policy and Sustainability Committee. <u>Update – August 2023</u> Working group has been established and work is ongoing to ensure we have input

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

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>buildings were seeing an increase in people taking free period products.</p> <p>f) The possible costs associated with extension of provision.</p> <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</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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.				
12	04.05.23	City of Edinburgh Council Crisis in NHS Dentistry – Motion 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 taken to improve access to NHS dentistry in the city for consideration at a meeting of the Policy and Sustainability Committee within 2 cycles.	Council Leader Interim Chief Officer, Edinburgh Health and Social Care Partnership Lead Officer	October 2023		b) Closed 3 October 2023 Update included in the Business Bulletin for October 2023.
13	22.08.23	Business Bulletin	1) To note that an	Executive Director of			1) Closed 3 October

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			interim briefing would be offered to members before the August committee meeting on MS Victoria.	Place			2023 This briefing was circulated on 12 July 2023.
			2) To note that the Chief Executive would provide an update on the International Travel strategy.	Chief Executive			
			3) To agree that details of the timescale for the development of the Direct Payments Policy would be circulated.				
			4) To note officers were preparing a briefing note on additional resources and training required in relation to the Biodiversity Strategy				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			and that this would be circulated in the next week.				
14	23.05.23	Local Government Benchmarking Framework 2021/22	To ask officers to investigate if homelessness indicators can be added to the Local Government Benchmarking Framework via the steering group and therefore be included as part of future reports.	Executive Director of Corporate Services	October 2023		<p><u>Update – October 2023</u></p> <p>Update included in the business bulletin.</p> <p><u>Update – August 2023</u></p> <p>Colleagues have advised homelessness indicators is on the agenda at the next steering group meeting which is to be held in October. Due to the number of apologies in the summer the previous group was postponed.</p>
15	23.05.2023	Response to motion	Officers to contact ward	Executive	January 2024		This action is

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		by Councillor Nicolson – Keep Safe Spaces	councillors about potential new safe space venues.	Director of Place/Interim Chief Social Work Officer			currently being progressed and it is hoped to provide an update in advance of Committee in January 2024.
16	23.05.2023	Response to motion by Councillor Staniforth – Night Time Coordinator	<p>1) To agree to consult with the Night-Time Economy workforce and the wider sector and to carry out further analysis of the activities carried out by Night-Time Advisers in other cities.</p> <p>2) To agree to a further report in 3 cycles on how implementation of the recommendations in the ‘Get Me Home Safely’ campaign might be progressed.</p>	Executive Director of Place	January 2024		<p>Recommended for closure</p> <p>A report on this is included within the meeting papers for Committee on 9 January 2024.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>incorporated into the current policy creation schedule.</p> <p>3) Additionally to request that a dashboard detailing information about requests be brought to the next Policy and Sustainability Committee for the first year of the policy. This dashboard should include information about why the request was made and if it was granted, and details of the date, time, and concerned parties relating to the request; as far as was permissible under GDPR regulations. The covering report should outline how regular reporting was brought to committee</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			(via Business Bulletin/email updates, etc.). 4) Finally, to note that this policy “also covers any other system the Council may use which provides live data on Council vehicles locations” and therefore to request a briefing note to Committee Members in advance of the next committee meeting detailing which other systems that would be impacted by this policy and the next steps and timescales for implementation.				
18	23.05.2023	Response to Scottish Government Community Wealth	1) To request a paper be brought within 2 cycles outlining the Council’s broad	Executive Director of Corporate Services	March 2024		<u>Update – January 2024</u> Report has been

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Building Consultation	<p>position on the introduction and streamlining of Duties, to enable Elected Members to consider whether this was still the correct position to be taking.</p> <p>2) Further to request a report within 3 cycles setting out how the council was embedding and maximising a Community Wealth Building Approach across its work including but not limited to:</p> <ul style="list-style-type: none"> • Relevant sections of the Economic Strategy and Business Plan • How CEC works with social enterprises and cooperatives • How food systems 		January 2024		<p>deferred to March 2024 under the new title of Alignment of Policy Duties.</p> <p><u>Update – October 2023</u></p> <p>Report moved to January 2024 Policy and Sustainability Committee due to October's large agenda.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>are currently, and could be in future, considered under CWB in Edinburgh</p> <ul style="list-style-type: none"> • How procurement systems could be utilised to support a CWB approach • How CEC's commitment to participatory budgeting interacts with CWB. 				
19	23.05.2023	Harassment Policies – Amendment Update	To confirm that a separate gender informed sexual harassment policy, with appropriate training and toolkits, was expected to be put in place within two years and to request that an update of progress towards that goal be provided to this Committee within 12 months.	Executive Director of Corporate Services	May 2024		
20	23.05.2023	Women's Safety in	1) To agree to liaise	Executive			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Public Places	<p>with officers designing the above lighting strategy and feed any relevant responses as outlined in paragraph 5.3 of the report, to address concerns raised and inform innovative solutions as far as possible.</p> <p>2) To request that the Women's Safety in Public Places Community Improvement Partnership engage with the officers and external agencies involved in the work around feminist town planning, a night-time coordinator post, and the Get Me Home Safely campaign, as this project</p>	Director of Children, Education and Justice Services			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			progressed to ensure women's safety in Edinburgh was embedded across all these strands of work.				
21	01.06.23	City of Edinburgh Council Celebrating Pride Month – Motion by Councillor Heap	<p>1) Agrees that this motion be referred to the Equality Working Group to allow officers the space to work with members on how we can create an inclusive council culture and a city where everyone feels like they can truly belong, including</p> <p>(a) What progress on LGBTIQ+ equality has been made as part of the Council's Equality and Diversity Framework 2021-2025 so far;</p> <p>(b) And what future actions it will take as</p>	Executive Director of Corporate Services	March 2024		<p><u>Update – January 2024</u></p> <p>Officers are working on a report titled Pride Motion due to come to March 2024 Policy and Sustainability Committee.</p> <p><u>Update – October 2023</u></p> <p>Work will be progressed with the Members and Officers Equalities Working Group with input from the STRIDE colleague network.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>part of the Framework to advance LGBTIQ+ equality including (i) what can be done to support local pride activities across the city</p> <p>(c) How the Council works with Police Scotland to tackle LGBTIQ+ hate crime</p> <p>1) And requests the Group report on these issues and any others it considers important to the Policy & Sustainability Committee (with the option for subsequent referral to Full Council) by the end of the calendar year</p>				
22	22.06.23	<p>City of Edinburgh Council</p> <p>Supporting</p>	<p>Requests that:</p> <p>1) Officers explore how the Council could support</p>	Executive Director of Corporate	October 2023		<p><u>Update – October 2023</u></p> <p>Colleagues have</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Community Climate Action – Motion by Councillor Parker	<p>EVOC / SCCAN and community groups with “in-kind” support throughout the bid writing process to secure funding for the development of a Community Climate Hub.</p> <p>2) Officers also explore through its estates teams if there are any central spaces which could be leased by the Community Climate Hub if it is successful in securing funding, as part of its commitment to delivering a net zero city by 2030</p> <p>3) Officers report back on actions 1) and 2) at the next Climate and Sustainability APOG and the Policy and Sustainability Committee.</p>	Services			<p>provided an update in the Business Bulletin.</p> <p><u>Update – August 2023</u></p> <p>Colleagues have provided a Business Bulletin item for Supporting Community Climate Action.</p>
23	22.08.23	Work Programme	1) To note that the Policy Assurance Statement – Legal and Assurance was due in December 2023 and that the Advertising and Sponsorship	Executive Director of Corporate Services	March 2024		<p><u>1) Update January 2024</u></p> <p>The Advertising and Sponsorship Policy is currently being</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>Policy would be submitted separately.</p> <p>2) Officers to confirm when the Air Quality in Schools report, requested by committee on 17 January, would be submitted to committee.</p>		28 May 2024		<p>finalised and will be submitted to Committee in March 2024.</p> <p>2) Recommended for closure</p> <p>A briefing note was circulated to Committee on 08.11.2023.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							A briefing note is being prepared for Committee on this.
24	22.08.23	Business Bulletin	<p>1) To request details of any acknowledgment received from Ministers to the letter sent by the Council Leader.</p> <p>2) To request details of feedback from the Sustainability and Climate APOG in relation to Supporting Community Climate Action.</p> <p>3) To request that future updates on the Local Government Benchmarking Framework are submitted as full reports.</p>	<p>Council Leader</p> <p>Executive Director of Corporate Services</p> <p>Executive Director of Corporate Services</p>			<p><u>1) Update – October 2023</u></p> <p>Officers have followed up with the Leader’s office and can confirm there has to date been no response to the letter.</p> <p><u>2) Closed October 2023</u></p> <p>Officers have provided a business bulletin update.</p> <p><u>3) Closed October 2023</u></p> <p>Officers have confirmed that in future LGBF reports will be submitted to Executive Committees for</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							scrutiny as opposed to using the business bulletin.
25	22.08.23	A Visitor Levy for Edinburgh: Progress Update and Draft Proposal	<p>1) To agree that officers should progress elected member workshops to develop a consensus where possible on the detail of how the proceeds of the visitor levy should be spent.</p> <p>2) To agree informal engagement with stakeholders around these parameters.</p> <p>3) To believe that the levy should be pitched at a similar level to other European cities but notes that a decision on this specific detail should come at a later date.</p>	Executive Director of Place	Ongoing		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>4) To agree that this further report will also include scoping of additional charges possible within the remit of the scheme in line with the principles of the Amsterdam model where holiday rentals and short term lets pay 10% of turnover, either to be progressed concurrently with the general TVL scheme, or to be supplemented later</p> <p>5) To welcome the push back in the draft consultation response against the bill's 18-month implementation timescale and to agree that this should be communicated to the Scottish Government in the</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			strongest possible terms.				
26	22.08.23	Redeployment Update	<p>1) To request the Leader continues to highlight Edinburgh as the lowest funded council in Scotland and argue for fair funding for the capital city.</p> <p>2) To note that there will be continued engagement with trade unions.</p> <p>3) To agree to receive a further report on the 23/24 budget within 2 cycles and to agree this report includes:</p> <ul style="list-style-type: none"> A full options appraisal of all additional actions now being taken to create in-year savings to fund the budget gaps from policies which have 	Executive Director of Corporate Services			<p><u>Update – October 2023</u></p> <p>Officers have confirmed the redeployment update will now be included in the quarterly Workforce Dashboard reports.</p> <p>Officers are working on the report due at January 2024 Committee.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>been reversed.</p> <ul style="list-style-type: none"> • Equalities impact assessments for each of these actions • An explanation of the governance around the budget process, and the standing orders which apply to actions now being taken to reverse budget decisions and how all parties are able, equally, to utilise these. • A departmental breakdown of headroom within staff budgets. <p>4) To request that the next revenue monitoring report at Finance & Resources Committee explicitly outlines how this £600k saving will be delivered instead,</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			and what democratic oversight Councillors will have or have had in relation to this to date.				
27	22.08.23	Corporate Property Strategy	<p>1) To request an update to be included in the business bulletin on any options to accelerate the use of renewables in both Council and Public Sector properties.</p> <p>2) To request an annual update report on the property strategy outlining via suitable indicators:</p> <ul style="list-style-type: none"> • Running costs (energy, water, rates, maintenance) • Carbon expended 	Executive Director of Place	Ongoing		<p>Recommended for closure</p> <p>An update was provided in the Business Bulletin in October 2023 and a report is included within the meeting papers for Committee on 09.01.2024.</p> <p>2) Closed October 2023</p> <p>Added to the Committee Work Programme.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<ul style="list-style-type: none"> • Electricity use • Estimate of any embedded carbon required <p>Suitable summaries of the above should include as a minimum -</p> <ul style="list-style-type: none"> • Totals across the whole estate; • The 10 most costly buildings to run in categories above; • The 10 most costly buildings per square metre of gross internal area. <p>3) Officers to provide a high-level overview of the programme which would be developed if the Strategy is agreed, including an indicative list of buildings which are expected to require</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>a project business case.</p> <p>4) Officers to either develop a fourth strategic theme of access and inclusion, or clearly show access and inclusion mainstreamed throughout the Strategy, acknowledging that the council's estate is currently not fully accessible, the systemic and unacceptable exclusion this causes, and committing the Council to prioritizing actions to address this through this work.</p> <p>5) Officers to further develop the Net Zero Properties strategic theme to consider the overall impact of disposals or demolition for the city, and not just for the Council's own portfolio.</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
28	22.08.23	Energy for Edinburgh – options appraisal	<p>1) To agree the proposed final business case will be presented to committee in no later than 4 cycles, centering on a joint venture approach (9.18.2 in the report) to deliver a low-carbon heat energy production and/or distribution project within the city.</p> <p>2) To recommend that the Board explore the options for Heat Networks in more depth, including practical steps that can be taken. This could include dialogue with possible industry partners and similar organizations; also cost estimates and direct savings to the Council's energy</p>	Executive Director of Place	June 2024		<p><u>Update – January 2024</u></p> <p>Following approval of the LHESS in December 2023, the business case will be developed as outlined in the LHESS.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>costs should be considered.</p> <p>3) Suggests that the Board procures a secondment to EfE to develop the strategy in more depth.</p> <p>4) Suggests that the Board relieves the Council of the company secretariat role and enables access to appropriate legal assistance.</p> <p>5) To ask the Board to exercise fiscal prudence by ensuring that outgoing costs match the company activity – such as audit costs.</p> <p>6) Agrees that immediately following the</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>publishing of the Council's LHEES strategy, officers prioritise the development of a business case for Energy for Edinburgh to deliver heat network projects as soon as is feasible, both for existing developments and new projects.</p> <p>7) Further agrees that officers explore options for how co-operative principles and community wealth building could be embedded into the company.</p>				
29	22.08.23	Edinburgh Integration Joint Board Savings and Recovery Programme 2022/23 Closure Report	Officers to circulate responses to Councillor Miller's questions to the committee.	Interim Chief Officer, Edinburgh Health and Social Care			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
				Partnership			
30	22.08.23	Interim Chief Officer Update – Edinburgh Integration Joint Board/Edinburgh Health and Social Care Partnership	<p>1) To agree to a detailed 6 monthly update report on the improvement plan within one cycle</p> <p>2) To agree the Council Leader would write to NHS Lothian to request:</p> <ul style="list-style-type: none"> • The number of people waiting for a bed to become available to receive in-patient hospital care; • The number of people waiting to be admitted to hospital and are in receipt of a package of care at home; • The number of patients currently 'boarding' due to unavailability of a bed 	Interim Chief Officer, Edinburgh Health and Social Care Partnership			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			in the most suitable ward.				
31	22.08.23	Castlegreen and North Merchiston Care Homes – Transfer Update	Officers to provide a briefing note in relation to overpayment figures.	Interim Chief Officer, Edinburgh Health and Social Care Partnership	October 2023		Update – October 2023 Reflection session held on Monday 9 October and briefing note will be provided as soon as the feedback from the session has been summarised.
32	22.08.23	International Travel and Member Guidance	To agree the form should be adjusted to include ferry travel as a listed travel mode, with CO2e emissions/km for foot passengers at 0.0187kg.	Executive Director of Corporate Services			
33	22.08.23	Edinburgh and Taiwan Visit Report and Activity	1) To agree that City of Edinburgh Council will work in partnership with Edinburgh International Festival, University of Edinburgh,	Executive Director of Corporate Services	March 2024		<u>Update – October 2023</u> Next update planned for Policy and Sustainability Committee March

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>Taiwanese officials and other stakeholders to develop a future programme of activity.</p> <p>2) To agree to work towards a memorandum of understanding between Taiwan and the appropriate city partners as referenced in the report.</p>				2024
34	22.08.23	The City of Edinburgh Council Gaelic Language Plan 2023-28 – Revised Draft	1) To agree that council will continue to engage with The Scottish Government, the Gaelic community in Edinburgh and other stakeholders to try to consider the best way to expand provision of GME at secondary level identify a site, and the requisite funding to deliver, a GME	Executive Director of Education, Children and Justice Services			Update – October 2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>High School in Edinburgh , on the understanding that a GME High School in Edinburgh cannot be delivered without financial support and any available site options from the Scottish Government.</p> <p>2) To note that whenever new signage is installed or existing signage is replaced across the council estate and as part of council operations, the cost of installing Gaelic or bilingual signage will be investigated. Gaelic or bilingual signage will be installed where appropriate, especially where there is high footfall. Also, to encourage council ALEOs to</p>	All Service Areas			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>adopt this policy.</p> <p>3) To agree that the Convener will write to the Scottish Education Secretary seeking clarity on what sites and funding the Scottish Government has available to deliver a GME high school in Edinburgh.</p> <p>4) To request an additional report within 3 cycles progressing an action list of Gaelic signage in the city including place names, city transport infrastructure, schools and within and outside other Council buildings.</p>	<p>Convener</p> <p>Executive Director of Corporate Services</p>	<p>March 2024</p>		<p>Update – October 2023</p> <p>Officers are producing a report expected at March 2024 Policy and Sustainability Committee</p>
35	22.08.23	Edinburgh Community Climate Fund	1) To request a Business Bulletin update in two cycles on the Improvement	Executive Director of Corporate	January 2024		<p><u>Update – January 2024</u></p> <p>Update included in</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>Plan, addressing in particular plans for an improved registration experience for voters, which was deemed 'poor' by one in three users, and proposed strategies for better inclusion of underrepresented groups in participatory budgeting.</p> <p>2) To resolve that identifying funding for the Community Climate Fund will be considered as part of the budget process with the aim of making it a regular annual event, including consideration of expanding the fund going forward.</p> <p>3) To agree that officers engage with relevant community groups</p>	Services			the Business Bulletin

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			and the Community Climate Hub to redesign aspects of the processes behind the fund, based on feedback gathered this year.				
36	22.08.23	Declaring a Nature Emergency	<p>1) To note that officers would come back to the committee to clarify details of the pact.</p> <p>2) To request a briefing note to outline where particular skill / capacity gaps lie in the Council currently; what specific additional training or posts are required to remedy this; the costs associated with these and details about whether funding for all current key posts for delivering work to tackle the Nature Emergency is</p>	Executive Director of Place	March 2024		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			permanent or temporary.				
37	22.08.23	Heat Networks and Building Assessment Reports	<p>1) To agree that the Council should write to the Scottish Government requesting to be designated the consent authority for Edinburgh, with the timing of the request to be agreed with Scottish Government officials.</p> <p>2) To agree that a report should be produced within 2 cycles to:</p> <ul style="list-style-type: none"> Develop a Council policy for the consenting of heat networks in Edinburgh - this is to include reasons for granting or revoking 	Executive Director of Place	August 2024		<p>Update – October 2023</p> <p>An update is included in the Business Bulletin for Committee on 24 October 2023.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			licences etc <ul style="list-style-type: none"> • Indicate resource implications as a consent authority • Identify any gaps or uncertainties in the guidance and regulations for heat network developers • Show options for dissemination of heat network information to interested parties eg BARs 				
38	22.08.23	Emergency Motion by Councillor Miller –	1) To note that committee members	Interim Chief Officer,			Update October

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Circumstances surrounding the consultation on the future of care homes and the EIJB strategy.	<p>and stakeholders have questions arising from the briefing note and may wish to instruct additional actions.</p> <p>2) To request a short report to the Edinburgh Integration Joint Board in one cycle, summarizing the review and the actions arising.</p>	Edinburgh Health and Social Care Partnership			<p>2023</p> <p>A report will be submitted to the November EIB meeting.</p>
39	31.08.23	<p>City of Edinburgh Council</p> <p>Motion by Councillor Campbell - Edinburgh Leisure Must Pay the Real Living Wage – see Agenda front sheet</p>	Council instructs the chief executive to bring a report in two cycles to Policy and Sustainability which sets out the levers available to the council currently to ensure that all ALEOs pay the real living wage, and a plan for how this can be embedded in shareholder agreements as these are updated through the governance work being done on ALEO reform. Additionally, this report should set out the levers available to the	Chief Executive	January 2024		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			council to ensure that ALEOs are in line with other key council commitments including those around equality and access, workers' rights, and the climate and nature emergencies				
40	24.10.23	End Poverty in Edinburgh Annual Progress Report	<p>1) Agrees the third annual progress report against Council and partnership actions in response to the findings of the Edinburgh Poverty Commission, subject to action plans being provided as part of the "Progress and Priorities" section to:</p> <ul style="list-style-type: none"> • Improve pupil attendance rates at school which has worsened since the end of the pandemic, especially for secondary school 	Executive Director of Corporate Services	October 2024		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>pupils;</p> <ul style="list-style-type: none"> Restore advice services to an appropriate capacity within six months (at least 2019/20 levels) using Council Advice Shop and any new partnership actions with a new KPI introduced that measures the implementation of the overall advice strategy. This to be reported to Committee at an appropriate point to provide assurance of progress and to include a report on the outcome of the commissioned review of welfare rights and debt advice services which is apparently complete but no projected impact, indication of additional 				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>improvement/change or resolution of the single advice brand discussion is provided within this annual progress report.</p> <p>2) Requests that the planned workshops to be progressed during 2024 include</p> <p>2.1 Exploration of how commitments to a just transition can help poverty reduction in Edinburgh, particularly looking at entry-level green jobs and jobs in low-carbon industries like care work;</p> <p>2.2 Exploration of the varying impact of poverty on different groups of people, particularly those with protected characteristics, and how our response to poverty in Edinburgh can be understood through an</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>intersectional lens</p> <p>2.3 Exploration of how other Council strategies relating to climate mitigation, climate adaptation and health and social care interrelate with actions under the End Poverty in Edinburgh strategy, including how these can also be understood through an intersectional lens</p> <p>3) To request that invitees to those workshops include:</p> <p>3.1 Organisations focusing on groups of people with protected characteristics including Scottish Women's Budget Group, the Muslim Women's Resource Centre and One Parent Families Scotland, Inclusion Scotland and People First</p> <p>3.2 Trade Unions and Tenant / Community Unions including Living Rent</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			4) Notes with specific concern issues around digital inclusion, recognising that groups more likely to experience poverty can be disproportionately affected by this, and agrees that, as part of wider work looking at access and inclusion across Council services, this issue is given particular consideration.				
41	24.10.23	Council Emissions Reduction Plan – Annual Progress Report	1) Agrees to change targets in relation to fleet proposed in paragraph 4.28 and retains the existing recycling target, with a SMART target to be reported to Committee within one cycle) and that a report be provided to the Transport and	Executive Director of Place			<p><u>1) January 2024 - Update</u></p> <p>An update on the fleet targets is included in the Business Bulletin for Committee on 09.01.2024. The report on recycling is currently on the forward plan for</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>Environment Committee, detailing how lessons about increased recycling rates can be gathered and implemented from practice in other UK urban areas with much better rates such as Newport (Wales), Cardiff, Bath, Chester and Kingston-upon-Hull</p> <p>2) Notes that there will be a report to Committee in November 2024 following an exercise to review and prioritise actions based on three years of learning since the CERP was agreed.</p> <p>3) Agrees that, where appropriate, this report will also include new actions to eradicate or</p>				Transport and Environment Committee in April 2024. An update on setting a SMART target will follow Transport and Environment Committee.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>significantly reduce the emissions gap to net zero which currently exists in the CERP, and that the report will be supplemented with a clear strategy to finance these actions, including a commitment to resourcing this strategy at a corporate level.</p> <p>4) Also agrees that, where appropriate, this prioritisation exercise will also overlay considerations of other relevant climate, nature, poverty and health strategies to ensure joined up thinking, and be in line with a climate justice approach.</p> <p>5) Finally, agrees that,</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			in advance of the report being published, all of this should be discussed at the Sustainability and Climate & Nature Emergencies APOG, including more regular reviews of progress against actions sitting under the CERP.				
42	24.10.23	Public Bodies Climate Change Duties Report 2022/23	Requests that the climate impact statement guidance and template document is recirculated amongst groups – with any tweaks made following feedback from last year – and recommends that all budget motions include an accompanying statement which sets out how spending plans align with the Council’s climate strategies, including this as an appendix.	Executive Director of Corporate Services			Recommended for closure Guidance circulated on 7 November 2023.
43	24.10.23	Adult Support and Protection and Social Work & Social Care	1) Noting the format and content of this first update report,	Chief Officer, Edinburgh			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Inspections Improvement Plan: Progress Report	<p>requests officers prepare future update reports to include the following:</p> <p>a) Delivery timelines for tangible changes showing current position</p> <p>b) Recommendations if required to bring progress from Red / Amber to Green</p> <p>c) Challenges or issues which require committee scrutiny or attention.</p> <p>2) Notes that multiple committees will receive update reports on the improvement plan but that different committees / bodies have different remits. Therefore, if the same report is to be submitted to each committee / body,</p>	Health and Social Care Partnership			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			requests that a short clarifying covering note is included to assist committee members and officers when preparing and scrutinizing reports to enable each committee to deliver its role in the overall governance.				
44	24.10.23	Forth Green Freeport – Outline Business Case	<p>1) To agree to support the submission of the Outline Business Case (OBC) based on the parameters set out in this report and the Executive Summary, subject to the full OBC being circulated to all Committee members prior to submission to ensure compliance with the terms of this report.</p> <p>2) To note that a summary of the Full Business Case is</p>	Executive Director of Place	Ongoing		<p><u>Update – January 2024</u></p> <p>The Council approved the appointment of the Council Leader to represent the Council on the Forth Green Freeport Governance Board.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>planned to be presented to Committee in early 2024 with a data room provided for members prior to committee.</p> <p>3) To request that the interim governance board should have a place for the trade unions.</p> <p>4) To agree that the planned annual update report to GRBV should also be submitted to the cross party elected member sounding board and should include full details of any reported non-compliance against the Investment Principles and any variance in the NDR revenue received against forecast.</p>				<p>3) Recommended for closure</p> <p>The Forth Green Freeport Governance Board has a seat for a worker's representative.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			5) To agree that the “Social Impact Key Performance Indicators” due to be set by the Forth ‘Green’ Freeport Board will be shared with Committee via a Business Bulletin update as soon as they are agreed, and that the annual update report to GRBV also includes performance measures against these.				
45	24.10.23	Sponsorship of non-UK nationals	1) To agree that guidance will be developed on the Council’s approach to sponsorship and this this will be reviewed annually, or sooner where there are material changes issued by UK Visas and Immigration (UKVI).	Executive Director of Corporate Services			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			2) Agrees in tandem to the recommendations of this report being implemented, that a further report is brought to Policy and Sustainability Committee in 2 cycles outlining support, including signposting, advice and direct support, that can be made available to any Council employee experiencing visa issues who may not qualify for sponsorship, as part of the finalised guidance		March 2024		
46	24.10.23	Diversity and Inclusion Strategy Update	1) To request a Business Bulletin update in 6 months on the proposals – and any agreed actions – on options to extend part-time or otherwise flexible				<u>Update January 2024</u> Officers are working on a business bulletin update.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>working to a wide range of posts, and options on how to diversify the workforce at senior levels, as outlined in paragraph 4.4.5 of the report.</p> <p>2) To note that a work programme for the Equalities Working Group is still to be set and a request for a mapping of equalities work in the Council remains outstanding from February 2023. To consider these two pieces of work to be key to Elected Members' understanding of and engagement in a successful diversity and inclusion strategy and therefore requests they are completed and shared as soon as</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			possible.				
47	24.10.23	Edinburgh Leisure – Real Living Wage	To request that the Executive Director of Place reviews the funding agreement in discussion with the Chief Executive of Edinburgh Leisure to understand the financial and operational implications of paying the real living wage, with a report on the findings to Committee on 9 January 2024.	Executive Director of Place	9 January 2024		Recommended for closure A report is included within the meeting papers for Committee on 9 January 2024.
48	24.10.23	Gender Recognition Reform	1) To request that an update on this work is brought to the Policy & Sustainability Committee in one year including signposting to where the 'areas for further work' are being progressed in the programme of work for the Members Equality Working Group or as part of the Council's Equality and Diversity	Executive Director of Corporate Services	October 2024		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>Framework.</p> <p>2) To note that a work programme for the Equalities Working Group is still to be set and a request for a mapping of equalities work in the Council remains outstanding from February 2023. To consider these two pieces of work to be key to the success of this work, and therefore request they are completed and shared as soon as possible.</p>				
49	24.10.23	Islamophobia – update on engagement	<p>1) To agree that the corporate equalities team now undertake further work with services as to what more the Council can do to tackle Islamophobia.</p> <p>2) To agree that this work should be</p>	Executive Director of Corporate Services			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>reported through the Members Equalities Working Group and returned to Policy and Sustainability for discussion once an action plan has been developed.</p> <p>3) To note that a roundtable discussion has taken place with diverse representatives from Council and charities.</p> <p>4) To note that significant issues were raised around training for teachers and other professionals in schools to be able to effectively deal with racism and discrimination.</p> <p>5) To agree that officers will explore these issues in discussion with Education</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>services and Members Equalities Working Group.</p> <p>6) To note that a work programme for the Equalities Working Group is still to be set and a request for a mapping of equalities work in the Council remains outstanding from February 2023. To consider these two pieces of work to be key to Elected Members' understanding of and engagement in a successful action plan for tackling Islamophobia and therefore request they are completed and shared as soon as possible.</p>				
50	24.10.23	Preparation for the implementation of Photographic	1) To agree the Convener will write to the UK Government relevant Ministers to	Convener			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Voter ID at UK Parliamentary Elections	<p>again protest the UK Governments voter exclusion tactics citing the mounting evidence of voters having their voting rights denied due to the policy of voter suppression.</p> <p>2) To request that the next iteration of the communication plan explicitly references which groups are being targeted with each activity and how equality will be mainstreamed throughout general communications, and that this plan is communicated to Committee.</p>	Executive Director of Corporate Services			
51	24.10.23	Annual Policies Update – Strategy and Communications	<p>1) To note that in October 2022, following a motion agreed at Full Council, Council “Recognise[d] the</p>	Executive Director of Corporate Services	March 2024		<p><u>Update – January 2024</u></p> <p>Officers are working on the Advertising</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>contradiction between the Council's declaration of a Climate Emergency and the continued advertising of environmentally damaging goods and services in Edinburgh".</p> <p>2) Therefore, to welcome forthcoming changes to the Advertising and Sponsorship policy to strengthen sustainability and low carbon considerations, and note that this will be brought to committee for approval in January 2024.</p> <p>3) To request that officers engage with groups in advance of this meeting to explore the scope and ambition of the</p>				and Sponsorship Policy Report due to come to committee in March 2024.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			new policy, including how it compares to versions of ethical advertising and sponsorship policies passed in other Councils.				
52	02.11.23	<p>City of Edinburgh Council: Future Relationship with EIJB – Motion by Councillor Macinnes</p> <p>See Agenda front sheet</p>	<p>To request that CEC officers closely examine the IJB Scheme of Delegation and all partnership arrangements and produce a report for the January meetings of both Policy & Sustainability Committee and Finance & Resources Committee, highlighting key issues and recommendations on:</p> <ul style="list-style-type: none"> i) How to increase financial transparency for both CEC officer selected members, and the public for the future. ii) Whether changes are required to the original integration scheme to 	Chief Officer, Edinburgh Health and Social Care Partnership	January 2024		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>create better understanding of where all responsibilities lie, why that is so and where the financial responsibility for services lie.</p> <p>iii) How governance can be structured to benefit all parties and to permit this kind of dialogue. Also, how the Council can make its collective voice heard on IJB matters.</p> <p>iv) Detailed lists of which services fall under the responsibility of CEC or NHS Lothian and why.</p> <p>v) Proposals for more effective reporting into CEC committees (F&R in particular but not exclusively).</p> <p>vi) How Council can sup</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>vii) port IJB to develop and implement the medium term financial plan, but also a general shift away from short term thinking and into a system-analysis model of prevention and investment.</p> <p>viii) How we can better recognise the positive impacts of Council social care and other expenditure on measures that reduce NHS costs and therefore the contribution to IJB outcomes.</p> <p>ix) How to develop an effective, ongoing 2 way conversation between Council including elected members and the IJB. Recommendations on whether, and how, the</p>				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			<p>Scheme of Delegation or other process documents needs to be updated.</p> <p>That in producing this report there should be full engagement with elected members, IJB, trade unions and with NHS Lothian.</p>				
53	02.11.23	<p>City of Edinburgh Council: 16 Days of Action on Gender-based Violence – Motion by Councillor Watt</p> <p>See Agenda front sheet</p>	To request a report a Business Bulletin item to Policy and Sustainability Committee in three cycles detailing the results of the event and collating what work is being done across the Council.	Executive Director of Corporate Services	28 May 2024		
54	18.12.23	Draft Climate Ready Edinburgh Plan for Consultation	To note that officers would engage with members about potentially expanding the section on health sectors beyond NHS Lothian.	Executive Director of Place			
55	18.12.23	Edinburgh Local Heat and Energy Efficiency Strategy and Delivery	Officers to recirculate the briefing note on hydrogen.	Executive Director of Place			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Plan					

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Business Bulletin

Policy and Sustainability Committee

10.00am, Tuesday 9th January 2024

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 Danny Aston Councillor Alan Beal Councillor Fiona Bennett Councillor Marco Biagi Councillor Kate Campbell Councillor Sanne Dijkstra-Downie Councillor Phil Doggart Councillor Kevin Lang Councillor Lesley Macinnes Councillor Adam McVey Councillor Jane Meagher Councillor Claire Miller Councillor Alys Mumford Councillor Ben Parker Councillor Mandy Watt Councillor Iain Whyte</p>	<p>Jamie Macrae, Committee Officer</p> <p>Jacqueline Boyle, Assistant Committee Officer</p>

Recent News

Background

Visitor Levy Update

Engagement on Visitor Levy

Engagement sessions were held from July 2023 to collate views on the range of parameters outlined in the draft Visitor Levy (Scotland) Bill, which will help inform the development of Edinburgh's scheme.

A [survey](#) was launched 23 November 2023 and will gather views on the Council's latest proposals for a Visitor Levy, helping to inform a formal consultation exercise in 2024. The survey forms part of ongoing engagement work, seeking views from residents and visitors on the shape and size of the levy, who it should apply to and how it should be spent. Information for residents, visitors, businesses and other stakeholders [about a visitor levy](#) has been developed for the Council's website.

Engagement between industry and local government continues through the work of the [Visitor Levy Expert Group](#). The Group held its first meeting on the 6 September 2023 and aims to develop guidance and best practice for local authorities on elements of the Visitor Levy (Scotland) Bill. This will help ensure the new discretionary power works for both businesses and communities.

Progress of Visitor Levy (Scotland) Bill

Between October and November 2023, the Scottish Parliament heard evidence from over 30 witnesses including community groups, general business organisations, organisations representing the tourism and hospitality sector, local authorities, the Council of Scottish Local Authorities (COSLA) and the Scottish Government. The Local Government, Housing and Planning Committee will set out its findings in a report on the [Visitor Levy \(Scotland\) Bill](#) by the 18 January 2024, that will be followed by a debate in Parliament. Then, a decision on whether the Bill continues to Stage 2 will be made.

Cruise ships as possible addition to the Visitor Levy (Scotland) Bill.

The Scottish Government are [open to adding a cruise ship levy](#) to the Visitor Levy (Scotland) Bill. This decision on whether such amendments would be within the scope of the Bill will be for the Scottish Parliament to decide.

Telematics Update

On 23 May 2023 Policy and Sustainability Committee [approved](#) the Driving for the Council - Telematics Policy. In addition, a further update was presented to Committee on 22 August 2023. This note provided further content regarding the relevant systems associated with fleet telemetry data and departments relevant.

The implementation of telematics has been ongoing following approval of the policy, with over 500 fleet assets now operating in

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[Gareth Dixon](#),
Senior Policy and Insight
Officer, Place.

Contact

[Scott Millar](#),
Fleet & Workshops
Manager, Place.

service with the system live. There are a number of fleet assets scheduled for replacement during the first two quarters of 2024. As the new vehicles enter service, this will significantly increase the number of overall vehicles fitted with the system. Prior to introducing the system, toolbox talks and communications have been shared to help vehicle users understand the purpose of the system and the information it captures.

The Fleet Compliance team handles all enquiries and requests in relation to telematics and determines whether the request is valid to review the movements of the vehicle. In addition, with the number of vehicles that are now installed with the hardware, the Fleet Compliance team are working with service users to report, monitor and improve key elements including vehicle utilisation, speeding infringement and unauthorised journeys. Since the implementation of the policy, approximately 30 vehicles have been withdrawn from service as a result of underutilisation. It is anticipated that a further 20 vehicles will be removed from service over the next 12 months.

Fleet Council Emissions Reductions Plan (CERP)

Targets

The target for fleet assets in the CERP is for all Council operated cars and light commercial vans that are currently internal combustion engine powered to be replaced with zero emission tailpipe variants (fully electric or hydrogen powered) by the end of 2024.

On 21 November 2023, Finance and Resource Committee approved the [Fleet Asset Management Plan 2023 – 2029](#). With this plan now approved, the fleet asset CERP targets must be realigned to reflect the approved plan.

The Plan seeks to maximise the number of electric vehicles, wherever possible, but recognises that it is not possible to replace all vans with electric versions within the current funding available. This is due to continued pressures associated with increasing prices of vehicles in general but also the continuing gap between electric and combustion powered vehicles.

The Fleet Asset Management Plan outlines that all cars will become fully electric in 2024 and that target will be met. However, the aim for vans is to increase the number of electric vans to a minimum of 200 by June 2024 (there are currently 54 electric vans in the fleet) with the target for all vans to be electric by 2030.

This target will be updated within the upcoming revision of the CERP to reflect this change.

Statutory Biodiversity Duty report 2021-23

As a public body, the Council is required to report every three years on biodiversity conservation. The Nature Conservation (Scotland) Act 2004 places a statutory duty on all public bodies to

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Contact

[Caroline Peacock](#),
Biodiversity Officer, Place.

“further the conservation of biodiversity in the course of delivering its functions”. The Wildlife and Natural Environment (Scotland) Act 2011 requires the publication of a report, every three years, on how public bodies are meeting this duty. The most [recent report](#) for the period 2021-2023 has been produced and is summarised here.

The Council has delivered a range of biodiversity outcomes in the reporting period. Core activities for biodiversity are reported, such as the management of Natural Heritage Parks and Local Nature Reserves, engagement with schools by the Outdoor Learning Team, improvements to greenspace, designation of Local Nature Conservation Sites and production and delivery of the Edinburgh Biodiversity Action Plan (EBAP). In addition, positive biodiversity outcomes have been embedded in strategic programmes, projects and policy work. This includes Thriving Green Spaces, Edinburgh Nature Network programmes and City Plan 2030 policy work.

The Council declared a Nature Emergency in February 2023. Closer alignment of the response to the Climate and Nature Emergencies is found in the draft Climate Ready Edinburgh plan, EBAP 2022-27 and Green Blue Infrastructure Strategy. Working with stakeholders, partners and community groups is embedded in the EBAP 2022-27. The EBAP is now in its third decade of delivering conservation action for priority species and habitats across the city, through the work of the Edinburgh Biodiversity Partnership.

A summary of these and other highlights contained in the report:

- Production of a new Edinburgh Biodiversity Action Plan 2022-27;
- Revised and improved biodiversity policies in City Plan 2030, linked to National Planning Framework 4;
- Management of Local Nature Conservation Sites designations;
- Management and enhancement of natural heritage parks, including Local Nature Reserves and Pentland Hills Regional Park;
- Declaration of a new Local Nature Reserve at Little France Park, taking the total to 8;
- Edinburgh Nature Network project;
- Green Blue Network strategy;
- Outdoor Learning Team delivery of education and biodiversity outcomes in schools;
- Million Tree City project; and
- Creation of Wee forests.

Edinburgh Community Climate Fund

At the meeting of the Policy and Sustainability Committee on 22nd August 2023, in considering an interim evaluation of the Edinburgh Community Climate Fund, members requested a Business Bulletin update in two cycles on the Improvement Plan, addressing in particular plans for an improved registration experience for voters, which was deemed 'poor' by one in three users, and proposed strategies for better inclusion of underrepresented groups in participatory budgeting.

Integration of Google and Facebook

In future PB processes, CONSUL users will now be able to log in using their Google or Facebook accounts, alongside a local or "lazy" login option for voting. The local or lazy login allows people to vote and create an account at the same time and does not require email verification. This is expected to streamline the login process and encourage more users to participate in online votes in the future. The Data Protection Impact Assessment (DPIA) and privacy statements have been revised and approved to support this enhanced functionality.

Focus on Digital Inclusion

The Edinburgh Partnership's work on digital inclusion will provide learning for future PB initiatives and will guide strategies to support individuals in participating online, particularly those who lack access to devices, internet connectivity, or digital literacy.

Offline Voter Support

Further evaluation will be undertaken in early 2024 to understand the perspectives of colleagues who assisted offline voters, with the aim of refining this process for greater efficiency. Lessons learned will be published as part of the final evaluation report.

Collaboration with Young Scot

Ongoing discussions between Young Scot and COSLA focus on maximizing online systems to further improve the user experience. Young Scot's insights will be integral in shaping future processes and will be included in lessons learned for continuous improvement.

System Upgrades and Intuitive Design

Learnings from other local authorities and internal discussions have highlighted areas for system upgrades. Future enhancements will focus on improving navigation and making the system more intuitive. Testing and implementation of these improvements will take place before CONSUL is used again.

Targeted Communications

Results from the Edinburgh Partnership Survey will inform communications strategies aimed at individuals who are less likely to have the necessary resources or skills for online engagement.

Equalities Monitoring

Contact

[Daniel Greig](#),
Senior Policy and Insight
Officer, Corporate Services.

COSLA has confirmed that equalities monitoring will be available through the Improvement Service in future processes. Additionally, when using local login options, there will be functionality to include customised questions, allowing for more tailored and inclusive engagement.

Promotion

The impact of supported projects has been promoted widely and published on the online system. This will assist with transparency and showcase the outcomes of the ECCF to both engage the community and demonstrate the tangible benefits of their environmental efforts.

Next steps

Engagement with the Edinburgh Climate Action Network is planned for January 2024 to discuss opportunities for collaboration and how learning from the ECCF can inform any future green PB processes in Edinburgh. A final evaluation report which will provide an assessment of the impact of the process and outcomes achieved will be published in spring 2024.

Forthcoming activities:

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Policy and Sustainability Committee

10:00am, Tuesday, 9 January 2024

Best Value Review Update

Executive/routine
Wards

1. Recommendations

1.1 To note the update.

Dr. Deborah Smart

Executive Director of Corporate Services

Contact: Gavin King, Head of Democracy, Governance and Resilience

Legal and Assurance Division, Corporate Services Directorate

E-mail: gavin.king@edinburgh.gov.uk | Tel: 07870364751

Best Value Review Update

2. Executive Summary

- 2.1 This report outlines the current status with Best Value recommendations made by the Accounts Commission in November 2020. This replaces more regular updates which were provided between the Best Value report being published and March 2023.

3. Background

- 3.1 The City of Edinburgh Council Best Value Assurance Audit Report (BVAR) was published by the Accounts Commission on 26 November 2020.
- 3.2 Since November 2020, regular updates have been provided to the Policy and Sustainability Committee and the Governance, Risk and Best Value Committee.
- 3.3 In March 2023, the following was agreed:
- 3.3.1 To note the progress made to date to respond to the Best Value Assurance Audit Report recommendations.
 - 3.3.2 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.
 - 3.3.3 To refer the report by the Executive Director of Corporate Services to the Governance Risk and Best Value Committee for consideration and scrutiny.

4. Main report

- 4.1 The BVAR for the City of Edinburgh Council focused on five key areas: the Council's vision and strategic direction; performance and outcomes including public performance reporting; effective use of resources; partnership working and community engagement, and continuous improvement.
- 4.2 Previously a table outlined the progress every two months, these updates are still available and linked in section 10. However, in order to ensure a concise and

informative status is given, a summary of the current status has been detailed below for each recommendation.

4.3 **Best Value Recommendation:-** *As part of its Adaptation and Renewal Programme, the council should prepare sustainable medium and long-term financial plans, and detailed workforce plans, to support its strategic priorities.*

4.3.1 As reported to the Finance and Resources Committee on 21 November 2023, a financial plan is being developed to deliver the annual budget and integrate key processes into budget development, medium-term financial plan and the planning performance framework, with these underpinned by a service change programme comprising four key transformation themes aligned to the three priorities of the business plan. The Council is currently refreshing its People Strategy and the Workforce Plan will be developed alongside this which will consider the corporate position as well as toolkits for service workforce plans to support change programmes. The People Strategy is due for consideration by April 2024 and the Workforce Plan will be considered thereafter.

4.4 **Best Value Recommendations:** *- The council should implement a strategic approach to self-evaluation and continuous improvement. This should include better demonstrating how it responds to feedback and scrutiny findings. The council should further improve its performance reporting by making better use of performance measures and targets, particularly to demonstrate the impact of improvement work.*

4.4.1 The Planning & Performance framework reflects the Council's updated Business Plan and has been embedded into business as usual. The first Public Performance Scorecard is due to be reported to the Governance, Risk and Best Value Committee in January 2024.

4.4.2 The outstanding action from this recommendation is to implement a strategic approach to self-evaluation. Options and associated costs will be developed in 2024.

4.5 **Best Value Recommendation:** *- The council should further improve its performance reporting by publishing easily accessible, up-to-date performance information on its website.*

4.5.1 As set out in 4.4.1, the first Public Performance Scorecard is due to be reported to the Governance, Risk and Best Value Committee in January 2024.

4.5.2 In addition, the performance section of the Council's website has been updated and improved (accessed [here](#)). The addition of the Quarterly Public Performance Scorecard will further enhance the availability and accessibility of a broad range of Council Performance metrics.

- 4.6 **Best Value Recommendation:** - *To help them carry out their best value responsibilities, elected members should take advantage of the learning and development opportunities provided by the council.*
- 4.6.1 An initial 8 week training programme was developed for elected members following the local government elections. Each training session was delivered twice with an online and in-person option to allow members the best opportunity to attend at a convenient time. Sessions were also recorded and stored for future viewing on the member's section of myLearning Hub.
- 4.6.2 An ongoing training programme has been established to build on the induction training and ensure that continuous learning is available for elected members throughout the five years term. is intended to continue throughout the council term. External organisations such as the Improvement Service, Consultation Institute and Scottish Women's Budgeting Group have all delivered sessions, alongside subject matter experts within the council.
- 4.6.3 Mandatory training sessions for the quasi-judicial committees were repeated to expand the pool of qualified members and refresh the knowledge of those already trained.
- 4.6.4 A skills gap assessment was carried out with members to identify any topics they would find helpful for inclusion in the ongoing training programme. Newer members, now with the context of a years' service, also requested repeats of some of the induction sessions such as IT Skills and Capital vs Revenue.
- 4.6.5 The Standards Commission for Scotland Councillor's Code of Conduct training is mandatory for all elected members. All 63 councillors attended this training over 11 sessions offered.
- 4.6.6 Other mandatory training includes committee specific training (e.g. Planning, Licencing) and was attended by all relevant councillors. This training was also re-offered to build in contingency in skills of councillors which would then allow these councillors to attend these committees as a sub.
- 4.6.7 An ongoing training package has also been delivered on specific topics of interest, e.g. Climate, Poverty, Procurement, Budget Process.
- 4.6.8 The training has been delivered in various methods including presentations, briefings and talks.
- 4.7 **Best Value Recommendation:** - *In order to make community engagement an integral part of service improvement and delivery, the council should embed the lessons from effective community engagement activity and clearly communicate the results of, and the council's response to, community consultation.*
- 4.7.1 The Council has introduced and updated its Consultation and Engagement Policy and the Consultation Advisory Panel to provide control, reporting and expert advice on consultation and engagement activity to all services.

- 4.7.2 The Council has provided externally accredited training from the Consultation Institute to key colleagues across departments at both practitioner and advanced practitioner levels. Executive briefings on consultation have also been offered to elected members. This is being supported by a professional network where colleagues can raise issues and share good practice.
- 4.7.3 The Council has developed a forward plan for consultation and engagements which highlight to colleagues, leaders and community councils known future activity.
- 4.7.4 Key performance indicators have been introduced to all major consultation activity to demonstrate how well participants feel they have been consulted.
- 4.7.5 The action outlined in 4.7 was previously closed by the committee.

4.8 **Best Value Recommendation:** - *In order to make community engagement an integral part of service improvement and delivery, the council should support community groups to complete asset transfers.*

4.8.1 There has been an increase in activity on community asset transfers (CAT) since the last update in March 2023. There has been one CAT recently completed, with two others due to complete by the end of November 2023. The Council has received a greater number of initial enquiries from community bodies over the last 9 months and the focus of the requests have reflected the current cost of living crisis and for the groups providing support to the community. The Council continues to provide guidance to applicants and help identify organisations and resources that will assist them in their CAT journey.

4.9 **Best Value Recommendation:** - *The council should work with the Edinburgh Partnership Board to implement its new governance arrangements, effectively involve community representatives and deliver improved outcomes for communities.*

- 4.9.1 An engagement plan for the Edinburgh Partnership's Empowerment Strategy was presented to the Board at its September 2022 meeting.
- 4.9.2 The Edinburgh Partnership Board continues to work to strengthen its governance arrangements. At the partnership meeting in June 2023 the board agreed to a Transformation and Improvement Programme to run in 2023/24.
- 4.9.3 The Council and the Edinburgh Association of Community Councils have agreed an improvement plan which looks at the relationship between the two bodies and seeks to improve communication and engagement. This work has improvement actions that run until 2024 which includes for example community council boundaries and elections.

4.10 **Best Value Recommendation:** - *The Council should work with the Edinburgh Partnership Board to produce progress reports with clear targets, accountable leads and links between the actions taken and the impact on performance.*

4.10.1 The Edinburgh Partnership Board approved the revised LOIP at its meeting in March 2022 and following this it was circulated and approved by Partnership member bodies. Work was then carried out by the LOIP delivery group on how the LOIP is delivered. The LOIP Annual report was subsequently approved June 2023.

4.10.2 Quarterly reporting of the priorities within the LOIP is in place, with progress on actions being escalated to the Board as appropriate.

4.10.3 Work is currently being taken forward to develop a new integrated performance framework. This has been informed by the Parliamentary review of community planning and will also take account of the findings of the Edinburgh Partnership survey of residents, recently completed. This will allow new KPIs to be developed to support the work of the Partnership.

5. Next Steps

5.1 A further report will be submitted in 6 months' time.

6. Financial impact

6.1 There is no financial impact as a result of this report. All improvement actions will be individually costed and will be required to be managed through existing revenue budget allocations.

7. Equality and Poverty Impact

7.1 There is no equality and poverty impact as a result of this report.

8. Climate and Nature Emergency Implications

8.1 There are no climate and nature emergency implications as a result of this report.

9. Risk, policy, compliance, governance and community impact

9.1 Each workstream has differing compliance, governance and consultation requirements. Further information can be provided on these matters if requested.

10. Background reading/external references

- 10.1 [Best Value Assurance Audit](#) – City of Edinburgh Council, 10 December 2020
- 10.2 [Best Value Assurance Audit – Update](#) – Policy and Sustainability Committee, 21 March 2023

11. Appendices

- 11.1 None.

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Policy and Sustainability Committee

10.00am, Tuesday, 9 January 2024

Plant-Based Treaty Action Plan

Executive/routine
Wards
Council Commitments

1. Recommendations

- 1.1 It is recommended that Policy & Sustainability Committee:
 - 1.1.1 Agree the proposed action plan developed to support the City of Edinburgh Council's endorsement of the Plant-Based Treaty.

Dr. Deborah Smart

Executive Director of Corporate Services

Contact: Claire Marion, Lead Change and Delivery Officer (carbon management)

E-mail: claire.marion@edinburgh.gov.uk

Plant-Based Treaty Action Plan

2. Executive Summary

- 2.1 The Policy & Sustainability Committee agreed to endorse the call for a [Plant-Based Treaty](#) on behalf of the city [in January 2023](#). Edinburgh has since become the first European capital to support this global initiative, which calls for the development of a Plant-Based Treaty by national governments as a companion to the UN Paris Agreement on climate. While endorsing the Plant Based treaty initiative is non-binding and carries no legal risk, it does represent a public acknowledgment that food systems are a key driver of the climate crisis.

3. Background

- 3.1 This action plan has been developed in response to a [motion agreed at the same committee](#), which requested “an action plan and timescale for implementing possible changes to Council activities following the endorsement of the [Plant-based] treaty to be presented to Committee for decision within three cycles”.
- 3.2 This action plan has been developed through engagement with partners and coincides with the national Veganuary challenge, which encourages people to follow a vegan lifestyle during January. In 2023, more than 700,000 people worldwide signed up to take part in Veganuary.
- 3.3 This action plan does not seek to eliminate meat and dairy served by the Council or in the city. Instead, it aims to continue the focus on high quality, sustainable food and increase reliance on locally sourced products where possible.
- 3.4 This plan needs to be viewed in the context of the Council’s wider food agenda which includes tackling food poverty, ensuring living wage suppliers in the food industry, promoting food careers, reducing unnecessary plastic packaging and promoting food redistribution to avoid food waste. These aspects will be covered in the Council’s food growing strategy progress report, as well as in the Edinburgh Partnership Food Poverty strategy progress report. These reports will be brought to Policy & Sustainability Committee in March 2024.
- 3.5 This plan is a city-wide action plan that includes actions led by the Council as well as by other partner organisations and key stakeholders in the city to encourage wider strategic change.

4. Main report

- 4.1 This plan includes actions led by Council teams (catering, libraries, communications, sustainability, and culture). It also includes actions from external organisations, namely Edinburgh Community Food, Food for Life Scotland, Edinburgh International Conference Centre, the Chamber of Commerce, the University of Edinburgh, Heriot-Watt University, and Creative Carbon Scotland.
- 4.2 Actions are broken down into four key themes:
 - 4.2.1 Awareness raising and capacity building;
 - 4.2.2 Food waste reduction;
 - 4.2.3 Increased provision of plant-based food; and,
 - 4.2.4 Influence and leadership.
- 4.3 Achieving a 20-50% reduction in all meat and dairy consumption by 2050 as recommended by the UK Climate Change Committee¹, will require a significant degree of behaviour change. As such, awareness raising activities should help people to make informed decisions, while providing more plant-based options will facilitate sustainable food choices.
- 4.4 This action plan seeks to build on the work already underway in Edinburgh as a “Sustainable Food City”. In 2022, Edinburgh was awarded silver accreditation status by the Sustainable Food Places Network, thanks to initiatives including the distribution of fresh meals to those most in need, the launch of a Sustainable Food Directory, and community food growing projects. Edible Edinburgh, the city’s sustainable food partnership, has a role to play in driving this work.
- 4.5 The Council’s catering team is also committed to sustainability and a number of exemplar initiatives have already been implemented:
 - 4.5.1 Across all primary school sites, there is one meat-free day per week, with secondary schools providing 100% meat-free main meals one day per week. This is delivered as part of the Council’s commitment to create menus which promote a balanced diet.
 - 4.5.2 A vegetarian or vegan option is also available every day and red and processed meats have been reduced in line with the Scottish Government’s legislation on school meals. This means the Council can focus on high quality ingredients, such as Red Tractor and Quality Meat Scotland meats, MSC Fish and free-range eggs. Local and seasonal vegetables are prioritised, and milk is 100% Scottish. Over the last 3 years the service has worked with suppliers to increase the spend on Scottish produce (66.8% of the fruit and vegetables, more than 80% of meat and 99.3% of dairy are Scottish).

¹ [UK Climate Change Committee – The Sixth Carbon Budget – The UK Path to Net Zero \(cf Table 1.1\)](#)

- 4.5.3 Vegan diets are treated as a special dietary requirement. Therefore, when a pupil indicates a vegan menu as part of the special diet process, a vegan meal will be produced daily through that route.
- 4.5.4 To promote healthier choices and encourage pupils to increase their consumption of fruit, vegetables and salad items, freshly prepared fruit pots/ fruit platters are now on offer. Many schools have a salad bar where pupils can help themselves. These have been very popular with pupils, showing a significant increase in the amount of salad and vegetables being consumed.
- 4.5.5 Menus are reviewed annually to continue to ensure sustainable options are available. As part of the new menu (launched in April 2023) the catering service implemented several positive developments including a decrease in processed meats, an increase in plant based and vegetarian products, a focus on cooking recipes from fresh ingredients, including sauces with hidden vegetables, and an increase in seasonal vegetable side dishes.
- 4.5.6 The catering team started a [cooking school](#) for catering staff last year, which includes a cookery session focussing on vegetarian and vegan dishes, as well as sessions on ingredient provenance.
- 4.5.7 Kitchen staff only cook based on the number of pre-ordered meals to minimise food waste, and waste generated during the cooking is monitored by the kitchen supervisor.
- 4.5.8 The Council is also working with the [Guardians of Grub](#) who offer educational resources on food waste reduction and actively promotes the Veg Power campaign².
- 4.5.9 The Council Catering manager is the current chair of ASSIST FM, a non-profit association for caterers in Scotland. An initiative led by ASSIST FM was to pull together a national recipe book for school dishes to be used across all local authorities. A piece of research has then been commissioned to analyse the carbon impact of a dozen of key dishes in the recipe book, helping to inform menu design and identify simple swaps that can reduce the environmental impact of the meals.
- 4.6 The Plant-Based treaty is also calling for more local food growing initiatives. Edinburgh Growing Together is a project delivered by [Edible Estates](#) and funded by the Council and the UK Shared Prosperity Fund, which aims at increasing the number of community growing projects on Council housing land, and improve existing ones. A lot of this work is conducted by Growing Youth, a social enterprise that educates young people in horticulture and construction.
- 4.7 Since Edinburgh publicly signed up to the Plant-Based treaty campaign in January 2023, active efforts were made to communicate around it to amplify the Council impact:

² The catering service have become the first authority in Scotland to partner with VegPower! an initiative to promote the consumption of more vegetables in primary school age pupils (15% increase in veg purchasing over this period).

- 4.7.1 In January, the Council leader wrote to Scottish Ministers to encourage the Scottish Government to endorse the call for a Plant-based treaty.
 - 4.7.2 In March, the Council leader participated in the [Eurocities Food Cities campaign](#), encouraging all European cities to follow Edinburgh's example and endorse the call for a Plant-based Treaty.
 - 4.7.3 In April, the Communications team has promoted a webinar co-organised by the Plant-Based Treaty team on its internal communication channel, Newsbeat. The webinar was titled "What if Edinburgh and Stockholm went vegan?"³, presented by Dr Joseph Poore, Researcher at the University of Oxford and IPCC contributing author. Over 1,000 people from 30 different countries registered for the event, including Councillors from 46 UK Councils.
 - 4.7.4 In August, Edinburgh Libraries organised 'Family fun days' across the city, at Sighthill Library one of the participating stalls focussed on the Plant-based treaty campaign.
 - 4.7.5 In October, the Central library hosted an in-person open session with "[Plant Based Treaty – A sustainable tomorrow](#)".
 - 4.7.6 Later in October, Kirkliston library delivered workshops on what libraries have to offer to two groups of 50 local teachers from the five cluster primary schools and the secondary school at a Learning Festival (in-service day) and has promoted the libraries borrowable vegan collection as part of this presentation – highlighting links to healthy eating and environmental issues.
 - 4.7.7 In November, at least seven libraries hosted a promotional book display celebrating World Vegan Day, and others promoted it via their social media channels. The vegan collection of e-books and e-magazines was also promoted on the homepage of [Libby](#), Edinburgh's digital library. [An article](#) was posted on Tales of One City, the libraries blog, to mark the day, and shared by the Council social media channels.
- 4.8 The Council has sought advice from the Food Standards Agency for Scotland and will continue to take expert advice to develop adequate messaging that is inclusive and takes into account poverty issues and Scottish dietary challenges. The Council has also engaged with the Scottish Red Meat Resilience Group and recognises that further work needs to be done to engage with the wider farming and business sector to ensure Scottish farmers are supported and public awareness is raised on the benefits of buying and supporting local producers when meat is consumed.

5. Next Steps

- 5.1 In line with the Good Food Nation Act, local authorities will be expected to publish a Good Food Nation plan by 2025. The Council will continue to engage with the Good Food Nation team in the Scottish Government to ensure alignment of messaging. An update on wider food-related work will be brought to Policy & Sustainability

³ Slides and recording are available online at the following link: <https://plantbasedtreaty.org/edinburgh-and-stockholm/>

Committee in March 2024. This will set out how the sustainable food work in the city will be taken forward in line with new Good Food Nation duties.

- 5.2 Subject to approval by the Policy & Sustainability Committee, actions listed in the plan will be implemented and progress will be reported as part of future sustainable food progress reports.

6. Financial impact

- 6.1 Action A8 on the use of a carbon labelling tool for food served in Heriot-Watt University venues will be part-funded (50%) from existing corporate sustainability budget resources. This amounts to £2.5k for a one-year licence. All other actions in this plan will be implemented using existing resources.

7. Equality and Poverty Impact

- 7.1 An Integrated Impact Assessment was undertaken and can be found on the [online IIA directory](#). Some of the key considerations are summarized below.
- 7.2 Ethical veganism is a protected belief under the Equalities Act 2010, and is afforded the same legal protection as age, disability, race, religion, sex, and sexual orientation. As such, efforts to make venues vegan-friendly are in line with diversity and inclusion objectives. A plant-rich diet is also generally more inclusive in terms of cultural and religious preferences, and a coalition of interfaith leaders had called for a Plant-Based Treaty ahead of COP26 in 2021⁴.
- 7.3 Oxford University research published in the Lancet Planetary Health⁵ has revealed that in countries like the UK, adopting a vegan, vegetarian, or flexitarian diet could slash food bill by up to one-third.
- 7.4 Cooking with fresh ingredients from scratch (cf. Actions A1) and reducing food waste (cf. actions FW1, FW2, FW3 and FW4) further reduces food bills.
- 7.5 Research from The Food Foundation⁶ also found that more healthy foods are in average over twice as expensive per calorie as less healthy foods, in particular fruit and vegetables. The report also states that plant-based alternatives to chicken are approximately 27% more expensive than chicken breast. However, “canned chickpeas, a less processed plant-based alternative to meat, not only came out as the cheapest of all options but also scored well across a range of different health indicators with comparable greenhouse gas emissions to the plant-based chicken alternatives.” Therefore, careful attention should be brought to ensure that messages better promote pulses as an affordable, healthy, and sustainable alternative to meat.
- 7.6 Eating lots of red meat (such as beef, lamb and pork) and processed meats (meat products such as sausages and ham) increases the risk of bowel cancer. According to Food Standards Scotland, adults should eat no more than 70g a day, which is the

⁴ <https://plantbasedtreaty.org/interfaith-letter/>

⁵ Marco Springmann, Michel Clark, Mike Rayner, Peter Scarborough. 2021. “[The global and regional costs of healthy and sustainable dietary patterns: a modelling study](#)”

⁶ Source: [The Broken Plate 2023, The Food Foundation](#)

same as around 2 slices of roast meat⁷. As such, a balanced diet with plenty of fruit and vegetables, in line with the [Eatwell Guide](#), is beneficial to health.

- 7.7 Most of the crops we grow goes straight to farmed animals, not humans⁸. Any increase in plant-rich diets means more food directly available and therefore less food insecurity and world hunger globally.

8. Climate and Nature Emergency Implications

- 8.1 Food systems are a key driver of the climate and nature crisis (see more background in report listed at 10.1), and therefore taking action on food is essential to contribute to achieve Edinburgh's sustainability objectives. Sustainable food systems are central to achieving the three key priorities of the Council Business Plan: end poverty, work to deliver a net zero city by 2030, and create good places to live and work.
- 8.2 A [detailed analysis of UK diets](#) involving 55,000 participants led by Oxford University and published in Nature food in July 2023 found that, in average, plant-based diets resulted in 75% less greenhouse gas emissions and land use than diets in which more than 100g of meat a day was eaten. Plant-based diets also cut the destruction of wildlife by an average of 66% and water use by 54%. The article concludes that "dietary shifts away from animal-based foods can make a substantial contribution to reduction of the UK environmental footprint. Uncertainty due to region of origin and methods of food production do not obscure these differences between diet groups and should not be a barrier to policy action aimed at reducing animal-based food consumption."
- 8.3 Diets rich in plants and pulses not only have a low carbon footprint, but they also have co-benefits for public health, and can help restore nature and biodiversity⁹. According to the [Food for the Planet toolkit](#), 0.5 kgCO_{2e} could be saved per meal switched to reflect a more sustainable diet¹⁰.
- 8.4 According to Dr. Joseph Poore's research², the same amount of emissions as those generated by 532,000 cars would be avoided if the entire population of Edinburgh went vegan. Furthermore, an area the size of the Lake District National Park could be rewilded.
- 8.5 Reducing food waste has been identified by the [Project Drawdown](#) research project as the 3rd most effective solution (out of 80) in tackling climate change. A third of the food raised is wasted and the food we waste contributes to roughly 8% of total anthropogenic greenhouse gas emissions. Plant-rich diets rank 4th.

⁷ Source: Food Standards Scotland. <https://www.foodstandards.gov.scot/consumers/healthy-eating/health-wellbeing/managing-health-issues>

⁸ Livestock consume [77% of all soy](#), and [a fifth](#) of all water consumed globally. Livestock takes up nearly [80% of global agricultural land](#).

⁹ Agriculture is the leading cause of river pollution in England and the waste from intensive livestock operations has a profound impact on river health. As such, shrinking intensive livestock operations is an important part of wildlife recovery in the UK. Source: <https://www.foodfortheplanet.org.uk/>

¹⁰ This calculation is based on the current UK average plate and compared with a climate-friendly meal defined for these purposes as 25% less meat, and two portions of UK fruit and veg per meal. Source: <https://www.foodfortheplanet.org.uk/toolkit/>

- 8.6 According to the [Food for the Planet toolkit](#), 34 tonnes of CO_{2e} could be saved per year per hectare used for community food growing.

9. Risk, policy, compliance, governance and community impact

- 9.1 There are reputational risks when taking action around diets as this often seen as a threat to the 'freedom to eat'. Therefore, careful attention should be brought to ensure that messages are evidence-based, promote health benefits, do not push people into food poverty, and do not promote unhealthy vegan substitutes.

10. Background reading/external references

- 10.1 [Endorsement of Plant-based treaty – Response to Motion by Councillor Burgess - 17 January 2023](#)
- 10.2 [Glasgow Food and Climate Declaration](#)
- 10.3 [Growing Locally, Edinburgh's Food Growing Strategy 2021-2026](#)
- 10.4 [Edible Edinburgh website](#)
- 10.5 [Food Standards Scotland - Eatwell Guide](#)

11. Appendices

Appendix 1 – Plant-Based treaty action plan

Appendix 2 – Integrated Impact Assessment

Appendix 1 – Plant-Based Treaty Action Plan

Action	Topic	Action	Lead organisation	Timescale
A1	Awareness raising and capacity building	Organise a cooking lesson focussing on cooking with plant-based food.	Edinburgh Community Food	By Q4 2024
A2	Awareness raising and capacity building	Continue to actively promote the Veg Power campaign.	City of Edinburgh Council (Catering, Food & Health), Edinburgh Community Food	On-going
A3	Awareness raising and capacity building	Deliver interventions in schools to raise awareness around the environmental impact of food.	City of Edinburgh Council (Catering, Food & Health)	2023-24
A4	Awareness raising and capacity building	Ensure staff involved in the preparation and service of meals are suitably trained on cultural and medical diets, including training to highlight the wide variety of vegan and vegetarian recipes already on the Council's menus.	City of Edinburgh Council (Catering)	On-going
A5	Awareness raising and capacity building	Meet with the Better Food Foundation to explore ways to increase uptake of plant-based and vegetarian options.	City of Edinburgh Council (Catering), The University of Edinburgh, Heriot-Watt University, Edinburgh International Conference Centre, Better Food Foundation	Q1 2024
A6	Awareness raising and capacity building	Celebrate World Vegan Day and ensure city wide library participation.	City of Edinburgh Council (Libraries)	Annually (1/11)
A7	Awareness raising and capacity building	Develop a leaflet on low carbon, sustainable food, as well as information on healthy diets.	City of Edinburgh Council, Edible Edinburgh	Q4 2024
A8	Awareness raising and capacity building	Pilot a carbon labelling tool for food for Heriot-Watt University venues and consider rolling out to further Council venues based on lessons learned, subject to future budget.	City of Edinburgh Council (Catering, Food & Health)	Q2 2024
A9	Awareness raising and capacity building	Mark Veganuary in the Council office buildings by promoting a vegan dish of the week throughout January.	City of Edinburgh Council (Catering, Communications)	Q1 2024 and annually
A10	Awareness raising and capacity building	Raise awareness on the environmental impacts of food and benefits of plant-based diets by promoting events and organising talks, online webinars and/or lunch and learn sessions.	City of Edinburgh Council (Libraries, Communications)	On-going

Action	Topic	Action	Lead organisation	Timescale
A11	Awareness raising and capacity building	Share resources on reducing the environmental impact of food to partners (menu ideas, reports, case studies, training resources etc).	City of Edinburgh Council (Policy & Insight)	Q3 2023
A12	Awareness raising and capacity building	Organise a session for the new Assembly Rooms' Catering Panel to: - Share best practice and resources on ways caterers can reduce food-related emissions - Promote Edinburgh's endorsement of the Plant-Based Treaty and encourage caterers to increase availability of plant-based options	City of Edinburgh Council (Policy & Insight, Culture & Wellbeing)	Q1 2024
A13	Awareness raising and capacity building	Add carbon emissions to printed menus for outlets / events at the University of Edinburgh, with guidance on how these relate to a person's average daily emissions.	University of Edinburgh	2023-24 (Completed for 4 key outlets, more to follow in 2024)
A14	Awareness raising and capacity building	Ensure plant-based food options are available at Creative Carbon Scotland events/conferences as set out in their policy.	Creative Carbon Scotland	On-going
A15	Awareness raising and capacity building	Share relevant resources about plant-based and sustainable food practices in Creative Carbon Scotland communications and work with the organisations they support.	Creative Carbon Scotland	On-going
A16	Awareness raising and capacity building	Engage with the Edinburgh International Conference Centre to learn from sustainability practices implemented.	City of Edinburgh Council, Edinburgh International Conference Centre	Q1-Q3 2024
A17	Awareness raising and capacity building	Organise catering staff training with the Food for Life Scotland team about seasonality, provenance, and the Food for Life Served Here award held by the Council.	City of Edinburgh Council (Catering), Food for Life Scotland	On-going
FW1	Food waste reduction	Promote education around food waste in schools (e.g. based on Zero Waste Scotland, Guardians of Globe's resources etc.).	City of Edinburgh Council (Catering, Food & Health)	On-going
FW2	Food waste reduction	Work with venues to offer locally sourced food and reduce food waste at events organised by the Chamber of Commerce, in line with the new Sustainable Events Policy.	Chamber of Commerce	On-going
FW3	Food waste reduction	Explore options to allow pupils to take any fresh (uncooked) left-overs from the counter back home at the end of the day to reduce food waste.	City of Edinburgh Council (Catering, Food & Health)	On-going
FW4	Food waste reduction	Share and implement best practice around food waste where appropriate.	City of Edinburgh Council (Catering, Food & Health)	On-going

Action	Topic	Action	Lead organisation	Timescale
P1	Increased provision of plant-based food	Ensure all food & drink provided at meetings and events hosted by the Council include plant-based options, and where possible, sourcing sustainable local ingredients.	City of Edinburgh Council (Catering)	On-going
P2	Increased provision of plant-based food	Ensure Council offices' restaurants and cafes always include plant-based options including plant-based milk.	City of Edinburgh Council (Catering)	On-going
P3	Increased provision of plant-based food	Pilot healthy plant-based snacks when delivering activities with young people in libraries in line with procurement guidance.	City of Edinburgh Council (Libraries)	Q2 2024
P4	Increased provision of plant-based food	Engage with public and private sector food providers and retailers to provide more plant-based options in their catering and instore provision to support healthy, sustainable diets.	Edible Edinburgh University and College Sector, NHS Lothian, Edinburgh Chamber of Commerce	By Q4 2024
P5	Increased provision of plant-based food	When re-tendering for food concession contracts under Culture, specify that plant-based options are available.	City of Edinburgh Council (Culture & Wellbeing)	When new contracts come up
P6	Increased provision of plant-based food	Ensure the sustainability section of the tender specifications for the Assembly Rooms Catering Panel includes plant-based options, and where possible, provided by a caterer paying the Real Living Wage and sourcing sustainable local ingredients.	City of Edinburgh Council (Culture & Wellbeing)	Next contract
I1	Influence and leadership	Write a letter to all of the City of Edinburgh Council's sister and twin cities (where appropriate), as well as to metro mayors to encourage them to endorse the Plant-Based treaty.	City of Edinburgh Council (Council Leader and Lord Provost)	Q1 2024
I2	Influence and leadership	Write a letter to the First Minister to encourage the Scottish Government to support the Plant-Based Treaty.	City of Edinburgh Council (Council Leader)	Q1 2023 (complete)
I3	Influence and leadership	Write a case study in collaboration with one of the Green Arts Initiative members on their efforts to promote more sustainable food.	Creative Carbon Scotland	Q2 2024
I4	Influence and leadership	Engage with the further and higher education sector in Edinburgh on endorsing the Plant-Based Treaty (in full/sections/themes) and increasing the range and scope of plant-based food on offer in their catering provision.	City of Edinburgh Council (Policy & Insight)	On-going
I5	Influence and leadership	Engage with the food industry directly to encourage sign-up to the Edinburgh Climate Compact and to the Plant-Based treaty.	Edible Edinburgh, Climate Forum, Chamber of Commerce	On-going

Action	Topic	Action	Lead organisation	Timescale
16	Influence and leadership	Develop customised sustainability checklists for Council cultural venues' clients, promoters, and artists.	City of Edinburgh Council (Policy & Insight, Culture & Wellbeing)	Q2 2024
17	Influence and leadership	Explore how Forever Edinburgh can enhance the city's reputation as a leading 'sustainable food' destination.	City of Edinburgh Council (Business Growth and Inclusion)	On-going
18	Influence and leadership	Celebrate, promote and continue to achieve the Food for Life Served Here Bronze award for Edinburgh's school meals, an independently assessed award which recognises Edinburgh's commitment to healthy and sustainable diets through freshly prepared meals made with seasonal ingredients and promotion of local suppliers and food provenance.	City of Edinburgh Council (catering)	On-going

Appendix 2 – Integrated Impact Assessment – Summary Report final

Each of the numbered sections below must be completed
Please state if the IIA is interim or final

1. Title of proposal

Plant Based Treaty Action Plan

2. What will change as a result of this proposal?

- Increased awareness of plant-based diets and their environmental impact
- Increased availability of plant-based food
- Increased awareness about what the Council already does across our services.

3. Briefly describe public involvement in this proposal to date and planned

The Plant-based treaty action plan reflects many actions that are already ongoing, as well as action to raise awareness of plant-based diets. As a result, engagement to date has focused on external partners and Council services, establishing the engagement has focused on what's already being done within the city and what else is needed.

4. Is the proposal considered strategic under the Fairer Scotland Duty? No

5. Date of IIA 11th December 2023

6. Who was present at the IIA? Identify facilitator, lead officer, report writer and any employee representative present and main stakeholder (e.g. Council, NHS)

Name	Job Title	Date of IIA training
Sarah Feldman	Senior Officer – Climate Change and Sustainability	05/11/2020
Claire Marion	Lead change and delivery officer – carbon management	

Name	Job Title	Date of IIA training
Christine Downie	Strategy Manager – Climate and Sustainability	January 2023
Eleanor Cunningham	Lead Policy and Insight Officer	May 2019
Laura Nisbet	Development Officer - Food and Health	
Christopher Ross	Catering Operations Manager	

7. Evidence available at the time of the IIA

Evidence	Available – detail source	Comments: what does the evidence tell you with regard to different groups who may be affected and to the environmental impacts of your proposal
Data on populations in need		
Data on service uptake/access	<ol style="list-style-type: none"> 1) BBC Good Food Nation Survey 2) YouGov survey 3) Stewart, Cristina et al., 2021. Trends in UK meat consumption: analysis of data from years 1–11 of the National Diet and Nutrition Survey rolling programme. The Lancet Planetary health 	<ol style="list-style-type: none"> 1) The BBC GFN Survey found 8% of children aged 5-16 are following a vegan diet, and of those who don't, 15% would like to. 13% of children are vegetarian and around one in five of children who are not currently vegetarian would like to be. 2) According to YouGov, 14% of Brits are flexitarian, 5% are vegetarian, 2% are vegan (July 2023). 3) Paper listed in 3) provides a lower estimate: 4.5% of the population as of 2018/19.
Data on socio-economic disadvantage e.g. low income, low wealth, material deprivation, area deprivation.	<ol style="list-style-type: none"> 1) Marco Springmann, Michel Clark, Mike Rayner, Peter Scarborough. 2021. "The global and regional costs of healthy and sustainable dietary patterns: a modelling study" 2) The Food Foundation – The Broken Plate 2023, 	<ol style="list-style-type: none"> 1) This research revealed that in countries like the UK, adopting a vegan, vegetarian, or flexitarian diet could slash food bill by up to one-third. 2) This report states that "More sustainable plant-based alternatives to chicken are approximately 27% more expensive than chicken breast." However, "canned chickpeas, a less processed plant-based alternative to meat, not only came out as the cheapest of all options but also scored well across a range of different health indicators with comparable

	The State of the Nation's Food System	GHGEs to the plant-based chicken alternatives. There is a real opportunity in the UK to champion and better promote pulses as an affordable, healthy and sustainable alternative to meat.”
Data on equality outcomes	Interfaith Leaders Urge UN's COP26 to Adopt the Plant Based Treaty to Avert Climate Catastrophe - Plant Based Treaty	Ethical veganism is a protected belief under the Equalities Act 2010. A plant-rich diet is also generally more inclusive in terms of cultural and religious preferences, and a coalition of interfaith leaders had called for a Plant-Based Treaty ahead of COP26 in 2021.
Research/literature evidence	Health: 1) Food Standards Scotland website 2) The Eatwell guide (NHS) The Vegan Diet (NHS) 3) Watling, C.Z., Schmidt, J.A., Dunneram, Y. et al. Risk of cancer in regular and low meat-eaters, fish-eaters, and vegetarians: a prospective analysis of UK Biobank participants. BMC Med 20, 73 (2022). 4) Here's a great way to teach kids about climate change: Start with the food they eat	1) Eating lots of red meat and processed meats increases the risk of bowel cancer. According to Food Standards Scotland, adults should eat no more than 70g a day, which is the same as around 2 slices of roast meat. 2) “The Eatwell Guide applies to most of us, whether we eat meat or are vegetarian.” “With good planning and an understanding of what makes up a healthy, balanced vegan diet, you can get all the nutrients your body needs. If you do not plan your diet properly, you could miss out on essential nutrients, such as calcium, iron, vitamin B12, iodine and selenium.” 3) Vegetarians have 14% lower cancer risk than meat-eaters 4) Article highlighting the potential for choices around food to be a way to empower young people, as it is an area in their lives that they can influence in relation to tackling the climate crisis.
Public/patient/client experience information	1) Can carbon labels encourage green food choices? Swen J. Kühne*† Ester Reijnen† Lea Laasner Vogt† Melanie Baumgartner Applied Cognitive Sciences, Psychological Institute, School of Applied Psychology, Zurich, Switzerland	1) The labeling conditions resulted in lower overall CO2e emissions, the purchase of more green food products and fewer red food products than in the control condition. (...) The carbon Traffic Light Label is therefore a promising intervention to help consumers to not only choose more environmentally friendly foods, but also make a significant contribution to the fight against climate change.

Evidence of inclusive engagement of people who use the service and involvement findings	Engagement sessions held with catering and food and health staff to understand service delivery and existing experience for end users	Engagement held to understand food practices within schools, including menu selection options for children, including that a child can always select a vegan option as a special dietary option. Waste prevention practices are in place through enabling parents and children to take uncooked leftovers home at the end of the week.
Evidence of unmet need	1) BBC Good Food Nation Survey	See above – <i>data on uptake</i> and proportion of vegetarians and vegans in the population
Good practice guidelines	The Plant-Based Eatwell guide	This guide is for informational purposes only and does not constitute individualised medical advice. This has been produced by Plant-Based Health Professionals UK and is not an official UK Government or NHS guideline.
Carbon emissions generated/reduced data	<ol style="list-style-type: none"> 1) Our World in Data - Environmental impacts of food 2) Detailed analysis of UK diets, led by Oxford University and published in Nature food in July 2023 3) Dr Joseph Poore research – Director of the Oxford Martin Programme on Food Sustainability Analytics at Oxford University 4) Project Drawdown 	<ol style="list-style-type: none"> 1) Graphs showing where greenhouse gas emissions occur across the supply chain. It shows that CO2 emissions from most plant-based products are as much as 10-50 times lower than most animal-based products. Factors such as transport distance, retail, packaging or specific farm methods are often small compared to importance of food type. 2) This study found that, in average, plant-based diets resulted in 75% less greenhouse gas emissions and land use than diets in which more than 100g of meat a day was eaten. Plant-based diets also cut the destruction of wildlife by an average of 66% and water use by 54%. The article concludes that “dietary shifts away from animal-based foods can make a substantial contribution to reduction of the UK environmental footprint. Uncertainty due to region of origin and methods of food production do not obscure these differences between diet groups and should not be a barrier to policy action aimed at reducing animal-based food consumption.” 3) The same amount of emissions as those generated by 532,000 cars would be avoided if the entire population of Edinburgh went vegan. Furthermore, an area the size of the Lake District National Park could be rewilded. 4) Reducing food waste has been identified by the Project Drawdown research

		project as the 3 rd most effective solution (out of 80) in tackling climate change. Plant-rich diets rank 4 th .
Environmental data	The EAT-Lancet report	Diets rich in plants and pulses not only have a low carbon footprint, but they also have co-benefits for public health, and can help restore nature and biodiversity ¹¹ . The EAT-Lancet report is the first full scientific review of what constitutes a healthy diet from a sustainable food system, and which actions can support food system transformation. The planetary health diet emphasizes a plant-forward diet where whole grains, fruits, vegetables, nuts and legumes comprise a greater proportion of foods consumed. Meat and dairy constitute important parts of the diet but in significantly smaller proportions than whole grains, fruits, vegetables, nuts and legumes. Reduction in food waste globally is a critical part of achieving a planetary healthy diet.
Risk from cumulative impacts		
Other (please specify)		
Additional evidence required		

8. In summary, what impacts were identified and which groups will they affect?

Equality, Health and Wellbeing and Human Rights	Affected populations
<p>Positive A diet high in plant-based foods, which contain pulses, legumes and fresh fruit and vegetable can contribute positively to human health, through increased consumption of fibre and lowering of disease risk associated with red and processed meat consumption. Actions that increase the availability and awareness of healthy plant-based dietary options will support improvements in population health.</p>	All

¹¹ Agriculture is the leading cause of river pollution in England and the waste from intensive livestock operations has a profound impact on river health. As such, shrinking intensive livestock operations is an important part of wildlife recovery in the UK. Source:

Equality, Health and Wellbeing and Human Rights	Affected populations
<p>Increasing a range of plant-based options at public events would increase the range of food options available to those from a variety of faith backgrounds who do consume certain types of meat. This has the potential benefit of increasing accessibility by having appropriate foods at events.</p> <p>Raising awareness of the environmental impact of different dietary options can be empowering for young people, as it is an area of their life where they have more ability to make their own choices to tackle the climate crisis and hence reduce eco-anxiety.</p> <p>Some of the actions within the plan which have positive impact are already taking place and therefore don't represent a material change in process, activity or service as a result of the Plant-based Action Plan. Examples of these actions include the cooking school for caterers, which is providing a training and upskilling opportunity for Council catering staff.</p> <p>Veganism is a protected characteristic. Vegans can be the target of discrimination and harassment. A large organisation like the City of Edinburgh Council expressing public support for plant-based diets can help normalise these diets and reduce sources of discrimination.</p>	<p>Faith-based communities</p> <p>All, especially young people</p> <p>Staff</p> <p>People following a vegan lifestyle</p>
<p>Negative Overall, as most actions in the plan are around raising awareness of dietary options or increasing the range of choices amongst available food options, minimal negative impacts on population groups were identified.</p> <p>Awareness raising materials on plant-based diets and food options need to be inclusive, recognising the higher costs of certain plant-based alternatives. Whilst plant-based alternatives such as chickpeas can be more affordable, producing fresh dishes from scratch may not be possible for those housed in temporary accommodation with limited facilities. Similarly, individuals may not have the necessary skills to produce meals from scratch.</p> <p>Awareness raising materials promoting a solely plant-based diet could result in people adopting diets that lack appropriate micro-nutrients if due regard isn't given to this</p>	<p>Individuals on low-income, those in temporary sheltered accommodation</p> <p>All populations, particular risk to elderly who are a population already at greater risk of malnutrition due to often lower intake of food with aging.</p>

Equality, Health and Wellbeing and Human Rights	Affected populations
Certain plant-based products, such as meat alternatives, can be more expensive than the meat equivalent. Promotion of a plant-based diets could therefore add to stigma around food poverty.	Those on low incomes or receiving benefits

Environment and Sustainability including climate change emissions and impacts	Affected populations
Positive The environmental benefits of consuming more plant-based products are set out clearly in the evidence table above, covering reduced levels of greenhouse gas emissions from food production and consumption, reduced water consumption, as well as reducing land use and therefore potentially associated negative biodiversity impacts. Reducing food waste is a key theme within the plan, which also has associated carbon and land-use savings. The key actions on sharing leftover, uncooked food from schools are building on what is already taking place.	All All
Negative No negative environmental impacts of increasing availability of or awareness of plant-based dietary options were identified.	N/A

Economic	Affected populations
Positive Plant-based foods can be more affordable and raising awareness of plant-based meal planning or recipes could help people reduce food costs. The plan also contains actions to encourage purchasing a wide range of locally produced foods. Whilst locally produced meat does not have a notably lower carbon benefit than purchasing plant-based foods (see evidence tables and graphs), messaging and council procurement that supports use of all local ingredients provides local economic benefits to Scottish rural communities.	Those on low income/in receipt of benefits Rural communities
Negative	

9. Is any part of this policy/ service to be carried out wholly or partly by contractors and if so how will equality, human rights including children’s rights, environmental and sustainability issues be addressed? No

10. Consider how you will communicate information about this policy/ service change to children and young people and those affected by sensory impairment, speech impairment, low level literacy or numeracy, learning difficulties or English as a second language? Please provide a summary of the communications plan.

Developing awareness raising communications is one of the key actions within this plan. When developing Council social media posts attention will be given to:

- making the language accessible to readers with low levels of literacy skills
- considering the accessibility of the material to visually impaired users by avoiding the use of complex graphics and providing alternative text for all images and graphics that are included

The ensure information is accessible to all, a leaflet will also be produced, so information is communicated in non-digital formats, as well as online.

11. Is the plan, programme, strategy or policy likely to result in significant environmental effects, either positive or negative? If yes, it is likely that a Strategic Environmental Assessment (SEA) will be required and the impacts identified in the IIA should be included in this. See section 2.10 in the Guidance for further information. No SEA required.

12. Additional Information and Evidence Required

If further evidence is required, please note how it will be gathered. If appropriate, mark this report as interim and submit updated final report once further evidence has been gathered.

13. Specific to this IIA only, what recommended actions have been, or will be, undertaken and by when? (these should be drawn from 7 – 11 above) Please complete:

Specific actions (as a result of the IIA which may include financial implications, mitigating actions and risks of cumulative impacts)	Who will take them forward (name and job title)	Deadline for progressing	Review date
Ensure messaging shared with schools that is passed on to the wider school community about sharing leftover school food is framed around avoiding food waste. This will help to avoid creating any stigma for families around accessing free food.	Laura Nisbet, Development Officer - Food and Health and Chris Ross, Catering Operations Manager	Ongoing	Q4 2024
Maintain proposed approach of exploring use of carbon-labelling on food in a university setting. Reaffirmed agreed approach of not expanding this measure into settings such as care homes	Claire Marion, Lead change and delivery officer – carbon management	N/A	N/A
Promotion of plant-based meals or recipes to focus on ingredients and options that are affordable and accessible to all	Christine Downie, Strategy Manager – Climate and Sustainability and Sarah Feldman, Senior Officer- Climate Change and Sustainability, in liaison with Edible Edinburgh partners	Q4 2024	Q4 2024
Ensure messaging and materials promoting a plant-based diet include sufficient information about how to make meals that include appropriate micro and macro nutrients from plant-based sources	Sarah Feldman, Claire Marion and Laura Nisbet	Q1 2024	Annually

14. Are there any negative impacts in section 8 for which there are no identified mitigating actions? No

15. How will you monitor how this proposal affects different groups, including people with protected characteristics?

Given the nature of the awareness raising activities in the action plan, monitoring is not deemed proportionate or feasible.

16. Sign off by Head of Service

Name : Gillie Severin, Head of Strategic Change and Delivery

Date : 19/12/2023

17. Publication

Completed and signed IIAs should be sent to:

integratedimpactassessments@edinburgh.gov.uk to be published on the

Council website www.edinburgh.gov.uk/impactassessments

Edinburgh Integration Joint Board/Health and Social Care

sarah.bryson@edinburgh.gov.uk to be published at

www.edinburghhsc.scot/the-ijb/integrated-impact-assessments/

Policy and Sustainability Committee

10am, Tuesday, 9 January 2024

Regenerative Futures Fund

Executive/routine
Wards

1. Recommendations

It is recommended that members:

- 1.1 Note the work undertaken by EVOC to develop a new approach to funding voluntary and community groups in Edinburgh.
- 1.2 Note that EVOC have submitted a funding request to the Council to support this work over a ten-year period.
- 1.3 Note that the intention of the Regenerative Futures Fund is to encourage greater financial sustainability for anchor community and third sector institutions which currently rely disproportionately on short term grant programmes from the public sector.
- 1.4 Agree that officers should continue to engage with EVOC and develop their funding request for consideration as part of the Council's budget development process.
- 1.5 Attend an elected member briefing session on the Regenerative Futures Fund, including the approach taken in developing the proposal and it's potential to change how the Council works with community partners to deliver shared outcomes for the city.

Dr Deborah Smart

Executive Director of Corporate Services

Contact: Michele Mulvaney, Strategy Manager Communities and Equalities

E-mail: michele.mulvaney@edinburgh.gov.uk | Tel: 07510074725

Regenerative Futures Fund

2. Executive Summary

- 2.1 The Regenerative Futures Fund is a programme currently in development by Edinburgh Voluntary Organisations' Council (EVOC). The fund aims to co-design a new ten-year pot for community-based organisations or groups to support a system change in the way such organisations in Edinburgh are funded. In doing so it aims to encourage financial sustainability in the sector.
- 2.2 This paper provides information on the programme and sets out a request for a contribution from the Council of between £1m to £3m over its ten-year life span.

3. Background

- 3.1 The Regenerative Futures Fund aims to create a new £15m pooled resource to provide 10 years of secure, unrestricted funding for local organisations who are committed to delivering long term, community led solutions with a clear focus on tackling the root causes of poverty, climate change, and racial inequality.
- 3.2 The fund has been co-designed by a group of individual activists with experience of living in poverty and local community organisations that work most closely with people in poverty, and funders interested in supporting systemic change and social justice.

4. Main report

- 4.1 The Regenerative Futures Fund aims to encourage a focus on preventative action, moving away from short-term solutions, to positively benefit communities. The proposal is to provide 10 to 15 community organisations or groups up to £100,000 per year per organisation. Providing security around core funding will assist local organisations to focus on long term system change, addressing the well-established challenges of ensuring resilience among community sector organisations. It also recognises their ability to innovate quickly in response to local needs under less restrictive funding regimes as evidenced during the covid pandemic.

- 4.2 The aims of the fund will support the ambitions of the City to end relative poverty by 2030 and reach net zero by 2030, and the recommendations set out by the Edinburgh Poverty Commission in its final report - 'A Just Capital'. It also has the potential to support the Council's approach to community empowerment, as well as commitments set out in the Council Business Plan to:
- 4.2.1 Take an enabling and supportive, rather than contractual and transactional approach to helping communities organise their assets to improve the lives of local citizens; and
 - 4.2.2 Work with other public bodies and the third sector to move away from a procured services model and into a relationship-based approach to third sector support as advocated by the Edinburgh Poverty Commission.
- 4.3 The fund also has a potentially significant role in supporting the Edinburgh Partnership priorities as set out in the Local Outcome Improvement Plan.
- 4.4 This approach is a first in the UK and Edinburgh is leading the way in creating a fund that will shift power to communities to lead long-term social change. Key features of the fund are based on allowing collectives and organisations time to plan how the funding will enable them to work in a new, long-term way, with participatory decision-making as the driver for change. The fund has been designed to respond to existing funding models where participation can be limited, are competitive, short-term and deal with symptoms rather root causes. Examples of the current funds the Council provides and/or administers are set out in Appendix 1.
- 4.5 The fund is intended to raise new money where possible, with partner funds being used to leverage in support from independent funders, public money, philanthropy and private sector.
- 4.6 There is a fundraising first stage target of £6m to be reached by April 2024 allowing for the initial launch of the fund at that time. Whilst developed by EVOC the fund will be hosted by Foundation Scotland. To date commitments of have been secured of between £5m to £6m, subject to decision-making processes between November 2023 to March 2024 with a small group of funders: The Robertson Trust, Esmee Fairbairn, Turn2us Edinburgh Trust, The National Lottery Community Fund. Further work will be undertaken during 2024/25 to raise the remaining funds to allow the launch of the ten year programme and grants in 2025.
- 4.7 An important factor to these deliberations and from the project team is the role of the Council in supporting the initiative, both in-kind and financially, with specific requests:
- 4.7.1 **In kind support** – continued support and participation of appropriate Council officers in the development of the model and associated decision making structures.
 - 4.7.2 **Financial support** – a commitment of Council resources to form part of the £15m pooled fund. This commitment of funds is regarded as important to

help leverage in funds from other sources. This is estimated to be, based on other anticipated pledges, a commitment of £100-300k per annum, or £1-3m over 10 years. EVOG have already submitted a letter to the Leader of the Council requesting a financial contribution to the project.

5. Next Steps

- 5.1 Subject to Committee approval, officers will continue to provide in-kind support to the development of the fund for consideration as part of the budget setting process.
- 5.2 Member or group briefing will be arranged as required.

6. Financial impact

- 6.1 Funding of between £1m to £3m is being sought over a ten-year period to support local action to tackle poverty, inequality and climate change. This would require a new funding stream. However, this investment does have the potential to leverage in a further £2 to £12 million from elsewhere.

7. Equality and Poverty Impact

- 7.1 In addressing poverty and racial inequality, the activity will contribute to the Council's public sector equality duty and the End Poverty Edinburgh Plan.
- 7.2 The principles and objectives of the Regenerative Futures Fund are in direct alignment with the findings of the Edinburgh Poverty Commission. In its final report in 2020, the Commission made a call to action to for the city to "develop new models for contracting with the third and private sectors to support organisations and alliances which support local economies". In doing so, the Commission called for the development of a partnership fund, supported by public, private, independent funders and philanthropists to encourage innovation and system change needed to meet the city's end poverty goals.

8. Climate and Nature Emergency Implications

- 8.1 As the Fund will support local climate action, it is anticipated it will have positive impacts the climate and nature emergency.

9. Risk, policy, compliance, governance and community impact

- 9.1 It is envisaged that activities supported by the Fund will have positive impacts on the community and support the Council in advancing equality.

9.2 Contract and Grant Standing Orders will require to be adhered to including the necessary Committee approvals.

10. Background reading/external references

10.1 [Regenerative Futures Fund](#)

11. Appendices

11.1 Current Grant Funds

CURRENT GRANT FUNDS

Name of Fund	Purpose	Value
No One Left Behind and Child Poverty	Two funding strands: All Age Employability Support Child Poverty These funds are issued by Scottish Government to Local Government with decisions of the allocation of funds made by the Local Employability Partnership.	£2.6m £2.3m
Community Grants Fund	Aimed at encouraging local action; amount disaggregated by Neighbourhood Network.	£405k
Smarter Choices, Smarter Places	Sustainable transport behaviour change. Will be discontinued from April 2024.	£500k
Connected Communities Edinburgh	Aims to support vulnerable and disadvantaged young people and their families across Edinburgh. There are three different funding strands: Learning Outcomes, Health and Wellbeing, Youth Work	£3.5m
Edinburgh Integration Joint Board Grant Programme	Prevention, Early-Intervention and Tackling Inequalities	£4.7m
Tenants Association Grants	Provides funding to set up and run tenant groups, support health and well-being projects, and help tenants to learn and use digital devices and services.	Max individual grant £10k

Community Development Innovation Fund	To reduce isolation for high risk drug and alcohol users.	£452,500 over 2 years
Cultural Grants	To facilitate access to cultural activities and practice and deliver a significant contribution to the city's success as creative place to live and work.	£4.589m
Shared Prosperity Fund (UK Government)	To boost productivity, pay, jobs and living standards across the UK, closing inequalities in opportunity, health and wellbeing, and improving sense of community, local pride and belonging. A sum is also earmarked for delivery of Multiply, a national programme to increase numeracy skills in adults.	£10.2m over 3 years

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Policy and Sustainability Committee

10.00am, Tuesday, 9 January 2024

Future Relationship with EIJB – Response to motion

Executive/routine
Wards

1. Recommendations

- 1.1 To note the proposed workstreams and that further reports would be brought to Committee and Council depending on the actions required.

Dr Deborah Smart and Pat Togher

Joint report by the Executive Director of Corporate Services and the Chief Officer:
Edinburgh Integration Joint Board

Contact: Gavin King, Head of Democracy, Governance and Resilience

E-mail: gavin.king@edinburgh.gov.uk | Tel: 07870364751

Future Relationship with EIJB – Response to motion

2. Executive Summary

- 2.1 This report gives a brief background to the EIJB and its relationship with the Council. It outlines the workstreams proposed to take forward the terms of the motion including indicative deadlines. The improvements to governance will require the Council, NHS Lothian and EIJB to agree to participate and/or review processes, information sharing and scrutiny arrangements.

3. Background

- 3.1 On 2 November 2023, the City Of Edinburgh Council meeting agreed the following motion.
- 3.2 *‘As a result of a prolonged discussion on uses of the Council’s underspend during September and October in committee, during briefings and in elected member meetings the finance spokespeople of all 5 parties represented in this chamber have agreed to bring forward a joint, all-party motion.*
- 3.3 *This concentrates on a recalibration of the relationship between the Council and the IJB, including NHS Lothian. It became apparent during Finance & Resources committee proceedings that we shared common concerns about a lack of clarity and information on the Council share of financial responsibilities within the IJB and what implications this has for the delivery of both social care in the city and for other Council activities. These issues are not new, but this year’s particular budget pressures have highlighted more than ever the need for an exploration of what can be changed going forward.*
- 3.4 *We recognise that changing processes and expectations of our relationship with the IJB will not be achieved by a single officer report but that we are clearly signalling that elected members wish to stay closely involved with this process. We do not wish to face the same situation as we did this year.*
- 3.5 *Council:*
- 3.5.1 *Welcomes the new Chief Officer of the IJB and looks forward to a positive and productive working relationship, and hopes this all-party motion will be*

seen as a reflection of our desire to recognise the shared aspirations for a functional, effective and sustainable health and social care system for Edinburgh;

3.5.2 Recognises:

3.5.2.1 That we jointly have a deep concern about the financial and service delivery situation facing the IJB and that we need to move beyond the short termism which has resulted in us providing all of the Council's unexpected underspend to fill the gap in the IJB's budget.

3.5.2.2 That we do not want the financial situation to develop again where a £14.2m budget gap was brought to us as a CEC responsibility without sufficient clarity on why and how this had occurred.

3.5.2.3 That we have since had more detailed briefings and a greater opportunity to scrutinise the current financial position of the EIJB and gain a better understanding of managerial challenges within the provision of health and social care.

3.5.2.4 That Finance and Resources Committee agreed that Council officers should work with IJB officers to see how budget timings and processes can be brought into closer alignment including ensuring that IJB budgets are available for Councillors to take into consideration when setting CEC budgets, among other measures to improve scrutiny and governance;

3.5.2.5 That decisions made in other areas of the Council can have knock-on impacts on health and social care – both positive and negative – and similarly that decisions taken by the IJB do not sit in isolation, but can impact on other areas of council operations;

3.5.2.6 That there is a need to recalibrate the relationship that the City of Edinburgh Council has with the Edinburgh Joint Integration Board and NHS Lothian.

3.6 Council therefore requests:

3.6.1 That CEC officers closely examine the IJB Scheme of Delegation and all partnership arrangements and produce a report for the January meetings of both Policy & Sustainability Committee and Finance & Resources Committee, highlighting key issues and recommendations on:

3.6.1.1 How to increase financial transparency for both CEC officer selected members, and the public for the future.

3.6.1.2 Whether changes are required to the original integration scheme to create better understanding of where all responsibilities lie, why that is so and where the financial responsibility for services lie.

- 3.6.1.3 *How governance can be structured to benefit all parties and to permit this kind of dialogue. Also, how the Council can make its collective voice heard on IJB matters.*
- 3.6.1.4 *Detailed lists of which services fall under the responsibility of CEC or NHS Lothian and why.*
- 3.6.1.5 *Proposals for more effective reporting into CEC committees (F&R in particular but not exclusively).*
- 3.6.1.6 *How Council can support IJB to develop and implement the medium term financial plan, but also a general shift away from short terms thinking and into a system-analysis model of prevention and investment.*
- 3.6.1.7 *How we can better recognise the positive impacts of Council social care and other expenditure on measures that reduce NHS costs and therefore the contribution to IJB outcomes.*
- 3.6.1.8 *How to develop an effective, ongoing 2 way conversation between Council including elected members and the IJB.*
- 3.6.1.9 *Recommendations on whether, and how, the Scheme of Delegation or other process documents needs to be updated.*
- 3.6.1.10 *That in producing this report there should be full engagement with elected members, IJB, trade unions and with NHS Lothian.*

3.7 *We do not wish to face the same situation again next year as we did this year.”*

4. Main report

4.1 In responding to the motion, it is useful to consider the context of why IJBs were established and their budget process. This will also look at the relationship between the three bodies and the Integration Scheme.

Establishment and Vision for IJBs

4.2 The Public Bodies (Joint Working) (Scotland) Act 2014 set out the framework for integrating health and social care and creating Integration Joint Boards (IJB). The vision was that by working together and collectively, NHS and local authority partners would be able to create new and sustainable services which keep people independent and well for as long as possible and services would be delivered at or as close to home as possible and would be sustainable within budget constraints and projected demographic change.

4.3 IJBs were set up to change the patterns of behaviour, planning and delivery across health and social care and, in large part, to achieve change through a more integrated approach; deliberately setting strategy, undertaking planning and utilising

delegated budgets to direct and commission the NHS and Local Authority partner organisations toward delivering more joined up, community-based models.

- 4.4 Key to delivering these changes was a different approach to working with people, communities, and the professionals within partner organisations. Partners must focus on reducing and reshaping demand, improving people's health, wellbeing, and independence and in supporting professionals and teams to work in a far more joined up and integrated approach than had been achieved before.

Integration Scheme

- 4.5 The Integration Scheme is a legally binding document between the Council and NHS Lothian which established the EIJB and sets out the powers delegated to the EIJB and the governance and financial rules which the parties should adhere to.

Decision Making

- 4.6 The Public Bodies (Joint Working) (Scotland) Act 2014 set out the functions that must be delegated to IJB's from local authorities and NHS Boards and those that can be delegated. The powers delegated to the Edinburgh Integration Joint Board are outlined in appendix one. The IJB does not carry out those functions but sets a strategy and instructs the Council and the NHS to carry out those services. This is done through directions which should also include the budget allocated to the provision of service.

Budget process

- 4.7 The Public Bodies (Joint Working) (Scotland) Act 2014 states that the health board and local authority should make payments to the IJB in the manner laid out in the Integration Scheme.
- 4.8 The Integration Scheme outlines that payments should be made to the EIJB with a starting position of the previous financial year. This will then be reviewed, having due regard to factors affecting the budget, previous performance and the content of the Strategic Plan.
- 4.9 The Council and NHS Lothian then engage the IJB's Chief Officer and Chief Financial Officer. Scottish Government financial guidance describes the process as a negotiated process based on priority and need and that the Chief Officer and Chief Financial Officer should build a case for an integrated budget based on the strategic plan and present to the local authority and health board for consideration and agreement. It notes that efficiencies should be agreed between the IJB, local authority and health board.
- 4.10 The EIJB should plan within the overall delegated resource and should through the strategic planning process decide what capacity is required from the Local Authority and Health Board in order to deliver the agreed performance on outcomes.
- 4.11 The Local Authority and the Health Board then evaluate the case against their other priorities and are expected to negotiate their respective contributions. The allocations should be based on priority and need and not historic allocations. In

addition, the Scottish Government can direct the Council and NHS Lothian to pass through funding approved within the Scottish budget to the EIJB for example in support of national priorities such as the Real Living Wage.

- 4.12 The funding provided by the health board and local authority then loses its identity and the IJB determines how that money should be allocated in delivering the delegated functions. The relative proportion of partners' contributions to the EIJB should not influence the proportion of services that are directed by the IJB through the Strategic Plan.
- 4.13 Any consideration of the payments provided by the Council and NHS Lothian by the EIJB must take into consideration if they are sufficient to deliver the integrated services within the context of the Strategic Plan. If the EIJB does not believe the funds are sufficient to deliver the Strategic Plan then discussions should take place with NHS Lothian and the Council on possible solutions which could range from amending the Strategic Plan to further funds being provided.
- 4.14 The EIJB has established a budget working group in December 2020 which considers the financial plan and settlements from the Council and the NHS and seeks to inform Board Members of the budget challenges and decisions.
- 4.15 The financial position for both the Council and NHS Lothian is challenging and this has been the case since the inception of the EIJB. The EIJB Chief Finance Officer has worked closely with partners to bring the EIJB budget into balance by the end of each financial year. This approach has been successful however the EIJB financial position became more challenging in 2023/24 as a result of a number of factors including:
 - 4.15.1 material funding shortfalls in the Local Government Finance Settlement for demographic pressures
 - 4.15.2 material funding shortfalls in the distribution of Scottish Government funding for living wage uplifts
 - 4.15.3 significant additional costs arising from performance related increases in community capacity.
- 4.16 As outlined in paragraph 4.15, the budgetary process for the EIJB is complex and further work is necessary to provide greater alignment with the budget processes of the Council and NHS Lothian. This further work will commence in December 2023 to inform the 2024/25 budget and will include additional measures to increase transparency of the EIJB budget development process.

Over and Under Spends

- 4.17 The Integration Scheme also sets out how forecast overspends and under spends are to be treated. Where there is a financial overspend then the Chief Officer of the EIJB must take immediate and appropriate action to prevent the overspend. If this remedial action is insufficient then the EIJB Chief Financial Officer should develop a proposed recovery plan to the EIJB for approval. If this recovery plan is unsuccessful

and insufficient to address the forecast then the Council and NHS Lothian should consider making additional payments. The basis of these payments are to be agreed by the parties with repayment in future years on the basis of the revised recovery plan. If the recovery plan is not agreed by NHS Lothian or the Council or not approved by the EIJB then dispute resolution arrangements within the Integration Scheme should be applied.

- 4.18 As noted at paragraph 4.15 the EIJB budget for 2023/24 was particularly challenging as a result of underlying factors including funding shortfalls and additional expenditure relating to performance improvement. The process laid out within the Integration Scheme did not provide an effective mechanism to deal with the structural nature of the projected overspend in the EIJB 2023/24 budget. The process laid out in the Scheme requires to be reviewed and this will be considered alongside development of the EIJB 2024/25 budget

Governance and Scrutiny

- 4.19 The Integration Scheme also sets out how the Council and NHS Lothian will be assured in relation to the delivery of health and social care services in Edinburgh.
- 4.20 The Council and NHS Lothian retain responsibility for duties under relevant legislation including its workforce and the actions they carry out in delivering the functions. The delegation of powers to the EIJB does not affect these duties.
- 4.21 The Integration Scheme explains that the relevant committees of NHS Lothian and the Council will continue to scrutinise matters such as internal control, quality and professional standards and compliance with the law. The Integration Scheme sets out that the NHS and Council will continue to provide governance oversight in terms of clinical and core governance as well as assurance for professional accountabilities.
- 4.22 The EIJB has a series of committees that scrutinise performance and delivery within the health and social care partnership. These include the Strategic Planning Group, the Clinical and Care Governance Committee, the Performance and Delivery Committee and the Audit and Assurance Committee. In the Integration Scheme it was agreed that the EIJB would be primarily responsible for delivering capacity and performance management. This was to reflect that the EIJB is the only forum where these matters are governed by members of both NHS Lothian and the Council.
- 4.23 As a result, the Council abolished its Health, Social Care and Housing Committee in 2017 and the Policy and Sustainability Committee now acts as an additional scrutiny committee of Council health and social care matters. There are still statutory reports which also comes before Council committees such as the Chief Social Work Officer's Annual Report.
- 4.24 The Council can not scrutinise the work of the EIJB, it does not have the remit or the power to do so. The Council does though carry out the delivery of the directions set out by the EIJB and retains the duties under legislation and NHS Lothian is in a similar position. It is imperative then that all three bodies have sufficient assurance

that the work carried out is being carried out in line with the direction, the strategic plan and in compliance with legislation. There should be scrutiny across all health and social care services and clarity on which body is scrutinising which service.

- 4.25 It is proposed that a review is carried out of how scrutiny of health and social care partnership services are carried out across the three bodies. This should then influence any changes required in the Integration Scheme. However, it is recommended that the EIJB and NHS Lothian are asked if it would take part in a review of governance so to ensure that duplication is avoided and that there are no gaps in scrutiny or lack of understanding over where scrutiny lies.
- 4.26 There is no scheme of delegation for the EIJB as services are carried out by Council and NHS officers under their own Scheme of Delegation. The review of governance would though have to take into account whether changes were required to any existing governance documentation.

National Care Service

- 4.27 All of this work must be done in the context of the potential creation of the National Care Service and what impacts that may have on the Council and the EIJB. The National Care Service (Scotland) Bill has been published and discussions are taking place on the future of social care in Scotland. As yet there is no clear direction on whether this will involve the transferring of powers and duties from local authorities or a system such as with IJBs where power is delegated to a care board, but duties are retained by the local authority. However, it is likely that there will be a significant impact which will affect the budget, the delivery of that budget and the governance arrangements surrounding it. The workstreams proposed in this report and any recommendations to committee or the EIJB will take into consideration the proposals for the National Care Service as they develop.

5. Next Steps

- 5.1 The following workstream are proposed to address the terms of the motion. Each workstream will contain multiple actions and work to be undertaken and a broad outline only is detailed below.

Workstream	Reporting bodies	Completion date
Review and re-alignment of budget processes and how information is shared between partners	Finance and Resources Committee and EIJB	December 2023
Review of Council governance associated with	Policy and Sustainability	April 2024

health and social care services	Committee and Council	
Review of EIJB governance (to be agreed by the EIJB)	EIJB Board	April 2024
Review and adoption of revised Integration Scheme	Council and NHS Board	December 2024

6. Financial impact

6.1 The cost of the workstreams will be contained within existing departmental budgets.

7. Equality and Poverty Impact

7.1 The impact on equality and poverty will have to be undertaken as essential elements of the workstreams. .

8. Climate and Nature Emergency Implications

8.1 There are no climate and nature emergency implications as a result of this report.

9. Risk, policy, compliance, governance and community impact

9.1 There will be full engagement with elected members, the EIJB, trade unions and with NHS Lothian in taking forward the workstreams.

10. Background reading/external references

10.1 [The City of Edinburgh Council 2 November 2023](#)

11. Appendices

Appendix One – List of services delegated to the EIJB

Appendix 1 – List of services delegated to the EIJB

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

Policy and Sustainability Committee

10.00am, Tuesday, 9 January 2024

City-wide Carbon Emissions and 2030 Climate Strategy update

Executive/routine
Wards

All

1. Recommendations

- 1.1 It is recommended that Committee:
 - 1.1.1 Notes that this report combines progress against action in the Climate Strategy and the Council’s commitment to report annually on city-wide carbon emissions;
 - 1.1.2 Notes that city-wide carbon emissions increased by 12% between 2020 and 2021. Against the baseline year of 2018, they have decreased by 9%;
 - 1.1.3 Notes that the main increase has come from a post-Covid ‘rebound’ caused by the resumption of commercial activities and motorised travel which were largely suppressed during the pandemic;
 - 1.1.4 Notes progress on the 107 Climate Strategy actions since November 2022 (Appendix 4);
 - 1.1.5 Notes that this follows the Council Emissions Reduction Plan, from October’s Policy and Sustainability Committee, which focused on progress to reduce Council emissions, which represent on average 3% of the city’s carbon emissions; and
 - 1.1.6 Agrees that the scale and importance of this challenge requires a review of the Climate Strategy implementation plan, attempting to set out new ways of unlocking barriers to the delivery of high impact actions.

Paul Lawrence

Executive Director of Place

Contact: Christine Downie, Sustainability and Climate Strategy Manager

Report

2. Executive Summary

- 2.1 This report provides the second annual overview of progress made by the Council and partners to deliver the actions set out in the 2021 Climate Strategy and sets out a programme of action to achieve net zero by 2030.
- 2.2 An update on citywide carbon¹ emissions was previously reported separately and has now been included in this report, recognising that delivery of the Climate Strategy will reduce emissions. There is a two-year lag in emissions data meaning this report covers calendar year 2021. City emissions have increased by an estimated 12% compared to 2020 due to post-pandemic recovery. Against the baseline year of 2018 emissions have decreased by 9%.

3. Background

- 3.1 In October 2023 Committee reviewed progress on the [Council Emissions Reduction Plan](#) (CERP) against the Council's corporate net zero target, which represents 3% of city-wide carbon emissions.
- 3.2 This report updates against the climate strategy actions which influence and correlate directly to the city-wide emissions. The full list of climate reports brought annually to Policy and Sustainability Committee, with accompanying descriptions, is attached in Appendix 1.
- 3.3 In October 2023, [Climate Emergency UK](#) rated the City of Edinburgh Council first in Scotland and fourth in the UK for its action on addressing the climate crisis. The Council received an overall performance score of 58%, indicating that while it is sector leading, there is still much work to be done.
- 3.4 In November 2023, Edinburgh received its 3rd consecutive Carbon Disclosure Project (CDP) 'A' rating for its environmental action. The Council has participated in the CDP on behalf of the city since 2020. CDP is the largest climate change focused data collection and assessment programme in the world. The A-list status means that Edinburgh has been recognised by CDP as a city that is taking bold leadership on environmental action and transparency.

¹ In this report, "carbon emissions" is used as a shorthand to refer to the release of carbon dioxide (CO₂) and other greenhouse gases into the atmosphere.

4. Main report

Summary of citywide carbon emissions for 2021

- 4.1 Progress against the city-wide net zero target is monitored using national data sets with a two-year time lag, meaning the most recent data available covers 2021 emissions. The 2021 data shows that emissions increased predominantly from the transport sector as COVID-19 pandemic restrictions were lifted.
- 4.2 Data also shows that there has been a 12% 'rebound' in carbon emissions in Edinburgh from 2020 to 2021, following a 15% drop in 2020 due to the COVID-19 pandemic.
- 4.3 2021 emissions are still 5% below 2019 data, and have fallen by 9% since 2018, which was identified as the baseline year to measure progress towards the city-wide net zero target.
- 4.4 Appendix 2 provides further information on the emissions data as well as on the provisional change in the methodology used to report emissions.

Progress on Climate Strategy actions

- 4.5 As set out in November 2022, the Council's [priorities](#) for climate action have been centred around transport, climate change adaptation and the delivery of infrastructure to enable a 'net zero' city, such as energy efficient buildings.
- 4.6 Progress updates on the Key Performance Indicators (KPIs) for each chapter of the Climate Strategy can be found in Appendix 3. Where comparison is possible to previous years, most indicators have either remained consistent or shown some improvement. The KPIs will be reviewed in advance of the next annual update.
- 4.7 Progress updates against each of the 107 strategic actions in the Climate Strategy are in Appendix 4.

Climate Strategy Progress

- 4.8 Since November 2022, key areas of progress on actions tackling the city's emissions have been as follows:

Net Zero Infrastructure

- 4.8.1 The draft Local Heat and Energy Efficiency Strategy (LHEES) has been approved for consultation and sets out a citywide approach and potential heat network delivery zones. The next stage is to develop the plan further to look at investment opportunities for delivering heat networks across the city;
- 4.8.2 A delivery partner for the heat network in Granton has now been appointed to support the city's first large scale net zero housing development, subject to the wider development moving forward; and
- 4.8.3 Between 2022 and 2023, 1,299 homes were retrofitted across different tenures and under different funding and works packages.

Transport

- 4.8.4 Purchase of 50 electric buses by Lothian Buses (Action no.T3.1);
- 4.8.5 Opening of trams to Newhaven line. Passenger numbers since opening the line to Newhaven have been strong and are growing steadily (Action no. T2.1);
- 4.8.6 Construction of City Centre West to East Link cycle route, the city's first major segregated cycling route, along with neighbourhood interventions in Leith and Corstorphine (Action no. T1.1);
- 4.8.7 Development of City Mobility Plan action plans to progress citywide action on public transport, active travel, as well as air quality, parking and road safety (Actions T1.1 and T2.1); and
- 4.8.8 Launch of initial engagement on a Workplace Parking Levy (in November 2023) to explore sustainable transport funding opportunities (Action no. T8.2).

Climate Adaptation

- 4.8.9 The city has surpassed its tree planting target for this point in time on its journey to becoming a one million tree city by 2030 (Action no. D6.3);
- 4.8.10 The draft Climate Ready Edinburgh Plan has been published for consultation and work has begun on the regional climate change risk assessment (Action D4.2);
- 4.8.11 Edinburgh's outline Blue-Green Network has been identified, with the work winning a prestigious Landscape Architects Institute award (Action no. D5.3);
- 4.8.12 The sustainable drainage partnership has begun work on plans for Drylaw and Craigmyle to reduce future flood risks (Action no. D5.1); and
- 4.8.13 Once adopted, City Plan policies will ensure new development is both net zero and resilient to the changing climate (Action D1.1).

Partnership Working

- 4.9 Delivery on actions within the Climate Strategy requires the trust and collaboration of the public, private and third sector, as well as Edinburgh's citizens. Partnership working remains a key success and enabler to delivering the Climate Strategy. An update on the work from the Net Zero Edinburgh Leadership Board and the data-based decision-making investment mapping is at Appendix 5.

Education

- 4.10 Additional resource has been secured for academic year August 2023 - June 2024 from the Scottish Government for Learning for Sustainability in Edinburgh schools (Action no. E4.3).

Barriers to delivery

- 4.11 Transitioning to net zero is complex. The following barriers identified are challenges faced by the Council and the city. Further work will be undertaken to identify barriers for city partners. The main barriers identified by the Council are as follows:

- Resource and skills;
- Increased costs and funding;
- Market pressures and supply chains; and
- Behaviour change and engagement.

4.12 Resource and skills: delivering on Edinburgh's Climate Strategy and adapting the city to unavoidable climate change requires using existing resources differently. Investing in teams across the Council to ensure they have the right skill set is challenging. Securing the right type of resource can also be a challenge due to a skills shortage in key disciplines.

4.13 In 2022, a loss of staff in the corporate sustainability team was due to the end of external funding which, combined with the competitive external market for sustainability skills, has resulted in reduced capacity to monitor and enable delivery of the Climate Strategy. Four new team members have been recruited since November 2022. In the course of 2024, the team will be:

4.13.1 Developing a performance framework for the Climate Strategy to report back to the All Party Oversight Group (APOG);

4.13.2 Ensuring future reporting on the Climate Strategy comes with a comprehensive action tracker; and

4.13.3 Reviewing and streamlining actions in both the Climate Strategy and supporting strategies.

4.14 Increased costs and funding: inflation has caused a significant rise in the cost of materials. This has had a significant impact on the scale and rate at which projects can be completed within existing budgets. This is impacting planned and future developments, including retrofit programmes and transport infrastructure.

4.15 The cost of delivering the climate strategy actions is significant and, in many cases, access to sufficient funding is a barrier to delivery at the pace required. To deliver on net zero infrastructure projects, the Council also needs longer-term financial security from external funding sources. Planning and delivering large scale infrastructure projects is challenging, particularly if funding is in annual or short-term cycles. Key programmes such as the Green Growth accelerator have recently had funding removed, placing additional pressures on the Council's budget. Fragmented pots of funding also add to pressures on Council resource.

4.16 Market Pressures and Supply Chains: availability of contractors to deliver key strategy actions, such as whole house retrofit, continue to be a barrier to deliver at the pace and scale required. The time required for the market to respond with fully developed work plans and delivery programmes is an ongoing pressure, resulting in delays and further increased pressure on annual funding cycles. More needs to be done with local suppliers to ensure economic opportunities are unlocked across the city and region to reduce the need for imported materials whilst supporting a Just Transition.

- 4.17 Behaviour Change and Engagement: community engagement has been uneven due to capacity and funding restrictions, leading to less support for community groups than had been envisaged. Working with grassroots organisations is key to behaviour change both individually and collectively, and the Council needs to find new ways to unlock funding for, and increase take up of, actions at the very local level.

The Climate Intelligence Service

- 4.18 The Council supported the development of the [Net Zero Local Authority Powers](#) report (published in December 2022), which has led to the Scottish Government setting up a Climate Intelligence Service (CIS). The initiation of this Service is underway.
- 4.19 The national CIS will support all public bodies in Scotland with their climate change duties. One key priority of the CIS is to centrally procure an online platform that can be used by all 32 Scottish Local Authorities to report on city wide emissions. The exact capabilities of the platform are still being finalised. It is hoped that it will offer a more dynamic, interactive, and engaging way of reporting on both city emissions and progress against the climate strategy at the city level. This new platform is expected to be in place in 2024. The Sustainability, Climate and Nature Emergency APOG will be regularly updated as this work progresses.

5. Next Steps

- 5.1 Subject to the approval of Committee, the way in which the progress on the city's emissions and Climate Strategy actions are reported on an ongoing basis will be reviewed and developed. How this looks and the timescales for this being completed will depend on the outcomes of the platform procurement and development process being led by the CIS.
- 5.2 It is anticipated a dashboard will be developed to allow more interactive reporting to Policy and Sustainability Committee, the APOG, and the Sustainability Board. When in place, the outputs from this dashboard will also be used to help engage with Edinburgh's citizens to drive behaviour change. An interim six-month update on progress with this work will be prepared for the APOG.
- 5.3 The corporate sustainability team will undertake a review of the climate strategy implementation plan to prioritise actions and milestones. Timescales will be updated, where required, with changes highlighted in the next annual Climate Strategy progress report. This work will also be presented to the Sustainability and Nature Emergency APOG.
- 5.4 To support work on public engagement and helping to drive behaviour change in the city, the recruitment of a Communications and Stakeholder Engagement Climate Change Officer is underway and expected to be completed early 2024.
- 5.5 The work to ensure action is being taken to both mitigate and adapt to climate change will continue, building on both the Climate Strategy and the Climate Ready

Edinburgh Plan, and ensuring interdependent actions are aligned and a comprehensive reporting programme developed.

- 5.6 The corporate sustainability team will develop a programme of engagement with Scottish Ministers and Government on the key barriers to delivery that have been identified as part of this Climate Strategy update.

6. Financial impact

- 6.1 Whilst unquantified specifically for Edinburgh, the financial risk of inaction on climate change is significant. The future costs of the impacts of climate change are expected to far exceed the current costs of funding the transition^{2,3}. To better understand the cost of inaction locally, some costing for adaptations has been done as part of the Climate Change Risk Assessment which was presented to Committee in December 2023.
- 6.2 As mentioned in the latest CERP progress report, greater progress to net zero could be achieved if further capital and revenue investment was available in some areas.
- 6.3 Whilst the investment required to deliver the Climate Strategy is larger than just the Council's budget alone, the capital budget makes a significant contribution to many actions in this plan. A new methodology developed by the Institute for Climate Economics (I4CE) has been trialled to better understand the climate impacts of the Council's capital budget strategy 2023-33 (£1.414 billion analysed). This exercise has been renewed for the 2024-34 strategy and [reported](#) to Finance and Resources Committee in November 2023.
- 6.4 Key findings show that, for the expected expenditure for 2024-34:
- 55% of the total investment (£ 771m) is labelled as either “favourable under conditions”, or “very favourable” according to the I4CE methodology⁴ (this covers expenditure which will help reducing emissions, e.g. building retrofit, public realm and active travel projects, Low Emission Zone (LEZ) development, maintenance of green spaces);
 - 38% is considered as neutral;
 - 2% is unfavourable; and
 - 5% is classified as “undefined” as the expenditure did not match with any item in the taxonomy.

² The UK National Audit Office estimates that for every £1 spent on protecting communities from flooding, around £5 in property damages and wider impacts can be avoided. National Flood and Coastal Erosion Risk Management Strategy for England, Environment Agency, 2020

³ Source: Rising J, Dietz S, Dumas M, Khurana R, Kikstra J, Lenton T, Linsenmeier M, Smith C, Taylor C, Ward B (2022) **What will climate change cost the UK?** Risks, impacts and mitigation for the net zero transition. London: Grantham Research Institute on Climate Change and the Environment, London School of Economics and Political Science. “Combined, the net-zero transition (estimated to cost a maximum of 2% of UK GDP) is expected to have a net benefit of around 4% of GDP.”

⁴ This covers expenditure which reduces emissions.

- 6.5 Work is ongoing to ensure more effective read across between the Council Business Plan and the revenue and capital budget planning process. This will be reflected in the budget report to Finance and Resources Committee in February and officers will be available to brief political groups in the preparation of budget motions for the Council's 2024/25 budget.
- 6.6 However, even further allocation of Council funding will not be enough to deliver the 2030 Climate Strategy in full. While many of the short-term actions outlined in the plan have resources assigned, or are supported by external funding, additional investment will be required to secure change at the pace needed to remain within the city's carbon budget. The corporate sustainability team will continue to take advantage of opportunities to leverage new forms of innovative financing. This will include working with partners through the Net Zero Edinburgh Leadership Board to develop a pipeline of business cases to apply for external funding and, where feasible, secure investment.

7. Equality and Poverty Impact

- 7.1 Overall, the actions within the Climate Strategy have co-benefits for reducing poverty and reducing inequalities in Edinburgh. This includes tackling transport poverty through investment to improve affordable, sustainable transport options in the city.
- 7.2 Actions that address the carbon emissions of social and Council housing through a fabric-first retrofit approach will also contribute to lower heating and energy costs for these tenants. These households are amongst the city's residents most at risk of fuel poverty.
- 7.3 Actions can also contribute to health improvements for residents, through development of higher quality green spaces and improved air quality.
- 7.4 Individual large-scale projects that contribute to the strategic actions of the climate strategy will have undertaken an integrated impact assessment (IIA). These IIAs will provide full scheme-specific reviews of equalities and poverty impacts.

8. Climate and Nature Emergency Implications

- 8.1 The actions and recommendations from the Strategic Environmental Assessment have been considered and embedded in the climate strategy action updates. Many of the recommendations will be addressed through the [draft Climate Ready Edinburgh plan](#).
- 8.2 This progress report is aligned with the Climate and Nature Emergencies as it reports on city-level emissions and the progress the Council (and its partners) have been making across all thematic areas to tackle climate change.
- 8.3 Many of the actions within this plan also have a co-benefit for supporting a nature recovery, as well as helping adapt the city to future climate change. For example, the Climate Strategy includes actions relating to:

- Greenspace management plans;
- Developing the city's blue-green network;
- Supporting the wilding of small green spaces for schools; and
- Delivering additional tree cover in the city to become a one million tree city.

8.4 Many of the projects that are being or will be undertaken to deliver on the climate strategy will also have a positive impact on air quality. This includes transport projects that will enable people to travel around the city by active travel or public transport, instead of by private vehicle.

9. Risk, policy, compliance, governance and community impact

9.1 There are no direct risks associated with this progress report. Some of the major actions of the plan (e.g., deep retrofit of Council buildings and the delivery of transport infrastructure) will have their own separate risk registers. Risks related to the Climate Strategy will be aligned with the corporate risk register.

9.2 More generally, there are reputational risks associated with progress made on the net zero target.

9.3 An Integrated Impact Assessment and Strategic Environmental Assessment have been undertaken on the 2030 Climate Strategy. Further IIAs will be reported to various committees via project-specific committee reports as appropriate.

10. Background reading/external references

10.1 [2030 Climate Strategy and Implementation Plan](#), Policy and Sustainability Committee, November 2021

10.2 [City 2030 Net Zero Target Annual Report](#), Policy and Sustainability Committee, November 2022

10.3 [2030 Climate Strategy - Environmental Assessment Consultation and Review](#), Policy and Sustainability Committee, November 2022

10.4 [Council Emissions Reduction Plan – Annual Progress Report](#), Policy and Sustainability Committee, October 2023

10.5 [Draft Climate Ready Edinburgh Plan](#), Policy and Sustainability Committee, December 2023

10.6 For all other committee reports relating to actions in the Climate Strategy, see Appendix 6.

11. Appendices

Appendix 1: Overview of Climate reports for Policy and Sustainability Committee

Appendix 2: City Emissions Report

Appendix 3: Updates on the Climate Strategy Key Performance Indicators (KPIs)

Appendix 4: Updates on the strategic actions from the Edinburgh Climate Strategy

Appendix 5: Net Zero Edinburgh Leadership Board

Appendix 6: Committee reports from December 2022-present relating to actions from the Climate Strategy

Appendix 1: Annual Climate Reports

Reporting	Report title	Corporate or city wide activity	Description
Considered by P&S Committee	Council's Emissions Reduction Plan (CERP)	Corporate activity	Covers emissions reductions across the councils' operational estate. Updates on progress made against each action with performance ratings, monitoring of KPIs, progress against carbon budget and analysis of emissions trends for each of the 5 key sources of emissions.
Considered by P&S Committee until 2023 - <i>to be circulated as a business bulletin from 2024 onwards with prior members and APOG engagement going forwards.</i>	Public Bodies Climate Change Duties Report (PBCCD)	Corporate activity	Annual update for the council's statutory return on climate action to the Scottish Government. The reports cover governance, strategy, emissions targets, emissions data (detailed breakdown by source), sustainable procurement and adaptation.
Considered by P&S Committee	Climate Ready Edinburgh (draft plan for consultation)	City wide activity	Draft adaptation strategy focusing on preparing the city and increasing resilience to the impacts of climate change. City wide plan developed by Edinburgh Adapts partnership of which the Council is a member.
Considered by P&S Committee	2030 Climate Strategy and city-wide Emissions	City wide activity	Combined reports for 2023. Updates on the city wide 2030 Climate Strategy which focuses on emissions reductions and working in partnership with key organisations. City emissions update covers all sectors for the city and has been added in as an appendix to the 2024 climate strategy update, recognising the strategy supports and influences emissions and emissions reductions.
Considered by P&S Committee	International Travel Emissions Report	Corporate activity	This is a short committee report with a detail on train trips and flights, reasons for the trips, and associated emissions. <i>Note: Emissions from business travel are included in the CERP and in the PBCCD. This annual report is brought as standalone report as requested by Policy & Sustainability Committee in March 2023.</i>
Not going to P&S Committee	Carbon Disclosure Project (official name is now just CDP)	City wide activity	CDP is the largest environmental global disclosure platform. Unlike the PBCCD which covers our corporate activity, CDP covers city-wide activity. We report on behalf of the whole city and try to capture initiatives from other partners (not just the Council). It's a comprehensive report (over 100 pages) which represents a useful snapshot of all the climate activity in Edinburgh.

Appendix 2 - Citywide Emissions Reporting

Data source:

- The data presented in this Appendix is based on the [UK local authority and regional greenhouse gas emissions national statistics](#) published by the Department for Energy Security and Net Zero (DESNZ) and represents the most recent data available.
- Data is reported two years in arrears due to availability of data sets, therefore the available data in 2023 represents the 2021 emissions.
- Prior to this, a dedicated methodology was developed in partnership with the Edinburgh Climate Change Institute and [approved](#) by Committee in April 2021. It was developed in the absence of an existing nationally consistent means of tracking progress against the city-wide emissions target and was therefore before DESNZ revised their dataset to include all greenhouse gases in 2022.
- 'Carbon footprinting' is not an exact science and it is common to find discrepancies between datasets. While the gap between the DESNZ dataset and previously reported figures using the Council methodology previously was acceptable (between 1 and 5%), there appears to be a larger gap this year. Emissions from the DESNZ dataset are now 6% higher than the Council methodology, while they were 5% lower in 2020. This means the Council dataset is showing a more continuous decline in carbon emissions, whereas DESNZ is showing there was a sharper drop in 2020, with a much stronger rebound in 2021.
- The recent development of the Climate Intelligence Service should help to standardise emissions reporting across all Scottish local authorities in the coming years, which will likely have an impact on the way city-wide emissions are calculated.
- Therefore, the Council methodology is now under review until a consistent approach is adopted for Scotland. We have used the DESNZ dataset in the interim to provide an indication of the direction of travel.

Change in emissions compared to 2020:

- According to the data published by DESNZ, there has been a **12% rebound** in greenhouse gas emissions in Edinburgh from 2020 to 2021, following a significant drop due to the Covid pandemic in 2020.
- Emissions have fallen by **9% since 2018**, which was identified as the baseline year to measure progress towards the city-wide net zero target. As can be seen in Figure 1, emissions would need to drop by a substantial 18% to achieve the indicative target of 25% reduction set for 2022 (represented by the first diamond).

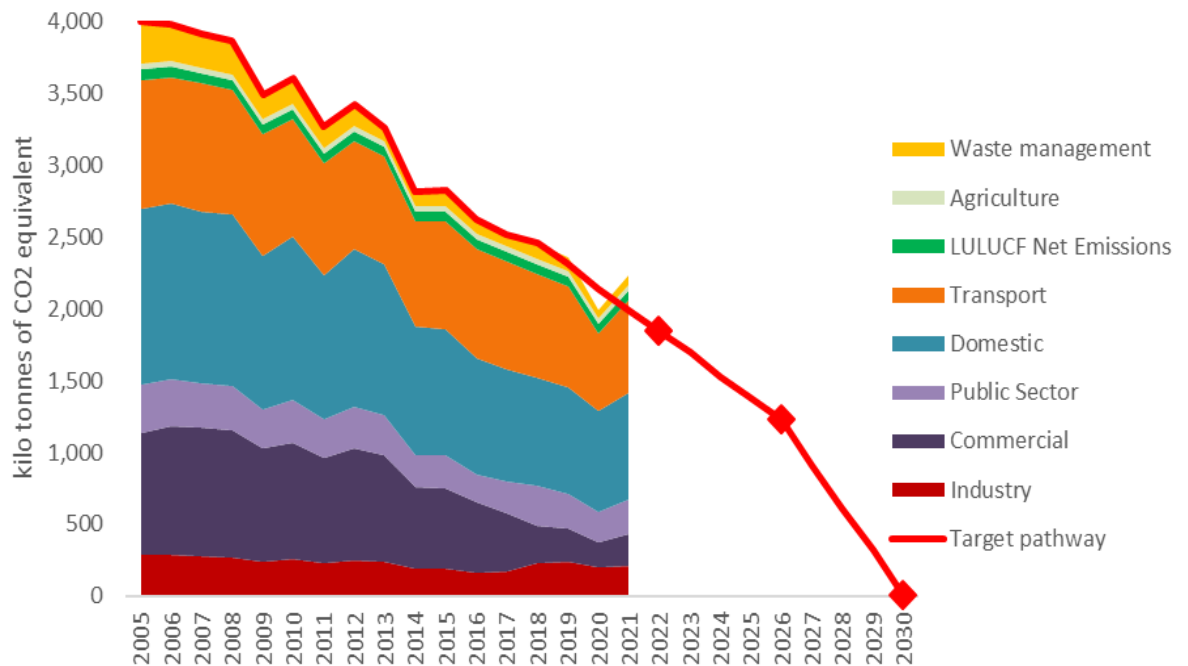


Figure 1: City of Edinburgh Council – evolution of emissions. LULUCF = Land Use, Land Use Change and Forestry.

- The four sectors where emissions have increased the most in 2021 are presented in Table 1.

Table 1: Sources of emissions which increased the most in 2021 compared to 2020

	2021 versus 2020	2021 versus 2019	Contribution to the 12% rebound
Commercial energy consumption	+25%	-3%	18%
Transport	+20%	-8%	44%
Waste	+19%	-22%	5%
Public sector	+13%	-1%	11%

- Despite this increase, 2021 emissions are still **5%** lower than 2019 data.
- The 12% rebound observed in Edinburgh is higher than in the rest of Scotland, which recorded a 7% increase overall. This is likely because the drop in emissions in 2020 was larger in Edinburgh (-15%) than for Scotland (-11%).
- The 20% increase in transport emissions is the main factor behind the rebound in 2021. According to the Department for Transport, around 80% of vehicle mileage in Edinburgh comes from cars and taxis, and the latest figures show that the upward trend has continued in 2022, with mileage for cars and taxi at 93% of pre-pandemic levels, and for all motor vehicles, at 96%.
- This dataset shows a 13% increase in public sector emissions in 2021. This is not the case for the Council’s corporate emissions, which had remained stable in 2021/22.
- Emissions from the domestic sector have increased by 5% in 2021, whereas a fall was expected compared to 2020, a year in which people spent a lot of time at home. This may be because 2021 was a slightly colder year than 2020 (average temperature was 0.4°C lower).

Emissions breakdown:

- Figure 2 shows the breakdown of emissions. In line with previous years, the two largest sources of emissions are the energy used in industrial, commercial, public and domestic buildings (63% in total), and transport emissions (29%).

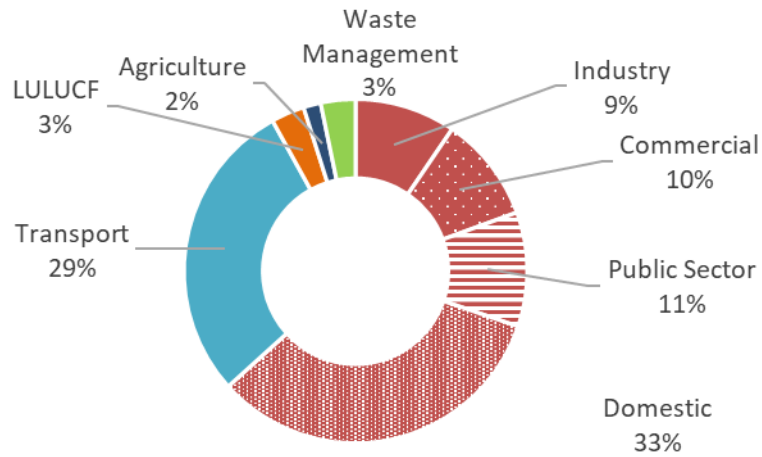


Figure 2: Breakdown of emissions in Edinburgh – 2021. LULUCF stands for Land Use, Land Use Change and Forestry.

Appendix 3 – Climate Strategy Key Performance Indicators

The tables below list the Key Performance Indicators that were agreed when the Climate Strategy was approved in 2021. They will be reviewed in 2024 to make sure there are still fit for purpose.

1) Net zero development and growth

Table 1: KPIs for Outcome a) People can access the support they need in the places they live, and work and local neighbourhoods are resilient to the impacts of climate change.

Key indicator(s) and data source	Baseline	Updates
Percentage of people very or fairly satisfied with the quality of public services delivered (local health services, local schools and public transport) by year. Source: Scottish Household Survey.	68% (2018)	2019: 70% 2021: 64%* *Due to the Covid-19 pandemic, data from 2020 and 2021 is not directly comparable to previous years' data. More information can be found on the Scottish Government website).
Resilience measures to be developed following completion of citywide climate change risk assessment – using best available data sets.	N/A	KPIs for the Climate Ready Edinburgh Plan are being developed as the draft plan will be consulted on in February 2024. Therefore, this is an ongoing process and will be reported as part of the first-year progress report on the plan.
20 Minute Neighbourhoods to be developed in line with Business Plan and 20-minute neighbourhood strategy. Will be reported when available.	N/A	20- minute neighbourhood strategy published and refreshed 2023

Table 2: City development and investment deliver net zero growth and economic opportunities that protect and enhance the environment.

Key indicator(s) and data source	Baseline	Updates
Proportion of sustainability labels for all new completed buildings exceeding the statutory minimum of bronze standard. Source: 'Completion Certificates - Statements of Sustainability' submitted to Building Standards authority'.	2022/23*: 77% *2022/23 is the first year for which this data is available	2023/24 data not yet available
Extent of tree canopy coverage in Edinburgh Source: Update to the 2011 i-Tree Eco survey – a report of Edinburgh City Council and Forestry Commission Scotland.	62 trees per hectare (average) Canopy cover 17%. (2017)	New tree survey to be commissioned shortly, once budget is secured. See Appendix 4, action D6.3 for further information.

Ecosystem health indicator in development through Edinburgh Biodiversity 2030 Strategy and 6th Biodiversity Action Plan - will be available in 2022.	Data available from 2023/24	The Edinburgh Biodiversity Action Plan was approved by Committee in 2022. It sets out that this indicator is now targeted to be developed in calendar years 23/24
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2) **Net Zero Energy Generation and Energy Efficient Buildings**

Table 1: KPIs for Outcome a) Heat and energy generation and distribution is clean and renewable, and buildings are energy efficient and resilient to climate change

Key indicator(s) and data source	Baseline	Updates
Total electricity consumption generated from renewable and waste related sources (GWh/year). Source: DESNZ (spreadsheet)	27 GWh (2019)* (*Note – baseline was changed to 2019 as 2018 data was not comparable due to a change in methodology)	2020: 29 GWh 2021: 31 GWh 2022: 34 GWh
Estimated Percentage of Edinburgh domestic properties meeting EPC C or above energy efficiency rating. Source: Energy Saving Trust Local Homes Portal – Home Analytics	51% (2020)	2022: 54%
Total non-domestic citywide buildings CO2e emissions. Source: DESNZ	771,028tCO2e (2018)	2019: 708,500 tCO2e 2020: 589,692 tCO2e 2021: 675,356 tCO2e

Table 2: KPIs for Outcome b): The cost of heating and powering the city's homes and other buildings is reduced, helping to tackle fuel poverty.

Key indicator(s) and data source	Baseline	Updates
Percentage of households in fuel poverty Source: Scottish House Condition Survey	21% (2019)	Due to the Covid-19 pandemic, data from 2020 and 2021 is not directly comparable to previous years' data. Local authority breakdowns of the data are not available. More information can be found on the Scottish Government website .
Average household fuel bill in Edinburgh Source: Home Analytics v3.7 and v3.8)	£836 pa (Nov 2020)	£830pa (Oct 2022)

Table 3: KPIs for Outcome c): Retrofit and energy infrastructure projects are delivering economic and social benefits to businesses and citizens, supporting a just transition

Key indicator(s) and data source	Baseline	Updates
Benefits realisation (community benefits) - work in progress bringing together different procedures across the region, to ensure benefits are maximised and outcomes captured centrally. Relevant indicators from this work be reported when available. Source: Edinburgh and South East Scotland City Region Deal - Benefits Realisation Plan	N/A	Greater climate response measurements are in the process of being developed as part of the City Region Deal approach to Benefits Realisation
Mean household income Source: Scottish Housing Condition Survey	£32,800 (2019)	Due to the Covid-19 pandemic, data from 2020 and 2021 is not available. More information can be found on the Scottish Government website .
Social capital - National figure available with work to understand if this can be replicated at Edinburgh level is possible to be undertaken. Will be reported if possible.	N/A	National social capital figures rely on Scottish Household Survey. Due to the impact of the Covid-19 pandemic on this data, work yet to be done on Edinburgh specific figure.

3) Net Zero Emission Transport

Table 4: KPIs for Outcome a) A city where travelling by foot, wheel, or by bike is the easiest and cheapest option.

Key indicator(s) and data source	Baseline	Updates
Proportion of people travelling to work by foot and bike for journeys up to 2 miles. Source: CMP – citywide survey 2019 <i>Note: in line with CMP approach to measuring mode share – future approach will be based on vehicle kilometres travelled</i>	55% (2019)	Updated KPI to be provided as part of biennial CMP update in February 2024
Proportion of trips to school by active and sustainable modes Source: CMP – citywide survey 2019 <i>Note: in line with CMP approach to measuring mode share – future approach will be based on vehicle kilometres travelled</i>	69% (2019)	Updated KPI to be provided as part of biennial CMP update in February 2024

Table 5: KPIs for Outcome b) the city has a well-connected sustainable transport and active travel network.

Key indicator(s) and data source	Baseline	Updates
Proportion of residents in areas with low levels of public transport. Source: City Mobility Plan	31% (2019)	Latest figures to be provided as part of biennial CMP update in February 2024

<p>Kilometres of active travel network Source: Bike Life 2019 / Walking and Cycling Index 2021</p>	<p>2019*:</p> <ul style="list-style-type: none"> • 110 miles of traffic-free cycle routes away from the road • 1 mile of cycle tracks physically separated from traffic and pedestrians • 20 miles of signposted routes along quieter streets <p><i>*Baseline data updated to reflect data used by Council Service area</i></p>	<p>2021:</p> <ul style="list-style-type: none"> • 110 miles of traffic-free cycle routes away from the road • 2 miles of cycle tracks physically separated from traffic and pedestrians (+ 22 miles of trial cycle tracks) • 15 miles of signposted routes along quieter streets* <p><i>*Change due to the tightening up of the mapping against the Walking and Cycling Index criteria</i></p>
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Table 6: KPIs for Outcome c) Investment in neighbourhoods, town and city centres improves citizen health and wellbeing.

Key indicator(s) and data source	Baseline	Updates
20 Minute Neighbourhoods to be developed in line with Business Plan and 20-minute neighbourhood strategy.	N/A	20- minute neighbourhood strategy published and refreshed 2023

4) Net Zero Circular Economy

Table 7: KPIs for Outcome a) Edinburgh's economy recovers from recession and key sectors are sustainable and resilient to future crises, such as those related to climate change.

Key indicator(s) and data source	Baseline	Updates
Number of businesses signed up to Edinburgh Climate Compact	18 (Nov 2021)	2023: 27

Employed residents as a percentage of all residents Source: City of Edinburgh Council – Planning and Performance Framework	77.9% (April 2020- Mar 2021)	2021/22: 77.9% 2022/23: 79.2%
Business births per 10,000 residents Source: City of Edinburgh Council – Planning and Performance Framework Annual Report 2022/23	54.96 (2019)	2021/22: 42.4%
Percentage of Council procurement spend with local suppliers Source: Annual report from Procurement Team/ Scottish Procurement Information Hub. (Annual procurement report 2022/23)	41% (2020/21)	2021/22: 37.8% 2022/23: 37.3%

Table 8: KPIs for Outcome b) Edinburgh has a vibrant circular economy, improving resource efficiency and enhancing citizen wellbeing

Key indicator(s) and data source	Baseline	Updates
Edinburgh business waste Source: SEPA - Scottish Business Waste Data Tables 2018	149,165 tonnes (2018)	2021 (published June 2023): 65,576 tonnes
Social capital - National figure available with work to understand if this can be replicated at Edinburgh level is possible to be undertaken. Will be reported if possible.	N/A	As per Table 3.

Table 9: KPIs for Outcome c) Edinburgh's economy is built on good, green jobs which people from all backgrounds can access through education, skills and retraining.

Key indicator(s) and data source	Baseline	Updates
Number of living wage employers Source: Living Wage Scotland	450 (Nov 2021)	640 (Council annual performance report 22/23, 643- Living Wage Scotland 2 nd Oct 2023)
Number of clients support by employability and skills services Source: City of Edinburgh Council – Planning and Performance Framework, (Council annual performance review 2021/22 , Council annual performance review 2022/23)	3,551 (March 2021)	2021/22: 3,842 2022/23: 4,148
People accessing green skills related education and training in South East Scotland Region/Edinburgh Skills Development Scotland: Ekosgen Report (October 2021) <i>Note: Sourced from Skills Development Scotland with ongoing engagement on longer-term reporting</i>	New baseline under development	New definitions of green skills have been established since original baseline figures. These will give more scope for regional and sub-regional monitoring. Further work is underway to report on this

Split of green jobs fund being allocated to Edinburgh businesses <i>Note: Baseline data to come as is first time funding has been offered. Developing future measures in line with actions in development.</i>	Scottish Enterprise administering fund and undertaking work to identify successful Edinburgh applicants and amounts awarded.	Scottish Enterprise administering fund and undertaking work to identify successful Edinburgh applicants and amounts awarded.
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5) Engaging and empowering citizens to help tackle climate change

Table 10: KPIs for Outcome a) Citizens are engaged and empowered to respond to the climate emergency

Key indicator(s) and data source	Baseline	Updates
Percentage of respondents who believe that climate change is an immediate and urgent problem Source: City of Edinburgh Council – Planning and Performance Framework	72% (2019)	2020: data not available 2021: 90%* *data not comparable to 2019 due to change in data collection methodology as a result of Covid-19
Percentage of respondents that agree ‘I understand what actions people like myself should take to help tackle climate change’ Source: Scottish Household Survey	74% (2018)	Data not available.

Table 11: KPIs for Outcome b) Citizens are acting to influence the public and private sector to go further on tackling climate change

Key indicator(s) and data source	Baseline	Updates
Residents engaged through the Climate Forum Source: Edinburgh Community Climate Forum	N/A	700 residents engaged through the Forum’s direct involvement in five communities

Table 12: KPIs for Outcome c) Edinburgh is a city where sustainable choices are cheaper and easier to make, and people are taking action to reduce their carbon footprint

Key indicator(s) and data source	Baseline	Updates
Percentage of citizens who feel they have a say on local services and issues. Source: Scottish Household Survey	36% (2018)	Data not available.

6) Investing in Change

Table 13: KPIs for Outcome a) City partner budgets are aligned towards a just transition and net zero place-based investment

Key indicator(s) and data source	Baseline	Updates
Indicators to be developed with city partners through delivery of strategy/implementation plan using best available data sets	N/A	No indicators developed. Mapping exercise undertaken with ECCI to look at aligning capital budgets. Data sharing agreements have been finalised and the mapping is underway. Refer to action B9.2 in Appendix 3 for more info.

Table 14: KPIs for Outcome b) Edinburgh is a centre for global capital investment, supporting the net zero infrastructure projects needed to transition the city to net zero

Key indicator(s) and data source	Baseline	Updates
New net zero infrastructure development projects attracting external capital investment - Indicator in development and will be reported using best available data sets	N/A	Data sharing agreements have been signed by board members. KPI development will be reviewed by the board and KPIs will be updated following this.

Table 15: KPIs for Outcome c) Investment in Edinburgh is also delivering social, economic and environmental benefits for citizens

Key indicator(s) and data source	Baseline	Updates
Environmental, Social and Governance investment KPIs indicators to be developed with partners using best available data sets	N/A	As per Table 14.
Employed residents as a percentage of all residents Source: City of Edinburgh Council – Planning and Performance Framework and Council annual performance review 22/23	77.20% (2021)	2022/23: 79.2%
Number of living wage employers Source: Living Wage Scotland	450 (Nov 2021)	643
Positive Destinations for School Leavers Source: City of Edinburgh Council – Planning and Performance Framework and 22/23 Council Annual Report	92.5% (2021)	2021/22: 96.1%
Social capital - National figure available with work to understand if this can be replicated at Edinburgh level is possible to be undertaken. Will be reported if possible.	N/A	As per Table 3.
Resilience measures to be developed following completion of citywide climate change risk assessment – using best available data sets	N/A	KPIs for the Climate Ready Edinburgh Plan are being developed. This is an ongoing

		process and will be reported on as part of the first-year progress report on the Plan.
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Appendix 4: Progress updates on strategic actions in the Climate Strategy

Actions on Net Zero Development and Growth

Action	Progress Update	Change in Resources?	Other barriers to delivery?
<p>D1.1 Set new planning policy and guidance within the City Plan 2030</p>	<p>City Plan 2030 sets out ambitious policies to ensure new development is low carbon in terms of the design, construction and location of new homes and streets. City Plan also provides a framework to ensure all new developments protect and enhance the city’s Green-Blue network, strengthening the city’s resilience to climate change.</p> <p>City Plan 2030 should be adopted early to mid-2024, depending on when the Council receives feedback on the plan following the hearing with Scottish Government reporters.</p> <p>The new supporting guidance to accompany the City Plan (the Edinburgh Design Guidance) is currently being developed for consultation in 2024. A review is planned of the Guidance for Listed Building and the Guidance for Householders, which will also look to address climate adaptation of existing buildings, development sites to encourage both net zero development and sustainable water management.</p>	<p>As per 2021- work resourced through the Council planning service</p>	
<p>D1.2 Work with developers, investors, and landowners to deliver net zero climate resilient development of the city.</p>	<p>The Council consulted with stakeholders on its net zero requirements for new buildings as part of the development of City Plan 2030.</p> <p>The Edinburgh Design Guidance is being updated to reflect the new net zero and climate resilient requirements for new development under National Planning Framework 4. These updates will include</p>	<p>As per 2021- work resourced through the Council planning service</p>	<p>Further updates to legislation to remove or limit permitted development for demolition would be of assistance. The</p>

	<p>setting out the requirement for whole life carbon assessments for new development.</p> <p>Consultation on the updated guidance, including with developers, will take place during 2024.</p>		Council is feeding this back to Scottish Government via Heads of Planning Scotland.
<p>D2.1 Re-design services and amenities to deliver sustainable 20-minute neighbourhoods across hub locations.</p>	<p>The Council's 20-minute neighbourhood strategy was refreshed in August 2023. The updated strategy highlights how the Council is embedding the principles across a variety of Council projects.</p> <p>New community hubs are being delivered as part of regeneration work in Pennywell (the Macmillan Hub, due for completion Q1/2 2024) and as part of new high schools at Currie and Liberton (due to complete Q1 2025 and Q1 2026 respectively).</p>	<p>Council budget for 20 minute neighbourhoods team still in place, £600k secured through Transport Scotland's Places for Everyone funding for two town centre projects.</p> <p>The Council's use of the Scottish Government's Place Based Investment Fund for previous and future years was set out to the Housing, Homeless and Fair Work Committee in August 2022.</p>	
<p>D3.1 Work with public sector partners to identify opportunities for exemplar policy approaches for new build operational estate.</p>	<p>The Council is taking a leadership role in Scotland and has shared findings and experience from deep retrofit feasibility studies undertaken on 12 buildings with other local authorities and stakeholders. The delivery of two pilot retrofit projects (Brunstane Primary School and Liberton Nursery) will help build more knowledge and experience.</p> <p>Learnings are also shared at the Passivhaus Retrofit Delivery Forum established and chaired by the Council, or at various events such as</p>	<p>As per 2021 - work resourced through capital programme spending</p>	

	the workshop held by the University of Edinburgh in September 2023.		
D3.2 All new Council-led housing developments within the 10-year sustainable housing investment plan will be net zero.	<p>Every new build has an energy strategy that considers best approach to delivering net zero carbon ambition. Alignment with future heat networks as set out in the Local Heat and Energy Efficiency Strategy (LHEES) will be explored as appropriate.</p> <p>First next zero housing blocks at Western Villages site are under construction, due to be complete and occupied by 2025. Further major Council-led net zero developments at Fountainbridge, Powderhall and Meadowbank are to be delivered 2025-2028.</p>		Largest challenge is the recent increases in construction costs and managing these in line with committed funds in the Council Business Plan. Colleagues are working with developers to try and tackle costs of programmes already committed.
D3.3 All new build learning estate projects will meet the Scottish Government's Learning Estate Investment Programme energy target and work towards the Scottish Net Zero Public Sector buildings standard.	<p>The Council has committed to adopt Passivhaus as a default standard for all new operational buildings.</p> <p>Work is progressing to deliver the Council's first complete Passivhaus new build schools in 2024 (Currie High School and Maybury Primary School).</p> <p>The opening of Sciennes Primary School extension, in August 2023, was the first Passivhaus project to be completed on the Council's estate.</p>	As per 2021 - work resourced through Council capital programme spending	Rising construction costs placing pressure on Passivhaus standard for all new builds
D3.4 Develop innovative approaches to net zero development and construction which address both operational and embodied emissions.	<p>A variety of programmes have been developed between business, university and college partners to increase the availability of the net zero construction workforce in the city region. These programmes include the Energy Training Academy in Midlothian, the timber Technology Engineering and Design (Timber TED) training programme and the Housing Construction gateway supported skills training programme (HCI).</p> <p>The Timber TED course launched in January 2023, is underpinned by the Timber Skills Action plan that was developed in partnership with</p>	As per 2021 – work being delivered within existing city region deal resources	

	<p>industry. By September 2023, Timber TED had supported 32 learners. The HCI training programme includes the likes of:</p> <ul style="list-style-type: none"> • SCQF Level 12 - 9 co-funded PhD research in sustainable construction topics including digital twins, carbon emissions value chains, and dynamic timber longspan floors • SCQF Level 11 - 64 Masters scholarships with a requirement to focus research on sustainable construction challenges for industry • SCQF Level 5 - 50 funded places for local authority and education leads to undertake an Introduction to Domestic Retrofit qualification <p>A study is underway exploring the offsetting options to bring all new housing stock to operational net-zero.</p> <p>As per the new Edinburgh Design guidance, work will be done on undertaking lifecycle carbon assessments for Council-led new builds, followed by collecting monitoring data on new builds to better understand both operational and embodied carbon.</p>		
<p>D3.5 Develop an off- site net zero construction methodology through the Edinburgh Home Demonstrator (EHD) project.</p>	<p>The Edinburgh Home Demonstrator Project has completed its first pilot of off-site construction methodologies as part of the Granton D1 affordable homes site. Post occupancy energy efficiency monitoring will begin early 2024, followed by an interim report and a final report to Scottish Government in 2024/25. Learnings from this first project will be applied to further pilot projects, such as at Greendykes.</p> <p>Following adoption of City Plan, all new builds will need to undertake lifecycle carbon assessments, the details of which will be set out in the updated Edinburgh Design Guidance (see D1.1 for more information).</p>	<p>£0.5m from Scottish Government has been spent. This work is now funded through the City Deal partners.</p>	

<p>D4.1 Undertake a city-wide climate change risk assessment and cost analysis (CWCCRA).</p>	<p>The city-wide climate change risk assessment was completed in 2022 which informed the development of the draft Climate Ready Edinburgh Plan. In depth economic assessment is being undertaken, this work will be reported to Policy and Sustainability committee in Spring/Summer 2024.</p>	<p>CEC budget (£24k) complete for the CWCCRA, economic assessment work being completed (£100k from sustainability budget).</p>	
<p>D4.2 The City of Edinburgh Council will convene city and region partners to collaborate on a long-term 'Climate Ready Edinburgh' plan taking full account of the city's natural assets.</p>	<p>Edinburgh Adapts Partnership has been strengthened with additional members and new Chair from Scottish Water. Edinburgh Adapts reports to the Net Zero Edinburgh Leadership Board and links to supporting workstreams.</p> <p>The draft Climate Ready Edinburgh (CRE) Plan is currently out for consultation and will be finalised Summer 2024. Once the final plan is adopted, the Edinburgh Adapts Partnership will lead on collating a pipeline of adaptation investment proposals.</p>	<p>Work on CRE Plan and the Edinburgh Adapts Partnership is resourced through staff time of all organisations.</p>	
<p>D4.3 Adapt Edinburgh's World Heritage Site to be resilient to the impacts of climate change.</p>	<p>A climate change risk assessment and report for the world heritage site was completed in August 2022. This included the production of a risk and vulnerability assessment and a draft climate action plan for the Old and New Towns of Edinburgh World Heritage Site (EWS).</p> <p>The climate change risks, impacts and adaptation actions are being integrated into the next World Heritage Management Plan, which is currently under production.</p> <p>Match-funding is required to begin a feasibility study for a retrofit pilot in the EWS. Recruitment of building owners to take part in this pilot will commence early 2024.</p> <p>Funding has been secured through the Horizon Europe research programme for a 4-year study looking at the retrofit of historic buildings. This work will help to define a sensitive and replicable approach to retrofit of historic buildings in the World Heritage site.</p>	<p>Dedicated PCAN budget for the climate change risk assessment has been fully spent (£29k).</p> <p>Partial funding secured by Edinburgh World Heritage for feasibility study. Match funding between £47,5k-£83,5k for the feasibility study for a retrofit pilot in the EWS is still required.</p>	

<p>D4.4 Develop a regional approach to climate change risk assessment and adaptation maximising opportunities to enhance the natural environment.</p>	<p>The business case for the regional climate change risk assessment was undertaken. The risk assessment work has now commenced and is due to complete Spring 2025.</p> <p>This work will provide detailed evidence of climate risks and will include an economic assessment of risks and extensive public engagement. The assessment will enable the six local authority partners to identify priority actions to address climate risk. Identification of investment opportunities to address these risks will follow the completion of this risk assessment.</p>	<p>£306,000 of revenue funding secured to fund staff time to develop and deliver the risk assessment, resource community involvement and commission expert input. Funding is a combination of UK Shared Prosperity and Scottish Government Funding.</p>	
<p>D5.1 Deliver a Water Management Vision and Strategy identifying the risks and co-ordinating actions to alleviate impacts from all sources of flooding in the city.</p>	<p>The Water Vision was completed in November 2020 and widely communicated to stakeholders and is now embedded in Council and third-party projects.</p> <p>Initial Surface water management plans are complete but will be continually refined as understanding of flood risk improves.</p> <p>Design work on high-risk flood areas has begun, with Climate Ready Craigleith RIBA Stage 2 work due to commence in January 2024 for selected interventions, and the Orchard Park Swale due for construction in 2024.</p> <p>The initial development of Sustainable Urban Drainage Systems (SuDS) projects within schools has started, however due to complexity of the projects, they are likely to take several more years.</p>	<p>Partial construction funding for Craigleith is being secured from Scottish Water and Sustrans. Proportion of remaining funding still outstanding.</p> <p>Insufficient resource to progress SuDS in schools projects in line with initial milestone set in the climate strategy.</p>	
<p>D5.2 Integrate design for water and flooding within the urban landscape using blue-green infrastructure</p>	<p>The Strategic flood risk assessment was completed in 2021 and the outcomes incorporated into City Plan 2030.</p> <p>Updates to the Edinburgh Design Guidance underway to incorporate updated flooding design principles. The Sustainable Rainwater</p>	<p>Completion of factsheets funded by Sustrans, SEPA, Nature Scot and HES. Funding now fully utilised,</p>	

	<p>Design Guidance and factsheets have been developed and are ready for internal consultation.</p> <p>Work to develop the Council process (including planning, road construction, documentation and mapping, sign off, and charging mechanisms) to support the introduction of water/drainage maintenance agreements with Scottish Water is to begin in 2024.</p>	<p>further funding required for factsheet on rain gardens in streets still required (~£15k).</p> <p>Work on Edinburgh Design Guidance is being resourced internally by the Council.</p> <p>New post to be appointed in the near future to work on drainage maintenance agreements and priority SuDS projects.</p>	
<p>D5.3 Deliver a network of green and blue spaces across the city which help protect our communities from climate change impacts, provide active travel routes, and protect and enhance the city's natural environment and biodiversity</p>	<p>The draft 'Green-Blue' network for the city has been developed and internal and external stakeholder consultation is ongoing.</p> <p>Further work is required for public consultation and to refine the boundaries of the network.</p>	<p>Previously secured external funding (Scottish Water, SEPA, Sustrans) sources now fully utilised.</p> <p>Further funding will be required for the next stages of work (expected approx. £150k)</p>	
<p>D6.1 Deliver a co-ordinated approach to managing and enhancing Edinburgh's natural assets across key public sector operational estate sites</p>	<p>Policies are written into City Plan 2030 to protect the city's greenspaces (see action D1.1 for City Plan updates).</p>	<p>As per 2021 – work delivered through existing CEC and NHS Lothian biodiversity /</p>	

	<p>A greenspace and biodiversity audit of NHS sites is complete and now being used to develop site management plans, as well as a Biodiversity Action Plan. A management plan is now in place for Astlie Ainslie site and Royal Edinburgh hospital is the first hospital in Scotland to gain and retain Green Flag status.</p> <p>Council greenspace and biodiversity information is built into the Edinburgh Nature Network programme and incorporated into the draft Green-Blue network. Park management plans are in place for Edinburgh's 35 public green flag parks. The Thriving Greenspaces Vision and Strategy 2050 update (due at Culture and Communities committee in February 2024) will set out actions on ensuring new council greenspaces are of a high standard.</p> <p>The upcoming Nature Vision will set out the framework for the Council's response to the nature emergency, and incorporate the role of green and blue spaces for nature recovery, adaptation and all ecosystem services.</p>	greenspace investment	
<p>D6.2 Deliver a city-wide programme to manage, protect and enhance greenspace and biodiversity – addressing the ecological and climate emergencies.</p>	<p>Edinburgh Biodiversity Action Plan 2022-2027 (EBAP) was published in December 2022. It was co-created with the Edinburgh Biodiversity Partnership and sets out actions and delivery partners.</p> <p>Delivery against the EBAP is underway, next annual delivery report is due Spring 2024. Council activity to deliver biodiversity outcomes was reported in the public bodies statutory biodiversity duty report in December 2023. Work on biodiversity website has not yet started.</p>	<p>Some delivery is funded through core partner budgets, some through external funding accessed by partners or Council services</p> <p>Resource constraints have delayed website work. Additional resource due to be in place in 2024.</p>	

<p>D6.3 Deliver nature-based solutions to the impacts of climate change.</p>	<p>Over 55k trees planted in total since the Edinburgh Million Tree City initiative was approved in October 2021. This exceeds the initial target that the project was intending to reach by 2023/24. The city now has over 200 areas subject to Tree Preservation Orders, with 15 new Tree Preservation Orders introduced since 2021.</p> <p>Edinburgh's Thriving Greenspaces Strategy was presented to committee in March 2023 and will be followed by a draft action plan to support the strategy in February 2024. This will include proposals for income generation from the parks. This income will enable the delivery of nature-based solutions contained within the Thriving Greenspaces Strategy. See I4.2 for update on FIRNS project.</p> <p>A pilot of the Nature Network has been done, in which green connections between 6 parks in Leith were co-designed with the community.</p>	<p>£80k required for an updated tree survey, which will establish up-to-date tree canopy cover for the city. A further £5k are required to develop a tree canopy guidance factsheet.</p> <p>Funding secured to date for Million Trees project due to come to completion in March 2024. Further funding to be sought, expected total project cost is £2.5m.</p> <p>Funding secured from Greenspace funding (£41k) for the co-design pilot connecting 6 parks in Leith</p> <p>A national heritage stage 1 bid is currently being prepared for ~£5m. This funding would allow the scaling up the nature network pilot in Leith</p>	<p>Resource was in place until March 2022, further Council recruitment now underway.</p>
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		to 4 areas of the city, across 24 parks and greenspaces.	
D6.4 Develop and deliver an Edinburgh Nature Network for the city.	Edinburgh's nature network has been developed and work to deliver this network has begun with the pilot project in Leith. See D6.3 for more information.	See D6.3 update	
D7.1 Adapt the city's coast to be resilient to climate change, beginning with delivering around 200 hectares of new and enhanced coastal park in Granton in north west Edinburgh.	<p>Edinburgh Coastal Change Adaptation Plan (CCAP) is underway. This was initially planned to commence in 2025/26, but there is a more urgent need to inform and support coastal adaptation. CCAP will take 3 years to complete, 2023-2026. See update D4.4 for update on regional work.</p> <p>The Council continues to develop its plans for the Coastal Park in Granton. Delivery is identified within phase 3 of the regeneration plans and likely to commence from 2030 onwards. A green space strategy for the coastal park and the surrounding areas has been completed and will help inform what is delivered.</p>	<p>See update D4.4</p> <p>The total cost for delivering the park is projected at over £20m and therefore this cost is a major barrier to delivering this quickly.</p>	<ul style="list-style-type: none"> • The land for the proposed coastal park currently has operational industrial units upon it. Delivery requires managing and purchasing the ground leases that the current industrial units sit upon. • Businesses that occupy the industrial units will also need help relocating to elsewhere in the city. This is challenging as

			<p>industrial space is at a premium.</p> <ul style="list-style-type: none"> • Some parts of the proposed coastal park land are heavily contaminated and will require extensive decontamination works.
D8.1 Call on the Scottish Government to use the lessons from responding to Covid to enable accelerated local action and decision making on tackling the climate emergency.	The Council responded to the Parliamentary call on the Green Recovery in July 2020. The submission asked for greater fiscal devolution to Council, greater budget and funding certainty, more coherent and empowering legislative frameworks and streamlined legislative processes for decision making.		
D9.1 Call on the Scottish Government to collaborate with the City of Edinburgh Council on shared risk-taking to develop innovative solutions to tackling climate change.	<p>The Council responded to the Parliamentary enquiry call for written evidence on the role of local government and its cross-sectoral partners in financing and delivering a net-zero Scotland in January 2022.</p> <p>An officer was formally seconded from the Scottish Government to support the collaboration with the Council. Further discussions will take place to see if the relationship can be re-established.</p> <p>See D10.1 for updates on engagement with Scottish Ministers through Scottish Cities Alliance.</p>	Loss of Scottish Government embedded senior advisor on investment & finance within the Council	
D10.1 Call on the Scottish Government to embed net zero and climate resilience requirements into new and existing policy, legislation, regulations and statutory guidance	Edinburgh Climate Change Institute (ECCI) were commissioned to develop a study into net zero powers for local authorities. This work was supported by the Council, the SCA and COSLA. The full report can be found at: Edinburgh Climate Change Institute (ECCI) (edinburghcentre.org) . This has led to the Scottish Government co funding a new Climate intelligence Service for Scotland.		

D10.2 Call on Scottish Government to ensure Local Authorities have the powers and resources required to accelerate the pace of energy efficiency and climate resilience improvements to multi tenure tenement buildings.	The LHEES delivery plan includes an action for the LHEES Office to engage with the Scottish Government around the scope to amend the Tenements (Scotland) Act 2004 to make it easier for residents to agree to instruct energy efficiency upgrades and changes to heating systems within tenements.	Resourcing of the LHEES Office still required. Details set out in the Edinburgh LHEES Delivery Plan .	
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Actions on Net Zero Buildings

Action	Progress Update	Change in Resources?	Other barriers to delivery?
B1.1 Set progressive planning policies to increase energy standards in new buildings.	See D1.1 for update on status of City Plan 2030. City Plan policy requires new developments in Edinburgh to achieve “a ‘net zero’ level of operational greenhouse gas emissions”. This means that all new developments in Edinburgh following the adoption of City Plan 2030 will require to be developed to a net zero carbon standard.		
B1.2 Require the use of low and zero emissions technologies to heat and power the city’s buildings.	The new version of the Energy Standards in Scottish Buildings came into force February 2023. As a result, any new domestic or non-domestic builds subject to a building warrant application are required to demonstrate compliance energy, ventilation and overheating standards. The Electric Vehicle (EV) charge point requirements were introduced in June 2023. Further improvements to the Energy Standards are anticipated in 2025.		
B2.1 Convene a City Heat and Energy Partnership N.B. All deliverables and milestones for actions to be led by the City Heat and Energy Partnership will be reviewed by the partnership once established	The City Heat and Energy partnership was formed in 2022 and streamlined in 2023. The group has approximately 30 experts from the likes of the universities, NHS, council, Scottish Water, SGN, and is chaired by SPEN and the University of Edinburgh. The group will support the delivery of the LHEES and energy masterplan.		

<p>B2.2 Develop a city-wide heat and energy masterplan.</p>	<p>Updated statutory requirements meant the production of the Local Heat and Energy Efficiency Strategy was prioritised ahead of the heat and energy masterplan. A draft regional Local Area Energy Plan has been produced by the City Region Deal partners. Work on this is due to commence again in January 2024, for completion by mid-2024. For the Edinburgh City Region, this will form this regional energy masterplan.</p>	<p>Resourced by existing CEC and partner resources. However, LHEES identifies need for additional LHEES PMO resource to progress the actions in the LHEES delivery plan.</p>	
<p>B3.1 Develop a long-term City Partner shared investment strategy to deliver the city-wide heat and energy masterplan</p>	<p>The Net Zero Edinburgh Leadership Board have jointly procured the Edinburgh Climate Change Institute (ECCI) to start delivery of an investment map. This will be done by combining all the investment plans for the board members. This is the first stage in developing a long-term investment plan for the city.</p>	<p>£20k contributed from CEC sustainability budget, plus £20k contribution from other board members. Funding and project to complete in 2024.</p>	<p>Putting in place the necessary data sharing agreements between all organisations took a notable amount of time and slowed initial progress for this work</p>
<p>B3.2 Agree appropriate delivery mechanisms for the energy investment strategy.</p>	<p>This work will follow on from the work currently being undertaken by the Edinburgh Climate Change Institute.</p>	<p>Further Council resource may be required to support this work</p>	
<p>B4.1 Establish a strategic partnership with SP Energy Networks.</p>	<p>SPEN are a key member of the Edinburgh Net Zero Leadership Board and co-chair the City Heat & Energy Efficiency Partnership group.</p> <p>SPEN have petitioned the UK government and Ofgem to decouple price of electricity from price of barrel of oil. This would reduce the cost of electricity, a critical step in the transition to more low carbon heating systems that rely on electricity.</p>		<p>A reduction in electricity prices is likely to be pivotal to the decarbonisation of heat in Edinburgh. Presently the high cost of electricity relative to gas can make the viability of solutions such as heat pumps</p>

			and direct electric heating a challenge.
B4.2 Align current and future grid development to the city's energy needs.	<p>SPEN's investment plan will be released early 2024. This will map the funded developments over the next 5 years, alongside the 20-year plan. This will inform the shared investment planning work mentioned in B3.1.</p> <p>SPEN have created a portal that enables partners to check proposals under the new Local Heat and Energy Efficiency Strategy against the local grid capacity and planned investment. The first draft of the regional Local Area Energy Plan (LAEP) has also been completed and further work on this will begin in January 2024. The city's future energy needs identified through this work will inform SPEN's negotiations with Ofgem for further investment in 2024.</p>	<p>SPEN currently have £3.4bn in funding from Ofgem and will negotiate for further investment during 2024. This further investment will be sought for where clear need has been identified. The mapping work being undertaken by ECCI is supporting this.</p>	
B5.1 Develop regional renewable energy solutions which draw on the area's wind, geothermal, hydro and solar assets.	<p>A strategic business case for the development of regional Sustainable Energy Management Systems has not yet been developed. See B4.2 above for information on the regional LAEP.</p> <p>At present, the regional focus has been on delivering the LHEES. The Council is continuing to work across the city region on regional energy projects to explore collaboration opportunities.</p>	<p>No dedicated resource available within City Region to deliver this work.</p>	
B5.2 Learn from the H100 hydrogen pilot.	<p>The Council is maintaining a watching brief on the H100 hydrogen pilot and on the wider developments in the hydrogen sphere. There is further work to do on realising the benefits of hydrogen as a potential heating option. SGN are a member of the NZELB and the Council will continue to work with them as they progress their research.</p>		

<p>B5.3 Collaborate with regional partners to decarbonise the region's energy infrastructure.</p>	<p>Regional partners have agreed the Local Area Energy Plan will also function as the Regional Energy Masterplan. See action B4.2 for further update.</p> <p>Discussions are underway with regional partners to develop the brief for a shared regional data asset to support this work.</p>	<p>This work is supported through the Regional Prosperity Framework for the Edinburgh and South- East of Scotland City Region.</p>	
<p>B6.1 Identify heat network zones across the city</p>	<p>The LHEES (brought to December 2023 Policy & Sustainability Committee) sets out the areas of Edinburgh with the greatest potential for heat network zones. This analysis, along with additional data from building assessment reports, will form the basis of recommendations around the formal designation of heat network zones in Edinburgh in line with the emerging regulatory regime stemming from the Heat Networks (Scotland) Act 2021.</p>	<p>As per D10.2</p>	
<p>B6.2 Ensure all Council-led infrastructure investment plans consider opportunities to connect to heat networks, beginning with our learning estate programme</p>	<p>Learning estate in Granton intending to connect to the heat network that is under development. The LHEES delivery plan and City Plan 2030 set out the need to design all new buildings to ensure they can connect to heat networks in the future "<i>if practical</i>".</p>		
<p>B6.3 Work with communities and developers to deliver heat networks which meet the needs of key public sector buildings and major new developments across the city, beginning with Granton, Waterfront and the BioQuarter.</p>	<p>The LHEES identifies 17 areas in Edinburgh where a heat network may be possible. The LHEES delivery plan sets out next step actions to progress this work.</p> <p>The Council has appointed a private sector delivery partner for the heat network at Granton. The partner will deliver pre-development services required to support the Final Business Case. Following this, a concession agreement will be signed with the partner for delivery of this heat network.</p> <p>Partners at the Bioquarter are developing plans for the heat network. The Council will undertake a business case assessing the potential for Council buildings to connect to the network.</p>	<p>As per D10.2</p>	

<p>B7.1 Collaborate on place-based joint energy infrastructure projects which maximise opportunities to deliver low-cost, clean, renewable energy to neighbourhoods and communities, with a focus on areas experiencing inequalities</p>	<p>See B6.3 for updates on heat network in Granton.</p> <p>Opportunities for local energy generation communities to be considered as part of Phase 2 of the Net Zero communities project, led by the Corporate Sustainability team and Changeworks. See B8.1 for further information on the Net Zero Communities Pilot.</p>	<p>Due to loss of resources within the Corporate Sustainability team, progress on the Net Zero Communities pilot has been delayed. Resource now in place within the Council, new timeframe for this work to be established.</p>	
<p>B7.2 Align strategic investment in the electricity grid with development plans, to support increased local energy generation</p>	<p>SPEN have accounted for new areas of development in the city, alongside areas programmed for retrofit, into their grid expansion planning. Aligned with this, there are 4 new sub-stations scheduled for delivery within the next 3 years in the city. See B4.2 for further information on grid development.</p>		
<p>B8.1 Explore the potential for creating local energy generation communities as part of proposed net zero communities' pilots</p>	<p>Net zero communities pilot brought together Dark matter Labs and Changeworks to develop an initial plan to engage with communities. Phase 1 identified 3 areas in the city to look at detailed archetypes. Phase 2 is under development and will lead to the creation of a toolkit for homeowners to enable retrofit of private properties. Green finance options are being explored.</p> <p>The LHEES delivery plan looks to take forward the ParkPower project, which looks at the potential to export heat from green and blue spaces in Edinburgh.</p>	<p>As per B7.1</p>	
<p>B8.2 Develop a city-wide programme of community energy generation investment opportunities</p>	<p>30 solar installations were installed so far by the Edinburgh Community Solar Coop, generating around 1.5 GWh of electricity each year. Discussions are underway with local community groups to install new solar panels on their roofs. There are 18 projects</p>	<p>As per B7.1</p>	

	proposed as part of Phase 3, which is planned to be installed in 2024.		
B9.1 Develop a Whole House Retrofit (WHR) delivery programme for retrofitting social housing across the city to the highest energy standards, to reduce energy demand and tackle fuel poverty	<p>Stock condition surveys of the Council's housing stock are underway, as are pilots of Whole House Retrofit (WHR) in different areas and housing types. Currently there are 12 multi-storey blocks in various stages of design, as well as 3 low-rise schemes. These pilots will run into 2024/25.</p> <p>A full retrofit investment and delivery plan will be developed once the stock condition survey work is complete. Specific business cases will be brought forward once the WHR programme is further developed.</p>	<p>Due to inflationary and other external pressures, costs for delivery of this full programme of work are likely to significantly increase relative to 2021 estimates.</p> <p>Anticipate seeking funding from the Social Housing Net Zero Heat Fund once designs are further developed.</p>	
B9.2 Establish an Energy Efficient Public Buildings Partnership (EEPBP) to collaborate on retrofit, align investment plans and encourage confidence in, and planning for, the business and skills supply chain needed to deliver. <i>N.B. Actions to be led by the EEPBP will be reviewed by the partnership once established</i>	<p>The EEPBP has been established and to streamline working, has since been combined with the heat and energy partnership. The mapping being undertaken by ECCI (see action B3.1) will support joint place-based retrofit pilots and investment including, where required, in the energy grid.</p> <p>See D3.1 for updates on feasibility studies for Council building retrofits. Delivery of this work is subject to funding.</p>	<p>Council budget (£1.1m) for feasibility studies identified in 2021 now spent.</p> <p>Scottish Government has withdrawn Green Growth Accelerator funding due to need for overall efficiencies within the public budget (see B10.1)</p>	
B10.1 Call on the Scottish Government to work with city partners to identify and	In the past two years, the Council closely engaged with Scottish Government as part of the Green Growth Accelerator programme, through which they had committed £10m to support the deep		

<p>deploy sufficient resources to deliver net zero public buildings</p>	<p>retrofit of up to 12 Council buildings. The Government are now no longer investing the anticipated £10m. Further engagement will be needed to ensure public sector bodies are adequately supported to retrofit their buildings in line with government's targets.</p> <p>The Scottish Government has deployed the Scottish Central Government Energy Efficiency Grant Fund and Scottish Public Sector Energy Efficiency Loan Scheme to support the costs of retrofitting national public sector bodies' buildings. However, the costs of fully retrofitting all public sector buildings in Edinburgh is unlikely to be capable of being funded by the public sector directly. Therefore, alternative funding mechanisms will require to be researched and discussed with delivery partners such as the Scottish Government and other public sector organisations.</p>		
<p>B11.1 Develop a new mechanism and business plan to support small businesses, owner-occupiers and private landlords to affordably retrofit their properties</p>	<p>Work on Edinburgh's LHEES has helped to identify the potential opportunities for different low carbon heating systems and energy efficiency retrofit across different areas of the city.</p> <p>Further work is required to support named parties with financing retrofit works. The LHEES delivery plan includes an action to engage with financial providers with a presence in Edinburgh to better understand their products with respect to retrofit and energy efficiency, for example green mortgages.</p> <p>Further work is required to engage with existing grant providers to see how the existing grant processes could be streamlined.</p>		<p>While grant funding from bodies such as Home Energy Scotland and Business Energy Scotland is available, it is recognised that the process is incredibly complex and challenging to be able to secure funding.</p>
<p>B11.2 Develop electricity grid infrastructure and capacity to respond to increased demand from electric-powered heat</p>	<p>The LHEES delivery plan identifies the areas of the city that may be suitable for heat pumps, the main potential form of low carbon electric heat. This information has been fed into SPEN's investment planning. See action B4.2 for further information.</p>	<p>As per 2021, this work is resourced via SP Energy Networks</p>	

<p>B11.3 Work with SP Energy Networks and the Scottish Government to identify measures to reduce the cost of electricity and support citizens to transition away from gas.</p>	<p>See B4.1 for updates on SPEN’s advocacy work on reducing the cost of electricity.</p> <p>Scottish Government are currently working on reforming permitted development rights, which should make installing micro-generation renewable energy schemes easier for citizens. We are awaiting further updates from Scottish Government.</p> <p>Further engagement with Scottish Government and any support they can offer in influencing UK Government is still required.</p>		
<p>B11.4 Call on the Scottish Government to bring forward at speed improved schemes to support citizens to fund energy efficiency upgrades and decarbonise heat in their homes</p>	<p>The Scottish Government recently published their Part 1 Green Heat Finance Taskforce report (Nov 2023), looking at how the government can unlock public and private finance measures to support citizens to fund energy efficiency upgrades and decarbonise heat in their homes.</p> <p>Engagement with Scottish Government will continue following the publication of Edinburgh’s Local Heat and Energy Efficiency Strategy, as well as through the NZELB Heat and Energy partnership.</p>		
<p>B12.1 Scope and test innovative approaches to retrofit in challenging mixed-tenure settings, to develop models and accelerate progress.</p>	<p>The Council established the Mixed Tenure Improvement Service (MTIS) to support repairs and Energy Efficiency measures in mixed tenure blocks. The original pilot programme in Murrayburn, Dumbryden and Hailesland will be complete in 2024 and is on target to deliver upgrades to approximately 170 blocks. Work has begun to develop a programme for around 230 blocks in Restalrig and Lochend. Delivery for each area-based scheme will take approximately 3 years. Future programmes will be developed based on the results of surveys on the condition of the housing stock.</p> <p>The Novoville app has been set up in Edinburgh and allows tenement owners to plan retrofit and shared repairs work together. To date, over £1m of work has been done using the app. Novoville are exploring the potential to support economies of scale with street-level works.</p>	<p>The £30m Mixed Tenure Improvement Pilot funding will be spent by mid-2024. The Scottish Government Green Heat Finance Taskforce Part 1 report, published November 2023, explores potential future funding mechanisms for energy efficiency and zero emissions heating for private home-owners.</p>	

		Recommendations for financing work to social housing will follow in their Part 2 report, date TBC.	
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Actions on Net Zero Emission Transport

Action	Update	Change in resource?	Other barriers to delivery?
T1.1 Prioritise investment in expanding the active travel network, connecting communities to services and amenities in their neighbourhoods.	<p>The draft Active Travel Action Plan (ATAP) was published and consulted on in 2023. The new ATAP builds on the Council's existing Active Travel Investment Programme scheduled to 2026. February 2024's Transport and Environment Committee (TEC) will be presented the final draft as part of an updated City Mobility Plan.</p> <p>Several major active travel schemes have started construction in the past few years, including the City Centre West to East Link route and a trial liveable neighbourhood scheme in Leith. 180 secure cycle parking hangers have been installed on our streets, with a further rollout of 200 units due to begin in summer 2024. Improved active travel connections for communities to their local services are currently being designed for Gorgie Dalry and Portobello.</p>	Staffing and funding in place to support Active Travel Investment Programme (ATInP) to 2026. Additional resources likely to be needed for full implementation of all actions within the City Mobility Plan. A report will be brought to February 2024 Transport and	

	<p>The ATInP also includes a package of high-priority actions from the Local Development Plan Action Programme. These are currently being designed and due for delivery summer 2025-2027. The full list of schemes being delivered to 2026 and the delivery dates will be provided to February's TEC.</p>	<p>Environment Committee with more details.</p> <p>Future funding pathways from Transport Scotland are currently under review.</p>	
<p>T2.1 Improve the integration of our public transport system, and review routes and interchanges, within a city and regional context.</p>	<p>The tram to Newhaven line opened in June 2023, on time and budget. Integrated ticketing between trams and Lothian Buses due to begin in Q1 2024. See T11.2 for updates on integrated ticketing for public transport providers beyond Edinburgh trams and Lothian Buses.</p> <p>The finalised CMP actions on Public Transport will be taken to committee in February 2024. These include actions on upgrading bus stop positions, shelters and lighting. The 'future streets – streetspace reallocation framework' being presented to Transport and Environment Committee in February will highlight the opportunities for improving the effectiveness of bus routes around the city.</p> <p>Improving regional transport is one of the pillars of Edinburgh and South-East Scotland's City Region Deal work. The West Edinburgh Transport Improvement Project is looking to improve public transport from Broxburn into Edinburgh. The draft business case has been completed and public consultation on the proposals took place in Summer 2023.</p> <p>The Strategic Business Case (SBC) for Bus Priority Measures along eight key corridors between the region and Edinburgh has been concluded and £1.05m provided from Transport Scotland for doing</p>	<p>Free tram travel already in place for under-22s until 31st December 2023, however this is currently funded by Edinburgh Trams, unlike the bus travel which is funded by Scottish Government. In May 2023, the Council reaffirmed its position that the Scottish Government should expand U22 free travel to light rail.</p> <p>Significant resource will be required to deliver all actions within the City Mobility Plan. A report will be brought to</p>	<p>Integrating Lothian Buses and Edinburgh Tram ticketing systems requires integrating the back-office systems for both. This requires an extended period when the buses aren't in operation. This is the cause of delay to date for this action. A solution has been found to allow integration in Q1 2024.</p>

	<p>the Outline Business Case. The SBC presented a strong positive case for investment on all 8 corridors.</p> <p>The strategic business case for the expansion of the tram network from Granton to Bioquarter is ongoing.</p>	February Transport and Environment Committee with more details.	
T3.1 Work with the Bus Decarbonisation Taskforce and private sector partners to develop a plan to decarbonise the city's bus fleet.	Lothian Buses have completed successful trial of electric buses and have undertaken a limited hydrogen trial. Lothian Buses have now ordered 50 electric double decker buses to commence service in Spring 2024. This makes 10% of the total city fleet electric. Further expansion of the fleet to hydrogen or electric depends on the bus depot strategy, which will be in place by 2025.		
T4.1 Implement a Low Emissions Zone scheme to reduce harmful emissions from transport and improve air quality.	<p>The Edinburgh LEZ was introduced on 1 May 2022 and enforcement will begin from 1 June 2024 when the grace period ends. The Council will continue to engage with the Scottish Government on LEZ policy development.</p> <p>The draft Air Quality Action Plan consultation ran from April to July 2023. The final plan due to be published by early Feb 2024.</p>		
T5.1 Create a city-centre operation plan to reduce emissions by improving the way goods and service vehicles move around the city, supporting the use of innovative zero emission solutions for 'last mile' deliveries.	Current best practice and innovation in urban logistics has been reviewed and continues to be tracked. Phase 1 of the City Centre Operation Plan is being prepared and "Quick Wins" and transition arrangements identified. Further updates to be brought to Transport & Environment Committee in 2024.	Edinburgh City Centre Transformation funding (~£400k) to complete in March 2024. Additional funding for further development and implementation work still to be identified/secured. Expected further development costs for 2024/25 to be in the region of £1 million.	

		Intention to secure funding through the Places for Everyone fund.	
T6.1 Identify opportunities to align to investment in EV infrastructure for public service and blue light fleet at strategic locations across the city, which also delivers 'down-time' availability for citizens and businesses where possible.	<p>A strategy for EV infrastructure in the city has been developed, including forecasting scale of publicly accessible EV chargers to be required by 2025/26. The Council are working on developing a private-public partnership approach to delivering future EV charging infrastructure in the city and expect to take this offer to the market in Spring 2024.</p> <p>As reported to committee in March 2023, the Council is adapting its tariff regime for EVs and traffic Regulation Orders and fines are being implemented to ensure EV bays are used appropriately.</p>	<p>Work is supported by the Transport Scotland EV Infrastructure Fund.</p> <p>The Council is working with Scottish Futures Trust to develop proposals on how Transport Scotland funding could best be used to incentivise better contractual outcomes for the city</p>	
T7.1 Develop electricity grid infrastructure and capacity to respond to increased demand from growth in EV use.	<p>SP Energy Network have undertaken future scenario mapping, including of future EV demand by region, to inform their future investment plan. SP Energy Network will publish their grid investment plan spring 2024 – see B4.2 for more information. Engagement with SPEN is underway on the outline feasibility studies looking at where EV infrastructure may be installed in Edinburgh in the future.</p>		
T7.2 Develop pilot proposals for blended finance public-use EV charging hubs in locations which align with the City Mobility Plan's aims of increasing sustainable travel and avoid adding to city-centre congestion	<p>316 charging bays have been installed as part of the On Street EV Charger Project. The installation of a further 113 charging bays is being finalised. This includes 44 chargers through the On-Street Residential Charging scheme, and 74 charging bays for exclusive use by car club vehicles, funded by Transport Scotland. 46 charge points for Council fleet vehicles have been installed so far. 4 additional ones are due to be installed by Q1 2024.</p>	<p>Financial support for the work to date from Transport Scotland and the Office for Zero Emission Vehicles, the Energy Savings Trust and a £250k Council</p>	

	Further potential sites for EV charging infrastructure have been identified and the Council are working with SPEN on outline feasibility studies for these sites. Future public-private EV charging expansion will need to take account of EV charging infrastructure expansions that are private-sector led.	budget allocation in 2021/22	
T8.1 Deliver public awareness raising campaigns on sustainable and active travel.	<p>Specifically in transport related campaigns, the Council references and links to information on the net zero target, and the Council's aims to reduce traffic congestion, improve air quality and provide more sustainable travel choices. Environmental messages are front and centre in campaigns for example for George Street and First New Town, City Centre West to East Link, LEZ and 20 minute neighbourhoods.</p> <p>The Council has run several sustainable and active travel awareness raising campaigns, including:</p> <ul style="list-style-type: none"> • Places we can all go. A behaviour change campaign, encouraging groups of families and friends to get outside and enjoy different areas of Edinburgh using film to show the routes. This includes information about commuting, particularly around the BioQuarter. • Individual campaigns to promote progress on new active travel links such as the City Centre West to East Link. • Paths for Everyone. A campaign to promote considerate behaviour on our network of off-road routes, so everyone can enjoy walking, wheeling or cycling in safety and comfort. 	<p>Recruitment of new Corporate Sustainability Communications Officer is underway. Work on sustainable transport campaigns led by existing CEC comms resource.</p> <p>Resource from the Council Communications team.</p>	Loss of corporate communications staff member has prevented work with city partners on wider campaigns
T8.2 Engage with citizens and businesses on the potential benefits of introducing a Workplace Parking Levy as part of a range of measures to deliver the City Mobility Plan	Phase 1 engagement with citizens on a Workplace Parking Levy began in November 2023, as approved by Transport and Environment Committee. This consultation will run until January 2024, following which results will be reported back to committee and will await further decision from members.	Work currently resourced through the Council Corporate Sustainability and Policy and Insight team.	

<p>T8.3 Support the creation of 20- minute neighbourhoods and streets for people</p>	<p>The Council's updated 20-minute Neighbourhood Strategy was agreed by the Culture and Communities Committee on 10 August 2023. This sets out how the Council is applying the 20-minute neighbourhood approach across the city, from planning of new development to projects that bring the principles to life in existing neighbourhoods, such as Gorgie Dalry town centre.</p> <p>The new Council corporate property strategy, adopted August 2023, embeds 20 minute neighbourhoods as a key theme that will shape delivery priorities in the Corporate Property Action Plan.</p>	<p>20-minute neighbourhood team has been established</p>	
<p>T9.1 Encourage partner organisations to sign up to the Edinburgh Climate Compact</p>	<p>The Climate Compact hosted a sign-up session in January 2023. There are now 27 climate compact signatories. There are quarterly climate compact meetings to share best practice between signatories.</p>	<p>No dedicated resource as Climate Compact is now run by in-kind resource from compact members. Secretariat support has been lost and is being reviewed.</p>	
<p>T9.2 Work with citizens and city partners to support staff and residents to make more sustainable travel choices in their professional and personal lives</p>	<p>See T8.1 for information on the Council's sustainable travel campaigns.</p> <p>The Council continues to deliver its annual Smarter Choices, Smarter Places sustainable travel behaviour change programme. Work undertaken in recent years to better understand key audiences for behaviour change programmes. This is now being applied in the current programme.</p>	<p>~£0.5m received annually from Scottish Government's Smarter Choices, Smarter Places programme.</p>	
<p>T9.3 Call on the UK Government, the aviation sector and other stakeholders, to develop a national plan for managing aviation emissions that is fully in line with the Paris Agreement</p>	<p>This work is still to be progressed.</p>		

<p>T10.1 Call on the Scottish Government to work with the UK Government to ensure the national public transport infrastructure supports sustainable travel.</p>	<p>The Council regularly engages with Transport Scotland and Scottish civil servants, who are present on a variety of Council transport boards and key members of several stakeholder groups. This includes work on the Bus Partnership Fund project. Council Officials met with the Transport Minister in November 2023 to discuss the future extension of Edinburgh’s tramline.</p> <p>A meeting between the Council Leader and Council Leader and Cabinet Secretary for Transport and Net Zero is planned in January 2024.</p>		
<p>T11.1 Call on the Scottish Government to remove barriers to rapid action on local transport infrastructure</p>	<p>The Council has engaged with Scottish Government and Transport Scotland on the need for orders reform. A letter was sent to the Transport Secretary in early 2022 and engagement took place with Transport Scotland as part of their consultation on Traffic Orders reform in 2022. Whilst changes were made to Experimental Traffic Regulation Orders, there appears to be little further movement on changes to TROs and other order issues.</p>		
<p>T11.2 Call on Scottish Government to accelerate integrated ticketing for public transport.</p>	<p>This ask will be brought into future conversations with Scottish Government.</p>		

Action	Update	Change in resource?	Other barriers to delivery?
C1.1 Develop a mechanism for connecting those looking to invest in a net zero city, with the businesses and organisations looking to drive the changes that support speed and scale of net zero action.	<p>Whilst a mechanism for investment is still to be developed, individual investment opportunities have been taken to the market, such as the heat network in Granton.</p> <p>The Council continues to promote Edinburgh's Net Zero aspirations with the Consular Corps, international agency visits and at international conferences such as EUROCITIES and in Taiwan. The Edinburgh International Group (EIG) partners continue to support Edinburgh's and Scotland Net Zero aspirations through their own networks. Once definitive investment propositions have been scoped out and finalised, the EIG will raise awareness of these opportunities.</p>		
C1.2 Deliver implementation plans for the Regional Prosperity Framework that drive investment which supports inclusive growth and transition to a net zero economy.	<p>The Regional Prosperity Framework delivery plan was approved by Policy and Sustainability committee in January 2023. Work is underway with the Scottish and UK Governments to look at how best to utilise future potential funding streams to support this work.</p>		
C2.1 Establish a new business-led forum to provide leadership on a just economic transition to a net zero city.	<p>The Just Economic Forum has been established as part of the Edinburgh Net Zero Leadership Board. This forum is led by the Chamber of Commerce. Objectives have been developed for the forum.</p>		
C2.2 Ensure Edinburgh's tourism sector leads the way in sustainable urban tourism	<p>A Net Zero workshop session took place in July 2022 to inform the Tourism Action Plan for Edinburgh's 2030 Tourism Strategy. The accompanying action plan has now been developed and agreed, delivery is ongoing.</p>		
C3.1 Support and encourage city businesses to sign up to the Edinburgh Climate Compact and commit to reduce their emissions.	<p>See action T9.1.</p>		

<p>C4.1 Explore establishing a finance scheme to complement the Edinburgh Climate Compact, stimulate new lead markets, and support Edinburgh businesses to play a full part in a net zero economy and a green recovery.</p>	<p>High-level options have been developed for how a fund could operate that provides financial support to enterprising businesses who meet sustainability and net zero eligibility criteria. Further investigation is underway of these options, including talks with potential partners.</p>		
<p>C5.1 Deliver business mentoring and business support programmes to help employers take practical steps to realign their operations towards becoming net zero</p>	<p>Post established post within Business Growth & Inclusion team in the Council to lead on sustainability. This post supports and promotes external programmes and provide specialist support/guidance through BGI and Business Gateway programmes.</p> <p>Mapping of available business support is ongoing as landscape and available support changes, and as new funding and resources become available. For more information, see Net Zero Edinburgh and Everyone's Edinburgh Business for Good resources. Information for businesses, such as useful events and webinars, are also shared through these platforms.</p> <p>A new project to help Edinburgh's SMEs participate in the just transition to a net zero carbon economy has been launched by Edinburgh Chamber of Commerce. Supported by the City of Edinburgh Council through the UK Shared Prosperity Fund, the project will run over three years until end of March 2025. Businesses taking part in the project will enjoy a range of free support including events, training, group mentoring and access to toolkits.</p>	<p>Business Gateway specialist support available as a component of Expert Help programme funded via Shared Prosperity Fund.</p>	
<p>C5.2 Deliver a new Business for Good programme to provide practical support and training for city businesses to transition to net zero, aligned to and complementing Council and other partner offerings.</p>	<p>Business for Good online portal launched in April 2022, programme of supporting actions is under way.</p> <p>The Council and partners are using funding from the Shared Prosperity Fund to deliver a single, clear strategy and message via the newly formed Partner Alliance to drive business engagement with the principles and practice of 'business for good'. The intention is to create a critical mass of businesses actively using the advice, education, training and network to positively shift the business ecosystem.</p>	<p>CEC allocated budget of £50k fully spent. Everyone's Edinburgh are currently looking at the resources required for the next phase of this work.</p>	

<p>C6.1 Increase participation in the Circular Edinburgh programme which supports businesses to reduce, re-use and recycle as part of embedding circular economy principles into their ways of working.</p>	<p>Businesses are supported to consider circular economy opportunities through the business support programmes outlined in C5.1 and C5.2.</p> <p>The Council has embedded circular economy principles into its sustainable procurement strategy.</p>		
<p>C6.2 Increase the proportion of the City's food and drink sourced from sustainable local and regional supplies.</p>	<p>A Sustainable Food Directory for Edinburgh has been developed. Work on mapping regional producers has yet to progress. Learnings will be taken from Fife's pilot.</p> <p>Work is ongoing on increasing participation in food growing across the city. This includes through the development of increased food growing spaces through Cultivating Communities, Edinburgh's third allotment strategy, on Council housing land and proposed food growing site allocations in City Plan 2030. The creation of new land for growing and food-related projects in Council parks, greenspaces, and schools is being delivered by the Council's parks and Thriving Green Spaces Team and Schools and Lifelong Learning. Further details and figures will be provided to Policy & Sustainability Committee in March 2024.</p> <p>The Good Food Nation Act will lead to new requirements for council regarding food procurement. The existing governance arrangements are being renewed with a view enabling new developments in the sustainable food space for the city.</p>		
<p>C6.3 Ensure that all public sector procurement spend actively supports this strategy so that by 2030 all new investment and purchase decisions are net zero.</p>	<p>The measurement of supply chain emissions is highly complex and there is no existing methodology recommended by the Scottish Government to calculate them. The timescale set for this action was 2027/28. There are existing tools that could be used, and discussions are ongoing with the Sustainable Scotland Network about the potential to procure a Scotland-wide license for these.</p> <p>The Corporate Sustainability Team also engaged - through the Sustainable Scotland Network - with the ClimateXChange Research on Scope 3 supply chain emissions, as well as with the Environmental</p>		

	<p>Standards Scotland investigation, which covered the reporting of Scope 3 supply chain emissions.</p> <p>A new Scottish Government procurement strategy due, with consultation in 2024. This refreshed statutory guidance is expected to include an action to develop a standardised tool for local authorities, which measures supply chain emissions.</p> <p>SPPN 3/2022 policy note now requires all public sector organisations to focus on just transition, circular economy, fair work etc. This policy note highlights that public bodies should use their public procurement spend to support climate and circular economy ambitions, signposting sources of support to embed this policy in practice.</p> <p>Since June 2023, suppliers are required to provide carbon reduction plans as standard for all relevant and priority contracts based on Scottish Government SSPD.</p> <p>Some Community Benefits are supporting the ‘Million Tree City’ projects and other Council nature initiatives such as urban gardening projects and working with schools. The Council has also hosted community benefits discussions with other public bodies to identify opportunities for benefits that support net zero outcome and liaison with Scotland Excel on future community benefits programme.</p>		
<p>C7.1 Scope skill needs and align workforce development programmes to meet the requirements of net zero businesses and ensure Edinburgh’s workforce can deliver on new heat and energy, retrofitting, transport and other investments.</p>	<p>See update D3.4 for details of skills and workforce development programmes that are in place to support the needs of the region’s net zero businesses.</p>		

<p>C7.2 Support people from all backgrounds to access good quality jobs in a net zero economy, and ensure that new green job opportunities are accessible to, and targeted towards, those at greatest risk of poverty</p>	<p>The Council, through the Business Growth & Inclusion team, and its partners in the Edinburgh Local Employability Partnership administer, monitor and promote a range of employability support and skills training schemes. These include Edinburgh Guarantee, Edinburgh Employer Recruitment Incentive (EERI), Flexible Workforce Development Fund, and the Joined up for Jobs/Business/Young People programmes. Programme development is ongoing and adapted as required depending on Council priorities, and funding and support available. There is ongoing engagement with businesses and employers to both promote programmes and understand their requirements to develop programme content. See also D3.4 for updates on green skills training opportunities.</p>		<p>Resource in key Council delivery teams including transport, housing, planning, development and regeneration represent barriers to delivery, with securing resource providing challenging due to a skills shortage in the market in certain disciplines.</p>
<p>C8.1 Call on Scottish Government to empower public sector partners to collaborate on net zero joint public procurement approaches.</p>	<p>The Council was represented on the Climate & Procurement Forum with representative bodies from across the public sector, alongside Scottish Government officials. Scottish Government have reviewed the membership of the group in 2022 and the Council is no longer directly involved. However, the Council Procurement Service continues to be updated via general policy forums, Scottish Local Government Procurement Forum and Heads of Procurement events as well as a regular meetings with the Head of SG Procurement. The forum achieved a number of outputs over the last three years:</p> <ul style="list-style-type: none"> - A Ministerial Call to Action letter - National Policy Guidance, SPPN 1/2021, and the update to this in SPPN 3/2022, bringing the work of the forum and work streams together as a single source of support. - Key enablers to underpin local action, including: <ul style="list-style-type: none"> o Updated Sustainable Procurement Tools o Climate Literacy eLearning o Other signposted training, guidance, case studies and model Sustainability tests; 		<p>Joint procurement and delivery of largescale infrastructure projects between public sector partners will involve significant shared risk between organisations. Mechanisms and governance for underwriting this risk still need to be developed.</p>

	<ul style="list-style-type: none"> ○ FNT2030 templates; ○ procurement guidance (Primary Impact Area for Climate Change – PIACC) on several areas such as ICT, travel, food, waste. ○ Standardised statements and guidance for the environmental management question in the SPD to set out what good looks like, supporting conditionality; <ul style="list-style-type: none"> - Bringing key players together to share what is being done in specific sectors and industries; - Targeting decision makers to understand key enablers for Procurement; - Hosting events to raise awareness and promote action. 		
<p>C8.2 Call on the Scottish Government to build coherent and flexible legislative and regulatory frameworks that empower local government, business and city partners, so they can rapidly respond to the climate emergency in an agile and adaptive way</p>	<p>The Council has made representation to the Scottish Government through COSLA and consultations on the government’s legislative programme. The Net Zero: Local Authority Powers report by the Scottish Cities Alliance and Edinburgh Climate Commission and Edinburgh Climate Change Institute sets out a series of recommendations on how Scottish Government can unlock delivery of net-zero by local authorities. The formation of the Scottish Climate Intelligence Service is an outcome of this report.</p>		

Actions on engaging and empowering citizens to help tackle climate change

Action	Update	Change in resource?	Other barriers to delivery?
<p>E1.1 Maintain an ongoing open dialogue with citizens about the transformation that needs to happen in the city, sponsoring a new independent Edinburgh Community Climate Forum to collaborate on how we take decisions and deliver change together</p>	<p>The Council part funds a Co-ordinator for the Edinburgh Community Climate Forum (ECCF) who sits in Edinburgh Voluntary Organisations Council (EVOC) and acts as the community link.</p> <p>The Forum successfully supported with the development of Edinburgh's first building repair, retrofit and improvement collective, EdinBRIC. ECCF has also facilitated community events across Edinburgh, looking at Local Place Planning and Climate Action Planning, Improving Energy Efficiency of Community Buildings, Waste Management and Circular Economy.</p> <p>The Forum actively engages over 53 Community, voluntary and social enterprise organisations in Edinburgh.</p> <p>Additionally, the council works closely with Edinburgh Communities Climate Action Network (ECCAN) and has supported an application for a Community Climate Hub for Edinburgh.</p>	<p>Unknown budget for 2024/25 leading to uncertainties around the continued funding of the Climate Forum coordinator post.</p> <p>Unknown funding for future years to continue support of participatory budgeting initiatives.</p>	

	<p>Edinburgh Community Climate Fund was successfully launched in 2023, and £140k were offered to the 8 most voted projects, based on a participatory budgeting process (see interim evaluation report). Local Improvement Plans are currently being refreshed and will look to incorporate net zero actions as part of this work.</p>		
<p>E1.2 Maximise opportunities to focus on climate change across our whole education system, all City of Edinburgh and other schools</p>	<ul style="list-style-type: none"> • Primary and secondary schools: 17 schools (13 primary, 4 secondary) have participated in “Live Lessons” provided by Keep Scotland Beautiful to support their climate education work. All Primary Schools (P6 and P7) will participate in the Climate Ready Classrooms programme run by Keep Scotland Beautiful (1 day course about climate change and biodiversity) from January to March 2024. More than 15 colleagues in Education have been trained to deliver Climate Fresk workshops in schools. • Edinburgh College holds its Sustainable Education Week every October, with even more participation annually from staff and students across all campuses. Edinburgh College Students Association continued to deliver a number of key legacy projects from its Climate Challenge-funded going green project, including the community fridges which continued to provide free food from local supermarkets to students and staff. The College has two community gardens, which are used extensively as part of the learning experience of students in the College. • The University of Edinburgh developed and launched the Earth Fellowship Programme in 2022, a flagship student internship programme for undergraduate and postgraduate students focused around climate, environment and sustainability. 	<p>Additional resources: One Learning for Sustainability lead (0.1 FTE – 0.5 day a week) has been allocated to all CEC school. This incorporates Global Citizenship, Sustainable Development Education as well as Outdoor Learning.</p>	
<p>E1.3 Call on the Scottish Government to work with city partners on awareness raising campaigns which support a frank discussion on climate change action.</p>	<p>Scottish Government’s “Let’s do Net Zero” campaign on-going. The Net Zero Scotland Facebook page is regularly updated.</p>	<p>Loss of a senior communications officer in the sustainability team. This post is due to be filled in 2024.</p>	

<p>E2.1 Develop sustainable models of public services interventions which deliver improved environmental and population health outcomes.</p>	<p>The NHS and Public Health Scotland sit on the Net Zero Edinburgh Leadership Board. Further work will be done to bring together population health outcomes with climate change objectives. See I.2 for more information.</p>		
<p>E2.2 Develop a city-wide programme of community energy generation investment opportunities</p>	<p>See action B8.2 for further information.</p>		
<p>E3.1 Deliver awareness-raising campaigns</p>	<p>The Net Zero Edinburgh website has been developed and is regularly updated with events and case studies. The following campaigns have happened:</p> <ul style="list-style-type: none"> - Green Christmas campaign - Winter energy campaign - Schools recycling campaign - Be Bright Be seen campaign - Paths for everyone - Sustainable Food Campaign - Engagement around Climate strategy <p>The Council regularly communicates around major Council programmes, such as the Communal Bin Review project, new low carbon homes, food growing initiatives etc.) There are also dedicated pages on the Low Emission Zone.</p>	<p>Initial sustainability comms budget for 21/22 spent. As yet, no set budget allocated to sustainability communications campaigns.</p> <p>Loss of a senior communications officer in the sustainability team. This post is due to be filled in 2024.</p>	
<p>E3.2 Support citizens to make informed choices that help to tackle climate change</p>	<p>Dedicated climate change pages have been developed on the Council website: https://www.edinburgh.gov.uk/climate-2/climate-action-edinburgh More work needs to be done to make information and resources to take action on climate change and nature easily accessible to the public.</p>	<p>Loss of a senior communications officer in the sustainability team. This post is due to be filled in 2024.</p>	
<p>E4.1 Work with young people in schools and in communities, to embed a legacy of change, drawing on COP26 coming to Scotland</p>	<ul style="list-style-type: none"> • A Youth Climate Action Summit in February 2020 was attended by over 100 S1-S3 young people. In October 2021, a follow-up event for primary-aged children took place on-line. More than 		

	<p>500 children took part. There are plans for a further pupil climate summit in March 24.</p> <ul style="list-style-type: none"> • A 1.5 Max event ran in 2022 with 17 schools including 2 from Edinburgh, 6 from Malawi and 3 from Nepal. A 1.5 Max ran in Nov. 2023 edition with 10 youth and school groups. A further edition is planned for Spring 2024 		
<p>E4.2 Maximise opportunities to use school buildings and grounds to engage young people on climate change, help reduce schools' emissions and increase their contribution to greenspace and biodiversity</p>	<ul style="list-style-type: none"> • Eco-schools: 19 schools have submitted evidence of their Eco Schools work to Keep Scotland Beautiful to successfully renew their Green Flag this session. • Biodiversity & nature: In 2022/23, 28 schools in Edinburgh took part in the John Muir Award scheme. Wilding Wee Spaces' Programme has been trialled successfully in Leith. The programme provides schools with access to space and resources that they can use for growing or re-wilding and education opportunities for the children. Initial planning for sustainable urban drainage systems (SuDs) has started however due to complexity of the projects, there are likely to take several more years. • Active travel and road safety: School travel plan work ongoing, with 2/3 of school plans complete. Delivery of improvements around schools expected to begin ~April 2024. • Recycling: All Schools are now equipped with comprehensive recycling facilities. An engagement campaign which included a lesson plan on reuse and recycling ran alongside the roll-out of the new bins. Three schools are participating in a 3-year project with Ostrero, an Edinburgh-based company which works to grow the Circular Economy in Scotland. • Energy: Five schools have signed up to Energy Sparks, an online portal sharing the schools' consumption data with the community and providing learning resources. Learners from Currie PS Eco club will create a video and campaign to showcase their work undertaken around energy saving and use of Energy Sparks which will be shared with all Edinburgh schools in 2024. 	<p>Additional resources: One Learning for Sustainability lead (0.1 FTE – 0.5 day a week) has been allocated to all CEC school. This incorporates Global Citizenship, Sustainable Development Education as well as Outdoor Learning.</p> <p>Resources need to be secured in future years for the SuDS projects.</p> <p>Organisational review and change/loss of resource in the road safety team has reduced capacity and delivery for school travel plan improvements.</p>	

<p>E4.3 Strengthen climate change within our curriculum</p>	<ul style="list-style-type: none"> • Climate Fresk and Climate Ready Classrooms are provided for staff and learners - See action E1.2 for more information. • Every school has a Learning for Sustainability (Lfs) champion who will become members of a Community of Practice (CoP). Communities of Practice are networks of senior leaders with strategic responsibility for a theme. There will be three focus areas: Exploring Sustainable Practices, Global Citizenship & International Education, and Outdoor Learning. CoP have been launched in Nov 23 and materials and resources will be collated and shared with staff. All schools are going to be asked to ensure Lfs focus is included within their school improvement plan. Lfs champions will participate in self-evaluation session to ensure that their plan is robust, demonstrable and is supported by leadership at all levels. • Learners are benefitting from a wide range of Learning for Sustainability experiences including participating in planting and growing food in school allotments and community gardens, planting trees, rewilding community spaces, learning about biodiversity, and participating in litter picking and clean up campaigns in their local community. • An Outdoor Learning toolkit has been launched to support schools with their improvement planning and self-evaluation. A council wide subscription for 'Love Outdoor Learning' has been purchased for all schools to support practitioners in providing outdoor learning experiences within their school grounds, local community and beyond. 	<p>Additional resources: One Learning for Sustainability lead (0.1 FTE – 0.5 day a week) has been allocated to all CEC school. This incorporates Global Citizenship, Sustainable Development Education as well as Outdoor Learning.</p>	
<p>E4.4 Deliver a hydrogen education programme and schools challenge</p>	<p>Eight Edinburgh schools (700 pupils) took part in the Scottish Hydrogen challenge in 2021. Seven High schools (S2 pupils) participated in the challenge in 2023. Two Edinburgh schools were national winners. Boroughmuir HS took 1st place and Leith Academy took 3rd place.</p>		
<p>E5.1 Work with communities to develop proposals and seek funding for a pilot, to</p>	<p>See action B8.1 for further information on the Net Zero Communities project.</p>		

understand what it would take for one of the 20-minute neighbourhood hubs to become a net zero community			
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Actions on Investing in Change

Action	Update	Change in resource?	Other barriers to delivery?
I1.1 Develop Edinburgh's Carbon Scenario Tool (CST) to build capacity for evidence-based decision making and benchmarking across cities	The CST has been developed and used to carbon cost relevant projects of the Council Emissions Reduction Plan. It then led to the Carbon Scenario Tool pathfinder project which aimed at helping local authorities how to tackle area-wide emissions. The final report with recommendations and findings was published in May 2022. This work also helped inform next steps for the emerging Climate Intelligence Service (CIS) set up by the Scottish Government. The CIS will support public bodies with their climate change duties. One key priority of the CIS is to centrally procure an online platform that can be used by all 32 Scottish Local Authorities to report on city wide emissions. The exact capabilities of the platform are still being finalised. This new platform is expected to be in place within 2024.		
I1.2 Ensure population health data drives strategic planning for action on climate change	Key strategies highlighting the population health impacts of climate change have been published by NHS Scotland and Public Health Scotland (NHS Scotland climate emergency and sustainability strategy: 2022-2026 and PHS Climate change and sustainability strategic plan 2023) Reports from NHS Lothian and Edinburgh Health & Social care partnership found that those living on lower incomes and / or in more deprived areas already suffer the highest burden of disease in the city, and adverse impacts from climate change are likely to compound this. The Council is currently working with various partners to unlock funding to enable studies to commence into the links between	Potential UKRI funding in 2024	

	climate and health at the local level. Outcomes will be known by March 2024 (UKRI funding bids).		
I1.3 Harness the city's intellectual capital to support the development of innovative and financially sustainable interventions to tackle the climate emergency	<p>Higher education partners as well as the Edinburgh Climate Change Institute are members of the Net Zero Edinburgh Leadership Board. They sit on several sub-groups, such as the Just Economic Transition and the Edinburgh Adapts partnership.</p> <p>In particular, the city heat and energy efficiency partnership works to unlock expertise across the city and partners to support innovation on energy systems. It is co-chaired by SPEN and the University of Edinburgh.</p> <p>The Council and the University of Edinburgh are working in partnership under the Impact Acceleration Account Strategic Partnership, funded by the University, to build and deepen strategic research relationships between the two organisations, enable the establishment of strategic networks, advisory input, and data gap analysis.</p>		
I2.1 Establish thematic city partnerships to identify opportunities for collaboration, align investment plans, and develop joint place-based approaches to net zero infrastructure investment in support of a city Green Investment Plan.	<p>The Net Zero Edinburgh Leadership Board (NZELB) has been established in 2022. The Council's Executive Director of Place chairs the board and core partner organisations include public sector organisations in the city with significant control over public buildings and homes (NHS, the City of Edinburgh Council, Edinburgh universities and colleges), the private sector utility companies investing significantly in the infrastructure of the city (SP Energy Networks, Scottish Gas Network, Scottish Water) as well as the Edinburgh Chamber for Commerce representing business, employment and economic interests.</p> <p>More information on the NZELB can be found on the Council website.</p>		

<p>13.1 Develop innovative finance models that share risk and reward and deliver economic and social benefits for Edinburgh's citizens by exploring, for example, city investment bonds.</p>	<p>This piece of work around community municipal investment bonds is currently on hold due to capacity issues.</p> <p>The Council has secured £100k funding in 2023 from NatureScot and National Lottery Heritage fund to create an evidence base and methodology for potential investors to value and monetise ecosystem services by improving the natural capital assets (eg reduction of flood risk, value of meadows for pollinators) in the urban environment. This FIRNS (Facility for Investment Ready Nature in Scotland) funding will help building capacity around attracting private sector investment for natural capital projects. Stage 1 of project to be completed by end FY23/24</p> <p>The corporate sustainability team will continue to take advantage of opportunities to leverage new forms of innovative financing. This will include working with partners through the Net Zero Edinburgh Leadership Board to develop a pipeline of business cases to apply for external funding and where feasible, secure investment.</p>	<p>Loss of green finance officer in the corporate sustainability team and loss of Scottish Government embedded senior advisor on investment & finance within the Council in 2022.</p> <p>New FIRNS funding (£100k)</p>	<p>Before identifying innovative finance models, projects with financial returns need to be identified.</p>
<p>13.2 Seek funding to deliver scalable tests of change which use innovative finance models to deliver place-based net zero projects</p>	<p>This piece of work was funded by the EIT-Climate KIC Healthy Clean Cities programme. This 5-year European funding ceased in 2021 due to Brexit, which means this action can no longer be delivered.</p>	<p>EIT-Climate KIC funding ceased.</p>	
<p>14.1 Increase capacity and resources to develop feasibility studies and business cases that enable the development of a pipeline of investible projects.</p>	<p>A senior advisor on investment and finance was on secondment with the Council, but the Government was unable to commit to this embedded post which has been lost in 2022.</p> <p>This post was due to undertake scoping to establish potential projects across the city to establish a pipeline of investible projects, and engage with the finance sector and investors to better understand what makes projects attractive to investment.</p> <p>The Council needs to re-engage with Scottish Government around joint collaboration and explore best use of resources to secure funding.</p>	<p>Loss of green finance officer in the corporate sustainability team and loss of Scottish Government embedded senior advisor on investment & finance within the Council in 2022.</p>	

14.2 Collaborate with green finance experts to support the resourcing and delivery of major city climate projects, beginning with the City Water Vision	<p>See action I3.1 for more information around the FIRNS project underway.</p> <p>Dedicated projects related to the Water Vision have started, and other projects have been expanded to include more adaptation aspects. The draft Climate Ready Edinburgh (CRE) plan brings together all adaptation projects.</p>		
14.3 Develop a Green Investment Plan and programme for the city, aligning investment and infrastructure proposals to support increased net zero investments in the city	<p>See action I4.1</p> <p>Business cases are required to support inward investment.</p> <p>Investment opportunities are being taken directly to the market for individual projects.</p>	<p>Loss of green finance officer in the corporate sustainability team and loss of Scottish Government embedded senior advisor on investment & finance within the Council in 2022.</p>	
15.1 Develop strategic approaches to mobilising place-based finance for net zero development and investment	<p>See action I3.1 for more information around the FIRNS project underway.</p>		
15.2 Call on the Scottish Government to work with public bodies to develop joined-up funding streams to deliver place-based investment at a scale which supports the transition to net zero.	<p>The Council will continue to liaise with ECCI and the newly set up Climate Intelligence Service. This will help inform targeted funding engagements.</p> <p>The City Region Deal team is engaging with Scottish Government on place-based investment needs to support net zero objectives.</p>		
15.3 Call on Scottish Government to ensure Edinburgh retains the economic benefits flowing from city partner investment in net zero action.	<p>This action has been delayed. Further engagement with Scottish Government is required on the topic of ‘carbon insetting’ (including learning from best practice from other Councils), and skills and supply chains. See action D3.4 about development of skills in the regional.</p>		
16.1 Develop a city-wide approach to offsetting residual emissions in support of achieving net zero by 2030	<p>The Council participated in Anthesis’ Area-Based Insetting pilot alongside a dozen of other UK local authorities.</p>		<p>Offsetting is a complex area with many challenges. The only</p>

	<p>Scottish Government have published an offsetting guidance in 2023 but further engagement is needed to better understand how offsetting can be delivered and monitored in practice.</p> <p>The Council is not yet in a position to develop an approach to offsetting with other key city partners through the NZELB. Once further clarity has been gathered in this space, information will be brought back to members through the APOG.</p>		<p>two Government accredited schemes (Woodland Carbon Code and Peatland Code) are not going to be sufficient to meet the growing demand for offsets and alternative options need to be developed.</p>
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Appendix 5 - Net Zero Edinburgh Leadership Board (formerly Infrastructure Investment Programme Board)

Members: University of Edinburgh (representing the further and higher education sector), SP Energy Networks, Scottish Gas Network, NHS Lothian, Scottish Water, Edinburgh Chamber of Commerce and City of Edinburgh Council

Advisors to the Board: Edinburgh Climate Change Institute, Climate-KIC, plus members of City of Edinburgh Council

Many of the partners who contributed to the initial development of the climate strategy, continue to work closely with us through the Net Zero Edinburgh Leadership Board (NZELB), formerly the Infrastructure Investment Programme Board). The NZELB is the main avenue through which partners are meeting to collaborate and contribute to actions in the climate strategy, with the group meeting quarterly.

Outputs from the Board are reported back to the Edinburgh Partnership and the Climate Compact signatories who serve as 'critical friends' to ensure the work remains on track.

Since November 2022, the Board has been rebranded, with the sub-groups of the NZELB refreshed and better aligned to actions within the Climate Strategy. In particular, the Heat and Energy and the Energy Efficient Public Buildings Partnerships have been combined, to enable more efficient partnership working and avoid any duplication of workstreams.

The four NZELB sub-groups are:

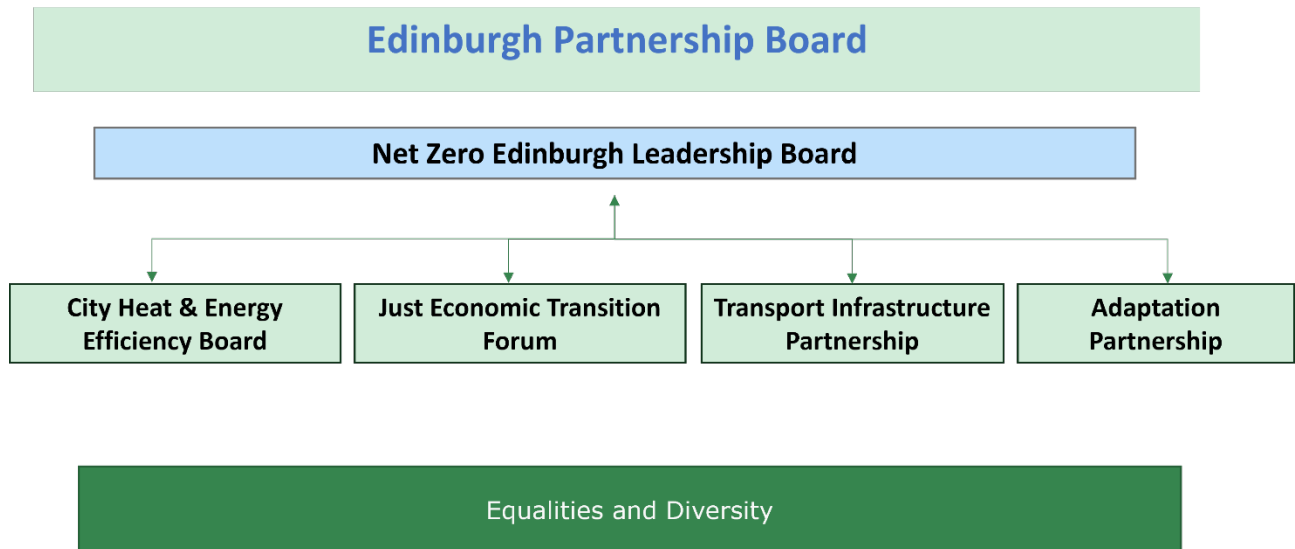
- City Heat and Energy Efficiency
- Edinburgh Adapts
- Just Economic Transition
- Transport Infrastructure

Data Based Decisions

Through joint partnership finance, the NZELB has undertaken extensive combined citywide data analysis mapping on heat and energy demand and supply. This covers buildings, land ownership and investments, relevant transport infrastructure, areas vulnerable to climate change, as well as wider socioeconomic spatial data.

NZELB members are now collaborating to deliver a single combined data map to underpin organisational operation and financial planning through the Edinburgh Climate Change Institute. This will enable a first opportunity appraisal at place level with a view to progressing deeper data analysis and targeted feasibility work in more places. This will include the identification of project pipelines, project readiness and a feasibility assessment of collaborative opportunities and options. This work, supported by the pipeline development activity of the thematic partnerships will be further progressed into a Green Investment Prospectus and a green infrastructure investment plan subject to continued funding from the board.

Net Zero Edinburgh Leadership Board governance structure



Appendix 6: Council scrutiny of Climate Strategy actions and milestones

Within a Council context, actions described in this report are delivered and scrutinised through the work programmes of all Council services and all executive committees of the Council. Since the last update in November 2022, planning, development, delivery and scrutiny of these actions has been reviewed and conducted across more than 73 reports to 10 of the Council’s committees.

The below reports relate to citywide climate action. The Council Emissions Reduction Plan is reported to committee separately. The [last update](#) on this was brought to Policy and Sustainability committee in October 2023.

These reports include:

- **Reports on the development and delivery of programmes of work** identified in the Climate Strategy actions and milestones, such as the Whole House Retrofit Programme, The Local Heat and Energy Efficiency Strategy and deliver plan and reports on the delivery of City Mobility Plan actions and major transport investment projects
- **Updates on key corporate strategies**, the development of which support actions within the Climate Strategy, such as the 20-minute strategy, the Corporate Property Strategy and the City Plan 2030
- **Reports on the allocation and use of strategic grants and the funding of key programmes** such as UK Shared Prosperity Fund, funding for housing and the Council’s revenue budget
- **Reports covering additional areas of work**, which whilst not explicitly referenced in climate strategy implementation plan, will complement or interact with Edinburgh’s 2030 net zero target. These include the declaring of a nature emergency, work on developing Edinburgh’s future tram network and the Plant-based treaty.
- **Responses to motions**, where the motion interacts with an action in the climate strategy.

City of Edinburgh Council

Committee date	Report
December 2023	<ul style="list-style-type: none"> • Affordable Housing Approvals 2022/3
November 2023	<ul style="list-style-type: none"> • Millerhill Energy from Waste Plant Heat Offtake Unit
March 2023	<ul style="list-style-type: none"> • The Council Business Plan 2023-27 • Revenue Budget 2023-24 update
February 2023	<ul style="list-style-type: none"> • Motion by Cllr McVey – Tram Extension

Policy and Sustainability

Committee date	Report
December 2023	<ul style="list-style-type: none"> • Draft Climate Ready Edinburgh Plan • LHEES Strategy and Delivery Plan
August 2023	<ul style="list-style-type: none"> • Corporate Property Strategy • Energy for Edinburgh Options Appraisal • Annual Performance Report • Edinburgh Community Climate Fund

	<ul style="list-style-type: none"> • Declaring a Nature Emergency • Heat and Building Assessment Reports
March 2023	<ul style="list-style-type: none"> • Extreme Heat, Climate Adaptation and Resilience • City Strategic Investment Fund – allocations
January 2023	<ul style="list-style-type: none"> • Endorsement of Plant-based Treaty • Energy for Edinburgh • Regional Prosperity Framework Delivery Plan
November 2022	<ul style="list-style-type: none"> • City 2030 Net Zero Target Annual Report • 2030 Climate Strategy – Environmental Assessment Consultation and Review • Climate Change Adaptation Update • Draft Council Business Plan
November 2022	<ul style="list-style-type: none"> • Warm and Welcoming Spaces and the Cost of Energy Crisis • Edinburgh Biodiversity Action Plan 2022 – 2027 and Scottish Biodiversity Strategy Consultation • Towards West Edinburgh 2050: A Spatial Strategy for Inclusive and Sustainable Growth • Edinburgh and South East Scotland City Region Deal Annual Report 2021/22

Transport and Environment Committee

Committee date	Report
November 2023	<ul style="list-style-type: none"> • Communal Bin Review Update
October 2023	<ul style="list-style-type: none"> • Road Safety – Service and Delivery Plan Update for 2023/24 • Actions to Deliver Edinburgh’s City Mobility Plan – Consultation Update
September 2023	<ul style="list-style-type: none"> • Edinburgh Workplace Parking Levy
August 2023	<ul style="list-style-type: none"> • Circular Economy (Scotland) Bill - Draft Consultation Response • George St New Town project
May 2023	<ul style="list-style-type: none"> • Secure On-Street Cycle Parking Project - Progress Report • Bus Partnership Fund - Strategic Business Case • Under 22 Concessionary Travel on Trams
April 2023	<ul style="list-style-type: none"> • Sustrans ‘Places for Everyone’ Funding for Projects
March 2023	<ul style="list-style-type: none"> • Strategic Business Case for an Edinburgh Workplace Parking Levy • Response to motion by Councillor Arthur and Project Update - Electric Vehicle Charging • Leith Connections Phase 1A Representations to Traffic Regulation Orders and Redetermination Order and General Project Update
February 2023	<ul style="list-style-type: none"> • Circulation Plan – Delivering the City Mobility Plan • Public Transport Action Plan 2023 – Delivering the City Mobility Plan • Active Travel Action Plan 2023 – Delivering the City Mobility Plan • Parking Action Plan – Delivering the City Mobility Plan • Update on Council Transport Arms Length Companies
December 2022	<ul style="list-style-type: none"> • Circulation Plan: Delivering the City Mobility Plan • School Travel Plan Review Update

Housing, Homelessness and Fair Work Committee

Committee date	Report
December 2023	<ul style="list-style-type: none"> • UK Shared Prosperity Fund Update
October 2023	<ul style="list-style-type: none"> • Whole House retrofit programme • Retrofitting Strategy – response to motion by Councillor Watt • Housing Revenue Account Budget Strategy 2024/25
August 2023	<ul style="list-style-type: none"> • Place Based Investment Programme allocations
March 2023	<ul style="list-style-type: none"> • Response to motion by Councillor Dalglish Energy Efficiency Taskforce • 2023/24 Housing Revenue Account (HRA) Capital Programme

Finance and Resources Committee

Committee date	Report
November 2023	<ul style="list-style-type: none"> • Sustainable Capital Budget Strategy Update 2024-34 • Award of Contract for Pre-Development Services for the Proposed Granton Heat Network
September 2023	<ul style="list-style-type: none"> • Sustainable Procurement Strategy Annual Report
April 2023	<ul style="list-style-type: none"> • Participatory Budgeting (PB) Progress Report
March 2023	<ul style="list-style-type: none"> • Inchmickery and Oxcars Courts, Design and Development Commission for Full Block Upgrade and Improvement • Cables Wynd and Linksvie House – Design and Development Commission for Full Block Upgrade and Improvement
February 2023	<ul style="list-style-type: none"> • Sustainable Capital Budget Strategy 2023-2033 • Housing Revenue Account (HRA) Budget Strategy 2023/2024 – 2032/2033

Planning Committee

Committee date	Report
December 2023	<ul style="list-style-type: none"> • West Edinburgh Placemaking Framework and Strategic Masterplan
November 2023	<ul style="list-style-type: none"> • Conservation and Adaptation
April 2023	<ul style="list-style-type: none"> • Edinburgh Local Development Plan: Action Programme 2023 - adoption
November 2022	<ul style="list-style-type: none"> • City Plan 2030 – Approval of Schedule 4 documents and Proposed Plan for Examination

Culture and Communities Committee

Committee date	Report
December 2023	<ul style="list-style-type: none"> • Edinburgh Million Tree City Update=
October 2023	<ul style="list-style-type: none"> • Trees in the City- Tree Management Policies
August 2023	<ul style="list-style-type: none"> • 20 minute neighbourhood strategy update
March 2023	<ul style="list-style-type: none"> • Thriving Greenspaces March 2023 progress update

Education, Children and Families Committee

Committee date	Report
September 2023	<ul style="list-style-type: none">Learning for Sustainability

Edinburgh and South East Scotland City Region Deal Joint Committee

Committee date	Report
June 2023	<ul style="list-style-type: none">Transport Programme – Annual Update
March 2023	<ul style="list-style-type: none">Strategic Transport Projects Review 2 – Progressing Regional Interventions

Edinburgh Partnership

Committee date	Report
March 2023	<ul style="list-style-type: none">UK Shared Prosperity Fund Update

Policy and Sustainability Committee

10.00am, Tuesday, 9 January 2024

Night Time Co-ordinator

Executive/routine
Wards

Routine
All

1. Recommendations

- 1.1 Policy and Sustainability Committee is asked to:
 - 1.1.1 Note the information provided on the approach to night time co-ordination in other cities;
 - 1.1.2 Note the options available for Edinburgh to introduce a Night Time Co-ordinator role; and
 - 1.1.3 Agree a preferred approach to introducing a Night Time Co-ordinator in Edinburgh.

Paul Lawrence

Executive Director of Place

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E-mail: simon.porteous@edinburgh.gov.uk | Tel: 07769960956

Night Time Co-ordinator

2. Executive Summary

- 2.1 This report provides a response to Councillor Staniforth's [motion](#) of 24 November 2022 on the potential to introduce a Night Time Co-ordinator for the city and provides an update on the information gathered so far and on options for introducing a Night Time Co-ordinator in Edinburgh.

3. Background

The role of a Night Time Co-ordinator in Edinburgh

- 3.1 The night time economy (NTE) is of critical importance to the prosperity of the city. The NTE covers a wide range of activity in towns and city centres across the UK taking place between the hours of 18:00 – 06:00 including retail, culture and leisure, transport and accommodation, but also activities that support these sectors (such as security and supply chains).
- 3.2 In addition, there are a number of sectors operating on a 24-hour basis (such as health and social care, logistics and manufacturing) therefore forming part of the wider NTE.
- 3.3 The Council recognises the value that these activities bring to the city's economy and wants to ensure that the positive benefits, particularly from the core sectors, are maximised and their growth is supported.

Night Time Co-ordinators in other cities

- 3.4 From understanding the role of Night Time Co-ordinators (also known as Advisers, Advisors or Czars) around the UK and Ireland, it is apparent that the arrangements for and responsibilities of these roles differ across the local authority areas where they have been introduced.
- 3.5 In Greater Manchester and the West Midlands the Night Time Adviser is a voluntary, part time, permanent role with both appointments in 2018 and 2023 made to individuals from the cultural events and hospitality sectors respectively. Both of these appointments report direct to the Mayor's office and act as a voice for the Night Time Industries sector, focusing on key priorities such as safety, transport, workforce and culture.

- 3.6 In London, the Night Time Czar is a full time, permanent role, with the appointment made in 2016. The Night Time Czar comes from a cultural events background, has an annual salary of £105,000 and reports direct to the Mayor’s office.
- 3.7 Bristol’s Night Time Adviser is a part time position, but salaried at £50,000 pro rata. The person appointed comes from a cultural events background.
- 3.8 More recently, in 2022 and 2023, there have been nine cities / towns in Ireland (Cork, Limerick, Galway, Kilkenny, Drogheda, Sligo, Buncrana, Longford and Dublin) that have appointed Night Time advisers on a two-year full time basis salaried at €55,000 per year (circa £48,076.17 equivalent sterling). Appointments were from a range of hospitality and cultural event backgrounds.
- 3.9 A summary of these appointments and the remit they are responsible for is provided in the table below:

	London	Greater Manchester	Bristol	West Midlands	Ireland
Post title	Night Time Czar	Night Time Adviser	Night Time Adviser	Night Time Adviser	Night Time Adviser
Salaried role	✓	x	✓	x	✓
Voluntary role	x	✓	x	✓	x
Working hours	Full time	Part time	Part time	Part time	Full time
Priority Areas					
Safety	✓	✓	✓	✓	✓
Transport	✓	✓	✓	✓	✓
Diversity / Culture	✓	✓	✓	✓	✓
Business Support	✓	✓	✓	✓	✓
Events / International relations	✓	✓	✓	✓	✓
Licensing	✓	✓	✓	✓	✓

4. Main report

- 4.1 Recognising the importance of the NTE to the city and understanding how other major cities support their NTE, a Night Time Co-ordinator could be beneficial for the city.
- 4.2 Such a role could involve:

- 4.2.1 Acting as advisor to the Council, Edinburgh Community Safety and Justice Partnership and partner organisations on the strategy required to support and create a prosperous and safe night-time economy that supports the city's growth ambitions;
 - 4.2.2 Engaging stakeholders to understand the issues and opportunities in this sector and how they can be tackled to support sustainable growth;
 - 4.2.3 Representing the night-time industries, both in representation to the Council and publicly, building a positive profile for the sector and how it contributes to the city's economy;
 - 4.2.4 Actively lobby Government on legislative changes and policy development designed to support the NTE;
 - 4.2.5 Establishing a NTE Forum – which could include representatives from the Council, Night Time Industries Association, Essential Edinburgh, Street Assist, Chamber of Commerce, Universities, Lothian Transport, Network Rail, Taxi Industry, Hospitality and Cultural venues, Police, Ambulance and Tourism and any other relevant organisations;
 - 4.2.6 Extensive consultation with local communities in the process of developing ideas for the NTE. This can be done through stakeholder events in person, online or a mixture of different methods;
 - 4.2.7 Reviewing existing funding structures at local and national level;
 - 4.2.8 Highlighting challenges, opportunities and potential solutions - focusing on key thematic work streams such as Connectivity, Safety, Culture, Diversity, Tourism and Licensing;
 - 4.2.9 Optimising and collating local data which will feed into the development of a comprehensive NTE Action Plan for the city; and
 - 4.2.10 Supporting the Get Me Home Safely initiative and championing this with the NTE sector to ensure equity and consistency across the business community in Edinburgh.
- 4.3 A NTE Forum could also provide additional support to define and obtain buy-in for the NTE strategy for the city, ensuring alignment with other strategies (including the tourism and the economy strategies).

Options for a Night Time Co-ordinator role

- 4.4 There are three options available to support the creation of a Night Time Co-ordinator role in Edinburgh:
- 4.4.1 Recognising the success of such roles in Greater Manchester and the West Midlands, a voluntary role could be created. This role could initially be advertised externally on a fixed term, expenses only, basis (e.g. for two years) to pilot how it would work in the city. Based on the experience of other cities, it is expected that it would be of most interest to people in the cultural events or hospitality sectors. The cost of expenses could be met from the Council's existing revenue budget;
 - 4.4.2 The Council could consider setting aside funding in the upcoming budget process to fund this post. Again, this could be funded initially on a temporary

basis to pilot how the role would work. A new job description would require to be developed and the post graded, however it is anticipated that the salary (including on-costs) would be in the region of £50,000 (pro rata depending on hours of work); or

- 4.4.3 To include this within proposals for the introduction of a Visitor Levy for Edinburgh. The salary costs are anticipated to be as set out in paragraph 4.4.2.

Get Me Home Safely

- 4.5 Regulatory Committee noted the Get Me Home Safely motion and noted that the Licensing Board was looking at the issue of 'Get me home safely' as part of the consultation on the Licensing Board's statement of policy.
- 4.6 This consultation concluded in November 2023 and on 27 November 2023 the Board agreed a new statement of licensing policy.
- 4.7 Having considered the consultation responses and advice on the relevant legislation, including the limits of the Board's powers to regulate matters beyond the sale of alcohol, the Board agreed to add the following paragraph into the policy.

The Statement of Licensing Policy, at paragraph 17.9 ("Issues to be considered"):
whether customers and staff have adequate access to public transport when arriving at and leaving the premises, especially at night – this is something the Board received detailed representations on as part of its consultation.

- 4.8 The Board is therefore encouraging this as good practice whilst recognising that determining a licence based on this is likely to be beyond the Board's powers to regulate the sale of alcohol.

5. Next Steps

- 5.1 Committee is asked to consider the options available to create a Night Time Co-ordinator role and to agree a preferred approach.
- 5.2 In the meantime, officers will continue conversations with key stakeholders within the NTE (including the Night Time Industries Association, Essential Edinburgh, Street Assist and Greater Manchester Local Authorities Night Time Adviser).

6. Financial impact

- 6.1 The potential cost of each of the options is set out in the main report. As noted, it is anticipated that expense costs could be contained within the Council's existing revenue budget. The cost of a salaried post would require to be met from either an additional allocation in the Council's budget or from any revenue generated from an Edinburgh Visitor Levy.

7. Equality and Poverty Impact

- 7.1 An interim Integrated Impact Assessment (IIA) has been completed. This will be updated with partners as conversations progress.

8. Climate and Nature Emergency Implications

- 8.1 As a public body, the Council has statutory duties relating to climate emissions and biodiversity. The Council

“must, in exercising its functions, act in the way best calculated to contribute to the delivery of emissions reduction targets”

(Climate Change (Emissions Reductions Targets) (Scotland) Act 2019), and

“in exercising any functions, to further the conservation of biodiversity so far as it is consistent with the proper exercise of those functions”

(Nature Conservation (Scotland) Act 2004)

- 8.2 The City of Edinburgh Council declared a Climate Emergency in 2019 and committed to work towards a target of net zero emissions by 2030 for both city and corporate emissions and embedded this as a core priority of the Council Business Plan 2023-27. The Council also declared a Nature Emergency in 2023.

9. Risk, policy, compliance, governance and community impact

- 9.1 There are no direct risk, policy, compliance, governance or community impacts arising from this report as this it is updating on activity. A NTE strategy could emerge from the work of a Night Time Co-ordinator.

10. Background reading/external references

- 10.1 <https://www.greatermanchester-ca.gov.uk/media/6219/gmca-nte-blueprint-final.pdf>
- 10.2 <https://24hournation.com/resources/manchester-nighttime-economy-strategy-2022/>
- 10.3 <https://www.westminster.gov.uk/media/document/inclusion-in-the-evening-andnight-timeeconomy---task-group-report>
- 10.4 <https://www.portmangroup.org.uk/new-portman-group-report-encouraging-a-thriving-and-diverse-night-time-economy/>
- 10.5 <https://spice-spotlight.scot/2020/06/16/scotlands-night-time-economy-and-coronavirus-covid-19/>

11. Appendices

None.

Policy and Sustainability Committee

10.00am, Tuesday, 9 January 2024

Edinburgh Union Canal Strategy refresh

Executive/routine Wards	Executive 2, 7, 9,10, 11
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1. Recommendations

- 1.1 It is recommended that Policy and Sustainability Committee approves the refreshed Edinburgh Union Canal Strategy.

Paul Lawrence

Executive Director of Place

Contact: Rebecca Smith, Development Officer

E-mail: union.canal@edinburgh.gov.uk

Edinburgh Union Canal Strategy refresh

2. Executive Summary

- 2.1 This report updates Committee on progress made by the Edinburgh Union Canal Partnership (between the City of Edinburgh Council and Scottish Canals) and presents a refreshed Edinburgh Union Canal Strategy for approval.

3. Background

- 3.1 The original [Edinburgh Union Canal Strategy](#) was published in 2011. The document included seven hubs of focus on along the Union Canal and put forward proposals to support development of the Union Canal.
- 3.2 The Edinburgh Union Canal Partnership between the Council and Scottish Canals was formed in 2022 to support and promote the Edinburgh stretch of the Union Canal, which runs from the Almond Aqueduct near Ratho to the Lochrin Basin in Fountainbridge. The Partnership includes a Development Officer role, hosted by the Council, which is part-funded by both organisations and aims to refocus promotion of the Union Canal and development opportunities.
- 3.3 A Union Canal Working Group has been formed within the Council, with input from Scottish Canals colleagues. This includes officers from both organisations with expertise in flooding, biodiversity, housing and regeneration, economic development, transport, and built heritage. The role of the Working Group is to ensure relevant areas of the Council are consulted and that the strategy is in line with other priorities and ambitions.

4. Main report

- 4.1 Since the Strategy was published in 2011, various projects on and around the Union Canal have been progressed including accessibility improvements and the redevelopment of adjacent brownfield sites.
- 4.2 The refreshed Strategy, attached in Appendix 1, has been prepared to refocus efforts to improve the Union Canal, and ensure the Strategy reflects the current key opportunities and issues present along the Union Canal.

- 4.3 The Strategy was updated through a series of activities undertaken from December 2022 to September 2023, including:
- 4.3.1 Engagement with key stakeholders along the Union Canal (including sports clubs, community councils, societies, and those utilising social enterprise moorings);
 - 4.3.2 Discussions with partner organisations, including Sustrans and Keep Scotland Beautiful;
 - 4.3.3 Stakeholder workshops and a public survey (through the Consultation Hub) to understand current priorities; and
 - 4.3.4 Reviewing and updating the delivery plan from the original Strategy to understand progress since 2011.
- 4.4 The Strategy highlights the benefits the Union Canal can offer in terms of active travel, nature, development, and heritage, and how these could be enhanced. The refreshed strategy looks at reflecting current priorities and creating specific ambitions which can be actioned by the relevant staff and communities.
- 4.5 The Strategy will be published and accessible via the Scottish Canals and Council websites. An online text version will also be available, as well as the PDF document in the Appendix, to ensure the strategy will be in an accessible format in line with Web Content Accessibility Guidelines (WCAG) 2.1.

5. Next Steps

- 5.1 If the refreshed Strategy is approved:
- 5.1.1 Delivery of the key priorities and action plan, working collaboratively with Scottish Canals to pursue funding opportunities to support delivery;
 - 5.1.2 Promotion of the refreshed Edinburgh Union Canal Strategy via social media channels and the Council and Scottish Canals websites; and
 - 5.1.3 Creation of an annual monitoring process to measure progress of the action plan.

6. Financial impact

- 6.1 The cost of operating and maintaining the Union Canal largely sits with Scottish Canals.
- 6.2 The Council will work with Scottish Canals to explore co-investment opportunities for the development of the Union Canal on a case-by-case basis.
- 6.3 The costs associated with implementing the Strategy will require further development prior to funding applications being put forward.
- 6.4 A Development Officer is in post within the Council to work on implementing the refreshed Strategy. This role is part-funded by Scottish Canals.

7. Equality and Poverty Impact

- 7.1 The Strategy has no direct impact on human rights or poverty. The Strategy aims to be inclusive and involve stakeholders and the community where appropriate.
- 7.2 An Integrated Impact Assessment (IIA) is not required for consideration of this report. The proposal is updating an existing strategy and any projects taken forward because of it will be subject to assessment on a case-by-case basis as appropriate.

8. Climate and Nature Emergency Implications

- 8.1 The Strategy has involved working with the Union Canal Working Group which included colleagues from Biodiversity and Environmental Planning. The strategy has considered the Council's existing environmental policies, including the Biodiversity Action Plan and Active Travel Action Plan.
- 8.2 The Council has worked with Scottish Canals' Environment Manager to ensure the Strategy is in line with Scottish Canal's environmental ambitions and its Environmental Strategy 2015-2025.
- 8.3 A Strategic Environmental Assessment (SEA) screening report was prepared and has been approved by SEA Gateway. It determined that a SEA is not required for this refreshed Strategy.
- 8.4 The Strategy promotes active travel through increased use of the Union Canal towpath. This is in line with ambitions to reduce vehicle emissions through switching to more sustainable modes of travel.
- 8.5 The Union Canal is a key green-blue corridor within Edinburgh that is an important habitat for many species of flora and fauna. Ensuring this is protected is vital and a key priority of Scottish Canals, the Council, and wider partners.

9. Risk, policy, compliance, governance and community impact

- 9.1 The local community have been consulted through the following mediums:
 - 9.1.1 Stall at the 2023 Union Canal Festival;
 - 9.1.2 Public consultation on Consultation Hub; and
 - 9.1.3 Stakeholder workshops held along the Union Canal to capture current issues and opportunities.
- 9.2 The refresh will align the Strategy with Council net-zero and biodiversity strategies.

10. Background reading/external references

- 10.1 ["Edinburgh Canal Strategy: final version" – report to the Planning Committee, 8 December 2011](#)

11. Appendices

11.1 Appendix 1 – Refreshed Strategy

Edinburgh Union Canal Strategy

2024-2029

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Scottish
Canals



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Introduction

The Union Canal continues to be one of Edinburgh's most important heritage, leisure, and community assets. Recent years have seen the canal corridor busier than ever, offering outdoor space to residents and visitors and alike.

Since the original Edinburgh Union Canal Strategy was published in 2011, many neighbourhoods along the Union Canal have seen changes such as the development of replacement schools, housing, and public realm.

This refreshed strategy was developed by the Edinburgh Union Canal Partnership, comprising Scottish Canals and the City of Edinburgh Council. It recognises and tracks the progress that has been made since the publication of the previous strategy in 2011 whilst seeking to map out the ongoing challenges and opportunities and how we can work with our canalside partners to deliver on future ambitions.

This process has included:

- A series of stakeholder meetings and learnings carried out along the Union Canal including meetings with social enterprises, sports club, and community councils.
- An online survey carried out via the Council's Consultation Hub from early June till mid-July 2023.
- The formation of an Edinburgh Union Canal Partnership Working Group consisting of Council and Scottish Canal officers with relevant expertise.
- A review of the actions developed in the original 2011 strategy and its accompanying action plan to determine progress.

Partner's foreword

I am pleased to introduce the 2024 refresh of Edinburgh's Union Canal Strategy.

This updated strategy highlights the key opportunities for the Edinburgh stretch of the Union Canal. Since the original strategy was published in 2011, the route has continued to develop as a green-blue active travel corridor from the outskirts of Edinburgh into the city centre, free from vehicular traffic. Sites along the Union Canal have proven a popular location for new homes due to the benefits to people's mental and physical health from living nearby. Highlights have included: completion of the Canalside Boroughmuir High School in 2018 with space to exercise and relax; ongoing access and maintenance improvements; and a £1 million sports centre was opened at Meggetland in 2022 offering rowing for all.

The Edinburgh Union Canal Partnership will work with stakeholders to deliver this strategy, building upon the work that has been done since 2011 and taking forward projects to further enhance the Union Canal for everyone to enjoy.

Cllr Cammy Day
Council Leader

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I am delighted to have worked in partnership with the City of Edinburgh Council's to update the Edinburgh Union Canal Strategy, reporting on progress since the original strategy was published in 2011 and allowing us to refocus our priorities for the coming years.

The priorities for Edinburgh naturally reflect the Scottish Canal values as we will work in partnership to care, create and collaborate to enhance, conserve and improve our canals and their surrounds to provide benefits for local communities. Edinburgh's stretch of the Union Canal is popular, vibrant and very busy, arguably much more so in recent years, so we fully recognise the need to support all users of our towpaths and waterway, to have the space and experience they expect.

We will also continue to support all our canalside organisations and community groups to build on the wealth of projects and activities that rely on the Union Canal as their foundation.

John Paterson
CEO, Scottish Canals



Aims of the strategy refresh

- Complement wider area improvements and support a community wealth building approach
- Improve the health and wellbeing of canalside communities
- Support the delivery of the Scottish Canals Corporate Plan 2023-2028
- Increase connections to, and knowledge, around the Union Canal
- Recognise the Union Canal towpath's role as an active travel corridor
- Support the status of the Union Canal as a Local Nature Conservation Site and Edinburgh's Nature Network aspirations
- Support the Council's wider regeneration work

History

The Union Canal, the last of Scotland's major canals, was created between 1818 and 1822. Day-to-day, the Union Canal was principally used to transport goods, and later to transport people. Travelling by canal was far more comfortable, and often safer, than along rutted roads. However, as railways developed, passenger services along the Union Canal were stopped in 1848 as railways offered faster transportation and by 1965 the Union Canal was closed to all boat traffic.

In 2002, the UK's largest canal restoration project, the Millennium Link, restored navigation, and with a link with the Forth & Clyde Canal through the Falkirk Wheel, boats were once more able to travel between Edinburgh and Glasgow. The Union Canal is a significant industrial heritage asset not just for the city, but nationally and internationally and is recognised as such by its status as a Scheduled Ancient Monument. As one travels along the Union Canal, the heritage of the area is apparent via artefacts such as the kick stones along the towpath which would have guided horses and the massive aqueducts which served as an alternative to locks along the Union Canal.



Recent Achievements

In Edinburgh, the restoration of the Union Canal has been vital in linking up communities; allowing for boating communities to flourish; providing a car-free active travel route; and offering a gateway to the outdoors with nature on people's doorstep. There has been a lot of progress since the Edinburgh Union Canal Strategy was published in 2011 with increased traffic both along the Canal and in neighbouring communities. This has included:

- In 2018, the completion of the canalside **Boroughmuir High School** replacement with open space including seating and outdoor exercise equipment and the new school completely integrated into its waterside surroundings.
- The celebration of the **Bicentenary** of the Union Canal in 2022, including a special event at the Edinburgh Canal Festival in June that year.
- Opening of a new £1 million rowing facility at Meggetland for the **St Andrew Boat Club** in 2022.
- New housing-led mixed-use developments in **Fountainbridge** including New Fountainbridge, Lower Gilmore Place, and the former Fountain Brewery site.
- Completion of the community-led Local Place Plan in **Wester Hailes** which - outlined how the community would like to see future projects be developed including their aspirations for the Union Canal in that area.
- Start of construction on the **Roseburn to Union Canal active travel route**, which will establish a new green corridor linking Fountainbridge and the North Edinburgh Path network.



Education and heritage

The Union Canal provides an opportunity for schools and residents to connect to nature in a local setting. The curriculum developed by teachers can help pupils see opportunities in familiar places. This can encourage an update in local's utilising the canal and volunteering nearby.

The Union Canal is being incorporated into education resources at various levels:

- Scottish Vocational Qualifications (SVQs)
- School lessons
- Supporting teacher training
- Supporting water-based sports lessons
- Lessons and social groups on social enterprise canal boats

Canals can be used to teach about a wide range of topics including biodiversity, visitor tourism, and architecture. The Union Canal can also be used as a resource in geography, biology, and biodiversity lessons. The water can be used to understand stream velocity and flow, comparing artificial watercourses to natural rivers. The water can also provide testing for water quality and depths, which could be linked up with Citizen Science, with volunteering and local input via mobile apps taking a key role, and data collection.



Biodiversity and landscape

The Union Canal continues to be an important wildlife corridor and a Local Nature Conservation Site, which are a connected network of protected sites for nature across Edinburgh. The Union Canal offers access to a diverse range of plant and animal species, and car-free connections to green and blue spaces across the city.

The Union Canal stretches through both rural and urban areas, linking adjacent woodlands, species rich grasslands and other watercourses, and allowing relatively easy movement through often otherwise hostile and more intensively managed surrounding land. The waterway supports fauna in the water, including fish species and invertebrates, as well as supporting birds, otters, bats and badgers who utilise the towpath's varied grass vegetation. Having one side of the canal as space for nature, and one side for access, is important to maintain the connected space for wildlife to move along the canal corridor. Bats are well supported by the Union Canal, due to its aqueducts and bridges providing covered habitats, and the darkness along the Union Canal is crucial for bat populations to forage at night.

Scottish Canal's Environment Strategy 2015-2025 supports protecting biodiversity and provide environmental benefits along the wider canal network, and this strategy is in line with these wider outcomes.

The Union Canal is highlighted in the Blue Networks section of the Edinburgh Local Biodiversity Action Plan (ELBAP). The Union Canal is identified for its important function in Edinburgh, providing semi-natural habitat and commuting corridors for wildlife, as well as green travel routes for people. The ELBAP aims to manage biologically important places and recognise difference spaces as opportunities for wildlife. Looking ahead at the vision for 2050, the ELBAP aims to develop a species-rich network across the whole network which will increase the city's resilience to climate change, create a good foundation of ecosystem services, and support healthy lifestyles.



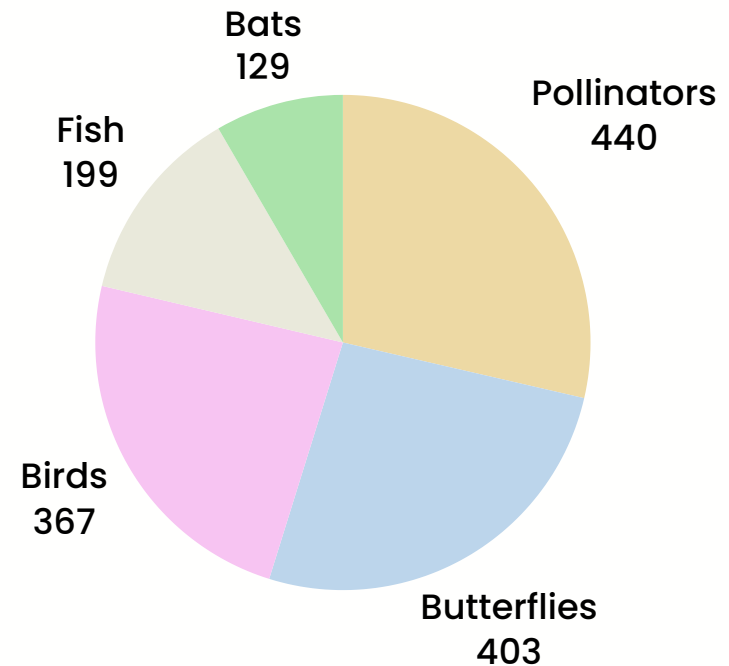
Otter on Union Canal (Source: miketransreal on Flickr)

Otters are a good news story for Edinburgh – just a few decades ago there were no otters on Edinburgh's watercourses. As water quality has improved, otters have returned and are now found on all of Edinburgh's watercourses, including the Union Canal and the nearby Water of Leith.

Case study: Recording wildlife on the Union Canal

The Wildlife Information Centre, in partnership with the Council, carry out survey work to provide information about Local Nature Conservation Sites. These wildlife recording visits, by volunteer experts, provide important information which can support future citizen science projects. These visits will primarily survey plants, but other species will also be recorded.

At the most recent survey day, almost 200 species were recorded on the section of the Union Canal between Slateford and Harrison Park. Most of these were plants, birds, and a small number of insects. A species of sponge (*Spongilla lacustris*) was also seen growing on concrete under the water. Citizen science activities, including surveying, can help understand and protect the important wildlife along the Union Canal network.



Survey respondents who have spotted species along the Union Canal

Partner case studies

There are several organisations carrying out vital work utilising the Union Canal to carry out activities ranging from boat trips to educational programmes.

George Heriot's School Rowing Club operates with over 100 pupils aged 14-18. They use the Union Canal six times through a week. They also involve parents who sometimes volunteer their time to help maintain the stretch of water under the direction of Scottish Canals.

Polwarth Parish Church offer several activities during the week where everyone is welcome. This includes a pop-up café, a Scrabble group, tea and cake get-togethers, and other events for people to socialise. On Wednesdays, an adults group meet to learn new skills, make new friends, and connect with the local community. Skills include baking, crafts, gardening, and learning computer skills.

Edinburgh Union Canal Society operate out of the Ashley Terrace Boathouse, near Harrison Park. They encourage public use of those stretches of the Union Canal and its towpath for educational, sporting, leisure and recreational purposes. They have recently refurbished rowing boats and offering popular boat hire along the Union Canal.





The Sorted Project is an Edinburgh-based charity supporting people with complex health issues including substance dependency and mental health. They have a purpose-built canal boat, the *Panacea*, which they use to bring people in recovery together to a safe and unique space on water. They regularly support more than 150 people per year and offer a range of opportunities including Royal Yachting Association training; employability training; and litter picks. The group and wider volunteers also support the Union Canal's environment through projects including litter picks, tidying, and gardening and composting projects.

One of the volunteers at The Sorted Project has had an amazing experience with the Sorted Project and has progressed from attendee to paid employee. Their confidence has grown over time from making tea and coffee to getting their helmsman certification and becoming a sessional worker. They advocate for getting along and enjoying the magic of the *Panacea*.

Another volunteer found the organisation organically. They were fishing along the Union Canal and had their lure stuck in a tree. After those on the *Panacea* rescued the lure, they had ongoing conversations as the boat passed, and they ended up deciding to join as a volunteer. They have developed from a valuable volunteer crew member, to gaining three major qualifications, and now being a paid member of a nearby organisation.


Fountainbridge Canalside Community Trust (FCCT)

aims to make their local area a better place to live, work, do business and visit. All their projects and activities promote social inclusion, sustainability, and well-being. Their current projects include: the operation of Re-union Canal boats offering a variety of social inclusion trips; a canalside wellbeing walking group; running the annual Edinburgh Canal Festival; and organising various volunteering opportunities.

They have recently completed a 12-week pilot of a Canalside Greenside Group which delivered three small greenspace improvements for people and nature on the Union Canal in Edinburgh and nearby park. The project aims to boost urban biodiversity, increase participation in the outdoors, and improve the health and wellbeing of volunteers, event attendees and people living in the local area.

FCCT have a range of long-standing volunteers who have had the opportunity to help with a range of activities, and many have received training which has allowed them to go on to other volunteering and work pathways. All the volunteers advocate for just going for it, trying new things, and note that volunteering along the Union Canal is important to maintaining a sense of community.



A nighttime photograph of a canal scene. In the foreground, several narrowboats are moored along the bank, illuminated with vibrant blue, green, and red lights. The boats are reflected in the calm water. In the background, modern multi-story buildings with lit windows and balconies line the canal. A prominent feature is a tall, cylindrical structure with a glass top. The overall atmosphere is colorful and urban.

Next Steps: Key priorities and action plans

Six key priorities have been identified through consultation and partnership working. These are followed by individual action plans breaking down the work required to support these six priorities. The action plan will be tracked and monitored as part of the Edinburgh Union Canal Partnership by the relevant project owner.

Key priorities

User behaviour	Support positive relationships between different users of the Union Canal and its adjacent towpath through signage and campaigning.
Improving access	Continue to ensure the towpath is accessible for users through access and surface improvements.
Placemaking and safety	Prioritise safety along the Union Canal by looking at solutions to support lighting, seating, and facilities.
Partnership working	Work with partners to support and grow volunteering, education, and skills-based training opportunities.
Enhancing biodiversity and climate resilience	Ensure the Union Canal's biodiversity is protected and enhanced through education and volunteering.
Building upon developments	Work with developers and other stakeholders to ensure new opportunities enhance the Union Canal and contribute to a resilient and inclusive canal community.

User behaviour

Aim	Action Required	Project Owner
Installing educational signage promoting responsible and courteous behaviour by towpath users.	Develop a signage pilot project to understand user responses. Monitoring of signage and reviewing perceptions.	Council and Scottish Canals plus funding partners
Determine which infrastructure-focused interventions identified in the 2017 Towpath Study can be implemented including separate user lanes at busy locations.	Identify key zones and reviewing feasibility. Ranking priority projects based on feasibility and impact including utilising data to better understand issues of speed and conflict.	Scottish Canals
Promote a code of conduct for the towpath and ensure it is in line with user needs.	Review the Scottish Canals code of conduct and promote its use. Continue to promote the code through website, campaigns and signage.	Scottish Canals
Review alternative route options for road-confident cyclists (particularly commuters or other time-sensitive travellers) to allow for those looking to cycle at a faster speed.	Identify key zones for rerouting. Reference the alternative routes identified. Ranking priority areas based on feasibility. Carry out improvements in line with the Council's Active Travel Action Plan.	Council plus funding partners

Improving access

Aim	Action Required	Project Owner
<p>Identify and implement opportunities to widen the towpath at densely used areas and key pinch points.</p>	<p>Review previous work, identify key priority areas and type of widening which is appropriate.</p>	<p>Scottish Canals and funding partners</p>
<p>Work with partners and volunteers to ensure vegetation management along the Union Canal supports navigation and visibility for all users.</p>	<p>Create working group to identify vegetation management priorities with stakeholders.</p> <p>Work with local team and volunteers to build capacity for vegetation management.</p>	<p>Volunteer organisations and support from Scottish Canals</p>
<p>Continue to complete access improvements and towpath maintenance where funding allows</p>	<p>Ongoing work which will be continually reviewed by Scottish Canals.</p>	<p>Scottish Canals</p>

Placemaking and safety

Aim	Action Required	Project Owner
<p>Review lighting in line with the emerging wider Scottish Canal lighting strategy, prioritising low-impact solutions including solar studs and LEDs.</p>	<p>Determine highest priority areas where low impact lighting would improve safety.</p> <p>Investigate if larger-scale lighting projects are suitable for certain stretches of the Union Canal.</p>	<p>Scottish Canals</p>
<p>Work with Council led regeneration programmes to support projects linked to the Union Canal.</p>	<p>Review areas of the Union Canal where users report safety being an issue.</p> <p>Work with the Wester Hailes Community Trust to support Union Canal projects based on the Wester Hailes Local Place Plan.</p>	<p>Council and Community Representatives</p>
<p>Identify suitable locations where additional facilities may be beneficial.</p>	<p>Determine funding avenues and location priorities for these facilities.</p>	<p>Scottish Canals plus funding partners</p>

Partnership working

Aim	Action Required	Project Owner
<p>Support partners on Union Canal projects including community groups, charities, developers, and the local business community.</p>	<p>Create a partner steering group to create continued communications between Scottish Canals, the Council, and partners.</p> <p>Align with partners to grow volunteering and build capacity along the network. Determine funding opportunities and progress projects where appropriate.</p>	<p>Partnership working led by Council</p>
<p>Explore creating materials (such as posters, information boards) in local museums and centres.</p>	<p>Determine local buildings which could house these projects.</p> <p>Identify funding opportunities for delivering these educational materials.</p>	<p>Council and Scottish Canals</p>
<p>Support learning programmes developed by educators, such as Keep Scotland Beautiful, along the Union Canal.</p>	<p>Facilitate discussions with education-based groups.</p> <p>Determine funding avenues for educational projects and create joint funding bids.</p> <p>Support projects based on funding outcomes.</p>	<p>Education groups and Council</p>

Enhancing biodiversity

Aim	Action Required	Project Owner
<p>Explore funding and volunteering opportunities to increase data collection along the Union Canal to better understand it's ecological benefits.</p>	<p>Evaluate current data available to determine major data gaps in ecological data. Determine opportunities for creating ongoing data.</p> <p>Support Citizen Science opportunities to build upon species knowledge in the area.</p>	<p>Scottish Canals, education partners and community</p>
<p>Looking at ways to increase the Union Canal's role in building climate resilience.</p>	<p>Determine if the Edinburgh stretch of the Union Canal could integrate with drainage systems to mitigate flood risk.</p> <p>In line with Scottish Canal's Environmental Strategy, ensure climate resilience through urban cooling and canopy coverage, nature-based solutions, and connecting habitats.</p>	<p>Scottish Canals</p>
<p>Increasing the Union Canal's capacity for supporting and maintaining important flora and fauna.</p>	<p>Enhancing the habitats within the Union Canal by managing invasive species and ensuring maintenance supports the growth of flora and fauna in creating an ecologically rich environment.</p>	<p>Scottish Canals and volunteer partnerships</p>

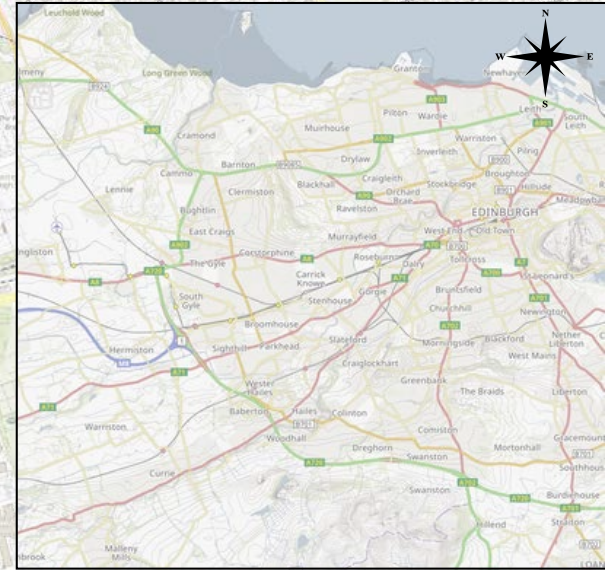
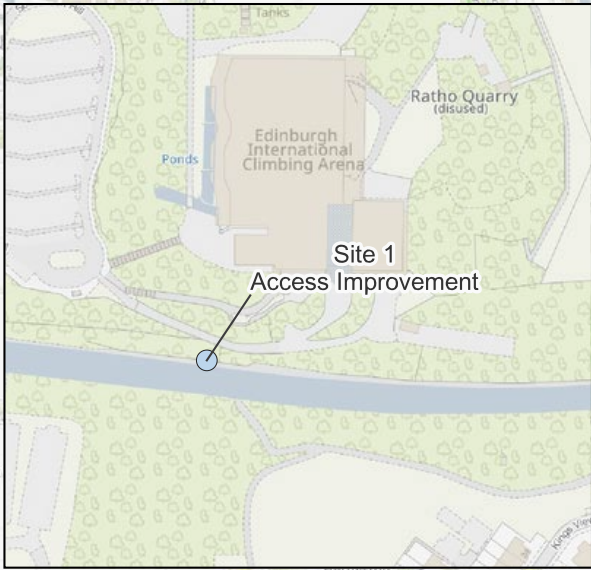
Building upon developments

Aim	Action Required	Project Owner
Utilising local sounding boards to advocate for the Union Canal's development and protection.	Assess the scope to replicate the Fountainbridge Sounding Board in other areas of Edinburgh.	Council
Working with officers taking forward Council-led developments along the Union Canal to maximise opportunities.	Engage with project leads for all relevant Council-led developments to identify opportunities.	Council and Scottish Canals
Inputting to consultations and engagements around developments along the Union Canal.	Maintain a watching brief on planning applications and other proposals along the Union Canal and develop responses in line with the key priorities.	Council and Scottish Canals
Promoting and supporting the development of longstanding brownfield sites along the Union Canal.	Audit target sites along the Union Canal, engage with landowners, and develop tailored strategies in collaboration with the local communities to unlock their development.	Council
Working with developers to secure funding to improve the surrounding area.	Engage with developers to identify opportunities to complement private investments with other funding sources, for example Sustrans grants.	Scottish Canals

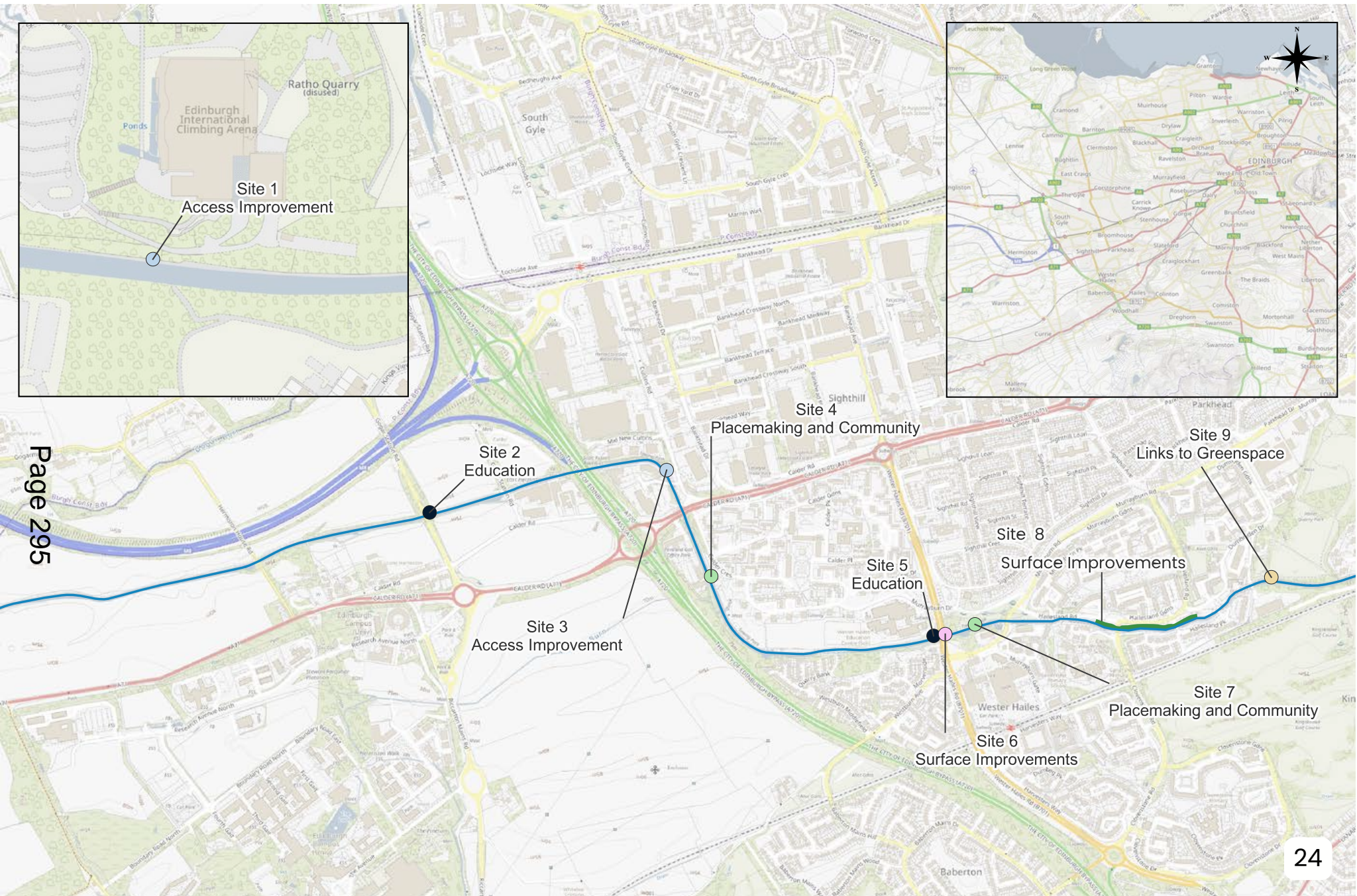
Localised points of focus

In the following maps, some of the local opportunities, key connections, and issues are highlighted. These were identified through the consultation process as well as wider stakeholder engagement. This is not an exhaustive list and will be updated as part of the strategy's actions to create a continued awareness of new opportunities and issues.



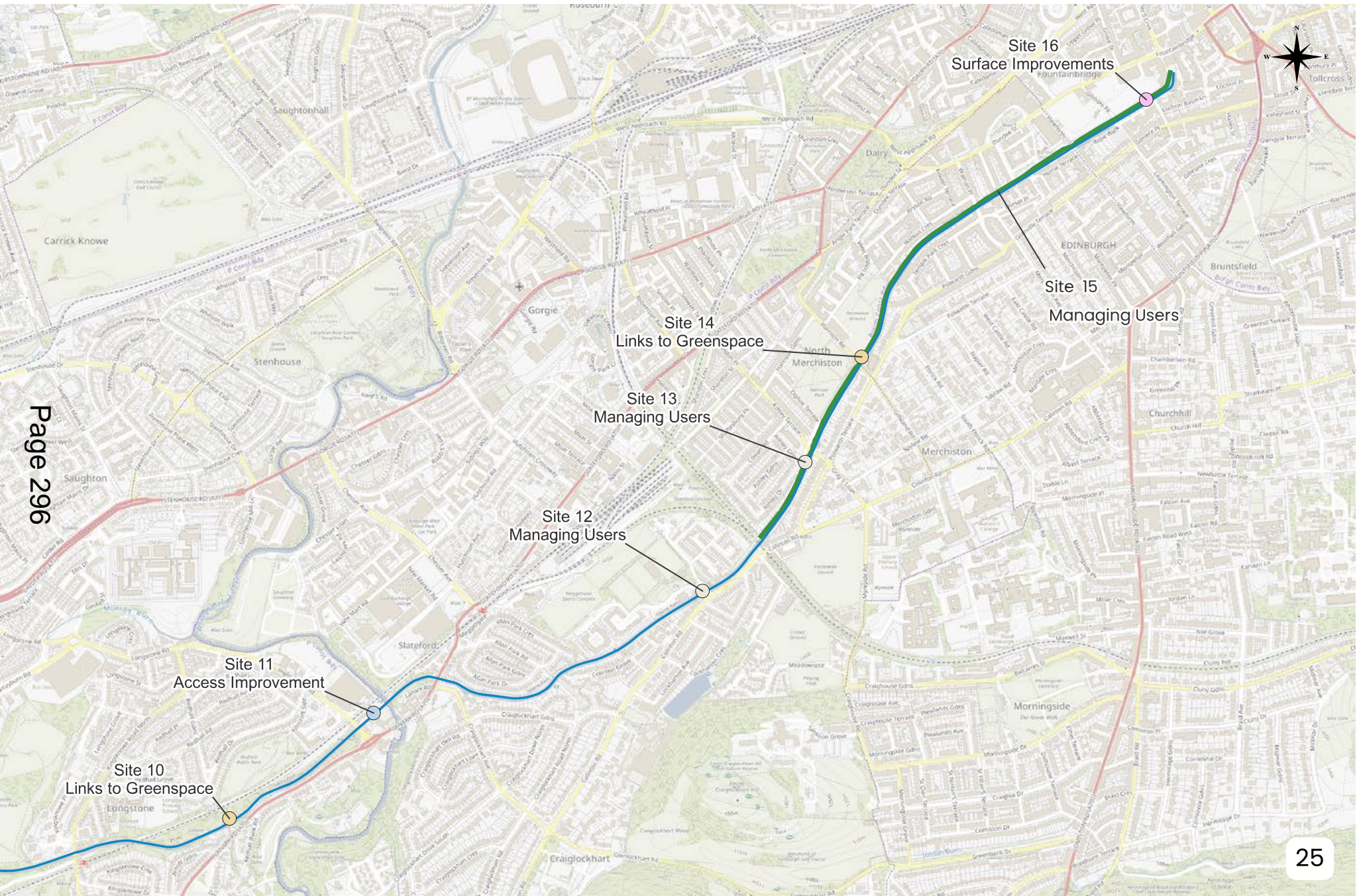


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Path Improvement Area	Education	Managing Users	Surface Improvements
Access Improvement	Links to Greenspace	Placemaking and Community	

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Path Improvement Area	Education	Managing Users	Surface Improvements
Access Improvement	Links to Greenspace	Placemaking and Community	

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Site	Improvement Type	Action Required
1	Access improvement	Access improvements at Edinburgh International Climbing Arena and Lost Shore resort.
2	Education	Connections to Heriot Watt University.
3	Access improvement	Improve access point at the Calders.
4	Placemaking and community	Improved visibility and connections to Bridge 8 Hub.
5	Education	Connections with Wester Hailes High School in line with the Wester Hailes Local Place Plan.
6	Surface improvements	Improvements to Union Canal frontage in Wester Hailes.
7	Placemaking and community	Connections to the local centre of Westside Plaza in line with the Wester Hailes Local Place Plan.
8	Surface improvements	Improving path by managing tree roots and resurfacing along the towpath between Wester Hailes town centre and Hailes Quarry Park.
9	Links to greenspace	Improvement connections from the towpath to Hailes Quarry Park. Accessing green space adjacent to the towpath.





Site	Improvement Type	Action Required
10	Links to greenspace	Improving connections to Redhall Park. Accessing green space adjacent to the towpath.
11	Access improvement	Reviewing access to Slateford Aqueduct and possible development of alternative routes to increase safety.
12	Managing users	Working with sports clubs at Meggetland to ensure water sports can be carried out safely.
13	Managing users	Promote school safety at the entrance to Craiglockhart Primary School.
14	Links to greenspace	Review alternative routes around Harrison Park to help disperse footfall during peak times.
15	Managing users	Look at solutions to address high densities of users during peak times along the stretch between Polwarth and the Lochrin Basin.
16	Surface improvements	Working with new developments at Fountainbridge to create new and enhanced towpath segments.

Get in touch

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Policy and Sustainability Committee

10:00am, Tuesday, 9 January 2024

Corporate Property Strategy Update

Executive/routine
Wards

Routine
All

1. Recommendations

- 1.1 That the Policy and Sustainability Committee note the update provided in this report.

Paul Lawrence

Executive Director of Place

Contact: Crawford McGhie, Head of Strategic Asset Planning

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Corporate Property Strategy

2. Executive Summary

- 2.1 This report provides an update on the [Corporate Property Strategy](#), as requested by Committee on 22 August 2023.

3. Background

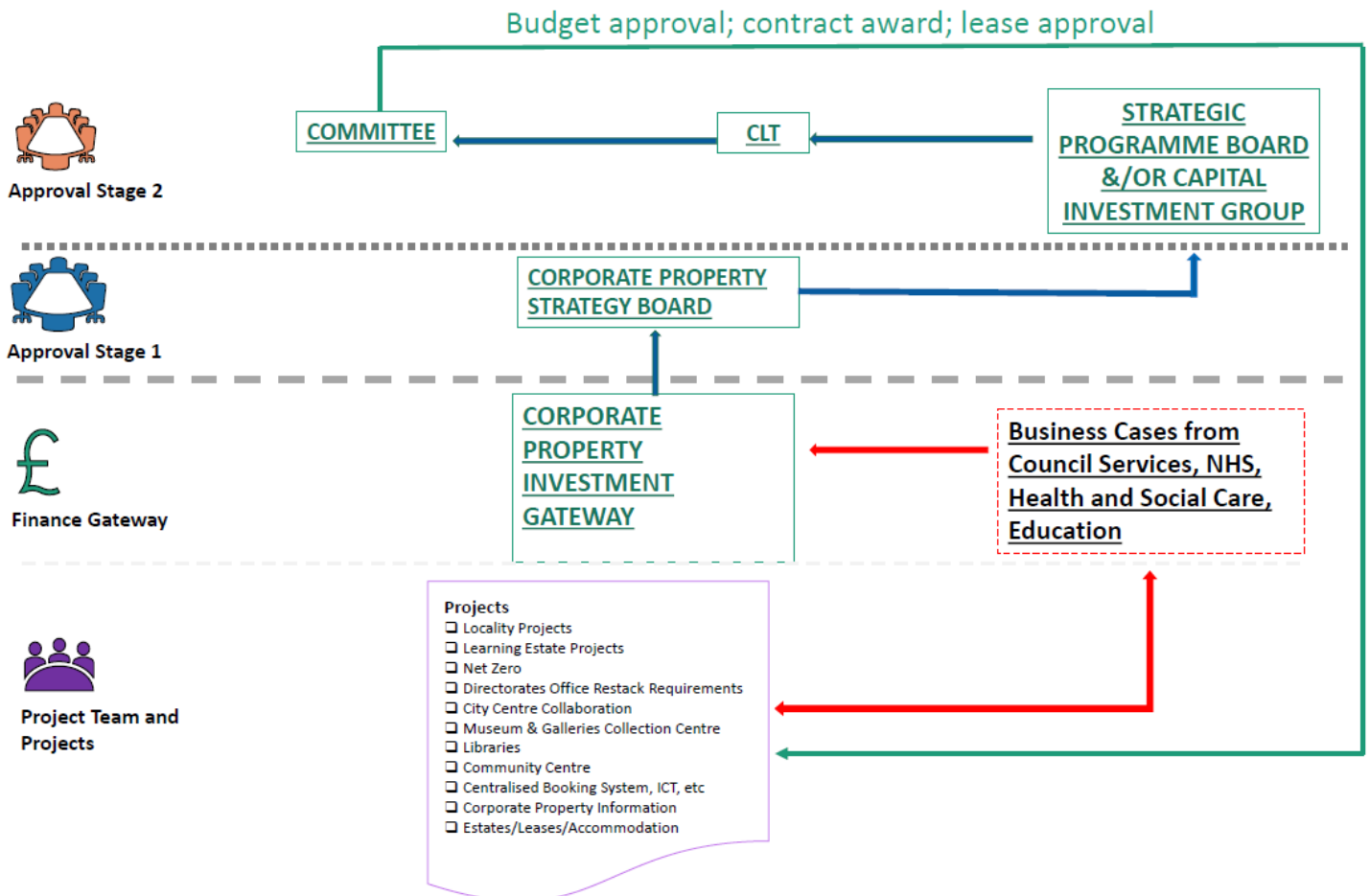
- 3.1 The Corporate Property Strategy was approved by the Policy and Sustainability Committee on 22 August 2023. There were several addendums agreed and a full list of these with a brief update on each is provided in Appendix 1.
- 3.2 Part of the addendum recommendations requested that an update be provided to the Policy and Sustainability Committee in two cycles on some specific issues which were to:
- 3.2.1 Provide a high-level overview of the programme which would be developed if the Strategy is agreed, including an indicative list of buildings which are expected to require a project business case;
 - 3.2.2 Either develop a fourth strategic theme of access and inclusion, or clearly show access and inclusion mainstreamed throughout the Strategy, acknowledging that the council's estate is currently not fully accessible, the systemic and unacceptable exclusion this causes, and committing the Council to prioritising actions to address this through this work;
 - 3.2.3 Further develop the Net Zero Properties strategic theme to consider the overall impact of disposals or demolition for the city, and not just for the Council's own portfolio.
- 3.3 This report focuses on providing more detail on these three requests.

4. Main report

Overview of the Corporate Property Strategy Business Case Programme

- 4.1 The business cases that will be developed as part of the Corporate Property Strategy programme will relate to one or more of the three themes which are: Our Future Work; Live Well Locally and; Net Zero Properties.
- 4.2 Business cases will be developed as opportunities arise across the wider operational corporate estate and will progress through the Corporate Property Governance Structure, for approval prior to being reported to Committee, if necessary. The approval process and governance structure are shown below. While business cases will ultimately be considered by the appropriate Executive Committee, engagement with elected members, other stakeholders and communities will be part of every project developed.

Corporate Property Strategy Governance Structure



- 4.3 Due to the level of planned capital investment in the learning estate, this is where opportunities to develop projects which meet the wider aspirations of the Corporate Property Strategy are most likely to emerge. Where projects for extensions to existing schools or building new learning estate facilities are being delivered,

opportunities will be taken to seek to create a community learning campus model which is more than a school or early years centre and acts as an anchor building at the heart of a community, integrating (where appropriate) community spaces, libraries, GP surgeries and Council services. The community learning campus model will take a holistic view of the services and spaces that the community need to promote learning, health and wellbeing and social capacity.

- 4.4 This approach has already been progressed in the following projects which are now being constructed:
 - 4.4.1 Macmillan Hub;
 - 4.4.2 Currie High School;
 - 4.4.3 Maybury Primary School;
 - 4.4.4 Liberton High School; and
 - 4.4.5 Wester Hailes High School.
- 4.5 It also being considered for the following projects which are in the early stages of the design and development process:
 - 4.5.1 St Catherine's RC Primary School, South Neighbourhood Office, Gracemount Leisure Centre;
 - 4.5.2 Queensferry Primary School and Early Years;
 - 4.5.3 Buiyeon Road Primary School;
 - 4.5.4 Castlebrae High School extension, East Neighbourhood Office; and
 - 4.5.5 Greendykes Primary School.
- 4.6 As part of the Our Future Work theme, business cases for improvement and modernisation of Council offices, to make them suitable for modern hybrid working patterns and to accommodate increased partnership service delivery, will also be prepared and progressed through the governance and approval processes as necessary. The success of these business cases will be dependent on other improvement programmes and reviews.
- 4.7 The Corporate Property Strategy principles and approach will be integral to ongoing service led reviews that will have an impact on the property estate, including the depots, culture estate, libraries and community centre strategies. These strategies are at different stages of implementation (for example, the depot strategy has seen the rationalisation of Powderhall, Cowans Close, Barton and Baileyfield depots with new facilities delivered at Seafield). Effectively, the service delivery strategy needs to be agreed with the property implications approved as part of that process.
- 4.8 There are also a range of properties across the estate where redevelopment and reprovision has potential. This could help release land or property for much needed housing development whilst at the same time safeguarding public service provision.

However, opportunities will need to go through a business case process and some capital investment may be required to realise projects or a wider programme.

Accessibility and Inclusion

- 4.9 Currently accessibility improvements to the property estate are carried out either as part of Asset Management Works (AMW) projects and/or a material consideration in the design of a new building.
- 4.10 Implementing the aims of the Corporate Property Strategy will create an increased demand to support the strategic provision of accommodation for various services. Accessibility and inclusion will be vital in spatial design and development and will therefore be mainstreamed throughout every Corporate Property Strategy project.
- 4.11 With consideration of accessibility and inclusion, there is a particular initial focus on collating accessibility information across the estate. Currently, this information is not up to date and therefore processes are being reviewed to ensure property and spatial information is gathered and processed through a coordinated, data led approach.
- 4.12 Moving forward, in addition to the above, a budget of £1.2m has been created and will be supplemented by an annual capital allocation of £400,000. This funding will support accessibility improvements across the estate and contribute to improving the efficiency and utilisation of the Council's Operational estate, adapting and improving environments and enhancing effective use of space and user experience.
- 4.13 The aim is to ensure all accessibility requirements are considered fully as an integral part of all future projects across the estate (from new build and refurbishment project briefing to Facilities Management planned and preventative repairs and maintenance).
- 4.14 To inform the programme, accessibility surveys are being planned and initiated across the estate. The aim is to benchmark considerations across different building uses and architectural types, and to plan and programme the most efficient and sustainable format of lessons learned being applied across the estate to improve space and reasonable adjustments. It is acknowledged that the estate has many listed buildings, so reasonable adjustments will be made where feasible, considering budget, regulation and adaptation restraints with alternative accessible spaces being explored where possible. The Supporting Peoples Abilities Regardless of Circumstances (SPARC) Network are being engaged in this process.
- 4.15 Disability Scotland have recently updated their guidance to provide commentary on further accessibility considerations, such as visual impairment, hearing impairment, deafblind, physical impairment affecting mobility and dexterity, dementia, autism spectrum, learning difficulties such as dyslexia, dyspraxia and dyscalculia, brain injury and additionally 'hidden disabilities' such as mental health conditions, autoimmune diseases, chronic pain and fatigue disorders and neurological disorders. These will all be considered where possible in future spatial design.

- 4.16 As outlined in the [Our Future Work Strategy](#), the vision for the workplaces of the future will be environments designed, built and adapted to drive the Council forward with a shared sense of purpose within a culture of collaboration aiming to improve outcomes for local people. The aspiration is to use the pandemic as a catalyst for change and realign the workplace to enhance customer and colleagues' wellbeing and experience. Creating more dynamic work settings and effective ways of working will improve performance, knowledge sharing and autonomy, leading to greater employee and customer satisfaction, which will ultimately result in improved service delivery. Wellbeing and Equalities will be a core focus within the Corporate Property Strategy.
- 4.17 A workstream is progressing with colleagues in Human Resources to develop a process to assist with reasonable adjustments for colleagues where these are identified by assessment or as part of their career passport – this could be training, assistive technologies, software, furniture, and adaptations to their working environment.
- 4.18 Mainstreaming this approach within the Corporate Property Strategy across the three themes will result in a coordinated, fully integrated approach within future building improvements.

Net Zero

- 4.19 New projects currently being delivered within the scope of the Corporate Property Strategy which contribute to the aim of creating a net zero city are several Passivhaus new build operational properties. These are the MacMillan Hub; Currie High School; Liberton High School; Sciennes Primary School Annex (now operational) and Maybury Primary School. All other operational property projects which are in the development stages are also being designed to Passivhaus standards.
- 4.20 Three pilot retrofit projects are being progressed at Brunstane Primary School, Liberton Nursery and Trinity High School (part). Further projects within the initial retrofit pilot programme are currently being reassessed on the basis of a best value assessment benchmarked against the overall budget available. Notwithstanding the significant construction cost inflation over the past two years, resources to retrofit the whole operational estate are significant (£b) and are not currently available through the Council Capital Investment Programme or external funding sources nor, given the cost involved, is it practical to assume they will be. An update on the programme will be presented to Committee in 2024.
- 4.21 Policies to look at how to decarbonise the energy used in operational buildings, and wider Edinburgh properties, are being progressed principally through the Edinburgh Local Heat and Energy Efficiency Delivery Plan which, was considered by Committee on 15 December 2023. All other opportunities to be involved in networks and have influence on properties not owned by the Council becoming net zero are progressed where appropriate resources are available.

- 4.22 Considering the overall impact of disposals or demolition for the city will be a key role in implementation of the strategy, requiring consideration of circular construction and specification of materials, furniture and fittings including repairs, maintenance, and ethical end of lifecycle planning.

5. Next Steps

- 5.1 Business cases will be progressed through the governance and approval processes outlined in this report as necessary.

6. Financial impact

- 6.1 There are no financial implications arising from this report. Business cases will require to be developed and approved for any projects emerging from the Corporate Property Strategy with the financial detail reported to the Finance and Resources Committee to be considered on its own merits.

7. Equality and Poverty Impact

- 7.1 Integrated Impact Assessments will be completed where necessary for any project arising from the Corporate Property Strategy.

8. Climate and Nature Emergency Implications

- 8.1 As a public body, the Council has statutory duties relating to climate emissions and biodiversity. The Council

“must, in exercising its functions, act in the way best calculated to contribute to the delivery of emissions reduction targets”

(Climate Change (Emissions Reductions Targets) (Scotland) Act 2019), and

“in exercising any functions, to further the conservation of biodiversity so far as it is consistent with the proper exercise of those functions”

(Nature Conservation (Scotland) Act 2004)

- 8.2 The City of Edinburgh Council declared a Climate Emergency in 2019 and committed to work towards a target of net zero emissions by 2030 for both city and corporate emissions and embedded this as a core priority of the Council Business Plan 2023-27. The Council also declared a Nature Emergency in 2023.

Environmental Impacts

- 8.3 Any positive or negative environmental impacts, as well as the steps taken (or planned) to mitigate any adverse impacts will be considered as specific projects are

progressed. This includes impacts on greenhouse gas emissions, air quality, biodiversity, and adaptation to climate change.

9. Risk, policy, compliance, governance and community impact

- 9.1 Risk, policy, compliance, governance and community impacts will be considered in more detail within any future business cases aligned to the Corporate Property Strategy.
- 9.2 The report to the Policy and Sustainability in August 2023 included an example of the detailed community engagement that is progressed when property projects are in development.
- 9.3 The Corporate Property Strategy is fully aligned to the Council Business Plan and the medium term financial plan.
- 9.4 There is a risk that the aspirations for community hubs are impacted by lack of partner agency funding. Each case will have to be considered on its own merits as part of the wider business plan. Moving forward, however, it is proposed that partner projects should be fully funded prior to seeking approval to proceed with construction.

10. Background reading/external references

- 10.1 [Corporate Property Strategy](#), report to Policy and Sustainability Committee, 22 August 2023.

11. Appendices

- Appendix 1 Final Corporate Property Strategy approval recommendations, Policy and Sustainability Committee 22 August 2023.

Appendix 1 - Final Corporate Property Strategy approval recommendations, Policy and Sustainability Committee 22 August 2023.

1. To approve the proposed Corporate Property Strategy.
2. To agree work be prioritised on community-based district heating networks. This should fully utilise public buildings and facilities like swimming pools and look to Energy for Edinburgh to delivery short- and medium-term projects.

UPDATE: [The Edinburgh Local Heat and Energy Efficiency Delivery Plan](#) was considered by the Policy and Sustainability Committee on 15 December 2023.

3. To agree that community centres were a critical resource for our communities which had only grown in importance during the cost of living crisis and that the strategy must have, as a starting point, protecting and continuing the use of these buildings by communities as the primary objective.

UPDATE: This action is captured under the ongoing review of community centres.

4. To note that a report is coming to the Culture and Communities Committee which would set out the condition of each community centre building, as the report to the Finance and Resources Committee in March 2020 did, but which would also include additional information about each building in terms of ability to retrofit to improve energy efficiency and costs required to meet accessibility standards.

UPDATE: This action is captured under the ongoing review of community centres.

5. To agree this report would include an update on the detailed profiles of individual community centres that officers were developing, and how this approach would be utilised to identify best practice and share insights across all management committees, improving services and increasing capacity.

UPDATE: This action is captured under the ongoing review of community centres.

6. To agree that, where any buildings were considered to be underutilised, that the approach would be to support increased activity, not use any information gathered through this profiling to justify closures of buildings.

UPDATE: This action is captured under the ongoing review of community centres.

7. To note that the proposed Corporate Property Strategy Board would bring forward business cases for programmes and projects, as set out in the report by the Executive Director of Place, to the appropriate Executive Committee for approval.
8. To request an annual update report on the property strategy outlining via suitable indicators:
 - Running costs (energy, water, rates, maintenance)

- Carbon expended
- Electricity use
- Estimate of any embedded carbon required

UPDATE: An annual report will be submitted to the Policy and Sustainability Committee before the end of 2024 and then every 12 months thereafter.

9. To note that suitable summaries of the above should include as a minimum:

- Totals across the whole estate;
- The 10 most costly buildings to run in categories above;
- The 10 most costly buildings per square metre of gross internal area.

UPDATE: An annual report will be submitted to the Policy and Sustainability Committee before the end of 2024 and then every 12 months thereafter.

10. To thank officers for developing the proposed Corporate Property Strategy, welcome the strategic approach to the whole estate, and support the three themes of Live Well Locally, Our Future Work and Net Zero Properties.

11. To note the Strategy would mean possible disposals or replacement of council buildings, and note communities would be concerned by the possible changes to local facilities such as community centres or libraries.

UPDATE: Community engagement will take place before any proposed changes to local facilities are presented in a business case to Committee so that the feedback from that engagement can be included in the report.

12. To agree to a further update in two cycles and call on officers to:

- Provide a high-level overview of the programme which would be developed if the Strategy is agreed, including an indicative list of buildings which are expected to require a project business case.
- Either develop a fourth strategic theme of access and inclusion, or clearly show access and inclusion mainstreamed throughout the Strategy, acknowledging that the council's estate is currently not fully accessible, the systemic and unacceptable exclusion this causes, and committing the Council to prioritising actions to address this through this work.
- Further develop the Net Zero Properties strategic theme to consider the overall impact of disposals or demolition for the city, and not just for the Council's own portfolio.

UPDATE: Latest information provided in the main report.

Policy and Sustainability Committee

10.00am, Tuesday, 9 January 2024

Advice Shop Service Delivery Update

Executive/routine
Wards

Routine
All

1. Recommendations

- 1.1 Policy and Sustainability Committee is asked to note this update on the Advice Shop, including the actions underway to improve service delivery.

Paul Lawrence

Executive Director of Place

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Advice Shop Service Delivery Update

2. Executive Summary

- 2.1 This report responds to the request from the Council for details on the performance of the Advice Shop and notes the steps being taken to improve accessibility to enable as many people as possible to be assisted with welfare benefit and debt matters.

3. Background

- 3.1 The Advice Shop provides an independent, free information and advice service for welfare benefit and debt matters to Edinburgh's citizens. The purpose of the service is to prevent and alleviate poverty through maximising income, addressing personal debt and engaging customers with support services.
- 3.2 The COVID-19 pandemic had significant impact on all advice providers in Edinburgh. A combination of increased demand, short-term reduced accessibility, and long-term channel shifts from telephone to email access have impacted service delivery.
- 3.3 On 28 September 2023, the Council considered the [Annual Performance Report 2023/24](#). The Council [requested](#) an urgent report to the Policy and Sustainability Committee in two cycles which sets out the details behind the significant fall in the number of residents supported through the Advice Shop, and the actions that have been taken, particularly around recruitment and retention to improve performance, including benchmarking of staff pay in the contact centre.

4 Main report

Summary of Performance

- 4.1 Appendix 1 provides a summary of the performance of the Advice Shop since 2019/20, including the service's key performance indicators (KPIs). The KPIs are measured and monitored on a monthly basis.

Number of People Supported

- 4.2 The information presented to the Council in the Annual Performance Report 2022/23 showed the number of people supported with welfare rights queries by the Advice Shop in 2022/23 as 3,075, against the target of 5,400. This was lower than in the previous two financial years.
- 4.3 A major factor which has impacted on performance is the switch from having two historic case management systems to a single system for the whole Advice Shop. This took place gradually from Autumn 2022 to Spring 2023 and it has taken some time to fully utilise the recording and reporting capabilities of the new system. However, the system is now fully embedded and therefore the data for 2023/24 will more accurately reflect the number of cases dealt with by the Advice Shop.
- 4.4 In addition, as noted in the background section, the COVID-19 pandemic has led to significant channel shift. Where historically the Advice Shop was contacted by telephone, the service is now receiving a greater number of cases by email. This is changing the way in which the service operates and impacted on service performance in 2022/23. The impact of this is summarised in paragraph 4.10.
- 4.5 Reflecting the recruitment and retention challenges which the Council has been experiencing in recent years, the Advice Shop has also faced challenges. To address this, a number of posts that were funded on a fixed term basis have now been made permanent so that all posts across the service will become permanent in the next few months. This has increased staff retention in 2023/24.

Debt Advice

- 4.6 During COVID-19, measures were put in place to protect debtors by preventing creditors from pursuing actions to recover debt. This meant that demand for debt advice reduced significantly. This demand has now gradually built up, as mitigation measures have been removed and people in debt are now subject to recovery action that was previously paused.
- 4.7 Reflecting these changes, the last 12 months have seen an increase in demand for debt advice and the service is now experiencing the highest number of new referrals for several years. This is being reflected across the sector.

Welfare Rights advice provision in Edinburgh

- 4.8 The data in table 1 of Appendix 1 shows the number of new clients assisted by the service each year since 2018/19, together with the total number of people who were assisted in each year. The reduction in volume reflects the shift in the channel through which people seek advice and the staffing challenges faced by the service.
- 4.9 In the initial period following the implementation of COVID measures, demand for advice grew as people sought to understand their entitlements where their circumstances changed. This increase was significant, as at that time, access to the service became restricted due to moving all contact to a telephone messaging system and email access.
- 4.10 The data shows that the number of email enquiries grew rapidly. One consequence of this is that fewer client details are recorded, as communication is often by email only and people do not need to give their full details, in order to receive advice and

therefore this information cannot be recorded. Officers do try to obtain details in order to keep a record of cases, however often enquirers prefer to remain anonymous.

- 4.11 There was no face-to-face advice provision for two years from March 2020, until the drop-in at 249 High Street recommenced in March 2022. There are now, on average, 80 people accessing advice provision face-to-face each month, this is a return to pre pandemic levels and is likely to be result of awareness that the service is now available again. However, recording client details at drop-in visits has only been effective since September 2023, when a revised process was put in place to help reflect volume of work undertaken.
- 4.12 Further information on how the delivery of welfare rights in Edinburgh has been affected by national factors over the last four years is provided at Appendix 2.

Advice Line

- 4.13 Prior to COVID-19, the Advice Line was operated by a team of four Customer Service Advisors (CSAs), supported by a team leader who was also responsible for the debt advice team. The fixed term nature of the role made recruitment and retention challenging.
- 4.14 Staff turnover has continued to be a major issue for the Advice Line team. Advisors from all sections of the Advice Shop service are covering this role, meaning that there has been a reduction in the number of new clients who can be supported by the service at times.
- 4.15 During 2023, the operating hours of the Advice Line reduced to 15 hours per week (9am to 1pm Monday, Wednesday, Thursday; and 10am to 1pm on Tuesdays. The Advice Line is closed on a Friday).
- 4.16 There are three dedicated CSAs managing calls when the line is open, with assistance from colleagues at busy times. A new CSA is expected to be in post shortly, bringing capacity back to pre-COVID levels.
- 4.17 From January 2024, it is anticipated that the Advice Line opening times will increase. Due to the increase in demand by email, the service will continue to monitor the volume of calls through the Advice Line and will adjust the service accordingly to meet service user needs more effectively.
- 4.18 Promotional activities are also underway to ensure that during the current opening times, the number of calls is maximised. Communications focus on encouraging people to call for a benefit check to identify entitlements and promoting the service through social media and through the Warm and Welcoming initiative.
- 4.19 The Advice Shop delivered three sessions to customer facing staff from a range of Council services during 'Talk Money Week' from 6 November 2023. These sessions were well received and are part of a range of sessions and training planned to increase awareness of money advice for frontline staff across the Council.

Homelessness Prevention Activity

- 4.20 In 2021, new provision to prevent and alleviate homelessness was developed within the Advice Shop. The Multi-Disciplinary Team was created to work closely with Council tenants to support those with significant rent arrears who faced eviction.

- 4.21 In addition, a team of Income Maximisation officers was created to work with people who had presented to the Council as homeless, so that benefit entitlement could be maximised and assistance provided, to enable them to navigate their way through the welfare benefit system, in preparation for accessing a permanent tenancy.
- 4.22 Both elements of the service have been successful in providing positive options for clients, where a number of potential evictions have been avoided, as well as savings for the Council in terms of rental income and reduced time being spent in temporary accommodation.
- 4.23 These initiatives now form part of the permanent offer within the Advice Shop.
- 4.24 In addition, an Income Maximisation Development Officer has been proactively building capacity across Council teams and voluntary sector services, to identify issues regarding benefit entitlements and accessibility to services. A summary of the outcomes of these services is included at Appendix 1.

5 Next Steps

- 5.1 The service is part of the ongoing organisational review within the Housing and Homelessness Service. This has been through the engagement phase of the Council's Managing Change policy, and once a draft structure has been finalised, this will work through the consultation phase. Benchmarking of grades will be undertaken through this process.
- 5.2 Services will continue to be monitored to ensure that resources are targeted to meet demand. Promotional activities will continue and service provision in localities will be increased, working closely with more community-based services to promote access, especially for those experiencing housing-related issues.
- 5.3 The service will continue to develop its relationships with other advice providers and key stakeholders such as the Department for Work and Pensions (DWP), Social Security Scotland (SSS), housing providers and NHS Lothian, to ensure that the integrated advice provision that the city needs – as identified through the Edinburgh Partnership Advice Review.

6 Financial impact

- 6.1 The cost of the Advice Shop is met from the Council's revenue budget. Recognising the recruitment and retention challenges experienced by the service, action has been taken to increase the number of permanent positions within the Advice Shop.
- 6.2 Table 3 (Appendix 1) shows the financial gains achieved for service users in recent years. A significant proportion of this income is actually payment for rent for Council tenants and Council Tax Reduction both of which bring income into the Council.
- 6.3 There are no known financial risks associated with Advice Shop activity.

7 Equality and Poverty Impact

- 7.1 An Integrated Impact Assessment (IIA) was completed and found positive impacts from the projects contained within the dashboard relating to equality, health and wellbeing and human rights and economic impacts.

8 Climate and Nature Emergency Implications

- 8.1 As a public body, the Council has statutory duties relating to climate emissions and biodiversity. The Council

“must, in exercising its functions, act in the way best calculated to contribute to the delivery of emissions reduction targets”

(Climate Change (Emissions Reductions Targets) (Scotland) Act 2019), and

“in exercising any functions, to further the conservation of biodiversity so far as it is consistent with the proper exercise of those functions”

(Nature Conservation (Scotland) Act 2004)

- 8.2 The City of Edinburgh Council declared a Climate Emergency in 2019 and committed to work towards a target of net zero emissions by 2030 for both city and corporate emissions and embedded this as a core priority of the Council Business Plan 2023-27. The Council also declared a Nature Emergency in 2023.

Environmental Impacts

- 8.3 There are no environmental impacts as a direct result of this report.

9 Risk, policy, compliance, governance and community impact

- 9.1 Advice Shop services prevent and alleviate poverty through maximising income and addressing personal debt and engaging customers with support services, supporting the Council's objective to end poverty in the city.

10 Background reading/external references

- 10.1 Review of Advice Services in Edinburgh Final Report [review-of-welfare-rights-and-debt-advice-in-edinburgh- \(edinburghpartnership.scot\)](#)
- 10.2 Edinburgh Poverty Commission Report: A Just Capital [20200930 EPC FinalReport AJustCapital.pdf \(edinburghpovertycommission.org.uk\)](#)

11 Appendices

Appendix 1 – Outputs and Outcomes Data

Appendix 2 – Welfare Rights operating context

Appendix 1 – Outputs and Outcomes Data

Table 1: Debt and Welfare Rights outputs; source CEC Internal Data

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24*
Debt	297	190	109	101	135	92
Welfare Rights						
- new clients	2,267	1,951	1,751	1,757	1,399	880
- all clients	4,711	4,686	5,752	3,720	3,079	1,934
Email enquiries	650	680	4,938	3,912	4,387	2,200
Advice Line calls						
- received	13,125	11,221	7,186	8,011	6,664	2,558
- answered	8,984	9,509	5,618	5,978	4,863	2,131

*6 months

Table 2: Homelessness Prevention outcomes; source CEC Internal Data

	2022-23	2023-24*
The no. of households who continue to sustain their tenancy, avoiding temporary accommodation measured at point of case closure (Multi-Disciplinary Team)	41	21
The no. of households supported to move out of temporary accommodation more quickly (Income Maximisation)	42	22
Number of training sessions delivered by Income Maximisation Capacity Building Officer	99 sessions to 751 staff	39 sessions to 480 staff

*6 months

Table 3: Financial Gains for Clients and Client Debt Levels; source CEC Internal Data

	2019-20	2020-21	2021-22	2022-23	2023-24*
DEBT					
New Debt	£1,696,418	£592,581	£581,788	£1,175,629	£1,061,385
Gains	£441,066	£503,924	£238,894	£206,963	£138,503
WELFARE RIGHTS					
Gains	£11,497,227	£8,524,682	£6,997,030	£6,518,972	£2,128,026

*6 months

Appendix 2 - Welfare Rights operating context

- 1 Personal Independence Payments (PIP) have been replaced by the Adult Disability payment, which is administered by Social Security Scotland (SSS). To deliver this, SSS has employed 20 staff in Edinburgh which has resulted in a reduction in PIP-related casework, as the high volume of reviews that the service previously dealt with for this benefit has almost ceased.
- 2 The continued growth in the number of Universal Credit claimants triggered by the pandemic and the end of new claims for 'legacy benefits', has reduced the financial gains available for many people. This has therefore had an impact on the financial gains recorded for advice agencies, including the Advice Shop.
- 3 The number of benefit claims has reduced, with the introduction of Universal Credit, there are fewer Housing Benefit and Employment Support Allowance claims being progressed.
- 4 Several advice providers have reported that casework has become more time-consuming since the pandemic. The Advice Shop has seen an increase in time spent per client of around 10%.
- 5 This is, in part, explained by the service taking greater responsibility for assisting clients through a more holistic provision, but is also due in part to the complex nature of clients' social issues which impact on their ability to engage effectively with benefit processes and requirements with officers spending an average of 140 minutes on casework with each client.
- 6 In addition, in 2022/23, the European Union Settled Status programme contributed to an increase in enquiries related to benefit entitlement. This has now been resolved and therefore there are few, if any, new cases being received.

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Policy and Sustainability Committee

10.00am, Tuesday, 9 January 2024

Edinburgh Leisure and the Real Living Wage

Executive/routine
Wards

Routine
All

1. Recommendations

- 1.1 It is recommended the Policy and Sustainability Committee notes:
 - 1.1.1 That for Edinburgh Leisure to implement Real Living Wage will increase their costs by £0.473m in 2023/24 and £0.8m in 2024/25;
 - 1.1.2 Edinburgh Leisure has budgeted for a deficit of £0.736m (before including Real Living Wage costs) in 2023/24 and is currently forecasting a budget deficit of £3.6m (including Real Living Wage) for 2024/25; and
 - 1.1.3 Edinburgh Leisure is reviewing options and costs to mitigate budget deficits in 2023/24 and 2024/25.

Paul Lawrence

Executive Director of Place

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Edinburgh Leisure and the Real Living Wage

2. Executive Summary

- 2.1 Edinburgh Leisure aspires to pay its employees the Real Living Wage and previously did so in 2021/22 and 2022/23. This report details the significant financial challenges for Edinburgh Leisure over the next 18 months, the measures implemented to date and options under consideration to improve their fiscal position. Council officers will continue to work with Edinburgh Leisure senior managers to review their financial position and forecasts.

3. Background

- 3.1 At its meeting on 31 August 2023, Council [agreed](#) a motion by Councillor Campbell on Edinburgh Leisure and the Real Living Wage.
- 3.2 A report on Edinburgh Leisure and the Real Living Wage was [presented](#) to this Committee on 24 October 2023 with the following recommendation agreed:
- 3.2.1 That the Executive Director of Place reviews the funding agreement in discussion with the Chief Executive of Edinburgh Leisure to understand the financial and operational implications of paying the real living wage, with a report on the findings to Committee on 9 January 2024.
- 3.3 As captured in the report to Committee on 24 October 2023, Edinburgh Leisure is a private company limited by guarantee, with charitable status. Edinburgh Leisure does not have any shareholders and as a result the Council holds no shareholder power to instruct Edinburgh Leisure to pay the Real Living Wage.
- 3.4 The Council's relationship with Edinburgh Leisure is managed through an annual Services and Funding Agreement. The Agreement states that the Recipient (Edinburgh Leisure) should, to the extent reasonably possible, comply with the Funder's policy on the Living Wage.

4. Main report

- 4.1 Edinburgh Leisure aspire to pay the Real Living Wage and previously did so in 2021/22 and 2022/23.
- 4.2 For 2023/24, Edinburgh Leisure made a 4% pay award with a resultant deficit budget of £0.736m. The cost of the pay award was £0.742m. The cost of delivering the Real Living Wage would be an additional £0.473m. Edinburgh Leisure's Board agreed the financial risk of increasing the deficit budget to over £1m was too great. However, it was agreed that if the organisation was performing significantly better than the deficit position (for review after six months) then funds could potentially be directed to paying the Real Living Wage.

Financial Position

- 4.3 The financial climate for Edinburgh Leisure remains challenging. Gas and electricity charges for 2023/24 are approximately £2m higher than pre-pandemic expenditure and forecast to be around £2.75m higher in 2024/25. Inflation continues to affect Edinburgh Leisure's cost base and customers level of disposable income, which poses ongoing uncertainty around usage levels.
- 4.4 Edinburgh Leisure's financial position for 2023/24 at the end of October 2023 is £0.067m ahead of the budgeted deficit of £0.736m. This is not forecast to significantly change or improve by the financial year end and Edinburgh Leisure continues to explore all avenues to increase usage and income to address the budget deficit. Additional measures Edinburgh Leisure are taking to de-risk the financial position and manage cash flow include pausing of non-essential maintenance, leasing rather than purchasing equipment and additional governance steps for approval of recruitment.
- 4.5 In order to pay the Real Living Wage in 2023/24, the use of reserves and price increases beyond the 10% rise implemented in April 2023 have also been considered. The deficit budget for 2023/24 will reduce cash reserves to around zero. For 2024/25, increases in the National Living Wage and the introduction of the Real Living Wage is estimated to increase employee costs by £2.2m. This figure has been factored into Edinburgh Leisure's high-level budget for 2024/25 which is showing a deficit of £3.6m.
- 4.6 The table below provides further detail of Edinburgh Leisure's high-level financial position for 2024/25:

2024/25	£'m	
Deficit Budget 2023/24	0.736	
Forecast – October 2023	-0.067	
Reduction in CEC COVID funding	1.000	Reduces from £2m to £1m
Energy	0.727	Electricity £0.258m, Gas £0.469m
NDR and Water Rates	0.239	Non-Domestic Rates £0.135m (minimum), Water £0.104m
National Living Wage	1.400	
Real Living Wage	0.800	

Price increase	-1.300	Between 5 and 8% (with some at 0%)
Budget Pressure 2024/25	3.535	

Options Under Consideration to Support Real Living Wage Payment

- 4.7 Edinburgh Leisure's Board and Strategic Leadership Team are developing options to address the significant financial challenges in 2024/25. Areas under consideration include:
- 4.7.1 Increased charges;
 - 4.7.2 Reduced opening hours and / or closure of venues;
 - 4.7.3 A review of corporate / central services costs;
 - 4.7.4 Recovery of corporate / central service costs from Edinburgh Leisure's management of community access to secondary school sports facilities; and
 - 4.7.5 Lothian Pension Fund employer contributions following the 2023 Actuarial Valuation.
- 4.8 **Increased Charges:** Current proposals for increasing charges for 2024/25 range from 5% to 8%. These have been developed on a product-by-product basis informed by analysis of usage, trends, benchmarking data and inflation, particularly with regard to consumers disposable income. As with previous years, no increases are proposed for the products supporting those experiencing poverty and health inequalities. The estimated income from the increase would be in the region of £1.3m. This has already been accounted for in the high-level budget estimate for 2024/25.
- 4.9 **Reduced Opening Hours/ Closure of Venues:** Reduction of opening hours and / or closure of venues is complex. The resultant net benefit to Edinburgh Leisure and the Council is uncertain. Switching venues to 'peak' hours only would reduce employee costs but energy usage would likely remain the same. There is a risk that reduced income could offset savings and result in the same net position as remaining open through 'off-peak' periods.
- 4.10 Usage varies throughout the day with peak periods typically early morning, lunchtime and 3.30pm onward. The less busy 'off-peak' periods are used to deliver activities and projects to support those experiencing poverty and health inequalities. Opening hours based on usage could therefore see venues open, close and re-open, creating fragmented employee working hours resulting in recruitment challenges. Significant reductions to opening hours (e.g., evenings only) would result in a significant downturn in usage and income. Further analysis would be required to estimate net impact.
- 4.11 Venue closure net benefits to Edinburgh Leisure and the Council are not certain. The net position for each venue varies. Whilst closure would remove this pressure, new financial burdens would include staff redundancy costs, non-domestic rate charges, security, and disposal expenses. As an example, to realise a saving in the

region of £1m would require the closure of approximately six wet / dry sport centres. The £1m saving is before any direct costs connected with closing a venue (as detailed earlier) are considered.

- 4.12 **Review of Central Services/ Support Costs:** Edinburgh Leisure have carried out (where possible) benchmarking on central support costs (e.g., HR / IT / Finance). This has not identified any over resourcing. An initial review by Edinburgh Leisure has, however shown some savings may be possible, and this is being progressed as part of the preparation for the 2024/25 budget.
- 4.13 **Recovery of Central Services / Support Costs:** this would be achieved from the adoption of a management fee for sports lets in secondary schools.
- 4.14 **Review of Lothian Pension Fund employer contributions:** the outcome of the Lothian Pension Fund Actuarial Valuation for 2023 is being reviewed. Any change in employer contributions will not impact on employees' pension benefits, nor employee contribution rates, which are set by legislation.

5. Next Steps

- 5.1 Council officers will continue to work with Edinburgh Leisure senior managers to review their financial position and forecasts.

6. Financial impact

- 6.1 To continue to trade through and after the Covid-19 Pandemic, the Council provided Edinburgh Leisure with additional financial support:

Year	£'m
2020/21	3.0
2021/22	5.0
2022/23	3.0
2023/24	2.0
2024/25 (planned)	1.0

- 6.2 The Council's annual service payment to Edinburgh Leisure for 2023/24 was £6.7m with an additional annual payment of £0.165m for Capital Upgrading Works.
- 6.3 The cost to Edinburgh Leisure of a 4% pay award for 2023/24 was £0.742m, resulting in a budget deficit of £0.736m for 2023/24. This budget deficit will reduce cash reserves to around zero.
- 6.4 The cost of Real Living Wage in 2023/24 is £0.473m. Edinburgh Leisure considered the financial risk of increasing the deficit budget to over £1m was too great and consequently has not paid the Real Living Wage. The Board agreed that if actual financial performance was significantly better than the forecast deficit budget, funds could potentially be directed to paying Real Living Wage. The current forecast of

financial performance for 2023/24 is not significantly different from the budgeted deficit of £0.736m.

- 6.5 For 2024/25, the National Living Wage and the Real Living Wage is estimated to increase employee costs by £2.2m. This figure has been included in Edinburgh Leisure's high-level budget for 2024/25. A deficit of £3.6m is currently forecast for 2024/25. This deficit is stated after inclusion of increases in charges of between 5% and 8%.
- 6.6 Although a separate programme, the Real Living Wage would add £0.171m to the cost of the Community Access to Secondary School Sports Facilities project, creating an increased pressure on income targets in Children, Education and Justice Services.
- 6.7 Whilst providing additional financial support to Edinburgh Leisure, the adoption of a management fee for sports lets in secondary schools would also create an additional pressure on income targets in Children, Education and Justice Services.

7. Equality and Poverty Impact

- 7.1 The Council's commitment to the Real Living Wage is a key component of ending poverty in the city. Implementing the Real Living Wage in Edinburgh was an action of the Edinburgh Poverty Commission's report in 2020.

8. Climate and Nature Emergency Implications

- 8.1 Not applicable.

9. Risk, policy, compliance, governance and community impact

- 9.1 The Council is undertaking a review of its ALEOs and the governance documentation supporting them.

10. Background reading/external references

- 10.1 Edinburgh Leisure Memorandum and Articles of Association
- 10.2 [Companies Act 2006](#)
- 10.3 [Act of Council no 18 of 31 August 2023](#)

11. Appendices

None.

Policy and Sustainability Committee

10.00am, Tuesday 9 January 2024

Internal Audit Open and Overdue Internal Audit Actions – Performance Dashboard as at 31 October 2023 – referral from the Governance Risk and Best Value Committee

Executive/routine

Executive

Wards

1. For Decision/Action

The Governance, Risk and Best Value Committee has referred the attached report to the Policy and Sustainability Committee for scrutiny of the overdue IA actions relevant to its remit.

Dr Deborah Smart

Executive Director of Corporate Services

Contact: Andrew Henderson, Committee Officer
Legal and Assurance Division, Corporate Services Directorate

E-mail: andrew.henderson@edinburgh.gov.uk | Tel: 0131 529 4230

Referral Report

Internal Audit Open and Overdue Internal Audit Actions – Performance Dashboard as at 31 October 2023

2. Terms of Referral

- 2.1 On 28 November 2023, the Governance, Risk and Best Value Committee considered a report on the Committee Best Practice Guidance.
- 2.2 The Governance, Risk and Best Value Committee agreed:
 - 2.2.1 To note the status of open and overdue Internal Audit (IA) actions and key performance indicators as at 31 October 2023;
 - 2.2.2 To note the progress made on the open resilience audit actions as requested by Committee in September;
 - 2.2.3 To refer this paper to the relevant Council Executive committees for ongoing scrutiny of the overdue IA actions relevant to their respective remits;
 - 2.2.4 To refer this paper to the Edinburgh Integration Joint Board Audit and Assurance Committee for information in relation to the current Health and Social Care Partnership position;
 - 2.2.5 To agree that the EC&F briefing note on Early Years Education 1140 delivery March 2023 to members of GRBV;
 - 2.2.6 To agree that a briefing note is circulated on the timescales for Self Directed Support (SDS) Children's Services June 2023; and
 - 2.2.7 To agree that officers provide an update on Shadow IT Systems in the Risk Acceptance form to be submitted with the February Update report.
- 2.3 As at 31 October 2023, there were a total of 13 overdue audit actions relevant to the remit of the Policy and Sustainability Committee. Details of the 13 actions are provided in Appendix 2 together with an update on progress of these actions as at 21 December 2023.
- 2.4 As at 21 December 2023, three actions (actions 5, 6 and 7) are now closed and 1 action (action 9) has been partially risk accepted, details of the risk acceptance will be presented in the first instance to the Governance Risk and Best Value

Committee on 26 February and referred to the next Policy and Sustainability Committee.

3. Background Reading/ External References

- 3.1 Governance, Risk and Best Value Committee – 28 November 2023 – Webcast
- 3.2 Minute of the Governance, Risk and Best Value Committee – 28 November 2023

4. Appendices

Appendix 1 – report by the Head of Internal Audit

Appendix 2 – Policy and Sustainability Committee Overdue Audit Actions as at 31 October 2023 with updated position 21 December 2023

Governance, Risk and Best Value Committee

10.00am, Tuesday, 28 November 2023

Internal Audit Open and Overdue Internal Audit Actions – Performance Dashboard as at 31 October 2023

Executive/routine

Wards

1. Recommendations

- 1.1 It is recommended that the Committee:
- 1.1.1 notes the status of open and overdue Internal Audit (IA) actions and key performance indicators as at 31 October 2023;
 - 1.1.2 notes progress made on the open resilience audit actions as requested by Committee in September;
 - 1.1.3 refers this paper to the relevant Council Executive committees for ongoing scrutiny of the overdue IA actions relevant to their respective remits; and
 - 1.1.4 refers this paper to the Edinburgh Integration Joint Board Audit and Assurance Committee for information in relation to the current Health and Social Care Partnership position.

Laura Calder

Head of Internal Audit

Legal and Assurance, Corporate Services Directorate

E-mail: laura.calder@edinburgh.gov.uk | Tel: 0131 469 3077

Internal Audit Open and Overdue Internal Audit Actions – Performance Dashboard as at 31 October 2023

2. Executive Summary

- 2.1 This report provides an update to Committee on progress of open and overdue Internal Audit (IA) management actions and key performance indicators as at 31 October 2023.
- 2.2 The includes progress updates from each Directorate on the six open resilience audit actions as requested by Committee in September.
- 2.3 As at 31 October 2023, there were a total of 114 open IA management actions, with 21 of these overdue (18%), an increase of 2 compared to June 2023 (19) and a decrease of 3 when compared to the same period last year (24).
- 2.4 Further detail on the status of open and overdue actions as at 31 October 2023 is provided in the open and overdue performance dashboard at [Appendix 1](#). This includes a comparison with June 2023 and October 2022.

3. Background

- 3.1 Progress in implementing open and overdue management actions raised in IA reports are reported monthly to the Corporate Leadership Team (CLT) and quarterly to the GRBV Committee.
- 3.2 This report specifically excludes open and overdue findings that relate to the Edinburgh Integration Joint Board (EIJB) and the Lothian Pension Fund (LPF). These are reported separately to the EIJB Audit and Assurance Committee and the Pensions Audit Sub-Committee respectively.
- 3.3 In September 2023, the Committee requested a progress update from Directorates on the six remaining actions from the Resilience audit completed in 2018 which were rebased in March 2023.
- 3.4 IA Key Performance Indicators (KPIs) to support effective and timely delivery of the IA annual plan were revised and agreed by CLT and GRBV in [March 2023](#).

4. Main report

Open and overdue management actions

- 4.1 [Figure 1](#) of the IA activity dashboard at Appendix 1 illustrates that as at 31 October 2023, there were 114 open IA actions across the Council, with 21 actions (18%) overdue, and 93 actions (82%) not yet due.
- 4.2 The movement in open and overdue IA actions for the period 22 June to 31 October 2023 is reflected in [figure 2](#) which highlights that the total number of open actions decreased by 28 during the reporting period (from 136 to 114) and overdue management actions have increased from 19 to 21.
- 4.3 [Figure 2](#) also highlights that during the period a total of 44 IA actions were closed across the Council and 22 new IA actions were created.
- 4.4 Evidence for 1 action is currently being reviewed by IA. IA has continued to achieve the established KPI for reviewing all implemented management actions.
- 4.5 [Figure 3](#) and [Figure 4](#) illustrate the allocation of the 21 overdue management actions across all directorates.
- 4.6 [Figure 4](#) shows the composition of the 21 overdue management actions as 9 High, 9 Medium and 3 Low rated management actions.

Ageing profile of overdue actions

- 4.7 [Figure 5](#) compares the ageing profile of current (October 23) overdue management actions with the last reported period (June 2023) and shows actions overdue for:
- less than three months have decreased from 11 to 6
 - three to six months have increased from 2 to 5
 - six months to one year have increased from 2 to 4
 - more than 1 year have increased from 4 to 6.
- 4.8 The analysis of the ageing of the 21 overdue management actions across directorates shown at [figure 6](#).
- 4.9 Appendix 2 provides details of all overdue management actions as at 31 October 2023 together with an update from management on progress with the action. The number of days an action has been overdue is also provided for each action (as requested by Committee at the September 2023 meeting).

Management actions closed based on management's acceptance of risk

- 4.10 Three management actions were closed based on management's acceptance of risk during the period 22 June to 31 October 2023. Please refer to appendix 3 for details.

Progress with rebased resilience audit actions

- 4.11 The [2023/23 Internal Audit Annual Report](#) reported to Committee in September 2023, included details of rebased audit actions.
- 4.12 Committee requested an update on the 6 Resilience audit actions (5 high and 1 medium) relating to update of the Council Business Continuity Plan, review and

testing of resilience protocols across directorates, and review of contracts within Place directorate. An update from each Directorate is provided at Appendix 4.

IA Annual Plan Delivery

- 4.13 The [2023/24 IA annual plan](#) was approved by GRBV in March 2023. [Figure 7](#) shows good progress in the delivery of 23/24 IA plan as at 31 October 2023, with 10 audits completed, 3 audits in reporting, 12 audits in fieldwork and 12 audits in planning. Further detail on plan delivery is provided in the quarterly update report presented to committee as part of today's agenda papers.

IA Key Performance Indicators

- 4.14 IA Key Performance Indicators (KPIs) to support effective and timely delivery of the IA annual plan were revised and agreed by CLT and GRBV in [March 2023](#).
- 4.15 Performance in line with audit agreed KPIs is set out at [Figure 8](#). We have seen a delay in providing management responses and Service Director and Executive Director approval of Terms of Reference and final audit reports. Management are requested to review these in a timely manner to prevent delays to delivery of agreed audits.
- 4.16 Services are also encouraged to return end of audit surveys which provide feedback on the audit process and contribute towards continuous improvement in the audit team.
- 4.17 IA will continue to remind officers that performance in line with the revised KPIs, will be reported to CLT and to Committee, and that delays may impact timely delivery of the overall internal audit programme.

5. Next Steps

- 5.1 IA will continue to monitor the open and overdue actions position providing monthly updates to the CLT and quarterly updates to the GRBV Committee.

6. Financial impact

- 6.1 There are no direct financial impacts arising from this report, although failure to close management actions and address the associated risks in a timely manner may have some inherent financial impact.

7. Equality and Poverty Impact

- 7.1 None. An assessment is not required because the reason for this report is to report Internal Audit activity to Committee. Consequently, there will be no differential equality or poverty impacts, as a result of the proposals in this report.

8. Climate and Nature Emergency Implications

- 8.1 None. The reason for this report is to report Internal Audit activity to Committee. Consequently, there will be no differential climate or nature emergency implications, as a result of the proposals in this report.

9. Risk, policy, compliance, governance, and community impact

- 9.1 This report identifies several specific impacts on, and areas of improvement for the Council's risk, policy, compliance, and governance frameworks. Management should seek to take adequate steps to reduce the impacts across the key risk areas set out.
- 9.2 Council officers and elected members are consulted on the findings of Internal Audit throughout the year. No specific consultations have taken place in relation to this report.

10. Background reading/external references

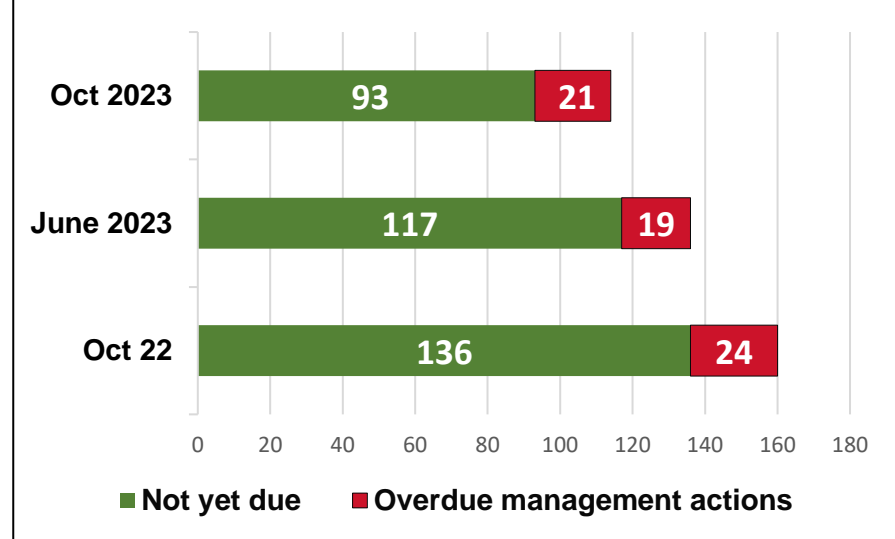
- 10.1 [Open and Overdue IA Findings – Performance Dashboard as at 22 June 2023: GRBV August 2023](#)
- 10.2 [2022/23 Internal Audit Annual Report and Opinion: GRBV September 2023](#)
- 10.3 [Internal Audit journey map and key performance indicators – GRBV March 2023](#)

11. Appendices

- 11.1 Appendix 1: Open and overdue IA actions and KPI dashboard as at 31 October 2023
- 11.2 Appendix 2: Overdue IA actions as at 31 October 2023
- 11.3 Appendix 3: Actions closed based on management risk acceptance 22 June to 31 October 2023
- 11.4 Appendix 4: Progress with remaining Resilience audit actions as at 31 October 2023

Appendix 1: IA open and overdue actions dashboard as at 31 October 2023

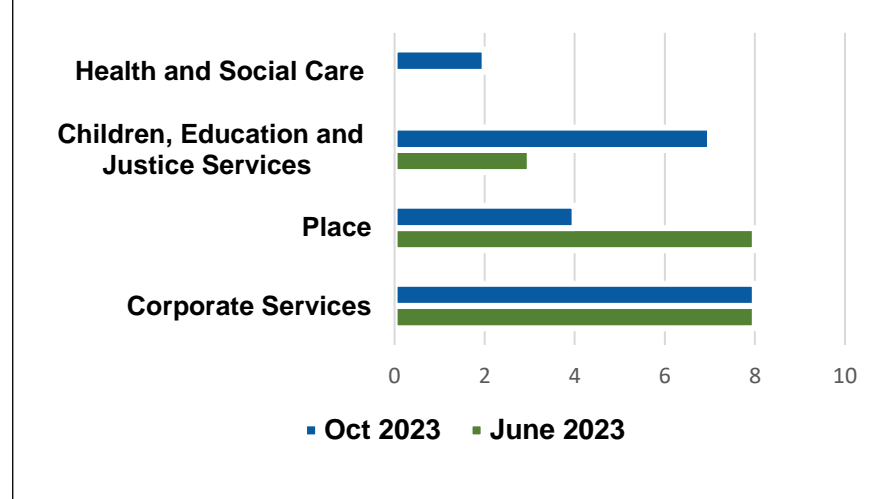
1. Management Actions Status Trend



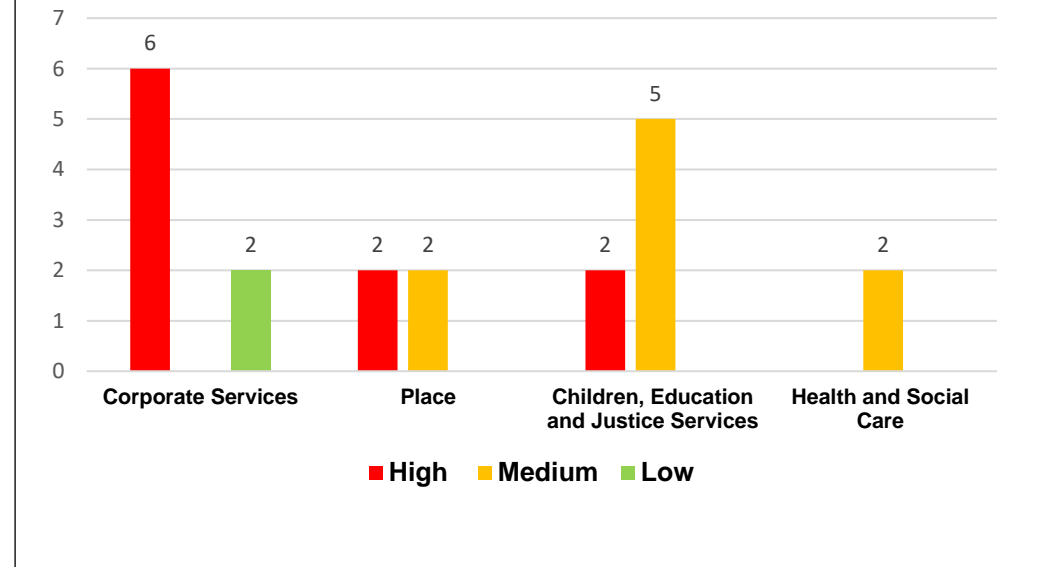
2. Analysis of changes in management actions between June – Oct 2023

	22/06/2023	New	Closed	31/10/2023	Trend
Open Actions	136	22	44	114	↓
Overdue Actions	19	12	10	21	↑

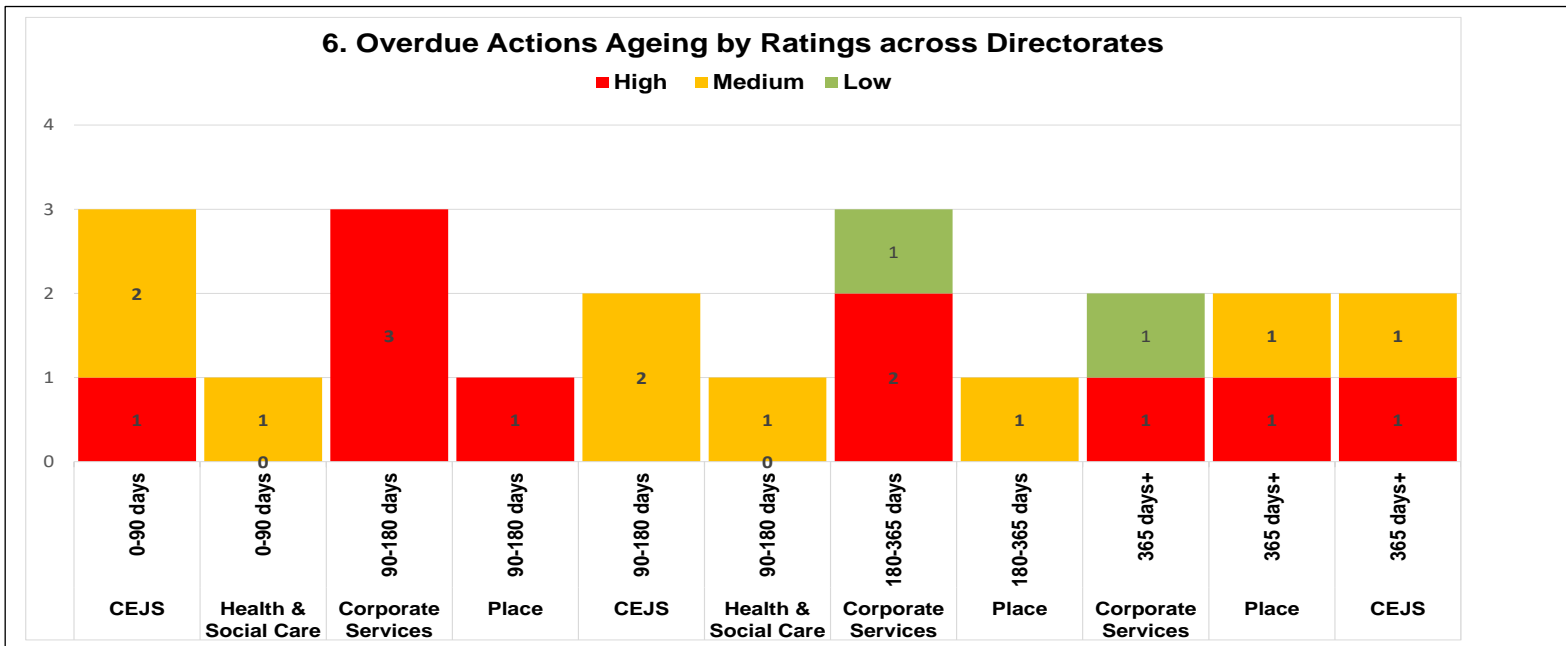
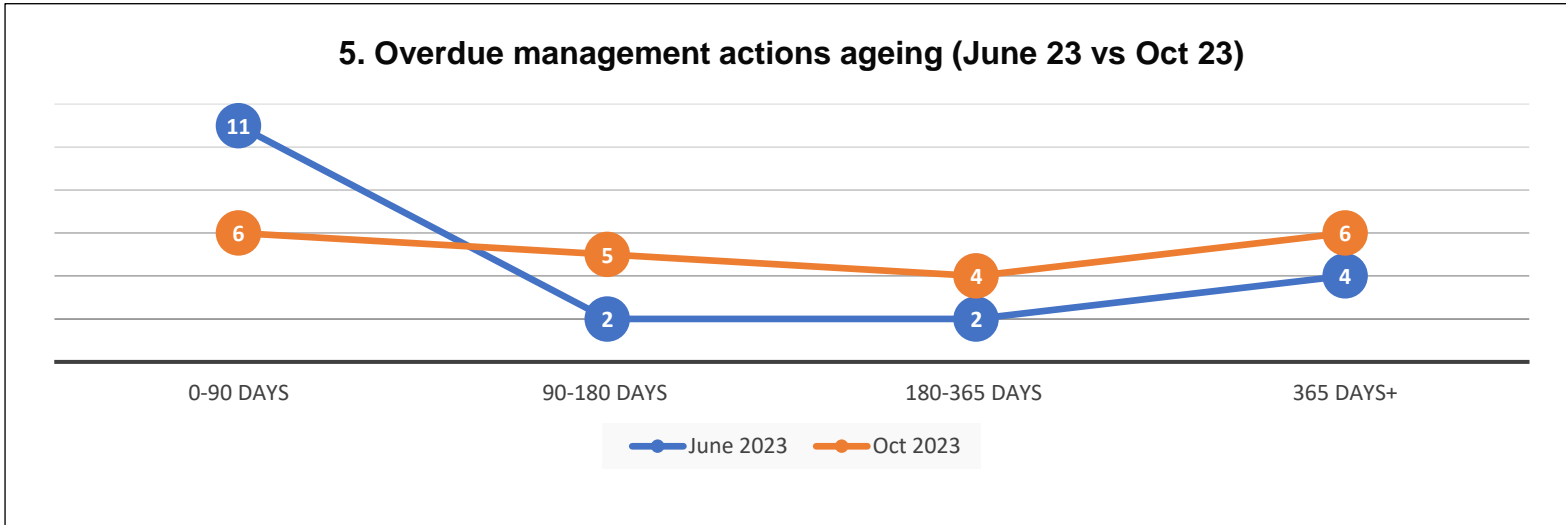
3. Overdue Management Actions Trend Analysis



4. Overdue Actions by Directorate and Risk Rating October 2023

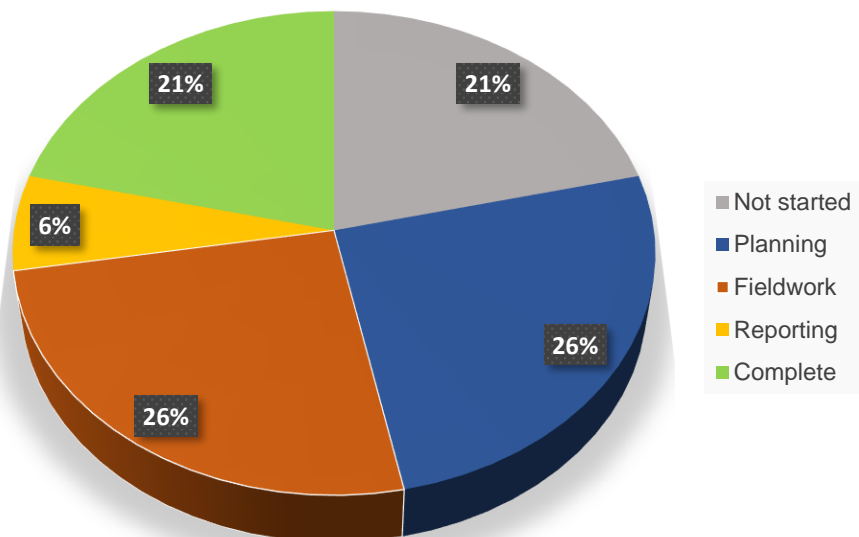


Appendix 1: IA dashboard – Ageing of overdue actions as at 31 October 2023

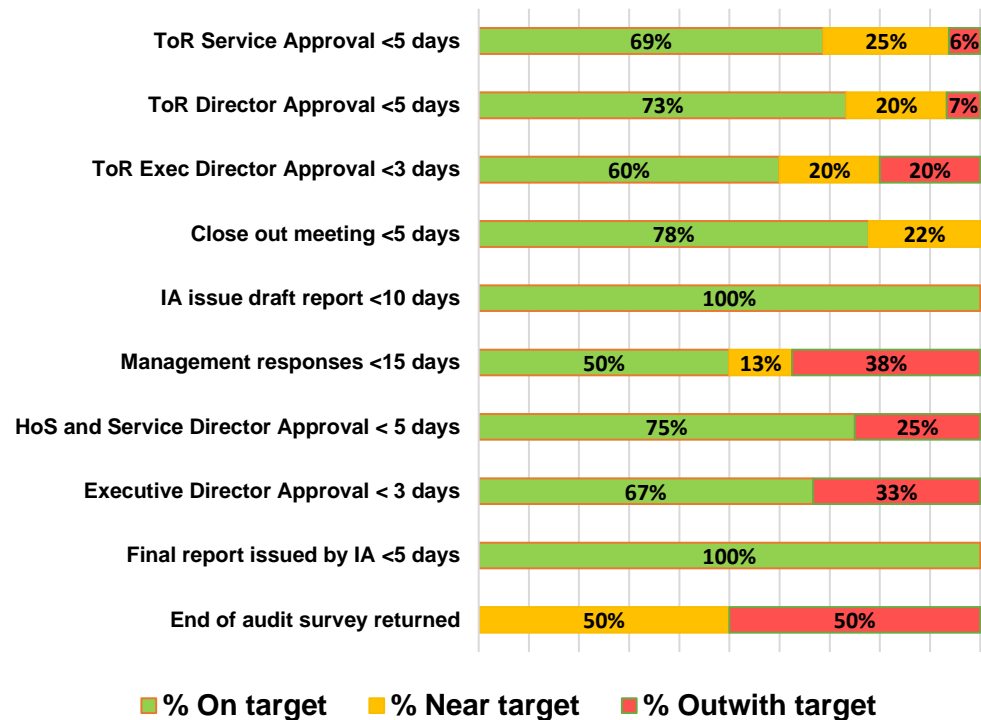


Appendix 1: IA dashboard – Annual plan delivery and KPIs as at 31 October 2023

7. 2023/24 IA plan status



8. Internal Audit Key Performance Indicators Q2



Appendix 2: Overdue Actions as at 31 October 2023

Ref.	Directorate	Committee	Code	Audit	% Progress	Observation Title	Rating	Recommendation	Management Action	Status	Due Date	Revised Date	Days Overdue	Status Update	Business Lead
1	Children, Education and Justice Services	Education, Children and Families	CEJ2201	Early Years Education 1140 delivery March 2023	<div style="width: 33%;"><div style="background-color: green; height: 10px;"></div></div> 33% 3 Actions 1 closed 2 in progress 1 overdue	CEJ2201 Issue 2: Ongoing programme funding	Medium Priority	CEJ2201 Rec 2.1: Sustaining programme funding	The recommended information will be provided to the Education, Children and Families committee.	In Progress	30/06/2023	29/02/2024	124	A full report is due to go Committee in December 2023 therefore amending the due date to end of February 2024 to allow time for submission of evidence to internal audit.	Executive Director of Children, Education and Justice Services
2	Children, Education and Justice Services	Education, Children and Families	CEJ2203	Self-Directed Support (SDS) Children's Services June 2023	0% 6 Actions 6 in progress 3 overdue	CEJ2204 - Issue 1 - SDS Policies and Procedures	High Priority	CEJ2203 - Recommendation 1.2 - Linking SDS framework standards to processes	The feasibility for adding this link to Swift (or the replacement system) with a focus on standard 8 of the SDS framework will be considered and where this is not possible, alternative controls to manage the risks will be developed.	In Progress	31/08/2023	30/04/2024	62	Work is progressing on the SDS policy, however due to competing priorities within the Partnership, the drafting of the policy is taking longer than anticipated and is being co-ordinated with Children's Services. Alongside this, based on feedback from P&S Committee around one element of the SDS (Direct Payments), we want to ensure the points raised is incorporated within the SDS policy, therefore we are extending this management by a further six months	Executive Director of Children, Education and Justice Services
3		Education, Children and Families				CEJ2204 - Issue 4 - Budget review and oversight	Medium Priority	CEJ2203 - Recommendation 4.1 - Reporting on actions taken to manage under/overspends	A report will be created and maintained by Children's Services which includes the actions which have been taken to tackle SDS underspends/overspends. The plan will include the reason for the over/under spends, actions taken by whom and when. Any risks identified will be escalated to the Children's Services and/or the CEJS risk registers.	In Progress	30/09/2023	30/04/2024	32		
		Education, Children and Families				CEJ2204 - Issue 4 - Budget review and oversight	Medium Priority	CEJ2203 - Recommendation 4.2 - Budget review and oversight - action tracking	This will be managed via a tracker which will include the action to be taken, the names of the responsible officers, and implementation dates. Senior Manager to liaise with Finance colleagues in respect of the implementation of this action. The tracker will be reviewed in advance of meetings and revised dates and a rationale will provide where actions are overdue.	In Progress	30/09/2023	30/04/2024	32		
	Children, Education and Justice Services	Policy and Sustainability	CF2003	Health and Safety – Managing Behaviours of Concern July 2021	<div style="width: 90%;"><div style="background-color: green; height: 10px;"></div></div> 90% 10 Actions 9 closed 1 in progress 1 overdue	CF2003 - Issue 1 - Policies, Procedures and Complaints	High Priority	CF2003 - Recommendation 1.2 - Policy and Procedures (Children, Education and Justice Services)	A lead officer for Managing Behaviours of Concern will be appointed and their responsibilities will include review, update and revision of policies and procedures, as well as communication and incorporating the flow charts and procedures for managing problematic behaviour.	In Progress	30/09/2022	30/12/2023	397	The Protecting Colleagues from Unacceptable Behaviour Policy has now been approved. Work required to complete this action will now be progressed.	Executive Director of Children, Education and Justice Services
6	Corporate Services	Policy and Sustainability	CS2109	Planning and Performance Framework Design Review June 2022	<div style="width: 33%;"><div style="background-color: green; height: 10px;"></div></div> 33% 12 Actions 4 closed 7 in progress 1 overdue	CS2109 Issue 3: Directorates and Divisional Data Quality Objectives	Low Priority	CS2109 Recommendation 3.1: Development of Divisional Data Quality Objectives	Data quality objectives will be prepared and shared with directorates and divisions involved in provision of data for inclusion in performance report for discussion and agreement.	In Progress	31/12/2022	24/01/2024	305	The objectives are being prepared by the Data, Performance and Business Planning team for agreement at the Information Board. The need for these will also be in the upcoming data strategy and the work tracked as a workstream in the implementation plan.	Executive Director of Corporate Services
7	Place	Policy and Sustainability	CW1910	Life Safety October 2020	89% 19 Actions 17 closed 2 with IA for review	CW1910 - Life safety systems and reporting	High Priority	CW1910 Rec 1.1.3 Housing Property Services - consolidated life safety management and reporting systems	The issue with the asset register, testing, maintenance and repairs is part of the ongoing Housing Service Improvement Plan, and will be addressed by implementation of the Total Mobile technology solution. The Council is now in phase two of a three phase Total Mobile programme that includes workstreams relating to responsive repairs, gas safety checks, and voids. Total Mobile has also been successfully implemented to support completion and recording of annual Gas Safety Checks. Phase 3 will include an automated solution for the current Mechanical and Electrical regime plus routine Legionella maintenance and testing, and will also be used to support programmed works completed by external contractors. Housing Property are also implementing an Asset Management register which will sit within the Northgate system. This is being delivered as part of the Northgate system upgrade by the Council's Digital Services team working in partnership with our CGI and Northgate.	IA Review in progress	30/06/2023	30/11/2023	124	Evidence currently being reviewed by Internal Audit	Executive Director of Place
8		Policy and Sustainability				CW1910 Rec 1.2 Life safety key performance measures and reporting	High Priority	A life safety performance framework will be established following consolidation of the second line teams and resources that have life safety responsibilities across the housing and operational property estate, and implementation of comprehensive life safety systems that include all relevant life safety data. This framework will incorporate all existing performance frameworks and will include a new set of standard risk based and proportionate life safety key performance measures designed to support reporting to management and governance forums and confirm ongoing compliance with applicable legislation and regulations.	In Progress	29/04/2022	31/12/2023	551	Action is progressing, expected to meet the revised date.	Executive Director of Place	

Ref.	Directorate	Committee	Code	Audit	% Progress	Observation Title	Rating	Recommendation	Management Action	Status	Due Date	Revised Date	Days Overdue	Status Update	Business Lead
9	Children, Education and Justice Services	Policy and Sustainability	CW1914	Unsupported Technology (Shadow IT) and End User Computing October 2020	93%	CW1914 Issue 1: Digital strategy and governance	Medium Priority	CW1914 Rec 1.4d - Review of existing shadow IT contracts (Children, Education and Justice Services)	The Directorate will complete a review of all contracts supporting the ongoing use of shadow IT / cloud based applications used within divisions in comparison to the guidance provided by CPS ensure identify any contracts that need to be refreshed or procured, with support from CPS and Digital Services. Where inadequate contracts are identified, and the supplier is unable to support an immediate contract refresh, the criticality of the system and the service it supports will be assessed to determine whether the system is required, or whether an alternative system solution can be procured. Where inadequate contracts support critical systems that cannot be immediately re-procured, the risks associated with ongoing use of these systems and their contracts will be recorded in risk registers, and the contract re-procured at the earliest possible date.	In Progress	30/09/2021	29/12/2023	749	A number of actions have been undertaken to manage the risks in this area. A partial risk acceptance is being prepared and will be reported to GRBV in the next update.	Executive Director of Children, Education and Justice Services
10		Policy and Sustainability			29%	CW2001 - Issue 1 - ALEO Governance Framework	High Priority	CW2001 - Recommendation 1.1 ALEO Governance Framework	Second line responsibilities for the design, implementation, and ongoing maintenance of an ALEO governance framework will be agreed; and An ALEO governance framework will be designed implemented, and communicated that incorporates all of the recommendations above.	In Progress	30/09/2022	29/03/2024	397	Revised completion date to allow time for key person dependency and also to take on board recommendation's from Tram Inquiry.	Executive Director of Corporate Services
11	Corporate Services	Policy and Sustainability	CW2001	Arms length external organisations (ALEOs) August 2021	7 Actions 2 closed 5 in progress 3 overdue	CW2001 - Issue 2 - Conflicts of Interest, Appointments, and Training	High Priority	CW2001 - Recommendation 2.1 Conflicts of Interest and Appointments	Following ALEO allocation, a paper will be presented to full Council that highlights potential conflicts of interest between ALEO and Council committee appointments, with a request that the Council either risk accepts or takes action to address the potential conflicts identified. This report will also highlight that future potential conflicts could occur if EM appointments to either ALEOs or Council committees are changed, and that this should be considered by political groups as part of any subsequent appointment changes. Following presentation of the paper to full Council noted above, Executive directors will be advised of any potential ALEO conflicts of interest that have been risk accepted and requested to ensure that these are reflected in relevant risk registers. A framework will be designed and provided to all ALEOs that makes recommendations for an appropriate composition of both elected members and independent members for inclusion in ALEO boards to ensure that there is an appropriate balance and mix of skills. The skills, background and experience required for Council Observers who represent the Council's interest at board meetings will be considered; documented; and consistently applied to all appointments Reminders will be sent to each Group annually about the recommendation that there be an appropriate composition of both elected members and independent members for inclusion in ALEO boards. Each Directorate will be asked to confirm (at least annually) that the background, skills and experience of each CO remains appropriate	In Progress	30/06/2023	31/05/2024	124	This workstream will be folded in to the ALEO Governance Framework.	Executive Director of Corporate Services
12		Policy and Sustainability					High Priority	CW2001 - Recommendation 2.2 Training	Training materials will be reviewed. It was agreed at a meeting of full Council in June 2016 that EMs who were directors of Council companies would undertake mandatory training on their duties under the Companies Act. Training will also be made mandatory for COs. Completion of training by both EMs and COs will be monitored and where training has not been completed, Group Leaders will be notified.	In Progress	30/06/2023	31/05/2024	124	The training will be carried out after the Framework has been approved and rolled out.	
13	Place	Policy and Sustainability	CW2006	Health and Safety – Asbestos Recommendations B agenda report	89%	CW2006 Issue 2: Asbestos location and condition data – Housing Property Services and Estates and Facilities	Medium Priority	CW2006 Rec 2.1b: Estates and Facilities Management – population of CAFM system	Asbestos registers will be manually transferred from the current PDF version and populated directly into CAFM where they will be maintained in the CAFM asbestos module. There is no requirement for a technology upgrade to support this process. This has already been performed for a sample of three properties and the full population should be achievable by 31 March 2023.	In Progress	31/03/2023	31/03/2024	215	Input of data to CAFM/AMIS has stalled due to system issues. Information is currently being updated and maintained in Excel in meantime. Discussions are ongoing.	Executive Director of Place
14	Corporate Services	Finance and Resources	CW2009	Fraud and Serious Organised Crime September 2022	0%	CW2009 Issue 1 – Established Fraud and Serious Organised Crime Arrangements	High Priority	CW2009 Rec 1.1: Review of Council Fraud and Serious Organised Crime Arrangements - phased implementation plan	Fraud and SOC arrangements will be reviewed and appropriate recommendations for relevant policies and the framework presented to CLT for approval. The revised arrangements will give consideration to Audit Scotland expectations as detailed in their July 2022 publication on Fraud and Irregularity. A phased implementation approach will be adopted, to enable sufficient time for the design and implementation of the new process. An implementation plan that considers and addresses (where possible) the IA recommendations included in this report will be prepared by 31 March 2023. The plan will be agreed with all services and external stakeholders who will be required to support the process. The plan will be shared with Internal Audit to confirm that appropriate actions have been defined, or risks accepted (where appropriate), and management actions will then be agreed based on the content of the plan, with their implementation progress monitored through the established Internal Audit follow-up process.	In Progress	31/03/2023	30/11/2023	215	The council wide Fraud and SOC group has met regularly and is on track to have developed an implementation plan for the actions by the end of November. These actions will then be tracked by Internal Audit to completion.	Executive Director of Corporate Services

Ref.	Directorate	Committee	Code	Audit	% Progress	Observation Title	Rating	Recommendation	Management Action	Status	Due Date	Revised Date	Days Overdue	Status Update	Business Lead
15	Corporate Services	Policy and Sustainability	CW2106	Implementation of Child Protection recommendations July 2022	71%	CW2106: Implementation of Historic Whistleblowing Recommendation s - Issue 1: Corporate	Low Priority	CW2106: Recommendation 1.1a - Whistleblowing policy and procedures	The Whistleblowing Policy is being updated following the Tanner reviews and these changes will be implemented as part of this.	In Progress	31/03/2023	31/01/2024	215	Going to Policy and Sustainability Committee on Tuesday 9 January 2024.	Executive Director of Corporate Services
					17 Actions 12 Complete 5 in progress 1 overdue										
16	Children, Education and Justice Services	Policy and Sustainability	CW2202	Application technology controls - SEEMIS November 2022	67%	CW2202 Issue 1 - SEEMIS: SEEMIS Records Retention and Disposal	Medium Priority	CW2202 Recommendation 1.1 SEEMIS: SEEMIS Records Retention and Disposal	Record retention periods for pupil data will be reviewed and agreed with IGU. Following that, the Council's Records Retention Schedule and Quick Guide for Managing Pupil Information will be updated.A schedule will be created to facilitate a timely, complete disposal of pupil data in line with agreed record retention periods.	In Progress	31/05/2023	31/12/2023	154	Quality Improvement Education Officer has been recruited and will take forward this action.	Executive Director of Children, Education and Justice Services
					3 Actions 2 closed 1 in progress 1 overdue										
17	Education, Children and Families	HSCP/CEJS	HSC2201	Transitions for young adults with a disability from children's services to Adult Social Care August 2023	0%	HSC2201: Issue 3 - Continuous improvement and performance monitoring	Medium Priority	HSC2201: Recommendation 3.1 - Tracker for future service/improvement reviews	Tracker to be drawn up and identify who should lead on this which links with minutes of the bi-monthly meetings. Regular updates will be provided to Operations Managers of both directorates.	In Progress	31/07/2023	30/04/2024	93	Key individuals have retired / are absent at present and whilst some progress has been made, further work is still required. Therefore an extension to 30 April 24 is required in line with development of operational procedures.	Executive Director of Children, Education and Justice Services Chief Officer - HSCP
					6 Actions 6 in progress 2 overdue										
18	Education, Children and Families	HSCP/CEJS	HSC2201	Transitions for young adults with a disability from children's services to Adult Social Care August 2023	0%	HSC2201: Issue 3 - Continuous improvement and performance monitoring	Medium Priority	HSC2201: Recommendation 3.2 - Transition journey experience as part of successful transition review	Skills Development Scotland check in with young adults regarding positive destinations.Young Adults with Disability team currently conduct a review after 6-12 weeks following successful transition. As part of this review a question will be asked regarding the transition journey experience. This will be formally captured and discussed with Children affected by Disability team.There are no resources currently within Children's Services to conduct a separate follow-up interview.	In Progress	31/08/2023	30/04/2024	62	Key individuals have retired / are absent at present and whilst some progress has been made, further work is still required. Therefore an extension to 30 April 24 is required in line with development of operational procedures.	Executive Director of Children, Education and Justice Services Chief Officer - HSCP
					6 Actions 6 in progress 2 overdue										
19	Place	Policy and Sustainability	PL2003	Registration and Bereavement Services March 2021	80%	PL2003 Issue 2: Bereavement Services systems and records	Medium Priority	PL2003 Recommendation 2.1: Digitalisation of historic burial records	Management plan to move burial records on-line. This will require transfer from current CGI BACAS to a Cloud based version which is currently in progress. Thereafter, that will give access to a bolt on module which will allow more secure management of burial and memorial safety records in compliance with anticipated new legislation. The cost of the module is not anticipated to be onerous, but if required will be the subject of a business case. The business case will also identify resources required to transfer historic hard copy records to the system as required.	In Progress	31/03/2022	31/12/2023	580	Still in negotiations with UK archiving and the new contractor who have bought out BACAS – will chase them for an update. St Cuthberts booked are scanned as a test at the moment.	Executive Director of Place
					5 Actions 4 closed 1 in progress 1 overdue										
20	Corporate Services	Finance and Resources	RES1903	Budget Setting and Management February 2020	86%	RES1903 Issue 3: Continuous improvement: Lessons learned and customer feedback.	Low Priority	RES1903 Issue 3.2: Finance customer and staff feedback surveys	Finance will conduct customer and staff feedback exercises every two years. A feedback process will be developed and implemented that is aligned with the lessons learned methodology as described in recommendation 3.1.In addition, feedback from each exercise will be consolidated and used to generate improvement actions. The survey results and improvement actions will be reported to service managers and staff.	In Progress	31/12/2020	31/01/2024	1035	In progress, Has been delayed due to medical treatment of lead officer and work prioritisation.	Executive Director of Corporate Services
					7 Actions 6 closed 1 in progress 1 overdue										
21	Corporate Services	Policy and Sustainability	RES1910	Risk Management June 2020	96%	RES1910 Risk Management Issue 2 - Refreshed Risk Management Framework	High Priority	RES1910 Rec 2.5 - Commence roll-out of new risk management framework across Council	Rebased action to reflect progress with refreshed risk management framework June 2022 - as agreed with Azets The Corporate Risk Team will Commence roll out of new framework across services across a two year time frame (or sooner if possible).	In Progress	31/07/2023	31/01/2024	93	The Risk Assessment tool has been subject to consultation and development through the Risk Forum and will be reported onto CLT along with a Risk Framework guide. In addition the recruitment of a Chief Risk Officer is underway. This post will be key to supporting the implementation of the new Risk Framework. The Revised Risk Management Policy and Risk Appetite statement was reported to Policy and Sustainability on 24 October and will be referred onto GRBV on 28 November.	Executive Director of Corporate Services
					23 Actions 22 closed 1 in progress 1 overdue										

Appendix 3: Actions closed as management accept risk (22 June to 31 October 2023)

Directorate	Place	Action owner	Executive Director of Place	
Audit Code and title	PL1902 Tree Management			
Finding Title	Finding 1 - Strategic direction and operational delivery			
Internal Audit Risk Description	Limited understanding of the extent of tree management requirements demand from other divisions; the associated costs; and resources required to supporting ongoing tree management across the city.			
Internal Audit Recommendation	<p>1.5 Review and development of service level agreements (SLAs)</p> <p>Management should:</p> <ol style="list-style-type: none"> 1. Complete a review of tree management services requested by and delivered across other Council divisions and consider (with reference to the capacity and workforce plan whether the Council can continue to support these services based on the capacity of current resources, and the external support that may be required. 2. Existing SLAs should then be reviewed and refreshed to ensure they reflect the full range and costs of tree management services provided. This should include a review of financial and recharging arrangements to ensure that costs incurred by Forestry services are recovered. 3. SLAs should be developed, agreed, and implemented for tree management services provided to other Council divisions where they currently do not exist. 4. Regular meetings should be established with divisions to discuss Forestry services performance in line with agreed SLAs and operational key performance indicators. Performance dashboards should also be provided to support discussions at these meetings. 5. SLAs should be reviewed annually to ensure that they continue to reflect the forestry services delivered across Council divisions and incorporate any necessary changes. 			
Management Action	Parks and Greenspace management accept the internal audit recommendation made.			
Risk Rating	Initial Rating in Audit report	High	Residual rating at closure	Medium
Due Date	31/10/2021	Revised date	31/10/2023	
Mitigating Key Controls in Place	<p>Evidence has now been submitted detailing that action requirement 1 has been completed. This overlaps with another closed action from the Tree Management audit.</p> <p>Action 2 has been progressed as part of the process outlined below. Action 5 cannot be met fully as SLAs are not to be introduced, however, KPIs have been developed and approved. An alternative approach has been agreed by senior management which means that actions 3-5 will need to be risk accepted.</p>			

	<p>The Forestry Service has overall responsibility for maintaining trees in public ownership on its land within the city. However, these trees are the responsibility of the respective departments and service areas within the Council. The Forestry Service will carry out works to trees growing in areas, such as Council housing gardens, school grounds, libraries, where the managing department agrees to cover the costs associated with managing the risks associated with trees and associated works to maintain them.</p> <p>As the Forestry Service has moved into Neighbourhood Environmental Services, there is a desire to move away from Service Level Agreements for most service areas and develop appropriate service standards and performance measures to cover all work for internal stakeholders. This will include a virement of funds from services to the Forestry service to cover costs covered through the budget setting process and based on the cost to achieve the agreed service standards.</p> <p>The Forestry Service should have direct responsibility to manage trees on Council-owned property and in Council house gardens managed under the Housing Revenue Account (HRA), as well as schools, and Health and Social Care property, parks and open spaces, etc.</p> <p>Mitigating key controls in place:</p> <ul style="list-style-type: none"> • The Forestry Service Workforce and Resources Plan has identified the future needs of the city's tree and woodlands management. This has taken into account additional demands from service areas such as the support for Edinburgh Million Tree City, which will see in excess of 250,000 trees planted by 2030, and Ash Dieback. • The Forestry Service Standards and Performance Indicators document outlines that regular review of the workforce plan should be undertaken. • The Forestry Service can provide all services in relation to trees for the Council, from planting to felling, development, maintenance, and succession planning, and dealing with arboreal pandemics to ensuring trees are kept healthy and safe and do not pose a risk to people or property. • Service Standards – a set of statements outlining what the Forestry Service will provide by way of service are now established and available online. This is measured against key performance indicators. • The Forestry Service adopts a risk-based approach to tree management and therefore any tree work of lower or no significant risk is likely to be given less priority than issues that pose a significant risk to people and property and allocates its resources accordingly. • The same risk-based approach will be adopted by other internal stakeholders to ensure that all Council departments with responsibility for trees on their property are managed by the Forestry Service to the same service standards. • The Trees in the City management policies sets out works undertaken and outlines processes in more detail. • There will be an annual review prepared for senior management and for the appropriate service or departmental representative to share progress; provide information; report on ongoing, current, or new risks; and enable scrutiny to take place. Where changes to resources, including increases in costs, are required, this will be highlighted for the purposes of budget management and resource allocation.
Residual Issue	Internal intra-department Service Level Agreements have not been implemented. Instead, a service standards approach has been agreed as informed by the Service Standards and KPIs doc and supported by the Workforce and Resources Plan.

Further Actions	Regular review of Tree Management Policies, Workforce and Resources Plan, Annual review and reporting for service areas & KPIs (including future review of KPIs with service areas), adherence to outlined service standards.
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Directorate	Place	Action owner	Executive Director of Place	
Audit Code and title	PL2305 Edinburgh's Employer Recruitment Incentives (EERI)			
Finding Title	Finding 4 - Helix user access management			
Internal Audit Risk Description	<p>Helix is a client management system and system administration for City of Edinburgh Council managed by Capital City Partnership (CCP). The system is used to contain privacy notices for employees engaged in Employer Recruitment Incentive schemes across the Council.</p> <p>Our review identified that 1 of the 3 Helix users in the Council no longer have EERI responsibilities. Management advised that user access processes were under review with CCP, as it was unclear whether Council users from other service areas may have access to EERI data.</p>			
Internal Audit Recommendation	<p>4.1 CCP Helix User Access Review User access procedures and reviews should be established in conjunction with Capital City Partnership to ensure that Council employees without EERI responsibilities have their access removed upon leaving, moving roles or when their responsibilities change.</p> <p>4.2 Monitoring and management of Helix user access rights Outcomes of the review of Helix user access should be recorded and the users' access to Helix system which is disproportionate to their current role should be escalated.</p>			
Management Action	<p>4.1 We are working with Capital City Partnership regarding access across all Helix provision. Due to the complexities of several organisations and local authorities using the system, this will take longer to complete in full.</p> <p>4.2 In the meantime, all Helix access within Business Growth and Inclusion is monitored and removed for those not working on projects where this is required.</p>			
Risk Rating	Initial Rating in Audit report	Medium Priority		Residual rating at closure
Due Date	30/09/23	Revised date	N/A	
Mitigating Key Controls in Place	<p>A user's procedure/declaration has been implemented which:</p> <ul style="list-style-type: none"> • Requires all Helix users to sign a declaration • Requires users to complete a user license form 			

	<ul style="list-style-type: none"> • Requires users to commit to utilising Helix in a way which restricts their use to roles within the system that are suitable for their role within CEC • Requires users not to access data that is not relevant to their CEC role • Requires users to inform the capital city partnership when Helix access is no longer required so that their account can be removed • Reminds users of the existing Information Governance Policy and Data Protection procedures. <p>A list of Helix users has been created and this will be reviewed by the Business Growth and Inclusion team on a six-monthly basis.</p>
Residual Issue	A data privacy risk exists whereby the Helix system would require development to segregate EERI data from other Council users. This is not currently in development.
Further Actions	<p>Requirement of all Helix users to review and sign user's procedure/declaration.</p> <p>Six monthly review of Helix user list and undertaking of any necessary remedial actions.</p>

Appendix 4: Progress with remaining Resilience audit actions as at 31 October 2023

Recommendation 1	Review of 3rd party contracts to confirm appropriate resilience arrangements – Place Directorate (Other directorates complete)	Due Date	31 January 2024
<p>The Place Directorate continues to progress this action. Sessions have been held with colleagues from the Contract and Grants Management Team to analyse compliance reviews and help identify where gaps exist. Due date is expected to be met.</p>			
Recommendation 2	Update of Council Business Continuity Plan	Due Date	30 June 2024
<p>Corporate Resilience team: due to resourcing issues within the Corporate Resilience team, this action remains ongoing but on track for completion by the deadline date. Resilience is reviewing corporate protocols as resourcing allows and supporting Directorates to review update Directorate protocols as required. Work is underway to combine the Council BCP with the Council Emergency Plan and Chief Officers' In Case of Emergency (ICE) Pack to provide a single document for those with a resilience responsibility and reflect that emergencies often include both emergency planning and business continuity aspects.</p>			
Recommendation 3	Review and testing of resilience protocols	Due Date	31 March 2025
<p>3.1 Corporate Services: Corporate resilience protocols are normally regularly updated following a revision programme, agreed annually by the Council Resilience Group. As Resilience staffing has been depleted for 18 months (due to a member of the team having been assigned to a project team and as a result of the impact of Covid) it has not been possible to review and test all corporate protocols as planned. Protocols have instead been reviewed and tested on a priority (risk) basis. Discussions are taking place to address staffing issues and, assuming a successful outcome, the action should be achieved by the agreed date.</p>			
<p>3.2 Place Directorate: The ongoing review of Business Impact Assessments (BIAs), which includes protocols for loss of key suppliers, ICT, staff and premises is being prioritised across the Place directorate. This review will continue on a regular cycle.</p> <p>Numerous service specific plans are in place which focus of loss of staff, disruption to key services and the requirement for emergency planning activities. This include a Neighbourhood Environmental Services High Winds Plan, Bereavement Services Contingency Plan, Road Services Winter Readiness and Severe Weather Tactical Plan, Waste Business Area Resilience Plan, Passenger Operations Contingency Plan and a Food Health and Safety Contingency Plan</p> <p>Building User Groups (BUGs) with resilience responsibilities have been established for key buildings with further groups to be added for locality offices and depots.</p>			

An annual exercise looking at key Place processes, impacts and contingency arrangements in relation to a scheduled power outage was first undertaken for winter 2022. This work was prioritised due to potential nationwide fuel shortages resulting from the conflict in Ukraine.

The Council Emergency Contact Directory has a section on Place contacts and a separate Roads Operation Emergency Standby Roster is maintained for winter and summer.

The ongoing recruitment of a Corporate Resilience Place Business Partner will allow the expansion of resilience activities in 2024, including the reintroduction of Place-specific table-top resilience exercises and further review of BIA documentation.

3.3 Children, Education and Justice Services: work to update BIAs is ongoing as part of a continuous process, weekly meetings are in place to support this.

3.5 Health and Social Care Partnership: Plans are being revised in line with our resilience assurance process which covers different areas quarterly with the latest cycle due at the end of October. We are reviewing / have reviewed our Care for People Plan, Severe Weather Plan, and our Partnership Tactical Plan which covers the generic resilience issues and are developing a National Power Outage contingency plan.

We also have specific contingency plans where there is likely to be disruption to our services (e.g., Operation Unicorn, COP26). Each service across the Partnership (approx. 70) has their own operational resilience plans which are currently being updated for the 22/23 cycle and due October. Each resilience plan identifies critical / essential service and what is needed to keep those services running and covers staff, ICT, premises, and external providers amongst others.

We are rolling out a programme of tabletop exercises (first one mid-October - District Nursing), with all services, working through a scenario (in this case severe weather & staffing reduction) and testing the robustness of their Resilience Plans. To through 70 tabletop exercises alongside several other priorities will realistically take until 2025 to fully complete.

Appendix 2: Policy and Sustainability Committee Overdue Audit Actions as at 31 October 2023 with updated position 21 December 2023

Ref.	Directorate	Committee	Code	Audit	% Progress	Observation Title	Rating	Recommendation	Management Action	Status	Due Date	Revised Date	Days Overdue	Status Update as at 11 December 2023	Business Lead
5	Children, Education and Justice Services	Policy and Sustainability	CF2003	Health and Safety – Managing Behaviours of Concern July 2021	100%	Issue 1 - Policies, Procedures and Complaints	High Priority	CF2003 - Recommendation 1.2 - Policy and Procedures (Children, Education and Justice Services)	A lead officer for Managing Behaviours of Concern will be appointed and their responsibilities will include review, update and revision of policies and procedures, as well as communication and incorporating the flow charts and procedures for managing problematic behaviour.	Closed	30/09/2022	30/12/2023	397	Closed 7 December 2023	Executive Director of Children, Education and Justice Services
6	Corporate Services	Policy and Sustainability	CS2109	Planning and Performance Framework Design Review June 2022	50%	Issue 3: Directorates and Divisional Data Quality Objectives	Low Priority	CS2109 Recommendation 3.1: Development of Divisional Data Quality Objectives	Data quality objectives will be prepared and shared with directorates and divisions involved in provision of data for inclusion in performance report for discussion and agreement.	Closed	31/12/2022	24/01/2024	305	Closed 7 December 2023	Executive Director of Corporate Services
7	Place	Policy and Sustainability	CW1910	Life Safety October 2020	95%	Issue 1 Life safety systems and reporting	High Priority	CW1910 Rec 1.1.3 Housing Property Services - consolidated life safety management and reporting systems	The issue with the asset register, testing, maintenance and repairs is part of the ongoing Housing Service Improvement Plan, and will be addressed by implementation of the Total Mobile technology solution. The Council is now in phase two of a three phase Total Mobile programme that includes workstreams relating to responsive repairs, gas safety checks, and voids. Total Mobile has also been successfully implemented to support completion and recording of annual Gas Safety Checks.Phase 3 will include an automated solution for the current Mechanical and Electrical regime plus routine Legionella maintenance and testing, and will also be used to support programmed works completed by external contractors.Housing Property are also implementing an Asset Management register which will sit within the Northgate system. This is being delivered as part of the Northgate system upgrade by the Council's Digital Services team working in partnership with our CGI and Northgate.	Closed	30/06/2023	30/11/2023	124	Closed 22 November 2023	Executive Director of Place
		Policy and Sustainability						High Priority	CW1910 Rec 1.2 Life safety key performance measures and reporting	A life safety performance framework will be established following consolidation of the second line teams and resources that have life safety responsibilities across the housing and operational property estate, and implementation of comprehensive life safety systems that include all relevant life safety data.This framework will incorporate all existing performance frameworks and will include a new set of standard risk based and proportionate life safety key performance measures designed to support reporting to management and governance forums and confirm ongoing compliance with applicable legislation and regulations.	In Progress	29/04/2022	31/12/2023 Revised to 31/01/2024	601	KPIs have been updated and discussion has now taken place at the Asbestos and Water Safety Groups. Date has now been extended to 31 January 2024 to allow for KPIs to be presented and discussed at the next Fire Safety Group (Note that KPIs were presented to a previous meeting but further tweaks to process and KPIs were required).
8	Children, Education and Justice Services	Policy and Sustainability	CW1914	Unsupported Technology (Shadow IT) and End User Computing October 2020	100%	Issue 1: Digital strategy and governance	Medium Priority	CW1914 Rec 1.4d - Review of existing shadow IT contracts (Children, Education and Justice Services)	The Directorate will complete a review of all contracts supporting the ongoing use of shadow IT / cloud based applications used within divisions in comparison to the guidance provided by CPS ensure identify any contracts that need to be refreshed or procured, with support from CPS and Digital Services. Where inadequate contracts are identified, and the supplier is unable to support an immediate contract refresh, the criticality of the system and the service it supports will be assessed to determine whether the system is required, or whether an alternative system solution can be procured.Where inadequate contracts support critical systems that cannot be immediately re-procured, the risks associated with ongoing use of these systems and their contracts will be recorded in risk registers, and the contract re-procured at the earliest possible date.	In Progress	30/09/2021	29/12/2023	749	Partial risk acceptance by Children's Education and Children's Services Directorate processed on 20 November 2023. Details of the risk acceptance will be presented in the first instance to the Governance Risk and Best Value Committee on 26 February and referred to the next Policy and Sustainability Committee.	Executive Director of Children, Education and Justice Services

Ref.	Directorate	Committee	Code	Audit	% Progress	Observation Title	Rating	Recommendation	Management Action	Status	Due Date	Revised Date	Days Overdue	Status Update as at 11 December 2023	Business Lead
10	Corporate Services	Policy and Sustainability	CW2001	Arms length external organisations (ALEOs) August 2021	29%	Issue 1 - ALEO Governance Framework	High Priority	CW2001 - Recommendation 1.1 - ALEO Governance Framework	Second line responsibilities for the design, implementation, and ongoing maintenance of an ALEO governance framework will be agreed; and An ALEO governance framework will be designed implemented, and communicated that incorporates all of the recommendations above.	In Progress	30/09/2022	29/03/2024	447	Revised completion date to allow time for key person dependency and also to take on board recommendation's from Tram Inquiry.	Executive Director of Corporate Services
11		Policy and Sustainability			7 Actions 2 closed 5 in progress 3 overdue	Issue 2 - Conflicts of Interest, Appointments, and Training	High Priority	CW2001 - Recommendation 2.1 - Conflicts of Interest and Appointments	Following ALEO allocation, a paper will be presented to full Council that highlights potential conflicts of interest between ALEO and Council committee appointments, with a request that the Council either risk accepts or takes action to address the potential conflicts identified. This report will also highlight that future potential conflicts could occur if EM appointments to either ALEOs or Council committees are changed, and that this should be considered by political groups as part of any subsequent appointment changes. Following presentation of the paper to full Council noted above, Executive directors will be advised of any potential ALEO conflicts of interest that have been risk accepted and requested to ensure that these are reflected in relevant risk registers. A framework will be designed and provided to all ALEOs that makes recommendations for an appropriate composition of both elected members and independent members for inclusion in ALEO boards to ensure that there is an appropriate balance and mix of skills. The skills, background and experience required for Council Observers who represent the Council's interest at board meetings will be considered; documented; and consistently applied to all appointments Reminders will be sent to each Group annually about the recommendation that there be an appropriate composition of both elected members and independent members for inclusion in ALEO boards. Each Directorate will be asked to confirm (at least annually) that the background, skills and experience of each CO remains appropriate	In Progress	30/06/2023	31/05/2024	174	This workstream will be folded in to the ALEO Governance Framework.	Executive Director of Corporate Services
12		Policy and Sustainability					High Priority	CW2001 - Recommendation 2.2 - Training	Training materials will be reviewed. It was agreed at a meeting of full Council in June 2016 that EMs who were directors of Council companies would undertake mandatory training on their duties under the Companies Act. Training will also be made mandatory for COs. Completion of training by both EMs and COs will be monitored and where training has not been completed, Group Leaders will be notified.	In Progress	30/06/2023	31/05/2024	174	The training will be carried out after the Framework has been approved and rolled out.	
13	Place	Policy and Sustainability	CW2006	Health and Safety – Asbestos Recommendations B agenda report	89%	Issue 2: Asbestos location and condition data – Housing Property Services and Estates and Facilities Management	Medium Priority	CW2006 Rec 2.1b: Estates and Facilities Management – population of CAFM system	Asbestos registers will be manually transferred from the current PDF version and populated directly into CAFM where they will be maintained in the CAFM asbestos module. There is no requirement for a technology upgrade to support this process. This has already been performed for a sample of three properties and the full population should be achievable by 31 March 2023.	In Progress	31/03/2023	31/03/2024	265	This action is ongoing. Revised deadline expected to be met.	Executive Director of Place
15	Corporate Services	Policy and Sustainability	CW2106	Implementation of Whistleblowing recommendations July 2022	71%	Issue 1: Corporate Whistleblowing Policy and Procedures	Low Priority	CW2106: Recommendation 1.1a Whistleblowing policy and procedures	The Whistleblowing Policy is being updated following the Tanner reviews and these changes will be implemented as part of this.	In Progress	31/03/2023	31/01/2024	255	Going to Policy and Sustainability Committee on Tuesday 9 January 2024.	Executive Director of Corporate Services
17	Children, Education and Justice Services	Policy and Sustainability	CW2202	Application. technology controls - SEEMIS November 2022	67%	Issue 1: SEEMIS Records Retention and Disposal	Medium Priority	CW2202 Recommendation 1.1 SEEMIS: SEEMIS Records Retention and Disposal	Record retention periods for pupil data will be reviewed and agreed with IGU. Following that, the Council's Records Retention Schedule and Quick Guide for Managing Pupil Information will be updated. A schedule will be created to facilitate a timely, complete disposal of pupil data in line with agreed record retention periods.	In Progress	31/05/2023	31/12/2023 Revised to 31/01/2024	204	Education Colleagues are finalising the new guidance and ensuring the link to the council retention schedules are accurate. Due to complete mid-January.	Executive Director of Children, Education and Justice Services

Ref.	Directorate	Committee	Code	Audit	% Progress	Observation Title	Rating	Recommendation	Management Action	Status	Due Date	Revised Date	Days Overdue	Status Update as at 11 December 2023	Business Lead
19	Place	Policy and Sustainability	PL2003	Registration and Bereavement Services March 2021	80%	Issue 2: Bereavement Services systems and records	Medium Priority	PL2003 Recommendation 2.1: Digitalisation of historic burial records	Management plan to move burial records on-line. This will require transfer from current CGI BACAS to a Cloud based version which is currently in progress. Thereafter, that will give access to a bolt on module which will allow more secure management of burial and memorial safety records in compliance with anticipated new legislation. The cost of the module is not anticipated to be onerous, but if required will be the subject of a business case. The business case will also identify resources required to transfer historic hard copy records to the system as required.	In Progress	31/03/2022	31/12/2023 Revised to 31/01/2024	630	Scanning of hard copy records has recently started and the first site finalised. A project plan including timelines will be produced for the remainder of sites. Revised deadline expected to be met.	Executive Director of Place
21	Corporate Services	Policy and Sustainability	RES1910	Risk Management June 2020	96%	Issue 2 - Refreshed Risk Management Framework	High Priority	RES1910 Rec 2.5 - Commence roll-out of new risk management framework across Council	Rebased action to reflect progress with refreshed risk management framework June 2022 - as agreed with Azets The Corporate Risk Team will Commence roll out of new framework across services across a two year time frame (or sooner if possible).	In Progress	31/07/2023	31/01/2024	143	The Revised Risk Management Policy and Risk Appetite statement was reported to Policy and Sustainability on 24 October and referred onto GRBV on 28 November. New Chief Risk Officer in post from end of November and recruitment currently underway for a further two risk team members.	Executive Director of Corporate Services

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Policy and Sustainability Committee

10.00am, Tuesday, 9 January 2024

Legal and Assurance - Policy Assurance Statement

Executive/routine Wards	routine
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1. Recommendations

- 1.1 To note the update in relation to the Council policies detailed in this report and that work is ongoing to update some of the policies to ensure that they reflect current legislative requirements and best practice and are fit for purpose; and
- 1.2 To note this report relates to 2023 assurance and was deferred from Policy and Sustainability Committee on 24 October 2023 and 15 December 2023 due a full agenda, other business priorities and this report was not considered urgent.

Dr Deborah Smart

Executive Director of Corporate Services

Contact: Nick Smith, Service Director Legal & Assurance/Council Monitoring Officer

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Policies – Assurance Statement – Legal and Assurance

2. Executive Summary

- 2.1 To ensure that Council policies reflect current legislative requirements and best practice, all Council directorates and policy owners are required to review their policies on an annual or other regular basis.
- 2.2 A number of policies owned by Legal and Assurance are presently under review.

3. Background

- 3.1 Council policies are key governance tools. Developing, implementing and following these policies helps to achieve the Council's vision, values, pledges and outcomes. They are critical to the Council's operations, and compliance with the policies ensures that statutory and regulatory obligations are met in an efficient and accountable manner.
- 3.2 To strengthen governance arrangements in this area, a policy framework has been developed to ensure that all Council policies are easily accessible and are created and renewed in a consistent manner and to an appropriate standard. This includes the development of a comprehensive register of Council policies and the introduction of a policy template to provide the Council with a standardised format in terms of content and style.
- 3.3 The then Corporate Policy and Strategy Committee agreed the approach detailed above on 3 September 2013.

4. Main report

- 4.1 A critical element of the policy framework is to ensure that all Council policies remain fit for purpose. This requires each directorate and policy owner to review, on an annual (or other agreed period) basis, all policies relevant to their services and to provide the necessary level of assurance that these policies are current and relevant or make the required changes to the policies.

- 4.2 Legal and Assurance are responsible for the following Council policies:

- 4.2.1 Health and Safety Policy;

Policy and Sustainability Committee – 9 January 2024

- 4.2.2 Smoke Free Policy;
- 4.2.3 Asbestos Policy;
- 4.2.4 Fire Safety Policy;
- 4.2.5 Water Safety Policy;
- 4.2.6 Enterprise Risk Management Policy;
- 4.2.7 Risk Appetite Statement;
- 4.2.8 Internal Audit Charter;
- 4.2.9 Civic Hospitality Policy;
- 4.2.10 Corporate Complaints Policy;
- 4.2.11 Information Governance Policy;
- 4.2.12 Managing Customer Contact in a Fair and Positive Way Policy (superseded by Protecting Colleagues from Unacceptable Behaviours Policy); and,
- 4.2.13 Whistleblowing Policy.

4.3 The current status of each of these policies is set out in the table below:

Policy	Status
Health and Safety Policy	Being presented to Policy and Sustainability Committee on 9 January 2024 for approval, previously presented to Policy and Sustainability Committee on 1 December 2020, to be reviewed January 2024 unless any legislative changes before that date.
Smoke Free Policy	Being presented to Policy and Sustainability Committee on 9 January 2024 for approval, previously presented to Policy and Sustainability Committee on 1 December 2020, to be reviewed January 2024 unless any legislative changes before that date.
Asbestos Policy	Presented to Policy and Sustainability Committee on 5 October 2021, to be reviewed October 2024 unless any legislative changes before that date.
Fire Safety Policy	Presented to Policy and Sustainability Committee on 10 June 2021, to be reviewed June 2024 unless any legislative changes before that date.
Water Safety Policy	Presented to Policy and Sustainability Committee on 10 June 2021, to be reviewed June 2024 unless any legislative changes before that date.
Enterprise Risk Management Policy	Presented to Policy and Sustainability Committee on 24 October 2023, to be reviewed October 2024.
Risk Appetite Statement	Presented to Policy and Sustainability Committee on 24 October 2023, to be reviewed October 2024

Internal Audit Charter	Presented to Governance, Risk and Best Value Committee on 14 March 2023, to be reviewed March 2024.
Civic Hospitality Policy	Presented to Full Council on 22 June 2023 as part of the Office of Lord Provost Annual Report, to be reviewed June 2024.
Corporate Complaints Policy	Presented to Policy and Sustainability Committee on 23 February 2021, reviewed February 2022 and February 2023 with no changes, to be reviewed February 2024.
Information Governance Unit Policy	Presented to Policy and Sustainability Committee on 23 February 2021, reviewed February 2022 with a minor change to reflect new legislation and reviewed February 2023 with no changes, to be reviewed February 2024.
Managing Customer Contact in a Fair and Positive Way (superseded by Protecting Colleagues from Unacceptable Behaviours Policy)	Presented to Policy and Sustainability Committee on 23 February 2021, reviewed February 2022 and no changes, now superseded by Protecting Colleagues from Unacceptable Behaviours Policy presented to Policy and Sustainability Committee on 22 August 2023. Ownership of this policy has now transferred to HR.
Whistleblowing Policy	Presented to Policy and Sustainability Committee on 23 May 2019. Further review was suspended pending completion of Pinsent Masons' independent review. A draft of the new whistleblowing policy has been prepared with input from Pinsent Masons to ensure that it complies with the findings of independent review. An updated version of the new whistleblowing policy will be submitted to Policy and Sustainability Committee on 9 January 2024.

4.4 All Council policies are available through an interactive directory on the Council's website.

5. Next Steps

5.1 These policies will continue to be reviewed on an ongoing basis to ensure that they remain fit for purpose.

6. Financial impact

- 6.1 There are no direct financial impacts as a result of this report.

7. Equality and Poverty Impact

- 7.1 There is no direct additional impact arising from this report, on equality, human rights (including children's rights) or socio-economic disadvantage. Compliance with the relevant policies themselves may have an impact. Any impacts will be considered when the relevant policies are considered for approval.

8. Climate and Nature Emergency Implications

- 8.1 There is no direct environmental impact arising from this report. Compliance with the relevant policies themselves may have an impact. Any impacts will be considered when the relevant policies are considered for approval.

9. Risk, policy, compliance, governance and community impact

- 9.1 The relevant policies themselves may have an impact. Any impacts will be considered when the relevant policies are considered for approval.

10. Background reading/external references

- 10.1 [Corporate Policy and Strategy Committee Report 3 September 2013 – Review of Council Policy.](#)
- 10.2 [Governance, Risk and Best Value Committee Report 22 May 2014 – Review of Council Policy: up-date.](#)

11. Appendices

- 11.1 Appendix 1 –Detail on the relevant Policies

Appendix 1 – Policies

Title:	Council Health and Safety Policy
Approval date:	Being presented to Policy and Sustainability Committee on 9 January 2024 for approval. Policy and Sustainability Committee 1 December 2020
Approval body:	Policy and Sustainability Committee
Review process:	3 Years or before if legislation requires
IIA:	Health and Safety Policy IIA

Title:	Smoke Free Policy
Approval date:	Being presented to Policy and Sustainability Committee on 9 January 2024 for approval. Policy and Sustainability Committee 1 December 2020
Approval body:	Policy and Sustainability Committee
Review process:	3 Years or before if legislation requires
IIA:	Smoke Free Policy IIA

Title:	Council Asbestos Policy
Approval date:	Policy and Sustainability Committee 5 October 2021
Approval body:	Policy and Sustainability Committee
Review process:	3 Years or before if legislation requires
IIA:	When last reviewed an IIA was not deemed necessary however this will be reviewed in line with guidance at the next review in October 2024.

Title:	Council Fire Safety Policy
Approval date:	Policy and Sustainability Committee 10 June 2021
Approval body:	Policy and Sustainability Committee

Review process:	3 Years or before if legislation requires
IIA:	When last reviewed an IIA was not deemed necessary however this will be reviewed in line with guidance at the next review in May 2024.

Title:	Council Water Safety Policy
Approval date:	Policy and Sustainability Committee 10 June 2021
Approval body:	Policy and Sustainability Committee
Review process:	3 Years or before if legislation requires
IIA:	When last reviewed an IIA was not deemed necessary however this will be reviewed in line with guidance at the next review in May 2024.

Title:	Risk Appetite Statement
Approval date	Policy and Sustainability Committee 24 October 2023
Approval body:	Policy and Sustainability Committee
Review process:	Annual
IIA:	Risk Appetite Statement IIA

Title:	Risk Management Policy
Approval date	Policy and Sustainability Committee 24 October 2023
Approval body:	Policy and Sustainability Committee
Review process:	Annual
IIA:	Risk Management Policy IIA

Title:	Internal Audit Charter
Approval date	Governance, Risk and Best Value Committee 14 March 2023

Approval body:	Governance, Risk and Best Value Committee
Review process:	Annual
IIA:	When last reviewed an IIA was not deemed necessary however this will be reviewed in line with guidance at the next annual review.

Title:	Civic Hospitality Policy
Approval date	The City of Edinburgh Council 22 June 2023
Approval body:	Policy and Sustainability Committee
Review process:	Annual
IIA:	When last reviewed an IIA was not deemed necessary however this will be reviewed in line with guidance at the next annual review.

Title:	Information Governance Policy
Approval date	Policy and Sustainability Committee 23 February 2021
Approval body:	Policy and Sustainability Committee
Review process:	Annual
IIA:	Information Governance Policy IIA

Title:	Protecting Colleagues from Unacceptable Behaviours Policy (previously titled Managing Customer Contact in a Fair and Positive Way). This is now an HR policy.
Approval date	Policy and Sustainability Committee 22 August 2023
Approval body:	Policy and Sustainability Committee
Review process:	Annual
IIA:	Reviewed by HR.

Title:	Corporate Complaints Policy
Approval date	Policy and Sustainability Committee 23 February 2021
Approval body:	Policy and Sustainability Committee
Review process:	Annual
IIA:	Corporate Complaints Policy IIA

Title:	Whistleblowing Policy
Approval date	Being presented to Policy and Sustainability Committee on 9 January 2024 for approval. Finance and Resources Committee 23 May 2019
Approval body:	Finance and Resources Committee
Review process:	Annual
IIA:	Whistleblowing Policy and Toolkit IIA

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Policy and Sustainability Committee

10am, Tuesday, 9 January 2024

Policy Assurance Statement – Customer and Digital Services

Executive/routine
Wards

1. Recommendations

- 1.1 To note that Council policies detailed in this report have been reviewed and are considered to reflect current legislative requirements and best practice and therefore remain fit for purpose.

Dr Deborah Smart

Executive Director of Corporate Services

Contact: Nicola Harvey, Service Director, Customer and Digital Services

E-mail: Nicola.harvey@edinburgh.gov.uk | Tel: 0131 469 5006

Policy Assurance Statement – Customer and Digital Services

2. Executive Summary

- 2.1 This report confirms that policies in Customer and Digital Services reflect current legislation, best practice, and remain fit for purpose.
- 2.2 This report provides an assurance update on key policies and procedures within Customer and Digital Services in Corporate Services. The report encompasses: Corporate Debt Policy, Discretionary Housing Payments Procedure, Council Tax Procedures (second homes and empty properties), Non-Domestic Rates Policy (Discretionary Relief) and ICT Acceptable Use Policy.

3. Background

- 3.1 Council policies are key governance tools. They help realise the Council's vision, values, pledges, and outcomes, and are critical to the Council's operations, ensuring the statutory and regulatory obligations are met in an efficient and accountable manner.
- 3.2 To strengthen governance arrangements a policy framework has been developed to ensure that all current Council policies are easily accessible, and are created, revised, and renewed in a consistent manner and to an agreed standard.

4. Main report

- 4.1 The Council policy framework exists to ensure that all Council policies are fit for purpose. This requires each directorate to review, on an annual basis, policies relevant to their services and to provide the necessary level of assurance.
- 4.2 This report confirms that the policies listed in the appendix have been reviewed by senior management and are considered fit for purpose. No material changes have been made to the policies and procedures for 2023/24, however, adjustments have been made to ensure on-going accuracy (for example operational changes in legislation). These changes are detailed in appendix 1.
- 4.3 The latest versions of the policies are available on the Council website.

5. Next Steps

- 5.1 These policies will be reviewed on an ongoing basis, including a formal annual review to ensure they remain fit for purpose.

6. Financial impact

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

7. Equality and Poverty Impact

- 7.1 There are no direct impacts to equality and poverty associated with this update.

8. Climate and Nature Emergency Implications

- 8.1 There are no direct environmental impacts associated with this update.

9. Risk, policy, compliance, governance, and community impact

- 9.1 To ensure service efficiency and compliance, policies must be reviewed regularly and this ongoing activity is detailed in the Customer and Digital Services risk register.
- 9.2 Appropriate consultation was undertaken with stakeholders when developing the initial policies.

10. Background reading/external references

- 10.1 [Policy and Sustainability Committee Report 30 November 2021 – Policy Assurance Statement – Customer Services](#)
- 10.2 [Policy and Sustainability Committee Report 1 November 2022 – Policy Assurance Statement – Customer Services](#)

11. Appendices

Appendix 1 - Policies.

Appendix 1 – Policies

Policy title:	Corporate Debt Policy
Approval date:	3 September 2013 (Original approval with subsequent amendments)
Approval body:	Corporate Policy and Strategy Committee
Review process:	Annual review by Head of Service taking account of changes in legislation, regulations, and wider policy initiatives.
Change details:	Minor updates relating to current Court costs/fees, interest rate alignment, changes in Job title/department, roles and updated wording of mixed tenure section recommended by Audit. The policy remains fit for purpose.

Procedure title:	Discretionary Housing Payments Procedure
Approval date:	6 December 2016 (Original approval)
Approval body:	Corporate Policy and Strategy Committee
Review process:	Annual review by Head of Service taking account of changes in legislation, regulations, and wider policy initiatives.
Change details:	Procedural changes from 1 January 2023 as a result of national activity; the Scottish Government will ensure that tenants in Edinburgh who have been affected by the Benefit Cap, will have their reduction in Housing Benefit or Universal Credit (Housing Element) mitigated by a DHP award on application. The reporting process has also been updated. No further changes in last 12 months, policy remains fit for purpose.

Procedure title:	Council Tax Empty Properties Procedure
Approval date:	29 October 2015 (Original approval)
Approval body:	Finance and Resources Committee
Review process:	Annual review by Head of Service taking account of changes in legislation.
Change details:	No changes in last 12 months, and policy remains fit for purpose. Note: Consultation undertaken by Scottish Government July 2023 but outcome not yet published.

Procedure title:	Council Tax Procedure for Second Homes
Approval date:	9 February 2017
Approval body:	City of Edinburgh Council
Review process:	Annual review by Head of Service taking account of changes in legislation, regulations, and wider policy initiatives.
Change details:	No change in last 12 months however consultation undertaken by Scottish Government in July 2023 and revised legislation is being progressed that provides councils with further powers from April 2024. Changes to procedure being considered by Finance and Resources Committee in January 2024.

Procedure title:	NDR Empty Property Relief
Approval date:	10 March 2023
Approval body:	Corporate Policy and Strategy Committee
Review process:	Annual review by Head of Service taking account of changes in legislation, regulations, and wider policy initiatives.
Change details:	The current NDR Empty Property Relief policy was agreed by Committee in March 2023, and will run until 31 March 2024. NB In November 2023 Committee agreed a revised policy with an implementation date of 1 April 2024. From 1 April 2024 the current policy will be replaced with a time limited relief of 50% for the first 3 months the property is empty.

Procedure title:	NDR Discretionary Rating Relief
Approval date:	22 January 2013
Approval body:	Corporate Policy and Strategy Committee
Review process:	Annual review by Head of Service taking account of changes in legislation, regulations, and wider policy initiatives.
Change details:	No changes to the current main policy. Note: Empty Property Relief (EPR) was devolved by Scottish Government to Local Authorities from 1 April 2023 and status quo has been maintained in 2023/24, with changes to policy in April 2024 (noted above).

Procedure title:	ICT Acceptable Use Policy
Approval date:	23 May 2019
Approval body:	Finance and Resources Committee
Review process:	Annual review by Cyber Security Manager, or within year where a change in technology, process or other Council policy is observed.
Change details:	Only minor changes within the last 12 months to reflect updates on shared accounts, device retention, and licensing. Next review scheduled July 2024

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Policy and Sustainability Committee

10.00am, Tuesday, 9 January 2024

Venue and Event Booking Policy

Executive/routine Wards	Routine All
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1. Recommendations

- 1.1 Policy and Sustainability Committee are asked to:
 - 1.1.1 Note the core principle of the Venue and Event Booking Policy that the Council will comply with relevant legislation relating to discrimination when dealing with anyone seeking to hire Council premises for any event. The Council may refuse or cancel a booking where it can show that its action has a proper basis in law and is necessary and proportionate in order to protect public safety, public order, health or morals, the rights and freedoms of other people;
 - 1.1.2 Approve the Venue and Event Booking Policy (attached in Appendix 1);
 - 1.1.3 Note the intention to use existing booking systems to manage the booking of venues by September 2024 to ensure that all hirers sign and agree to the Council’s Terms and Conditions of Let; and
 - 1.1.4 Note that the Council’s Legal Services team will produce revised Terms and Conditions of Let by April 2024 that are appropriate for each venue, and which clarify the obligations of each party regarding additional costs, and the parameters for denying or cancelling events under the terms of the policy.

Paul Lawrence

Executive Director of Place

Contact: Karl Chapman, Head of Heritage, Cultural Venues and Museums

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Venue and Event Booking Policy

2. Executive Summary

- 2.1 This report seeks approval to introduce a Venue and Events Booking Policy that will apply to all Council owned and operated venues and event spaces, defined as those spaces which are let to external organisations. The policy will be shared with third party organisations that manage venues on behalf of the Council, such as Arms Length External Organisations (ALEOs) and Community Centres, with a request that they either adopt it or review their own policies to ensure compliance.
- 2.2 The proposed policy is guided by existing legislation and defines the Council's obligations under such legislation. The policy will be delivered through venues adhering to use of the Council's approved software for booking venues, and by third party organisations either adopting, or updating, their respective policies.
- 2.3 The type of people and organisations that rent or use Council venues is diverse and for the purpose of this report they will be referred to as the hirer/s.

3. Background

- 3.1 A range of Council services let venues and spaces out including: music in the Usher Hall; festivals and corporate events in the Assembly Rooms; literary and community gatherings in libraries; community centres, City Chambers events, including weddings, graduation ceremonies, meetings, conferences and gatherings.
- 3.2 Income from venue lettings form an integral part of service budgets and will often be used to develop additional income streams from commercial and non-commercial sources.
- 3.3 The Council also has contracts in place with third party organisations such as Community Centre Management Committees and ALEOs (Edinburgh Leisure, Capital Theatres and EICC), who are responsible for their own booking systems and procedures.
- 3.4 The Council has experienced a small number of recent cases relating to the use of Council venues which raised various issues, including: questioning the scope that the Council has to cancel or deny hirers use of Council venues, how to manage

events which grow in scale and complexity, contracting and cancellation clauses, who is responsible for additional costs, and the purpose of events.

- 3.5 In addition to issues raised with the Council, a number of cases challenging organisations on their letting and programme policies have been tested in the courts, as well as in the media.
- 3.6 The approval of a new policy will enable the Council to provide clarity on its legal position with regard to Equalities, Human Rights and Freedom of Speech.
- 3.7 There is a core requirement for the Council to have a Venue and Events Booking Policy for reasons outlined in this report.

4. Main report

- 4.1 The Venue and Events Booking Policy (Appendix 1) has been compiled to ensure that the Council has responsible venue hire procedures in place and to ensure that all officers and Elected Members are aware of the Council's legal obligations for upholding freedom of speech and expression. The policy will be accompanied by guidance for implementation.

Legal Context

- 4.2 The Council has a responsibility to comply with the law, and to ensure that adequate procedures are in place to manage this in relation to use of Council property for such purposes.
- 4.3 The policy therefore clarifies the legal context for venues in respect of booking/rental of spaces, and highlights that the Council must not discriminate against any person or organisation wishing to do so.
- 4.4 The policy outlines the key pieces of legislation that inform the Council's approach. These are the Human Rights Act 1998, and the Equalities Act 2010.
- 4.5 The core statement in the policy reads as follows: 'The Council will comply with relevant legislation relating to discrimination when dealing with anyone seeking to hire Council premises for any event. The Council may refuse or cancel a booking where it can show that its action has a proper basis in law and is necessary and proportionate in order to protect public safety, public order, health or morals, the rights and freedoms of other people.'

Management of Venue Bookings

- 4.6 There are a variety of ways in which venues are booked, contracted and managed. To support the implementation of this new policy, by September 2024, it is intended that all services will manage venue bookings through one of the two approved software packages (currently, Zipporah and Artifax). Use of these systems will enable all bookings to be managed in a consistent and transparent way that enables scheduling, contracts and payments to be administered.

- 4.7 It will also ensure that all hirers using Council owned venues acknowledge that they have read and accepted the Council's Terms and Conditions of Let, which will outline both parties' responsibilities and cost liabilities. Given the diversity of venues, Legal Services will produce revised Terms and Conditions of Let that is appropriate and proportionate the venue.
- 4.8 The Council will reserve the right to conduct risk assessments on any event that requires additional consideration (such as attendance numbers, audience behaviour, production requirements). The Terms and Conditions of Let will clarify that hirers will bear the liability of additional costs for venue bookings and officer time if the risk assessment identifies that they are required.
- 4.9 The Council also reserves the right to not accept, or retrospectively cancel, bookings that have been identified as high risk and present a material risk to the delivery of the core service where this can be justified within the legislation.
- 4.10 In order to justify such a decision, the Council must follow a standard procedure that can be justified as necessary rather than discriminatory. If there are any concerns or queries in relation to an event or venue booking, it is expected that the booking be passed on to the relevant Head of Service for further checks.
- 4.11 It is proposed to use the SARA process (Scan, Analyse, Respond and Assess) to assess events and inform risk assessments. Further details are contained in the policy document and Council officers will be trained to implement this process appropriately.
- 4.12 When a hirer's request is to be denied or revoked, this decision must be made by the relevant Head of Service in consultation with Legal Services and the relevant Executive Director (as outlined in the policy).
- 4.13 In the case of third-party organisations that operate Council venues, such as Community Centre Management Committees and ALEOs (Edinburgh Leisure, Capital Theatres and EICC), they are responsible for their own booking systems, processes and complaints procedures.
- 4.14 The policy will be shared with these organisations with the expectation that they either adopt and adapt it within their own policies, or that they review and update their existing policies to ensure that they are compliant with the legislation.

5. Next Steps

- 5.1 If Committee approve the new policy:
- 5.1.1 The Council's Terms and Conditions of Let will be updated by April 2024 and will be attached to all future venue bookings; A revised booking procedure will be implemented by September 2024, using one of the Council's approved software systems, with associated training as appropriate; and
- 5.1.2 An in-house training programme, and an Elected Member briefing, will be developed and communicated to ensure awareness of the new policy.

6. Financial impact

- 6.1 The introduction of the policy is not expected to incur costs for the Council.
- 6.2 However, it is expected that the cost of software licenses will be met by the services who require access to Zipporah and Artifax and is likely to be covered by the income received from bookings. The total cost to extend or amend functionality is expected to be c. £5,000 (a formal quotation will be requested following Committee).
- 6.3 The use of this software is considered essential to ensure that the Council can carry out appropriate due diligence for all venue bookings, and to minimise any future risk of legal challenge.

7. Equality and Poverty Impact

- 7.1 Having an approved Venue Booking Policy will enable to the Council to provide clearer guidance and protocols in relation to the Human Rights Act 1998 and the Equalities Act 2010. It will provide officers with the materials needed when reaching and decision on whether to cancel or deny and venue booking as well as the steps taken (or planned) to mitigate any adverse impacts.
- 7.2 The parameters for use of the Council's venues, under Article 10 of the Human Rights Act (The Freedom of Expression), are that people have the right to hold their own opinions and to express themselves freely without government interference. This is likely to result in the hosting of events that some may find offensive yet remain valid bookings which meet the legal parameters described in the policy.
- 7.3 An interim Integrated Impact Assessment (IIA) has been drafted in advance of Committee's consideration of this policy. The IIA will be kept under review as the contract Terms are reviewed and will be monitored once the guidelines are fully operational.

8. Climate and Nature Emergency Implications

- 8.1 As a public body, the Council has statutory duties relating to climate emissions and biodiversity. The Council

“must, in exercising its functions, act in the way best calculated to contribute to the delivery of emissions reduction targets”

(Climate Change (Emissions Reductions Targets) (Scotland) Act 2019), and

“in exercising any functions, to further the conservation of biodiversity so far as it is consistent with the proper exercise of those functions”

(Nature Conservation (Scotland) Act 2004)

- 8.2 The City of Edinburgh Council declared a Climate Emergency in 2019 and committed to work towards a target of net zero emissions by 2030 for both city and corporate emissions and embedded this as a core priority of the Council Business Plan 2023-27. The Council also declared a Nature Emergency in 2023.

Environmental Impacts

- 8.3 The IIA process did not identify any adverse environmental impacts arising from the introduction of this policy.

9. Risk, policy, compliance, governance and community impact

- 9.1 The Council has a responsibility to comply with the law, and to ensure that adequate procedures are in place to manage that in relation to use of Council property for such purposes.
- 9.2 In developing the policy, officers sought external legal advice from Harper Macleod.
- 9.3 The Council's approach to venue and event booking was escalated in the Place directorate risk register. Approval of the policy will mitigate this risk significantly to reduce the level of risk assessed. In accordance with the Council's approach to risk management, its implementation will be monitored on divisional and directorate risk registers, where applicable.
- 9.4 Using approved venue booking software, updating the Council's Terms and Conditions of Let, training, and adopting due diligence in applying the policy will reduce the Council's exposure to legal challenges resulting from refusing or revoking a hirers request.

10. Background reading/external references

- 10.1 None.

11. Appendices

Appendix 1 Venue and Event Booking Policy

Venue Hire and Event Booking Policy

Implementation Date: 1 September 2024 [subject to Committee approval]

Control schedule

Version control

Approved by	Policy and Sustainability Committee
Approval date	Submitted for approval – 9 January 2024
Senior Responsible Officer	Karl Chapman, Head of Heritage, Cultural Venues and Museums
Author	Karl Chapman
Scheduled for review	Annual, with a substantive refresh every three years or when there are changes to legislation

Version	Date	Author	Comment
0.1		Karl Chapman	
0.2		Legal Services	

Subsequent committee decisions affecting this policy

Date	Committee	Link to report	Link to minute
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Venue Hire and Event Booking Policy

Policy statement

The Venue Hire and Event Booking Policy has been created to ensure that the Council stays within the law and complies with all relevant legislation when dealing with all venue hire and booking of Council premises for any event.

Scope

The policy will assist in ensuring that:

- The Council complies with the relevant legislation and stays within the law;
- Appropriate and transparent venue hire procedures are in place across the Council; and
- Everyone is clear on the Council's legal obligations to uphold freedom of speech and expression within Council venues.

The Council must comply with relevant legislation relating to discrimination when dealing with anyone seeking to hire Council premises for any event. The Council may refuse or cancel a booking where it can show that its action has a proper basis in law and is necessary and proportionate to protect public safety, public order, health or morals, the rights and freedoms of other people. Guidance on the relevant legislation is provided.

This policy sets out the process for dealing with bookings for Council venues, and supports the decision making process, enabling the risks to be assessed and providing clarity on the next steps where any issues are identified.

It is anticipated that the following users will be expected to refer to this document:

- People responsible for processing venue bookings;
- Service Managers in Cultural Venues, Libraries, Community Centres, Schools and Children's Centres, City Chambers, etc.;
- Line Managers, Heads of Service and Executive Directors; and
- Elected Members.

The types of venues covered by this policy include Council owned and operated:

- Cultural Venues;

- Locality offices and business centres;
- Libraries ;
- Community centres/ community assets;
- Leisure centres;
- Schools and Children’s centres; and
- City Chambers.

Please note that this list is not exhaustive, and any person concerned with the booking or hiring of Council owned and operated property should consult this guidance.

Definitions

The relevant legislation is attached in Appendix 1.

Policy content

The Venue and Event Booking Policy has been created to ensure that the Council stays within the law and complies with all relevant legislation.

The policy will also assist in promoting responsible venue hire procedures, ensuring that everyone aware of the Council’s legal obligations to uphold freedom of speech and expression within Council venues.

There have been recent test cases for venues cancelling events. In summary, under the Human Rights Act 1988 and Equality Act 2010, a venue which provides a hire or lease agreement cannot refuse or cancel a booking unless it can show that its action has a proper basis in law and is necessary and proportionate to protect public safety, public order, health or morals, the rights and freedoms of other people.

Local authorities have a responsibility to ensure their venue booking arrangements comply with the law, by ensuring that booking systems are in place and appropriate training/information is provided to officers and Elected Members to understand what to do if there are concerns with venue booking requests.

This document provides guidance on the processes involved in ensuring that the Council takes informed decisions are made when hiring out Council venues. Where a booking has been proposed which causes concern, it is expected that the booking details will be passed on to the relevant manager and/or agencies for further checks.

There are several important issues that must be considered when using Council venues, including (for example):

- Regulatory enforcement framework. A range of regulations are relevant to events (e.g., licensing, environmental health, noise pollution) and early discussion should be arranged to look at whether an event conforms to the relevant regulations;
- Illegal activities. It is important that venues pay due regard to preventing illegal activities i.e. fundraising for unlawful purposes, engaging proscribed individuals or organisations, criminal activities or discriminatory actions etc; and
- Risk Assessment. Risk assessing events should form a mandatory part of the Council's booking process to ensure that risks such as crowd control and likelihood of protest are mitigated and costs for identified risks are passed on to the hirer and/or event organiser.

The Council may refuse or cancel a booking where it can show that its action has a proper basis in law and is necessary and proportionate in order to protect public safety, public order, health or morals, the rights and freedoms of other people.

Managing the booking of venues

All venue bookings must be contracted and be proportionate to the nature and scale of the booking. All individuals and organisations must acknowledge, and agree to, the Council's Terms and Conditions of Let. Organisations seeking use of the Council's venues for any event are obligated to provide the following information at the time of booking:

- Details of the hiring party including name of organiser/group, address, company or charity registration.
- Event information e.g. attendance numbers, programme, timings, agenda, format, name of speakers, who will be invited, seating arrangements, etc.
- Copies of event material/promotional literature/social media where available.
- Any information requested by the Council to inform its event risk assessment.

The Council will reserve the right to conduct risk assessments on any event that requires additional consideration with regard to attendance numbers, audience behaviour, production requirements. The Terms and Conditions of Let will clarify that hirers will bear the liability of additional costs relating to the venue booking if the risk assessment identifies that they are required.

The Council also reserves the right to not accept, or retrospectively cancel, bookings that have been identified as high risk and present a material risk to the delivery of the core service where additional measures are deemed insufficient.

Managing Issues - The SARA process

If there are any concerns or queries in relation to an event or venue booking it is expected that the booking be passed on to the relevant line manager and/or agencies for further checks.

It is recommended using the SARA process (Scan, Analyse, Respond and Assess) to assess events and inform risk assessments.

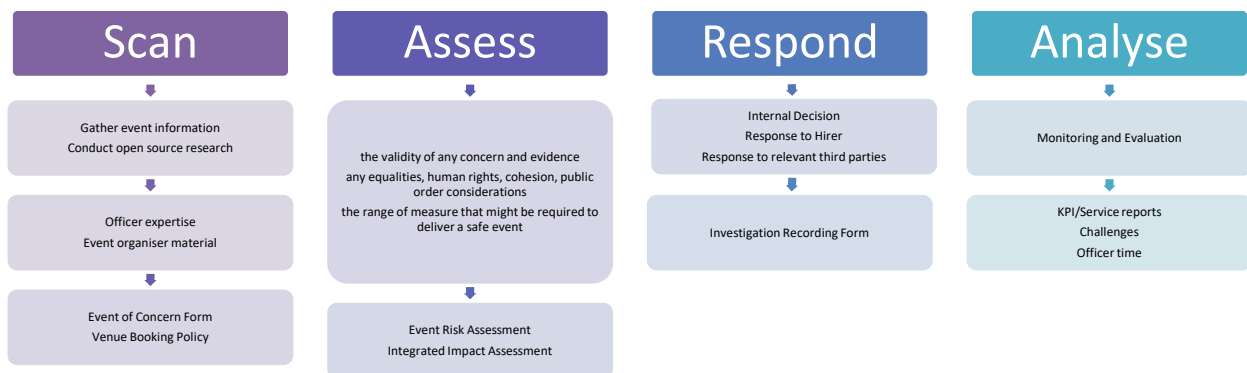
The SARA model employs four stages.

Scanning – the identifying and prioritising of potential problems.

Analysis – the analysis of potential problems, by gathering information to identify underlying causes of the problem.

Response – the development and implementation of tailored activities to address the causes of the problem, as identified in the analysis phase.

Assessment – the measurement of the impact of the response to test if it had the desired effect and to make changes to the response if required.



The Decision-Making Process

A risk assessment report based on the SARA process is considered to be an appropriate framework for the Council to assess events of concern. All decision making relating to events of concern must ensure that information gathered is assessed appropriately and the final decision is justifiable within law.

Due Diligence.

In relation to this policy, the Council may conduct checks on individuals and groups seeking to host an event in Council-owned and operated premises.

Rigorous scrutiny will assist in ensuring compliance with section 149 of the Equality Act 2010 (the public sector equality duty) which includes having due regard to the need to advance equality of opportunity and foster good relations between people sharing different “protected characteristics”.

Those responsible for undertaking checks to ensure events are compliant and adhering to Council values are reminded that conducting such checks should be managed sensitively and proportionately, in strict accordance with the legal requirements for information sharing amongst statutory partners and data protection principles.

Complaints

The Council is committed to an open and transparent comments and complaints process and has a Corporate Complaints Policy which can be found here <https://www.edinburgh.gov.uk/directory/10239/policy-register/category/10486>.

All complaints relating to the booking and use of Council owned premises should follow the Council's complaints process – [Comments and complaints – The City of Edinburgh Council](#). This will enable comments and complaints to be dealt with in the appropriate way and will ensure that data can be collected for future monitoring and evaluation.

A statement will be available for use on social media platforms which will direct people to the relevant web page and form. Dealing with complaints will also form part of the staff training programme.

Implementation

Subject to approval from Committee, Legal Services will update the Council's Terms and Conditions of Let to be attached to all venue bookings by April 2024. Officers will work to implement a revised booking procedure that uses one of the Council's approved software and implement staff training as appropriate by September 2024.

Officers will work with Customer and Digital Services to ensure that all service areas engaged with venue bookings are using one of the Council's approved software systems.

The Venue and Event Booking Policy and Council's Terms and Conditions of Let will be made available to all hirers.

Implementation of the policy will be monitored, and an annual review will take place. The policy will be refreshed every three years, or sooner if there are legislative changes which affect the policy.

Roles and Responsibilities

Roles and responsibilities are covered in the policy content section.

Related documents

Additional information on legislation concerning the policy is listed Appendix 1.

Integrated impact assessment

An interim integrated impact assessment has been prepared. This will be reviewed annually, alongside reviewing the policy, to ensure all possible impacts are captured.

Risk assessment

The Council has a responsibility to comply with the relevant legislation and to ensure that adequate procedures are in place to manage that in relation to use of Council property for such purposes.

In developing the policy, officers sought external legal advice from Harper Macleod

Review

The policy will be refreshed every three years and reported back to Policy and Sustainability Committee in January 2027, or before that should changes to legislation impact on policy implementation. An annual review will also take place to confirm the policy remains up to date.

Appendix 1 – Legislation

The main pieces of legislation/guidance governing the Event Booking and Venue Hire Policy are:

- Statutory guidance issued under section 29 of the [Counter-Terrorism and Security Act 2015](#) makes explicit reference to the 'Use of local authority resources' and outlines expectations of partnership working and that local authorities should ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views through the establishment of a responsible booking policy for public venues.
- As a responsible authority under the [Crime and Disorder Act 1998](#), CEC has a statutory duty to work in partnership with other agencies to reduce and prevent crime. Maintaining public order is a priority for the local authority and the Police,

so when an event poses a risk to the general public there are grounds to review and reconsider venue hire.

- The [Human Rights Act 1998](#) sets out the fundamental rights and freedoms to which everyone in the UK is entitled. In some limited situations, certain freedoms are qualified meaning that public authorities may interfere with them. This is only possible where the authority can show that its action has a proper basis in law and is necessary and proportionate in order to protect public safety, public order, health or morals, the rights and freedoms of other people.
- The [Equality Act 2010](#) requires public bodies to have due regard to the need to eliminate discrimination, harassment, victimisation and any other conduct prohibited by the Act, as well as advance equality of opportunity and foster good relations between people who share a protected characteristic and people who do not. The latter relate to the need to tackle prejudice and promote understanding.

Counter Terrorism and Security Act 2015. The Counter-Terrorism and Security Act came into force on 1st July 2015. The Act imposes a duty upon specified authorities to have “due regard to the need to prevent people from being drawn into terrorism” and guidance anticipates that all local authorities will be partners in prevention efforts. The legislation makes explicit reference to the ‘Use of local authority resources’ and that ‘local authorities should ensure that publicly owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views’ through the establishment of a responsible booking policy for public venues.

Crime and Disorder Act 1998. As a responsible authority under the Crime and Disorder Act 1998, the Council has a statutory duty to work in partnership with other agencies to reduce and prevent crime. Maintaining public order is a priority for the Local Authority and the Police, therefore when an event poses a risk to the general public, there are grounds to review and reconsider venue hire.

Health & Safety Considerations. Some events can attract significant attendance with the potential for disorder outside a premise and health and safety implications for staff, visitors and residents. Local authorities may need to assess the risk, ensure appropriate measures are put in place or advise private venues accordingly.

Human Rights Act 1998. The Human Rights Act 1998 sets out the fundamental rights and freedoms to which everyone in the UK is entitled. In practice, the Act incorporates the rights set out in the European Convention on Human Rights (ECHR) into domestic British law; ensuring that law will be interpreted to uphold the Act.

In some limited situations, certain freedoms are qualified, meaning that public authorities may interfere with them:

The Counter Terrorism and Security Act 2015 (Specific guidance under Part 5 of the Act)

The Crime and Disorder Act 1998 (Specific guidance under Part 1 of the Act)

ECHR – In general, public authorities may restrict the right to freedom of expression if they can show that their action has a proper basis in law, and is necessary and ‘proportionate’.

Article 9: Freedom of thought, conscience and religion

Everyone has the right to freedom of thought, conscience and religion; this right includes freedom to change his religion or belief and freedom, either alone or in community with others and in public or private, to manifest his religion or belief, in worship, teaching, practice and observance.

Freedom to manifest one’s religion or beliefs shall be subject only to such limitations as are prescribed by law and are necessary in a democratic society in the interests of public safety, for the protection of public order, health or morals, or for the protection of the rights and freedoms of others.

Article 10: Freedom of expression

Everyone has the right to freedom of expression. This right shall include freedom to hold opinions and to receive and impart information and ideas without interference by public authority and regardless of frontiers. This Article shall not prevent States from requiring the licensing of broadcasting, television or cinema enterprises.

The exercise of these freedoms, since it carries with it duties and responsibilities, may be subject to such formalities, conditions, restrictions or penalties as are prescribed by law and are necessary in a democratic society, in the interests of national security, territorial integrity or public safety, for the prevention of disorder or crime, for the protection of health or morals, for the protection of the reputation or rights of others, for preventing the disclosure of information received in confidence, or for maintaining the authority and impartiality of the judiciary.

Note that this includes the right to express views aloud or through:

- Published articles, books or leaflets
- Television or radio broadcasting
- Works of art
- Communication on the internet

Article 11: Freedom of assembly and association

Everyone has the right to freedom of peaceful assembly and to freedom of association with others, including the right to form and to join trade unions for the protection of his interests.

No restrictions shall be placed on the exercise of these rights other than such as are prescribed by law and are necessary in a democratic society in the interests

of national security or public safety, for the prevention of disorder or crime, for the protection of health or morals or for the protection of the rights and freedoms of others. This Article shall not prevent the imposition of lawful restrictions on the exercise of these rights by members of the armed forces, of the police or of the administration of the State.

Article 14: Prohibition of Discrimination.

The enjoyment of the rights and freedoms set forth in this Convention shall be secured without discrimination on any ground such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status.

Equality Act 2010: Public Sector Equality Duty. The Equality Act 2010 requires public bodies to have due regard to the need to:

Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act

Advance equality of opportunity between people who share a protected characteristic and people who do not share it; and

Foster good relations between people who share a protected characteristic and people who do not share it

The latter relates to the need to tackle prejudice and promote understanding. A 'protected characteristic' as defined in the Act includes age, disability, gender reassignment, pregnancy and maternity, race (including ethnic or national origins, colour or nationality), religion or belief, sex and sexual orientation).

Gender Segregation

Local authorities are required to ensure they are fully familiar with their legal obligations under equality law and how this relates to their policy on gender segregation at events and meetings held on their estate or in connection with their activities. Forced gender segregation is not consistent with British values. Where it occurs on the public estate or in connection with the functions of local authorities as public bodies there is a risk this will be viewed as tolerance or even support for such practices. It is important that the relevant staff are aware of:

- the legal obligations under equality law
- what is permissible and not permissible on a segregated basis
- Exceptions from equality law for religious practice and observance:

Segregation by gender will constitute unlawful discrimination except for in a few specifically defined purposes falling within one of the exceptions under the Equality Act 2010. The general rule is that exceptions in the Act must be interpreted narrowly as they are a departure from the fundamental principle of equal treatment. Local

authorities must not knowingly facilitate discrimination by others at the request of a speaker or an individual attending or wishing to attend an event.

In order to comply with their duties under the Act, Local Authorities and their contractors should request information about the purpose of the meeting and firm detail of seating arrangements on any form used to book premises for events. If there is reason to suspect a risk of unlawful segregation, local authorities should conduct further investigation, and, if proportionate, decline any bookings for the individual or organisation concerned where this would be justified under either their Equality or Prevent duties.

[Elections in Scotland Guidance](#) has been produced by the Scottish Government for candidates and agents in relation to campaigning during elections. This maybe in the form of engaging with the public at meetings, promoting their views and responding to questions from the audience. 'Section 21: The decisions on the use of schools and other local authority properties should be for those legally responsible for the premises. Where it is decided to agree such visits, the key principle is that the same facilities should be available to all candidates, and that there is no disruption to services'.

The Equality & Human Rights Commission have published guidance for local authorities, candidates and political parties about how the legal framework for equality and human rights law operates in England, Scotland and Wales during local and national elections.

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Policy and Sustainability Committee

10:00am, Tuesday, 9 January 2024

Health and Safety Policy Review

Executive/routine
Wards

Routine

1. Recommendations

- 1.1 It is recommended that the revised Council Health and Safety Policy is approved.

Dr Deborah Smart

Executive Director – Corporate Services

Contact: Chris Lawson, Head of Health, Safety and Risk

Legal and Assurance Division, Corporate Services Directorate

E-mail: chris.lawson@edinburgh.gov.uk | Tel: 0131 529 7476

Health and Safety Policy Review

2. Executive Summary

- 2.1 The new Council Health and Safety Policy (Policy) sets out a commitment to protecting the health, safety and welfare of employees and those persons who engage, interact with, or may be affected by, Council services and/or property. Ensuring health and safety is the starting point to delivering a thriving, sustainable capital city.
- 2.2 The Policy replaces the existing Corporate Health and Safety Policy. The policy updates key responsibilities in order to clarify governance of health and safety, reflecting the current organisational arrangements within the City of Edinburgh Council.

3. Background

- 3.1 The Health and Safety at Work etc. Act 1974 requires employers to prepare, in writing, a statement of their general policy with respect to the health and safety at work of their employees; and the organisation and arrangements for carrying out the policy. It also requires the statement to be brought to the attention of all employees.

4. Main report

- 4.1 The proposed new Policy replaces the existing Corporate Health and Safety Policy. It gives greater clarity on roles and responsibilities and defines, in greater detail, the Health and Safety governance and assurance processes within the City of Edinburgh Council.
- 4.2 The Policy applies to all employees and to all third parties who interact/engage with Council services but are not employees.
- 4.3 The Policy Statement sets out the Council's commitment to health and safety, recognising that this is the starting point to delivering a thriving, sustainable capital city.
- 4.4 The Policy content sets out requirements for health and safety which must be met to ensure that those who create or are responsible for risk are accountable for controlling that risk.

- 4.5 The key changes compared with the existing Corporate Health and Safety Policy are as follows:
- a) Policy statement - In the Policy, the Policy Statement confirms the intent of the employers (elected members as “the Council”) in relation to the health and safety of their employees and those affected by their undertakings and the governance and assurance in place to support this intent.
 - b) Policy content - The Policy confirms the organisation and management arrangements to ensure the health and safety of employees and those affected by the Council’s undertakings, recognising the Council will adopt best practice, when identified, and that statutory compliance will be regarded as the minimum expected performance standard.
 - c) Roles and responsibilities - Health and safety roles and responsibilities in the Policy reflect the current Council management structure, and defines, in greater detail, the responsibilities/accountabilities for key roles.

5. Next Steps

- 5.1 The Policy, once approved, will be formally communicated and disseminated to all Council employees, including duty holders and others with key identified responsibilities.
- 5.2 This Policy will be reviewed every three years or when legislation or as and when best practice materially changes. The next review is scheduled for January 2027.

6. Financial impact

- 6.1 The Policy does not affect existing financial arrangements.
- 6.2 Failing to manage health and safety effectively can create financial and other risks.

7. Equality and Poverty Impact

- 7.1 The requirement to protect all people irrespective of their characteristics is clearly set out within health and safety law. The Council therefore seeks to respond accordingly. Where there is a need to make special provision to ensure all employees are protected and supported this will be set out within supporting Management Arrangements and supporting guidance.

8. Climate and Nature Emergency Implications

- 8.1 The measures set out within this report and the Health and Safety Policy do not have a positive or negative impact on the climate and nature emergency. However, it is acknowledged that changes in climate will present a risk factor which will require continued assessment in order to ensure its affects in terms of risk to

employees at work or affecting activities of the Council are adequately considered and responded to.

9. Risk, policy, compliance, governance and community impact

- 9.1 This policy is concerned primarily with management of health and safety risk. The Policy sets out the broad principles of the approach taken by the City of Edinburgh Council in order to protect its employees, citizens and others who can be affected by the way it works.
- 9.2 This Policy and supporting arrangements will directly contribute to the successful management of health and safety, through setting out clear governance associated with the management of key health and safety risks.

10. Background reading/external references

- 10.1 Accessible online resources:
- a) [Health and Safety at Work etc. Act 1974](#)
 - b) [The Management of Health and Safety at Work Regulations 1999](#)
 - c) RIDDOR - [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#),
 - d) [Safety Representatives and Safety Committees Regulations 1977 \(as amended\), Legislation](#)
 - e) [Health and Safety \(Consultation with Employees\) Regulations 1996](#)

11. Appendices

- 11.1 Appendix 1 - The City of Edinburgh Council Health and Safety Policy

Council Health and Safety Policy

Implementation date: 09 January 2024

Control schedule

Approved by	Policy and Sustainability Committee
Approval date	09.01.2024
Senior Responsible Officer	Dr Deborah Smart, Executive Director of Corporate Services
Author	Chris Lawson, Head of Health, Safety and Risk
Scheduled for review	January 2027

Version control

Version	Date	Author	Comment
0.1	28 Mar 2017	Susan Tannahill	The existing Corporate Health and Safety Policy will be superseded.
0.2	15 May 2018	Susan N. Tannahill	Amendment to Policy Statement in 1.1.
0.3	01 Dec 2020	Robert H. Allan	The existing Corporate Health and Safety Policy will be superseded.
0.4	09 Jan 2024	Chris Lawson	The existing Corporate Health and Safety Policy will be superseded.

Subsequent committee decisions affecting this policy

Date	Committee	Link to report	Link to minute
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Council Health and Safety Policy

1. Foreword

- 1.0 The City of Edinburgh Council (Council) regards the health, safety and wellbeing of employees, service users and visitors as an integral part of pursuing its mission of excellence in the provision of public services to the community in Scotland's dynamic, festival, capital. Accordingly, it is committed to enabling employees to pursue organisational activities safely by targeting resources proportionate to the risks; ensuring that employees and those others who engage with the Council, are properly protected.
- 1.1 This policy seeks to ensure that those who create and/or are responsible for risks manage them responsibly and understand that failure to manage real risks responsibly and proportionately can have broad ranging consequences. This enables individuals to understand that as well as the right to protection, they also have to undertake activity responsibly and without risk to others.

2. Policy Statement

- 2.0 The City of Edinburgh Council is committed to providing a safe and healthy place of work where employees are confident that their health and safety is considered to be of the utmost importance at all times. The Council is also committed to providing a safe and healthy environment for others who may be affected by Council activities such as service users, volunteers, contractors, etc.
- 2.1 To maintain and further develop a strong council-wide health and safety culture, it is essential that all managers and employees are equipped with the skills, knowledge, confidence and capacity to deal effectively with health and safety issues in support of the Council's strategic objectives and ambitions. In satisfying this commitment it is the policy of Council, so far as is reasonably practicable to:
- a) allocate adequate resources to health and safety at all levels;
 - b) provide and maintain plant and systems of work that are safe and without risks to health;
 - c) make arrangements to ensure the safe use, handling, storage, transport and disposal of articles and substances is safe and without risks to health;
 - d) provide appropriate information, instruction, training and supervision to ensure that all employees have the knowledge and competence they need to meet their individual and collective responsibilities;
 - e) maintain any place of work (or premises under Council control) in a condition that is safe and without risks to health and to provide and maintain safe means of access to and egress from them;
 - f) provide and maintain a working environment for employees that are safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work;

- g) assess the risks to the health and safety of its employees and others who may be affected by its undertaking and ensure that control measures are implemented to reduce risk by applying the principle of eliminate, substitute to deliver collective protection in favour of individual protections;
 - h) ensure risk assessments and other safety protocols, i.e. local safety procedures and guidance, safe systems of work, etc. are reviewed annually, or as agreed with Service Directors;
 - i) to provide such protective equipment as a result of risk assessment for the health and safety of employees;
 - j) adopt a collaborative approach between trade unions, staff health and safety representatives and management on health and safety issues;
 - k) cooperate and coordinate on health and safety arrangements with other employers where there are shared facilities or activities;
 - l) to monitor the effectiveness of health and safety provisions through sound governance and assurance arrangements; and
 - m) ensure that the Council has access to competent specialist advice for health and safety.
- 2.2 This Policy will be made available to all employees and/or other persons working under the control of the Council or interested third parties (organisations), on request.
- 2.3 This Policy is supported by a Health and Safety Strategy which sets out key developments of the Council Health and Safety system in order to build and further develop the City of Edinburgh Council's approach to the successful management of health and safety.
- 2.4 This policy will be further supported by a suite of health and safety management arrangements, procedures and guidance as required to ensure that the City of Edinburgh Council has clearly set out how it will respond to the broad range of health and safety obligations placed on it. These health and safety arrangements will be published and maintained on the Council health and safety [Orb](#) pages.

3. Scope

- 3.0 The City of Edinburgh Council's Health and Safety Policy (and associated policies and Management Arrangements and guidance) applies to all employees, premises and activities falling, to any extent, under the Council's control. In addition, the Policy extends to third parties (organisations) who interact with Council services but are not employees such as members of the public, contractor(s) and service user(s).

4. Roles and responsibilities

- 4.0 The Council will organise its health and safety arrangements around existing organisational governance and assurance structures and will ensure the provision of robust leadership and management systems, with clearly defined roles and responsibilities, for health, safety and wellbeing risks.
- 4.1 **The City of Edinburgh Council/Elected Members**

The City of Edinburgh Council, as the governing body and employer, has the overall statutory responsibility for occupational health and safety in the Council. Elected Members have a duty to consider health and safety in the course of approving policy and strategy and reviewing the Council's occupational health and safety performance.

Specifically, the Council will ensure:

- a) appropriate governance, communications and assurance systems are put in place to support this policy, including its review and development;
- b) awareness of significant health and safety risks faced by the Council; and
- c) oversight of the health and safety implications of strategic decisions.

Elected members will seek assurances from the Chief Executive Officer that: -

- d) the Council health, safety and wellbeing arrangements are adequately resourced;
- e) risk control measures are in place and appropriately acted upon;
- f) there are effective processes to ensure training and competency;
- g) there are suitable processes for monitoring health and safety performance;
- h) there is access to competent health and safety advice; and
- i) there is a process for employees or their representatives to be involved and engaged in decisions that affect their health and safety.

Elected members will receive, and reasonably evaluate, performance metrics relevant to health and safety, and where appropriate, be provided with data on process (*preventive and maintenance*) and competency indicators.

4.2 **Chief Executive and Corporate Leadership Team**

The Chief Executive has delegated authority from the City of Edinburgh Council for the delivery, management and performance of this health and safety policy and is supported in this by the Executive Directors who form the Council's Corporate Leadership Team along with other relevant officers who are in attendance at that group.

Additionally, the Chief Executive and the CLT shall:

- a) implement and endorse this Policy as a visible demonstration of ownership and ensure its values are communicated;
- b) agree how this policy will be measured, monitored and reported through the setting of appropriate key performance indicators and to review such performance data, celebrating achievement and taking corrective action where targets are not being met;
- c) allocate suitable resources for the management of health and safety;
- d) establish, define membership, chair and maintain a health and safety group/committee, as outlined in the governance and assurance arrangements;
- e) regularly communicate/meet with the Head of Health, Safety and Risk;
- f) ensure that an occupational health service is integrated into the health, safety and wellbeing management system;
- g) determine a health, safety and wellbeing risk profile for the Council and agree an appropriate internal auditing program to reflect this profile;
- h) ensure emergency procedures encompass all relevant risks;
- i) consider the health, safety and wellbeing implications of strategic decisions such as large projects etc.; and

- j) review health, safety and wellbeing performance on an annual basis and share such results with employees.

4.3 **Executive Directors**

Executive directors, in addition to their CLT role, are accountable for implementation and compliance with the Policy across their Directorate/Divisions and areas of responsibility.

Specifically, they will ensure that:

- a) adequate resources are provided within their Directorate to effectively implement this Policy;
- b) health and safety roles, responsibilities and accountabilities are communicated, understood and executed in their Directorate, and areas of responsibility (including cross-service roles and responsibilities), are appropriately included in personal objectives;
- c) effective arrangements for planning, controlling and monitoring/reviewing preventative and protective measures for health, safety and welfare are in place;
- d) a health and safety training needs analysis is undertaken, including induction training and refresher training, where appropriate;
- e) governance processes, and oversight, for health and safety are effectively implemented in their service areas;
- f) there is suitable and sufficient consultation in their service areas with employees and Trade Unions to encourage their commitment to, and engagement in, health and safety matters, including contributing to the risk assessment process and giving notice of any enforcement notices within their respective service areas;
- g) reviews of health and safety performance are undertaken on a regular basis and following any adverse event, as appropriate, directing action where required;
- h) incident escalation arrangements are in place and communicated; and
- i) there are arrangements in place to assure the Chief Executive and CLT that the Policy is fully complied with.

Executive Directors are also responsible for ensuring that their Directorate is represented at the Council Health and Safety Group by a member of their senior management team appropriately empowered on their behalf.

4.4 **Executive Director of Corporate Services**

In addition to 4.3 above, the Executive Director of Corporate Services reports to the Chief Executive on the development of strategies that support the Policy.

In particular, this role has the additional responsibility for:

- a) advising CLT on current and future health and safety requirements;
- b) ensuring that the Policy, strategy and objectives reflect the Council's business priorities;
- c) ensuring that a safety management framework is in place, to enable the appropriate health and safety policies and procedures to be developed, maintained, monitored and reviewed;
- d) ensuring that sufficient competent health and safety resources are provided to enable the development of the Policy, strategy, supporting health and safety policies, provision of technical advice and management of incident;

- e) ensuring that appropriate general health and safety information and training is provided to management employees including training to update and refresh;
- f) informing the Chief Executive on organisational health and safety performance, and significant incidents and issues; and,
- g) ensuring that the Council policies and supporting mechanisms for managing risk facilitate the management of health and safety risks and identification of non-compliance.

4.5 **Service Directors**

Service Directors are responsible for overseeing all aspects of the day-to-day operation of the Policy within the areas under their control, to support their Executive Director and CLT as a whole.

Specifically, they are responsible for:

- a) forming and implementing health and safety plans within their area of control to deliver the Policy, strategy and objectives;
- b) ensuring health and safety hazards are identified and risks are assessed and eliminated/appropriately controlled;
- c) providing and maintaining of plant and systems of work that are safe and without risks to health;
- d) ensuring that appropriate health and safety training is provided to management and employees;
- e) ensuring that a premises/site health and safety duty holder is appointed (or other appropriate nominee) for all properties under their area of responsibility;
- f) ensuring adequate consultation arrangements are in place for recognised trade unions;
- g) ensuring that a multi-occupied premises health and safety duty holder is appointed (or other appropriate nominee) for all multi-occupied properties where their service area has the greatest number of employees based in the building; and
- h) assuring their Executive Director that the Policy is being complied with.

4.6 **Service Director, Operational Services**

The Service Director, Operational Services has overall accountability for non-domestic property related health and safety matters, except for properties managed by third party contractors on behalf of the Council, and leased properties, as appropriate:

Specifically, this role holder will;

- a) ensure compliance with health and safety requirements including statutory obligations, i.e. asbestos management, fire arrangements, control of legionella etc.;
- b) conduct and compile a comprehensive suite of records of fire risk assessments/inspections, asbestos registers/management/demolition/refurbishment surveys and plans, water quality control inspections and reports, etc. to be held both centrally and on site for property and facilities management, duty holder and enforcing authority purposes; and
- c) ensure adequate 'control of contractors' arrangements, including access to, permit to work and confined space working systems, etc. are in place to

discharge (a) – (c) above.

4.7 **Service Director, Sustainable Development**

The Service Director, Sustainable Development has specified responsibilities for non-domestic property related health and safety matters, except for properties managed by third-party contractors on behalf of the Council, and leased properties, as appropriate:

Specifically, this role holder will;

- a) be responsible for the design, construction, installation, decommissioning, demolition and refurbishment, as appropriate, of the Council's non-domestic property portfolio, and
- b) ensure that roles and responsibilities are set out and adhered to in lease and sub- lease agreements, including maintenance and repair obligations, fire safety, asbestos and legionella management, etc.

4.8 **Service Director, Housing and Homelessness**

The Service Director, Housing and Homelessness has responsibility for Council housing (domestic/residential) property related health and safety matters:

Specifically, this role holder shall, in relation to domestic/residential property under their control;

- a) be responsible for the design, construction, installation, security, maintenance, inspection, decommissioning, demolition, refurbishment and cleaning, as appropriate, of the Council's domestic/residential housing portfolio, ensuring compliance with health and safety requirements including statutory obligations, i.e. asbestos management, fire safety, control of legionella etc.;
- b) conduct and compile a comprehensive suite of records of fire risk assessments/inspections, asbestos registers/management/demolition/refurbishment surveys and plans, water quality control inspections and reports held both centrally and on site, where appropriate, for duty holder purposes;
- c) ensure adequate 'control of contractors' arrangements, including access to, permit to work and confined space working systems, etc. are in place to discharge (a) and (b) above;
- d) responsible for the provision of information and guidance to occupiers of the Council's housing portfolio to ensure their safety; and
- e) ensure that all persons and contractors engaged in the Council's domestic/residential housing portfolio are competent and aware of their responsibilities in relation to health and safety whilst on Council property.

4.9 **Service Director, Human Resources**

In terms of this Health and Safety Policy, the Service Director - Human Resources supports employee wellbeing and has responsibility for ensuring:

- a) the adequate provision of Occupational Health Services, including pre-employment health screening, medicals, vaccinations⁴, health surveillance, etc. in consultation with Corporate Health and Safety;
- b) the adequate provision of Employee Assistance support;

- c) appropriate people policies and procedures are developed, maintained and monitored for work-related stress, driving at work and alcohol and drugs;
- d) in association with Corporate Health and Safety, making available health and safety training for employees; and
- e) the provision of health promotion initiatives within the Council to promote employee health and wellbeing.

4.10 **Head of Internal Audit**

Whilst corporate health and safety provides second line, local, operational health and safety audit/assurance, third line assurance is delivered through the Internal Audit team and external assurance suppliers providing a higher level of organisational scrutiny and assurance.

Where appropriate, the Head of Health, Safety and Risk will consult the Head Internal Auditor where significant or emerging health and safety risk is identified and require audit intervention outwith the above audit programme, as agreed.

4.11 **Head of Health, Safety and Risk**

The Council Head of Health, Safety and Risk is the Council's appointed 'competent person' in regard to health and safety assistance.

The Head of Health, Safety and Risk role is to ensure that the health and safety of employees and those that engage with Council are not adversely affected by Council activities or processes, so far as is reasonably practicable, whilst promoting the highest quality of health and safety practice and continuous improvement across the Council's wide spectrum of activities; thereby meeting all its legal obligations in this regard.

Specifically, this role holder is accountable for;

- a) defining the content of this Policy (and supplementary health and safety arrangements), and reviewing on a three yearly basis (or sooner where deemed necessary), and updating as necessary;
- b) providing guidance, interpretation and materials as required, to help achieve compliance with this Policy;
- c) defining the minimum required compliance information/metrics that should be used to continually evaluate performance, and reporting onwards appropriately;
- d) ensuring consultation with employees and their representatives on health and safety matters;
- e) engaging other competent people as appropriate to ensure appropriate expertise within the Council;
- f) being the primary point of contact with external health and safety regulatory bodies and agencies; and
- g) providing health and safety performance reports to support routine performance monitoring and the annual health and safety review process.

4.12 **Principal Health and Safety Adviser**

The Principal Health and Safety Adviser will deputise for the Head of Health, Safety and Risk in relation to the Council's appointed 'competent person⁵' in regard to health and safety assistance.

The Principal Health and Safety Adviser supports the Head of Health, Safety and Risk to ensure that the health and safety of employees and those that engage with Council is not adversely affected by Council activities or

processes, so far as is reasonably practicable, whilst promoting the highest quality of health and safety practice and continuous improvement across the Council's wide spectrum of activities; so meeting all its legal and moral obligations in this regard.

4.13 **Senior Health and Safety Advisers and Corporate Health and Safety Advisers**

The Senior Health and Safety Advisers and Corporate Health and Safety Advisers support and assist the Principal Health and Safety Adviser and Head of Health, Safety and Risk to ensure that the health and safety of employees and those that engage with the Council is not adversely affected by Council activities or processes, so far as is reasonably practicable.

Specifically, these health and safety advisers will;

- a) support and advise directorates, divisions, localities and employees as health and safety 'competent persons', including provision of health and safety training;
- b) monitor compliance with this Policy by collating compliance information and metrics, and reporting onwards appropriately;
- c) undertake health and safety audits to evaluate compliance with this Policy, and recommending action required to meet the required standards; and
- d) investigate adverse events - incidents, accidents, injuries, work related ill-health as appropriate, and liability claims, with specialist input where required.
- e) Will stop any activity where they deem there to be a serious or imminent risk of harm.

N.B. The Head of Health, Safety and Risk, Principal Health and Safety Adviser, Senior Health and Safety Adviser and Advisers shall, on behalf of the elected members and Chief Executive/CLT, have full access to any record, document, person or premises and is authorised to take any reasonable emergency/critical actions thought necessary to ensure the health, safety and wellbeing of all persons, employed or engaging with the Council and for the protection of Council physical assets and reputation, at any reasonable time.

4.14 **Premises/site Health and Safety Duty Holder**

In addition to normal managerial duties, employees who have control of premises or sites as part of their role shall undertake statutory health and safety related duties. Technical support for these duties will be provided by the property and facilities management team but the management and oversight of the duties are the responsibility of the Duty Holder. Nominated employees will be assigned duty holders in particular properties, i.e. City Chambers, Waverley Court, etc.

At premises/site level, the most senior manager/employee (duty holder) within the Service Area with the greatest number of employees in the building, e.g. Head Teacher, Care Home Manager, Depot Manager, etc. is responsible for overseeing all aspects of the day-to-day operation of the Policy within the premises/site under their control, a list of premises Duty Holders will be maintained on the Council Health and safety Orb pages. Duty Holders will ensure:

- a) all health, safety and welfare risks under their management are identified,

- assessed and controlled, with specialist input from corporate health and safety advisers, the Fire Safety Team and others, where required;
- b) that the requirements in this Policy are communicated and followed by all employees and third parties (organisations), including service users;
 - c) health and safety training needs analysis is carried out, and suitable training is delivered within appropriate timescales, including induction training;
 - d) that workplace inspections are carried out every six months or sooner if requested by trades unions (termly in schools), and that these are documented and, where required, remedial action is acted upon and delivered within appropriate timescales;
 - e) the reporting and primary investigation of adverse events or conditions – injuries, work-related ill health, diseases, dangerous occurrences ('near misses'); and any premises/plant/equipment hazards, damage or defects (corporate health and safety shall conduct significant adverse event investigations, as appropriate); and
 - f) adverse event escalation arrangements are in place and communicated.

4.15 **Multi-occupied Building or Multi-occupied Site Health and Safety Duty Holder**

In Council premises/sites occupied by multiple council service areas, in addition to their normal managerial responsibilities, the most senior manager/employee with the largest number of staff on site shall be responsible for the co-ordination and co-operation, where required, of health, safety and fire responsibilities that cross service area boundaries in the premises or site, including:

- fire alarm weekly testing
- fire / other evacuations
- fire wardens
- first-aiders
- health and safety records (e.g. fire safety, asbestos, water safety, electrical safety, statutory testing of equipment, etc.)
- incident/adverse event escalation.

In buildings where the Council own/operate part of the relevant building/site with other third parties (organisations), the most senior manager/employee with the largest number of staff on site will liaise with other occupiers to agree health and safety local duty holder responsibilities. This can result in a 3rd party co-ordinating the Duty Holder response in co-operation with Council Managers.

4.16 **Line Managers/Supervisors**

Employees that manage employees in any capacity are responsible for promoting good health and safety practices in the workplace, challenging inappropriate behaviours and recognising good practices within their teams.

Additionally, line managers/supervisors shall ensure, for their direct reports and others under their management control, that:

- a) the Policy and supporting policies, health and safety arrangements and guidance documents are understood and followed;
- b) health and safety goals and/or measures are set;
- c) all health and safety risk are identified, assessed, controlled/mitigated and reviewed, as appropriate, with specialist input from corporate health and

- safety advisers and others including the Council occupational health provision, where required;
- d) they do not proceed with any activity where the risks cannot be adequately controlled;
 - e) health and safety training is conducted/arranged in accordance with their specific training needs analysis, and records are maintained;
 - f) there is adequate supervision and monitoring of work activity to ensure individual and group health, safety and welfare;
 - g) the reporting and investigation of all adverse events or conditions – injuries, work-related ill-health, diseases, dangerous occurrences ('near misses') and any premises/plant/equipment hazards, damage or defects; and
 - h) appropriate, engagement, consultation and co-operation with on-site Trade Union representatives (if trade unions are not on site then information should be passed to the respective Trade Unions, where appropriate).

4.17 All Employees

Everyone has a responsibility for their own health and safety, as well as that of others who may be affected by their work, things they do or fail to do (acts or omissions). Everyone has the right not to proceed with any activity if they feel it poses imminent danger to their safety or that of others, and they must immediately raise their concerns with their line manager.

Employees will:

- a) take reasonable care of themselves and cooperate with the Council on health and safety matters;
- b) carry out their work safely and in accordance with this Policy, protocols, local arrangements/procedures or any relevant legislation;
- c) follow the requirements of the risk assessment and implement any identified control measures, i.e. personal protective equipment, safe systems of work, etc.;
- d) report any personal injury and work-related ill health, and accident or incident (including 'near misses') as soon as is reasonably practicable to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required;
- e) report any faulty, damaged or unsafe equipment or unhealthy working conditions/practices or to their line manager/supervisor;
- f) notify their line manager if they have a condition affecting their health which may be caused by, or made worse by, work activities;
- g) undertake any health surveillance/screening, as required, for their particular role;
- h) undertake health and safety training and induction, when required;
- i) use equipment only for its intended purpose;
- j) not to interfere with, or misuse, anything provided for health and safety purposes;
- k) on discovering a fire, raise the alarm - if the emergency alarms sound, leave by the nearest emergency exit and report to assembly points, as per local fire arrangements;
- l) notify their line manager in advance to set up a Personal Emergency Evacuation Plan (PEEP) if they will need assistance or special arrangements to evacuate;
- m) not damage the fabric of the building, or connect directly to the services -

- other than through a standard electrical socket - without prior agreement from property and facilities management; and
- n) bring any breaches of this Policy, protocols or local health and safety arrangements to the attention of their line manager or corporate health and safety advisers.

4.18 **Third Parties (Organisations)**

It is important that when third parties (organisations) engage with the Council services or premises that the Council host informs and requires them to adopt the standards set out in this Policy.

In particular they shall be required to;

- a) take care of their own health and safety and others who may be affected by their acts or omissions;
- b) co-operate with Council instructions, safe systems and procedures;
- c) reporting any hazards, damage or defects to equipment or Council property/premises/vehicles immediately to the host;
- d) report any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to the person in charge/host and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence as may be required; and
- e) Inform their host of they have any special need or requirement for their personal safety (relevant protected characteristic) whilst engaging with the Council.

4.19 **Contractor Management**

In addition to 4.18 above, it is the responsibility of the contract owner within the service area to manage and control the activities of contractors.

Specifically, contract owners shall:

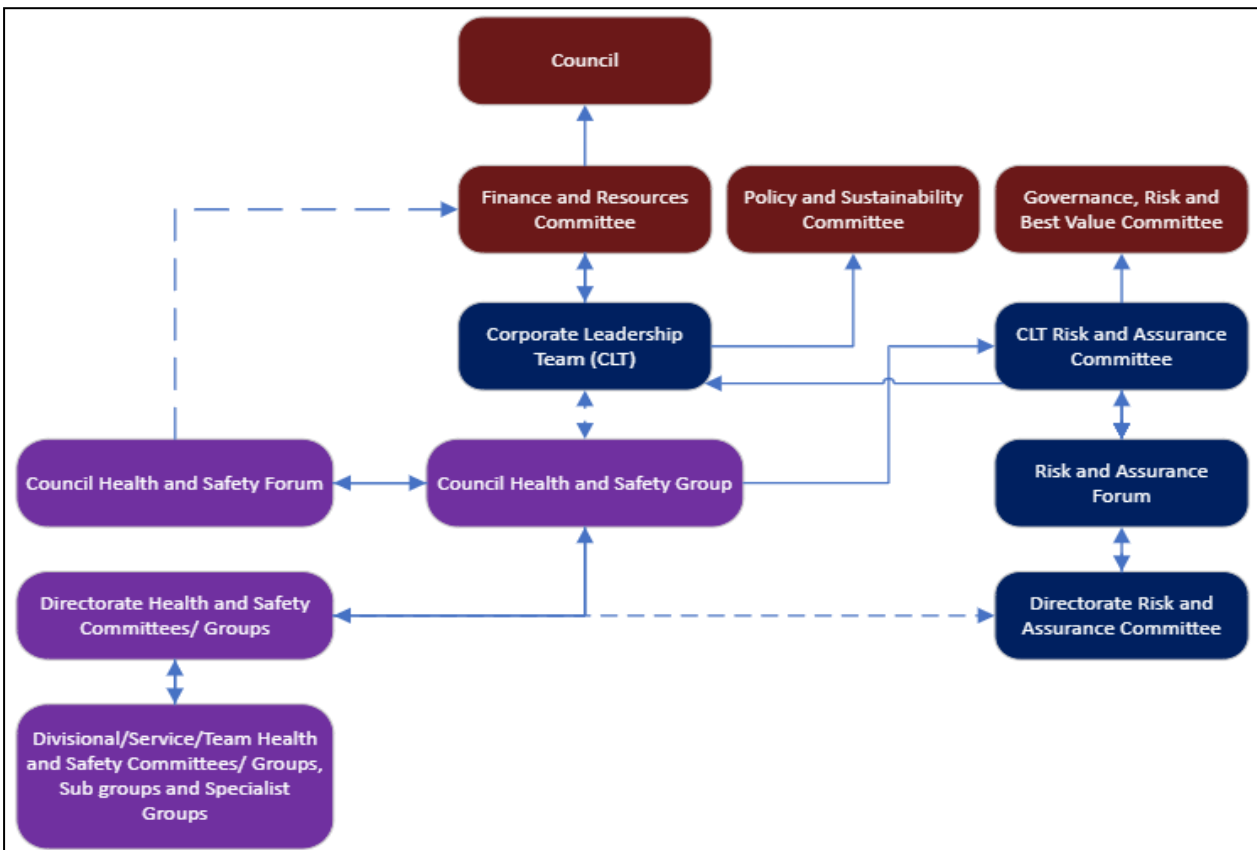
- a) ensure that contractors have undergone appropriate and robust checks, and are deemed competent, suitable and fit to undertake work for the Council;
- b) provide contractors with all necessary information, including this health and safety Policy and relevant procedures;
- c) ensure that all contractors have provided the necessary health and safety control documents (e.g. health and safety risk assessments, method statements, survey reports, etc.);
- d) plan, resource, manage and supervise the contract, as appropriate, (including operating an access/permit to work, etc. system), proportionate with the level of risk;
- e) comply with the requirements of the Construction (Design and Management) Regulations 2015, where appropriate;
- f) ensure that all contractor personnel co-operate with any incident investigation on the part of the Council, including the provision of witness evidence; and
- g) inform their Council contract owner of they have any special need or requirement for their personal safety (relevant protected characteristic) whilst engaging with the Council.

5. Health and safety governance and assurance

- 5.0 The Council employs a mature governance structure supported by an assurance methodology based upon the Institute of Internal Auditors (IIA) ‘Three Lines’ model⁶.
- 5.1 A formal structure (framework) of committees is in place that governs how the Council operates safely – reflecting the vision, aspiration, community objectives/ambitions and decisions of elected members, supported by the chief executive officer and executive directors. Health and safety issues are raised, discussed/consulted upon and escalated to the Council Health and Safety Group, where required.

Fig 1: The City of Edinburgh Council Health and Safety Governance Framework 2024

- 5.2 The groups forming the ‘Three Line’ assurance methodology within the Council are interdependent upon each other. In this model, **management’s**



responsibility is to achieve organisational aims and objectives, planning and directing service activity for both first and second line roles.

- **Line one roles** [“doers”] are most directly aligned with the delivery of services to the community and internally to other service users. These roles maintain the responsibility for managing operational risk – controlling the risk they create.
- **Line two roles** [“helpers”] support line one roles by maintaining policies, frameworks and providing assurance, assistance and support with managing risk. Some second line roles may be specialist to provide complementary

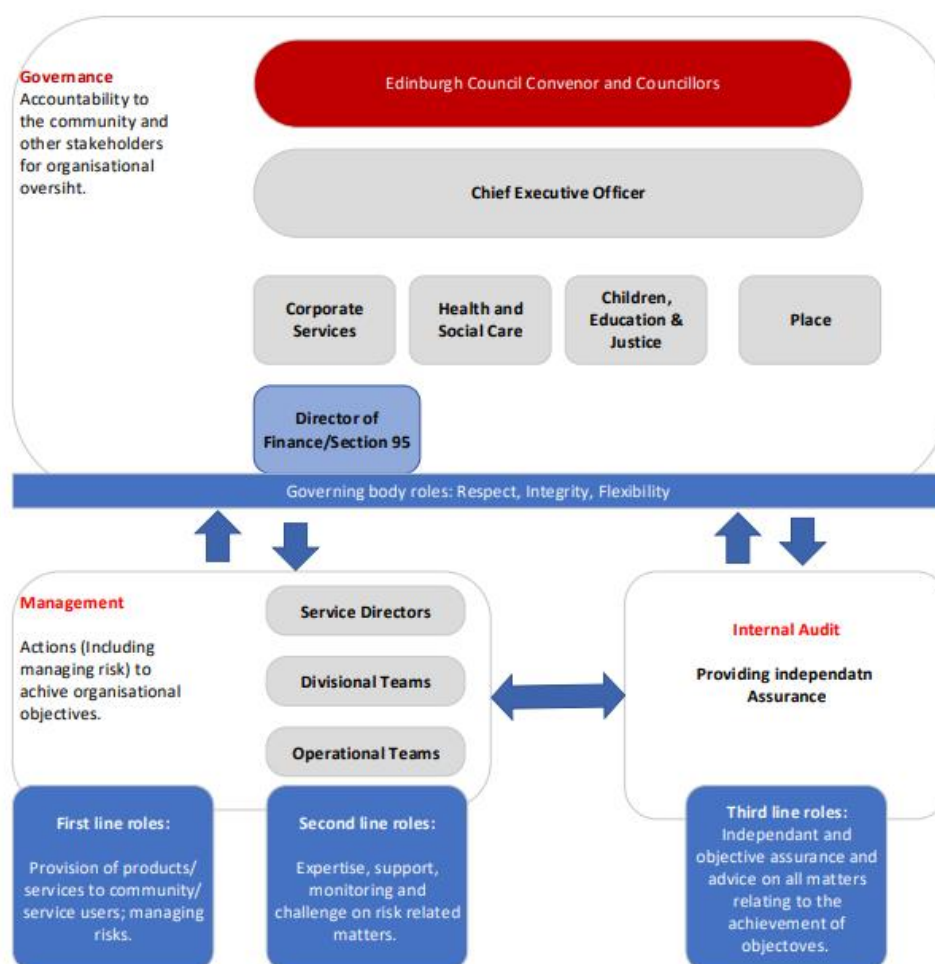
expertise or may focus on specific provisions such as compliance with laws, information and technology, etc. First and second line roles may be distinct or blended.

- **Line three roles** [“checkers”] provide independent, objective, internal and external assurance and advice on the adequacy and effectiveness of governance and risk management, through the competent application of systematic and disciplined processes, expertise, and insight. It reports its findings to management and the governing body.

Fig 2: Three Line Audit/Assurance Model – the City Of Edinburgh Council 2024

5.3 Council Health and Safety Group

The Council health and safety group is chaired by the Chief Executive Officer or a nominated deputy. The purpose of this group is to;



- review and recommend (or otherwise) the Policy, and the risk appetite statement and tolerances for approval;
- approve the Council health and safety strategy;
- provide oversight for health and safety across the Council; and
- monitor health and safety performance and compliance with the Policy,
- directing action where required.

5.4 **Council Health and Safety Group Members**

Council health and safety group members who represent a service area are individually responsible for:

- a) promoting visible commitment to the health and safety agenda;
- b) leading the implementation of the Policy in their service area;
- c) incorporating Council health and safety strategy, relevant deliverables, key performance (quality) indicators and targets into service area plans, where appropriate;
- d) ensuring decisions and actions from the Council health and safety group are cascaded to their senior management team;
- e) ensuring that their senior management team is updated on health and safety performance and risks/issues in their service area;
- f) reporting health and safety performance and risks/issues to the Council health and safety group, on a quarterly basis; and
- g) ensuring that the Council health and safety group is provided with all necessary health and safety information, to enable it to fulfil its remit.

5.5 **Council Health and Safety Forum**

The Council will operate Directorate Health and Safety Committees in accordance with the Safety Committee Regulations. Where Trade Union Health and Safety Representatives wish to escalate matters beyond a Directorate, they can do this by escalating items to the Council Health and Safety Group to respond to. Trade Union Health and Safety Representatives also have the opportunity to escalate items to elected members for the City of Edinburgh Council through the Health and Safety Forum and to bring matters to their attention which require member support.

5.6 **Health and Safety Committees/Groups**

The Council recognises the importance of joint consultation with recognised Trade Unions, and the valuable input of safety representatives in the Council health and safety Committees/Groups to promote health and safety.

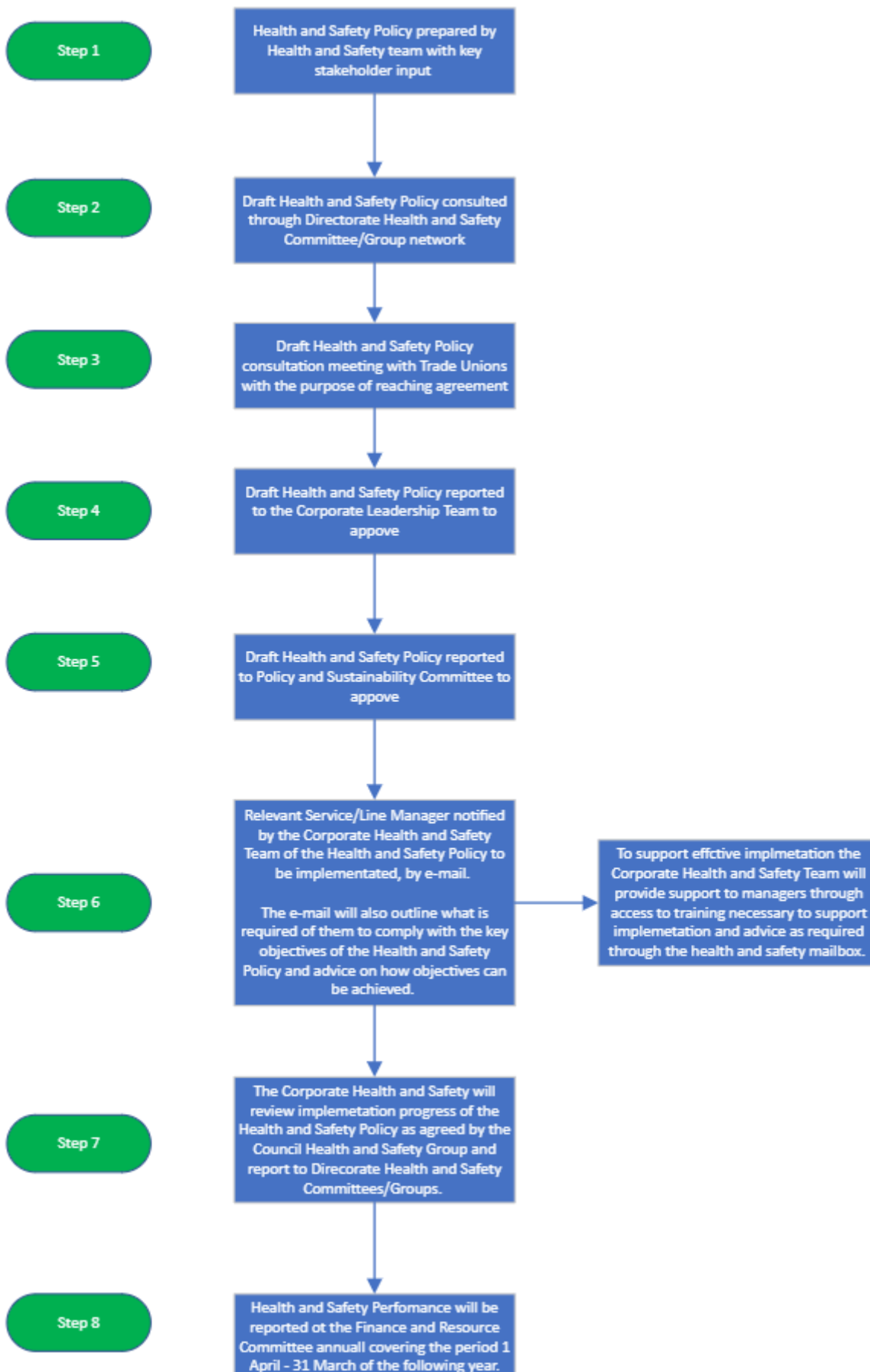
The remit of employees on the Council health and safety committees/groups is:

- a) to reflect and communicate their member's health and safety concerns; discharging their roles, as defined in the appropriate safety representative legislation;
- b) to promote a low tolerance approach to health and safety risks;
- c) to consider, review and make recommendations to the Head of Health, Safety and Risk and/or Council health and safety group on health and safety matters;
- d) to assist in the development of Council Policy, Arrangements, procedures and guidance on matters relating to health and safety at work; and
- e) to raise awareness of Council health and safety initiatives.

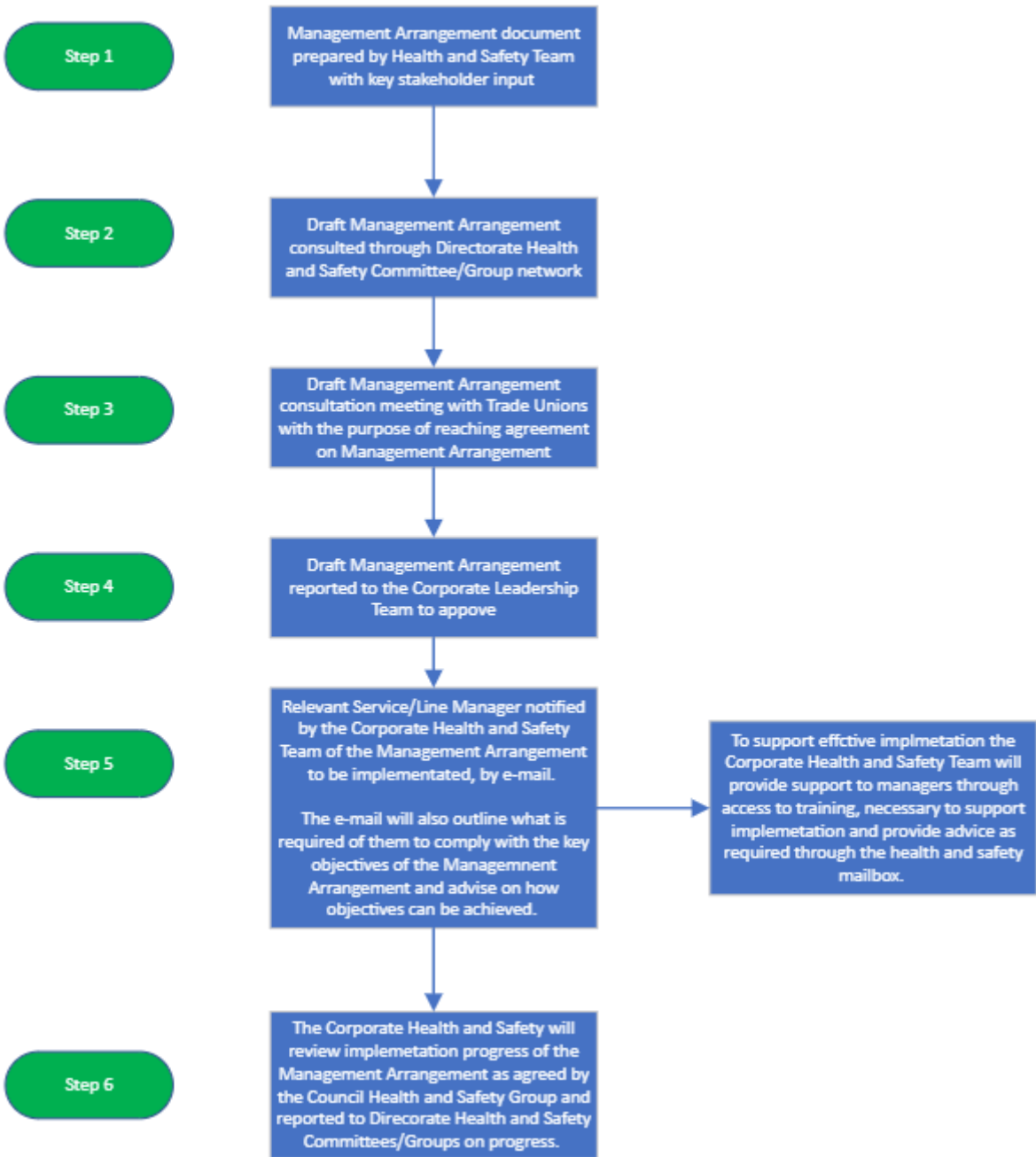
6. **Review**

- 6.0 In line with the Council's Policy Framework this policy will be reviewed every three years or more frequently if required if legislation or best practice materially changes.

Appendix 1 Policy approval process



Appendix 2
Management Arrangement Approval Process



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Policy and Sustainability Committee

10:00am, Tuesday, 9 January 2024

Smoke Free Policy

Executive/routine
Wards

Routine

1. Recommendations

- 1.1 It is recommended that the Policy and Sustainability Committee approves the revised Smoke Free Policy.

Dr Deborah Smart

Executive Director – Corporate Services

Contact: Chris Lawson, Head of Health, Safety and Risk

Legal and Assurance Division, Corporate Services Directorate

E-mail: chris.lawson@edinburgh.gov.uk | Tel: 0131 529 7476

Smoke Free Policy

2. Executive Summary

- 2.1 This revised policy reconfirms the position of the City of Edinburgh Council with regards smoke free workplaces but also inserts updated guidance and resources for those employees who may be seeking to stop smoking.

3. Background

- 3.1 The Smoking, Health and Social Care (Scotland) Act 2005 banned smoking in public places, including workplaces and work-related vehicles, to protect people from the health risks of passive smoking.
- 3.2 Local Authorities are responsible for ensuring that all their enclosed or substantially enclosed premises are smoke free; maintaining a safe, healthy working environment; protecting the health of clients, staff, visitors and contractors from hazardous environments; and making sure that staff understand their responsibilities to take reasonable care of the health and safety of themselves and others. This restriction also applies to vehicles used on Council business.
- 3.3 The 2013 the Scottish Government document 'Creating a Tobacco-Free Generation – A Tobacco Control Strategy for Scotland' called for Local Authorities to extend smoking restrictions to surrounding grounds, and outdoor areas within their jurisdiction, focusing on areas frequented by children. The aim of the National Strategy is based on evidence that an effectively implemented Smoke Free Policy shows good leadership and demonstrates an exemplar role in supporting the public health of local communities in relation to preventable diseases and ill health caused by smoking.
- 3.4 Nicotine Vapour Products (NVPs) is the name given to electronic cigarettes and all related equipment, including liquids, in Scotland. With the proliferation of these products, the Health (Tobacco, Nicotine etc. and Care) (Scotland) Act 2016 was introduced which brought in new rules for the purchase and supply of vapour products. It is widely accepted that electronic cigarettes are less harmful than tobacco products and that while not risk-free, current evidence suggests that the risks are reduced. Smokers should be encouraged to quit smoking altogether or, if they choose, to use electronic cigarettes as a stepping stone to quit completely.

- 3.5 'Healthy Working Lives' (part of Public Health Scotland) issued further guidance for workplaces with useful self-help resources, including translation services.

4. Main report

- 4.1 This report confirms the existing policy has been reviewed in line with the policy review timescale agreed when the policy was last approved in December 2020. There has been no significant change to regulations or guidance for local authorities on the restriction of smoking during this period.

5. Next Steps

- 5.1 This revised policy will be brought to the attention of all employees along with support advertising to promote those who want to stop smoking.

6. Financial impact

- 6.1 There is no additional financial impact associated with the ongoing implementation of this policy.

7. Equality and Poverty Impact

- 7.1 By continuing to adopt this policy, the Council are responding to the regulatory requirements placed on employers and exemplifying the Scottish Government's national smoke free ambitions whilst ensuring, as far as is reasonably practical, that employees, service users, contractors and visitors have a right to work in or visit Council premises/vehicles without being exposed to tobacco smoke.
- 7.2 Widespread community protection from the disease risks associated with tobacco smoke.
- 7.3 Healthier communities as smokers take the opportunity provided by smoke-free workplaces and public places as an opportunity to stop smoking.
- 7.4 A more efficient workforce as sickness absence rates reduce over time as the prevalence of acute degenerative tobacco related disease falls, and a reduction in associated health care and treatment costs.
- 7.5 A workforce that is treated more equitably regardless of their working environment.

8. Climate and Nature Emergency Implications

- 8.1 This policy does not directly impact on the climate emergency.

9. Risk, policy, compliance, governance and community impact

- 9.1 This policy supports the Council's general Health and Safety obligations to protect employees by managing work conditions to protect colleagues from the effects of tobacco smoke.

10. Background reading/external references

- 10.1 Accessible online resources:

- [Smoking, Health and Social Care \(Scotland\) Act 2005 \(legislation.gov.uk\)](#) (accessed 07.11.2023),
- [The Prohibition of Smoking in Certain Premises \(Scotland\) Regulations 2006 \(legislation.gov.uk\)](#) (accessed 07.11.2023),
- The [Health \(Tobacco, Nicotine etc. and Care\) \(Scotland\) Act 2016 \(legislation.gov.uk\)](#) (accessed 07.11.2023).
- [Review of 'Creating a tobacco-free generation: A Tobacco Control Strategy for Scotland' \(healthscotland.scot\)](#) (accessed 07.11.2023).
- ['Smoke-free local authority implementation guidance \(healthscotland.scot\)](#)
- [Supporting a smoke-free working environment \(healthyworkinglives.scot\) Smoking - Healthy Working Lives](#) (accessed 07.11.2023)

11. Appendices

11. 1 Appendix 1 - The City of Edinburgh Council Smoke Free Policy 2024-27

Council Smoke Free Policy

Implementation date: 09 January 2024

Control schedule

Approved by	Policy and Sustainability Committee
Approval date	09.01.2024
Senior Responsible Officer	Dr Deborah Smart Executive Director of Corporate Services
Author	Chris Lawson, Head of Health, Safety and Risk
Scheduled for review	8 January 2027

Version Control

Version	Date	Author	Comment
0.1	June 2015	Ron Young	
0.2	August 2015	Susan N. Tannahill	Scope extended to include contractors; scope of Nicotine Delivery Devices clarified; clarification on scope of external areas to be designated as smoke free.
0.3	Dec 2020	Robert H. Allan	Document revision inserting latest Scottish Government and Public Health Scotland information and resources.
0.4	Jan 2024	Chris Lawson	Periodic review.

Subsequent committee decisions affecting this policy

Date	Committee	Link to report	Link to minute
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Council Smoke Free Policy

1.0 Foreword

- 1.1 It is widely recognised that smoking is the largest single cause of serious ill health and premature death in Scotland. Similarly, the health effects of people breathing in other people's tobacco smoke, i.e. secondhand smoking (SHS), has emerged as an important, national health concern.
- 1.2 Smoking is identified within the highway code as a distraction to be avoided when driving, furthermore cigarettes present a source of ignition and potential fire risk.
- 1.3 The City of Edinburgh Council (Council) elected members fully recognise their role in exemplifying Scotland's smoke free ambitions and that they have a duty to ensure, as far as is reasonably practical, that employees, service users, contractors and visitors have a right to work in or visit Council premises/vehicles¹ without being exposed to tobacco smoke.
- 1.4 This Policy sets out how the Council will maintain a completely smoke-free environment and the support staff can expect if they wish to stop smoking.

2.0 Scope

- 2.1 This policy applies to all persons who work in or visit Council operated premises/buildings (including tent, marquee or stall), sites and vehicles (defined in greater detail below). For the purposes of this Policy, the definition of smoking includes all tobacco-based products as well as Nicotine Vapour Products (NVP) (electronic cigarettes) regardless of their contents.

3.0 Policy aims

- 3.1 The aims of this policy are to:
 - a) comply with current Scottish smoke free legislation, namely the Smoking, Health and Social Care (Scotland) Act 2005, the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 and the Health (Tobacco, Nicotine etc. and Care) (Scotland) Act 2016;
 - b) support the 2013 Scottish Government recommendation that Local Authorities consider scope for extending smoking restrictions to outdoor areas within their jurisdiction (including within vehicles parked on the grounds of Council property);

- c) promote the health of all employees by means of discussion and support on key issues surrounding smoking, and encouraging/supporting employees who currently smoke to change their smoking behaviour;
- d) reduce the risks associated with SHS by prohibiting smoking in all Council owned premises, and designated outdoor areas within their jurisdiction;
- e) to prohibit smoking in any Council owned or hired fleet vehicle; and
- f) whilst private cars are exempt under the legislation, confirm that smoking shall not be permitted in privately owned or leased cars during authorised journeys on Council business.

4.0 Operating the policy

- 4.1 Executive Directors will be responsible for implementing, operating and monitoring this policy in respect of all Council workplaces and vehicles used on Council business that fall within their control, including supporting smoking restrictions in designated outdoor areas.

- 4.2 Executive Directors shall ensure that all employees are:
 - a) informed of the policy and how it will be implemented and applied;
 - b) informed that failing to adhere to the controls set out in the policy will be viewed seriously and will be dealt with in accordance with the Council's Disciplinary Procedures; and
 - c) reminded that unauthorised absence from work (e.g. leaving the workplace without permission for smoking or other purposes) is viewed as misconduct;

- 4.3 Additionally, Executive Directors shall ensure that:
 - d) all potential employees are informed of the non-smoking obligations which will be placed on them should they be offered employment with the Council (e.g. job information packs and selection interview);
 - e) no-smoking signs are prominently displayed in:
 - all Council premises that are affected by the smoking restrictions, so that they can be seen by people in the premises and approaching the premises
 - outdoor areas where smoking restrictions apply, i.e. surrounding areas of Council premises including entrances, car parks, playgrounds and courtyards within the boundary of Council premises;
 - other outdoor areas within the Council's jurisdiction likely to be frequented by children such as play parks. Smoking restrictions may also be applied at outdoor family events organised by the Council
 - all Council owned or hired fleet vehicles
 - f) managers take the appropriate action if any cases of persons smoking are reported to them (e.g. reminding employees and third parties of the content of this policy); and
 - g) managers maintain suitable records as appropriate to demonstrate compliance with the legislation (e.g. record of complaints and action taken).

5.0 Employee responsibilities

- 5.1 In line with the City of Edinburgh Council Health and Safety Policy, all employees are reminded of their responsibilities to act in the course of their

employment with due care for their own safety and welfare and that of others who could be affected by their acts or omissions.

- 5.2 It is the responsibility of employees who smoke to adhere to the controls set out in this policy and Scottish smoke free legislation.
- 5.3 Failure to comply with the law is a criminal offence and employees will be individually liable for any penalty that may result. Additionally, the Council may instigate internal disciplinary action against any employee in contravention of law and/or this policy.

6.0 Promoting health – smoking cessation

- 6.1 The Council is committed to promoting the health of all employees regardless of whether they work indoors or outdoors and will seek to work in partnership with health professionals in encouraging and supporting employees who currently smoke to change their smoking behaviour.
- 6.2 The Council will seek to ensure that employees are provided with support by:
- a) making available, on request, general information regarding health and smoking, including sources of help, for employees who wish to reduce or stop smoking; and
 - b) working with health partners for the provision of voluntary smoking cessation help, encouraging employees who wish to stop smoking to access group or one to one support sessions where these are considered appropriate. Where operationally possible, the Council may allow staff to attend such support during working hours (see appendix 1 for further information on smoking cessation and the support services available).

7.0 Visitors to Council premises and sites

- 7.1 Visitors, including contractors, will be required to conform to the smoking controls applying to employees.
- 7.2 Anyone found smoking will be informed that they may be committing an offence and will be asked to extinguish their smoking material immediately or leave the premises. Similarly, persons using NVPs, irrespective of contents, shall be required to cease or to leave the premises.

8.0 Special arrangements/exemptions

8.1 Meetings and Events

Any organisation or person granted the use of Council premises for meetings or events will be informed that smoking is not permitted in any part of the building.

8.2 Residential Adult Care Homes/Hospices

Residential Care Homes are regarded as being the homes of those residents there. In these special circumstances the legislation allows for the provision of a specific room(s) to be designated as places where residents can smoke. Such rooms must be adequately ventilated with appropriate signs 'for resident use only'.

8.3 Day Care Centres

In accordance with the legislation, there is no provision for smoking rooms in Day Care Centres. Therefore, clients attending such centres will be informed that smoking is not permitted in any part of the building.

8.4 Community Education Centres

In the case of Community Education Centres, the Management Committees will need to adopt the position that smoking will not be permitted, in compliance with the legislation.

9.0 Working in the community

9.1 It is recognised that a significant number of employees work away from Council premises, providing services to people in their own homes that are not covered by the legislation, or in other indoor workplaces where the Council does not have control.

9.2 Strong consideration and an agreed approach should be given to the exposure of health and social care staff to SHS in client's homes. Managers will need to apply the principles of risk management when assessing and controlling the risks to employees, to ensure that an appropriate level of service continues to be provided.

9.3 It is likely that, if asked, a client will stop smoking (or vaping) upon request, however in the circumstances where a client may not adhere to this request the risk management process should include consideration of the following:

- educating the client/service user in relation to the potential harm that SHS can cause to Council staff visiting and everyone else who enters the home;
- discussion with the client/service-user around what can be done in relation to reducing SHS concentrations – such as not smoking during a visit, reduction in smoking prior to the visit, etc.;
- ensuring staff at risk (such as people with asthma, those at risk of heart/lung conditions, pregnant staff, etc.) are not exposed to SHS in their work;
- where SHS concentrations cannot be reduced, limiting the amount of time spent in the home and accessing areas where SHS concentrations are lower; and/or
- consider staff rotation so no one member of staff is repeatedly exposed to SHS within the same home.

If the mitigation measures above cannot be achieved, or are deviated from after assessment, the member of staff has the right to withdraw from the premises if they believe there is a risk to their health. This should be reported to the line manager who will take the appropriate actions.

10.0 Review

- 10.1 This Policy will be reviewed every three years or when legislation, NHS smoking cessation support services or best practice materially changes.

11.0 Appendices

11.1 Appendix 1

Current information from various health providers and resources.

11.2 Appendix 2

Smoke-free local authority implementation guidance © NHS Health Scotland 2017.

Appendix 1

Current information from various health providers and resources

<https://www.ashscotland.org.uk/>

<https://www.nhsinform.scot/healthy-living/stopping-smoking/>

[Helping you become a tobacco-free school | ASH Scotland](#)

<https://www.gov.scot/policies/smoking/>

Appendix 2

Smoke-free local authority implementation guidance

[Raising Scotland's tobacco-free generation: our tobacco control action plan 2018 - gov.scot \(www.gov.scot\)](#)

[Smoke-free local authority implementation guidance \(healthscotland.scot\)](#)

Policy and Sustainability Committee

10:00am, Tuesday, 9 January 2024

Whistleblowing Policy and Toolkit

Executive/routine Wards Council Commitments	Routine
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1. Recommendations

- 1.1 It is recommended that the committee approves the new Whistleblowing Policy and Toolkit, with an implementation date of 1 February 2024.

Nick Smith

Service Director - Legal and Assurance and Council Monitoring Officer

Corporate Services Directorate

Contact: Abigail Drummond, Senior Solicitor – Employment

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Whistleblowing Policy and Toolkit

2. Executive summary

- 2.1 The Finance and Resources Committee approved the Council's current Whistleblowing Policy on 23 May 2019.
- 2.2 This report recommends approval of a revised Whistleblowing Policy and introduction of a new Whistleblowing Toolkit. These have been drafted in line with recommendations following the Independent Inquiry and Review conducted by Pinsent Masons LLP and overseen by Inquiry Chair Susanne Tanner KC (the Independent Inquiry).
- 2.3 The Policy and Toolkit is proposed to replace the existing Whistleblowing Policy dated 23 May 2019 and is proposed to be implemented with effect from 1 February 2024.
- 2.4 In conjunction with the implementation of the new Policy and Toolkit, e-learning will be rolled out to all members of staff and communication updates will also be provided.

3. Background

- 3.1 A number of the accepted recommendations made following the Independent Inquiry related to Whistleblowing culture within the Council. Recommendations were made with a view to achieving meaningful cultural transformation that would empower and encourage anyone with serious concerns of wrongdoing or danger to come forward and voice those concerns.
- 3.2 One such recommendation was that the Council should revise its Whistleblowing Policy to put a greater emphasis on consensual early resolution, help reduce and define timescales as to when matters raised will be dealt with, and provide an independent process for investigating complaints about senior officers.
- 3.3 Against this background, a review of the existing Whistleblowing Policy was undertaken and a new draft prepared. This has been consulted on with trade union colleagues.

4. Main report

- 4.1 It was considered appropriate to draft a new Whistleblowing Policy and Toolkit, the aim of which were to uphold the highest standards of conduct and ethics in all areas of the Council's work.
- 4.2 In summer/ early autumn of 2022, the first draft Policy and Toolkit was prepared by Legal & Assurance and Pinsent Masons were then consulted to ensure that the proposed Policy and Toolkit complied with the accepted recommendations made as part of the Independent Inquiry and Review. These included (but are not limited to):
 - 4.2.1 Ensuring that the whistleblower should be informed of the investigation's progress and outcome within a reasonable timeframe, generally within three months;
 - 4.2.2 Except in exceptional cases, disciplinary investigations, employment tribunal proceedings and other processes should not delay the conduct of whistleblowing investigations, nor reporting to GRBV;
 - 4.2.3 For more serious whistleblowing matters that are investigated internally, Safecall (or another provider) should provide "critical friend" monitoring from the outset of an investigation rather than waiting until the investigation report is submitted for review;
 - 4.2.4 Colleagues in every service area should be appointed as a Whistleblowing Champion - to be called "Speak-Up Supporters";
 - 4.2.5 CEC's Whistleblowing Team should report all whistleblowing disclosures and reports to GRBV in accordance with the quarterly reporting cycle, without any exceptions;
 - 4.2.6 CEC should take steps to ensure that anyone who receives a whistleblowing disclosure asks the person raising the matter what support they may need and how this can be provided. This support, where relevant, should also be offered to those who are the subject of a whistleblowing investigation;
 - 4.2.7 CEC should instigate an early resolution process and stricter timelines for the conduct of whistleblowing investigations; and
 - 4.2.8 To assist CEC in identifying concerning patterns of behaviour across multiple cases, a record should be kept of service areas and locations of disclosures, together with a general description of the nature of the disclosures, so that patterns can be observed.
- 4.3 In September/ October 2022, the draft Policy and Toolkit was socialised with the Council's internal Legal and Governance Teams and the Human Resources Team for comment, as well as our current external Service Provider, Safecall, to ensure that they were comfortable with the proposals from a practical perspective. Any changes that were made because of these consultations were sent to Pinsent Masons for them to confirm their approval.
- 4.4 In November 2022, the draft Policy and Toolkit were sent to Trade Union partners for consultation and feedback. It was requested that they circulate the documents with their TU colleagues and come back with any feedback. At the same time, the Policy and Toolkit were sent to all members of GRBV Committee for feedback.

- 4.5 In December 2022, extensive feedback and comments/ suggested revisions were received from NASUWT, GMB, Unite and Unison. The feedback was considered carefully and, where possible, changes were accepted and made to the documents in line with the suggestions made by our TU partners. The changes related to, amongst other things, ensuring that Whistleblowers (and those who were subject to investigations) were informed about appropriate supports, and strengthening the wording to ensure that Whistleblowers knew that it is unlawful to subject a Whistleblower to any detriment because of making a disclosure.
- 4.6 In February 2023, a personal response was sent to each Trade Union colleague who submitted feedback, responding to their comments, and providing track changed documents to show what changes had been made. A further opportunity was given to comment on the documents. No further comments were received. The amended documents were again submitted to Pinsent Masons.
- 4.7 Following discussion at CLT on 25 April 2023, it was considered important to facilitate a meeting between GRBV and TU members to discuss any outstanding matters relating to Whistleblowing and the cultural review.
- 4.8 During the meeting between GRBV/TU members and council officers on 10 October 2023, it was discussed that there should be a mechanism within the Whistleblowing framework to allow concerns to be investigated under an alternative council policy, if another policy better suited the type of complaint that was made. As such, some amendments were made to the Policy and Toolkit in November 2023 that confirmed that all complaints that fell under the strict PIDA definition (see section 6.1 in the Whistleblowing Policy at Appendix 1 below) would be investigated under the Whistleblowing process, and other complaints would only be investigated under Whistleblowing if there was a compelling reason to do so, and no other procedure was better suited and/ or no other investigation had already taken place.
- 4.9 Another change that was considered necessary was to increase the period of time which Disclosure investigations would be concluded from 0-3 months to 3-6 months, given the complexity of matters and the fact that investigations can often take longer than 3 months to conclude and report to Committee. Where investigations took longer than the proposed time to complete, the policy and toolkit wording ensures that whistleblowers will be kept fully apprised.
- 4.10 These changes were shared with Safecall and Pinsents who confirmed that they were comfortable with the changes that were made and suggested some further minor drafting changes which have been incorporated into the policy and toolkit.
- 4.11 In accordance with the Independent Inquiry and Review recommendations relating to Training and Development, a new whistleblowing communications and training strategy will be put in place and rolled out across CEC. Whistleblowing training will be delivered to all Councillors and managers will be trained on how to identify a whistleblowing disclosure. The Whistleblowing digital learning module for colleagues and managers will be launched after the policy has been approved. A communications plan will support the launch and learning for colleagues and

managers. This will be delivered through existing channels including printed material to frontline/offline colleagues. This will be further clarified during the Speak Up (Report and support) campaign which commenced in Autumn 2023, which will feature dedicated communications and engagement with all colleagues encouraging and reassuring them about raising concerns including whistleblowing. Policy into Practice sessions will support managers to link and distinguish between the role of key policies including Whistleblowing.

- 4.12 The Governance Team will deliver a session for members which outlines our process for whistleblowing, their scrutiny role and a Q&A. It is planned to have this as a hybrid session which will be recorded and uploaded onto the members section of myLearning Hub for future viewing.
- 4.13 As reported to GRBV Committee, the Council is still experiencing high levels of whistleblowing. This is to be welcomed but is also indicative of pockets where the culture has yet to change. It is hoped that, as culture does change, issues will be able to be positively dealt with within services rather than staff having to resort to whistleblowing.

5. Next Steps

- 5.1 The revised whistleblowing policy and toolkit are now ready for committee consideration and will take effect on 1 February 2024 following Committee's approval.

6. Financial Impact

- 6.1 The ongoing cost of retaining our external independent Whistleblowing Hotline provider, Safecall, with the revised requirements of the policy, remains an ongoing cost incurred in association with the Whistleblowing Policy and Toolkit.

7. Equality and Poverty Impact

- 7.1 Overall, it is considered that the introduction of the new Policy and associated Toolkit will have positive equality, human rights, and socio-economic implications. Throughout the Integrated Impact Assessment process, no negative implications were identified. In particular, the fact that the new policy and toolkit have focussed on being easily accessible and user-friendly and will be accompanied by the roll out of specific e-learning modules, will have a positive impact on those who share protected characteristics, including disabled colleagues and minority ethnic colleagues.
- 7.2 The changes proposed are unlikely to be considered strategic under the Fairer Scotland Duty but, in any event, as part of the Integrated Impact Assessment we did consider whether the proposals would or could reduce inequalities of outcome caused by socio-economic disadvantage.
- 7.3 It is considered that as part of our public sector equalities duties, we want to foster a culture that encourages people to speak up and feel confident in doing so. The

Whistleblowing policy and Toolkit are pro-participation and assist in creating a culture of openness where no one is above reproach.

8. Climate and Nature Emergency Implications

- 8.1 The introduction of the 15-day early resolution process is likely to have positive climate implications. It is envisaged that the simplified early resolution process will help to cut down what is normally a lengthy manual process, reducing the amount of time on laptops and reducing the need to produce reports that are very lengthy. This may lead to some energy efficiency savings, including emissions reduction.

Environmental Impacts

- 8.2 No negative environmental impacts were identified when we undertook the Integrated Impact Assessment. As indicated above, the streamlining of processes is likely to have a positive environmental impact.

9. Risk, policy, compliance, governance and community impact

- 9.1 As the proposals will not affect members of the public (internal policy and toolkit only), public involvement is not required. However, extensive consultation on the proposals has taken place with our trade union partners (who have had input on the drafting of the documents) and with the Councillors who sit on the Council's Governance, Risk and Best Value Committee.
- 9.2 The underlying motivation for making these changes came about as a result of the Tanner Report and are aimed at creating a culture and environment where all colleagues feel empowered and supported to speak up when wrongdoing occurs. As such, the implementation of the new Policy and Toolkit should have the effect of reducing risk for the organisation as a whole by promoting positive culture and reducing harmful behaviour. The proposals are fully aligned to our governance, compliance and regulatory obligations.
- 9.3 The impact on existing policy in the council is that the old Whistleblowing Policy will be replaced, and the new Policy will be supported by the newly introduced Toolkit.

10. Background reading/external references

- 10.1 [Finance and Resource Committee 23 May 2019 – Whistleblowing Policy.](#)

11. Appendices

- 11.1 Appendix 1 – Draft Revised Whistleblowing Policy for implementation on 1 February 2024.
- 11.2 Appendix 2 – Draft Whistleblowing Toolkit for implementation on 1 February 2024.

Whistleblowing Policy Statement

- 1.1 The aim of the Whistleblowing Policy and the accompanying Toolkit is to uphold the highest standards of conduct and ethics in all areas of the Council’s work.
- 1.2 In line with this commitment, anyone with serious concerns of wrongdoing or danger is encouraged to come forward and voice those concerns.
- 1.3 Everyone has the right to raise concerns in the knowledge that they will be taken seriously and so we always work with the Whistleblowing Principles set out below. These will help us reach the goal of having a positive, open, safe and supportive whistleblowing culture.
- 1.4 Employees should feel they are able to raise genuine concerns without fear of reprisals or other adverse treatment, even if they turn out to be mistaken.
- 1.5 The Monitoring Officer (the Council’s Service Director, Legal and Assurance) has overall responsibility for whistleblowing and undertakes periodic reviews to reflect organisational changes, best practice, operational experience and/or legislative updates.
- 1.6 The Whistleblowing Policy does not form part of anyone’s contract of employment and is not intended to replace any other statutory reporting procedures operated by the Council.
- 1.7 Matters of concern relating to your own employment situation which would normally be dealt with under, for example, the Grievance Procedure, should continue to be reported and handled under that procedure rather than through the Whistleblowing Policy.
- 1.8 We want to understand if there are particular issues or patterns across the Council, with the overall purpose of continuously improving the way services are provided and concerns are handled. For this reason, we will keep records of whistleblowing activity. In addition to any records kept about specific issues raised, their investigation and outcome, working with our independent whistleblowing provider (currently Safecall) we may keep generalised records of certain matters (i.e. records without names that refer only to general descriptions of the issues, the service area and the nature of the disclosure) in order to allow patterns or trends to be identified.

Whistleblowing Principles

- 2.1 All disclosures will be handled openly and transparently, whilst also recognising and respecting that everyone has the right to confidentiality and for their personal data to be appropriately protected.

- 2.2 We encourage early resolution where appropriate, but where this is not possible, we will aim to conclude matters within 3-6 months. Where matters do not conclude within 3 months, regular updates about extended timescales and progress will be provided.
- 2.3 We treat all concerns seriously and will conduct thorough and proportionate assessments and/or investigations.
- 2.4 We will respect the confidentiality of any person who raises a concern (as far as the law allows), unless with the agreement of the reporting person.
- 2.5 We offer support and protection to all those who legitimately raise a concern or who are directly involved in a concern that has been raised.
- 2.6 Those investigating concerns will be impartial, independent and accountable. They must not be involved in investigations where they have a conflict of interest or may reasonably be perceived to have a conflict of interest.
- 2.7 The people who conduct investigations will have appropriate skills, experience, and knowledge.
- 2.8 We will meet timescales whenever possible.
- 2.9 The outcomes of investigations will set out what actions will be taken, or have been taken, to put things right or improve practice.
- 2.10 Following an investigation, we will ensure that any lessons learned are shared locally and more widely across the organisation as appropriate.
- 2.11 We will identify trends and highlight problems, with the overall purpose of continuously improving the way services are provided and concerns are handled.

Scope

- 3.1 This Policy applies to all to all workers within the meaning of the Public Interest Disclosure Act 1998 and the Employment Rights Act 1996, including employees and workers, persons contracted to personally provide services to the Council, persons undergoing training or work experience as part of a training course, and agency workers (referred to as "colleagues").
- 3.2 This Policy also applies to elected members should they wish to raise a Whistleblowing disclosure. If a disclosure is received about an elected member, it would ordinarily be passed to the Ethical Standards Commissioner to consider and investigate as appropriate.
- 3.3 This Policy is supported by the Whistleblowing Toolkit which contains further information on how Disclosures will be handled and investigated. The Toolkit is a practical document and is designed to help all those engaging with this Policy. It is therefore something that might be changed or added to from time to time, to take account of practical experience.
- 3.4 This Policy has been shared with Trade Union colleagues.

Definitions

- 4.1 “Whistleblower” – An individual who provides information about their concerns of wrongdoing or danger to the whistleblowing service provider, a manager in the Council, or to a prescribed person (see more information on prescribed persons at section 12).
- 4.2 “Disclosure” – The information provided, verbally or in writing, by a Whistleblower about their concerns of wrongdoing or danger.
- 4.3 “GRBV Committee” – The Council’s Governance, Risk and Best Value Committee.
- 4.4 “500 Disclosure” – A Disclosure specifically relating to the conduct of the Council’s Monitoring Officer, the Chief Executive, an Executive Director, Service Directors or the Chief Officer of the Health and Social Care Partnership.
- 4.5 “Whistleblowing Policy” – The Council’s whistleblowing policy, under which Disclosures may be made.
- 4.6 “Whistleblowing Toolkit” – The document detailing further guidance in support of the Whistleblowing Policy.
- 4.7 “Monitoring Officer’s Team” – The team of Council Governance staff who manage day to day operation of the whistleblowing service, liaising with and supporting the whistleblowing Service Provider on behalf of the Council’s Monitoring Officer.
- 4.8 “Investigation Team” – The team of Council staff within the Legal and Assurance Division who will carry out investigations.
- 4.9 “Service Provider” – the independent, external whistleblowing service provider which operates the confidential hotline service, oversees Council investigations into Disclosures, carries out investigations and reports to Committee. This is presently Safecall.
- 4.10 “Secure Portal” – The online reporting mechanism operated by Safecall, via which Disclosures (including anonymous Disclosures) may be made. This is in addition to Disclosures made via telephone, in writing or in person.
- 4.11 “Speak Up Supporters” - dedicated Council employees who will provide information and signposting for individuals who may wish to make a disclosure.

How to Whistleblow

- 5.1 We hope that in many cases you will feel able to raise any concerns directly with your line manager (or another manager within the Council) or, where appropriate, with Human Resources, contact details can be found on the Whistleblowing page on the Orb. You may raise a matter with them in person or do so in writing. They may be able to agree a way of resolving your concerns quickly and effectively (see the early resolution protocol in the Whistleblowing Toolkit).
- 5.2 You can also raise concerns with the Council’s Monitoring Officer’s Team, orally or in writing. Contact details can be found on the Whistleblowing page on the Orb.

- 5.3 You can also contact the external ‘Whistleblowing Hotline’ 24/7. This is maintained by Safecall, which is a separate and independent organisation. Safecall can be contacted via 0800 587 8770; cec@safecall.co.uk; www.safecall.co.uk/reports
- 5.4 All Disclosures received will be assessed amongst the Council’s Investigation Team, the Monitoring Officer’s Team and/or Service Provider (Safecall) or other relevant party for further action.
- 5.5 It is very important that we have a clear picture of what happened, when it happened and who was involved. Simple first steps like a timeline and a “who’s who?” are very useful. Trying to get as full an understanding as we reasonably can is a vital part of the process and allows us to determine what should happen next.
- 5.6 If you are unsure about how to approach this situation you may seek advice from the Monitoring Officer’s team (whistleblowing@edinburgh.gov.uk), the whistleblowing Service Provider, one of the Speak Up Supporters or a Manager within the Council.

What is Whistleblowing?

- 6.1 Concerns regarding the following can be raised under this Policy:
- 6.1.1 criminal activity;
 - 6.1.2 a failure to comply with any legal obligation;
 - 6.1.3 miscarriages of justice;
 - 6.1.4 danger to health and safety;
 - 6.1.5 damage to the environment; and
 - 6.1.6 deliberate concealment of any of the above matters.
- 6.2 The above is not an exhaustive list and anyone with serious concerns of wrongdoing or danger is encouraged to come forward and voice those concerns and such matters may also be investigated under this Policy. Serious concerns of wrongdoing or danger may also include any aspect of Council business or the conduct of officers or members of the Council or others acting on behalf of the Council under this Policy, especially where this affects other people.
- 6.3 Concerns can be raised in relation to matters that have taken place, continue to take place or are likely to take place in the future.
- 6.4 Concerns that do not relate to any matter detailed at 6.1.1 and 6.1.6 may be investigated under this policy if:-
- 6.4.1 The concern has not already been investigated under a different procedure; and/
or

- 6.4.2 There is no other procedure more appropriately suited to investigate the concern (in which case the individual will be notified as to which procedure to utilise); and/or
- 6.4.3 The Service Provider determines that there are other compelling reasons to do so.
- 6.5 Any information identified via another Council process as a whistleblowing matter will be shared with the Monitoring Officer and the Monitoring Officer's Team and Investigation Team and, if necessary, the Service Provider (Safecall) to ensure it is dealt with in accordance with this Policy.

Other Types of Concern

- 7.1 Personal employment issues such as bullying, harassment or discrimination, should normally be raised via HR using the relevant Council procedures, e.g., the Grievance Procedure, rather than under this Policy.
- 7.2 Mechanisms for raising other concerns include the Council's complaints process, the fraud reporting portal on the Council's website, direct reports to Internal Audit (InternalAudit@edinburgh.gov.uk) and via direct reports to Human Resources.

Colleague Obligations

- 8.1 You should report any serious concerns of wrongdoing or danger in accordance with section 5.
- 8.2 You should do so where you have a reasonable belief that a matter of serious concern of wrongdoing or danger has occurred, is taking place or is likely to take place.
- 8.3 You are responsible for acting professionally if you have a concern about the work of your colleagues, including an expectation on you not to make an untrue or exaggerated allegation but to report serious concerns of wrongdoing or danger.

Confidentiality and Anonymity

9.1 Confidentiality

- 9.1.1 Any Disclosure you make will be treated sensitively and we are very aware of the importance of confidentiality. There may, however, be times when not all matters can be kept confidential. For example, there may be a court order that means that we have to disclose information, or a criminal or public safety issue may be raised that necessitates disclosure of your details to be able to address an immediate concern. These and other obligations mean that sometimes a difficult balance must be struck on confidentiality. We will try and ensure that you are kept informed of these issues.

- 9.1.2 Any personal information disclosed or recovered as part of a Whistleblowing investigation will be treated in accordance with General Data Protection Regulation principles and other relevant legislation.
- 9.1.3 Our aim is to have a good working environment for all. Transparency and openness are an important part of this, but we must be mindful of confidentiality obligations. This means that while processes are ongoing, and at the end of the process, we might not be able to tell you everything that is happening or has happened. It might be that there is another process (such as a disciplinary investigation) and we may not tell you if that is happening or the outcome, as it would be unfair to the person going through that process. We appreciate that this can be frustrating. If we can reasonably tell you more, we will, but you should be aware that there are several factors that might mean that we cannot do that (such as confidentiality and data protection issues). This does not mean that the issues you have raised have not been looked at thoroughly. Oversight by the Monitoring Officer, the Service Provider and Elected Members ensures the integrity of the overall process.

9.2 **Anonymity and Protections**

- 9.2.1 We hope that colleagues will feel able to voice whistleblowing concerns openly under this policy. However, if you want to raise your concern confidentially, we will make every effort to keep your identity secret. If it is necessary for anyone investigating your concern to know your identity, we will discuss this with you.
- 9.2.2 There are different circumstances in which you can provide information to us:
- (1) You can speak with us on an open basis. This means that you are happy for anything you tell us to be “on the record” and attributed to you; or
 - (2) You can speak with us on a fully anonymous basis, where not even the Service Provider knows your details; or
 - (3) You can tell the Service Provider who you are, but they will withhold your name and any other identifying details from the Council – this is called semi anonymous.

If you proceed anonymously, fully, or semi, please be aware this may limit what we can do to respond to your concern and the weight that can be given to what we are told by you.

- 9.2.3 There are also some possible limitations on anonymity, even if you select to be anonymous. For example, a court could order disclosure of information you tell us about yourself. If your disclosure raises a criminal issue or public safety concern, we may need to tell the relevant authorities.

Right not to suffer detriment

9.2.4 A Whistleblower has a legal right under section 47B of the Employment Rights Act 1996 not to be subjected to any detriment by their employer done on the ground that they have made a protected disclosure. We are determined to protect Whistleblowers from any detrimental or harmful treatment. It is vital for a healthy culture that colleagues feel comfortable about raising concerns. If you feel you have suffered harm as a result of whistleblowing or if you are concerned about reprisals or other issues, please report that immediately to the Monitoring Officer or the Service Provider.

9.3 Media and Social Media

9.3.1 This Policy has been developed to enable you to express concerns on the basis that it is in the public interest to make such matters known to the Service Provider or a Manager within the Council. In most cases you should not find it necessary to alert anyone externally.

9.3.2 The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator. We strongly encourage you to seek advice before reporting a concern to anyone external. The independent whistleblowing charity, Protect (<https://protect-advice.org.uk/>), operates a confidential helpline. They also have a list of prescribed regulators for reporting certain types of concern (see also 12.2).

9.3.3 Disclosure to the media is only appropriate and protected in very particular circumstances. If you believe that you should go to the media, you should take advice before doing so. You could take your own legal advice or talk to your Trade Union. Again, Protect would be a useful organisation to seek information from in this regard.

Assessments and Investigations

Assessment

10.1 All Disclosures will be assessed on receipt. For all Disclosures, the Service Provider will make an initial determination as to whether the Disclosure should be classified as 'External' or 'Internal'. External classification will be used when the Disclosure presented appears, on the face of it, one of significant concern that will require direct investigation by them or an external expert. Internal classification will be used when it appears, on the face of it, that the Disclosure is of less significant concern and is appropriate for investigation or an alternative early resolution process primarily by the Council, either by the Investigation Team or an appropriate manager.

Early resolution

10.2 Where possible and appropriate the Monitoring Officer's Team and/or Investigations Team may work with the relevant service to seek to resolve concerns raised by way of early resolution. The early resolution process is intended for simple and straightforward

concerns that can be responded to within 15 working days, or fewer, and which will involve little or no investigation. Most cases will, however, need investigation.

Investigation

- 10.3 **External Investigation:** The investigation will be conducted entirely externally from the Council by the Service Provider, an external independent law firm or other outside expert.
- 10.4 **Internal Investigation:** The investigation will be undertaken by the Investigation Team or other Council officer with subject matter expertise, to be scrutinised by the Service Provider on conclusion of the investigation. On rare occasions, it may be appropriate to appoint an independent law firm or other outside expert to undertake an investigation that has been categorised as internal. For more serious Internal Investigations, the Service Provider will provide greater oversight in the capacity as a 'critical friend'. 'Critical friend' oversight will include monitoring by the Service Provider from the outset and during the investigation, as well as scrutiny on conclusion of the investigation.
- 10.5 For all investigations, the Service Provider will liaise with the Monitoring Officer's team as appropriate.
- 10.6 If the Disclosure is a 500 Disclosure (see definitions), there is a particular process, and this is set out in the Whistleblowing Toolkit. The first step is to contact the Service Provider.
- 10.7 Where a Disclosure is received that involves or includes matter(s) relating to child or adult protection, prior to any investigation commencing, the Monitoring Officer's Team will urgently seek to obtain any applicable information and documentation from any relevant child or adult protection service. This includes but is not limited to: Social Care Direct, Police Scotland and the Council's Criminal Justice Services or the Chief Social Work Officer. Any information received may be used to assist in determining next steps in relation to an investigation.
- 10.8 The Service Provider may at any time make a recommendation to the Monitoring Officer and the Chief Executive of the Council as to how a Disclosure should be investigated (e.g., by the Police or a third-party regulator).
- 10.9 The Service Provider may also determine that issues raised fall under the scope of other specific Council policies and procedures (such as child protection matters, social services matters and discriminatory conduct) or other professional codes and should be investigated under these.
- 10.10 The Monitoring Officer's Team or Service Provider may also direct you to other Council policies and procedures through which the issue you have raised would be more appropriately addressed.
- 10.11 The Service Provider and the Investigation Team will liaise (as appropriate and at their discretion) with the Monitoring Officer and their team, the Chief Executive, the Executive Director(s) of relevant service area(s), line managers and employees at the Council to the extent necessary to allow them to investigate and report on whistleblowing Disclosures.

- 10.12 Where any immediate steps are required to be taken in relation to a Disclosure (e.g. it relates to public safety or child or adult protection), then the Monitoring Officer's Team will keep a record of the actions taken in this regard and share them with the Service Provider. The actions taken will be reported to GRBV Committee in the first quarterly meeting following disclosure.

Investigations Process

- 10.13 Whoever is investigating the Disclosure will carry out the investigation and compile a report. Investigators appointed will have the appropriate skills and experience to carry out the investigation and produce a report with appropriate due care and diligence, in an even handed and balanced manner.
- 10.14 You and any appointed trade union representative will be informed of the progress of an investigation and the outcome of it and any actions to be taken during or as a result of it. You should note that depending upon the nature of the Disclosure, it may not be possible to share much, if any, information. This may particularly be the case where a Disclosure investigation uncovers other matters which also require investigation. However, please be assured that even though you may not be able to see this information, your Disclosure will have been looked at thoroughly and independently, with oversight from both the Service Provider and the Governance, Risk and Best Value Committee. If you have not received an update on any process or have any other concerns, you can contact whistleblowing@edinburgh.gov.uk or the Service Provider.

Witnesses and Evidence

- 10.15 You may be asked to attend meetings to provide further information. In this case you will be given advice about the procedure. You may also be accompanied by a trade union representative or colleague at any meetings, as long as they have no involvement in the whistleblowing matter or related matters, or their involvement would represent a conflict of interest.
- 10.16 During an investigation those investigating the Disclosure may need to interview individuals identified as potential witnesses. This might include the Whistleblower, Council colleagues, service users, contractors and partners.
- 10.17 All individuals called upon to participate as a witness in an investigation are required to co-operate fully with an investigator, irrespective of whether that is the Service Provider, the Investigation Team, a Council manager, the Monitoring Officer (and/or their team), Internal Audit or an external body e.g. a regulatory body, external audit, Police Scotland.
- 10.18 If an investigator requires to meet with a colleague (either physically or virtually), to interview them during an investigation, the employee should be given reasonable notice and a mutually convenient time and location agreed, taking into consideration any trade union representation availability.
- 10.19 Witnesses and anyone who supports a witness during an interview must observe the confidentiality requirements of this policy and not divulge or discuss any information relating to the investigation with anyone other than each other. The Council has a duty to protect colleagues who are involved in the whistleblowing process so compliance with confidentiality requirements is essential.

- 10.20 The Monitoring Officer’s Team, the Investigation Team and the Human Resources Team will meet regularly, with the Service Provider when required, to discuss patterns and concerns and agree how these should be dealt with.
- 10.21 The investigator must collate all available evidence to thoroughly establish the facts of a case. The investigator should be mindful of evidence which may not be immediately obvious following a review of documentary evidence, including matters such as unconscious bias, such that they holistically ensure the Council are appropriately appraised of any concerns arising in relation to equality and diversity obligations under the Equality Act 2010. Evidence gathering may also involve one or more of the following (which is non-exhaustive): gathering statements from those who were witness to the allegations (including circumstantial evidence), collating documentary evidence such as meeting notes, accident/ incident reporting, reviewing CCTV footage and checking available electronic records. The purpose of evidence gathering is to ultimately provide a factual summary of the issues at hand and the evidence gathered while drawing attention to key points and conclusions in relation to what actually occurred (or on the balance of probability of what is considered to have occurred).

Timescales

- 10.22 We shall make all reasonable efforts to undertake investigations in compliance with the following timescales:

Investigation Type	Timescale
Internal	0 - 6 months
External	Efforts will be made to conclude timeously; however, Disclosures of this nature may take longer than 6 months
500 Disclosure	0 - 6 months

- 10.23 The timescales provided are indicative and not guaranteed. Some Disclosures are very complex and may take considerably longer to investigate thoroughly, particularly where, for example, witnesses are not available due to sickness or other absence. Insofar as practicable, you will be kept up to date with progress and amended timescales. All efforts will be made to ensure that the investigation is concluded as soon as possible.

Protection and Support

- 11.1 It is understandable that Whistleblowers are sometimes worried about possible repercussions. We aim to encourage openness and will support colleagues who raise genuine concerns under this policy, even if they turn out to be mistaken.

- 11.2 It is also understandable that those who are the subject of scrutiny as the result of a whistleblowing complaint being made against them are sometimes worried about repercussions. We want to support all colleagues affected by whistleblowing, and the examples of the supports set out at 11.5 may also be helpful to those subject to scrutiny.
- 11.3 Whistleblowers must not suffer any detrimental treatment as a result of raising a genuine concern. Detrimental treatment includes dismissal, disciplinary action, threats, or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment you should inform the Monitoring Officer immediately. If the matter is not remedied, you should raise it formally using our Grievance Procedure. The Monitoring Officer's Team and HR will check in with Whistleblowers periodically over the 12-month period following a disclosure to ask them whether they consider that they have suffered detrimental treatment as a result of raising a concern. Whistleblowers who have been subjected to any detrimental treatment as a result of raising a concern should be reassured that they will be fully supported. Other procedures may be instigated (see 11.4 below) and whistleblowers will have full protection throughout any such process to ensure that they can continue to work in their role in an environment free from threats or intimidation or undue stress.
- 11.4 Threatening, retaliating, bullying or harassing anyone making a Disclosure will be regarded as a serious disciplinary offence or gross misconduct. It is also a serious disciplinary offence to attempt to deter someone from making a Disclosure or to attempt to influence an investigation in any way.
- 11.5 These are some examples of the sort of support you might find helpful. You do not need to decide immediately, but it is good to be aware of them.
- counselling or psychological support;
 - trade union support;
 - occupational health support; and
 - the Employee Wellbeing information found on the Orb including PAM assist.

Disclosures to External Organisations

- 12.1 As noted at 9.3.2, there may be circumstances in which Disclosures may be properly reported to external organisations (other than the whistleblowing Service Provider).
- 12.2 These organisations are known as "prescribed persons" and include more than 50 regulatory bodies to which protected Disclosures can be made. A list of prescribed persons is maintained by the UK Government and can be found on their website Whistleblowing: list of prescribed people and bodies - GOV.UK (www.gov.uk)
- 12.3 In circumstances where you decide to raise the matter externally, you will only be protected if you do this in the appropriate way. This is something you should take advice on from Protect, your Trade Union, a lawyer or at the website referred to above.

Implementation

- 13.1 The effective date of implementation is 1 February 2024.
- 13.2 All colleagues will be made aware of the revised policy through established communications and training refresher channels.
- 13.3 In accordance with the Council's Record Retention Scheme, details of all whistleblowing concerns and investigations will be retained for 6 years from the close of the investigation, except where separate retention rules apply (including, but not limited to child protection matters).

Related documents

- 14.1 [Finance and Resources Committee 19 September 2013: item 7.2 - Revised Whistleblowing Policy](#)
- 14.2 [Finance and Resources Committee 27 August 2015: item 7.13 - Review of Whistleblowing Arrangements](#)
- 14.3 [Finance and Resources Committee 27 March 2018: Item 7.4 - Whistleblowing Policy](#)

Integrated impact assessment

- 15.1 It has been assessed that this policy will have a positive equalities impact.

This toolkit is designed to help all of those who want to either make or handle a whistleblowing issue. It is something that we want to make as practically useful as possible. We might therefore amend or change it from time to time as we learn what is useful from experience.

The definitions used in the toolkit are those that are set out in the Whistleblowing Policy.

How should a disclosure be dealt with?

- 1.1 Upon receipt of a Disclosure that is to be investigated under the Whistleblowing Policy by the Service Provider, they will assess and classify the Disclosure to determine if the Disclosure is either:
 - (a) An External matter which will be investigated entirely externally from the Council by Safecall, an external independent law firm or other outside expert, or
 - (b) An Internal matter which will be investigated by the Investigation Team or other Council officer with subject matter expertise, to be scrutinised by the Service Provider on conclusion of the investigation. For more serious Internal Investigations, the Service Provider will provide greater oversight in the capacity as a 'critical friend'. 'Critical friend' oversight will include monitoring by the Service Provider from the outset and during the investigation, as well as scrutiny on conclusion of the investigation.
- 1.2 In consultation with the Monitoring Officer's Team, the Service Provider will also consider whether the Disclosure is suitable for Early Resolution – see section 8 and Appendix 1 below.
- 1.3 Where a matter is first referred elsewhere than the Service Provider, e.g., the Council's Monitoring Officer's Team or Human Resources Team, the Disclosure will be referred to the Service Provider for determination as to the designation of External or Internal.
- 1.4 Disclosures shall be assessed and a classification of External or Internal will be made and provided to the Whistleblower, after consideration of the following:
 - 1.4.1 Does the disclosure concern one of the issues set out at 6.1 of the Whistleblowing Policy?
 - 1.4.2 Bullying and harassment claims will usually be dealt with by HR under HR policies but if the disclosure relates to a significant or reoccurring allegation of bullying, harassment, or abusive conduct (particularly, but not exclusively, if it is directed at more than one colleague or involves physical harm or mental distress) if so, it may

be dealt with under the Whistleblowing Policy and will usually be assessed as an External matter.

- 1.4.3 Does the disclosure relate to a more minor matter which does not concern a breach of the law? If so, it will usually be assessed to be dealt with under another Council policy or as an Internal matter.
- 1.5 The Service Provider will liaise with the Monitoring Officer's Team and Investigations Team to have the matter progressed.
- 1.6 Where a disclosure is received that involves or includes matter(s) relating to child or adult protection, the Monitoring Officer's Team will urgently seek to obtain any applicable information and documentation from any relevant child or adult protection service. This includes but is not limited to: Social Care Direct, Police Scotland and the Council's Criminal Justice Services or the Chief Social Work Officer. Any information received may be used to assist the Service Provider in determining whether an investigation is required.

Investigations

- 2.1 If an Internal investigation is required, the Investigations Team, or other appropriately appointed investigator, will take ownership of any investigations required in response to a Disclosure, liaise with the Service Provider and the Monitoring Officer's Team, as appropriate and, following the investigation, prepare a report. The Monitoring Officer's Team will keep parties readily informed as the investigation progresses.
- 2.2 If an External investigation is required, the Service Provider will determine who should investigate, either by direct investigation by the Service Provider themselves or by any alternative means that they stipulate, including an independent external law firm or outside expert. Following investigation, a report will be prepared.
- 2.3 In all cases, the Service Provider will review the final reports and provide any challenge or comments before matters are reported to GRBV Committee. Where full reports are provided to GRBV Committee for their consideration, officers will require to consider to what extent, if at all, redactions are applied to such reports in order to ensure that appropriate legal obligations are complied with (e.g. in relation to confidentiality, data protection, member/ officer protocol etc).

Disclosures Relating to the Monitoring Officer, Chief Executive, an Executive Director, Service Director or the Chief Officer of the Health and Social Care Partnership (500 Disclosures)

- 3.1 For 500 Disclosures, it is of paramount importance that any conflict of interest, real or perceived, is avoided.
- 3.2 Accordingly, in such cases, following initial contact with the Service Provider, these Disclosures will be handled as follows:

Who is the disclosure made about?	Who will it be passed to by the Service Provider in order to take forward?
Monitoring officer	Chief Executive
Chief Executive	Council leader, who will then liaise with the Monitoring Officer as appropriate
Executive Director, Service Director or the Chief Officer of the Health and Social Care Partnership	Monitoring Officer and the Chief Executive.

- 3.3 For all 500 disclosures, a non-panel law firm or appropriate Counsel will be used to investigate matters, reporting to the Service Provider and relevant Council officer as above. The Service Provider will agree alternative support and reporting requirements, including in relation to the detail and timing of reporting to Governance, Risk and Best Value Committee (GRBV), with the relevant named post holder.

Prejudice Based Incident Reporting

- 4.1 Any Disclosure relating to discrimination based on race, gender, religion, disability, sexual orientation, age or other such legally protected characteristic shall be reported to the Council's Human Resources team in accordance with the Prejudice Based Incident Reporting Procedure.
- 4.2 All concerns in relation to Council employees of a sexual nature, domestic abuse, physical violence, harassment or stalking (whether occurring during the course of work hours or on Council premises or not) must be escalated to the Council's Monitoring Officer prior to the appointment of any investigator, whether internal or external; and a record should be kept of all such concerns for an appropriate period of time, subject to GDPR considerations, to allow for identification of patterns of behaviour. The Council's Chief Executive and Chief Social Work Officer will also be informed.

Timescales and support arrangements

- 5.1 We shall make all reasonable efforts to undertake investigations in compliance with the following timescales:

Investigation Type	Timescale
Internal	0 - 6 months

External	Efforts will be made to conclude timeously, however, Disclosures of this nature may take longer than 6 months
500 Disclosure	0-6 months

The timescales provided are indicative and not guaranteed. Some Disclosures are very complex and may take considerably longer to investigate thoroughly, particularly where, for example, witnesses are not available due to sickness or other absence. Insofar as practicable, you will be kept up to date with progress and amended timescales. All efforts will be made to ensure that the investigation is concluded as soon as possible.

- 5.2 It should be recognised that annual leave and sickness absence and other factors may impact upon witnesses being available and, accordingly, in cases where additional time is required, the Whistleblower, and any individuals subject to concerns raised, will be informed as soon as possible and estimated alternative timescales provided.
- 5.3 The Monitoring Officer’s Team will ensure that all reasonable steps are taken to ensure that Whistleblowers are supported, and confirmation is provided to them as to how this can best be provided. The same offer, where appropriate, should also be made to those who are the subject of a whistleblowing investigation.

Alternative and Concurrent Procedures

- 6.1 There are various ways to report concerns. These include –
- the fraud reporting portal on the Council’s website;
 - direct reports to Internal Audit (InternalAudit@edinburgh.gov.uk); and
 - direct reports to Human Resources under one of our policies.
- 6.2 You can use one of these mechanisms to report your concerns as well as using the process set out in the Whistleblowing Policy. However, we want to avoid unnecessary delay and duplication and therefore, information identified as a whistleblowing matter (that is falling within the matters identified at 6.1 of the Whistleblowing Policy) in an alternative process will be shared with the Service Provider to ensure that all whistleblowing disclosures are dealt with properly and we have as complete an understanding as possible of any problems that have arisen within the Council.
- 6.3 Delay is a serious concern and putting one process (such as a whistleblowing investigation) ‘on hold’ while another (such as disciplinary investigations, employment tribunal proceedings, or Police or regulatory e.g., SSSC investigations) is completed might not be the right and fair thing to do. Where other procedures commence (or are ongoing), insofar as possible, these processes should run concurrently so as not to delay progress nor any associated reporting. Care must be taken to ensure that concurrent

procedures do not conflict with each other or create gaps in knowledge or understanding that could compromise the investigation process. Witnesses to a whistleblowing investigation are informed from the outset that the evidence that they give may be used in other related and relevant procedures. It will only be in exceptional circumstances that processes will not run concurrently and in such circumstances, the Whistleblower and those subject to concerns raised will be regularly updated in relation to the delay and when the whistleblowing process can be expected to re-commence.

- 6.4 If it is considered that a whistleblowing investigation should be paused due to a concurrent process, the reasoning for this should be communicated to the Convener of GRBV Committee and the outcome documented and reported to GRBV as appropriate, and the Whistleblower, and other relevant parties, informed as soon as possible.

Data Protection

- 7.1 Personal information provided under the Whistleblowing Policy or gathered during any investigation shall always be handled in compliance with applicable data protection law and regulation.

Early Resolution

- 8.1 Where possible and appropriate the Monitoring Officer's Team and/or Investigations Team may work with the relevant service to seek to resolve concerns raised by way of early resolution.
- 8.2 We encourage early resolution where appropriate but, where this is not possible, investigations will be conducted in accordance with the process and timescales noted.
- 8.3 The early resolution process is intended for simple and straightforward concerns that can be responded to within 15 working days, or fewer, and which will involve little or no investigation.
- 8.4 These concerns may be better handled by facilitated dialogue between parties (informal mediation), or by relevant persons (e.g. the Monitoring Officer's Team or Investigations Team or other appropriate managers) liaising with the subject(s) of the Disclosure, to determine if the matter can be addressed informally, without the need for an investigation. This allows for matters to be raised and resolved quickly which is usually in everyone's best interests.
- 8.5 In these cases, the Early Resolution Process should be followed and can be found at Appendix 1.
- 8.5.1 This will typically be suitable where matters fall into the Internal investigation category (particularly if the matter being reported is unlikely to trigger a disciplinary investigation), or

- 8.5.2 the person making the report wishes for the matter to be handled, at least initially, by way of a more consensual, informal approach aimed at maintaining relationships, while also addressing the underlying concern.

Expectation Management

- 9.1 The investigator and/or Monitoring Officer's Team will make reasonable efforts at the outset of an investigation to give the Whistleblower an outline of what is involved in the investigation process, the timescales and outcomes which can be expected. An Expectation Management Protocol is set out at Appendix 2. This is only a draft and may or may not be used depending on the specific circumstances and requirements of a particular matter.
- 9.2 It should be recognised that the outcome of an investigation may not be appropriate to be shared with the person who raised it. Whilst it is understood that there may be a personal interest in understanding what occurred and any outcome and recommendations, the public interest is being fulfilled by the matter being independently and fairly examined and accordingly the process should provide whistleblowers with comfort that the matter is being taken seriously. However, there may be circumstances where it is possible to provide some feedback or other assurance as to the matters raised and, where appropriate, this will be done.

Departing Staff

- 10.1 In serious or sensitive cases, an investigation may continue (either under this policy or any other policy triggered as a result of the whistleblowing investigation) even though the Whistleblower or those who have been whistleblown about have left their employment with the Council.

Implementation

- 11.1 The effective date of implementation is 1 February 2024.
- 11.2 All employees and workers will be made aware of the revised whistleblowing policy and toolkit through established communications and refresher training.
- 11.3 In accordance with the Council's Records Retention Scheme, details of all whistleblowing concerns and investigations will be retained for 6 years from the close of the investigation, except where separate retention rules apply (including, but not limited to child protection matters where a period of 25 years will apply).

Related documents

[Finance and Resources Committee 19 September 2013: item 7.2 – Revised Whistleblowing Policy](#)

[Finance and Resources Committee 27 August 2015: item 7.13 - Review of Whistleblowing Arrangements](#)

Integrated impact assessment

12.1 It has been assessed that this Toolkit will have a positive equalities impact.

Risk assessment

13.1 The Whistleblowing Policy and Whistleblowing Toolkit were developed and agreed to complement existing management reporting arrangements and to ensure that employees are aware of their rights and responsibilities to raise concerns in the knowledge that they will be taken seriously, that matters will be investigated appropriately and that confidentiality will be maintained.

Appendix 1 – Early Resolution Process

DRAFT MODEL EARLY RESOLUTION PROCESS

1. The early resolution process is intended for simple and straightforward concerns that can be responded to within 15 working days, and which will involve little or no investigation. These concerns may be better handled by facilitated dialogue between parties, or by the Monitoring Officer's Team speaking with the subject(s) of the report to see if the issue can be addressed informally, without the need for an investigation.
2. The early resolution process will be suitable where:
 - 2.1 The matter being reported is capable of being quickly and consensually resolved;
 - 2.2 The matter being reported may not meet the legal test for being a whistleblowing disclosure and may be handled under a different Council policy;
 - 2.3 The matter being reported is unlikely to trigger a disciplinary investigation; or
 - 2.4 The person making the disclosure wishes for the matter to be handled, at least initially, by way of a more low-key, consensual, approach aimed at maintaining relationships, while also addressing the concern.
3. The following will apply after a concern is raised:
 - 3.1 The Service Provider will assess whether any immediate action needs to be taken to prevent any criminality and to ensure colleague or service user safety;
 - 3.2 As part of its assessment and classification process, the Service Provider will liaise with the Council, to consider if the Disclosure is capable of being handled through an early resolution process as an alternative to a whistleblowing investigation being commenced or diversion to other Council policies. The following will be considered:
 - 3.2.1 What outcomes the person disclosing the concerns is hoping to achieve, and whether these are achievable;
 - 3.2.2 What action the Council needs to take to put things right, and appropriate timescales for this;
 - 3.2.3 Whether all the issues are appropriate for consensual resolution or whether it would be appropriate to handle some of the concerns under a different process;

- 3.2.4 Whether the person who raised the concern needs any occupational health or well-being support and how to provide that support; and
 - 3.2.5 Whether the Disclosure raises any patterns of behaviour known to the Service Provider, or the Council.
 - 3.3 As part of the assessment process, the Service Provider will consider:
 - 3.3.1 What exactly the whistleblower is concerned about;
 - 3.3.2 Who else is involved;
 - 3.3.3 The best way to maintain the whistleblower's confidentiality (if applicable); and
 - 3.3.4 Whether the concern can be addressed through the early resolution process or whether it should be referred for investigation.
- 4. If the Service Provider considers, having assessed matters as per the steps in paragraph 3 above, that the disclosure cannot be handled through the early resolution process, the disclosure will be passed from the Service Provider to the Monitoring Officer's Team for further triaging and potential investigation or diversion to other CEC policies. Where a whistleblowing investigation is required, the target for completing the investigation and providing the whistleblower with a response should be within 3 months of the initial disclosure being received. Updates should be provided to the whistleblower during this period.
- 5. If the Service Provider considers that the disclosure can be handled through the early resolution process, the whistleblower will receive a response which must:
 - 5.2.1 ascertain the manager's position and establish whether steps can be taken by the manager and/or other colleagues to address the concerns;
 - 5.2.2 facilitate a discussion between the whistleblower and the colleague(s) about whom they have a concern; or
 - 5.2.3 offering to provide further support to the manager/service in question.
- 6. If the Council are unable to provide the whistleblower with a response within 15 working days, they must tell the whistleblower why they are not able to meet the 15-day timescale and when the whistleblower can expect a response.
- 7. The proposed next steps will only be taken with the agreement of the whistleblower and subject to a discussion about the best way to maintain the whistleblower's confidentiality, should they wish to remain confidential.

8. The proposed next steps will be taken within 20 working days of the initial report being submitted and the steps taken must be recorded in a log maintained by the Monitoring Officer's Team and shared with the Service Provider for reporting purposes.
9. After 30 working days, the Monitoring Officer's Team will contact the whistleblower (where this is possible) to ascertain if the whistleblower is content that their concern(s) have been addressed.
10. If the whistleblower is not content that the concern(s) have been addressed, the disclosure will go back to the Service Provider for further triaging and potential investigation or diversion to other CEC policies.

Appendix 2 – Expectation Management Protocol

Expectation Management Meeting

This is a suggested form of wording to be used at the beginning of whistleblowing processes by the Monitoring Officer's Team.

The wording could also be put into an email or communicated via the Secure Portal.

1. Introduction

Firstly, thank you for contacting the Monitoring Officer's Team/ Service Provider. It can sometimes be difficult to do so but it is only if colleagues speak up that we can try and resolve any issues fairly.

Do you have a copy of the Whistleblowing Policy?

If not, I will send you a copy for your information.

2. Anonymity

There are different ways that you can provide information to us:

- (1) You can speak with us on an open basis. This means that you are happy for anything you tell us to be "on the record" and attributed to you; or
- (2) You can speak with us on a fully anonymous basis, where not even the Service Provider knows your details; or
- (3) You can tell the Service Provider who you are, but they will withhold your name and any identifying details from the Council – this is called semi anonymous.

If you proceed anonymously, please be aware this may limit what we can do to respond to your concern and the weight that can be given to what we are told by you.

There are also some possible limitations on anonymity, even if you select to be semi anonymous, for example a court could order disclosure of information you tell me about yourself.

If your Disclosure raises a criminal issue or public safety concern, we may need to tell the authorities.

3. Protecting you from harm

The Council is determined to protect whistleblowers from any detrimental or harmful treatment. It is vital for a healthy culture that colleagues feel comfortable about raising concerns. If you feel you have suffered harm as a result of whistleblowing after making this Disclosure, please report that immediately to the Service Provider or the Monitoring Officer.

4. Early-resolution and triage

We would like to explore whether complaints and concerns are capable of being resolved through dialogue between parties. We will consider whether some sort of facilitated discussion may help to resolve matters. Is this something you would be willing to explore?

If matters cannot be resolved or you do not wish to explore early-resolution, we will also consider who is most appropriate to look into your concerns. The process by which the Service Provider, working with the investigation and Monitoring Officer's teams, assesses whether your Disclosure is a whistleblowing matter or a matter that should be dealt with under another Council process is sometimes called triage.

Your concern may be investigated by the Service Provider, or another third party such as a law firm, but most cases are investigated by an Investigating Officer from the Council who will report back to the Service Provider.

5. Fact-finding

It is very important that we have a clear picture of what happened, when it happened and who was involved. Simple first steps like a timeline and a "who's who?" are very useful.

Trying to get as full an understanding as we reasonably can is a vital part of the process and allows us to determine what should happen next.

The results of the fact-finding exercise could be used in a number of ways, including to help address your concerns and to prevent recurrence. There could also be a further process such as an internal disciplinary investigation, for example, where the evidence gathered here might be relevant.

We hope not to have to talk to the same people about the same things more than once if this can be avoided, so the results of the fact-finding will generally be used for any related processes.

If the matter is serious and you are willing, you might be asked to contribute further (possibly by giving a witness statement that could be used in a disciplinary process). You will understand that without evidence that can be used, things like disciplinary processes may not be possible.

If you have any concerns that anyone is unsafe or that criminality is occurring, please tell us.

It would be helpful to understand if there is an outcome you wish to achieve from making your Disclosure.

6. Independence

If a fact-finding investigation is conducted by an investigating officer from the Council, the Service Provider will oversee the investigation and check that it is conducted independently and fairly. If you have any concerns about independence or fairness you can raise your concerns with the Service Provider.

7. Timing

There is a balance to be struck between making sure that the investigation is thorough, while not taking too long. Delay can mean that memories fade and can result in strain or upset for everyone involved. We want to avoid unnecessary delays, but we have to be realistic as things can sometimes take longer for good reason.

The next step is for us to consider if the matter disclosed is suitable for an early resolution process and to consider how best to approach matters. [] will be in touch with you about this shortly.

If the matter proceeds to a fact-finding investigation, our aim is to have any investigation completed with 3 months, ideally sooner, although if the matter is complicated it may take longer.

We will keep you updated but if you want an update at any time in between our updates you can use the Service Provider's portal or contact [] who will give you more information.

8. Confidentiality and transparency

Our aim is to have a good working environment for all. It is important to us to have a process that encourages trust and faith in the system and where possible information will be shared with whistleblowers. However, each case will be different and, while processes are ongoing, we might not be able to tell you everything that is happening. We appreciate that this can be frustrating.

To be fair to everyone, we might not be able to tell you everything that has happened at the end of a process and the reasons for that. It might be that there is another process (such as a disciplinary investigation) and we may not tell you if that is the outcome as it would be unfair to the person going through that process. If we can reasonably tell you more, we will, but you should be aware that there are a number of factors that might mean that we cannot do that (such as confidentiality and data protection issues).

9. Support

Do you feel that you need any support at this time?

If you are finding things difficult, there is help for you.

These are some examples of the sort of support you might find helpful. You do not need to make any decision immediately, but it is good to be aware of the options.

- access to a confidential contact (such as a Speak Up Champion) who can provide information and advice on the procedure for raising concerns and signpost you to support during the process;
- counselling or psychological support;
- occupational health support;

- any changes you might need at work to make things easier; and
- employee wellbeing information found on the Orb including PAM assist.

10. Questions?

Do you have any questions?

Can I confirm your preferred means of future communication? By phone, by email or via the portal?

As I said I will be in touch again shortly and I look forward to speaking to you then.

Once again, thank you for coming forward to share your experiences.