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Notice of meeting and agenda

Policy and Sustainability Committee

10.00 am Tuesday, 12th March, 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 Any items under "Private Business" will not be published, although the decisions will be recorded in the minute.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

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Partnership

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9. Policy Decisions

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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 in the City Chambers, High Street, Edinburgh and virtually by Microsoft Teams.

Further information

If you have any questions about the agenda or meeting arrangements, please contact Jamie Macrae, Committee Services, City of Edinburgh Council, Business Centre 2.1, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG, Tel 0131 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 9 January 2024

Present

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

1. Deputations

Southside Community Centre Association SCIO (written deputation in relation to Item 17 – Venue and Events Booking Policy)

The deputation expressed concern that they had not been informed or consulted with in relation to the policy, despite being one of the independent charities directly impacted. They believed that, in order for Community Centres to continue to thrive, they required the Council to work with them constructively and respectfully on all matters relating to Community Centres. Therefore, they asked Committee to note the deputation, and to provide an undertaking to them, and other Community Centre leaseholders, that Council Officers would always engage with them around proposed planned changes to management arrangements of the buildings we lease, and that such engagement would be taken at early stages.

(See Item 17 below)

2. Minutes

Decision

1) To approve the minute of the Policy and Sustainability Committee of 24 October 2023 as a correct record.

2) To approve the minute of the Policy and Sustainability Committee of 15 December 2023 as a correct record.

3. Policy and Sustainability Committee Work Programme

The Policy and Sustainability Committee Work Programme for 9 January 2024 was presented.

Decision

1) To note the Work Programme.

2) To note that it had been agreed that Items 7 and 22 should be quarterly, rather than bi-annual updates.

3) To request that update reports on the feasibility assessment on Drug Consumption Rooms be added to the Work Programme.

(Reference – Work Programme 09 January 2024, 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 1** – City 2023 Net Zero Target Annual Report
- **Action 2(1)** – 2030 Climate Strategy - Environmental Assessment Consultation and Review
- **Action 3** – Climate Change Adaptation Update – Response to Motions by Councillors Macinnes and Parker
- **Action 5** – City of Edinburgh Council: Social Security Take-Up Strategy - Motion by Councillor Heap
- **Action 7** - Endorsement of Plant-based Treaty – Response to Motion by Councillor Burgess
- **Action 16** – Response to motion by Councillor Staniforth – Night Time Coordinator
- **Action 17** – Driving for the Council – Telematics Policy
- **Action 23(2)** – Work Programme
- **Action 27** – Corporate Property Strategy
- **Action 42** – Public Bodies Climate Change Duties Report 2022/23
- **Action 44(3)** – Forth Green Freeport – Outline Business Case
- **Action 47** – Edinburgh Leisure – Real Living Wage

2) To note the remaining outstanding actions.

(Reference – Rolling Actions Log, submitted.)

4. Business Bulletin

The Business Bulletin was presented.

Decision

To note the business bulletin

(Reference – Business Bulletin 09 January 2024, submitted.)

5. Best Value Review Update

An update was provided on the current status of Best Value recommendations made by the Accounts Commission in November 2020. The Best Value Assurance Audit Report

(BVAR) was published by the Accounts Commission on 26 November 2020, and 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.

Motion

To note the update.

- moved by Councillor Day, seconded by Councillor Watt

Amendment 1

1) Regrets that more than 3 years on there are still a number of recommendations significantly behind, with still no medium to long-term financial plan being produced this council term, despite previous assurances given on timelines.

2) On section 4.7 in the report: Committee notes that instead of improving community consultation it has for the second year in a row abandoned any form of consultation with residents, staff and stakeholders on the budget, excluding the voice of communities from decisions on how their money is spent and raised.

3) Committee agrees this is unacceptable and instructs the Council Leader to apologise for this failure and instructs the Chief Executive to ensure next year's budget setting process includes community consultation.

4) Refers this report to the Governance Risk and Best Value Committee.

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

Amendment 2

1) To note the update.

2) Requests that the next report in 6 months time would set out a high-level action plan including target completion dates for future actions which would address each Best Value Assurance Audit Review recommendation.

- moved by Councillor Mumford, seconded by Councillor Parker

Amendment 3

1) To note the update.

2) Notes with regret that over three years since the report was published, and despite the interim monitoring process, the Council:

    a) still does not have a Workforce Plan that sets out the number and types of posts and skills necessary in different roles to meet its service delivery objectives within budget alongside a transition plan to achieve this.

    b) has not yet implemented a strategic approach to self-evaluation.

    c) has not provided members with training on delivering strategic change to meet Best Value objectives.

d) has closed actions on Community Engagement without delivering any actions to improve communication of the results and responses to consultations.

e) has not yet ensured the Edinburgh Partnership has a clear performance and progress reporting system working to clear targets.

3) Agrees that these issues should now be considered for urgent resolution with an accelerated delivery programme, and work showing achievement of delivery of the recommendations should be reported to Committee prior to the end of June 2024.

- moved by Councillor Whyte, seconded by Councillor Doggart

In accordance with Standing Order 22(13), Amendments 2 and 3 were accepted as addendums to the motion, and 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, Lang, Meagher, Watt and Whyte.

For Amendment 1: Councillors Biagi, Campbell, Macinnes, Mumford, Nicolson, Nols-McVey, Parker and Staniforth.)

Decision

To approve the following adjusted motion by Councillor Day:

1) To note the update.

2) To request that the next report in 6 months' time would set out a high-level action plan including target completion dates for future actions which would address each Best Value Assurance Audit Review recommendation.

3) To note with regret that over three years since the report was published, and despite the interim monitoring process, the Council:

a) still did not have a Workforce Plan that set out the number and types of posts and skills necessary in different roles to meet its service delivery objectives within budget alongside a transition plan to achieve this.

b) had not yet implemented a strategic approach to self-evaluation.

c) had not provided members with training on delivering strategic change to meet Best Value objectives.

d) had closed actions on Community Engagement without delivering any actions to improve communication of the results and responses to consultations.

e) had not yet ensured the Edinburgh Partnership had a clear performance and progress reporting system working to clear targets.

4) To agree that these issues should now be considered for urgent resolution with an accelerated delivery programme, and work showing achievement of delivery of the recommendations should be reported to Committee prior to the end of June 2024.

(References – Act of Council No. 9 of 10 December 2020; Policy and Sustainability Committee of 21 March 2023 (item 27); report by the Executive Director of Place, submitted.)

6. Plant Based Treaty Plan

The Policy and Sustainability Committee agreed to endorse the call for a Plant-Based Treaty on behalf of the city in January 2023. Edinburgh had since become the first European capital to support this global initiative, which called for the development of a Plant-Based Treaty by national governments as a companion to the UN Paris Agreement on climate. An action plan, which had been developed through engagement with partners, was presented to committee for approval. It was a city-wide action plan that included actions led by the Council as well as by other partner organisations and key stakeholders in the city to encourage wider strategic change.

Motion

To agree the proposed action plan developed to support the City of Edinburgh Council's endorsement of the Plant-Based Treaty.

- moved by Councillor Day, seconded by Councillor Meagher

Amendment 1

1) To agree the proposed action plan developed to support the City of Edinburgh Council's endorsement of the Plant-Based Treaty.

2) Asks officers to explore whether the University of Edinburgh's methodology can be used to include carbon emission information for school meal choices and other Council catering outlets, and report back on options and costs via a future business bulletin to Policy & Sustainability committee.

3) Asks officers to report back annually to P&S on progress made against this Action Plan and any new actions included.

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

Amendment 2

1) To agree the proposed action plan developed to support the City of Edinburgh Council's endorsement of the Plant-Based Treaty.

2) To celebrate Veganuary, agrees that catering at the next Full Council meeting will be plant-based as default (and Veganuary marked in this way annually thereafter, should Full Council meetings remain catered), in line with the general

themes of “Awareness raising and capacity building” and “Influence and leadership” already covered in the Action Plan.

3) Agrees that this action is added to the Action Plan and monitored going forward.

- moved by Councillor Parker, seconded by Councillor Mumford

Amendment 3

Notes the Action Plan and agrees to take no further specific actions given the need for the Council to refocus actions on the priority delivery of core public services within the limited budget available.

- moved by Councillor Doggart, seconded by Councillor Whyte

In accordance with Standing Order 22(13), Amendment 1 was accepted as an addendum to the motion.

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

Voting

The voting was as follows:

First Vote

For the motion (as adjusted) – 7 votes

For Amendment 2 (as adjusted) – 8 votes

For Amendment 3 – 2 votes

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

For Amendment 2 (as adjusted): Councillors Biagi, Campbell, Macinnes, Mumford, Nicolson, Nols-McVey Parker and Staniforth.

For Amendment 3: Councillors Doggart and Whyte.)

There being no overall majority, Amendment 3 fell, and a second vote was taken between the Motion (as adjusted) and Amendment 2 (as adjusted).

Second Vote

For the motion (as adjusted) – 9 votes

For Amendment 2 (as adjusted) – 8 votes

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

For Amendment 2 (as adjusted): Councillors Biagi, Campbell, Macinnes, Mumford, Nicolson, Nols-McVey, Parker and Staniforth.)

Decision

To approve the following adjusted motion by Councillor Day:

1) To agree the proposed action plan developed to support the City of Edinburgh Council's endorsement of the Plant-Based Treaty.

2) To ask officers to explore whether the University of Edinburgh's methodology could be used to include carbon emission information for school meal choices and other Council catering outlets, and report back on options and costs via a future business bulletin to Policy & Sustainability Committee.

3) To ask officers to report back annually to P&S on progress made against this Action Plan and any new actions included.

(References – Act of Council No. 21 of 17 March 2022; Policy and Sustainability Committee of 17 January 2023 (item 10); report by the Executive Director of Corporate Services, submitted.)

7. Regenerative Futures Fund

Decision

To agree to continue the report to the next meeting of the Policy and Sustainability Committee to allow for further engagement with political groups.

8. Future Relationship with EIJB – Response to motion

A brief background to the EIJB and its relationship with the Council was provided. Details were provided of the workstreams proposed to take forward the terms of a motion by Councillor Macinnes, agreed by the City of Edinburgh Council on 2 November 2023, including indicative deadlines. The improvements to governance would require the Council, NHS Lothian and EIJB to agree to participate and/or review processes, information sharing and scrutiny arrangements.

Motion

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

- moved by Councillor Day, seconded by Councillor Watt

Amendment 1

1) To note the proposed workstreams and that further reports would be brought to Committee and Council depending on the actions required.2)Committee recognises the usefulness of the report and welcomes the overview it gives of both current processes and further action to be taken to improve the relationship and understanding between the IJB and CEC.

2) To note that the further work indicated at 4.16 will result in a specific briefing to Group Leaders and finance party spokespeople by end January, outlining all outcomes of this work ahead of the CEC 24/25 budget process, including the results of the Internal Audit.

3) To note that under the next Steps outlined at 5.1 the results of the EIJB governance review and decision making should be the subject of a briefing to members to the Policy and Sustainability and Finance and Resources

Committees to ensure that there is a clear understanding within the Council of the implications of that review.

4) To request that that when the report from Internal Audit is submitted to the Governance, Risk and Best Value Committee, there be a recommendation included to state “with the expectation that it then be referred to the Policy and Sustainability Committee”.

- moved by Councillor Nicolson, seconded by Councillor Macinnes

Amendment 2

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

2) Notes that current budgeting practices are documented as diverging from governance and asked that this discrepancy between governance and practice be examined through the appropriate workstreams.3) Notes that the Integration Authorities rely on partners for capital budgets, and asks that the processes around capital budgeting and capital strategy for health & social care be documented in the appropriate workstreams.

moved by Councillor Mumford, seconded by Councillor Parker

Amendment 3

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

2) Suggests the review, revision and adoption of the Integration Scheme to be complete by September 2024.

- moved by Councillor Doggart, seconded by Councillor Whyte

In accordance with Standing Order 22(13), 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 note the proposed workstreams and that further reports would be brought to Committee and Council depending on the actions required.

2) To recognise the usefulness of the report by the Executive Director of Corporate Services and the Chief Officer, Edinburgh Integration Joint Board, and welcome the overview it gave of both current processes and further action to be taken to improve the relationship and understanding between the IJB and CEC.

3) To note that the further work indicated at paragraph 4.16 of the report by the Executive Director of Corporate Services would result in a specific briefing to Group Leaders and finance party spokespeople by end January, outlining all outcomes of this work ahead of the CEC 24/25 budget process, including the results of the Internal Audit.

4) To note that under the next Steps outlined at 5.1 the results of the EIJB governance review and decision making should be the subject of a briefing to members to the Policy and Sustainability and Finance and Resources Committees to ensure that there is a clear understanding within the Council of the implications of that review.

5) To request that that when the report from Internal Audit is submitted to the Governance, Risk and Best Value Committee, there be a recommendation included to state "with the expectation that it then be referred to the Policy and Sustainability Committee".

6) To note that current budgeting practices were documented as diverging from governance and ask that this discrepancy between governance and practice be examined through the appropriate workstreams.

7) To note that Integration Authorities relied on partners for capital budgets, and ask that the processes around capital budgeting and capital strategy for health & social care be documented in the appropriate workstreams.

8) To suggest the review, revision and adoption of the Integration Scheme was to be complete by September 2024, subject to Scottish Government engagement.

(References – Act of Council No. 12 of 2 November 2023; Joint report by the Executive Director of Corporate Services and the Chief Officer, Edinburgh Integration Joint Board, submitted.)

9. City-wide Carbon Emissions and 2030 Climate Strategy update

The second annual overview was provided of progress made by the Council and partners to deliver the actions set out in the 2021 Climate Strategy. Details were provided of a programme of action to achieve net zero by 2030.

Motion

1) To note that this report combined the progress against action in the Climate Strategy and the Council's commitment to report annually on city-wide carbon emissions.

2) To note that city-wide carbon emissions had increased by 12% between 2020 and 2021. Against the baseline year of 2018, they had decreased by 9%.

3) To note that the main increase had come from a post-Covid 'rebound' caused by the resumption of commercial activities and motorised travel which were largely suppressed during the pandemic.

4) To note the progress on the 107 Climate Strategy actions since November 2022.

5) To note that this would follow the Council Emissions Reduction Plan, from October's Policy and Sustainability Committee, which focused on progress to reduce Council emissions, which represented on average 3% of the city's carbon Emissions.

6) To agree that the scale and importance of the challenge required a review of the Climate Strategy implementation plan, attempting to set out new ways of unlocking barriers to the delivery of high impact actions.

- moved by Councillor Day, seconded by Councillor Watt

Amendment 1

1) To note that this report combined the progress against action in the Climate Strategy and the Council's commitment to report annually on city-wide carbon emissions.

2) To note that city-wide carbon emissions had increased by 12% between 2020 and 2021. Against the baseline year of 2018, they had decreased by 9%.

3) To note that the main increase had come from a post-Covid 'rebound' caused by the resumption of commercial activities and motorised travel which were largely suppressed during the pandemic.

4) To note the progress on the 107 Climate Strategy actions since November 2022.

5) To note that this would follow the Council Emissions Reduction Plan, from October's Policy and Sustainability Committee, which focused on progress to reduce Council emissions, which represented on average 3% of the city's carbon Emissions.

6) To agree that the scale and importance of the challenge required a review of the Climate Strategy implementation plan, attempting to set out new ways of unlocking barriers to the delivery of high impact actions.

7) Welcomes work that addressed the misalignment between Council budgets and the Council Business Plan where becoming a net zero city is listed as one of the Council's top 3 priorities in the Business Plan yet where "net zero" remains an "unfunded priority" as part of the Council's capital budget strategy.

8) Welcomes work ongoing to better understand the climate impact of the Council's budget following the methodology developed by the Institute for Climate Economics but notes with concern that 40% of the Council's capital budget for 2024-2034 was considered as neutral or unfavourable to its climate ambitions.

9) Recognises the need to integrate climate and nature considerations throughout all stages of the budget lifecycle from forecasting to execution and evaluation, including in the development of the Medium-Term Financial Plan.

10) Notes that in October 2023, Policy & Sustainability committee agreed that future reports on the Council Emissions Reduction Plan would include "a clear strategy to finance these actions, including a commitment to resourcing this strategy at a corporate level".

11) Agrees that as part of the development of this strategy and in the design of future budget processes / corporate strategies, "SMART" targets for increasing the % of favourable spend towards climate / nature, and eliminating all damaging spends for climate and nature, are developed.

12) Further agrees that these targets should be included in future reporting against the climate strategy in the appropriate forum at committee and / or the Sustainability and Climate & Nature Emergencies APOG.

13) Reaffirms the committee's recommendation from October 2023 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

Amendment 2

1) To note that this report combined the progress against action in the Climate Strategy and the Council's commitment to report annually on city-wide carbon emissions.

2) To note that city-wide carbon emissions had increased by 12% between 2020 and 2021. Against the baseline year of 2018, they had decreased by 9%.

3) To note that the main increase had come from a post-Covid 'rebound' caused by the resumption of commercial activities and motorised travel which were largely suppressed during the pandemic.

4) To note the progress on the 107 Climate Strategy actions since November 2022.

5) To note that this would follow the Council Emissions Reduction Plan, from October's Policy and Sustainability Committee, which focused on progress to reduce Council emissions, which represented on average 3% of the city's carbon Emissions.

6) To agree that the scale and importance of the challenge required a review of the Climate Strategy implementation plan, attempting to set out new ways of unlocking barriers to the delivery of high impact actions.

7) Agrees that any such review should set out realistic and achievable timescales for the implementation of the strategy given available technology, funding and physical implementation capacity, including the overall 2030 target, in order to be open and honest with the public regarding what the Council can achieve and setting this within the national and international context.

- moved by Councillor Whyte, seconded by Councillor Doggart

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

Voting

The voting was as follows:

For the motion (as adjusted) – 9 votes

For Amendment 1 – 8 votes

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

For Amendment 1: Councillors Biagi, Campbell, Macinnes, Mumford, Nicolson, Nols-McVey, Parker and Staniforth.)

Decision

To approve the following adjusted motion by Councillor Day:

1) To note that this report combined the progress against action in the Climate Strategy and the Council's commitment to report annually on city-wide carbon emissions.

2) To note that city-wide carbon emissions had increased by 12% between 2020 and 2021, and that against the baseline year of 2018, they had decreased by 9%.

3) To note that the main increase had come from a post-Covid 'rebound' caused by the resumption of commercial activities and motorised travel which were largely suppressed during the pandemic.

4) To note the progress on the 107 Climate Strategy actions since November 2022.

5) To note that this would follow 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.

6) To agree that the scale and importance of the challenge required a review of the Climate Strategy implementation plan, attempting to set out new ways of unlocking barriers to the delivery of high impact actions.

7) To welcome work to address the misalignment between Council budgets and the Council Business Plan where becoming a net zero city was listed as one of the Council's top 3 priorities in the Business Plan yet where "net zero" remained an "unfunded priority" as part of the Council's capital budget strategy.

8) To welcome work ongoing to better understand the climate impact of the Council's budget following the methodology developed by the Institute for Climate Economics but note with concern that 40% of the Council's capital budget for 2024-2034 was considered as neutral or unfavourable to its climate ambitions.

9) To recognise the need to integrate climate and nature considerations throughout all stages of the budget lifecycle from forecasting to execution and evaluation, including in the development of the Medium-Term Financial Plan.

10) To reaffirm the committee's recommendation from October 2023 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."

11) To agree that any such review should set out realistic and achievable timescales for the implementation of the strategy given available technology, funding and physical implementation capacity, including the overall 2030 target, in order to

be open and honest with the public regarding what the Council could achieve and setting this within the national and international context.

(References – Policy and Sustainability Committee of 24 October 2023 (item 7) and 15 December 2023 (item 2); report by the Executive Director of Place, submitted.)

10. Night Time Co-ordinator

An update was provided on the potential to introduce a Night Time Co-ordinator for the city, including an update on the information gathered so far and on the options for introducing a Night Time Co-ordinator in Edinburgh.

Motion

1) To note the information provided on the approach to night time co-ordination in other cities.

2) To note the options available for Edinburgh to introduce a Night Time Coordinator role.

3) To therefore agree to refer the report to the Finance and Resources Committee of 25 January 2024 to allow any decision to be made in full knowledge of the Scottish Government budget settlement, should this information be available at that time.

4) Agrees to consider in that meeting, the second option, that of the position being funded by CEC, for a provisional period of one year with a view to exploring funding by TVL in future years.

5) Notes that as the position includes lobbying for the interests of the night time economy and potentially lobbying both the council and the Scottish government that the role should be independent of the council despite being council funded.

6) Therefore resolves that the recruitment panel for the position should include representatives of the night time economy.

7) Agrees that trade unions, particularly those involved in hospitality, are included in the key stakeholders being engaged in this ongoing work, including the NTW forum.

8) Agrees that a key aspect of the position should be in making Edinburgh's night-time economy accessible and safe for all, and that this should be included in any role description with a particular focus on women's safety.

- moved by Councillor Day, seconded by Councillor Watt

Amendment 1

1) To note the information provided on the approach to night time co-ordination in other cities.

2) To note the options available for Edinburgh to introduce a Night Time Coordinator role.

3) To therefore agree to refer the report to the Finance and Resources Committee of 25 January 2024 to allow any decision to be made in full knowledge of the Scottish Government budget settlement, should this information be available at that time.

4) Agrees to consider in that meeting, the second option, that of the position being funded by CEC, for a provisional period of one year with a view to exploring funding by TVL in future years.

5) Notes that as the position includes lobbying for the interests of the night time economy and potentially lobbying both the council and the Scottish government that the role should be independent of the council despite being council funded.

6) Therefore resolves that the recruitment panel for the position should include representatives of the night time economy.

7) Agrees that trade unions, particularly those involved in hospitality, are included in the key stakeholders being engaged in this ongoing work, including the NTW forum.

8) Agrees that a key aspect of the position should be in making Edinburgh's night-time economy accessible and safe for all, and that this should be included in any role description with a particular focus on women's safety.

9) Recognises the significant impact currently delivered by third sector partners to improve and make our night time economy safer, agreed that consideration through the budget process or use of TVL monies should also consider options to use additional available moneys to directly fund third sector work to improve women and non-binary people's safety around the night time economy in addition to reducing drug and alcohol harm through a public health approach, which would build on and resource work already undertaken such as the Safer Nightlife Working Group led by Crew:2000.

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

Amendment 2

1) To note the information provided on the approach to night time co-ordination in other cities.

2) To note the options available for Edinburgh to introduce a Night Time Coordinator role.

3) Agrees that any proposal to introduce a Night Time Co-ordinator should be drawn up as a consideration as a range of budget proposals in line with the options in the report and that this should be accompanied by an assessment of the success, or otherwise, of the Night Time Co-ordinator role in other cities.

- moved by Councillor Doggart, seconded by Councillor Whyte

In accordance with Standing Order 22(13), 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 Beal, Bennett, Biagi, Campbell, Day, Dijkstra-Downie, Lang, Meagher, Macinnes, Mumford, Nicolson, Nols-McVey, Parker, Staniforth and Watt.

For Amendment 2: Councillors Doggart and Whyte.)

Decision

To approve the following adjusted motion by Councillor Day:

1) To note the information provided on the approach to night time co-ordination in other cities.

2) To note the options available for Edinburgh to introduce a Night Time Coordinator role.

3) To therefore agree to refer the report to the Finance and Resources Committee of 25 January 2024 to allow any decision to be made in full knowledge of the Scottish Government budget settlement, should this information be available at that time.

4) To agree to consider in that meeting, the second option, that of the position being funded by CEC, for a provisional period of one year with a view to exploring funding by TVL in future years.

5) To note that as the position includes lobbying for the interests of the night time economy and potentially lobbying both the council and the Scottish government that the role should be independent of the council despite being council funded.

6) Therefore to resolve that the recruitment panel for the position should include representatives of the night time economy.

7) To agree that trade unions, particularly those involved in hospitality, be included in the key stakeholders being engaged in this ongoing work, including the NTW forum.

8) To agree that a key aspect of the position should be in making Edinburgh's night-time economy accessible and safe for all, and that this should be included in any role description with a particular focus on women's safety.

9) To recognise the significant impact currently delivered by third sector partners to improve and make our night time economy safer, and to agree that consideration through the budget process or use of TVL monies should also consider options to use additional available moneys to directly fund third sector work to improve women and non-binary people's safety around the night time economy in addition to reducing drug and alcohol harm through a public health

approach, which would build on and resource work already undertaken such as the Safer Nightlife Working Group led by Crew:2000.

(References – Act of Council No. 24 of 24 November 2022; report by the Executive Director of Place, submitted.)

11. Edinburgh Union Canal Strategy refresh

An update was provided on progress made by the Edinburgh Union Canal Partnership (between the City of Edinburgh Council and Scottish Canals) along with a refreshed Edinburgh Union Canal Strategy for approval.

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 ran from the Almond Aqueduct near Ratho to the Lochrin Basin in Fountainbridge. The Partnership included a Development Officer role, hosted by the Council, which was part-funded by both organisations and aimed to refocus promotion of the Union Canal and development opportunities.

Decision

To approve the refreshed Edinburgh Union Canal Strategy.

(References – Planning Committee of 8 December 2011 (item 5); report by the Executive Director of Place, submitted.)

12. Corporate Property Strategy Update

An update was provided on the Corporate Property Strategy, as requested by Committee on 22 August 2023.

Motion

To note the update provided in the report by the Executive Director of Place.

- moved by Councillor Day, seconded by Councillor Watt

Amendment 1

1) To note the update provided in the report by the Executive Director of Place.

2) Welcomes the introduction of accessibility surveys across the estate to inform the Corporate Property Strategy and requests:

   - a timetable for this work and information about which buildings will be prioritised for these surveys in the first instance and why, to be shared in the Business Bulletin within the next 6 months.
   - that annual progress updates on this work are included in the annual updates of the Corporate Property Strategy Action Plan already due to be presented to Policy & Sustainability Committee.

3) Requests that details included in section 4.19 - 4.22 of the report are considered as part of a separate Corporate Property Retrofit Strategy to be brought to P&S Committee within the next 6 months, to ensure that the Council is taking our responsibility towards end of lifecycle planning seriously, leading the way in

finding innovative solutions to retrofitting both typical and less-typical building types and recognising the need for proactive partnership-working with other organisations including Edinburgh Partnership, NHS Lothian and others.

- moved by Councillor Parker, seconded by Councillor Mumford

Amendment 2

1) To note the update provided in the report by the Executive Director of Place.

2) Notes in 4.16 “the aspiration is to use the pandemic as a catalyst”, however, almost four years after the start of the pandemic, the utilisation of the Council estate remains low; hence, the opportunities for effective collaboration are not being delivered.

3) Requests the Executive Director of Place to provide Committee within one cycle information about the current utilisation of the Council estate and where that utilisation does not meet satisfactory levels, what plans he has for disposal, or alternatives, of those specific parts of the estate.

- moved by Councillor Doggart, seconded by Councillor Whyte

In accordance with Standing Order 22(13), Amendments 1 and 2 were adjusted and accepted as addendums to the motion.

Voting

The voting was as follows:

For the motion (as adjusted) – 9 votes

For Amendment 1 – 8 votes

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

For Amendment 1: Councillors Biagi, Campbell, Macinnes, Mumford, Nicolson, Nols-McVey, Parker and Staniforth.)

Decision

To approve the following adjusted motion by Councillor Day:

1) To note the update provided in the report by the Executive Director of Place.

2) To welcome the introduction of accessibility surveys across the estate to inform the Corporate Property Strategy and request:

- a timetable for this work and information about which buildings would be prioritised for these surveys in the first instance and why, to be shared in the Business Bulletin within the next 6 months.
- that annual progress updates on this work be included in the annual updates of the Corporate Property Strategy Action Plan already due to be presented to Policy & Sustainability Committee.

3) To note in paragraph 4.16 “the aspiration is to use the pandemic as a catalyst.” however, almost four years after the start of the pandemic, the utilisation of the

Council estate remained low; hence, the opportunities for effective collaboration were not being delivered.

4) To request the Executive Director of Place to provide Committee within two cycles information about the current utilisation of the Council estate and where that utilisation did not meet satisfactory levels, what plans he had for disposal, or alternatives, of those specific parts of the estate.

(References – Policy and Sustainability Committee of 22 August 2023 (item 8); report by the Executive Director of Place, submitted.)

13. Advice Shop Service Delivery Update

Details were provided on the performance of the Advice Shop including the steps taken to improve accessibility to enable as many people as possible to be assisted with welfare benefit and debt matters.

Motion

To note the update on the Advice Shop, including the actions underway to improve service delivery.

- moved by Councillor Day, seconded by Councillor Watt

Amendment 1

1) To note the update on the Advice Shop, including the actions underway to improve service delivery.

2) Requests an update report once the full 12 months of output data for year 23/24 is available.

- moved by Councillor Macinnes, seconded by Councillor Biagi

Amendment 2

1) To note the update on the Advice Shop, including the actions underway to improve service delivery.

2) Notes that Elected Members are often an initial point of contact for people seeking advice – through surgeries or by email - and that consistency in support offered is important to ensure everyone gets the help they need.

3) Therefore requests that Member Services – in collaboration with the Advice Shop and other relevant agencies – produce a ‘Constituent support pack’ for Councillors and staff which contains information and signposting to council support services, examples of the most commonly accessed forms, and other resources which may be useful in best supporting constituents.

- moved by Councillor Mumford, seconded by Councillor Parker

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

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

Voting

The voting was as follows:

For the motion (as adjusted) – 9 votes

For Amendment 2 (as adjusted) – 8 votes

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

For Amendment 1: Councillors Biagi, Campbell, Macinnes, Mumford, Nicolson, Nols-McVey, Parker and Staniforth.)

Decision

To approve the following adjusted motion by Councillor Day:

1) To note the update on the Advice Shop, including the actions underway to improve service delivery.

2) To request an update report once the full 12 months of output data for year 23/24 was available.

3) To note that Elected Members were often an initial point of contact for people seeking advice – through surgeries or by email - and that consistency in support offered was important to ensure everyone got the help they needed.

(References – Act of Council No. 10 of 28 September 2023; report by the Executive Director of Place, submitted.)

14. Edinburgh Leisure and the Real Living Wage

An update was provided on Edinburgh Leisure and the Real Living Wage. Details were provided of the significant financial challenges that Edinburgh Leisure would face over the next 18 months, the measures implemented to date and options under consideration to improve their fiscal position. Council officers would continue to work with Edinburgh Leisure senior managers to review their financial position and forecasts.

Motion

1) To note that for Edinburgh Leisure to implement Real Living Wage would increase their costs by £0.473m in 2023/24 and £0.8m in 2024/25.

2) To note Edinburgh Leisure had budgeted for a deficit of £0.736m (before including Real Living Wage costs) in 2023/24 and was currently forecasting a budget deficit of £3.6m (including Real Living Wage) for 2024/25.

3) To note Edinburgh Leisure was reviewing options and costs to mitigate budget deficits in 2023/24 and 2024/25.

- moved by Councillor Day, seconded by Councillor Watt

Amendment 1

1) To note that for Edinburgh Leisure to implement Real Living Wage would increase their costs by £0.473m in 2023/24 and £0.8m in 2024/25.

2) To note Edinburgh Leisure had budgeted for a deficit of £0.736m (before including Real Living Wage costs) in 2023/24 and was currently forecasting a budget deficit of £3.6m (including Real Living Wage) for 2024/25.

3) To note Edinburgh Leisure was reviewing options and costs to mitigate budget deficits in 2023/24 and 2024/25.

4) Agrees that it is unacceptable for any organisation delivering services on behalf of the Council not to pay, at least, the real living wage to all employees.

5) Agrees the Council leader writes to Edinburgh leisure to demand the immediate implementation of the real living wage is paid to all staff as a non-negotiable requirement of an organisation operating from council-owned assets and receiving millions of pounds in public money.

- moved by Councillor Campbell, seconded by Councillor Macinnes

Amendment 2

1) To note that for Edinburgh Leisure to implement Real Living Wage would increase their costs by £0.473m in 2023/24 and £0.8m in 2024/25.

2) To note Edinburgh Leisure had budgeted for a deficit of £0.736m (before including Real Living Wage costs) in 2023/24 and was currently forecasting a budget deficit of £3.6m (including Real Living Wage) for 2024/25.

3) To note Edinburgh Leisure was reviewing options and costs to mitigate budget deficits in 2023/24 and 2024/25.

4) Edinburgh Leisure's current annual service payment from the Council is £6.7m, which is less than the £7.1m funding it received 25 years ago, despite other income and costs rising four-fold and three-fold respectively over the period.

5) Without additional funding, there is a significant risk of service reductions and venue closures, which would have a detrimental effect on the health and well-being of residents across the city.

6) Therefore asks that officers should fully explore how their recommended budget proposals for 2024/25 can provide the necessary uplift in Edinburgh Leisure funding so that current service levels to the public are maintained.

- moved by Councillor Bennett, seconded by Councillor Lang

In accordance with Standing Order 22(13), Amendment 2 was accepted as an addendum to the motion.

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

Voting

The voting was as follows:

For the motion (as adjusted) – 9 votes

For Amendment 1 – 8 votes

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

For Amendment 1: Councillors Biagi, Campbell, Macinnes, Mumford, Nicolson, Nols-McVey, Parker and Staniforth.)

Decision

To approve the following adjusted motion by Councillor Day:

1) To note that for Edinburgh Leisure to implement Real Living Wage would increase their costs by £0.473m in 2023/24 and £0.8m in 2024/25.

2) To note Edinburgh Leisure had budgeted for a deficit of £0.736m (before including Real Living Wage costs) in 2023/24 and was currently forecasting a budget deficit of £3.6m (including Real Living Wage) for 2024/25.

3) To note Edinburgh Leisure was reviewing options and costs to mitigate budget deficits in 2023/24 and 2024/25.

4) To note Edinburgh Leisure's current annual service payment from the Council was £6.7m, which was less than the £7.1m funding it received 25 years ago, despite other income and costs rising four-fold and three-fold respectively over the period.

5) To note that without additional funding, there was a significant risk of service reductions and venue closures, which would have a detrimental effect on the health and well-being of residents across the city.

6) To therefore ask that officers should fully explore how their recommended budget proposals for 2024/25 could provide the necessary uplift in Edinburgh Leisure funding so that current service levels to the public were maintained.

(References – Act of Council No. 18 of 31 August 2023; Policy and Sustainability Committee of 24 October 2023 (item 17); report by the Executive Director of Place, submitted.)

15. Internal Audit Open and Overdue Internal Audit Actions – Performance Dashboard as at 31 October 2023 – referral from the Governance, Risk and Best Value Committee

On 28 November 2023, the Governance, Risk and Best Value Committee considered a report on the Committee Best Practice Guidance, including details of progress of open and overdue Internal Audit (IA) management actions and key performance indicators as at 31 October 2023.

Motion

To note the referral from the Governance, Risk and Best Value Committee.

- moved by Councillor Day, seconded by Councillor Watt

Amendment

1) To note the referral from the Governance, Risk and Best Value Committee.

2) Notes with concern the outstanding action arising from audit CF2003 'Health & Safety – Managing Behaviours of Concern July 2021' and asks for members to be briefed on completion.

- moved by Councillor Parker, seconded by Councillor Mumford

In accordance with Standing Order 22(13), the amendment was accepted as an addendum to the motion.

Decision

1) To note the referral from the Governance, Risk and Best Value Committee.

2) To note with concern the outstanding action arising from audit CF2003 'Health & Safety – Managing Behaviours of Concern July 2021' and asks for members to be briefed on completion.

(References – Governance, Risk and Best Value Committee, of 28 November 2023 (item 6); referral from the Governance, Risk and Best Value Committee, submitted.)

16. Legal & Assurance – Policy Assurance Statement

To ensure that Council policies reflect current legislative requirements and best practice, all Council directorates and policy owners were required to review their policies on an annual or other regular basis. A number of policies owned by Legal and Assurance were presently under review.

Decision

1) To note the update in relation to the Council policies detailed in the report by the Executive Director of Corporate Services and that work was ongoing to update some of the policies to ensure that they reflected current legislative requirements and best practice and were fit for purpose.

2) To note the report related to 2023 assurance and was deferred from Policy and Sustainability Committee on 24 October 2023 and 15 December 2023 due to a full agenda, other business priorities and the report was not considered urgent.

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

17. Policy Assurance Statement – Customer and Digital Services

An assurance update was provided on key policies and procedures within Customer and Digital Services in Corporate Services, including: 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.

Decision

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

(References – Policy and Sustainability Committee of 30 November 2021 (item 28) and 1 November 2022 (item 22); report by Executive Director of Corporate Services, submitted.)

17. Venue and Event Booking Policy

Approval was sought to introduce a Venue and Events Booking Policy that would apply to all Council owned and operated venues and event spaces, defined as those spaces which were let to external organisations. The policy would 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.

Motion

1) To note the core principle of the Venue and Event Booking Policy that the Council would comply with relevant legislation relating to discrimination when dealing with anyone seeking to hire Council premises for any event. The Council could refuse or cancel a booking where it could show that its action had a proper basis in law and was necessary and proportionate in order to protect public safety, public order, health or morals, the rights and freedoms of other people.

2) To approve the Venue and Event Booking Policy.

3) To note the intention to use existing booking systems to manage the booking of venues by September 2024 to ensure that all hirers signed and agreed to the Council's Terms and Conditions of Let.

4) To note that the Council's Legal Services team would produce revised Terms and Conditions of Let by April 2024 that were appropriate for each venue, and which clarified the obligations of each party regarding additional costs, and the parameters for denying or cancelling events under the terms of the policy.

- moved by Councillor Day, seconded by Councillor Watt

Amendment

1) To note the core principle of the Venue and Event Booking Policy that the Council would comply with relevant legislation relating to discrimination when dealing with anyone seeking to hire Council premises for any event. The Council could refuse or cancel a booking where it could show that its action had a proper basis in law and was necessary and proportionate in order to protect public safety, public order, health or morals, the rights and freedoms of other people.

2) To approve the Venue and Event Booking Policy.

3) To note the intention to use existing booking systems to manage the booking of venues by September 2024 to ensure that all hirers signed and agreed to the Council's Terms and Conditions of Let.

4) To note that the Council's Legal Services team would produce revised Terms and Conditions of Let by April 2024 that were appropriate for each venue, and which clarified the obligations of each party regarding additional costs, and the parameters for denying or cancelling events under the terms of the policy.

5) Requests that this Terms and Conditions of Let are reported on in the Business Bulletin of the next P&S Committee, and includes clarity on how parties are engaged with when deciding on accepting and refusing / cancelling a booking.

6) Additionally requests that a lease review is undertaken by September 2024, ensuring that we have up-to-date, compliant and appropriate lease arrangements in place for all council-owned venues and that all leaseholders have been engaged with by council officers regarding their lease agreement and Terms and Conditions of Let.

- moved by Councillor Mumford, seconded by Councillor Parker

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, Doggart, Lang, Meagher, Watt and Whyte.

For the amendment: Councillors Biagi, Campbell, Macinnes, Mumford, Nicolson, Nols-McVey, Parker and Staniforth.)

Decision

To approve the motion by Councillor Day.

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

18. Health and Safety Policy Review

The new Council Health and Safety Policy was submitted for approval. It set out a commitment to protect the health, safety and welfare of employees and those persons who engaged, interacted 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.

The Policy replaced the existing Corporate Health and Safety Policy and updated key responsibilities in order to clarify governance of health and safety, reflecting the current organisational arrangements within the City of Edinburgh Council.

Decision

To approve the revised Council Health and Safety Policy.

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

19. Smoke Free Policy

The revised Smoke Free Policy was submitted for approval. It reconfirmed the position of the City of Edinburgh Council with regards smoke free workplaces but also inserted updated guidance and resources for those employees who may be seeking to stop smoking. 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.

Decision

To approve the revised Smoke Free Policy.

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

20. Whistleblowing Policy and Toolkit

The Finance and Resources Committee approved the Council's current Whistleblowing Policy on 23 May 2019. This recommended approval of a revised Whistleblowing Policy and introduction of a new Whistleblowing Toolkit. These had 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). The Policy and Toolkit proposed to replace the existing Whistleblowing Policy dated 23 May 2019 and proposed to be implemented with effect from 1 February 2024. In conjunction with the implementation of the new Policy and Toolkit, e-learning would be rolled out to all members of staff and communication updates would also be provided.

Motion

To approve the new Whistleblowing Policy and Toolkit, with an implementation date of 1 February 2024.

- moved by Councillor Day, seconded by Councillor Watt

Amendment

1) To approve the new Whistleblowing Policy and Toolkit, with an implementation date of 1 February 2024.

2) Requests a report in 2 cycles with an additional procedure of the policy, outlining the process when whistleblowing relates to the conduct of a Councillor. This should set out a process for carrying out investigations within the Council as best as possible when relating to Elected Members, with proposed processes for where to pass investigation outcomes and relevant evidence, including but not limited to: the police, the ethical standards commissioner and to political parties (where councillors are members).

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

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, Doggart, Lang, Meagher, Watt and Whyte.

For the amendment: Councillors Biagi, Campbell, Macinnes, Mumford, Nicolson, Nols-McVey, Parker and Staniforth.)

Decision

To approve the new Whistleblowing Policy and Toolkit, with an implementation date of 1 February 2024.

(References – Finance and Resources Committee of 23 May 2019 (item 24); report by the Service Director - Legal and Assurance and Council Monitoring Officer, submitted.)

Work Programme

Policy and Sustainability Committee

12 March 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	Pat Togher	Edinburgh Health and Social Care	Quarterly	March 2024 May 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	March 2025
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	Pat Togher	Edinburgh Health and Social Care Partnership	Quarterly	March 2024
23	Best Value Assurance	Bi-annual update	Executive	Gavin King	Corporate Services	Bi-annual	August 2024
24	Telematics Policy	Annual Review	Executive	Karen Reeves	Place	Annual	May 2024
25	Corporate Property Strategy	Annual Report	Executive	Crawford McGhie	Place	Annual	August 2024
26	Drug Consumption Room Update	As required	Executive	David Williams	EHSCP	As required	TBC
27	Plant-Based Treaty Action Plan	Annual Progress	Executive	Claire Marion	Corporate Services	Annual	January 2025

Policy and Sustainability Committee Upcoming Reports Appendix 1

Report Title	Directorate	Lead Officer
MAY 2024		
Energy for Edinburgh Final Business Case	Place	Kyle Drummond
Corporate Property Strategy: Utilisation of Council Estate	Place	Crawford McGhie
Telematics Policy Annual Review	Place	Karen Reeves
Air Quality in Schools	Place	Mark Stenhouse
International Travel	Place	Alison Coburn
Forth Green Freeport	Place	Elin Williamson
Bioquarter (Outcome of Procurement)	Place	David Cooper/ Elin Williamson
Motion by Cllr Cameron - Edinburgh as a Fair Trade City	Place	Elin Williamson
Deliverng Small Grants and Support for Energy Efficiency Measures Through the LHEES office report	Place	Hilary Blackman
Draft Climate Ready Edinburgh Plan 2024-2030	Place	Christine Downie

Relationship between Council and EIJB – Review	Resources	Gavin King
Advertising & Sponsorship Policy	Corporate Services	Deborah Smart
Regenerative Future Funds	Corporate Services	Gillie Severyn
Council Fire Safety Policy	Corporate Services	Chris Lawson
Council Water Safety Policy	Corporate Services	Chris Lawson
Accessibility of Council Information	Corporate Services	Gavin King
Direct Payment Policy, Procedure and Agreement	EHSCP	Pat Togher
Adults with Incapacity – Completion of Fact-Finding Report	EHSCP	Pat Togher
AUGUST 2024		
EIJB Progress Report	EHSCP	Pat Togher
EIJBs Savings and Recovery Programme	EHSCP	Pat Togher
Best Value Review Update	Corporate Services	Gavin King

Rolling Actions Log

Policy and Sustainability Committee

12 March 2024

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	17.11.22	2030 Climate Strategy – Environmental Assessment Consultation and Review	1) To note that on 14th November 2022, the Finance and Resources Committee "reaffirm[ed] the importance of this strategic work to investigate local heat and energy efficiency solutions in helping Edinburgh Council to meet our climate change and energy targets" and requested "a report on progress made towards this action at Policy and	Executive Director of Place	December 2023		**1) Closed 9 January 2024** The LHESS was approved by Committee on 15 December 2023.

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No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			Sustainability Committee within 3 cycles". 2) To therefore request that in support of the above and as part of this report, a thorough options appraisal for opportunities for energy generation partnerships in the city be undertaken with an evaluation of how best to make Energy for Edinburgh an active enterprise, including consideration of options for alternative and joint ventures for Committee to consider, and with learning from other ESCOs and Local		June 2024		**Update January 2024** There is an action in the LHESS to assess 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.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			Authorities.				
2	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 beds. and thereafter referred to	Interim Chief Officer, Edinburgh Health and Social Care Partnership	March 2024		**Recommended for closure** Report on the agenda for 12 March 2024 **Update October 2023** Will come to committee in January 2024. **Update August 2023** Will come to committee on 24 October. **Update - May 2023** An independent review has been commissioned and it has been confirmed that the reviewer should have a report

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			the following meeting of full council.				finalised by the end of June. On receipt of the findings of the review, a report will be submitted to Committee
3	24.11.22	City of Edinburgh Council: **Employee Volunteering Policy** - Motion by Councillor Bandel	To request officers to develop a proposal for an Employee Volunteering Policy that would give staff paid leave to volunteer with local organisations and initiatives, and report back to Policy and Sustainability Committee by September 2023 including an assessment of any operational and financial impact on the delivery of council services	Executive Director of Corporate Services	March 2024		**Update – August 2023** Colleagues have met with Cllr Bandel and have agreed the Employee Volunteering Policy will be incorporated into the revised Special Leave Policy expected at March 2024 P&S Committee. **Update - May 2023** Colleagues are currently reviewing a number of employee

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							policies and will provide an update in the business bulletin for the August 2023 meeting
4	17.01.23	**In-House Service Provision (Hard Facilities Management) - Response to motion by Councillor Day**	1) To note disappointment that the report did not reflect the Council Business Plan nor did it address the original motion. 2) To request a report back in 2 cycles which addressed the above concerns. 3) To agree receive a further report in three cycles which examined the case for the establishment of a Direct Service Organisation (DSO) within the council	Executive Director of Place	August 2024		**Update – March 2024** A Business Bulletin update is being prepared for Committee in April/May 2024. **Update – August 2023** 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

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			covering all facilities management, long term capital investment and repairs on all council owned buildings including those within the HRA. This report should establish the feasibility of managing 'peaks and troughs' demand across the entire council estate including the high volume of work on the schools estate during holiday periods, and whether this could be balanced with long term planning against other areas of the estate such as council housing. 4) To request a briefing				soon as possible. **<u>Update May 2023</u>** This will be included in the report referred to under Para 3), scheduled to come to this Committee in August 2023.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			note setting out the timetable for continuing work around in-sourcing of hard facilities management including: - integration of the Council's AIMS; - completion of the organisational review of the current service; - janitorial upskilling programme - BEMS monitoring and helpdesk in-house transfer - Review of fleet services support capacity and plans for updating Committee				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
	09.01.24	Rolling Actions Log	on progress made towards this work. To request that the briefing note setting out the timetable for continuing work around in-sourcing of hard facilities management be circulated as soon as possible.	Executive Director of Place	May 2024		
5	21.03.23	Extreme Heat, Climate Adaptation and Resilience	To request a briefing note in table format to cover, for each of these: a) Timescales for anticipated updates and/or review; b) Governance arrangements including committee reporting schedules and scrutiny; how the various strategies and policies interrelate; and	Executive Director of Corporate Services	Spring 2024		**Update – January 2024** 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.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			relevant directorate leading on the work; c) How climate adaptation would be profiled within these strategies and/or policies as part of updates and/or review going forward.				**<u>Update – October 2023</u>** 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. **<u>Update – August 2023</u>** Colleagues are still compiling information and advised briefing will be circulated by October committee meeting.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							Update - May 2023 The Policy team are working on this briefing note which will be circulated to members in June 2023.
6	04.05.23	City of Edinburgh Council Council Reporting	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	May 2024		**Update – January 2024** Report coming to March 2024 Committee titled Accessibility of Council Information. **Update – October 2023** The Executive Director of Corporate Services is leading a working group to

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.
7	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	May 2024		**Update – March 2024** Report deferred to May 2024. **Update – October 2023** Authors have agreed with Cllr Bennet that the report will now come to December 2023 Policy and Sustainability Committee. **Update – August**

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			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). d) Widely publicise the link to the Hey Girls website where building managers could apply to become a community partner and access appropriate products. e) Which third sector organisations and				**2023** Working group has been established and work is ongoing to ensure we have input from all stakeholders

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			buildings were seeing an increase in people taking free period products. f) The possible costs associated with extension of provision. g) The possible costs associated with extension or provision of specifically biodegradable or reusable products? h) An application scheme for interested parties to receive products to distribute. The report should cover provision for key partners such as pantries, food				

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			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.				
8	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.
9	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. 2) To note that the Chief Executive would provide an update on the International Travel strategy. 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	Place Chief Executive			**2023** This briefing was circulated on 12 July 2023. **2) Recommended for closure** There is no standalone strategy for International Travel – the International Travel Guidance Policy update was considered by P&S in August 2023. Officers will be developing and refreshing the current international Framework during this administration term, and there is also the annual CEC Emissions report which includes International travel emissions.

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			and that this would be circulated in the next week.				
10	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		**Update – October 2023** Update included in the business bulletin. **Update – August 2023** 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.
11	23.05.2023	Response to motion by Councillor	Officers to contact ward councillors about potential	Executive Director of	June 2024		This action is currently being

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		Nicolson – Keep Safe Spaces	new safe space venues.	Place/Interim Chief Social Work Officer			progressed and it is hoped to provide an update in advance of Committee in January 2024.
12	23.05.2023	Response to Scottish Government Community Wealth Building Consultation	1) To request a paper be brought within 2 cycles outlining the Council's broad position on the introduction and streamlining of Duties, to enable Elected Members to consider whether this was still the correct position to be taking.	Executive Director of Corporate Services	March 2024		**1) Recommended for closure** Report on the agenda for March 2024. **Update – January 2024** Report has been deferred to March 2024 under the new title of Alignment of Policy Duties. **Update – October 2023** Report moved to January 2024 Policy and Sustainability Committee due to

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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: • Relevant sections of the Economic Strategy and Business Plan • How CEC works with social enterprises and cooperatives • How food systems are currently, and could be in future, considered under CWB in Edinburgh		January 2024		October's large agenda.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			• How procurement systems could be utilised to support a CWB approach • How CEC's commitment to participatory budgeting interacts with CWB.				
13	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		
14	23.05.2023	Women's Safety in Public Places	1) To agree to liaise with officers designing the above lighting strategy and feed any relevant	Executive Director of Children, Education and Justice	March 2024		**Recommended for closure** Report on the agenda for 12 March 2024.

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			responses as outlined in paragraph 5.3 of the report, to address concerns raised and inform innovative solutions as far as possible. 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 progressed to ensure women's safety in Edinburgh was embedded across all	Services			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			these strands of work.				
15	01.06.23	City of Edinburgh Council **Celebrating Pride Month –** Motion by Councillor Heap	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 (a) What progress on LGBTIQ+ equality has been made as part of the Council's Equality and Diversity Framework 2021-2025 so far; (b) And what future actions it will take as part of the Framework to advance LGBTIQ+ equality including (i) what can be done to	Executive Director of Corporate Services	March 2024		**<u>Update – January 2024</u>** Officers are working on a report titled Pride Motion due to come to March 2024 Policy and Sustainability Committee. **<u>Update – October 2023</u>** Work will be progressed with the Members and Officers Equalities Working Group with input from the STRIDE colleague network.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			support local pride activities across the city (c) How the Council works with Police Scotland to tackle LGBTIQ+ hate crime 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				
16	22.06.23	City of Edinburgh Council **Supporting Community Climate Action** – Motion by Councillor Parker	Requests that: 1) Officers explore how the Council could support EVOC / SCCAN and community groups with "in-kind" support throughout the bid writing process to secure funding for the development	Executive Director of Corporate Services	October 2023		**Update – October 2023** Colleagues have provided an update in the Business Bulletin. **Update – August**

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			of a Community Climate Hub. 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 3) Officers report back on actions 1) and 2) at the next Climate and Sustainability APOG and the Policy and Sustainability Committee.				**2023** Colleagues have provided a Business Bulletin item for Supporting Community Climate Action.
17	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 Policy would be submitted separately.	Executive Director of Corporate Services	March 2024		**1) Update January 2024** The Advertising and Sponsorship Policy is currently being finalised and will be submitted to Committee in March 2024.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			2) Officers to confirm when the Air Quality in Schools report, requested by committee on 17 January, would be submitted to committee.		28 May 2024		**2) Closed 9 January 2024** A briefing note was circulated to Committee on 08.11.2023.
18	22.08.23	Business Bulletin	1) To request details of any acknowledgment received from Ministers to the letter sent by the Council Leader. 2) To request details of feedback from the Sustainability and Climate APOG in relation to Supporting Community Climate Action. 3) To request that future updates on the Local Government Benchmarking	Council Leader Executive Director of Corporate Services Executive Director of Corporate Services			**1) Update – October 2023** Officers have followed up with the Leader's office and can confirm there has to date been no response to the letter. **2) Closed October 2023** Officers have provided a business bulletin update. **3) Closed October 2023** Officers have confirmed that in

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			Framework are submitted as full reports.				future LGBF reports will be submitted to Executive Committees for scrutiny as opposed to using the business bulletin.
19	22.08.23	A Visitor Levy for Edinburgh: Progress Update and Draft Proposal	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. 2) To agree informal engagement with stakeholders around these parameters. 3) To believe that the levy should be pitched at a similar level to other European cities but notes that a decision	Executive Director of Place	August 2024		**March 2024 – Update** An update on the feedback received through recent engagement is included on the agenda for Committee on 12 March 2024. It is currently anticipated that a final proposal for approval to proceed with consultation will be submitted in August 2024.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			on this specific detail should come at a later date. 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 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				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			be communicated to the Scottish Government in the strongest possible terms.				
20	22.08.23	Redeployment Update	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. 2) To note that there will be continued engagement with trade unions. 3) To agree to receive a further report on the 23/24 budget within 2 cycles and to agree this report includes: • A full options appraisal of all additional actions now being taken to create in-year	Executive Director of Corporate Services	Update required		**Update – October 2023** Officers have confirmed the redeployment update will now be included in the quarterly Workforce Dashboard reports. Officers are working on the report due at January 2024 Committee.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			savings to fund the budget gaps from policies which have been reversed. • 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. 4) To request that the next revenue monitoring report at Finance & Resources Committee explicitly				

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			outlines how this £600k saving will be delivered instead, and what democratic oversight Councillors will have or have had in relation to this to date.				
21	22.08.23	Energy for Edinburgh – options appraisal	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. 2) To recommend that the Board explore the options for Heat Networks in more depth, including practical steps that can be taken. This	Executive Director of Place	June 2024		**Update – January 2024** Following approval of the LHESS in December 2023, the business case will be developed as outlined in the LHESS.

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			could include dialogue with possible industry partners and similar organizations; also cost estimates and direct savings to the Council's energy costs should be considered. 3) Suggests that the Board procures a secondment to EfE to develop the strategy in more depth. 4) Suggests that the Board relieves the Council of the company secretariat role and enables access to appropriate legal assistance. 5) To ask the Board to exercise fiscal prudence by ensuring that				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			outgoing costs match the company activity – such as audit costs. 6) Agrees that immediately following the 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. 7) Further agrees that officers explore options for how co-operative principles and community wealth building could be embedded into				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			the company.				
22	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 Partnership			**Recommended for closure** Circulated on 26 February 2024.
23	22.08.23	Interim Chief Officer Update – Edinburgh Integration Joint Board/Edinburgh Health and Social Care Partnership	1) To agree to a detailed 6 monthly update report on the improvement plan within one cycle 2) To agree the Council Leader would write to NHS Lothian to request: • 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	Interim Chief Officer, Edinburgh Health and Social Care Partnership			**1) Recommended for closure** Progress report was submitted to committee on 24 October 2023.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			and are in receipt of a package of care at home; • The number of patients currently 'boarding' due to unavailability of a bed in the most suitable ward.				
24	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 – January 2024** Reflection session held on Monday 9 October, the reflections/close report has been drafted and is due to be considered by the Corporate Leadership Team and sessions will be arranged with elected members after this for consideration. **Update – October 2023**

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							Reflection session held on Monday 9 October and briefing note will be provided as soon as the feedback from the session has been summarised.
25	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			
26	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, Taiwanese officials and other stakeholders to develop a future programme of	Executive Director of Corporate Services	March 2024		**Update – October 2023** Next update planned for Policy and Sustainability Committee March 2024

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			activity. 2) To agree to work towards a memorandum of understanding between Taiwan and the appropriate city partners as referenced in the report.				
27	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 High School in Edinburgh , on the understanding that a GME High School in Edinburgh cannot be	Executive Director of Education, Children and Justice Services			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			delivered without financial support and any available site options from the Scottish Government. 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 adopt this policy. 3) To agree that the Convener will write to the Scottish Education Secretary	All Service Areas Convener			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			seeking clarity on what sites and funding the Scottish Government has available to deliver a GME high school in Edinburgh. 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.	Executive Director of Corporate Services	March 2024		**Update – October 2023** Officers are producing a report expected at March 2024 Policy and Sustainability Committee
28	22.08.23	Edinburgh Community Climate Fund	1) To request 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	Executive Director of Corporate Services	January 2024		**Update – January 2024** Update included in the Business Bulletin

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			users, and proposed strategies for better inclusion of underrepresented groups in participatory budgeting. 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. 3) To agree that officers engage with relevant community groups and the Community Climate Hub to redesign aspects of the processes behind the fund, based on feedback gathered				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			this year.				
29	22.08.23	Declaring a Nature Emergency	1) To note that officers would come back to the committee to clarify details of the pact. 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 permanent or temporary.	Executive Director of Place	March 2024		**Recommended for closure** This briefing was shared with Committee around 02.02.2024.
30	22.08.23	Heat Networks and Building Assessment	1) To agree that the Council should write to the Scottish	Executive Director of	August 2024		**Update – October 2023**

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		Reports	Government requesting to be designated the consent authority for Edinburgh, with the timing of the request to be agreed with Scottish Government officials. 2) To agree that a report should be produced within 2 cycles to: • Develop a Council policy for the consenting of heat networks in Edinburgh - this is to include reasons for granting or revoking licences etc • Indicate resource implications as a consent	Place			An update was included in the Business Bulletin for Committee on 24 October 2023.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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				
31	22.08.23	Emergency Motion by Councillor Miller – Circumstances surrounding the consultation on the future of care homes and the EIJB	1) To note that committee members and stakeholders have questions arising from the briefing note and may wish to instruct	Interim Chief Officer, Edinburgh Health and Social Care Partnership			**Recommended for closure** Report was submitted to the EIJB on 16 November 2023.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		strategy.	additional actions. 2) To request a short report to the Edinburgh Integration Joint Board in one cycle, summarizing the review and the actions arising.				**Update October 2023** A report will be submitted to the November EIB meeting.
32	31.08.23	City of Edinburgh Council Motion by Councillor Campbell - Edinburgh Leisure Must Pay the Real Living Wage – see Agenda front sheet	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 council to ensure that ALEOs are in line with other key council commitments including those around equality and access,	Chief Executive	June 2024		**Update – February 2024** A briefing note on this matter was issued in January 2024. For changes to be fully embedded into all relevant documentation will require changes to be made using the ALEO Governance Framework. Work has commenced on this framework and is expected to report to Council in June 2024

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			workers' rights, and the climate and nature emergencies				
33	24.10.23	End Poverty in Edinburgh Annual Progress Report	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: • 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	Executive Director of Corporate Services	October 2024		

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

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			annual progress report. 2) Requests that the planned workshops to be progressed during 2024 include 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; 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 intersectional lens 2.3 Exploration of how other Council strategies relating to climate mitigation, climate adaptation and health and				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			social care interrelate with actions under the End Poverty in Edinburgh strategy, including how these can also be understood through an intersectional lens 3) To request that invitees to those workshops include: 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 3.2 Trade Unions and Tenant / Community Unions including Living Rent 4) Notes with specific concern issues around digital inclusion, recognising that groups more likely to experience				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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.				
34	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 Environment Committee, detailing how lessons about increased recycling rates can be gathered and implemented from	Executive Director of Place	November 2024		**1) January 2024 - Update** 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 Transport and Environment Committee in April 2024. An update on setting a SMART target will follow

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			practice in other UK urban areas with much better rates such as Newport (Wales), Cardiff, Bath, Chester and Kingston-upon-Hull 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. 3) Agrees 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				Transport and Environment Committee.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			clear strategy to finance these actions, including a commitment to resourcing this strategy at a corporate level. 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. 5) Finally, agrees that, in advance of the report being published, all of this should be discussed at the Sustainability and Climate & Nature Emergencies APOG,				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			including more regular reviews of progress against actions sitting under the CERP.				
35	24.10.23	Adult Support and Protection and Social Work & Social Care Inspections Improvement Plan: Progress Report	1) 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. 2) Notes that multiple committees will receive update	Chief Officer, Edinburgh Health and Social Care Partneship	March 2024		**Recommended for closure** Report on the agenda for 12 March 2024.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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 scrutinizing reports to enable each committee to deliver its role in the overall governance.				
36	24.10.23	Forth Green Freeport – Outline Business Case	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	Executive Director of Place	Ongoing		**Update – January 2024** The Council approved the appointment of the Council Leader to represent the Council on the Forth Green Freeport Governance

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			Committee members prior to submission to ensure compliance with the terms of this report. 2) To note that a summary of the Full Business Case is planned to be presented to Committee in early 2024 with a data room provided for members prior to committee. 3) To request that the interim governance board should have a place for the trade unions. 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				Board. **3) Closed 9 January 2024** The Forth Green Freeport Governance Board has a seat for a worker's representative.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			include full details of any reported non-compliance against the Investment Principles and any variance in the NDR revenue received against forecast. 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.				
37	24.10.23	Sponsorship of non-UK nationals	1) To agree that guidance will be developed on the Council's approach to	Executive Director of Corporate			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			sponsorship and this this will be reviewed annually, or sooner where there are material changes issued by UK Visas and Immigration (UKVI). 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	Services	March 2024		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
38	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 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. 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'				**Update January 2024** Officers are working on a business bulletin update.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			understanding of and engagement in a successful diversity and inclusion strategy and therefore requests they are completed and shared as soon as possible.				
39	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 Framework. 2) To note that a work programme for the Equalities Working	Executive Director of Corporate Services	October 2024		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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.				
40	24.10.23	Islamophobia – update on engagement	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. 2) To agree that this work should be reported through the Members Equalities Working Group and returned to Policy and Sustainability for	Executive Director of Corporate Services			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			discussion once an action plan has been developed. 3) To note that a roundtable discussion has taken place with diverse representatives from Council and charities. 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. 5) To agree that officers will explore these issues in discussion with Education services and Members Equalities Working Group. 6) To note that a work				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			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.				
41	24.10.23	Preparation for the implementation of Photographic Voter ID at UK Parliamentary Elections	1) 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	Convener			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			having their voting rights denied due to the policy of voter suppression. 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.	Executive Director of Corporate Services			
42	24.10.23	Annual Policies Update – Strategy and Communications	1) 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	Executive Director of Corporate Services	March 2024		**Update – January 2024** Officers are working on the Advertising 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
			continued advertising of environmentally damaging goods and services in Edinburgh". 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. 3) 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 compares to versions of ethical advertising and sponsorship policies				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			passed in other Councils.				
43	02.11.23	City of Edinburgh Council: **Future Relationship with EIJB – Motion by Councillor Macinnes** See Agenda front sheet	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: 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 create better understanding of where all responsibilities lie, why that is so and	Chief Officer, Edinburgh Health and Social Care Partnership	January 2024		**Recommended for closure** Report was submitted to the January 2024 committee.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			where the financial responsibility for services lie. 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. iv) Detailed lists of which services fall under the responsibility of CEC or NHS Lothian and why. v) Proposals for more effective reporting into CEC committees (F&R in particular but not exclusively). vi) How Council can sup vii) port IJB to develop and implement the medium term financial plan, but also a				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			general shift away from short term thinking and into a system-analysis model of prevention and investment. 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. ix) How to develop an effective, ongoing 2 way conversation between Council including elected members and the IJB. Recommendations on whether, and how, the Scheme of Delegation or other process documents needs to be updated.				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			That in producing this report there should be full engagement with elected members, IJB, trade unions and with NHS Lothian.				
44	02.11.23	City of Edinburgh Council: **16 Days of Action on Gender-based Violence – Motion by Councillor Watt** See Agenda front sheet	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		
45	15.12.23	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	February 2024		**Recommended for closure** This action has been progressed, with a health workshop with healthcare providers set up as part of the consultation process. Engagement with members will take place over the coming

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
							weeks to ensure all views and suggestions are captured
46	15.12.23	Edinburgh Local Heat and Energy Efficiency Strategy and Delivery Plan	Officers to recirculate the briefing note on hydrogen.	Executive Director of Place	December 2023		**Recommended for closure** This information was circulated on 18.12.2023.
47	09.01.24	Best Value Review Update	1) Requests that the next report in 6 months time sets out a high-level action plan including target completion dates for future actions which will address each Best Value Assurance Audit Review recommendation. 2) Committee notes with regret that over three years since the report was published, and despite the interim	Executive Director of Corporate Services	Update req		

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			monitoring process, the Council: a) still does not have a Workforce Plan that sets out the number and types of posts and skills necessary in different roles to meet its service delivery objectives within budget alongside a transition plan to achieve this; b) has not yet implemented a strategic approach to self-evaluation; c) has not provided members with training on delivering strategic change to meet Best Value objectives; d) has closed actions on Community Engagement without delivering any actions				

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			to improve communication of the results and responses to consultations: e) has not yet ensured the Edinburgh Partnership has a clear performance and progress reporting system working to clear targets. 3) Committee agrees that these issues should now be considered for urgent resolution with an accelerated delivery programme, and work showing achievement of delivery of the recommendations should be reported to Committee prior to the end of June 2024.				

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48	09.01.24	Plant-Based Treaty Action Plan	Committee asks officers to explore whether the University of Edinburgh's methodology can be used to include carbon emission information for school meal choices and other Council catering outlets, and report back on options and costs via a future business bulletin to Policy & Sustainability committee.	Executive Director of Corporate Services			
49	09.01.24	Future Relationship with EIJB	1) The further work indicated at 4.16 will result in a specific briefing to Group Leaders and finance party spokespeople by end January, outlining all outcomes of this work ahead of the CEC 24/25 budget process, including the results of the Internal Audit. 2) That under the Next Steps outlined at 5.1 the results of the	Executive Director of Corporate Services / Chief Officer, Edinburgh Integration Joint Board			

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			EIJB governance review and decision-making should be the subject of a briefing to members to the Policy and Sustainability and Finance and Resources Committees to ensure that there is a clear understanding within the Council of the implications of that review. 3) To request that that when the report from Internal Audit is submitted to the Governance, Risk and Best Value Committee, there be a recommendation included to state “with the expectation that it then be referred to the Policy and Sustainability Committee”.				

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			4) Notes that current budgeting practices are documented as diverging from governance and asks that this discrepancy between governance and practice be examined through the appropriate workstreams. 5) Notes that Integration Authorities rely on partners for capital budgets, and asks that the processes around capital budgeting and capital strategy for health & social care be documented in the appropriate workstreams. 6) Committee suggests the review, revision and adoption of the Integration Scheme to be complete by				

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			September 2024, subject to Scottish Government engagement. 6) To request a briefing note providing detailed lists of which services fall under the responsibility of CEC or NHS Lothian and why, as requested in the cross-party motion agreed by Full Council on 2 November 2023.				
50	09.01.24	City-wide Carbon Emissions and 2030 Climate Strategy update	1) 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. 2) Agrees that any such	Executive Director of Corporate Services			

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			review should set out realistic and achievable timescales for the implementation of the strategy given available technology, funding and physical implementation capacity, including the overall 2030 target, in order to be open and honest with the public regarding what the Council can achieve and setting this within the national and international context. 3) To request a briefing note providing further information on the Climate Intelligence Service. 4) To request a briefing note on the current piece of work being undertaken with the University of				

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			Edinburgh to improve supply chain locally and regionally.				
51	09.01.24	Night Time Coordinator	1) Agrees that trade unions, particularly those involved in hospitality, are included in the key stakeholders being engaged in this ongoing work, including the NTW forum 2) Agrees that a key aspect of the position should be in making Edinburgh's night-time economy accessible and safe for all, and that this should be included in any role description with a particular focus on women's safety. 3) To request that further examples of best practice from other local authorities	Executive Director of Place	Summer 2024		**Update – March 2024** Action 2 – the Council agreed funding for a Night Time Co-ordinator position as part of the budget for 2024/25. This is now being progressed. **3) Recommended for closure** This information was

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			be circulated.				circulated on 23.01.2024.
52	09.01.24	Corporate Property Strategy Update	1) Welcomes the introduction of accessibility surveys across the estate to inform the Corporate Property Strategy and requests: • a timetable for this work and information about which buildings will be prioritized for these surveys in the first instance and why, to be shared in the Business Bulletin within the next 6 months • that annual progress updates on this work are included in the annual updates of the Corporate Property Strategy Action Plan already due to be presented to Policy &	Executive Director of Place	June 2024		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			Sustainability Committee 2) Committee requests the Executive Director of Place to provide Committee within two cycles information about the current utilisation of the Council estate and where that utilisation does not meet satisfactory levels, what plans he has for disposal, or alternatives, of those specific parts of the estate.		23 May 2024		
53	09.01.24	Advice Shop Service Delivery Update	Requests an update report once the full 12 months of output data for year 23/24 is available.	Executive Director of Place	August 2024		
54	09.01.24	Edinburgh Leisure and the Real Living Wage	Committee asks that officers should fully explore how their recommended budget proposals for 2024/25 can provide the necessary uplift in Edinburgh Leisure	Executive Director of Place	February 2024		**Recommended for closure** The Council agreed funding for Edinburgh

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			funding so that current service levels to the public are maintained.				Leisure as part of the budget setting process for 2024/25.
55	09.01.24	Internal Audit Open and Overdue Internal Audit Actions – Performance Dashboard as at 31 October 2023	Committee notes with concern the outstanding action arising from audit CF2003 'Health & Safety – Managing Behaviours of Concern July 2021' and asks for members to be briefed on completion.	Executive Director of Corporate Services			
56	08.02.24	City of Edinburgh Council: **Safe Consumption Room and Community Drug Checking Facilities – Motion by Councillor McKenzie** See Agenda front sheet	Agrees: 1) The feasibility study will be published in full on the Council's website by the end of 9 February 2024. 2) A report containing the feasibility study and next steps will come to the next meeting of the Policy & Sustainability Committee on 12 March, allowing for public discussion and	Chief Officer, Edinburgh Health and Social Care Partnership	9 February 2024 12 March 2024		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			scrutiny. 3) The Council Leader will request an urgent meeting with the Minister for Drugs and Alcohol Policy, including the health spokespeople or a nominated councillor from each party, to discuss the feasibility study and to identify funding sources. 4) The outcome of this meeting will be included in the report to the Policy & Sustainability Committee on 12 March.	Convener	12 March 2024		
57	08.02.24	City of Edinburgh Council: **Edinburgh as a Fair Trade City – Motion by Councillor Cameron** See Agenda front	Agrees to add an update to the Policy and Sustainability business bulletin on progress in implementing the 'Fair Trade Policy Statement' of 2021 within three cycles	Executive Director of Corporate Services	TBC		

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
		sheet					
58	08.02.24	City of Edinburgh Council: **Forth Green Freeport - Non-Domestic Rates Relief Funds – Motion by Councillor Nols-McVey** See Agenda front sheet	1) Notes that at the most recent FGFP Sounding Board, consideration was made to eligible areas of spend for non-domestic rates, based on guidance from the Scottish Government. Given this, officers set out proposals on how funding might be utilised, including; housing for workers, coastal infrastructure works, investment in the development of new workspaces, programmes aimed at addressing skills gaps and a community benefit fund. 2) Agrees the Final Business Case will be presented to the Policy and	Executive Director of Place	Ongoing		Development of the Forth Green Freeport Final Business Case is on-going.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			Sustainability Committee in March when an officer assessment will be provided of indicated areas of future spend for any retained uplift in non-domestic rates realised by the Council.				
59	08.02.24	City of Edinburgh Council: **Building Risk at Anchorfield – Motion by Councillor Nols-McVey** See Agenda front sheet	Council would like to thank the residents for their cooperation at this difficult time and agrees that the Council Leader arrange a community meeting to speak through any concerns with residents and local members, and that an update is provided in the report to the Policy and Sustainability Committee.	Convener / Executive Director of Place	May 2024		

Business Bulletin

Policy and Sustainability Committee

10.00am, Tuesday 12th March 2024

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

Policy and Sustainability Committee

Convener:	Members:	Contact:
Convener: Councillor Cammy Day 	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 Councillor Iain Whyte	Jamie Macrae, Committee Officer Jacqueline Boyle, Assistant Committee Officer

Recent News	Background
Corporate Debt Policy The Corporate Debt Policy aims to strike a fair balance between the financial needs of the Council and the wellbeing of our customers. The policy is reviewed annually as part of the Council's assurance activities, with the latest update in January 2024 confirming minor updates relating to statutory court costs and fees, interest rate alignment, job title corrections and updated wording for the mixed tenure section. The policy remains fit for purpose.	**Contact** Nicola Harvey, Service Director: Customer and Digital Services
Gaelic Signage This item responds to action 34 (4) from Policy and Sustainability 22 August 2023 by providing an action list of Gaelic signage in the city including place names, city transport infrastructure, schools and within and outside other Council buildings. An overview of Gaelic signage installed to date is given at the end of this document. In summary: The two Gaelic medium education sites have external signage; and there is internal signage at Taobh na Pàirce and Darroch Annexe, James Gillespie's High School Bilingual external signs have been installed in 24 sites including 7 kirkyards and burial groups, Meadowbank Sports Centre, 15 education facilities and Willow Service (Women's Justice Centre); installation is pending at one other education site. The installation of formal internal signage is pending for four sites (schools and early years) The overview also gives information about signage installed as part of the Edinburgh Wayfinding Project, and about Gaelic translations available on Council websites. As part of the ongoing work by officers to support Gaelic signage, guidelines for the use of Gaelic signage were developed and distributed to key service managers in November 2022, asking them to cascade to their teams. The Council's print unit, which produces signage, was also briefed about requirements and process for obtaining official Gaelic name translations. The guidelines set out the following requirements: The Gaelic name must be incorporated with new building projects and when existing signs are being replaced. Gaelic translation from the official Gaelic language source, Gaelic Place-names of Scotland; this has been stipulated by Bòrd na Gàidhlig. There is an expectation that, on new buildings, Gaelic must be used alongside English on internal signage. The Capital Gaelic Development Officer (CGDO) will take the lead on translations of directional signage or room functions e.g., toilets, store etc. A Gaelic officers working group is now working with various teams in the Council that produce signage to set out an achievable phased approach to making sure Gaelic is incorporated appropriately.	**Contact** Eleanor Cunningham, Lead Policy and Insight Officer, Corporate Services

In line with commitments in the Council's Gaelic Language Plan 2024-2029, the Council will review current guidance with a view to extend the scope and scale of implementation of Gaelic signage and to increase awareness of staff of their responsibilities to deliver this ambition.

Overview of Gaelic signage installed

1. Gaelic Medium Schools

- Taobh na Pàirce Primary and James Gillespie's High School: external Gaelic signage, which were erected during the initial school build.
- Taobh na Pàirce and Darroch Annexe, James Gillespie's High School : Internal signage

2. Other Council Properties

a) External signage

1. Greyfriars Kirkyard
2. St Cuthberts Kirkyard
3. Canongate Kirkyard
4. Old Calton Burial Ground
5. New Calton Burial Ground
6. South Queensferry Cemetery
7. Dalry Cemetery
8. Meadowbank Sports Centre
9. Castlebrae Community Campus
10. Trinity Academy Sports Campus
11. Bangholm Outdoor Centre
12. St Cuthberts Primary Early Learning and Childcare
13. Signthill Primary Early Learning and Childcare
14. Victoria Primary Early Learning and Childcare
15. Nether Currie Primary Early Learning and Childcare
16. St Marks Early Learning and Childcare Main Entrance
17. Granton Primary Early Learning and Childcare
18. Calder Glen Early Learning and Childcare Entrance
19. Queensferry Early Learning and Childcare
20. Canaan Lane Primary Early Learning and Childcare
21. Craigentinny Early Learning and Childcare
22. Frogston Primary Early Learning and Childcare
23. St John Vianney Primary Early Learning and Childcare
24. Willow Service: Women's Justice Centre, 2023

b) Informal, internal signage

School pupils have taken part in the development of internal signage for the Edinburgh and Scottish Collection section in Central library and of a welcome sign for the City Chambers and Waverley Court.

Central library: the Capital Gaelic Development Officer worked with S2 Gaelic, James Gillespie's High School to develop dual language signs which are on display in the Edinburgh and Scottish Collection.

City Chambers and Waverley Court: a bilingual welcome poster designed by pupil at Taobh na Pàirce in 2021 is on display in 3 places at the City Chambers.

3. Installation pending

a) External signage: Kirkliston Primary School extension.

b) Internal Signage:

1. Ratho Early Years
2. Maybury Primary School and HC
3. Wester Hailes High School
4. Kirkliston Primary Early Learning and Childcare

4. Websites

1. Edinburgh Tram's Website: https://edinburghtrams.com/plan-journey/route-maps-stops
2. Council Website, school term dates: https://www.edinburgh.gov.uk/downloads/download/14829/school-term-dates-202324

5. Edinburgh Wayfinding Project

Transport for Edinburgh lead the Edinburgh Wayfinding Project and in 10 Aug 2018 agreed to direct that that Gaelic location place names should be on the new Wayfinding products e.g., Bus station/Princes Street/Shandwick Place. These are now in place across the city. Note that work is underway to ensure that the guidelines for production of signage, including the process for translation and approval, are applied to this project.

Good Food Nation national plan consultation

The Scottish Government published the draft national Good Food Nation plan on the 24th January 2024. Consultation on the draft plan is now live and will run until 22nd April 2024.

Officers are coordinating a response to the consultation across relevant services. Engagement sessions will be offered to members to input on the consultation response in March. Due to timings of committee and the consultation deadline, the final response will be submitted under delegated authority of the Corporate Leadership Team.

Contact

Christine Downie,
Sustainability and Climate Strategy Manager,
Policy and Insight Team,
Corporate Services

Edinburgh LHEES and Heat Networks

The Edinburgh Local Heat and Energy Efficiency Strategy (LHEES) and Delivery Plan was approved by Policy and Sustainability Committee on 15 December 2023 and a public consultation is currently ongoing. Officers attended a LHEES Consultation workshop on 29 January 2024, hosted by the Clean Heat Edinburgh Forum. Officers carried out an Integrated Impact Assessment (IIA) on the Edinburgh LHEES in February 2024. The

Contact

Hilary Blackman
Energy Officer
Place

results of the consultation and community events, as well as the outcomes of the IIA and feedback from key stakeholders, will form the basis for revisions to the Edinburgh LHEES, with a new iteration to be presented to the Policy and Sustainability Committee at a future date. On 18 January 2024, the Council received confirmation that a bid to the Heat Network Support Unit's Strategic Heat Network Fund was successful. This will enable the Council to progress a variety of projects including an options appraisal of delivery models for supporting the roll-out of heat networks in Edinburgh; a feasibility review of the prospective Heat Network Zones set out in the Edinburgh LHEES; and the development of a customer charter for heat network customers. The results of the options appraisal of delivery models for the roll-out of heat networks in Edinburgh will form the basis of a future report to the Policy and Sustainability Committee. The work to research and present the options for delivery models for heat networks will be informed by the ongoing public consultation on the Edinburgh LHEES which includes a question on support for deriving public benefit from heat networks through public-ownership or part public-ownership, as requested by the Committee in December 2023. On 15 January 2024, a briefing note on the Green Heat Finance Taskforce Part 1 Report was circulated to the Policy and Sustainability Committee members, as requested by the Committee meeting in December 2023. A second briefing note will be provided to councillors once Part 2 of the report is published. Throughout December 2023 and January 2024, officers read and reviewed the Scottish Government's Heat in Buildings Bill, which introduces new requirements and powers around the heating and energy efficiency of homes and non-domestic buildings, to prepare a response to the formal consultation. The consultation response was workshopped with colleagues throughout the Council. Representatives from the Scottish Government presented to Council officers and received their feedback. The proposed consultation response was presented at the Sustainability and Climate and Nature Emergencies All Party Oversight Group (APOG) on 29 January 2024. Councillors' views were heard, and the consultation response was updated accordingly before being formally submitted to Scottish Government under delegated authority. The full response can be shared on request. In December, the Coal Authority submitted a final report on *Edinburgh Mine Water Heat Opportunities* which highlights areas that may be suitable for heat extraction or storage. Further reports will be necessary to determine the specific opportunities available.	
Edinburgh Biodiversity Action Plan 2022-27: Delivery update	**Contact:** Caroline Peacock Planning (Biodiversity)

2023 The Edinburgh Biodiversity Action Plan 2022-27 (EBAP) is delivered by the Edinburgh Biodiversity Partnership (EBP) (a group of more than 30 stakeholders led by the Council). The Partnership includes Council services, government agencies, research and conservation organisations, environmental trusts, charities and volunteer organisations. The EBAP 2022-27 is a wide-ranging programme of over 200 actions, which was first produced in 2000, and it meets the Council's statutory duty under the Nature Conservation (Scotland) Act 2004 for all public bodies to 'further the conservation of biodiversity" and supports the delivery of the Scottish Biodiversity Strategy. A delivery update for 2023 has been prepared which summarises key activity across the Council and the Partnership. Strategic activity in 2023 includes the declaration of a Nature Emergency and embedding outcomes for nature in the draft Climate Ready Edinburgh plan and Green Blue Strategy. The success of the action plan is driven by the range of Council services and partners delivering positive activities for biodiversity. Delivery highlights include: • Historic Environment Scotland Ranger Service and the Council Natural Heritage Service managing and improving Edinburgh's most important sites including Holyrood Park Site of Special Scientific Interest (SSSI), 8 Local Nature Reserves and Pentland Hills Regional Park. Activities include habitat management, habitat creation, priority species monitoring and conservation, community and volunteer engagement. • The Council's Parks and Open Space service delivering project work to naturalise greenspace, including Million Tree City, Nature Networks. • The Council's Planning service embedding the new NPF4 policies for biodiversity in Planning decisions with training and updated guidance. • Water of Leith Conservation Trust delivering habitat improvements, invasive species control, maintaining the ecological health of the river through regular clean ups, monitoring species, all using volunteers across the whole river catchment. • Edinburgh Lothian Greenspace Trust supporting communities to improve local parks for nature and delivering the city wide Tree Time project.	Officer Planning and Building Standards, Sustainable Development, Place

- Scottish Wildlife Trust managing their nature reserves in the city and Pentland Hills, including reintroduction of rare plant species and insect monitoring.
- RSPB delivery of priority species conservation and specific projects such as the Nature Prescriptions project officer embedded in the Western General Hospital.
- The Conservation Volunteers have secured funding for a four-year Green Skills John Muir Way project, with City of Edinburgh Council as one of four Council partners. The project will deliver a work training program for 24 young people, supporting biodiversity improvements in Council parks.
- The Wildlife Information Centre promote and support wildlife recording and surveying and manage biodiversity data for City of Edinburgh.

The University of Edinburgh and NHS Lothian supporting biodiversity improvements through changes in estate management and other initiatives.

Heat in Buildings Bill – consultation response

On 28 November 2023, the Scottish Government began consultation on the Heat in Buildings Bill (HIBB). The deadline for responding to the consultation is 8 March 2024.

The HIBB is a wide-ranging bill which concerns the heating of, and the energy efficiency of, buildings in Scotland. The key elements are:

- Prohibitions on the use of polluting heating systems, and linking these to property purchases;
- Requirements for homes to meet minimum energy efficiency standards;

(The two above items are collectively described as the Heat in Buildings Standard);

- Providing the Scottish Government and local authorities with powers around heating within heat network zones;
- Compelling buildings with unused heat to supply this to heat networks;
- Proposals for monitoring and enforcing compliance with the Heat in Buildings Standard;
- Potential new duties on local authorities; and
- Amendments to the Heat Networks (Scotland) Act 2021.

The Council's LHEES Office led on preparing a response to the HIBB consultation. An initial response was drafted and then refined

Contact: Kyle Drummond, Programme Development Officer

Wards: All

through discussions with colleagues (from areas such as: Planning; Housing and Homelessness; Strategic Asset Planning; Sustainable Construction Delivery; and the Climate and Sustainability). The Transactions service was also consulted with regard to proposals around the potential use of council tax and non-domestic rates as part of the enforcement regime for the HIBB. Officers also met with the Scottish Government to discuss the proposals in the HIBB.

Due to the timing of the HIBB consultation, it was not possible to present a draft response to Committee for approval. Therefore, the proposed response was presented to the Sustainability and Climate and Nature Emergencies All Party Oversight Group (APOG) on 29 January 2024, and then shared with the members of the APOG for consideration. The finalised response, reflected feedback received, was then signed-off by the Executive Director of Place.

Key elements of the Council's response are:

- Strongly supporting the prohibition of polluting heating systems and minimum energy efficiency standards;
- Supporting a prohibition on the use of bioenergy in urban areas;
- Supporting a five-year grace period on ending the use of polluting heating systems following a property purchase;
- Supporting a flat cost cap on measures to end the use of polluting heating systems;
- Strongly supporting providing local authorities with new powers around heat networks;
- Supporting the use of market and financial product mechanisms such as mortgages or home/ building insurance, rather than extra council tax and non-domestic rates charges and/or civil penalties, to drive compliance with the Heat in Buildings Standard;
- Strongly supporting exemptions from the Heat in Buildings Standard for certain people/businesses/buildings;
- Opposing any new duties on public bodies; and
- Supporting amendments to the Heat Networks (Scotland) Act 2021 to reflect the significant *de facto* role of local authorities in delivering networks; recommending the removal of arbitrary targets around heat networks; and exempting local authorities from "necessary wayleave" provisions around heat networks.

The Council's full response to the HIBB consultation can be shared upon request; it is also viewable at the Scottish Government's consultation hub (http://consult.gov.scot)

The Scottish Government has advised that it aims to pass the HIBB into law by the end of the current term of the Scottish Parliament in May 2026, albeit the dates on which the provisions would come into effect have not been specified.

Public Awareness of the implementation of Photographic Voter ID at UK Parliamentary Elections With respect to this council's Preparation for the implementation of Photographic Voter ID at UK Parliamentary Elections Policy and Sustainability Committee on 24 October 2023 agreed 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. Communications activity to raise public awareness of the need for photographic ID at polling for UK election has been initiated with a spectrum of targeted activities across the city, which will align with a national campaign to be delivered by the Electoral Commission. The communications plan which is part of the Councillors' Public Awareness toolkit details the various channels of communication and the distinct audiences being targeted by each. These are in addition to the general communications that will be issued as part of every election including poll cards. There has been particular targeting of ethnic communities, SIMD areas, groups that support vulnerable people, students and areas with traditionally low turnout. Our team remains keen to engage with Councillors' on any element of this campaign to target more effectively and to ensure as broader reach as possible.	**Contact :** Chris.Highcock@edinburgh.gov.uk Elections and Member Services Manager & Jacqueline.Allan@edinburgh.gov.uk Communications Manager

Forthcoming activities:

Policy and Sustainability Committee

10 am, Tuesday, 12 March 2024

The City of Edinburgh Council Gaelic Language Plan: Progress

Executive
Wards: all

1. Recommendations

1.1 It is recommended that Committee:

1.1.1 Approve the fifth and final statutory annual progress report on the Council's second Gaelic Language Plan 2018-22, for submission to Bòrd na Gàidhlig by 19 March 2024.

Deborah Smart

Executive Director of Corporate Services

Contact: Eleanor Cunningham, Lead Policy Officer

E-mail: eleanor.cunningham@edinburgh.gov.uk | Tel: 0131 553 8220

Report

The City of Edinburgh Council Gaelic Language Plan: Progress Report

2. Executive Summary

2.1 This report provides an overview of the final statutory annual monitoring report for the Council's second Gaelic Language Plan 2018-22 (shown in full at Appendix 1), which is due to be submitted to Bòrd na Gàidhlig by 19 March 2024.

2.2 The actions in this plan have been continued through the twelve months to December 2023 pending the approval by Bòrd na Gàidhlig of the third plan for 2024-29, which was approved in draft form by this committee in August 2023.

3. Background

3.1 Under the Gaelic Language (Scotland) Act 2005, the City of Edinburgh Council has a statutory obligation to help ensure that Gaelic continues to thrive in Edinburgh through the implementation of a Gaelic Language Plan.

3.2 The Act also requires the Council to provide a report on progress on all commitments in their current Gaelic Language Plan on an annual basis if requested by Bòrd na Gàidhlig. The Bòrd advised that a monitoring report for the Council's 2018-22 plan is required by 19 March 2024.

3.3 The actions described in the 2018-22 have been continued through the twelve months to December 2023 pending the approval by Bord na Gaidhlig of the Council's third plan, which will cover the period 2024-2029.

3.4 The Gaelic Implementation Group (GIG) comprises Elected Members, Council officers and representatives from the Gaelic community. It supports plan development and oversees progress with the implementation plan at its quarterly meetings. A draft progress report was circulated to members of the GIG for comment.

4. Main report

4.1 As in previous years, Bòrd na Gàidhlig has provided a template for annual monitoring reports. It has three sections: primary indicator data (8 items); narrative updates on national Gaelic Language Plan priorities and specific local authority

functions and finally, a self-assessment section, using red-amber-green coding for 26 descriptors of practice and arrangements.

4.2 Appendix 1 shows the completed monitoring report, which uses information from across Council Directorates and covers activity between 6 December 2022 and 6 December 2023.

4.3 Of particular note has been the continuation of the Capital Gaelic project, in partnership with the National Library of Scotland, and part funded by Bòrd na Gàidhlig. The project started in late 2021 and aims to build partnership working across the public bodies in Edinburgh to meet the aims and ambitions of the Gaelic Language Act.

4.4 A summary of progress over the past year is shown below. Appendix 1 gives further details.

Gaelic Medium Education (GME):

4.4.1 Continued improvement and increased early years GME provision (for children aged 0-5 years)

4.4.2 Continued improvement of the learning estate

4.4.3 Ongoing expansion of the GME curriculum offer, recognised by James Gillespie's High School winning the Gaelic Education Award for their development of Gaelic Medium Education (GME)

4.4.4 Continued provision of career-long professional learning opportunities for school teams

4.4.5 Continued development of partnership work to enhance and extend immersion for learners

Promoting and embedding Gaelic language and culture:

4.4.6 Increased visibility of Gaelic through signage, supported by guidance for service areas and support from the Capital Gaelic Development Officer

4.4.7 Through the Capital Gaelic project, support for partners to deliver a significant programme of Gaelic events and exhibitions, including "Sgeul" at the National Library of Scotland, which has become a case study for Visit Scotland

4.4.8 Strengthened connections with GME schools through the development and delivery of a programme of activities out with classroom, helping to normalise Gaelic; this has included Cycle Project 23, a Bòrd na Gàidhlig funded initiative including GME pupils from Edinburgh and Glasgow

4.4.9 Continued support for Gaelic in Tourism, including Invisible Cities tours and membership of the Visit Scotland Gaelic Implementation Group

4.4.10 Continued support for Council staff, Elected Members and Capital Gaelic partners with the learning and use of Gaelic, including 125 CEC staff registered for Lunch and Learn classes from January 2023.

4.5 Key to the progress achieved have been the appointment of two externally funded fixed-term posts: a Capital Gaelic Development Officer (CGDO) and an Early Years Development Officer, who have been highly effective in driving and embedding action across the scope of the plan.

4.6 The CGDO post was made permanent in December 2023, a significant measure towards ensuring that the Council can continue to make strong progress in delivering its ambitions and commitments for Gaelic in the city. External funding will continue to be sought for both posts.

5. Next Steps

5.1 If approved by this Committee, this annual monitoring report will be submitted to Bòrd na Gàidhlig for their consideration.

5.2 Work is underway to respond to Bòrd na Gàidhlig's feedback on the Council's Draft Gaelic Language Plan for 2024-2029. The changes requested are relatively minor, for example, making the actions more specific and measurable.

6. Financial impact

6.1 The Capital Gaelic Development Officer and the GME Early Years Development Officer posts are part-funded from external sources, principally the Scottish Government and Bòrd na Gàidhlig, through annual grant processes. Many of the actions set out in the plan are dependent on continued specific financial support from these sources. All other actions are taken forward within existing approved service budgets.

7. Equality and Poverty Impact

7.1 The IIA process undertaken to support the development of the Gaelic Language Plan for 2024-2029 identified implications for groups including: older people and people in their middle years; young people and children; and parents.

7.2 Positive impacts included: opportunities for intergenerational learning and for parents to support their children through parental and family learning; the cognitive benefits of learning a second language; elimination of discrimination and harassment through inspiring equal respect for the Gaelic language and ensuring that it is delivered to an equal standard to that of English; advancing equality of opportunity by making Gaelic available to everyone; fostering good relations within and between people with protected characteristics through GME provision increasingly serving diverse communities, as well as building family support networks, resilience and community capacity, as well as opportunities for families through networking through the school and the cultural opportunities available.

7.3 The negative implication identified was that functionality for translating Gaelic emails into Voice for people who are blind does not yet exist. Options to address this gap will be explored as part of the development of a communications strategy.

8. Climate and Nature Emergency Implications

8.1 Opportunities for learners beyond the classroom, Gaelic events and encouraging young musicians to come into GME schools to play could incur travel emissions. Mitigating actions will include promoting would include promoting sustainable ways to reach the venue and prioritising local artists.

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

9.1 If the recommendations of this report are rejected, there would be a delay in the submission of this annual progress report to Bòrd na Gàidhlig.

10. Background reading/external references

10.1 The City of Edinburgh Council Gaelic Language Plan (2018- 22)

10.2 The City of Edinburgh Council Gaelic Language Plan (2023-2028) – revised draft

11. Appendix

11.1 Foirm Aithisg Dearcnachaidh - Monitoring report 2022-23

BÒRD NA GÀIDHLIG

FOIRM DÀTA BLIADHNAIL 2022-2023
ANNUAL RETURN FORM 2022-2023

Ainm na buidhne **Organisation's name**	**The City of Edinburgh Council** This report provides an update on progress between 06 December 2022 and 06 December 2023

Prìomh Dhàta Measaidh
Primary Indicator Data

Fios bhon Phoball **Communications from the Public**	Cia mheud brath sgrìobhte a fhuair am buidheann bhon phoball ann an Gàidhlig am-bliadhna? How many written communications have the organisation received from the public in Gaelic this year? **Narrative** • The Early Years Development Officer receives communication in Gaelic from schools, early years settings, partner organisations and parents. • The Gaelic schools receive occasional communications in Gaelic from Gaelic partner organisations, the Gaelic Development Officer (GDO – employed by Comunn na Gàidhlig, and part-funded by the City of Edinburgh Council) and promotional material from groups such as Sabhal Mòr Ostaig and FilmG. • Bun-sgoil Taobh na Pàirce (TnaP) receive communication from parents in Gaelic. • Àrd-sgoil Sheumais Ghilleasbuig/James Gillespie's High School (SG/JGHS) receive communication from parents in Gaelic. • Capital Gaelic Development Officer, Comhairle Bhaile Dhùn Èideann, (CGDO) receives communications in Gaelic from school staff, stakeholders and the Gaelic Community. The CGDO uses and encourages other staff learners to use the "Happy to communicate in Gaelic or English" logo, thus showing equal respect to Gaelic and English.	Not all service areas are able to record this information, it is therefore not possible to report an accurate total. See narrative for a description of communications.

A' sgaoileadh fiosrachaidh
Dissemination of information
	Cia mheud pìos a sgaoil am buidheann air na meadhanan sòisealta ann an Gàidhlig am-bliadhna?
	How many posts did the organisation distribute on social media in Gaelic this year?
	Narrative
	• TnaP: tweet regularly bilingually
	• SG/JGHS do not have social media channels
	• Early Years Services use Facebook, Instagram and Twitter to provide information on services in Gaelic
	• Capital Gaelic Facebook page: daily posts
	• Corporate posts:
	  ○ Central Library: relating to Gaelic Language/ literature or promotion of Gaelic Bookbug and Reading Clubs
	  ○ Edinburgh Local Mòd
	  ○ Gaelic Week
	  ○ Gaelic Education Awards
	  ○ Gaelic Plan Consultation
		As above - see narrative

	Cia mheud fios-naidheachd a chaidh a sgaoileadh leis a' bhuidheann anns a' Ghàidhlig am-bliadhna? How many press releases did the organisation publish in Gaelic this year? • Gaelic Week February 23 • Gaelic Plan Consultation March 23 • Gaelic Education Award June 23	3

Luchd-obrach
Staff
	Cia meud neach-obrach a fhuair cothrom trèanaidh ann an sgilean Gàidhlig am-bliadhna?
	How many staff received Gaelic skills training this year?
	• Total: 152
	  ○ CGDO January Post Beginners 13
	  ○ April Beginners 22
	  ○ CGDO September 2023 91 Staff (including NLS, NGS, NMS)
	  ○ CGDO Community Staff Group:26
	  ○ Elected Members Gaelic Awareness (History/Phrases document received by all Members)
		152

	Cia mheud dreuchd a th' agaibh an-dràsta far a bheil Gàidhlig ann mar sgil riatanach? How many posts do you currently have where Gaelic is an essential skill? **1. 0-3 Groups:** 3 Playgroup Leaders (recruitment underway for additional staff); full time Early Years Gaelic Development Officer	

	2. Nursery and Primary: • Teachers 22.34 FTE • PSAs 7.37 FTE • Admin team 1.82 FTE • EY team 5.76 FTE **3. Àrd Sgoil** • Depute Head Teacher: 1 FTE • 3 FTE [Full GME] • 1 FTE [GME & EME] • 3 part-time [GME] • 1 part-time [GME & EME]	
	Cia mheud neach-obrach a th' agaibh an-dràsta aig a bheil sgilean Gàidhlig? How many staff currently within the organisation have Gaelic skills? The most recent staff survey was done in November 2020 (totals reflect the number of people answering each question): 1. Interested in learning Gaelic • 1,779 colleagues (76%): not interested in learning Gaelic • 48 (2%): currently learning • 516 (22%): interested in learning 2. Level of Gaelic among staff • 2,230 colleagues (95%) had no Gaelic at present • 106 (5%): spoke some but were not fluent • 9 (0.4%): fluent While we don't have a formal update of these figures, the skill level among staff will have increased through Lunch and Learn classes and increased staff participation.	Increase on previous year
Foillseachaidhean **Publications**	Cia mheud foillseachadh a dh'fhoillsich am buidheann gu dà-chananach am-bliadhna? How many organisational publications have been published bilingually (Gaelic and English) this year? • Consultation on the Council's draft Gaelic Language Plan 2024-2029	1
Inbhe **Status**	Cia mheud soidhne dà-chànanach a chuir am buidheann an àirde am-bliadhna? How many new bilingual signs has the organisation erected this year?	13 sites

	These include, 2022-2023: 13 sites: 1. St Cuthberts Primary Early Learning and Childcare 2. Signthill Primary Early Learning and Childcare 3. Victoria Primary Early Learning and Childcare 4. Nether Currie Primary Early Learning and Childcare 5. St Marks Early Learning and Childcare Main Entrance 6. Granton Primary Early Learning and Childcare 7. Calder Glen Early Learning and Childcare Entrance 8. Queensferry Early Learning and Childcare 9. Canaan Lane Primary Early Learning and Childcare 10. Craigentinny Early Learning and Childcare 11. Frogston Primary Early Learning and Childcare 12. St John Vianney Primary Early Learning and Childcare 13. Willow Service: Women's Justice Centre, 2023 **Installation pending** a) External signage: Kirkliston Primary School extension. b) Internal Signage: 1. Ratho Early Years 2. Maybury Primary School and HC 3. Wester Hailes High School 4. Kirkliston Primary Early Learning and Childcare **Website** 1. Edinburgh Tram's Website: https://edinburghtrams.com/plan-journey/route-maps-stops 2. Council Website, school term dates: https://www.edinburgh.gov.uk/downloads/download/14829/school-term-dates-202324	

Prìomhachasan a' Phlana Cànain Nàiseanta Gàidhlig
National Gaelic Language Plan Priorities

Cleachdadh na Gaidhlig / Using Gaelic

Ciamar a tha a' bhuidhinn a' toirt fàs air cleachdadh na Gàidhlig?

How is the organisation increasing the use of Gaelic?

This links to the priority "Gaelic is visible, encouraged and has a sustainable future" in our Gaelic Language Plan 2018-22.

This section gives an overview of how we have **increased the use of Gaelic** through increasing awareness of Gaelic events, publicity in Gaelic and supporting and promoting opportunities for participation. We have outlined activity in schools in a later section.

Communication - supporting and promoting opportunities to participate in Gaelic events:

1. We have developed a communications plan with SMART objectives:
    a. To create an informative, accessible and engaging online network of content for all Gaelic speakers, (fluent and learner) and supporters of Gaelic in Edinburgh
    b. To raise awareness of activities to encourage engagement and participation from all parts of the Gaelic community in the capital
    c. To promote and strengthen wider awareness of Gaelic and its presence within the capital to both Gaelic and non-Gaelic speakers
    d. Develop beneficial online links with Gaelic groups, initiatives, and communities across Scotland.
2. CGDO with our Communications Team continues to work to develop a series of regular News Beat articles (published on the Council's intranet) and to increase Facebook activity as a way of sharing opportunities more widely.

Expanding the Gaelic Offer in the City

The CGDO supports both the development and the promotion of Gaelic activities:

1. Seachdain na Gàidhlig | Dùn Èideann: the CGDO is a member of committee and with Edinburgh University Gaelic Officer leads on the programme
2. Successful Local Mòd, May 2023: the CGDO is a member of the committee which organised Fringe events and led Gaelic sessions during Fringe. CGDO supported the Edinburgh Pre-National Mòd ceilidh September 2023
3. CGDO with TnaP and JG's: publicise Gaelic events and Gaelic learning opportunities for parents through their usual network
4. BBC Alba promotion of Gaelic with support from CGDO: Edinburgh Local Mòd, "Sgeul" exhibition launch and Seachdain na Gàidhlig (Gaelic Week), Edinburgh 2023 Featured on An Là BBC Alba
5. CGDO with The Edinburgh Local Mòd Committee: return of the Gaelic Lunches in Edinburgh; originally set up and led by the late Iain Macleòid/ John Macleod. Iain who was originally from Carloway on Lewis was a champion of Gaelic language and culture all his life and actively involved with Gaelic development in Edinburgh.

Increasing awareness of developments in GME in Edinburgh:

Within schools:

1. TnaP held two events in the last year for parents and members of the public to provide an update on progress with GME education.
2. Open Evening at Darroch Annexe – invitation to C6 & C7 parents from TnaP, as well as JGHS parent/carer community to visit the new GME-focused extension of JGHS. An audio tour was created by the Senior Leadership Team to share more information about the building and GME developments in Edinburgh. This event also supports enhanced transition.
3. Project to research Gaelic in Edinburgh underway with students. External funding secured to produce promotional materials with content of research, to be shared at future school events

Ionnsachadh na Gàidhlig / Learning Gaelic

Ciamar a tha a' bhuidhinn a' toirt fàs air ionnsachadh na Gaidhlig?

How is the organisation increasing the learning of Gaelic?

This links to priority "our communities are supported to be fluent and confident speakers" in our Gaelic Language Plan 2018-22.
We are actively engaged in delivering on the national strategy for adult Gaelic learners.

Learning for the public

The CGDO supports:

- Central Library:
  - Community Group Reading Club
  - Community Conversation Class
  - Gaelic Reading Club preschool, supporting Early Years Officer

- Stockbridge Library:
  - U3A Reading Group

- Capital Gaelic:
  - Cofaidh is Cabadaich with Edinburgh University, CnaG and Early Years Officer

- Gaelic Playgroups:
  - Conversation classes and opportunities to learn the language for preschool children/parents/carers, e.g. CGDO led on "Vocabulary for Christmas" at Taobh na Pàirce
  - Summer Engagement Session Reading and Crafts, CGDO supported Early Years Officer August 2023
  - Book bug International Book Festival August 2023

- Gaelic Language classes in the Adult Education Programme:

  January 2023 - March 2023
  - Beginner 12 registered
  - Beginner 14
  - Intermediate 10

  May 23
  - Beginner 14
  - Intermediate 7

  September 23
  - Beginner 12
  - Beginner 16
  - Post Beginner 16
  - Intermediate 11

  Classes are protected against low uptake levels (i.e. less than 12 places filled) through subsidy from Gaelic funding.

Learning for staff Council-wide

One of the aims of our Gaelic Language Plan is to improve the awareness, learning and use of Gaelic across the Council, in line with the objective of improving the visibility of Gaelic and to ensure staff are informed about the Gaelic Plan, history, culture and relevance of Gaelic in Edinburgh.
The CGDO is supporting this in a number of ways:

- Weekly "Lunch and Learn Gaelic" sessions for staff (Council and NLS) and Elected Members with blocks starting in January 2023 and September 2023 (Council, NLS, NMS, NGS x 4 classes per week).

These have been very popular, with staff attending from a wide range of services in the council. Learn Gaelic, Speak Gaelic and Duolingo recommended at these events as online resources for learning Gaelic.

- Elected Members Gaelic Awareness April 2023

These activities have created a positive image and environment for Gaelic among staff.

Teaching in schools

a) Staff language skills and development:

- We have support in place for staff to complete their Gaelic Language in Primary Schools training. We will continue to promote these opportunities to staff for future sessions.
- We operate a full programme of Career-Long Professional Learning (CLPL) input for staff across sectors, with the focus on Gaelic language and fluency and immersive pedagogy.
- TnaP provide financial support for externally delivered courses, as well as allowing time away for assessments and seminars; they are currently delivering bespoke in-house training to all staff. Specific Grant funding supports costs of externally delivered courses.
- Taobh na Pàirce regularly engage in Gaelic skills training:
    - Grammar Professional Learning x2
    - PSA x 1 engaged in Sabhal Mòr Ostaig course
    - Class teacher x1 engaged in Sabhal Mòr Ostaig course
    - Class teacher x1 engaged in SMO MEd – Gaelic Education
    - Class teacher x1 engaged in classroom language learning – in house learning

- GME staff take part in QA, moderation, sharing resources and best practice with GME staff across Scotland.
- Having completed the full-time immersion course last year, funded by Scottish government and BnaG, our GME Music teacher specialist is currently engaging with follow-up Gaelic immersive input and working across JGHS and TnaP
- Staff engage with professional learning opportunities through our global Edinburgh Learns offer to ensure parity of access to high quality provision with staff in English Medium settings. In addition, specific provision for GME staff is available through local and national providers.
- A central focus of CLPL input for staff across sectors, is on Gaelic language and fluency and immersive pedagogy. This is through a blend of accessing opportunities provided by partner organisations and bespoke, in-house engagement activity, designed to meet group and individual needs. External opportunities are funded through school, Scottish Government and grant applications to external sources.

b) Scope and scale of provision

0-3 & Early Years Provision:

- The Early Years GME Development Officer Post was created to improve cohesion and continuity across 0-5 services. The role allows for greater articulation across our services and increased collaboration within the local authority, local communities and with partners and colleagues across Scotland. Work has continued, evolved, and developed, in close partnership with Early Years QIEO/QIEM, school teams, partner providers, the Capital Gaelic Officer and network. This role has increased and enhanced partnerships to improve continuity and progression as families and children transition through the stages of early years provision. This post is funded through Scottish Government and Bòrd na Gàidhlig grants. The significant positive impact this post is having on the quality of our Early Years service is tangible. We are keen to explore possibilities around extending the post beyond the current funding arrangement.
- Numbers attending Croileagan groups continue to increase, with new families joining continuously throughout the year. The groups continue to attract a diverse range of families, many from the local catchment area, with strong representation of bilingual and multilingual learners. Sessions are held in several locations across the city, with a base at Taigh an Dorsair, which opened in September 2023. This space was created as a 'hub' for Early Years and provides a purpose-built space for sessions as well as engagement events and family learning. There is free-flowing indoor/outdoor space that maximizes opportunities for language development and provides a rich environment for our youngest learners. The team are also leading sessions in libraries, in conjunction with our Capital Gaelic Development Officer and Capital Gaelic Network partners. Gaelic classes are now provided for parents of those attending Cròileagan sessions.
- Sgoil-àraich – the nursery class at Bun-sgoil Taobh na Pàirce, is operating with 1140 hours, using a term-time model, in line with the Early Years expansion plan.
- We continue to work in partnership with Òganan, who provide a Partner Provider service and are able to top-up provision so that families can receive their entitlement of 1140 hours of funded Early Learning and Childcare to children and families.

Schools:

- Support for transition within Early Years has been enhanced through the work of the Early Years Development Officer.

- TnaP are delivering GME to 398 and 39 in nursery and host Òganan Dhùn Èideann as a Partner Provider and for Gaelic-medium wraparound-care.
- Our primary team have continued to focus on improving attainment and offering an immersive GME environment. This includes adapting practice to meet increased need in terms of support with Gaelic language, following disruption to learning and limited engagement with Gaelic provoked by the pandemic.
- Pupil Voice groups are well established, with a focus on a range of topics, including language and culture. These groups will be central to wider consultation and subsequent decision making on curriculum reform.
- In line with Edinburgh Learns for Life strategy, both schools have Equalities groups, reflecting current priorities at local authority and national levels and influencing school decision making.
- A renewed focus on partnership work provides curriculum enrichment across sectors. The Capital Gaelic Network is an increasingly significant resource in this respect.
- A Supported Self-Evaluation has been carried out at TnaP by the Quality Improvement Team in collaboration with the HT at Portree Primary School. The findings of this process will inform future improvement planning.
- SG/JGHS has undergone a significant expansion of the GME Secondary provision:
- Recruitment of Gàidhlig teacher has been a huge asset to our team.
- New Gàidhlig teacher works at Bun-sgoil Taobh na Pàirce once a week - strengthening our transition programme

- Support for Learning offered for Gàidhlig and in Gàidhlig for the first time at James Gillespie's High School via the new Gàidhlig teacher - both in small groups and 1:1 during lessons
- Nurture and Support for Learning groups input have been set up at the Darroch Annexe, allowing for equitable provision of support between GME and EME pupils
- Staffing has remained stable and curriculum has been maintained including current offer of 10 out of 16 GME subjects in S1/S2, N5 Modern Studies and History (GME) at S3/4 level and Higher and Advanced Higher Gàidhlig
- GME PE Probation teacher has joined the team and supported the growth of GME sports and extra-curricular events
- Gaelic Choir welcomed back to perform at the Royal Highland Show in June 2023.
- Addition of Gaelic speaking admin officer as part of ongoing school recruitment
- Where possible, Key Adult teachers are also GME, ensuring some pastoral support can be delivered in Gaelic
- External funding secured for sports equipment provision at Darroch Annexe to encourage young people to play sports outdoors and can be used for GME PE
- Working to support Fèis Dhùn Èideann (which is attended by our GME Primary and Secondary students) to run their event in February 2024 by hosting at the Darroch Annexe
- Gaelic language and culture mural being designed by GME Art teacher and GME students at the Darroch Annexe
- Extra-curricular provision has grown - including homework club, History club and dedicated FilmG club
- Higher Gàidhlig pupils linked in with University of Edinburgh Gaelic officer to researched post-school pathways relating to Gaelic
- Project to research Gaelic in Edinburgh underway with students. External funding secured to produce promotional materials with content of research, to be shared at future school events
- JGHS GME hosted a visit from OECD on the theme of *Assessing, documenting, and recognising social and emotional skills in upper secondary education: an overview of practices, approaches, models, and strategies from OECD countries*
- The quality of GME provision was recognized and celebrated nationally when JGHS GME won the National Education Award for GME.

Transitions:

- Support for transition within Early Years has been enhanced through the work of the Early Years Development Officer.
- An enhanced P7-S1 transition programme is in place for pupils to support well-being during the process and into the initial months in secondary. Transition is supported during both P6 and P7 through staff and pupil visits.
- Parents and families have greater opportunities for contact with secondary school staff and information regarding curriculum and learner experience through planned meetings and events.
- Pupil transition documents have been translated into Gaelic and will be shared with C7.

Digital:

- We have secured Scottish Government funding for set up of classrooms in both school settings for use of Esgoil, helping us to increase the amount of Gaelic input available to pupils. The equipment has been installed and while some technical issues remain, we are now able to use successfully and we are contributing to teaching of the E-sgoil national offer (short term cover for E-sgoil teacher).
- Two classrooms will be fitted with equipment to enable Esgoil access at Darroch this session. Funding for this was secured from Scottish Government.
- GME pupils are benefiting from the 1:1 Empowered Learning programme being rolled out across the authority, with all learners from P6 onwards allocated a personal ipad.

Learning Environment:

- Improvements to acoustics at TnaP have notably improved the learning environment and are on-going.
- The Old Janitor's House at TnaP is now complete and being well used by the Early Years team and school groups. This project provides a base for 0-3 services and extends the space available to all learners in the Early Years, including a bespoke space for outdoor learning activities.
- Refurbishment of Darroch Annexe is complete and the GME team and learners have successfully transitioned into the facilities. Further improvements are planned to provide a nurture room and outdoor learning spaces.

d) Recruitment

- TnaP regularly employ people who have an interest in Gaelic, who are perhaps in the early stages of learning, and provide a range of supports to enhance the development of their skills.
- Work is ongoing with key partners, including FE/HE institutions and other local authorities, to develop a programme for career-long professional development which will support recruitment and retention.

A'cur air adhart na Gàidhlig / Promoting Gaelic

Ciamar a tha a' buidhinn a' cur deagh iomhaigh air adhart airson na Gàidhlig?
How is the organisation promoting a positive image of Gaelic?

This links to our priority "Gaelic is visible, encouraged and has a sustainable future within the city of Edinburgh" and our ambition to support the development of a strong and vibrant Gaelic community.

The activities described below reflect our approach to increasing the prominence of Gaelic within schools and across Edinburgh, and our efforts to develop career opportunities and pathways for learners.

Initiatives designed to increase the visibility of Gaelic activity and resources across the city include:

- Gaelic content on the Council web pages with the highest potential reach: Gaelic version of school term: School term dates 2023/24 – The City of Edinburgh Council.
- As in previous years, the Council support Gaelic involvement at The Scottish Storytelling Centre and the Scottish International Storytelling Festival, delivered by TRACS (a Council-funded organisation); Gaelic activity is included in TRACS' year-round programme.

Activities to generate employment using Gaelic include:

- In line with the priorities of Edinburgh Learns for life, we are working alongside colleagues in other City of Edinburgh Council schools and with senior education officers to build on initial work on apprenticeship pathways for GME students. We are working with Capital Gaelic and broader partners to design work placements, which will link with frameworks being set up across City of Edinburgh Council schools to provide models adapted for GME learners.

Partnership approach:

The Capital Gaelic Development Officer, now part funded by Bòrd na Gàidhlig, the National Library of Scotland (NLS), Comunn na Gàidhlig (CnaG), National Museum of Scotland (NMS), National Galleries of Scotland (NGS) and Edinburgh University (EU), started in post in November 2021.

A summary of progress of the Capital Gaelic project to date:

1. A network has been established among leads in key stakeholder organisations (NLS, NMS, NGS, SDS, CEC, Edinburgh University, Scottish Parliament, Bothan, Ionad Gàidhlig Dhun Eideann, CnaG) to shape and share a high-level vision for Gaelic in Edinburgh (e.g., Gaelic belongs to everyone) to

identify opportunities, share knowledge and expertise, and shape a vision for the future of Gaelic in the city. Regular meetings are held with representation from all organisations to discuss progress and next steps.

2. Promoting a positive image of Gaelic by increased its visibility through shared and co-ordinated activities (strengthening networks)
    - Capital Gaelic Facebook page: launched Sept 2022 with all network organisations contributing; daily posts and 516 followers world-wide at December 2023.
    - Community Gaelic Interest Group established involving staff from all network organisations: to give staff opportunity to voice their wishes for moving forward with Gaelic; and an opportunity to meet socially with staff from other organisations with an interest in Gaelic language/culture/music etc; there are currently 26 staff registered with representation from all organisations. Supported by CGDO with regular meetings and a "Gaelic of the week" phrase.
    - Gaelic taster/awareness sessions, NMS/NLS/NGS May/June 2023 4x one hour online
    - Gaelic Trail of Edinburgh, Google Maps: all organisations involved, to be launched 2024.

Developing a programme of Gaelic Events

World Gaelic Week 2023

CGDO with Edinburgh University Officer: preparation and promotion of Edinburgh Gaelic Week programme 2023

Capital Gaelic Network events under Capital Gaelic umbrella: CGDO supported Magic Carpet at Museums with Early Years and Edinburgh University event with University Officer

CGDO supporting Network Organisations:

CGDO with NLS, Taobh na Pàirce, Edinburgh University - John Francis Campbell exhibition "Sgeul" 2023; CGDO:

- led on 3 days of Storytelling workshops with pupils
- supported edit and translation of film for purposes of exhibition and the recording of audio
- interviewed University staff for exhibition film
- Was guest speaker at the launch event, June 2023
- Supported the media Launch at NLS with Taobh na Pàirce pupils; June 2023

CGDO with NLS and Central Library:

- Storytelling for families National Library Week, October 2023

CGDO with NLS, Artist and Irish Consulate:

- Film Event: Calman nan Loch Film/Q&A session with CGDO - an artist's journey into a Gaelic speaking community, September 2023

CGDO with NLS:

- Monthly staff Reading Group

CGDO, NLS, Edinburgh University, Early Years Officer:

- Edinburgh Gaels: Storytelling with CGDO, October 2023
- Stories for Learners: CGDO and Edinburgh University Writer in Residence, October 2023
- Gaelic stories and crafts for 0-5 years, October 2023

CGDO with Comunn nam Pàrant and University Officer:

- Family Event, Cabadaich is ceàird-làimhe, August 2023

CGDO with Local Mòd and National Galleries:

- Regular Gaelic Lunches throughout 2023 held at Portrait Gallery

CGDO with National Galleries:
Audio for "The Sailing of the Emigrant Ship" – William McTaggart 1895

Strengthening connections with schools, supported by the CGDO:

- Sgeul exhibition at NLS supported by engagement with schools and the wider Gaelic community in Edinburgh
- Metagama Drama/James Gillespies High school: CGDO successful funding bid to Gaelic Language Promotion Trust, script written by Elspeth Turner and project start date, November 2023, supported by CnaG Officer
- CGDO, Edinburgh/Glasgow schools, CnaG/Spòrs Gàidhlig: cycle trip supported by funding from Bòrd na Gàidhlig, secured by CGDO
- Gaelic Glossary for NGS led by CGDO, supported by CnaG Officer, with P7 Taobh na Pàirce
- MC at fundraising event for P7, Taobh na Pàirce school trip November 2023
- Pupil voice group "Ar Guth" with pupils from James Gillespie's High School with support from CnaG officer providing an opportunity for senior pupils to voice their views of what they would like Capital Gaelic to achieve
- Collaborative working with Early Years Officers: Book bug/Reading Club/Coffee and Chat sessions
- CGDO support of pre Mòd event at Taobh na Pàirce, September 2023

Promotion of Gaelic in Tourism:

Having become a member of The Gaelic Tourism Implementation Group, Visit Scotland, the CGDO initiated joint work with Invisible Cities (social enterprise with people who have been homeless) to develop Gaelic-related content (the history of Gaelic in Edinburgh and simple phrases) which Guides will incorporate in current tours. The CGDO:

- Led a training session on 9th March 2023 for new guides
- As part of Film project with James Gillespie pupils: Castle to Greyfriars Kirkyard tour with Invisible Cities guide, April 2023

Gaelic Hub

There is longstanding ambition to have a Gaelic Hub for Edinburgh with exhibitions, events and potentially a cafe to showcase and promote the language and heritage.
The CGDO supports Ionad Gàidhlig Dhùn Èideann with their objective to develop plans for a Centre for Gaelic in Edinburgh through membership on the committee, working collaboratively with the newly appointed Ionad Officer, and providing advisory support in identifying opportunities to attend various Gaelic Community events/workshops to raise the status of the Ionad.
During Seachdain na Gàidhlig Week 2024, a *pop-up Ionad* project will be led by both officers and run jointly by Ionad Gàidhlig Dhùn Èideann and Capital Gaelic. The project aims to provide a glimpse of an Edinburgh Gaelic Hub of the future by:

- providing an opportunity for different organisations in the city and groups from the Edinburgh Gaelic community to run activities which will enhance engagement in Gaelic, raising awareness of

the range of activities being run through Gaelic in Edinburgh and creating a Gaelic-speaking space where the language will be spoken and heard in a natural social environment

- promoting engagement between Gaelic groups and enhancing the sense of a Gaelic community in the city.

Fiosrachadh dearcnachaidh eile
Other monitoring information

A' brosnachadh Foghlam Gàidhlig
Promotion of Gaelic Education

Chan fheum ach Ùghdarrasan Ionadail seo a lìonadh a-steach
For Local Authorities only to complete

Fo Earrainn 15 de dh'Achd an Fhoghlaim (Alba) 2016, feumaidh ùghdarrasan ionadail aig a bheil foghlam Gàidhlig anns an sgìre aca seo a shanasachd ann an dòigh iomchaidh. Feumaidh gach ùghdarras ionadail sanasachd a dhèanamh air na còraichean a th' aig pàrantan gus tagradh a dhèanamh airson foghlam Gàidhlig aig ìre na bun-sgoile agus foghlam luchd-ionnsachaidh na Gàidhlig a stèidheachadh. Ciamar a tha sibh a' coileanadh an dleastanais seo?
Under Section 15 of the Education (Scotland) Act 2016, local authorities which already provide Gaelic education in their area must take reasonable steps to promote this. All local authorities must take reasonable steps to promote the rights which parents have under the Act to make a request for Gaelic Medium Primary Education and the potential provision of Gaelic Learner Education. Could you tell us how you are undertaking this?

We do this by providing information on provision and the application process, and through direct contact with interested parents:

- The Council's public website includes a section on Gaelic in schools, which gives details of how to apply for a place in the GME primary school, Bun-sgoil Taobh na Pàirce (TnaP).
- Within the TnaP school setting, we meet regularly with parents who have an interest in Gaelic Medium Education. Examples include regular open afternoons for prospective nursery parents, one to one meetings with prospective parents, well planned- enrolment week, with open day, in November.

Pàrantan Corporra
Corporate Parenting

Chan fheum ach Pàrantan Chorporra seo a lìonadh a-steach
For Corporate Parents only to complete

Am b' urrainn dhuibh dàta a thoirt dhuinn air an àireimh de dhaoine òga le Gàidhlig a tha, no a tha air a bhith, fo chùram a tha clàraichte leis an Ùghdarras.
Please provide data on the number of Gaelic-speaking care experienced young people registered with the Authority.

1 (Taobh na Pàirce).

Am b' urrainn dhuibh fiosrachadh a thoirt dhuinn air tachartasan no cothroman a tha sibh a' cur air dòigh airson daoine òga le Gàidhlig a tha, no a tha air a bhith, fo chùram a tha clàraichte leis an Ùghdarras. Please provide information on activities or opportunities you provide for Gaelic- speaking care experienced young people.
At JGHS, we have developed a team of staff with a specific role to ensure that care experienced pupils receive targeted support. One of our GME staff is part of this team thus ensuring that positive relationships developed in the classroom are built upon. Through a range of partnerships and fund-raising schemes, consistent with SG and CEC expectations, all pupils at JGHS have full and equitable access to the extensive range of extra-curricular activities. At TnaP a nurture group is offered to care experienced pupil.
Co-ionannachd Equalities Bu chòir don a h-uile buidheann seo a lìonadh a-steach For all organisations to complete
An do chomharraich an t-ùghdarras poblach agaibh cùisean sònraichte sam bith co-cheangailte ri co-ionannachd chothroman a thaobh leasachadh na Gàidhlig? Has your public authority identified any particular issues relating to equality of opportunity with regard to the development of Gaelic language?
• Every request for a place in one of the Gaelic schools has been met (i.e. there is no unmet need). • The work in the primary school to embed the school in the community is resulting in an increasing number of pupils with local post-codes being enrolled in GME and so broadening the profile of the school community in terms of the population served, e.g. SIMD and ethnicity. • The main challenge has been in securing teaching capacity, to ensure that GME is available across as wide a spectrum of learning as possible. As noted above, we have developed a recruitment strategy to help to address this.
A bheil poileasaidhean, modhan-obrach no dòighean-obrach sam bith co-cheangailte ri co- ionannachd a chaidh a chur an gnìomh leis an ùghdarras phoblach agaibh, no a tha gan cur an gnìomh an-dràsta, a bhuineas ri bhith a' cur co-ionannachd chothroman air adhart an lùib leasachadh na Gàidhlig? An inns sibh dhuinn mun deidhinn? Are there any equalities policies, procedures or measures that have been implemented by your public authority, or are in the process of being implemented, that are relevant to advancing the equality of opportunity in the development of Gaelic language? Can you tell us about them?
Our key actions which are designed to advance equality of opportunity are as follows: • Pupil Voice groups are established, with a focus on a range of topics, including language and culture. In line with Edinburgh Learns for Life strategy, both schools have Equalities groups, reflecting current priorities at local authority and national levels.

A bheil eisimpleirean ann de cheumannan sònraichte a ghabh sibh gus piseach a thoirt air in- ghabhail agus com-pàirteachas a tha air obrachadh gu sònraichte math a thaobh leasachadh na Gàidhlig taobh a-staigh an ùghdarrais phoblaich agaibh? An inns sibh dhuinn nam biodh sibh toilichte nan sgaoileadh Bòrd na Gàidhlig na h-eisimpleirean agaibh agus nan dèanamaid sanasachd orra. Are there examples of implementing specific measures to improve inclusivity or engagement that have worked particularly well regarding Gaelic language development for your public authority? Please indicate if you would be happy for Bòrd na Gàidhlig to share and promote the examples provided.
Schools: Taobh na Pàirce: In addition to our focus on closing the attainment gap, staff make every effort to include pupils from all backgrounds in extra-curricular activities. Strategies include budgeting to allow pupils from low-income backgrounds to take part in trips at a reduced cost, or free of charge. This has been key in allowing pupils from varying demographics to have the opportunity to use their Gaelic in a social environment, as well as in the classroom. In partnership with the parent council, Taobh na Pàirce have established an inclusion fund which is ring-fenced to support learners who might need support in accessing particular items for school, extra-curricular activity etc.

Amasan airson Seirbhisean Corporra	Corporate Service Aims	
Àrd Phrionnsabalan	Overarching Principles	
1. Spèis Cho-ionann A h-uile gealladh anns a' phlana Ghàidhlig air a lìbhrigeadh dhan aon ìre anns a' Ghàidhlig agus anns a' Bheurla.	**Equal Respect** Gaelic language plan commitments delivered to an equal standard in both Gaelic and English. **Narrative** The commitments in the report are structured around three strategic aims, and implementation is overseen by the Gaelic Implementation Group, a formal working group of the Council. This is the same implementation process used for all Council plans. A new Gaelic Learning Board was introduced during 2022 and oversees Gaelic Education.	Rated green
2. Cothroman Follaiseach Gnìomhan practaigeach gus dèanamh cinnteach gu bheil fios aig luchd-obrach na buidhne agus am poball daonnan air na cothroman a th' ann gus Gàidhlig a chleachdadh leis an ùghdarras phoblach.	**Active Offer** Practical measures to ensure that staff and public are kept regularly informed of all opportunities that exist to use Gaelic in relation to the work of the public authority. **Narrative** This is well embedded in Education and has now been extended to libraries and museums – see detail in the main report. Information has been enhanced during 2022 through the Capital Gaelic project Facebook page.	Rated green
3. Treas Phàrtaidhean A' dearbhadh gum bi ALEOs agus cunnradairean eile ag obair gus plana Gàidhlig an ùghdarrais phoblaich a chur an gnìomh.	**Third Parties** Ensure that Arm's Length Executive Organisations and other contractors help with the delivery of the public authority Gaelic language plan. **Narrative** *Progress has been made with Edinburgh Leisure through the rebuilding of Meadowbank stadium, which includes a bilingual signage (English/Gaelic) on the external building.* *Edinburgh Trams include Gaelic translation of all stop signs on their website.*	Rated amber

	All Strategic Partners in receipt of third part grants continued to be signposted to the Gaelic Implementation plan via a specific service condition in relation to their 3yr in principle Funding Agreement requirements.	
4. Gàidhlig na nì àbhaisteach Geallaidhean bhon phlana Ghàidhlig air an gabhail a- steach ann an structaran an ùghdarrais phoblaich tro thìde, le sgrùdadh cunbhalach airson cothroman a chomharrachadh taobh a-staigh bhuidseatan stèidhichte gus Gàidhlig a thoirt air adhart.	**Normalisation** Gaelic plan commitments are normalised within the structures of the public authority over time, with opportunities to grow Gaelic within existing budgets constantly assessed. **Narrative** The Council's Policy and Sustainability Committee, the Gaelic Implementation Group and the Officer Group are the relevant elements of the decision-making structure within the Council.	Rated amber
5. Pàrantan Corporra Gu bheilear mothachail air na dleastanasan a th' ann mar Phàrant Corporra gum bi a h-uile pàiste is neach òg fo chùram no a b' àbhaist a bhith fo chùram le Gàidhlig a' faighinn na h-aon cothroman 's a tha clann le cànain eile.	**Corporate Parenting** That the authority is aware of the duties of a Corporate Parent to ensure that looked after children and young people and care leavers with Gaelic receive the same opportunities as those with other languages. **Narrative** This would be considered as part of the assessment and support planning for the young person.	Rated green

Inbhe	Status	
6. Suaicheantas Ag amas air suaicheantas corporra anns a' Ghàidhlig agus anns a' Bheurla a chruthachadh nuair a thig a' chiad chothrom agus mar phàirt den phròiseas ùrachaidh. Bu chòir an aon ìre follaiseachd a bhith ann airson an dà chànain san t-suaicheantas.	**Logo** Aim to render the corporate logo in both Gaelic and English at the first opportunity and as part of any renewal process. The logo should demonstrate equal prominence for both languages. **Narrative** We have committed to doing this in our GLP but there is no renewal planned at present	Rated green
7. Soidhnichean Prìomh shoidhnichean air an dèanamh dà-chànanach nuair a thathar gan ùrachadh.	**Signage** Prominent signage will include Gaelic and English as part of any renewal process. **Narrative** See section 1 for a description of the range of formats introduced	Rated green: see above (section 1)

Conaltradh leis a' phoball	Communicating with the public	
8. Adhartachadh A' toirt teachdaireachd bhrosnachail seachad gum bithear daonnan a' cur fàilte air conaltradh a nì am mòr-shluagh ris an ùghdarras ann an Gàidhlig.	**Promotion** Positive message that communication from the public in Gaelic is always welcome. **Narrative** This is well-embedded in the Gaelic schools, where it is most relevant; and several Corporate staff use the BnG "happy to communicate" footer on emails	Rated green: see above (section 1)
9. Conaltradh sgrìobhte Bithear daonnan a' gabhail ri conaltradh sgrìobhte ann an Gàidhlig (litrichean, puist-d agus na meadhanan sòisealta) agus thèid freagairtean Gàidhlig a thoirt seachad a rèir a' phoileasaidh choitchinn.	**Written Communication** Written communication in Gaelic is always accepted (post, email and social media) and replies will be provided in Gaelic in accordance with the general policy.	Rated green: see above (section 1)
10. Ionad-fàilte agus am fòn Nuair as urrainn do luchd-obrach le Gàidhlig an t-seirbheis seo a thoirt seachad, gheibh iad taic airson sin a dhèanamh, agus thèid sanasachd a dhèanamh air an t-seirbheis am measg a' mhòr-shluaigh.	**Reception and phone** Where Gaelic speaking staff are capable of providing this service, they are supported to do so and the service is promoted to the public.	Rated green: see above (section 1)
11. Coinneamhan Thèid coimhead gu cunbhalach air na cothroman a th' ann gus coinneamhan poblach a chumail gu dà-chànanach no ann an Gàidhlig, agus thèid sanasachd a dhèanamh orra.	**Public meetings** Opportunities to hold public meetings bilingually or in Gaelic are regularly explored and promoted. **Narrative** Opportunities tend to relate to school events; translation resources would be required	Rated amber

Fiosrachadh	Information	
12. Fiosan-naidheachd Prìomh fhiosan-naidheachd agus fiosan-naidheachd mu dheidhinn na Gàidhlig air an cuairteachadh sa Ghàidhlig agus sa Beurla.	**News releases** High profile news releases and all news releases related to Gaelic are circulated in both Gaelic and English. **Narrative** News releases related to Gaelic are routinely issued in both languages	Rated amber
13. Na Meadhanan sòisealta Thèid susbaint Ghàidhlig a sgaoileadh gu cunbhalach sna meadhanan sòisealta, agus sin a rèir an uiread luchd-cleachdaidh Gàidhlig a th' ann agus a dh'fhaodadh a bhith ann.	**Social Media** Gaelic content distributed regularly through social media, guided by the level of actual and potential users **Narrative** The CGDO has enabled a significant increase in social media presence. Early Years Services regularly distribute information in Gaelic through multiple social media platforms.	Rated green
14. An Làrach-lìn Bu chòir susbaint Ghàidhlig a bhith ri faotainn air làrach-lìn an ùghdarrais phoblaich, agus prìomhachas ga thoirt do na duilleagan a dh'fhaodadh an àireamh as motha de dhaoine a tharraing.	**Website** Gaelic content should be available on the public authority's website, with emphasis given to the pages with the highest potential reach. **Narrative** Gaelic version of school term dates.	Rated green
15. Foillsichidhean Corporra Thèid an ullachadh ann an Gàidhlig is Beurla, agus prìomhachas ga thoirt don fheadhainn a dh'fhaodadh an àireamh as motha de dhaoine a leughadh.	**Corporate Publications** Produced in Gaelic and English, with priority given to those with the highest potential reach.	Rated amber
16. Tairbhe a' Chànain Bidh pròiseas ann gus dèanamh cinnteach gu bheil a' Ghàidhlig a gheibhear san fhiosrachadh chorporra uile aig deagh ìre agus gun gabh a tuigsinn	**Language Utility** A process is in place to ensure that the quality and accessibility of Gaelic language in all corporate information is high.	Rated green
17. Taisbeanaidhean Bu chòir beachdachadh gu cunbhalach air cothroman gus taisbeanaidhean poblach a shealltainn gu dà-chànanach no ann an Gàidhlig, le prìomhachas ga thoirt don fheadhainn a dh'fhaodadh a'	**Exhibitions** Opportunities to deliver public exhibitions bilingually or in Gaelic should be explored on a regular basis, with priority given to those with the highest potential impact. **Narrative**	Rated green

bhuaidh as motha a thoirt air cùisean.	See above in sections on promoting and using Gaelic	

Luchd-obrach	Staff	
18. Sgrùdadh air sgilean Thèid sgrùdadh a dhèanamh air sgilean Gàidhlig an luchd-obrach agus na feumalachdan trèanaidh aca a thaobh Gàidhlig rè ùine gach plana.	**Internal audit** Conduct an internal audit of Gaelic skills and training needs through the life of each plan. **Narrative** Staff survey undertaken November 2020 (see section 1 above)	Rated green
19. Fiosrachadh Inntrigidh Bidh fiosrachadh mu Phlana Gàidhlig an ùghdarrais phoblaich mar phàirt den fhiosrachadh inntrigidh a gheibh luchd-obrach ùr.	**Induction** Knowledge of the public authority's Gaelic language plan included in new staff inductions **Narrative** Introduced in March 2019	Rated green
20. Trèanadh cànain Thèid cothroman trèanaidh is leasachaidh airson sgilean Gàidhlig a thabhann don luchd-obrach, gu h-àraidh mar thaic do bhith a' coileanadh Plana Gàidhlig an ùghdarrais phoblaich.	**Language training** Gaelic language skills training and development offered to staff, particularly in relation to implementing the public authority's Gaelic language plan. **Narrative** See section 2 above	Rated green
21. Trèanadh le Fiosrachadh mun Ghàidhlig Trèanadh le fiosrachadh mun Ghàidhlig, le prìomhachas air luchd-obrach aig àrd ìre, luchd co-dhùnaidh eile agus luchd-obrach air a bheil dleastanas a bhith a' conaltradh leis a' mhòr-shluagh.	**Awareness training** Gaelic awareness training offered, with priority given to senior staff, other key decision makers and staff dealing directly with the public. **Narrative** See above section 2 for the extensive range of activities underway, which are open to all groups of staff.	Rated green
22. Fastadh A' toirt aithne do is a' cur sùim ann an sgilean Gàidhlig an lùib nam pròiseasan fastaidh air feadh an ùghdarrais phoblaich.	**Recruitment** Recognising and respecting Gaelic skills within the recruitment process throughout the authority **Narrative** As per standard recruitment process re essential and desirable knowledge, skills and experience.	Rated green
23. Fastadh Bidh Gàidhlig air a h-ainmeachadh mar sgil riatanach agus / no a tha na buannachd ann an tuairisgeulan obrach gus cuideachadh le bhith a' cur a' Phlana Ghàidhlig an gnìomh agus a rèir an stiùiridh bho Bhòrd na	**Recruitment** Gaelic named as an essential and / or desirable skill in job descriptions in order to deliver the Gaelic language plan and in accordance with the Bòrd na Gàidhlig recruitment advice.	Rated green

Gàidhlig airson luchd-obrach fhastadh.	**Narrative** As per standard recruitment process re essential and desirable knowledge, skills and experience.	
24. Fastadh Bidh sanasan-obrach dà-chànanach ann no ann an Gàidhlig a-mhàin airson a h-uile dreuchd far a bheil Gàidhlig na sgil riatanach.	Recruitment Bilingual or Gaelic only job adverts for all posts where Gaelic is an essential skill. **Narrative** As per standard recruitment process re essential and desirable knowledge, skills and experience.	Rated green
Corpas na Gàidhlig	**Gaelic Language Corpus**	
25. **Gnàthachas Litreachaidh na Gàidhlig** Thèid cumail ris an tionndadh as ùire de Ghnàthachas Litreachaidh na Gàidhlig anns na stuthan sgrìobhaidh uile a thèid fhoillseachadh leis an ùghdarras phoblach.	**Gaelic Orthographic Conventions** The most recent Gaelic Orthographic Conventions will be followed in relation to all written materials produced by the public authority. **Narrative** Relevant written materials comply.	Rated green
26. **Ainmean-àite** Iarrar agus gabhar ri comhairle bho Ainmean-Àite na h-Alba air ainmean-àite Gàidhlig.	**Place names** Gaelic place name advice from Ainmean-Àite na h-Alba is sought and used. **Narrative** Advice sought but cost prohibitive (£30 per name)	Rated amber

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Policy and Sustainability Committee

10am, Tuesday, 12 March 2024

Budget engagement programme 2024-26

Executive/routine
Wards **All**

1. Recommendations

1.1 Committee approves the launch of phase one of the budget engagement programme.

Dr Deborah Smart

Executive Director Corporate Services

Contact: David Porteous, Strategy Manager (Insight)

E-mail: david.porteous@edinburgh.gov.uk | Tel: 0131 529 7127

Report

Budget engagement programme

2. Executive Summary

2.1 This report outlines the proposal for public engagement on Council spending and priorities for 2024/25 and 2025/26.

2.2 This report seeks approval to begin phase one of the engagement, with future phases to be signed off through subsequent reports.

3. Background

3.1 The City of Edinburgh Council continues to face high and growing demand for services which exceeds the funding available to provide those services. The Council continues to work to deliver services more efficiently, and works with partner organisations to make best use of all the resources available in the city to tackle poverty and climate change, and make Edinburgh a good place to live.

3.2 It is important that the views and priorities of Edinburgh's diverse residents are included in the process of setting our annual budget, and planning for the future. The Council seeks to use different, innovative approaches to engage residents and encourage their participation.

3.3 The Council has previously engaged on its budget through a range of methods, but most recently engaged through:

- 2020/21's "2021-24 Council Budget Engagement" intended to support decisions over a three-year period, with a particular focus on post-pandemic recovery. All responses to the engagement were published in a searchable format. Due to concerns about the pandemic, only online engagement took place for this engagement activity, however a joint survey with NHS Lothian was commissioned to explore experience of services during the pandemic, and this was performed by telephone. A special report – Budget Insights 2020 was prepared for members which summarised all relevant sources of resident feedback;
- 2018/19's "Planning for Change, Delivering Services 2019-23" engagement which supported the creation of the Business Plan and agreement of the 2019/20 budget. This engagement included use of an interactive budget planner

which allowed residents to adjust spending on individual services to balance the budget, showing the implications of spending decisions. This engagement also included a group discussion tool which allowed similar decisions to be made in a face-to-face setting.

3.4 In terms of how other Scottish local authorities engage on their budget:

- Glasgow City Council do not appear to have had any engagement activity for their budget in financial years 2022/23 or 2023/24;
- Aberdeen City Council launched a two-phase engagement in July 2023, the first phase includes broad engagement on priorities and the second deals with more detailed discussions about budget savings. Similar to Edinburgh's proposed approach, phase one involved both online and in-person, drop-in activity;
- Dundee City Council launched a budget engagement in September 2023 which closed in November 2023. This engagement appears to have been only through online survey.
- East, Mid- and West Lothian authorities have engaged on their budget within the last three years, but did not engage every year. Their engagement appears to have been only through online surveys.

4. Main report

4.1 This report proposes the following programme of engagement on budget priorities and related issues:

Phase one

4.2 Launching Tuesday, 2 April 2024 and closing Sunday 28 July 2024 – open for 16 weeks.

4.3 As part of phase one, the Council will communicate its overall budget position and strategic priorities to residents, setting out what the Council seeks to achieve for Edinburgh. This information will emphasise that future rounds of budget setting will seek to: change the way services are provided to create efficiencies that can be reinvested into meeting our priorities; save money overall through reducing operational costs; and may, in some cases, reduce the services provided. Within these constraints, residents can shape service delivery and influence long-term priorities.

4.4 Edinburgh residents will be encouraged to answer a small number of questions and provide voluntary demographics to allow us to track who is participating. As part of this response, residents will be able to geographically tag their comments to a specific location. Online, this will be through the Consultation Hub, and in-person this will be on a large map of the city.

4.5 The proposed questions are:

- What is going on in your neighbourhood that the Council should pay more attention to?
- Where do you think the Council has done well in the last year? This could be about anything the Council does, including a service, a project, or an individual employee.
- What ideas do you have for how the Council could save money?
- In order to save money, what service that you receive could the Council reduce or stop providing?

4.6 Throughout the engagement period, drop-in sessions will take place in libraries and community centres to encourage people to pin information to maps. Additional outreach, including targeted drop-in sessions, would be conducted over the engagement period to include groups who are not responding to the online survey.

4.7 Elected members will be provided with a list of dates and times when drop-ins will take place in their locality and asked to promote these through their own social media. Trade Union representatives will be briefed on the budget engagement approach and asked to encourage Council colleagues to participate.

4.8 Where residents raise issues that can be addressed through existing systems and services, these will be dealt with normally, but feedback on the issue will be recorded as part of the budget engagement.

4.9 Officers will explore how members casework system can also provide input to the budget engagement process.

4.10 Council colleagues will be invited to participate where they are also Edinburgh residents, and reflect on their experiences as residents. As in previous years, whether someone is a Council employee will be captured as part of the online survey. Non-residents will be able to take part in the phase one engagement, but will be recorded and reported separately.

4.11 Phase one engagement will be supported by a communications campaign, including in-street lamppost wraps and digital advertising.

4.12 Phase one will target a minimum of 1,500 responses, which is realistic based on previous budget engagement exercises.

4.13 Results from phase one will be reported to committee alongside more detailed proposals for phase two. Results will also be reported to Trade Unions. These results will show what priorities residents expressed, where we are seen as succeeding, public suggestions for change, and any problems resolved through normal systems. Results will be communicated internally to the Senior Leadership Team and Council Leadership Team to assist with the preparation of budget options.

Phase two

4.14 Launching in autumn 2024, subject to approval by Policy and Sustainability Committee.

4.15 A series of focus groups (estimated 14) will be conducted on subjects which were either raised by residents during phase one or are felt to be essential for discussion. The list of focus group subjects will form part of the phase two approval report.

4.16 In outline, the focus groups will address:

- Definition of the problem;
- Definitions of success where 1) there are no limits on resources; and 2) resources are very constrained;
- How residents should be kept informed of progress

4.17 Edinburgh residents who participated in phase one, and expressed an interest in taking part in further engagement, will be randomly selected for invitation to participate in the phase two focus groups. Depending on the subjects discussed, it may be necessary to invite additional residents or representatives to participate to ensure appropriate inclusion.

4.18 All participants will be offered a £40 flat fee remuneration to incentivise their participation and cover minor travel costs. Further participation funding will be available for residents who would incur additional expenses through their participation – for example: caring responsibilities; special travel; accompanied attendance. Residents selected for focus groups will be informed of this funding and encouraged to request it where it is needed.

4.19 Elected members will be invited to participate in similar workshops exclusively for them, addressing their experiences. The focus of those groups will be determined as part of the phase one reporting.

4.20 Officers from relevant services will be invited to participate in workshops that relate to their services and outputs of workshops will be shared directly with relevant services as they become available.

4.21 Results from phase two will be reported to committee alongside more detailed proposals for phase three.

Phase three

4.22 Launching in spring 2025, subject to approval by Policy and Sustainability Committee.

4.23 A series of workshops held with Council colleagues, Trade Union representatives, and representatives of partner organisations looking at problems and solutions identified from phase two, with a particular focus on complex issues that require multi-agency cooperation.

4.24 Outputs from phase two will be shared through online discussion forums, enabling all residents to see progress and actions, and to contribute to the detailed discussions happening as part of phase three.

4.25 Results from phase three will be reported to committee as part of a final engagement summary report along with any relevant action planning, next steps, and public communications.

5. Next Steps

5.1 The Council will launch phase one of the budget engagement on Tuesday 2 April 2024.

5.2 Phase one results on approvals for phase two will be presented to committee in autumn 2024.

6. Financial impact

6.1 It is estimated that this activity will require a budget of £58,600. This includes:

- £20,000 software costs for two years, for geospatial and online discussion forum
- £20,000 communications costs to be split between phase one and phase three
- £14,000 workshops with public, remuneration and additional participation costs
- £4,000 workshops with partners
- £600 printed materials

6.2 It is estimated that these costs would fall approximately 60% in 2024/25 and 40% in 2025/26. Financial impact will be updated as part of subsequent reports.

7. Equality and Poverty Impact

7.1 As the budget engagement does not relate to any developed plans, no impact assessment can be conducted. However, the work will seek to be inclusive with regard the Council's duties and to enhance equality through diverse and inclusive participation.

8. Climate and Nature Emergency Implications

None

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

9.1 As a high-profile engagement activity, failure to effectively involve, act, and report back to residents could have negative impacts on the Council's reputation, resulting in worsening participation in all future consultation and engagement activity. This risk will be managed by the Policy & Insight Team.

10. Background reading

10.1 Budget Insights 2020 – a report summarising resident views from a range of sources including the Capital Residents Survey 2020.

10.2 2021-24 Budget Engagement Responses (redacted) – the full responses from participants to the 2020 budget engagement activity with personal identifying information removed.

11. Appendices

None.

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Policy and Sustainability Committee

10am, Tuesday, 12 March 2024

Equality and Diversity Framework – March 2024 Update

Executive/routine
Wards

1. Recommendations

1.1 It is recommended that Committee:

1.1.1 Agrees the third annual progress report against the Council's Equality and Diversity Framework which was approved in April 2021.

1.1.2 Notes that this annual reporting goes beyond the statutory requirement to report progress on a two yearly cycle.

1.1.3 Notes the proposed plan to refresh this work to guide Council actions following the end of the existing framework.

Dr. Deborah Smart,

Executive Director, Corporate Services

Contact: Julia Sproul, Senior Policy and Insight Officer, Communities Team

E-mail: Julia.sproul@edinburgh.gov.uk

Report

Equality and Diversity Framework – March 2024 Update

2. Executive Summary

2.1 This report provides the third annual overview on delivery of the Council's Equality and Diversity Framework (2021–2025) which was approved in April 2021. The report also provides an overview of the steps to develop the new Equality and Diversity Framework, 2025–2029.

3. Background

3.1 The Equality and Diversity Framework 2021-2025 was approved by the Policy and Sustainability Committee in April 2021, and contributes to meeting our duties as set out in the Equality Act 2010 and associated Scottish regulations.

3.2 The framework sets out how we meet our specific duties to:

- 3.2.1 gather and consider evidence;
- 3.2.2 involve those who share protected characteristics;
- 3.2.3 publish equality outcomes;
- 3.2.4 mainstream the equality duty;
- 3.2.5 undertake impact assessment;
- 3.2.6 consider award criteria and conditions in procurement;
- 3.2.7 gather and use employee information;
- 3.2.8 publish gender pay gap; and
- 3.2.9 equal pay statements and publish progress biennially (in a way that is accessible).

3.3 While there is a statutory duty to report on progress with implementation of these duties every two years, the Council has chosen to report on our equality outcomes on an annual basis.

4. Main report

4.1 Activity on delivery of the outcomes identified in the current Equality and Diversity Framework has continued during 2023/2024. Appendix one provides details of the activities carried out, which include:

4.1.1 Work to support families at risk of poverty in Edinburgh through employability, income maximisation and help to manage the rising cost of living. During the latest full year for which data is available Council funded employability programmes supported 696 lone parents, 87 families with a mother under 25; 46 families with a child aged under one year; 157 large families; 1,085 families with a disabled parent; and 1,206 minority ethnic families into work or learning.

4.1.2 Justice Services staff use an individualised approach of assessment to tailor services to meet needs. For example, the Peer Support Service was launched this year to proactively support women who are victims of domestic abuse.

4.1.3 The Travel Service provides transport for eligible Edinburgh based passengers to Scottish prisons to visit their loved ones, overcoming the barriers experienced due to cost, age and/or disability, infirmity, and the challenge of transporting children on multi-stage journeys. Over April to September 2023, 108 people used the service ensuring contact and relationships with family and friends is maintained supporting good mental health and wellbeing as well as being a motivator to desistance.

4.1.4 Community Pantries have also been set up to provide a variety of affordable chilled and fresh foods and support to our most vulnerable citizens across a range of protected characteristics. Over April to September 2023 747 people accessed this support. Monitoring reports demonstrate that this service is positively received, for example “I am claiming Universal Credit, but I am paying off various debts by monthly instalments plus DWP deductions. Anything that helps me make my benefits last is much appreciated.”

4.1.5 Our Museums, Galleries Edinburgh Team support the independent Implementation Group which oversees delivery of the Edinburgh Slavery and Colonial Legacy Review Report recommendations. We also continue to embed equality objectives in policy review and ensure our exhibitions and public programme actively feature artists, contributors or themes celebrating the creative contributions of BAME people.

4.1.6 Implementing the 20-minute neighbourhood concept via regeneration, community hubs and design of new schools is supporting community needs to be met locally. Our Corporate Property Strategy complements this with aims to improve the accessibility of Council buildings. Funding is secured and audits of the estate have already begun. The Spatial Design Team are also

working with HR to develop a ‘reasonable adjustments requests’ process to assist with furniture and adaptations of space.

4.1.7 Digital inclusion has widened access to devices, particularly for children and young people but also for others without access at home. We have introduced a wide range of online services and created a new Intranet External Gateway. Support has also been put in place for those who need to develop digital literacy skills.

4.1.8 The online application form to access social housing aims to reduce barriers, particularly for older people and disabled people. The work has been informed by the Accessible Housing Study and staff are available to support online application, with paper application still available where preferred.

4.1.9 We have supported implementation of the strengthened procedure for preventing and responding to bullying and prejudice amongst children and young people, with a focus on strengthening communication with pupils on how to report incidents and what will happen when incidents are reported and on consistency of recording. We have also created and published a parent-carer leaflet on bullying and prejudice.

4.1.10 Pay gap data analysis, inclusive leadership practice, Active Bystander and other training all contribute to our work to provide an inclusive workplace culture. Joining Stonewall Workplace Equality Index and Champions Programme this year will strengthen our work in this area while we continue to explore ways in which we can improve the reporting of prejudiced-based incidents and support our equality staff networks.

4.2 Wider equalities work has taken place alongside delivery of the Equality and Diversity Framework 2021-2025. The Officer Equality Working Group and Member Equality Working Group have been established to ensure robust strategic oversight and engagement. A number of relevant motions have been responded to and some of this work will continue into 2024. For example, actions arising from the Gender Recognition, Islamophobia and Pride motions will be mainstreamed into our equalities work programme.

5. Next Steps

5.1 Progress will continue to be monitored with the final report on the Equality and Diversity Framework to be presented to the Policy and Sustainability in Spring 2025.

5.2 Alongside this, work will be carried out to develop our new Framework required for 2025/29. A key step to inform this process is a mapping exercise currently underway to better understand the equality and diversity landscape across services within the organisation. Findings of this will be reported to Council in Spring 2024.

5.3 The above work, together with the new Framework development, is being led by the Officer Equality Working Group and will be overseen by the Member Equality

Working Group. Additional resource has been secured to support this work, with a new Lead Officer post within the Communities Team.

5.4 Whilst the specific project plan is to be developed, it will include a programme of engagement at key stages with:

5.4.1 elected members;

5.4.2 Council services;

5.4.3 equality staff networks;

5.4.4 people and groups with protected characteristics;

5.4.5 the public; and

5.4.6 other relevant partners e.g. members of the Equality Partnership Group, comprising equalities officers from surrounding local authorities and Health and Social Care Partnerships.

5.5 This process will aim to develop a new Framework which shifts the culture of the organisation beyond compliance to better embed equality as our way of working. A key issue for consideration within this will be developing a mechanism, through the use of metrics and milestones, to evaluate our success more effectively.

5.6 The new Equality and Diversity Framework will be presented to the Policy and Sustainability Committee in Spring 2025.

6. Financial impact

6.1 Implementation of the Equality and Diversity Framework, including all Equality Outcomes, is resourced from existing budgets.

7. Equality and Poverty Impact

7.1 The current Framework is designed to show how we meet our specific equality duties under The Equality Act 2010 and the specific equality duties have been created to support implementation of our Public Sector Equality Duties. The current Framework 2021-2025 also supports the End Poverty Edinburgh Plan and human rights.

7.2 An Integrated Impact Assessment was undertaken when the Framework was developed. It was then reviewed when the 2 year Interim Progress report was produced in 2023.

7.3 A new Integrated Impact Assessment will be undertaken and shared alongside the Equality and Diversity Framework 2025/2029.

8. Climate and Nature Emergency Implications

8.1 The City of Edinburgh Council has statutory duties relating to climate emissions and biodiversity. The Council declared a Climate Emergency in 2019, committed to work towards a target of net zero emissions by 2030 and embedded this as a core priority of the Council Business Plan 2023-27. The Council also declared a Nature Emergency in 2023.

8.2 Advancing equality and improving sustainability are intertwined and work described in this report progresses both. For example, the 20 minute neighbourhood should improve climate emissions, the environment and accessibility for disabled and older people.

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

9.1 Engagement and consultation took place when the Framework was developed. On-going engagement with stakeholders has continued throughout the Framework's implementation, some of which is described in the report. Latterly, we have also worked closely with our recently established Officers Equality Working Group and Elected Members Equality Working Group.

10. Background reading/external references

10.1 In relation to Equality Outcomes:

10.2 End Poverty in Edinburgh Annual Progress Report, 2022-23

10.3 an update on work of the Museums Decolonisation Working Group, Culture and Communities Committee Report, 7 December 2023

10.4 Delivering the 20 minute Neighbourhood Strategy Update report, to Culture and Communities Committee, 10 August 2023

10.5 We provide a "Quarterly Status Update – Digital Services" report to the Governance, Risk and Best Value Committee every three months.

10.6 Promoting Equality report to Education, Children and Families Committee, 23 January 2024

10.7 Pay Gap report to Policy and Sustainability Committee 24 October 2023

10.8 Policy Statement on Equal pay to Policy and Sustainability Committee 24 October 2023

10.9 Diversity and Inclusion Strategy Update report to Policy and Sustainability Committee 24 October 2023

10.10 Previous reports on the Equality and Diversity Framework 21-25:

10.11 ‘Equality and Diversity Framework 21-25’ and report to Policy and Sustainability Committee 20 April 21

10.12 ‘Equality and Diversity Framework 12-month update’ report to Policy and Sustainability Committee 29 March 22

10.13 ‘Equality and Diversity Framework 2021-2025: Equality Outcomes and Mainstreaming Interim Progress Report’ statutory report to Policy and Sustainability Committee 21 March 23

11. Appendices

Appendix 1: Progress report on implementation of equality outcomes

March 2024: Progress Report on Activities to Deliver the Equality Outcomes in The Equality and Diversity Framework 2021-2025

1.1 This report provides an update on the implementation of the Equality Outcomes set out in the City of Edinburgh Council's Equality and Diversity Framework 2021-2025 and its subsequent revision in 2023. It describes key activities delivered and details of the on-going engagement of services with stakeholders. It also summarises year four priorities, together with the next steps for developing a new approach in the coming year.

Section 1: Implementation Activity and Stakeholder Engagement

Equality outcome: People at risk from harm through poverty and deprivation, hate crime or discrimination, violence against women, children and young people, or of becoming involved in crime, are protected and supported.

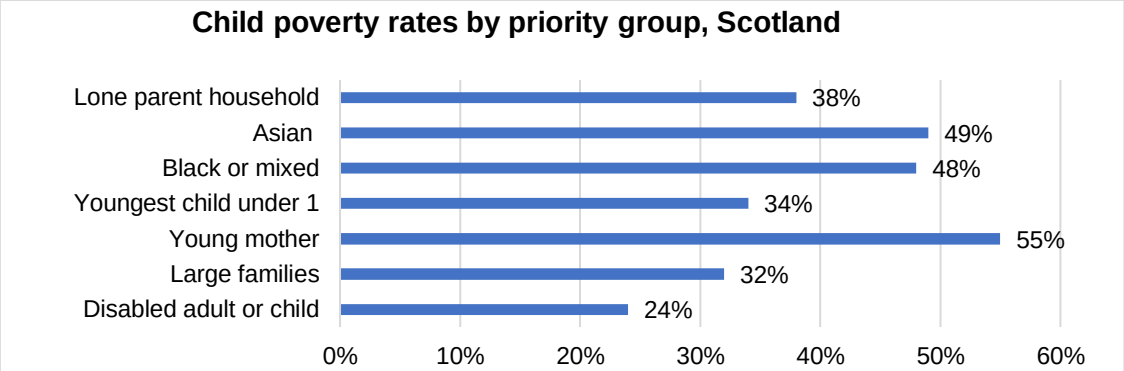
End Poverty in Edinburgh

1.2 This Equality outcome impacts all protected characteristics but particularly sex, race, disability and age. The End Poverty In Edinburgh Annual Progress Report (pages 11 and 12) gives an overview of poverty rates among these groups and some of the reasons for the increased risk of poverty that they face. For example:

1.2.1 Disabled people experience additional barriers to employment and fair work, as well as a pay gap, challenges in education that make it harder to gain the same skills and qualifications as nondisabled people, as well as higher living costs, arising from specialist equipment, transport costs, and energy costs. On average families with a disabled adult or child need an additional £1,100 per month to have the same standard of living as a non-disabled household.

1.2.2 Black and minority ethnic people in Scotland fare worse in the labour market than white counterparts in terms of pay, employment, in-work poverty, and income security. Minority ethnic households also have higher housing costs due to being disproportionately represented in the private rented sector. More than 25% of Black and Minority Ethnic working adults spend over a third of their income on housing compared to just over 10% of white workers.

1.2.3 There are higher risks of poverty among women, families with children, minority ethnic groups, and disabled families. Poverty rates for some of these groups were more than double the average for citizens as a whole during 2022. This is illustrated below for child poverty.



Activity

1.3 The actions taken to address poverty are detailed in the End Poverty in Edinburgh Annual Progress report. Examples of those specific to protected characteristic groups include:

Increase income from work and opportunity to progress:

1.3.1 Employability programmes delivered a clear focus on support for parents and families from priority groups. During 2022/23 Council funded employability programmes supported 696 lone parents, 87 families with a mother under 25; 46 families with a child aged under one year; 157 large families; 1,085 families with a disabled parent; and 1,206 minority ethnic families into work or learning.

1.3.2 Within this programme, 2 projects supported through the UK Shared Prosperity Fund provided targeted support to women in Eidnburgh. 'Making Work Work' supports women returning to the labour market, while 'Works4Women' supports women who have experienced domestic abuse.

1.3.3 Through other projects, partners in the city invested £280,350 on additional employability support for people from Ethnic Minority backgrounds or New Scots (more than four times the level of investment recorded in 2017/18).

1.3.4 Alongside these, the Whole Family Equality Project recognises that ethnically-diverse families may be disadvantaged in the labour market and less likely to be in higher paid employment. The project takes a holistic, person-centred approach, blending income maximization, family support and employability support informed by and designed with people with lived experience in the target communities.

Maximise support from social safety nets:

1.3.5 Specialist support programmes were targeted at priority family types, with money advice support embedded and referred through early years' centres, schools, midwives, health visitors, hospitals, and GP practices across the city.

1.3.6 Within this support, the FAIR, The Action Group, LCiL Grapevine Service and VOCAL combine expertise on informal carer and welfare benefits and connect people a range of support and resources for disabilities. The Action Group's Black and Ethnic Minority Advice Service (BEMAS) is dedicated to BAME carers with disabled children. Together, these services generated £2.9m of additional income for 2,003 households during 2022/23.

1.3.7 The number of people supported through Free School Meal and Uniform Grant programmes increased by 61% over the past three years through automation of application processes.

Reduce the cost of living:

1.3.8 Subsidised childcare places were provided for working families in four areas of the city through Edinburgh's Affordable Childcare for Working Parents service.

Engagement with stakeholders

1.4 Over the last year, End Poverty Edinburgh citizens group have contributed to over 40 meetings, including regular meetings with elected officials at local and national levels, together with participating in workshop sessions with the Edinburgh Partnership on key topics such as housing.

1.5 The Citizens' Panel associated with the Whole Family Equality Project has influenced Council spend, commented on the Council's Equality and Diversity policy and will this year be part of the Scottish Government's budget scrutiny panel.

Community Justice

1.6 Our Community Justice Outcomes and Improvement Plan 2023-28 makes reducing reoffending and supporting those who have been convicted of an offence to successful rehabilitation into their communities a priority. It is therefore also very relevant to the above equality outcome, to those in the justice system with a range of protected characteristics and those impacted by antisocial behaviour. Many people in the justice system come from disadvantaged backgrounds and have experienced financial hardship.

Activity

1.7 A range of activity has been carried out including:

1.7.1 Women's Aid, the Council's Justice Services and Domestic Abuse Services (DAS) together developed and launched a Peer Support Service in March 2023 for women in the justice system who are/have been victims of domestic

abuse. Group sessions cover topics such as identifying needs, understanding boundaries, conversations about self-esteem, and sharing coping mechanisms. This service will begin training and mentoring a network of peer facilitators who through training will graduate to leading groups, embedding co-production and lived experience within DAS.

1.7.2 CPO Connect**,** a bespoke programme of life skills improvement and personal development to those subject to a Community Payback Order (CPO) was commissioned and delivered. The online interactive support is facilitated by trained counsellors and delivers flexible online group and 1:1 sessions to assist vulnerable individuals to complete their Orders and support their desistance through addressing a range of topics relevant to the client group. For example, mental health concerns, financial difficulties, improved health and wellbeing, improved self-esteem and confidence and building positive relationships and social networks.

1.7.3 Partnering with the Cyrenians 2 membership-based community pantries were funded which provide a variety of affordable chilled and fresh foods food to those experiencing poverty. Numbers accessing the service are set out below.

Month 2023	Member numbers across both pantry sites receiving food/ accessing supports
April	58
May	76
June	65
July	169
August	211
Sept	168
Total	747

1.7.4 The Travel Service continues to be funded. This brings transport eligible Edinburgh based passengers to Scottish prisons to visit their loved ones, overcoming the barriers experienced due to cost, age and/or disability, infirmity, and the challenge of transporting children on multi-stage journeys. Providing this free personalised service encourages relatives to maintain contact and relationships with family and friends, supporting good mental

health and wellbeing as well as being a motivator to desistance. Numbers supported over recent months are shown below.

Month 2023	Number of trips	Number of people using transport
April – June	33	47
July – Sept	36	61
Total	69	108

Engagement with stakeholders

1.8 Positive feedback from service users includes:

1.8.1 “Driver T was absolutely excellent. I didn't ever feel that I had to speak. With my anxiety it is unusual for me to feel so safe with someone. I don't think you guys know what it is that you actually do for folk. You don't get enough credit. Your support means the absolute world to us and it made all the difference.” (user of the Travel Service)

1.8.2 “My abilities were taken into account when carrying out the unpaid work” (individual completing unpaid work)

1.8.3 “I believe people may become more aware of the needs of the community and therefore reflect; they may also gain some hands-on experience that may be beneficial in the future. It is as well much better for their mental health and physical health than being imprisoned and it is more beneficial for everyone”.

Equality Outcome: Museum stakeholders, visitors and staff perceive greater fairness, representation and justice in their communities and local authority area (via proactive celebration of the creative contribution BAME and people with protected characteristics make, and review of features in the public realm commemorating links with historic slavery and colonialism).

Activity

1.9 The protected characteristics of race and sexual orientation have been the main focus of this work. Delivery by Museums and Galleries Edinburgh has featured:

1.9.1 The revision of the Temporary Exhibitions Policy and Collections Development Policy to reference Equality, Diversity and Inclusion (EDI) objectives with these approved by Committee in May.

1.9.2 The exhibitions programme and public programme actively feature artists, contributors or themes celebrating the creative contributions of BAME people. For example, the 2023 Windrush commemorations built on the collaboration with Edinburgh Caribbean Association on the co-produced 'Respect' exhibition to create new, original creative works and a dedicated display at Museum of Edinburgh, 'Windrush Creative Legacies'. A booklet featuring the new artworks was also produced and in November 2023 a copy was sent to every school in Edinburgh.

1.9.3 Establishment of a Decolonising Working Group which met for the first time in November 2023.

1.9.4 Partnering with Edinburgh University, a project to make our LGBTQ+ collection records more accessible and to raise awareness of the groundbreaking Remember When? project archive was delivered. The Our Rainbow Past: LGBTQ+ objects had two key aims. The first was to improve collections access for the public by revisiting the digital records for all objects in the LGBTQ+ collection, ensuring they were as comprehensive and searchable as possible. The second aim was to highlight the collection via a digital exhibition on the Our Town Stories platform.

Equality outcome: People can access the facilities and support they need within their communities.

1.10 The Council's 20-Minute Neighbourhood Strategy was approved in June 2021. The 20-minute neighbourhood concept is about supporting people to live well locally. It aims to provide people with access to services and facilities to meet most daily needs within a 20-minute round trip by walking or wheeling. In August 2023 the Strategy was reviewed and an update provided on key projects. The work aims to reduce barriers and help to advance equality for those more vulnerable in our communities.

1.11 The 20-minute neighbourhood concept has been integrated into the new Corporate Property Strategy with 'live well locally' a key theme. This means that where learning estate projects are being delivered, opportunities will be considered to create a community learning campus to act as an anchor building at the heart of a community, integrating (where appropriate) community spaces, libraries, GP surgeries and Council services. Key property projects under construction include the MacMillan Hub, the new Currie High School, Liberton High School, Wester Hailes High School and Maybury Primary School. Other projects in early stages of design and development include St Catherine's RC Primary School and Queensferry Primary School.

Case Study – 20 minute neighbourhoods – dual level sinks installed at Royal High School.

At the Royal High School, the head teacher requested that, for the new building, we looked into options for responding to the needs of Muslim pupils when performing Wudu, particularly in what concerns the washing of their feet. After several discussions with the Architect, and the HT who engaged with the pupils, we managed to agree a solution of installing two dual level sinks within two cubicles near the toilets area. This caters for the needs of all pupils not only in terms of Muslim pupils needing to perform Wudu but also for any other pupil wanting to wash their hands or their feet.

This is currently on site near completion, and we are hoping it will inform replication in other buildings and potentially similar options for public conveniences.

1.12 The Corporate Property Strategy approved by Policy and Sustainability Committee, 22 August 2023 is aligned to the 20 minute strategy. Spatial design and accessibility are key features. An Accessibility budget of £400k per year now funds 2 x new space planning and implementation coordination posts. Remits are to explore strategy and opportunities for future development that consider accessibility, equality and inclusion within our estate.

Activity

1.13 A range of work has been undertaken including:

1.13.1 Collation of existing accessibility audits, with future audits evaluating the scale of considerations. Inclusion will be embedded where practicable recognising the age of buildings over the estate.

1.13.2 A recent accessibility audit of Waverley Court was commissioned. The SPARC network was engaged in the process and accessibility audits are planned for various other building uses and architectural types across the estate. The audits will benchmark strategic considerations in the development work. In addition, A wing of Waverley Court, ‘G.6 Pilot Space’, is currently under refurbishment considering workplace accessibility, equality, and inclusion considerations.

1.13.3 A matrix is being developed to measure consistently the suitability assessment of buildings across the estate and evaluate this alongside condition and net zero considerations.

1.13.4 A live suitability spreadsheet has been set up to collate feedback of physical and operational factors. General feedback is gathered from building users and from attendance by Building User Groups.

1.13.5 Feedback from the ‘Our Future Work’ survey will be collated using the matrix to break down common factors and themes including accessibility, equality

and inclusion. Successes and challenges will be considered in the development of the space workstream.

1.13.6 The Spatial Design Team are working with HR to develop a 'reasonable adjustments requests' process to assist with furniture and adaptations of space. Collaboration is proposed to ensure alignment with possible improvements when carrying out essential repairs and maintenance and with other funding opportunities from services.

1.13.7 Lessons learned will help to inform future 'Authority Condition Requirements' for design specification for Capital and Revenue projects.

1.13.8 The team are developing a 'Kind Spatial Design Aid' to consider GIRFEC and GIRFE 'needs' of space (Getting it right for every child and everyone) and how this can be achieved in colleague and community spaces. Consideration will be given to additional support for Learning and Trauma Informed environments. Window of tolerance considerations, security requirements of spaces and the Integrated front Door Approach initiative will all be aligned.

1.14 Where opportunities arise, design considerations will be given to non-gender specific spaces and signage e.g. WC's. However, where extensive resource is required to modify the existing estate, this and policy development needs to be considered.

1.15 Success will begin to be measured through participatory suitability assessments, lessons learned from projects and general feedback from building users.

Engagement with stakeholders

1.16 For spatial design in the workplace, we continue engagement with the disability staff network, SPARC, to assess the completed space and explore opportunities for improvement.

1.17 For our community spaces, the participatory suitability assessment is in planning to ensure full representation of building users. Development of new community space will be co-designed with building user representation.

Equality outcome: Stakeholders experience easier access to services through increased digital inclusion and alternative access to services.

1.18 In recent years, the use of digital technologies in our day-to-day life has grown exponentially. As a Council we are committed to inclusive digital systems, enabling improved, equal access and easier to access services through digital technology. This outcome underpins the drive to ensure that everyone has the same opportunities to fully participate in a digital society and take advantage of its many benefits, discoveries, and opportunities. The digital programme does this through improved services and online channels, assisting individuals across a range of protected characteristics.

Activity

1.19 Activity has included:

1.19.1 All learners in P6 to S6 have individual iPads which they can take home at the end of each day, providing equality of IT provision to learners across the spectrum of socio demographics.

1.19.2 Over Q1 of 2023/24, the device issue of our Empowered Learning programme was delivered, ensuring that all learners in early years and between P1 to P5 have access to a shared iPad. In total the project delivered 44,736 iPads and was supported by a multi-disciplinary project team including Education colleagues such as Learning Coordinators, Digital Services, and CGI.

1.19.3 The External Intranet Gateway, which was launched in June, has delivered significant benefits by enabling access to the Intranet (the Orb) for colleagues who don't have a Council email account, ensuring fairness and equality. The solution enables this staff group to connect to the ORB via their personal email accounts, providing them secure access to vital HR information such as internal staff communications, wellbeing guidance and initiatives, and general updates relating to pay and benefits. This addresses one of the actions in the Tanner Report. Of the 3,857 in scope workers, 1,400 signups to the system were made in the first three months.

1.19.4 There was continued investment and development of the Peoples Network within libraries. This provides members of the public with free and secure access to computers, the internet and Wi-Fi connectivity for customers who wish to use their own devices. It helps to ensure the benefits of the internet and digital technologies are available to all citizens including people who lack digital skills and confidence or may have limited or no access to IT equipment and connectivity. The scope of the Peoples Network includes 184 desktops across 33 libraries, consisting of 154 general devices and 30 devices locked down for catalogue searches.

1.19.5 Expansion continues of the range of online services and improvements offered to citizens through the Council CRM system. Key highlights over last year include:

1.19.5.1 Request/report disabled parking bay form.

1.19.5.2 Upgrade of Verint CRM

1.19.5.3 Tables and Chairs permit payment form

1.19.5.4 Housing benefit short stay form

1.19.5.5 Holiday hub payment form

1.19.5.6 Repairs general enquiry form

1.19.6 Work has been carried out with 3rd party web accessibility specialists to ensure annual accessibility compliance audits have been taken for the Council's core web site and intranet, and accessibility statements published on the home pages. The audits were conducted against the "AA" standard of the Web Content Accessibility Guidelines (WCAG 2.1) which is designed to ensure websites are accessible to service users with impairments to their vision, hearing, mobility, thinking and understanding.

1.19.7 The "Reciteme" toolbar has been added to our website which allows those with sight or reading needs, for whom English is not their first language, or with dyslexia to be able to access our website information. The toolbar allows website text to be changed into easy-to-read formats or translated into a variety of languages, which can be read aloud too.

1.19.8 The Smart Waste and Smart Housing aspects of the Smart Cities programme has seen the installation of 11,000 bin sensors and 1500 humidity / temperature sensors in 500 homes. Information from the humidity / temperature sensors is fed in real time to the housing team, enabling damp issues to be quickly identified and repaired. This is of particular benefit to vulnerable households.

1.19.9 Work is underway within the Housing Service to rollout an integrated and automated Tenant Engagement Platform for online engagement with social housing tenants in areas such as Automated Transactional Polls, Community Consultations and Annual Surveys. At present, individual consultation exercises are carried out in ways which are typically manual, time consuming and inefficient and generate a relatively low return. The new system will help drive equality outcomes and assist the Housing service in better understanding social housing customer's experiences and the challenges faced.

Engagement with stakeholders

1.20 We continue to provide and sign-post a wide range of digital support tools within libraries including providing access to computers, the Internet, digital content, and digital literacy programs.

Equality outcome: Ensuring all applicants (for social housing) including those with specific needs or who are vulnerable can use and access the application and choice based letting process as required as we move to having more services online.

1.21 Digital improvements are part of the wider Housing Service Improvement Plan. Following completion of an Accessible Housing Study, an Accessible Housing Sounding Board was set up to identify areas of work to take forward. One of the areas identified is around access to housing, which considers information and support for tenants seeking affordable accessible housing. The work aims to reduce

barriers primarily for, but not limited to, older people, disabled people and people who first language is not English.

Activity

1.22 Work has included:

1.22.1 Housing Online was introduced in April 2021. A project group has been developing additional Housing Online modules, namely a Housing Options Checker and Online Application Form which should be introduced in Spring 2024.

1.22.2 The Texthelp's plugin ReachDeck (formerly BrowseAloud), is a text-to-speak functionality currently installed on the EdIndex web page. This ensures online content is as accessible and usable by as many applicants as possible. It facilitates translation from English into many languages and allows the website to be more accessible to people with a visual impairment or additional needs, such as dyslexia. It has also been added to the actual bidding site, meaning applicants can read adverts etc. in different languages/formats. ReachDeck will also feature on the Housing Options Checker and Online Application Form when they go live.

1.22.3 As applicants using Housing Online need internet access and an email address to register, housing staff can create logins for applicants without an email address to allow support workers, family or friends to assist the applicant/bid on their behalf. Housing staff can also bid on behalf of applicants requiring assistance, without the need for a login. Work is also underway to introduce automated bidding to applicants who are unable to bid online and have no-one to help. For eligible applicants, the system will place bids automatically on up to three properties weekly according to the applicant's preferred area of the city and number of rooms they are eligible for.

1.22.4 The option of paper application forms will still be available. Libraries and Locality Offices already offer help with bidding and applicants will be able to access similar assistance in completing the online application when it is live. Library staff will be given training on completing the Housing Options Checker and Online Application Form before it goes live. The Housing Service also received funding for 16 tablets, with data, that applicants who have no access to the internet will be able to borrow.

1.23 A recent addendum to a motion on EdIndex considered at Housing, Homelessness and Fair Work Committee on 5 December 2023 links to this equality outcome. A report in August/September 2024 will provide a further update.

Engagement with Stakeholders

1.24 As the Housing Online project extends beyond the City of Edinburgh Council, we will engage with partner Registered Social Landlords (RSLs). A core group of

partner RSLs will be invited to both review the Application and Checker and take part in the necessary testing. It is expected that user group and accessibility issues will form part of the testing phase with input from Council and RSL testers informing any changes or improvements to the final question and design format. We will also carry out testing with members of the public who have additional needs, younger and older applicants and applicants whose first language is not English. Once completed, feedback and contact information can be included on the sites to ensure continued improvement and applicants' opinion is taken into account.

1.25 Elected members on Housing, Homelessness and Fair Work Committee have requested additional information and activity around supporting people who do not have online access or have additional support needs to apply for affordable housing.

Equality outcome: Children and young people have improved health and wellbeing because there is a reduction in bullying and prejudice-based incidents.

1.26 The Education, Children and Justice Services Equality, Diversity and inclusion Action Plan 2023-24 provides details of the work that the Council is undertaking across three themes: increasing diversity in the (schools) workforce; developing an inclusive, diverse and culturally inclusive curriculum; health and wellbeing – preventing and responding to bullying and prejudice. .

Activity:

1.27 The most recent report to the Education, Children and Families Committee provides more detail, including:

1.27.1 The implementation of a strengthened procedure for preventing and responding to bullying and prejudice amongst children and young people, with a focus on strengthening communication with pupils on how to report incidents and what will happen when incidents are reported and on consistency of recording.

1.27.2 Thirty seven education staff across levels and sectors have completed or are completing the national Building Racial Literacy (BRL) programme and we have established a local BRL network.

1.27.3 A parent-carer leaflet on bullying and prejudice has been created and published.

1.27.4 The work of pupil equality groups has been supported and celebrated through the annual Young People Equalities Event with speakers (including Members of the Scottish Youth Parliament), pupil presentations and stalls from a range of equalities organisations.

1.27.5 The second annual Saroj Lal Award for Edinburgh schools was delivered with entries under the categories: Proud to be me; How prejudice makes me feel; Artivism (Art-Activism).

1.27.6 The roll out the LGBT Charter in secondary schools has continued, in partnership with LGBT Youth Scotland: 9 secondary schools and one special school achieved and LGBT Charter Award, with a further 6 secondary schools expected to achieve an award by March 2024.

1.27.7 MVP (Mentors in Violence Prevention) is a peer education programme providing young people with the language and framework to explore and challenge the attitudes, beliefs and cultural norms that underpin gender-based violence. To successfully embed MVP in our 23 secondary schools, over 90 Education staff have been trained, and 241 young people trained as mentors.

1.27.8 Schools have participated in education projects delivered by the Edinburgh Inter-Faith Association, including visits by inter-faith panels and activities for Holocaust Memorial Day.

Engagement with stakeholders

1.28 At school level, school Equality Co-ordinators and wider staff continue to engage with children and young people through Pupil Equality Groups in each school. Some schools also have pupil Anti-racism groups and GSAs (Genders and Sexuality Alliances).

1.29 At local authority level, this session we have engaged with children and young people through the Young People's Equalities Event and engage with parents-carers through our Equalities Parent Reference Group and a parent from this group sits on the Edinburgh Learns (Education) Equalities Board. This Board has diverse representation from the voluntary sector and other external partners.

Equality outcome: A more diverse and inclusive working environment is experienced by colleagues who share protected characteristics and colleagues are supported by an inclusive workplace culture and feel confident to challenge prejudice-based incidents.

Activity

1.30 Key areas of progress include:

1.30. Colleagues have been encouraged to supply or update their equalities data and there has been a steady increase in completion rates across all protected characteristics, achieving a 20% increase for some protected characteristics. This provides an increased understanding of our workforce equalities profile.

1.30.2 Progress has been made to enable a full view of the recruitment process from an equalities perspective, using the data to identify any trends or areas of potential bias (conscious or unconscious) to inform where resources may be most effectively targeted to increase the diversity of our workforce.

1.30.3 A detailed intersectional analysis of pay gap data has been undertaken, including data modelling projections to identify where to target resources to achieve maximum positive impact on pay gap outputs.

1.30.4 Mechanisms for improving recording and reporting incidents of unacceptable behaviour are being explored, including prejudice-based incidents, as well as a review of a wide range of related policies and procedures.

1.30.5 Procurement/development of e-learning packages on Islamophobia, Introduction to Equalities, Race Equality and Neurodiversity to raise awareness for colleagues of the issues facing colleagues who share, or are perceived to share, these protected characteristics.

1.30.6 Continuing to roll out active Bystander and Anti-Racist Practice sessions.

1.30.7 Launch and roll out of our new 'behaviours' – Respect, Integrity and Flexibility. Designing systems and processes to reflect these behaviours throughout and ongoing work to raise awareness about our expectations of colleagues and managers.

1.30.8 Joined Stonewall Workplace Equality Index and Champions Programme.

1.30.9 Newly developed 'culture capture' question set will be rolled out from January 2024 to collect baseline data and track progress over time.

Equality outcome: Colleagues are supported by a holistic and preventative approach to financial, mental and physical wellbeing.

Activity

1.31 Activity included:

1.31.1 A full review of our approach to reasonable adjustments to improve and simplify our processes, information and guidance for managers and colleagues, including access to financial support and technology or assistive solutions.

1.31.2 Promotion of inclusive leadership practice by deepening senior leadership understanding of the lived experience of colleagues from minority ethnic backgrounds, via the implementation of an extensive reverse mentoring scheme. Providing peer support to Mentors and reflective practice for Mentees throughout.

1.31.3 Continued support for our six colleague networks, most of which were established to raise the profile and visibility of colleagues who share a protected characteristic, providing an informal mechanism to support, engage and learn from the lived experience of colleagues:

1.31.3.1 SPARC: long term conditions and disabilities

1.31.3.2 NEWS: women

1.31.3.3 PRIDE: LGBT+

1.31.3.4 Black, Asian and Minority Ethnic Network

1.31.3.5 Black and Minority Ethnic Equality Workers Forum

1.31.3.6 Sustainability Network.

Engagement with Stakeholders

1.32 Engagement with stakeholders has continued for both of the workforce related equality outcomes including engagement with colleague networks, elected members, HR and Communications colleagues, service areas, trade unions and other partners as appropriate.

Section 2: Forward Work Programme

2.1 Work will continue during 2024/25 to implement the existing Equality and Diversity Framework. This will include a number of key priorities for the coming year and beyond under each of the outcomes as set out below.

People at risk from harm through poverty and deprivation, hate crime or discrimination, violence against women, children and young people, or of becoming involved in crime, are protected and supported.

End Poverty in Edinburgh Plan

During 2024/25 work will continue across all four priorities of the End Poverty in Edinburgh Plan, including actions to

- Increase income from employment and opportunity to progress – with specialist projects continuing to provide support to help families from protected and priority groups to access and progress in fair work in Edinburgh, and to reduce the poverty related attainment and achievement gap
- Maximise the benefits from social safety nets – with continuing programmes of work to provide targeted support to help people from priority backgrounds to access crisis support and money, debt and welfare advice needed to help prevent poverty and homelessness

- Reduce the cost of living – with projects continuing to improve access to decent affordable homes in Edinburgh, increase access to affordable childcare, improve digital inclusion and other targeted support to address the rising cost of energy and other essentials.
- Make it easier to get help – with programmes designed to increase meaningful participation of people with lived experience in service design and evaluation, and reduce the negative attitudes, stereotypes, and discrimination that people living in poverty can face when accessing employability and other services.

Community Justice Outcomes and Improvement Plan 2023-28

- Peer support work further developed and extended so that lived experience is evident within supports provided, improving motivation for those in the justice system to live crime free lives.
- Continued development of the range of interventions available for people who are diverted from prosecution to support them to address their unmet needs.
- Routine screening on mental health and trauma to be built into all justice services.
- Improving the co-ordination and joint working across different throughcare providers following the Scottish Government's national commissioning exercise to provide a core voluntary throughcare service in every local authority area.

Museum stakeholders, visitors and staff perceive greater fairness, representation and justice in their communities and local authority area.

- *'*Keep the Faith*'* a new, grant-funded community collecting project in partnership with Edinburgh Interfaith Association will actively seek to augment our social history collections with material from faith groups under-represented in Edinburgh currently. An exhibition featuring the new collection is also being planned.
- 'Disrupting the Narrative' project, led by Edinburgh Makar Hannah Lavery, will see a group of BAME writers create new works for display in our Royal Mile museum venues as part of the decolonising work underway within MGE.

People can access the facilities and support they need within their communities.

- Improve access to and co-location of services by embedding the 20-minute neighbourhood approach in all Council building and public realm projects including completion of the MacMillan hub and Ratho hub projects; together with the commencement of the new Liberton High School and Maybury Primary school projects.

Corporate Property Strategy:

- Collating, reviewing and carrying out further accessibility audits, to form a strategic review.
- Development and trialling of participatory suitability assessment of buildings.
- Development of accessibility, equality, and inclusion considerations of Authority Condition Requirements.
- Development and collating feedback from pilot spaces.
- Development and trial of 'Kind Spatial Design Aid'

Stakeholders experience easier access to services through increased digital inclusion and alternative access to services.

- Review Council devices ensuring accessibility needs and access to assistive software where required, is handled sensitively.
- Progress the development of a new social care IT system which improves access to customer data helping vulnerable client groups.
- Deliver *a* new HR cloud-based system providing access to colleagues without a work email address.
- Enhance our Debt Management system providing friendlier customer access and improved functionality.
- Undertake further website accessibility audits and updates to the core Council website.
- Revise the Digital and Smart City Strategy for 2024-2027 encompassing equality issues and the rolling programme of work will be articulated in the implementation plan.

Ensuring all applicants including those with specific needs or who are vulnerable can use and access the application and choice based letting process as required as we move to having more services online.

- Improve our understanding of the challenges and specific needs of people with protected characteristics when applying and bidding for housing.
- Ensure easier access to services through increased digital inclusion and alternative access.
- Consider ways to support people at application stage where they do not have online access or have additional support needs.

Children and young people have improved health and wellbeing because there is a reduction in bullying and prejudice-based incidents.

- Improving schools' access to data from the SEEMiS Bullying and Equalities module to facilitate closer monitoring at school level.
- Writing supplementary guidance on tackling homophobia, biphobia and transphobia.
- Implementing MVP (Mentors in Violence Prevention) in secondary schools.
- Extending delivery of anti-racism training.
- Strengthening evaluation of impact.

A more diverse and inclusive working environment is experienced by colleagues who share protected characteristics and colleagues are supported by an inclusive workplace culture and feel confident to challenge prejudice-based incidents.

The full set of commitments for an inclusive workforce can be found here (Slides 22-24) broadly grouped under the following focus areas:

- Data and Measurement
- Leadership, Learning and Development
- Pay Gap Activity
- Inclusive Recruitment
- Progression, Succession and Retention
- Anti-Discriminatory Culture
- External Benchmarking
- Equally Safe at Work

Colleagues are supported by a holistic and preventative approach to financial, mental and physical wellbeing.

- Following the 'culture capture' survey in June 2022, we will continue to develop evidence about the culture of the organisation and relate this to our organisational 'behaviours'.
- We will work towards creating an inclusive workforce and tackling prejudiced incidents through ongoing development and use of evidence.
- We will continue to develop and support the colleague networks.

2.2 A final report on the current Framework will be produced and presented to the Policy and Sustainability Committee in line with statutory requirements in Spring 2025.

2.3 Concurrent to the delivery of this activity, work will be taken forward to develop the Equality and Diversity Framework 2025/2029. This work will be informed by a range of activity including:

- Implementation of current framework
- Mapping of equality, diversity and inclusion activity across the Council which will be the subject of a report to Council in Spring 2024.
- Key areas of work in progress in response to Council motions namely, gender recognition, islamophobia, and work with the LGBTIQ+ community.

2.4 The aim is to develop a new approach to equality, diversity and inclusion recognising the need to move away from compliance to culturally embed this as our way of working.

2.5 This development work will include an engagement programme involving a wide range of stakeholders including:

- elected members;
- Council services;
- equality staff networks;
- people and groups with protected characteristics;
- the public; and
- other relevant partners e.g. members of the Equality Partnership Group, comprising equalities officers from surrounding local authorities and Health and Social Care Partnerships.

2.6 A key issue for consideration within this will be developing a mechanism, through the use of metrics and milestones, to more effectively evaluate our success.

2.7 The new Equality and Diversity Framework will be presented to the Policy and Sustainability Committee in Spring 2025.

City of Edinburgh Council

10.00am, Tuesday, 12 March 2024

Members Equality Working Group: Terms of Reference

Executive/routine
Wards

1. Recommendations

1.1 It is recommended that Committee:

1.1.1 Agrees the Terms of Reference and Chair for the Members Equality Working Group.

Dr. Deborah Smart

Executive Director of Corporate Services

Contact: Julia Sproul, Senior Policy and insight officer

E-mail: juliasproul@edinburgh.gov.uk

Report

Members Equality Working Group: Terms of Reference

2. Executive Summary

2.1 The Members Equality Working Group has met twice since it was established. As part of these early meetings a term of reference was agreed which is now with the Policy and Sustainability Committee for consideration. The Committee is also asked to agree the appointment of Chair.

3. Background

3.1 The remit of the previous (short life) Equalities Working group set up in 2019 was:

3.1.1 To support the inclusion and innovation aims of the Council's Economic Strategy

3.1.2 To improve citizens' access to Council services, including services operated on the Council's behalf

3.1.3 To improve citizens' access to events, meetings and visits to Council owned buildings, parks and land.

3.1.4 To improve citizens' access to employment and training opportunities within the Council.

3.2 The Council approved the establishment of a Members Equality Working Group on 16 March 2023.

3.3 Since then, the group has met twice, and the terms of reference has been revised and agreed as set out in the appendix 1. In addition, Councillor Lezley Marion Cameron was nominated by the group as Chair.

4. Main report

4.1 To date, the working group have discussed a broad range of equalities topics including:

4.1.1 the Equality and Diversity Framework 21-25 progress

4.1.2 the workforce EDI (Equality, Diversity and Inclusion) Action Plan

4.1.3 Stonewall Champions and UK workplace Equality Index

4.1.4 various motions and corresponding follow up work including that related to Pride, Gender Recognition, Islamophobia and EDI training.

4.1.5 a response to the Human Rights consultation and the BSL consultation

4.1.6 the recently established Accessibility Commission

4.2 A workshop in April/May will firm up a workplan for the group. Topics for consideration when establishing this workplan may include:

4.2.1 plans to develop a new Framework 25-28 and a refreshed EDI Strategy

4.2.2 reporting dates for equality matters, and

4.2.3 key dates in the Diversity calendar

5. Next Steps

5.1 The Members Equality Working Group are developing their workplan which will be brought back to the Policy and Sustainability Committee for consideration. This report will include a collation of all equality led activity from across the Council.

6. Financial impact

6.1 There are no financial implications as a result of this report.

7. Equality and Poverty Impact

7.1 Working groups provide a key vehicle for policy development and discussion with stakeholders, informing the decision-making and governance of the Council as a whole.

7.2 The working group will share progress of the Equality and Diversity Framework, strengthen our delivery of the public sector equality duty and specific equality duties aswell as assist to shift the culture of the organisation to better embed equality.

8. Climate and Nature Emergency Implications

8.1 No climate or environmental impacts are anticipated as a result of this report.

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

9.1 While these terms of reference vary from the original terms of reference set for the Working Groups this does not constitute a risk.

10. Background reading/external references

Review of Political Management Arrangements 2022 – Full Council – 15 December 2022

Working Groups – Policy and Sustainability Committee – 6 August 2019

Appointments to Working Group - Full Council – 16 March 2023

11. Appendices

11.1 Appendix 1: Terms of Reference for Members Equalities Working Group

Appendix 1: Terms of Reference for Members/Officer Equalities working group

1 Purpose

- To share progress on the implementation of the current Equalities
- Framework, action plan and pay gap reporting.
- To discuss and agree our strategic direction for our future
- Equalities Framework 2025 to 2029.
- To share and agree our high-level priority actions and discuss and
- agree priorities.
- To share and discuss Officer responses to Council motions.

2 Chair

The Chair will be a member of the Administration.

3 Membership

Elected member from each political party

Chair and members of the Officer Equalities Group as nominated.

4 Support

Secretariat will be provided by Committee Services.

5 Frequency of meetings

The Group will meet quarterly and otherwise as required.

6 Ways of Working

Meetings will be conducted in accordance with Our Behaviours:-

Respect - we're inclusive, we promote equality, we treat people with fairness, understanding and kindness and we consider others in our decisions and actions.

Integrity - we're open and honest, we take responsibility, we build trust and we pull together to do what's right for our residents, colleagues and city

Flexibility - we're open minded, we keep it simple, we adapt to provide great service and find better ways of doing things, and we embrace opportunities for shared working and learning

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Policy and Sustainability Committee

10.00 am, Tuesday 12 March 2024

People Strategy 2024-2027

Executive/routine	**Executive**
Wards	

1. Recommendations

1.1 The Policy and Sustainability Committee is asked to approve the People Strategy for 2024-2027.

Dr Deborah Smart

Executive Director of Corporate Services

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2. Executive Summary

2.1 The purpose of this paper is to present the refreshed People Strategy for 2024-2027.

3. Background

3.1 The People Strategy enables the delivery of the City of Edinburgh Council's Business Plan (Our Future Council, Our Future City) which sets out an ambitious agenda. The People Strategy will be underpinned by a refreshed Workforce Plan which will detail the workforce and people resources the organisation needs to deliver the Strategy now, for the future, and how we will achieve this. This will be presented to Committee in August 2024.

3.2 The refreshed People Strategy is underpinned by Our Behaviours which should be embedded in everything that we do. The delivery of the Strategy will be monitored through a People Strategy Action Plan, with quarterly updates to Policy and Sustainability Committee.

4. Main report

4.1 Edinburgh has a 2050 City Vision, informed by our citizens saying that they want Edinburgh to be a fair, welcoming, thriving and pioneering city. The Council's focus is on tackling poverty, delivering a net zero carbon city, and promoting the wellbeing of residents which remains more important than ever.

4.2 It is therefore vital that we continue to attract and nurture the most talented and public-service focused people, both locally and from around the world. Our People Strategy 2024-2027 sets out how we will achieve this. Our current and future employees are our greatest strength, and this Strategy sets out the five themes forming the foundations and framework required to deliver our Business Plan.

4.3 In developing the People Strategy, a robust consultation and engagement process has been undertaken to ensure that this Strategy captures the views, ambitions and feedback of our colleagues (past and present), our trade unions and our colleague networks. In addition, input from wider stakeholders and professional bodies have been considered so that we have a Strategy that is reflective of a collective vision, is ambitious, and helps to achieve our aspiration to be an employer of choice.

4.4 The consultation and engagement process followed several accessible approaches that ensured there was a way for all our people to participate and gathered a wide and diverse range of feedback. This included:

- Review of existing people engagement surveys and review findings recommendations and data (Culture Capture 2021, Inquiry Review Recommendations).
- Dedicated Engagement Channel on Orb

- Senior Leader-Led Sessions
- Digital and Face to Face HR Led Sessions
- Colleague Networks' Focus Group and insight from our reverse mentoring programme.
- Trade Union Engagement

4.5 Following consolidation of feedback to inform the People Strategy, this has resulted in the creation of five key themes:

Theme	**Key Actions Leading To:**
Attracting the best people	Creation of refreshed 3 Year Workforce Plan Development of Recruitment, Talent and Attraction Plan Enhanced recruitment technology and platform Enhanced induction process Inclusive recruitment Development of our employer brand
Develop exceptional leaders	Embedding of Behaviours (Respect, Integrity and Flexibility) People centred culture Inspired, confident and empowering leaders Review of people manager roles and competencies
Foster a culture of equalities, diversity and inclusion	Refreshed Equalities, Diversity and Inclusion Strategy and Action Plan Equality, Diversity and Inclusion Charter Mark Standards Enhance current and new Policy Development Strengthen and support Colleague Networks. Removing barriers
Grow and retain our talent	Career pathways, 'grow our own', employability strategy, development and progression across teams. Development of succession framework Skills development and enhancement and performance review framework review Enhance learning and development Developed skills in transformation, resilience and change Review of reward model and agency usage, in-sourcing.
Nurture a healthy workplace where our people can thrive	Wellbeing Strategy and Action Plan Leadership wellbeing and role-modelling Employee voice pathway - internal Communication and Engagement Plan) Effective Trade Union partnerships Celebrating Successes

4.6 **Future Reporting, Success Factors and Outcomes**

4.7 Consideration has been given ongoing monitoring and reporting of the People Strategy as well as enhancement to the Workforce Dashboard and suite of key performance indicators. It is proposed that an update on the People Strategy Action Plan will be provided to the Finance and Resources Committee as part of the quarterly workforce dashboard.

4.8 This will also incorporate refreshed key performance indicators, and these will be further developed as part of the implementation of the new Oracle HR/Payroll System. However, it is anticipated that we will seek to report on the following measures as well as the current workforce data:

Theme	**Success Measures/KPIs**
Attracting the best people	Vacancy rate Time to hire Number of apprentices
Develop exceptional leaders	Increase in culture score in colleague engagement survey. Increase in colleague engagement Increased colleague satisfaction with employer
Foster a culture of equalities, diversity and inclusion	Completed rates for diversity characteristics. Representation rates for diversity Characteristics compared to the UK working Age population (Scotland Census 2022)/ Stonewall
Grow and retain our talent	Turnover Retention of new hires % of permanent roles filled internally. Completion of statutory training Reduction in agency usage Reduction in redeployment
Nurture a healthy workplace where our people can thrive	Sickness absence – long and short term Reduction in employee relations formal cases Reduction in overpayments

4.9 The intention would also be to provide a “deep dive” of individual Themes to each Committee to allow wider understanding of detail of activity, challenges, successes and impact.

4.10 **Workforce Plan**

4.11 Key to delivery is having a robust and refreshed Corporate Workforce Plan which is aligned to the Business Plan and the People Strategy. This is a key document which will set out the workforce drivers in the next 12-36 months. The plan will detail the establishment gaps, comparing the future staff demand with our current workforce numbers and skills. It will also profile the numbers of staff and new roles required to achieve all of this and will be augmented by more detailed service workforce plans.

4.12 Workforce Planning is best described as:

“Getting the right people with the right skills and competences in the right place at the right time to deliver the best quality services, within a budget that you can afford.”

In practice this will involve the following:

- Designing our future workforce – understanding what the workforce needs to look like to meet service need and influencing this process by ensuring that workforce considerations are part of the service and financial planning process.
- Developing our future workforce – through recruitment, retention, education commissioning and staff development.
- Delivering our future workforce – by understanding the management actions that will be necessary to ensure our workforce plan is delivered and that our staff, service partners and stakeholders are engaged in the process.

4.13 The aim is to present a refreshed Workforce Plan to Policy and Sustainability Committee in August 2024.

5. Next Steps

5.1 It is recommended that the Policy and Sustainability Committee approve the development of the refreshed People Strategy for 2024-2027.

6. Financial impact

6.1 All programmes of work proposed within the People Strategy and associated Action Plan will be managed within budgets, both within the Human Resources Division and across Directorates. Consideration will be given to resources required for activity with appropriate business cases developed for consideration aligned to workforce spend.

7. Equality and Poverty Impact

7.1 The People Strategy incorporates a specific theme in relation to Equality and Diversity and a key outcome will be the refresh of the Councils Equality, Diversity and Inclusion Strategy and Plan and Gender Pay Gap commitments. In addition a key aspect of year 1 activity will be the commencement of a review of the reward framework and application of the Fair Work principles for the whole workforce.

8. Climate and Nature Emergency Implications

8.1 The Strategy aligns with the Councils Business Plan and 3 key priorities including delivering a net zero carbon City. Focus will be given to how this is embedded in the redesign of services to ensure sustainable practices as part of the Workforce Plan, as well as refreshed engagement practices in the Internal Communication and Engagement Plan.

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

9.1 There are key risks in relation to recruitment of staff within the risk register and this Strategy sets out activity to mitigate that, and more widely seeks to improve

retention, turnover and overall workforce engagement, capacity and capability. It will ensure compliance with all relevant legislation and seek to implement good practice in all that we do. It has considered the wider community impact in relation to employability strategies and engagement with our workforce of the future.

9.2 An Impact Assessment has been undertaken for the People Strategy.

10. Background reading/external references

10.1 Not applicable.

11. Appendices

Appendix – People Strategy 2024-2027

Our People Strategy 2024-2027

Creating a great place to work together for the people of Edinburgh

EDINBVRGH
THE CITY OF EDINBURGH COUNCIL

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Foreword from our Corporate Leadership Team

Our People Strategy sets out our ambitions for making the City of Edinburgh Council a place where people want to come to work and stay and grow their careers – a workplace where everyone feels included and able to thrive.

In 2023 we introduced our Behaviours of Respect, Integrity and Flexibility after widespread engagement, listening to the views of our people. It is through living these behaviours in everything we do that our work will make a positive difference to the city and the lives of our residents and communities every single day.

The strategy outlines our vision for how we deliver the Business Plan through our people – attracting a talented and committed workforce who are passionate about what we do for our city, investing in their development and careers, aspiring to excellence in leadership and building a culture where everyone can thrive.

As we focus on building capacity and capability to achieve our goals for Edinburgh – a city facing significant growth over the coming years - it is more important than ever to state our commitment to condemning all forms discrimination and supporting any colleague who experiences it. Our People Strategy lays out our ambitions for achieving a culture of tolerance and equity.

We look forward to seeing the commitments in the People Strategy come to life to support the delivery of the Business Plan through our Actions Plans and being supported and embedded by our local Directorates, managers and colleagues.

Context

The 2050 City Vision for Edinburgh, informed by our citizens and our partners, states that we want Edinburgh to be a fair, welcoming, thriving and pioneering city. With more than 50,000 new residents expected over the next 20 years, putting pressure on our communities, housing, and the city infrastructure on which we all rely, our Council's focus on tackling poverty, delivering a net zero carbon city, and promoting the wellbeing of residents remains more important than ever.

Our Council Business Plan sets out the need for us to work differently if we are to deliver our priorities in a way that is financially sustainable. We need to develop as an organisation to reflect changing working practices, looking at innovative ways to ensure we can deliver best-value services, whilst supporting a thriving workforce in a supportive, inclusive and safe environment.

We employ more than 19,000 people delivering a diverse range of services essential for our residents or to support our colleagues to keep our city running at its best. It's therefore vital that we continue to attract and nurture the most talented and public service-focused people. Our current and future colleagues are our greatest strength.

Our organisational culture is founded on Our Behaviours of Respect, Integrity and Flexibility and we're committed to driving positive change to create a workplace:

- that's open, positive, inclusive and safe for all.
- that supports and allows everyone to be their best self and do their best work.
- that celebrates the benefits of our diversity.
- where everyone feels trusted, valued and recognised for their contribution.
- where people feel safe and able to raise concerns and potential risks knowing that they will be responded to fairly and effectively.

How we developed Our People Strategy

This strategy has been developed following engagement and consultation with a wide range of people, including our:

- colleagues
- colleague networks
- people leaders, and
- trade unions

It's been further informed by the results of the Culture Capture undertaken by Lane4 in 2021, the recommendations of the Inquiry and Review and insights from research, including the experiences of those who generously participated in our reverse mentoring scheme.

We've used data insight from exit interviews, our demographic trends and the analysis of our gender, disability and ethnicity pay gaps to shape our priorities.

External data insight has included the review of published research into trends, seeking out best practice and expert information from other local authorities and public and private sector organisations, including youth organisations.

Our People Strategy themes

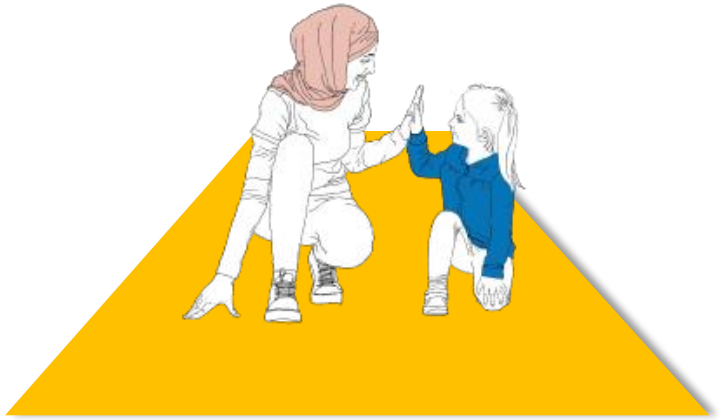
Our People Strategy is underpinned by Our Behaviours and the seven principles of public life. Based on the research highlighted above, it will focus on five intrinsically linked themes to support the delivery of Our Council Business Plan.

- Attract the best people
- Develop exceptional leaders
- Foster a culture of equalities, diversity and inclusion.
- Grow and retain our talent
- Nurture a healthy workplace where our people can thrive

These themes will be supported by an action plan - a living document that will evolve over the duration of this strategy to meet the ever-changing needs of our colleagues and residents and will ensure we measure our progress through the creation of a suite of key performance indicators.

Attract the best people

The City of Edinburgh Council's future depends upon attracting people with the capabilities needed to deliver and enable first-class services for our citizens. Our recruitment practices will leverage what the city has to offer, so we attract the best people in a competitive jobs market. Without skilled people we simply cannot deliver the right outcomes for the public. Our priority is to attract people in areas identified as having current or likely future skills gaps. We seek to attract people with potential and relevant experience from a range of sectors and all walks of life. This requires us to review not just how we bring people into the Council, but also where and how we source people and how we induct new joiners into our culture.



How we will do this

Developing our employer identity

We'll be clear to all prospective candidates locally, nationally and beyond about who we are as an employer, what to expect from us and what we expect from them, and we'll have a distinct and inclusive online presence.

Improving our recruitment technology

We'll introduce a new recruitment platform that will improve the recruiting manager experience and ensure a simpler, fair and inclusive candidate experience. We will look to work with Partners to enhance the application experience for candidates, including the national advertising platform.

Enhancing our recruitment and selection practices

We'll improve and simplify our adverts and recruitment documentation ensuring they include Our Behaviours and what to expect from us as an employer through development of our identity.

We'll continue to develop our recruitment and onboarding processes, making them easier for recruiting managers.

Enhancing our welcome and induction experience

We'll enhance our welcome and induction programmes to include more colleagues.

Inclusive recruitment

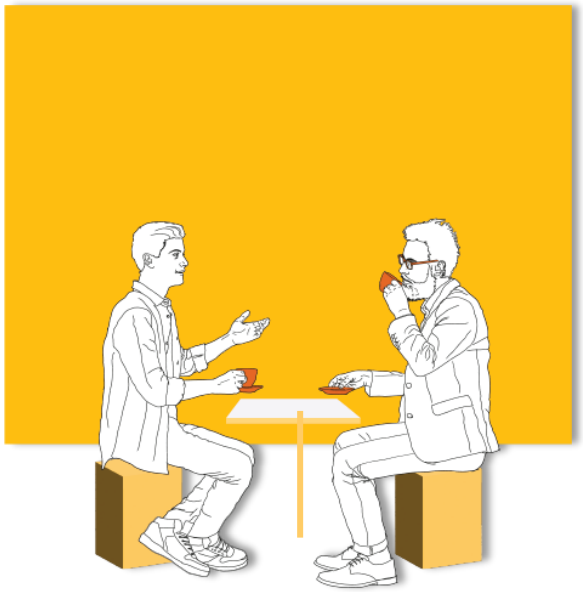
We'll prioritise finding ways to attract a diverse candidate pool and provide guidance to recruiting managers on taking positive action to recruit a workforce that's representative of our city.

Workforce planning

We'll introduce strategic workforce planning. We'll use data to identify key roles, skills gaps and risk that inform resourcing decisions. Workforce planning data will be used to create cohesive plans which will inform succession planning and improve diversity in recruitment. It will be used to support service redesign and transformation.

Develop exceptional leaders

We need to develop impactful, strategic leaders as well as strengthen line management capability across the City of Edinburgh Council. We need to ensure line managers have the time to fulfil their role in developing their teams and are skilled in doing so. We wish to be recognised for the way our leaders lead, living and role modelling Our Behaviours and leading effectively through change. We will develop an inclusive approach to leadership which will allow us to identify and grow our leaders at all levels to drive leadership excellence and capability.



Our culture and Our Behaviours

Through our performance framework, we'll ensure our leaders are ambassadors for high quality service as well as role models for behaviours, wellbeing, culture and equalities, diversity and inclusion making a positive difference to the experience of our colleagues in the workplace.

Manager capability

We'll enhance the existing manager development opportunities to upskill our existing managers to develop their people and develop a blend of resources and learning that supports colleagues to move into their first people manager role.

Design of manager roles

As services are re-designed, we'll review the job design of our manager roles, prioritising frontline managers, to ensure that they focus less on the technical aspects and more on effective leadership and management activities. We will ensure our Managers have the skills and empoerment to lead service transformation and innovation.

Developing our leaders

Implement and further evolve our Leadership Development Programmes. Develop and strengthen leadership and management development and encourage all colleagues to develop and apply their leadership capabilities regardless of grade and management responsibilities. This will include the introduction of an inclusive talent management approach and enhancing the range of core and professional/specialist learning.

Foster a culture of equalities, diversity and inclusion (EDI)

Inclusion is central to the success of the Council's People Strategy. We firmly believe that everyone is unique and should be respected for their differences and our Strategy focuses on making this a reality.

Building a diverse workforce means we can leverage different skills and perspectives to improve decision-making and better meet the needs of the citizens we serve. Increasing our diversity and building an inclusive workplace will also help the Council become more creative and innovative, as well as increasing our ability to keep attracting, retaining and growing talent from different backgrounds and with different characteristics.

An Equalities, Diversity and Inclusion Strategy

We'll develop a new EDI strategy that captures our vision of an anti-discriminatory, anti-racist workplace and underpins the delivery of this people strategy.

We'll update our Equalities policy to reflect our EDI strategy and organisational culture.

Diversity, Equality and Inclusion Charter Mark standards

We're committed to improving the working experience of all colleagues through achieving Equally Safe at Work bronze by October 2025 and Disability Confident Leader status, as well as participating annually in the Stonewall UK Workplace Equality Index. We will consider other quality marks as well.

Policy development for our colleagues

We'll ensure all our policies are developed using inclusive language and integrate EDI into all aspects of our recruitment, progression and development, employee lifecycle and pay & reward. We will consider new and emerging policies.

Protecting our colleagues from bullying, harassment and sexual misconduct

We'll make clear in policy, guidance and communication how to disclose unacceptable behaviour experienced while working. We'll develop dedicated learning for all colleagues about unacceptable behaviours. We'll create separate policy and guidance for harassment relating to sex.

Through our partnership working with recognised trade unions and our colleague networks we'll ensure that diverse perspectives are listened to when decisions are made.

Removing Barriers

We'll develop ways to take positive action measures to reduce disadvantage, meet different needs and increase participation. By listening to all colleagues, we'll learn and seek to tackle systemic barriers and remove them over the long term.

Grow and retain our talent

Having recruited the right people, we need to ensure they wish to remain working for us and reflect Our Behaviours, whilst having opportunities to develop and follow different career paths which support personal growth.

The Council's greatest asset is its people, which is why we are investing in developing the potential of all colleagues. A key driver of delivering great services and transformation is the strength of an organisation's approach to learning. As part of our ambition as a learning organisation, we will enhance the culture for effective learning and growth through formal in-person learning, blended with digital resources, experience on the job and through cross team relationships.

We will actively promote employability programmes, secondments and agility across services. Our approach to reward and recognition will be a key factor in whether we achieve our retention and attraction aspirations.

We will also continue to build effective relationships with our trade unions and staffside in all aspects relating to our workforce.

Learning and development

We'll provide all colleagues with access to high quality, blended learning opportunities (face to face and digital) enabling them to develop the skills and knowledge needed to carry out their role confidently and thereby delivering successful outcomes for our residents.

We'll help colleagues to achieve essential qualifications for their role and support continued personal development that extends beyond core or role-specific learning requirements, providing professional growth.

We'll provide colleagues with access to learning in one place thorough a modern learning experience platform.

Growing our own talent

We'll develop meaningful career pathways, enhance our performance framework to support succession planning and how we continue to fill key roles. We'll offer development for our people to build their careers with us within and across roles, and specialisms and also transition to other areas. We'll develop creative approaches to extending careers that take account of our workforce profile and support life transitions.

Adapting to change

We'll invest in building the skills of our people to identify opportunities for improvement and prepare for change. We appreciate the value of certainty for employees and their wellbeing and the importance of supporting them to build resilience. We also recognise flexibility as an employer working model. We will consider a low carbon approach to workforce design and modelling.

Reward and recognition

Working within public sector constraints, we will apply a flexible and fair approach to reward and recognition, recognising colleagues' contributions and achievements, comply with Fair Work principles, and positioning the City of Edinburgh Council as a preferred employer across the public sector in the UK and beyond

Nurture a healthy workplace where our people can thrive

The Strategy's emphasis on ensuring colleagues' wellbeing and safety so individuals feel able to speak up, offer ideas and ask questions, will help the Council and colleagues to thrive and grow together.

One of the Council's priorities is to create good places to live and work in Edinburgh. The People Strategy shows what each of us can do to support and improve the wellbeing of everyone working for the City of Edinburgh Council and create and engender a culture of openness, transparency as well as an organisation that learns from successes and failures.

A wellbeing strategy and action plan
We'll develop a wellbeing strategy and action plan that enables everyone to pull in the same direction, drawing on expertise from across our organisation including poverty prevention, mental health and trauma-informed practice. Our focus will be on identifying the causes of poor health and wellbeing and working to address key contributing factors from both an individual and corporate approach.

Leadership wellbeing and role-modelling
Leaders play a key role in the wellbeing of their team members. As such our focus will be to continue to provide support and create opportunities for them to look after their own health and wellbeing, as well as increase their understanding of how to support their teams.

Thriving at work
Working with services and workforce planning data, we'll assess the factors that enable colleagues to thrive at work and together deliver more "good days at work".

Recognising and celebrating success
We'll develop mechanisms to recognise and celebrate colleagues for exceptional contributions.

Employee Voice
Embedding Our Behaviours into everything we do on a daily basis is key to creating a safe environment where people feel confident to speak up and their views will be listened to. "Humanising" our workplace is to reinforce that there's a human being at the heart of every working process with their own unique experiences and views.

We'll continue to develop our two-way channels of communication, providing simple and effective opportunities for colleagues to make suggestions, air their views, and participate in peer support and decision-making. We will consider our employer identity and develop and internal communication and engagement plan and setout how we will use colleague feedback.

We'll also engage effectively with our trade unions and staffside to ensure collective collaboration in listening to our colleagues and informing policy and workplace initiatives.

A flexible working culture
Flexibility and control over decision-making at work improves wellbeing, inclusion and productivity. We'll continue to be a flexible employer and promote flexible ways of working aligned to service need.

A trauma-informed and responsive culture
We'll support our colleague wellbeing and practice in line with the National Trauma Transformation Programme and use the Roadmap for Creating Trauma-informed and Responsive Change to guide our development of support, policy and practice.

From Strategy to delivery:

implementing and measuring the effectiveness of Our People Strategy

Progress will be reported annually to the Policy and Sustainability Committee. Workforce Dashboards will be presented quarterly to the Finance and Resources Committee along with deep dives on each Theme. We'll use quantitative and qualitative data to measure our progress including pay gap reports, recruitment data, exit interview feedback, sickness absence data and employee experience surveys. In addition we will also undertake an all staff survey at the mid-point of the Strategy to measure progress and seeks colleague feedback.

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Policy and Sustainability Committee

10am, Tuesday, 12th March 2024

Community Wealth Building – Alignment of Policy Duties

Executive/routine
Wards

1. Recommendations

1.1 It is recommended that Committee:

1.1.1 Note the analysis provided in this report on the framework of existing and forthcoming Council duties and plans within which actions to advance Community Wealth Building in Edinburgh will be developed.

1.1.2 Note that legislation and government guidance on a forthcoming duty for local public bodies to advance Community Wealth Building is expected to be published within this parliament session.

1.1.3 Note the next steps included in this report for development of a Community Wealth Building Plan.

Deborah Smart

Executive Director of Corporate Services

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Report

Community Wealth Building – Alignment of policy duties

2. Executive Summary

2.1 This report outlines the Council's broad position on the introduction and streamlining of duties, with reference to the complex framework of existing duties and requirements to be aligned through implementation of a new anticipated duty to advance community wealth building.

3. Background

3.1 In 2023 the Scottish Government launched a consultation on legislative proposals needed to embed Community Wealth Building across Scotland. Within this consultation, government sought views on a proposed statutory duty for local authorities and other public duties to publish place based action plans to advance Community Wealth Building in their local area.

3.2 The Council submission to this consultation welcomed the aims of the proposed legislation, but noted meaningful risks associated with introducing a new duty within an already complicated policy environment. In doing so, the submission recommended that, in advance of introducing new legislation, government should undertake an analysis of the degree to which the aims of the Community Wealth Building consultation could be met through amendment, development or consolidation of existing duties, requirements, and guidelines.

3.3 In noting the consultation submission, Committee agreed an amendment to the report requesting that papers be brought to committee:

3.3.1 outlining the Council's broad position on the introduction and streamlining of duties, and

3.3.2 setting out how the Council will embed and maximise a Community Wealth Building approach across its work.

3.4 This paper responds to the first of these requests and sets out next steps for further work to develop the Council's approach to Community Wealth Building in response to the second request.

3.5 A Scottish Government report on the findings of the consultation process was published in October 2023. The government is committed to introduction of Community Wealth Building legislation within this parliamentary session.

4. Main report

4.1 A general position on the need for streamlining and improved alignment of local authority duties was agreed by Council in December 2018 as part of a response to government consultation on a review of local governance in Scotland.

4.2 In a section titled 'decluttering the legislative landscape', the consultation response noted that:

4.2.1 "Legislation impacting on local government has built up over time and is often progressed from a particular operational or policy perspective. Local Government is often required to give practical effect to this legislation and experiences first hand any contradictory aspects or unintended consequences as legislation is implemented. This is most evident in the number of legal obligations placed on councils to draw up individual service specific or policy specific council plans which inevitably also require performance monitoring and reporting. This may not reflect local priorities or keep pace with the evolving picture of local government service delivery which is increasingly trying to be both joined up and strategic. At worst, this approach becomes a barrier to reshaping services into something more coherent and progressive."

4.3 In making this statement, Council requested that government use the Local Governance Review process as an opportunity to "bring simplicity to the legislative landscape which would, at the same time, truly empower local councils and local communities to decide and focus upon local priorities."

4.4 To illustrate this issue, Appendix 1 to this paper provides an overview of the complex framework of existing local government duties within which expected new Community Wealth Building duties will be enacted.

Community Wealth Building and existing policy duties

4.5 Community Wealth Building is an approach considering the ways in which the public sector, in partnership with the private, third and community sectors, can ensure more wealth is generated, circulated, and retained in communities and localities.

4.6 In doing so, the approach aims to improve economic, social, and environmental wellbeing by growing the influence communities have on the economy and ensuring communities receive more of the benefits from the wealth they help to generate.

4.7 Appendix 2 provides an overview of the five pillars of Community Wealth Building policy as articulated by the Scottish Government, including the policy actions the approach requires councils to consider, and the expected benefits of those actions. Overall, the approach challenges local bodies to use the full range of their economic levers to:

4.7.1 Maximise community and local business benefits through procurement and commissioning

4.7.2 Improve access to fair work, reduce inequalities in the workplace, and support the prosperity and wellbeing of communities

4.7.3 Promote diversified and community ownership of land and property, tackling vacant and derelict land and buildings, and growing the social, ecological, financial and economic value that local communities gain from land and property assets

4.7.4 Promote more local and inclusive enterprises, including social enterprises, employee-owned firms and co-operatives, and

4.7.5 Ensure that flows of investment and financial institutions work for local people, communities and businesses.

4.8 In doing so, implementation of the approach requires alignment and co-ordination of activity across at least eight existing and three expected future duties for local government (Appendix 1). These range from broad based duties to deliver best value public services, existing duties to ensure public procurement processes improve social, economic, and environmental wellbeing, as well as a range of duties focused on promotion of equalities and human rights, poverty reduction, and community empowerment.

4.9 Taken together these duties require councils to publish and scrutinise 10 individual strategic plans and associated annual progress reports.

4.10 It is within this context of overlapping and mutually reinforcing existing duties and reporting requirements that officers recommendation has been that government should consider amendment and development of existing legislation as a preference to the addition of new duties.

4.11 These recommendations have also been made by other local authorities and partners in response to government consultations. Analysis of the findings from the government's community wealth building consultation published in October 2023 reported that:

4.11.1 "The complexity of the current policy and legislative landscape was noted, and it was suggested that there may be an opportunity to consolidate the legislative framework underpinning CWB and community empowerment".

5. Next Steps

5.1 The government is committed to introduction of Community Wealth Building legislation within this parliamentary session. That legislation is expected to include a new duty for public bodies to publish a local plan to advance community wealth building, though no detail is yet available on whether that duty will, for instance, apply to local authorities or to community planning partnerships as a collective.

5.2 In advance of this expected duty, council officers are members of an Edinburgh Partnership Community Wealth Building officer group, identifying opportunities to advance joint working on the five pillars noted in appendix 1.

5.3 As a part of this work, using existing staff budgets the Council's Policy and Insight team are recruiting an officer to support development of policy in this area. A key priority of this role will be to provide detailed analysis of current actions the Council and partners are undertaking to implement Community Wealth Building principles, engage with partners and elected members on opportunities to further advance these actions, and deliver a Community Wealth Building action plan that meets the needs of forthcoming legislation.

5.4 A full report to committee on this process, including timescales and engagement plans will be provided in due course.

6. Financial impact

6.1 The actions outlined in this report can be delivered within existing agreed budgets. Any additional resource requirements arising from the development of a new Community Wealth Building action plan will be considered and outlined in future reports.

7. Equality and Poverty Impact

7.1 An integrated impact assessment will be completed as a first step part of development of a new Community Wealth Building action plan.

8. Climate and Nature Emergency Implications

8.1 As appendix 2 notes, the community wealth building actions interact with and are expected to support the implementation of the Council's 2030 climate strategy, and obligations under the Climate Change Scotland Act.

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

9.1 A full plan for engagement with partners and communities in development of a Community Wealth Building Action Plan will be provided in future reports. This

report notes the potential risks associated with introducing a new community wealth building duty within an already complicated policy environment. Plans for responding to this risk and ensuring council actions remain aligned and integrated with the Council Business Plan will be outlined as a part of future reports.

10. Background reading/external references

10.1 None

11. Appendices

Appendix 1 – Existing and Forthcoming Duties which interact with Community Wealth Building priorities

Appendix 2 – Pillars of Community Wealth Building

Appendix 1 – Existing and Forthcoming Duties which interact with Community Wealth Building priorities

Legislation	Duty and/or requirement to
Child Poverty (Scotland) Act 2017	Publish an annual report on local actions taken for the purpose of meeting child poverty targets in the local authority area
Community Empowerment (Scotland) Act 2015	With partners, carry out community planning functions for the local authority area
	Act with a view to reducing inequalities of outcome which result from socio-economic disadvantage when carrying out community planning functions
	Produce a Local Outcome Improvement Plan setting out community planning priorities
	Prepare and publish a local outcomes improvement plan progress report for each reporting year
	Produce locality plans targeting areas of deprivation
	Prepare and publish a locality plan progress report in relation to each locality plan for each reporting year
	Support community bodies to participate in all plans
	Agree to participation requests from communities
	Assess asset transfer requests
	Publish a register of common good property
	Facilitate the participation of members of the public in the decisions and activities of the authority
	Have regard to national outcomes in carrying out functions as a public authority
Procurement Reform (Scotland) Act 2014 (Sustainable Procurement Duty)	Consider how procurement processes can improve local economic, social, and environmental wellbeing
	Facilitate the involvement of small and medium enterprises, third sector bodies and supported businesses in the process
	Consider whether to impose community benefit requirements as part of any regulated procurement over £4,000,000
	Apply fair work first conditionality to public procurement
	Prepare a procurement strategy setting out how the authority intends to carry out regulated procurements
	Prepare an annual procurement report on regulated procurement activities
Climate Change Scotland Act 2009	Exercise functions in ways best calculate to contribute to national climate change targets
	Exercise functions in a way that is considered most sustainable
	Prepare reports on compliance with climate change duties, including information relating to how procurement contributed to compliance with climate change duties

Equality Act 2010 (Fairer Scotland Duty)	Pay due regard to how to reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions.
The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012	Publish equality outcomes and report on progress Assess the impact of new policies and actions against delivery of equality outcomes Gather and use employee information to better perform equalities duties Publish gender pay gap information Publish statements on equal pay
Local Government Scotland Act (2003)	Ensure best value in delivery of public services In doing so, maintain balance between economy, efficiency, economy, and the need to meet equal opportunities requirements Discharge its duties in a way which contributes to the achievement of sustainable development
Good Food Nation (Scotland) Act 2022	Publish a good food nation plan setting out food related issues in relation to outcomes including social and economic wellbeing, climate change, economic development, child poverty and other matters.
Forthcoming but with details to be confirmed:	
Human Rights Bill	Ensure that the rights in the Bill are taken into account by duty-bearers in decision making and delivery of services (procedural duty) Ensure that specific rights-respecting outcomes are fulfilled (duty to comply) Report on actions taken to ensure the rights in the Bill are being advanced (Reporting duty)
Wellbeing and Sustainable Development Bill	Uphold sustainable development and the interests of future generations Ensure that National Outcomes are built into all decision making processes
Community Wealth Building Bill	Prepare a place-based strategy and action plan to advance Community Wealth Building

Appendix 2 – Pillars of Community Wealth Building

Spending Pillar:

- **Definition**: Maximising community and business benefits through procurement and commissioning, developing good enterprises, Fair Work and shorter supply chains.
- **Overview of activity**: This includes a focus on ways to achieve greater economic, social and environmental benefits such as growing investment in local businesses, supplier development and innovation, and ensuring the delivery of tangible community benefits.
- **What this will achieve**: Higher levels of spend with SMEs, micro-businesses and inclusive business models resulting in business growth and improved, resilient local and regional economies.

Workforce Pillar

- **Definition**: Increasing Fair Work and developing local labour markets that support the prosperity and wellbeing of communities.
- **Overview of activity**: Ensuring public sector anchor organisations and other employers embed Fair Work principles, promoting the payment of the real Living Wage; recruiting locally, from groups who face inequalities and are furthest from the labour market; and promoting work that is secure, provides flexible working and training opportunities and supports the workforce to have an effective voice.
- **What this will achieve**: Access to local and fair employment opportunities, fairer wages, skills development opportunities and improved wellbeing of employees.

Land and Property Pillar

- **Definition**: Growing social, ecological, financial and economic value that local communities gain from land and property assets.
- **Overview of activity**: Productive use of anchor organisation land and property, for example through diversified ownership models including community ownership, and tackling vacant and derelict land and buildings.
- **What this will achieve**: Land and property are used for the common good and benefit communities, SMEs and micro-businesses and the environment.

Inclusive Ownership Pillar

- **Definition**: Developing more local and inclusive enterprises which generate community wealth, including social enterprises, employee-owned firms and cooperatives.
- **Overview of activity**: Promoting greater diversity in the business base by encouraging formation and development of inclusive business models which support the local retention of wealth.
- **What this will achieve**: More inclusive and democratically owned enterprises and assets which means the wealth created locally and by local people stays in those communities in the form of incomes and profits rather than being extracted out.

Finance Pillar

- **Definition**: Ensuring that flows of investment and financial institutions work for local people, communities and businesses.
- **Overview of activity**: Increasing investment and re-circulating wealth within local economies including through access to affordable credit and business finance.
- **What this will achieve**: Money and investment stays in a local area and is available to support communities and businesses.

Policy and Sustainability Committee

10.00 am, Tuesday 12 March 2024

Responding to the Edinburgh Drug Consumption Room and Edinburgh Drug Checking Service Feasibility Studies

Executive/routine
Wards

1. Recommendations

It is recommended that Policy and Sustainability Committee:

1.1 Accept receipt of the final reports of the feasibility studies of an Edinburgh Drug Consumption Room and an Edinburgh Drug Checking Service

1.2 In response to the recommendations of the Edinburgh Drug checking services Feasibility Study.

1.2.1 Support the Edinburgh Alcohol and Drug Partnership's commitment to engage with work underway in Scotland to develop Drug Checking Services and to produce a costed proposal for implementing these in Edinburgh.

1.3 In response to the recommendations of the Edinburgh Safer Drug Consumption Facility Feasibility Study.

1.3.1 Agree to receive a high-level project plan setting out proposed costs, a timeline for consultation and wider considerations including potential locations, engagement with Lord Advocate and staffing model.

Pat Togher

Chief Officer, Edinburgh Health and Social Care Partnership

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1.3.2 Note that the Chair of the Edinburgh Alcohol and Drug Partnership (EADP) will initiate discussions with national government decision makers to ascertain the potential financial envelope for provision.

1.3.3 Accept that depending on the outcomes of these discussions, a comprehensive implementation plan will be developed.

Report

Assessing the Feasibility of an Edinburgh Drug Consumption Room and an Edinburgh Drug Checking Service – Update Report

2. Executive Summary

2.1 This paper updates on the response to councillors' requests for reports on the feasibility of official trials of an Edinburgh Safer Drug Consumption Facility (SDCF) and an Edinburgh Drug Checking Service (DCS).

2.2 As agreed with the Policy and Sustainability Committee (P&SC), a consortium of external organisations was commissioned to undertake these feasibility studies under the direction of a steering group of local partners. They have now reported and recommended that both SDCFs and DCSs be pursued in Edinburgh. They identify neighbourhoods where there is potential demand for these services and models which might be adopted. Their recommendations, if approved, will form the basis of a local action plan.

2.3 The Edinburgh Alcohol and Drugs Partnership (EADP) considered both reports and recommendations at their meetings in December 2023 and in February 2024 and agreed that both approaches are potentially valuable in reducing harm.

2.4 There is an ongoing process developing DCS in the Scottish cities and by engaging with that work and implementing the DCS report's recommendations, it was agreed by the EADP that a specific, local costed proposal will be developed for consideration by local and national partners.

2.5 The SDCF report identifies next steps and can form the basis of an action plan for proceeding towards implementation. However, the potential costs identified could not be met without a significant impact on core services, therefore. identifying potential sources of funding prior to detailed implementation planning is a priority,

3. Background

3.1 Safer Drug Consumption Facilities (also termed Drug Consumption Rooms) are legally sanctioned (or tolerated) facilities where individuals can consume their own drugs, supervised by trained people who can intervene to prevent overdose. They also usually offer (or provide pathways to) other interventions to reduce harm. Development of SDCFs is explicitly supported by Scottish Government strategy and is recommended by the Drugs Deaths Task Force. Evidence of their impact is well established internationally (e.g. this review) and indicates that, where such facilities are easily accessible in areas of concentrated public injecting, rates of Drug Related Deaths fall.

3.2 Drug Checking Services are a harm reduction intervention which is available in many countries but not currently unambiguously legal in the UK. It is in a similar, though not identical, position to SDCFs– an intervention which would be highly compatible with EADP and Scottish Government strategy if: the local needs were clear; a suitable, cost-effective model could be identified; the legal status was clearer. Discussions on the legal status of the intervention are ongoing and pilots are being explored in other areas in Scotland and England (The Scottish Drug Checking Project). Exploring how it might be provided in Edinburgh is therefore timely and potentially valuable.

3.3 At its 20 June 2022 meeting, the City of Edinburgh Council debated the prevention of Drug Deaths and agreed that it "*Calls on the Council to work with partners in health and criminal justice to provide a report to the Policy & Sustainability Committee in two cycles into the feasibility of supporting an official Overdose Prevention Centre trial in the City*." This call was welcomed and supported by the EADP - a feasibility study is considered consistent with the EADP strategy. Similarly, a later request concerning the potential for DCS was welcomed.

3.4 The contract to provide the combined feasibility studies was secured through a tendering process and a very well qualified consortium of researchers lead by Stirling University engaged. Components of each study are:

3.4.1 Desk based summary of the research/ knowledge base on SDCFs, Drug Checking and any other innovative interventions to reduce drug related harm, including the aims and outcomes of the interventions and description/ models of how they might be delivered.

3.4.2 Needs assessment: Desk-based summary of the Edinburgh data on relevant drug related harms to identify neighbourhoods in the city which would potentially benefit from a SDCF/ DCS provision.

3.4.3 Stakeholder Consultation including those with lived and living experience of problem drug use; their carers; Edinburgh service providers; key decision makers.

3.4.4 Recommendation of new interventions, and of neighbourhood(s) where there is evidence of need and an estimation of the costs and benefits to be expected.

4. Main report

4.1 The reports have been completed as planned. The key findings and recommendations of the reports are described in Appendix 1 and links to the published versions of the reports are in “recommended reading” below. These recommendations have been reviewed by the steering group overseeing the project and by the EADP Executive in December 23 and February 24 meetings and the following agree actions are set out below:

4.2.1 **Drug Checking Services**: The EADP have directed officers to join the national group exploring the development of these services in Glasgow, Aberdeen and Dundee (supported by national organisations The Scottish Drug Checking Project). Officers will scope what a local response modelled on the existing work in those areas (and the national resources they have developed) might look like and will prepare a costed proposal to be returned to the EADP by September 2024.

4.2.2 **Safer Drug Consumption Facilities:** The EADP are strongly supportive of the development of SDCF across Scotland and in Edinburgh, both for their immediate impact and as symbols of a more compassionate approach to drug use. Partners are also mindful that any expansion of SDCF will require a diversification of models and strongly welcomed the feasibility’s study report’s emphasis on more peer-led, accessible, affordable approaches to SDCF delivery (within obvious legal, safety and governance restrictions), emphasising co-development with users and responding to local needs, The EADP supported the development of a high level project plan setting out proposed costs, a timeline for consultation and wider considerations including location and engagement with Lord Advocate and staffing model.

4.2 The EADP recognised that the estimated cost of £1m per year to fund development of an SDCF could not be met by funding from within the Edinburgh Heath and Social Care Partnership without significant impact on other core services. A clear finding of the feasibility study was that the decision makers and practitioners interviewed did not support SDCF provision if it entailed substantial reductions in other aspects of the system for reducing drug- and alcohol-related harms. In Edinburgh this includes the Lived /Living Experience Network, services dedicated to delivering the MAT standards, intermediate care for homeless people with complex needs and extensive outreach to those in need. Based on these considerations the Chair of the EADP will initiate discission with Scottish Government decision makers to explore funding opportunities.

5. Next Steps

5.1 EADP officers will join the national group exploring the development of DCS elsewhere in Scotland.

5.2 EADP officers will prepare a costed proposal for an Edinburgh DCS to be presented to the EADP by September 2024.

5.3 EADP officers with partners will prepare a SDCF high level project plan setting out proposed costs, a timeline for consultation and wider considerations including location and engagement with Lord Advocate and staffing model.

5.4 The Chair of the EADP will also initiate discission with Scottish Government decisionmakers to explore funding opportunities for Edinburgh SDCF.

6. Financial impact

6.1 The cost of securing the feasibility study was met from ADP funding.

7. Equality and Poverty Impact

7.1 Problem drug use is both a cause and consequence of deprivation and drug related harms is highly concentrated in areas of multiple deprivation.

7.2 Drug use is a stigmatised activity strongly associated with disadvantage and a number of protected characteristics.

7.3 A full Integrated Impact Assessment will be completed as part of any future development, but implementation of either SDCF or DCS interventions could be expected to have a positive impact on Equalities and Poverty.

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 arising from this report.

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

9.1 Consultation with current and former drug users and their families has been an important component of the feasibility study. The EADP will continue to develop the high level SDCF project plan and DCS costed proposal.

9.2 This will be incorporated into the comprehensive EADP's programme focussed on putting Lived and living experience at the heart of the ADPs activities.

10. Background reading/external references

10.1 Feasibility Studies

10.2 https://democracy.edinburgh.gov.uk/ieListDocuments.aspx?CId=135&MId=6413&V
https://democracy.edinburgh.gov.uk/ieListDocuments.aspx?CId=135&MId=7112&Ver=4

11. Appendices

Appendix 1: Key findings and recommendations of the SDCF report.

Appendix 2: Key findings and recommendations of the DCS report.

Appendix 1: Key findings and recommendations of the SDCF report

Summary of findings

- There are significant levels of drug-related harm across the city, a number of which could be mitigated by SDCF provision
- Patterns of drug consumption and harm are dispersed across the city, but with identifiable hotspots in some areas
- Patterns of use in the city are varied and dynamic, with particularly high levels of cocaine injecting and benzodiazepine use
- There is a recognised risk of increased harms due to higher levels of synthetic opioids entering the drug supply
- There is strong support for SDCF provision among the people with lived / living experience, family members and professional stakeholders interviewed for the study
- While support for SDCF provision is strong among professional stakeholders, there are mixed views on prioritisation and levels of resource allocation in relation to other relevant services
- SDCF provision is widely viewed as valuable for more than overdose response. Safer injecting support, education, signposting to wider services and support into treatment and recovery are also viewed as key functions
- There is strong support for extensive service delivery by peers / people with lived experience and a degree of informality in service design
- There is also support for trained clinical expertise and clear operating procedures to protect safety and security on-site
- Strong links between SDCF provision and wider services are seen as critical

Recommendations

The City of Edinburgh Council and Alcohol and Drug Partnership should take steps to introduce SDCF provision in the city. Given the dispersed patterns of harm, this should ideally include more than one location. To this end, we recommend the following next steps:

Consultation

- Explore the feasibility of provision in identified hotspot areas in depth, including:
  - continuing engagement with potential service users, and others with lived and living experience, on preferences and needs
  - launching a community consultation in hotspot areas focusing on experiences of drug-related harm and the potential impacts of an SDCF
  - consultation with homelessness and drug services in hotspot areas to explore the option of embedded provision
  - establishing protocols to share relevant data at the lowest possible geographies to track patterns over time

Service development

- Develop service designs that include:
  - extensive levels of trained peer delivery
  - provision of spaces and support appropriate to a range of drug consumption including opioids, stimulants and benzodiazepines

    - creating an inviting and informal atmosphere with psychologically informed design
    - clear plans for education provision and wider harm reduction support, including injecting equipment provision, take-home naloxone, wound care, and BBV testing and support
    - clear plans for supporting people who use the service into treatment and recovery where appropriate
    - training to support staff to address a range of drug responses effectively and sensitively
    - operating procedures that ensure safety of staff and people using the service
    - clear plans for design coproduction, including people with lived and living experience.
    - clarity on clinical staffing requirements
- Engage with and learn from other sites for where SDCF are established or in development in Scotland and internationally.
- Develop an evaluation framework and begin the organised collation of baseline data at the earliest possible point to allow for robust evaluation of outcomes

Legal considerations

- Secure bespoke legal advice to ensure proposed operating procedures remain lawful.
- Embark on early engagement with local police and the Crown Office and Procurator Fiscal Service to establish shared principles and work towards the development of shared agreements.

Finance and costs

- Initiate of discussions with local and national government decision makers to ascertain the potential financial envelope for service provision.
- Liaise with potential providers to explore costs and feasibility of standalone and integrated provision.

Communication

- Develop a communication plan to provide stakeholders and the public with information about SDCF provision, and the place of a potential service in the wider treatment, recovery and harm reduction landscape in Edinburgh.

Appendix 2: Key findings and recommendations of the Drug Checking service report

Summary of findings

- There are significant levels of drug-related harm across the city, a number of which could be mitigated by DCS provision.
- Patterns of drug consumption and harm are dispersed across the city, but with identifiable hotspots in some areas.
- Patterns of use in the city are varied and dynamic, with particularly high levels of cocaine injecting and benzodiazepine use.

Several models and locations of DCS have the potential to reduce drug related harms in Edinburgh, and approaches serving a range of potential users should be explored.

- For those at highest risk of drug-related deaths and harms, DCS within recovery hubs, homelessness services, community pharmacy, and safer drug consumption facilities (DCR) would have the greatest acceptability and impact. For this group, local and quick access to results are key considerations.
- For wider groups of people who use drugs, sites such as Crew may be more appropriate. Postal services or multiple drop off locations may supplement this provision. For this group, there may be a lower premium on immediacy of response.

DCS were seen as having several potential harm reduction impacts, including:

- providing opportunity for the adoption of safer drug use practices through increasing the availability of information about drug contents.
- increasing uptake of other harm reduction interventions through building trust and engagement.
- providing staff with opportunity to have detailed and specific harm reduction conversations with service users.
- increasing systemic capacity for drug market monitoring.
- the potential to change drug markets.

Recommendations

The City of Edinburgh Council and the Alcohol and Drug Partnership should take steps to introduce drug checking services (DCS) in the city. Several models and locations of DCS have the potential to reduce drug related harms in Edinburgh, and approaches serving a range of potential users should be explored.

- For those at highest risk of drug-related deaths and harms, DCS within recovery hubs, homelessness services, community pharmacy, and safer drug consumption facilities (SDCF) would have the greatest acceptability and impact. For this group, local and quick access to results (ideally with additional lab testing to follow up and provide surveillance) are key considerations
- For wider groups of people who use drugs, sites such as Crew may be more appropriate as they opportunities for a low threshold, drop-in service which may be broadly acceptable and accessible for individuals with a range of experiences and

preferences. Postal services or multiple drop off locations may supplement this provision. For this group, there may be a lower premium on immediacy of response

To this end, we recommend the following next steps:

Consultation

- Carry out consultations with potential providers to explore feasibility in specific locations
- Liaise with those leading development of drug checking within Aberdeen, Dundee and Glasgow, and the national implementation group led by Scottish Government, to apply both practice and policy learning
- Consult further with a range of people who use drugs in the city to explore needs and preferences
- Urgently discuss the feasibility of Edinburgh also using the national lab-based testing services that are currently being developed as part of the national implementation work

Service development

- Explore the creation of multiple drug checking services in locations across the city, or the establishment of a distributed model where a primary site collects samples from other locations for testing
- Explore options for the creation of city-wide postal provision
- Consider the balance between speed of testing results and comprehensiveness of the analyses in developing service design
- Develop service designs that include:
    - flexibility, ease of access and user-friendly, non-judgmental approaches, including peer support
    - access to other harm reduction interventions
    - operating procedures that ensure safety of staff and people using the service
    - clear plans for design coproduction, including people with lived and living experience

Legal considerations

- Ensure planning takes account of Home Office licensing requirements, and other national plans for confirmatory testing

Finance and costs

- Initiation of discussions with local and national government decision makers to ascertain the potential financial envelope for service provision
- Liaison with potential providers to explore costs and feasibility of standalone and integrated provision

Communication

• Develop a communication plan to provide stakeholders and the public with information about drug checking services, and the place of potential services in the wider treatment, recovery, and harm reduction landscape in Edinburgh

Policy and Sustainability Committee

10:00, Tuesday, 12 March 2024

Implementation of full cost charges in care homes

Executive/routine
Wards

1. Recommendations

It is recommended that Policy and Sustainability Committee:

1.1 approve the proposed changes to the charging structure for care homes for older people managed by the Edinburgh Health and Social Care Partnership (the Partnership) and the change in care home charges for existing self-funding residents with effect from 1 June 2024.

Pat Togher

Chief Officer, Edinburgh Health and Social Care Partnership

Contact: Hazel Stewart, Programme Manager

E-mail: hazel.stewart@edinburgh.gov.uk

Report

Implementation of full cost charges in care homes

2. Executive Summary

2.1 The Edinburgh Health and Social Care Partnership (the Partnership) is proposing a change in methodology used to set the full cost of charges for older people in care homes.

2.2 The new policy seeks to change the charging structure for charges to be paid by residents of care homes for older people managed by the Partnership on behalf of the City of Edinburgh Council (the Council) where the resident is liable to meet the full cost of their care. This will update the Council's approach to setting care home charges and ensure continued compliance with relevant legal and statutory guidance.

2.3 It is proposed that this new policy will be used to set the care home charges for financial year 2024/25 (from 1 June 2024).

3. Background

3.1 The rules for charging care home residents are set out in legislation and detailed in the charging for residential accommodation guidance (CRAG)1, issued by the Scottish Government. The guidance states the following:

3.1.1 "1006 Section 22 requires local authorities to set the standard rate for local authority homes at an amount equivalent to the full cost to the authority of providing the accommodation."

3.1.2 "1010 In Local Authority managed homes, the authority must charge the full cost of providing the accommodation – the "standard rate". Where the local authority is satisfied that a resident is unable to pay the standard rate, it must assess his or her ability to pay and, on the basis of that assessment, decide the lower amount which should be paid."

[1] https://www.sehd.scot.nhs.uk/publications/CC2022_01.pdf

3.2 All care home residents aged over 65 are entitled to have the personal care and nursing elements of their care home fees met by the state, leaving them liable to meet the remainder of the charge. The actual charge to be paid by an individual is means tested and calculated in accordance with the guidance set out in CRAG. Any resident with capital and/or assets in excess of £35,000 (2024/25) is required to pay the full cost of their care (less the free personal and nursing care elements) until their capital falls below this threshold.

3.3 Most residents in the nine care homes managed by the Partnership on behalf of the Council contribute towards the cost of their care rather than meeting the full cost. However, approximately 7% of residents have been assessed as needing to meet the full cost of providing their care.

3.4 Charges to recover the full cost of the services are based on CRAG and are calculated on an annual basis. Advice from colleagues in legal services validates this process stating it is clear that section 22 of the National Assistance Act 1948 ("1948 Act") imposes a duty on the Council to recover the 'standard rate' charge for care home accommodation unless a reduced charge has been imposed on an individual resident under s.22(3) of the 1948 Act. The 'standard rate' must be set at the full cost to the local authority for providing the accommodation (paras 1006 and 1010 of the CRAG guidance – detailed in section 3.1 above).

3.5 The methodology used to calculate the proposed 2024/25 charges has been refined from the approach used in previous years. These updates to the methodology are outlined in paragraph 4.2.

4. Main report

4.1 The Partnership provide care in nine Council owned care homes across the city. Four of the homes provide residential level care without nursing provision and five provide nursing level care with registered nurses onsite.

4.2 In cases where residents are assessed as required to meet the cost of the services they receive, the Council is required to set the charges on a full cost basis. Therefore, there is a legal requirement to recover the full cost of the service provision. The methodology to calculate these charges is reviewed on an annual basis and a number of changes are proposed for 2024/25 charges. These are set out below:

Move to single rate for each home

4.2.1 A single charge has applied for care provision in the four residential care homes. This reflects the fact that only one level of care is provided in these homes. The five larger care homes were designed to offer different levels of

care and the charging structure in place prior to 2024/25 was reflective of the different levels of care provision (residential, nursing and specialist dementia care).

4.2.2 Although the Partnership has always aligned the charges to CRAG and were legally compliant, a three-tiered charging structure was adopted in the larger homes. Each of the larger 60 bed care homes were designed to have a specific unit that provided a higher level of care provision and the tiered charging structure was adopted to reflect this.

4.2.3 In 2022, the EHSCP introduced a new nursing model of care into the larger care homes to provide more complex nursing care to residents to meet increased demand. Nursing care is not chargeable and until recently recruitment to the nursing positions was ongoing therefore, the Partnership were unable to define the beds as nursing provision. The nursing model is now in place in all the larger care homes and the EHSCP can now classify these beds as nursing care home provision.

4.2.4 The Partnership now offers residential care in the four smaller care homes and nursing care in the five larger homes. It is, therefore, extremely difficult to justify the difference between the levels of care provision described in the existing charging structure as residents either reside in a residential home or a nursing home.

4.2.5 It is therefore **proposed** that the full cost charge in any of the Partnership managed care homes is calculated on the same basis for all residents. This will result in a single charge per home. There will be no change for the four smaller homes where a single charge is already in place but does reflect a change in methodology for the five larger homes.

4.2.6 Equally though, a degree of flexibility will be required to recognise that not all current residents fit this prescribed model. In this transitionary period it is **proposed** that the charge will be reduced by £125.88 per week (based on the difference between the residential and nursing care national care home contract rates) where residents have been assessed as requiring a lower level of care and support. This assessment would be aligned to the free personal and nursing care (FPNC) assessment, so if assessed as not entitled to nursing element of FPNC, residents would see their charge reduced by £125.88 per week.

Energy, repairs and maintenance costs

4.2.7 Historically these costs have not been recovered from residents. These costs are accounted for centrally within the Council's accounting arrangements and

have not previously been included in the calculation of residential charges. This is not in line with CRAG which requires local authorities to cover the full cost of services provided.

4.2.8 This change will apply to each of the 9 homes and will see charges increase by between £66 and £126 per week.

Castlegreen and North Merchiston

4.2.9 The management of these homes changed during 2023/24, when the Partnership took over the running from Four Seasons Healthcare. As has been previously reported this change was accompanied by a material increase in the costs to run the homes, both in terms of the investment to bring the environment to an acceptable standard and the associated increased running costs. In line with CRAG, these increases have to be reflected in the charges to residents. This change brings charges for Castlegreen and North Merchiston more into line with the charges for the EHSCP's comparable homes at Marionville, Royston and Inchview.

Inflationary increases

4.2.10 As well as the factors discussed in 4.2.1 to 4.2.9 above, the charges have been increased to reflect standard inflationary changes. For example, the anticipated pay award and general cost increases.

Rationale

4.2.11 Ideally, all charges should be calculated in the December of the previous year to take effect from the following April. Budgets are set in February and charges must be agreed and approved to be included in the budget agreed by the Council.

4.3 The proposed new charging structure will ensure the Council recovers the appropriate level of income from charges relating to the provision of residential care and is compliant with the requirements set out in CRAG in relation to determining the full cost of providing services, reiterated by legal colleagues.

4.4 The proposed new charging structure will also ensure a consistent and equitable approach is applied to setting rates for those residents who are liable to meet the full cost of their care. However, due to the variation between the existing charges and newly calculated charges, this will have a significant impact on the majority of self funding residents. This is discussed further in section 5 below.

4.5 Legally, local authorities are required to charge the standard rate for the accommodation and cannot offer any form of protection to existing residents unless a reduced charge has been imposed on an individual resident under s.22(3) of the 1948 Act on a case-by-case basis. It is not therefore possible to cap the increase to mitigate the impact to a whole category of existing residents who are most adversely affected.

4.6 As this proposal is a change to the existing policy, an integrated impact assessment has been completed and is included at appendix 2.

5. Next Steps

5.1 Letters to residents and their families who may be impacted by these changes should they be approved were issued on the 1 March 2024. The correspondence informs families of this proposal and advises that face to face meetings will be arranged should the change to the charging structure be approved.

5.2 If approved, meetings will be established between the care home where the resident stays and their families to discuss the impact of the charges on an individual resident basis.

5.3 Following these meetings and prior to the charges taking effect, the Residential Review team (RRT), will undertake individual financial assessments of each resident impacted by the changes to ensure they still qualify to meet the full cost of their care. The financial threshold has increased for 2024/25 and any resident that's income and assets fall below the new threshold would have their financial status updated to become local authority funded.

5.4 Once the financial assessments have been completed, any residents that are assessed as being able to meet the full cost of their care will have their new charges applied from 1 June 2024.

6. Financial impact

6.1 The revised charges have been calculated based on the budgeted cost for each care home and are available in appendix 1.

6.2 On average, weekly charges would increase by £225 or 20% using the approach outlined in this paper.

6.3 The financial impact on the residents currently required to meet the full cost of their care has been estimated. Based on the newly calculated charges, residents will see a weekly increase in their accommodation costs of between 16% and 109% however, if residents are assessed as not entitled to nursing element of FPNC, it is proposed that residents would see their charge reduced by £125.88 per week. The greatest impact will be on the residents in Castlegreen and North Merchiston, reflecting the increased costs of running these homes. A small number of residents (two) who are currently paying the specialist dementia care category rate will see a reduction in their weekly costs of between 20% and 24%. To fully assess the impact, consideration would have to be given of any remaining capital and how close this is to the limit of £35,000 (2024/25).

6.4 The Partnership will be reviewing free personal and nursing care rates for those who pay the full charge as this could mitigate the increases. A detailed communications plan will also be developed to ensure current residents are informed of the changes.

7. Equality and Poverty Impact

7.1 Full adoption of, and alignment to, CRAG will ensure that all residents in care homes managed by the Partnership and owned by the Council, who are liable to meet the full cost of their care will be treated equitably.

7.2 Adoption of this new charging structure will ensure a consistent and equitable approach is applied; however, this could have a significant impact on some residents currently being charged at a lower rate for their care.

7.3 There will be adverse impacts on existing residents, and this has been considered, especially as protected charges can no longer be applied. Following legal advice and to ensure compliance with legislation, there is not an option to cap the increase for existing residents as the Partnership must charge the full cost of providing the accommodation - the "standard rate". It could be argued that the existing charging structure has been extremely favourable especially when compared with the external market and the revised charging structure is much more realistic than what is currently in place. However, it is acknowledged that the new structure will have a significant impact on existing residents, particularly those who are currently charged at the lower residential rate.

7.4 Detail of the revised charges is included within appendix 1.

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 associated with this policy.

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

9.1 There has been no external consultation and engagement on the proposals set out in this report as they are only intended to rationalise and clarify the application of the Council's legal duties in respect of charging for residential care.

9.2 The new charges will come into effect from 1st June 2024.

10. Background reading/external references

10.1 N/A

11. Appendices

Appendix 1: Detail of revised charges

Appendix 2 – Integrated Impact Assessment

Appendix 1 – Revised charges and impact

Care Home	23/24 care category	23/24 charge p/w	24/25 care category	24/25 charge p/w	Difference between 23/24 and 24/25 (p/w)
Clovenstone	Residential	£1,331	Residential	£1,612	£281
Ferrylee	Residential	£1,522	Residential	£1,815	£293
Ford's Road	Residential	£1,426	Residential	£1,631	£205
Jewel House	Residential	£1,311	Residential	£1,646	£335
Inch View	Residential	£1,385	Nursing	£1,716	£331
	Nursing	£1,575			£141
	Specialist Dementia	£1,883			-£167
Marionville Court	Residential	£1,375	Nursing	£1,668	£293
	Nursing	£1,564			£104
	Specialist Dementia	£1,870			-£202
Royston Court	Residential	£1,422	Nursing	£1,654	£232
	Nursing	£1,619			£35
	Specialist Dementia	£1,937			-£283
Castlegreen	Nursing	£1,099	Nursing	£1,621	£522
	Specialist Dementia	£1,300			£321
North Merchiston	Residential	£941	Nursing	£1,621	£680
	Nursing	£1,060			£561
	Specialist Dementia	£1,253			£368
Average		**£1,437**		**£1,665**	**£225**

Integrated Impact Assessment – Summary Report

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

1. Title of proposal

Care Home Charging

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

The care home charging policy will change the charging structure for charges to be paid by residents of care homes for older people managed by the EHSCP on behalf of the City of Edinburgh Council where the resident is liable to meet the full cost of their care.

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

There has been no public involvement with this proposal to date, a communications plan will be developed to structure the comms and engagement activities required to implement this proposal.

4. Is the proposal considered strategic under the Fairer Scotland Duty?

No

5. Date of IIA

6th February 2024

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
Jane Brown	Senior Care Home Manager	
Hazel Stewart	Programme Manager	February 2020
Jacqui Macrae	Chief Nurse	
Alison Aliscio	Transaction officer	
Gail James	Senior Social Worker	
Shirley Middleton	Business Manager	
Catherine Smith	Transaction team 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		Older people over 65 and residents within the Partnership managed care homes
Data on service uptake/access		The proposed changes will affect 24 residents within the Partnership managed care homes
Data on socio-economic disadvantage e.g. low income, low wealth, material deprivation, area deprivation.		
Data on equality outcomes		
Research/literature evidence		https://www.sehd.scot.nhs.uk/publications/CC2022_01.pdf
Public/patient/client experience information		
Evidence of inclusive engagement of people who use the service and involvement findings		There has been no engagement with service users at this time however a comms plan is being developed to advise resident's affected by the changes of the likely impact this will have on them
Evidence of unmet need		n/a
Good practice guidelines		https://www.sehd.scot.nhs.uk/publications/CC2022_01.pdf
Carbon emissions generated/reduced data		n/a
Environmental data		n/a
Risk from cumulative impacts		

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
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
Positive – Access to enhanced nursing care on site instead of peripatetic support (district nursing) in the larger 60 bed care homes. An equitable charging structure for all residents who are self-funding. More clarity on the charging structure through implementation of a single rate per care home and better understanding by residents, families and staff. Moving to a single rate per care home will be easier to manage internally and will be easier to explain to families. The new charging structure will see a reduced rate for some residents and families who are paying the higher specialist dementia rate at present. The financial impact of the new charging structure won't lead to any resident losing their home, care will continue to be provided either through self-funding or residents moving to local authority funded if their assets fall below the threshold of £35,000 – all self-funding residents will be reassessed financially to ensure they are assessed as needing to meet the full cost of their care. Any resident assessed as having assets below the threshold will transition to local authority funded. Staff will be able to easily identify accommodation options for future residents based on their assessed need with the older homes offering residential care and the larger homes offering nursing care.	Older people, over 65 in EHSCP managed care homes who are Self-Funding
Negative – Anxiety for residents and families moving to a different charge. There is the potential of challenge from families due to the changes to the rates in the larger care homes, families could question why the rate has changed so	

Equality, Health and Wellbeing and Human Rights	Affected populations
significantly when there doesn't appear to be a change to the care provision. No ability to apply a protected rate to existing residents due to existing policy – potential for challenge by residents and families who may have been offered protection previously. Residents who are most significantly affected may see their assets reduce much quicker than anticipated due to the increased charge for their care.	

Environment and Sustainability including climate change emissions and impacts	Affected populations
Positive – The charging structure is now reflective of the care provision offered within each care home, specifying the type of care, making it easier for staff to identify the right environment for residents requiring 24-hour care based on an assessment of their needs. The proposed charging structure includes a charge towards repairs and maintenance of the care homes which was previously covered by facilities management within the council. This charge ensures that repairs and maintenance costs are covered enabling the care homes to be maintained to the agreed standard without adding additional financial pressure to the Partnership, this is particularly important for the older homes in the estate to ensure they can continue to operate.	Older people, over 65 in EHSCP managed care homes who are Self-Funding
Negative The proposed charging structure sees a substantial impact on the unit cost of Ferrylee care home, this doesn't affect any of the residents as Ferrylee does not have self funding residents. The increased unit cost is due to the staffing ratio per number of operational beds. By only operating 27 of 43 beds, the Partnership is not maximising the use of the environment. The increased unit cost of Ferrylee is more comparable with the nursing care homes even though Ferrylee does not employ nurses due to environmental limitations, if the beds are to remain closed, consideration should be given to the staffing ratio within the care home.	

Economic	Affected populations
Positive – The proposed charging structure will see a reduced charge for a small number of residents paying the higher specialist dementia rate at present.	Older people, over 65 in EHSCP managed care homes who are Self-Funding

Economic	Affected populations
Residents will now be able to claim the nursing element of free personal and nursing care in larger 60 bed care homes potentially having a positive impact on their finances. The income maximisation for the Partnership will improve. A simpler charging structure will make it easier for internal teams to recharge to one rate per care home. The proposed charging structure will mean that the Partnership managed care homes are more aligned to the private and independent sector charges, increasing the income recovery potential.	
Negative – Potential for some residents to become local authority funded sooner than anticipated due to assets falling below the threshold. Potential impact on families of residents who may have anticipated an inheritance which could be considerably reduced or depleted due to the increase in charges. Residents in Castlegreen and North Merchiston care homes are the most adversely affected due to previous fees, set by Four Seasons Healthcare, being so low. A mitigation has been applied to reduce the cost for these residents.	

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.

Yes – communications plan in development for residents, families and staff.

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 <u>Strategic Environmental Assessment</u> (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

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
Comms and engagement plan	John McKee/Jane Brown	March 2024	
Increased workload for teams required to implement the policy – resource requirements may need considered	Transactions team Care home managers/business support	April 2024	

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?

Ongoing reviews and assessments at appropriate points in time

16. Sign off by Head of Service

Name

Date

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

10.00am, Tuesday, 12 March 2024

International Travel to Denmark

Executive/routine	**Executive**
Wards	**All**

1. Recommendations

1.1 It is recommended that Policy and Sustainability Committee:

1.1.1 Note that the Scottish Government, in collaboration with the Danish Board of District Heating (DBDH), the Danish Energy Agency (DEA) and the Royal Danish Embassy in London have created a 12-month District Heating Mentoring Programme. Two Council officers are participating in this programme; and

1.1.2 Approve participation of a Council officer in a visit to Denmark as part of this programme. The costs associated with this visit will be funded from the LHEES budget.

Paul Lawrence

Executive Director of Place

Contact: Kyle Drummond, Programme Development Officer

E-mail: kyle.drummond@edinburgh.gov.uk | Tel: 0131 529 4849

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Report

International Travel to Denmark

2. Executive Summary

2.1 This report requests permission for a Council officer to visit Denmark to participate in the Heat Network Mentoring Programme arranged by the Scottish Government, Danish Board of District Heating (DBDH), the Danish Energy Agency (DEA) and the Royal Danish Embassy in London.

3. Background

3.1 The Scottish Government, the DBDH, the DEA and the Royal Danish Embassy in London have developed a Heat Network Mentoring Programme. The programme brings together senior members from Danish district heating companies with Scottish local authority officers to share knowledge and learnings about heat networks in order to help accelerate the roll-out of heat networks in Scotland.

3.2 Two officers from the Council have participated in the Mentoring Programme since 2023. Workshops have been held virtually and in-person to explore the options for establishing and delivering heat networks within local authorities and to discuss matters such as network expansion, billing, heat supply, and customer relations.

4. Main report

4.1 This report seeks approval for a Council officer to travel to Denmark from 16 - 8 April 2024 to attend a two-day tour of heat network facilities and mentoring session on 17 and 18 April 2024 as part of the aforementioned Heat Network Mentoring Programme. The associated travel, accommodation and meal costs will be met from the existing LHEES office budget.

4.2 The purpose of the mentoring trip is to build capacity for the development of heat networks in Edinburgh through the mentors' sharing of experience and knowledge, bespoke advice on the establishment of heat networks, and expertise on the planning and design of district heating systems including exploring models of public and local authority ownership. The view is that this would be a beneficial trip to

expand the capacity of the LHEES office and increase the knowledge within the Council of operating and establishing locally led heat network models.

4.3 The trip will provide tours to facilities where waste heat is captured using air- and water-source heat pumps. While Edinburgh does not have a large-scale heat-from-waste incinerator (albeit the Millerhill energy from waste plant in Midlothian is part owned by the Council), waste heat is produced in Edinburgh from a variety of sources (including from the super-computers, bakeries, data centres, distilleries and other sites). Understanding how this technology can be utilised would be extremely valuable for delivering Action 64 of the Delivery Plan (*Engage with waste heat sources in Edinburgh to improve understanding of the scope to utilise their waste heat for heating buildings*).

4.4 Recently, an officer from East Lothian Council (working on East Lothian's LHEES) attended Denmark for the same heat network tour, which featured tours to six different heat network companies, presentations from the Danish Board on heat network development, and mentoring sessions (including visiting sites with a range of heat sources including energy from waste, large scale air and sea source heat pumps, solar thermal, thermal storage, electric boilers, waste heat from industrial sources, wind turbines, solar PV farms and more). Topics covered included the value of heat storage for ensuring the lowest cost heat was being utilised every hour of the day. The officer has highlighted the value which they received from the trip.

4.5 Previous attendees of similar trips have included officers and managers from local authorities in Scotland and England, and representatives from the Department of Energy Security and Net Zero (DESNZ) as well as the UK Infrastructure Bank.

5. Next Steps

5.1 If Committee approve this visit, feedback from the visit will be provided as part of a future Committee Business Bulletin.

6. Financial impact

6.1 The proposed cost of the trip includes return airfare[1] from the Central Belt, two nights hotel accommodation, and expenses to cover two breakfasts and two dinners. The Danish mentors will cover the cost of transport within Denmark, lunch on both days of the tour as well as dinner on the first evening of the tour. Approximate costs are set out in Table 1 in section 6.3.

6.2 It is recommended that the officer should travel the day before the tour begins as arriving on the first day of activities would require arriving at the airport in time for a

[1] Please see Section 6 which justifies a flight in this instance rather than train or ferry and train.

4am flight followed by a full day of activities. This means that a two-night stay in Copenhagen will be required.

6.3 The approximate costs are shown below in Table 1 and are proposed to be met by the 2024/25 LHEES Office budget.

Table 1 Approximate Cost of International Travel to Denmark

Expense	Cost
Round trip flight	£117
Travel in Denmark	£0
Breakfast – Day 2 & 3	40
Lunch Day 2 & 3	£0
Dinner – Day 1 & 3	£60
Hotel for 2 nights	£252
Total	**£434**

7. Equality and Poverty Impact

7.1 The proposed officer travel does not have any direct impacts of poverty and equality, however, one of the central drivers of the Edinburgh LHEES is the Scottish Government statutory target to achieve, by 2040, no more than 5% of households in Scotland in fuel poverty and no more than 1% of households in Scotland in extreme fuel poverty.

8. Climate and Nature Emergency Implications

8.1 It is proposed that the Council officer travels by air from Scotland to Copenhagen as there are no direct train services available.

8.2 The journey time for a return flight from Edinburgh to Copenhagen is 3.5 hours. The carbon emissions associated with the international flight are 183.6 $kgCO_2e$.

8.3 Travelling to Copenhagen from Edinburgh return via train would take approximately 52 hours and involves six train changes in each direction. It is felt that the extended journey time posed by train travel would not be practical, would incur additional hotel and meal costs, and would be an ineffective use of officer time. The carbon emissions associated with the international train travel are 9.7 $kgCO_2e$.

8.4 Similarly, travelling from Edinburgh to Newcastle by train, from Newcastle to Amsterdam by ferry, and from Amsterdam to Copenhagen by train is a 72-hour return journey. The carbon emissions associated with the international train and ferry travel are 28.4 $kgCO_2e$.

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

9.1 The proposed international officer travel forms part of the delivery of the Edinburgh LHEES and Delivery Plan which was approved by Policy and Sustainability Committee on 15 December 2023.

9.2 The Delivery Plan includes an action (Action 42) to “Participate in the Danish-Scottish District Heating Mentoring Programme”.

9.3 No risks have been identified by the proposed international travel.

10. Background reading/external references

10.1 None.

11. Appendices

Appendix 1 – Scottish-Danish District Heating Mentoring Programme

APPENDIX 1

Scottish-Danish
District Heating Mentoring Programme 2023/24

The Offer

The Scottish Government in collaboration with the Danish Board of District Heating (DBDH) and the Royal Danish Embassy in London are pleased to a announce the launch of the new 12-month District Heating Mentoring Programme. This programme will bring together senior members from Danish district heating companies with Scottish local authorities to share knowledge and learnings about district heating. The Mentoring Programme forms part of the Heat Network Support Unit (HNSU), which supports local authorities through the pre-capital stages of heat network development.

The Programme

The Mentoring Programme will form 3 core groups consisting of a small number of Scottish local authorities and Danish mentors. Through a series of engagements, local authorities will be equipped to deliver district heating projects, at pace, with participants benefiting from:

- Capacity building through knowledge and experience sharing.
- Confidence building in developing and delivering district heating.
- Tailored mentoring relationships depending on specific needs.
- Bespoke heat network delivery advice, including for stakeholder engagement, to enhance regional relationships and unlock delivery options.
- Expertise on all other aspects of district heating development, from planning and design, to metering and KPIs.

> "*As we progress on our route to net-zero, we expect district heating networks to play a vital role. In developing and improving our existing network, we have found the mentorship programme to be an incredible resource, with a mentor who is always available to assist with valuable knowledge, and has an understanding of the Scottish perspective on district heating. The comprehensive knowledge of Danish mentors has allowed us to overcome and avoid potential issues, and enabled us to implement a district heating network as efficiently as possible, with very little prior experience*."
>
> - **Stirling Council**

Time Commitment and Expectations

Places in this programme are limited and as a result, both mentors and mentees commit to take part and contribute actively to the entire programme. Participants can expect to attend the following activities:

- Four group mentoring sessions (Three held virtually and one further day-long, in person session). Each session is expected to last 2-3 hours and focus on differently tailored themes as decided by each separate group.
- The annual grand meeting with Scottish, English, and Danish mentors and mentees for a two-day engagement. This aims to bring local authorities from across the UK together and create a space for knowledge sharing, relationship building and delivery innovation.
- Two webinars created to share news and topics of shared interest with all UK mentees.
- Participation in a two-day learning trip to Denmark in spring 2024 to learn about district heating in Denmark (mentees to cover their own costs).

The programme's timetable will be presented at the Launch event on 28 September.

Launch Event, 28 September 2023, 14:00- 15:00

An online launch event will take place for anyone interested in hearing more about the programme. To register for this event, please email HeatNetworkSupport@gov.scot.

Expression of Interest

If you want to express your interest in joining the programme before the launch event, please complete this web form. We will ask you to provide your contact details, information on current activity on district heating in your local authority and what you look to gain from participating in this programme.

Policy and Sustainability Committee

10.00am, Tuesday, 12 March 2024

International Travel to Helsinki by CircHive Project

Executive/routine	**Executive**
Wards	**All**

1. Recommendations

1.1. It is recommended that Policy and Sustainability Committee:

1.1.1. Note that CircHive is an €11.5 million five-year UK Research and Innovation (UKRI) and Horizon Europe funded project and research consortium that aims to help businesses and the public sector recognise, measure and report on the value of nature;

1.1.2. Note that the Council has been awarded £195,332 over five years to meet resource and travel costs to enable the Council to participate in and benefit from this consortium project;

1.1.3. Note that there are three members of the Thriving Greenspaces Team which is involved in this project and whose posts are partially funded by the CircHive grant; and

1.1.4 Approve this request for these officers to travel to Helsinki. This will be fully funded by the CircHive grant and will enable the officers to participate in the CircHive consortium.

Paul Lawrence

Executive Director of Place

Contact: Steven Cuthill, Parks, Openspace Development & Visitor Services Manager

E-mail: steven.cuthill@edinburgh.gov.uk | Tel: 0131 529 5043

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Report

International Travel to Helsinki for CircHive Project

2. Executive Summary

2.1. This report requests approval for three officers of the CircHive Project Team to travel to Helsinki to participate in the CircHive fourth Consortium Meeting. The meeting has been arranged by Natural Resources Institute Finland, the CircHive Project Co-ordinator and the lead partner for the project. CircHive is a five-year €11.5 million project and research consortium that will help businesses and the public sector recognise, measure and report on the value of nature. There is a particular focus on biodiversity footprinting and natural capital accounting.

3. Background

3.1. The CircHive Project is a five-year €11.5 million project and research consortium. The project will develop rigorous and standardised methods for combining two approaches to valuing nature - biodiversity footprinting and natural capital accounting - that will help businesses and the public sector recognise, measure and report on the value of nature.

3.2. Biodiversity footprints are designed to measure the impact an organisation or area has on biodiversity and the main causes leading to this impact. Natural capital accounting is the process of using an accounting framework to measure and report on the condition of natural capital (ecosystems).

3.3. These two approaches are being used by an increasing number of organisations to understand and value the nature that underpins their operations. By combining these methods, the project will provide a more comprehensive approach to valuing nature, improving biodiversity performance and create potential routes for future private investment.

3.4. The City of Edinburgh Council is one of 10 case-study partners on the CircHive project. The University of Edinburgh are also involved. There are an additional 15 research partners including the International Union for Conservation of Nature (IUCN) and the Institute for European Environmental Policy.

3.5. The project started in December 2022, and the Council is benefitting from a grant award of £195,332 over five years, to cover resource and travel costs.

3.6. Officers from the Thriving Green Spaces team have been part of the CircHive programme since the start. This includes the Parks and Openspace Development Manager, who also sits on the CircHive General Assembly, and two Greenspaces Development (Ecology) Officers.

3.7. The CircHive grant has enabled the Council to retain two full-time Greenspace Development (Ecology) Officers until the end of 2024 to work on the delivery on the Edinburgh Nature Network (ENN) and other associated Parks and Thriving Greenspaces projects.

3.8. Nature networks are a requirement of every Scottish Local Authority through National Planning Framework 4 and the ENN is the first urban nature network in Scotland. It is important that Council officers attend and contribute at the CircHive Consortium, where they are presenting, and evidence commitment to this programme, to ensure that grant funding conditions are met.

3.9. There are bi-annual consortium meetings and workshops which, in the main, are held virtually, with consortium partners meeting in-person roughly once a year.

3.10. In addition, Council officers meet more regularly with green city hubs across Europe to share learning and best practice on biodiversity monitoring and natural capital accounting – both subjects which are a focus of current Nature Emergency Council projects and policies such as the ENN, Edinburgh Biodiversity Action Plan and FIRNS (Facility for Investment Ready Nature in Scotland).

3.11. The next in-person consortium event is in May 2024, and will bring together all CircHive partners from senior research organisations, businesses, and public sector authorities from across Europe to share knowledge and learning about biodiversity footprinting and natural capital accounting to help accelerate the roll-out across Europe, and in Edinburgh, as the city continues to be a leader on these matters in Scotland.

4. Main report

4.1. This report requests permission for the three Council officers involved in this project to attend a three-day consortium event from 21 to 23 May 2024 for the CircHive project. The consortium meeting is in Helsinki and therefore approval for this travel is required. The associated costs (travel, accommodation and meals) will be covered by the CircHive grant.

4.2. The purpose of this trip is to:

4.2.1. Present an update to the entire consortium on the Thriving Green Spaces and ENN (alongside associated projects) and hear from other partners in order to build capacity for biodiversity footprinting and natural capital accounting, both of which are emerging sectors in the UK;

4.2.2. Attend focussed meetings with other EU green city hubs (like the local authority in Malaga) to learn and share experiences with one another and explore working closely together on our case studies; and

4.2.3. Collaborate with consortium partners (such as senior research organisations) to fully develop the case studies that the Council will be taking forward and identify what is required from others (such as the development of methodologies to be piloted) as well as monitoring and evaluation methods and the development of communications for case studies.

4.3. Whilst the wider consortium meets regularly, it will be invaluable to meet in person for the first time and build stronger relationships with partners Council officers will be working closely with to deliver our case study pilots and to share learnings.

4.4. The three staff members proposed to attend each bring unique skills and perspectives to the CircHive project. The Parks and Openspace Development Manager has been involved in the CircHive project from funding application to current stage, has strategic input to the project and overall responsibility for delivering the city's outputs, and is a member of the General Assembly for the project. The two Greenspace Development (Ecology) Officers are each leading on different strands of work in the project. This includes delivery of nature networks; calculating Biodiversity Net Gain for projects; monitoring and evaluation; communications and education; and natural capital accounting.

4.5. Together this team brings a holistic approach to the project, and by attending together they can directly share learning of their respective workstreams and Council projects, and importantly their combined knowledge and expertise will make it possible to fully develop the case studies for the Council while at the consortium event in Helsinki.

5. Next Steps

5.1. If Committee approve attendance at this event, officers will:

5.1.1. Provide feedback to Culture and Communities Committee on the event, the learning and how this can apply to the Council's approach to future project development;

5.1.2. Develop case study methodologies and a project plan; and

5.1.3. Host an online webinar to share learnings with other local authorities in Scotland and across the UK.

6. Financial impact

6.1. The budget for travel to enable in-person consortium meetings is fully funded by the CircHive project grant. All consortium partners have been allocated £3,490 per

annum as a travel allowance to enable attendance at Consortium meetings where these are relevant to the work that the Council is doing. There is no financial impact to the Council.

6.2. The estimated cost of the trip includes return air travel from Edinburgh to Helsinki, four nights hotel accommodation (including breakfast and dinner on arrival, on the last evening, and on the day of departure). The cost of all other meals is covered by the CircHive programme, organised by Natural Resources Institute Finland Approximate costs are set out in Table 1 of Section 6.4.

6.3. It is recommended that officers arrive the day before the start of the consortium, which begins at 08:30hrs on 21 May 2024, and leave the day after the consortium, which finishes at 16:30hrs on 23 May 2024 as flight times do not accommodate arriving and departing on the start and end days.

6.4. The approximate costs are shown below in Table 1 and will be met by the CircHive Project external grant funding:

Table 1 – Estimate Costs

Details	**Cost £**
Return flights x 3	1,020.00
4 nights hotel B&B x 3	1,650.00
Meals for 2 evenings x 3	180.00
Other incidental expenses, e.g. bus travel to/from airport.	100.00
Total cost estimate	**2,850.00**

7. Equality and Poverty Impact

7.1. No equality or poverty impacts have been identified in respect of this event.

8. Climate and Nature Emergency Implications

8.1. It is proposed that officers fly to Helsinki as there are no direct train services available.

8.2. The journey time for a flight from Edinburgh to Helsinki is 2 hours 35 minutes. The carbon emissions associated with the international travel flights for the three members of the team are 1,886.12kgCO2e.

8.3. Travelling to Helsinki via train and ferry would take approximately 53 hours (not including rest time) and involve approximately nine trains, two ferries, three coaches and travel through four countries in one direction. This is repeated on return. It is felt that the extended journey posed by train and ferry travel would not be practical, would incur additional hotel and meal costs, and would be an ineffective use of

officer time. The carbon emissions associated internationally by train, ferry and coach is 200.48kgCO2e.

8.4. It is noted that the project, whilst having the carbon footprint outlined above, is important in advancing capacity and knowledge as it will enable the Council to better develop and deliver policies and projects addressing the Climate and Nature Emergencies that the Council has declared. It will also directly contribute to other policies, such as Climate Ready Edinburgh.

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

9.1. There is an expectation that CircHive members will attend some of the consortium's meetings in-person to build stronger relationships across the project partnership. It is recognised that while this could be done online, working in-person helps to build the relationships necessary to collaborate effectively to develop case study projects and create solutions to common problems. There is a risk if we do not attend that Edinburgh will:

9.1.1. Be failing in the responsibility as a grant-holder to unlock the full potential of this project to benefit the city of Edinburgh and the wider country in addressing the climate and nature emergencies; and

9.1.2. Jeopardise the awarded grant funding for this project.

10. Background reading/external references

10.1. The link for the CircHive project is https://www.circhive.eu/

11. Appendices

None

Policy and Sustainability Committee

10:00am, Tuesday 12 March 2024

Edinburgh Chamber of Commerce Trade Mission to Shenzhen

Executive/routine	**Executive**
Wards	**All**
Council Commitments	

1. Recommendations

1.1 It is recommended that Committee:

1.1.1 Notes that the Edinburgh Chamber of Commerce, in partnership with the Scottish Chamber of Commerce and Scottish Government, will lead a delegation of 10 Edinburgh businesses to Shenzhen during 19-24th May 2024.

1.1.2 Agrees, in line with the Council's guidance on international travel for elected members, for the Lord Provost to attend and support this international trade mission.

1.1.3 Notes that this visit is carried out in support of the Council's memorandum of understanding with the city of Shenzhen, and in line with the Council priorities set out in the Edinburgh International Framework.

1.1.4 Notes that funding for the trade mission was awarded by the Scottish Government International Trade and Investment department as a part of the International Trade Partnership programme 2 (ITP2).

Deborah Smart

Executive Director, Corporate Services

Contact: Nick Langan, International Relations Officer

E-mail: nick.langan@edinburgh.gov.uk

Report

Edinburgh Chamber of Commerce Trade Mission to Shenzhen

2. Executive Summary

2.1 The Lord Provost has been invited by the Edinburgh Chamber of Commerce (ECC) to accompany a trade mission to Shenzhen in May 2024

2.2 The Lord Provost's participation in the trade mission will provide the opportunity for the delegation to meet with the Mayor of Shenzhen and other Government officials to further develop business links and opportunities.

2.3 The trade mission will include a visit to Shenzhen International Cultural Industries Fair (ICIF).

2.4 All financial costs associated with the trade mission are fully funded by the Scottish Government's International Trade Partnership programme 2 (ITP2).

3. Background

3.1 Edinburgh and Shenzhen signed a Memorandum of Understanding in 2013 to develop creative industry links between the two cities. In 2019 this agreement was renewed with an aim to strengthen and build on wider economic, trade and investment opportunities.

3.2 As a part of this relationship, it has been customary for the Lord Provost to travel to meet partners in Shenzhen once during each term of office.

3.3 In August 2019 the Policy and Sustainability Committee approved a report which highlighted Shenzhen as a priority relationship and noted a new collaborative approach to international engagement with partners including the Chamber of Commerce.

3.4 In June 2021 the Policy and Sustainability Committee approved a new Edinburgh International Framework to guide international collaboration by the Council and partners. Through this framework the Council agreed to:

3.4.1 Support international activity organised by city partners where senior presence and leadership support from the council will enhance the visits by partners

3.4.2 Maintain existing twinning and city partnership arrangements, and to

3.4.3 Work with city partners to ensure that Edinburgh businesses are able to thrive and take advantage of international co-operation, trade and investment opportunities.

3.5 In August 2023, Council agreed new guidance on international travel for elected members, including a requirement for prior approval by Council for any international trips, a requirement for publication of a post trip outcome report, alongside monitoring and reporting on the carbon impact of all journeys.

4. Main report

4.1 This trade mission to Shenzhen is being undertaken as part of the International Trade Partnership programme, a Scottish Government funded initiative to encourage overseas trade and export.

4.2 The Lord Provost's participation in the delegation will help cement this trade mission as part of the city's long standing civic relationship with the city of Shenzhen, and help create opportunities for the delegation to meet with government officials, including the Mayor of Shenzhen, to further explore cultural, trade and investment opportunities.

4.3 In line with the Council's Edinburgh International Framework, in all such meetings the Lord Provost will adhere to Scottish Government best practice guidance on the promotion of equalities and human rights in international relations.

4.4 As a part of this mission, up to ten companies from Edinburgh from range of sectors will be provided with the opportunity to display at the 20th Shenzhen International Cultural Industries Fair (ICIF).

4.5 Edinburgh business delegates who participate in the trade mission will also have the opportunity for:

4.5.1 Two targeted Business to Business meetings arranged with relevant companies in Shenzhen (buyers, manufacturers, or distributors depending on delegate requirements).

4.5.2 One business networking event where participating companies will have the opportunity to meet up to 50 Shenzhen businesses and make connections.

4.5.3 A visit to a partner business incubator which offers free 'soft landing space' for Scottish businesses who wish to establish a foothold in Shenzhen (6 months free desk space and one-to-one support during that time to further explore business opportunities).

5. Next Steps

5.1 Subject to approval by council, the Lord Provost will join the Edinburgh Chamber of Commerce trade mission to Shenzhen during 19-24th May 2024.

5.2 In advance of the mission, officers will attend Scottish Government training on "Understanding and Engaging with China" and will brief the Lord Provost and other colleagues on any significant issues arising.

5.3 In line with the Council's international travel policy, a report on the outcomes delivered by this trade mission will be reported to Council in due course.

6. Financial impact

6.1 There are no additional financial costs for the Council associated with this visit. The trade mission, including travel and accommodation, is fully funded by the Scottish Government's ITP 2 trade programme.

7. Equality and Poverty Impact

7.1 In line with the Council's Edinburgh International Framework, the Lord Provost will adhere to Scottish Government best practice guidance on the promotion of equalities and human rights in international relations in all engagements with partners and government officials in Shenzhen.

8. Climate and Nature Emergency Implications

8.1 The Council's guidance on international travel for elected members requires an assessment of the carbon impacts of all trips. This assessment is provided in Appendix 1 to this report.

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

9.1 This visit is being carried out in alignment with the Council's Edinburgh International Framework, and in line with Council guidance on international travel for elected members.

9.2 The Lord Provost's participation in the delegation is carried out in partnership with the Edinburgh Chamber of Commerce and as part of the work of the Edinburgh International Group, convened and chaired by the Council.

10. Background reading/external references

10.1 Edinburgh International Activity Report, August 2019, Policy and Sustainability Committee

10.2 Edinburgh International Framework, June 2021, Policy and Sustainability Committee

10.3 International Travel and Member Guidance, August 2023, Policy and Sustainability Committee

11. Appendices

Appendix 1 – International and Elected Member Travel Approval Form

Appendix 1

INTERNATIONAL & ELECTED MEMBER TRAVEL APPROVAL FORM

Section to complete before the trip	
Passenger(s) name(s): Robert Aldridge	
Directorate/Division: Lord Provost Office, Corporate Services	
Once complete all forms must be submitted to your line manager for approval; all forms must then be submitted to the relevant Service Director and Executive Director with Committee approval required for all International or Elected Member Travel.	
Event name and location: Shenzhen Business Mission	
Event organisers: Edinburgh Chamber of Commerce (ECC)	
Nature of event eg conference /seminar, civic event. Edinburgh Trade Mission to Shenzhen and Shenzhen International Cultural Industries Fair (ICIF).	Start date: 19/05/2024 End date: 24/05/2024
Anticipated costs associated with attending i.e. travel, accommodation, conference fees	£ 0 Funded through Scottish Government International Trade Partnership fund
Purpose of attending: This trade mission to Shenzhen is being undertaken as part of the International Trade Partnership programme, a Scottish Government funded initiative to encourage overseas trade and export. The Lord Provost's participation in the trade mission will provide the opportunity for the delegation to meet with the Mayor of Shenzhen and other Government officials to further develop business links and opportunities. ECC are important members of the Edinburgh International Group. This trade mission supports a key objective of the Edinburgh International Framework - "to enable small businesses to thrive and take advantage of international co-operation, trade and investment opportunities".	

Link with Business Plan strategic priorities:

Priorities	Please briefly explain how the event is linked with this priority (if relevant):
Create good places to live and work	This trade mission supports Council objectives to ensure "Edinburgh has a stronger, fairer, greener economy and remains a world leading cultural capital". The mission will support the Edinburgh Chamber of Commerce in providing targeted support to help new and growing businesses thrive in the city.
End poverty in Edinburgh	Click or tap here to enter text.
Become a net zero city	Click or tap here to enter text.
Link with other civic duties	This visit is carried out in line with the Council's longstanding memorandum of understanding and civic partnership with the city of Shenzhen.

Travel mode (2023 emissions factors):

Travel mode	Emission factor (kgCO2e/ passenger.km)	Tick relevant box	Travel mode	Emission factor (kgCO2e/ passenger.km)	Tick relevant box
Flight (domestic)	0.27258	☐	Flight (short-haul, economy)	0.18287	☐
Flight (short-haul, business)	0.27430	☐	Flight (long-haul, economy)	0.20011	☒
Flight (long-haul, premium economy)	0.32016	☐	Flight (long-haul, business)	0.58029	☐
Car (average)*	0.166639	☐	Car (electric)*	0.054796	☐
Coach	0.027181	☐	Taxi (regular)*	0.208056	☐
Rail (national)	0.035463	☐	Rail (international)	0.004459	☐
Ferry (foot passenger)	0.01871	☐	Ferry (car passenger)	0.12933	☐

If travelling by plane – please explain what other alternatives have been considered and why these have not been retained: Not relevant due to journey time and security issues

Note: *Domestic air travel is only allowed in exceptional circumstances, for example if it's not practical to travel by train. In order to ensure we reduce our carbon footprint as much as possible, flights are restricted for environmental reasons, no air travel is allowed when there is a direct rail connection. All flight tickets must be Economy class or equivalent to ensure it is the most "carbon efficient" and approval is required by the relevant Service Director and Executive Director.*

**The emission factors for cars assume the passenger is driving on its own. The same factor should be used if there are several passengers in the car (no need to multiply with the number of passengers in the next question). Similarly for the taxi emission factor, no need to multiply with the number of passengers.*

Estimated carbon emissions (in kgCO2e) = Distance (in kms) x Emission factor (see above table) x number of travellers

3996 kgCO2e

Policy and Sustainability Committee

10am, Tuesday, 13 March 2024

Chief Social Work Officer Report

Executive/routine
Wards
Council Commitments

1. Recommendations

1.1 The Policy and Sustainability Committee is asked to:

1.1.1 Note the Chief Social Work Officer's (CSWO) Annual Report for 2021/22 attached at Appendix 1.

Amanda Hatton

Executive Director of Children, Education and Justice Services

Contact: Rose Howley, Chief Social Work Officer, and Service Director Quality Regulation, and Improvement

E-mail: rose.howley@edinburgh.gov.uk

Report

Chief Social Work Officer Report

2. Executive Summary

2.1 The reason for this report is to present Elected Members with the Chief Social Work Officer's Annual Report for year 2022/23. The report is to inform Members of the role and responsibilities exercised by the Chief Social Work Officer; to provide information on the delivery of statutory social work services and decision making in the period; and to give a progress report on key areas of social work provision.

3. Background

3.1 The role of the Chief Social Work Officer (CSWO) is a statutory post in accordance with the Social Work (Scotland) Act 1968, as amended by the Local Government (Scotland) Act 1994. This requires Local Authorities to appoint a CSWO for the purposes of listed social work functions.

3.2 The CSWO provides advice to the Council on social work matters; undertakes decision making in respect of statutory functions and provides professional governance, leadership, and accountability for the delivery of social work and social care services, whether they are provided by the Council or on behalf of the Council by another agency or partnership.

4. Main report

4.1 This report is consistent with the content and formal guidance laid down by the Chief Social Work Adviser for 2022-2023 reporting period.

4.2 The delivery of social work and social care services is aligned to the Integrated Joint Board's strategic plan and the Partnerships Children's Services Plan/ Child Protection Improvement Plan.

4.3 This report provides an overview of the range of services and initiatives in social work and social care and to highlight key achievements and challenges. On receipt of reports from all CSWO's, the Chief Social Work Advisor prepares a national overview.

5. Next Steps

5.1 This report has been requested by the Scottish Government's Chief Social Work Advisor to assist with ensuring that, on a national basis key issues are highlighted, and information and learning is shared.

6. Financial impact

6.1 This report is an overview of strategic and operational social work matters covering the areas of Children's, Justice and adults social work. There is no financial impact from this report, which will not have already been considered through existing Council Committees or the Integrated Joint Board.

7. Equality and Poverty Impact

7.1 Both equality and poverty impact are fundamental to social work. As this report does not propose a change in policy/strategy/plan/project, it is not necessary to complete an Impact Assessment.

8. Climate and Nature Emergency Implications

8.1 There are no environmental implications arising from this report.

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

9.1 All social work services have the expectation to engage the participation of those citizens who require the support and assistance of those services within local communities.

9.2 This report provides assurance on the quality of social work services delivered to those who meet the threshold for social work support and intervention. It also documents challenges and areas of improvement being undertaken.

9.3 The delivery of effective social work and social care services is critical to the protection and care of vulnerable children and adults.

9.4 Failure to discharge our statutory duties can have detrimental adverse effects on children and adults which can also bring significant media interest and scrutiny.

9.5 Actions to mitigate the risk to an acceptable level are included in improvements plans which have elected member scrutiny. The risks are monitored on a divisional, directorate and on the corporate risk register,

10. Background reading/external references

10.1 There are no required background papers.

11. Appendices

11.1 Appendix 1 - Chief Social Worker Officer's Report 2022-2023

CHIEF SOCIAL WORK OFFICER REPORT

2022 to 2023

EDINBVRGH
THE CITY OF EDINBURGH COUNCIL

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Introduction

Rose Howley, Chief Social Work Officer

The Scottish Government has put in place statutory guidance relating to the role of the Chief Social Work Officer (CSWO).

All CSWO's produce an annual report, based on a template agreed with the Government Office of the Chief Social Work Adviser, for relevant Committees and / or the full Council and Integration Joint Boards and Health and Social Care Partnerships.

The role of the Chief Social Work Officer (CSWO) is to ensure professional oversight of social work practice and service delivery. This includes professional governance, leadership, and accountability for the delivery of social work and social care services, whether provided by the local authority, or health and social care partnership.

The CSWO retains professional accountabilities for all social work and social care provision and has a contribution to make in supporting overall performance improvement and management of corporate risk.

The City of Edinburgh Council and Health and Social Care partnership recognise how important this role is and the tasks associated with this role and have separated the CSWO role from the Children's Service Director role.

This separation now ensures full independent oversight of social work statutory functions, performance, quality regulation and improvement within the Health and Social Care Partnership and Children, Education and Justice Services. With direct reporting to Chief Officers and close liaison with both Service Directors and Social Workers within services.

This is my first report, and it gives me great pleasure to undertake this role being newly appointed into the permanent position of Service Director Performance, Quality Regulation and Improvement and Chief Social Work Officer, after a year in an interim CSWO position in the City of Edinburgh Council.

As a leader in the social work profession, I recognise the privilege inherent in this position, setting direction for the profession along with a national CSWO group and acting as an enabler for other leaders. Engendering aspirations for the sector in the understanding the direct link between robust and effective leadership and outstanding performance in services.

I want to take this opportunity to acknowledge colleagues' commitment to the pace of change and improvements in the last year in Edinburgh to ensure improved outcomes for children, young people, and adults. This has been in a landscape of ongoing recovery from the difficulties experienced previously and referenced in the Tanner Enquiry and the pandemic where its effects continue to be felt by individuals, and communities.

Supporting people through the current cost of living crisis, responding to poverty with a focus on tackling inequalities and working to improve wellbeing. Navigating an increasingly complex funding landscape resulting from increased demands and increasing costs.

The Scottish Government published the National Care Service Bill. It sets out the framework for a new National Care Service (NCS) following recommendations made by an independent review of adult social care in 2021. The review placed an emphasis on social care in Scotland moving from managing need to enabling rights and capabilities. It also highlighted the need to

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move towards a more preventative and anticipatory model. Since the review, a Scotland-wide consultation has been taking place, and the inputs into the consultation have shaped the new Bill, published in June 2022. Moving forward consideration is being given to the position of children and justice services within the NCS alongside the development of a National Social Work Agency.

Across Childrens Services and the Health and Social Care Partnerships improvement priorities continue to include:

- Workforce – recruitment, retention, and governance
- Early intervention, prevention, and demand management/ right help at the right level.
- Reducing waiting lists and improving access to services.
- Best use of resources to meet demand and improved structure with clear lines of accountability.
- Improving basic practice and key functions
- Governance, including professional supervision, manager oversight and quality assurance.

The purpose of this report is to analyse activity and provide a concise overview both locally and nationally, that can be used and cross- referenced, with experiences, challenges, learning, and good practice shared with the intention of improving outcomes.

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Governance arrangements, accountability, and statutory functions

The Chief Officers Group

For all areas of Public Protection, the Chief Officers' Group provides oversight, assurance, and governance to the range of committees and partnerships addressing public protection issues.

The Chief Officers' group is chaired by the Council's Chief Executive and has representation from all the key partners as well as the chairs of the public protection groups, Child Protection Committee, Adult Protection Committee, Offender Management Group, Equally Safe Edinburgh Committee and the Alcohol and Drug Partnership.

In addition, the Multi-Agency Public Protection Arrangements (MAPPA) Strategic Oversight Group (SOG), for Edinburgh, the Lothians, and Borders Local Authority areas provides governance and oversight for the management of high-risk offenders across the five local authority areas.

Children's Services Partnership

Children's social work services have no formalised inclusion into the health and social care partnership. The governance and reporting arrangements for children's services is through the Children's Services Partnership, through the Community Planning Partnership as well as the Education, Children and Families Committee.

Edinburgh Children's Partnership is a governance arrangement linking; Council, NHS, Police and third sector agencies.

The Children's Partnership has four plans in place that support service delivery and improvement for children:

- Edinburgh Children's Partnership Children's Services Plan
- Edinburgh's Corporate Parenting Plan
- Edinburgh Child Protection Improvement Plan
- Edinburgh's Promise Plan

Edinburgh Children's Partnership is multi-agency and directs the strategic planning, development and delivery of children and young people's services on behalf of the Edinburgh Partnership.

The Edinburgh Children's Partnership Plan sets out a shared vision and strategic direction to guide the work of the Edinburgh Children's Partnership.

Edinburgh's Promise is governed through the Edinburgh Children's Partnership, and Edinburgh's Corporate Parenting Board as all sectors of children's services – voluntary, statutory, and regulatory – will be required to review, consult, and amend service provision. This is aligned to the ambition of the Children's Partnership to be as joined up as possible regarding children's services.

National progress on the delivery of The Promise in Scotland and the pace of change is monitored by the National Oversight Board. Their most recent report highlighted areas where they feel further progress needs to be made, namely education, homelessness and brothers and sisters staying connected.

The current priorities for plan 2021-24 are included in Edinburgh's corporate parenting plan. The National Plan 24-30 is currently being consulted on and should be available by Summer of 2024. Edinburgh remains committed to fully keeping the promise by the target of 2030.

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The aim of Edinburgh's Promise is as follows:

'Edinburgh will have realised the Promise when children and their families receive the help and support that they need from their community and services that support those communities at the time they need it. Where families cannot stay together children will stay together with their brothers and sisters in their own community, attending their own schools.'

All of Edinburgh's services will approach support in the same way, sharing values and approaches to working with children and their families that are trauma informed and are life enhancing. Edinburgh citizen's will be very aware of corporate parenting and the need to support children who were unable to live at home and their circumstances and situations will have clear public understanding and support.

Child Protection Committee

The Edinburgh Child Protection Committee is a multi-agency strategic partnership which is responsible for the design, development, publication, distribution, implementation and evaluation of child protection policy and practice across the public, private and wider third sectors in the City of Edinburgh area.

Through its local structures and membership, Edinburgh's Child Protection Committee provides individual and collective leadership and direction for the management of child protection services.

The Committee is made up of senior representatives from across all key areas and partners concerned with the care and protection of children.

In 2019, the Scottish Government published the document "Protecting Children and Young People: Child Protection Committee and Chief Officer Responsibilities". This sets out the functions of the child protection committee, which are:

- continuous improvement
- public information, engagement, and participation
- strategic planning and connections
- annual reporting on the work of the CPC.

Edinburgh now has a new Independent Chair and newly seconded Lead Officer who are completing a whole-scale review of how the committee functions and what structures it requires to do this most effectively.

- Child Protection self -evaluation now complete and providing learning.
- Launch of New Pan Lothian child protection local procedures being planned for January.
- Restarting thematic multi-agency audits a priority for QA sub- group.
- Multi-agency partners review and improved analysis in a QA subgroup working group to understand CP data to in relation to low numbers.
- Review of CP budget and multi-agency training requirements.

The Child Protection Committee has continued to implement and evaluate the outcomes of the Assessment of Neglect Toolkit and will oversee the implementation of the Pan Lothian Child Protection Procedures

A recent child protection national evaluation has been completed which will now inform future iterations of the child protection improvement plan which is now being updated.

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The Child Protection committee also has a quality assurance subgroup and learning and development subgroup both of which will be taking forward improved multi-agency quality assurance audits and learning and development.

The Child Protection Committee has consulted with the workforce on changes to our local child protection procedures to bring these in line with the National Guidance for Child Protection in Scotland (2021).

The Child Protection Committee has continued to work closely with the Edinburgh Voluntary Organisations Council (EVOC) and particularly their Children, Young People and Families Network, which is made up of over 100 local charities and organisations. There is a Child Protection Liaison group, attended by EVOC representatives and the Child Protection Lead Officer, which meets on a quarterly basis to strengthen links and support the network to update their own processes.

Corporate Parenting Board

The Corporate Parenting Board provides strategic direction and leadership to ensure Edinburgh's Care Experienced Children and Young People grow up feeling loved, safe, and respected. The Corporate Parenting Board works alongside Edinburgh young people's Champions Board and Ambassadors to improve the outcomes of our Care Experienced community. Joined up working between the City of Edinburgh Council and Corporate Parenting Partner agencies, is overseen by this board, and ensures a consistent and considered approach to supporting Edinburgh's Care Experienced Community.

The Corporate Parenting Board is accountable for: monitoring the current Corporate Parenting Plan; Identifying areas for joined up working across Corporate Parenting Partner Agencies; Supporting the work of Edinburgh Champions Board; amplifying the voices of Care Experienced Children and Young People and ensuring that their rights are upheld.

Members of the Corporate Parenting Board can expect: an update regarding Corporate Parenting activity at each meeting from the Champions Board via the Corporate Parenting Lead Officer; an update re Promise activity at every meeting; and support from fellow board members to discuss and problem solve areas of work around Corporate Parenting that are proving challenging.

The Champions Board

A Champions Board has now been established to listen to the voice of children who are care experienced and ensure children and young people's voices are centre and front in decision making.

Links are also being established between the Champions Board, Child Protection Committee and the Children's Partnership to ensure joined up working and improved outcomes for children and young people.

Children's Improvement board

An Improvement Board has been introduced to oversee a Children's Services Continuous Improvement Plan and Residential services improvement Plan. This includes monthly progress reports against the Improvement Plan and will also consider, performance data, quality assurance activity and audit reports. This board is managed under the Corporate Change Programme Board to ensure scrutiny by Corporate Leadership Team.

Actions within the improvement plan are now complete or progressing well with the practice teams. A priority being an action plan to ensure that all children are allocated to a social worker and have an assessment and plan within six weeks.

Work is progressing to strengthen front door arrangements in Social Care Direct (SCD) early intervention and child protection processes at first point of contact.

The new Child Protection procedure in line with national policy and procedure further supports the work already started on reviewing

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Inter-agency referral discussions and subsequent actions within 28 days.

Practice standards have been finalised and implemented and will be a fundamental part of reporting on performance measures and will continue to be reviewed with frontline colleagues to ensure children are at the forefront of practice.

Work is progressing on developing and understanding data and making sure this is meaningful for children and young people.

Significant improvements have been made in delivering and sustaining Residential Services. Edinburgh no longer has a secure service and is instead directing resources to support children on the edge of care to remain within their families.

Progress across the services provided for children and young people in the past year has improved and at the time of writing three care inspections have been completed which are showing significant improvements and a consistent theme of the inspections is that children in our care state they feel safe loved and respected.

Further work on co-production with young people to ensure meaningful care planning and risk assessment and mitigation is an area of focus which as we move towards a new operating model will further improve this area.

The Quality Assurance Group that sits under the residential improvement plan is also subject to review, to ensure its effectiveness in driving required change against the improvement plan.

The Fostering service was deemed good or very good in areas inspected. The Adoption Service was deemed adequate and good in area's inspected which demonstrates that although improvement work in these areas is ongoing, improvements in services are being seen and experienced by children and young people. Inspectors talked about seeing excellent life story work with children and the Disability Fostering Service were given a Prestigious Fostering Excellence Award, recognising the exceptional contributions to foster care. They were awarded The Fostering Network Award for a Social Work Team at The Fostering Excellence Awards.

Edinburgh Health and Social Care Partnership

Adult social work services are provided as part of the integrated Edinburgh Health and Social Care Partnership (EHSCP) which is governed through the Integration Joint Board (IJB). The IJB in Edinburgh has re-organised its reporting structure, and now has five sub-committees also providing governance. The CSWO in Edinburgh sits as a non-voting member and professional advisor to the IJB, as well as a member of the Clinical and Care Governance Committee.

Adult Support and Protection across Scotland is subject to a Joint Inspection process, and Edinburgh was inspected in relation to its multi-agency Adult Support and Protection work between November 2022 and February 2023. The inspection was undertaken by the Care Inspectorate, Healthcare Improvement Scotland, and His Majesty's Inspectorate of Constabulary in Scotland. A report on this inspection was published on 14 February 2023.

There was also an Inspection of adult social work and social care services Initiated October 2022, reporting in March 2023.

The improvement actions for the Adult Support and Protection inspection have been progressed within the Adult Protection Committee and the plan has been embedded within the wider improvement Plan for adult social work and social care services. The wider improvement plan provides fundamental changes in how the Health and Social Care partnership functions and supports adults.

The care inspectorate reported that they made every effort to account for the impact of the pandemic and reported that the pandemic saw social care and social work services face unprecedented challenges. The impact of the pandemic on the delivery of social work and

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social care services in the City of Edinburgh was ongoing. This was evident in challenges in staff recruitment and retention, sickness absence levels and in the remobilisation of some services.

It is important to note that two inspections at the same time is also unprecedented and although found a committed workforce it found multi-agency and systemic failures in relation to structural weaknesses in the planning and delivery of services in the health, social work, and social care system. Key processes did not support the delivery of high-quality assessment, care management and reviews.

Outcomes focused practice and self-directed support were not embedded as mainstream ways of working. Frontline colleagues and their seniors were under considerable pressure working within ineffective systems. They were understandably overwhelmed with the high level of demand due to ineffective front door arrangements. Quality assurance and governance arrangements were ineffective in escalating issues to the chief officer group and clinical care governance committee.

Although steps have been taken to mitigate risk to adults requiring services for support and protection. Change on this scale takes time and inspections can produce a complex range of impacts that go beyond direct response to recommendations. Improvement of services on this scale requires improved systems leadership that uncovers the barriers to success within the workforce, governance, accountability, and dedicated resource.

Strategies to increase focus on strengths based working and early intervention with greater demand management and a commissioning strategy that forensically looks at spend to ensure a cost-effective service provision all of which can take a period of time to implement.

There is confidence that the new Chief Officer and Service Director are sighted on the improvements required and a need to review governance arrangements. Along with a new post of Principle Social Worker and a commitment within a structure review to improving line management reporting lines and accountability.

Clinical and Care Governance Committee

The Clinical and Care Governance Committee is established by the Integration Joint Board (IJB) to monitor, review and report to the IJB on the standard and quality of care delivered across delegated services.

The purpose and function of the Clinical and Care Governance Committee is to gain assurance, on behalf of the Integration Joint Board on the systems for delivery of safe, effective, person-centered care in line with the IJB's statutory duty for the quality of delegated health and social care services. To ensure that there are effective structures, processes, and systems of control for the achievement of the IJB's priorities, where these relate to regulatory compliance, service user experience, safety, and the quality-of-service outcomes.

It is good practice to review the functions of the Clinical Care Governance Committee and the group that sits under it on an annual basis to ensure this committee is fully sighted on the quality of delegated health and social care services.

Work is underway to improve quality assurance mechanisms and systems such as accurate workforce and business data, service user feedback and learning from complaints to ensure the CCGC is able to be assured.

Social Work Governance Board

A key message from the inspection of adult social work and social care was that there had been insufficient strategic leadership and management oversight of key processes, meeting legislative requirements, policies, procedures, and guidance and to ensure sufficient capacity and capability to deliver safe and effective services for vulnerable people.

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Another key message was the partnership did not have effective social work governance arrangements in place. Clear lines of accountability and that Strategic decisions were not always well informed by a social work perspective.' Specifically, it identified the need for the existing Social Work Governance Group to have a meaningful influence in strategic decisions that affected social work practice. There was also a need for the Social Work Governance group to have a stronger interface with the wider clinical care governance arrangements. The appointment of a Principal Social Worker was referenced within the report as was the need to take an updated approach to improving social work governance and social work quality assurance initiatives. Progress is now being made and the Principle Social worker chairs the group and I attend as CSWO.

The existing Terms of Reference for the Social Work Governance Group are under review. A revised version will include a direct reporting line to the Clinical Care Governance Group where the Principal Social Worker and the CSWO are in attendance. The intention is to create two sub-groups to cover i) Social Work Workforce/Learning and Development and ii) Policy consultation and implementation. It is anticipated that a refreshed Social Work Governance and wider Clinical Care Governance Group can incorporate the seven themes of:

- Workforce
- Standards
- Feedback
- Internal and External Scrutiny
- Improvement and Innovation
- Risk
- Safety.

Executive Management Board

There is improved Senior leadership within the HSCP with the Chief Officer, Chief Nurse, Chief Allied Health Professional and Chief Social Worker and Principle Social Worker meeting on a regular basis with other key professionals to provide oversight and progress improvements.

There is a newly appointed permanent Chief Officer who started in November 2023, the interim Chief Officer has returned to their substantive post of Service Director.

Improvement Oversight Group and Change Board

This board is providing oversight of the inspection plans currently in place given the two inspections of adult support and protection and social work and social care found a need to fundamentally change systems and practice in Edinburgh.

Adult Protection Committee

The Adult Protection Committee (APC) has responsibility for adult protection and is overseen by the multi-agency Chief Officers Group for Public Protection that is responsible for all areas of public protection across Edinburgh.

The APC is now functioning with new members including a new Lead officer, and NHSL Director for Public Protection who are fully sighted on progressing the Adult Protection Improvement plan. There has not been an independent chair since the inspection and although has been actively recruited has recently stepped-up routes to advertise and procure suitable candidates.

The Multi-agency Quality Assurance Subgroup and Multi-agency Learning and Development Group have been reinstated to ensure multi-agency audit and overview.

The Adult Protection Committee has accepted and taken very seriously, the findings from the inspection and has developed an improvement plan which was submitted to the Care Inspectorate on 29 March 2023.

Progress has been made with the Improvement Plan and a sub-group of the Adult Support and Protection Committee has been established to ensure that pace continues to be made with the improvement

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plan with continuous improvement a priority for the adult Protection Committee.

Edinburgh Alcohol and Drug Partnership

Putting lived experience at the heart of decision making

Lived and living experience panels are now a requirement for all ADPs and the local model is expected to incorporate events bringing carers, people in recovery and decision makers together, as well as a standing panel and traditional consultation approaches. In 2023, the Edinburgh Alcohol and Drug Partnership (EADP) commissioned EVOC to help the Lived Experience panel reach its potential and ensure that the voice of lived experience is heard in the planning, monitoring, and evaluation of current and future service provision. Amongst other things, a Recovery Community Development specialist has been brought in to recruit people to the panel, to engage the recovery communities in its work. This work has been contracted from EVOC for 6 months and will culminate in a report with recommendations on the future shape of the panel and its work.

Several national and local initiatives are focused on ensuring that the design and delivery of services are informed by the lived and living experience of those who rely on them, as this can have a significant impact on how people respond to support and influences the culture and insight of the system.

The use of experiential evidence in the development of plans and services is a requirement of the Medication Assisted Treatment (MAT) standards. In 2023 the ADP developed a network of peer researchers - people with lived experience of substance use and recovery who have been trained by SRC (Scottish Recovery Consortium) - to interview others with a focus on their experience of treatment and support. Over 50 interviews were completed, and the results inform the MAT standards reporting and planning.

Within the HSCP a review of structures is being undertaken with a view to ensuring improved integration and joined up working with Childrens Services to ensure our responses to substance use is making a difference for children, young people and adults.

Equally Safe Edinburgh Committee

The Equally Safe Edinburgh Committee (ESEC) is a multi-agency partnership working to ensure the implementation of Equally Safe: Scotland's strategy for preventing and eradicating violence against women and girls (VAWG). The four key priorities of Equally Safe for Edinburgh are the following:

- Edinburgh embraces equality and mutual respect and rejects all forms of violence against women and girls.
- Women and girls in Edinburgh thrive as equal citizens: socially culturally, economically, and politically.
- Interventions in Edinburgh are early and effective, preventing violence and maximising the safety and wellbeing of women, children, and young people.
- Men in Edinburgh desist from all forms of violence against women and girls and perpetrators of such violence receive a robust and effective response.

In 2022-2023, ESEC drove forward several activities through its membership and subgroups:

In March 2023, the Multi-Agency Domestic Abuse Policy was approved by the Policy and Sustainability Committee and was implemented on 1 April 2023.

Work by a small subgroup on an operational procedure that includes multi-agency risk assessment conference (MARAC) and Domestic abuse local action group (DALAG) process and procedure together with information on domestic abuse commissioned services is being completed.

With support from the Learning and Development subgroup, ESEC supported in

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the development and delivery of training to MS Viktoria staff where Ukrainian refugees were temporarily housed, while it also introduced new multi-agency training for Edinburgh on Commercial Sexual Exploitation (CSE) in partnership with the Women's Support Project.

Responses were submitted to consultations, both on a local (for example Licensing Policy consultation) as well as a national level (Abortion Services Safe Access Zones, and, in partnership with the Child Protection Committee, the Bairns' Hoose Standards consultation by Healthcare Improvement Scotland)

The Women's Safety in Public Places Community Improvement Partnership (WSPP CIP) has been working on ensuring that Edinburgh is 'safe by design' for women and girls; activities supporting this aim include engagement with key stakeholders such as transport companies, Police Scotland, third sector and academic partners, and analysing data gathered through public consultations.

The Commercial Sexual Exploitation short-life working group (CSE SLWG) has been working on a position statement on commercial sexual exploitation for Edinburgh, as well as an accompanying briefing paper. This will fulfil a criterion for the Equally Safe Quality Performance Standards under Equally Safe Outcome 3.

The 16 Days Communications Subgroup organised and delivered a range of events on VAWG during the 16 Days of Action on Gender Based Violence campaign (25 November – 10 December). These events included a candlelight vigil on the Meadows, a film screening on drink spiking and sexual violence, and a community event on the past, present, and future of women's rights, and they involved the collaboration of ESEC partners, higher education, national stakeholders, and the public.

In 2022-2023, the ESEC had completed 75% of its Improvement Plan actions, with the remaining 25% incomplete due to insufficient evidence and resources. The ESEC Improvement Plan has now been revised, with a new version identifying priority actions and workstreams for 2023-2028. The workstreams identified include:

- VAWG and trauma-informed practice
- Intersectionality, learning, training and development
- Resource creation
- Data and information sharing
- VAWG and education
- Prevention and early intervention
- Communications
- Work with perpetrators

The ESEC is currently working on completing its annual report to COSLA and the Improvement Service to demonstrate progress against implementing Equally Safe across Edinburgh.

Justice Governance

Edinburgh's Community Safety and Justice Partnership on behalf of the Edinburgh Community Planning Partnership, is responsible for the development and implementation of Edinburgh's Community Justice Outcomes Improvement Plan. An annual report for 2021/22 was submitted to Community Justice Scotland in September 2022. The newly developed Community Justice Outcome Improvement Plan for 2023-28 sets out the priority areas for community justice work in Edinburgh. It fully aligns with the revised National Strategy for Community Justice published in June 2022 and complements the Community Safety Strategy 2020-23 and the Edinburgh Partnership's Community Plan 2018-28.

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Quality Assurance and Performance Children and HSCP

Over 2022/23 Edinburgh has evaluated quality assurance and has invested in additional quality assurance capacity to audit Children's Services case files and Adult Services casefiles. This increased capacity as part of a wider quality assurance framework and audit programme looked at different topics and aspects of practice and process across Children's Services and Adult Support and Protection within the Health and Social Care partnership. The quality assurance activity is focussed on improving practice and the outcomes for children, young people, and adults and has included direct feedback to provide learning opportunities and included tracking actions to ensure improved practice together with a bi -monthly report that provides themes and recommendations.

Self-evaluation is an important tool for improvement, and we are developing our self-evaluation process along with:

- our performance data across both services.
- how we capture the views of children and adults experiencing care and services.
- views of stakeholders and professionals that interact with services.
- reviewing documentation and processes that evidence how decisions are made.

The City of Edinburgh Council is moving to a new operating system in Children's, Justice and HSCP and there has been progress to improve, meaningful performance data to ensure children and adults needs are being met. Large-scale improvements to the current operating system of swift has not taken place and the focus is on data cleansing as we move to the new system and ensuring this system has the functionality to provide meaningful data that enables reporting to support managers to provide oversight and contributes to improvements to outcome reporting for children young people and adults. Especially as we welcome Promise reporting data sets and develop our ability to report on GIRFEC and GIRFE within wider partnerships.

Over the last year it became apparent that a considerable number of Policies and Procedures across Children's Services and the Health and Social Care Partnership were out of date or not in line with government directives.

Extensive work continues to be undertaken to update policies and procedures at pace and integrated impact assessments are completed for any new Policy that is created.

A spread sheet across services is in place to ensure monitoring and ensure regular updates are actioned.

There have been two internal audits for Transitions and Self- Directed Support (SDS) which found a need to improve practice in these areas across children and HSCP and has needed fundamental changes to policy, procedure and practice with the creation of monitoring and quality assurance activity and changes to delegated responsibility. There was no SDS policy or procedure and although government practice standards in place these where not actively supported. At the time of the audit the scale of work involved was not evident to senior managers and service directors and this continues to be an area of improvement that is required along with other improvement activity.

The Child Protection and Adult Protection Committee has responsibility for the development and implementation of inter-agency quality assurance mechanisms.

The Quality Assurance Subcommittee is the central coordination point for this work in Edinburgh and although fair to say there has been a need to improve practice in this area as

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CSWO I have seen continuous improvements with two newly appointed lead officers, an independent chair for the CPC and an interim chair and principle social worker since the ASP inspection has brought renewed rigor, challenge, and improvement. Unfortunately, we have been unable to secure an independent chair for ASP which continues to be recruited to. Multi-agency quality assurance across children and HSCP continues to be an area of improvement and progress continues to be made.

The Child and Adult Protection Learning Review Process

Learning reviews are not investigations. They are an opportunity for in-depth analysis and critical reflection to gain greater understanding of inevitably complex situations and to develop strategies to support practice and improve systems across agencies in response to the circumstances of death, serious harm, or multi-agency learning.

The Learning Review Process for children and young people is now up and running and a learning review is in progress in Childrens and HSCP. The learning review process for HSCP is in the early stages of moving over from ICR/ SCR to the learning review process.

With new lead officers recently in post, supported by the quality assurance team, tracking, and learning across historical themes are being undertaken retrospectively to ensure we are a learning organisation.

Care service feedback

Care service feedback is a mechanism for collecting, collating, and reporting on concerns or positive comments made by staff and members of the public. The procedure applies to all council colleagues in contact with care services. The purpose of Care Service Feedback is to enable identification of emerging trends. The Quality, Governance and Regulation Service has undertaken two reviews of the Care Service Feedback process which is currently used to report concerns with Care at Home service provision. It has been rolled out to Children's Services to promote and increase the use of Care Service Feedback in these areas.

Complaints

Although complaints are being responded to within timescales, there is a need to review the process and how we learn from complaints to improve practice. The resource to respond to complaints for children is in review as part of service reviews and moving to child friendly complaint process and responses . Improved feedback and learning from complaints is also an area for HSCP in relation to social work complaints. As is learning from what advocacy services are telling us.

Children's rights and Participation

Within the partnership a Children's Rights self -evaluation is in progress. We now have a Corporate Parenting Lead and two care experienced Participation Workers and we also have recruited a Participation Worker from the whole family wellbeing fund to ensure children's and young people's voices regarding local community support is collated and heard.

We have strengthened the role of the **Reviewing Officer,** and an escalation process is now in place to raise any issues regarding a child's plan that can't be resolved at a locality level with Social Worker and Team Leader.

Supporting social workers to ensure plan 21/24 promise priorities of education, homelessness and brothers and sisters to remain together and or to stay connected.

Establishing trusted relationships with children, and parents/carers, improving advocacy, children's rights, and co-production on plans.

Family-Group Decision Making (FGDM) and the planning/decision-making process within the Children's Hearing System pilot project was to explore what impact FDGM can have

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for families, in relation to the planning and decision-making process within the Children's Hearing System. The learning from feedback will help shape future service delivery.

Details of the pilot were provided to the children's hearing system re-design working group. Family Group Decision Making features extensively throughout the final report of the Promise's 'Hearings for Children: Hearings System Working Group's Redesign Report, May 2023'. The report highlights the importance of family meetings in the diversion of statutory measures, child and family planning and the link to the whole family support element of the Promise.

People's Stories

By gaining direct, qualitative feedback, the quality assurance of service provision can be triangulated using the experience and views of people supported by services and colleagues. There is a need to develop this work and ensure systems are in place to collate feedback and embed a culture of qualitative engagement and improvement in service provision, including social work practice by seeking feedback and ensuring this then informs practice improvement.

Supervision policy and procedure

The Supervision Policy and Procedure has been reviewed and amended in partnership with managers and colleagues via focus groups, and the Trauma lead to include the following key areas:

- A system that provides confirmation that supervision is happening at least monthly and supports health and wellbeing.
- A written record of case management supervision on a standard template which is recorded on a childs/adults record.
- Quality/reflective/balanced (Professional development and performance, such as meeting agreed service practice standards, review of caseloads and support regarding reflective practice and progressing a child or adults protection or care plan).
- Supervision to be used in conjunction with annual performance objectives (PRDs) and professional development including formal and informal training and directed learning.
- Use of Supervision Contract.

This continues to be a priority to ensure this is introduced and embedded as part of the Children's continuous improvement plan and the health and social care improvement plan with reporting requirements to ensure this is in place.

Further sessions are being held in November and December across Children's, Justice and HSCP workforce to provide a Trauma Informed lens to supervision practice, policy, and procedure.

Children and families challenges and improvements

Children's Services key successes

- The establishment of a permanent Senior leadership team
- Continued practice improvement and changes in fostering, adoption, continuing care and residential care which are evidenced in inspection and the feedback from young people and independent advocates.
- The number of children looked after away from home continues to decrease. The rate per 1,000 population in Edinburgh continues to be slightly below the national rate.
- Quality assurance and establishment of an audit programme which is demonstrating evidence of continued practice improvement.
- Launch of practice standards which brings clarity of expectation and will continue to be reviewed to ensure children are at the centre of social work practice.
- Improved understanding of reviewing officers' role and ability to be promise keepers, and appropriately challenge care planning and protection plans on behalf of children and young people. Escalation policy introduced to ensure required actions are responded to. Edinburgh took part in chairing the National Reviewing Officers Forum.
- Establishment of complex cases panel to ensure senior manager oversight of our most complex children and young people.
- Independent Chair of the Child protection committee in post and providing external scrutiny and challenge.
- Data cleansing in preparation for Swift replacement challenging but in place.
- Project initiated for the creation of an integrated front door that ensures timely response to child and adult protection and ensures early help and intervention opportunities are provided to meet need.
- The Scottish Child Interview Model (SCIM) has been adopted and six social workers have been specially trained to manage this exciting development. This along with the opening of the Sycamore centre a dedicated multi-agency building hosting trauma informed interview and examination facilities. Having this shared facility with Health and Police is a great opportunity going forward to support Edinburgh's most vulnerable children and their families.
- Edinburgh had a number of social workers present at a Pride in Practice event in Dundee, and this highlighted a number of practice developments and was very much led by practitioners.

Key challenges/priorities

- Establishing robust data reports has been challenging and is now taking shape and will inform our future operating model.
- Whilst improvement is ongoing and there are many positives, cultural and practice change is complex and takes time and there is still a significant journey to be undertaken.
- Consideration of the development and embedding of a recognised practice model.
- Leading practice programme to be based on the leading for equity approach successfully used in schools.
- We are proud of our ability to offer sanctuary and we have continued to support children and families from Ukraine and have continued to support a number of unaccompanied asylum-seeking children, young people who have presented in the city and this has been a challenge, however we continue to work

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with multi-agency partners to ensure needs are met and support is in place.

- Edinburgh's Child Protection figures have been constant over the last year with around 90 to 100 children on the Child Protection Register. As we make improvements in whole family support and early help, we plan a multi-agency auditing exercise to explore interagency practice and thresholds in greater depth to understand and sense check the data available.
- There are a large number of IRDs initiated with only a small number of children being registered at conference and we are wanting to understand this better via audit and multi-agency review with partners.
- Children's services have been working with the Scottish Government piloting Self Directed Support practice and this will be an important piece of work going forward led by managers in the service.
- Transitions into adulthood is an area of focus after an internal audit provided feedback on areas to improve.
- The local and wider national recruitment of foster carers remains challenging. During 2022/23, seven foster carer households were approved while thirty-two were deregistered. A multi-model fostering recruitment campaign involving a new website, increased advertising, monthly drop in events is in place to promote Edinburgh Council as the destination of choice for prospective foster carers in an around the Edinburgh area.
- The service has supported hybrid working and has been looking at what works for teams to ensure that some of the benefits of flexible working continue while ensuring that colleagues and teams are supported.

Housing Support and Accommodation Improvement Plan for Care Leavers

No child leaving our care should ever be homeless on leaving care or as a young adult.

The Housing Support Improvement Plan brings colleagues together from across the council to assure and improve the delivery of housing and support to young people leaving care, to ensure that young people leaving care are offered the right housing options and support at the right time.

Work is progressing to test a DIY care leaver project. The aim is to support young people with practical tasks to set up a new home via maximising the resources and skills of commissioned services via community benefits.

Young People's Service

The Young People's Service (YPS) supports children in conflict with the law and their families. In September 2022, the new Care and Risk Management (CaRM) arrangements were implemented to support young people who present a serious risk of harm to others. Key changes include the inclusion of children and families in meetings, governance and oversight by the Child Protection Committee, explicit requirements re timescales, updating plans, minutes and decision making, referral and initial CaRM meeting must be supported by an up-to-date assessment and tiers of risk to inform decision making about future CaRM reviews and core groups in line with national guidance – aware, attentive, or active and alert.

Contextual Safeguarding

The Contextual Safeguarding pilot in the North of Edinburgh for children at risk of criminal exploitation is in the final stages. This work was possible via the Promise Funding from the Corra Foundation and a learning evaluation of the pilot is underway. The aim is to maximise use of this approach in other areas, including the work to end the disproportionate criminalisation of care experienced children and young people which is also supported by the Promise and funding from the Corra Foundation. This work aims to use the data

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available to understand the reason for Edinburgh's children getting in conflict with the law and consider whether alternative approaches are being maximised and use this to support learning and development with all those who work with Edinburgh's care experienced children and young people.

The Scottish Childrens Reporter Administration (SCRA) statistical dashboard continues to indicate a reduction in the number of children referred on offence grounds.

Building on this work there is a need via the child protection committee to look at contextual safeguarding and child exploitation in all its forms to ensure a multi-agency risk management and early intervention response to safeguarding children.

Throughcare and Aftercare

A full review of Throughcare and Aftercare (TCAC) is being completed. The housing development worker within TCAC has been focussing on understanding the housing needs of Edinburgh's care leavers. The recommendations of the report are being progressed by the Housing Support and Accommodation Improvement Plan group.

Work is progressing to test a care leaver project. The aim is to support young people with practical tasks to set up a new home via maximising the resources and skills of commissioned services via community benefits.

Edinburgh Secure Service

In line with the promise Edinburgh Secure Service (ESS) has now closed, and we have reduced admission to secure care. We are actively reviewing children in secure care outside of Edinburgh to ensure we make alternative arrangements for support. All children within secure have a multi-agency review every six weeks with a clear focus on exit plans.

Childrens Residential Care Homes

As with previous years, the main challenge for residential care this year has been the number of emergency placements for young people going into Edinburgh's children's houses. At this point, 75% of young people looked after in children's houses were admitted on an emergency basis. This has a detrimental effect on both the young person who is accommodated on an emergency basis and the other young people who live within the houses. To address this, managers met and agreed we needed a distinct house for emergencies that would focus on a return home plan, assessment of need and ongoing support to ensure young people who were accommodated in care homes as a very last resort and after a robust assessment of need.

As with other areas within Children's services, recruitment of staff has been an ongoing issue. the recruitment of staff has been difficult, and services are currently in a very challenging market with other local authorities and private providers trying to secure the same staff. To combat this, the service has changed their recruitment strategy, giving managers much more direct input into the recruitment for their houses and they continue to engage in recruitments events.

The Care Inspectorate have restarted in person inspection this year, and whilst there have been some challenges around this, the service has used every inspection as a learning opportunity across the houses.

In terms of development, the service has developed learning objectives for all staff focusing on the Promise and Trauma Informed Practice and have seen several examples of both in operation across the year. Each house has a plan to become fully Trauma Informed in their practice and are developing a service plan which supports this.

Adult Services challenges and improvement

Health and Social Care Partnership key successes

- There have been positive improvements across a wide range of indicators covered in the IJB's Annual Performance Report 2022/23. All indicators have seen an improved or steady ranking on benchmarked performance compared to last year and we remain in the top half of partnerships for 7 of the indicators with an update in in our Annual Performance Report 2022/23.
- We have seen positive movement in our levels of hospital bed days spent in delay for over 75s this year. **Edinburgh is one of only four partnerships that saw improved performance in delays in 2022/23,** with a 6% reduction in Edinburgh compared to a 23% increase nationally, although challenges remain to reduce our level of delays to sustainable levels. We have also seen improvements in our performance around hospital readmissions and admissions resulting from falls and will be working to understand how we can sustain this improved level.
- Partnership working across Health and Social Care and Police Scotland was seen as a positive in inspection.
- The third and independent sectors in Edinburgh continue to be a real asset in the health and social care integration landscape, with providers being highlighted as giving 'vital support' to adults at risk of harm.
- The way Edinburgh's services are conducting large scale investigations has been positively recognised.

Despite these improvements and the positive stories of our service delivery and innovation shown throughout the EIJB's Annual Performance Report 2022/23, there remains work to be done.

One Edinburgh: Home-Based Care

'One Edinburgh' is part of our Home-Based Care and Support project within the Innovation and Sustainability Portfolio and is our collaborative approach to the delivery of internal and external home-based support. It aims to deliver a vision of preventative approaches and support solutions that enable more people to remain independent at home, or in a homely setting, for as long as possible.

There has been a wide-ranging program of activities undertaken in 2022/23, many of which will continue to be built upon and developed further into 2023/24 and beyond:

We have undertaken a phased approached to the implementation of a mobile workforce scheduling and care management solution for our internal Reablement and Care at Home services. One of our four localities is well advanced with implementation and go live activities, and full rollout across the three remaining localities will be completed by the end of 2023.

We have progressed with the redesign, planning, and modelling of our internal homecare services to shift from long term care support services to a focus on prevention and reablement, though some long-term care at home will still be delivered internally. This will support our approaches to prevention and early intervention, supporting individuals to live independently for longer. Redesign and modelling activity also informed the requirements for the new external provider care at home framework to be procured and operational by April 2024, when the existing framework arrangements end.

We established a citywide care at home operational leadership group who have oversight, monitor activity and capacity levels, ensure maximised use of capacity, and drive forward performance improvements in relation to this. The team meet daily, making quick evidence-led decisions and taking actions around the internal and external care at home capacity across Edinburgh. The focus of activity for this team in 2022/23 has been on:

Developing data-led dashboards to support monitoring and improvement.

Reducing the time people wait, after assessment and referral in hospital or the community, for care at home arrangements to be put in place.

Implementation of a continual monitoring and risk prioritisation process. Dedicated team established to undertake this activity and take appropriate escalation actions if monitoring indicates increasing urgency for support or changes to needs.

Implementation of a dedicated care at home review team who regularly review existing care at home arrangements, ensuring support continues to meet the needs and outcomes of the people supported (and their carers), and that quality of support delivered is of a high standard. Collaborating with the people being supported and their carers to take the necessary actions, and where required facilitate the move to alternative support arrangements that better meet the person's outcomes.

With an approach firmly embedded in "Home First", "Right time, Right Place, Right Support" ethos and a Three Conversations approach, the team supported the delivery of significant improvements during 2022/23 and will continue to build on this and drive forward more improvements into 2023/24 and beyond.

Improvements noted included:

- Reduction of 66% in the number of people delayed in hospital waiting for a package of care at home.
- 66% reduction in the length of additional stay experienced while waiting for support to start.
- Reduction of 69% in the number of people waiting in the community for support to start.
- 20% reduction in the length of time they wait in the community for this support to start.

Reviewed 1,316 people's care at home arrangements:

- 118 people had their support arrangements increased as the review indicated their needs and outcomes were not being met by current arrangements.
- 164 people identified that they now required less support to meet their current needs and outcomes; and
- 103 people identified that they had continued to recover, or their circumstances had changed to an extent that meant either that they no longer required care at home support at this time - or an alternative support solution was more appropriate and arranged instead egTelecare.

Supporting Carers

Amid ongoing recovery from the pandemic and a cost-of-living crisis, our focus was on the continuation and embedding of the contracted provision of support to carers provided through our voluntary sector partners. Work was also progressed on the Edinburgh Joint Carers Strategy 2023 -2026 refresh, taking account of the national carer strategy developments. The refreshed strategy was developed by a short life working group who reported to the Edinburgh Carer Strategic Partnership Group, (CSPG), whose membership includes carer organisations, EHSCP and CEC managers, and the EIJB Carer representative. The refreshed strategy is the result of collaboration and wide engagement with carers, supported people and other key stakeholders. It is based on a set of Key Principles:

- Maintain the six key priority areas and associated local outcomes.
- Align Edinburgh's priorities with the five national themes, outcomes, and proposed actions.
- Maintain the Equal Partners in Care (EPiC) approach.
- Develop a carer outcome measuring framework.
- Indicate achievable actions/commitments to continue to enhance carers' supports and national commitments.
- Maintain the Human Rights-based approach to commissioning.

The VOCAL carer map went live, helping carers to find information, advice and support across the city. A key achievement throughout this period was welfare benefits and financial advice support, which enabled carers to maximise their benefit entitlement: during calendar years 2021 and 2022 almost £1.5m was accessed for carer households. Across Edinburgh carers have been supported on a one to one basis; have accessed peer support and short breaks from caring (including leisure centre membership); and have been helped to access funding. Carers have also been supported through day, evening and residential short breaks.

We have been recognised by Shared Care Scotland for innovation through market facilitation to generate a variety of person-centred short break options for people with Learning Disabilities within the Short Break Hub (The Hub). The Hub supports people with planning and brokering short breaks, exploring support options which meet people's personal outcomes, and matching people who have a short break budget to social care organisations who can provide replacement care, whilst co-ordinating ongoing relationships between families and providers.

Between April 2022 and March 2023, The Hub has supported 283 people to access a variety of short breaks, including daytime, evening or overnight support; social events; breaks away together for the person being cared for and the carer or other family members; and breaks with friends. 80% of respondents to a recent survey rated their experience of The Hub positively, and 85% of respondents rated the experience of the person they care for as positive.

The Hub's relationship-based approach to brokering short breaks has led to improved support options and outcomes and has created the opportunity to consider all aspects of people's support flexibly across a range of service models. This approach offers more consistency for users and greater sustainability for providers. The local market has grown, with 14 providers offering or engaged in conversations to not only provide short breaks but to consider all supports people need to live a good life.

Work on Adult Carer Support Plans (ACSPs) - outcome-focused plans - has developed over 2022, with the template, supporting leaflets and guides and internal processes reaching completion. Delivery of training with our partners began in March 2023 and full implementation is planned for July 2023.

Learning Disabilities Service

In 2022 the Innovation and Sustainability Portfolio selected Learning Disabilities Services as its primary pipeline project area to develop and improve outcomes for service users with Learning Disabilities. This has seen the collaboration of multi-agency and multi-disciplinary professionals from both the public and voluntary sectors. People with lived experience have engaged in reviewing progress and provided feedback on identified change areas. This iterative process has identified 13 key areas requiring some change and improvement work and linking to the Inspection Improvement Plan, in relation to supporting people with learning disabilities and complex needs. The Edinburgh Learning Disability Advisory Group, a participatory group involving individuals who have a learning disability; their support staff; learning disability third sector organisations and Partnership staff, is engaged in ensuring that

the proposals being developed are scrutinised by people with lived experience. The project is currently developing action plans to address the change proposals and still has some significant milestones ahead. EIJB report - 6.1 Innovation and Sustainability Pipeline - Learning Disability Change Proposals.pdf (edinburgh.gov.uk).

New models of day support

Health Improvement Scotland launched a programme in 2020 called New Models of Day Support this programme was designed to support Partnerships to define and further develop approaches to day support that best meets the needs of individuals who have a learning disability. To take this forward the HSCP developed a local project team with representation from third sector providers and partnership staff. There has been engagement with Individuals who have learning disabilities and their carers during this project to ensure that their views are taken into consideration when developing person-centred change proposals. This project is in the final stage and the intention is to produce a menu of opportunities that reflects the aspirations of people with learning disabilities to be included in a wide range of activities including volunteering, employment, further education, and social activities.

Capacity to collaborate: promotion of rehabilitation and self-management services and Network event

On 29 March 2023 we held a Capacity to Collaborate event at the Edinburgh Community Rehabilitation and Support Service. This event brought together HSCP colleagues, third sector and private organisations and people from the world of physical disability, hidden disabilities, neurological conditions and long-term conditions to promote our rehabilitation and self-management services and resources. The event highlighted the multiple avenues of support available to help people on their journey and emphasised the power of collaboration, offering marketplace stalls, a main discussion on reflective practice and collaboration, and a demo of the Smart House Tech Hub.

Health and Social Care Partnership challenges and improvements

The two very in-depth inspections of social work within the HSCP in Edinburgh together with the mental welfare review of an individual has provided detailed improvement requirements in relation to its multi-agency Adult Support and Protection work and adult social work and social care services within the HSCP.

The improvement actions for the Adult Support and Protection inspection are being progressed within the Adult Protection Committee and the plan has also been embedded within the wider improvement Plan for adult social work and social care services.

The wider improvement plan provides fundamental changes to how the Health and Social Care partnership functions and supports adults using a strengths-based approach with increased focus on early intervention and getting it right for everyone. With greater demand management and commissioning strategy to ensure a cost-effective service provision.

Recognising the interface between the Adult Support and Protection Inspection and the Social Work and Social Care Inspection, work has been undertaken to map improvement requirements and activity across both inspections with a priority focus on the adult support and protection areas of improvement. The Improvement Plan for the Social Work and Social Care Inspection was approved by the Edinburgh Integration Joint Board on 13 June 2023.

Priority areas for improvement

Priority areas for improvement have included:

- Effective adult support and protection practice that keeps adults at risk of harm,

safe and delivers improvements to their health and wellbeing.

- Multi-agency key processes for Adult Protection, including duty to Inquire and investigate, assessment of capacity, Initial referral discussion and adult protection conference procedure.
- Work on Chronologies and risk assessments for adults at risk of harm
- Workforce capacity, supervision, and manager oversight
- Quality assurance and multi-agency audits.

Progress continues to be made with the Improvement Plan and a sub-group of the Adult Support and Protection Committee has been established to ensure that pace continues to be made with the improvement plan and continuous improvement is a priority for Edinburgh.

NHS colleagues are now involved in the interagency referral discussion rota across all localities. Further work is now required on engagement between partners to inform IRD outcomes and decisions, with the IRD system documenting these. Contribution to this rota from nursing colleagues will continue to be reviewed to ensure that resources are used to best effect.

Health Colleagues are aware of the importance of attending Case Conferences and Social Workers have also been made aware of the importance of inviting Health and Police to Case Conferences. A template will be used to record attendance and a report submitted to APC.

Improvements referenced for Police regarding reports focusing on criminality when a holistic approach to needs and expectations may have supported early, and effective prevention and intervention have been taken forward. The divisional concern hub and inquiry officers have taken a holistic approach to early and effective prevention and intervention and ASP training is being made to available to all frontline officers.

PPU management are developing bespoke training to frontline officers at daily briefings to look at wider holistic aspects of an individual's life, allowing better consideration of an individual needs.

Between April 2022 and March 2023, there were 2,350 adult protection contacts across the city. This is a 24% increase from the 1,901 contacts in 2021/22, which has put considerable pressure on social work resources and impacted on the service's ability to respond to assessments for social care, as adult support and protection cases are prioritised. Of the 2,350 referrals received during the year, further action was taken in almost all cases (97.4%). Roughly half of them required social work involvement other than Adult Protection.

Almost a third of referrals (29.9%, 702) progressed to investigation in the period. Infirmity due to old age was the most common client group for those whose case was being investigated (27.4%), followed by mental health (23.2%). The cases that resulted in an investigation were principally due to neglect (26.6%) and physical harm (25.2%). Of the 702 investigations, almost three quarters (72.9%) resulted in further action. There were also 1,111 adult protection case conferences in the year, of which a third (32.9%) were initial case conferences.

Regulation Inspection Improvement and Quality Assurance in Care Homes

Edinburgh deliver 34 registered adult care services that are subject to inspection by the Care Inspectorate. Following a reduction in inspection frequency due to Covid-19 pandemic, 2022/23 saw the resumption of inspections across all sectors in the Partnership.

Inspection results are graded on a scale from 1 'unsatisfactory' (urgent remedial action required) to 6 'excellent' (outstanding or sector leading), with the grades 3, 4 and 5 being

assessed as ‘adequate’, ‘good’ and ‘very good’ respectively.

During 2022/23, nine inspections took place. No requirements or areas for significant improvement were made and gradings where in the range of adequate good and very good.

Assessment and service provision

Reducing wait times for assessment, service provision after assessment and review continues to be a priority as a response to high levels of demand, and complexity of need, exacerbated by the long-term impacts of covid and in tandem, significant challenges in recruitment of social care staff, particularly Social Workers, Occupational Therapists, and front-line carers. This is understandably frustrating and upsetting for people and families as well as for professional staff who are managing, daily, high levels of competing demand, complexity, and risk.

All Adult Support and Protection referrals are being allocated and have remained significantly high, having seen a rise during covid due to isolation and the absence of community and family supports, as well as directly from the additional stressors of the situation.

Everyone continues to work hard to balance demands through rigorous management of risk and prioritisation of need, and safety both within current systems and models of care while also looking to develop new approaches that may relieve the position.

Strengthening the front door to services within Social Care Direct and ensuing early intervention is a priority to help manage demand and ensure people can access services within their local community when required.

Delayed discharge patterns remain a concern both nationally and within Edinburgh. There is a close relationship between unmet need across the system in terms of the availability of care at home and care home placements and the level of delayed discharges. A review of commissioning arrangements is underway.

Pressure on hospital beds remains acute in terms of delayed discharge and the Home Accessibility Referral Team (HART) continues to support colleagues in NHS Lothian and the Edinburgh Health and Social Care Partnership in trying to alleviate this.

Mental Health and Wellbeing

Thrive Edinburgh

Royal Edinburgh Hospital’s Volunteer Hub supported 43 inpatients, generating 54 volunteer hours with 68 members of the public volunteering, producing 2,078 hours.

In December we began Thrive Welcome Teams Phase two with primary care colleagues, with prototypes in open access, group work and shared training under way by March 2023.

Progress continues with our Redesign Urgent Care Plan: we increased capacity in the Mental Health Assessment Services by three Mental Health Nurses; introduced senior clinical makers; employed navigators for wider community support and community connecting; and progressed work with the TRAK team to develop a more effective mental health triaging and referral system.

Funding has been secured from the Armed Forces Covenant Fund to develop the Scottish Veterans Wellbeing Alliance and to develop interventions for veterans at high risk of attempting suicide. This programme will be delivered in partnership with the Centre for Military Research Education and Public Engagement, Edinburgh Napier University.

Mental Health Services

As a result of a review regarding an individual undertaken by the Mental Welfare Commission and during due diligence, there are significant issues in terms of systems and service delivery which was not identified during the two inspections and additional capacity is required to ensure we are able to meet

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fundamental statutory obligations and ensure full allocation when required.

An additional manager post has been urgently put in place and colleagues within the service report this is providing more consistency within the service.
A full review of the response to mental health is being undertaken and consideration within the HSCP structure regarding strengthening structural weaknesses in the assessment, planning and delivery of integrated services in HSCP.

There is a need to improve integrated multidisciplinary working across health and social work services to assess and deliver individual outcomes, consideration is being given to a care program approach or other framework to support multidisciplinary working.

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Criminal justice challenges and improvements

Justice Services in Edinburgh have continued to develop new ways of working, including hybrid working, with more capacity for people to work from office space and routinely seeing more people face-to-face for the full range of justice activities. While staff recruitment was exceptionally challenging, colleagues in Justice have continued to demonstrate their commitment to improving service delivery, with the additional funding from Scottish Government enabling us to commission Third Sector services to support recovery.

Justice key successes

The launch of feedback exit questionnaires in November 2022 for use across all justice services to help us better understand how services are experienced by the people who use them. The service will use their unique insights to support improvements to service development and delivery with a particular focus on the core trauma informed principles of safety, choice, trust, empowerment, and collaboration.

The development of a new Women's Justice Centre, which provides a gender specific and trauma informed space for all women accessing Justice Services. This will enable all women receiving Justice Services to benefit from the collective resources and expertise of different services, whilst maintaining each team's focus for intervention. A collaborative partnership approach to working with women will be applied and the women using the centre will be actively involved in its development.

The development and consolidation of the collaborative voluntary throughcare model for women serving short term sentences and/or on remand, a population with a high prevalence of multiple and complex needs. In the initial evaluation undertaken in 2022 staff across the different organisations involved in the partnership indicated this resulted in less women 'falling through the gaps' of service provision and less duplication between services, whilst also increasing the range of support offered and choices women have. Staff also reported that by holding women together across the partnership within this wrap around approach, they felt more supported as well.

Continued roll-out of trauma enhanced practices across Justice Services:

Domestic Abuse Services, Crossroads (men's services) and Community Intervention Service for Sexual Offending (CISSO) teams have continued to embed routine screening around trauma and mental health with the men referred to their projects.

Crossroads have delivered three runs of the Survive and Thrive groupwork intervention (14-men started the programme and 8-men successfully completed).

CISSO team identified 6-men with sexual convictions as suitable for Survive and Thrive groupwork intervention.

Additional individual work around establishing safety and symptom management skills has been on-going across all groupwork service teams and is becoming more established in the Community Intervention Teams.

staff have contributed to revisions being made to the Caledonian Men's Programme manual and Moving Forwards: Making Changes manual to make them more trauma informed / responsive.

4-day 'Towards Trauma Enhanced Practice' training package has been adapted for a blend of online and face-to-face delivery. The service has also collaborated with the Professional Social Work Advisor: Trauma, on her work developing this into a national training package for social workers.

Approximately 70-staff started this training in December 2022.

'Trauma Skilled Level' training was also delivered to Business Services colleagues

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throughout October 2022 with additional sessions planned around supporting the wellbeing of staff who undertake roles that expose them to trauma accounts.

Five trauma-informed supervision (TIGS) groups have been established, across services, facilitated by Clinical Psychologist. Clinical supervision is also provided for Survive and Thrive facilitators.

Five trauma-informed leadership sessions have been held with managers from the Community Intervention Teams to assist them in providing on-going coaching support to staff.

The service has also provided support around the implementation of the National Trauma Training Programme across the City of Edinburgh Council and Edinburgh Health and Social Care Partnership through providing line-management support to the Trauma Lead Officer and working with Trauma Informed Services Advisory Panel.

Work has continued throughout 2022/23 to further develop Restorative Justice and to offer the service to those who are subject to statutory supervision, having been convicted of a hate crime and the victim of that offence (or a representative), and to deliver training in Restorative Justice approaches. Edinburgh, along with Mid, East and West Lothian and Scottish Borders are the pilot site for the roll-out of Restorative Justice and the service continues to work with Community Justice Scotland to support the implementation of the Scottish Government's vision for Restorative Justice in Scotland.

Justice key challenges and improvements

Drug Treatment and Testing Order provision. The integrated service was suspended for the greater part of 2022/23, as a result of significant recruitment challenges across NHS Lothian for clinical staff. This was very much a reflection of the national recruitment pressures across health. The inability to secure the staff or capacity to provide the clinical/treatment aspect of the integrated service meant the service was closed to any additional people coming into the service between June 2022 and February 2023. The service was re-opened on a capped basis (30 new Orders) on 27 February 2023. Communication with the Sheriff Principal, Edinburgh Sheriff Court, The Bar Association and both the Justice and Health Directorates, Scottish Government, was ongoing during this period. The pressures regarding recruitment remain and are being actively addressed.

People who have no recourse to public funds, subject to both Immigration Bail and statutory supervision. The Local Authority is acting beyond its legal powers to provide housing assistance to this group of people, with the Home Office responsible for the provision of accommodation (through their contracted provider in Scotland) and financial assistance. The identification and provision of Home Office approved accommodation is subject to checks/approval, which results in significant delays in required provision. This has a direct impact on the service's ability (and partners) to effectively manage risk and support people in an ethical manner. The service maintains active dialogue with the Home Office and are seeking ways to expedite support plans, to ensure the service is legislatively compliant.

Justice partnership working and engagement

Over the 2022/23 a number of Third Sector organisations, using the additional Covid recovery funding were commissioned. Funds were used to further expand the options offered to those undertaking 'other activities' as part of community payback; Cyrenians were commissioned to deliver a Community Garden Project whereby participants learn garden planning/ maintenance, and growing plants/herbs to support employability; they can also access volunteering opportunities. The training is delivered alongside mental health and wellbeing supports.

The service commissioned a bike mechanic from The Bike Station to support the Brake the Cycle Project and provide training on bike

maintenance/repair to people undertaking unpaid work as well as upskilling staff to carry out bike safety checks prior to the bikes being donated to community/youth groups and those experiencing poverty to support low-cost sustainable travel.

The additional monies paid for an assertive outreach recovery co-ordinator to proactively engage vulnerable individuals who have been arrested or appeared at court and been released with no supports. The post is delivered within the existing Edinburgh and Midlothian Offending Recovery and Support Service (EMORSS). A full-time recovery traineeship for an individual with lived experience was also funded within EMORSS to expand the peer mentoring offering within the service.

Justice Services used this funding to commission Edinburgh Community Food (ECF) to work with both men and women through Crossroads and the Willow Service respectively to offer nutritional guidance and wellbeing support. This included increasing their awareness of a healthy balanced diet, support for participants to access affordable food, acquire food preparation skills, and to gain confidence in cooking on a budget.

Justice Services Performance

Edinburgh Justice Social Work Services continues to be committed to preventative work and to a service model that offers a continuity of service regardless of where the person is in the community justice pathway.

As Covid-19 restrictions ended 2022, the service workload continued to increase, primarily as a result of Scottish Courts and Tribunal Services dealing with their backlog. This generated an increase in the number of people supported and the number of assessments completed:

- 2,197 people were supported through open community orders by Justice Social Work Services. This represents a 6.1% increase from support given during 2021-22.
- Justice Services staff completed 1,359 social work reports to support decision making by the courts, representing a 10.6% increase in comparison to 2021-22.

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Resources

Within a landscape of significant financial challenges resulting from increased demand

pandemic and an inspection that picked up fundamental issues with systems and service delivery.

Edinburgh is a city with huge strengths, but real and vital challenges.

In 2023 we are seeing a cost-of-living crisis forcing even more families into impossible daily choices as they struggle to get by. This challenge is only likely to grow harder in the near future. The coming years are expected to show the biggest drop in UK living standards since 1961.

The focus over 2023/24 will be on the delivery of the budget savings programme, Inspection Improvement Plan agreed in May 2023 and the Children's continuous improvement plan. By evolving the Innovation and sustainability programme we need to incorporate these plans, and work to balance the need for service improvements and financial sustainability alongside continuously promoting positive outcomes for service users.

During 2023/24 with strategic objectives evolving and considering the impact of COVID-19, the economic situation, lessons learned for services, growth in population and complexity of need, inflation, and legislative

from recent inspections and engagement with partners.

We need to continue to engage with and respond to work undertaken by partners in the wider health and social care landscape, including the National Care Service (NCS) and developments in the data and digital space, carefully considering how services can use these developments to enhance person-centred care and support to colleagues and people who receive services. Innovation and sustainability will remain central to Edinburgh's thinking and underpin the desire to foster a culture of continuous improvement.

Development of the Council's and IJB Financial Plans will therefore need to place a greater emphasis on strategic and cross-cutting proposals, informed by the priorities included within the Business Plan, and improvement plans as a means of improving outcomes and ensuring continuing financial sustainability. The plan also emphasises the importance of the council services becoming more technologically enabled and digitally delivered, with a reorientation of work to focus, where appropriate, on more preventative practices

reform, as well as the continuing financial impacts of the

There is a need for a strengthened front door to services, improved commissioning, and a tighter grip on spending to ensure cost effective provision that promotes improved outcomes. These are areas of focus for children's and the HSCP which also overlaps with the improvements in systems and policy and procedure to ensure support is provided early, prevents a crisis response, manages demand, and balances care provision to ensure children, young people and adults needs are still met.

In recent years, budget planning in the Council has provided significant protection to social work services, as well as for other priorities, such as schools. The Council's long-term financial plan continues to provide, including where applicable pass-throughs of sums received from the Scottish Government, additional funding to meet the growing needs for care services from the increasing number of older people in the city, particularly those over the age of 85, and increasing numbers of people with learning and physical disabilities due largely to greater longevity. Funding is also provided for a growing number of children and young people, the level of which is adjusted, as appropriate, for preventative

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investment in early years activity and by actions intended to reduce the increase in the number of looked-after children.

Despite this additional investment and achievement of a balanced budget for the Children, Education and Justice Services Directorate in 2022/23, Out of Area Schools and Internal Provision for Looked After Children remains an area of significant financial pressure. Within Community Justice, the flat cash ringfenced funding allocation, particularly at a time of significant pay awards, requires the service constantly to look at efficiencies from third party arrangements and staffing structures.

The financial challenges facing the Edinburgh Integration Joint Board (IJB) have been well-documented and are a real concern in terms of abilities to deliver services to adults regarding protection, assessment of need and service provision. The New Chief Officer and Service Director are providing greater scrutiny of spend, service provision and accountability however the ability to do this within the current budget deficit is a concern especially given the inspection findings and the need for additional resources which would normally be required to bring about sustainable change and cost-effective service provision that makes a difference to people's lives. Service redesign and transformation programmes together with fundamental change to practice or operations on a scale identified in inspection does require increased resources.

Regular updates on the development of the IJB's Medium-Term Financial Strategy will therefore continue to be reported to the Board.

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Workforce

During 2022/23, a Recruitment and Retention Oversight Group was set up by HSCP and continues to function as workforce board to support initiatives to address health and social care recruitment challenges. This is supported by regular performance scrutiny around recruitment and retention. Increased resources to support hiring managers with recruitment processes in the social work area to ensure onboarding could take place efficiently and effectively.

Capital City Partnership (CCP) support recruitment activity. The main drive is at entry level for social care services and since November 2022 local and targeted recruitment fairs have taken place monthly. Referrals (registered to the programme) now total 437. A total of 56 interviews have taken place with more in the pipeline and 32 job offers have been made. CCP also secured support of Community Renewal for additional staff support, established a short Health and Social Care training course programme using CCP Vocational Training Framework (VTF) funding and have established strong links to Department of Work and Pensions (DWP) and MyJobScotland.

The inspectors reported that workforce and social work services faced the challenge of vacancies in adult services. This impacted adversely on adult support and protection operations, self-evaluation, and quality assurance activity.

Additional agency staff in the short term has been recruited to undertake assessment and review, focusing on backlog of reviews, which will provide additional capacity to the workforce.

Children and Justice Services have managed to recruit to vacant positions and continue to look at recruitment and retention as a priority.

There is now a recruitment program in place, and this is resulting in localised and central recruitment. With a rolling program of recruitment events held in collaboration between Children's Services.

There is also a grow our own initiative in place with Implementation of the HSCP social work student hub which will also be widened to support Children's Social work if required. We have recruited two full time Practice Educators to provide intensive support. They will take several final placement students each year and look to retain these students until they finish their course and join as social workers. First year students will also be taken, with final placements sought in the third sector in Edinburgh to again encourage recruitment into the HSCP workforce.

We have successfully sponsored seven Council employees from across the Health and Social Care Partnership and Childrens to undertake Post graduate Social Work Course beginning in February 2024. These successful candidates will return to Edinburgh council as social workers on completion of their course.

In the wider HSCP inspection of social work practice, manager oversight of social work practice was reported on and a restructure to ensure clear lines of accountability and manager oversight is being progressed.

Further work around recruitment, workforce planning and training and development, including for leadership, is planned as part of the response to the recent inspections of Adult Support and Protection and Adult Social Care and Social Work and Children's continuous improvement plan with a focus on supporting wellbeing and resilience of the workforce.

Training, learning and development.

Learning and development continues to be an area for improvement that requires increased capacity and resources allocating to it. Ensuring policies and procedures are up to date requires people with subject knowledge who can support this process. There is a need

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for a strategic learning and development plans in Children's and HSCP. A training needs analysis is required across children and HSCP in line with updating policy, procedure and mandatory training and essential learning. Strengthening the co-ordination of multi-agency training and development within the Child Protection Committee and Adult Protection Committee is also required.

Learning and development is a priority and in forging ahead in terms of making sense of some of the new and emerging extra-familial risks to children and young people. There has been much discussion, debate, and consultation, both at a single-agency and multi-agency level about issues such as children and young people's mental health, cyber-bullying, cyber-crime, and online safety concerns. This has led to an increase in requests for learning on online safety, online sexual abuse, extremist or misogynistic behaviours/content, and harmful sexual behaviours by children and young people. The impact on minority groups such as the LGBTQ+ community, those with disability or additional support needs and black and minority ethnic groupings has also been carefully considered within these developments, seeking advice from those with lived experience or subject matter expertise where required. There are several pieces of work being carried out between agencies across the city in understanding the emerging issues and ensuring workforce development. There continues to be a need to ensure learning and develop for Childrens Services is able to meet the changing landscapes in policy procedure updates and research and current thinking.

Within the HSCP partnership revised Adult Protection Procedure briefing was completed at pace after the inspection. These briefings included a new Duty to Inquire process that includes 3-point criteria, updated process for risk assessment, chronologies and manager oversight, which was introduced in June 2023, following sessions with over 300+ staff. There continues to be a need for more in-depth adult protection training and development.

Edinburgh is working towards being a Trauma-informed city

We have a Trauma Lead Officer within the Partnership who has set up a network of local Trauma Ambassadors who meet quarterly. Information and resources are regularly disseminated to this network. There are several practitioners across the multi-agency partnership who have undergone Transforming Connections – NES Trauma Skilled Train the Trainer and can therefore provide a network of locality training in levels ½.

Edinburgh has a Trauma Informed Service Advisory Panel (TISAP) with many resources and a referral system available that complements the Scottish Government's Trauma-Informed Toolkit.

All our local authority schools received a 15-minute video-learning input on trauma as part of their August 2023 in-service training and were encouraged to watch the Sowing the Seeds NTTP video.

This resource has been made available to other staff/volunteers, such as our Family and Household Support Volunteers. The Children, Young People and Families Network of over 100 voluntary sector agencies/services in Edinburgh have carried out a network meeting around trauma informed practice in spring 2023 and have another planned for December 2023.

Practice learning

There is a commitment to offering opportunities for colleagues to learn, grow and develop and there is a strong emphasis on supporting social work student placements, as our future workforce, the payment for practice educator role has been increased in recognition of the extra role and responsibility undertaken by our dedicated team of practice educators.

We are also currently supporting 12 people on 2023 practice learning courses, through both the Napier University Practice Learning Qualification and the Robert Gordon University

Practice Learning Qualification. This course will ensure a larger bank of practice educators to support our future social work student placements. We continue to recruit annually to these Practice learning courses and the demand for places remain high.

Newly Qualified Social Worker's Supported Year

After taking part in a successful pilot, an additional Scottish Government grant has been secured, for funding to allow the Council to move towards fully embedding the Newly Qualified Supported Year within its current framework.

This supported year will help attract and retain NQSW's. The City of Edinburgh Council are committed to providing NQSW's with relevant training, protected learning time, protected caseload, mentoring and overall support to complete their first year in practice. There is new and additional paperwork for managers to complete.

PQ Qualifying Award in Child Welfare and Protection

Eight sponsored candidates for the PQ Qualification in Child Welfare and Protection delivered by Stirling University have been selected for the 2023-4 course and are in the process of completing online applications for this year's intake.

14 social workers were recruited in 2022 and have been sponsored between Central Learning and Development and Children, Education and Justice services. They are nearing the end of their studies and will be supported to take on more complex tasks within their areas of practice.

Post Qualifying Award in Adult Support and Protection

In 2022 Five members of Health & Social Care and Place staff were successful in being selected to carry out the Post Qualifying Award in Adult Support and Protection delivered by Stirling University. They are nearing the completion of their course and will be employed to support NQSW's and apply their skills in advanced practice within their settings.

Eight sponsored candidates for the Adult Protection Certificate at Stirling University have been selected for 2023 and are in the process of completing online applications.

There remains a high demand for skills in advanced practice and post qualifying courses which provide social workers with the necessary ongoing professional development and professional learning opportunities. This helps the Council to maintain its commitment to the SSSC Codes of Practice for Employers that, as a social service employer, you must provide learning and development opportunities to enable social service workers to strengthen and develop their skills and knowledge and this includes contributing to the provision of social care and social work education and training, including effective workplace assessment and practice learning.

Together with Corporate parenting board Learning and Development Consultants have supported a number of successful cross-sector Corporate Parenting Symposia to share ideas, goals, and practice. There have also been considerable efforts to strengthen the presence of the care-experienced voice in our breadth of learning materials and vital work on a Corporate Parenting e-learning module for all Council staff. This is nearly ready for completion and will be shared within our Learning Experience Platform.

The Children's Service Learning and Development Team and Corporate Parenting Team have continued to support the Residential Houses with their approaches to case recording and planning, holding three very successful Case Recording Workshops in December 2022. Following this, a short-term working group of residential colleagues has commenced to take the practice development forward and implement relevant, incremental changes within the services, alongside children and young people's views.

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Similarly, the Participation Workers have been consulting with the Children and Young People's Reviewing Team on their approaches to child-centered meetings, agendas, and planning. Three Child-centered planning Workshops were rolled out to Team Leaders within social work over the latter part of 2022 and will go-live to frontline workers throughout the remainder of 2023.

Mental Health Officer Program

The University of Edinburgh delivers this qualification to nominated social workers from each local authority within the East of Scotland Partnership. The City of Edinburgh Council is one of those local authorities and each year nominate up to six social workers from across Children's Services, Edinburgh Health and Social Care Partnership and Criminal Justice Services to attend the six-month part-time modular Mental Health Officer (MHO) certificate. The trainee MHOs are released from their posts for the six months duration of the course to be able to focus on their studies. The East of Scotland Partnership Group appoint an MHO program co-ordinator to work with the lead senior lecturer in the University of Edinburgh to deliver the MHO Program. On successful completion of the MHO Award the Chief Social Work Officer appoints newly qualified Mental Health Officers to the rota to provide MHO duty cover across the City of Edinburgh.

Three social workers were recruited and sponsored into the program in 2022. They are reaching the end of the course.

The 2023 recruitment drive for the Edinburgh University Mental Health Officer course is commencing with application returns pending, followed by interviews.

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Looking ahead

The last year has been one of taking stock and looking at the priorities for improvement. Urgent action had to be taken to ensure safety and respond to improvement plan priorities. This was at pace as it needed to be, however real change takes time, and colleagues are part of the solutions to improving systems and practice which will continue over the next year.

Along with recruitment activities, there is a need to improve initiatives regarding health and wellbeing of colleagues to promote retention and support social workers and social care staff and their managers within their continuous professional development ensuring learning and development is a priority. Improvements need to be made to develop our workforce learning and development offer with a learning and development needs analysis and strategic plan.

There is a need to continue improving our governance and quality assurance arrangements, developing our ability to receive feedback from service users to ensure we are making a difference, and fostering a learning culture to improve the services we provide.

We will continue improving our performance data in line with government requirements, practice standards and to provide greater scrutiny of outcomes for children, young people, and adults.

Assessment of need and care planning needs to be improved in terms of co-production and more user-friendly documents that make sense to people reading them across children's and HSCP. The Three conversations model of assessment will continue to be embedded in practice where we ensure that the person is at the center of discussions.

Swift data cleanse and moving to a new system at pace is required and will bring improved recording, and provide more focus on outcomes and performance reporting, however this will be a significant transformation which will inevitably bring its challenges.

There is a need to refocus our early intervention strategy across children and HSCP and developing whole family support with partners which effectively supports early intervention to ensure we are getting it right for children (GIRFEC) and getting it right for everyone (GIRFE).

As a partnership we are keen to ensure that GIRFEC, GIRFE and The Promise are evidenced in all the work of the partners and leads to improved outcomes for children and young people and adults. With more children, young people and adults remaining within their own homes and communities, with the offer of effective preventative and early support, and strengths-based approaches. We are drawing on best practice models from elsewhere, including the Lothians, to ensure we can implement and evidence effective work in this area to ensure the longer-term wellbeing and protection of children, young people, and adults.

Strengthening our front door to services and developing a more integrated approach to chronologies and assessment of need and risk across Childrens and HSCP. Improving systemic practice, which includes increased visiting and relationship building and person centered, strengths-based practice.

Improving our corporate parenting response to include promise plan priorities 21- 24 regarding education, homelessness and brothers and sister staying connected. Making sure that Edinburgh's children are supported within local communities and not in out of area placements.

There is a need to ensure transition requirements are in place across services and an internal audit has provided recommendations that need to be progressed

to ensure services meet the needs of young people in transition. This is a strong message from care experienced young people and will include a full-service review of through care and after care services.

There is also a requirement to look at budgets and spend in relation to transition across both services and ensure the funding within budgets is allocated within Childrens and HSCP appropriately.

Self-directed support (SDS) is being developed in Edinburgh to be the central approach to delivering Care. We see embracing the SDS ethos of building on people's strengths and finding creative solutions and implementing the practice standards as the key to putting the principles of person centred, independent living into practice to enable people to be active citizens in their communities.

As part of this approach, there is a need for significant system change to:

- support improved multi-agency processes and worker autonomy.
- increase flexibility in care planning.
- increase the levels of independent support available across the options.
- use collaborative commissioning approaches to realise the aspirations of our unpaid carers and local communities.

We are committed to become more trauma informed. Our vision is of compassionate, nurturing, relational, rights-based response and support for all- within workplaces, families, schools, and communities.

We are developing a strategic multi-agency group to provide oversight, governance, and support for implementation of trauma responsive, and recovery focused practice across Edinburgh.

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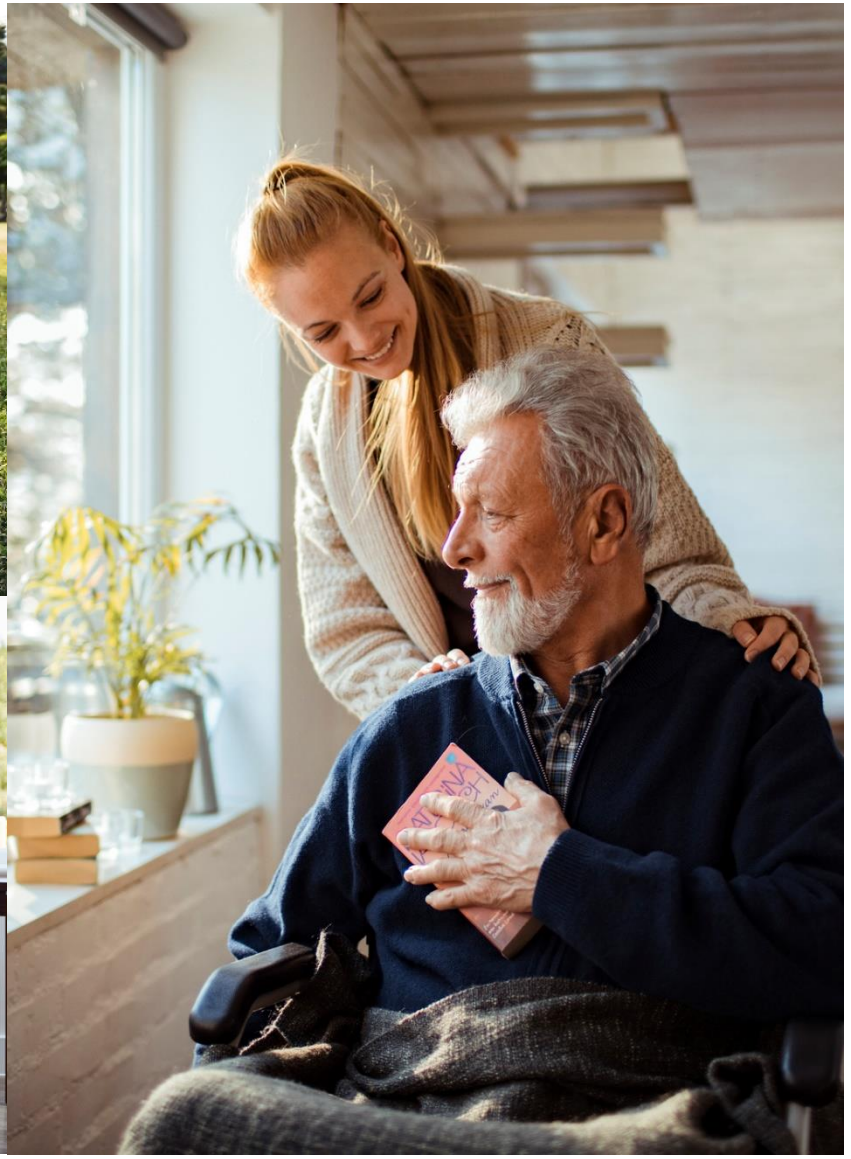

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Policy and Sustainability Committee

10.00am, Tuesday 12 March 2024

Edinburgh Integration Joint Board Chief Officer Update Report

Executive/routine
Wards

1. Recommendations

It is recommended that the Policy and Sustainability Committee (P&SC):

1.1.1 Considers the contents of this report.

Pat Togher

Chief Officer, Edinburgh Health and Social Care Partnership

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Report

Edinburgh Integration Joint Board Chief Officer Update Report

2. Executive Summary

2.1 This report provides a quarterly report on the work of the Edinburgh Integration Joint Board (EIJB) and progress with key workstreams within the Edinburgh Health and Social Care Partnership.

2.2 It is anticipated this report will continue to strengthen the relationship and reporting arrangements between the Edinburgh Integration Joint Board and the City of Edinburgh Council (the Council). As the Edinburgh Health and Social Care Partnership operates a large and varied range of services, this report will report on areas of areas of priority/significance as well as any issues for escalation.

2.3 If member wish additional topics covered in future iterations of this report, please contact Angela Brydon @ angela.brydon@edinburgh.gov.uk or myself and this can be incorporated into future reports.

3. Background

3.1 As part of governance arrangements in place, the Edinburgh Integration Joint Board (EIJB) Chief Officer provides a quarterly report to Policy and Sustainability Committee (P&SC) of areas of interest relating to the EIJB. This report will cover items of strategy, performance, operational delivery, performance and governance.

3.2 There is a recognition through the All Party motion presented to the City of Edinburgh Council, that the relationship between the City of Edinburgh Council and the Edinburgh Integration Joint Board needs to be strengthened. This report is one mechanism to support information sharing on key areas of interest between the Council and the EIJB.

4. Main report

4.1 This report (Appendix 1) will cover the following areas for consideration by P&SC:

4.2 Items of Governance

4.2.1 EIJB Financial Position (services delegated to the Council)

4.2.2 Future Relationship with partners

4.3 Items of Strategy

4.3.1 Strategic Plan

4.3.2 Older People's Pathways Programme

4.3.3 Change Programme and Workforce Board

4.4 Items of Operational Delivery and Performance

4.4.1 Care Home Inspections

4.4.2 Adult Support and Protection

4.4.3 Recruitment

4.4.4 Retention

4.4.5 Performance

4.5 Items for Escalation

4.6 The focus of the paper is contained within the report (Appendix 1) will cover the period September 2023 – March 2024.

5. Next Steps

5.1 This report provides Policy and Sustainability Committee with an update on key areas of interest and a further report will be presented to Committee on 28 May 2024.

6. Financial impact

6.1 There are no specific financial impacts arising from the contents of this report. Any financial impacts will be included within specific reports on workstreams contained within this report.

7. Equality and Poverty Impact

7.1 There are no specific equality and poverty impacts arising from the contents of this report. Any equality and poverty impacts will be included within specific report on workstreams contained within this report.

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 As this report is an update report on a range of key activities, any environmental impacts will be highlighted as part of specific reports on key workstreams.

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

9.1 As this report is an update report on a range of key activities, any impacts will be highlighted as part of specific reports updating on key workstreams. It should be noted that this report aims to improve the governance / interface arrangements between the Edinburgh Integration Joint Board and the Council.

9.2 This report is an update report for members of P&SC on the work for the EIJB, therefore there is no stakeholder or community impact. Any stakeholder or community impact relating to any of the workstreams contained within the report have been carefully considered and referred to within the relevant report to committee / EIJB.

10. Background reading/external references

10.1 None.

11. Appendices

Appendix 1 – Chief Officer Update

Items of Governance

EIJB Financial Position (services delegated to the Council)

1. On 2nd November 2023, the City of Edinburgh Council agreed to make additional budget delegated to the EIJB by £14.5m to meet the budget deficit and fund remedial works in two Council owned care homes. Despite this welcome contribution, most recent projections indicate that the underlying operational financial position has further deteriorated.

2. After taking account of the additional contribution agreed by the Council in November, delegated services are forecasting an overspend of £6.0m. Although this is a slight improvement (£0.2m) from the last report, the underlying operational position has deteriorated by £3.8m from the month 6 forecast.

3. Financial reporting to Council committees happens routinely at month 3, 6 and 9 and then outturn (month 12). Given the risks associated with the purchasing forecast the social care finance team reviews the position on a monthly basis.

4. Month 8 monitoring highlighted the following key impacts on the forecast:
    a. a further £2.4m increase in forecast care at home expenditure. This builds on the 14% increase with expenditure sustaining performance improvement, albeit at a significant financial cost.
    b. increase in other (i.e., non-care at home) externally purchased services, totalling £1.7m.
    c. additional vacancies with an estimated financial impact of £1.6m; and
    d. slippage of £1.5m on approved savings for review and assessment and agency spend.

Achieving break even

5. NHS Lothian have undertaken to work collaboratively with the 4 Lothian integration authorities to deliver a balanced outturn. On this basis, financial plan assumed that set aside services would be fully funded. The Deputy Director of Finance has agreed that, at this point, it is reasonable to assume the NHS Lothian will be able to make an additional payment to support the EIJB to break even within health services. It has therefore been assumed the NHS Lothian will make an **additional payment to the IJB of £6.8m** to fulfil this commitment.

6. This leaves the estimated £6m overspend on Council run services to be addressed. In mid-December, when the updated projections were available, the Chief Officer immediately instructed a few initial actions. Most elements are covered by existing EIJB decisions or fall within the operational responsibility of the Chief Officer. Two

options are recommended for approval by Edinburgh Integration Joint Board on 9 February.

7. The proposed recovery programme involves the following range of actions which is undernoted:
    a. ***Contribution to increased costs of replacement care*** – utilising slippage in carers funding to offset increases in the cost of replacement care.
    b. ***Community living change fund*** – offsetting funding against costs incurred to support hospital discharge.
    c. ***Accelerating reviews*** – supplementing the resource supporting reviews thereby increasing the number of reviews undertaken.
    d. ***Managing demand*** – introducing increased authorisation of packages of care, targeting support at adult support and protection cases and hospital discharges.
    e. ***Housing based support*** – reducing support provided to people for a range of aspects relating to independent living.

8. Each of these proposals comes with a degree of risk, either to the people for whom the Edinburgh Health and Social Care Partnership (the Partnership) support, the ability for the Partnership to meet statutory obligations, reductions in public confidence, decreased hospital flow, deteriorating performance, provider sustainability and the opportunity cost of alternative investments. The Chief Officer and his team will, wherever possible, identify suitable mitigation but it should be recognised that this will not eliminate the risk.

9. There are several governance routes for these proposals. The contribution from carers funding was agreed (proposal a) by the EIJB on the 9 February. Proposals relating to the community living change fund and managing demand (items b and d) are operational matters which lie within the authority of the Chief Officer to progress. The introduction of a review team (item c) was agreed as part of the EIJB 2023/24 savings programme and the current proposal represents an operational change. As such, this also sits within the authority of the Chief Officer. Housing based support (item e) was agreed at the EIJB on 9 February and officers are working to implement this proposal at pace.

10. The undernoted table provides the minimum and maximum savings that could be achieved by implementing the actions referenced:

		Min £m	**Max £m**
a	contribution to increased costs of replacement care	0.00	1.20
b	community living change fund	0.00	0.90

c accelerating reviews	0.25	0.50
d reducing demand	0.00	0.60
e housing-based support	0.20	0.40
Total	**0.45**	**3.60**

11. It should be noted that even delivering the maximum savings across all the actions referenced at paragraph will still leave a remaining shortfall of **£2.4m.** It is also likely that measures to bridge this gap will have a detrimental impact on services and outcomes for people.

Future Relationship between EIJB and partners

12. The EIJB agreed at its meeting of 9 February, a range of recommendations in responses to the Full Party Motion presented to Ful Council on the 2 November and these are undernoted briefly for information:

Workstream	**Reporting bodies**	**Completion date**
Better alignment of the budget setting process between the Council, NHS Lothian and the EIJB	EIJB, Council Finance and Resource Committee and NHS Finance and Resource Committee	March 2024
Review the scrutiny / governance processes to understand where scrutiny of health and social care services sits across both Council, NHSL and EIJB (and its committees).	EIJB / Policy and Sustainability Committee / Full Council	May 2024
EIJB work with partners to gain assurance that directions and associated services are being appropriately scrutinised and ensure that scrutiny is happening in the right way and place.	EIJB Policy and Sustainability Committee NHS Board / Committees	May 2024
Reporting regime is considered and reviewed – linked to the governance processes.	EIJB / Policy and Sustainability Committee / NHS Board / Committees	May 2024
Further work undertaken on how collectively the EIJB can improve dialogue with partners.	EIJB / NHS / CEC	May 2024
Review of the revised Integration Scheme	Council and NHS Board and potentially Scottish Government	September 2024
Financial regulations are subject to a regular review.	EIJB	December 2024

Items of Strategy

Strategic Plan

13. The publication of the EIJB Strategy Plan has been delayed (a first iteration will be presented to the Strategic Planning Group in March) in recognition that the Strategic Plan will have to reflect the current financial position facing the EIJB and the impact this will have on the aspirations of the EIJB and associated Strategic Plan.

Older People's Pathways Programme (OPPP, previously Bed Based Review)

14. Programme governance for the Older People's Pathway has now established, consisting of an internal Delivery Group and Stakeholder Oversight Board. Membership of both groups is now confirmed. Chairs have been appointed / briefed.

15. The Programme has focussed on forecasting clinical need and demand and estimating the capacity and the cost of care. Specifically:

    a. Findings and recommendations from the OPPP strategic review of bed-based services were presented at a Development Session for IJB members on 12 January 2024.

    b. Planning for Liberton, which has focussed on a new model of Hospital-based Complex Care that preserves capacity for Intermediate Care and securing more capacity in care homes and peripatetic clinical support for them. Clinical leaders have considered various options and agreed a new configuration. New nursing home models of care are being developed and costed. Work is ongoing to define space requirements for all clinical services based at Liberton and identify alternative locations.

    c. Analysis of long-term trends in care home fees is now complete. Findings show recent inflation is not explained by underlying cost due to scarcity. Results were presented at the Development Session with a recommendation to combat scarcity-driven inflation by increasing internal capacity over short, medium and long term. Feasibility studies for the recommended activities will be carried out.

    d. Analysis of purchasing practices found opportunities to control prices and improve residents' experience of moving to care homes. A proposal to expand the Partnership's Care Booking service and create an oversight group to enable more central control is in progress.

16. The Lead Interim Commissioner continues to meet with Scottish Care and the independent sector about the Partnership's commissioning intentions. Future work will focus on developing condition-specific frameworks with agreed market rates. The Programme will work with the internal care homes and the independent sector to estimate reasonable for the most intensive beds that are also most scarce.

17. A full paper was presented on the Older People's Pathway to the EIJB on 9 February 2024.

Change Programme and Workforce Board

18. The EIJB continue to drive forward a significant programme of change aimed at embedding innovation, new ways of working, performance improvement and financial sustainability. Key achievements to date in relation to the overall Change Programme include:

    a. **Review and right sizing packages for care** - good progress is now being made in relation to the review and rightsizing of packages of care. A person-centred, individual approach to looking at support arrangements is in place. The use of community support and technology enabled care solutions is also being maximised and meet outcomes in a more cost-effective way. A new internal team has been established to extend this approach, building on the learning from the existing temporary team which the EIJB agreed in June 2023 as part of the Medium-Term Financial Strategy.

    b. **One Edinburgh programme** (approved by the EIJB in September 2023) – the programme continues to make good progress. The Total Mobile scheduling system is now operational across all homecare and reablement teams. The team are now beginning to gather data from the new system which is helping to inform the both the optimal model for scheduling efficiently, and also the future shape and model for the reablement service going forward. Work to transition towards a reablement approach is moving at pace, with an initial focus on recruiting staff and updating and rolling out reablement training.

    c. **Commissioning and pathways programmes** - three programmes, focused on older people's services, mental health services and services for working-age adults, are in detailed development stages. An engagement session was held with EIJB members in January to discuss the scope and approach for older people's services. This programme will design the optimum model for bed-based and community-based services, including Hospital Based Complex Clinical Care (HBCCC), intermediate care and residential and nursing care, in the context of the requirement to move from the Liberton Hospital site. A report on the findings of a strategic commissioning exercise for older people's services was considered and agreed by the EIJB on 09 February 2024.

19. An update on the implementation of the workforce strategy, Working Together, was provided to the EIJB Performance and Delivery Committee in January 2024. The

scope of the workforce programme and scope been refreshed under the leadership of the new Workforce Board. Full time project management support has been allocated to this programme to drive this forward. Initial priorities include recruitment and retention, learning and development, leadership, and staff wellbeing.

20. The Change Board continues to keep a strong focus on financial sustainability and the oversight of budget planning as part of the Medium-Term Financial Strategy. Activity is underway in relation to both the management of in-year 2023/24 pressures and the development of budget savings proposals which will help achieve a balanced budget position for 2024/25. The team continue to work closely with our partners in the City of Edinburgh Council and NHS Lothian on this and are also engaging with EIJB members through a series of Budget Working Group sessions. The financial situation remains challenging especially for the next financial year, and the change programme will require to adapt and expand to include new projects and programmes focused on financial sustainability.

Items of Operational Delivery and Performance

Care Home Inspections

21. Between September and November 2023, there have been two Care Home Inspections undertaken in Care Homes. All care homes have been inspected against a maximum of four quality themes. Ony a selection of quality themes and statements will be scrutinised at each inspection. The undernoted provides the rating for the six care homes:

Care Home	Date of Inspection	How well do we support peoples' wellbeing?	How good is our leadership?	How good is our staff team?	How good is our setting?	How well is our care and support planned?
Clovenstone	5 Oct 23	5 – very good	5 – very good	Not measured	Not measured	5 – very good
Ferrylee	23 Oct 23	5 – very good	5 – very good	Not measured	Not measured	Not measured

22. Some key areas highlighted from the inspections include:

    a. Interaction was observed to be warm and respectful with people.

    b. Meals and snacks were of a good quality.

    c. There was a wide variety of activities and local connections which people could participate in as a group or a one-to-one basis.

    d. The environment was clean and tidy.

    e. Personal plans were clear and up to date.

f. People were supported by a staff team who knew them well.

g. People's health and wellbeing was supported.

h. Improvements in the home were guided by a positive attitude towards quality assurance.

i. People experiencing care and their families contributed to the development of the service.

Adult Support and Protection

23. The third audit for Adult Support and Protection (ASP) was completed in December 23 and an overview of findings is undernoted:

    a. Overall screening and the speed of initial response in Adult Support and Protection is good.

    b. Chronologies and risk assessment are now present in Duty to Inquire (DTI) with Investigative Powers report.

    c. The involvement of the person viewed as at risk is lacking, with too many ASP investigations going on without the person being involved.

    d. Minutes and safety plans are often missing from people's files.

24. The number of open ASP cases in the city have undergone a review, considering set criteria and the number of ASP cases has reduced significantly. This has increased capacity for both officers as well as business support, leading to enhanced Adult Protection Case Conferences.

25. Work continues to implement a range of actions specified in the Adult Support and Protection Improvement Plan and an update is on the agenda of the meeting today.

26. Work has already started to improve ASP data reporting and the ASP Level 3 training has been reviewed and will now incorporate a care study from a significant case review, the use of Powers with the Act and an emphasis on how to refer to outside agencies such as the Officer of the Public Guardian.

27. There are currently three Large Scale Investigations in place at this time and these are being managed with oversight from the Adult Protection Committee chaired by the Chief Executive.

28. In accordance with the National Guidance, the Council has moved from Initial Case Reviews and Significant Case Reviews to Learning Review. The first learning review highlighted some matters that require further consideration, including early decision making and staff communication and a protocol for conducting a learning review. In

response a Learning Review Panel has been set up to take this learning forward. There are two learning reviews which were approved at the Adult Protection Committee, with a further two at initial stages. Currently there remains one current Significant Case Review.

Recruitment

29. The Partnership continue to deliver a range of recruitment events and a city-wide advert for all Social Work vacancies (including roles within the Partnership) is now in place. The Partnership continue to work to fill its vacancy gaps, with success in filling several existing social work and social care vacancies which has reduced our social work waiting lists. The vacancy rate within locality assessment and care management teams has reduced from 42.2 WTE in August 2023 to 37.25 in December 2023 with 22 agency staff covering vacant posts.

30. Between October to December 2023, the following staff were recruited: 1, Senior Social Worker, 7 Social Workers, 1 Senior Occupational Therapist, 1 Occupational Therapist, 2 Community Care Assistants and 1 Mental Health Officers. Work continues to progress the streamlining of the process for recruiting graduate Social Work and Occupational Therapists.

31. The Student Hub continue to provide practice placements for Social Work students with 16 placements offered in August 2023 and a further 6 placements offered in October 2023. Work is underway to identify and provide suitable placements for 34 students throughout 2024.

32. However, there are still challenges in recruiting to Occupational Therapists and Community Care Assistants and this is having an impact on both those waiting lists. Therefore, until this recruitment challenge in relation to those posts are resolved, the risk remains at critical at this time.

Retention

33. The Partnership continue to restructure the operations management division, and this will provide the organisation with stability as currently several Service Managers have been in seconded posts for a significant period which exposes the Partnership to additional risk.

34. Whilst the Partnership are filling posts within key teams, there does remain workforce gaps across Occupational Therapists and Community Care Assistants (CCA) and this will still affect service delivery and increase waiting lists, therefore at this time the risk remains at critical.

Performance

35. This update will provide an overview on 4 key areas of performance, namely:

    a. The number of people delayed in their discharge from hospital.

    b. The number of people waiting for a package of care, including people waiting in hospital and those waiting in the community.

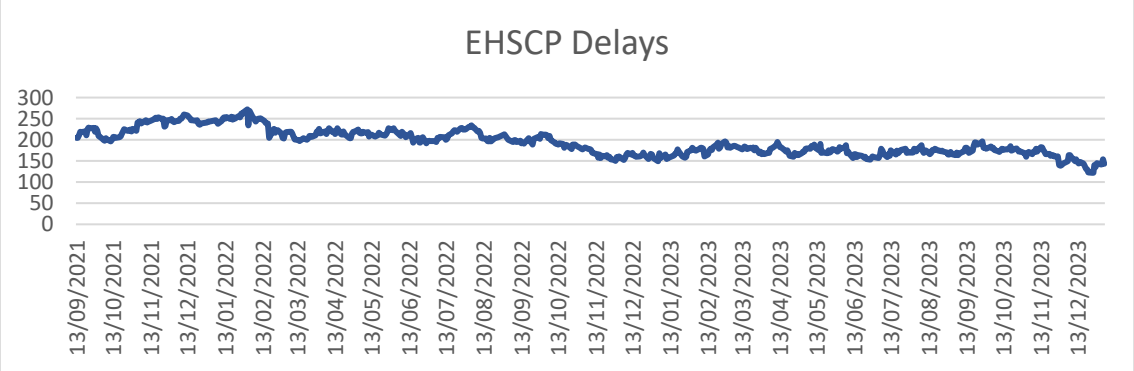
    c. The number of people waiting for a social care assessment.

    d. The number of outstanding reviews.

Delayed Discharges

36. The number of people delayed in hospital has been relatively steady throughout December and were at a lower level going into the festive period than seen in previous years with 123 delays on 22 December 2023, which is 27% lower than 2022.

37. Historically, delays have increased across the last week of December/first week of January as services experience lower levels of staff due to leave. As expected, there is a spike in the first week of 2024, with 157 delays as of 5 January 2024 (which is the same figure seen in 2023). Performance remains below the trajectory for December for the number of people delayed in hospital.

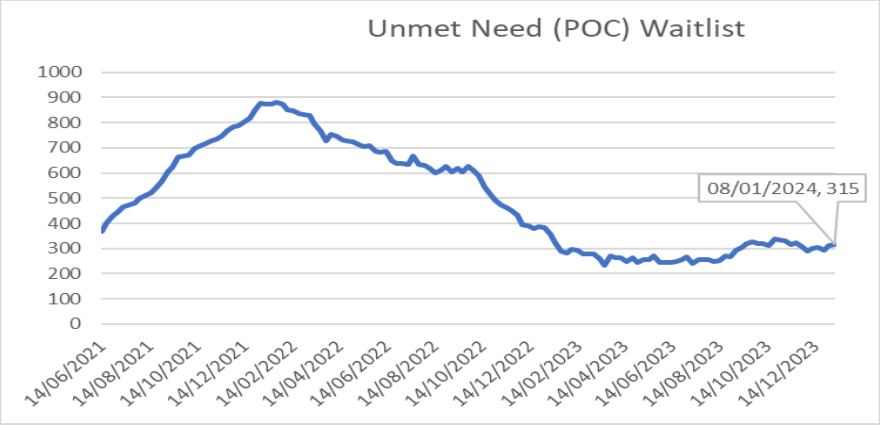


38. A daily resilience huddle has been initiated from December to monitor performance, identify any fragility or gaps in service delivery and ensure sustainability in our performance.

People waiting for a package of care

39. The number of people waiting on a package of care has remained relatively steady since end of November, with 315 people waiting on 8 January 2024. As with delays, there was a decrease going into the festive period (295 on 25 December), but it has increased in the first week of January 2024. The unmet need list remains a concern despite it being a 12% decrease compared January 2023, and a 64% decrease on the figure seen in January 2022.

40. The Partnership are performing well against the performance trajectory for people waiting for a package of care (unmet need). The unmet need trajectory was revised in November to take account of the impact of external factors around market instability to reflect a realistic position for the remainder of 2023/24. As a result of this revision, it is predicted that the waitlist will increase before the end of the financial year. Due to the increase in reviews of peoples' needs and the savings required, there is a high risk that performance will deteriorate. The daily Command Centre continues to meet daily to oversee performance. 3 Brokerage Officers are now in post, who oversee matching, ensuring that those most at risk are prioritised for care.



People waiting for an assessment of social care

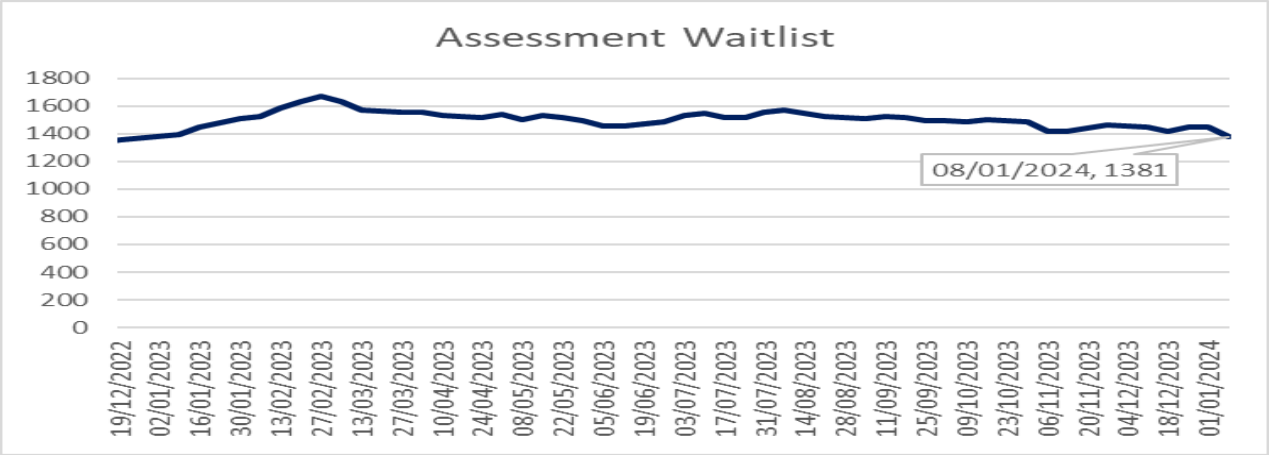
41. The assessment waitlist has also seen a slight reduction from 1,464 at the end of November to 1,381 on 8 January 2024 and it has remained relatively steady since July 2023. Due to a data quality exercise and revised process/codes for waitlist data, the Partnership have limited historical data for the social care assessment waitlist to allow analysis, however the waitlist has seen an 11% reduction from March - December 2023.

42. Analysis is underway of the waiting lists to further understand changes in that demographic. For example, the Partnership have seen the number of social work assessments reduce, but the number of occupational therapy assessments increase as an overall proportion. The Partnership will provide details in further reports once analysis has been completed.

Outstanding reviews

43. The Partnership continue to have a significantly high number of reviews to be undertaken, with approximately 6,965 reviews recorded in our system on 8 January 2024. There are 2 issues to note about this, the first that reviews do not relate to individual people as it is a review for service rather than review of the person. When

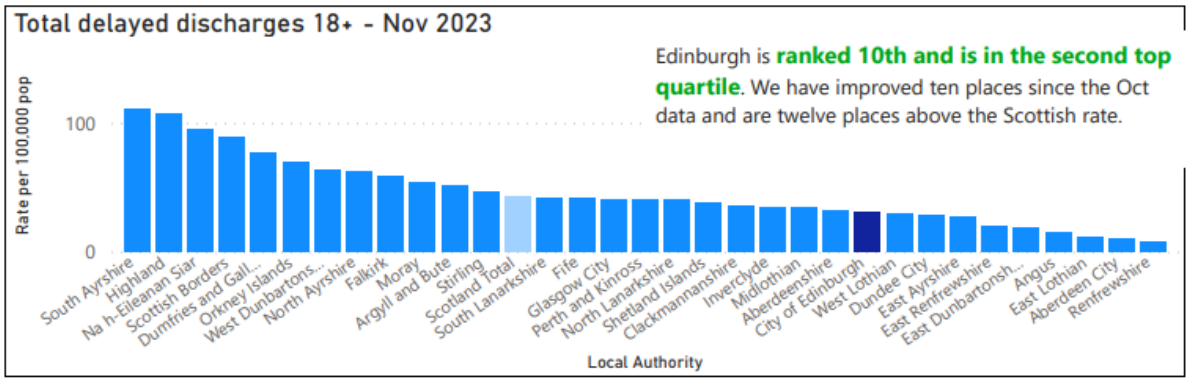
a review of a person's needs is undertaken, this may involve reviewing more than one service they receive.

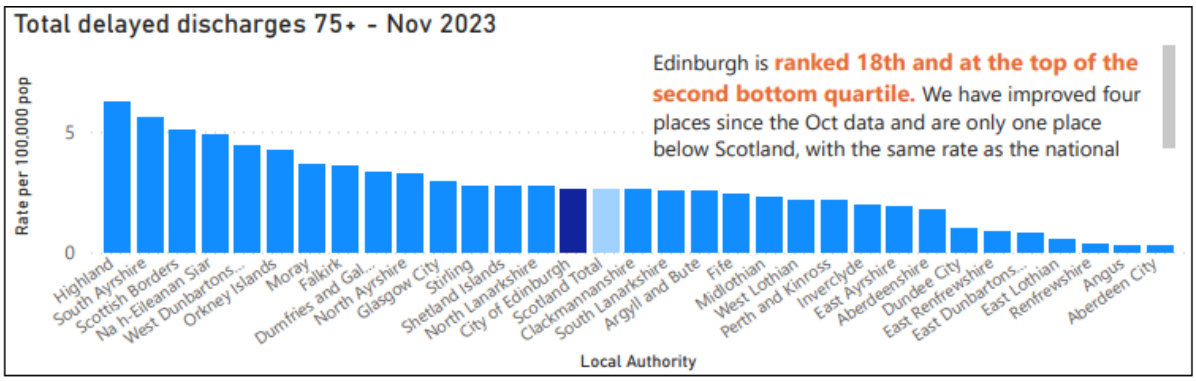


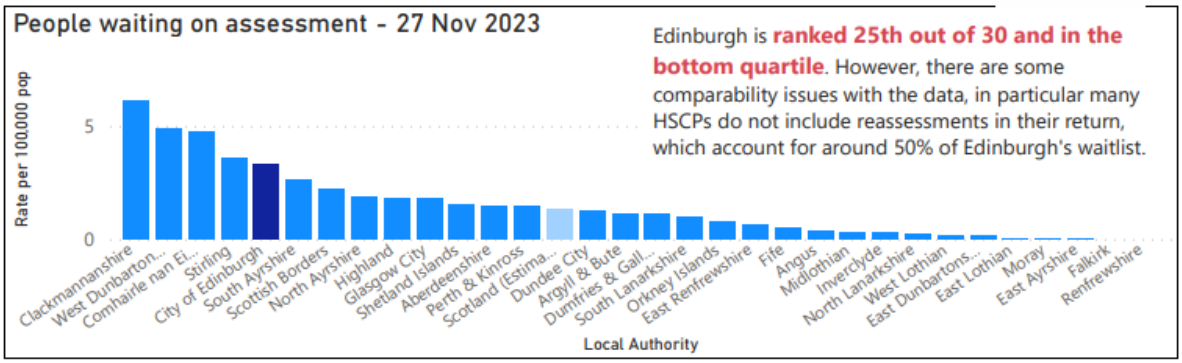
44. Secondly, there are significant quality issues with this data. However, even despite these two caveats, we continue to have a significant challenge. The review and assessment team continue to work through the backlog of review. s, starting with the most complex cases which will often take longer to complete, with 137 reviews completed since the team started in October. This work is being accelerated through the forming of an internal review team in January 2025. The Partnership are developing a trajectory for reviews to help monitor performance.

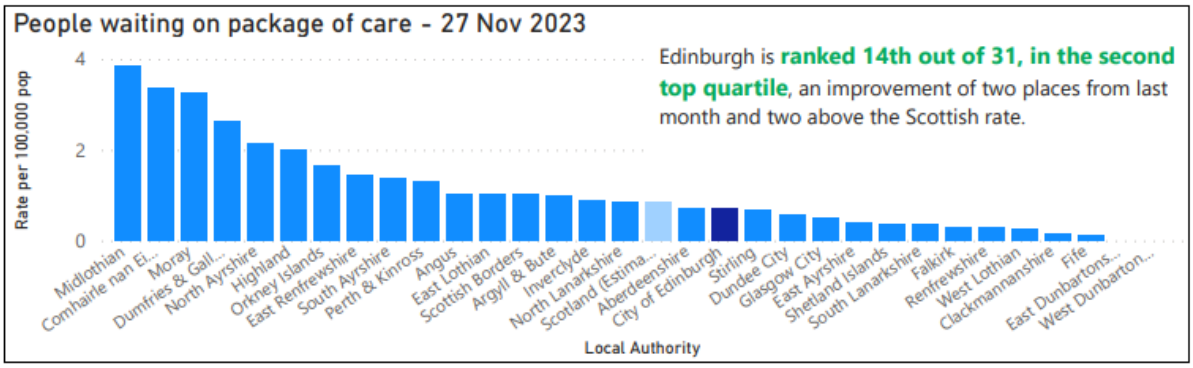
45. The undernoted provide members with a view of how the Edinburgh Health and Social Care Partnership are performing against other Health and Social Care Partnerships.

Benchmarking Graphs









Escalation to Policy and Sustainability

46. It is important to highlight that the level of savings required to address the £5.3m gap for this year will mean the EIJB will be required to make some difficult choices to reduce this gap. The medium-term financial strategy for the Integration Joint Board for 2024/25 to 2025/26 is still being finalised for presentation to the board on 18th March 2027. At the time of writing the savings requirement for the next financial year is c£58m and will require a sizeable savings and recovery programme to bridge the gap. This in turn will have detrimental impacts for people, services, communities, and performance.

47. To deliver the level of savings require to bridge the gap may result in:
    a. Several improvements required to address the recommendations of the Adult Support and Protection Improvement Plan, Social Work and Social Care

Improvement Plan and the Mental Welfare Commission Improvement Plan being put at risk in terms of delivery. If these are not delivered, there could be a significant risk of harm to people, increased scrutiny from a range of regulatory bodies (e.g., Care Inspectorate, Mental Welfare Commission, Scottish Government) and reputational damage to the Partnership.

b. Individuals may have to wait longer for their assessments.
c. A potential reduction in purchase of services, meaning that people will have to wait longer for their needs to be met.
d. A higher likelihood of increased delayed discharge if assessment and service provision is reduced.
e. Disinvestment in early intervention and prevention services which would result in more crisis intervention which is more costly.
f. Carers may only receive the statutory level of support as defined by the Carers Act which will led to placement breakdown.

48. All risk relating to our current budget position and the implications of this are explicitly called out in the Partnership and reported to the Governance, Risk and Best Value Committee. The current position is also referenced in the EIJB risk registers.

Policy and Sustainability Committee

10:00am, Tuesday, 12 March 2024

An Older People's Pathway

Executive/routine
Wards

1. Recommendations

It is recommended that the Policy and Sustainability Committee:

1.1 Note the contents of this reports and that the EIJB agreed the following recommendations at its meeting on the 9 February:

1.1.1 A costed proposal to open 40 – 50 new nursing and dementia care home beds in 2024 that will support people who would otherwise use hospital-based complex care.

1.1.2 A feasibility study to reopen Drumbrae as a care facility to relieve pressure on the wider care home system.

1.1.3 An independent study of the cost of intensive care home services.

1.1.4 A service specification and framework of prices, terms and conditions for specialist and intensive care services.

1.1.5 A business case for a an enhanced 'Care Bookings' care home brokerage team, to centralise purchasing of care home services.

Pat Togher

Chief Officer, Edinburgh Health and Social Care Partnership

Contact: James Cuthbert, Programme Manager

E-mail: james.cuthbert@edinburgh.gov.uk

EDINBVRGH
THE CITY OF EDINBURGH COUNCIL

Report

An Older People's Pathway

2. Executive Summary

2.1 The Older People's Pathway is a commissioning programme (the programme) for community hospitals and care homes in Edinburgh. It comprehends services for some people still of working age who live with conditions more common to old age, early onset dementia among them. It comprehends all the City's homes, including City of Edinburgh Council (the Council) homes and independent homes.

2.2 The programme seeks to:

2.2.1 create new care home capacity to support reconfiguration of hospital services.

2.2.2 increase the supply of specialist, dementia and nursing beds and slow recent, rapid inflation in care home fees.

2.2.3 centralise the Edinburgh Health and Social Care Partnership's (the Partnership) care home purchasing process.

2.2.4 forecast residents' needs for care homes into the next decade.

2.2.5 define longer-term options for alternatives to care homes, including specialist housing-with-support.

3. Background

3.1 The Older People's Pathway is a strategic commissioning exercise and the next stage in the Bed-based Review, which concluded in June 2023.

3.2 The Programme is the consequence of a Direction of the Edinburgh Integration Joint Board (EIJB) in June 2023 that the Partnership conduct 'a strategic commissioning exercise on older people's bed-based services by appointing an external independent commissioner.' (EIJB, 27 June 2023, item 7.3)

3.3 The Programme's initial findings were presented to the EIJB at its February meeting (item 6.1). The report is attached and can be found from a hyperlink in Section 10, the appendices. The EIJB discussion can be viewed from a hyperlink in Section 9.

4. Main report

4.1 The Older People's Pathway is a programme to reconfigure Edinburgh's community hospitals and commission care home services to meet residents' needs for affordable care home services in the medium and long term. It is also a savings programme in the Partnership's forthcoming medium-term financial strategy.

4.2 By comparison, Edinburgh has more hospital-based complex continuing clinical care beds (HBCCC) and fewer care home beds than similar places.

4.3 The scarcity of high-intensity care home services helps to explain the need for more HBCCC beds than its comparators. Scarcity also explains why people sometimes wait too long to leave the City's acute hospitals; significant spending on the most intensive care at home services; and recent inflation in care home fees.

4.4 NHS Lothian plans to close Liberton hospital this year. The Council has purchased the site for redevelopment. The hospital does not operate HBCCC but it does operate intermediate care (ICF) beds and day-patient services. The City needs all the ICF beds at Liberton and its day hospital. They will move to other locations in the City.

4.5 Maintaining services at Liberton therefore requires some reconfiguration at three community hospitals. Day patient services will move to the Astley Ainslie hospital. Intermediate care will replace some complex clinical care (HBCCC) services. By the end of the year, there will be fifty fewer HBCCC beds for older people in consequence. The programme must therefore find alternative services to support some people who use HBCCC in the current hospital configuration.

4.6 The Programme found that some people in Edinburgh's HBCCC can live safely and comfortably in care homes for people who need nursing and dementia care. We know that these kinds of care home service are scarce. This scarcity helps to explain the City's comparatively high use of HBCCC (3.6 above). The Programme therefore plans to commission care home services for about fifty people who would currently live in HBCCC.

4.7 The Council operates nine homes with a maximum capacity of 446 residents. Of those, its newer, larger homes have about fifty registered beds that are not operational but can supply more high-intensity care, with investment in refurbishment and staff. They are mostly in the Council's Castle Green and North Merchiston care homes. The Programme is designing a clinical and care model for those beds with senior clinicians. It is estimating the cost to operate that model and so provide new capacity. The estimates are nearing completion.

4.8 Increasing the supply of Council care home beds as alternatives to HBCCC beds does not improve underlying shortage of dementia and nursing care beds. The additional high-intensity beds will meet demand that is currently met in HBCCC wards. They will not increase supply for people whose needs whose needs do not require HBCCC but still require nursing or dementia care, or both. Reopening the

Council's Drumbrae care home can relieve that shortage more quickly than commissioning services from the independent sector, with remedial work and investment in staff.

4.9 Drumbrae is among the Council's newest care homes. It is no longer registered to provide care of any kind. Its peers, including Castle Green and North Merchiston, now provide nursing and dementia care. With investment, it could provide varying types and intensities of care, from standard residential care to sub-acute hospital care. What it provides should be determined by estimates of the City's most pressing care-needs until the end of this decade; the Partnership's strategic plan to operate care services; and the capital and revenue cost of operating those services in Drumbrae compared with independent provision. The feasibility study will determine answers to these questions, and report to the Board with options.

4.10 Fully optimised, Council homes supply 15% of the City's capacity. They supply about a third of the beds that the Partnership uses. The rest are operated by independent providers of varying size and whose motives for running care homes differ. They have in common a desire for clarity about the City's need for care and the Partnership's plans to buy it now and in the long term. They would like terms and conditions that will sustain their services; and predictable referrals that accurately describe the needs and circumstances of those we that help them admit people safely. Clarity will help the City secure affordable, appropriate care. A new Framework, based on an independent care-costing exercise and developed in collaboration with providers, with help create confidence to invest in quality, affordable services that will answer the City's needs into the next decade.

5. Next Steps

5.1 On 09 February 2024, the EIJB accepted the Programme's initial recommendations, which are also itemised in the first section of this report.

5.2 The Board also asked that the Programme:

5.2.1 produce a detailed explanation of the plans for, and risks due to, reconfiguration of intermediate care and hospital-based complex clinical care due to Liberton.

5.2.2 be extended by six months to act on the initial recommendation.

5.3 The Programme has so far focussed on concluding the work of the Bed-Based Review and has been preoccupied with intensive support for people whose needs are acute and complex.

5.4 It will now move to a wider needs-assessment for care homes in general, to include residential care for people with less acute and complex care needs. This stage should also consider the need for alternatives to care homes, including specialist housing and "Extracare" for those whose own homes make personal care troublesome but prefer not to move to a care home. The site at Liberton, for example, presents an opportunity for developments of this kind.

6. Financial impact

6.1 The Programme as a whole is expected to find savings of £2.5m in each of the next two years, which will be realised through a range of activities to improve supply, pathways and purchasing.

6.2 The introduction of a nursing model of care into the larger care homes managed by the Partnership is funded by the redesign of HBCCC and Intermediate Care.

6.3 Financial modelling is underway to assure the affordability of the current nursing model, against a newly developed model that could see the available capacity at both Castlegreen and North Merchiston brought into operation.

6.4 February's IJB agreed a recommendation to undertake a costed proposal to open 40 – 50 new nursing and dementia care home beds in 2024 that will support people who would otherwise use HBCCC, and so allow the closure of Liberton hospital.

6.5 These beds will be located in Castlegreen and North Merchiston. Each operates fewer than forty beds since the Council resumed control from an independent operator in August 2023. Each has maximum capacity of sixty residents. A full cost-model for this additional capacity, some of which will of higher-intensity care than the Council currently provider, nears completion.

6.6 The costs include some capital works. These works upgrade bathrooms and repair some internal water damage. We estimate the remedial work and upgrades will cost £0.200M and take between three and five months from inception. These works are better performed before the homes take many more residents and should commence as soon as funding is agreed.

7. Equality and Poverty Impact

7.1 A high-level Integrated Impact Assessment relating specifically to the Programme's savings plans was conducted on 29 February 2024.

7.2 Impact Assessments for the programmes remaining objectives will be planned at the appropriate time.

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)

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

8.2 There are so far no identified climate or nature emergency implications relating to these proposals. The integrated impact assessment will identify any climate and nature-emergency implications relating to these proposals.

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

9.1 There so far has been no formal consultation on the Programme's findings since it began in September 2023. There has however, been engagement with stakeholders in a development session including members of the EIJB, Scottish Care and Edinburgh Voluntary Organisations' Council among others. The programme routinely visits care homes, Council and independent sector to hear from staff, residents and management.

9.2 February's report to IJB made limited reference to the role of Liberton in the commissioning plans, while staff at Liberton were informed about plans to close it. Engagement sessions with staff about the future of the hospital concluded on 23 February. To avoid doubt, these sessions were not a legal consultation, which is not required.

9.3 With staff informed about the future of Liberton, the Programme may share its plan These proposals seek to maximise the use of the Council's assets, increasing care home capacity to support more people on an older people's pathway to receive the care and support required to meet their needs.

9.4 The cost of care exercise will establish accurate operating costs of specialist care home services, enabling the Partnership to determine a reasonable cost for purchasing care services from the market to avoid purchasing care at inflationary rates.

9.5 This cost of care exercise will inform the development of a framework of prices, which will give the Council and providers clear estimates of the need for, and reasonable cost of, care home services until the end of the decade.

9.6 By working within this framework and creating a centralised service that co-ordinates purchasing from the independent care home market, will mitigate some growth in prices, even within the limits of current capacity. It may also benefit people who fund their own care, supporting them to find a care home that meets their needs and budget.

9.7 Risk registers, specific to each proposal will be developed as activities progress following approval. These will form part of the overall programme governance and will be managed accordingly.

Background reading/external references

Proceedings of Edinburgh Integration Joint Board 09 February 2024, item 6.1, 'An Older People's Pathway'

Appendices

EIJB papers 09 February 24, item 6.1, 'An Older Peoples Pathway'

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Policy and Sustainability Committee

10am, Tuesday, 12 March 2024

EIJB Savings and Recovery Programme 2023-24

Executive/routine
Wards

1. Recommendations

1.1 It is recommended that the committee notes the current position of the EIJB Savings and Recovery Programme 2023-24 as it impacts City of Edinburgh Council services.

Pat Togher

Chief Officer, Edinburgh Health and Social Care Partnership

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Report

EIJB Savings and Recovery Programme 2023-24

2. Executive Summary

2.1 The purpose of this report is to provide the Policy and Sustainability Committee with an update on the position of the 2023/24 savings and recovery programme, focusing on the City of Edinburgh Council's (the Council) elements of the programme.

3. Background

3.1 The Edinburgh Integrated Joint Board (EIJB), like others across Scotland, operates within a complex environment. Health and social care services are under pressure due to tightening resources, increased demands and workforce shortages leading to a requirement to prioritise.

3.2 Following a combined budget offer of £809.4m from the City of Edinburgh Council and NHS Lothian, and the projected costs for delegated services totalling £856.4m the EIJB had an estimated £47m savings requirement going into 2023-24.

3.3 In March and June 2023, the EIJB agreed a savings and recovery programme (SRP) to deliver in year savings totalling £20.68 million. A table showing the total programme is attached as Appendix 1. The RAG status used to evaluate project progress and financial progress is provided in appendix 2.

3.4 The SRP was developed as part of the medium-term financial strategy (MTFS) for the EIJB, which aims to provide a structured approach to reaching financial balance and sustainability through delivery of a multi-year programme of change and efficiency.

4. Main report

4.1 Delivery of the EIJB's Savings and Recovery Programme is overseen by the Change Board, chaired by the Chief Officer. This group meets monthly with all project leads submitting progress reports which inform the overall dashboard prepared by the Programme Manager. As part of this process all reports are signed off by finance colleagues to ensure accurate and appropriate reporting.

4.2 It is important to note that not all savings schemes are delivered uniquely by one organisation and that the EIJB's budget is considered as one "pot" of money, with the distinction between the Council and NHS Lothian savings increasingly becoming

blurred. Of the twenty-two (22) projects in the 23/24 SRP, twelve (12) fall under the Council's sole accountability and three (3) will be delivered jointly across the 2 organisations. The remaining seven (7) projects fall under the aegis of NHS Lothian.

4.3 NHS Lothian led savings projects are governed through the Change Board detailed above, and existing NHS Lothian mechanisms, principally their Finance and Resources Committee.

4.4 The total savings target for the 15 projects for which the Council is in whole or in part accountable is £13.55 million. As of the end of January 2024, these projects have delivered an estimated £11.99 million (89%).

4.5 Eight projects have delivered or over-delivered against their targets with three months remaining in the financial year. Confidence remains high that a further three projects will deliver in full or nearly so by year end.

4.6 Four projects have yet to deliver significant savings against target and confidence is limited that full delivery will be achievable by year end. Of these, three (Commissioning, Structural Re-organisation and Agency and Overtime) are unlikely to realise in-year savings, however, substantial progress has been made in each case to lay the foundations for savings in the new financial year. The final project, Review and Assessment, has been delayed by a number of factors, including staffing issues, contract management concerns and system and process delays. Mitigating actions have been taken to improve delivery, such as increasing oversight and reporting, streamlining processes and making staffing changes. The learning from this project will inform major elements of the 24/25 Savings and Recovery Programme and it will be monitored closely until year-end to maximise full-year savings.

4.7 Notwithstanding, confidence in delivery of the SRP as a whole remains high due to the number of projects which have significantly over-delivered against their original targets.

4.8 High level details of the status of the individual projects can be found in appendix 3, based on the Change Board Programme Dashboard for February 2024. This covers actions up to and including January 2024 and indicates the current position for the 15 projects either fully or partially attributable to the Council.

4.9 In November 2022, the EHSCP invested in specialist external support to develop the MTFS, and, through this work, enhance the skills of managers and staff across the organisation. Throughout 23/24, processes have been developed and tightened to ensure robust monitoring and tracking of savings against targets, although it is recognised that further work is required in this area. The Partnership will build on the lessons learned in this and previous years to develop its skills in this regard, however, there are also broader challenges relating to the resource and capacity to deliver change of this scale, the availability of reliable data to ensure firm evidence-based decision making and the need to redesign processes and ways of working to enable successful delivery. The scale of the savings required in 24/25 and future years means that this will remain a significant challenge.

5. Next Steps

5.1 The EIJB will continue to monitor the performance of the SRP and a bi-annual report will be provided to this committee with ongoing updates.

6. Financial impact

6.1 This paper provides an update on the savings and recovery programme. This is one element of the overall financial position for the Integration Joint Board, which is continuing to project an overspend for 2023/24. The Chief Officer and Chief Finance Officer are working with Council officers to consider the options for addressing this.

7. Equality and Poverty Impact

7.1 A full programme of Integrated Impact Assessments was carried out prior to the decisions taken by the EIJB in March and June 2023, including two assessments of the cumulative impact of the savings. Details can be found at www.edinburghhscp.scot.

8. Climate and Nature Emergency Implications

8.1 No environmental impacts have been identified.

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

9.1 A robust programme of Integrated Impact Assessments was carried out to identify the community impact.

9.2 Risk is managed in the first instance via the Change Board risk register and by individual project risk logs. The risk of failing to deliver the savings in full by year end is managed through the EHSCP risk log with escalation to the corporate risk register where appropriate.

10. Background reading/external references

10.1 The SRP was agreed on 13 June at the meeting of the EIJB of that date.

https://democracy.edinburgh.gov.uk/documents/g6632/Public%20reports%20pack%2013th-Jun-2023%2010.00%20Edinburgh%20Integration%20Joint%20Board.pdf?T=10

11. Appendices

Appendix 1: 23-24 Savings Programme - Project and Finance Table

	Project Title	23/24/ Savings Target (£m)
1	Review and Assessment - Digital Care Development (enabler)	£1.22

	- 3 Conversations & Social Prescribing (enabler) - Digital front Door (enabler)	
2	Commissioning - Brokerage (enabler)	£1.00
3	One Edinburgh	£0.50
4	Hosted and set aside	£2.80
5	Continence	£0.05
6	Structure Reorganisation	£0.13
7	Agency and Overtime Savings	£0.60
8	Optimising SDS	£2.00
9	Purchasing (gross funding)	£0.40
10	Employability services (The Works)	£0.25
11	Spot Purchase Grip and Control	£1.00
12	Decommissioning Interim Beds	£3.20
13	Community equipment	£0.28
14	2C Practices	£0.05
15	Prescribing	£2.60
16	Overnight support	£1.15
17	Community Transport	£0.50
18	Housing support	£0.45
19	Pentland ward investment	£1.10
20	Comm investment fund	£1.00
21	Blood borne virus investment	£0.20
22	Contract uplifts	£0.20
	TOTAL	**£20.68**

Appendix 2: RAG Scoring Guidance

2.1 Progress RAG Scoring Guidance*

Red	**0**	No confidence in delivery
Red	**1**	Critical issues threaten the success of the project and confidence in delivery is very low
Red	**2**	Significant project issues mean project is not on track and confidence in delivery is very low
Amber	**3**	Major problems regarding project performance and no or limited corrective actions in place
Amber	**4**	Major problems regarding project performance and delivery, but corrective actions are in place to improve confidence in delivery
Amber	**5**	Problems exist regarding project performance, delivery of corrective actions are/ have been delivered, with reasonable confidence of success
Amber	**6**	Minor problems exist with the project but confidence in the delivery of the project remains high
Green	**7**	Project on track and expected to deliver minimum outputs/ benefits
Green	**8**	Project on track. Progress and achievement of the project is on target
Green	**9**	Progress and achievement of the project is likely to exceed planned output/benefits
Blue	**10**	Project completed and outputs/ benefits delivered. Appropriate learning shared within and beyond Programme

2.2 Saving RAG Scoring Guidance

RAG Rating		% of Savings Target
Red	0	0% achieved
Red	1	<20%
Red	2	20% - 30%
Amber	3	30% - 40%
Amber	4	40% - 50%
Amber	5	50% - 60%
Amber	6	60% - 70%
Green	7	70% - 80%
Green	8	90% -100%
Green	9	>100% achieved
Blue	10	Financial balance achieved and recorded in General Ledger Appropriate learning shared within and beyond Programme

Appendix 3 - 23-24 Savings Programme - Project status including progress and saving RAG evaluation (CEC projects only)

Project Number	SAVINGS PROJECT: Project Name	23/24 Savings Target (£M)	YTD Total	Progress RAG	Savings RAG	Progress update as of end January 2024
1	Optimising SDS	£2.00	£1.7	9	7	85% of savings have been delivered and confidence is very high that the saving will be realised in full by year-end.
2	Purchasing (gross funding)	£0.40	£1.7	9	9	This project has delivered well over the target (425%) and is projected to deliver further savings over the final months of the year.
3	Community Transport	£0.50	£0.50	7	8	This saving has been delivered in full and scoping is underway to identify further savings in this area for 24/25.
4	Housing support	£0.45	£0.47	9	9	This project has exceeded its original target and a close report is being prepared for sign-off.
5	Review and Assessment	£1.22	£0.06	2	1	The Review and Assessment project suffered from a number of delays to implementation. Progress has been underway since October 23. The team have delivered an in-year net saving of £0.054m to date, albeit with a full-year impact for 24/25 of £1.7m. It is unlikely that significant further savings will be realised in 23/24 and mitigating actions have been instigated.
6	Commissioning	£1.00	£0	4	0	Substantial analysis has been carried out in the commissioning sphere and a number of inter-linked programmes have been identified which are anticipated to realise savings as an important plank of the 24/25 programme. However, it is unlikely that these savings will be delivered by the end of this financial year.
7	Spot Purchase Grip and Control	£1.00	£1.60	9	9	This project has overdelivered by £600k through successful reclaim of unspent ISF funding. It is projected to deliver small amounts of further savings over the remaining months of the financial year.
8	Decommissioning Interim Beds	£3.2	£2.76	7	8	All interim bed contracts ended on 30th September. Full savings will not be realised in-year as 3 individuals remain on spot contracts due to difficulties in securing appropriate onward destinations. Work continues on this and full year saving may increase slightly once this has been resolved.
9	One Edinburgh	£0.5	£0.48	8	8	96% of savings have been delivered to date. Confidence is high that the target will be achieved.

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Project Number	SAVINGS PROJECT: Project Name	23/24 Savings Target (£M)	YTD Total	Progress RAG	Savings RAG	Progress update as of end January 2024
10	Structural re-organisation	£0.13	£0	6	0	Significant progress has been made to review the structure of the EHSCP, however, it is now very unlikely that savings will be delivered in 23/24. However this will be mitigated by underspend from unfilled posts in year.
11	Agency and overtime	£0.6	£0	4	0	Work is ongoing to manage agency use within high impact services, with tighter security on approving agency use and overtime. However confidence in delivery of savings target within this financial year is low and it is unlikely remedial actions will achieve the savings target in year.
12	Contract uplifts	£0.20	£0.20	10	10	Saving delivered in full and project closed.
13	Community investment fund	£1.00	£1.00	10	10	Savings delivered in full and project closed.
14	Blood borne virus investment	£0.20	£0.20	10	10	Savings delivered in full and project closed.
15	Overnight Support	£1.15	£1.34	10	10	Savings delivered in full and project closed.
	TOTAL	**£13.55**	**£11.99**			

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Policy and Sustainability Committee

10.00am, Tuesday 12 March 2024

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

Executive/routine
Wards
Council Commitments

1. Recommendations

It is recommended that Policy and Sustainability Committee:

1.1 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.

1.2 Note that this is the second quarter progress report in relation to the 3-year service improvement plan and as such within year 1, deals with the fundamental building blocks of improvement that will underpin further service development ahead.

1.3 Note that this report has been presented to the Edinburgh Integration Joint Board Performance and Delivery Committee on 6 March 2024 and any key points will be subject to discussion at this meeting.

Pat Togher

Chief Officer, Edinburgh Health and Social Care Partnership

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Report

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

2. Executive Summary

2.1 The purpose of this report is to inform the Policy and Sustainability Committee of the 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 plans.

3. Background

3.1 A Joint Inspection of Adult Support and Protection practice in Edinburgh was carried out in the last quarter of 2022 and a full report was published on 14 February 2023.

3.2 A further inspection of adult social work and social care in Edinburgh was undertaken with the report on this inspection published 21 March 2023.

3.3 On 13 June 2023 the Edinburgh Integration Joint Board approved a detailed 3 year-Improvement plan response to both Inspections.

4. Main report

4.1 To satisfy the requirements of the Care Inspectorate, an improvement plan has been developed in response to each of the inspection reports.

4.2 Appendix one details progress against the improvements made in response to the inspection of Adult Support and Protection in Edinburgh. Appendix two details progress against the improvement plan for the Social Work and Social Care inspection agreed by the EIJB on 13 June 2023.

4.3 The year one improvements continue to address the root causes of the weaknesses exposed by both inspections by strengthening the fundamental building blocks of good social work and adult protection practice.

4.4 The plans seek to bring about a culture change in both operational practices and strategic commissioning, all of which are being progressed at pace. However, the length of time that it will take to fully implement all the necessary improvements and embed cultural change should not be underestimated, especially while managing high levels of demand and an extremely challenging financial climate. As has been agreed at previous committees, an annual review of the improvement plans will be undertaken to review progress and ensure priorities remain fit for purpose. This annual review will be undertaken over the summer.

4.5 As can be seen in the attached reports, work in response to the inspections has been taken very seriously. A cautious approach has been applied to the RAG status. Work remains underway on the key performance metrics for both plans that will help demonstrate tangible evidence of where improvements have and have not had an impact on service delivery and people.

4.6 There are 3 improvement areas that have been graded as red. Detail is as follows:

4.6.1 ASP Improvement Plan – The partnership should carry out a prompt adult protection investigation for all adults at risk of harm who require one: One of the actions has been to review and update the Adult Support and Protection Policy and Procedure. This was initially drafted as a single agency policy and procedure. However, it has since been agreed that it should be revised to fully reflect the multi-agency nature of ASP. The policy is therefore being updated and will be submitted to the Adult Protection Committee for agreement prior to submission through each organisation's policy approval process. An updated Integrated Impact Assessment will be undertaken to reflect the multi-agency approach. Date for completion and approval will be agreed within the coming month, along with timescales for training of staff.

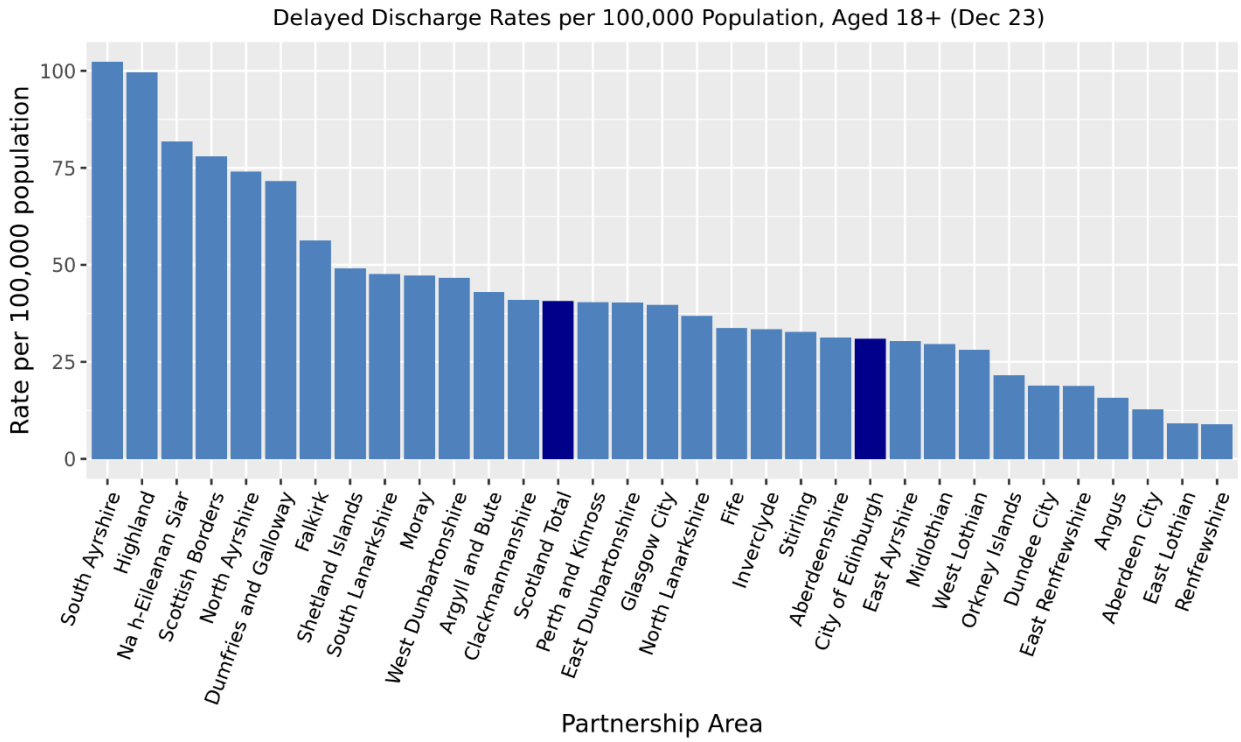
4.6.2 Social Work & Social Care Improvement Plan: Due to unplanned temporary loss in capacity, the development of the Early Intervention Strategy had to be paused. Work has since restarted, and the first full version of the strategy has now been drafted. It is proposed that a revised target date for completion is June 2024.

4.6.3 Social Work & Social Care Improvement Plan: An agency Social Work team was approved to undertake assessments and reviews of people in receipt of services to ensure needs are being met. Due to poor performance of the team observed in the first quarter, immediate action was taken and recruitment was frozen. Since this time, there has been improved performance with the number of reviews undertaken and savings attributed to those reviews. The RAG status has been graded as red due to risk of not delivering targets set for March 2024. A weekly report is being submitted and routinely reviewed by senior managers. There is now evidence of improvement in this area. A review of progress will be undertaken in March 2024 and decision made on the future of this team.

<u>Performance:</u>

4.7 Appendix 3 provides detail on the Partnership's performance against delayed discharges, numbers of people awaiting a package of care and the numbers of people awaiting a social care assessment.

4.8 For the number of people delayed in hospital and the number of people awaiting a package of care, the Partnership are ahead of both trajectories and, in the lead up to winter have performed reasonably well. Benchmarking nationally, the Partnership have been performing in the top 50% of all Health and Social Care Partnerships in Scotland. Compared to the beginning of 2022, this is a significant improvement in performance.



4.9 The main area of challenge remains in the assessment of social care need. While there have been some slight improvements, numbers remain high and the Partnership remain in the bottom 25%, when benchmarked against other Health and Social Care partnerships in Scotland. Analysis is underway of the waiting lists to further understand changes in that demographic. For example, the number of social work assessments have reduced, but the number of occupational therapy assessments increased as an overall proportion. This detail will be included in further reports once analysis has been completed.

5. Next Steps

5.1 To continue to progress implementation in all areas and to review progress in Quarter 3.

5.2 Monthly progress on the Improvement Plans will be monitored though the Adult Protection Committee, Edinburgh Health and Social Care (the Partnership) Change Board and Social Work and Social Care Improvement Plan Oversight Group.

6. Financial impact

6.1 There are strong links between the improvement plan and the Medium-Term Financial Strategy.

6.2 At the time of writing this report, the Edinburgh Integration Joint Board's financial

plan remains unbalanced for 2023/24. In line with the integration scheme officers are developing a financial recovery plan. The actions included in this recovery plan are at odds with the aspirations set out in the improvement plan. As such, it brings risk of jeopardising achievements to date and improvements in performance. Performance is monitored weekly (daily in some cases) to ensure that there is an understanding of any impact relating to recent activity. For 2024 onwards, integrated impact assessments are being undertaken to ensure there is a clear understanding of the impacts relating to savings plans being developed.

7. Equality and Poverty Impact

7.1 A detailed Integrated Impact Assessment of the Inspection Improvement plan was completed and include in papers for Policy and Sustainability Committee on 24 October 2023. On completion of the annual review, a further Integrated Impact Assessment will be completed.

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 direct environmental impacts arising from the content of this report.

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

9.1 The failure to implement this improvement plan will mean that the Council and the Partnership will be at risk of not meeting their statutory duties. The Partnership aim to mitigate this risk through implementing the improvement plan in full, working collaboratively across the Council and the wider health and social care system.

9.2 As outlined in section 6.2 above, the development of a financial recovery plan for 2023/24 will jeopardise the Partnership's ability to deliver the improvement plan. It may also result in poorer outcomes for vulnerable people and their carers. EHSCP, Council and NHS Officers continue to work together to identify short,

medium and long term solutions. However, if funding cannot be sourced to meet the deficit for 2023/24 and particularly 2024/5, it will not be possible to mitigate many risks associated with the savings being proposed.

9.3 The Oversight Group continue to review resources and staffing required to implement this plan. As there remains a risk that there is not sufficient staffing capacity to implement the improvements, there will be active monitoring of capacity requirements and escalation where identified.

10. Background reading/external references

10.1 Joint Inspection of Adult Support and Protection, City of Edinburgh

10.2 Inspection of Adult Social Work and Social Care Services in Edinburgh

10.3 3 year-Improvement plan

11. Appendices

Appendix 1: Update on progress against the Adult Support and Protection (ASP) Improvement Plan.

Appendix 2: Update on progress against the Social Work and Social Care Improvement Plan.

Appendix 3: Operational Key Performance Indicators

Appendix 1: Update on Year One Priorities for the Adult Support and Protection (ASP) Improvement Plan.

RAG status

RED – Little/No progress and confidence in delivery is very low	AMBER – Slow progress but confidence in the delivery remains high	GREEN – on track and expected to deliver outputs/ benefits	Blue - completed

Target completion date for the Year One Priorities for the ASP is end of March 2024.

	Priority	Related High Level Actions	Governance	Update on progress Oct-Dec Milestones for Jan-Mar	Issues, challenges, risks	Outcomes and KPIs	RAG
1	The partnership should improve the quality of chronologies and risk assessments for adults at risk of harm. All adults at risk of harm who require a chronology and a risk assessment should have one.	• Review Chronology and Risk Assessment templates • Provide staff enhanced staff training on risk assessments and chronologies	Adult Support and Protection (ASP) Inspection Improvement Plan Oversight Group Adult Support and Protection (ASP) Quality Assurance (QA) sub-committee	**Update on progress Oct-Dec** • Audit programme will evaluate impact on number of cases with such evidence. • The application of chronologies in ASP continues to be developed by ASP senior practitioners in line with the Multi Agency Pan Lothian Chronology improvement work. • The Adult Protection Committee Learning & Development subgroup has been re-established and is progressing key learning opportunities for staff. This includes roll out chronologies and risk assessments training.	There is limited capacity to develop and offer risk assessment and chronology specific training.	The partnership carries out a prompt adult protection investigation for all adults at risk of harm who require one to a required standard.	

	Priority	Related High Level Actions	Governance	Update on progress Oct-Dec Milestones for Jan-Mar	Issues, challenges, risks	Outcomes and KPIs	RAG
				Milestones for Jan-Mar • Chronologies and risk assessment training. • Development of chronologies in line with Pan Lothian approach.			
		• Specific chronology audit for assurance.	ASP Inspection Improvement Plan Oversight Group ASP QA sub-committee	**Update on progress Oct-Dec** • The chronology template is validated and now in place. • October audit finding was that 73% of cases had a chronology which is comparable to 78% which were findings at the point of inspection. **Milestones for Jan-Mar** • Monthly audit will address quality of chronology alongside completion data.	Compliance and competing priorities preventing completion of chronologies.	Evidence available to demonstrate that chronologies and risk assessments are of a high quality.	
2	The partnership should carry out a prompt adult protection investigation for all adults at risk of harm who require one.	• Ensure that initial referral discussion, safety planning and timescales for investigation are discussed and recorded.	ASP Inspection Improvement Plan Oversight Group ASP QA sub-committee	**Update on progress Oct-Dec** • Recent audit activity shows a high level of compliance with timescales at the point of screening. • New templates ensure that DTIs with Investigative powers are being completed where necessary.	Compliance will continue to need to be monitored. Reduction in 2 auditors within Quality Assurance Team from	Reduce potential risk to adults by reducing time between ASP processes where possible.	

	Priority	Related High Level Actions	Governance	Update on progress Oct-Dec Milestones for Jan-Mar	Issues, challenges, risks	Outcomes and KPIs	RAG
		• Key Performance Indicators (KPI) Data to be improved to monitor timescales and timely responses for adults.		**Milestones for Jan-Mar** • Audit activity to demonstrate that this is now embedded in practice.	January. 2 auditors to be recruited.		
		• Ensure ASP DTI referrals are prioritised with a prompt ASP Investigations that meets agreed standards.	ASP Inspection Improvement Plan Oversight Group ASP QA sub-committee	**Update on progress Oct-Dec** • Audit activity shows a high degree of compliance with prompt screening of ASP referrals. **Milestones for Jan-Mar** • Demonstration that prompt management of ASP referrals is now embedded in practice.	Multiple competing demands for staff and front-line managers.	ASP referrals are screened within 24hrs of receipt.	
		• Review and reissue guidance on the standard for ASP investigations incorporating revised National Codes of Practice	ASP Inspection Improvement Plan Oversight Group Adult Protection Committee	**Update on progress Oct-Dec** • Progress has been made on the multi-agency ASP Procedures which are now in an advanced state. These will be multi-disciplinary and endorsed by the Adult Protection Case Conference (APCC).	Complexity and importance of preparing multi-agency procedures that are reflective of current practice and fit for the future.	Multi-agency Procedures that include guidance within revised Codes of Practice.	

	Priority	Related High Level Actions	Governance	Update on progress Oct-Dec Milestones for Jan-Mar	Issues, challenges, risks	Outcomes and KPIs	RAG
				Milestones for Jan-Mar • Multi-agency procedures will be made available for consultation and presented to the Committee for validation.			
		• Review and renew training regarding ASP investigations.	ASP Inspection Improvement Plan Oversight Group Adult Protection Committee	**Update on progress Oct-Dec** • Training for new and existing Council Officers to include updated guidance within the National Codes of Practice. **Milestones for Jan-Mar** • ASP Senior Practitioners are reviewing the level 3, with the view to a dedicated level 3 for Council Officers only.	This is tied to the progression of the ASP procedures which have been delayed to ensure that they are multi-agency in scope. Revised deadline currently being revised.	All council Officers to be confident and competent in applying revised multi-agency procedures.	
		• Audit for assurance. • KPI data to be reviewed to monitor progress.	ASP QA sub-committee Adult Protection Committee	**Update on progress Oct-Dec** • Two audits completed between Oct- Dev. **Milestones for Jan-Mar** • Audit activity in Jan-March to inform future areas for improvement and developments.	Capacity for audit activity.	Evidence that investigations are conducted when there should be one.	

	Priority	Related High Level Actions	Governance	Update on progress Oct-Dec Milestones for Jan-Mar	Issues, challenges, risks	Outcomes and KPIs	RAG
3	The partnership should take steps to improve the quality of adult protection case conferences. It had undertaken improvements by creating additional posts for minute takers. It was too early to tell the impact of this.	• Review number of case conferences and those with a minute. .	ASP Inspection Improvement Plan Oversight Group ASP QA sub-committee	**Update on progress Oct-Dec** • A standard minute template presented to the AP committee. **Milestones for Jan-Mar** • Validation of standarised minute at Jan AP committee. Rate of APCC to be proportionate to population of the city to ensure that capacity for minute takers is available.		Case conferences all have a minute that is produced after them. Where possible this is completed by a member of Business Support.	
		• Review existing number of minute takers in Business Support.	ASP Inspection Improvement Plan Oversight Group	**Update on progress Oct-Dec** • Business Support have increased number of minute takers through Scottish Government monies. Number is not sufficient to keep with demand. Ongoing review into recruitment and retention of minute takers. **Milestones for Jan-Mar** • New streamlined Adult Protection Committee invite, agenda and minute tabled for January Adult Protection Committee.	Rate of APCC remains high but 30% reduction on previous high.	Increased number of APCCs with minute taker from business support.	

	Priority	Related High Level Actions	Governance	Update on progress Oct-Dec Milestones for Jan-Mar	Issues, challenges, risks	Outcomes and KPIs	RAG
				• Reduction in number of APCC without independent minute taker.			
		• Report to APC on quarterly basis the number of APCs minutes and by whom.	Adult Protection Committee	**Update on progress Oct-Dec** • Information now available weekly. **Milestones for Jan-Mar** • Adult Protection Committee will be provided with a report outlining number of APCs with minutes.	None identified	Monitor number of APCs without a minute taker.	
		• Audit the quality of minutes.	ASP QA sub-committee	**Update on progress Oct-Dec** • Bi-monthly audit program started in July 2023 , which will provided quality assurance regarding conference minutes. **Milestones for Jan-Mar** • New streamlined Adult Protection Committee invite, agenda and minute tabled for January Adult Protection Committee to ensure minutes are readily available.	None identified	Evidence that regarding the quality of case conferences.	

	Priority	Related High Level Actions	Governance	Update on progress Oct-Dec Milestones for Jan-Mar	Issues, challenges, risks	Outcomes and KPIs	RAG
		• Develop the quality of APCCs.	ASP Inspection Improvement Plan Oversight Group	**Update on progress Oct-Dec** • Guidance for APC Chairs and minute takers has been developed and circulated for consultation. **Milestones for Jan-Mar** • Adult Protection Case Conference quality report will be available from January 2024. • Report will address quality of initial and 1st reviews.		Increased confidence and competence of those under-taking APCs.	
4	Social work leaders should work to increase the service's capacity to carry out adult support and protection work promptly, effectively and efficiently.	• Ensure that ASP processes and systems and managed effectively and efficiently to ensure staffing capacity is maximised. • Reduce the number of APCC reviews which is disproportionately high in City of Edinburgh Council.	ASP Inspection Improvement Plan Oversight Group Adult Protection Committee	**Update on progress Oct-Dec** • ASP Operational Oversight Group established to monitor weekly system pressures. • SW Collaborative Leadership forum established to support confidence and decisiveness in decision making. • Additional ASP senior pracs recruited to provide additional capacity and support to manage ASP activity. • The rate of case conferences and IRDs held	Maintaining manageable levels of ASP activity against available activity	Increased system capacity to manage ASP activity. APCC activity in line with national average.	

	Priority	Related High Level Actions	Governance	Update on progress Oct-Dec Milestones for Jan-Mar	Issues, challenges, risks	Outcomes and KPIs	RAG
		• Increased support of ASP activity.		each monthly are reaching more manageable levels which ensure greater capacity to manage ASP work. **Milestones for Jan-Mar** • Continue to ensure that open ASP cases are managed effectively and that the use of measures does not continue beyond the point of necessity.			
5	The partnership's strategic leaders should ensure there is consistent, competent, effective adult support and protection practice that keeps adults at risk of harm safe and delivers improvements to their health and wellbeing.	• Review existing practice standards. • Audit for assurance against practice standards. • Development of multi-agency ASP procedures.	Adult Protection Committee ASP Inspection Improvement Plan Oversight Group	**Update on progress Oct-Dec** • There is evidence of increased compliance with key processes. For example, ASP audit in October 2023 found that 69% of cases had management oversight (40% at inspection). • Recognition of need to develop the strategic element of the ASP Committee. **Milestones for Jan-Mar** • Priorities for Jan-Mar are to increase compliance with new processes and	Audits continue to flag inconsistent practice. Audits alone cannot alter practice.	Ensure that practice standards outline and make explicit issues of consistency, competence, and effectiveness for risk of harm and improving health and wellbeing.	

	Priority	Related High Level Actions	Governance	Update on progress Oct-Dec Milestones for Jan-Mar	Issues, challenges, risks	Outcomes and KPIs	RAG
				increase consistency in practice. • ASP Committee has a Development session scheduled for February. This will initiate a process of self-evaluation			
6	The partnership should prioritise recommencement of multi-agency audits of adult support and protection records, quality assurance, and self-evaluation activities for adult support and protection.	• Development of multi-agency programme of audit activity	Adult Protection Committee ASP Inspection Improvement Plan Oversight Group ASP QA sub-committee	**Update on progress Oct-Dec** • A programme of multi-agency audit programme via the Adult Protection Committee is being developed following agreement at AP Committee. **Milestones for Jan-Mar** • Multi-agency audit programme being designed across the three agencies. Initial meetings arranged to devise model, reporting and shared resource to complete this. • QA Sub of APC reviewing ToR to have end-to-end review of processes (self-evaluation) on a rolling 6-month basis. • New reporting on quality of case conferences to be	Capacity – the CI audit tool in 197 questions in length. Capacity to complete, analyse and report to Adult Protection Committee. Colleagues clear on the need, the harvesting of information/data for each step of ASP (multi agency) is likely to prove challenging.	Clear understanding of the strengths and areas for improvement across the multi-agency delivery of Adult Protections. Finding will inform further additions to the Improvement Plan and shared understanding of priorities and areas for collaboration across key agencies.	

	Priority	Related High Level Actions	Governance	Update on progress Oct-Dec Milestones for Jan-Mar	Issues, challenges, risks	Outcomes and KPIs	RAG
				made available in January 2024.			
7	The adult protection committee should ensure it has direct representation from adults at risk of harm and their unpaid carers. Thus, it would benefit from their lived experience of adult support and protection.	• Ensure service user and unpaid carer representation within APC and associated structures	Adult Protection Committee ASP Inspection Improvement Plan Oversight Group	**Update on progress Oct-Dec** • This remains a live agenda items at Adult Protection Committee. **Milestones for Jan-Mar** • Previous work on this being reviewed and discussed with co-chairs. • A Development Session has been planned for members of the Adult Protection Committee in February 2024 which will help inform future profile of the committee.	There are important considerations to be given to the progression of this improvement action. Supporting resource would be required for participation.	Clear position regarding service user and unpaid carer representation within Adult Protection Committee.	

Appendix 2: Update on the Year One High Level Actions for the Social Work and Social Care Improvement Plan.

RAG status

RED – Little/No progress and confidence in delivery is very low	AMBER – Slow progress but confidence in the delivery remains high	GREEN – on track and expected to deliver outputs/ benefits	BLUE - completed

	Priority	Related High Level Actions	Governance	Update on progress Oct-Dec Milestones for Jan-Mar	Issues, challenges, risks	Outcomes and KPIs	RAG	Target completion date
1	Early intervention, prevention and demand management	Draft and consult on a prevention and early intervention strategy. SRO: Linda Irvine Fitzpatrick	Change Board	**Update on progress Oct-Dec:** • Stakeholder event held on 10 October 2024. • Horizon scanning session with EIJB Strategic Planning Committee on 11 October held. • Various focused sessions with staff teams and fora. • Due to unplanned leave, work on this strategy was paused for approximately 4 weeks. **Milestones for Jan-Mar:** • Draft Strategy submitted to Chief Officer for review. • Review deadline for completion – expected June 2024.	Staff and citizens capacity to engage with coproduction of draft strategy. Due to the strategy development being delayed, the RAG status reflects that the deadline of 31 March will not be achieved.	No of people engaging with co-production events. Co-Stakeholder report produced by 17 October. Agreed understanding of EIJB contribution to early intervention and prevention.		March 2024 Revised to June 2024.
		Improve access for people at the point of contact	Social Work and Social Care Improvement Plan	**Update on progress Oct-Dec:** • An early-intervention approach has been delivered through a 'test of change' (ToC) which saw additional resource at the first point of contact	Established that the current staffing levels are not sufficient to manage both DTI	62% fewer people being sent to the Locality Screening Hub.		ToC in NE from 17 Apr-28 Jul 2023.

	Priority	Related High Level Actions	Governance	Update on progress Oct-Dec Milestones for Jan-Mar	Issues, challenges, risks	Outcomes and KPIs	RAG	Target completion date
		through a focus on Social Care Direct. Ensure people at risk of harm are identified with the right action taken quickly. Lead: Nikki Conway	Oversight Group	with Social Care Direct. This has been focussed on the North East locality and evidence shows that this has reduced the number of referrals being passed to the North East for screening. • Between Oct – Dec 2023, support with DTI without investigatory powers was rolled out to all localities. • A further plan is in development, which will include increasing the team in order to undertake all first contacts. **Milestones for Jan-Mar:** • Develop a plan to roll out support for all first contacts to all locality teams. • If plan approved, complete roll out by Mar-24	investigations without powers and first contacts.			Roll out to all localities support for DTI without investigatory powers completed by Dec-23. First contact roll out to all locality teams by Mar-24
2	Reducing waiting lists and improving access to services	Increase capacity through an agency Social Work team to undertake assessments and reviews of people in receipt of services to	Change Boad	**Update on progress Oct-Dec:** • Due to poor performance of the team observed in the first quarter, the Team Manager was replaced with a new Team Manager starting on 14th November and recruitment was frozen. • Since then performance has improved, with 43% of completed reviews resulting in a reduction in	• Slower than expected recruitment and some IT issues have slowed progress. IT issues required escalation within CEC. • Issues with previous	Ensure that EHSCP meets its obligations to review the needs of individuals and services provided to them.		September 2024

	Priority	Related High Level Actions	Governance	Update on progress Oct-Dec Milestones for Jan-Mar	Issues, challenges, risks	Outcomes and KPIs	RAG	Target completion date
		ensure needs are being met. SRO: Nikki Conway		service and an average of 9 reviews per week being completed by the team. • Reviews still not being completed at rate expected, however this is due to the complex cases being reviewed. • Due to improved performance, additional recruitment has now been authorised. **Milestones for Jan-Mar:** • Learning to date to be shared with the wider operational management team. • Linking with contracts and commissioning to take a targeted approach to reviews that support current priorities.	leadership, now resolved. • Issues with providers being resistant to supporting reviews.	Reduce the number of people waiting for reviews and assessments. Ensure the appropriate and proportionate use of all available resources to meet needs of individuals including 3rd sector organisations. Ensure that services are deployed to meet the needs of those in greatest need. Ensure that costed services are being utilised to best effect.		

	Priority	Related High Level Actions	Governance	Update on progress Oct-Dec Milestones for Jan-Mar	Issues, challenges, risks	Outcomes and KPIs	RAG	Target completion date
		Develop trajectory to demonstrate tangible and quantifiable improvement for waiting lists to be brought in line with national averages as priority. Lead: Susan Macmillan	Social Work and Social Care Improvement Plan Oversight Group	**Update on progress Oct-Dec:** • Trajectories are now in place and approved by the Whole System Delivery Oversight Board for delayed discharges, unmet need for packages of care at home and the assessment waitlist. • In October 2023, the delayed discharges trajectory was changed to the scenario without interim placements being in place as we did not have the funding to continue these placements. • A revised trajectory for unmet need was developed and approved in November 2023 to reflect significant changes in the external market conditions that were out with our control. **Milestones for Jan-Mar:** • Continue to monitor progress against trajectories on a weekly basis through our EHSCP System Flow Group. Initial trajectories for 2024/25 developed in collaboration with operational teams	The delays trajectory originally included the interim placements continuing beyond October 2023 but these have since been closed and the trajectory changed to the scenario without the interim placements in place, leading to an expected increase in delays over winter. We are experiencing challenges with capacity for packages of care at home with our external providers, which is putting pressure on our ability to reduce the unmet need waitlist. This is driven by higher than expected	Delayed discharges – revised to 201 by 31 March 2024. At 122 the December 2023 figure was below the target of 182 but is trending upwards as expected over winter. Unmet need for packages of care at home – revised to 564 by 31 March 2024. At 297, the December 2023 figure was below the target of 368 but is trending upwards as expected over winter. Assessment waitlist – 927 by 31 March 2024.		Completed, trajectory now in place and regularly monitored.

	Priority	Related High Level Actions	Governance	Update on progress Oct-Dec Milestones for Jan-Mar	Issues, challenges, risks	Outcomes and KPIs	RAG	Target completion date
					market instability with a number of Large Scale Investigations (LSIs) with several providers as well as one provider withdrawing from Edinburgh. The unmet need trajectory was revised to provide a more realistic view of projected performance given these significant external changes. The revised trajectory expects the unmet need waitlist to continue to rise from the current position over the winter period given the limited capacity in the external market at present.	At 1444, the December 2023 figure was above the target of 1087, mainly due to activity by the temporary review and assessment team being lower than expected.		
3	Best use of resources to meet demand and	Undertake strategic commissioning exercise to	Change Board	**Update on progress Oct-Dec:** • Forecast clinical need and demand for bed-based care and estimating the capacity and the cost of care.	Capacity: – Commercial market management	Spending on care services move towards budget.		March 2024

	Priority	Related High Level Actions	Governance	Update on progress Oct-Dec Milestones for Jan-Mar	Issues, challenges, risks	Outcomes and KPIs	RAG	Target completion date
	improved structure.	ensure that the IJB has a clear understanding of bed based services (including dementia, nursing, intermediate care) to meet people's needs. SRO: James Cuthbert		• Developed the Older People's Pathway Programme for residential care, including internal services, Intermediate Care and HBCCC. The Programme's new Delivery Group met in Dec to agree Terms of Reference and review the Programme's PID. • Planning for Liberton focused on a new model of HBCCC that preserves capacity for Intermediate Care and secures new capacity for complex care in care homes. • Trends in independent sector care homes show recent inflation in fee rates offered to the Partnership. These are due to underlying inflation but also scarcity, with the City's homes more than 95% full at most times. Improving the supply of intensive and specialist beds in the medium term will mitigate inflation due to scarcity and help balance in the Partnership's Medium-term Financial Strategy. The Programme is working with the Council's homes and the independent sector on a way to estimate reasonable for the most	capability is limited. – Strong employment and transient care workforce inhibits investment in training and development. – Tight capital and high land values limit opportunities for new building-based services, care home and supported accommodation in particular. – Sustainability: where is the balance of affordability, capacity and quality. – Flexibility: plans must create confidence while accommodating	Capacity is aligned to demand; waiting times for care services stabilise and then decline. No adverse effect safety and quality. Measured improvement in priority areas of this Plan.		

	Priority	Related High Level Actions	Governance	Update on progress Oct-Dec Milestones for Jan-Mar	Issues, challenges, risks	Outcomes and KPIs	RAG	Target completion date
				intensive beds that are also most scarce. • Analysis of purchasing practices found opportunities to control prices and improve residents' experience of moving to care homes. The Programme has engaged with the Partnership's Care Booking Service and NHS Lothian's QI programme for Care Homes. • The programme engaged with Council and independent homes around the partnership's intention to commission nursing, palliative and specialist dementia care beds. We have a better insight into the barriers to delivering higher intensity residential provision, including primary care support and the transfer of care process. **Milestones for Jan-Mar:** • The Programme team will visit care homes, meet residents, staff and families. • Complete the Older People's Pathways Programme governance by convening an Oversight Group	change, locally and nationally.			

	Priority	Related High Level Actions	Governance	Update on progress Oct-Dec Milestones for Jan-Mar	Issues, challenges, risks	Outcomes and KPIs	RAG	Target completion date
				to provide assurance to IJB and wider stakeholders. • Develop firm demand, capacity and cost estimates aligned to MTFS. • Identify new opportunities to optimise the Council's care homes and offer more intensive services in house. • Develop options for new financial and contractual models for the independent sector, • Design pathways to care homes that ensure the City's bed base is used by those who most need to live in care homes.				
		Undertake strategic commissioning exercise to ensure that the IJB has a clear understanding of service need for people with severe and enduring mental health problems.	Change Board	**Update on progress Oct-Dec:** • Improved performance with discharges and lengths of stay. • Results recent Day of Care audit informed improved grip and control, with three fewer contingency beds in use. • Longest-stay patient in AMH Acute was discharged on January 3rd after more than 5 years in residence. • New Era programme: 50 stakeholders participated in half day workshop; series of follow-on activities.	Increased acuity of people being managed in community settings. Demand for admissions higher than hospital capacity. Increased length of stay in acute admission wards.	Short term solution to manage current demand on inpatient resources was agreed on 22nd September 2023 with agreed KPIs to monitor impact. Commissioning Plan to be considered by		March 2024

	Priority	Related High Level Actions	Governance	Update on progress Oct-Dec Milestones for Jan-Mar	Issues, challenges, risks	Outcomes and KPIs	RAG	Target completion date
		SRO: Linda Irvine-Fitzpatrick		• Programme reported NHSL Performance Support and Oversight Board, analysing existing bed occupancy capacity. Commissioning Plan now in developing detailing medium- and longer-term actions that will enable more people to live in community settings; ensure that our hospital resources are used for maximum therapeutic gain. **Milestones for Jan-Mar:** • Reducing occupancy in REH: Rigorous planning for people who stay longest in REH, especially those who need individually commissioned support to live safely in the community. • Demand, capacity and cost analysis for bed-based MH services, with the NHS Lothian bed modelling project • Further development of common governance and shared programme management between the Partnership and REAS.	Scarce 24.7 supported accommodation. Legal implications of Human Rights Legislation.	appropriate governance groups throughout October 2023.		
		Continue with One Edinburgh programme, increasing capacity for	Change Board	**Update on progress Oct-Dec:** • **Totalmobile:** implementation of all go lives complete, as of 31/10/23. System now embedding,	Detailed RAID log updated monthly to capture all programme risks.	Total mobile – go lives complete and KPIs being reviewed		Totalmobile - Phase 1 initial implementation complete by end of December

	Priority	Related High Level Actions	Governance	Update on progress Oct-Dec Milestones for Jan-Mar	Issues, challenges, risks	Outcomes and KPIs	RAG	Target completion date
		people requiring a package of care to live at home independently. SRO: Deborah Mackle		consolidation at sites underway and transition plans to BAU processes. • **Internal Redesign/External Commissioning:** Approved at Sept IJB, planning sessions held to finalise detailed implementation plan for steps to progress reablement roll-out along with locality modelling. KPIs updated, rebaselined and new targets to be agreed. Research with Heriot Watt University on brokerage model has been cancelled. • **C@H brokerage:** Successfully recruited 3 out of 4 brokerage officer posts, and 4th post now out to advert. **Milestones for Jan-Mar:** • **Totalmobile:** Continue with system embedding and moving to BAU support process, analyse post go-live benefits and KPIs, project resource reduced and outstanding system/report issues to be finalised. • **Internal Redesign/External Commissioning:** Project resource start in Jan, continue plans to implement One Edinburgh with phased transition plan focusing on maximising reablement. Plan includes training and roll-out across	Heriot Watt capacity issue for conducting brokerage research, taking this in-house instead and widening out to an EHSCP brokerage approach – meeting Jan 2024 to discuss. Ongoing resource challenges for One Edinburgh, to successfully roll-out reablement we will require recruit new staff, release existing staff in a staged process to train and move to reablement, and release HC&R managers time, current pressures on system will impact this. C@H market remains unstable,	Internal redesign – implementation and transition planning underway and KPIs updated Brokerage – 3 recruited and 1 out to advert		2023 (done). Additional work happening in the staged transition to BAU into 2024. Target completion date to be confirmed for Internal Redesign/ External Commissioning and C@H brokerage.

	Priority	Related High Level Actions	Governance	Update on progress Oct-Dec Milestones for Jan-Mar	Issues, challenges, risks	Outcomes and KPIs	RAG	Target completion date
				localities, related communications, and recruitment plan. • **C@H brokerage:** Meetings arranged with successful Stage 1 providers, co-production sessions started and providers updated on agreed framework with further sessions scheduled.	and providers are happy with a single rate but not the approved rate (£21.09)			
		Implement a revised, strengthened professional line management structure that achieves more benefit from integration and ensures resources are directed at the priorities being identified in response to the inspection findings. SRO: David Small	Workforce Board	**Update on progress Oct-Dec:** • Work continues to develop the new structure with project team meeting regularly to progress the work. • SRO presented structure progress update to the Partnership Structure Oversight Group, the Workforce Board and the new Chief Officer who started 6th Nov. • Finance reps are working on costing the current and the new structure to assess affordability. • Comms plan has been developed for future staff engagement. **Milestones for Jan-Mar:** • Revised structure session with Senior Managers to prepare for the staff engagement. • HR reps are working on the HR timelines and processes and are developing HR issues and	Complex project in a tight timescale. Risk that consecutive stages (engagement and consultation) may extend completion into spring 2024.	Operational structure with clear lines of responsibility and strong professional lines.		Recruitment to commence by spring 2024.

	Priority	Related High Level Actions	Governance	Update on progress Oct-Dec Milestones for Jan-Mar	Issues, challenges, risks	Outcomes and KPIs	RAG	Target completion date
				resolution log to assist with the staff engagement. • Staff engagement commencing. • Develop consultation plan.				
4	Basic and key processes	Introduce new ASP Investigation processes with specific chronologies and risk assessment. Lead: Matt Kennedy	Social Work and Social Care Improvement Plan Oversight Group	**Update on progress Oct-Dec:** • New process designed and implemented by 12 June 2023. New process addresses 3-point criteria for ASP, risk assessment, as well as chronologies. **Milestones for Jan-Mar:** • By monthly audit programme will look at chronologies and risk assessments.	Evaluation of the new process is required, to ensure the process is working as planned. Audit of the new process will support the evaluation.	Performance data reporting will now identify the two stages to our Duty to Inquire.		Completed
		Roll out one assessment tool that ensures consistent approach across the city. Lead: Nikki Conway	Social Work and Social Care Improvement Plan Oversight Group	**Update on progress Oct-Dec:** • Newly appointed professional Social Work and AHP leads consulted on and agreed rollout plan of the 3Cs model and associated staff guidance. • Roll out plan resubmitted and agreed at Change Board, with the action to understand L&D support that might be available from CEC HR. • Project members met with HR, with a further meeting scheduled for Jan-24.	Risk that additional L&D resource may not be provided to facilitate rollout of 3C's training. Risk that implementation requires revision prior to approval. Risk that contracts of current interim staff may not be extended.	All assessment and care management team are using the assessment tool. Consistent approach to assessment process. Greater emphasis on		March 2024

	Priority	Related High Level Actions	Governance	Update on progress Oct-Dec Milestones for Jan-Mar	Issues, challenges, risks	Outcomes and KPIs	RAG	Target completion date
				• Recording tool kit developed, to be released on 8th Jan 24. **Milestones for Jan-Mar:** • Release recording tool kit and monitor compliance – Jan 2024 • Agree support for training rollout with CEC HR. • Continue delivering training with current resources.		early intervention and preventative approach that signposts more people to community services. Fewer people requiring statutory services.		
		Replace SWIFT with a system that improves processes and creates service capacity, efficiency and safety. SRO: Anna Duff	Change Board	**Update on progress Oct-Dec:** • SWIFT replacement has been agreed by CLT and the overall governance of the project sits within CEC. CGI are leading the project with input from EHSCP, Justice and Children's services. • Data cleanse is underway by the localities. Business Support have recruited staff to assist with cleaning records. **Milestones for Jan-Mar:** • Await CLT approval of vendor. • Liaise with the Oversight board to agree project plan for next steps. • Data cleansing work to continue to reduce data errors.	The vendor process has identified that a WTE would be recommended to support this workstream – This needs to be identified. Key issues identified around data quality on SWIFT system. Risk of new errors occurring.	Not applicable as still at vendor stage as part of SWIFT Board project plan. 20,000 records to be cleansed. Plan being formulated to CLT.		CLT to approve chosen vendor in Jan 24. Records target date Jan 24.

	Priority	Related High Level Actions	Governance	Update on progress Oct-Dec Milestones for Jan-Mar	Issues, challenges, risks	Outcomes and KPIs	RAG	Target completion date
5	Workforce – recruitment, retention and governance	Increase work on advert and recruitment through more innovative routes. Lead: Nikki Conway	Workforce Board	**Update on progress Oct-Dec:** • City-wide advert for all partnership Social Work vacancies in place. • Improvements achieved in timescales for recruitment and onboarding of new staff. • Agreement with HR to fast-track graduate social workers, supported by Practice Educators in their first year. **Milestones for Jan-Mar:** • Contribute to graduate recruitment pathway.	Reporting not available on success of recruitment activity.	Reduce the length of time vacancies are unfilled. Reduce the time to hire.		Continuous action.
		Progress incentives and recruitment on a higher salary scale with HR for experienced Social Workers. SRO: Rose Howley	Workforce Board	**Update on progress Oct-Dec:** Benchmarking exercise checking other LA adverts has found that other LA don't specify the starting salary on the advert. In Edinburgh the starting salary scale is included within the job advert. **Milestones for Jan-Mar:** Managers to be briefed to take out starting salary sentence from the advert as the salary scale for social workers can be dependent on the experience.	Agency use is still high at the moment which we aim to address. Vacancy rates across EHSC remain variable.	Reducing % of agency use and reducing % of vacancy rates.		March 2024

	Priority	Related High Level Actions	Governance	Update on progress Oct-Dec Milestones for Jan-Mar	Issues, challenges, risks	Outcomes and KPIs	RAG	Target completion date
6	Governance, including professional supervision, manager oversight and quality assurance.	Induction of Principal Social Work Officer. Lead: Nikki Conway	Social Work and Social Care Improvement Plan Oversight Group	**Update on progress Oct-Dec:** • Action completed. PSWO commenced on July 31st.	Scale and scope of improvement work required. Established practice takes time to adjust and embed.	Increased focus on Social Work practice and Social Work leadership. Analysis of causes of ASP system pressures.		Completed, PSWO now in post.
		Implement Quality Assurance audit for effective manager oversight and supervision recording. Lead: Matt Kennedy/Keith Dyer	Social Work and Social Care Improvement Plan Oversight Group	**Update on progress Oct-Dec:** • A broader ASP audit programme has been initiated, reviewing 50 cases every second month. The audit reviews social work practice, including manager oversight and supervision recording. **Milestones for Jan-Mar:** • Continue with audit activity to identify and implement further improvement including management oversight and supervision recording.	Our recent audit activity relates to live and active cases. There are indications of improved management oversight and supervision recording, but further improvement is required.	Improved recording: evidenced through audit findings, analysed after each audit cycle, and reported to service managers.		Completed
		Launch of Quality Assurance Practice framework with monthly	Social Work and Social Care Improvement Plan	**Update on progress Oct-Dec:** • As noted above, the monthly programme has shifted to a second month approach due to both auditing capacity, as well as the need for operational teams to have	Audit issues, aside from capacity relate to AIS and the poor quality of reporting that this system provides	Improved practice and compliance with practice framework identified		March 2024

	Priority	Related High Level Actions	Governance	Update on progress Oct-Dec Milestones for Jan-Mar	Issues, challenges, risks	Outcomes and KPIs	RAG	Target completion date
		learning from practice audits. Lead: Matt Kennedy/Keith Dyer	Oversight Group	capacity to implement audit identified improvements. • The practice framework is still in development, building on existing practice standards. **Milestones for Jan-Mar:** • The Principle Social Worker and Chief Allied Health Professional are progressing a summary of assurance and governance within the partnership. This is due to be completed by early spring and will lead to recommendations including the strengthening of oversight of social work services.	against the sample criteria. Linked to this is the legacy that AIS has never been able to report accurately on all of the previous standards.	through audits; improvement in average ratings across all areas of audit over time.		

Edinburgh Health and Social Care Partnership

Operational Key Performance Indicators (KPIs)

Introduction to report

This report has been created to provide senior management and Board members an overview of EHSCP's performance against a select few measures that are key indicators of our operational performance. At present this report only includes the three indicators which are being reviewed regularly as priorities for health and social care partnerships by Scottish Government. The report includes two types of graphs: trend performance against trajectories and benchmarking against the other health and social care partnerships that also report these indicators nationally. This allows easy viewing of our performance goals this year (within multiple scenarios), our recent trend against these goals and our relative position compared to other areas in Scotland and the national average.

Summary of performance - 5 January 2024

Packages of care

Since May 2023, we have not seen the continued reduction as was seen since the Spring of 2022. More recently, in September 2023, one provider withdrew from Edinburgh, resulting in 600 hours of care/ 66 packages having to be reprovisioned. All people who had their care with Avenue have had their care package transferred to other providers. While this was successfully undertaken it has reduced capacity within the system. In addition to this specific withdrawal, there has been greater instability within the care at home providers during 2023 with several providers over the year having been suspended to picking up new work. In December 2023, in light of significant external market issues, the Whole System Delivery Oversight Board, agreed to a revision of the trajectory for the package of care waitlist. This revision only included changes to external factors to account for the changing environment, rather than affecting other factors that may impact performance. With these revisions to the trajectory, it is predicted that our waitlist will increase before the end of the financial year. This is predominately due to the larger than expected instability in the external care at home market, meaning demand is expected to outstrip available capacity at that time. The number of people awaiting a package of care remains below the revised trajectory at this time but it is too early to say if this will continue. In addition to instability in the care at home market, we continue to find it difficult to recruit carers to our internal homecare services. We continue to work closely with providers and the One Edinburgh programme addresses the longer term strategic issues facing our internal and external delivery of home based care.

Total delayed discharges

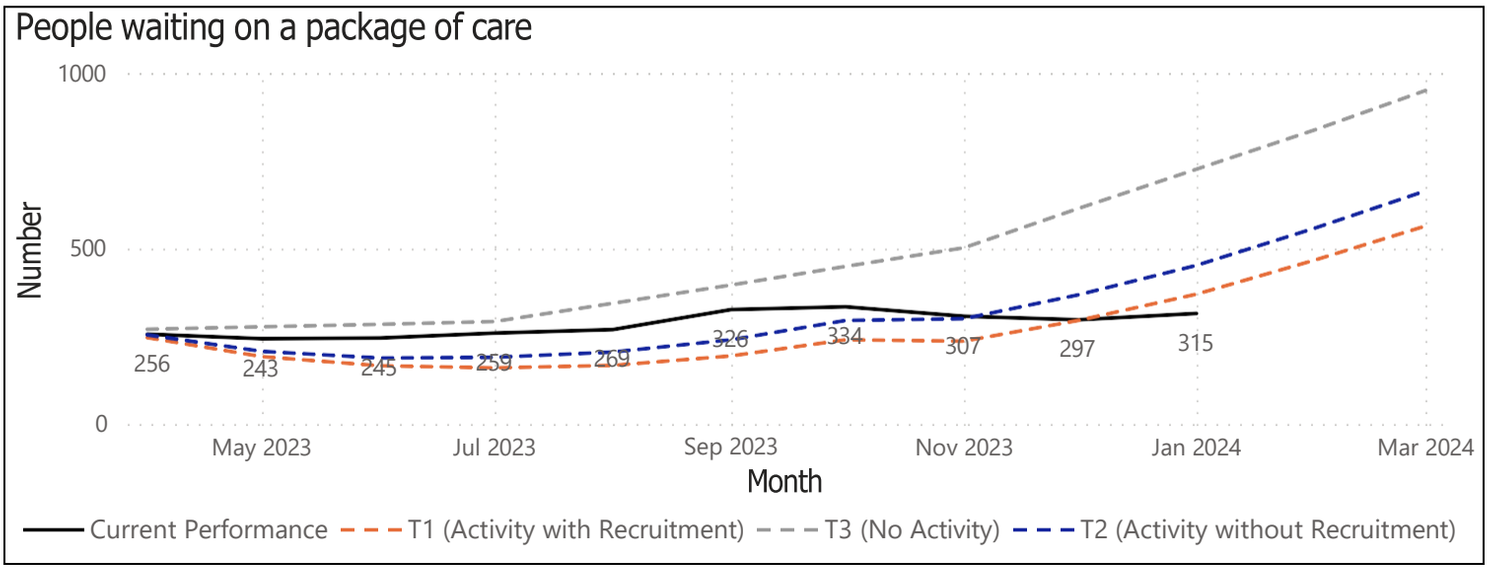
The number of people delayed in hospital is at the lowest level seen since May 2021, but more data will be needed to determine whether this trend can sustained over winter. Delays were 27% lower going into the festive period than in 2022. Historically, delays have increased across the last week of December/first week of January as services experience lower levels of staff due to leave and we can see this increase in January. The main improvements are related to completed social care assessments and those waiting for a package of care. We are performing better than all of our trajectories for delays and are at the threshold (set in March 2023) for performing in the top 50% of partnerships across Scotland, although challenges remain supporting discharges for our older population. In Nov 2023, we benchmarked 10th out of all partnerships for delays for those over 18 and were just outside the top 50% for those over 75.

Assessment waitlist

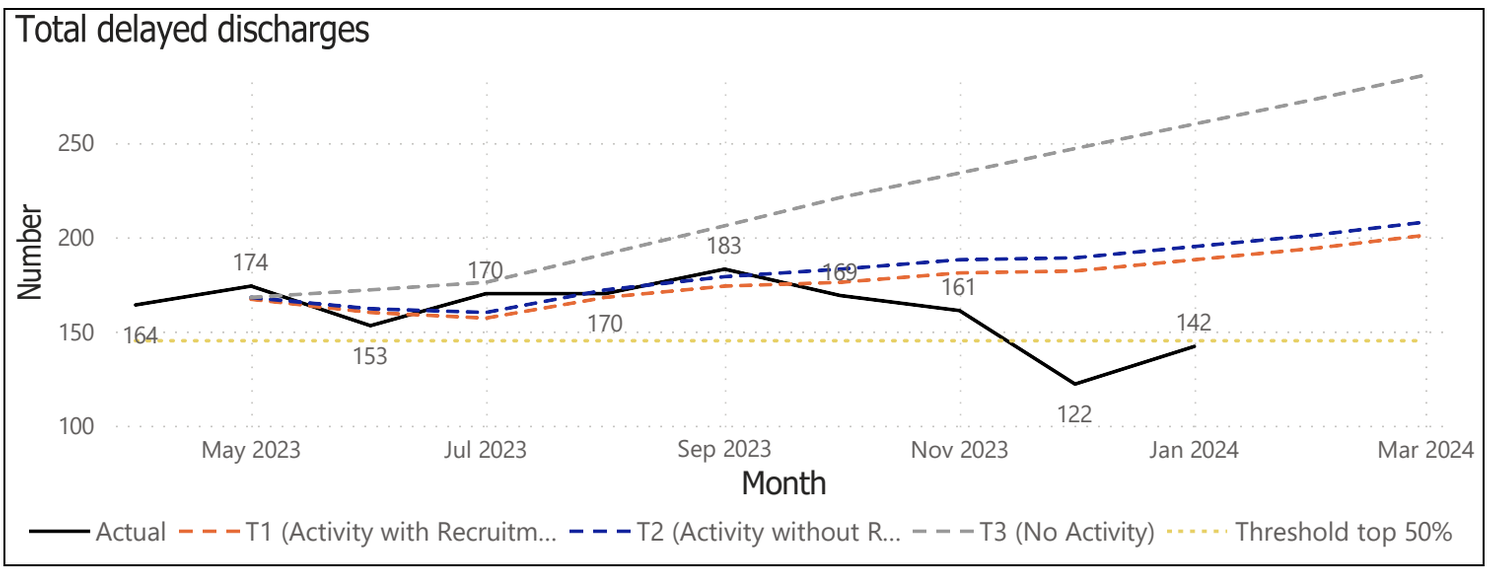
WSDOB approved the assessment waitlist at end September 2023. The trend graph shows that our position has seen a slight improvement over time, though this is stabilising. We are above our expected level for December, likely due to lower than expected impact from the temporary review and assessment team at this point.

Trends (local data)

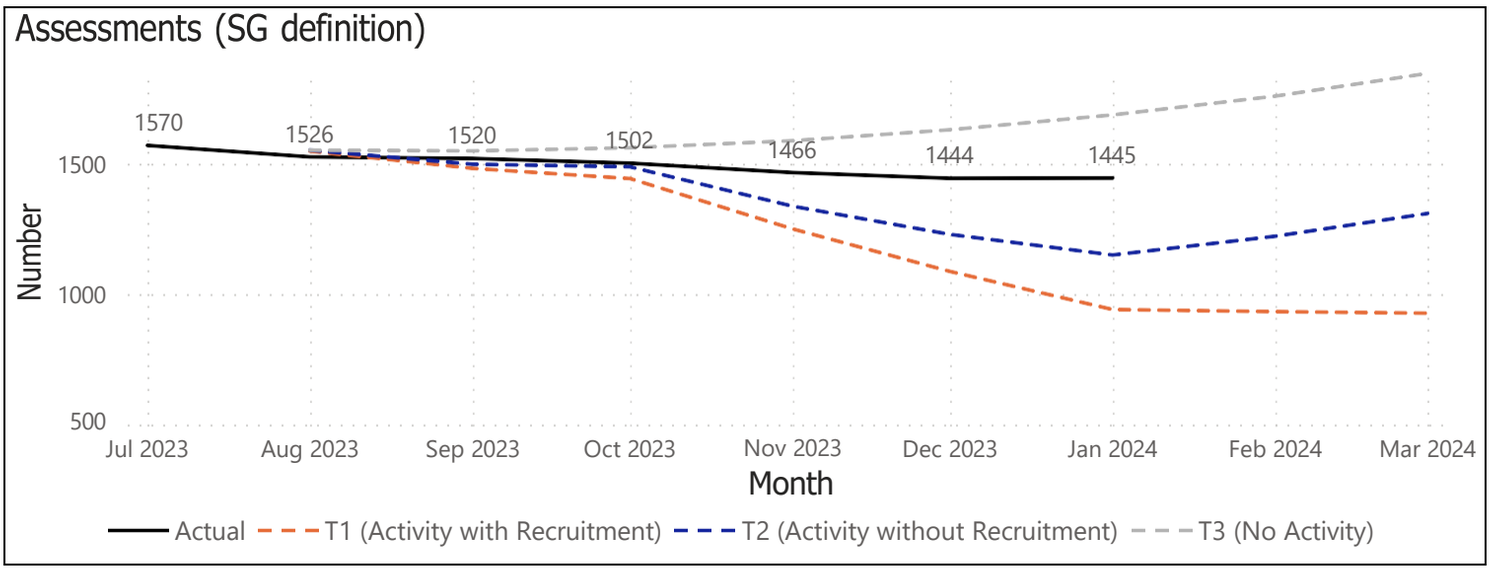
Edinburgh Health and Social Care Partnership



*Packages of care trajectory updated to reflect significant external market changes outwith our control.



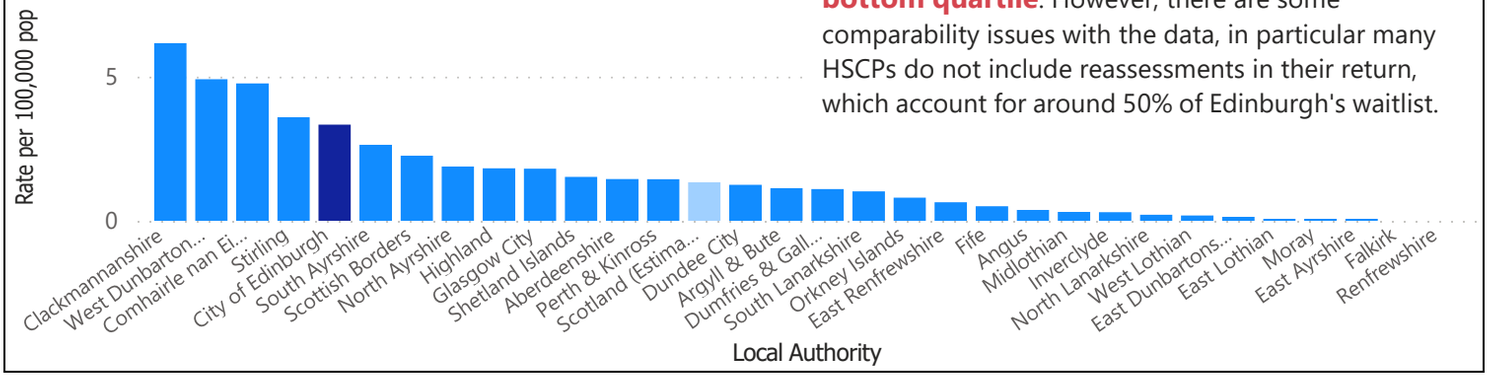
*Delays trajectory updated to reflect that interim placements have now stopped.



Benchmarking (national data)

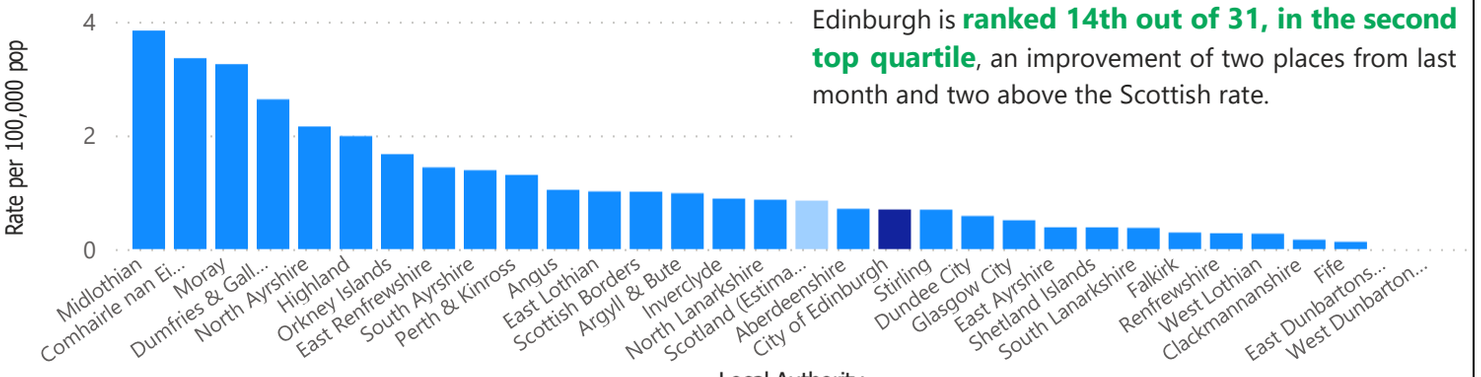
Edinburgh Health and Social Care Partnership

People waiting on assessment - 27 Nov 2023



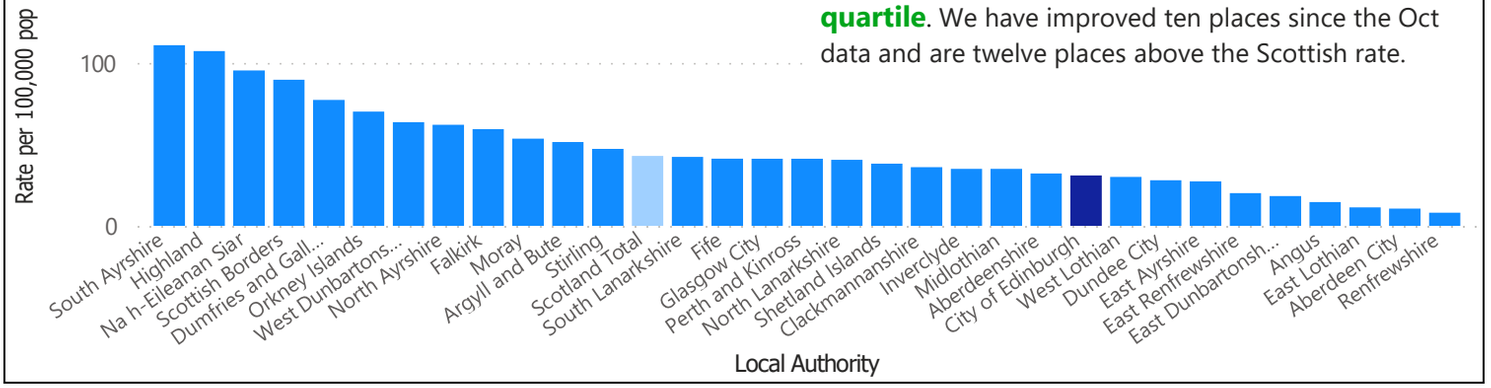
Edinburgh is **ranked 25th out of 30 and in the bottom quartile**. However, there are some comparability issues with the data, in particular many HSCPs do not include reassessments in their return, which account for around 50% of Edinburgh's waitlist.

People waiting on package of care - 27 Nov 2023



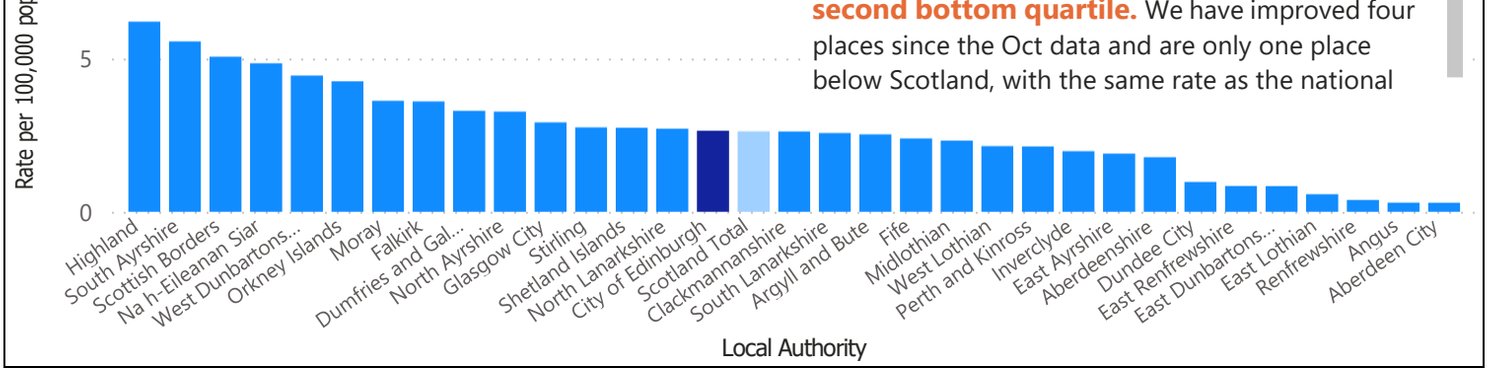
Edinburgh is **ranked 14th out of 31, in the second top quartile**, an improvement of two places from last month and two above the Scottish rate.

Total delayed discharges 18+ - Nov 2023



Edinburgh is **ranked 10th and is in the second top quartile**. We have improved ten places since the Oct data and are twelve places above the Scottish rate.

Total delayed discharges 75+ - Nov 2023



Edinburgh is **ranked 18th and at the top of the second bottom quartile.** We have improved four places since the Oct data and are only one place below Scotland, with the same rate as the national

The delays benchmarking data is taken from Public Health Scotland's monthly official release on delayed discharges in NHS Scotland. More up-to-date data is circulated weekly but not for onward release. The most recent data has shown an improving position.

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Policy and Sustainability Committee

10.00am, Tuesday, 12 March 2024

Carbon impact of international travel

Executive/routine
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Council Commitments 18

1. Recommendations

It is recommended that the Policy and Sustainability Committee:

1.1 Note the emissions associated with flights and trains booked by the Council, as well as current measures to limit flights.

1.2 Note that overall emissions from rail and air travel in 2022/23 are 76% lower than pre-pandemic (2019/20) levels, but have more than doubled compared to the previous year (2021/22)

Dr Deborah Smart

Executive Director of Corporate Services

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Report

Carbon impact of international travel

2. Executive Summary

2.1 This report presents the emissions associated with flights and trains booked by the Council for the financial year 2022/23.

3. Background

3.1 Previously it was agreed that officers would report annually to Policy & Sustainability Committee on the overall carbon impact of the Council's international travel. This is the second year this report has been developed.

4. Main report

Business travel emissions monitoring

4.1 Emissions from air and rail travel have been monitored since 2020 and are included in the Council's public bodies climate change duty report (PBCCD) which was considered by the October 2023 Policy and Sustainability Committee.

4.2 This report covers analysis between 2018/19 and 2022/23. Travel data is provided by TravelCTM, the Council's travel provider. It is possible flights have been booked via other means and are therefore not reflected in the figures. Trips by the Lord Provost Office are monitored separately as they are generally booked via externally funded partners but have been included in the totals.

4.3 Business travel accounted for around 3% of the Council's carbon footprint before the pandemic (2019/20). This reduced to around 1% for the past three financial years (2020/21 to 2022/23), due to an increase in virtual meetings. Business travel includes grey fleet mileage, taxi use, trains and flights. However, it does not include emissions from employees' commuting to work due to the difficulty in collecting data[1].

Importance of reducing travel emissions

4.4 Business travel represents a relatively small share of the Council's total footprint as explained in paragraph 4.3; however, flights can be significant when related to the employee's individual carbon footprint. By way of illustration, a flight from Edinburgh to New York emits about 2 tonnes of CO2e, which is also the target carbon footprint

[1] Emissions from commuting are captured under the city-wide transport emissions.

individuals would need to achieve by 2050 to limit global temperature rise to 2 ℃. In other words, a single flight can use up an individual's entire annual carbon budget.

4.5 It is estimated that globally, one in four trips are for business (the rest being leisure trips). Therefore, taking measures to limit business flights helps shaping a culture of virtual meetings. Not only does it contribute to reduce business flights, but it might also influence employees in their personal choices and reduce leisure flights too.

Business travel figures

4.6 Figure 1 shows the evolution of rail and air travel emissions between 2018/19 and 2022/23. The pandemic has led to a sharp drop in business travel emissions, with a 98% cut between 2019/20 and 2020/21.

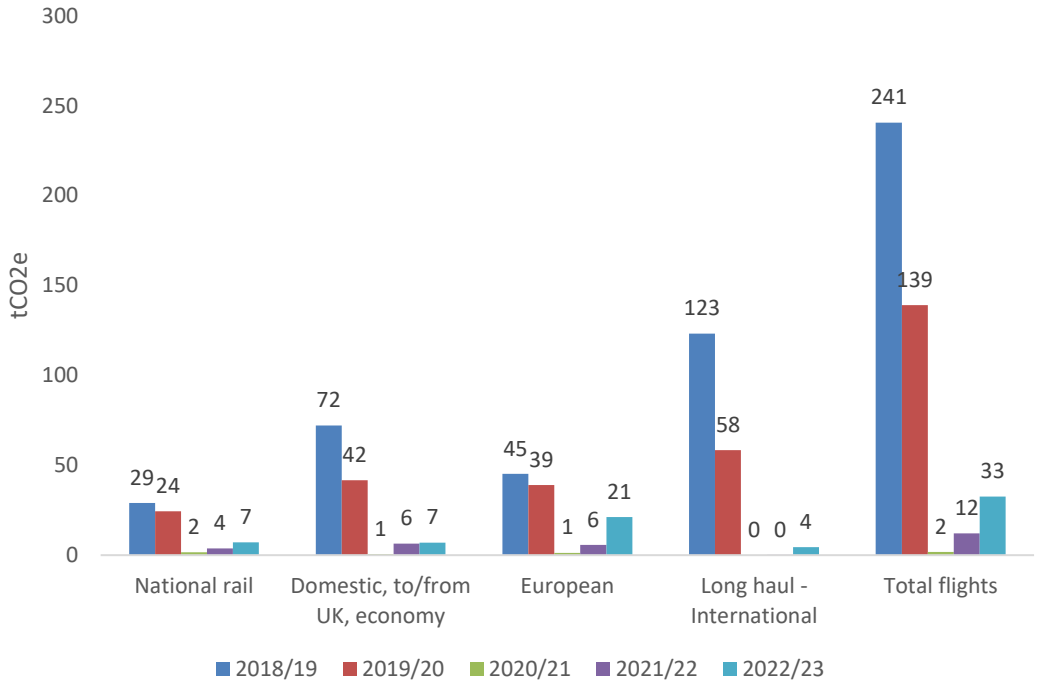

Figure 1: Evolution of business travel emissions

4.7 As it can be seen on Figure 1, total air travel related emissions amounted to 33[2] tonnes of CO_{2e} in 2022/23, with about a fifth coming from domestic flights. 2022/23 emissions have more than doubled compared to the previous financial year (12 tonnes of CO_{2e}, with the first long haul flights recorded since the beginning of the Covid-19 pandemic. They are still well below 2018/19 levels (241 tonnes of CO_{2e}).

4.8 In 2018/19, more than 500 bookings were made, which reduced to 312 in 2019/20 for about 150 unique passengers. One third of the air travel bookings in 2019/20 were to London as an end destination (from Edinburgh or Glasgow).

[2] Note – it was previously reported that air travel emissions amounted to 29 tonnes of CO2e. This figure was edited due to an error in the number of passengers on one trip. The number of passengers has been corrected, which has increased total emissions associated with this journey. This will be updated in the future Public Bodies Climate Change Duties Report and Council Emissions Reduction Plan.

4.9 In 2022/23, 106 bookings were made for 175 flights (if there is a connection, one single booking can correspond to multiple flights). That's three times the number of passengers compared to the previous year.

4.10 Of the 175 flights, 60 flights - corresponding to 38 trips - were booked for domestic travel[3]. Of these 38 trips, 25 were trips to London or Birmingham as an end destination. The purpose of these trips were:

4.10.1 Conference attendance (11 trips)

4.10.2 Operational activity or site visit (8 trips)

4.10.3 Meeting with external bodies (5 trips)

4.10.4 Internal meeting (1 trip)

4.11 London and Birmingham are both accessible by train from Edinburgh in under 4 hours and 30 minutes with a direct connection. Therefore these 25 trips do not comply with the revised Council business travel guidance, approved in September 2022, which does not allow air travel when a direct rail connection is available. Officers who have made these trips have now been reminded of the policy to avoid this from happening in the future.

4.12 However, it should be noted that the majority of trips to London or Birmingham were still made by train (91 trips). 41% of these trips were related to conferences, 21% to a special project, 14 % to meetings with external bodies, 10% to operational activity, 8% to trainings, 5% to interviews/assessments, and 1% to emergency/disaster support.

4.13 Another 41 flights were European flights, and the rest were international flights (10 international flights for 2 trips, one from Seattle, USA, and one to Yerevan, Armenia).

4.14 The business travel guidance states that all flight tickets must be Economy class or equivalent. In 2022/23, all international flights booked were economy class.

4.15 Figure 1 also shows that although train trips are increasing, they are still well below pre-pandemic levels. All train trips in 2022/23 were domestic trips.

4.16 In summary, international trips in 2022/23 represented:

- 39,942 miles travelled
- 22 tonnes of CO_{2e}
- £20k

International travel form

4.17 The revised business travel guidance states that travel outside the UK is only allowed in exceptional circumstances and pre-approval is required from the Policy & Sustainability Committee. All requests should be submitted through Committee Services outlining the costs, the benefits to the Council of the travel and, where air travel is being requested, confirmation that other more sustainable forms of transport have been considered. This should be done by completing the international travel form

[3] Domestic flights are flights where the departure and the arrival take place within the UK's boundary.

which has been updated following feedback from Policy & Sustainability Committee in August 2023.

4.18 Examples of completed travel approval forms approved by Committee can be found in section 10.

4.19 This report only presents data for year 2022/23, therefore all trips shown in Table 1 were prior to the implementation of the new approval form.

Data limitations

4.20 The data presented was provided by TravelCTM and the Lord Provost office. It is possible flights have been booked via other means and are therefore not reflected in the figures.

4.21 Several errors have been found in the raw dataset (e.g. flights recorded as first class instead of economy, incorrect number of passengers or inaccurate distance travelled). These errors have been corrected manually, but some may have gone undetected, due to the high volume of bookings. In 2024, TravelCTM have launched a new MI reporting4 platform, Data Hub, which should improve data quality in the future.

5. Next Steps

5.1 Emission from international travel will continue to be reported annually as part of the statutory Public Bodies Climate Change Duties Report.

6. Financial impact

6.1 There are no direct financial implications as this report is only for noting.

7. Equality and Poverty Impact

7.1 There are no equality and poverty impacts arising from this report.

8. Climate and Nature Emergency Implications

8.1 Limiting flights is in line with the Council's net zero ambition.

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

9.1 There are no risk, policy, compliance, governance and community impacts arising from this report.

10. Background reading/external references

10.1 Council business travel guidance

10.2 International Travel 2023/24 - Place (prior to implementation of new form)

10.3 International Travel and Member Guidance (Appendix 4 includes completed forms)

[4] A management information (MI) reporting platform is a tool that allows to tidy up and analyse vast amounts of data in real time to support improved decision making.

11. Appendices

11.1 International travel bookings 2022-23 (Table 1)

Table 1: International travel bookings 2022-23. Note this only include flights as there were no international train bookings

Travel Date	Itinerary Details	Class	Fare Paid + Tax	Passengers	Mileage	kgCO2e	Travel reason	Department	Flight Type
12/06/2022	Edinburgh - Copenhagen	Business	£359	2	622	453	INTERNAL MEETING	Place (Development & Regeneration)	European
10/09/2022	Glasgow - Amsterdam - Paris - Yerevan - Paris - Amsterdam - Glasgow	Economy	£870	1	5,624	1,933	MEETING WITH EXTERNAL BODIES	Place (Culture & Wellbeing)	International
27/09/2022	Glasgow - Paris	Economy	£67	1	561	136	CONFERENCE ATTENDANCE	Place (Culture & Wellbeing)	European
28/09/2022	Glasgow - Amsterdam - Paris - Amsterdam - Glasgow	Economy	£286	1	1,390	330	MEETING	Place (Culture & Wellbeing)	European
03/10/2022	Edinburgh - Helsinki	Economy	£252	1	1,067	259	CONFERENCE ATTENDANCE	Place (Culture & Wellbeing)	European
04/10/2022	Edinburgh - Amsterdam - Helsinki - Paris - Edinburgh	Economy	£410	1	3,079	1,005	CONFERENCE ATTENDANCE	Place (Placemaking & Mobility)	European
07/10/2022	Helsinki - Paris - Edinburgh	Economy	£318	1	1,719	1,199	CONFERENCE ATTENDANCE	Place (Culture & Wellbeing)	European
09/10/2022	Edinburgh - Paris - Edinburgh	Economy	£3,887	14	15,316	3,722	SITE VISIT (School trip)	Children, Education & Justice Services (Castlebrae High)	European
09/10/2022	Edinburgh - Copenhagen - Edinburgh	Economy	£142	1	1,244	302	REMOTE WORKER	Children, Education & Justice Services (Children & Justice Services)	European

10/10/2022	Glasgow - Amsterdam - London Heathrow - Glasgow	Economy	£528	2	1,007	407	MEETING WITH EXTERNAL BODIES	Place (Culture & Wellbeing)	European
11/10/2022	Glasgow - Amsterdam - Glasgow	Economy	£154	1	896	218	MEETING WITH EXTERNAL BODIES	Place (Culture & Wellbeing)	European
15/10/2022	Edinburgh - Nice - Edinburgh	Economy	£6,557	12	1,938	5,652	ATTENDING TRAINING	Children, Education & Justice Services (Castleview Primary)	European
03/12/2022	Edinburgh - Charleroi - Edinburgh	Economy	£106	1	1,000	243	MEETING WITH EXTERNAL BODIES	Children, Education & Justice Services (Flora Stevenson Primary)	European
05/12/2022	Glasgow - Charleroi	Economy	£35	1	527	128	MEETING WITH EXTERNAL BODIES	Place (Culture & Wellbeing)	European
05/12/2022	Edinburgh - Charleroi - Edinburgh	Economy	£124	1	1,000	243	MEETING WITH EXTERNAL BODIES	Children, Education & Justice Services (Children, Education & Justice Services)	European
09/02/2023	Edinburgh - Frankfurt - Hanover - Frankfurt - Edinburgh	Economy	£2,963	5	1,634	1,956	TRAVEL FOR FAMILIES – Respite care within the extended family	Children, Education & Justice Services (Children's Disability Team)	European
27/02/2023	Seattle - London Heathrow - Edinburgh - London Heathrow - Seattle	Economy	£781	1	10,250	2,544	CONFERENCE ATTENDANCE	Children, Education & Justice Services (Libraries)	International

01/03/2023	Dublin - Edinburgh - Dublin	Economy	£278	2	418	203	MEETING	Children, Education & Justice Services (Libraries)	European
01/03/2023	Frankfurt - Edinburgh - Frankfurt	Economy	£313	1	1,284	312	CONFERENCE ATTENDANCE	Children, Education & Justice Services (Libraries)	European
18/03/2023	Verona - Edinburgh	Economy	£478	12	954	2,782	School Trip	Children, Education & Justice Services (Castlebrae High)	European
22/04/2023*	Edinburgh - Barcelona - Edinburgh	Economy	£138	1	2,082	506	CONFERENCE ATTENDANCE	Place (Culture & Wellbeing)	European
21/05/2023*	Glasgow - Dublin	Economy	£345	5	184	224	OPERATIONAL ACTIVITY	Children, Education & Justice Services (St Ninians Primary)	European
21/05/2023*	Glasgow - Dublin - Glasgow	Economy	£790	10	368	894	OPERATIONAL ACTIVITY	Children, Education & Justice Services (St Ninians Primary)	European
TOTAL			**£20,180**	**115**	**54,164**	**25,652**			

*These trips were taken in 2023/24 however the invoice date was in 2022/23.

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Policy and Sustainability Committee

10.00am, Tuesday, 12 March 2024

A Visitor Levy for Edinburgh: Update on progress and stakeholder engagement

Executive/routine	**Routine**
Wards	**All**

1. Recommendations

1.1 It is recommended that Committee notes:

1.1.1 The engagement activity on the parameters of a visitor levy and the summary of the findings; and

1.1.2 That a report detailing the proposed scheme for formal consultation will be presented after an appropriate final stage of the legislation. Officers anticipate submitting this report in August 2024.

Paul Lawrence

Executive Director of Place

Contact: Elin Williamson, Head of Business Growth and Inclusion

E-mail: elin.williamson@edinburgh.gov.uk | Tel: 0751 348 4817

Report

A Visitor Levy for Edinburgh: Update on progress and stakeholder engagement

2. Executive Summary

2.1 This report provides an overview of the stakeholder engagement activity concerning a Visitor Levy for Edinburgh. This includes the Council's parliamentary evidence and engagement with stakeholders (including industry networks, individual representatives from various organisations, and local political party groups) and an online visitor and resident survey.

3. Background

3.1 On 22 August 2023, Committee agreed a proposed response to the consultation on the Visitor Levy (Scotland) Bill (the Bill) and also draft parameters for a Visitor Levy (VL) scheme in Edinburgh for engagement with stakeholders.

3.2 There were four main asks from the Council in response to the Bill:

3.2.1 Maximum local discretion over design of the levy. Councils should be allowed to implement a VL in a way that works for the local circumstances in their respective areas;

3.2.2 Review of the implementation timescale as the proposed minimum 18 months would be considered excessive;

3.2.3 To maximise the benefit of investment, Councils should be allowed full discretion over spending decisions. This, in particular, includes the ability to permit business visitors to benefit from proceeds raised by the levy; and

3.2.4 Allow effective local compliance by giving the option of proportionate penalties to the sum being collected from businesses.

3.3 For the purposes of the engagement, the proposed parameters of the scheme included the proposed aim and objectives, the charge level, scope of the scheme, utilisation of net proceeds, and governance structure.

4. Main report

Bill update

4.1 Substantial activity on the Bill has taken place since the last report to Committee, including a Scottish Parliamentary debate on the 16 January 2024 that concluded a period of extensive examination of the Bill.

4.2 It is understood that the Scottish Government is open to amending in the Bill to allow for more flexibility in the use of the funds so business visitors can also benefit from the proceeds. However, there is no indication at this time that the hypothecation requirement will be removed – Councils will likely still be required to use the net proceeds to "develop, support or sustain facilities and/or services which are substantially for, or used by, persons visiting the local authority's area".

4.3 Regarding the implementation period, the Council Leader provided a joint letter with Highland Council to the Scottish Parliament justifying a case for a shorter implementation period. The majority of members of the Scottish Parliament committee agreed in their report of 21 December 2023 that an 18-month implementation period, after all local consultation and engagement was completed, could be considered excessive (para 222).

4.4 However, the Scottish Government, in their response to the report, support the view that businesses need at least a further 18 months to make sure they can prepare for the VL and this would ensure the introduction of the VL could only be from 2026.

4.5 The Bill is now at Stage 2 – changes to the detail. In this stage Members of the Scottish Parliament (MSPs) can propose amendments to the Bill, which will be considered and decided on by the Scottish Parliament's Local Government and Housing Committee.

4.6 The deadline for amendments is 12 noon on 6 March 2024, with a debate in the Local Government and Housing Committee on 12 March 2024. The Bill, as amended, should be published shortly thereafter. This will be the version considered at Stage 3, where MSPs vote on the Bill and any further proposed amendments by MSPs.

4.7 It is anticipated that the Stage 3 vote will take place in June 2024.

Engagement Findings

4.8 Following Committee's approval of the recommended parameters, officers have been conducting engagement sessions with business networks, individual businesses, representatives from various networks, elected members, visitors, community councils and residents.

4.9 A survey aimed at visitors and residents ran from 23 November 2023 until 19 January 2024 and generated 3,941 responses, with residents accounting for 80% of submissions and visitors accounting for 13.5%.

4.10 The purpose of engagement activities was to gather opinions and recommendations concerning the design of the visitor levy proposal for Edinburgh. The findings will

play an important role in shaping the development of the VL scheme for Edinburgh. A summary of the findings is outlined below and covered in more detail in Appendices 1 and 2.

4.11 There was broad support for the proposed aim and objectives of the Visitor Levy with some groups expressing stronger support for some objectives than others:

4.11.1 Some groups suggested the objectives were too wide and that a prioritisation should be considered.

4.11.2 Residents, communities and elected members generally expressed more agreement with objectives 1 and 4 (developing Edinburgh's cultural provision) and 4 (sustaining/enhancing essential public services), whereas business groups generally seemed more aligned with objectives 1 and 3 (support destination marketing and promotion).

4.11.3 Regarding the rate of the charge, there was a general sentiment that 'it needs to be high enough to raise sufficient funds but not so high that it deters visitors'. Several stakeholders expressed concern about the competitiveness of Edinburgh and wanting to be in line with other European cities where a VL is already in place.

4.11.4 A wide range of percentages have been promoted, with the majority suggesting between 3% and 5%.

4.12 The vast majority of stakeholders were of the opinion that 'the simpler, the better' and that a single percentage charge level applied evenly to the local authority boundary throughout the year would be the preferred option.

4.13 This was particularly highlighted as suitable as it would then automatically mean the dynamic pricing applied by accommodation providers would address a variable rate paid due to location and on/off season.

4.14 Equally, although not as unanimously, a majority of stakeholders agreed that there should be no local exemptions for individuals due to the complexities in evidencing and monitoring this.

4.15 The most recurring examples where stakeholders did think exemptions should be considered would be (festival) performers, residents, those travelling for medical reasons and disabled people.

4.16 Feedback on funding proposals were largely aligned with views on objectives and aims of the scheme, e.g. those who felt strongly that culture and heritage was a key objective also argued that this was where the majority of the funding should be invested.

4.17 The two investment areas where views differed the most were 'city services' and 'marketing and promotion'. Residents, community representatives and elected members generally commented that the former was a key need in the city and should be prioritised, whereas industry stakeholders generally expressed concerns around the lack of promotion of the city as a whole and specifically the ability to promote areas and times outside of the city centre and peak seasons.

4.18 There was general agreement that the cultural and heritage offer of the city is key to attracting visitors as well as quality of life for local people, and that this should be a key focus of investment. Several stakeholders raised concerns over the notion that focus should be on community and grassroot festivals, with the argument that these would not be possible without the attraction of the larger festivals.

5. Next Steps

5.1 Officers will continue to engage with stakeholders as the Bill passes through Parliament. All feedback, including the findings of the visitor and resident survey will be taken into consideration in the continued development and refinement of the VL scheme. Officers are also working on high level investment plans in potential areas of benefit. These will form a key part of the content for the proposed scheme (see 5.3 below).

5.2 Officers will continue to engage with other local authorities, COSLA and Scottish Government and monitor potential changes in the Bill (including recent proposals around a national tiered funding structure in place of the percentage or flat fee, and exemptions).

5.3 The Bill is currently estimated to be agreed in Parliament in June 2024, at which point local authorities can commence formal consultation on any proposed scheme. If this timescale is achieved, a report detailing a proposed scheme for consultation will be presented to Committee in August 2024. Allowing for a 12-week consultation before the scheme is finalised, it is anticipated that the final scheme will be presented for approval early 2025.

6. Financial impact

6.1 This report is for noting only and no financial impact will arise directly from it.

6.2 Initial estimates suggest that it will cost £250,000 to set-up the programme (this cost is expected to be split over two years), and £500,000 per annum to run the core operational activities of a scheme. Income collected from additional penalties and costs of undertaking extra enforcement proceeding for non-compliance have not been included.

6.3 The balance can help the Council support and sustain the visitor economy in Edinburgh as well as provide a way for the Council to manage the impacts of a successful visitor economy.

6.4 Changes to the charge type will impact the level of revenue generated by the levy. Revenue forecasting and modelling is currently being undertaken in partnership with the University of Edinburgh, to determine what impact caps and exemptions will have on the level of revenue being generated.

6.5 Changes in visitor behaviours (such as a decline in the number of visitors staying in Edinburgh and the number of nights they stay) will impact levy revenue.

6.6 The number of exemptions or variations the scheme deploys will make it more expensive and complicated to run and administer.

7. Equality and Poverty Impact

7.1 This report is for noting and there is no equality and poverty impact directly arising from this report.

8. Climate and Nature Emergency Implications

8.1 This report is for noting and there are no direct negative impacts in the effects of climate change or improving the resilience to the effects of climate change as a result of this report. Nor are there any direct nature emergency implications as a result of this report. Clearly, the substantive scheme which will come back to Committee for approval will need to take account of the Climate and Nature Emergency and contain proposals consistent with the Council's adopted sustainability plans.

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

9.1 This report is for noting and there is no risk, policy, compliance, governance and community impact directly arising from this report.

10. Background reading/external references

10.1 Visitor Levy (Scotland) Bill (as introduced)

10.2 Edinburgh Council response to the Call for Views

10.3 Stage 1 report on Visitor Levy (Scotland) Bill

10.4 Scottish Government's response to the Stage 1 report

11. Appendices

Appendix 1 – Detailed summary of engagement

Appendix 2 – Detailed survey outputs are attached with this report

Appendix 1 – Detailed summary of engagement

Overall, engagement was very positive and, although there were concerns around how a visitor levy could be detrimental to the visitor economy in Edinburgh and some stakeholders stating that it would make the city lose its competitive edge in Scotland and even the UK, the general feedback was that introducing a levy is “the right thing to do” for the city and, according to some, “an absolute necessity”.

Aim and Objectives

The proposed aim and objectives of the scheme were presented for stakeholders to comment on and highlight if these were, in their view, right for Edinburgh:

Aim: Sustain Edinburgh's status as one of the world's greatest cultural and heritage cities and to ensure that the impacts of a successful visitor economy are managed effectively.

Objectives:

I. Develop Edinburgh’s cultural provision to ensure it remains world leading and competitively attractive to visitors and residents;

II. Support the visitor economy in general and encourage innovation in the sector as it seeks to meet the climate and nature emergency and adapts to new approaches to business development and employment.

III. Support destination marketing and promotion to raise awareness of, and demand for, the full visitor offerings and respond to new market trends to sustain the city’s long-term competitive advantage; and

IV. Sustain and enhance the essential public services that create an enjoyable and safe visitor experience.

Overall, there was a general agreement of the aims and objectives.

Elected members and residents were, in particular, strongly in favour of supporting city services, infrastructure and cultural provision, while industry stakeholders overall leaned towards stronger support for destination marketing and promotion as well as culture and heritage.

In face to face engagement sessions, it was expressed by many stakeholders that although marketing can be of benefit to the city, especially when it is focussed on enhancing awareness of Edinburgh's comprehensive visitor experience, shape the city's messaging, and maximising the net value - not volume - of tourism, it should not be an objective of the scheme.

A few stakeholders raised the lack of mentioning sports.

Percentage Rating / Charge Level

The draft Bill specifies that the levy charge must be a percentage of the accommodation portion of an overnight booking. However, as there is scope for this to be amended to a flat rate fee, officers not only engaged with stakeholders on the level of the levy but also to gauge overall sentiment on percentage versus flat rate charging.

Differing opinions emerged on the perception of fairness and administrative practicality of flat-rate versus percentage-based levies. A flat rate, for example, was suggested could disproportionately penalise visitors staying in budget accommodation but would offer more certainty over the charge amount to both the business and visitor. The percentage approach was considered to offer proportionality and better reflect ability to pay and adjusts automatically to seasonality and type of accommodation used by the visitor.

Overall, there was agreement that a percentage fee was more ‘future proof’ and would not need to be amended with inflation, and that it would be less administration associated.

With regard to level of levy, industry discussions tended to centre on balancing revenue generation and mitigating adverse effects on tourism demand, whereas residents were more interested in revenue generated and also competitiveness with other European cities.

Findings from the Visitor Levy engagement survey suggest a charge level between 3-5% was the most favoured range and respondents were supportive in general towards a percentage approach.

50% of all respondents favoured a percentage, while 36% preferred a flat rate. Results varied between resident and visitor views, where residents showed a preference for a percentage of the total room bill, with 53% favouring this option, while 35% indicated a preference for a flat rate; among visitors, 35% favoured a percentage of the total room bill, and 42% expressed a preference for a flat rate.

Setting the levy at 5% received the highest proportion of responses across all respondent types - 38% of residents, 23% of visitors, and 25% of all other respondents thought the levy should be set to 5%. For the next most popular charge levels, 15% opted for 3%, and 9% favoured 7%

When should the levy apply?

The draft Bill gives a local authority the power, under Section 13.1.(c), to determine a variable charge by period or an all year round single charge level. Stakeholders were consulted on whether the levy charge in Edinburgh should be applicable year-round or restricted to specific times in the year.

By way of background for discussion, officers clarified that introducing variations, whether seasonal or geographical, in the levy charge, along with any exemptions, would escalate the scheme's cost and create additional operational challenges. Additionally, it was highlighted that a percentage charge inherently addresses dynamic pricing throughout the season and location of the accommodation.

Discussions delved into the potential impact of a seasonal variation in the charge on off-season bookings. Insights from European counterparts, who tested this approach, revealed little influence on behaviour change, as visitors did not adjust their travel schedules to save a modest amount in levy.

Industry stakeholders generally accepted the notion of maintaining a consistent levy throughout the year, emphasising simplicity, and acknowledging that visitors still impact the city regardless of the season.

Some stakeholders, open to a seasonal variation, suggested that business visitors might be more receptive to such.

The survey found that 63% of all respondents agreed that the levy should apply at the same level throughout the year, while 28% disagreed with this.

Where should the levy apply?

The proposed Bill also gives a local authority the power to introduce a visitor levy for all or part of its area under Section 11.1.(a). The charge level may also be different for different purposes or different areas within the local authority's area (see Section 11.2). Edinburgh's accommodation sector in relation to hospitality is primarily contained within the city centre area, with two-thirds of properties located in the city centre area, or, if measured by number of rooms 70% are within the city centre area.[1]

Some stakeholders reported concern over the associated cost and additional administrative resources of implementing different charge levels in various parts of the city. One stakeholder highlighted that, much in the way that a lower off-season levy could encourage visitors to postpone summer trips and opt for winter trip to benefit from a reduced levy, a higher levy fee in the city centre may encourage hotel investors to favour other locations.

Overall feedback was that applying the charge consistently throughout the whole of the City of Edinburgh Council area would be most beneficial.

Caps – On nights or financial value?

Point 13.1.(g) allows Local Authorities to determine when the levy is not payable or may be reimbursed, giving Edinburgh the authority to cap the number of nights or the financial value of levy collected per transaction. The original 2018 consultation had expressed support for a 7-night cap, with the main reason being to reduce the burden for festival performers, who often stay for several weeks in the city during the summer festivals.

Stakeholders had varied opinions on implementing a cap, with some advocating it for fairness (suggested limits of 5 to 7 nights) and others supporting simplicity without any cap. Some suggested that if the levy was a percentage, then the cap should be monetary, rather than based on number of nights, so no one would pay over a certain amount.

Concerns were raised about potential impacts on festival performers, prompting discussions on balancing simplicity and fairness in levy regulations. Some stakeholders argued against a cap, asserting that every night a visitor stays contributes to the impact on the city and strain on its resources, emphasising simplicity and fairness in the regulatory approach.

It was also highlighted that some visitors may stay for a few nights, then travel further afield in Scotland and then return and thereby stay more than 7 nights in total but over two stays. Equally, many business visitors may come frequently to the city and stay far more than 7 nights over a year – some suggested that the levy should only apply on the first 7

[1] Based on Co-Star data for Edinburgh hospitality open in Edinburgh accessed on 1st of February 2024. Total number of properties was 289 and 17,559 rooms.

nights in a month whereas others rejected such suggestions with the argument that these visitors contribute to the impact on the city and strain on its resources at each stay, not just the first 7 days of a month.

Exemptions – Who should have to pay the levy?

The wording of the Bill has been drafted to exclude the following groups from the scope of a Visitor Levy, as it only applies on overnight accommodation where the person does not have an ordinary place of residence:

- People who are homeless or at risk of homelessness.
- People whose main residence is unfit for habitation.
- Asylum seekers and refugees.
- Individuals who have arrived in the UK through other Home Office schemes.

In addition, the Bill explicitly excludes members of the Gypsy/Traveller community staying on dedicated sites.

Beyond these groups, there are no national exemptions included in the draft Bill but it is understood that the Scottish Government is actively considering national exemptions for young people and for people travelling for medical purposes.

The local authority can impose local exemptions. The findings from the 2018 consultation highlighted that a significant percentage (31%) of stakeholders favoured exempting campsites from the scheme. Considering the low market share and low-budget nature of campsites, it was agreed by Committee at the time for this group to be exempt for paying the visitor levy.

In engagement sessions, stakeholders re-emphasised the need for simplicity, discussed challenges in administering local exemptions, and explored considerations for residents, festival performers and large groups of business visitors (e.g. large conferences where organisers often book hundreds of rooms in one booking).

Opinions varied on festival performer exemptions (from the point of protecting performers at one end to a recognition that they use the city's public services the same as any other visitor) and often in connection with a 7-night cap being sufficient to 'protect' performers.

Members highlighted the importance of simplicity, with concerns about displacement and suggestions for a national framework.

Investment of net proceeds

Five proposed investment categories were shared with stakeholders, including: City Services; City Infrastructure; Culture, Heritage and Festivals; Responsible Industry Growth and Resilience; and Promotion and Marketing.

Industry stakeholders were generally in more agreement with the five categories than elected members and residents.

Industry stakeholders often expressed that city services, such as cleaning, were the statutory role of the Council and so should not be funded by the levy. There was an acceptance that there is a direct correlation between rising visitor numbers and increasing

costs, with the example of the significantly increased pressure on city services in August versus February. However, this was also countered with comments such as *"My worry is, if you start with this, it's a slippery slope. Where do you stop? We need more police. We need more wardens. We need more buses."*

Conversely, City Services was the area which residents and elected members seemingly felt strongest about and wanted to ensure was invested in. "*Of the 5, city services and infrastructure are paramount. The other three are icing on the cake*".

Industry was more supportive towards marketing and promotions: *"for me, marketing is number 1, Culture and Festivals is number 2".*

In contrast, generally, elected members and residents were less supportive towards marketing. *"Promotion and marketing screams growth to me. I, and I don't think the city, have much appetite for growth."* However, some elected members expressed support, as long as marketing was geared towards sustaining and managing the ongoing organic growth, controlling the messaging and narrative of the city, and ensuring the overall visitor offering in Edinburgh is appealing to target audiences, allowing for influence over visitors' experiences and activities. *"…We have new places like Newhaven and North of Edinburgh coastline. If these were marketed to attract visitors, that makes sense. It's about how it's done".*

It was emphasised that local businesses primarily concentrate on promoting their services, often overlooking broader tourism impacts or contributing to the overall branding of the city as a destination. The absence of marketing could pose challenges in influencing visitor choices, providing an impartial city guide, and supporting resident initiatives. The importance of city branding also emerged prominently in many stakeholder discussions.

There is a general agreement that the city owes a lot of its success in attracting visitors to its heritage and cultural offering, and that this should be a key focus of investment. Several stakeholders raised concerns over the notion that focus should be on community and grassroot festivals, with the argument that these would not be possible without the attraction of the larger festivals.

Additional concerns include an apparent excess of initiatives, a neglect to mention heritage site buildings requiring investment and conservation and the need for tangible and visible outputs. The hospitality industry faces deep-rooted issues, requiring significant efforts to incentivise employees, with some employees lacking sick pay, and it was generally agreed that any investment in 'industry support' should be focussed on spearheading innovation, Net Zero and Fair Work practices.

Questions also arose about the scope of Community Wealth Building, especially regarding support for Small and Medium size Enterprises and local economic retention.

Funding Cycle – How long should investment decision be based on?

The Bill requires local authorities to report on the scheme to Scottish Government every three years (19.1.(a)). It was therefore proposed that funding cycles should align with these, and investment allocations made over a three-year span.

When considering this, there was general agreement that a longer investment cycle was the right way forward and some stakeholders expressed a preference for longer cycles, with a 5-year cycle often mentioned.

Suggestions include the potential for funding to be carried forward, advocating for a change in the bill to extend the reporting period to 5 years for enhanced program stability and partnership evaluation.

Governance

The proposed governance model was presented to stakeholders, with an explanation that while the ultimate decision on both scheme and net revenue investments would remain with the Council, an Advisory Panel with representatives from the industry, residents, communities and elected members would advise and support that decision-making. There was general agreement with this model, with some stakeholders questioning the ability of the Council to disregard the advice of the Panel, expressing concern that the Panel would potentially put in a lot of effort, and it should not be easy to disregard their expertise and views.

The visitor levy for Edinburgh

Summary of survey results 2024

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Executive summary

- A survey was carried out between 23 November 2023 – 19 January 2024 to gather views from visitors, residents and other members of the public on Edinburgh's plans to introduce a Visitor Levy.
- 97% of residents and 87% of visitors were aware of the visitor levy.
- Overall, the majority of respondents were supportive of introducing a visitor levy in Edinburgh, (85% provided a more supportive rating on a scale of one to 10, and 60% were totally in favour). However, visitors were less supportive (53% provided a more supportive rating on a scale of one to 10, and only 24% were totally in favour).

The shape and size the Visitor Levy in Edinburgh

- Over one in two respondents (54%) agreed with the aim and objectives of the scheme. Some felt particular areas should be prioritised more, including a greater focus on residents, infrastructure/streets, public services, transport/travel, and housing.
- Residents were more in favour of the visitor levy being charged as a percentage of the total room bill (53%) compared to 35% who preferred a flat rate. Whereas, visitors were more in favour of a flat rate (42%) compared to 35% who preferred a percentage of the total room bill.
- Over one in three of all respondents (35%) thought the levy should be set to 5%, if the visitor levy was charged as a percentage of the accommodation booking.

Executive summary (continued)

- Over half of all respondents (53%), felt that there should be a cap on the number of nights that a visitor should pay their levy on in Edinburgh. This was felt more strongly by visitors (63%). 71% of residents and 58% of 'other' respondents preferred no financial cap on the total levy collected. Whereas, over half of visitors made other suggestions for how much the financial cap should be with the median value of all visitor responses being £1.

Who the levy should apply to

- 45% of all respondents did not believe there should be any exemptions on who pays the charge. Of those who believed there should be exemptions, the top three suggestions included: people working in the festivals/artists, people with physical or mental health conditions/illness, and children/young people.

How revenue generated by the levy should be invested in Edinburgh

- Almost all respondents, (96% of residents, 91% of visitors and 91% of all 'other' respondents), ranked the 'city infrastructure' in their top three priorities where the visitor levy should be invested. This was followed closely by 'city services' (92% of residents, 81% of visitors and 83% of 'other' respondents).
- 77% of visitors ranked culture, heritage and festivals in their top three priorities for investment, compared to 68% of residents and 68% of all other respondents. Visitors also felt more strongly about promotion and marketing compared to others, with one in five (20%) ranking this in their top three priorities compared to 7% of residents.

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Method

- Scotland may be the first place in the UK to legislate for a visitor levy next year, giving local authorities the ability to introduce charges such as those already widespread across Europe.
- An online survey was launched on Thursday 23rd of November 2023 to inform views on the council's proposals for a visitor levy. The feedback will be used to develop the formal public consultation later in 2024.
- The questionnaire follows the same format to market research carried out back in 2018 which showed strong support for the introduction of a levy in the city.
- The findings of the survey are based on all responses received by any method, percentages are only shown for responses to the survey. The Survey was hosted online, with paper copies made available on request.
- The survey asks questions on Edinburgh's latest proposals from August 2023 to help develop them further alongside the Visitor Levy (Scotland) Bill, which was introduced to Parliament in May 2023.
- The survey forms part of ongoing engagement work with industry and stakeholders, with officers seeking views on the shape and size of the levy, who it should apply to, and how the funds raised should be invested.
- The respondents to the survey are a self-selecting group and we therefore cannot say that the views expressed here reflect those of the population as a whole.
- Further details on the respondent profile are provided in the next section.

Method

Residents and visitors were encouraged to participate in the Visitor Levy for Edinburgh Survey through various Council and stakeholder communication channels. A press release was disseminated to local and national media outlets, garnering coverage in titles such as The Herald ("Edinburgh tourist tax: Public asked to have their say | The Herald"). Additionally, a landing page was created on the City of Edinburgh Council's website, providing easy access to the survey. Forever Edinburgh, the city's official destination marketing brand, promoted the survey to its audience, which primarily consists of leisure visitors and residents. This promotion was carried out through their social media channels, consumer and resident newsletters, and on edinburgh.org – The Official Guide to Edinburgh website. Furthermore, the survey was shared with key stakeholders such as the Edinburgh Tourism Action Group (ETAG), Edinburgh Airport, and international destination management contacts to broaden the reach.

Respondent profile

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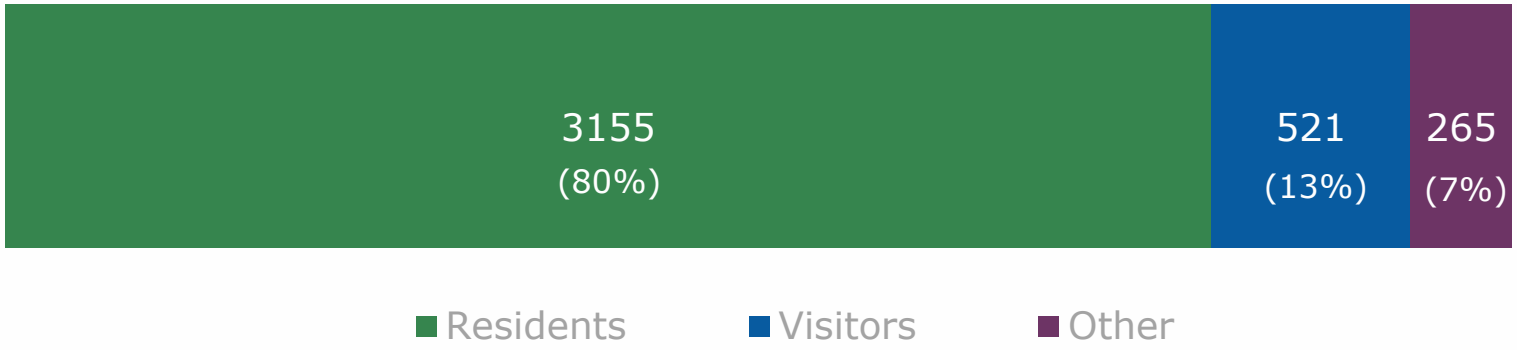
Type of respondents

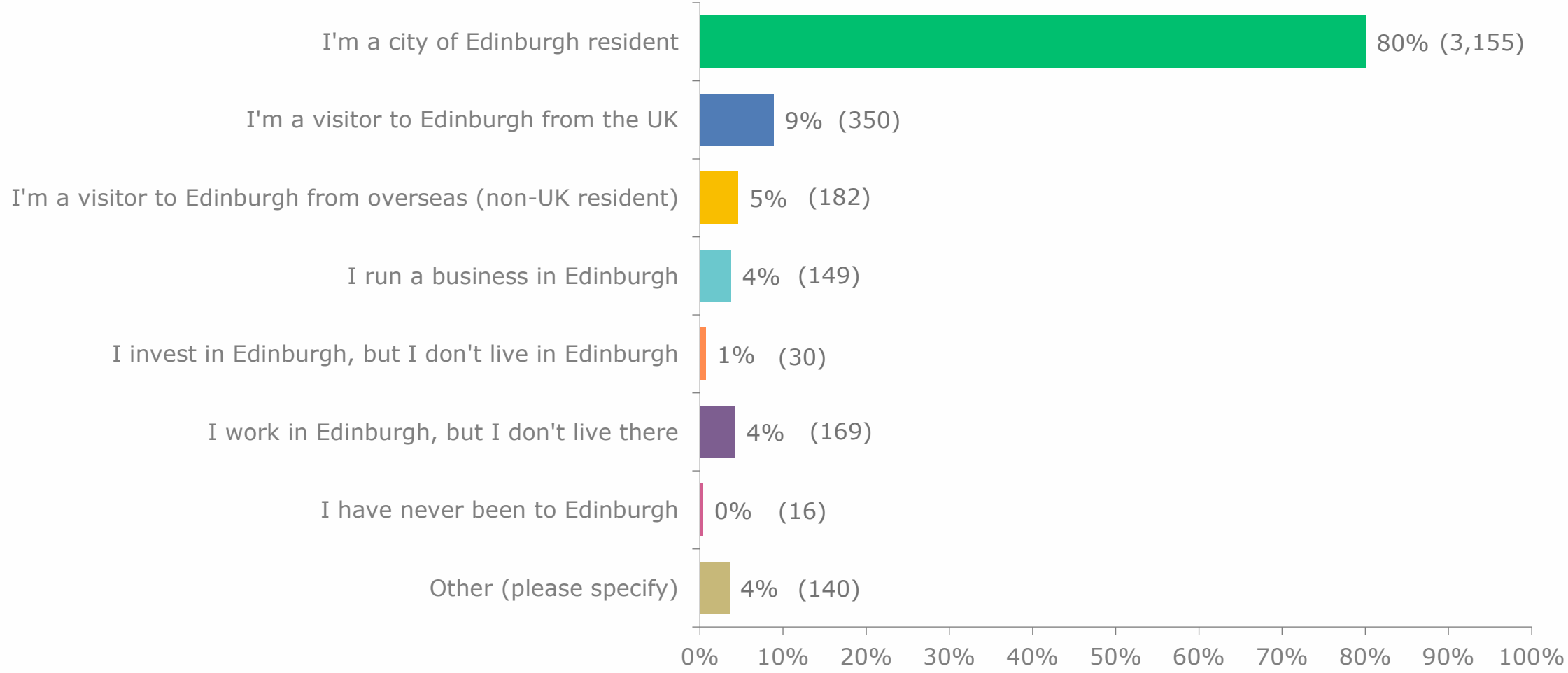
- There were 3,941 people who responded to this survey.
- 80% of respondents were Edinburgh residents, 13% of respondents were visitors and 7% had a mix of 'other' connections*



*Note:

- 'Other' includes people who run a business in Edinburgh; people who invest in Edinburgh but don't live there; people who work, but don't live in Edinburgh; those who have never been to Edinburgh; and other connections.
- Some respondents selected multiple options, including being a resident, a visitor from the UK and a visitor from overseas. Those who selected they were a resident, as well as other options, have been counted as a resident within the count. Those who did not select resident but selected they were a visitor, as well as other options, have been counted as a visitor for this count. All other respondents have been grouped into Other.

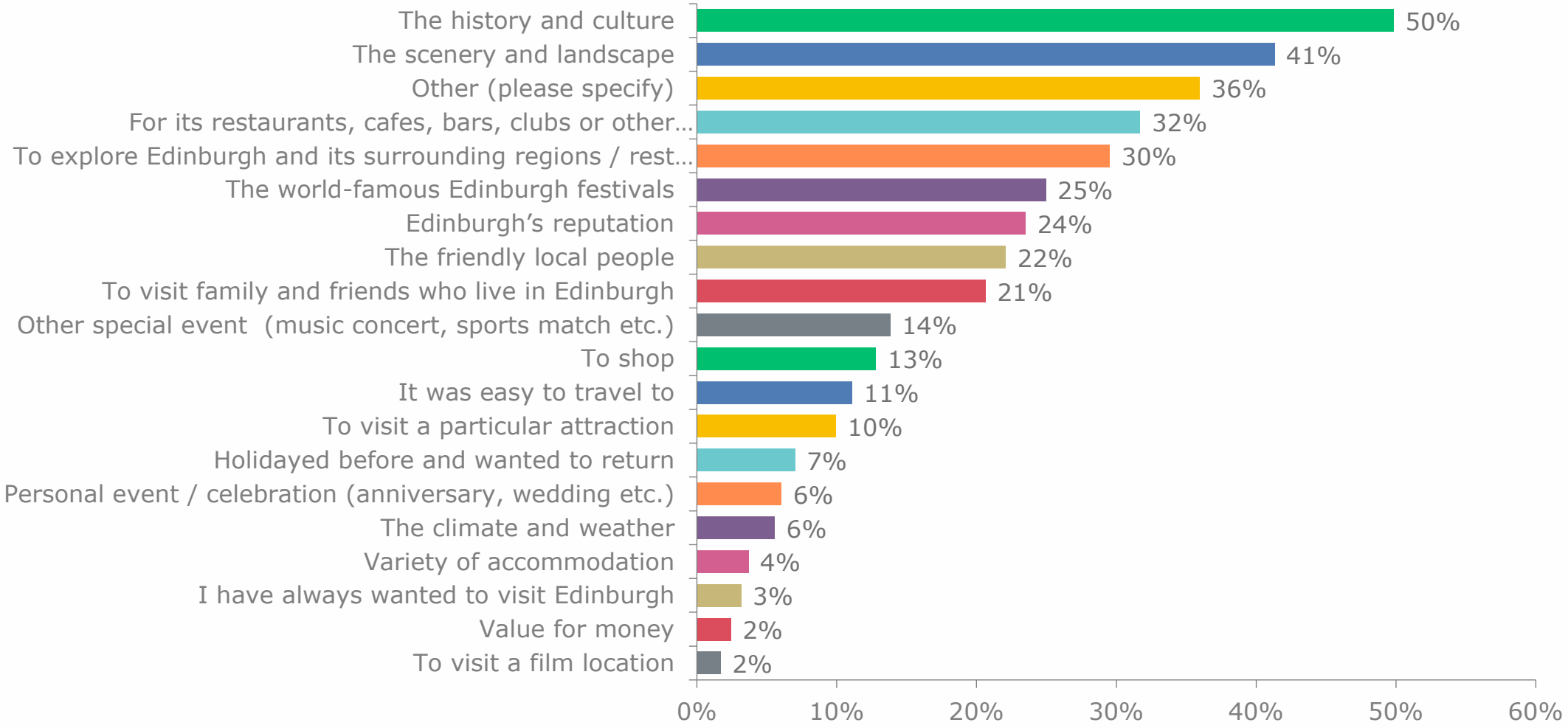
Connection with Edinburgh



Note: Some respondents selected multiple options. This total is therefore higher than the total number of respondents to the survey.

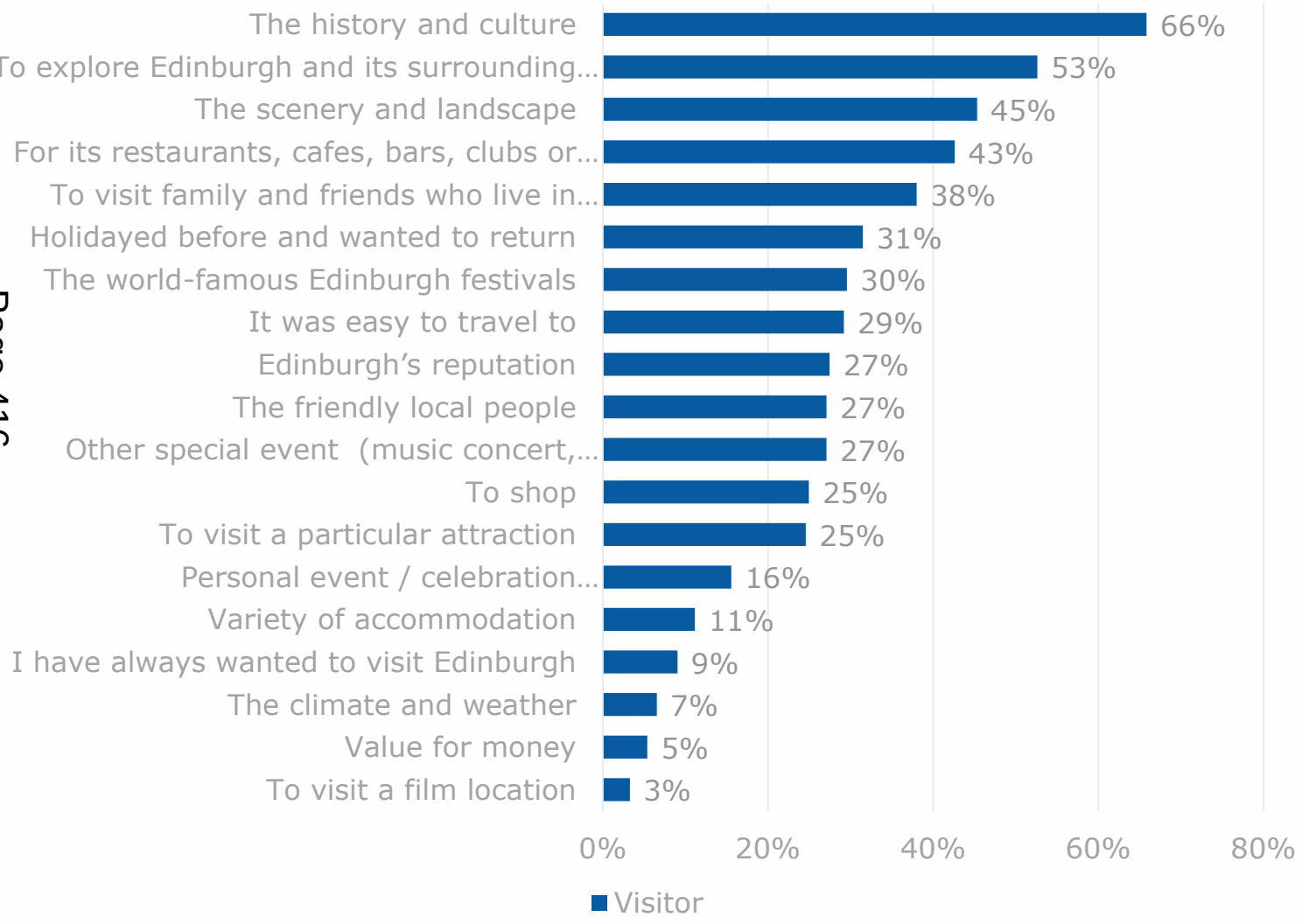
Base: 3,941 respondents

What attracted respondents to Edinburgh – All respondents



Base: 3,941 respondents

What attracted respondents to Edinburgh – Visitors

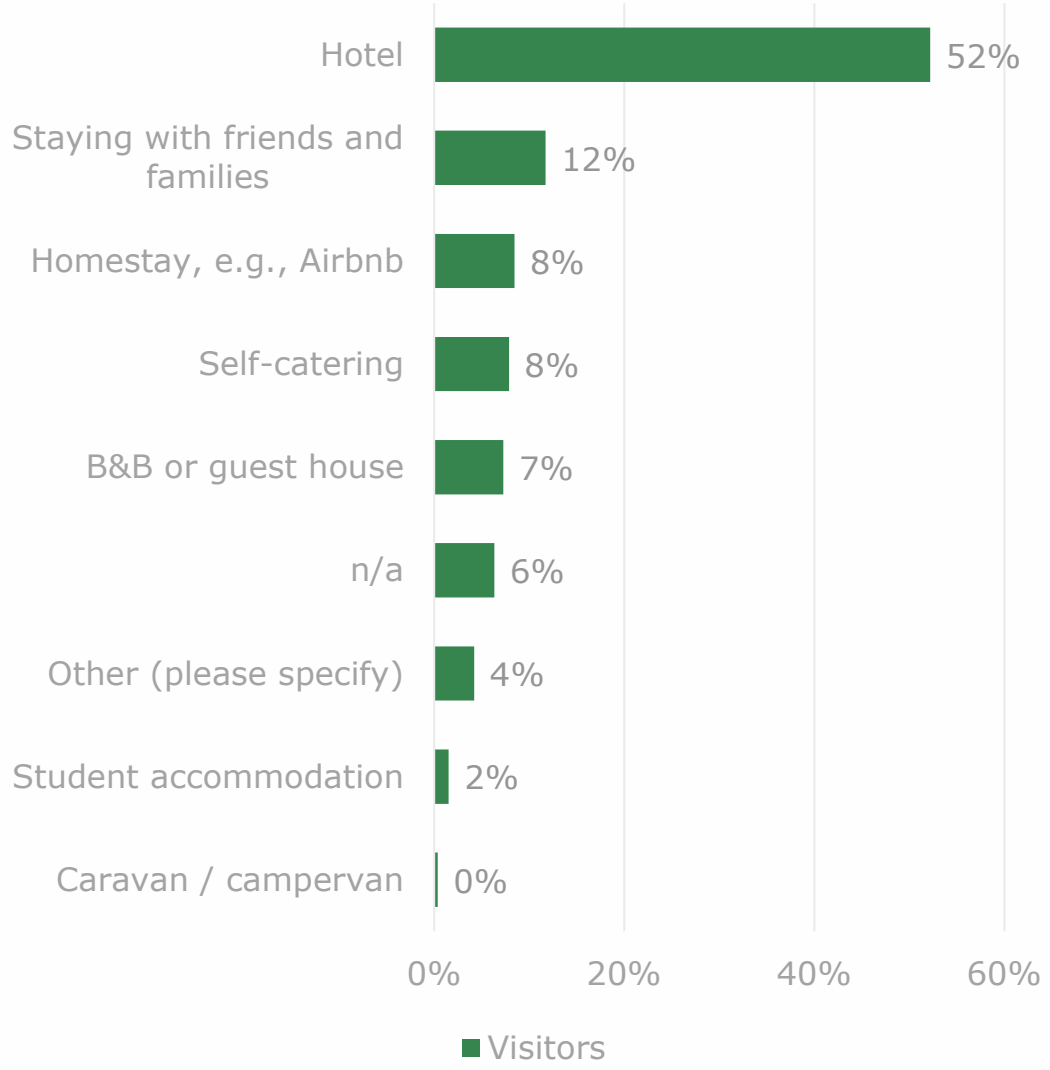


Of those responding, the top five things that attracted visitors to Edinburgh were:

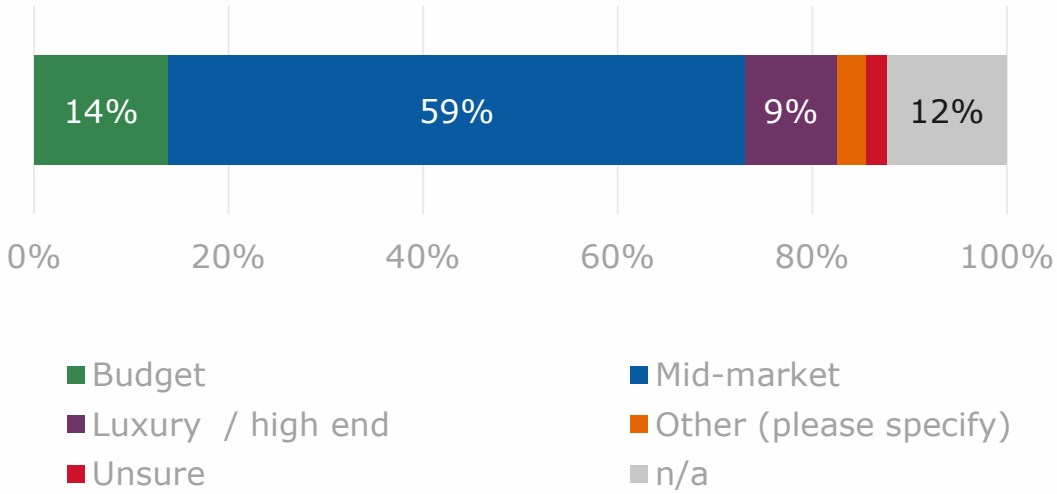
1. The history and culture (66%)
2. To explore Edinburgh and its surrounding regions / rest of Scotland (53%)
3. The scenery and landscape (45%)
4. For its restaurants, cafes, bars, clubs or other hospitality venues (43%)
5. To visit family and friends who live in Edinburgh (38%)

Base: 521 visitors

Accommodation type of visitors



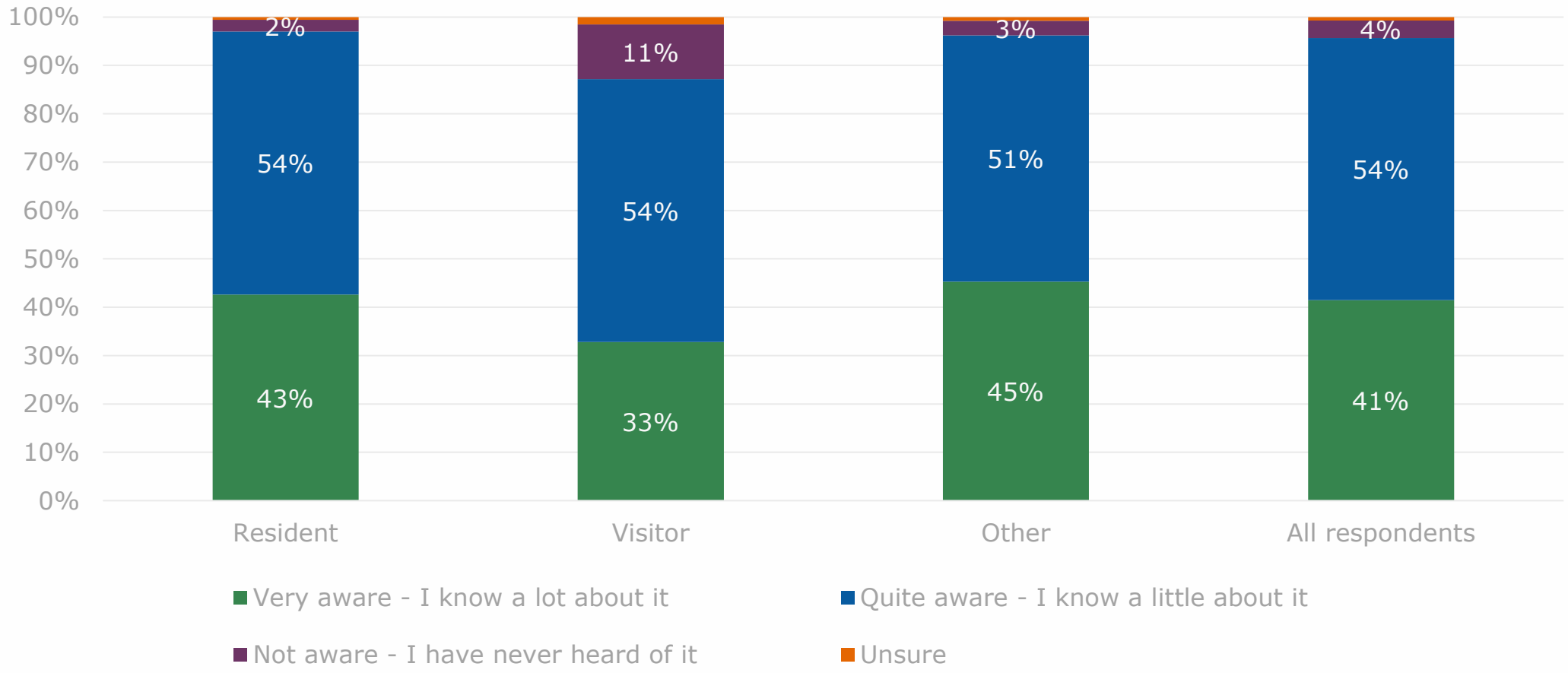
- Over one in two visitors were staying in a hotel (52%).
- 16% of visitors were staying in a homestay, such as Airbnb or self-catering accommodation.
- Just over one in ten visitors (12%) were staying with friends and families.
- 59% of visitors were staying in mid-market accommodation, 14% in budget accommodation, with around one in ten visitors (9%) staying in luxury accommodation.



Base: 521 visitors

Awareness of ‘tourist tax’ or ‘visitor levy’

- 95% of respondents were either very aware or quite aware of what a ‘tourist tax’ or ‘visitor levy’ was (including 97% of residents, 87% of visitors and 96% of ‘other’ respondents)



Base: 3,941 respondents (Residents: 3,155; Visitors: 521; Other: 265)

Section 1: Shape and size of the levy

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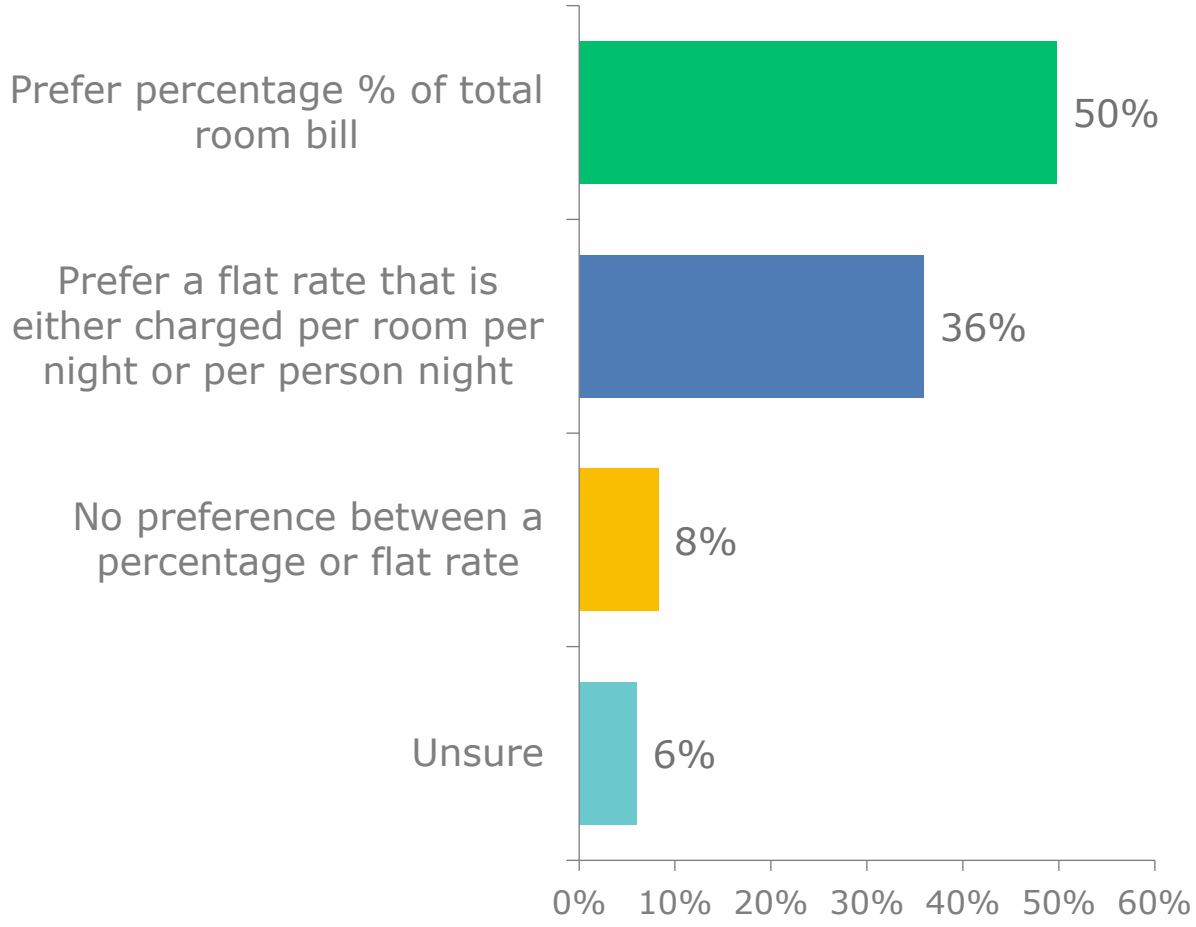
Charging of the visitor levy – All respondents

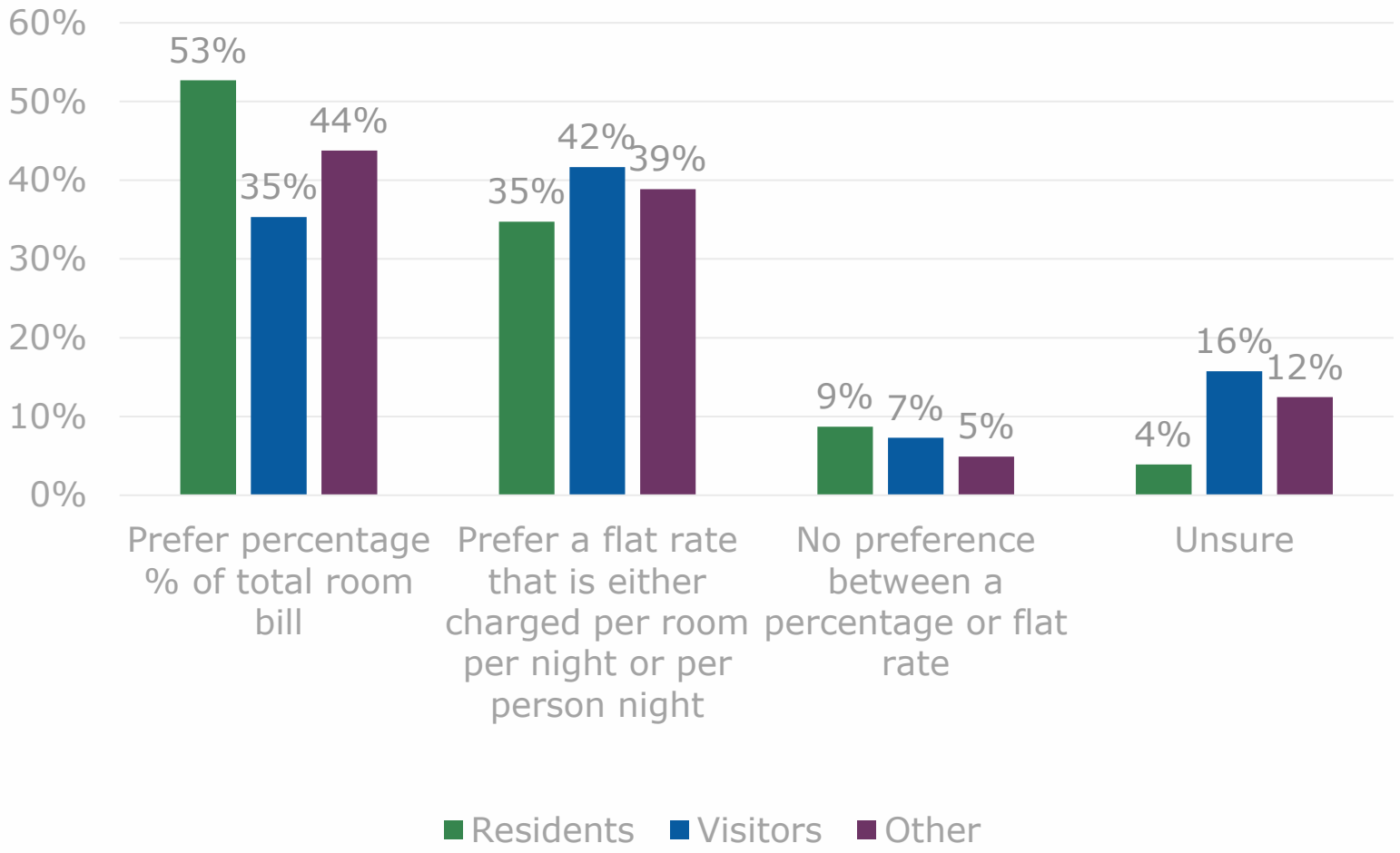


- One in two respondents (50%) thought that the visitor levy should be charged as a percentage of the total room bill.
- 36% would prefer a flat rate that is charged per room per night or per person per night.

- Base: 3,941

Charging of the visitor levy

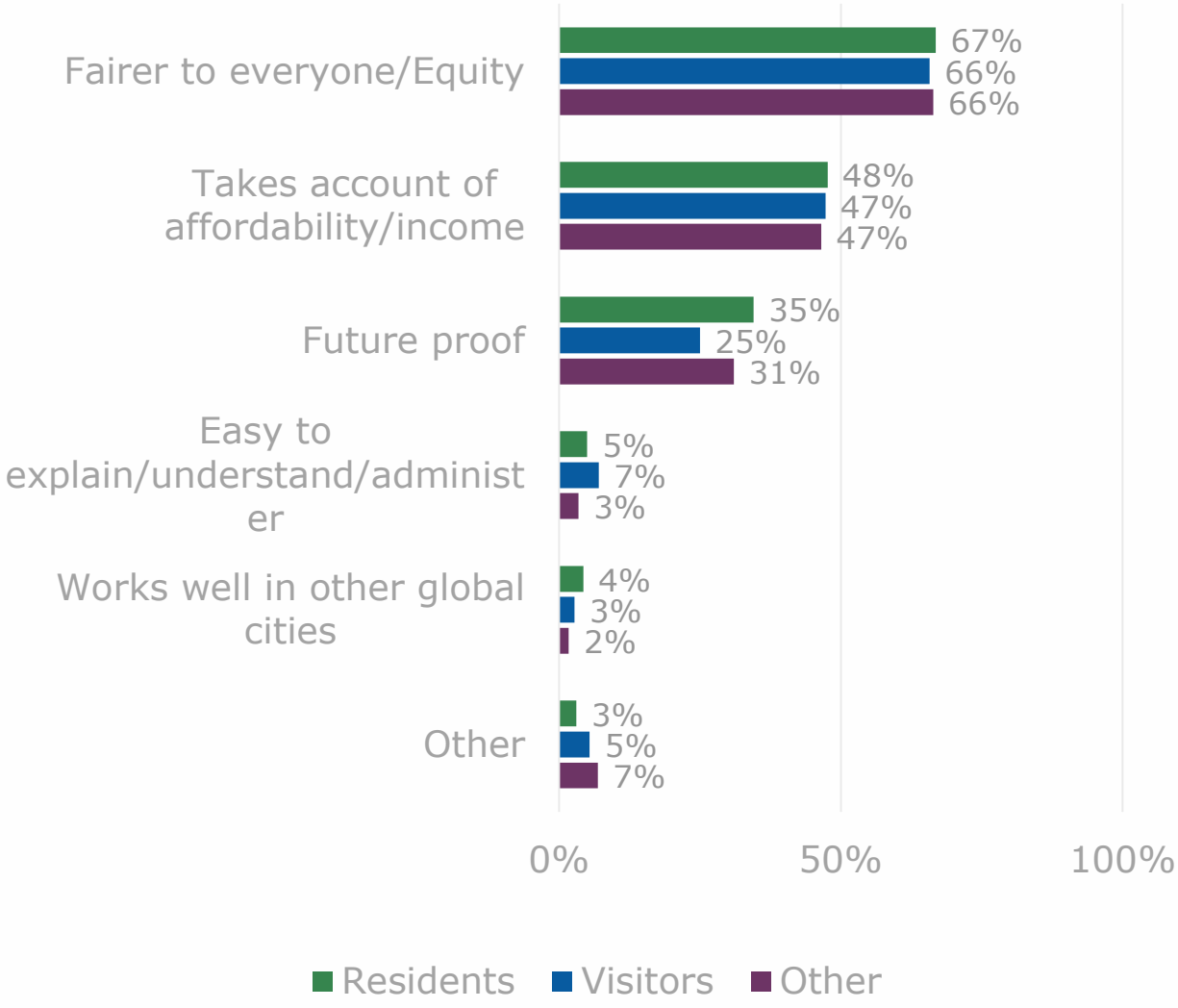
- Over half of residents responding (53%) would prefer the visitor levy to be charged as a percentage of the total room bill.
- Over one in three of residents (35%) would prefer a flat rate.
- A higher proportion of visitors responding (42%) would prefer a flat rate over a percentage rate (35%).



Base: 3,941 respondents (Residents: 3,155; Visitors: 521; Other: 265)

Charging of the visitor levy – Reasons why respondents would prefer a percentage of total room bill

- Just over one in two residents (53%), and 35% of visitors, thought a percentage of the total room bill would be the best way to charge the levy.
- Of these respondents, a high proportion of residents (67%) and visitors (66%) felt this was the fairest approach for visitors.
- Just under half (48% of residents and 47% of visitors) of those favouring a percentage rate thought it reflected level of income and affordability of visitors. However, some felt this would negatively impact larger families or people who have saved up to have nicer accommodation.
- Just over one in three residents (35%) and a quarter of visitors (25%), who preferred a percentage rate, felt it would be more future proof accounting for variation in room costs over time and inflation.



Base: 3,941 respondents (Residents: 3,155; Visitors: 521; Other: 265)

Charging of the visitor levy – Reasons respondents would prefer a percentage of total room bill

Percentage is more progressive it means people pay broadly in line with affordability and personal budget and ensures we don't discourage people who are less able to pay.

Tax should be progressive- those who can afford more should pay more.

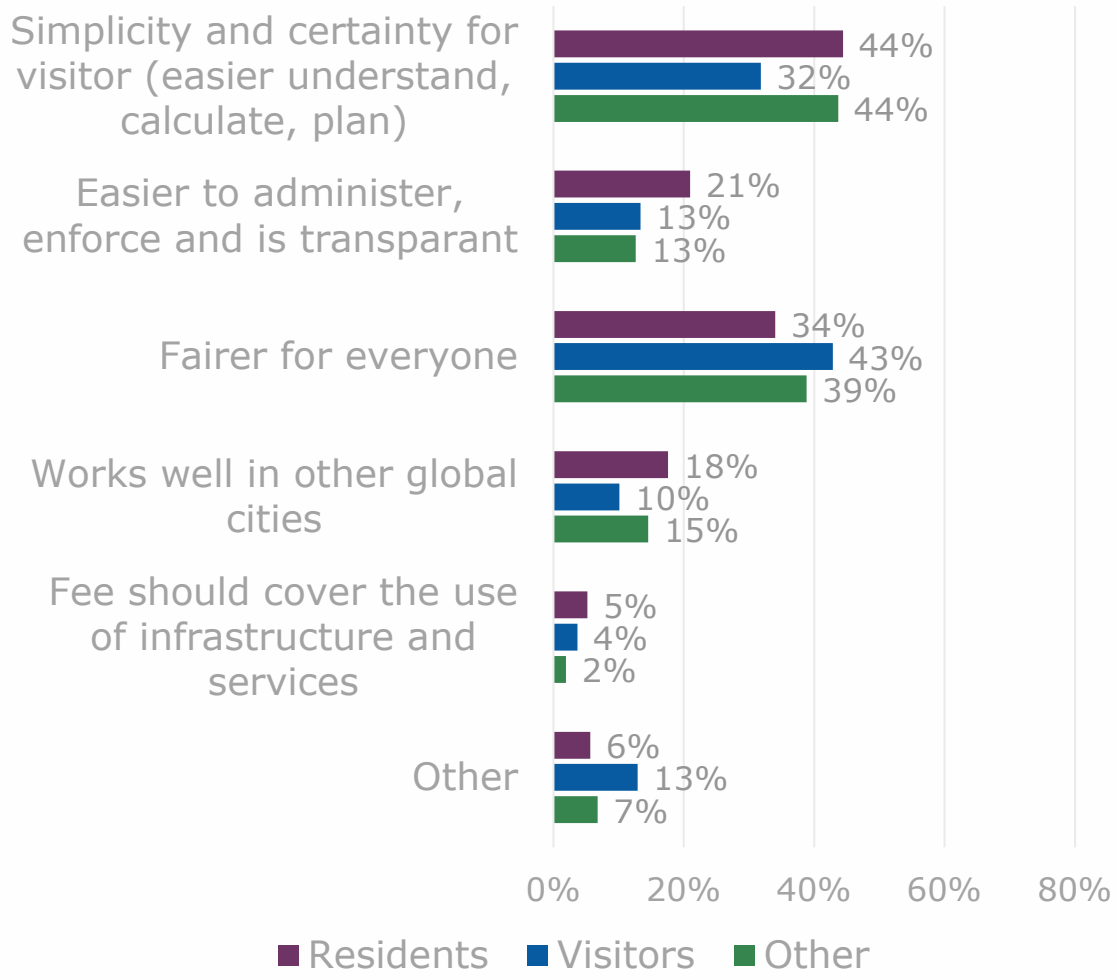
Inflation proof - as accommodation costs rise so will income from the tax.

I believe that a percentage fee is fairer, those less able to afford pay a lower fee and vice versa.

Inflation proof, its seems more fair and takes account of the time of visit maybe encouraging visitors to come at more quiet times of the year.

Fair; Flexible; Easy to understand.

Charging of the visitor levy – Reasons why respondents would prefer a flat fee per room per night or per person per night



- A higher proportion of visitors (42%) would prefer a flat fee than a percentage of the total room bill.
- Just over one in three residents (35%) would prefer a flat fee per room per night or per person per night.
- Of those that would prefer a flat fee, 44% of residents, 32% of visitors and 44% or 'other' respondents felt it offered simplicity and certainty for the visitor.
- 43% of visitors felt it was the fairest option.
- One in five residents (21%) felt this was easier to administer.
- Around one in five residents (18%) felt it works well in other global cities.
- A proportion of respondents who would prefer a flat fee (5% of residents and 4% of visitors) felt that the fee should cover costs for the use of city infrastructure and services, which should be the same for everyone.

Base: 3,941 respondents (Residents: 3,155; Visitors: 521; Other: 265)

Charging of the visitor levy – Reasons respondents would prefer a flat fee per room per night or per person per night

Certainty for tourists. Fairness across system. Easier to administer.

It is easy to plan for. Everyone knows they will pay £x per day, and also easy to collect.

Easier to administer by accommodations and level playing field.

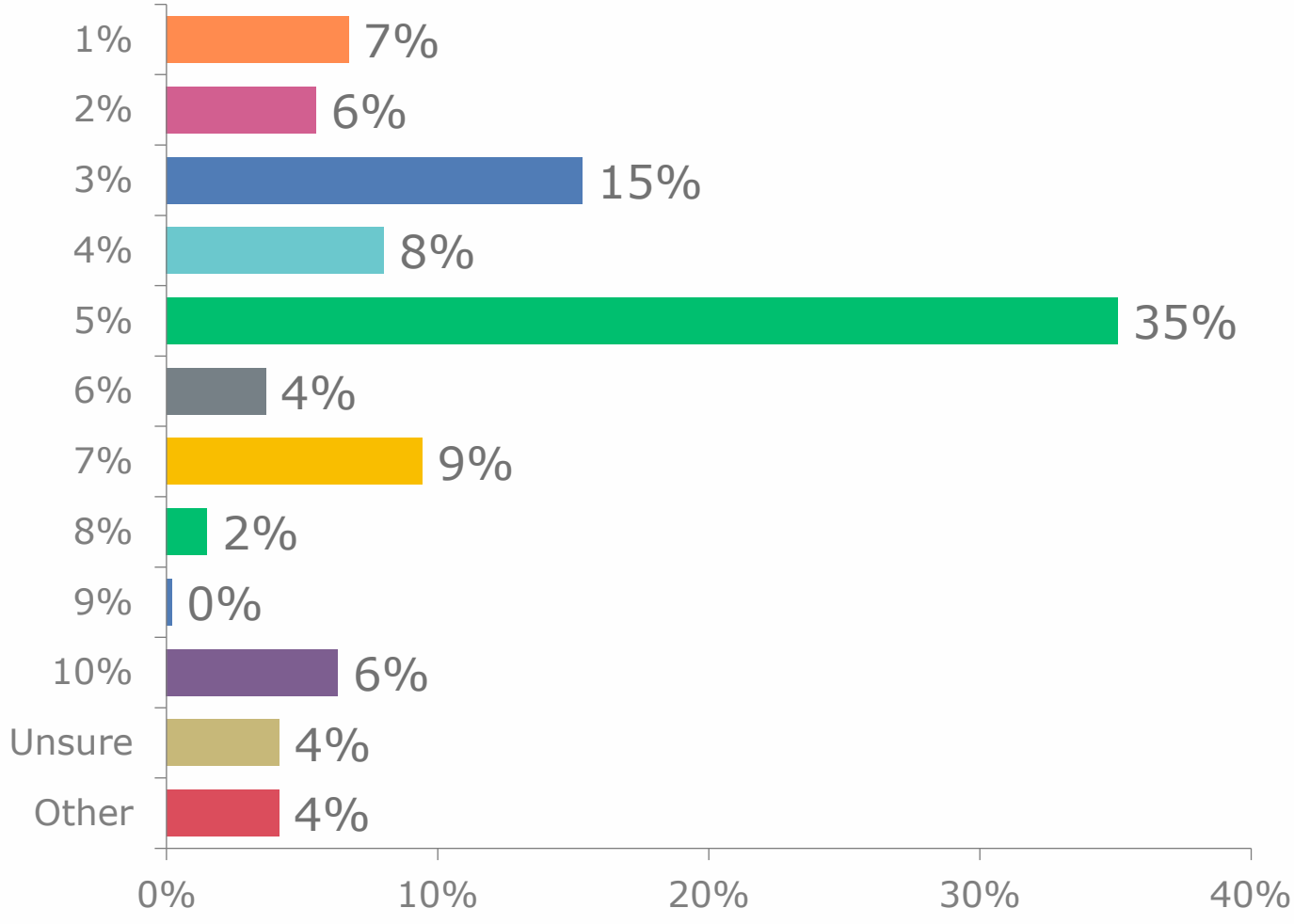
Flat rate is simpler to administer by operators.

Fixed rate makes it easier for tourist to understand

Simpler, and more accurately reflects the impact each visitor has on the city.

Percentage level of levy – All respondents

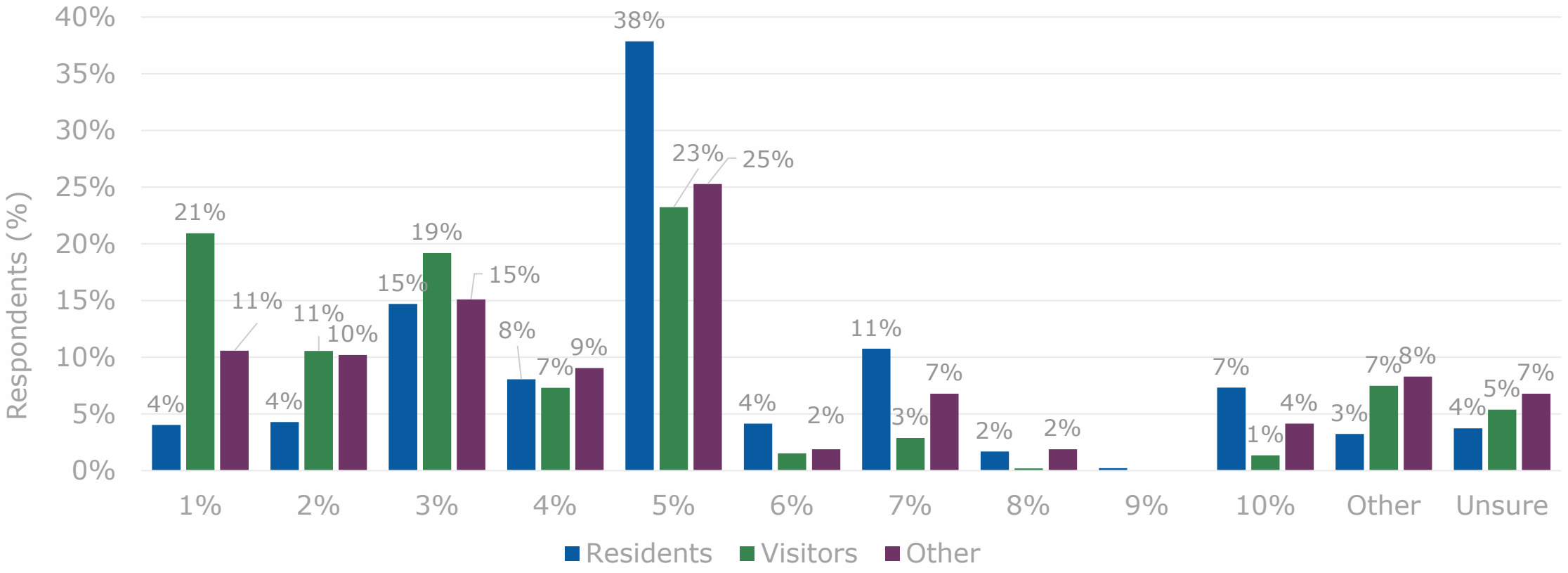
- If the visitor levy was charged as a percentage of the accommodation booking, over one in three of all respondents (35%) thought the levy should be set to 5%.
- A 5% level received the highest proportion of responses compared to all other levels.
- However, 57% of respondents felt the visitor levy should be set to other levels ranging between 1%-10%.



Base: 3,941 respondents

Percentage level of levy

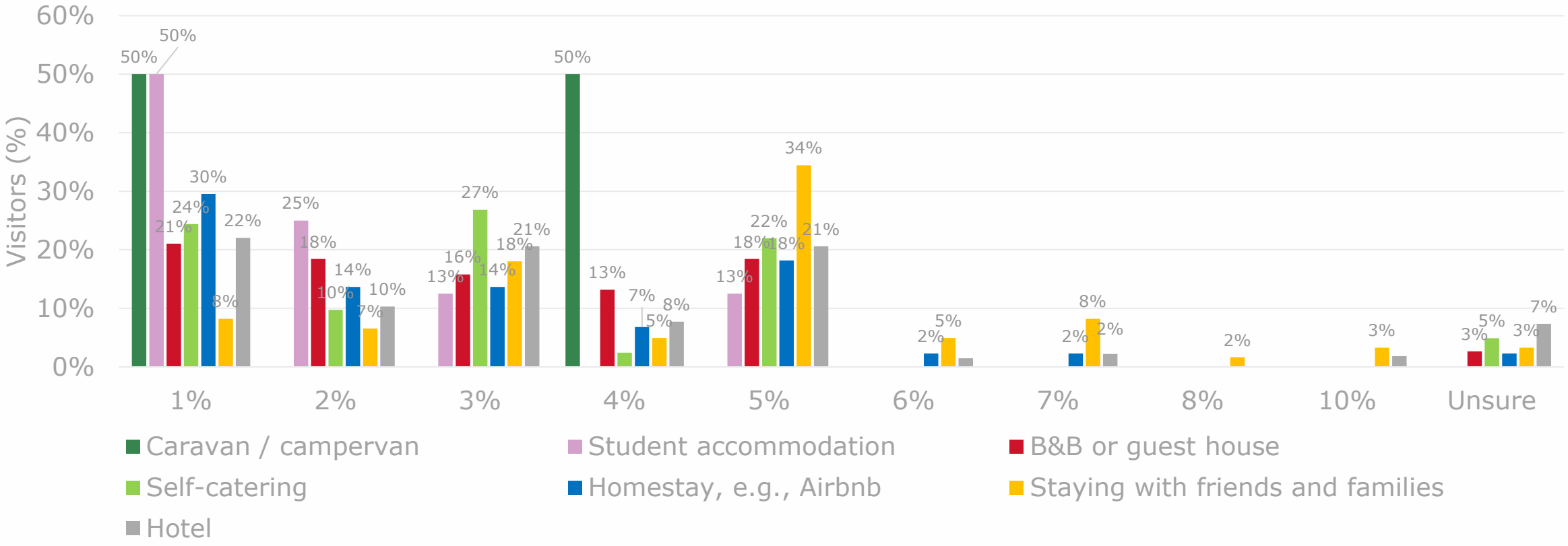
- If the visitor levy was charged as a percentage of the accommodation booking, setting it at 5% received the highest proportion of responses across all respondent types - 38% of residents, 23% of visitors, and 25% of all other respondents thought the levy should be set to 5%.



Base: 3,941 respondents (Residents: 3,155; Visitors: 521; Other: 265)

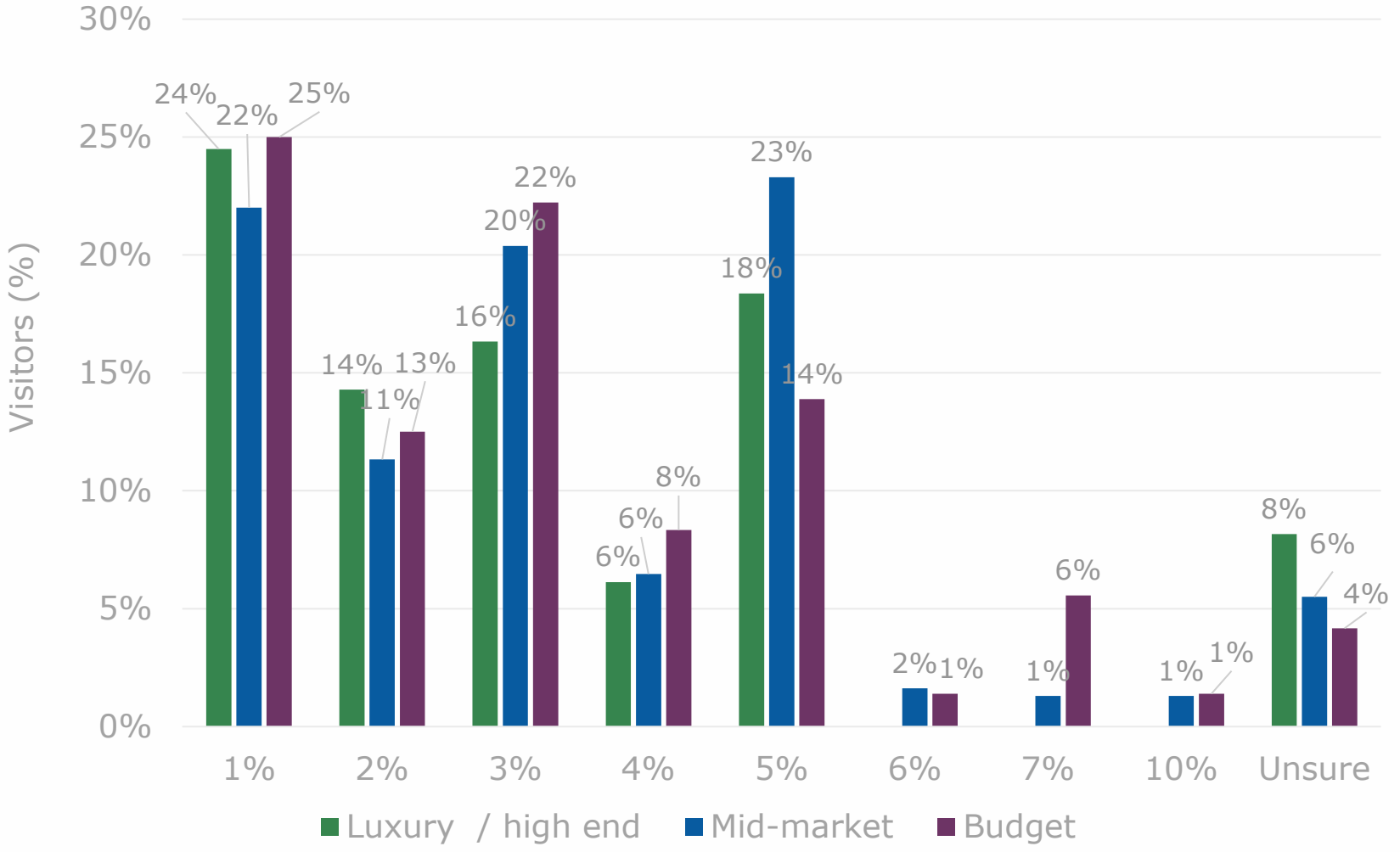
Percentage level of levy split accommodation type – Visitors only

There were a range of views from visitors, who stayed across different accommodation types, on what level the levy should be if it was charged as a percentage of the accommodation booking. Visitors who stayed in hotels had a mixed response. Visitors who stayed with friends or family tended towards 5% level (34%). Whereas, those staying in b&bs, guesthouses or homesteads, e.g. Airbnb, responded more towards the lower end of the scale.



Base: 521 visitors

Percentage level of levy split by description of accommodation – Visitors only



- Visitors who stayed in budget accommodation selected the lower levels of levy more often with 25% selecting a 1% level, followed by 22% selecting a 3% level, and 14% selecting a 5% level.
- Those is mid-market accommodation selected 5% level more often (23%), followed by 1% level (22%) and 3% level (20%).
- Those who stayed in luxury accommodation selected 1% level more often (24%), followed by 5% level (18%).

Base: 521 visitors

Main reasons for choosing a 1% percentage level of charge

7% of respondents, mainly visitors and 'other' respondents, opted for a **1% level of charge**.

- Some felt charges should be at the lowest rate possible so it's affordable for visitors. Any higher might put people off visiting.
- They argued that a low level would maintain Edinburgh's competitiveness as a global destination.
- Many said that accommodation costs in Edinburgh are already high, and it is an expensive city all round.
- Some felt this was a fair charge with income going towards services.
- Others felt that it needs to be low so it doesn't have a negative effect on business and hospitality sector.
- Many did not agree with a percentage levy and opted for the lowest possible rate if they had to choose.

Main reasons for choosing a 5% percentage level of charge

35% of respondents chose a **5% level of charge**. Residents, visitors and all others responding provided similar reasons to why they chose this level. They felt:

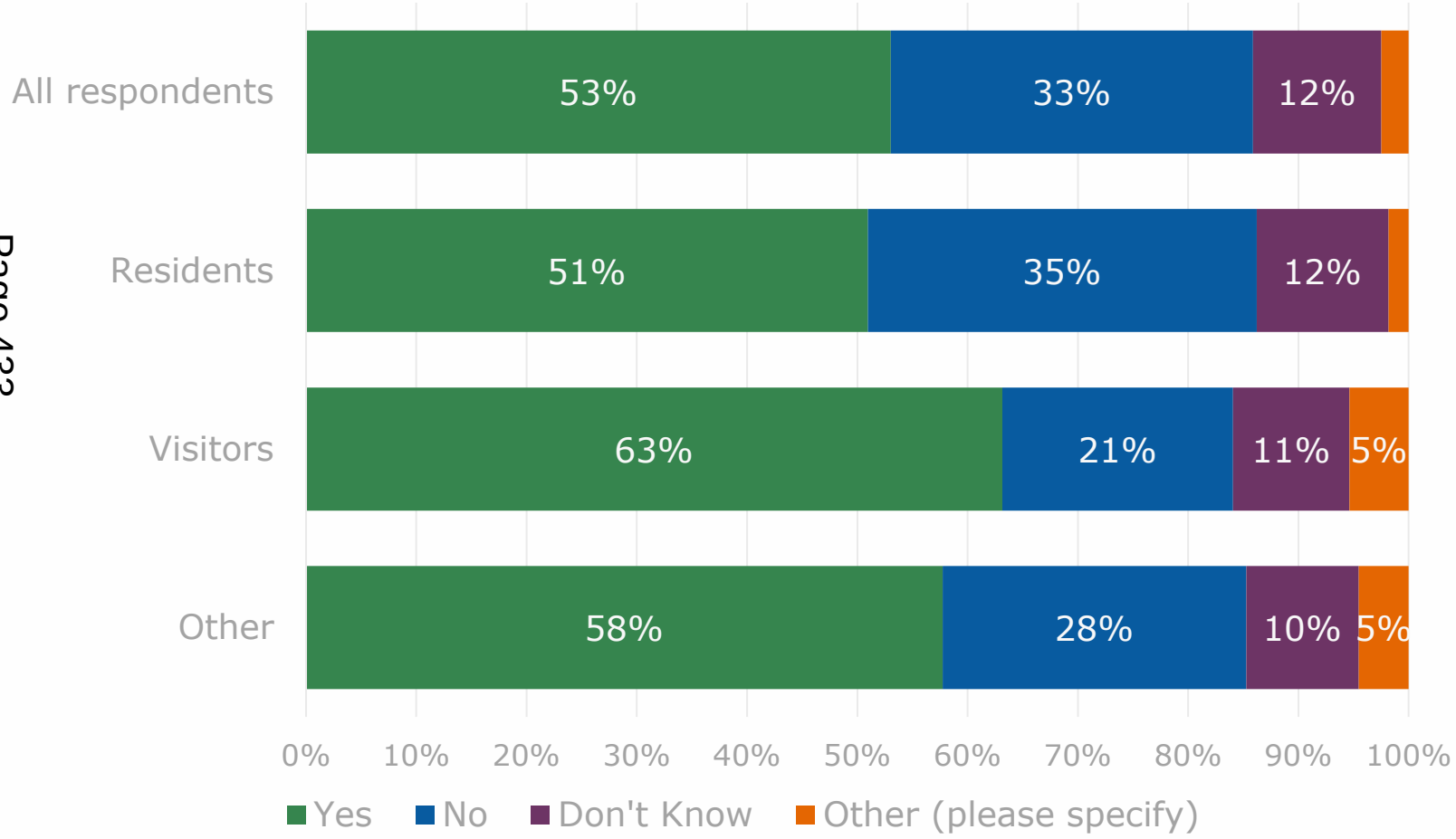
- this was a fair and reasonable level and a good middle ground.
- it would be affordable for visitors and would not put them off visiting.
- it was a fair level, comparable to other big European cities, such as Berlin, Barcelona or Madrid, but cheaper than some cities, such as Amsterdam.
- this level would generate a significant revenue to support the associated costs of tourism.
- 5% would be easy to calculate and administer.

Main reasons for choosing a 10% percentage level of charge

6% of respondents, mainly residents and 'other' respondents, opted for a **10% level of charge.**

- Most felt that it was only fair that visitors should pay for use of the city's infrastructure and services, particularly within the current financial climate. Residents felt the negative effects of tourism.
- Many felt that a higher rate would have a greater impact on improving services for residents and tourists.
- Some wanted to deter visitors due to overtourism. International tourism was also raised as a contributor to the climate emergency.
- Some felt that as we are a capital city we should charge more and be in line with other global cities such as Amsterdam. Some didn't think this cost would deter visitors.
- A few mentioned the need to improve the housing market and invest in social housing, referencing the housing emergency.

Cap on the number of nights that a visitor should pay their levy on in Edinburgh

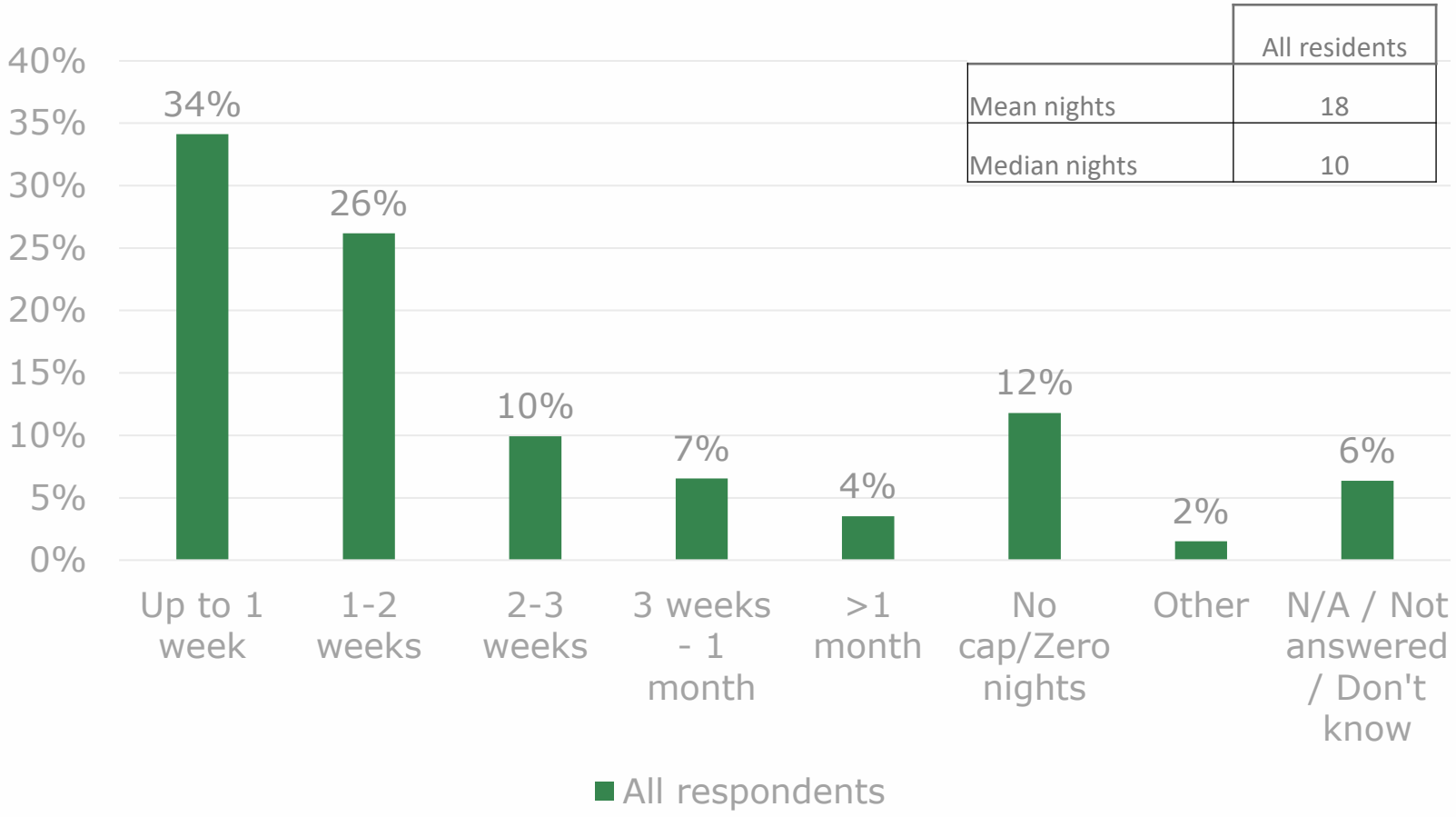


- Over half of respondents (53%) felt that there should be a cap on the number of nights that a visitor should pay their levy on in Edinburgh.
- This view was felt more strongly by visitors with just under two in three visitors (63%) believing there should be a cap.

Base: 3,941 respondents (Residents: 3,155; Visitors: 521; Other: 265)

If there is going to be a cap, how many nights do you think the charge should be capped at? – All respondents

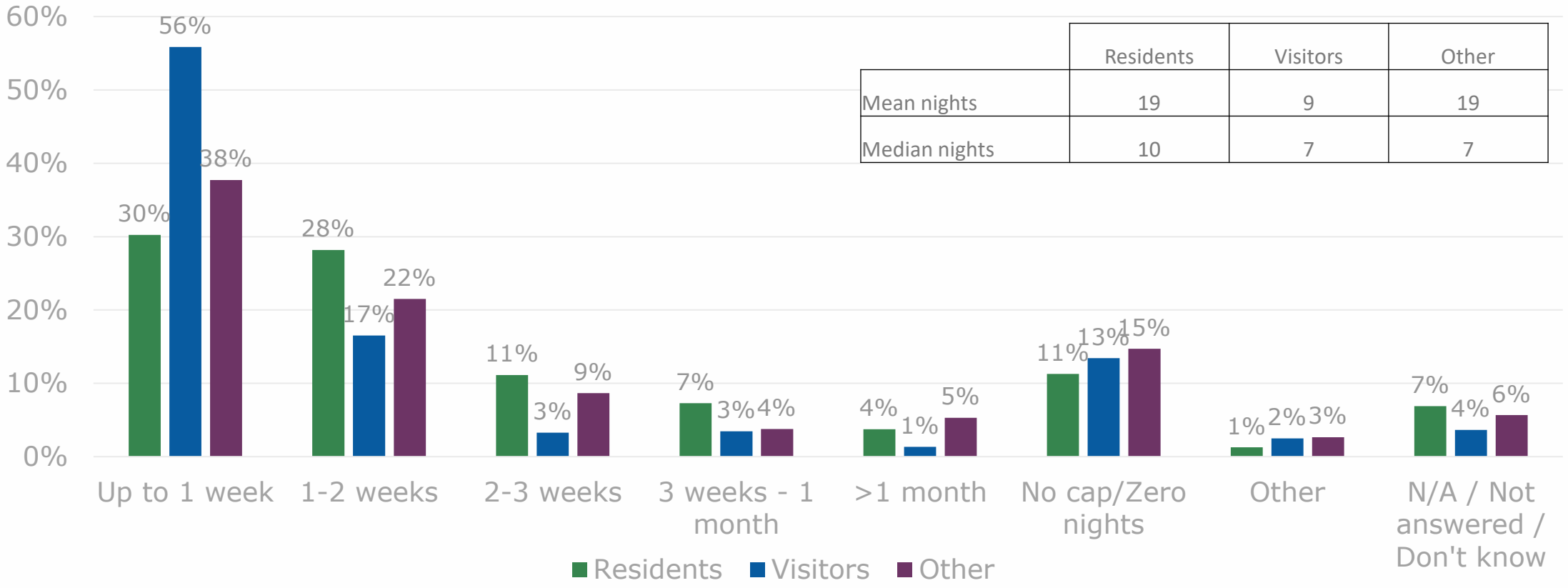
- One third of respondents (34%) felt there should be a cap of between 1 – 7 nights. However, the remaining 66% felt otherwise.
- The average number of nights suggested for a cap was 18 nights. Yet, this is skewed by a smaller number of high responses.
- The median number of nights suggested by respondents was 10 nights.



Base: 3,941 respondents

If there is going to be a cap, how many nights do you think the charge should be capped at?

- The median number of nights visitors felt the charge should be capped at was 7 nights, compared to 10 nights suggested by residents.

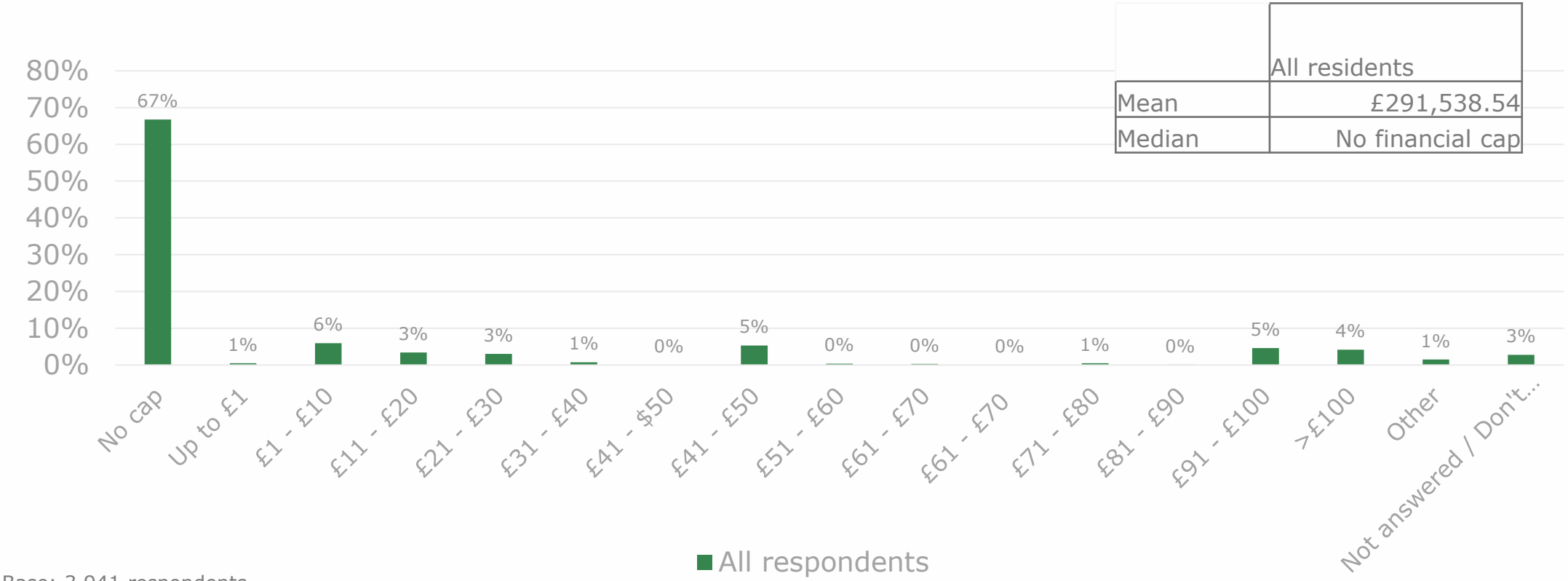


	Residents	Visitors	Other
Mean nights	19	9	19
Median nights	10	7	7

Base: 3,941 respondents (Residents: 3,155; Visitors: 521; Other: 265)

Financial cap on total levy collected - how much do you think the cap should be per accommodation booking? – All respondents

- The majority of respondents thought there should be no financial cap on the total levy collected.

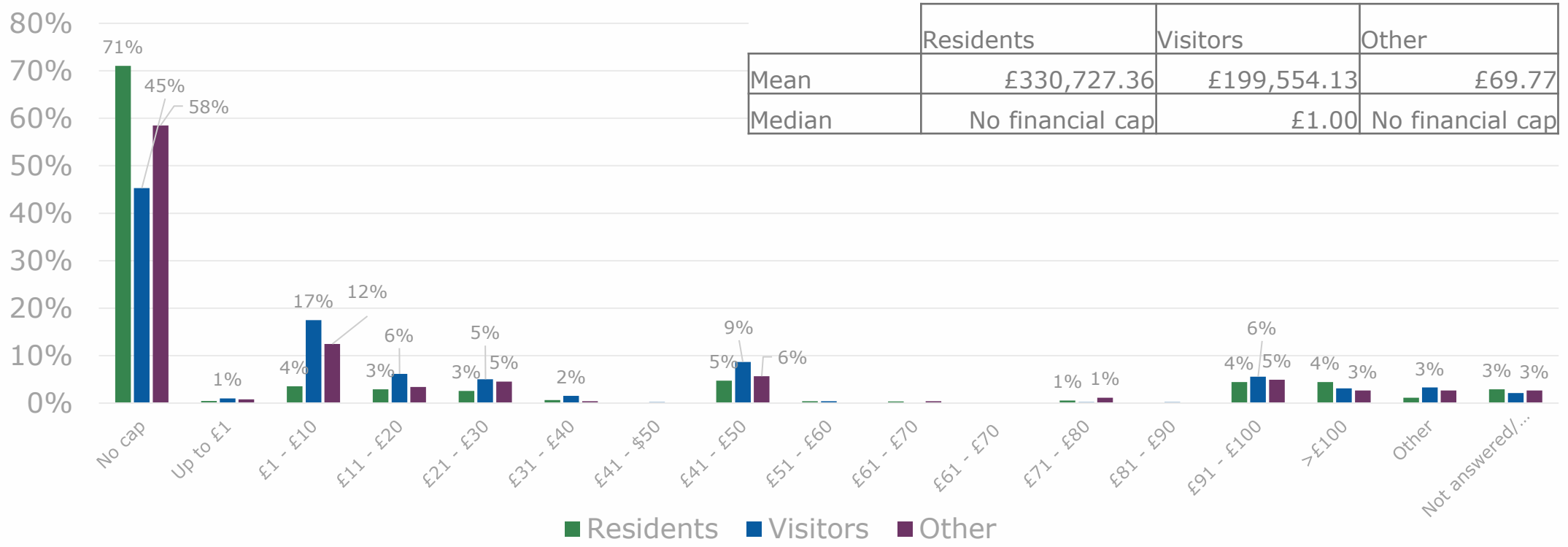


	All residents
Mean	£291,538.54
Median	No financial cap

Base: 3,941 respondents

Financial cap on total levy collected - how much do you think the cap should be per accommodation booking?

- 71% of residents and 58% of 'other' respondents preferred no financial cap on the total levy collected. Over half of visitors (53%) made other suggestions for how much the financial cap should be with 17% suggesting a value between £1-£10. The median value of all visitor responses was £1.



	Residents	Visitors	Other
Mean	£330,727.36	£199,554.13	£69.77
Median	No financial cap	£1.00	No financial cap

Base: 3,941 respondents (Residents: 3,155; Visitors: 521; Other: 265)

Section 2: When the levy should apply in Edinburgh

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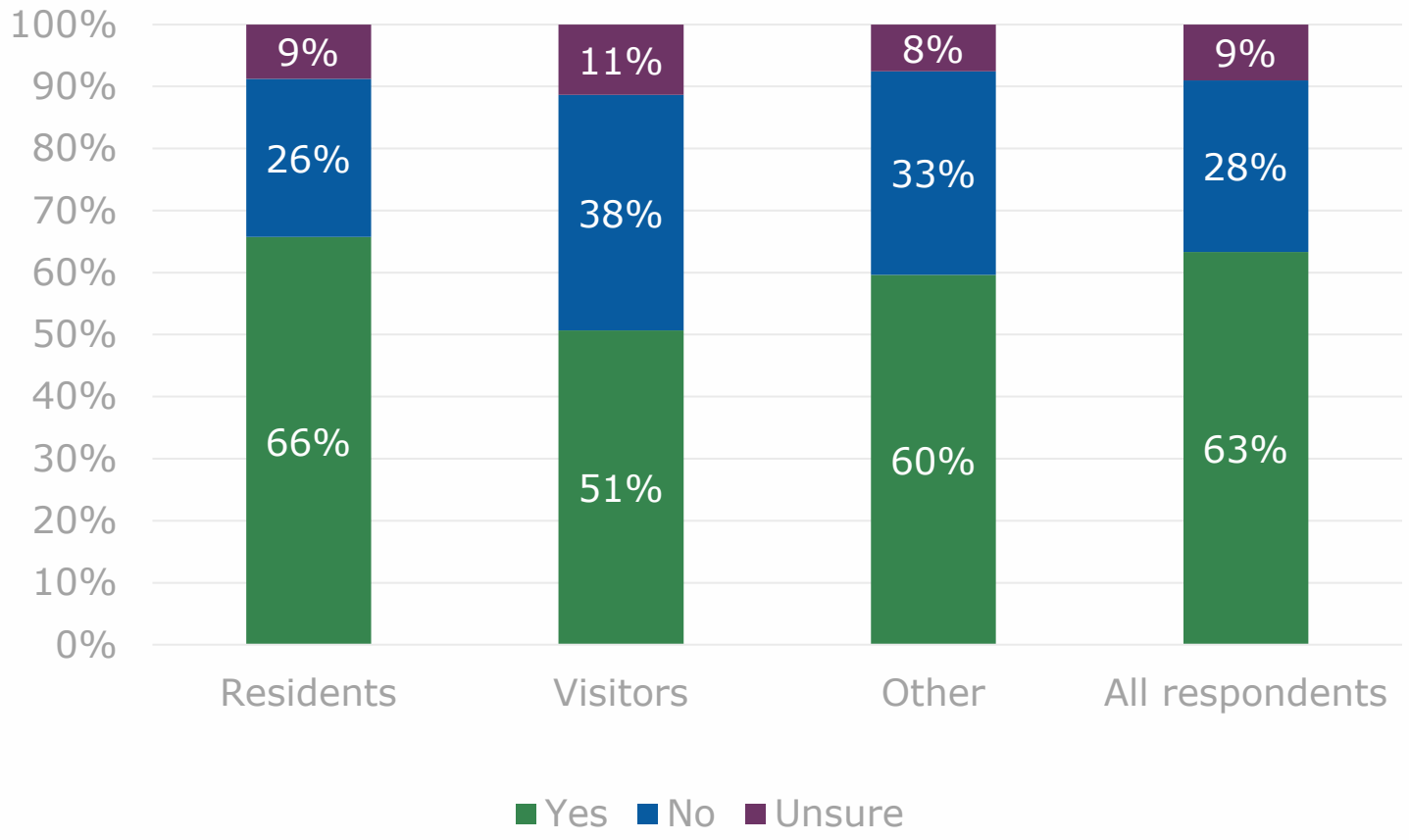
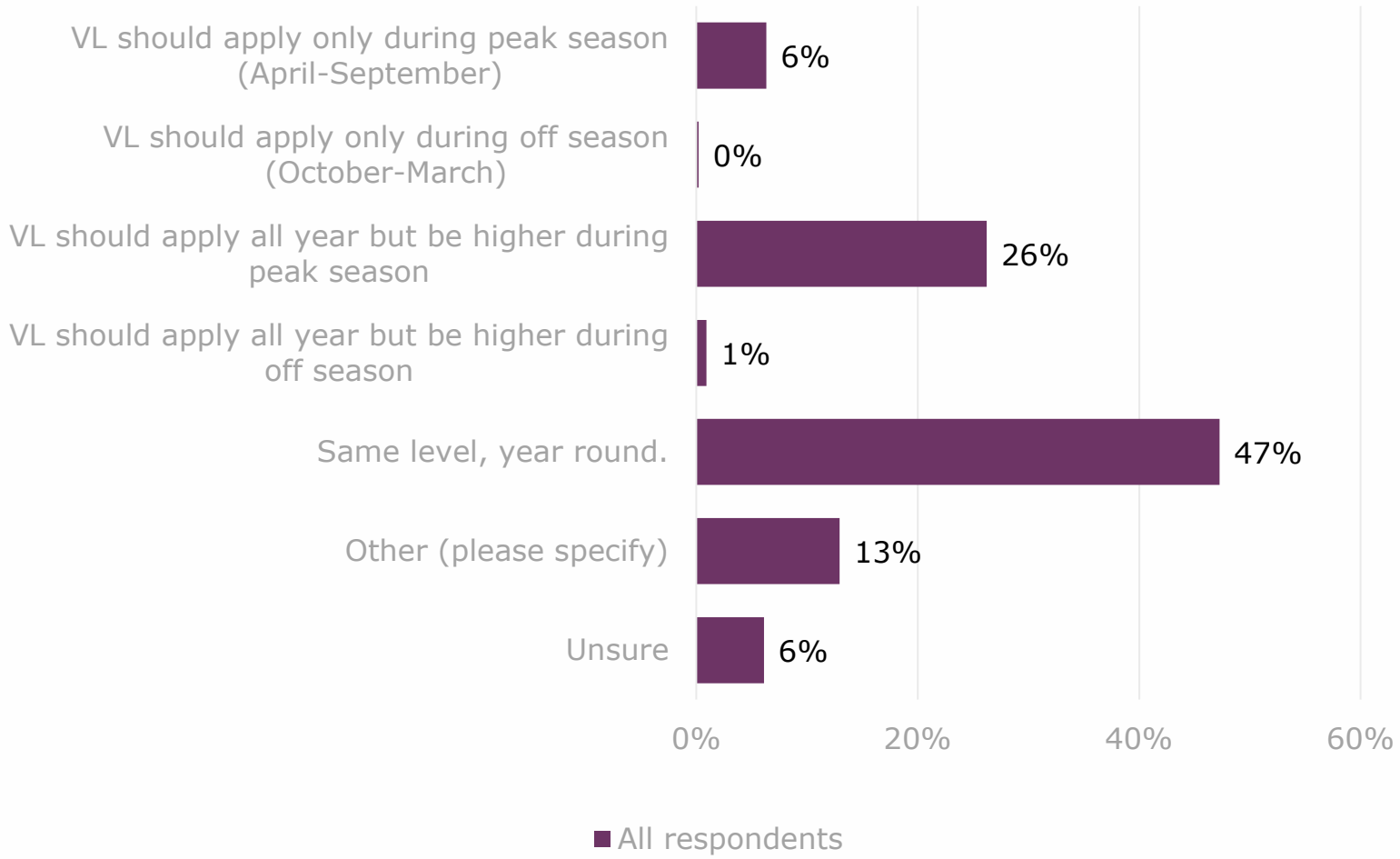
Do you think the Visitor Levy for Edinburgh should apply at the same level, all year round?

- 63% of all respondents thought the levy should apply at the same level all year round.
- This was higher for residents with two in three (66%) thinking it should apply all year round, and lower for visitors with just over half (51%) thinking it should apply all year round.



Base: 3,941 respondents (Residents: 3,155; Visitors: 521; Other: 265)

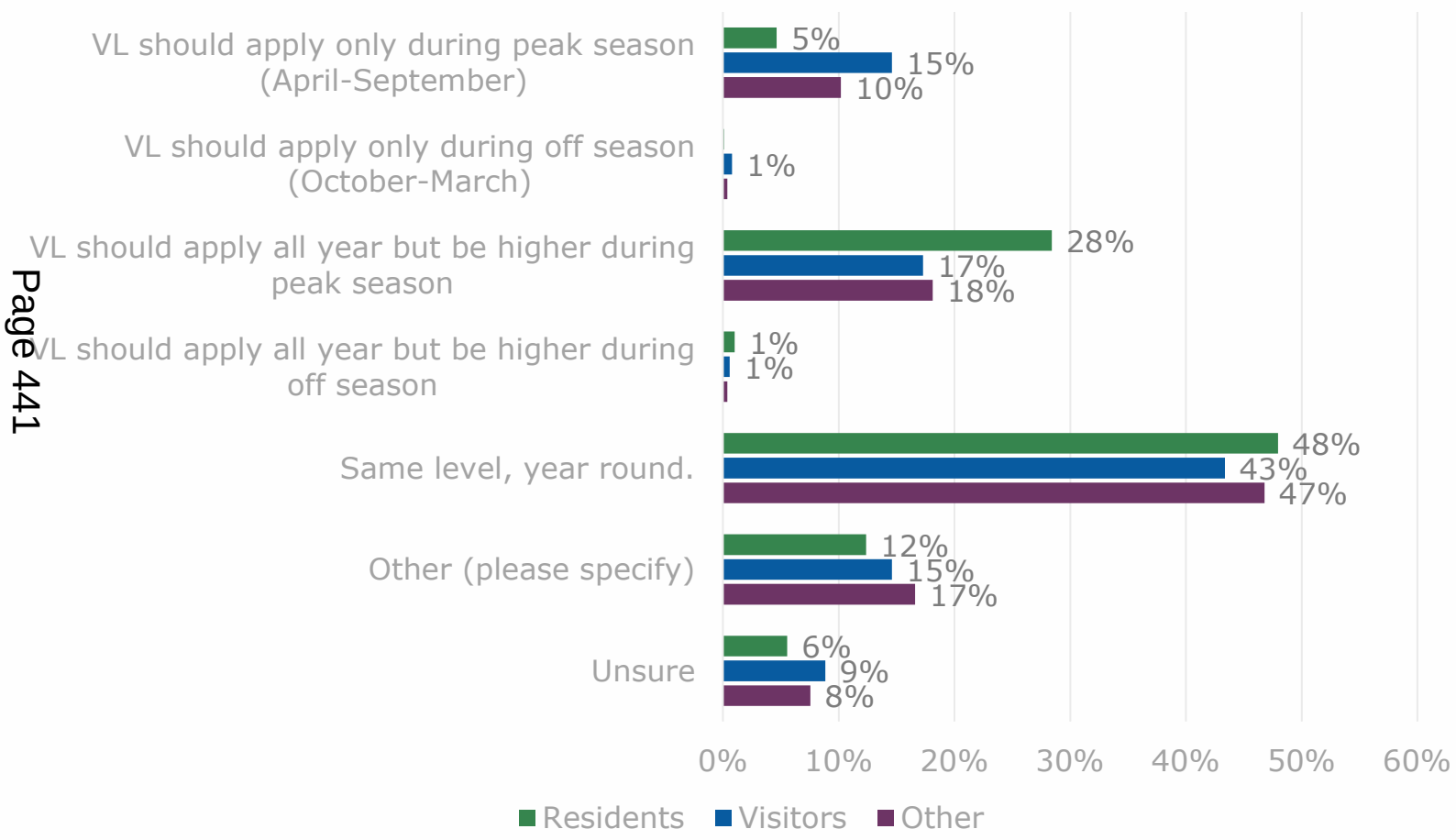
If not, when should the charge apply? – All respondents



- Although, a higher proportion of respondents thought the visitor levy should be charged at the same level all year round, a quarter of all respondents (26%) thought the charge should apply all year but be higher during peak season, with 6% thinking it should apply only during peak season.

Base: 3,941 respondents

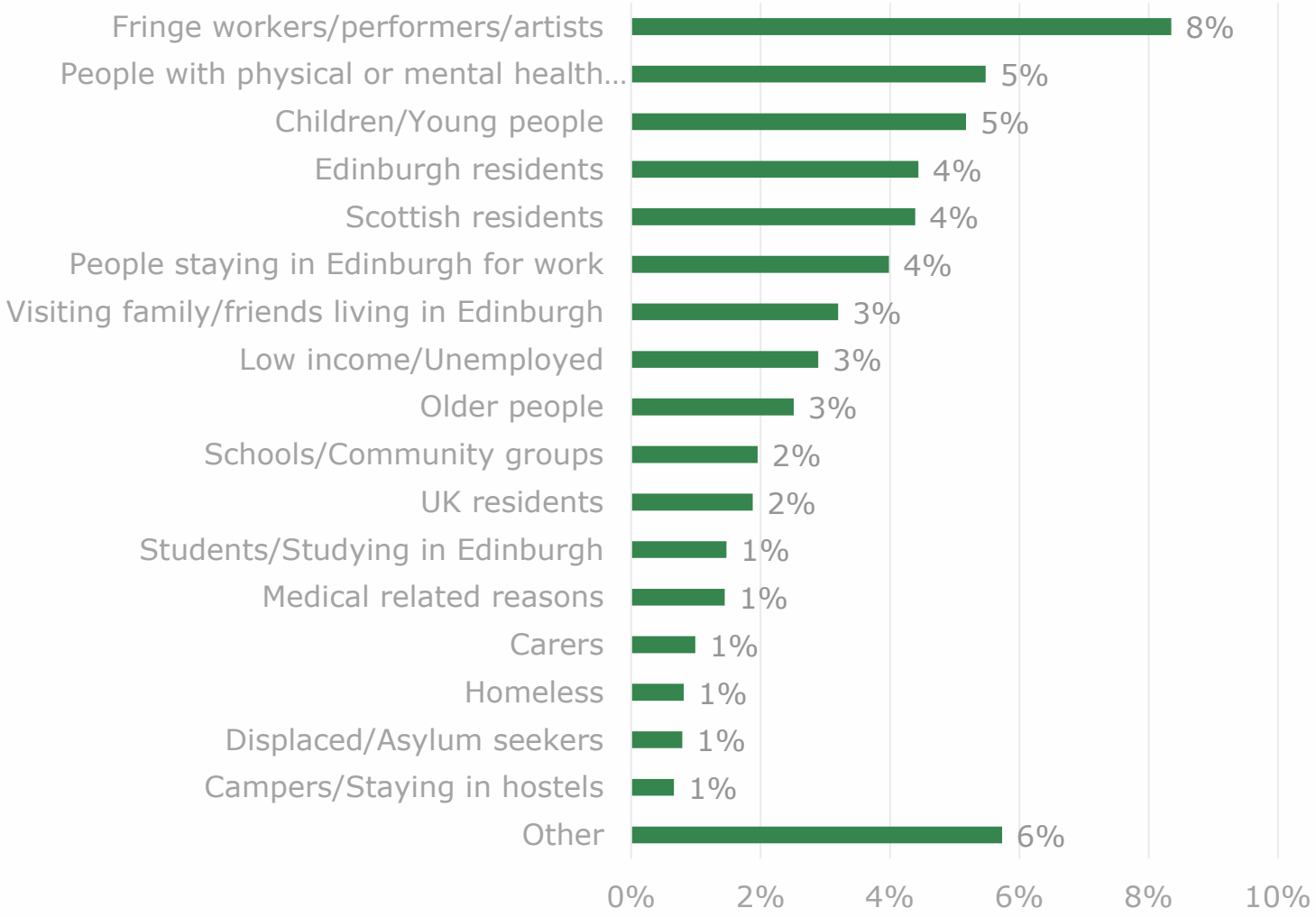
If not, when should the charge apply?



- Again, a higher proportion of residents, visitors and all other respondents thought the levy should be charged at the same level all year round.
- Just over one in four residents (28%) though the levy should apply all year but be higher during peak season, compared to 17% of visitors and 18% of all other respondents.
- 15% of visitors thought the levy should apply only during peak season.
- 17% of 'other' residents provided alternative suggestions.

Base: 3,941 respondents (Residents: 3,155; Visitors: 521; Other: 265)

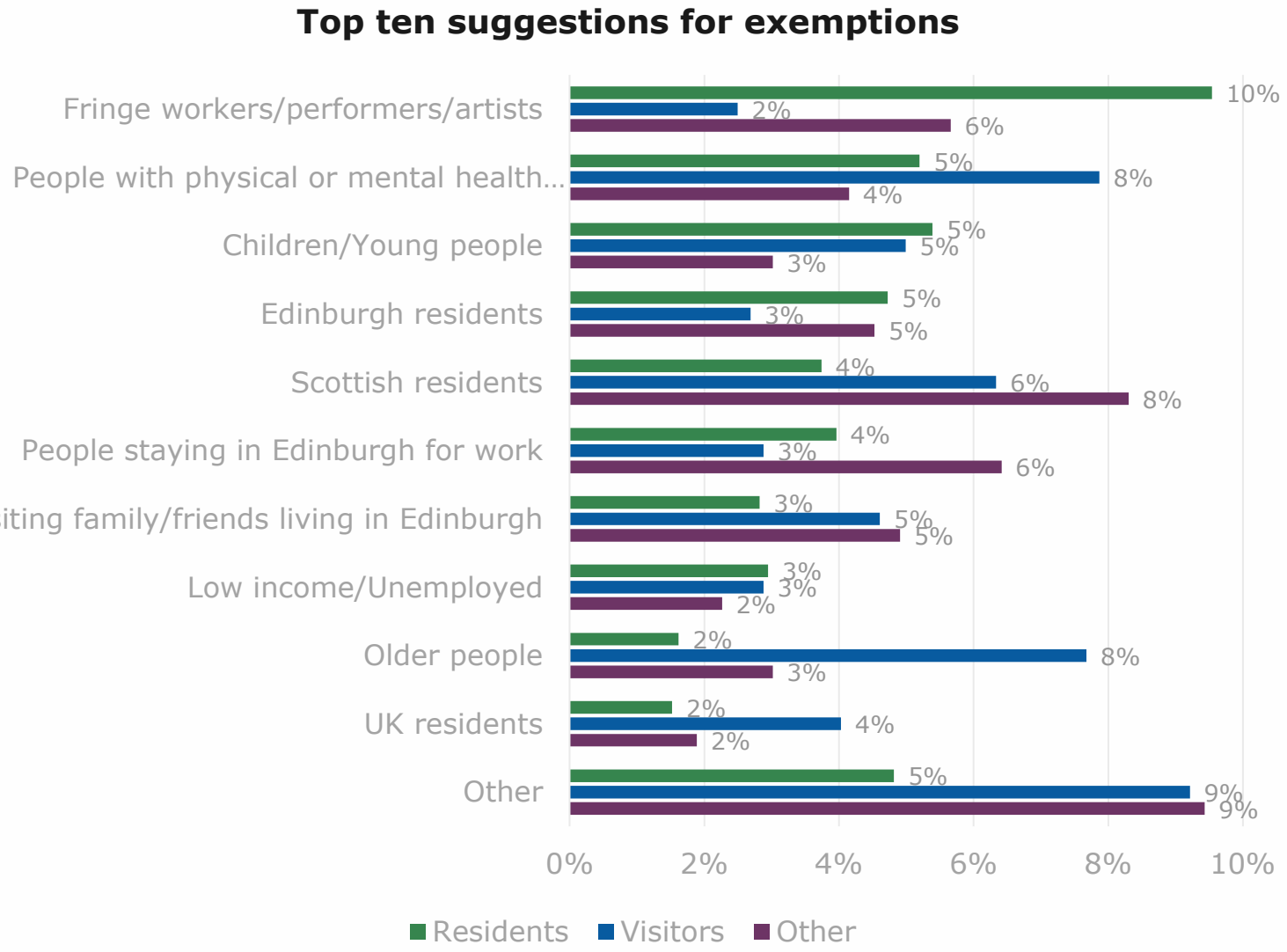
Exemptions on who pays the charge – All respondents



- 45% of all respondents did not believe there should be any exemptions on who pays the charge.
- An additional 5% of respondents were unsure or did not answer.
- Almost one in ten respondents (8%) felt that people working at the Edinburgh festivals and artists should be exempt from the charge.
- 5% thought that exemptions should apply to people with physical or mental health conditions or illnesses, and also children or young people.

Base: 3,941 respondents

Exemptions on who pays the charge – All respondents



- 47% of residents, 38% of visitors, and 39% of all others did not believe there should be any exemptions on who pays the charge.
- One in ten residents (10%) thought people working in the festivals and artists should be exempt from the charge, compared to 2% of visitors.
- 8% of visitors felt that older people, as well as people with physical or mental health conditions or illness, should be exempt.
- 8% of 'other' respondents felt that Scottish residents should be exempt from the charge.

Base: 3,941 respondents (Residents: 3,155; Visitors: 521; Other: 265)

Section 3: How should the levy revenue be spent

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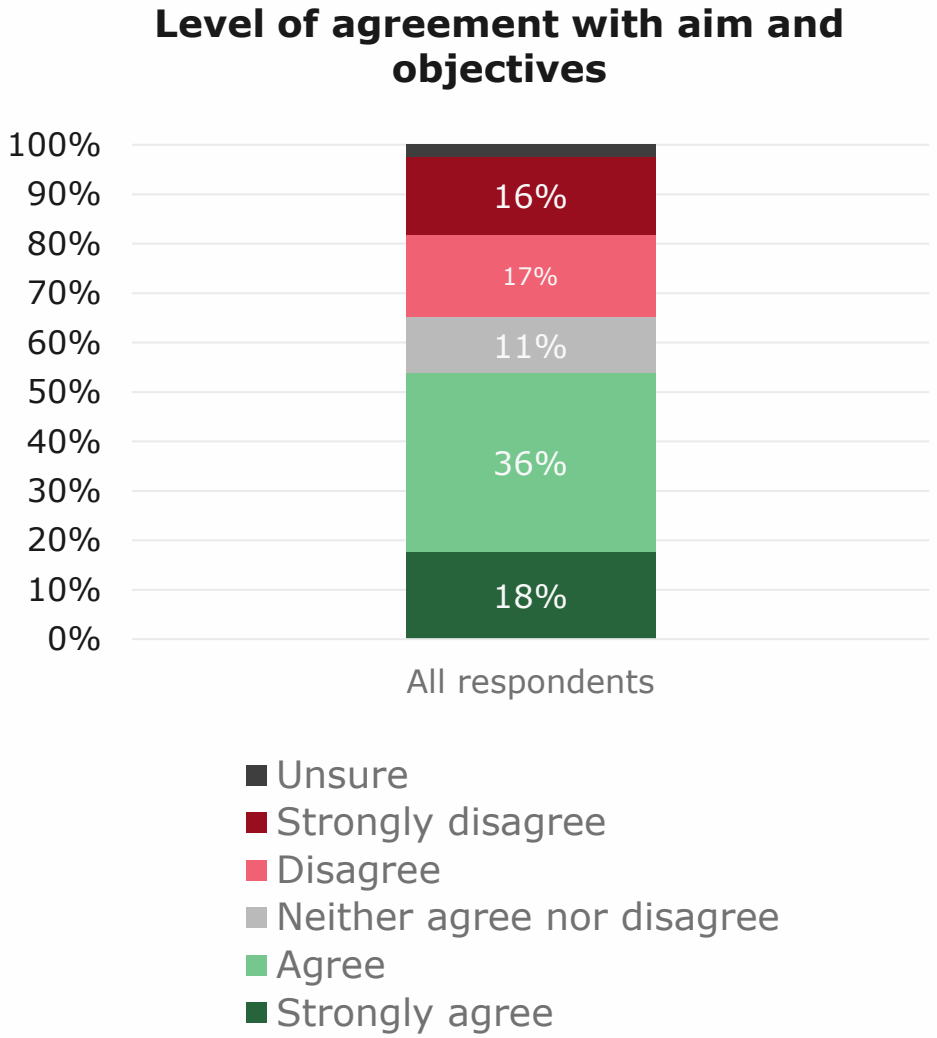
Aim and objectives of the visitor levy

Aim: The overall aim is to sustain Edinburgh's status as one of the world's best cities to visit, and to manage the impacts of a successful visitor economy.

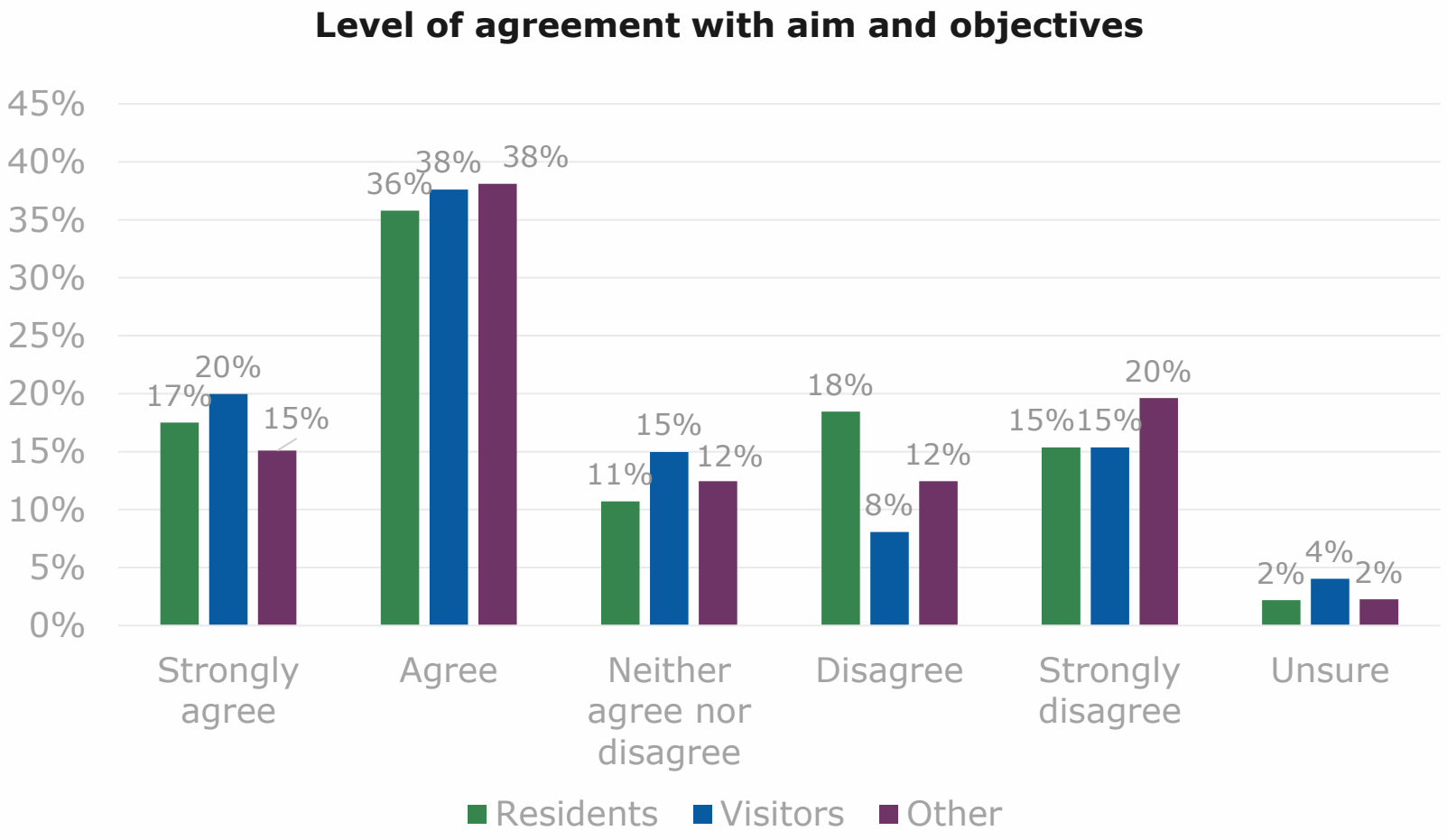
Objectives - The primary objectives of the scheme are as follows:

1. Develop Edinburgh's cultural programme to ensure it remains world leading and competitively attractive to visitors and residents;
2. Support the visitor economy, in particular by encouraging innovation to meet the climate and nature emergency, and responding to new approaches to business development and employment;
3. Support destination marketing and promotion to maintain the city's sustainable competitive advantage; and
4. Sustain and enhance the essential public services that create an enjoyable and safe visitor experience.



Base: 3,941 respondents

Aim and objectives of the visitor levy



- Over one in two respondents (54%) either strongly agreed or agreed with the aim and objectives of the scheme.
- This included 53% of residents, 58% of visitors and 53% of all other respondents.
- However, 33% of residents, 23% of visitors and 32% of 'other' respondents either disagreed or strongly disagreed.

Base: 3,941 respondents (Residents: 3,155; Visitors: 521; Other: 265)

Aim and objectives of the visitor levy

When asked what they would change about the aim and objectives of the levy, many respondents told us:

- they felt Edinburgh residents should benefit more from the levy, particularly around the impact visitors have on the city and residents' lives.
- improving the look and feel of Edinburgh was important, including keeping infrastructure and streets maintained, clean and safe.
- we should give more priority to sustaining and enhancing the essential public services.
- we should focus less on supporting destination marketing and promotion.
- we should improve transport and travel options.
- we should prioritise improving housing, especially social housing.
- the objectives could be more clearly defined and specific.

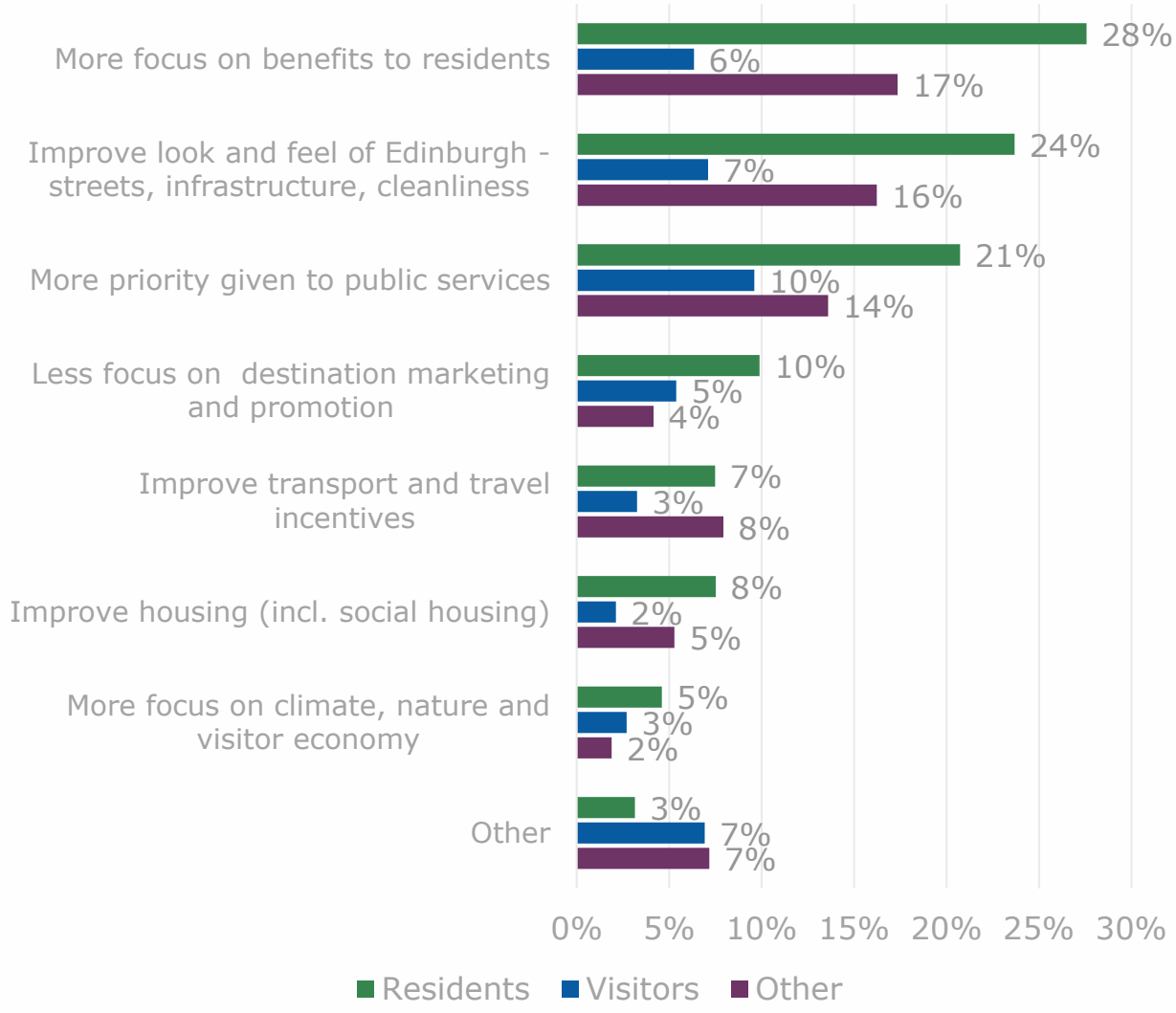
What would you change about the priorities?

Base: 3,941 respondents

Aim and objectives of the visitor levy

- Over a quarter of residents (28%), 6% of visitors and 17% of 'other' respondents felt that residents should benefit more from the levy and the priorities should be more explicit on this.
- One in four (24%) residents, 7% of visitors and 16% of 'other' respondents wanted to prioritise improving the look and feel of Edinburgh for visitors and residents, including, streets, infrastructure, cleanliness and safety.
- One in five residents (21%), one in ten visitors (10%) and 14% of 'other' respondents felt we need to apply more importance to sustaining and enhancing public services.
- One in ten (10%) residents, 5% of visitors and 4% of 'other' respondents felt we should focus less on destination marketing and promotion.
- Improving transport and travel was highlighted as important by residents (7%), visitors (3%) and 'other' respondents (8%).
- Additionally, housing (particularly social housing) was raised as a specific priority by residents (8%), visitors (2%) and 'other' respondents (5%).
- 5% of residents, 3% of visitors and 3% of 'others' wanted more focus given to climate, nature and the visitor economy.

What would you change about the priorities?



Base: 3,941 respondents (Residents: 3,155; Visitors: 521; Other: 265)

Aim and objectives of the visitor levy – what would you change?

I would prioritise the public services so that residents feel valued which in turn makes them feel more welcoming to tourists.

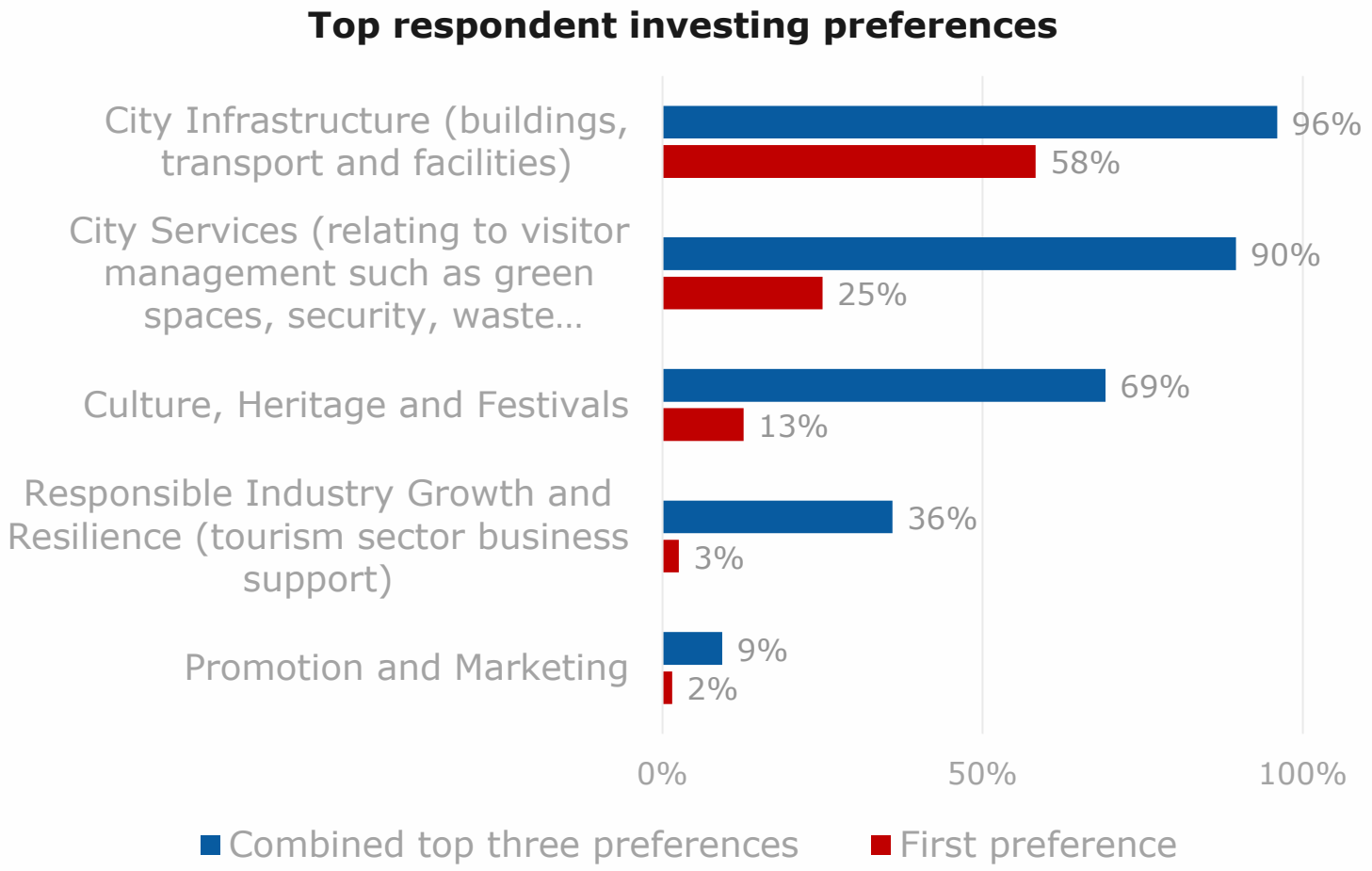
Ensure that local residents benefit from the tax, not just tourism businesses. Money should be spent on infrastructure, street repair, etc in more than just the tourist-popular areas.

I do not think the funds should be used for "destination marketing" but rather to support essential public services.

Rather than increasing tourism, I would like to see more focus on mitigating the negative impacts of high levels of tourism on residents. E.g. responding to the housing crisis - preventing overcrowding of pedestrian routes around the city -mitigating impacts on the environment e.g. pollution from increased traffic -improving public transport - reducing congestion, particularly during August.

The language in the aims and objectives is very woolly, so something plainer and more specific might be easier to understand!

Investing categories – All respondents

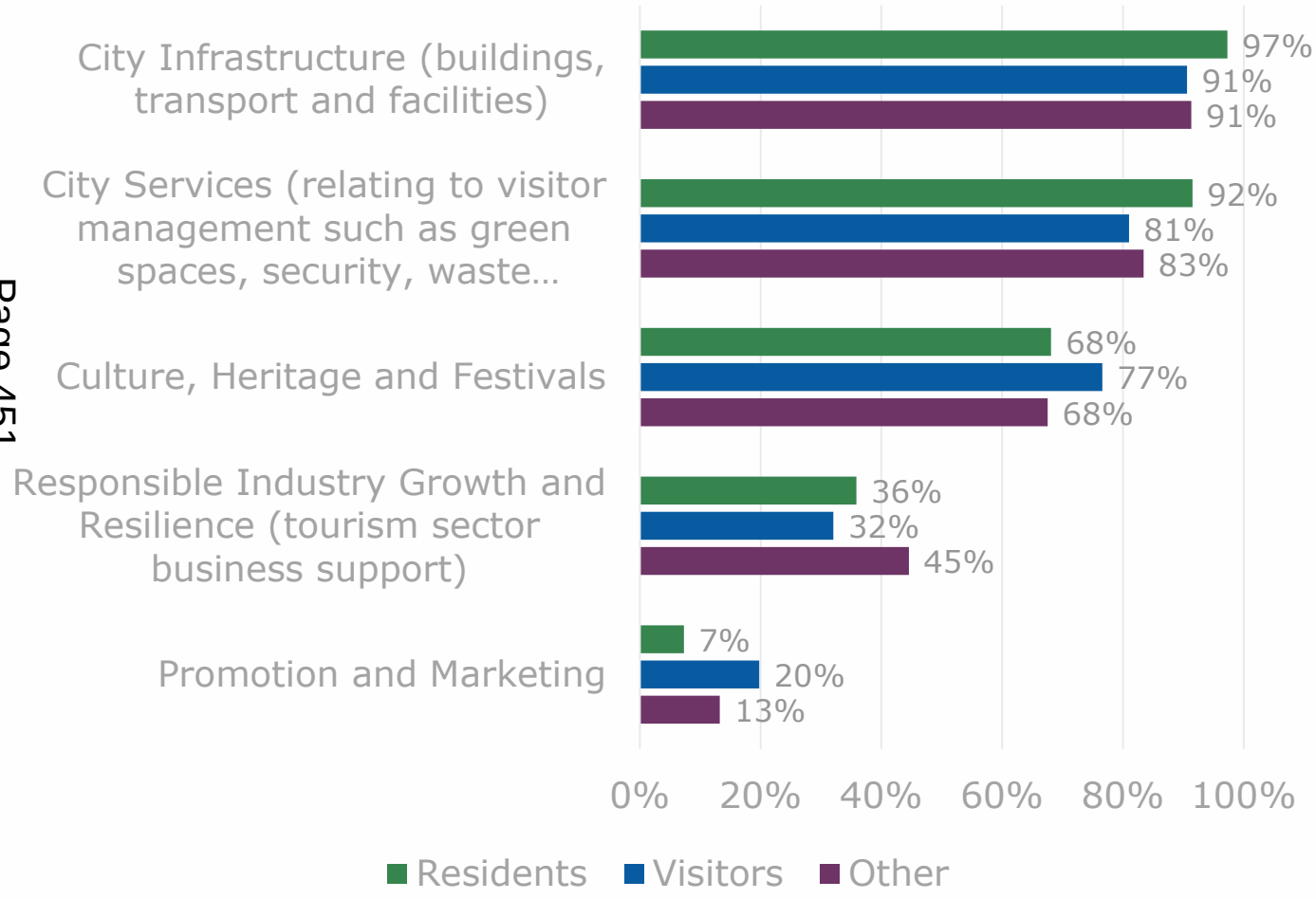


- Almost all respondents (96%) ranked the city infrastructure in their top three priorities where they thought the visitor levy should be invested.
- This was followed closely by city services (90%).
- 69% of respondents ranked culture, heritage and festivals in their top three priorities for investment.

Base: 3,941 respondents

Investing categories

Combined top three respondent investing preferences

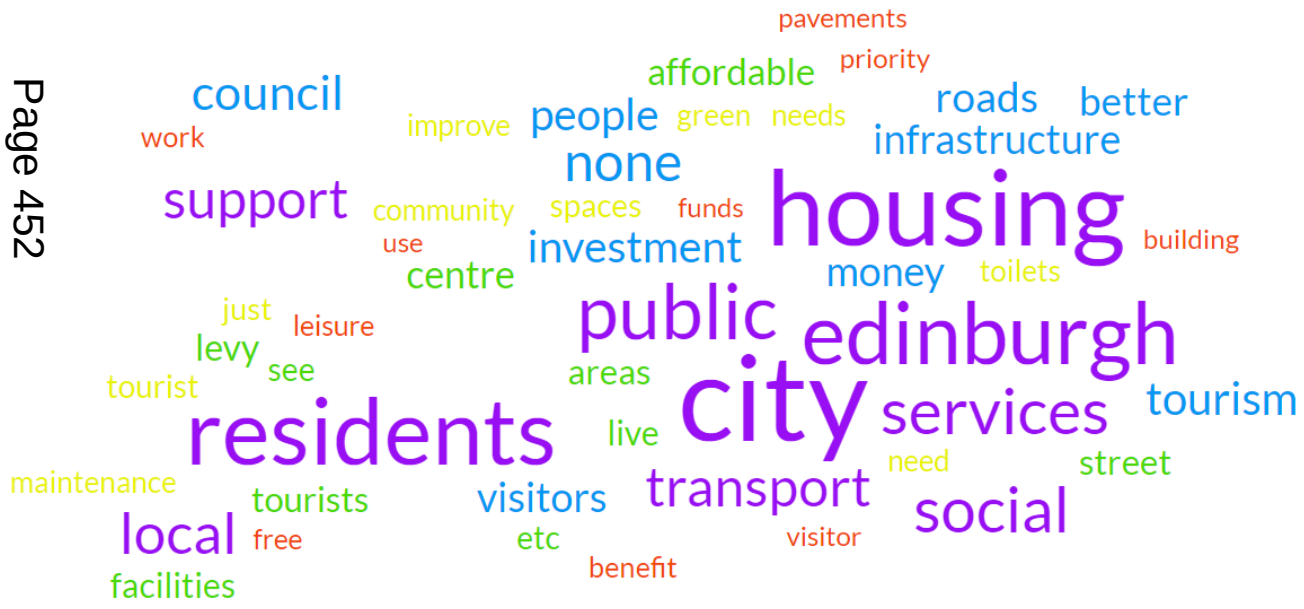


Base: 3,941 respondents (Residents: 3,155; Visitors: 521; Other: 265)

- Almost all residents (97%), including 91% of visitors and 91% of all 'other' respondents, ranked the city infrastructure in their top three priorities where the visitor levy should be invested.
- 92% of residents also prioritised city services in their top three areas for investment, as well as 81% of visitors and 83% of all 'other' respondents.
- 77% of visitors ranked culture, heritage and festivals in their top three priorities for investment, compared to 68% of residents and 68% of all 'other' respondents.
- Visitors felt more strongly about promotion and marketing compared to other respondents, with one in five (20%) ranking this in their top three priorities compared to 7% of residents.

Alternative or specific investment proposals

What, if any, alternative or specific investment proposals would you like to see supported from the Visitor Levy revenue?



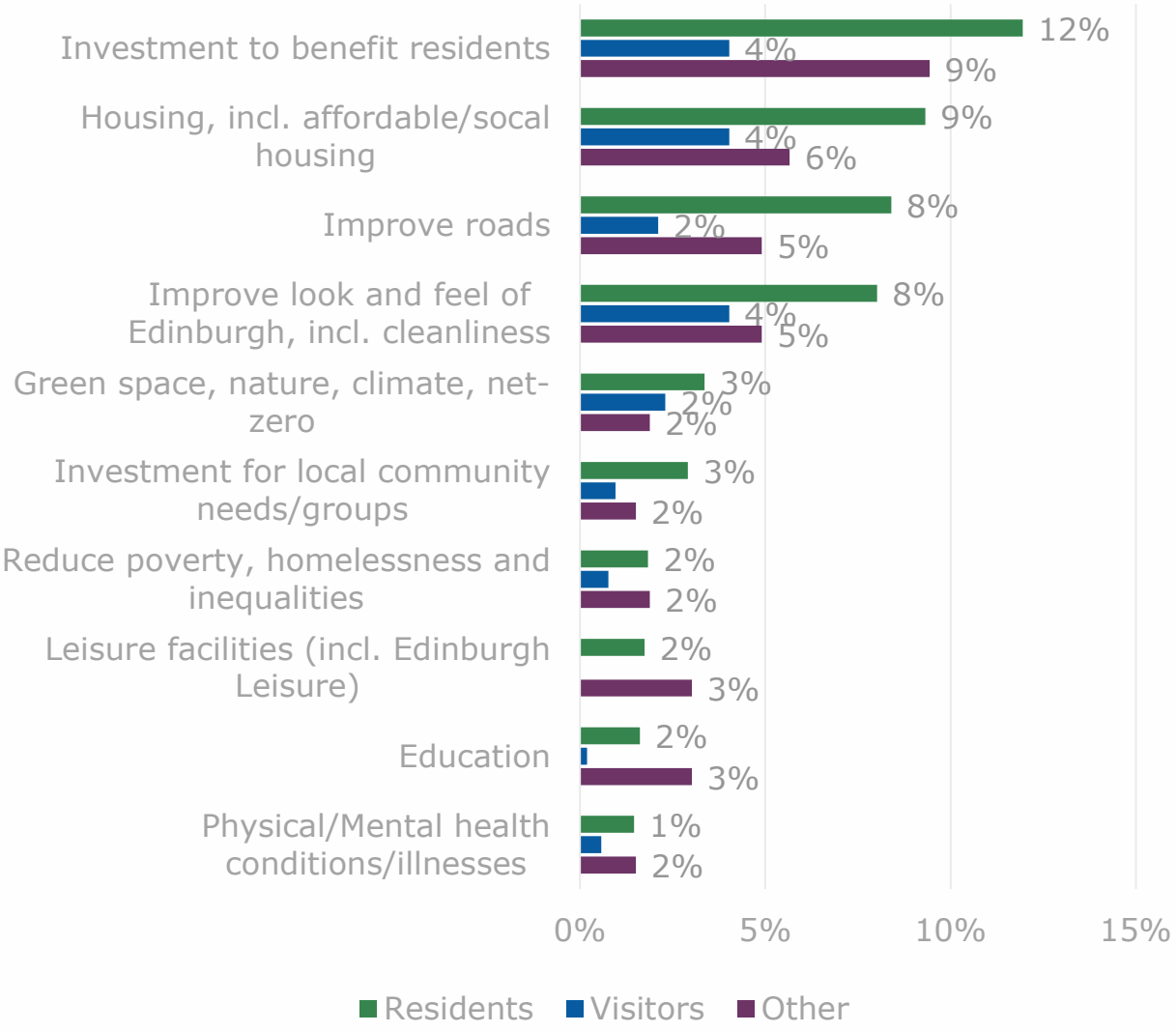
Base: 3,941 respondents

The main alternative investment proposals provided by respondents included:

- Investing in areas that benefit residents, as well as tourists.
- Investing in housing, particularly affordable or social housing.
- Improving roads.
- Improving the look and feel of Edinburgh, including cleanliness.
- Investing in green space, nature, climate and net zero.
- Investment for local community needs/groups
- Investing in leisure facilities, including Edinburgh Leisure.
- Reducing poverty, homelessness and inequalities.
- Improving education.
- Improving support for physical/mental health conditions/illnesses.

Alternative or specific investment proposals

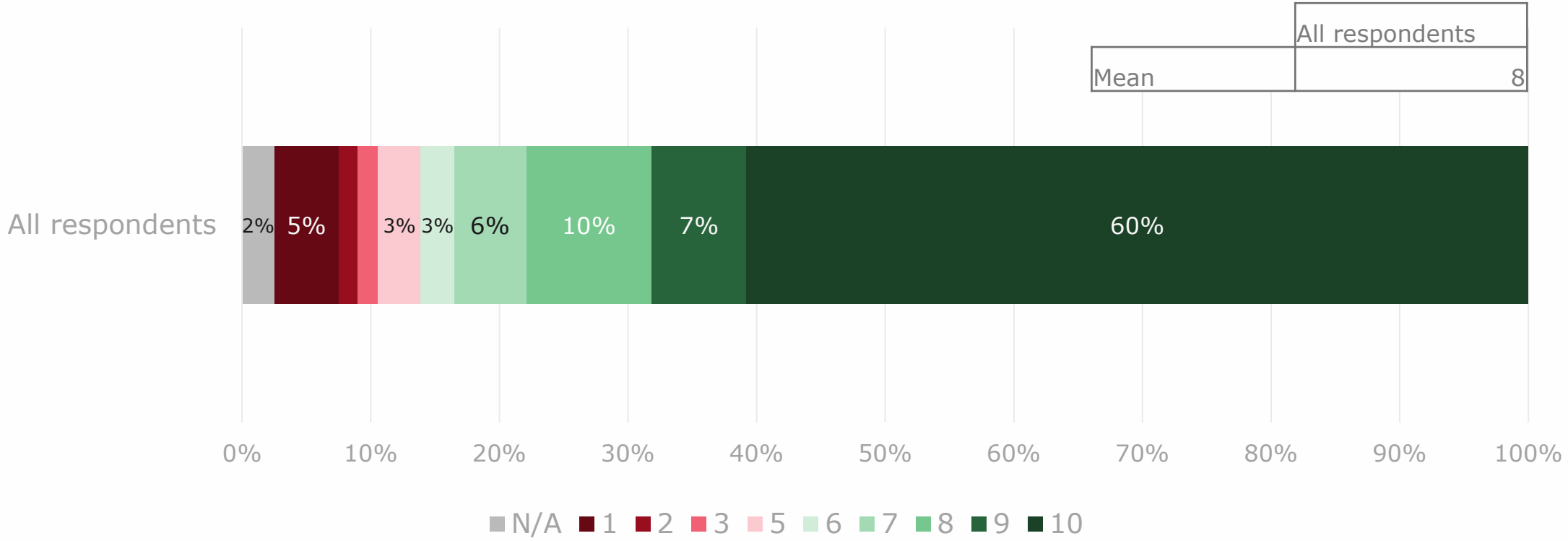
- The majority of alternative proposals were provided by residents.
- Around one in ten residents (12%), 4% of visitors and 9% of 'other' respondents felt that the revenue from the levy should be invested into areas that would benefit residents.
- Around one in ten (9%) residents, 4% of visitors and 6% of 'other' respondents felt that revenue should be invested into housing, particularly affordable or social housing.
- 8% of residents and 5% of 'other' respondents wanted to invest in improving roads and the look and feel of Edinburgh.
- Investing in our climate and nature goals, local community needs, reducing poverty, homelessness and inequalities, improving leisure facilities, improving education and supporting physical and mental health conditions/illnesses were also proposed.



Base: 3,941 respondents (Residents: 3,155; Visitors: 521; Other: 265)

Level of support for introducing a visitor levy in Edinburgh

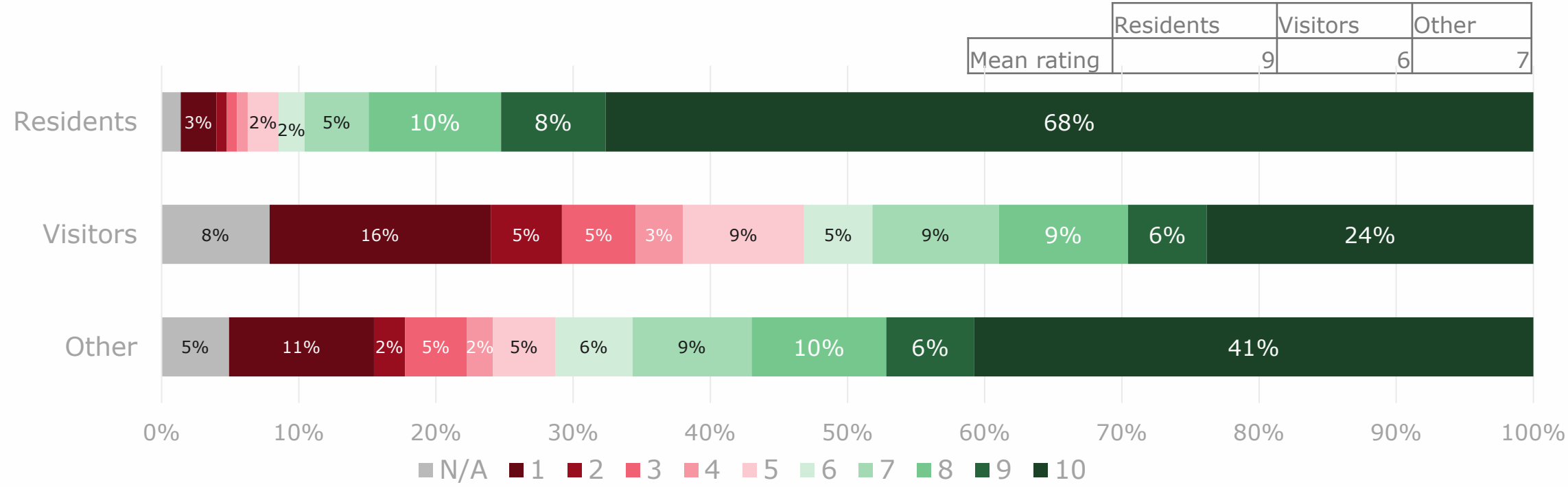
- Respondents were asked to rate their level of support to introducing a visitor levy in Edinburgh on a scale of 1 to 10, where 10 is totally in favour and 1 is totally against.
- The majority of respondents were more supportive of introducing a visitor levy in Edinburgh (85% selected a point between 6-10 on the scale), with 60% totally in favour.



Base: 3,941 respondents

Level of support for introducing a visitor levy in Edinburgh

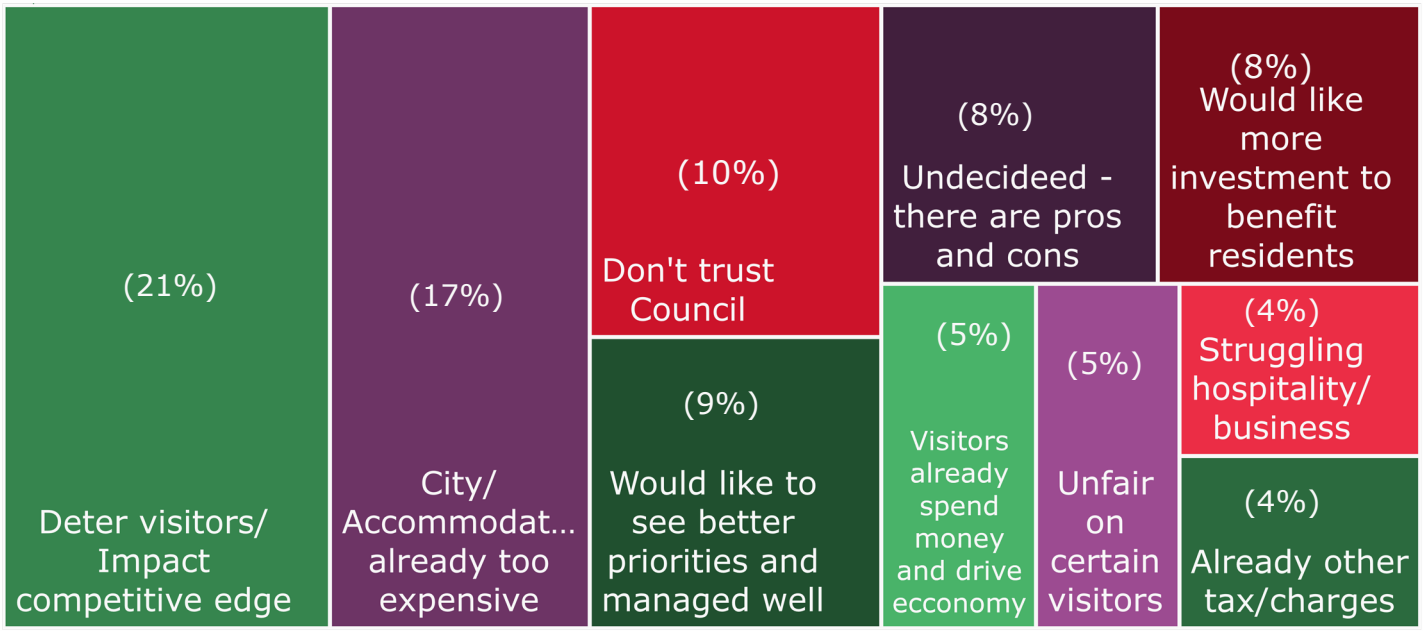
- The majority of residents were more supportive of introducing a visitor levy in Edinburgh (91% selecting a point between 6-10 on the scale), with 68% totally in favour.
- However, visitor opinion differed considerably with only 53% selecting between 6-10 on a scale for supporting the introduction of a levy and only 24% totally in favour.
- 39% of visitors were less likely to support introducing a levy (selecting between 1-5 on the scale).



Base: 3,941 respondents (Residents: 3,155; Visitors: 521; Other: 265)

Reasons for choosing a rating of 1 to 5 on a scale of 1 to 10 (where 1 is totally against and 10 is totally in favour of introducing a visitor levy)

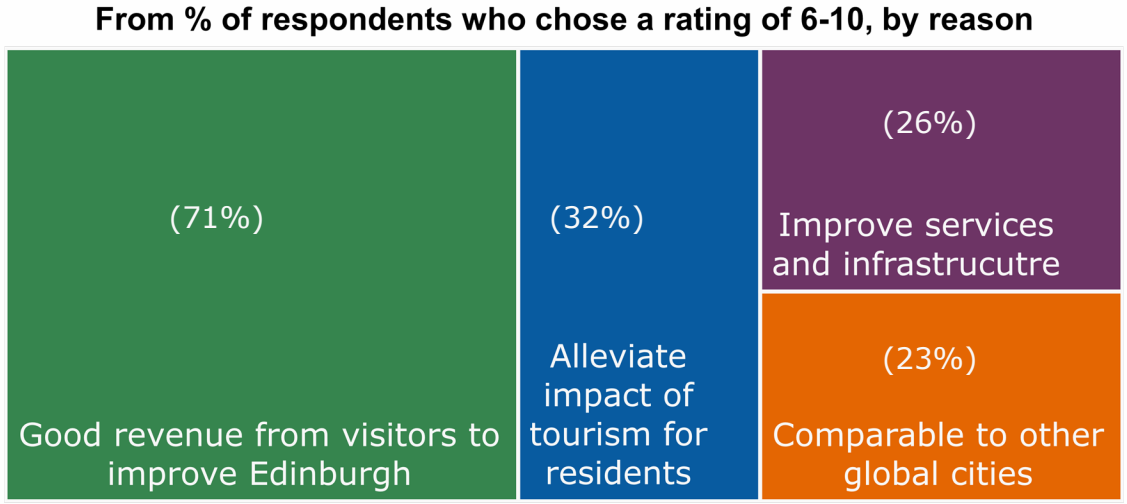
From % of respondents who chose a rating of 1-5, by reason



12% of respondents (7% of residents, 39% of visitors, and 24% of 'other' respondents) selected a rating between 1 to 5 on a scale of 1 to 10 (where 1 is totally against and 10 is totally in favour).

- Respondents, particularly visitors, thought a levy would deter visitors and reduce Edinburgh's competitive edge.
- They also felt the city was already too expensive, including accommodation.
- There was some distrust and lack of confidence, particularly from residents and 'other' respondents, in the Council managing the levy effectively. There would be more support if they levy was invested in the right priorities, including increased benefits to local residents.
- Some were concerned that the levy would disadvantage certain types of visitors including families, low income, festival artists/creatives, and people visiting for health related reasons.
- There was the view that visitors already spend their money in Edinburgh contributing to the economy. Some felt this would likely have a negative impact on the economy and small businesses by discouraging spend. Some also felt that there is already too many taxes and charges on visitors, e.g. VAT.

Reason for choosing a rating of 6 to 10 on a scale of 1 to 10 (where 1 is totally against and 10 is totally in favour of introducing a visitor levy)



85% of respondents (91% of residents, 53% of visitors, and 71% of 'other' respondents) selected a rating between 6 to 10 on a scale of 1 to 10 (where 1 is totally against and 10 is totally in favour).

- The majority of these respondents felt that the levy would be a good and sustainable way to bring in essential revenue from visitors to improve Edinburgh for all.

- Many respondents, especially residents, felt that a levy was needed to alleviate the impact of tourism for residents. Many respondents also felt that it should be invested into improving public services and infrastructure.
- Some felt that Edinburgh should follow the example of many other global cities who already charge a levy and visitors now expect to pay this when visiting popular cities.
- Despite the general support, some respondents lacked confidence that the revenue would be invested wisely to the right priorities and managed well. Others felt it needed to be fair, inclusive and should not be a barrier. The high costs of visiting and living in Edinburgh were raised and there were concerns that a high levy might detract visitors, so a balance is needed.

Conclusion

- Overall, respondents were more supportive of the visitor levy. A higher proportion of residents were totally in favour compared to all other respondents. There were more reservations from visitors.
- Over one in two respondents agreed with the aim and objectives of the scheme. However, many respondents, particularly residents, told us they felt Edinburgh residents should benefit more from the levy. Improving the look and feel of Edinburgh was also important for all respondents, as well as giving more priority to sustaining and enhancing essential public services.
- Almost all respondents ranked the 'city infrastructure' in their top three priorities where the visitor levy should be invested. This was followed closely by 'city services'. Three quarters of visitors ranked culture, heritage and festivals in their top three priorities for investment.
- The majority of alternative investment proposals were provided by residents. Around one in ten residents felt that the revenue from the levy should be invested into areas that would benefit residents, as well as affordable or social housing. Around the same proportion of residents wanted to invest in improving roads and the look and feel of Edinburgh.
- On the whole, the majority of respondents felt that the levy would be a good and sustainable way to bring in essential revenue from visitors to improve Edinburgh for all. However, some respondents needed convincing that the revenue would be invested wisely and managed well, would be inclusive and would not detract visitors.

Conclusion (continued)

- Residents and 'other' respondents were more in favour of the visitor levy being charged as a percentage of the total room bill. Many felt that this was fairest approach for visitors and was future proof. Whereas visitors were more in favour of a flat rate due to it being fairer, easier to understand, offering certainty for the visitor, and it being easier to administer.
- Over one in three of all respondents thought the levy should be set to 5%, if charged as a percentage of the accommodation booking. This was due to it being a good middle ground, it would be unlikely to put visitors off visiting, would generate significant revenue, was comparable to other big cities, and would be easy to calculate and administer. Yet, visitor opinion varied between 1% and 5% depending on the type of accommodation they stayed in.
- Over half of respondents felt that there should be a cap on the number of nights that a visitor should pay their levy on in Edinburgh. This was felt more strongly by visitors. Most residents and 'other' respondents preferred no financial cap. However, over half of visitors suggested values for how much a financial cap should be, with a median value of £1.
- Most respondents felt there should be exemptions for who pays the charge. The top three suggestions included, people working in the festivals and artists, people with physical or mental health conditions or illness, and children and young people.

Thank you

Policy and Sustainability Committee

10am, Tuesday, 12 March 2024

Celebrating Pride month - response to motion

Executive/routine
Wards

1. Recommendations

1.1 To note progress to advance LGBTIQ+ equality in the Council following the Celebrating Pride month motion.

Dr. Deborah Smart

Executive Director, Corporate Services

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Report

Celebrating Pride month – response to motion

2. Executive Summary

2.1 This report details progress to date to create an inclusive Council culture, including:

2.1.1 current and future actions on LGBTIQ+ equality via the Council's Equality and Diversity Framework 2021-2025;

2.1.2 support to local pride activities across the city;

2.1.3 and work with Police Scotland to tackle LGBTIQ+ hate crime.

3. Background

3.1 At the City of Edinburgh Council meeting on 30 June 2022 the following motion on 'Celebrating Pride Month' was agreed.

3.2 "Council:

3.2.1 Welcomes the celebration of Pride in Edinburgh this month;

3.2.2 understands that pride is a celebration of the diversity, history, achievements and equal status of the LGBTIQ+ community;

3.2.3 celebrates the significant strides made in LGBTIQ+ equality in recent decades, but

3.2.4 further understands that Pride is also a protest against the continuing, and in some cases, increasing, inequalities faced by this community;

3.2.5 notes with profound regret the 10% and 87% yearly increases in, respectively, sexual orientation and transgender hate crimes in Scotland in 2021/22,

3.2.6 understands that trans people are integral part of the LGBTIQ+ community, condemns and opposes the ongoing campaigns of hate against them and supports their right to live free from transphobia and to be recognised by society as they wish,

3.2.7 agrees to continue to actively support the work of STRIDE (City of Edinburgh Council's LGBTIQ+ Colleague Network) by ensuring the network has the

required resources to undertake their role in contributing to the creation of an inclusive culture in the organisation,

3.2.8 welcomes warmly the return of full-scale Pride events in the city after the 2020 and 2021 events were cancelled due to Covid-19, including the Pride March on 25 June,

3.2.9 and believes the Council has a central role in driving progress towards the full equality and inclusion of LGBTIQ+ people in Edinburgh."

3.3 Council also:

3.3.1 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:

3.3.1.1 what progress on LGBTIQ+ equality has been made as part of the Council's Equality and Diversity Framework 2021-2025 so far; what future actions it will take as part of the Framework to advance LGBTIQ+ equality including (i) what can be done to support local pride activities across the city;

3.3.1.2 how the Council works with Police Scotland to tackle LGBTIQ+ hate crime;

3.3.1.3 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.

3.4 This paper responds to these requests and sets out next steps for further work to develop the Council's approach equalities.

4. Main report

4.1 The main way for the Council to progress LGBTIQ+ equality is our Equality and Diversity Framework 2021-2025. This includes an equality outcome to ensure Museum stakeholders, visitors and colleagues perceive greater fairness, representation and justice in their communities and local authority area.

Our Rainbow Past: Working in partnership to raise awareness of an LGBTIQ+ collection

4.2 As part of this outcome, Museums and Galleries Edinburgh recently partnered with a PhD candidate at the University of Edinburgh, on a project to make our LGBTIQ+ collection records more accessible and to raise awareness of the groundbreaking Remember When? project archive.

4.3 The Our Rainbow Past project revisited the digital records for all objects in the LGBTIQ+ collection, ensuring they were as comprehensive and searchable as possible. A digital exhibition on the Our Town Stories platform highlighted the collection.

4.4 The Museum Collections Centre provided access to around 460 items which together give an insight to LGBTIQ+ culture and campaigns between 1970 – 2006.

4.5 Members can read more about progress on all of the Council's equality outcomes in the 'Equality and Diversity Framework – March '24 update' paper which is also on the agenda of the March Policy and Sustainability Committee.

Stonewall

4.6 The Council joined Stonewall's Diversity Champions programme in May 2023. Since then, we have worked closely with Stonewall on how the Council can improve the working experience of LGBTIQ+ colleagues. Most recently, in November 2023, they have supported us to complete their UK Workplace Equality Index. Resource was aligned to co-ordinate input from across the Directorates to complete the benchmarking and a project team is now being established to take forward actions from the recommendations once received. Working with Stonewall it is expected that our first report will be available from them between Spring/Summer 2024. It will provide a baseline against which we can measure future progress.

Stride Network

4.7 For 2023/24, a budget of £1,000 was allocated to each Colleague Network to promote and raise awareness of important events, for example LGBT History month. Members of our STRIDE Steering Group are currently planning a programme of events to take place during the month of June 2024. They intend to celebrate how far LGBTIQ+ rights have come since the Stonewall riots of 1969, but to also recognise that there is still more work to be done. The programme will include a guest speaker to raise awareness of LGBTIQ+ matters across the workforce. The programme will end with all colleagues being invited to join STRIDE members and allies at Edinburgh PRIDE on 22 June 2024 to march together through the city.

Future actions

4.8 The Member Equality Working Group held its first meeting in August 2023. As part of this meeting, ideas for the development of a workplan were explored which included key reporting dates, a proposed approach to review the current Equality and Diversity Framework as part of the development of the new Framework required for 2025-2029 and, key dates in the 2023 Diversity calendar such as:

4.8.1 LGBT History month (February)

4.8.2 Transgender Day of Visibility (31 March)

4.8.3 International Lesbian Visibility Day (26 April)

4.8.4 International Day Against Homophobia, Biphobia and Transphobia (17 May)

4.8.5 LGBT Pride Month (June)

4.8.6 Transgender Day of Remembrance (20 November)

4.9 These dates were identified by the STRIDE based on what they would like to focus, and to recognise, promote and commemorate internally over the course of the year. In collaboration with the other colleague networks, additional events are planned in 2024 which will recognise how inequality or disadvantage can overlap. There is also opportunity to promote key dates and relevant work the Council is doing with our external stakeholders. For example, we may take the opportunity to promote work that is already taking place across service areas such as libraries, museums and schools during these notable dates in the Diversity Calendar.

How the Council works with Police Scotland to tackle LGBTIQ+ hate crime

4.10 The Council works within the legislative framework of the Antisocial Behaviour etc Scotland Act 2004 and as a landlord has a duty of care to our tenants. This is reflected in our Antisocial Behaviour Policy with support being provided to those who are victims of hate crime and more formative action being taken against those who are responsible for such crimes in partnership with our colleagues in Police Scotland.

5. Next Steps

5.1 As a part of this work, using existing staff budgets the Council's Policy and Insight team are recruiting an officer to support development of policy in this area. A key priority of this role will be to map equalities activity across the Council and will bring this to Policy and Sustainability Committee in Spring 2024. This, together with current work such as the Gender Recognition Reform motion, reported to Policy and Sustainability Committee on 24 October 2023, will inform the future approach to equalities and the development of the new Framework.

5.2 An update on the implementation of the current Equality and Diversity Framework is also on the agenda for the 12 March 2024 Policy and Sustainability Committee. This includes further examples of work to advance equality, including LGBTIQ+ equality.

5.3 Education colleagues are working with LGBT Youth Scotland on how the Council can support young people ahead of Pride 2024. This links with the Gender Recognition reform motion and engagement feedback from the roundtable.

5.4 Working in collaboration with Police Scotland, and key strategic partners such as the Scottish Fire and Rescue Service, Youth Justice and the NHS Lothian Mental Health Services, supports the Council to achieve common objectives and see tangible benefits to the safety and wellbeing of all our citizens across the City. Especially important within this is that this partnership working reflects our values of addressing inequality, operating sustainably, and attaining wellbeing for our city's

residents. Hate Crime continues to be a focus, and this is reflected in the work across the local multi-agency Community Improvement Partnerships (CIPS) who meet regularly on a monthly basis to discuss any trends in reported crime and antisocial behaviour and take appropriate and proportionate action against those responsible.

5.5 There is a dedicated Police Officer in each of the 4 localities based within the Family and Household Support Service who reviews, in partnership with the Council, the previous 24 hours calls and will prioritise complaints relating to Hate Crime or significant antisocial behaviour and a joint approach will be taken to provide community reassurance and support to citizens and families affected.

6. Financial impact

6.1 Actions arising from this report will require to be contained within existing budgets.

7. Equality and Poverty Impact

7.1 An Integrated Impact Assessment will be developed for the new Equality and Diversity Framework.

7.2 The work is relevant to our public sector equality duty, specific equality duties, the Equality and Diversity Framework, and our broader intention to shift the culture of the organisation to better embed equality.

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 also declared a Climate Emergency in 2019 and a Nature Emergency in 2023. No positive or negative environmental impacts arising from the proposals in this report have been identified.

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

9.1 On-going engagement with equality stakeholders takes place in tandem with the development and delivery of our Equality and Diversity Framework. Engagement has also taken place following the Gender Recognition Reform motion. We will utilise the relationship we have already developed with stakeholders as we explore optionsto support local activities across the city for Pride 2024.

10. Background reading/external references

10.1 Original Celebrating Pride Motion Item 8.24 of Full Council Committee meeting 30 June 2022

10.2 Our Rainbow Past: LGBTQ+ objects from Edinburgh

10.3 Gender Recognition Reform follow up report on engagement, Policy and Sustainability committee 24 October 2023

11. Appendices

11.1 None.

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Policy and Sustainability Committee

10:00, Tuesday, 12 March 2024

Women's Safety in Public Places – Actions Update

Executive/routine	**Routine**
Wards	**All**

1. Recommendations

1.1 The Policy and Sustainability Committee is asked to:

1.1.1 note the content of the report, which outlines activities undertaken by the Women's Safety in Public Places Community Improvement Partnership (WSPP CIP) to work with partners within and outside the council to contribute to Edinburgh's Park Lighting Guidance, to the recruitment of the Nighttime Coordinator and to the endorsement of the 'Get Me Home Safely' campaign.

1.1.2 note that these workstreams are ongoing and still in progress, with work expected to continue through 2024 until they are concluded. Consequently, the report presents the work undertaken to date, as well as the work expected to be undertaken in the coming months.

Amanda Hatton

Executive Director of Children, Education and Justice Services

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EDINBVRGH
THE CITY OF EDINBURGH COUNCIL

Report

Women's Safety in Public Places – Actions Update

2. Executive Summary

2.1 This report outlines the ways in which the relevant officers involved in leading the Equally Safe Edinburgh Committee, Lighting, and Community Safety work together to embed principles enhancing Women's Safety in Public Places (WSPP) in all community safety and improvement activity.

2.2 The report specifically focuses on actions allocated to the WSPP Community Improvement Partnership (WSPP CIP) by the Policy and Sustainability Committee around supporting the new Park Lighting Guidance, as well as the joint work taking place on Feminist Town Planning, the endorsement of the 'Get Me Home Safely' campaign and the recruitment of the Nighttime Coordinator.

2.3 It demonstrates the close working relationships between officers involved in the relevant workstreams, as well as the commitment for this level of partnership work to continue until those workstreams are completed.

3. Background

3.1 The Women's Safety in Public Places Community Improvement Partnership (WSPP CIP) was formally created in January 2022 in response to council motions calling for improvements in this area in 2021 (for details on the relevant motions, please see section 10 of this report).

3.2 The WSPP CIP consists of partners from the City of Edinburgh Council, Police Scotland and the voluntary sector. It reports to the Equally Safe Edinburgh Committee(ESEC) bi-monthly, to the Edinburgh Community Safety Partnership quarterly, and provides annual progress reports to the Policy and Sustainability Committee.

3.3 On 23 May 2023, the following actions were added to the Policy and Sustainability Committee's Rolling Action Log:

3.3.1 'To agree to liaise with officers designing the above lighting guidance and feed any relevant responses as outlined in paragraph 5.3 of the report to address concerns and inform innovative solutions as far as possible' and

3.3.2 ‘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 progressed to ensure women’s safety in Edinburgh was embedded across all these strands of work’

3.4 This report outlines how the WSPP CIP is working in partnership both with a range of divisions within the Council as well as with external partners to implement those actions.

4. Main report

Edinburgh Parks Lighting Guidance

4.1 Officers responsible for developing the Parks Lighting Guidance and for Women’s Safety in Public Places met to discuss the incorporation of information gathered through the Women’s Safety in Public Places consultations into the future strategy for lighting the city’s parks and open spaces.

4.2 On 11 May 2023, a report was submitted to the Culture and Communities Committee on ‘Guidance on Park Lighting’. The report recognises that some people, and women in particular, might find parks intimidating, especially after dark.

4.3 It further recognises that lighting is only one piece in the puzzle of preventing violence against women and girls (VAWG) and improving their safety and their perceptions of safety in public places. This is because some of the key factors that women identified as contributors to feeling unsafe included the behaviour of men, young people, public drinking and antisocial behaviour, which require a different approach.

4.4 The report to the Culture and Communities Committee also included a report by Calvium, titled ‘Park Lighting: Illuminating existing paths in Edinburgh’s parks’. In the Calvium report, a review of all 149 parks in Edinburgh categorised them in order of need for additional lighting based on their connections to local destinations, transport links, SIMD information, number and use of connecting paths and perceptions. Based on the work by Calvium, a prioritised list of parks and open spaces in Edinburgh will be assessed for additional lighting. However, it is envisioned that over time all parks and open spaces will need to be evaluated and revisited periodically to ensure they meet the guidance.

Edinburgh as a Feminist City

4.5 The ‘Edinburgh as a Feminist City’ motion was tabled by Cllr. O’Neill and supported by Full Council on 4 May 2023. The motion calls for learning from other cities who have adopted a feminist town planning approach to be implemented in Edinburgh and for a Cross-Party Short-Life Working Group (CPSLWG) to be formed to coordinate this work. The aim of the motion is to create a safer and more inclusive Edinburgh for women, girls and people of marginalised genders.

4.6 The officer group concerned with this work includes colleagues from Planning and Equally Safe and has been meeting since June 2023. The Planning Committee approved the creation of the SCLPWG on 15 November 2023.

4.7 The Lead Officer for Equally Safe and Women's Safety in Public Places is also a member of the Feminist City Officer Group as well as the Feminist City CPSLWG. This enables for up-to-date information exchange and regular communication between all stakeholders in improving women's safety including Police Scotland's 'E' Division, a range of Council divisions and partners in the third sector.

'Get Me Home Safely' Campaign and Edinburgh's Nighttime Coordinator

4.8 The Lead Officers for the ESEC and for Community Safety have been working closely together since 2022 as part of the developing work on women's safety in public places. The ESEC Lead Officer is also responsible for leading the WSPP CIP, while the Lead Officer for community safety is responsible for the implementation of the 'Get Me Home Safely' campaign and for the recruitment of the Edinburgh Nighttime Coordinator.

4.9 In ongoing conversations about the progress of the work, the Lead Officers have a mutual understanding of, and opportunities to input into, each other's work. They also work closely with stakeholders, including Police Scotland and third sector organisations.

4.10 At the time of writing this report, the recruitment of a Nighttime Coordinator was agreed by the Finance and Resources Committee's meeting on 25 January 2024. The ESEC Lead Officer and the Community Safety Lead Officer are committed to working together to ensuring that women's safety in the nighttime economy is a key priority for the nighttime coordinator once they are recruited.

4.11 Further, as the 'Get Me Home Safely' campaign has now been endorsed by the Council, the Licensing department and trade unions are now involved in its implementation. Once the nighttime coordinator is in post, one of their responsibilities will be to bolster the campaign with employers in the nighttime economy to improve the safety of workers.

4.12 Given the existing close working relationship between the leads of the two key workstreams mentioned in this motion, partnership work will be continuing in this area, ensuring that women's safety remains a priority across them.

5. Next Steps

5.1 As a next step in this process, AtkinsRealis are currently carrying out work in the parks and open spaces identified as highest priority in terms of additional lighting. Their work involves environmental visual audits and discussions with local residents, elected members, and community councils and groups to discern the specific needs of the communities.

5.2 For each site, a final lighting proposal will be compiled following the completion of this work, following consultation with key stakeholders within the Council and with the WSPP CIP.

5.3 The lead officers for community safety and women's safety in public places will continue to work together to ensure that women's safety is embedded within any community improvement activities.

5.4 This report focuses entirely on the actions assigned to the WSPP CIP as per the Policy and Sustainability Committee's Rolling Action Log. A fuller report on the activities of the WSPP CIP in the year 2023-2024 will be presented at the Policy and Sustainability Committee's next meeting in May 2024. The Park Lighting Guidance and update on progress of the programme will be reported separately to Culture and Communities Committee as part of its reporting on parks investment.

6. Financial impact

6.1 At this stage, there are no additional financial implications for partnership working between the WSPP CIP and the review of the Parks Lighting Guidance or for the WSPP CIP's involvement in the work on 'Edinburgh as a Feminist City'.

6.2 Any financial impacts incurred in the process of developing Edinburgh's lighting approach in parks and open spaces (as well as a wider lighting approach to streets, etc., as part of developing a Public Lighting Strategy, for example) will be incurred by the relevant division within the Place Directorate.

6.3 However, it is anticipated that in due course, any additional costs required to increase lighting levels in Edinburgh will be covered by the appropriate division with reporting made to the relevant Committee.

6.4 Future financial impacts may include re-apportioning existing budget within the Planning Service to resource additional work. Full details of any impacts will become clear as work progresses, and they will be detailed to the relevant Committee.

7. Equality and Poverty Impact

7.1 The work to increase Women's Safety in Public Places is expected to have a positive impact across all equality areas and for people with any protected characteristics. Evidence strongly suggests that when public spaces are made safer for women and girls, they tend to become greener, more welcoming, and safer for everyone in the community.

7.2 As this work is still in progress, specific changes and proposals will not be made until the work on the Park Lighting Guidance is completed and recommendations are made on proposals to improve lighting in specific locations. As a result, an Integrated Impact Assessment (IIA) has not been carried out in the context of this

report, but individual IIAs will likely be carried out once specific proposals for change are made.

7.3 However, with regard to Equality and Poverty specifically, there is overwhelming evidence to show that VAWG and wider gender inequity of access to public spaces and resources adversely impacts women's and girls' life chances. UK-based research confirms that women's concern for personal safety often precludes them from full and meaningful inclusion in public spaces, further limiting their ability to be involved in activities that would improve their overall physical and mental wellbeing, support income generation and enhance their overall participation in public life.

7.4 Research by the West Midlands Combined Authority further confirmed that women and girls turn down opportunities in employment and training due to limited transport and travel options and feelings of unsafety contributes to a loss of an estimated 3.7% of GDP.

7.5 The same research indicates that making public spaces safer for women and girls will have considerable social, health, and financial benefits through reducing the wider inequalities women experience in society.

7.6 With measures that improve women's safety in public places, including the 'Get Me Home Safely' campaign and the recruitment of a nighttime coordinator, it is expected that women and girls will feel safer and more included in using outdoor spaces for recreation, travel, commuting and exercise. Consequently, as more women feel safer traveling to and from work, this will help reduce poverty or the risk of falling into poverty.

8. Climate and Nature Emergency Implications

8.1 The work on improving Women's Safety in Public Places in Edinburgh is expected to have a positive environmental impact, provided that any innovative lighting solutions strike a balance between improving safety and mitigating environmental risks. Potential examples of how this can be achieved include motion-activated lighting or bat/wildlife-friendly lighting in parks and open spaces.

8.2 A positive impact is anticipated in reducing emissions. During the Women's Safety in Public Places consultation, women told us that they would rather use a private vehicle than travel actively to a location or use public transport due to safety concerns. As women and girls start to feel safer in Edinburgh's public spaces, it is anticipated that the perceived need to use a private vehicle may reduce.

8.3 An impact that will need to be assessed is the need for additional and improved levels of lighting. Lighting contributes to increased feelings of safety; however, it may also have unintended consequences including an energy impact as well as a potential impact on wildlife and biodiversity. The Park Lighting Guidance will consider these issues when consulting with residents and stakeholders of local parks and open spaces that have been identified as requiring improvements as well as with the WSPP CIP. Part of this consultation will consider innovative solutions

such as solar or wind-power, motion-activated lighting, and bat-friendly lighting as potential alternatives to mitigate environmental and biodiversity risks and costs.

8.4 No environmental impacts have been identified as part of the work to recruit a Nighttime Coordinator, from the endorsement of the 'Get Me Home Safely' campaign, or from the joint work involved to implement those.

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

9.1 The work around Women's Safety in Public Places has involved considerable consultation with Edinburgh communities, and particularly with women and girls. Through formal consultations in the summer of 2022 and winter 2023, women and girls told us that:

(a) Between 73% - 80% have experienced some form of harassment, abuse or violence while in a public space.

(b) The top 3 factors women identified as key contributors to not feeling safe included lighting levels, the behaviour of men and the behaviour of young people.

(c) Women and girls indicated feeling less safe in public places during hours of darkness

9.2 The work to increase Women's Safety in Public Places further supports the Council to progress a broad range of local and national priorities, duties and frameworks:

9.2.1 The City of Edinburgh Council's Equality and Diversity Framework 2021-2025 makes a commitment to be 'more empowering of citizens, colleagues and partners'. Its key priorities include 'Inclusive Communities: People at risk of harm through poverty and deprivation, hate crime and discrimination, violence against women, children and young people or of becoming involved in crime are protected and supported' and 'Improved health, wellbeing and attainment for young people: Increasing the life chances of all young people by increasing attainment at school'.

9.2.2 The Edinburgh City Vision 2050 promises that we will create a Fair, Pioneering, Welcoming and Thriving Edinburgh.

9.2.3 The City of Edinburgh Council Business Plan 2023- 2027 has 3 key priorities:

(a) Create good places to live and work

(b) End poverty in Edinburgh

(c) Become a net zero city by 2030

9.2.4 The Edinburgh Partnership Community Plan 2022-2028 also identifies 2 relevant priorities:

(a) Priority 2: Access to work, learning and training opportunities

(b) Priority 3: A good place to live

9.2.5 The Public Sector Equality Duty places an onus on public bodies to:

(a) Eliminate unlawful discrimination, harassment and victimisation

(b) Advance equality of opportunity between people who share a protected characteristic and those who do not

(c) Foster good relations between people who share a protected characteristic and those who do not.

9.2.6 The Fairer Scotland Duty places a legal responsibility on public bodies to actively consider 'how they can reduce inequalities of outcome caused by socio-economic disadvantage when making strategic decisions'.

9.2.7 Equally Safe, Scotland's strategy to prevent and eradicate VAWG has the following vision: 'A strong and flourishing Scotland where all individuals are equally safe and respected, and where women and girls live free from all forms of violence, abuse and exploitation – and the attitudes that help perpetuate it'.

9.2.8 The purpose of Scotland's National Performance Framework includes:

(a) Giving opportunities to all people living in Scotland

(b) Increasing the wellbeing of people living in Scotland

(c) Creating sustainable and inclusive growth and

(d) Reducing inequalities and giving equal importance to economic, environmental, and social progress

The relevant National Outcomes to this work include: Children and Young People, Communities, Culture, Economy, Education, Environment, Health and Human Rights.

9.2.9 Public Health Scotland (PHS) has identified Scotland's public health priorities and violence against women and girls, with priority 1 being 'A Scotland where we live in vibrant, healthy and safe places and communities.

9.3 Beyond the positive impact this work is expected to have on women and girls, it is expected that the impact it will have on men might be more complex. Although making Edinburgh safer for women and girls is very likely to make it safer for all residents, a number of men have been vocal, during the Women's Safety in Public Places consultations as well as during the #RespectHerSpace campaign, expressing feeling targeted and negatively portrayed. Others argued that men are more likely than women to be victimised in public places (which is statistically true) and they felt excluded from efforts to make Edinburgh safer.

9.4 To address these risks, officers relied on robust communications strategies and forward planning to address such comments and any complaints. The Women's Safety in Public Places consultation also involved one focus group exclusively for men, and invited responses from all residents-not only women and girls.

9.5 The workstream on Feminist City Planning further aims to make Edinburgh safer by design for all of its residents.

9.6 The work on the new Park Lighting Guidance is aimed to make parks safer places overall, for all members of the public and similarly, the work of the Nighttime Coordinator and the 'Get Me Home Safely' campaign are aimed at all residents and tourists working in, or enjoying, Edinburgh's nighttime economy.

9.7 Lastly, there are currently no financial risks associated with the partnership work between the WSPP CIP and colleagues working on the Parks Lighting Guidance, the appointment of the Nighttime Coordinator, the 'Get Me Home Safely' campaign and the Feminist City CPSLWG.

9.8 However, it is anticipated that, as work progresses and projects are proposed and delivered, additional expenditure might be required which may involve a level of risk to the Council. As there is no concrete plans that require a financial investment at present, the WSPP CIP will bring any financial risks to the attention of the relevant Committee at an appropriate time in future.

10. Background reading/external references

10.1 'Women's Safety in Public Places' motion by Cllr. Watt at the City of Edinburgh Council meeting on 29 April 2021.

10.2 'Creating a Safer First and Last Mile Journey for Women and Girls' motion by Cllr. Osler at the City of Edinburgh Council meeting on 26 August 2021.

10.3 Guidance on Park Lighting: report to the Culture and Communities Committee on 11 May 2023.

10.4 Women's Safety in Public Places initial report to the Policy and Sustainability Committee on 30 November 2021.

10.5 Women's Safety in Public Places update report to the Policy and Sustainability Committee on 23 May 2023.

10.6 Women's Safety in Public Places Community Improvement Partnership progress report to the Policy and Sustainability Committee on 1 November 2022.

10.7 Public Sector Equality Duty

10.8 The City of Edinburgh Council's Equality and Diversity Framework 2021-2025

10.9 Edinburgh City Vision 2050

10.10 The Edinburgh Partnership Community Plan 2022-2028

10.11 The Fairer Scotland Duty

10.12 Equally Safe, Scotland's strategy to prevent and eradicate VAWG

10.13 Scotland's National Performance Framework

10.14 Scotland's public health priorities and violence against women and girls: Priority 1: 'A Scotland where we live in vibrant, healthy and safe places and communities'.

Navarrette-Hernandez, P.; Vetro, A. & Concha, P. (2021): Building safer public spaces: Exploring gender difference in the perception of safety in public space through urban design interventions. *Landscape and Urban Planning,* Volume 214. Available at: https://www.sciencedirect.com/science/article/abs/pii/S0169204621001432 as accessed on 23 January 2024.

10.15 West Midlands Combined Authority (2022): Transport Champions for Tackling Violence Against Women and Girls.

11. Appendices

None

Policy and Sustainability Committee

10.00am, Tuesday 12 March 2024

Internal Audit Open and Overdue Internal Audit Actions - Performance Dashboard as at 29 January 2024 – 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 relevant items in appendix 2 Internal Audit Open and Overdue Internal Audit Actions - Performance Dashboard as at 29 January 2024 to the Policy and Sustainability Committee with the following recommendations:

1) To recommend that the Policy and Sustainability Committee adds items 4, 5 and 6 to the Forward Work Plan; and
2) To recommend that the Policy and Sustainability Committee adds items 7, 8, 9 and 10 to the Business Bulletin.

Dr Deborah Smart
Executive Director of Corporate Services

Contact: Joanna Pawlikowska, Assistant Committee Officer
Legal and Assurance Division, Corporate Services Directorate

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Referral Report

Internal Audit Open and Overdue Internal Audit Actions - Performance Dashboard as at 29 January 2024

2. Terms of Referral

2.1 On 20 February 2024, the Governance, Risk and Best Value Committee considered a report on the Internal Audit Open and Overdue Internal Audit Actions – Performance Dashboard as at 29 January 2024.

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 29 January 2024.

2.2.2 To refer the items in the table at appendix 2 of the report by the Head of Internal Audit to the following committees with the following recommendations:

- Items 1,2 and 3 to Finance and Resources Committee and recommends this becomes a standing item on their Business Bulletin until the end of 2024 to ensure any slippage in progress is addressed;
- Items 4, 5 and 6 to Policy and Sustainability Committee and recommends that they add this to their Forward Work Plan;
- Item 7 to Policy and Sustainability Committee and recommends that the Committee adds this to their Business Bulletin;
- Items 8, 9 and 10 to Policy and Sustainability and Education, Children and Families Committee and recommends that the Committees adds this to their Business Bulletin;
- Items 11,12, 13, 14 and 15 to Education, Children and Families Committee for noting; and

2.2.3 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.

3. Background Reading/ External References

3.1 Governance, Risk and Best Value Committee – 20 February 2024 – Webcast

4. Appendices

Appendix 1 – Overdue audit actions as at 29 January 2024

Overdue audit actions as at 29 January 2024

Ref:	Directorate	Audit Code	Audit Name link to report and date	% Progress	Title	Priority Rating	Agreed Management Action	Status	Expected Date	Revised Date	Days Overdue	Status Update	Business Lead
4	Corporate Services	CW2001	Arms length external organisations (ALEOs) August 2021	29% 7 Actions 2 closed 5 in progress 3 overdue	1.1 ALEO Governance Framework	High Priority	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 made.	In Progress	30/09/2022	29/03/2024	483	Revised completion date has been set to allow time for key person dependency and also to take on board recommendation's from Tram Inquiry.	Deborah Smart Nick Smith Gavin King
5					2.1 - Conflicts of Interest and Appointments	High Priority	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. 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. Each Directorate will be asked to confirm annually, that the background, skills and experience of each CO remains appropriate.	In Progress	30/06/2023	31/05/2024	210	Revised completion date has been set to allow time for key person dependency and also to take on board recommendation's from Tram Inquiry.	Deborah Smart Nick Smith Gavin King
6					2.2 - Training	High Priority	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	210	Revised completion date has been set to allow time for key person dependency and also to take on board recommendation's from Tram Inquiry.	Deborah Smart Nick Smith Gavin King
7	Place	CW2006	**Health and Safety – Asbestos Recommendations - B agenda**	89% 9 Actions 8 closed 1 in progress 1 overdue	2.1b: Estates and Facilities Management – population of CAFM system	Medium Priority	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	301	Revised completion date has been set to 31/03/24 following discussion with FM Management. 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.	Paul Lawrence Gareth Barwell Mark Stenhouse

Ref:	Directorate	Audit Code	Audit Name link to report and date	% Progress	Title	Priority Rating	Agreed Management Action	Status	Expected Date	Revised Date	Days Overdue	Status Update	Business Lead
8	Corporate Services	CW2101	Complaints Management July 2022	75% 8 Actions 6 closed 2 in progress 2 overdue	2.1 Complaints management and oversight – Corporate Services	Medium Priority	Following completion of the review by the Strategic Complaints function (recommendation 1.1), Corporate Services will establish a suitable Directorate level oversight and assurance process to support compliance with the Corporate Complaints policy, ensuring that our current practice for monitoring performance is suitably enhanced so as to provide assurance that all Corporate Services complaints are being managed appropriately.	In Progress	31/12/2023	29/02/2024	26	Action is progressing, date extended to ensure sufficient time to provide evidence to Internal Audit of the process operating in practice.	Deborah Smart Nick Smith Gavin King
9	Children, Education and Justice Services				2.1c Complaints management and oversight – Children, Education and Justice Services	Medium Priority	Complaints for schools are reviewed and discussed by senior management on a weekly basis. A summary report will be provided to Education and Children's Services senior management team (SMT) on a regular basis to support directorate oversight processes. In addition, to ensure adequate oversight at a directorate level, Education and Children's Services SMT will review complaints on a monthly basis. This will include reviewing the number, nature, process compliance as well as lessons learnt, monitoring of any action plans and change management. This will be reviewed as part of the wider quality and assurance and performance management session for the directorate and in line with the review by the Strategic Complaints function.	In Progress	31/12/2023	31/03/2024	26	Action is progressing, date extended to ensure sufficient time to provide evidence to Internal Audit of the process operating in practice.	Amanda Hatton Gillian Tracey
10	Children, Education and Justice Services	CW2202	Application technology controls - SEEMIS November 2022	67% 3 Actions 2 closed 1 in progress 1 overdue	1.1 SEEMiS Records Retention and Disposal	Medium Priority	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	31/01/2024	240	Revised completion date has been set to 31/01/24 per update that Education colleagues confirm they are finalising the new guidance and ensuring the link to the council retention schedules are accurate.	Amanda Hatton Lorna French Gillian Tracey

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Policy and Sustainability Committee

10.00am, Tuesday 12 March, 2024

Edinburgh Partnership Survey 2023- referral from the Culture and Communities Committee

Executive/routine
Wards
Council Commitments

1. For Decision/Action

1.1 The Culture and Communities Committee has referred a report on the Edinburgh Partnership Survey 2023 to the Policy and Sustainability Committee for information.

Dr Deborah Smart
Executive Director of Corporate Services

Contact: Louise Williamson, Assistant Committee Officer
Legal and Assurance Division, Corporate Services Directorate
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Referral Report

Edinburgh Partnership Survey 2023- referral from the Culture and Communities Committee

2. Terms of Referral

2.1 On 29 February 2024, the Culture and Communities Committee considered a report by the Executive Director of Corporate Services which summarised the results of the first Edinburgh Partnership Survey, undertaken in 2023, with specific focus on the results of the survey that were relevant to the City of Edinburgh Council

2.2 The Culture and Communities Committee agreed:

2.2.1 To note the report by the Executive Director of Corporate Services on the Edinburgh Partnership Survey 2023.

2.2.2 To note the draft forward plan for the Edinburgh Partnership Board meetings.

2.2.3 To refer the report to the Policy and Sustainability Committee for information.

3. Background Reading/ External References

Minute of the Culture and Communities Committee of 29 February 2024.

4. Appendices

Appendix 1 – Report by the Executive Director of Corporate Services

Culture and Communities Committee

10am, Thursday, 29 February 2024

Edinburgh Partnership Survey 2023

Executive/routine	
Wards	**All**

1. Recommendations

1.1 Note the contents of the Edinburgh Partnership Survey 2023.

1.2 Note the draft forward plan for the Edinburgh Partnership Board meetings.

1.2 Refer this report to the Policy and Sustainability Committee for information.

Deborah Smart

Executive Director Corporate Services

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Report

Edinburgh Partnership Survey 2023

2. Executive Summary

2.1 This report summarises the results of the first Edinburgh Partnership Survey, undertaken in 2023, with specific focus on the results of the survey that are relevant to the City of Edinburgh Council.

3. Background

3.1 The Edinburgh Partnership jointly funded and commissioned a survey of Edinburgh residents to support monitoring of the Local Outcome Improvement Plan. This is a shared goal between partners which lacked monitoring information against several indicators.

3.2 The survey is broad in scope, covering many aspects of perceived Council performance – especially in relation to neighbourhood services and the experience of living in Edinburgh – alongside themes that are of interest to all partners, such as education and skills, financial hardship, and community cohesion. The outputs of the survey will support the development of partner and Council strategic planning.

3.3 The Edinburgh Partnership Survey (the survey) cost £60,000 and interviewed 3,736 residents aged 16 and over. The Council paid £20,000 of this cost and provided support in procuring, designing, managing, and reporting the survey results.

3.4 Fieldwork was undertaken between July and September 2023.

3.5 The survey used the same methodology as the 2018 (and previous years) Edinburgh People Survey; using in-street interviewing at locations in all wards, to obtain a roughly equal sample from each of the four localities. Each locality sample was representative in terms of age and gender, and classification by the Scottish Index of Multiple Deprivation (SIMD). 522 individuals interviewed were from the 20% most deprived SIMD areas in Scotland. 640 individuals interviewed were from ethnic minority (non-white Scottish / British) backgrounds.

3.6 Data from the survey is jointly owned by the partners. Results have been communicated to the Edinburgh Partnership Board and published on the Edinburgh Partnership Website, and will be reported to Local Community Planning Partnerships in January and February 2024. A news release was issued in

December 2023 to share results with members of the public. Results will be promoted to colleagues through internal communication channels.

4. Main report

Neighbourhood and services

4.1 Results showed that residents have a positive experience of living in Edinburgh and in their neighbourhood. Satisfaction with neighbourhood was 91%, compared to 89% in the 2018 Edinburgh People Survey. Satisfaction with the city as a place to live was 94%, compared to 95% in the 2018 Edinburgh People Survey. There is no real change in either of these indicators.

4.2 The most recent national figures are from the 2022 Scottish Household Survey. 96% of Edinburgh residents rated their area as very or fairly good. The figure for the whole of Scotland was 96%. Rural local authorities tend to score higher (e.g. Western Isles – 98%; Orkney Islands – 99%), while urban local authorities tend to score lower (e.g. Dundee City – 92%; Glasgow City – 92%).

4.3 The most important factors influencing satisfaction with neighbourhood were, in order: the cleanliness of the neighbourhood; management of antisocial behaviour; parks and green / blue spaces; and sports, leisure and community facilities.

4.4 Residents were generally satisfied with their neighbourhood's public transport (91% satisfied); parks and other green or blue spaces (90%); and that it was easy to walk, cycle or wheel around (95%).

4.5 Residents were less satisfied with road safety (80% satisfied); cleanliness of the neighbourhood (77%); management of antisocial behaviour (72%); sports, leisure and community facilities (82%); and health services (83%).

4.6 Figures were similar across all localities, and there was no locality which was consistently seen as performing better or worse across a range of services and outcomes.

4.7 Only 67% of residents felt that services in their neighbourhood took account of the needs of people like them. This was higher amongst those aged 65+ (77%) and those from an ethnic minority background (74%), and lower amongst those from the 20% most deprived SIMD areas (49%) and those who were unemployed (35%).

4.8 In most cases, satisfaction with all local services and facilities was substantially lower for residents living in the 20% most deprived SIMD areas. Satisfaction with management of antisocial behaviour was 44%, compared to 76% for those in less deprived areas. Satisfaction with cleanliness was 53%, compared to 81% for those in less deprived areas. Overall satisfaction with the neighbourhood was 68%, compared to 95% for those in less deprived areas.

4.9 The impact of living in the most deprived SIMD areas was generally much larger than any differences observed against other demographics. Unemployed residents and those not working due to a disability also showed consistently lower satisfaction

with services. Both of these groups were much more likely to be living in a more deprived SIMD area.

Community and belonging

4.10 91% of residents felt they belonged in their neighbourhood. This was lower for residents from an ethnic minority background (84%). 90% of residents felt people from different backgrounds got on well together in their neighbourhood, and here there were no differences between white Scottish / British residents and those from ethnic minority backgrounds. In 2018, the same question asked in the Edinburgh People Survey showed 83% felt people from different backgrounds got on well together, indicating this issue has improved over the last five years.

4.11 30% of residents felt they knew how to influence decisions affecting their neighbourhood, 31% disagreed, and the rest were unsure or had no strong view. When asked what, if anything, prevented them from participating in local decision making 33% said “nothing,” 15% said “don’t know,” 18% said they were “too busy,” and 7% were “not interested.”

Safety

4.12 Residents reported feeling safe in their neighbourhood during the day (93%), but less safe at night (72%) and online (77%). All groups felt less safe at night, but larger differences between day and night safety were seen for women (68% safe at night) and those aged 65+ (65% safe at night).

4.13 When asked what would make them feel safer, 51% wanted more police, 24% better streetlighting, 20% more CCTV, and 30% wanted more action to tackle antisocial behaviour. Lower feelings of being safe online were strongly related to age, with 93% of those aged 16-24 feeling safe, compared to 41% of those aged 65+.

Skills, housing and poverty issues

4.14 92% of residents had access to a device which could connect to the internet, 91% had the internet at home, and 89% had the skills to use the internet in their daily life. Of those who did not, almost all were retired and aged 65+. 44% of those aged 65+ felt they did not have the skills required to use the internet, and 36% did not have a device which could connect to the internet.

4.15 In the last five years, 10% of residents had a new boiler or heating system fitted, 6% had new double or triple glazing, 5% had new insulation, and 5% had new draft proofing. 44% of residents had a new integrate smoke and heat alarm installed. Those aged 16-24 were most likely (36%) to be unsure which, if any, of these things had been installed in their home.

4.16 In the last 12 months, 19% of residents had paid a household bill using credit, 13% had been unable or decided not to pay a household bill, and 11% had got help from a foodbank. Unemployed residents were most likely to have taken these actions – 79% had done one or more of these things. All these actions were less likely amongst those aged 65+, with those aged 25-44 being most likely to do all three.

Satisfaction with life

4.17 90% of residents were satisfied with their life and this was similar across all demographics, but much lower for those living in the most deprived areas (76%) and unemployed people (61%).

4.18 Self-perception of physical health generally declined with age. Those aged 16-24 were most likely to say their physical health was “very good” (53%), compared to only 18% of those aged 65+. Of those who were currently working full-time 94% described their physical health as “very good” or “fairly good”, compared to only 88% of those in part-time employment, and 60% of those who were unemployed.

4.19 Self-perception of mental health had a less significant link with aging, but of those aged 16-24 44% said their mental health was “very good”, compared to 30% of those aged 65+. Those who were unemployed were significantly less likely to describe their mental health as “very good” (11%).

4.20 In the last 12 months, 15% of residents said they had “often” or “some of the time” felt lonely. This was much higher for those who were unemployed (29%) and those not working due to illness or disability (33%). There was no strong link between age and loneliness, but those aged 65+ were least likely (27%) to say they were “never” lonely, compared to 33% of all residents.

Satisfaction with public bodies

4.21 Residents were asked for their satisfaction with various Edinburgh partners, including: Edinburgh Council (72% satisfied); Police Scotland (71%); Scottish Fire and Rescue (82%); NHS Lothian (82%); University of Edinburgh (62% satisfied, but 33% said “don’t know”); and Edinburgh College (56% satisfied, but 38% said “don’t know”).

4.22 Those most satisfied with the Council were those from ethnic minority backgrounds (80%); students (78%); people living in the South East (79%); and those working full-time (75%). Those least satisfied were those living in the South West (66%); those living in the 20% most deprived SIMD areas (60%); and unemployed people (55%).

4.23 Although the questions are not directly comparable, in 2018, the Edinburgh People Survey identified that 65% of residents were satisfied with the way the Council was managing the city and 73% were satisfied with the way it was managing their neighbourhood.

5. Next Steps

5.1 Summary findings and data has been shared with all community planning partners and partners have been asked for feedback on how data has helped contribute to strategic planning. Following committee, results will be promoted to colleagues through internal communication channels so that data can be used to inform Council policy and strategy. Topics in the survey cover a broad range of council and

partner operations. It is anticipated that results could help understand perception and attitudes towards key priorities in the Council Business Plan and inform Council strategies including but not limited to the 20 minute Neighbourhoods Strategy, End Poverty Delivery Plan, and the Edinburgh Climate Strategy.

5.2 Data from the survey provides a baseline that could be used to monitor performance and progress to achieving outcomes which will be measured through an integrated performance framework. Findings from the survey will support the Local Outcome Improvement Plan activity in the following way:

LOIP 1:

- Inform the refreshed Affordable Credit Action Plan which includes preventing problem debt.
- Provide a baseline to measure progress and improvement in critical areas such as debt.
- Include relevant key findings within Money Counts training and keep raising the awareness of the need to support people promptly with problem debt.
- Support the commissioning specification for the mapping of crisis services and support within LOIP 1's Cash-First programme.

LOIP 2:

- Inform the refreshed LOIP 2 Local Employability Partnership Delivery Plan for 2024-2026 which is being drawn together with an action plan by Rocket Science.
- Support the commissioning of services and support through funds dedicated to LOIP 2 areas, including No One Left Behind and UK Shared Prosperity Funding.
- Target resourcing into communicating messages better and increasing engagement and effectiveness of services, for example with The Edinburgh Guarantee messaging.
- Understand the shared challenges of client groups across the three LOIPs and spot opportunities for better collaboration, for example around digital exclusion.
- Ensure services are informed and shaped by the communities we support, including addressing locality and accessibility.
- Provide a baseline to measure progress and improvement in critical areas.

LOIP 3:

- Support development of refreshed actions for LOIP 3 building on survey findings
- Provide a baseline across key areas of LOIP 3 activity to enable measurement of progress

- Identify role of LOIP 3, working alongside the other LOIP priority groups, in collaborating on the cross-cutting themes identified
- Identifying ways to enhance community participation and feeling of involvement and inclusion using the data to identify groups and communities who reported they found this more difficult
- Build on existing test site work, evaluating current projects, to enable roll out of successful models elsewhere using the data to identify particular communities

5.3 A joint session between LOIP delivery group members and Strategic Partnership Leads is being planned for February to discuss how findings can inform community planning activity and individual organisational strategy.

5.4 Locality data will be presented and discussed at each Locality Community Planning Partnership and locality profiles will be updated so data can be used to help inform and monitor future Locality Improvement Plans.

5.5 Where appropriate community planning groups will be asked to identify actions to address findings from the survey.

5.6 Progress on any actions taken to address issues will be monitored and reported to the September meeting of the Edinburgh Partnership Board. A draft forward plan of the Edinburgh Partnership is available in appendix 1. Feedback will be sought from partners and strategic partnerships so that a business case can be developed for future rounds of fieldwork.

6. Financial impact

6.1 No decision has been made on whether and when to conduct future waves of the survey, but future waves would likely have similar financial implications for the Council, with costs shared amongst Edinburgh Partnership members.

7. Background reading/external references

7.1 Scottish Household Survey 2022 Key Findings. Supporting documents include results for individual local authorities – Supporting documents - Scottish Household Survey 2022: Key Findings - gov.scot (www.gov.scot)

7.2 Summary of all questions from the survey have been published online – Edinburgh Partnership Survey Results

8. Appendices

Full data tables are provided for reference.

Appendix 1 – Draft Forward Plan for the Edinburgh Partnership Board

THE EDINBURGH PARTNERSHIP

Report/Strategy	Purpose	Date
Ending Poverty-Related Hunger in Edinburgh	Annual Report on Progress	5 March
Edinburgh Transformation and Improvement Programme	Update on T&I Programme	5 March
Edinburgh Partnership Performance Framework	Update on development of EP Performance framework	5 March
UK Shared Prosperity Fund	Annual Report on Progress	11 June
Edinburgh Transformation and Improvement Programme	Update on T&I Programme	11 June
LOIP	Annual Report on Progress	TBC September
Community Justice Outcome Activity Local Area Annual Return	Annual Report on Progress	TBC September
Community Safety Strategy	Annual Report on Progress	TBC September
Edinburgh Partnership Survey update	Report on feedback around the EP Survey	TBC September
Edinburgh Transformation and Improvement Programme	Agree T&I Plan	TBC September
End Poverty Edinburgh Annual Report	Annual Report on Progress	TBC December
Children Services Plan	Agree The Edinburgh Children's Partnership Plan 2023-2026	TBC
Edinburgh 2030 Climate Strategy	Annual Report on Progress	TBC
Community Learning and Development Plan	Agree new CLD Plan	TBC
LIP (s)	Agree new LIPs	TBC

Policy and Sustainability Committee

Tuesday 12 March 2024
Employee Code of Conduct and Chief Officer Disciplinary Policy

Executive/routine
Wards

1. Recommendations

1.1 The Committee is asked to:

(i) approve the new Chief Officer Disciplinary Policy
(ii) approve the updates to the Employee Code of Conduct.

Dr Deborah Smart

Executive Director of Corporate Services

Contact: Nareen Turnbull, Service Director, Human Resources

E-mail: Nareen.turnbull@edinburgh.gov.uk

Report

2. Executive Summary

2.1 Following introduction of the Scottish Joint Negotiating Committee (SJNC) Model Framework into practice in 2022, it was agreed that a full review should be undertaken of the disciplinary policies which apply to Chief Officials including the Chief Executive.

2.2 At Full Council on 14 December 2023, it was agreed that the Employee Code of Conduct would be reviewed to ensure further clarity and expansion on the behaviours required of colleagues in respect of honesty aligned to Our Behaviours.

2.3 This paper provides an overview of the work and presents new and revised policies accordingly.

2.4 The Chief Officer Disciplinary Policy replaces the Disciplinary for Heads of Service.

2.5 The Employee Code of Conduct updates the existing Code which was approved by Policy & Sustainability Committee on 17 January 2023.

3. Background

Employee Code of Conduct

3.1 In response to the findings from the Independent Inquiry and Whistleblowing Culture Review in 2021 (“Inquiry and Review”), several employment policy recommendations were made including a review of all conduct related employment policies and, where appropriate to revise.

3.2 In addition to this overarching expectation, there were also a number of specific recommendations requiring the Council to put in place policies or practices to manage personal relationships between employees which could result in a potential conflict of interest.

3.3 As the key guide to employee behaviour and standards within the Council as well as existing practices on Conflicts of Interest, the Employee Code of Conduct was reviewed and refreshed taking into considerations the recommendations of the Inquiry and Review. The Code was approved by Policy & Sustainability in January 2023, and launched in May 2023.

3.4 Following publication of the Edinburgh Tram Inquiry Report in September 2023, a response to the report was considered by Full Council on 14 December 2023. One of the recommendations from the response was to review the Employee Code of Conduct to ensure it was clear on the expectations from colleagues with respect to honesty. A further addendum requested that the review focus on strengthening and clarifying the aspects related to officer candour with the benchmarking to specifically include the Civil Service Code (www.gov.scot) with a particular focus on the section entitled “Honesty”. The review should consider how to make clear in the Code or in Disciplinary Policies that a serious breach of this duty of candour will be considered

as Gross Misconduct and that this could equally apply within management structures should officers breach the code when providing information to senior colleagues.

Chief Officer Disciplinary Policy

3.5 The Disciplinary for Heads of Service Policy outlines how misconduct of senior officers will be managed and addressed within the Council, however it does not include misconduct by the Chief Executive.

3.6 In March 2022, Policy & Sustainability Committee approved the adoption of the Scottish Joint Negotiating Committee (SJNC) Model Framework (the "Gold Book") into practice in situations where misconduct by the Chief Executive occurs, this framework outlines the protocols to follow in cases of potential misconduct as well as appropriate delegation of responsibilities.

3.7 As part of this approval, it was also agreed that the Disciplinary for Heads of Service policy would also be fully reviewed to ensure it reflects current good practice, that clarity is provided to all colleagues on how misconduct will be responded to and addressed within the Council as well as incorporating the requirements outlined in the Gold Book.

4. Main report

Employee Code of Conduct

4.1 As the Employee Code of Conduct was reviewed in 2023, we have recent benchmarking from other local authorities and other public bodies on their respective Codes and in particular how they address 'Honesty'.

4.2 The majority of responses cited within their Codes, the Seven Principles of Public Life, and defined Honesty as:

"You have a duty to declare any private interests which might affect your work with the Council".

4.3 Within the Council's new Employee Code of Conduct, we also refer to the Seven Principles and have defined Honesty as:

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

4.4 The Civil Service Code sets out the standards of behaviour expected of civil servants within Government. These are based on the core values which are set out in legislation of Integrity, Honesty, Objectivity and Impartiality. The definition of Honesty within the Civil Service Code is:

4.5 *"You must:*
- set out the facts and relevant issues truthfully and correct any errors as soon as possible.
- use resources only for the authorise public purposes for which they are provided.

You must not:
- deceive or knowingly mislead ministers, Parliament or others.
- be influenced by improper pressures from others or the prospect of personal gain."

4.6 Taking this into consideration, we have made amendments to the Council's definition within the Code to now read as:

"You have a duty to declare any private interests which might affect your work with the Council and to ensure the appropriate and proper use of all Council equipment, materials and resources. You must set out the facts and relevant issues truthfully, correct any errors as soon as possible and you should not deceive or knowingly mislead Council."

4.7 While honesty is covered in specific allegations within the Council's Disciplinary Code such as fraudulent claims, providing misleading information on working hours, providing false information with respect to recruitment / right to work, there is nothing explicitly relating to deliberately misleading Council or decision makers.

4.8 Therefore we have also updated the Disciplinary Code to include, under Gross Misconduct, allegations of:

'Deliberately providing misleading information as part of operational or Council decision making processes.'

Chief Officer Disciplinary Policy

4.9 The Chief Officer Disciplinary Policy replaces the Disciplinary Policy for Heads of Service and updates and brings together disciplinary procedures for Chief Officers (including the Chief Executive) within one policy.

4.10 The Scottish Joint Negotiating Committee (SJNC) for Chief Officials Scheme of Salaries and Conditions of Service for Chief Officials (also known as the 'Gold Book') is incorporated within the Chief Officer Disciplinary Policy.

4.11 The Chief Officer Disciplinary Policy aligns with the ACAS Code of Practice on Disciplinary Procedures and in order to ensure continuity across the Council's staff groups, the Chief Officer Disciplinary Policy aligns with the Council's Behaviours. Policies relating to conduct, such as the Employee Code of Conduct and Disciplinary Code, are also aligned with the Policy, so far as possible. Further, the Chief Officer Disciplinary Policy aligns (as far as possible) the sanctions where misconduct has found to have occurred with the Council's process for LGE employees including the expiry of warnings.

4.12 The importance of informal resolution was considered, as well as the provisions available to LGE colleagues therefore the Chief Officer Disciplinary Policy outlines an informal resolution stage for Chief Officers including the Chief Executive. The Policy includes a formal stage for Chief Officers including the appropriate appeal stage and a formal stage for the Chief Executive and the appropriate appeal stage. The formal stage for the Chief Executive incorporates the requirements of the Gold Book.

4.13 Consideration was given to adequately dealing with a situation where the Chief Executive is unable, for any reason (for example, but not limited to, a conflict of interest) to take a decision or be part of a process involving a Chief Officer falling to

be dealt with under the Policy. The Policy now outlines the process that will be followed in such situations and the matter will accordingly require to be dealt with by Elected Members in terms of the Policy.

4.14 The Policy clarifies that it applies to misconduct only and does not apply to performance management issues. The Council already has in place appropriate policies to deal with performance management issues.

4.15 Appeals from Chief Officials and the Chief Executive are to be made to the Personnel Appeals Committee (PAC) and it is clarified that the decision of PAC is final.

5. Next Steps

5.1 An implementation plan, including communications, will be put into effect to launch the Chief Officer Disciplinary Policy in May 2024.

6. Financial impact

6.1 There is no material impact arising from this report.

7. Equality and Poverty Impact

7.1 An integrated impact assessment was carried out on the Employee Code of Conduct as part of the fuller review in 2023 and the introduction of the Managing Relationships within the Workplace guide did highlight some potential areas for impact. For example, colleagues within a same sex relationship who are not 'out' at work and are required to declare. Through consultation with the IIA working group these have been mitigated through language used in the Code and supporting documentation and reassurance of confidentiality.

7.2 An integrated impact assessment was carried out on the Chief Officer Disciplinary Policy, and no negative implications have been identified and a consistent, clear approach for colleagues was seen to positively impact groups.

8. Climate and Nature Emergency Implications

8.1 Not applicable.

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

9.1 In the relevant ACAS Code of Practice as well as the Gold Book, the Council is expected to have in place provisions for managing the misconduct of all employees including the Chief Executive.

9.2 The development of the Code of Conduct last year met our legal obligations in relation to formal consultation and the Trade Unions have been engaged on the latest updates to the Code and are content with the proposed changes. The Code remains a collective agreement.

9.3 The Trade Unions have been engaged on the Chief Officer Disciplinary Policy, and their feedback taken on board. Not all unions negotiate on the Gold Book, and therefore were unable to comment either way.

10. Background reading/external references

10.1 None

Appendices

Appendix One – Employee Code of Conduct
Appendix Two – Chief Officer Disciplinary Policy

Employee Code of Conduct

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

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

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

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

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

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

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

Author

Employee Relations & Policy, Human Resources, Corporate Services.

Scope

This policy applies to all Council employees.

Purpose

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

Review

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

Local Agreement

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

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1. Your responsibilities

1.1 All colleagues are expected to familiarise themselves with the Employee Code of Conduct, the Disciplinary Code and the Disciplinary User Guide to ensure they understand their responsibilities, rights and duties as a Council employee. To ensure our continued success and to protect yourself from any scrutiny, you should ensure you adhere to the responsibilities as outlined and make the appropriate declarations to avoid conflicts of interests where necessary.

1.2 You should always behave professionally and courteously towards colleagues, citizens and service users and conduct yourself in a manner that maintains the Council's good reputation. You're responsible for your own behaviour within work, however you should also be aware of your conduct out with work, and how this may impact the Council's reputation.

1.3 You're expected to comply with the reasonable instructions of your line manager or other senior managers.

1.4 Where your behaviour falls below this standard or you act in a way which breaches this Code, this will be treated seriously and may lead to disciplinary action being taken, up to and including dismissal. If you're in any doubt about whether a course of action is appropriate, you should speak to your line manager.

2. Equality, Diversity and Inclusion

2.1 We want to attract and retain a diverse workforce to deliver better outcomes across a range of services and can respond to the range of needs of the citizens of Edinburgh and is reflective of the people we serve.

2.2 The Council aims to provide a safe working environment where employees are treated fairly and with respect. As an employer, we're committed to ensuring equality of opportunity, fair treatment for all colleagues and to building a more inclusive culture which values and celebrates the diverse nature of our workforce.

2.3 **All our colleagues are entitled to be treated with dignity and respect in the workplace**. Discrimination, bullying, victimisation or harassment of any kind is not tolerated.

2.4 All our managers have an important leadership responsibility to promote dignity and respect in the workplace and take steps to advance equality and address concerns in their service area.

3. Professional registration requirements

3.1 In addition to this Code, certain occupations within the Council, for example those within education and social care, are also governed by externally set registration requirements and professional standards of conduct. It is your responsibility to ensure that you're registered with the appropriate body, that this registration is kept up to date, and that you continue to adhere to the expected standards.

3.2 If you fail to meet and maintain these registration requirements and standards, this may result in disciplinary action, up to and including dismissal, being taken by the Council.

3.3 Additionally, the Council is required to comply with certain duties to notify external registration bodies of issues concerning misconduct and/or disciplinary action taken. Where this occurs, colleagues concerned would be notified by the Council.

4. Use of resources

4.1 You're responsible for safeguarding Council resources, systems, and information under your control or accessed as part of your work. Resources can include (but are not limited to) property, information, equipment, vehicles, or financial transactions.

4.2 In your role, you may be permitted access to telephones, intranet / internet, and email systems, as well as other equipment and information systems. Your use of these must be for a legitimate Council business purpose and comply with relevant policies and codes including the ICT Acceptable Use Policy.

4.3 Some of the information you encounter in the course of your work with the Council may be privileged or confidential in nature. This information should be held in the strictest confidence and must not be divulged to other parties without authorisation.

4.4 Misuse of Council resources may lead to disciplinary action and in certain cases may constitute a criminal offence. It's important that you use these resources reasonably, with integrity and in accordance with the relevant Council policy.

5. Alcohol and drugs

5.1 The Council is committed to providing a safe, healthy and productive working environment for all colleagues, contractors and customers. This includes ensuring that people are fit to carry out their jobs safely and effectively in a working environment which is free from alcohol, drug and substance misuse.

5.2 Being under the influence of alcohol, illegal drugs or other substances during working hours is not permitted.

5.3 Any employee who is found to be unfit to undertake the contractual duties of their post because they are under the influence of alcohol or drugs will be sent home for the remainder of that working day, this is to ensure the highest standards of health and safety for all colleagues.

5.4 The matter will then be managed in accordance with the Council's Policy on Alcohol and Drugs, and appropriate strategies and arrangements will be put in place which offer help and support to employees.

However, misuse of substances that impact upon the workplace may also result in disciplinary action, up to and including dismissal.

6. Inappropriate conduct outside of work

6.1 As a Council employee, you should be aware that your behaviour outside of work may be subject to scrutiny if it impacts negatively on your job role or the Council.

6.2 Inappropriate conduct outside of work may result in disciplinary action if it impacts, or has the potential to impact, your ability to do your job, and brings, or has the potential to bring, the Council into disrepute.

6.3 If you're arrested or charged by the Police, served with a summons on a criminal charge, issued with a fixed penalty notice or convicted of any criminal offence you must disclose this in writing to your manager as soon as possible. Failure to do so may result in disciplinary action being taken against you, up to and including dismissal. A criminal investigation, charge or conviction relating to conduct outside work may be treated as a disciplinary matter if we consider that it is relevant to your employment.

6.4 Conviction for a criminal offence that, in the Council's opinion, may affect our reputation or our relationships with our colleagues, customers or the public, or otherwise affects your suitability to continue to work for us may result in disciplinary action.

6.5 All information on criminal convictions may be verified and will be treated in strict confidence. Line managers should retain a copy of the notification in line with the Council's Retention Policy.

7. Conflicts of interest

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

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

What is a Conflict of Interest?

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

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

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

Declaration

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

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

7.8 Guidance on how to declare a conflict of interest and management action can be found in the supporting guide along with the Conflicts of Interest Declaration form.

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

8. Business integrity

Legal and regulatory compliance

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

Bribery and coercion

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

8.3 Bribery occurs when you offer, pay, seek or accept a payment, gift, offer of hospitality or favour to influence a business outcome. Bribery and corruption can be direct, or indirect through third parties, such as family or friends. You should never accept any offer that may influence or appear to influence your actions or behaviour.

8.4 Coercion occurs when someone tries to influence your decision making in a certain direction that benefits them by issuing threats or promises. Coercion can come from Council colleagues, current or potential contractors or elected officials. You should never feel intimidated to make decisions in a certain way due to the behaviour of other parties and should raise any attempts at coercion with your line manager, or senior manager, as appropriate. This behaviour may constitute bullying.

8.5 You're liable to disciplinary action including dismissal, legal proceedings and possibly imprisonment if you're involved in bribery and corruption. Even ignoring any suspicions of bribery and corruption can result in liability for the Council, and for you personally. You must raise any concerns as soon as possible if you believe or suspect that bribery or corruption is occurring.

8.6 Further guidance can be found in the Council's Anti-Bribery Policy and Procedure as well as our Whistleblowing or Grievance policies.

Gifts and hospitality

8.7 In certain limited circumstances, and in connection with your official duties, you may receive an offer of hospitality, gifts of limited value, or small tokens of gratitude from customers or contractors. You should not accept such offers if you can't reasonably justify it, or where you may be placed under an obligation. You must act with integrity in all such decision-making. Cash gifts should not be accepted.

8.8 If you're unsure, speak to your manager on the appropriateness of accepting such hospitality or gifts. Consistency should be applied across the service area. Hospitality and gifts received must be recorded in the service area's register of gifts and hospitality, in accordance with departmental arrangements.

9. Benefiting from a will or bequest

9.1 Under this Code, anything left to you in the will of a service user is considered to be a gift. These are also known as bequests. In certain circumstances, it may be acceptable for this to happen.

9.2 If you're named as a beneficiary in the will of a service user, you must declare this to your manager as soon as you become aware of this.

9.3 Failure to declare this information immediately may lead to disciplinary action. If you're aware that there may be a possibility that you'll be named as a beneficiary in a will in the future, you must disclose this information to your manager.

9.4 Each case will be investigated for evidence of coercion or behaviour designed to obtain favourable treatment. A decision on each case will be made by the appropriate Chief Officer and your manager will advise you of the outcome of these investigations.

9.5 If there's evidence of coercion or behaviour designed to obtain favourable treatment on your part, this will lead to disciplinary action up to and including dismissal.

9.6 If, prior to a decision being made, you choose to accept the bequest, this may lead to disciplinary action up to and including dismissal.

9.7 Where approval is given for you to accept a bequest, all bequests received should be recorded in the departmental register of gifts and hospitality.

10. Use of social media

10.1 'Social media' is the term commonly given to websites and online tools that allow users to share content, express opinions or interact.

10.2 Social media sites such as (but not limited to) Facebook and Twitter are a useful way to keep in touch with friends, family and colleagues and a useful way to exchange information and news. However, employees who use social media should be mindful that they may be more vulnerable due to the public profile of the Council. As an employee of the Council, you must not post anything (whether the forum is open to the public or not) which may bring the Council into disrepute, result in legal action

against the Council or will clearly cause distress or offence to colleagues or members of the public. You must not publish any comments or information that may undermine public confidence in the Council.

10.3 Whilst there's no intention to restrict any proper and sensible exercise of an individual's rights and freedoms, it is expected that all employees will conduct themselves in such a way as to avoid bringing the Council into disrepute or compromising its effectiveness or the security of its operations and assets.

10.4 If you use the internet or social media during your 'personal time' to post offensive material, to harass, to bully or victimise employees or members of the public, this will be considered as seriously as if it had occurred in the workplace or during working time.

10.5 The Council's ICT Policy outlines appropriate use of social media for employees which everyone should familiarise themselves with.

10.6 If you are using social media as part of your role as an employee, for example, publicising activities of your department, it is particularly incumbent on you to ensure posts do not cause offence, even unintentionally. Ensuring you have appropriate training, and follow advice from your line manager, is essential. Further information is available in the Social Media Policy and Guidance.

10.7 Misuse of social media may lead to disciplinary action and in certain cases constitute a criminal offence.

11. Media contact

11.1 You should only have contact with the media in the course of your employment where this has been approved in advance.

11.2 Contact from the media should, in the first instance, be referred to the Council's Communications team.

11.3 If an aspect of your work requires contact with the media to be made, you should contact the Council's Communications team.

12. Working relationships

Colleagues

12.1 You're entitled to expect fair and reasonable treatment from your colleagues and managers. All our colleagues are entitled to be treated with dignity and respect in the workplace and we're committed to building an inclusive culture which values and celebrates the diverse nature of our workforce.

12.2 We will not tolerate harassment, bullying, discrimination or abuse in any form. If you feel that you have been unfairly treated or have been discriminated against, you are entitled to raise your concerns under the appropriate policies.

The Public and service users

12.3 The way we treat our citizens matters because they may judge us on a single experience. If that experience is poor, it affects the way they see us. To our customers, **you** are the Council.

12.4 Providing good service is a priority. Even when we're telling the customer something they don't want to hear, we can do it in a way that makes them feel valued and listened to.

Elected Members

12.5 Mutual respect between Councillors and employees is essential to good local government. However, close personal familiarity between employees and Councillors can damage the relationship and should therefore be avoided. If you have a relationship with a Councillor outside of work, this should be declared by following the Managing Relationships at Work guidance.

12.6 Employees must serve all Councillors and not just those of the Administration. If you're required to advise political groups, you must do so impartially and without compromising your political neutrality.

12.7 You must never allow your own personal or political opinions to influence or interfere with your work.

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

13. Personal relationships

13.1 We recognise that colleagues who work together can also be in a personal relationship. Whilst such relationships seldom interfere with work, there is potential for a conflict of interest, breach of confidentiality or fraudulent activity to occur.

13.2 This section should be read in conjunction with the Managing Relationships at Work Guidance.

13.3 Where a family or personal relationship exists or develops between colleagues who work together in the same area, or where one employee is in the line management chain, both individuals must declare their relationship in confidence to their line managers. This is intended for the protection of both parties.

13.4 As a result, you should not be involved in appointments or decisions that relate to discipline, grievance, promotion or grading, or payment of additional expenses /overtime where you're related to the individual or have a close personal relationship with them outside work.

13.5 'A close personal relationship' in this context could include any colleague who is a close or extended family member or be someone that you're in an intimate relationship or a close friendship with, however this list is not exhaustive.

13.6 To decide whether to declare a relationship or not, ask yourself if you're acting in line with Our Behaviours and the Seven Principles of Public Life, and if you're protecting yourself and others from potentially valid criticism.

13.7 If information comes to light and the Council considers that you should have made a declaration but chose not to, or that you didn't fully disclose details of any potential conflicts of interest within a relationship, then disciplinary action may be taken.

14. Contractors

14.1 If you, a member of your family or a personal contact have an interest with a contractor or potential contractor, then you must declare this as detailed in the Section 7 - Conflict of interest.

14.2 Orders and contracts must be awarded on merit, by fair competition and without unfair discrimination. If you're involved in a tendering process, or if you're an employee who has both a 'client' and 'contractor' responsibility in the tendering process, you must follow the Council's procedures and rules about tenders and contracts.

14.3 If you have access to confidential information on tenders or costs for either internal or external contractors, you must never disclose that information to any unauthorised individual or organisation.

15. Politically restricted posts

15.1 The public expects you to carry out your duties in a politically neutral way, and this must be respected by Councillors. The political activities of a small number of employees are "politically restricted" under the Local Government and Housing Act 1989 and they will have been advised of this restriction. You must serve the Council and all Councillors, regardless of their political outlook. The Chief Executive and senior officers have ultimate responsibility to ensure that the policies of the Council are implemented. You must implement the policies of the Council irrespective of your personal views.

15.2 Certain posts are 'politically restricted' which means that individuals who hold them are prevented from having any active political role either inside or outside the workplace. Postholders in these posts can't:

- stand for or hold an elected office (i.e., MP, MSP, MEP, Councillor etc) whilst retaining their post within the Council.
- participate in political activities, publicly express support for a political party or undertake other activities such as canvassing on behalf of a person who is seeking to be a candidate.
- speak to the public at large or publish any written or artistic work that could give the impression that they advocate support for, or are an authorised representative of, a political party.

15.3 Politically restricted posts include specified posts detailed in the legislation as well as those who give advice on a regular basis to the Council and posts involving regular contact with the media. A list of the impacted posts can be sought from HR.

16. Employees as Constituents

Public statements / complaints to Councillors

16.1 Many council employees are also residents of Edinburgh therefore have dual sets of rights and responsibilities (as a worker and as a resident). It is important that these different sets of rights and responsibilities are not confused or come into conflict with each other.

16.2 Criticism of ideas and opinion is part of democratic debate. As such, the Council may seek the views of the citizens of Edinburgh on proposals or policy through public consultation processes. If you're both a citizen and employee of the City of Edinburgh Council, then the potential for a conflict of interest can occur.

16.3 Whilst participation in local democratic debate as a citizen is to be encouraged, you should ensure that your participation doesn't impact on or conflict with the role you deliver for the Council. For example, it may be appropriate for you as a citizen to participate in a Council meeting as part of a deputation on a national or regional matter, or to attend a Councillor's surgery, as long as the issue under debate is unrelated to the specific role you do with the Council and that you do this in your own time.

16.4 Particular care must be taken to avoid situations where your personal views (including a political opinion) could be perceived as representing the Council's position.

16.5 Within this context, you must never release information that is not yet in the public arena or promote viewpoints that may undermine public confidence in the Council.

16.6 In your capacity as an employee, you must never criticise the Council through any form of media, at a public meeting, in any written communication with members of the public or in any other context likely to cause harm to the Council's reputation.

16.7 If you have a complaint about Council services you have received as a citizen, you're entitled to raise this with your local Councillor. However, if your complaint concerns any aspect of the service you deliver, or the work you do with the Council, it is more appropriate that this is raised internally with your line manager and/or use the Council's Grievance Procedure.

16.8 If you're in any doubt about what actions you can or can't take in this context, you should speak to your line manager or HR.

17. Secondary employment

17.1 The Council recognises that employees may wish to undertake secondary employment.

17.2 For the purposes of this Code, secondary employment includes:

- secondary employment within the Council itself;
- engaging in contracted work on a voluntary basis;
- fee-paying roles such as appointments to Boards or tribunals;
- self-employment; or
- engaging in any other business activity.

17.3 If you're a Headteacher / Grade 8 or above, you're not permitted to undertake other employment

without the written approval of your Service Director.

17.4 If you're Depute Teacher / Grade 7 or below, then you must tell your manager of any secondary employment that you undertake or intend to undertake.

17.5 Where there may be a conflict of interest in undertaking secondary employment, for example, there may be possibility that it has an adverse effect on your work, or it might impact adversely on the work of the Council - then the secondary employment will not be permitted.

17.6 Employee appointments as Councillors to other local authorities, membership of the Territorial Army, appointment as a Justice of the Peace, do not constitute secondary employment. While volunteer work for an organisation or charity is also not considered as secondary employment, you should consider any potential conflicts of interest with your role within the Council before taking up the activity.

17.7 The Council expects that an employee's total working time shouldn't exceed an average of 48 hours per week and this total includes hours worked in any other jobs either with the Council or secondary employment. To comply with the Working Time Regulations and to support your wellbeing, we may ask you to disclose your total working hours.

17.8 Communications (this includes the use of personal email accounts or social media) or the conducting of any business activity which relates to secondary employment are not permitted during working hours with the Council.

18. Raising concerns

18.1 If you believe that your own or another colleague's behaviour contravenes this Code of Conduct and related policies, it's vital that you raise the issue with the appropriate person. If your concerns relate to your line manager, you should raise the issue with their manager. If your concerns relate to others in the management structure, above your line manager, you should raise the issue with an appropriate manager within your service, or with Human Resources (HR).

18.2 There may be circumstances where you feel you can't raise a concern with management or HR. In these circumstances, the Council's Whistleblowing Policy sets out the steps you can take to raise concerns.

18.3 All concerns raised will be taken seriously. Employees should feel they're able to raise genuine concerns without fear of reprisals or other adverse treatment, even if they turn out to be mistaken.

18.4 Any disclosure you make under the Council's Whistleblowing Policy will be treated sensitively and we're very aware of the importance of confidentiality. However, there may be times when not all matters can be kept confidential. For example, there may be a court order that means that we have to disclose information, or a criminal or public safety issue may be raised. The Council's Whistleblowing Policy contains further information on confidentiality.

18.5 The Council takes allegations of bullying, harassment or discrimination very seriously and it should be noted that all allegations of a sexual nature, domestic abuse, physical violence, harassment or stalking (whether occurring during the course of work hours or on work premises or not) will be reported to the Monitoring Officer and investigated thoroughly in line with our procedures.

The Seven Principles of Public Life

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

Selflessness

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

Integrity

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

Objectivity

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

Accountability

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

Openness

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

Honesty

You have a duty to declare any private interests which might affect your work with the Council and to ensure the appropriate and proper use of all Council equipment, materials and resources. You must set out the facts and relevant issues truthfully, correct any errors as soon as possible and you should not deceive or knowingly mislead Council.

Leadership

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

More information is available on the Government website

Chief Officer Disciplinary Policy

The Council (we) strive to maintain effective working relationships with and between colleagues and Chief Officers (including the Chief Executive). We have a responsibility to maintain acceptable standards of behaviour at work and are committed to supporting and encouraging Chief Officers to achieve these standards. Where behaviours fall below what is considered acceptable, the Chief Officer Disciplinary Policy provides a framework to ensure standards of behaviour are applied in a fair, consistent and sympathetic manner.

The Chief Officer Disciplinary Policy should only be used when management advice and guidance has failed to produce the required improvement or when the matter is serious enough to require formal action.

For the purposes of this policy, reference to Chief Officer includes the Chief Executive, unless otherwise stated.

For conduct issues relating to Local Government Employees paid in accordance with the LGE pay structure (Grades 1 – 12) the Disciplinary Policy for LGE colleagues will apply and this policy will not be used.

Author	Scope
Corporate Services	This policy applies to all Chief Officers including the Chief Executive, Executive Directors and Service Directors.
Purpose	**Review**
The purpose of this policy is to provide direction and support to Chief Officers with conduct issues, and where appropriate, take disciplinary action against such Chief Officers in a firm, fair and consistent manner to ensure there is a change in behaviour.	The policy will be reviewed as and when a change to the existing policy deems this necessary, primarily as a result of changes to legislation or statute; agreement of new national terms and conditions of service or Government Policy; organisational change; or resulting from changes agreed through Trade Union Consultation.

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1. Policy Aims

1.1 The aim of this policy is to ensure there is a fair, effective and consistent method in place to deal with concerns surrounding conduct and to encourage improvement where conduct is believed to have fallen below acceptable standards, either through the implementation of the informal or formal stages of this process.

1.2 This policy is designed to:

- support Chief Officers, including the Chief Executive, in meeting the Council's standards of conduct;
- provide a framework for establishing whether misconduct has occurred; and
- support the management of misconduct issues.

1.3 "Chief Officer" is a Council employee who is within the scope of the Scottish Joint Negotiating Committee for Chief Officials and its Scheme of Salaries and Conditions of Service for Chief Officials including Executive Directors, Service Directors and the Chief Executive (unless expressly excluded in this policy). A "Chief Officer" is paid in accordance with the Chief Executive or Chief Official pay scales.

1.4 This Chief Officer Disciplinary Policy must be followed when a potential misconduct issue has been identified and not resolved through normal day to day supervision arrangements, or where more serious allegations arise. No disciplinary outcome will be decided until the appropriate steps outlined in this policy have been followed and the facts have been established. This policy relates only to matters of conduct and behaviour (see 1.9 below).

1.5 As this policy deals with Chief Officers, the Council Leader shall be notified by the Chief Executive or the Service Director HR (or another appropriate Chief Officer if a conflict of interests exists) if this policy is to be used in relation to the Chief Executive or an Executive Director.

1.6 The Chief Executive (or a designated Depute Chief Executive) will be responsible for the management and discipline of Chief Officers (with the exception of the Chief Executive). The Chief Executive may issue verbal or written warnings or take punitive disciplinary action in terms of this policy.

1.7 Where the Chief Executive is unable for any reason (for example – but not limited to – a conflict of interest) to take a decision or be part of a process under this procedure, the matter will require to be considered by Elected Members in accordance with this policy. Examples of conflicts of interest can be found in (but are not limited to) the Employee Code of Conduct.

1.8 The Council Leader, in consultation with the Service Director HR, will be responsible for the management and discipline of the Chief Executive. This will be in accordance with this Policy and the provisions contained within Appendix A of the Scottish Joint Negotiating Committee for Chief Officials Scheme of Salaries and Conditions of Service for Chief Officials (also referred to as the 'Gold Book').

1.9 This policy does not cover concerns regarding performance or capability as these are addressed within our Performance Management Policy. For the avoidance of doubt, the Council's Performance Management Policy applies to all Chief Officers including the Chief Executive.

2. Roles and Responsibilities

2.1 Relevant senior managers of Chief Officers and Chief Officers themselves must give high priority to both informal and formal aspects set out in the policy to ensure that they are completed as quickly as possible.

2.2 All Chief Officers are responsible for:

- meeting and maintaining the required standards of conduct;
- meeting and maintaining any externally set occupational registration requirements; and/or
- professional standards of conduct

2.3 All managers of Chief Officers are responsible for:

- making sure that they and their team members are aware of the Council's required standards of conduct;
- making sure that they and their team members are aware of any externally set occupational requirements and/or professional standards;
- enforcing these and taking action to improve conduct where necessary; and
- handling any disciplinary issue sensitively, fairly and within a reasonable timescale.

3. Standards of Conduct

3.1 The standards of conduct all Chief Officers are expected to follow are set out in the Employee Code of Conduct and Disciplinary Code. It is expected that Chief Officers maintain these professional and reasonable standards of conduct at work. We also expect all colleagues to live Our Behaviours of Respect, Integrity and Flexibility.

3.2 The standards of conduct required from Chief Officers are set out in a range of policies including (but not limited to) the:

- Employee Code of Conduct;
- Anti-bribery Policy;
- Policy on Fraud Prevention;
- ICT Acceptable Use Policy; and
- Disciplinary Code.

3.3 The above policies are available on the Orb along with supporting guidance.

3.4 Occupations which are governed by rules and professional standards of conduct set by external regulatory bodies must also be adhered to. Failure to meet and maintain these may result in disciplinary action being taken, up to and including dismissal.

3.5 The Council has a statutory duty to notify some external registration bodies and professional bodies when misconduct has taken place or when disciplinary action has been taken. These external bodies include (but are not limited to):

- The Scottish Social Services Council;
- The Care Inspectorate;
- Police Scotland; and
- Disclosure Scotland.

3.6 If you think you need to contact a regulatory body surrounding disciplinary action that's been taken you can find out more about this on the Orb.

Misconduct

3.7 Misconduct is behaviour that is considered unacceptable at work. It can also include unacceptable behaviours outside work if it impacts on your contract of employment.

Gross misconduct

3.8 Gross misconduct is behaviour and/or conduct that is so serious that your employment could be brought to an end following an appropriate process without notice or pay in lieu of notice (summary dismissal). Gross misconduct can also occur out-with the workplace.

3.9 There are more details surrounding misconduct and gross misconduct in the Disciplinary Code, including examples of each.

4. Informal Resolution

4.1 Managers should consider whether it is possible to resolve minor conduct issues informally. This is most likely to be possible and appropriate where the alleged misconduct is not of a serious nature.

4.2 Informal resolution under this policy in relation to any Chief Officer (other than the Chief Executive) should be a one-to-one discussion between the Chief Officer and another Chief Officer, or between a Chief Officer and the Chief Executive. During informal resolution the required standards should be discussed, the manner in which the Chief Officer has failed to meet those standards and the possible reasons for that failure including the identification of any underlying problems within or out with the workplace. The Chief Officer leading the informal resolution and/or Chief Executive may seek guidance from the Service Director HR working closely with Legal Services in relation to any such discussion.

4.3 Informal resolution should indicate clearly to the Chief Officer the improvement required and considerations should include whether there are actions or support (other than disciplinary action) which might assist the Chief Officer to achieve this improvement.

4.4 It should also be made clear how the Chief Officer's progress is to be monitored and when the position will be reviewed. Informal resolution does not form part of the formal disciplinary procedure therefore no formal warnings can be given as part of the informal resolution process.

4.5 The Chief Executive or Chief Officer shall make a record on the relevant HR database showing the date of and reason(s) for the informal resolution interview and shall inform the Chief Officer accordingly.

4.6 Informal resolution under this policy in relation to the Chief Executive should be a one-to-one discussion between the Chief Executive and the Council Leader. The process noted above should

be followed in relation to the Chief Executive with support from the Council Leader. The Council Leader may seek guidance from the Service Director HR working closely with Legal Services in relation to any such discussion.

4.7 Where informal resolution does not result in the required improvement or where the alleged failure to meet the required standards is considered to be of a more serious nature, the formal procedure should be followed.

5. Formal Stages – Chief Officers (excluding the Chief Executive)

DISCIPLINARY PROCEDURE - GENERAL

5.1 Where disciplinary action is contemplated regarding a Chief Officer; the Chief Executive or other relevant Chief Officer shall act as nominated officer. Where the Chief Executive is unable for any reason to take a decision or be part of a process under this procedure (for example, where there is a conflict of interest or other unfairness), the matter will require to be dealt with by Elected Members in accordance with Part 6 of this policy (Formal Stages – Chief Executive).

5.2 Where the Chief Executive or other relevant Chief Officer is unable to be part of a process under this policy and the process cannot therefore be fairly or practically followed, the process at Part 6, Formal Stages – Chief Executive, will apply to the Chief Officer.

5.3 The Service Director HR and/ or Monitoring Officer, in consultation with the Council Leader, will determine whether a conflict exists, or that the process cannot be fairly or practically followed.

Investigation

5.4 A disciplinary hearing shall not be convened until the circumstances of the case have been fully investigated.

5.5 The Chief Executive or other relevant Chief Officer (the Nominated Officer) may suspend a Chief Officer on full pay where it is considered necessary to enable a full investigation to take place.

5.6 The Nominated Officer shall appoint a suitable officer(s) to act as the investigating officer. This officer may be a Council officer or a special appointment from outside the Council. In selecting the investigating officer, the Nominated Officer shall consider the extent to which professional advice (related to the Chief Officer's position) is required.

5.7 The officer conducting the investigation shall seek to establish the facts by carrying out investigatory interviews with relevant persons and, where possible, shall obtain written, signed statements from witnesses who will be advised that they may be requested to appear at any subsequent disciplinary hearing.

5.8 Chief Officers have the right to be accompanied at investigation interviews by an accredited trade union representative/official or work colleague.

5.9 Where it is considered appropriate, due to the nature of investigation, the investigating officer may also agree to requests from other witnesses in the investigatory process to be accompanied by a colleague or trade union representative.

5.10 If following investigations, a disciplinary hearing is deemed by the Nominated Officer to be unjustified then they shall inform the Chief Officer accordingly and, in these circumstances, the relevant documents shall be held on the relevant HR database to ensure that the Council can meet all its future responsibilities and obligations.

5.11 Where the investigation concerns matters relating to the safety and wellbeing of young and/or vulnerable people in receipt of client services the documents shall be available for inspection by the Chief Officer who may add a personal note to the record. If there is a further disciplinary investigation relating to the Chief Officer, the documents shall be examined and, where considered relevant, may be taken into account to the extent required by the circumstances of the case. Where a previous allegation is taken into account in any disciplinary decision, the written notification shall indicate this fact and the reasons for doing so.

5.12 The investigating officer will usually be required to prepare a report of their findings.

Convening a Disciplinary Hearing

5.13 If, following investigations, a disciplinary hearing is deemed necessary, the Chief Officer concerned shall be given at least seven calendar days' notice in writing of the hearing and shall also be informed in the same letter of:

- the fact that it will be a formal disciplinary hearing;
- the nature of the complaint(s) together with the relevant supporting documentation including Investigation Report;
- the name(s) of any witness(es) who will present evidence at the hearing and copies of their written statements. Copies of any written statements made by individuals who are not available to give evidence in person at the disciplinary hearing will also be enclosed;
- the right to call witnesses or submit statements or other documentation subject to the names of any such witnesses and/or any written submissions being provided in advance to the Chief Executive or other relevant Chief Officer;
- that it is the Chief Officer's responsibility to request the attendance of any witnesses they wish to call at the hearing;
- the right to be accompanied/represented at the hearing by a trade union official/representative or work colleague (who must not be involved in the same disciplinary proceedings);
- Whether dismissal is a possible outcome.

Conducting a Disciplinary Hearing

5.14 The Chief Executive or other relevant Chief Officer who is acting as the Nominated Officer shall ensure that the facts gathered during the investigation are presented to the Chief Officer who is the subject of the Disciplinary Hearing. These facts may be presented by the investigating officer and, if so, this officer shall remain in attendance at the hearing until the presentation of evidence is completed.

5.15 The Nominated Officer will be advised by the Executive Director of Corporate Services and/ or the Service Director HR.

5.16 Witnesses, if any, shall be called to give their evidence and, after questioning by both parties, shall withdraw but shall be subject to re-call.

5.17 The Chief Officer, assisted by their representative, if any, shall be given adequate opportunity to put forward an explanation and/or defence.

5.18 The Nominated Officer shall consider all the evidence presented with a view to arriving at a decision which is reasonable in all the circumstances.

Action following a Disciplinary Hearing

5.19 Except in the case of verbal warnings, any disciplinary action shall be notified or confirmed in writing within seven calendar days of the hearing and the outcome notifying or confirming such action shall be handed to the Chief Officer personally, sent electronically or sent by recorded delivery.

5.20 A copy of this outcome shall be sent to the Chief Officer's representative, if any.

5.21 If, following a disciplinary hearing, the Nominated Officer considers that no formal disciplinary action is justified they shall inform the Chief Officer accordingly and in these circumstances the documents shall be held on the relevant HR database to ensure that the Council can meet all its future responsibilities and obligations.

VERBAL WARNINGS

5.22 In the case of a minor conduct issue the Nominated Officer may give a verbal warning to the Chief Officer and inform them that this warning constitutes the first stage in the formal procedure.

5.23 The Chief Officer shall be informed of the reason(s) for the warning and of the likely consequences of further conduct issues. The Chief Officer shall also be informed of the date from which the warning will normally be disregarded for disciplinary purposes and the right of appeal against a verbal warning.

5.24 The Nominated Officer shall make a written record of the warning. A copy of this record shall be placed on the Chief Officer's personal file and a further copy given to the Chief Officer.

5.25 A verbal warning will be disregarded for disciplinary purposes after 6 months.

WRITTEN WARNINGS

5.26 A written warning may be issued:

- where a Chief Officer who has been issued with a verbal warning fails to achieve and maintain the required improvement in conduct or where a further act or omission warranting disciplinary action occurs, or
- where the misconduct is considered to be sufficiently serious to warrant this form of disciplinary action.

5.27 A letter of formal written warning shall be issued by the Nominated Officer following the disciplinary hearing and shall state:

- that a formal written warning is being given;
- the nature of the unsatisfactory matter(s) dealt with at the hearing;
- the date of any previous verbal warning where appropriate;
- the action required by the Chief Officer to remedy the matter;
- that subsequent failure(s) in conduct will normally result in more serious disciplinary action;
- that a copy of the warning letter will be placed on the Chief Officer's personal file;
- the date from which the warning will normally be disregarded for disciplinary purposes. A written warning will be disregarded for disciplinary purposes after 9 months; and
- the Chief Officer's right of appeal.

5.28 A written warning will be disregarded for disciplinary purposes after 9 months.

FINAL WRITTEN WARNINGS

5.29 A final written warning may be issued:

- where a Chief Officer who has been issued with a written warning fails to achieve and maintain the required improvement in conduct or where a further act or omission warranting disciplinary action occurs; or
- where the misconduct is of a serious nature warranting this form of disciplinary action.

5.30 A letter of final written warning shall be issued by the Nominated Officer following the disciplinary hearing.

5.31 A final written warning will be disregarded for disciplinary purposes after 12 months.

DISCIPLINARY ACTION SHORT OF DISMISSAL

5.32 Disciplinary action short of dismissal may be taken where:

- following a final warning, the Chief Officer fails to achieve and maintain the required improvement in conduct or a further act or omission warranting disciplinary action occurs, or
- a failure in conduct occurs of a sufficiently serious nature to justify such disciplinary action without prior warning(s).

5.33 Disciplinary action short of dismissal refers to any of the following sanctions:

- demotion and/or transfer to another job, place of work or service area, in conjunction with a final written warning.

5.34 Where disciplinary action short of dismissal is taken, the decision shall be notified or confirmed in writing by the Nominated Officer and the letter shall:

- refer to previous warnings, if appropriate;
- state clearly the disciplinary action taken and the effective date;
- specify the reason(s) for this action;
- refer to the Chief Officer's right of appeal to the Personnel Appeals Committee and indicate the date by which notice of appeal should be received.

5.35 A warning in relation to disciplinary action short of dismissal is to be disregarded for disciplinary purposes after 18 months. If the action is demotion or transfer to another job, the demotion or transfer is permanent.

DISMISSAL

5.36 Dismissal may be taken where:

- following a final warning, the Chief Officer fails to achieve and maintain the required improvement in conduct or a further act or omission warranting disciplinary action occurs, or
- a failure in conduct occurs of a sufficiently serious nature to justify such disciplinary action without prior warning(s).

5.37 Dismissal refers to:

- dismissal with due notice; or
- summary dismissal i.e. dismissal without notice. This should only be in cases of gross misconduct.

5.38 Where a decision to dismiss is taken, the decision shall be notified or confirmed in writing by the Nominated Officer and the letter shall:

- refer to previous warnings, if appropriate;
- state clearly the disciplinary action taken and the effective date;
- specify the reason(s) for this action;
- refer to the Chief Officer's right of appeal to the Personnel Appeals Committee and indicate the date by which notice of appeal should be received.

Criminal Offences

5.39 In all cases where disciplinary action is being contemplated due to an alleged or proven criminal offence, the matter shall be investigated as thoroughly as the circumstances permit. Further information regarding criminal offences and disciplinary matters can be found in the Council's Disciplinary Code and Employee Code of Conduct.

5.40 In cases of suspected irregularities relating to the finances of the Council or to any other funds managed by the Council, the Service Director of Finance and Procurement (or other appropriate senior officer) shall be informed and, if appropriate, an audit investigation shall be carried out. The Nominated Officer may suspend the Chief Officer on full pay.

Appeals

Appeals to the Personnel Appeals Committee

5.41 Appeals against warnings, verbal or written, and punitive disciplinary action shall be considered by the Personnel Appeals Committee in accordance with the Council's Procedure for Hearing Disciplinary Appeals at the Personnel Appeals Committee.

5.42 Appeals shall be submitted in writing, indicating the grounds of the appeal, within fourteen calendar days of the Chief Officer receiving written notification of the warning or disciplinary action. In the case of appeals against dismissal, appeals shall be submitted in writing within fourteen calendar days of the effective date of dismissal.

5.43 The decision of the Personnel Appeals Committee is final and there is no further right of appeal.

Effect of Appeals on Disciplinary Record

5.44 If, as a result of an appeal any disciplinary action is withdrawn or modified, any written reference thereto on the Chief Officer's personal file shall be appropriately amended and the Chief Officer and their representative, if any, notified accordingly.

5.45 The Chief Officer will have a right of access to their personal file to ensure the written reference has been removed or appropriately amended.

Expiry of Warnings

5.46 Warnings and other formal disciplinary action short of dismissal shall normally be disregarded for disciplinary purposes after a period of satisfactory employment. The relevant periods in respect of verbal, written, final written and punitive action short of dismissal are contained in this policy.

5.47 Disciplinary warnings are cumulative. If the Chief Officer has a current live warning any further disciplinary action taken could have the effect of leading to a higher-level warning being issued, or to the Chief Officer being dismissed.

5.48 If the sanction short of dismissal - demotion and/or transfer to another job, place of work or service area is issued however there is no alternative suitable vacant post available or the Chief Officer refuses the alternative post, consideration will require to be given to potential dismissal.

5.49 A decision not to disregard a warning for disciplinary purposes may be taken in circumstances where:

- a Chief Officer's persistent misconduct warrants such action; or
- the misconduct for which the warning was issued related to the safety and well-being of young and/or vulnerable people in receipt of client services from the Council and is considered to be relevant to the individual circumstances under consideration.

5.50 In the case of 5.49, a decision to have regard to a warning out-with the above time scales may be taken only if the warning was issued in accordance with paragraph 5.51 below. Where such a decision is taken, the written notification shall indicate that the earlier warning has been taken into account and the reasons for doing so.

5.51 The timescales for warnings to subsist as captured within this policy shall not apply to a warning where, in the view of the Chief Executive or other relevant Chief Officer following consultation with the Service Director, Human Resources, the sensitivity of the particular misconduct gives rise to such concern that the warning should be available for future consideration. A decision not to disregard the warning or punitive action short of dismissal shall be notified to the Chief Officer at the time the warning or punitive action short of dismissal is issued.

Trade Union Officials

5.52 Where a disciplinary investigation involves a Chief Officer who is an accredited trade union representative, a senior official of the appropriate Trade Union should be notified at the earliest possible time. Any subsequent disciplinary hearing involving a Chief Officer who is an accredited trade union representative shall not be convened until the circumstances have been discussed with a senior official of the Trade Union concerned.

5.53 Where a Chief Officer who is an accredited trade union representative is suspended on full pay a senior official of the Trade Union concerned shall be informed of the suspension as soon as possible and written confirmation of the suspension shall be sent to the Trade Union.

Time Limits

5.54 The time limits contained within this procedure may be varied by mutual agreement.

6. Formal Stages - The Chief Executive

6.1 When faced with an allegation(s) of misconduct against the Chief Executive, initial consideration will be given to the allegation(s) by Chief Official Personnel Assessment Committee (the Assessment Committee) to determine whether the matter should be formally investigated and whether suspension is appropriate.

6.2 Elected members, professional advisers and any other individual involved with the investigation or disciplinary process will declare any personal interest they have in the case and consideration will be given to them not taking part in any proceedings depending on the nature of that interest.

6.3 The allegation(s) will initially be discussed between the Service Director HR and / or the Monitoring Officer and the Council Leader or any other appropriate senior officer/Elected Member if any of these individuals are unavailable, or if a conflict of interest exists.

6.4 The Council Leader will appoint an Assessment Committee. This group will be made up of a cross party group of elected members representing, as far as is practicable, the political balance of the Council from time to time. Members of the group will not participate in the remaining stages of the disciplinary procedure, unless the size of the council is such that there are insufficient numbers of elected members to resource each of the stages independently. The Assessment Committee will be constituted in accordance with the City of Edinburgh Council Committee Terms of Reference and Delegated Functions.

6.5 The Service Director, HR will be available to assist the Assessment Committee. An external adviser may be appointed should the Service Director, HR be unavailable or if a conflict of interest exists.

6.6 The Service Director, HR will verbally make the Chief Executive aware of the allegation(s) against them and that an Assessment Committee is being called to consider the matter. The Chief Executive may wish to make initial observations to the Service Director HR. If agreed with the Chief Executive the Service Director HR will share these observations with the Assessment Committee.

6.7 The Assessment Committee will be advised of the allegation(s) against the Chief Executive, and if previously agreed, initial observations from the Chief Executive. The purpose of the Assessment Committee at this stage is solely to decide whether a formal investigation is required. If the decision is taken to proceed to formal investigation the Assessment Committee will also, depending on the nature of the allegation(s), consider whether suspension, on full pay, is appropriate.

6.8 A note of the meeting and decision will be taken.

6.9 The decision of the Assessment Committee will be communicated in writing to the Chief Executive.

Formal Investigation

6.10 Should the matter proceed to formal investigation, an Investigating Officer will be appointed to conduct a formal investigation into the allegation(s).

6.11 The Investigating Officer will be agreed between, and be independent of both, the Council and the Chief Executive. In the event of a failure to agree it will be for the Joint Secretaries to the SJNC to recommend an Investigating Officer.

6.12 The investigation should be conducted within a reasonable period. If the investigation is likely to extend beyond 4 weeks following appointment of the Investigating Officer, the Chief Executive will be kept informed of progress.

6.13 It is for the Investigating Officer to determine how best to investigate the allegation(s). However, the Investigating Officer will be expected to:

- Meet the Chief Executive to question the Chief Executive on, the allegation(s). The Chief Executive should be given a minimum of 5 working days' notice of such a meeting and be advised of the right to be accompanied at that meeting.
- Meet with and interview any witnesses to or parties associated with the allegation(s), a statement being prepared to record each interview.
- Review any documentation associated with the allegation(s).

6.14 At the conclusion of the investigation, the Investigating Officer will prepare a report for the Assessment Committee outlining the findings of the investigation. The report will include a recommendation as to whether the Investigating Officer considers there are sufficient grounds to the allegation(s) to warrant proceeding to a disciplinary hearing.

6.15 The Assessment Committee will be reconvened to consider the report from the Investigating Officer.

6.16 The group, following consideration of the report from the Investigating Officer, will decide if a disciplinary hearing should be convened. The group will also indicate whether, having considered the report, they consider the allegation(s), if substantiated, constitute misconduct or gross misconduct. If gross misconduct and the Chief Executive has not already been suspended, then they will reconsider suspension at this stage, such suspension being on full pay.

6.17 The Chief Executive will be advised in writing of the decision of the Assessment Committee no later than 5 working days following the meeting of the group. A copy of the report from the Investigating Officer will accompany that letter.

6.18 Where the Assessment Committee decision is that no further action is necessary, an appropriate record will be retained by the Service Director HR.

Disciplinary Hearing

6.19 Should the Assessment Committee consider that the matter should proceed to a disciplinary hearing, a Chief Official Personnel Hearing Committee (the Hearing Committee) will be set up and formal notification of the hearing issued to the Chief Executive.

6.20 The Hearing Committee will exclude members of the Assessment Committee and, as far as is practicable, will be made up of a cross party group of elected members representing the political balance of the Council from time to time. The Hearing Committee will be constituted in accordance with the City of Edinburgh Council Committee Terms of Reference and Delegated Functions.

6.21 The Service Director HR will advise the Hearing Committee. An external adviser may be appointed should the Service Director HR be unavailable or if a conflict of interest exists. A record of the meeting and decision reached will be taken.

6.22 The Chief Executive will be given a minimum of 5 working days prior notice in writing of the Hearing. The letter will provide full details of the allegation(s), an indication of whether the allegation(s) if substantiated, may constitute misconduct or gross misconduct and the implications of this, i.e. gross misconduct may result in dismissal, advise that the Hearing Committee will refer to the report from the Investigating Officer and advise of any witnesses that may be called.

6.23 The letter will also advise the Chief Executive of their right to be represented at the hearing by a trade union official/representative or a work colleague *[*and ask the Chief Executive (or their representative) to provide in advance of the hearing any relevant papers that they may present as part of their case and the names of any witnesses they may wish to call.

6.24 The Chief Executive may seek a postponement of the hearing to enable representation; such postponement should be for no more than 10 working days.

Conduct of the Hearing

6.25 The purpose of the Hearing Committee is to ensure that a fair hearing is conducted into the allegation(s) so that a reasonable decision can be made, based on the information presented. The conduct of the hearing will be as follows:

- A representative on behalf of the Assessment Committee will present their case.
- Members of the Hearing Committee and the Chief Executive (or their representative) will have the opportunity to question the Assessment Committee representative and any witnesses called.
- The Chief Executive (or their representative) will present their case.

- Members of the Hearing Committee and the Assessment Committee representative will have the opportunity to question the Chief Executive (or their representative) and any witnesses called.
- The representative of the Assessment Committee will summarise their case, introducing no new evidence.
- The Chief Executive (or their representative) will summarise their case, introducing no new evidence.
- Both parties will withdraw to enable the Hearing Committee to make a decision in private.
- Following the recess, the parties will reconvene and the convener of the Hearing Committee will advise the Chief Executive of the Committee's decision. If the Hearing Committee is unable to provide a decision on the day of the hearing, they will reach a decision as soon as possible but, in any event, the decision will be confirmed in writing to the Chief Executive within 5 working days. The letter will also include details of how to appeal the decision of the Hearing Committee, should they wish to do so, together with the associated timescale.

Sanctions

6.26 If the allegation(s) against the Chief Executive are considered to have been substantiated, any disciplinary action taken should be reasonable in the circumstances taking into account the seriousness and any mitigation presented.

6.27 In the case of a first offence, other than for gross misconduct, the sanction should normally be a written or final written warning.

6.28 Where a written warning had previously been issued and the Chief Executive has committed a similar offence or a subsequent different but equally serious offence, the Hearing Committee may issue a final written warning or more serious sanction.

6.29 A Chief Executive should normally be given a final written warning regarding their conduct before dismissal is contemplated. However, it should be noted that there may be cases of gross misconduct so serious that summary dismissal without notice is appropriate.

6.30 Notwithstanding the above, the disciplinary action taken will be in line with the sanctions contained within the relevant sections within this policy for all other Chief Officers.

6.31 Similarly, examples of what constitutes gross misconduct will be as per the Employee Code of Conduct, the Disciplinary Code and the relevant sections within this policy for other Chief Officers.

Appeal

6.32 Should the Chief Executive appeal the decision of the Hearing Committee, the Council's Personnel Appeals Committee will consider the appeal. The Personnel Appeals Committee will exclude members of the Hearing Committee and, as far as is practicable, be made up of a cross party group of elected members representing the political balance of the Council.

6.33 The Service Director HR will advise the Personnel Appeals Committee. An external adviser may be appointed should the Service Director HR be unavailable or if a conflict of interest exists. A record of the meeting and decision reached will be taken.

6.34 The Personnel Appeals Committee will ideally be held within 20 working days of receipt of the appeal.

6.35 The Chief Executive will be given a minimum of 5 working days prior notice in writing of the date of the Appeal Hearing and be provided with a copy of any associated paperwork that will be presented on behalf of the Hearing Committee. The letter will advise the Chief Executive of their right to be represented at the Appeal, advise of any witnesses that may be called and ask the Chief Executive (or their representative) to provide in advance of the appeal any documentation that they intend to refer to and the names of any witnesses they may call.

6.36 The appellant will have the right to be represented at the appeal hearing by:

- an accredited workplace trade union representative;
- another Council employee; or
- an official employed by a trade union.

6.37 The conduct of the Appeal Hearing will follow the Council's Procedure for Hearing Disciplinary Appeals at the Personnel Appeals Committee.

6.38 It is the responsibility of the Personnel Appeals Committee to determine whether the appeal from the Chief Executive should be upheld, upheld in part or dismissed. If upheld in part the Personnel Appeals Committee must also determine the impact of this decision on any sanction implemented by the Hearing Committee.

6.39 The convener of the Personnel Appeals Committee will advise the Chief Executive of the decision of the Personnel Appeals Committee. If the committee is unable to reach a decision at the conclusion of the Hearing, they will do so as soon as possible but in any event the decision will be confirmed in writing to the Chief Executive within 5 working days of the date of the hearing.

6.40 The decision of the Personnel Appeals Committee is final and there is no further right of appeal.

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Policy and Sustainability Committee

10am, Tuesday, 12 March 2024
Special Leave Policy

Executive/routine
Wards

1. Recommendations

1.1 To approve the new Special Leave Policy for all colleagues.

Dr Deborah Smart

Executive Director of Corporate Services

Contact: Nareen Turnbull, Service Director, Human Resources

E-mail: Nareen.turnbull@edinburgh.gov.uk

Report

Special Leave Policy

2. Executive Summary

2.1 In 2024, legislation will be introduced which provides additional rights for carers.

2.2 In addition to this, a Council motion has requested that an Employee Volunteering Policy should be developed that would give colleagues one day paid leave per annum to volunteer which will be incorporated into our Special Leave Policy.

2.3 To ensure we are meeting good practice, our legislative requirements as well as enhancing our employee experience, we undertook a review of the Special Leave policy.

2.4 The Special Leave Policy replaces our existing policy which was last approved at Committee on 31 August 2022 following slight amendments.

3. Background

3.1 In May 2023, a new Act received Royal Assent and is to be introduced in 2024.

3.2 The Carer's Leave Act 2023 was approved and while further regulations from the government are still in draft; it will introduce one week's unpaid leave to provide or arrange care for a dependant with a long-term care need and this will be a day one right.

3.3 In November 2022, a motion was put forward to full Council regarding the creation of an Employee Volunteering Policy that would give colleagues paid leave to volunteer with local organisations and initiatives.

3.4 In response to these upcoming changes, it has been agreed to review the existing Special Leave Policy. While the Special Leave Policy was last updated in 2022 following a change to Parental Bereavement Leave, a full review of the policy was last undertaken in 2019. In addition to this, feedback from colleagues has suggested we could be clearer and call out certain types of leave which are common within the Council. We want to ensure the policies are inclusive, meet good practice as well as our legislative requirements and offer support and guidance to colleagues at each stage.

4. Main report

Carer's Leave Act

4.1 The Carer's Leave Act 2023 is to be introduced from April 2024. The Secretary of State recently laid before parliament a draft form of supporting regulations. The new entitlement will be a day right and will provide carers with one week's unpaid leave.

4.2 Carer's leave will apply to employees only, to allow them to provide or arrange care for a dependant with a long-term care need. A "long-term care need" is defined as an illness or injury (either physical or mental) that requires or is likely to require care for more than three months, a disability under the Equality Act 2010, or issues related to old age. Whilst the Carer's Leave Act set out that regulations could provide that "particular activities are, or are not, to be treated as providing or arranging care", the current draft regulations do not impose any such limitations. It therefore appears to be left open to employees to make an assessment as to whether they are providing or arranging care for a dependant (provided they are eligible to take the leave in the first place). However the draft regulations do confirm that the leave is per employee, not per dependent.

4.3 The Council's existing Special Leave arrangements provide for Leave for Dependents to allow colleagues to deal with unplanned situations involving dependents. For example, where they are providing short-term, emergency assistance to a dependant who is ill or injured and is unable to look after themselves and no healthcare professional or other adult is available to provide that care. They need to plan for the care of a dependant who is ill or injured; or the care arrangements in place for a dependant are unexpectedly disrupted or have ended. This does not necessarily provide for the same situations as the proposed Carer's Leave.

4.4 The Council's Leave for Dependents is enhanced, providing up to 6 days paid leave in any 12-month rolling period. On this basis, and to ensure parity it would be appropriate to align the Carer's Leave and provide 6 days paid leave.

4.5 The Council currently has 654 (3%) colleagues who have declared they have caring responsibilities.

4.6 Our intention is that this new entitlement will be incorporated in our Special Leave Policy and will provide clear definitions as to what a Carer is and who will be eligible for it. The expectation is that colleagues will have declared their caring status and confirmed this with their manager however there is no requirement, in the regulations, for an employee to evidence their entitlement to this leave.

Council Motion

4.7 At Full Council on 24 November, a motion was put forward:

"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

assessment of any operational and financial impact on the delivery of council services."

4.8 Benchmarking was undertaken across other local authorities to understand their provisions, arrangements and where possible the uptake by colleagues. This can be found at appendix A.

4.9 It was confirmed that the expectation would be that one day of paid leave per annum should be afforded to all colleagues including teaching staff. On the basis of this one day entitlement, it was agreed that it would be incorporated into the Special Leave Policy rather than a standalone policy.

4.10 Following engagement with Corporate Leadership Team in October 2023, it was agreed that the leave should be aligned to the Council's Business Plan and colleagues should be able to demonstrate their contribution to one of the objectives of making Edinburgh a good place to live and work, ending poverty or our sustainability commitments in becoming a net zero city. It was also proposed that a focus should be on team building and development in proposed activities although where not logistically feasible individual requests would be supported.

Special Leave Provisions

4.11 As part of our review of the Special Leave Policy, we have engaged with colleagues in HR who regularly respond to employee queries to understand frequently asked questions and consider where improvements and clarifications could be made to existing arrangements. We also engaged with employees directly for feedback.

4.12 There are certain types of leave requested currently which are not provided for explicitly within the Policy and therefore it is processed as simply Paid or Unpaid Leave at manager's discretion. To ensure an inclusive policy, we propose calling out these leave types. It is not assumed this will be an additional cost to the Council, as managers are already applying discretion and approving the leave under a generic leave reason.

Fertility Treatment

4.13 At the same time we are also reviewing our Family Leave policies and we believe it is important to support our colleagues at all stages of their fertility journey. The current policy does not provide any specific provision for fertility treatments however when queried, HR encourage management to process this leave as a paid medical appointment. The proposal would be to have a standalone section within the Special Leave Policy on Fertility Treatment.

4.14 Benchmarking against other local authorities suggests that colleagues would be entitled to paid leave through one course of fertility treatment. For any subsequent courses annual leave should be used, or alternatively unpaid leave requested.

4.15 There are different forms of fertility treatment, and time off may vary. To provide an example, an average IVF cycle can take from 3 to 6 weeks; however, it is important to note that every person is unique so the length of the process may vary depending on the individual circumstances. The time off can be used to cover attendance at scans, consultations, hospital appointments or any fertility-related procedure.

4.16 While there is no statutory right to time off for fertility treatment, the Equality and Human Rights Commission Code of Practice recommends that employers treat requests for time off for fertility treatment “sympathetically” and recommends that employers establish procedures for allowing time off for fertility treatment. This will also be a way to support colleagues through, what can be, a difficult process.

Enhancement to Parental Bereavement Leave

4.17 Since April 2020, parents have had the right to take up to two weeks of paid leave following the death of a child. The legislation covers the death of a child under the age of 18 or where it is stillborn after 24 weeks of pregnancy.

4.18 In 2022, the Council enhanced this right to cover the death of any child, including those over 18 years of age. We would like to propose a further enhancement to this leave to also cover those who experience a miscarriage – pregnancy loss before 24 weeks.

4.19 We have no data to support the numbers impacted within the Council however according to NHS data, 1 in 4 pregnancies result in a miscarriage. As a supportive employer, it is expected that currently absences following a miscarriage have been processed by management as Paid Leave or paid Sickness Absence and therefore by enhancing the Parental Bereavement Leave definition, we should not be incurring any additional costs.

4.20 This change will provide those with dedicated time off to focus on recovery.

Kinship Caring

4.21 Kinship Carers are Grandparents, Great Grandparents, Uncles, Aunts, Siblings, other relatives and or family friends who step in to take care of a child who is unable to live with their parents under a formal arrangement. This can be on a permanent or short-term basis and often in challenging circumstances.

4.22 The process is very similar to fostering a child, and the Council have received queries in relation to this across the last year.

4.23 Our proposal is to include kinship caring into the Special Leave Policy and align it with the current Foster Care Leave provisions which include 1 day’s paid leave and up to 4 days’ unpaid leave in any 12-month period.

5. Next Steps

5.1 An implementation plan, including communications, will be put into effect to launch the policy for April 2024 in line with the new legislation. Communications will align with and further promote Our Behaviours, specifically that of Flexibility.

5.2 In addition to this, throughout consultation, EIS raised concerns about the impacts of the fixed school holiday patterns on colleagues requesting leave for religious

observances and as such work is ongoing between the Council and our schools to promote and encourage flexibility in accommodating such requests.

6. Financial impact

6.1 Finance has confirmed that provision of an additional paid day's leave on a permanent basis for all staff would have an associated annual cost of some £3m. These costs will primarily be restricted to cases where direct cover is required.

6.2 This paper looks to introduce additional paid days for:

- Volunteering Leave: figure outlined above.

- Carer's Leave: 3% of the Council has declared that they have caring responsibilities. Therefore, if everyone took the full 6 days paid leave, this would cost circa £540k. However, it is worth noting that these individuals are potentially already being given this time off as dependents' leave.

7. Equality and Poverty Impact

7.1 In integrated impact assessment was carried out as part of the wider policy review project and to date, no negative implications have been identified and a more streamlined approach for colleagues was seen to positively impact groups.

7.2 We have also worked in partnership with Stonewall on the policy who have reviewed the policy to ensure it is inclusive.

7.3 As the policy deals with bereavement as well as other difficult life events, we have also ensured that it has been reviewed from a Trauma Informed perspective.

8. Climate and Nature Emergency Implications

8.1 Not applicable.

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

9.1 The Council will be expected to have in place provisions for Carers Leave by April 2024. The development of this new Policy meets our legal requirements and provides colleagues with their statutory right to leave.

9.2 The initial premise of the Volunteering Leave will be focussed on benefiting the local communities within Edinburgh. The purpose will be to increase resilience within the Council, add value and build relationships within the local community.

9.3 The development of this Policy meets our legal obligations in relation to formal consultation and the Trade Unions have been engaged on the new Policy and are content with the proposed changes. The Policy is a collective agreement.

10. Background reading/external references

10.1 Minutes from Full Council on 24 November 2022
10.2 Carer's Leave Act 2023

Appendices

Appendix One – Special Leave Policy

Special Leave

We (the Council) understand that the health and wellbeing of our colleagues is one of the most important investments we can make as a responsible caring employer, and we are committed to developing a working environment which supports a healthy work-life balance.

This policy sets out the Council's provisions for special leave, covering both the statutory entitlements and the additional forms of leave the Council offer to colleagues, when they need time off from work to deal with issues in their life outside work.

Author	Scope
Employee Relations, Human Resources, Corporate Services Directorate	This policy applies to all Council employees.
Purpose	**Review**
This policy provides flexibility for colleagues to take periods of paid or unpaid special leave as required to support their work / life balance and meets specific commitments in line with employment legislation and good practice.	The policy will be reviewed as and when a change to the existing policy deems this necessary, primarily as a result of changes to legislation or statute; agreement of new national terms and conditions of service or Government Policy; organisational change; or resulting from changes agreed through Trade Union Consultation.

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Introduction

We recognise that colleagues often have competing priorities in their life, there may be occasions when you may require additional time off from the workplace and we aim to help in these situations, by providing additional flexible leave.

This leave can be broadly grouped as balancing work with your:

- Family life
- Wellbeing
- Other commitments outside of work.

This policy includes statutory entitlements, as well as Council enhancements on special leave and indicates where leave will be granted with or without pay. The policy applies to all colleagues regardless of age, disability status, sex, gender identity, sexual orientation, race/ethnicity, religion, and belief or working pattern.

Unless otherwise stated within the Policy, you are entitled to Special Leave regardless of length of service.

Where appropriate, colleagues will be asked to provide evidence to support any leave request.

This policy is underpinned by Our Behaviours of Respect, Integrity, and Flexibility and both managers and colleagues are expected to demonstrate these in applying for and approving any requests for leave.

It is recognised that not every situation will be covered by this Policy, and on occasion managers may be asked to apply discretion when approving paid or unpaid time off. Please note that separate policies and procedures are available for maternity leave, adoption leave, parental support leave, flexible working, sick absence, annual leave, and public holidays.

If a colleague has not followed the correct request and approval procedure, without good reason, the absence from work may be classed as unauthorised. Where appropriate, this may be dealt with under the disciplinary policy.

A colleague who believes that their request for leave under this policy has been unreasonably refused may raise this through the grievance policy.

Roles and Responsibilities

All colleagues should:

- Read and understand the policy and provisions outlined.
- Contact your line manager as soon as possible to request time off.
- Be flexible and prepared to change appointment times/dates where required to assist in meeting the demands of the service.
- Book the relevant leave on myHR when a request has been accepted. Where you do not have access to myHR, this should be completed by your line manager.
- Provide documentation to evidence the requirement for leave when it is appropriate (for example, producing a letter or hospital card to confirm the appointment). To maintain confidentiality this can be redacted appropriately.
- Ensure that the relevant documentation is completed to avoid a loss of earnings where this is appropriate (for example, completing a juror citation form and send this to askHR following your attendance at court when participating in Jury service).
- Maintain a reasonable level of contact with your line manager, during any period of longer-term special leave, to keep them up to date on the situation, but also to access any support that may be available, e.g., the Employee Assistance Programme.
- Contact askHR where you need further information.

Line managers should:

- Read and understand the policy and provisions outlined.
- Have regular wellbeing conversations with your team. As a result, requests for special leave should not come as a surprise and will allow for effective planning.
- Engage with colleagues who are looking to make requests for leave and discuss each individual case prior to accepting/rejecting the request on myPeople.
- Ensure that, whilst each request for leave will be considered on an individual basis, the policy is applied consistently throughout the Council.
- Take into consideration the needs of the service in any decision to approve leave while still ensuring we are supporting colleagues and meeting any legislative obligations for time off.
- Where leave cannot be granted make sure the colleague is aware of the reasons why and where possible offer other dates or flexibility options
- Ensure that leave is recorded where it is accepted for colleagues who do not have access to myHR, making sure that it is recorded under the correct leave reason
- Process any special leave by the payroll deadline so no overpayments are generated.
- Ensure that the detail of this leave is kept confidential unless the colleague has expressed otherwise.
- Contact askHR where you need further information.

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Family Life

Leave for Dependants

You have a statutory right to take a reasonable amount of unpaid leave to deal with unplanned and emergency situations involving your dependants. Please refer to the definitions guide at the end of this policy to ensure you meet the criteria.

In addition to this, the Council provides up to **6 days paid leave** in any 12-month rolling period (pro rata for part time) where you need to arrange care for dependants in the following circumstances:

- you need to plan for the care of a dependant who has fallen ill or is injured; or
- the care arrangements you have in place for a dependant are unexpectedly disrupted or have ended and you need to arrange alternatives.

This leave is per colleague, not per dependent.

If you need more time off or know in advance that you will need time off, you should discuss alternative arrangements with their line manager. These may include flexible working arrangements, a period of unpaid leave or an employment break.

Carers' Leave

Being a carer can place significant demands on time, energy and emotional resources and can cause disruptions to both family and work life. It is recognised that not all caring responsibilities are the same and that caring situations can change over time, often at very short notice and understand the importance of providing colleagues with time off.

This leave type is separate to the Leave for Dependants, it is important that everyone is aware of the distinctions between the two types of leave therefore please refer to the definitions guide at the end of this policy to ensure you meet the criteria.

If you are a carer, you are entitled to **6 days paid leave** in any 12-month rolling period (pro rata for part time) and up to **a week unpaid leave** to provide or arrange care for the dependent.

The leave could be taken flexibly in a block or in individual or half-days to suit your caring responsibilities. This leave is per colleague and not per dependent.

You will be required to self-certify your eligibility for carer's leave to your manager and on the HR system, but you do not need to provide evidence of how or for whom the leave is being used.

If you require time off to cope better with the sudden responsibilities of looking after a dependent, there may be other options to explore with your line manager. This may include a period of unpaid special leave, annual leave or, where appropriate, sick leave.

Unpaid Parental Leave

The purpose of this leave is to allow you time off to look after your child's welfare.

Unpaid Parental leave is a statutory entitlement that's available to all colleagues, enabling you to take a total of **18 weeks unpaid leave** for each child or adopted child, up to their 18th birthday, providing the following criteria are met:

- You're named on the child's birth or adoption certificate, **or** you currently have, or will have, parental responsibility for the care of a child and can evidence this;
- You have 1 year's continuous service with the Council; and

- The child is under the age of 18.

Up to four weeks leave can be taken per child in any single year. The 18 weeks is an entitlement that stretches over the whole period until the child reaches 18. Leave must be taken in whole weeks rather than individual days unless your child is disabled.

You must provide 21 days' notice of your intention to take this leave.

Note that the entitlement is per *child*, not per job. Therefore, if you have taken 10 weeks with a previous employer, you would be entitled to a further 8 with us and therefore must declare this as part of the leave request. Managers must satisfy themselves that the correct entitlement has been approved.

Planned Healthcare for Children under 5

Parents may be required to accompany children to clinics or to doctors' appointments for developmental check-ups and inoculations in the first 5 years of the child's life. In these circumstances, where you are the care provider for the child and no other alternative is available, the entitlement is as follows:

(a) up to 5 working days' **paid** leave before your child's 5th birthday; and

(b) up to 5 working days' **unpaid** leave before your child's 5th birthday.

Foster / Kinship Carer Leave

Foster Carers look after children full time on an interim basis. This is until they can return home to their birth family or can be supported to move on to long term care. If you are interested in fostering, you can find more information on the Edinburgh Fostering website.

Kinship Carers are Grandparents, Great Grandparents, Uncles, Aunts, Siblings, other relatives and or family friends who step in to take care of a child who is unable to live with their parents under a formal arrangement. This can be on a permanent or short-term basis and often in challenging circumstances.

As a prospective carer, you are entitled to:

- Up to 5 working days' **paid leave** to cover the preparation and assessment process involved in registering as carers.

For active carers, you are entitled to:

- 1 working day's **paid leave** and up to 4 working days' **unpaid leave** in any 12-month period.

This time is to be used to attend urgent meetings about the placement of a child. Your line manager can agree to more unpaid leave to care for a placed child. If you and your partner are both employees of the Council, only one will be granted Kinship Carer Leave.

Where a formal arrangement is in place, you may also be eligible for other types of family-related Special Leave.

Compassionate Leave

In the event of a bereavement, your line manager can grant **up to 5 working days' paid** leave. Compassionate leave can be taken to cover funeral arrangements and / or attendance at a funeral but isn't limited to these examples.

Line Managers will consider all circumstances when granting leave, for example, the relationship and the arrangements required to be undertaken. While we need to apply the policy consistently throughout the Council, we also need to understand that each situation will be different.

We recognise that any bereavement can be a very stressful time for individuals. If you feel unable to return to work following a period of paid bereavement leave, you should discuss with your line managers what

other options are available. This may include a period of unpaid special leave, annual leave or, where appropriate, sick leave.

Parental Bereavement Leave

Parental bereavement leave is designed to give parents extra support following the loss of a child. This leave can be taken by the child's birth parent, adoptive parent, the partner of the child's parent or adoptive parent regardless of gender– anyone who would have had parental responsibility for the child.

You are entitled to **up to 2 weeks paid leave**.

This leave is also available to parents who experience pregnancy or baby loss.

You can take one- or two-weeks as parental bereavement leave. It is not available as individual days and can be taken as:

- a single block of two weeks or
- two separate blocks of one week at different times.

You can take this leave within 56 weeks of the date of the bereavement.

We recognise that any bereavement can be a very stressful time for individuals. If a colleague feels unable to return to work following a period of paid bereavement leave, they should discuss with their line managers what other options are available. This may include a period of unpaid special leave, annual leave or, where appropriate, sick leave**.**

Wellbeing

Leave for Medical Appointments

You should try and book medical appointments out with working hours. Where this is not possible, try to book appointments for near the start or end of the working day. Where this is not possible, we would encourage you to speak with your line manager and where appropriate, **paid** special leave will be granted for the duration of the appointment.

If you have been referred to hospital for examination/treatment you should, where feasible, try to arrange appointments out with normal working hours. If this is not possible, then **paid** special leave will be granted.

Where appropriate, you'll need to provide your line manager with documentation evidencing your appointment details before your leave can be approved. To maintain confidentiality this can be redacted appropriately.

Where you are required to attend for appointments on more than 4 occasions in a rolling 12-month period, speak to your line manager in advance to allow you both to plan for this leave or consider alternative arrangements such as flexible working.

Where you require emergency medical treatment, you will be entitlement to paid special leave for the treatment, however recovery time or where the treatment results in illness should be recorded as sickness absence.

Medical Gender Reassignment

The Council is committed to equality of opportunity for all colleagues throughout recruitment and employment, including supporting trans colleagues who may have undergone, be in the process of, or about to undertake the process of transition.

You will be entitled to reasonable time off to support your medical gender reassignment.

Please refer to the *Transgender colleagues in the workplace* guidance for information relating to leave and other provisions available to support transitioning colleagues.

Fertility Treatments

The Council will support you with paid leave to attend appointments through one course of fertility treatment. For any subsequent courses annual leave should be used, or alternatively unpaid leave requested. While not an exhaustive list, paid time off can be used to cover attendance at scans, consultations, hospital appointments or any fertility-related procedure.

If the treatment results in illness, this should be recorded as sickness absence.

It is important to note that there are different types of fertility treatment, and every person is unique so the length of the process may vary depending on the individual circumstances. As an example, an average IVF cycle can take from 3 to 6 weeks and the number of appointments they are required to attend may vary over this period.

Where treatment is successful, please refer to the Family Policies for further entitlements and next steps.

Elective Surgery

You may decide to undertake some elective surgery, i.e., surgery that is not considered medically necessary. This includes, but is not limited to, cosmetic surgery and other medical procedures such as laser eye treatment and vasectomies. You will be entitled to unpaid time off for appointments, or annual leave may be used to cover the absence.

In cases where the outcome of the surgery is unexpected or you require additional time off, this should be recorded as sick absence, and normal rules under the Sick Absence Policy will apply.

Volunteering Leave

Volunteering is about giving your time and skills, for the benefit of others, the local community and most importantly your personal wellbeing.

You are entitled to **1 day's paid** leave in a 12-month rolling period.

The purpose of colleague volunteering is for the Council to increase resilience, add value and build relationships within the local community but there are also many benefits to colleagues such as learning new skills and gaining experience, trying something new, bringing colleagues together, improving team morale, physical health and work-life balance. By giving your time to help a charity or organisation, it also helps the people and communities of the City of Edinburgh become more self-reliant.

Volunteering activities should align to the Council's Business Plan and you should be able to demonstrate a contribution to one of these objectives. Also, any activities which cannot be shown to be of benefit to the local community, such as organisations who look to make profit, volunteering to support a friend or family member, will not qualify under this scheme.

You should not participate in any activities that could be in conflict with your Council role or one which may impact on your health and wellbeing.

If you wish to take part, speak to your line manager about the opportunity. Approval will be subject to the nature of the volunteering and the demands of the service area however managers are actively encouraged to support colleagues in giving back.

We would also want to encourage colleagues to collectively give back as a team, to enhance collaborative working, shared experiences and to develop a better understanding of the communities we support. Therefore, volunteering leave can be used to bring colleagues together, delivered as a Team, to make a positive impact on the local community.

You can find more information and guidance about volunteering on the Orb. Please note this leave entitlement is separate to Leave for Voluntary Occupations as outlined below.

Leave for Religious Observances

The Council has a diverse workforce and acknowledges that you may make requests for time off to accommodate a religious observance that is significant to your beliefs.

All efforts should be made to accommodate a request for annual leave for religious observance.

Line managers should discuss requests made by the colleague and they should ensure that all options to provide flexibility have been exhausted such as using accrued leave or TOIL, flexible/alternative working for the day, changes to shifts / rotas, etc. It is for local line management to decide how this flexibility will work within their respective service areas.

Domestic Abuse Leave

We provide paid Special Leave for any appointments with specialist agencies, for example, Women's Aid, solicitors etc. We recognise the importance of providing colleagues with dedicated safe time. This applies to anyone who is a victim or survivor of domestic abuse who will require, housing, or police etc. Please refer to our Domestic Abuse Policy for more information on leave and support available.

Other commitments

Jury Service

If you're called for jury service, you'll get **paid** leave to cover the time you're in court. You need to bring your court citation to work and then follow the advice on the Orb.

Attending Court as a Witness

If you're called as a witness by the Council, then your time away from work will be treated as part of your normal duties i.e., you will receive full pay.

If you're called as a witness by anyone other than the Council in a criminal case, whether for the defence or the prosecution, then you'll be granted **paid** leave to attend court.

If you are called as a witness in a civil case, you will have to cover the time you need with either annual leave or unpaid leave.

Leave for Public Duties

You are entitled to up to **208 hours of paid** leave per year to carry out public duties.

Examples of positions we consider to be public duties are:

- a magistrate or justice of the peace;
- a member of a local authority other than the City of Edinburgh Council;
- a member of any statutory tribunal (e.g., Employment Tribunal, Children's Panel etc);

- a member of a health board;
- a member of an NHS trust;
- a member of a school or college council or body of a central institution or college of education; and
- a member of a school board.

Once you use this allowance up, you are entitled to reasonable unpaid leave to cover the time needed to perform those duties, subject to service requirements.

Electoral Duties

Leave for electoral duties will be subject to the demands of the service, and authorisation by the line manager. Paid leave will be granted to allow you to undertake official duties at elections or referenda of the City of Edinburgh Council.

Out with the City of Edinburgh Council, and subject to the requirements of the service, **unpaid leave for a period not exceeding up to 10 days** (or up to the equivalent of two working weeks) will be granted:

- at the time of the election, if you are undertaking the duties of an Election Agent for a Local Authority/Parliamentary/Scottish Parliamentary candidate
- if you are standing for election to another Local Authority/as a Parliamentary candidate/as a Scottish Parliamentary candidate/as a European candidate.

Leave for Reservists

Where you are required to attend compulsory training events, leave may be granted up to a maximum of **two weeks paid leave,** to cover the time you attend the event.

If you get a call-out notice for full-time service, you will normally be granted **unpaid** leave for the duration of the call-out. Please see our policy for Reserve Forces for more information.

See Reserve Forces Guidance

Leave for Voluntary Occupations

The Council acknowledges the positive contribution that colleagues can make towards other public and voluntary bodies and recognises that they may require time off work in order to perform duties. Any leave agreed for this purpose will be **unpaid.**

Examples of voluntary activities are:

- retained fire-fighter (e.g., payment received for callouts);
- special constable;
- a member of a consumer council (e.g., public utilities);
- a member of a community council;
- a member of a tenants' or residents' association;
- a member of a body recognised by the Council for the purposes of community consultation.

Leave to Take Part in Sporting Events

Where you have been selected to represent your nation or country, and compete at national or international level, you will be granted reasonable paid leave to include participation, coaching or officiating in competitive sporting events. Where you are being paid for your involvement, other than travel or subsistence expenses, unpaid leave shall be granted.

When making a request, you must provide written confirmation from the sporting body that you will be participating or officiating at the event.

Other Authorised Unpaid Leave

It is recognised that not every situation will be covered by this policy, and on occasion managers may be asked to apply discretion when approving leave. If your situation is not covered by this policy, it's really important that you speak to your line manager as soon as possible to discuss your situation and talk through the options that are available to you.

We also understand that you have other commitments outside of work and you may wish to take a period of unpaid leave but not take an employment break.

Unpaid leave is available to all colleagues, enabling you to take up to 3 months unpaid leave during a 12-month period

It can be taken for any reason and can be taken as a block of leave or several days or periods of leave adding up to three months.

Taking unpaid leave will not affect your leave entitlement, however it may affect your pension. During unpaid leave your contract of employment remains in place.

Speak to your line manager as soon as possible. Your line manager is under no obligation to automatically agree leave; however, they must give proper consideration to the request and give a justified reason, in writing, why this leave will not be accepted.

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Definitions

Continuous Service	Means continuous service with the City of Edinburgh Council (or its predecessors) or any local authority or employer to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 (as amended) applies.

	For colleagues covered by the SNCT arrangements, qualifying service comprises any week, regardless of the number of hours worker, in which an employee is employed by a Council. Continuity of qualifying service is deemed to be broken where a break exceeds two weeks. As outlined in sections 6.2 and 6.3 of the SNCT Agreement.
Dependant	Your spouse; partner regardless of gender; a child of yours who is under 18 and lives with you; a parent; an individual who lives with you as part of your family (excluding tenants, lodgers, flat-mates or boarders); an individual who depends on you for either: short-term assistance in the event of illness/injury or, to make arrangement for the provision of care in the event of illness/injury.
Family	Families can take different forms, and there does not always have to be a biological relationship. This definition can also include chosen families, loved ones and close support networks who can be particularly significant to those who are estranged from their families. It is recognised that close friends may be covered by this definition, including former work colleagues of the City of Edinburgh Council (or its predecessors). Managers should give consideration to the nature of the relationship and the specific circumstances of each case.
Carer	Is someone caring for a spouse, civil partner, child, parent, someone living in the same household or a person who reasonably relies on the employee for care. The person being cared for must have a long-term care need. This means they must: • have a long-term illness or injury (physical or mental) that requires or is likely to require care for three months or more; or • a disability as defined in the Equality Act 2010; or • require care related to old age.
Parent	Is a child's mother, father, guardian, foster carer or some other person with parental responsibility regardless of gender.
Foster Carer	Foster carers offer children and young people a safe home when they can't live with their birth

	families. Where an individual is registered and a formal arrangement is in place, colleagues are eligible for Special Leave.
Kinship Carer	Kinship carers can be a relative or family friend who steps in to take care of a child who is unable to live with their parents. Where a formal arrangement is in place, colleagues are eligible for Special Leave.
Week	Is considered the length of time an employee normally works over 7 days. For example, if an employee works 3 days a week, one 'week' of leave equals 3 days. If an employee works irregular weeks, the number of days in a 'week' is the total number of days they work a year divided by 52.

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Policy and Sustainability Committee

10am, Tuesday, 12th March 2024

Policy Updates (Minor)

Executive/routine
Wards
Council Commitments

1. Recommendations

1.1 To approve the amended Sickness Absence Policy.

1.2 To approve the amended Protecting Colleagues from Unacceptable Behaviours Policy.

1.3 To approve the standing down of the Work Experience Policy to be replaced with practical guidance.

Deborah Smart

Executive Director of Corporate Services

Contact: Nareen Turnbull, Service Director Human Resources

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Report

2. Executive Summary

2.1 The Sickness Absence Policy updates and replaces the current policy approved at Committee in October 2019. The policy has been updated following a Whistleblowing management recommendation.

2.2 The Protecting Colleagues from Unacceptable Behaviours Policy updates and replaced the current policy approved at Committee in August 2022. This policy has been updated following feedback from colleagues following implementation.

2.3 The Work Experience Policy was established in 1998 and provided a framework for providing opportunities within the Council however this is now outdated and no longer fit for purpose and is to be stood down and replaced by guidance developed by officers.

3. Background

3.1 The Sickness Absence Policy provides guidance to colleagues on actions to take when they are unwell and unable to attend for work. It also provides a structure and process for managers to effectively manage employee absence.

3.2 The Protecting Colleagues from Unacceptable Behaviours (Protecting Colleagues) was developed as part of the conduct policy reviews in 2022-23 and consolidated the previous Violence at Work and Managing Customer Contact in a Fair and Positive Manner policies. It outlines how the Council will protect colleagues in the workplace from violence, aggression, bullying and harassment, and put in place measures to prevent and mitigate such incidents. When an incident does occur, it provides a framework for colleagues and managers to follow in terms of reporting, recording and responding.

3.3 The Work Experience Policy provides a framework for the development and operation of work experience opportunities within the Council. It has not been reviewed since launch in 1998.

4. Main report – Policy Amendments

Sickness Absence Policy

4.1 In October 2023, a Whistleblowing management recommendation asked HR to review the issue raised in the disclosure and where appropriate review and amend the Sickness Absence Policy accordingly.

4.2 The current policy advises that where an employee is unwell and unable to attend for work, they should contact their line manager to advise them of their absence.

However, the policy does not advise what action an employee should take if the reason for their absence is related to their manager.

4.3 To remedy this, we have added in a line confirming that employees can contact another alternative manager to report their absence as appropriate.

4.4 We have also been asked by the Trade Unions to include lines from the Red Book[1] covering Industrial Injury allowance and infectious diseases.

Protecting Colleagues Policy

4.5 The new policy was introduced in September 2023, following approval by Committee in August 2023. As a result of incidents within the Council, a review was undertaken to clarify the support that is available or should be made available to colleagues following an incident, specifically where there has been a physical assault. This information was contained in associated guidance, however it is considered that it is useful to have this incorporated into the actual policy.

4.6 Amendments have also been made to the language in the policy to ensure it is more inclusive and mindful of victims of unacceptable behaviours.

4.7 As a brand new policy to the Council, it is important that we monitor implementation and ensure we regularly review, and then shape the policy to meet the needs of our workforce.

Work Experience Policy

4.8 The Council recognises the benefits that work experience can have for both the Council as well as the individual undertaking the opportunity. To enable us to support such opportunities, clear guidance is required to ensure they are fit for purpose, meaningful and add value.

4.9 The existing policy was launched in 1998 and has not since been reviewed. Feedback from service areas suggested it was out of date, responsibilities were unclear and undefined and there is a lack of guidance for managers in considering such requests. As a result, placements are unlikely to happen as the current process is hard to follow and cumbersome.

4.10 Colleagues from across Business Growth and Inclusion, Job, Education and Training (JET), Health and Safety and HR worked in partnership to develop new guidance and supporting documents which practically lead managers through the options for considering work experience opportunities, as well as the steps they need to take to make it happen. The guidance reflects good practice.

4.11 As a result, it is requested that the original Policy is stood down and replaced by this guidance. As guidance, it can be reviewed and updated regularly based on immediate feedback.

[1] The Scottish local government joint council agreement, known as the Red Book, contains pay and conditions details for Scottish local government workers. The terms have been negotiated by local government employers and union representatives.

5. Next Steps

5.1 If approved, the policies will be updated on the Council's intranet and external websites in January 2024.

5.2 We will also take steps to remove the Work Experience Policy from the Orb and upload the guidance and supporting documentation.

6. Financial impact

6.1 We do not have any evidence which would indicate that the proposed changes to these policies will pose a significant financial impact to the Council.

7. Stakeholder/Community Impact

7.1 As part of our normal policy development process, the trade unions have been engaged on the Sickness Absence and Protecting Colleagues policies and have indicated their approval for the policy changes and as such both policies remain collective agreement.

7.2 The Trade Unions have also been given notice to stand the Work Experience Policy down, in line with our collective agreements.

8. Background reading/external references

N/A

9. Appendices

9.1 Sickness Absence Policy
9.2 Protecting Colleagues from Unacceptable Behaviours Policy
9.3 Work Experience Guidance

Sickness Absence Policy

The Council (we) recognise that some absence due to sickness is inevitable. Our approach to absence management is based on a starting assumption of trust between managers and employees, and we are committed to supporting employees in a consistent, fair and sympathetic way. The sickness absence policy sets out the principles and methods through which absence is managed but is also just one part of a broader strategy to establish a healthy workplace. Our focus is on supporting you to remain healthy and encouraging all our employees to engage with the range of initiatives and support available. Our aim is to tackle the underlying causes of sickness and reduce the adverse impact of sickness absence on employees and on service delivery.

Author

Employee Relations, Human Resources, Resources Directorate.

Scope

This policy applies to all Council employees.

Purpose

The purpose of this policy is to set out how we will manage sickness absence across the organisation, and ensure that you know what is expected of you and what measures can be put in place to support you when you are absent from work with an illness.

Review

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

Local Agreement

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

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1. Health and wellbeing 2
2. Managing sickness absence 3
3. Sickness absence thresholds 4
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1. Health and wellbeing

We want to encourage you to adopt and pursue healthy lifestyle options that can contribute to your overall wellbeing and support lower levels of sickness absence. We aim to achieve this partly through the policies we have in place and by considering medical advice where relevant but, as importantly, through your active participation in health and wellbeing initiatives available to you.

There are times when we all need extra support, and our Employee Assistance Programme is a free and confidential service that's available to all colleagues. This offers a wide range of services, including but not limited to: counselling, advice on personal issues, work-related issues, debt management, and legal issues. They also provide specific advice for managers in supporting working relationships. If you notice you're not quite yourself you don't have to wait until you're off, take early steps to seek help and support.

We also provide employee benefit choices that encourage a fit and active lifestyle, such as active travel, bike to work schemes and gym membership discounts. It's important that you play a key role in your own wellbeing and we encourage you to take full advantage of what's on offer both within and outside of work.

We are an equal opportunities employer and commit to supporting employees with disabilities. This may involve making reasonable adjustments to the role that is being undertaken. We recognise that a disability is not necessarily a physical limitation that can be addressed with additional equipment and we are committed to fully exploring all options available to ensure that you feel supported in relation to how your attendance is being managed.

If you are absent with, or diagnosed with, stress-related ill-health talk to your manager. Where your absence or stress relates to your line manager, speak to another appropriate manager about this and they will help you to complete a stress risk assessment and action plan. It's important to identify the underlying issues and to try to put together steps to resolve this wherever possible. Further information is available in the Stress Management policy.

2. Managing sickness absence

Notification of sickness absence

If you can't come to work because you're sick, you need to phone your manager to let them know. You should do this as soon as you can, and certainly no later than the time you're due to start work. You would normally need to contact your manager each day you're off. However, if it's clear that your absence is likely to last for more than one day, you should explain this to your manager and agree the appropriate timeframe for making contact, and what form the contact should take.

Where your absence relates to your line manager, you should contact another appropriate manager to make them aware that you are unable to attend work.

If your absence continues beyond 7 calendar days, you need to get a fit note from your GP. You don't need to continue to notify your manager daily once you have provided a fit note, although you and your line manager should agree appropriate contact arrangements.

If your absence isn't supported by a fit note, or you don't follow the notification procedure, your manager will make all reasonable efforts to contact you to check that you're okay. For this reason it's important you provide your manager with emergency contact details. If we're unable to make contact we may also visit you at home to make sure nothing serious has happened. While mitigating factors will be taken into account, if you don't make contact this could be viewed as unauthorised absence, which means you won't get paid while you are off and may lead to disciplinary action being taken. The steps a manager should follow before recording an absence as unauthorised are detailed in the Sickness Absence User Guide.

Absence in respect to normal sickness is entirely separate from absence through industrial disease or injury arising out of or in the course of employment with the Council. Perioids of absence in respect of one will not be offset against the other for the purposes of calculating entitlements under the scheme. Managers should refer to the Sickness Absence User Guide for further information.

A colleague who is prevented from attending work because of contact with infectious disease will advise their line manager immediately and will be entitled to receive normal pay. The period of absence on this account will not be reckoned against the colleague's entitlements under this scheme.

Medical appointments

If you need to attend medical appointments, including emergency appointments or those externally mandated (such as hospital/specialist referrals), we provide reasonable time off. Further information regarding leave available for medical appointments can be found in the Special Leave Policy and in the Sickness Absence User Guide.

Sickness absence categories

We apply two specific categories to sickness absence, which often determines the way in which it is measured and managed. These are:

- **Short-term sickness absence:** Absences of less than 4 continuous weeks.
- **Long-term sickness absence:** Absences of 4 continuous weeks or more.

Care should be taken to ensure that other forms of absence, such as those covered in the Special Leave Policy, are not recorded as sickness.

Talking and listening

We manage sickness absence through a series of informal and formal conversations between you and your manager, both during and following a period of absence. This is so we can better understand the nature of your absence and decide how we might best be able to support you at work. Equally, this will help you understand how to engage with any support that's available to you.

This applies equally to ill-health that hasn't yet resulted in absence. Preventative action can often significantly reduce the impact of emerging ill-health at work, so if you're experiencing health difficulties you're encouraged to talk openly and honestly with your manager so that we can understand how to support you at work and hopefully avoid any future absence.

Your manager will review your sickness absence level on a rolling basis and may need to have a series of more formal meetings with you, depending on the circumstances. Specific levels of absence would normally prompt these conversations, as outlined in Section 3 below.

Working in partnership with Occupational Health

In certain circumstances, we might ask you to attend our Occupational Health providers who are best placed to provide us with the specialist advice we may need to be able to support you. If your fit note or Occupational Health report mentions any reasonable adjustments that could potentially be made to support you at work, we will consider that advice. There is more information about reasonable adjustments in the Sickness Absence User Guide.

If you're asked to attend Occupational Health, your manager will meet with you in advance to explain why we need to seek additional medical advice. This could be before, during, or after a period of absence.

We would strongly encourage you to attend Occupational Health if your manager feels it's necessary. You won't be referred without your consent, but if you decline your absence will continue to be managed based on the information available, which may then not include important medical advice.

Medical Redeployment

If we can't make any reasonable adjustments to support your return to work, or to help you reach a sustained level of attendance in your current role, we will also consider medical redeployment. If appropriate, your manager will seek advice from Occupational Health to find out what suitable alternative work you might be able to do, and then work with you for a period of three months to see if any vacancies might be suitable. Your engagement in this process will be crucial and your manager will help you with this, assisted by Human Resources. The Sickness Absence User Guide provides further guidance.

3. Sickness absence thresholds

While we're committed to providing support to colleagues who are experiencing health difficulties, where sickness absence reaches certain levels we often need to manage this through a more formal process.

Your manager will determine the most appropriate way of managing your absence by referring to a number of sickness absence thresholds, outlined in the table below.

Short-term absence thresholds	Employee should not exceed thresholds again within

3 instances of sickness absence in a 12-month period	12 months
or	
8 days of sickness absence in a 12-month period	12 months

Long-term absence threshold	Employee should not exceed threshold again within
4 weeks of continuous sickness absence in a 12-month period	12 months

What happens when you reach a threshold?

Whenever you're off work due to sickness, your manager will look at the number of instances and days you've been off sick in the past 12 months to check whether you've reached or exceeded any of the absence thresholds. Where the reason for your absence relates to your manager, another appropriate manager will discuss the absence threshold with you on your return to work and manage your absence in line with this policy.

If your sickness absence reaches any of the threshold levels, your manager will discuss this with you at a return to work conversation (or by other appropriate means if you are still off work) to make you aware you've reached a threshold and to explain what this means. If you exceed a threshold before your manager has an opportunity to discuss this with you (in a single absence for example), they may choose to proceed straight to a formal absence meeting.

If you exceed a threshold (i.e. more than 3 instances/8 days of short-term absence, or more than 4 weeks of continous long-term absence in a 12-month period), in most cases your manager will arrange a formal absence meeting with you. Progression to a formal absence meeting will typically be automatic, although your manager will take into consideration the specific circumstances and may choose not to proceed to a formal meeting. For example:

- where an absence relates to a 'one off' situation, such as a surgical intervention;
- where an absence is related to a critical illness; or
- where, up to that point, the employee had a consistently exceptional attendance record.

This list is only indicative and doesn't mean all such situations would be excluded from the formal absence management process. It's vital that individual circumstances are considered so that sensible and contextual decisions can be reached, and there may be other situations where your manager chooses not to progress to a formal absence meeting.

If you have any queries about the application of discretion you can speak to askHR.

Please read the guidance available on the Orb surrounding various types of support that may be required in specific circumstances, for example where colleagues are experiencing symptoms of the Menopause, are undergoing gender reassignment, or in cases of terminal illness.

There are situations where the formal stages of the absence management process would not be applied, and any medical referrals would only be to assist with your wellbeing. These include:

- where the absence relates to a terminal illness;
- where the absence relates to a previously unknown pregnancy; and
- if we find out that the absence relates to a domestic abuse issue.

In these cases, your manager will still arrange regular conversations with you so that you can keep each other updated. The frequency and method of keeping in touch should be mutually agreed, but it's important that both you and your manager do everything you can to ensure effective communication is in place.

Pattern Absence

If you haven't reached one of the threshold levels but there is a regular pattern to your absence, your manager will discuss this with you and may need to arrange a formal absence meeting if this is becoming problematic. Examples of pattern absences could be where you're frequently off after annual leave, after certain events, or on specific days (such as Friday / Monday). We recognise that patterns can be coincidental, or may even be indicative of other underlying issues, so these conversations will always be approached from a supportive position.

Disability

If you have a disability that is affecting your attendance at work, serious consideration will be given to increasing the threshold levels as a reasonable adjustment where the absences relate to the disability. There is more information about reasonable adjustments in the Sickness Absence User Guide.

Thresholds following a formal Absence Meeting

If you've had a formal sickness absence meeting with your manager, the thresholds are reset and you would only proceed to the next formal absence meeting if you exceed any of the thresholds again over the following 12 months or if a long term absence continues to the next review point (see the Sickness Absence User Guide for details). If you're absent before attending a scheduled formal absence meeting, the meeting will be rearranged and the total instances or days will be taken into account.

4. Conversations and formal absence meetings

Short-term sickness absence

Regular conversations

After each instance of short-term absence, your manager will have an informal meeting with you when you return to work. The aim of this return to work conversation is to support your wellbeing by ensuring you're well enough to be back at work, and to explore any possible underlying health issues or barriers to you achieving sustained levels of attendance.

If the absence means you reach one of the short-term thresholds, your manager will also make you aware of this during the conversation.

Formal Meetings

There are normally three formal meetings in the short-term absence management process (further details are available in the Sickness Absence User Guide). As explained in Section 3 of this policy, you will normally be invited to a formal absence meeting once your absence has exceeded any of the short-term thresholds.

At each meeting, your manager will discuss your absence record with you, covering anything that might have affected your attendance levels, whether you have reached or exceeded a threshold, and whether there are any underlying health issues.

If appropriate, and if advised by Occupational Health, short-term absence meetings may also include discussions around potential medical redeployment or ill-health retirement (if you are a member of the pension scheme – see Section 5).

Long-term sickness absence

Regular conversations

If you are on long-term sickness absence, your manager will seek to agree levels of face-to-face and/or telephone contact with you. This is to allow you to keep each other informed about your state of health, your progress towards recovery and a possible return to work. Your long-term absence should be reviewed and informally discussed with you initially within the first four weeks, then at regular intervals.

Formal meetings

There are normally three formal meetings in the long-term absence process (further details are available in the Sickness Absence User Guide). At each meeting, your manager will discuss how you are feeling, current medical/specialist advice, when you might be able to return to work, and any adjustments that might be made to assist your return. If appropriate, and if advised by Occupational Health, your manager may also talk to you about medical redeployment or ill-health retirement (see Section 5 for further details).

Face-to-face meetings can take place in the office, at another convenient site, or in your own home, as agreed with you.

Depending on the reason for your absence, your manager may make a referral to Occupational Health at any time during the absence to get medical advice in relation to your fitness to return to work. Your manager will always discuss the referral with you and provide you with a copy before you attend.

Returning from long-term sickness absence

You’re expected to return to work when your last fit note expires. In some circumstances, you can return to work before your fit note expires, as long as your GP has not indicated that they need to see you again before you return, and your manager is confident that you are fit to return.

When you return from a period of long-term sickness absence, your manager will meet you in private to talk about the absence, find out how you are and discuss any support that you may need. This meeting should take place on your first day back. If this isn’t possible, your manager will ensure that a supportive meeting takes place as soon as is reasonably possible. Where a phased return or reasonable adjustments are likely to be necessary, it is recommended that a meeting is held in advance of the planned return.

You will never be put under pressure to return to work before you’re fit to do so. It’s important for you to be honest with your manager about how you are feeling and to explore any support we may be able to provide. Ideally, this meeting will be face-to-face. We know this isn’t always possible, but it is important to try and meet this way. As a support measure, you may wish to be accompanied by a work colleague or trade union representative if you are a member of a trade union.

Phased returns after long-term sickness absence

Your GP or Occupational Health may suggest a phased return to work following long-term absence. If this is agreed, then this will normally take place over a four-week period. During the four weeks, you must build up the time you are at work in each week. A longer phased return would be considered if medical advice strongly recommended this, and if it is likely to facilitate an earlier return to work.

During a phased return, the time you are not at work is paid at full pay and is not taken off your annual leave.

Combined short-term and long-term absence

Occasionally, you might reach thresholds with a mixture of long and short-term absence. When this happens, your manager will continue to manage your sickness absence and you will still progress through the appropriate sickness absence process.

If you've already attended a formal absence meeting in one process and you subsequently exceed the threshold for the other, you will move to the next stage in that process. For example:

- If you've had a short-term Absence Meeting 1 and later exceed the long-term threshold during a separate period of absence, you would move to long-term Absence Meeting 2.

It's important to note that Absence Meeting 3 is the final meeting for both short and long-term absence.

Right to accompaniment

You have the right to be accompanied by a trade union representative or a workplace colleague at any formal absence meeting.

Teachers

Teachers' absence will continue to be managed until their entitlement to sick pay has run out. Managers will not be able to have a final absence meeting until the teacher is no longer receiving sick pay.

5. Capability and ill-health retirement

Capability dismissal

If it's decided following an Absence Meeting 3 that there's nothing more can be done to help you return to work, or that your short term absence levels are no longer sustainable, then it's possible you will be dismissed on the grounds of capability due to ill-health. This decision would only be taken after all mitigating factors, reasonable adjustments and redeployment possibilities had been explored. Note that Absence Meeting 3 can only be held by a senior manager with the authority to dismiss.

If you are dismissed on the grounds of capability due to ill-health, you will receive payment for any outstanding annual leave you have, as well as payment in lieu of notice.

Teachers cannot be dismissed until their entitlement to sick pay has run out. Managers need to check that teachers are out of pay before they proceed to dismissal for unsustainable levels of sickness absence.

Ill-health retirement (pension scheme members only)

If you are a member of a pension scheme (LGPS/STSS), below normal retirement age, and advice from Occupational Health is that you are permanently unfit to carry out the duties of your post, you may be dismissed on the grounds of capability due to ill-health with access to pension benefits. This is known as ill-health retirement.

The pension benefits you would be able to access through ill-health retirement will vary depending on whether, according to medical advice gathered by Occupational Health, you are likely to be able to work again before your normal retirement age. Details of the relevant pension benefits levels are outlined in the Sickness Absence User Guide.

If you have evidence from your GP or a specialist, disagreeing with occupational health's advice, a senior manager will review your case with help from Human Resources. We may get another independent medical opinion to help us reach our decision. See the Sickness Absence User Guide for further details.

Right to appeal against capability dismissal

You have the right to appeal against any decision to dismiss you on the grounds of capability due to ill-health. Your right to appeal will be explained to you in the letter confirming your dismissal. Appeals are heard by the Personnel Appeals Committee.

If you are reinstated or re-engaged by the Personnel Appeals Committee, you may return to the meeting step you were at in the sickness absence process, prior to your dismissal.

6. Annual leave and sickness

When you're off sick, you continue to accrue annual leave. This means that your annual leave builds up while you're off.

If you're on long term sickness that continues beyond the end of the annual year, you may not have been able to take your statutory annual leave (28 days, pro rata) during that year. If this happens, you can carry forward up to 20 days (pro rata) to the next annual leave year. Any leave carried over must be used within a maximum of 18 months.

You can ask to take accrued annual leave when you're off sick. However, in order that we can continue to follow your progress and understand any support required, you will still need to provide fit note to cover your absence if it's for more than 7 calendar days. Likewise, if you're on annual leave and become sick, and want to reclaim the annual leave that you've not been able to take, you must follow the normal sickness absence notification process and produce a fit note regardless of the length of the absence.

We think it's important that you take your annual leave and have the rest that you are entitled to. Please note therefore you will not be paid in lieu for any annual leave you've not been able to take, unless you are leaving the Council and unable to take this prior to leaving.

Further details of annual leave and sickness is available in the Sickness Absence User Guide

7. Sick pay

In line with nationally agreed provisions, we offer enhanced levels of Occupational Sick Pay for qualifying employees and based on length of service. There are separately agreed schemes for Craft, Teachers and all other Council employees.

If you don’t have the minimum length of service required when you go off sick, then you won’t be entitled to any Occupational Sick pay for that absence. If you don’t qualify for Occupational Sick Pay, you may still be entitled to a Statutory Sick Pay payment.

Sick pay includes any contractual working time payments and any contractual overtime you get. It doesn’t include casual overtime and stand-by duty.

Full details of Occupational Sick Pay schemes and entitlements are available in the Sickness Absence User Guide.

Absences covered by this policy do not affect your entitlement to a pay step.

Protecting Colleagues from Unacceptable Behaviour Policy

The Council (we) take our responsibility to ensure the safety, protection, and wellbeing of colleagues who deliver Council services very seriously. We aim to ensure a safe working environment for all colleagues.

We are committed to protecting all colleagues and creating a workplace where everyone is treated with dignity and respect by colleagues, managers, and work contacts. We are committed to protecting our colleagues from unacceptable behaviours including violence, aggression, bullying, harassment, and discriminatory behaviour whether it originates from service users, Elected Members, members of the public or from other colleagues in the workplace.

We will not tolerate unacceptable behaviour directed towards colleagues. Any colleague who is subjected to unacceptable behaviour will be fully supported with appropriate action to address these behaviours and we will always prioritise the safety and wellbeing of our colleagues.

Author	**Scope**
Employee Relations & Policy Team, Human Resources, Corporate Services, Directorate	This policy applies to all employees, consultants, casual/supply workers, agency workers, Elected Members, and volunteers.
Purpose	**Review**
The purpose is to outline positive behaviour in the workplace and to ensure appropriate support is provided to colleagues who encounter unacceptable behaviour in the course of their work, and to ensure that action is taken to address the behaviour in a fair and consistent manner.	The policy will be reviewed as and when a change to the existing policy deems this necessary, primarily because of changes to legislation or statute; agreement of new national terms and conditions of service or Government Policy; organisational change; or resulting from changes agreed through Trade Union Consultation.
Local Agreement	
This policy is a local collective agreement between the Council and our recognised Trade Unions. We will make every effort to ensure that it is maintained as a local collective agreement. Any changes will be made by agreement. If we cannot agree, either party can end the local collective agreement by giving four months' notice in writing, with the policy ceasing to apply to staff at the end of that period.	

Protecting Colleagues from Unacceptable Behaviour Policy 1
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1 Policy Aims

The aim of this policy is to set expectations of behaviour in the workplace and to ensure colleagues are supported if they encounter unacceptable behaviour such as harassment, abuse, violent or aggressive behaviour in the course of their work.

The policy is designed to:

- outline positive behaviour whilst at work;
- provide a commitment from the Council to protect colleagues from unacceptable behaviour in the workplace;
- support managers to provide an effective response to unacceptable behaviour which is reported;
- provide a framework to take action against unacceptable behaviour and support colleagues to report unacceptable behaviour in the workplace.

This policy and associated user guide should be used in any case where a colleague reports unacceptable behaviour including harassment, abuse, violent or aggressive behaviour in the course of their work. This policy relates to reports of unacceptable behaviour by anyone a colleague may encounter as part of their working duties, including service users and members of the public.

This policy applies in the following contexts:

- anywhere on the Council premises;
- anywhere off the Council premises involving delivering work-related activities, social events, Council events or business trips;
- online on Council email, chat functions, intranet, and internet systems.

Central to this policy is the prevention of discrimination, bullying, harassment, victimisation, intimidation, and other unacceptable behaviour on any grounds and particularly in relation to the following protected characteristics that qualify for protection under the Equality Act 2010:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race and ethnicity;
- religion or belief;
- sex;
- sexual orientation.

2 Positive Behaviours

People are what make our organisation, and we want everyone to feel respected, included and to have a positive experience at work while contributing to our shared purpose of working together for the people of Edinburgh. Council business is largely based on contact between people and therefore mutual respect is critical to effective working relations and service provision.

All colleagues will be expected to demonstrate our behaviours of respect, integrity, and flexibility. This means everyone should be treated well and enabled to deliver their best work every day.

Through our behaviours, we aim to be:

- an organisation where we are inclusive, we promote equality, we treat people with fairness, understanding and kindness and we consider others in all our decisions and actions.

- an organisation where we are open and honest, we take responsibility, we build trust, and we pull together to do what's right for our residents, our colleagues, and our city.

- an organisation where we are open minded, we keep it simple, we adapt to provide great service and find better ways of doing things, and we embrace opportunities for shared working and learning.

The Council expects that all colleagues will conduct themselves in a professional way when interacting with others or when managing colleagues. We expect our managers to lead and manage employees. This includes assigning tasks and setting performance standards. It also involves dealing with employees in a respectful and constructive way if they fall below expected standards.

Acceptable behaviour at work applies to everyone in the organisation.

3 Unacceptable Behaviours

All colleagues are entitled to be treated with dignity and respect in their place of work – no matter where that is or who they are. We will not tolerate unacceptable behaviour in any form including violence, aggression, bullying or harassment.

Examples of unacceptable behaviour include:

- threatening, aggressive and challenging words or behaviour;
- behaviour which is perceived as harassment, or which causes alarm or distress;
- criminal damage or graffiti;
- theft;
- physical assault;
- sexual harassment;
- online abuse or harassment e.g., via direct / text messaging, emails, social media channels;
- unwanted filming of an individual.

This list is not exhaustive.

The safety and wellbeing of our colleagues comes first. We recognise that some colleagues may be more likely to encounter aggressive, confrontational, or even threatening behaviour because of the type of work they carry out. We do not expect colleagues to tolerate unacceptable behaviour and we will take appropriate steps to ensure the working environment is safe for all colleagues.

We recognise unacceptable behaviour can be seen differently in services, for example in social care or education, where vulnerable service users may not always understand the impact of their behaviour. We will support colleagues to make the working environment safe through appropriate risk assessments and adapting our ways of working as appropriate.

Where incidents do occur, these will be investigated quickly, and appropriate actions taken in relation to those involved. Management action should take a person-centred approach to resolution and personal safety and colleagues should have the opportunity to discuss with their manager the impact that the behaviour had on them and the outcome they feel would appropriate and, within the legal powers of the organisation, make them feel safe and secure in carrying out their roles in their place of work.

All allegations of a sexual nature, domestic abuse, physical violence, harassment, or stalking raised against Council employees (whether occurring during the course of work hours or on work premises or not) must be reported to the Monitoring Officer prior to the appointment of any investigator. The user guide provides more information on how this is completed.

Bullying and Harassment

A person’s behaviour can amount to bullying or harassment even if they had no idea that it would be perceived that way. The impact on the victim is important.

What is bullying?

There is no legal workplace definition of bullying. In general, it is characterised as negative behaviour being targeted at individuals, repeatedly or persistently, over time. Bullying is generally considered to be behaviour that leaves the victim feeling threatened, intimidated, humiliated, isolated, vulnerable, or otherwise upset. It does not need to be connected to a protected characteristic.

Whilst this list is not exhaustive, such behaviours may include:

- ignoring or excluding you;
- giving you unachievable tasks or "setting you up to fail";
- spreading malicious rumours or gossip;
- giving you meaningless tasks or unpleasant jobs;
- making belittling personal remarks;
- undermining your integrity;
- withholding information deliberately;
- undervaluing your contribution – not giving credit where it is due;
- an abuse or misuse of the power or authority through means intended to unfairly criticise or injure the recipient.

Bullying can be physical, verbal, and non-verbal conduct. It can take various forms, from extreme behaviour involving violence and intimidation, through to subtle actions such as deliberate exclusion. It can also take place online with cyberbullying which is conducted via social networking channels, often using blogs or social networking sites to post photographs or offensive or threatening comments. Please refer to the ICT Acceptable Use Policy regarding the appropriate use of social media.

For the avoidance of doubt please note constructive and fair feedback about your behaviour or performance from your manager or colleagues is not bullying. It is part of normal employment and management routine and should not be interpreted as anything different.

What is harassment?

Harassment can relate to unlawful discrimination, which can be on the grounds of protected characteristics mentioned in section 1. It is unwanted contact that violates another person's dignity; or creates an intimidating, hostile, degrading, humiliating or offensive environment for that person.

Harassment takes many forms including physical, verbal, and non-verbal conduct. It can include comments, actions, jokes, or suggestions that may be viewed as demeaning and unacceptable to the recipient. It may be an isolated incident or repeated actions that may create a stressful working environment. Physical, verbal, and non-verbal conduct can all amount to harassment. So can things you say or do online, especially on social media.

This policy covers isolated or ongoing incidents of offensive behaviour or prejudice-based incidents. A prejudice-based incident is one that is perceived by the victim, or any other person, to be motivated by hostility or prejudice against an individual or group who have a protected characteristic. When someone treats another person less favourably because they either submit to such behaviour or refuse to do so, we also see that as harassment.

How it will be managed?

Colleagues who wish to raise a concern about the behaviour of others are supported through the Grievance Policy.

If a Council employee has demonstrated unacceptable behaviour the Disciplinary Policy should be followed.

If a service user or customer of the Council has demonstrated unacceptable behaviour towards a colleague working at the Council the Managing Services section of the Protecting Colleagues from Unacceptable Behaviour User Guide should be followed.

Where it is an Elected member who has demonstrated unacceptable behaviours towards a colleague, this will be managed in line with the Members' Code of Conduct and should be raised through the Head of Democracy, Governance and Resilience, the Monitoring Officer or the Chief Executive.

Informal resolution of complaints

It is preferable that complaints are dealt with informally where appropriate. The aim is to resolve issues quickly and reduce the impact on all involved.

It is important to make a distinction between behaviour that is perceived as causing offence or distress and behaviour which is merely causing annoyance. Sometimes the person might not understand the impact of their behaviour on someone else and making them aware of it can stop the behaviour and resolve the matter quickly.

It is important to recognise that unacceptable behaviour can be unintentional and that, in such cases, the employee being complained about can suffer similar distress to the employee who raised the concerns. In such circumstances, the manager should make sure that both parties are provided with advice and support.

Managers can access advice, assistance, and support in dealing with a matter informally through askHR.

Formal resolution of complaints

It is not always possible to resolve issues informally. If you find yourself in that situation, you should follow our Grievance Policy. We will treat your complaint in confidence, as far as is possible, and if we find that you have been the victim of harassment or bullying, we will take steps to stop it continuing or recurring.

The Council's Disciplinary Code stipulates that, in serious cases, bullying and harassment may constitute gross misconduct and, where this is established, gross misconduct will normally result in summary dismissal. In some cases, bullying and harassment can be unlawful and result in discrimination claims, criminal claims for assault or civil claims for harassment or negligence.

If you make a complaint about unacceptable behaviour including bullying and harassment, you should not be victimised as a result. If you believe that has happened to you, you must tell your manager or HR as soon as possible.

Involving the police

Some forms of unacceptable behaviour may be serious enough to constitute a criminal offence. Despite best efforts to mediate the risk of unacceptable behaviour towards our colleagues, there are times when it may be necessary to involve the police in an investigation. Where the colleague believes the situation requires Police involvement, for example when they believe they may have been the victim of criminal behaviour, such as, but not restricted to, physical assault, managers will support colleagues in doing so.

Vexatious complaints

Occasionally, people make complaints knowing they are not true. They might do this to avoid or deflect disciplinary action. We view any complaint made in bad faith as an act of misconduct and this will be managed under the Disciplinary Policy. In some cases, bad faith complaints may lead to summary dismissal for gross misconduct.

Please see Protecting Colleagues from Unacceptable Behaviour User Guide for further details.

4 Roles and Responsibilities

Managers and colleagues have a vital role to play. We need everyone to identify, challenge and report unacceptable behaviour and to act in accordance with the policy and associated guidance. We also need to create an environment where colleagues feel safe, confident, and well supported to challenge and report incidents.

We want to promote a culture where employees can raise concerns without fear of victimisation or recrimination but in the knowledge that complaints shown to be malicious or vexatious will lead to disciplinary action.

Colleague responsibilities

- protect the health, safety and wellbeing of themselves and others at work;
- treat others with dignity and respect and demonstrate Our Behaviours actively in their work;
- complete safety or wellbeing related learning and development opportunities, as appropriate and apply the learning to the workplace;
- be aware of relevant policies and procedures to protect health and safety in the workplace;
- co-operate fully with measures provided for their safety;
- report incidents, using the appropriate route, as soon as possible.

Manager responsibilities

- promote a culture where abusive, aggressive, or violent behaviour is not tolerated;
- as a people leader, encourage and empower their teams to conduct themselves appropriately through role modelling of Our Behaviours;
- ensure their own understanding of acceptable language and behaviour is up to date;
- carry out individual and team risk assessments, as appropriate;

- ensure colleagues are well supported and aware of the advice, they know how to speak up and / or record incidents;
- support colleagues to complete safety or wellbeing related learning and development opportunities, as appropriate;
- take all complaints seriously and approach with sensitivity;
- investigate all reported incidents thoroughly and ensure that details are recorded on the required systems and with the relevant authorities, for example, Police Scotland;
- request assistance from HR, occupational health, health & safety, and/or the employee assistance programme, as appropriate;
- if an incident occurs ensure the affected employee is supported immediately and;
- ensure colleagues are fully supported to return to the workplace following any incident.

Health and Safety Team

- the health and safety team will triage all reports of violence resulting in injury with a view to ensuring compliance with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations. This means where an incident of violence has resulted in injury and this leads to an absence from work for more than 7 days, the team will make a report to the Health and Safety Executive;
- the health and safety team will act as a point of advice for managers seeking to manage the risk of violence within the workplace;
- the health and safety team will provide quarterly statistical reporting of violent incidents to the Directorate Health and Safety Groups/Committees to support monitoring and responses to incident trends.

Risk assessments

Being able to identify potential risks is essential to help us manage them. Managers must ensure risk assessments are in place for all colleagues who work in frontline services (those with direct access to the public and service users). Information gathered at this stage will help inform what measures we can take to avoid or reduce future risk.

Details of how to carry out these risk assessments and reviews can be found in the Protecting Colleagues from Unacceptable Behaviour User Guide.

In general risk assessments involving unacceptable behaviour (including risks of verbal and physical violence) must include:

- details of colleague contact with service users or members of the public;
- analysis of the adequacy of existing preventative arrangements;
- relevant information from previous (violent) incident reports;
- consideration of the prior experience and training of colleagues;
- comments from trade union safety representatives, where appropriate;
- details of identified risks and mitigating actions agreed to reduce risk.

Managers must record risk assessment data and review regularly to reflect any changes to work activity or new information that may become known, such as newly identified risks for the colleague.

Information on risk assessments can be found on the Orb.

Confidentiality

Allegations of unacceptable behaviour can raise strong feelings and are always serious. This is why all parties involved have an obligation to maintain confidentiality as far as possible. This applies at every stage, including the investigation and the outcome. You must not disclose or discuss any information relating to the investigation or outcome with anyone out with the process other than your accredited trade union representative or the work colleague who supported you during this process.

If you make a complaint and do not maintain proper confidentiality at any time during the process, or you are interviewed in connection with someone else's complaint and likewise fail to maintain confidentiality, you may face action under our disciplinary policy.

5 Support for Colleagues

We recognise we have a duty to all employees to protect their health, safety and wellbeing at work. On occasion, despite all reasonably practicable measures being taken, colleagues will encounter abusive, aggressive, or violent behaviour in the workplace.

Unacceptable behaviour at work may result in colleagues suffering physical, emotional or psychological impacts to their experiences. It is essential that the management response to these situations is quick, sympathetic, and supportive.

Support immediately after an incident
Managers should provide colleagues with post-incident support, ensure they are physically safe, and if required have access to medical treatment, including attendance at hospital where appropriate.

Colleagues should be advised of the Employee Assistance Programme and directed to the 24-hour helpline.

Managers should investigate the incident and inform appropriate internal managers (including the health and safety team and senior managers) and any external services as appropriate, for example the police.

Managers should record the incident on the on-line Health and Safety Management Information System Form.

Additional support after an incident
In all cases colleagues should be offered the opportunity to discuss the incident after the event with their manager and through our Employee Assistance Programme.

Managers can also refer colleagues to our occupational health service for additional support, if required.

Managers must also consider what steps can be taken to avoid a future incident, including a potential debrief with those involved, and update any relevant risk assessments.

We will work to protect colleagues from similar incidents. Where an incident is particularly serious, we may take appropriate legal action as part of our response to that incident. For example, we may support the police in pursuing a criminal prosecution or seek an interdict to prevent an assailant approaching a particular employee or entering Council premises.

Further guidance can be found in the Protecting Colleagues from Unacceptable Behaviour User Guide.

6 Managing Services

The safety and wellbeing of our colleagues comes first. We recognise that some colleagues may be more likely to encounter aggressive or unacceptable behaviour because of the type of work they carry out. We do not expect colleagues to tolerate unacceptable behaviour and will take appropriate steps to ensure the working environment is safe for all colleagues.

Customer is defined in this policy as anyone the Council works with, provides a service to, or supports. This includes residents, businesses, visitors, or someone acting on behalf of a customer e.g., a Councillor, parent/carer or relative.

Unacceptable behaviour from customers may include all those mentioned in section 3 and:

- unreasonable use of the complaints process;
- unreasonable levels of contact;
- unreasonable demands.

This list is not exhaustive.

We will always work towards resolving a solution that maintains colleague safety whilst continuing to provide necessary services. However, we will address unacceptable behaviour firmly and consistently which may mean restricting or changing access to a service when we consider a customer's actions to be unacceptable. Changing the service provided may mean altering who is providing the service or in what way the service is delivered.

Further guidance on restricting or changing access to services can be found in the Protecting Colleagues from Unacceptable Behaviour User Guide.

Any employee who directly experiences aggressive or abusive behaviour from a customer

has the authority to deal immediately with that behaviour in a manner they consider appropriate to the situation and in line with this policy.

With the exception of such immediate decisions taken at the time of the incident, decisions to restrict or change contact with the Council are only taken after careful consideration of the situation by a senior manager. We will give the customer the opportunity to change their behaviour or action before a decision is taken

The decision to withdraw services can only be made by a Service Director and only after all other options to manage the situation have been considered.

Services may be withdrawn when there has been:

- abusive or threatening behaviour towards employees or other service-users;
- persistent intimidation, bullying or harassment despite warnings;
- physical assault on an employee or other service-user.

This list is not exhaustive.

Work experience guidance

Introduction

This guidance is designed to provide managers with practical information for setting up high quality work experience placements.

Template forms are available on the Orb: HR Information > Recruitment and selection > Work experience.

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1. Purpose

The City of Edinburgh Council recognises the benefits that work experience placements can have on the Council, the individuals involved as well as the wider society. The Council supports involvement with and participation in work experience opportunities, encouraging services to allocate time and resources to ensure that the experience gained is both relevant, meaningful and appropriate to everyone involved in the process.

- Work experience provides an opportunity to introduce participants to the reality of working life and learn directly about the working environment to help them secure and sustain employment.
- By offering work placements, we provide an opportunity to promote the Council as an employer whilst providing participants with experience of a wide range of opportunities that the Council offers.
- It can offer an opportunity to provide additional skills to existing employees by allocating them as supervisors to work experience participants. This will provide them with additional skills, experience and exposure to some elements of management.
- Through the Business Growth and Inclusion team and the Edinburgh Guarantee, work experience provides an opportunity to assist people with protected characteristics or barriers to employment gain experience of the work environment.

The purpose of this guidance is to support managers effectively set up, manage and deliver successful and meaningful work experience placements, maximising benefits for all parties involved. This guidance covers all voluntary work experience placements undertaken within the Council.

2. Support and guidance

For the purpose of this guidance, work experience is defined as a short period of time that a person voluntarily spends with the organisation, during which they have an opportunity to learn directly about working life and the working environment. Some work experience placements may offer people the chance to actively participate in work related tasks, whilst others simply provide an opportunity to shadow and learn. This will vary depending on the duration and nature of their placement.

A set of guiding principles have been designed to support and guide managers in setting up and delivering high quality work experience placements.

General principles

✓ Unpaid work experience is a short term voluntary arrangement giving the participant opportunity to learn directly about working life and the working environment.
✓ The average duration of a work experience programme is around one to two weeks; however, the length and arrangements for work experience may vary, but should not exceed four weeks or 20 days, either consecutively or non-consecutively.
✓ A participant's primary purpose of taking part in a work experience placement is to learn and develop. However, where possible, during the placement they should be treated as regular employees to give them a sense of the reality of working life, whilst recognising that they will require additional coaching and supervision.
✓ Participants should be allocated a supervisor who will be responsible for them and act as their mentor throughout the placement.
✓ Unpaid work experience is voluntary, and participants should not be promised any future paid work or receive any financial reward for the time spent on their placement.

✓ Work placements have no normal hours of work**,** and attendance should be arranged and agreed with the participant or school based on their requirements and development goals. Hours of attendance should never exceed normal contractual working hours for an employee.
✓ You should put elements of the arrangement in writing and agree learning objectives. However, be conscious not to cross the line between documenting objectives and creating an employment contract by including elements such as working hours and expected outcomes.
✓ Work experience placements must not be used to displace existing posts or cover established vacancies.
✓ The health and safety of the participant is paramount**,** and any risks must be adequately assessed before they start their placement.
✓ Participants must be provided with a comprehensive induction to ensure they are sufficiently prepared for their placement.
✓ Participants of unpaid work experience placements are voluntary**,** and they are not classed as employees or workers. They have no obligation to turn up to their placement if they do not want to. If they do not turn up, their placement may be brought to an end, if appropriate.
✓ To enable them to learn and develop, participants should be given constructive feedback on their performance during their placement from their supervisor at the end of the work experience placement. They should also be given an opportunity to provide feedback on their experience.
✓ The Council do not normally offer paid work experience. In very exceptional circumstances, there may be opportunities for paid work experience through an employability programme which will be managed by the Edinburgh Guarantee and advertised in line with the recruitment process.

3. Types of work experience

Term Time Work Experience	Term Time Work Experience is considered as a school term time activity, undertaken by a school pupil, over a period of between 2 days and 2 weeks or an activity that takes place on 1 day per week over a more prolonged period of time. The participants working pattern during the placement should also reflect similar timings to the pupil's normal school hours. These placements are managed by the Developing Young Workforce team, Education and Children's Services, DYW@edinburgh.gov.uk
Holiday Work Experience	Holiday Work Experience is considered as work experience undertaken by a school aged pupil, outside of school term and arranged outwith school. These placements should be limited to a period of between 2 days and 2 weeks and they can be arranged directly between a work experience applicant and a willing service manager, and in accordance with these guidelines. Assistance with managing these placements can be obtained from the Developing Young Workforce team, Education and Children's Services, DYW@edinburgh.gov.uk
Adult Work Experience	An Adult Work Placement is an unpaid or paid work experience undertaken by an adult or young person who is no longer connected with a school. Paid placements will only be available through an employability programme managed by the Edinburgh Guarantee.

	When a service wishes to provide a work placement to an adult, they should contact the Edinburgh Guarantee, EdinburghGuarantee@edinburgh.gov.uk so that the Council can monitor and track the success of the programme.

4. Roles and responsibilities

Organising manager	✓ Allocate a supervisor who should be responsible for the participant and act as their mentor throughout the placement. This can be an organising manager or alternatively they may nominate an appropriate colleague from within their team. ✓ Ensure an appropriate level of supervision is provided at all times. The supervisor should be allocated sufficient time to adequately support and mentor the participant. ✓ Ensure relevant Health and Safety checks and risk assessments have been carried out by the nominated supervisor. ✓ Make any reasonable adjustments to the working environment before the placement commences in line with the participants requirements. ✓ Ensure the correct approvals have been sought and authorised prior to the placement taking place. ✓ Notify the Developing Young Workforce team (DYW@edinburgh.gov.uk) of any accident involving the young person while on placement or the young person fails to attend their placement. If arranged outwith school term time, their parents should be notified instead. ✓ Support the supervisors in matters of indiscipline and notify the Developing Young Workforce team (DYW@edinburgh.gov.uk) of any instances that require the work placement to end and the participant to return to school. If arranged outwith school term time, their parents should be notified instead.
Supervisor	✓ Treat participants as normal employees as far as possible, whilst recognising that due to their lack of experience they will need additional and closer supervision. Young people should never be left unsupervised. ✓ Ensure the participant is supported, supervised and mentored during the placement. ✓ Deliver a comprehensive induction to the workplace including a Health and Safety briefing. ✓ Ensure the health and safety of any work experience placements and conduct any required risk assessments and apply any applicable mitigations prior to the commencement of the placement. ✓ Ensure the participant is aware of the expected standards of behaviour and the implications if this is breached. ✓ Prepare, develop and agree a work plan tailored to the participant needs, interests and circumstances. ✓ Plan tasks that the enable the participant to learn transferable skills. ✓ Give the participant constructive feedback throughout and at the end of their placement.
Participant	✓ Show an interest in the Council and service in which they are placed. ✓ Be punctual and make the most of the opportunity offered to them. ✓ Demonstrate a willingness to learn and develop. ✓ Adhere to the expected standards of behaviour.

- ✓ Follow all reasonable instructions.
- ✓ Take responsibility for their own health and safety and that of other people around them.
- ✓ Raise any issues with their supervisor.
- ✓ Provide feedback on their experience at the end of their placement.

5. Health and safety

The Council has duty of care for the wellbeing of every employee and will take all reasonably practical steps to ensure the health, safety and welfare of all employees. Under Health and Safety legislation, work experience participants are considered employees of the organisation; therefore, participants should be treated like any other employee in relation to Health and Safety practices.

- It is the responsibility of the work experience supervisor to ensure that participants understand all Health and Safety risks within their working environment and the controls in place to protect them and others from harm.
- In advance of any placement for school pupils, the school must be satisfied that the employer has arrangements in place to appropriately manage the participant's health and safety.
- Supervisors must spend time during the participant's induction to ensure all applicable health and safety elements are covered.
- If applicable, supervisors should consider existing arrangements for assessing and managing risks to young people.. This should take into account any information about the participants physical and mental capacity, and of any particular needs e.g. any health conditions or learning difficulties; and review their risk assessments accordingly. You can find further information for managing risks for young persons in the risk assessment toolkit.
- Many work experience participants are likely to be new to the workplace and in many cases will be facing an unfamiliar environment. Supervisors should provide participants with clear and sufficient instruction, training and supervision to enable them to work without putting themselves and other people at risk.

If you have doubts on the requirements, contact Health and Safety.

Risk assessments

Supervisors have the responsibility to ensure the health and safety of any work experience placements. They should assess all potential health and safety risks that the work experience participant may be exposed to, identify risk reduction measures, and record what action will be taken to reduce risk. The Councils risk assessment guidance should be taken into account when deciding whether a risk assessment is required.

Supervisors should also consider whether any further assessment is needed to control the risks to young people.. If required, the should complete the young person's risk assessment.

If the participant has a disability, you may be required to create a Personal Emergency Evacuation Plan (PEEP).

Insurance

Work experience participants are considered as employees for insurance purposes and are covered by employers' liability insurance. No personal effects insurance is in place unless damage or loss is caused by the negligence of a Council employee.

Protecting Vulnerable Groups (PVG)

If people aged 16 or 17 are on work experience within the Council, individuals working with them are exempt from becoming members of the scheme as they themselves are considered to be working.

In respect of younger children on work experience, there is no such exemption; however, most individuals working with such children would not be doing regulated work because their interaction with the children would either: not be one of the activities; not be their normal duties; or be incidental. Disclosure Scotland says that any care offered to children on work placement would have to be above and beyond what is normally provided to employees for this to be any more than incidental.

In practice, a PVG is not required for colleagues working with young people on work experience, providing they are never left unsupervised or in one-on-one situations with colleagues. Full risk assessments must be completed, and measures must be put in place to mitigate all risks identified. For example, tailoring working hours and breaks to ensure the participant is sufficiently supervised and never left alone in the office with only one colleague.

6. Induction

To help participants settle into the Council work environment, supervisors should ensure they provide participants with a comprehensive induction at the beginning of their first day. Where possible, supervisors should treat participants like any other employee to ensure they get a sense of what it would be like to be a real employee in a new working environment. However, whilst recognising there will be elements of their induction that will differ and may not be relevant. The induction required for each working experience placement may vary dependent on the duration and nature of the placement.

Generally, a good induction should cover:

- management reporting arrangements
- an introduction to colleagues
- a tour around the workplace
- an overview of the expected standards of behaviour
- ICT and system access
- standard workplace practices such as health and safety issues, security procedures, sickness absence reporting, and break times etc.
- an overview of the participant's work plan and objectives

An induction checklist has been created which should be completed when undertaking the induction. As part of this form, a record of the participant's emergency contact details should be taken. Participants should also be provided with their supervisor's contact details for sickness absence reporting.

7. Work plan and objectives

It is important to give participants a positive experience of the Council as a workplace. Before the participant starts, it is worth considering what work/tasks you would like to get them involved in, what they'd like to accomplish and, where possible draw up a plan so that you are not left with the participant having nothing to do. The content and design of the participants work plan and objectives will vary dependent on the duration and nature of their placement. Some work experience positions may offer people the chance to actively participate in work related tasks, whilst others simply provide an opportunity to watch and learn.

We want to ensure that they participant has an enjoyable and positive experience giving them confidence in their abilities and developing their skills which they can take forward into future endeavours. Therefore, try to tailor the placement to the participants needs, interest and circumstances with tasks that will enable the participant to learn transferable skills. Find out what the participant wants to get out of the placement, which skills they want to develop, what barriers to employment they may face, and what their career aspirations are.

Mentoring

- This is a particularly effective way of easing inexperienced people's transition into the working world. Mentors should be good listeners and able to relate to young people. This may be the participants first experience of the work environment and they will be eager to learn from you.

Shadowing

- It may be useful for a participant to shadow different colleagues to gain an insight into the variety of roles within your department. Shadowing should not be the only activity participants undertake during the placement; in order to gain an insight into realistic work, it is good to give participants a chance to get involved in real on-the-job activities, where possible.

Other potential tasks during placement

- Offer them a project to work on during the placement.
- Identify team working opportunities.
- Assign tasks for them to work on which are supervised but with scope to use their own ideas and creativity.
- Administrative tasks such as answering telephones, sending emails, or minute taking.
- Daily reflections.
- Discussion on skills in relation to the role using the meta-skills progression framework.
- Support developing CV.

8. Conduct and behaviour

Standards of behaviour

The Council aims to provide a safe working environment where everyone is treated fairly and with respect. Supervisors should make work experience participants aware of the responsibilities and standards of behaviours expected from them during their placement. This includes demonstrating Our Behaviours of respect, integrity and flexibility.

Where a participant's behaviour falls below the expected standard, this will be treated seriously and may result in the end of the placement. If a supervisor has concerns about the conduct and behaviour of a work experience participant, they should arrange to meet with them to discuss. Areas of concern should be highlighted, and the participant given the opportunity to explain before any actions are taken. If applicable, the school should be notified.

Data protection

Data protection requires the Council to use their personal data fairly and responsibly. To do this, the Council needs to comply with the UK data protection regime which is set out in the UK General Data Protection Regulation and the Data Protection Act 2018. Some of the information participants may encounter in the course of their placement with the Council may be confidential in nature. Work experience participants must ensure any information is held in the strictest confidence and must not be divulged to other parties without authorisation.

ICT Acceptable Use

During your placement, you may be permitted access to telephones, intranet / internet, and email systems, as well as other equipment and information systems. Supervisors should ensure participants understand that their use of ICT must be for a legitimate purpose related to your work placement and the implications if this expectancy is not met.

9. Performance and feedback

Participant performance feedback

Constructive, honest and supportive feedback will encourage participants to reflect on their time and performance during their placement with the Council. Identifying areas for improvement and providing constructive, meaningful feedback will allow the participant to learn and develop.

Supervisors should complete a 'Participant performance feedback form' and arrange a meeting with the participant at the end of the placement to discuss this and give them an opportunity to ask questions. Feedback should be honest and constructive to give the participant an opportunity to learn from their experience and take forward into future endeavours.

Participant experience feedback

At the end of the work experience placement, you should ask your participant to complete the 'Work experience participant feedback form'. Feedback from participants will be important to help drive continuous improvement in the quality of any future work experience placements the Council offers.

Service experience feedback

If either the organising manager or the participant's supervisor would like to provide any feedback, suggest improvement, or raise any issues with the work experience process, email edinburghguarantee@edinburgh.gov.uk

10.Data retention

Any documentation relating to the work experience placement must be securely recorded and then destroyed in line with the Council's data retention schedule.

11.Further information

Contacts	
Edinburgh Guarantee	edinburghguarantee@edinburgh.gov.uk
Developing Young Workforce	DYW@edinburgh.gov.uk
Health and Safety	healthandsafety@edinburgh.gov.uk

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Induction checklist

Induction checklist	
To be completed by supervisor in communication with the work experience participant.	
Section 1: Work experience participant details	
Name:	**Service:**
Placement start date:	**Placement end date:**
Section 2: Emergency contact details	
Name:	**Relationship:**
Phone number:	
Section 3: Manager/mentor details	
Name:	**Job title:**

Section 4: Induction checklist		
Subject	**Complete [✓]**	**Comments**
1. Discuss placement		
2. General hours of attendance		
3. Emergency contacts		
4. Department welcome		
- Breaks and toilets		
- Overview of the function of the department.		
- Guided tour of workplace and introduction to team		
5. Dress code		
6. Standards of behaviour and confidentiality		
7. Health and Safety/Risk Assessment		
- Accident and incident reporting		
- Manual handling		
- First aid /first aid officers		
- Personal protective equipment		
- Awareness of dangerous equipment		
- Food hygiene		
- Control of substances hazardous to health (COSHH)		
8. Fire procedures and fire safety		
- Fire exit points / fire doors / alarms / distinguishers		

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- Raising the alarm		
- Assembly points		
- Fire drills		
9. Any questions?		
Additional information		

Section 5: Sign-off	
I confirm that the above information has been discussed and all relevant checkpoints have been completed.	
Participant signature:	**Date:**
Supervisor signature:	**Date:**

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Participant performance feedback form

Participant performance feedback form	
To be completed by the supervisor.	
Section 1: Work experience participant details	
Name:	**Placement location:**
Section 2: Supervisor details	
Name:	**Job title:**
Section 3: Evaluation	

	Excellent	Good	Acceptable	Less than acceptable	Comments
Attendance					
Punctuality					
Appearance					
Reliability					
Ability to work under supervision					
Ability to work on own					
Use of initiative					
Communicative ability					
Relations with colleagues					
Enthusiasm					

Additional comments:

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Section 4: Declaration	
I confirm that the above information is accurate and contains all relevant details.	
Signature:	**Date:**

Participant experience feedback form

Participant experience feedback form	
To be completed by the work experience participant.	
Section 1: Work experience participant details	
Name:	**Service:**
Placement start date:	**Placement end date:**
Section 2: Feedback	
Describe your experiences during the placement:	
How was your induction/welcome?	
What did you particularly like/find useful about the placement?	

DRAFT

What did you dislike/find least useful about the placement?
What could the Council do to improve the placement experience?

Section 3: Declaration	
I confirm that the above information is accurate and contains all relevant details.	
Signature:	**Date:**

DRAFT

Policy and Sustainability Committee

10am, Tuesday, 12th March 2024

Employment Policies – HR Assurance Statement

Executive/routine	**Routine**
Wards	

1. Recommendations

1.1 To note that the Council HR/employment policies and guidance which have been reviewed in the last year. Concluding this work addressed the policy-related recommendations from the Independent Inquiry and Whistleblowing Culture Review reported to the City of Edinburgh Council on 28 October 2021.

1.2 To note that the commitment to complete a programme of policy review and approval for 2024/25.

Report

Employee policies – HR Assurance Statement

2. Executive Summary

1.1 This report confirms the employment or Human Resources (HR) policies, which have been developed, consulted on and approved by Policy and Sustainability Committee in the last 12 months.

1.2 This work concluded the remaining work that was required in response to the Independent Inquiry and Whistleblowing Culture Review.

1.3 The report also outlines a proposed programme of employment policy work for 2024/25 based on legislative requirements, Council motions and as part of a regular review cycle.

3. Background

1.4 Council policies are key governance tools. They help realise the Council's, vision, values, pledges, and outcomes. They are critical to the Council's operations, ensuring that statutory and regulatory obligations are met in an efficient and accountable manner which underpins our culture.

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

1.6 The Policy and Strategy Committee agreed the approach detailed above, for HR policies, on 5 December 2017.

1.7 As part of the findings from the Independent Inquiry and Whistleblowing Culture Review ("Inquiry and Review"), several employment policy recommendations were made including an overarching recommendation to review all conduct related employment policies to determine how these could be consolidated and clarified to aid compliance and investigation in future.

1.8 12 employment policies were identified as falling under the remit of 'conduct-related' with six of these being concluded in 2022-23.

4. Main report

4.1 A critical element of our People Strategy is to ensure that our employment policiesare fit for purpose, that they support our culture, reflect best practice and meet ourlegal obligations.

Work to date.

4.2 In the period since the last policy assurance report to this committee (March 2023), policy development activity has ramped up in response to the Inquiry and Review and to conclude the remaining policy reviews with and a programme of review being established seeking to conclude mid-2023.

4.3 The following policies and guidance have been reviewed, revised and approved at Policy and Sustainability Committee in the last 12 months including those in response to the Inquiry and Review:

4.4 **Alcohol & Drugs Policy**

4.5 While the underlying principles of the existing Alcohol, Drugs and Substance Misuse Policy remained fit for purpose, as good practice and due to the age of thepolicy, we undertook to review it through the lens of the Inquiry and Review recommendations.

4.6 Following a benchmarking exercise, review, and qualitative stakeholder feedback of the policy, it was felt that no significant amendments to existing procedures were necessary in relation to the management of such cases. However, it was agreed that amendments to style, tone and language were required, in line with current approach to policy development at the Council. In addition to this, to better support the colleague experience, it was agreed that it would be aligned with our Wellbeing Strategy in which we promote employee wellbeing initiatives as well as measures to prevent, reduce and supportively manage problems such as alcohol or drug dependency. This intention has been adopted into the policy where we encourage managers to interact and signpost colleagues to a variety of supportive agencies.

4.7 The policy and supporting documentation have been redesigned so that the structure is more concise, and clearer for users to follow. The policy sets out the guiding principles for handling dependency concerns, while the user guide outlines in detail the procedural guidance for both managers and colleagues.

4.8 The new Policy acknowledges the role of the manager in supporting colleagues who are experiencing dependency problems; however, it also places an emphasis on colleagues to investigate wellbeing opportunities to enable them to look after their own mental and physical health.

4.9 This Policy sets out a commitment to provide support and raise awareness of the signs of dependency problems with a view to highlighting the importance of being a supportive employer. This Policy is aimed at promoting a culture where the approach is preventative, where open and honest conversations are encouraged sothat the signs can be identified, and dependency problems can be effectively mitigated against as much as possible. It does however also highlight that where breaches occur, these will be taken seriously and may be managed in line with the Council's Disciplinary Policy.

4.10 The Policy was approved by Policy & Sustainability Committee on 23 May 2023. Itwas launched in July 2023 in conjunction with Alcohol Awareness Week.

4.11 **Grievance and Avoidance of Bullying and Harassment policies.**

4.12 The Council had two policies to manage employee complaints: Grievance and Avoidance of Bullying and Harassment. Both policies focus on early intervention as part of the informal stage, escalating to a formal complaint where it cannot be resolved locally.

4.13 Due to the similarities in these policies, it was agreed to review these collectively. These policies included:

- Grievance Procedure for Local Government Employees
- Grievance Procedure for Teaching Staff
- Personnel Appeals Committee for Grievances
- Avoidance of Bullying and Harassment.

4.14 Whilst the underlying principles of all these policies aligned with the ACAS Code of Practice, we undertook to review them through the lens of the Inquiry and Review recommendations, as well as seeking to improve the employee journey.

4.15 We also took into consideration the overarching employment policy recommendation following the Inquiry and Review which was:

> *"That a full review of all Council policies relating to staff conduct is undertaken to determine how these could be* ***consolidated and clarified to aid compliance and investigation in future****."*

4.16 Feedback gathered during the policy engagement process suggested that complaints handled under these processes were not always clear cut and often resulted in colleagues raising similar concerns under multiple policies and processes at the same time. This can often lead to delays in process as well as putting additional pressure on employees who are required to attend multiple meetings under the different policies to seek a resolution.

4.17 On this basis, it was proposed that a new consolidated Grievance Policy would be created to manage and consider all employee complaints to ensure one employee journey and improve oversight and investigation.

4.18 Some of the key feedback was not specifically on the policy content but how it is implemented by management. It was highlighted that there is a need for managers to recognise grievances at an early stage and address these promptly and clearly explaining the reasoning behind this. Investing time at the informal stage to manage concerns and hear colleagues' concerns will mitigate lengthy formal processes and is what management should focus on.

4.19 The revised policies seek to focus on Early Resolution conversations, with managers responding to and engaging with colleagues as soon as concerns are raised. These discussions should be **outcome-focussed** to address issues quickly,locally, and informally. Where concerns cannot be resolved at an Informal Stage or where the nature of the complaint is so serious, then the matter is escalated to a more formal process.

4.20 Part of the feedback we received from our engagement sessions was in relation to timescales. The new policy outlines the timescales which should be followed, and

regular updates should be provided through the process, however where there areunexpected delays the responsibility lies with the Nominated Officer to ensure all parties are informed of the delays, the reasons for this as well as providing revisedtimescales.

4.21 Accountability was also important to colleagues - ensuring processes are being followed and people being held to account when they are not, as well as ensuring those responsible for taking forward recommendations or next steps follow through.To ensure this policy is successful, we need to ensure the support and messaging to managers is clear and consistent in aiming to resolve grievances and holds managers to account where there may be a lack of action.

4.22 The final stage of all grievances is that colleagues can appeal the decision of the Nominated Officer. For teaching staff, the appeals stage is clearly articulated in theScottish Negotiating Committee for Teachers (SNCT) and our new policy reflects this requirement. For LG colleagues, all appeals will be considered by Personnel Appeals Committee (PAC). It was agreed to trial this approach for 18 months to monitor timescales and capacity within PAC to respond appropriately to appeals.

4.23 Finally, we also took the opportunity to review the supporting guidance for the Personnel Appeals Committee. Currently there are two separate documents which outline the same process: one for discipline and one for grievances. We have sought to streamline this into one document for ease of reference. This process hasbeen agreed by Committee Services.

4.24 The new Policy was approved by Policy & Sustainability Committee on 22 August 2023, and launched in October 2023 along with the Speak Up Supporters and our‘Conversations First’ approach.

4.25 **Protecting Colleagues from Unacceptable Behaviours policy.**

4.26 The Council previously had a Violence at Work Policy which outlined its commitment that all our people are entitled to work in a safe environment where they are fully supported when faced with unacceptable behaviour from any other person however that unacceptable behaviour occurs. It considered any harassmentincluding sexual and racial harassment, violence or aggressive behaviour directed at our colleagues as unacceptable. The policy focussed on service user on employee violence only.

4.27 The policy approached this subject matter through a Health & Safety preventative approach of risk assessments and role specific training needs but also outlined howto manage and report any incidents which occur.

Deborah Smart
Executive Director of Corporate Services

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E-mail: nareen.turnbull@edinburgh.gov.uk |

4.28 A working group was established of representatives from across the directorates toreview this policy. Through this review another policy was identified that should be considered in the same context. The Managing Customer Contact in a Fair and Positive Manner Policy was a service-led policy which outlined how the Council willmanage actions by service users / customers that result in unreasonable demands on our services or unreasonable behaviour towards our colleagues. The policy alsoprovided a framework in dealing with situations where actions become unacceptable as they involve abuse of our colleagues, stop us doing our work or providing a service to others.

4.29 The proposal from the working group was to consolidate these policies into a newProtecting Colleagues from Unacceptable Behaviours Policy which will be supported by a dedicated user guide on prevention and management of incidents.

4.30 The new policy outlines the Council's commitment to keeping our colleagues safe inthe workplace, that no form of violence, aggression, bullying or harassment is acceptable and encouraging people to speak up. It focusses on service user on employee incidents as well as employee on employee incidents. Underpinned by Our Behaviours, the policy seeks to support the culture change within the organisation by raising awareness of these topics, outlining unacceptable behaviours, and providing managers with the tools to address issues and support colleagues.

4.31 The new Policy was approved by Policy & Sustainability Committee on 22 August 2023, and launched in September 2023. We continue to work with the service areasto raise awareness of behaviours, encouraging colleagues to speak up and take a conversations first approach.

Current work

4.32 **Special Leave Policy**

4.33 In 2024, legislation will be introduced which provides additional time off for carers.In addition to this, a Council motion has requested that an Employee VolunteeringPolicy is developed that would give colleagues one day paid leave per annum to volunteer. It has been agreed that these new leave types will be incorporated intoour Special Leave Policy.

4.34 To ensure we are meeting good practice, our legislative requirements as well as enhancing our employee experience and offering, we have undertaken a full reviewof the Special Leave Policy.

4.35 The policy is being considered at Policy & Sustainability Committee in March forapproval to allow us to meet the April deadline for the introduction of leave for carers.

4.36 **Chief Officer Disciplinary Policy**

4.37 The current Disciplinary for Heads of Service Policy outlines how misconduct of senior officers will be managed and addressed within the Council; however, it doesnot include misconduct by the Chief Executive.

4.38 In March 2022, Policy & Sustainability Committee approved the adoption of the Scottish Joint Negotiating Committee (SJNC) Model Framework (the “Gold Book”)into practice in situations where misconduct by the Chief Executive occurs, this framework outlines the protocols to follow in cases of potential misconduct as wellas appropriate delegation of responsibilities.

4.39 To streamline the policy landscape for Chief Officers in terms of discipline, it was agreed to review the arrangements and bring together the two processes into onenew policy.

4.40 The new Chief Officer Disciplinary Policy aligns the process with the ACAS Code of Practice on Disciplinary Procedures as well as taking into account the Scottish JointNegotiating Committee (SJNC) for Chief Officials Scheme of Salaries and Conditions of Service for Chief Officials (the “Gold Book”). It also aligns the process with the Council’s Behaviours and policies relating to contact, such as the EmployeeCode of Conduct and Disciplinary Code.

4.41 It also outlines an informal resolution stage for Chief Officers including the ChiefExecutive as well as the separate formal stages for both Chief Officers and the Chief Executive respectively.

4.42 The new Policy also outlines the process that will be followed where the Chief Executive is unable to take part in the process for example if (but not limited to) aconflict of interest occurs.

4.43 There is clarification of the appeal process and notes that appeals from ChiefOfficials and the Chief Executive are to be made to the Personnel Appeals Committee (PAC) and the decision of PAC is final.

4.44 Where the conduct issue concerns a Chief Official and the Chief Executive cannottake part in the process, the Chief Official’s right of appeal is to the SJNC and the decision of the SJNC is final.

4.45 The new Policy is being considered by Policy & Sustainability Committee in Marchfor approval.

4.46 Employee Code of Conduct

4.47 Following publication of the Edinburgh Tram Inquiry Report in September 2023, a response to the report was considered by Full Council on 14 December 2023.

Oneof the recommendations from the response was to review the Employee Code of Conduct to ensure it was clear on the expectations from colleagues with respect tohonesty.

4.48 The definition of Honesty within the Code of Conduct has been updated to clarifyand strengthen aspects related to officer candour.

4.49 The revised Code is being considered by Policy & Sustainability Committee inMarch for approval.

4.50 Family Leave Policy

4.51 The Family Leave policies of Maternity, Adoption and Partner Support were lastreviewed in 2016 with the introduction of Shared Parental Leave.

4.52 In 2025, new legislation is being introduced which provides additional rights for newparents. The Neonatal Care (Leave and Pay) Act 2023 provides parents with a rightto 12 weeks' leave and pay when their baby requires neonatal care in addition to the existing parental leave entitlements.

4.53 With a line of sight to the new legislation, we have sought to review the Family Leave policies to seek to streamline and provide clear guidance to colleagues onthe variety of leave options available to them.

4.54 We are currently consulting with the Trade Unions and aim to have the policy forPolicy & Sustainability Committee approval in May.

Upcoming Work Programme

4.55 **Legislative**

4.56 Our Flexible Work Options Policy outlines the process to follow where colleagues submit a flexible working request which may result in a contractual change. The right to request flexible working is a statutory right, and new legislation is coming into force in summer 2024 which enhances this right. We will be required to reviewthis policy to ensure it meets these new requirements.

4.57 Council Motion

In May 2023, an amendment was made to a paper at Policy & SustainabilityCommittee on Harassment policies within the Council to:

“Confirm that a separate gender informed sexual harassment policy, with appropriate training and toolkits, is expected to be put in place within two years andrequests that an update of progress towards that goal is provide to [P&S Committee] within 12 months.”

4.58 Work will commence on the policy in terms of development, research and engagement upon conclusion of the policy work to respond to our legislative deadlines. Initial conversations have taken place with Close the Gap, who developed Equally Safe at Work to understand the support they can provide to organisations in developing a robust, gender-informed policy. This support can takethe form of templates, benchmarking, peer reviewing which will be available to the Council when we make our application for accreditation.

5. Next Steps.

5.1 A programme for the policy review, consultation and approval has been drafted and shared with our Trade Unions through the Partnership At Work Forum.

5.2 The priority for 2024-25 is to meet our legislative deadlines for Special Leave andFlexible Work Options and then we will progress with our regular review cycle.

5.3 Due to school holidays, consultation with the Trade Unions has to be paused overJuly and August, and we will take this time to continue development on the other identified policies for consultation to commence in September.

5.4 A revised policy review programme for 2025-26 will be developed by the end of thisyear.

6. Financial impact

6.1 There is no direct financial impact arising from this report.

7. Equality and Poverty Impact

7.1 None

8. Climate and Nature Emergency Implications

8.1 None

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

9.1 Consultation was undertaken, where appropriate, with recognised trades unions as part of the Council's Working Together Protocol and local collective consultation arrangements concerning employment policies.

10. Background reading/external references

10.1 None

11. Appendices

11.1 None

Policy and Sustainability Committee

10.00am, Tuesday, 12 March 2024

Members Equalities Working Group: Terms of Reference

Executive/routine
Wards

1. Recommendations

1.1 It is recommended that Committee:

1.1.1 Agrees the Terms of Reference and Chair for the Members Equalities Working Group.

Dr. Deborah Smart

Executive Director of Corporate Services

Contact: Julia Sproul, Senior Policy and insight officer

E-mail: juliasproul@edinburgh.gov.uk

Report

Members Equalities Working Group: Terms of Reference

2. Executive Summary

2.1 The Members Equality Working Group has met twice since it was established. As part of these early meetings a term of reference was agreed which is now with the Policy and Sustainability Committee for consideration. The Committee is also asked to agree the appointment of Chair.

3. Background

3.1 The remit of the previous (short life) Equalities Working group set up in 2019 was:

3.1.1 To support the inclusion and innovation aims of the Council's Economic Strategy;

3.1.2 To improve citizens' access to Council services, including services operated on the Council's behalf;

3.1.3 To improve citizens' access to events, meetings and visits to Council owned buildings, parks and land, and

3.1.4 To improve citizens' access to employment and training opportunities within the Council.

3.2 The Council approved the establishment of a Members Equalities Working Group on 16 March 2023.

3.3 Since then, the group has met twice, and the terms of reference has been revised and agreed as set out in the appendix 1. In addition, Councillor Lezley Marion Cameron was nominated by the group as Chair.

3.4 The membership of the Working Group, appointed in 2023, is as follows: Councillors Bennett, Cameron, Jones, Kumar and O'Neill.

4. Main report

4.1 To date, the working group have discussed a broad range of equalities topics including:

4.1.1 The Equality and Diversity Framework 21-25 progress;

4.1.2 The workforce EDI (Equality, Diversity and Inclusion) Action Plan;

4.1.3 Stonewall Champions and UK workplace Equality Index;

4.1.4 Various motions and corresponding follow up work including that related to Pride, Gender Recognition, Islamophobia and EDI training;

4.1.5 A response to the Human Rights consultation and the BSL consultation, and

4.1.6 the recently established Accessibility Commission.

4.2 A workshop in April or May will firm up a workplan for the group. Likely topics for consideration when establishing this workplan may include:

4.2.1 Plans to develop a new Framework 25-28 and a refreshed EDI Strategy;

4.2.2 Reporting dates for equality matters, and

4.2.3 Key dates in the Diversity calendar.

5. Next Steps

5.1 The Members Equality Working Group are developing their workplan which will be brought back to the Policy and Sustainability Committee for consideration. This report will include a collation of all equality led activity from across the Council.

6. Financial impact

6.1 There are no financial implications as a result of this report.

7. Equality and Poverty Impact

7.1 Working groups provide a key vehicle for policy development and discussion with stakeholders, informing the decision-making and governance of the Council as a whole.

7.2 The working group will share progress of the Equality and Diversity Framework, strengthen our delivery of the public sector equality duty and specific equality duties aswell as assist to shift the culture of the organisation to better embed equality.

8. Climate and Nature Emergency Implications

8.1 No climate or environmental impacts are anticipated as a result of this report.

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

9.1 While these terms of reference vary from the original terms of reference set for the Working Groups this does not constitute a risk.

10. Background reading/external references

Review of Political Management Arrangements 2022 – Full Council – 15 December 2022

Working Groups – Policy and Sustainability Committee – 6 August 2019

Appointments to Working Group - Full Council – 16 March 2023

11. Appendices

11.1 Appendix 1: Terms of Reference for Members Equalities Working Group

Appendix 1: Terms of Reference for Members/Officer Equalities working group

1 Purpose:

- To share progress on the implementation of the current Equalities;
- Framework, action plan and pay gap reporting;
- To discuss and agree our strategic direction for our future;
- Equalities Framework 2025 to 2029;
- To share and agree our high-level priority actions and discuss and agree priorities, and
- To share and discuss Officer responses to Council motions.

2 Chair

The Chair will be a member of the Administration.

3 Membership

Elected member from each political party.

Chair and members of the Officer Equalities Group as nominated.

4 Support

Secretariat will be provided by Committee Services.

5 Frequency of meetings

The Group will meet quarterly and otherwise as required.

6 Ways of Working

Meetings will be conducted in accordance with Our Behaviours:

Respect - we're inclusive, we promote equality, we treat people with fairness, understanding and kindness and we consider others in our decisions and actions.

Integrity - we're open and honest, we take responsibility, we build trust and we pull together to do what's right for our residents, colleagues and city

Flexibility - we're open minded, we keep it simple, we adapt to provide great service and find better ways of doing things, and we embrace opportunities for shared working and learning

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