

# Leadership Advisory Panel

10.00am, Tuesday, 31 March 2020

## Decisions taken under urgency provisions

Executive/routine  
Wards  
Council Commitments

### 1. Recommendations

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- 1.1 To note the decisions taken by the Chief Executive, in consultation with the Lord Provost, under urgency provisions.

**Andrew Kerr**

Chief Executive

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## Decisions taken under urgency provisions

### 2. Executive Summary

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- 2.1 Details are provided of recent decisions taken under urgency provisions by the Chief Executive.

### 3. Background

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- 3.1 The Committee Terms of Reference and Delegated Functions contains a paragraph at A4.1 that allows in the event of a decision which would normally be made by the Council or a Committee and requires to be made urgently between meetings of the Council or Committee; the Chief Executive or appropriate Executive Director, in consultation with the Convener or Vice-Convener, to take a decision, subject to the matter being reported to the next meeting of the Council or Committee.

### 4. Main report

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- 4.1 The Chief Executive has taken the following decisions, in consultation with the Lord Provost, in the previous week in response to Covid-19 and the disruption to normal Council business:
- 4.1.1 To agree to extend the recess period of the City of Edinburgh Council from Friday 20 March 2020 to Sunday 29 March 2020 inclusive and from Monday 20 April 2020 to Sunday 26 April 2020 inclusive.
  - 4.1.2 To agree to amend Standing Orders as follows:
    - 4.1.2.1 Add a new Standing Order 5.4 – ‘Present at a meeting will include accessing meetings remotely’.
    - 4.1.2.2 Add to end of Standing Order 17.2 – ‘If meetings are held remotely, due to the Covid-19 issue, and are unable to be webcast then all endeavours will be made to record these meetings and make them available to the public’.

## **5. Next Steps**

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5.1 Not applicable.

## **6. Financial impact**

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

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

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7.1 Not applicable.

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

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8.1 [Committee Terms of Reference and Delegated Functions](#)

8.2 [Procedural Standing Orders](#)

## **9. Appendices**

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To Follow

**Appendix – Decisions taken by Chief Executive, in consultation with the Leader and Depute Leader under Delegated Authority**

<b>Approved decisions</b>	<b>Date</b>
<b>WFH</b> - Working from Home approach approved and communicated to all staff on 19/03	18/03/2020
<b>Leadership Advisory Panel</b> confirmed to make all urgent committee decisions. Membership includes Leader, Depute Leader and Conservative, Green and Lib Dem group leaders	18/03/2020
<b>Decisions</b> - Chief Executive has operational authority for all Covid-19 decisions in conjunction with Leader and Depute Leader.	18/03/2020
<b>Building Closures</b> - Decision taken to close <u><i>Usher Hall, Assembly Rooms, Churchill Theatre, Ross Bandstand and museums &amp; galleries</i></u> until end-April	18/03/2020
<b>Adult education classes</b> suspended with immediate effect	18/03/2020
<b>School Lets</b> suspended with immediate effect.	18/03/2020
<b>School</b> will be closed for 2 weeks and we will provide payment for 2 week term + 2 week Easter break to families who are entitled (£11.25 per head).£45 per family.	19/03/2020
<b>City Chambers</b> partial closure	19/03/2020
<b>Edinburgh Leisure</b> venues to be closed at 10pm tonight	19/03/2020
<b>City Chambers</b> closed to the public and elected members working remotely from 5pm today	19/03/2020
<b>Waverley Court</b> - Closure of Waverley Court reception to the public from tomorrow	19/03/2020
<b>Transport</b> - Edinburgh Trams and Lothian buses announce reduced service (from Sun & Mon, respectively)	19/03/2020
<b>Council tax.</b> Agreement not to chase non-payment and also extend period of recovery	20/03/2020
<b>Recycling</b> - Glass recycling services suspended	20/03/2020
<b>Libraries</b> and <b>Community centres</b> closed	20/03/2020
<b>Council Tax</b> - Council tax payments to be deferred for three months for those struggling to pay	22/03/2020
<b>CRC-</b> Council Resilience Centres to be open Monday 23rd.	22/03/2020

<b>Public Spaces</b> – 3G pitches and Markets (licencing). Further discussion on beaches. Signage to be produce to encourage social distancing. ??	23/03/2020
<b>Key Worker</b> - Police to be changed to <b>Cat 1 Key Worker</b>	23/03/2020
<b>Schools</b> - 23 PPP schools (12 primary, 11 high-school) to open from Wednesday 25th for children of Key workers. Other identified children of key workers (who don't normally attend PPP schools) to attend from Friday – allowing preparations to be made for temporary change of school for these pupils	23/03/2020
<b>Critical Response Centres</b> - Four Critical Response Centres to remain open. Leith location being explored.	24/03/2020
<b>Queensferry Primary</b> to be used as a West of Edinburgh school.	24/03/2020
<b>Pay &amp; Display</b> - Suspension of Pay and Display parking.	24/03/2020
<b>Playparks</b> closed.	24/03/2020
<b>Recycling Centres</b> closed	24/03/2020
<b>Special Uplifts</b> cancelled	24/03/2020
<b>Parking</b> - Beauty Spot car parks closed	24/03/2020
<b>Parking</b> - On-street car parking charging suspended across the city. Offer of support from NSL to redeploy their attendants to other Council services	24/03/2020
<b>Registrars</b> - In line with Scot Gov advice, <b>birth registrations</b> and <b>weddings suspended</b> – as have <b>death registrations</b> , which will move to system of remote registration once introduced nationally	24/03/2020
<b>Building Sites</b> - we are seeking clarity on the closure.	24/03/2020
<b>Trams</b> - Tram to Newhaven construction suspended – communications issued	25/03/2020