

# Minutes

## Finance and Resources Committee

10.00am, Thursday 4 March 2021

### Present:

Councillors Munn (Convener), Griffiths (Vice-Convener), Bruce, Corbett, Dixon (substituting for Councillor Gordon), Hutchison, Johnston, Frank Ross (substituting for Councillor Rankin), Neil Ross, Staniforth (substituting for Councillor Booth) and Watt.

### 1. Minutes

---

#### Decision

- 1) To approve the minute of the Finance and Resources Committee of 21 January 2021 as a correct record.
- 2) To approve the minute of the Finance and Resources Committee of 2 February 2021 as a correct record.

### 2. Work Programme

---

The Finance and Resources Committee Work Programme as at March 2021 was submitted.

#### Decision

To note the Work Programme.

(Reference – Work Programme of 4 March 2021, submitted.)

### 3. Rolling Actions Log

---

The Finance and Resources Committee Rolling Actions Log as at March 2021 was submitted.

#### Decision

- 1) To agree to close the following actions:
  - Action 1(3) – The City of Edinburgh Council Charitable Trusts – Report to Those Charged with Governance on the 2019/20 Audit
  - Action 6 – Revenue Budget 2020/21: Month Eight Position
  - Action 7 – Civic Hospitality Policy and Budget Adjustments
  - Action 8 – Workforce Dashboard – November 2020
  - Action 9(2&3) – Award of a Contract for the Provision of Temporary Agency Staff, Permanent, Fixed Term Contract and Short-Term Supply Resources
  - Action 10 – 3-11 West Granton Road, Edinburgh – Proposed Lease

- 2) To otherwise note the remaining outstanding actions.

(Reference – Rolling Actions Log of 4 March 2021, submitted.)

#### **4. Business Bulletin**

---

The Finance and Resources Committee Business Bulletin for March 2021 was submitted.

##### **Decision**

To note the Business Bulletin.

(Reference – Business Bulletin, 4 March 2021, submitted.)

#### **5. Sustainable Capital Strategy 2021-31 – Annual Report**

---

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

##### **Decision**

- 1) To note the Capital Strategy, as set out in Appendix 1 of the report, and to refer to full Council for approval.
- 2) To note that capital expenditure priorities were being considered in line with the Council's priorities and approach proposed under the Adaptation and Renewal Programme outlined in the new Council Business Plan.

(References – Act of Council (no. 5) of 18 February 2021; report by the Executive Director of Resources, submitted.)

#### **6. Annual Treasury Management Strategy 2021/22**

---

A Treasury Management Strategy for the Council for 2021/22 was proposed, comprising an Annual Investment Strategy and a Debt Management Strategy. There was a statutory requirement for Council to approve this in advance of the new financial year.

##### **Decision**

- 1) To note the Annual Treasury Strategy 2021/22 and to refer the report to the City of Edinburgh Council for approval of the report and the change to the Council's Treasury Management Policy Statement and subsequent remit by the City of Edinburgh Council to the Governance Risk and Best Value Committee for scrutiny.
- 2) To note the key points in the report, that:
  - i) The Council's total capital expenditure was forecast to be £1.987bn between 2020/21 and 2024/25 with an underlying need to borrow at 31 March 2025 forecast to be £2.327bn.

- ii) The Council would continue to fund its Capital Financing Requirement from temporary investment balances over the next year.
  - iii) The Council would continue to seek opportunities to mitigate future interest rate risk with alternatives to the Public Works Loan Board and lock out the risk where appropriate.
- 3) To agree to include more detail on the level of borrowing in the six-month period Treasury Management report.

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

## **7. Revenue Budget 2020/21 and 2021/26 Budget Framework Update**

---

An update was provided to members on the position in respect of the current year's revenue budget which, following the confirmation of further pandemic-related funding for local authorities, continued to reflect a projected balanced overall outturn. The report also briefly set out the outcome of the Council's budget-setting meeting and its impact on subsequent years of the revenue budget framework.

### **Decision**

- 1) To note that in light of the confirmation of further in-year pandemic-related funding for local authorities, a balanced overall position continued to be forecast.
- 2) To note that, following the setting of a balanced one-year revenue budget by Council on 18 February 2021, a further briefing would be provided to all members once any further implications of the approved Scottish and UK Budgets for the budget framework were known.

(References – Finance and Resources Committee of 21 January 2021 (item 5); report by the Executive Director of Resources, submitted.)

## **8. Edinburgh Catering Services - Other Catering Significant Trading Operation (STO) - Update**

---

As a consequence of the Covid-19 pandemic and the move to home working, Edinburgh Catering Services - Other Catering Significant Trading Operation (STO) had been unable to trade during 2020/21 financial year.

There remained uncertainty as to future office working arrangements. As this had a significant impact on the business case for the STO to trade, it was recommended that the STO be “de-badged”, with effect from 1 April 2020.

### **Decision**

- 1) To approve the “de-badging” of Edinburgh Catering Services - Other Catering STO with effect from 1 April 2020.
- 2) To agree a report would be presented to a future meeting of the Finance and Resources Committee, setting out a business case for re-commencement of Edinburgh Catering Services - Other Catering trading activities.

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

## 9. Depot Strategy – Phase 2

---

The Depot Strategy was approved by the Finance and Resources Committee on 2 February 2016, followed by a Gateway Review on 4 December 2018. Due to the continuing evolution of service strategy, the Depot Strategy had been split into two phases, with Phase 1 (primarily relating to waste services) now successfully concluded.

The timing and phasing of Phase 2 had required an overall reassessment based on the major risks which had emerged over the last year. The strategy had moved away from the consolidation of the remaining South East sites in a single super hub, to one which is based around smaller, more localised depots which would deliver multiple services more efficiently.

### **Motion**

- 1) To approve the updated Depot Strategy which continued with the concept of multi-service hubs complemented by local delivery depots.
  - 2) To approve a reduced scope storage and access facility for City Archives, with the remainder of storage associated with the Museums and Galleries venues being reported separately through the Cultural Service Review.
  - 3) To agree that Council officers would actively engage directly with all landowners and relevant stakeholders to develop a Memorandum of Understanding for the future regeneration of the wider Russell Road area.
  - 4) To note the proposed next steps at paragraph 5 of the report and to request further reports as progress was made.
- moved by Councillor Munn, seconded by Councillor Griffiths

### **Amendment**

- 1) To approve the updated Depot Strategy which continued with the concept of multi-service hubs complemented by local delivery depots.
  - 2) To approve a reduced scope storage and access facility for City Archives, with the remainder of storage associated with the Museums and Galleries venues being reported separately through the Cultural Service Review.
  - 3) To approve a Memorandum of Understanding with Russell Road Edinburgh Ltd (RREL), an adjoining landowner who sought to work in partnership with the City of Edinburgh Council in order to explore a wider regeneration of Russell Road. Nothing in any MOU should preclude the council retaining the site in its own ownership and developing it directly to deliver on priority objectives; and those objectives, whether developed directly or in partnership, should include the urgent need for affordable housing; the primacy of active travel and public transport connectivity; and the imperative to deliver a zero carbon neighbourhood.
  - 4) To note the proposed next steps at paragraph 5 of the report and to request further reports as progress was made.
- moved by Councillor Corbett, seconded by Councillor Staniforth

In accordance with Standing Order 22.12, the amendment was accepted as an addendum to the motion.

### **Decision**

- 1) To approve the updated Depot Strategy which continued with the concept of multi-service hubs complemented by local delivery depots.
- 2) To approve a reduced scope storage and access facility for City Archives, with the remainder of storage associated with the Museums and Galleries venues being reported separately through the Cultural Service Review.
- 3) To agree that Council officers would actively engage directly with all landowners and relevant stakeholders to develop a Memorandum of Understanding for the future regeneration of the wider Russell Road area. Nothing in any MOU should preclude the Council retaining the site in its own ownership and developing it directly to deliver on priority objectives; and those objectives, whether developed directly or in partnership, should include the urgent need for affordable housing; the primacy of active travel and public transport connectivity; and the imperative to deliver a zero carbon neighbourhood.
- 4) To note the proposed next steps at paragraph 5 of the report and to request further reports as progress was made.

(Reference – Finance and Resources Committee of 2 February 2016 (item 17); report by the Executive Director of Place and the Executive Director of Resources, submitted.)

## **10. Liberton Hospital, Edinburgh – Proposed Acquisition**

---

The Council had been working closely with public sector partners to increase land supply to support affordable housing provision and deliver place-based regeneration. An opportunity had arisen to acquire the Liberton Hospital site in a direct purchase from NHS Lothian and partner landholders. Approval was sought to proceed with the purchase on the terms and conditions outlined in the report.

Councillor Cameron was in attendance as a ward councillor.

### **Decision**

- 1) To approve the purchase of Liberton Hospital following the completion of due diligence and on the terms and conditions outlined in the report.
- 2) To note that a further report would be brought to a future Finance and Resources Committee to provide an update on the progress of the acquisition.

(References – Housing, Homelessness and Fair Work Committee of 14 January 2021 (item 6); report by the Executive Director of Resources and the Executive Director of Place, submitted.)

## **11. Workforce Dashboard – December 2020**

---

A summary was provided of workforce metrics for the core and flexible workforce, absence, transformation/redeployment, risk, and performance, for the period of December 2020.

## **Decision**

- 1) To review and note the workforce information contained in the dashboard.
- 2) To agree to provide further clarification on the displaced workforce funding and the £58k unfunded salary cost.

(References – Finance and Resources Committee of 21 January 2021 (item 11); report by the Executive Director of Resources, submitted.)

## **12. Annual Report – Debt Write-off**

---

The Council was required to write off debt where there was little likelihood of it being recovered. This was good accounting practice and was carried out each financial year.

An update was provided with a summary of income streams deemed uncollectable and written off during 2019/20.

## **Decision**

- 1) To note the sums due to the Council that had been written off during 2019/20 and the low value (0.70%) this represented compared to the overall level of income collected.
- 2) To note that, while a debt was written off for accounting purposes, cases would be reviewed, and payment appropriately pursued, if there was a material change in the debtor's circumstances.

(References – Policy and Sustainability Committee of 10 November 2020 (item 13); report by the Executive Director of Resources, submitted.)

## **13. Security Service – Use of Agency Workers**

---

An update was provided on the Council's Security Team and the use of agency workers by this team. The advice given was that there were no agency workers used within the Council's security team within Property and Facilities Management. The current operating model comprised a Council employed core team which was supplemented, when necessary, by a Security Services Contract to G4S, as approved by the Policy and Sustainability Committee on 9 July 2020.

## **Decision**

To note the content of the report and to discharge, in part, the Coalition Addendum from the Finance and Resources Committee approved on 21 January 2021.

(Reference – Finance and Resources Committee of 21 January 2021 (item 12); Policy and Sustainability Committee of 9 July 2020 (item 15); report by the Executive Director of Resources, submitted.)

## **14. Resources Directorate – Internal Audit Action Update**

---

Following the Internal Audit annual opinion for the City of Edinburgh Council for the financial year ended 31 March 2020 and the outcomes of Internal Audits completed at the end of the 2019/20 Internal Audit Plan, findings were set out which were either a

Council-wide finding, which were applicable to all Directorates or were specific to the Resources Directorate.

### **Decision**

- 1) To note the 2019/20 Internal Audit opinion and the associated summary findings from the final audits undertaken in the plan relevant to the Resources Directorate.
- 2) To note the position in respect of the current open and overdue internal audit findings relating to the Resources Directorate.

(References – Finance and Resources Committee of 21 January 2021 (item 18); report by the Executive Director of Resources, submitted.)

## **15. Health and Safety Performance in 2020**

---

An update was provided on performance in relation to health and safety in 2020 during this unprecedented time.

### **Decision**

- 1) To review and note health and safety progress and performance in 2020.
- 2) To agree to provide further explanation around the increase in near miss reporting.

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

## **16. Contract Award Recommendations Report in Respect of 'Granton Station Refurbishment'**

---

Approval was sought to award the contract for 'Granton Station refurbishment' to Kier Construction Limited for a cost of up to £4.75m. The works would bring the historic former Granton Station building back into use as an enterprise hub and the derelict land in front of the building back into use as a high quality public square. It was anticipated that works would complete in late-2021 to early-2022.

### **Decision**

To approve the award of a contract in respect of the 'Granton Station refurbishment' for a cost of up to £4.75m to Kier Construction Limited utilising the SCAPE Minor Works Framework.

(References – Act of Council (no. 11) of 19 November 2020; report by the Executive Director of Place, submitted.)

## **17. Award of Contract for Site Re-development Works at North Cairntow Traveller Site**

---

Approval was sought to award a contract for re-development works at the North Cairntow Traveller site to the most economically advantageous organisation identified following a competitive tendering process.

### **Decision**

- 1) To approve the award of contract to George Sharkey & Sons Ltd for redevelopment works at the Traveller site at North Cairntow.
- 2) To note that the contract would commence on 12 March 2021 for a period of up to 18 months with an estimated contract value of £3,844,733.04.
- 3) To agree to provide an update on further opportunities for funding for the project once more detail was known.

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

## **18. Award of Contract for Domestic Repair and Maintenance works to Council Properties**

---

Approval was sought to award a Multi-Lot Framework Agreement to the most economically advantageous organisations identified following a competitive tendering process. The framework consisted of 7 Lots for reactive and planned repair and maintenance works to Council domestic properties.

### **Decision**

- 1) To approve the award of a Multi-Lot Framework Agreement for reactive and planned maintenance works to the Council's Domestic Estate to the suppliers set out in Appendix 1 of the report. The framework consisted of seven Lots with an estimated value of between £20m and £24m over the maximum four-year term, as follows:
  - i) Lot 1 Internal Multi-Trade Works at an estimated contract value of £3,637,000 per annum.
  - ii) Lot 2 External Multi-Trade Works at an estimated contract value of £420,000 per annum.
  - iii) Lot 3 Gas Engineering Services at an estimated contract value of £885,000 per annum.
  - iv) Lot 4 Preservation Works at an estimated contract value of £300,000 per annum.
  - v) Lot 5 Mobile Access Equipment and Scaffolding at an estimated contract value of £150,000 per annum.
  - vi) Lot 6 Cosmetic Repair Works at an estimated contract value of £500,000 per annum.
  - vii) Lot 7 Jetting and Drainage Works at an estimated contract value of £150,000 per annum.
- 2) To note that an eighth Lot for Flooring works was also tendered, however was not considered for award at this time, as further feedback with the tenderers would be undertaken prior to deciding on the next steps for this requirement.
- 3) To note that the contract values above were reflective of estimated future pipeline of works and that the scope of works could fluctuate subject to demand, budget allocation and the availability of internal resources.

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

## **19. Contract Award – Purchase and Refurbishment of Communal Bins**

---

Following a tendering exercise, approval was sought for the award of seven contracts for the provision, repair and refurbishment of communal bins. The total value of these contracts was expected to be £3,000,000 over the four-year duration of the contract (including extensions).

### **Decision**

- 1) To approve the award of contracts for:
  - i) The Supply of Communal Bins and Spare Parts (Lot 1) to Storm Environmental Ltd.
  - ii) The Supply of Bin Housings & Spare Parts (Lot 2) to Wybone Ltd.
  - iii) The Provision of a Refurbishment Service for Existing Communal Bins (Lot 3) to Storm Environmental Ltd.
- 2) To note that the initial contract period (for all Lots) was two years, with the option to extend for two further 12-month periods, with a total maximum anticipated contract value (including extensions) of £3,000,000.

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

### **Declaration of Interests**

Councillor Hutchison declared a non-financial interest in the above item as a Board member of the Scotland Excel Committee.

## **20. Contracts for Provision of Engineering Services for Roads Design, Structures and Flood Prevention**

---

Approval was sought to adopt the Scotland Excel Framework for Engineering and Technical Consultancy (0820) which would run from 18 March 2021 until 17 March 2025 and to delegate authority to the Executive Director of Place to award Contracts for Provision of Engineering Services for Roads Design, Structures and Flood Prevention to the most economically advantageous organisation(s) identified following a competitive tendering process for each requirement.

### **Decision**

- 1) To approve the adoption of the new Scotland Excel Framework for Engineering and Technical Consultancy (0820) which would replace the previous Framework Agreement (0616) expiring 17 March 2021.
- 2) To delegate authority to the Executive Director of Place to award Contracts for Provision of Engineering Services for Roads Design, Structures and Flood Prevention to the most economically advantageous organisation(s) identified following competitive tendering processes undertaken as mini-competitions through the Scotland Excel Framework for Engineering and Technical Consultancy - Lot 1 Roads and Structures and Lot 5 Drainage and Flooding.

- 3) To note that the contract values were estimated to be between £400k - £600k per annum for Roads Design, £100k – £150k per annum for Structures and £100 – £150k per annum for Flood Prevention for a period of up to four years.
- 4) To note that the awards would be reported to the Finance and Resources Committee under the half yearly procurement report for Awards of Contracts.

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

### **Declaration of Interests**

Councillor Hutchison declared a non-financial interest in the above item as a Board member of the Scotland Excel Committee.

## **21. Hire Car Fleet Review 2020-23 (CT0794)**

---

Approval was sought to award a contract to Jacobs UK Limited to provide a report on the findings of a full taxi demand survey and associated research on the licensed vehicle fleet in Edinburgh.

### **Decision**

To approve the award of a contract to Jacobs UK Limited, to provide a report on the findings of a full taxi demand survey and associated research on the licensed vehicle fleet in Edinburgh.

(References – Act of Council (no. 1) of 24 October 2019; report by the Executive Director of Place, submitted.)

### **Declaration of Interests**

Councillor Hutchison declared a non-financial interest in the above item as a Board member of the Scotland Excel Committee.

## 22. Award of Contracts for Day Opportunities Framework

---

### a) Deputation – Eric Liddell Centre

A written deputation was presented on behalf of Eric Liddell Centre which detailed their efforts to resolve resourcing issues and meet the challenges of the Covid-19 pandemic. The deputation requested that the committee consider the financial challenges the Eric Liddell Centre now faced.

### b) Report by the Chief Officer, Health and Social Care Partnership

Approval was sought to award the framework for Day Opportunities for Older People. The framework would commence for an initial period of 12 months, with the option to extend for an additional 12-month period.

#### Motion

- 1) To approve the award of the framework for Day Opportunities for Older People.
- 2) To note that the framework duration would be for a maximum of 24 months, on an initial 12-month basis, with the possibility to extend for a further 12-month period thereafter. The anticipated contract start date was 1 April 2021.
- 3) To note that the approximate total value of the framework was £4,934,000 including extensions.

- moved by Councillor Munn, seconded by Councillor Griffiths

#### Amendment

- 1) To approve the award of the framework for Day Opportunities for Older People.
- 2) To note that the framework duration would be for a maximum of 24 months, on an initial 12-month basis, with the possibility to extend for a further 12-month period thereafter. The anticipated contract start date was 1 April 2021.
- 3) To note that the approximate total value of the framework was £4,934,000 including extensions.
- 4) To note the deputation from the Eric Liddell Centre and to request that the IJB explore all possible options within the terms of the contract to reach a satisfactory outcome.

- moved by Councillor Neil Ross, seconded by Councillor Corbett

In accordance with Standing Order 22.12, the amendment was accepted as an addendum to the motion.

#### Decision

To approve the adjusted motion by Councillor Munn.

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

## **23. Contract Extensions for Alcohol and Drugs Service Contracts**

---

Approval was sought to extend the current Alcohol and Drug Support contracts for up to 18 months from 1 April 2021 to up to 30th September 2022. These contracts had an annual value of £2.175m and were provided by five Service Providers: Turning Point Scotland (North East Hub); Change, Grow, Live (North West, South West and South East hubs); and Edinburgh and Lothians Council on Alcohol, Simpson House and Crew (Counselling services across the city). Normal procurement had been delayed by Covid-19 related pressures and extension would allow full and effective co production of future services.

### **Decision**

To approve the request to extend current Alcohol and Drug service contracts due to the impact of Covid-19, from 1 April 2021 to up to 30th September 2022.

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

## **24. Contract Extension for the Edinburgh Health and Social Care Partnership**

---

Partners 4 Change had been supporting the Edinburgh Health and Social Care Partnership since April 2019 with the implementation of the 3 Conversations approach, which was a key element of the Strategic Plan 2019 -2022.

The original contract with Partners 4 Change expired on 1 April 2020 and was extended to 2 April 2021 under urgency provisions, as described in section 4.1 of the Committee Terms of Reference and Delegated Functions, by the Chief Officer of the EIJB, in consultation with the Convenor of the Finance and Resources Committee, subject to the matter being reported to the next meeting of the Committee on 21 May 2020.

### **Decision**

To award a contract extension to Partners 4 Change to ensure continuity of support for the EHSCP Transformation Programme.

(References – Finance and Resources Committee of 7 March 2019 (item 22); report by the Chief Officer, Health and Social Care Partnership, submitted.)

## **25. Waiver for Gilmerton Road Short Break Service 2021-22**

---

Approval was sought for the waiver of Contract Standing Orders to allow payment to Action for Children as a part of a service level agreement with NHS Lothian, and the other Lothian councils. This service, delivered by Action for Children at Gilmerton Road Care Home, provided short breaks for a maximum of five children and young people with a learning disability and challenging behaviour up to the age of 19.

## **Decision**

- 1) To approve the payment of up to £304,679 to Action for Children as Edinburgh's contribution to the cost of overnight provision for disabled children and young people (Gilmerton Road Care Home) as part of a service level agreement with NHS Lothian, and the other Lothian councils.
- 2) To approve the payment of up to £76,858 to Action for Children to purchase additional outreach support for families should this be identified as part of their support plans. This would be funded from existing budgets within the Children with Disabilities service area and additional funding provided by the Scottish Government in response to the Covid-19 pandemic.

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

## **26. Award of Contracts to the Edinburgh Fostering and Continuing Care Framework**

---

The City of Edinburgh Council currently purchased approximately 200 fostering placements from independent providers. Current annual expenditure on independent foster placements was estimated at £8.5m. The estimated impact of the new framework was an increase of £0.4m resulting in an annual cost of £8.9m. This could be contained within the budget available for independent foster care.

These placements were purchased in accordance with the requirements of the Looked After Children (Scotland) Regulations 2009 and the Children and Young People (Scotland) Act 2014.

## **Decision**

- 1) To approve of the appointment of a maximum of 16 providers to the Edinburgh Fostering and Continuing Care Framework, as set out in the appendices to the report.
- 2) To agree that the Framework duration would be for 24 months with the possibility to extend for a further 24 months.
- 3) To note that the maximum annual Framework value was estimated to be £8,900,000 (subject to yearly incremental rises of between 1-3%) with an estimated maximum value of £36,409,000.

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

## **Declaration of Interests**

Councillor Hutchison declared a non-financial interest in the above item as a Board member of the Scotland Excel Committee.

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

---

During the Covid-19 pandemic, the Council had used significantly more temporary accommodation in order to support vulnerable people and ensure the spread of the virus was minimised amongst the homeless population. This had meant securing a significant number of additional contracted and off contract temporary accommodation.

Additional funding of £10m had been provided through the 2021/22 budget process to recognise that increased demand would continue throughout this financial year.

### **Decision**

- 1) To agree to enter into contracts for temporary accommodation comprised of flats, bed and breakfasts and tourist hotels on a spot purchase basis from the period 1 April 2021 to 31 March 2022, to supplement the current contracted provision of accommodation.
- 2) To approve waivers included in Appendix 1 of the report, to the value of £16,149,640, for the 2021/22 financial year to ensure temporary accommodation would be available to meet demand and accommodation providers could be paid on time. This request could be contained within available budgets.
- 3) To note the increased use and cost of temporary accommodation during the pandemic.

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

### **Declaration of Interests**

Councillor Corbett declared a financial interest in the above item as an employee of Shelter Scotland.

## **28. Edinburgh Community Solar Co-operative – Battery Proposal**

---

In 2016, Edinburgh Community Solar Co-operative (ECSC) installed 1.4MW of solar PV panels in 24 Council buildings. ECSC were close to completing the installation of six additional solar installations on key Council and Edinburgh Leisure buildings.

In 2018, ECSC received a grant from the Scottish Government's Community and Renewable Energy Scheme (CARES) to support the installation of batteries in Council owned properties. Approval was sought to grant a licence to ECSC to install batteries in 3 Council buildings with ECSC owned solar panels. The batteries would increase the amount of locally generated solar electricity used in the schools.

### **Decision**

To agree to grant a 10-year Licence to Edinburgh Community Solar Cooperative to install batteries in 3 Council schools: Buckstone Primary School, Canal View Primary School and Oaklands School.

(References – Finance and Resources Committee of August 2019 (item 37); report by the Executive Director of Resources, submitted.)

### **Declaration of Interests**

Councillor Corbett declared a non-financial interest in the above item as a Board member of Edinburgh Community Solar Co-op.

## **29. Contract Awards and Procurement Programme (Period 1 July to 31 December 2020)**

---

An update was provided on the scope of contracts awarded across the Council in the period 1 July to 31 December 2020. This provided visibility of contracts awarded by

officers under delegated authority, including direct contract awards not openly tendered due to specific circumstances permitted in the relevant procurement regulations and those awarded following a waiver of the Council's Contract Standing Orders (CSOs). Approval was sought to provide the Committee with visibility of the forthcoming procurement programme in relation to expected higher value contracts across the Council.

### **Decision**

- 1) To note the report.
- 2) To note the contract awards made by officers under delegated authority, in accordance with the Contract Standing Orders, and that a further report would be submitted to the Committee in approximately six months' time.

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

## **30. Contract Award Recommendation Report in respect of Supply and Distribution of Janitorial Products**

---

Approval was sought to award the contract for the Supply and Distribution of Janitorial Products to Instock Limited to commence on 22 March 2021 for an initial period of three years with the option to extend for a further 12-month period.

### **Decision**

- 1) To approve the award of the contract in respect of the Supply and Distribution of Janitorial Products to Instock Limited.
- 2) To approve the commencement of the contract, on 22 March 2021, for a period of three years with the option to extend for a further 12-month period, at a total estimated cost of £3.6m.

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

### **Declaration of Interests**

Councillor Hutchison declared a non-financial interest in the above item as a Board member of the Scotland Excel Committee.

## **31. St Crispin's School, Watertoun Road, Edinburgh – Proposed Disposal**

---

### **a) Deputation – Savile Area Residents Association**

A written deputation was presented on behalf of the Savile Area Residents Association (SARA) which outlined their concerns regarding the plans for the site from Cala Homes, particularly around on-site parking. The deputation requested that the Committee consider conditioning Cala Homes to resolve parking issues and to work in collaboration with the local community.

### **b) Report by the Executive Director of Resources**

St Crispin's school was currently being replaced as part of the "Wave 3 Schools" programme as approved by Council on 18 December 2008. Part of the capital receipt

achieved from the sale of the existing school was allocated to the funding package for the new facility. To avoid holding costs for the existing school when vacated, and to coincide with completion of the new school, marketing commenced in October 2019. At the closing date, on 29 January 2020, 26 bids were received.

Approval was sought to select Cala Homes as preferred bidder for the site, on the terms and conditions outlined in the report.

### **Decision**

To approve the appointment of Cala Homes as preferred bidder for the disposal of the St Crispin's School site on Watertoun Road on the terms and conditions outlined in the report and on other terms and conditions to be agreed by the Executive Director of Resources.

(References – Act of Council (no. 3) of 18 December 2008; report by the Executive Director of Resources, submitted.)

### **Declaration of Interests**

Councillor Neil declared a financial interest in the above item as he owned shares in Legal and General which owned Cala Homes.

## **32. Unit 3, Phase 1, Clocktower Industrial Estate, South Gyle Crescent, Edinburgh – Proposed Lease Extension**

---

Unit 3 Clocktower Industrial Estate was currently let to NTL National Networks Limited on a lease which would expire on 29 February 2024. The tenant had requested a 20-year lease extension to commence from 1 March 2024. Approval was sought to grant a 20-year lease extension to NTL National Networks Limited for the property detailed on the terms and conditions outlined in the report.

### **Decision**

To approve a 20-year lease extension to NTL National Networks Limited of premises at Unit 3 Clocktower Industrial Estate, Edinburgh, on the terms outlined in this report and on other terms and conditions to be agreed by the Executive Director of Resources.

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

## **33. Longstone Depot, Murrayburn – Proposed Transfer to Housing Revenue Account**

---

The Council's depot strategy to reduce the number of operational buildings would release the depot at Longstone. The depot had been identified as an opportunity to assist with the delivery of the Council's housing programme and the wider regeneration of the Wester Hailes area. Approval was sought to transfer the depot from the General Fund to the Housing Revenue Account.

### **Decision**

To approve the transfer of Longstone Depot, Murrayburn, Edinburgh to the Housing Revenue Account on the terms and conditions as outlined in the report and on other terms and conditions to be agreed by the Executive Director of Resources.

(References – Housing, Homelessness and Fair Work Committee of 14 January 2021 (item 5); Finance and Resources Committee of 4 December 2018 (item 6); report by the Executive Director of Resources, submitted.)

### **34. 65 Niddrie Mains Terrace – Proposed Lease**

---

The Council completed the sale of the property at 65 Niddrie Mains Terrace to LAR Housing Trust. The Council had agreed to lease the renovated flats for a 10-year term through the Health and Social Care Partnership to provide accommodation for adults with learning disabilities. Approval was sought to lease the property from LAR Housing Trust, on the terms and conditions outlined in the report.

#### **Decision**

To approve the lease of six flatted units at 65 Niddrie Mains Terrace on the terms and conditions as outlined in the report and on other terms and conditions to be agreed by the Executive Director of Resources.

(References – Finance and Resources Committee of 5 March 2020 (item 28); report by the Executive Director of Resources, submitted.)

### **35. 16 Canning Street Lane, Edinburgh – Proposed Lease Extension**

---

The property at 16 Canning Street Lane was currently let to Telewest Communications (Scotland) Limited on a lease which would expire on 16 August 2024. The tenant had requested a 15-year lease extension to commence from 17 August 2024. Approval was sought to grant a 15-year lease extension to Telewest Communications (Scotland) Limited on the terms and conditions outlined in the report.

#### **Decision**

To approve a 15-year lease extension to Telewest Communications (Scotland) Limited of premises at 16 Canning Street Lane, Edinburgh on the terms outlined in the report and on other terms and conditions to be agreed by the Executive Director of Resources.

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

### **36. 141 Lauriston Place – Proposed Lease**

---

The property at 141 Lauriston Place was vacated in September 2020. Cargo Bike Movement, an organisation set up to promote a sustainable food delivery model for the city, had approached the Council to take an initial one-year lease of the unit. Approval was sought to let the unit to Cargo Bike Movement on the terms and conditions outlined in the report.

#### **Decision**

To approve a 1-year lease of the property at 141 Lauriston Place on the terms outlined in this report and on other terms and conditions to be agreed by the Executive Director of Resources.

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

### **37. Miscellaneous Debts – Write-Off**

---

The Committee, in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, excluded the public from the meeting during consideration of the following item of business for the reason that it involved the likely disclosure of exempt information as defined in Paragraph 6 Part 1 of Schedule 7(A) of the Act.

The current miscellaneous debt that was outstanding and deemed uncollectable was summarised and recommended for write-off. All possible methods of recovery had been attempted and the debt remained outstanding.

#### **Decision**

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

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

### **38. Extension of Managed Print Service Under Urgency Provisions**

---

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

The Finance and Resources Committee was asked to note an extension to the current Managed Print Service contract.

#### **Decision**

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

(References – Finance and Resources Committee of 3 December 2020 (item 15); report by the Executive Director of Resources, submitted.)

### **39. Continuation of Existing Contract Arrangements – Care Home Contracts**

---

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

The Finance and Resources Committee was asked to approve an extension to the current contract arrangements for provision of care homes.

#### **Decision**

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

(References – Finance and Resources Committee of 6 December 2019 (item 32);  
report by the Chief Officer, Edinburgh Health and Social Care Partnership, submitted.)