City of Edinburgh Council

10.00am, Thursday, 4 May 2023

Council Reporting

Executive/routine
Wards
Council Commitments

1. Recommendations

1.1 To note the proposed changes to the Council/Committee Report Template and the Report Writing Guidance at Appendices 1 and 2.

1.2 To agree to adopt the revised report template and associated revised guidance, to take effect from 29 July 2023.

Dr Deborah Smart

Executive Director of Corporate Services

Contact: Jamie Macrae, Committee Officer

E-mail: jamie.macrae@edinburgh.gov.uk | Tel: 0131 553 8242

Report

Council Reporting

2. Executive Summary

2.1 This report seeks Council approval to adopt a revised Report Template for Council reporting, along with associated guidance, with the aim of increasing the focus on sustainability, equalities and risk. It also proposes the removal of the Background section.

3. Background

3.1 The current version of the report template was agreed by the Corporate Policy and Strategy Committee on 4 December 2018, having first been considered by the Governance, Risk and Best Value Committee, and was rolled out in April 2019.

4. Main report

4.1 This report proposes changes to the Council Report Template, which has not been refreshed for over 4 years.

4.2 Firstly, it is proposed to remove the Background section – this is in response to feedback about the length of Council reports. The **Background** section of reports is often lengthy and not always helpful for elected members. Relevant background can be included in the Main report.

4.3 The second proposed change is to the replace the existing **Stakeholder / Community Impact** section, with two new sections: **Equality and Poverty Impact** and **Climate and Nature Emergency Implications**. The current Stakeholder / Community Impact is supposed to capture sustainability impacts, but this isn't clear from the heading and is often overlooked. A benchmarking exercise by officers in the Policy and Insight Division found that other local authorities have standalone sections on sustainability and equalities.

4.4 The Climate and Nature Emergency Implications section reflects the Council's duties under the Climate Change (Emissions Reductions Targets) (Scotland) Act 2019, and the Council's declaration of a Climate Emergency in 2019 and a Nature Emergency in 2023. Having a dedicated section ensures that sustainability is

embedded into all Council activities and projects; and that alignment with the Council's net zero target is always considered when making decisions.

4.5 The Equality and Poverty impact section highlights the requirement to provide details of equality, human rights (including children's rights) and socio-economic disadvantage implications as identified in the Integrated Impact Assessment that elected members need to take into account when reaching their decision, and steps to mitigate these.

4.6 In response to feedback from elected members, it is also proposed to reinstate the **Risk, policy, compliance and governance impact** section, with the inclusion of **community impact**.

4.7 As with the current version of the Report Template, guidance is embedded within the template itself, but more detailed guidance will be available on the Orb. The revised version of this document is attached at Appendix 2. This has been updated to include guidance on the new sections of the Template, and also to reflect changes to the Council's governance structure since the guidance was last published.

5. Next Steps

5.1 Due to the lead-in time required for Council reports, it is not practical to adopt the new template until after the summer recess – it is therefore suggested that, if approved, the new template will be adopted from 29 July 2023. Internal communications channels will be used to make officers of the new template and guidance.

6. Financial impact

6.1 There is no financial impact associated with this report.

7. Stakeholder/Community Impact

7.1 There is no stakeholder/community impact associated with this report.

8. Background reading/external references

8.1 [Minute of the Corporate Policy and Strategy Committee – 4 December 2018](#)

8.2 [Committee Reporting – referral to the Corporate Policy and Strategy Committee from the Governance, Risk and Best Value Committee](#)

9. Appendices

9.1 Appendix 1 – Proposed Report Template

9.2 Appendix 2 – Revised Committee Reporting Guidance

Appendix 1

Committee name

Time, day, date

Name of report

Executive/routine
Wards
Council Commitments

1.   Recommendations

1.1   Recommendations should be clear, concise and focussed.

1.2   Recommendations asking the committee to note information should be limited to instances where this has been requested or is of vital importance to the committee.

Director's name

Director's job title

Contact: Name, job title

E-mail: e-mail address | Tel: 0131 123 4567

Report

Name of report

2. Executive Summary

2.1   The Executive Summary should summarise the contents of the report and reason for submission in one paragraph.

3. ~~Background~~

3.1   ~~The background section should contain the essential information needed to understand the reason for the report. Keep the information succinct. If detailed background is required, this should be listed in appendices.~~

4. Main report

4.1   This section should be no longer than two pages. Any additional detail should be included as appendices. Elected members have to read a large volume of reports in a short amount of time. Include only the information requested or required to support the recommendations or options. Good writing advice is contained within the report writing guidance document.

5. Next Steps

5.1   This section should outline the next steps that will be taken following the Committee report.

6. Financial impact

6.1   Have you considered the following:

6.1.1   Business Case

6.1.2   Budget provision

6.1.3   Refer to any revenue or capital costs associated with the report

6.1.4 State what these costs are and give the financial year(s) in which the costs will be incurred

6.1.5 Income/Savings

6.1.6 External funding

6.1.7 A comparison of the financing options that have been considered

6.1.8 Any financial risks.

6.2 For Procurement reports the following should be detailed:

6.2.1 The detail and justification of quality/cost split

6.2.2 Pricing or pricing range whether possible.

6.2.3 Additional information as detailed in the report guidance document.

7. ~~Stakeholder/Community Impact~~

7.1 ~~Have you consulted or engaged with the community in creating this report/proposal? What is the impact on the community and does it meet any of the Council's priorities?~~

7.2 ~~This section should provide any equalities, health and safety, governance, compliance or regulatory implications that elected members need to take into account when reaching their decision.~~

7.3 ~~You should clearly identify any impacts relating to carbon impacts, adaptation to climate change and sustainable development, as well as the steps taken (or planned) to mitigate any adverse impacts.~~

8. Equality and Poverty Impact

8.1 This section should provide any equality, human rights (including children's rights) and socio-economic disadvantage implications as identified in the Integrated Impact Assessment, that elected members need to take into account when reaching their decision, as well as the steps taken (or planned) to mitigate any adverse impacts.

8.2 This section should detail relevance to any of the following: public sector equality duty, specific equality duties, the Equality and Diversity Framework, the End Poverty Edinburgh Plan, and any broader intention to shift the culture of the organisation to better embed equality.

9. Climate and Nature Emergency Implications

9.1 As a public body, 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).

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

9.3 This section should identify any positive or negative environmental impacts, as well as the steps taken (or planned) to mitigate any adverse impacts. This includes impacts on greenhouse gas emissions, air quality, biodiversity, and adaptation to climate change.

9.4 More detailed information on the different types of impacts and how to assess them can be found in the supporting guidance document.

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

10.1 Have you consulted or engaged with the community in creating this report/proposal? What is the impact on the community and does it meet any of the Council's priorities?

10.2 In accordance with the Council's approach to risk management, you should highlight the key risks to the Council when either agreeing or rejecting the recommendations. Outline actions to mitigate the risk to an acceptable level including if the risk will be monitored on a divisional, directorate or on the corporate risk register, where applicable.

10.3 This section should include whether the recommendations in the report impact on an existing policy of the Council.

10.4 This section should also provide any health and safety, governance, compliance or regulatory implications that elected members need to take into account when reaching their decision.

10.5 The head of service signing off the report should ensure:

- these risks are identified, assessed and are managed through the appropriate risk register, and

- these risks will now be assessed and managed appropriately through a risk register or other appropriate actions.

8.11. Background reading/external references

8.111.1 A background paper is a document relating to the subject matter of the report that either contained information on which the report was based on or was relied upon by the author in preparing the report. Private documents should not be listed in this section. Documents listed are required by the Local Government (Scotland) Act 1973 to be made available to the public on request. If possible this should be a link to a copy of the document online.

8.211.2   You should also reference relevant previous Council reports and minutes by linking to ~~Council Papers Online~~the papers online.

9.12. Appendices

Appendix 2

Reports

Council and committee report writing and committee template information pack

Information, guidelines and procedures for report authors

~~February~~ May 20**23**~~19~~

Contents

Reports

1. The Council and its committees – why do we need to write committee reports?

Reports are vital to the efficient and democratic running of the Council. They provide directors and elected members with the information they need to take informed and legal decisions.

Decision making authority lies with the full Council which meets every four weeks. Some of this authority is delegated to committees, sub-committees and officers where appropriate. Committee reports provide the information that the Council and its committees need to enable them to take decisions relating to the business of the Council.

(Further information on the remits of the Council and its committees as well as the scheme of delegated authority to officers can be found in the Council's constitutional documents. These are available on the Council's website.)

When officials need authority from the Council or committees to take action on any issues, they have to submit committee reports setting out the relevant information and making recommendations.

Reports are read by elected members who may not have a detailed understanding of the subject matter. They need to be clear, concise and written in plain language. You should also remember that reports are public documents and will also be read by members of the public and press.

Good governance is now more important than ever. It is essential that elected members can scrutinise officials on areas such as the financial position and service performance and reports are the key method of providing this information.

This pack aims to provide information, supplementary to the e-learning module, giving guidance on writing good reports using the Council's report template.

2. Planning and scheduling reports

Council and committee reports play an important role in the efficient and effective running of the Council. It is very important that the scheduling of reports to the Corporate Leadership Team (CLT), the Council and its committees is as well planned as possible.

The Corporate Policy and Strategy Committee and eEach of the seven executive committees have a Key Decisions Forward PlanWork Programme. This identifies upcoming 'executive' decisions and is available on the Council's website for members of the public to consult. It is very important to ensure the accuracy of the information and that there is appropriate forward planning in the writing and approval of reports to meet the various deadlines.

The Council and its main committees meet on a four, six or eight week cycle as follows:

Four week cycle:

- Council
- Transport and Environment Committee

Six week cycle:

-
- Governance, Risk and Best Value

Eight week cycle

- Culture and Communities Committee

- Corporate Policy and Strategy Sustainability Committee
- Transport and Environment Committee

- Education, Children and Families Committee
- Finance and Resources Committee
- Planning Committee
- Regulatory Committee
- Housing, Homelessness and Economy Fair Work Committee

3. Writing good reports – key considerations

There are a number of key considerations that need to be taken into account when drafting committee reports:

- think about why you are writing the report. Reports go to committee or the Council to get decisions to enable action to be taken. Be clear about what decision you are asking the committee to take before you start writing

- if you have not been given a clear remit for your report you should ask your line manager to clarify this. Similarly if you ask someone to write a report on your behalf you should be as clear as possible in setting out the remit

- remember who your audience is and the number of reports they have to read. Reports need to be concise and clear. Try to put yourself in the reader's position when writing the report and ask whether or not your report is unclear or unnecessary

- even if you have previously written a report on the same subject, do not assume that the reader has any prior knowledge of the issues in the report. Set out any relevant background information in as concise a way as possible to bring them up to speed quickly

- set out your points clearly and concisely. Sentences should be short and to the point. Don't use flowery language and limit jargon. Try to take the reader through the report logically covering all the key points. Do not give too much or unnecessary information

- directors, heads of service and senior managers do not have time to check reports for spelling, grammar, layout etc. You must check your reports for this.

4. Report template

The report template must be used for all reports to be submitted to CLT, the Council, committees and sub-committees. The template must be followed and all sections should be completed. These sections provide an opportunity to disclose pertinent and sometimes statutory information to elected members in a visible and accessible manner. The headings are:

- Recommendations
- Executive Summary
- Background
- Main Report
- Next Steps
- Financial impact

- Equality and Poverty Impact

- Climate and Nature Emergency Implications

- Risk, policy, compliance, governance and community impact

- Stakeholder/Community Impact
- Background reading / external references
- Appendices

Sub-headings can be added to the main report heading if necessary. The use of graphs and pictures is encouraged to illustrate points in the report. The reports are generally viewed by committee members and officers on iPads, resulting in no financial cost to providing colour.

There is no separate report template for private B-agenda reports. Instead the word "private" should be marked on the front cover and a justification as to why it needs to be private should be provided upon submission. A final decision will be taken by Committee Services as to whether the report will be considered in private.

5. Title

The title of a report should accurately reflect the information that it contains or the type of decision that is required. Ambiguous titles that will have little meaning to the casual observer will not be accepted.

Where a report is in response to an earlier motion by a councillor this should be reflected in the title (i.e XXXXXX – Response to Motion by Councillor Blogs).

6. Council Commitments

It has been agreed that all reports should indicate how the proposals support the Council Commitments.

Report authors are required to indicate at the beginning (front cover) of the report which of the Council Commitments the report supports. The Commitments are structured around six themes. Authors are asked to hyperlink to the relevant page for each commitment when listing on the front cover.

7. Recommendations

Recommendations usually form the basis of Council or committee decisions, although they can be addended or amended politically. The recommendations in a report cover everything that you need the Council or committee to agree. They need to be clear, concise and focussed. Recommendations and ultimately decisions should be transparent and easy to understand. Recommendations should wherever possible be self-contained. They should avoid instances of for example 'agree paragraphs 3.3 and

3.4 of the report'. If the Council or committee approves the recommendations in a report it does not mean every statement in the whole report is approved.

Most Council or committee reports require a decision. Occasionally a report may be submitted for information but this should be limited to instances of a request by the Council or committee or the submission of, for example, an Audit Scotland report. A recommendation that requests the Council or committee to 'note the report' is often used in these cases. It does not mean the Council or committee have agreed or approved any aspect of the report. Where possible "for noting" information should be included in Business Bulletins (see section 16).

8.   Executive Summary

The Executive Summary should summarise the contents of the report and reason for submission in one paragraph.

~~9.   Background~~

~~The background section should contain the essential information needed to understand the reason for the report. Keep the information succinct. If detailed background is required, this should be listed in appendices.~~

~~10~~9. Main Report

The main report provides detail of the issue and advice to elected members. This section should be no longer than two pages. Any additional detail should be included as appendices. Elected members have to read a large volume of reports in a short amount of time. Include only the information requested or required to support the recommendations or options. This section should also contain essential background information needed to understand the reason for the report. Keep the information succinct. If detailed background is required, this should be listed in appendices.

~~11~~10.   Next Steps

This section should outline the next steps that will be taken following the Committee report. It will also identify how the proposed actions in the report will be measured or assessed if required. This ensures that an outcome or performance improvement is identified at the outset and can be effectively scrutinised. This can include the following:

- proposed outcome eg reduce homelessness by 10%

- performance measures – current and target. Contrast with the current service performance if anticipated to improve.

- Customer satisfaction – Will this improve customer satisfaction with the Council, what evidence is there to suggest this (eg. customer or employee survey information and proposed improvement). Are we addressing complaints.

- financial savings – eg investment of £100 will save £300 per annum by year five.

~~12~~11. Financial Impact

Elected members source important information on the Council's statutory duties from the report and there is a requirement to include a section setting out the financial impact arising from the recommendations.

Report authors should consider whether it is necessary for the relevant Principal Accountant to have seen the report and agreed the financial implications. It is a requirement that the Head of Finance or nominee signs off on the financial impact section for all significant reports.

This section should generally include:

- Business Case

- Budget Provision – whether the cost of the proposals in the report is budgeted for or, if not, how it can be contained within the Council's overall budget and the impact of so doing on outcomes or Council policy, if applicable;

- refer to any revenue and capital costs associated with the report, including detailing costs for each option if there are any and any potential costs if the recommendations are not agreed;

- state what these costs are and give the financial year(s) in which the costs will be incurred;

- Income/Savings – details of any additional income or savings arising from the proposals and a clear indication of whether these are sustainable in future years or one off;

- External funding – details of any external funding or contributions from other sources and the timing of the receipt of these funds;

- A comparison of the financing options that have been considered, for example, acquisition, finance lease, operating lease etc; and

- Any risks associated with the financial impact that has been detailed.

Not all of these considerations will be relevant for every report but they provide guidelines on what report authors should be considering to ensure a report has the required information included.

Procurement/Contract Reports

For Procurement reports the following should be taken into consideration within the financial impact section.

- reports must include the detail and justification around quality/cost split. This should be included in the Main Report section.

- The scoring information should include pricing or the pricing range where possible. This will usually be on the basis of the winning bidder being named and the others listed as "Bidder B" etc. If the scoring or pricing element is likely to cause concern (eg where there were only two close bids or there are concerns about confidentiality etc prior to award) then the report should be submitted as a B Agenda item with an explanation as to why.

- The table below which contains procurement information should be appended to the report where possible.

Appendix 1 - Summary of Tendering and Tender Evaluation Processes

Contract	
Contract period (including any extensions)	
Estimated contract value	£ (Total including extensions)
Procurement Route chosen	Open/Restricted etc
Tenders returned	
Name of Recommended supplier/s	
Price / Quality ratio	'
Evaluation criteria and weightings	
Evaluation Team	

The following sentence should be amended accordingly and included under **'Financial Implications'**:-

- "*The costs associated with procuring this contract are estimated at up to £## or from £# - £#".*

The bandings are as follows:

	Estimated Staff Cost

ROUTE ONE **Relatively low value, risk and a non repetitive nature**	Up to £10,000
ROUTE TWO **Moderate value and risk**	£10,001 - £20,000
ROUTE THREE **High value/high risk/strategic procurements**	£20,001 - £35,000

For significant projects which do not easily lend themselves to the banding model or those which exceed £35k, an estimate should be provided. This will be calculated based on an average rate of cost per employee (£50) per hour multiplied by the number of days or part days spent directly working on it. It should include time spent by both the service areas and Commercial and Procurement Services.

Specific sustainability or community benefit commitments should be detailed where possible in the Stakeholder/Community Impact section. Any savings or other expected benefits should be highlighted in the Next Steps section together with any action required to implement or achieve success in the Financial Impact section.

13. Stakeholder/Community Impact

This section should provide any equalities, health and safety, governance, compliance or regulatory implications that elected members need to take into account when reaching their decision. Details of consultation and engagement with the community in creating this report/proposal will be detailed in the next section but may be referenced here because of the relationship between such engagement and assessment of impact. You should set out the impact of the recommendations on all sections of the community and if the impacts meet any of the Council's priorities.

The Integrated Impact Assessment (IIA) facilitates compliance with The Equality Act 2010 and other legislation. The information in this section regarding the results of the IIA should enable Elected Members to give due regard to this in making decisions. You should clearly identify any impacts relating to equality, human rights, poverty, health, carbon impacts, adaptation to climate change and sustainable development, as well as the steps taken (or planned) to mitigate any adverse impacts. All reports to Council Committees and Corporate Leadership Team must contain summary information (from the IIA template) on the relationship of the contents, analysis or recommendations of the report against the three general Public Sector Equality Duties (PSED).

The IIA replaces the ERIA template used previously. Please ensure you read the IIA Guidance on the Orb and undertake the IIA training.

Elected Members' should be provided with a link in the report to the published IIA. Relevant detail should also be included in order for due regard to be given when making decisions. If it has been decided that an IIA is not required, a justifying statement should be included in the report.

The key principle is to alert decision makers to the top line equality and rights information. The Fairer Scotland Duty also now requires information on socio-economic impact to be shared wherever proposals are considered strategic.

Further support may be provided by your relevant Equality, Diversity and Rights Advisor – please refer to your Head of Service to find out who this is.

If you would like further information or advice regarding completion of this section of your report please contact strategyandbusinessplanning@edinburgh.gov.uk.

Sustainability impact

The Council has a legal duty under the Climate Change (Scotland) Act 2009 to ensure that its policies, plans and strategies take account of:

- carbon impacts

- adaptation to climate change, and

- Sustainable development.

The legislation applies to everything the Council does and requires the Council to integrate consideration of carbon, climate change adaptation and sustainability into business practice through existing processes and procedures, including embedding it in decision-making processes. The Stakeholder/Community Impact section of our committee reports is our key means of evidencing compliance with this requirement.

You should clearly identify any carbon impacts, adaptation to climate change and sustainable development, as well as the steps taken (or planned) to mitigate any adverse impacts. You are not expected to provide an in-depth expert assessment of the subject of your report, but you must demonstrate that you have given some thought to these statutory duties.

To help you to prepare this information, it is recommended that you

1. Complete the CECiL course on sustainable development, which provides a basis for considering all impacts.

2. Work your way through the Sustainability Worksheet which can be downloaded from the Orb. The worksheet contains links to further information and worked examples, and helps you to produce appropriate text in a standard format to use in your report. The standard format and a good practice example of appropriate text are shown in the boxes below.

STANDARD FORMAT	GOOD PRACTICE EXAMPLE
The impacts of this report have been considered in relation to the three elements of the Climate Change (Scotland) Act 2009 Public Bodies Duties and the outcomes are summarised below. Relevant Council sustainable development policies have been taken into account and are noted at Background Reading later in this report.	The impacts of this report have been considered in relation to the three elements of the Climate Change (Scotland) Act 2009 Public Bodies Duties and the outcomes are summarised below. Relevant Council sustainable development policies have been taken into account and are noted under Background Reading later in this report.
The proposals in this report will…	The proposals in this report will reduce carbon emissions because the Strategy's principal aims include both reducing the need to travel and achieving a shift to more sustainable modes of transport that will bring reduced carbon dioxide and nitrogen oxide emissions.
• *EITHER* reduce carbon emissions because… *OR* increase carbon emissions and this impact will be addressed by…	
• *EITHER* increase the city's resilience to climate change impacts because…	

OR The need to build resilience to climate change impacts is not relevant to the proposals in this report because …	The proposals in this report will increase the city's resilience to climate change impacts because the Strategy's principal aims include both reducing the need to travel and achieving a more integrated public transport network that offers an attractive alternative to car travel.
• *EITHER* help achieve a sustainable Edinburgh because… *OR* Social justice is not considered to impact on the proposals in this report because … Economic wellbeing is not considered to impact on the proposals in this report because … Environmental good stewardship is not considered to impact on the proposals in this report because…	The proposals in this report will help achieve a sustainable Edinburgh because the Strategy's actions include improving the extent of the public transport offering in Edinburgh, thus enhancing social inclusion and equality of opportunity. It also aims to improve facilities for cyclists and pedestrians, thus promoting personal wellbeing. The Strategy underwent a full Strategic Environmental Assessment, which was made available for public review and comment between 28 August and 18 October 2013. The revised independent SEA Environmental Report, following a period of consultation with relevant authorities and the general public, is available at www.edinburgh.gov.uk/localtransportstrategy. *Report to Transport & Environment Committee, 14/01/14 - "Local Transport Strategy 2014-2019"*

Further guidance on taking account of carbon impacts, adapting to a changing climate and acting sustainably, and worked examples are available on the Orb. If you require further advice you can contact the Strategy and Communications Team . Briefing sessions for your team can be provided on request.

12. Equality and Poverty Impact

This section should provide any equality, human rights, (including children's rights) and socio-economic disadvantage implications, as identified in the Integrated Impact Assessment (IIA), that elected members need to take into account when reaching their decision, as well as the steps taken (or planned) to mitigate any adverse impacts.

This section should also detail relevance to any of the following: public sector equality duty, specific equality duties, the Equality and Diversity Framework, the End Poverty Edinburgh Plan, and any broader intention to shift the culture of the organisation to better embed equality.

The IIA is the Council's toolkit to ensure we meet our legal responsibilities in relation to the Equality Act 2010 and other legislation when developing policies, strategies and decision-making processes.   This section should provide evidence of our compliance with these requirements and relevant detail should be included to enable Elected Members to give due regard to this in making decisions. Elected Members should also be provided with a link to the published IIA or the IIA should be attached as an appendix. This section should be completed for all committee reports, even you have considered an IIA is not required, in which case you should provide a brief statement explaining why.

Details of consultation and engagement with the community in creating this report/proposal will be detailed in the next section but may be referenced here because of the relationship between such engagement and assessment of impact. You should set out the impact of the recommendations on all sections of the community and if the impacts meet any of the Council's priorities.

You should provide details of carbon impacts, adaptation to climate change and sustainable development in the Climate and Nature Emergency Implications section. The IIA also prompts consideration if a Strategic Environmental Assessment (SEA) is required.

Please ensure you read the IIA Guidance on the Orb and undertake the IIA training. Further support is available from your service area Equality, Diversity and Rights Advisor.

13. Climate & Nature Emergency Implications

Why do we need to evidence environmental impacts?

The Council has a statutory duty under the Climate Change (Scotland) Act 2009 ("the Act") to ensure that its policies, plans and strategies take account of:

- **Climate change mitigation**: As a public body, the Council must, in exercising its functions, act in the way best calculated to contribute to the delivery of emissions reduction targets;
- **Adaptation to climate change**: In exercising their functions, public bodies must act in the way best calculated to deliver any statutory adaptation programme;
- **Sustainability**: public bodies must act in a way considered most sustainable.

The legislation applies to everything the Council does and requires the Council to integrate consideration of carbon, climate change adaptation and sustainability into business practice through existing processes and procedures, including embedding it in decision-making processes. The Climate & Nature Emergency Implications section of our committee reports is our key means of evidencing compliance with this requirement.

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 one of the three core priorities of the Council Business Plan 2023-27. The Council also declared a Nature Emergency in 2023.

What should this section include?

This section should identify any positive or negative environmental impacts, as well as the steps taken (or planned) to mitigate or reduce any adverse impacts.

You are not expected to provide an in-depth expert assessment, but you must demonstrate that you have given some thought to these statutory duties.

This section should be completed for all committee reports, even if it is estimated that there are no impacts (in the latter case you should briefly explain why). If you are reporting progress on a strategy or action plan, you can use this section to remind the overall impacts of the strategy itself.

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Note: If you have already undertaken an Integrated Impact Assessment (IIA)

Once you have carried out your IIA scoping meeting and completed the IIA summary report, you should use any information and identified environmental impacts to complete this section. To find out whether you need to do an IIA, read the IIA guidance.

If you haven't undertaken an IIA, you should still complete the Climate & Nature Emergency section.

1. How to assess carbon impacts?

The factors you need to take into account are listed below.

➢ Will this option (Strategy/Project), if implemented, result in an increase / a decrease / no change in carbon emissions?

1. BUILDINGS energy usage and embodied carbon	
o Operational Council office premises, libraries, community centres, museums, etc o Edinburgh Leisure properties – swimming pools, leisure centres, sport centres, gyms etc o Schools o Any other building o *Note: Embodied carbon means all the CO2 emitted in producing materials. It is estimated from the energy used to extract and transport raw materials as well as emissions from manufacturing processes. The embodied carbon of a building can include all the emissions from the construction materials, the building process, all the fixtures and fittings inside as well as from deconstructing and disposing of it at the end of its lifetime. Source: UCL Engineering. (Just three materials – concrete, steel and aluminium – are responsible for 23% of total global emissions, most of this used in the built environment) (Architecture 2030)*	Will energy usage be reduced by minimising energy demand, improving energy efficiency, better monitoring, using renewable energy sources or using a low-carbon energy supplier as part of this option? Will the proposal represent additional emissions for the city or the Council (e.g. new build project which will increase overall energy consumption in the city)? Will the proposal "lock-in" future emissions due to infrastructure, investment or decisions made today? (e.g. investing in new gas boilers) Will the project require new construction? If yes, will the project minimize embodied carbon by using low-carbon construction materials or goods manufactured from recycled materials? Will the proposal favour low maintenance and durable products/materials? Will the project minimise material use through e.g. more compact design?

2. INFRASTRUCTURE energy usage	
o street lighting o stair lighting o street furniture o electric vehicle chargers o traffic signals etc.	Will energy usage be reduced by minimising energy demand, improving energy efficiency, using renewable energy sources or using a low-carbon energy supplier as part of this option?

3. TRANSPORT	
o fuel consumption by Council fleet vehicles	Will fuel consumption and/or business mileage be reduced by minimising travel demand, modal shift (eg

o business mileage incurred by officers o fuel consumption by cars, vans and HGV in the city	changing to walking, cycling, bus, tram or train instead of cars or taxis), or using alternative fuels (eg electric vehicles) as part of this option?

4. RESOURCE USE/ WASTE	
o municipal waste (ie produced by households) o internal waste (ie produced by Council activities) o construction and demolition waste produced by Council projects	Will the proposal promote material reuse? Will the proposal minimise waste and dispose of it in accordance with current good practice? Has waste prevention, re-use or recycling been incorporated into this project? Will the proposal reduce reliance on single-use plastics?

2. How to assess climate change resilience impacts?

➢ Will this option, if implemented, result in a decrease / an increase / no change in vulnerability for Edinburgh's people, places and biodiversity?

➢ Will this option, if implemented, result in a lessening of / an intensification of / no change in the effects of climate change on Edinburgh's people, places and biodiversity?

➢ Is action to improve resilience to the effects of climate change included in this proposal?

1. COMMUNITIES	
o residents, especially high-risk groups (including the elderly, individuals with pre-existing illnesses or conditions, children and the economically and socially vulnerable) o community services o Care at Home and other community services	Will implementing this option decrease residents' and communities' vulnerability to the impacts of climate change (eg storms, high winds, flooding, high temperatures) which could result in damage to property, homes and gardens, transport disruption and service delivery? Will the implementation of this option lessen the effect climate change could have on residents and communities, including those associated with mental/physical health, isolation, and disruption to local service delivery? Will action to improve residents' and communities' resilience to climate change be considered for this option?

2. INFRASTRUCTURE / SERVICE DELIVERY	
o property repairs and maintenance of Council buildings o Edinburgh Leisure properties – swimming pools, leisure centres, sport centres, gyms etc o schools o transport infrastructure including roads and pavements, tunnels,	Has consideration been given to future climate changes and measures put in place to adapt to them? Will implementing this option decrease the vulnerability of the Council and city premises and infrastructure to the impacts of climate change (eg damage to buildings, roads and pavements and transport disruption) caused by extreme weather events such as storms, high winds, flooding and high temperatures?

o bridges, tram tracks, cycle lanes, public paths etc o coastal infrastructure and defences o Services such as waste collection, road repairs, home care, events etc.	Will implementing this option decrease or increase the vulnerability of the Council and city services to the impacts of climate change? Will the implementation of this option lessen the effect climate change could have on Council premises and city infrastructure? These effects include road deterioration, failure of drainage infrastructure, significant increases in maintenance costs and replacement infrastructure, storm surge inundation, and the economic and reputational ramifications of major transport and event disruption.

3. BIODIVERSITY / LAND USE	
o parks o ecosystems and biodiversity o other greenspaces including community gardens, pavements, cycle paths etc	Will implementing this option decrease the vulnerability of the city's parks, ecosystems and biodiversity to extreme weather events such as storms, high winds, flooding, high temperatures? Has action to improve the resilience of the city's parks, ecosystems and biodiversity to climate change been considered for this option? Will the project damage, remove or partially remove wildlife habitats? Will the proposal enhance or damage greenspaces? Will the project use pesticides? Will the proposal affect existing species through changes in the levels of noise, pollution, proximity to people or other factors such as night light pollution? Will this project increase the risk of invasive species proliferation? In case of biodiversity losses, will this project compensate them by e.g. restoring or creating new wildlife habitats? Will the project interfere with the green/blue network identified in Edinburgh's Local Development Plan?[1] Will the project avoid converting wildland or greenfield to developed land, by reusing redundant buildings or repurposing brownfield sites or derelict urban land?

4. How to assess sustainable development impacts?

➢ Will this option, if implemented, result in an improvement to / a decline in / no change in social justice / economic wellbeing / environmental good stewardship?
➢ Will implementation of this option contribute to the delivery of the 2030 Climate Strategy?

1. SOCIAL JUSTICE

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[1] https://www.edinburgh.gov.uk/cityplan2030

o Inclusion o Connectivity o Culture and Education o Justice & human rights o community safety o poverty o health inequality o Food security o Housing	Will the quality of people's lives be improved by implementing this option?

2. SOCIAL JUSTICE

o employment o innovation o prosperity o regeneration o training	Will the local economy and citizens' economic participation be strengthened by implementing this option? Will the proposal address the cost of living including food and fuel? Will the proposal support local businesses? Will the proposal improve local employment opportunities and help young people into positive destinations? Will the proposal improve working conditions, maximise income and/or reduce income inequality? Will the proposal improve literacy and numeracy?

3. ENVIRONMENTAL GOOD STEWARDSHIP

o air quality o water and soil quality o materials / natural resources o noise	Will the proposal cause or minimise water, soil or noise pollution? Will the proposal create cleaner, safer and greener neighbourhoods (e.g. by reducing litter and graffiti, and maintaining pleasant public spaces)? Will this project lead to an increase in industrial activity producing potentially harmful pollutants? Will the proposal improve air quality by reducing the number of cars on the road; reducing congestion and cars idling; or by replacing fossil fuel vehicles by low carbon alternatives? Will the project minimise material use through e.g. more compact design? Will the proposal promote material reuse? Will the proposal use goods manufactures from recycled materials? Will the proposal make efficient use of natural resources? Will the project minimise water use?

Worked example

The standard format and a good practice example of appropriate text are shown in the boxes below.

STANDARD FORMAT	GOOD PRACTICE EXAMPLE
The impacts of this report have been considered in relation to the three elements of the Climate Change (Scotland) Act 2009 Public Bodies Duties and the outcomes are summarised below.	The impacts of this report have been considered in relation to the three elements of the Climate Change (Scotland) Act 2009 Public Bodies Duties and the outcomes are summarised below.

Relevant Council sustainable development policies have been taken into account and are noted at Background Reading later in this report. The proposals in this report… • *EITHER* are in line with the Council's Climate Emergency declaration and climate objectives because… *OR* will increase carbon emissions and this impact will be addressed by… • *EITHER* will increase the city's resilience to climate change impacts because… *OR* The need to build resilience to climate change impacts is not relevant to the proposals in this report because … • *EITHER* are in line with the Council's Nature Emergency declaration because… *OR* The proposals in this report are not expected to have any adverse impacts on nature because … • *EITHER* help achieve a sustainable Edinburgh because… *OR* Social justice is not considered to impact on the proposals in this report because … Economic wellbeing is not considered to impact on the proposals in this report because … Environmental good stewardship is not considered to impact on the proposals in this report because…	Relevant Council sustainable development policies have been taken into account and are noted under Background Reading later in this report. The proposals in this report are in line with the Council's Climate Emergency declaration and climate objectives because energy efficiency retrofits will reduce energy costs for residents while improving thermal comfort and health. Reducing energy consumption means reducing greenhouse gas emissions, as well as reducing vulnerability to future energy costs fluctuations. The proposals in this report will increase the city's resilience to climate change impacts because the retrofitted building will reduce energy demand for cooling of buildings as temperatures rise and the frequency of summer heatwaves increase. The proposals in this report are in line with the Council's Nature Emergency declaration because there are plans to install a green roof. A food growing allotment will be installed in front of the building for residents to use which may attract wildlife. The proposals in this report will help achieve a sustainable Edinburgh because the retrofit works will generate short term green local employment opportunities. The retrofit will reduce energy demand which will reduce fuel costs for tenants. Indoor air quality may be worsened due to a ticker insulation of the building but this will be closely studied and mitigation measures will be implemented. Works are going to involve the use of new materials (such as windows, doors, insulation…) and the generation of waste but this is estimated to be largely compensated by the above-mentioned benefits. The project underwent a full Strategic Environmental Assessment (SEA), which was made available for public review and comment between XX and XX. The revised independent SEA Environmental Report is available at www.edinburgh.gov.uk/xxx

Further support

To help you to prepare this information, it is recommended that you:

1. Complete the "Sustainability at the City of Edinburgh Council" module on myLearninghub, which provides a basis for considering all impacts.

2. Attend an in-depth 3 hours Climate training session, open to all employees. You can sign up on myLearninghub.

If you require further advice you can contact the Corporate sustainability team at sustainabilitynetwork@edinburgh.gov.uk.

14. Risk, Policy, Compliance, and Governance and Community Impact

This section should include of details of relevant consultation or engagement with the community that has taken place. Officers should consider the impact on the community and whether it meets any of the Council's priorities. If a public consultation or engagement exercise with citizens or other stakeholders is necessary, it should be undertaken to adhere with the Council's Consultation and Engagement Policy. Further guidance on following the policy and framework can also be found here. Where consultation or engagement activities have gone through the Consultation Advisory Panel this should be noted.

In accordance with the Council's approach to risk management, you should highlight the key risks to the Council when either agreeing or rejecting the recommendations. Outline actions to mitigate the risk to an acceptable level include if the risk will be monitored on a divisional, directorate or on the corporate risk register, where applicable.

This section should include whether the recommendations in the report impact on an existing policy of the Council.

This section should also provide any health and safety, governance, compliance or regulatory implications that elected members need to take into account when reaching their decision.

The head of service signing off the report should ensure:

- these risks are identified, assessed and are managed through the appropriate risk register, and

- these risks will now be assessed and managed appropriately through a risk register or other appropriate actions.

Consultation and Engagement

This section should highlight who you have consulted or engaged with on the subject of the report. This may involve referring to any consultation period or that specific partners have been consulted with. If a formal consultation exercise with citizens or partners is necessary it should be undertaken to adhere with the Council's Consultation Framework (Consulting Edinburgh). This can be found at https://orb.edinburgh.gov.uk/site/custom_scripts/consultation-framework/. An e-learning tool is also available. Where the framework has been used to guide the consultation exercise this should be noted.

This section should also detail if there has been any co-production with service users, providers and other stakeholders to jointly assess service requirements, plan and deliver service interventions and monitor and evaluate their effectiveness. Detailed guidance for staff on coproduction is available on the Orb.

1415. Background Reading/External References

A background paper is a document relating to the subject matter of the report that either contained information on which the report was based on or was relied upon by the author in preparing the report. Private documents should not be listed in this section. Documents listed are required by the Local Government (Scotland) Act 1973 to be made available to the public on request. If possible this should be a link to a copy of the document online.

You should also reference relevant previous Council reports and minutes by linking to the papers online.Council Papers Online.

1516.Submitting a report

Once you have completed your report you must proof read it and check it for accuracy. This should include checking the numbering, spelling, grammar, layout and any statistics included in the report. Appendices should be included, and where appropriate links inserted. It is the report author's responsibility to do this.

When you have checked the report you should pass it to your manager or head of service for approval, prior to passing to the key contact in your directorate for committee business.

All reports must be submitted in accordance with the arrangements in your directorate. For further information and guidance, please get in touch with your key contact above. Where considered appropriate reports should also be sent to Legal Services.

1617.Business bulletin

Committee Business bulletins replace reports that were previously passed to a committee for 'noting'. The purpose of the bulletin is to provide to the committee and the public a concise, informative overview of what the services within each committee's remit have been involved in.

Remember that bulletins are designed to be read on a screen and should be clear, concise and written in an informal manner that conveys the information to as wide an audience as possible.

- Bulletins contain a section titled background information. This could include the Council pledges that the information is addressing or it may give a link to further information on the subject or a related website.

- There is also a section titled forthcoming activities. This should include headline events that you think elected members and the public would wish advance notice of and may be included in future bulletins.

- Referral reports from one committee to another that are simply for information will be referred via the business bulletin rather than simply resubmitting the report in its entirety.

- Bulletins should highlight factual information in two to three paragraphs per topic.

- The information to be included in a bulletin should not be long, technical or complex.

18. House writing style

Please follow the <u>house writing style</u> which helps to ensure that language and style are used consistently and in a modern way throughout all Council communications. The following highlights some of these styles.

Layout

We have developed the suite of templates so that they are more modern and meet our house writing style. It is important that you complete the documents using the following guidelines so that the content is more easily read, accessible, and looks consistent with other reports.

Colour

The committee documents have been designed using the Council's brand colours. Please do not change the colour of the document or text or move the tab/logo in the footer.

Tables

To insert a new table into the document use the table function of the insert tab. When pasting an existing table into the template you must use the 'paste special' function under the home tab drop down and select 'paste Microsoft Office object'. Note that the template will change the table to the default report style.

Numbering

The report template has been designed not to allow authors to use bullet points. It is requested that report authors use 1.1, 1.2 or .1.2.1, 1, 2.2 etc, for each paragraph of text, rather than bullet points. This makes it easier for Elected Members to reference specific parts of reports during debate and decision making, it also ensures that there is a consistent style is used across all reports. The exception to this rule is when typing the executive summary and the information about the committee/Council at the end of the notice document where no numbering is used.

Type style

Use the 'Styles' function in Word to make sure that that the content is set out correctly. The 'Styles' box displays at the top right. It provides a menu of type styles. When inputting body text, the default option should be the "1.1" option. The styles can be used for the following:

Style	For	Further info
1.1.1	• To indent the text.	
1.1.1.1	• To further indent text.	
Executive Summary	• For the Executive Summary	
Highlight	• To highlight text during the editing process.	• Highlighting of text is only for the editing process and reports should not be presented to

		Committee/Council with highlighted text.
Sub title	• To create a sub title. This style will remove numbering, make text bold and size 12.	If a further subtitle is required beneath the existing subtitle this can be created by indenting an existing sub title (Ctrl + tab)
Dash	• To create a dash.	
Remove Highlight	• To remove highlighting style	
Footer Style Committee Name	• To type text in footer.	

Spacing

- there should be one carriage return of 'normal' type between the end of one section and the next.

Alignment

- in the Executive summary all text is left aligned. Numbering should not be used in the Executive Summary.

- in all other copy the titles and copy should be numbered and the text all begin at 1¼ cm.

Referring to the Council

The proper name for our organisation is 'the City of Edinburgh Council' referred to in the singular. For example: The City of Edinburgh Council *has* launched …

Remember, the name of the Council starts with 'the' and is not 'City of Edinburgh'. You should only use a capital T for 'The' if it is at the beginning of a sentence or stands alone. If you are using it in mid sentence, is should start with a lower case 't'. You can also use 'the Council' if it is clear that it relates to the City of Edinburgh Council.

Abbreviations and acronyms

When using abbreviations or acronyms to refer to names of projects, organisations or bodies etc, you should type out the name in full the first time it is referred to, putting the initials in brackets after it. Thereafter you can just use the initials.

Examples

- The Corporate Leadership Team (CLT) agreed to commission a review

- Scottish Enterprise Edinburgh and Lothian (SEEL) sent a representative to the meeting

Apostrophes

Apostrophes are used to denote:

- a missing letter or letters eg can't instead of cannot or it's instead of it is. While it is appropriate to use words with apostrophes like this in some written communications,

it is not appropriate in official documents such as Council reports. You should therefore avoid the use of apostrophes in this way when writing reports.

- possession eg the Council's report. An exception to this is the possessive form of it which has no apostrophe eg in its mouth. When writing plural possessives the apostrophe comes after the 's' eg the pupils' books.

Apostrophes are never used to denote plurals

Ampersands (&)

You should not use ampersands (&) in normal text in reports. They can sometimes be used in tables etc but should never be used in headings or in the text.

Capitals

You should use capitals at the beginning of sentences and proper names according to normal grammatical rules.

Collective nouns

Collective nouns such as 'the committee' or 'the board' are singular.

Dates

Dates should be typed in full eg 1 April 2012. The month should not be abbreviated and you should not use "th", "rd" or "st" in dates. When referring to financial years you should use the format, 2011/12 or 2008/09 etc.

Time

You can use either 12 Hour or 24 Hour clock format but you should choose one style and use it consistently through a document. Do not mix styles. If the 24 hour clock is used it should appear in four figures with no spacing or punctuation between figures. You can add "hours" if you wish.

Numbers

In text, the numbers one to nine should be typed in full. Number 10 and above should be in figures. In numbers with four digits or more, a comma should be used after the thousands. A number at the beginning of a sentence should always be typed as a word

E-mail, intranet, internet and world wide web

These should be typed with lower case initials except at the start of a sentence and e-mail should have a hyphen.