

# Finance and Resources Committee

10.00am, Thursday, 21 September 2023

## Festive Lighting – Contract Extension

Executive/routine  
Wards

Routine  
All

### 1. Recommendations

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- 1.1 To note that a one-year extension of the existing festive lighting contract has been agreed by the Executive Director of Place in consultation with the Convener of Finance and Resources and Convenor of Culture and Communities. This decision was taken under Section 4 of the Committee Terms of Reference and Delegated Functions.

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## Festive Lighting – Contract Extension

### 2. Executive Summary

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- 2.1 This report updates Committee on an urgent decision taken by the Executive Director of Place to extend the existing Festive Lighting contract by one further year due to allow essential and time critical work to be undertaken to ensure festive lighting is in place for communities in 2023.

### 3. Background

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- 3.1 The Council coordinates the installation of community festive lighting and switch-on ceremonies across the city.
- 3.2 The current contract with Field & Lawn commenced in 2018.
- 3.3 The contractor has successfully installed festive lighting throughout the duration of the contract with no significant concerns being raised.
- 3.4 The Council's Committee Terms of Reference and Delegated Functions permit urgent decisions to be taken between Committee meetings.

### 4. Main report

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- 4.1 In 2022, a waiver was approved to extend the contract for another year. In line with the City of Edinburgh Council's Contract Standing Orders, a waiver cannot be repeated and therefore approval of Committee is required to proceed with a further extension.
- 4.2 However, in order to give the contractor sufficient time to put in orders for Christmas trees (orders need to be placed in August to ensure good quality provisions are in place for the festive season) and other essential equipment, a decision was taken to agree this extension outwith the normal Committee reporting cycle. This decision was taken under Section 4 of the Committee Terms of Reference and Delegated Functions, in consultation with the Conveners of Finance and Resources and Culture and Communities.
- 4.3 The extension is for one year so the contract can be aligned with the start of the new Winter Festivals contract.

- 4.4 The purpose of this alignment is to ensure the continued coordination of the festive lighting in community settings and to meet the Council's aspirations to spread winter festivals activities to include areas outwith the city centre.

## 5. Next Steps

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- 5.1 Council officers have engaged with the current contractor, Field and Lawn, and orders have commenced.
- 5.2 Councillors will be sent a briefing note on the festive arrangements in each ward in October 2023.
- 5.3 The procurement exercise for Winter Festivals 2024/25 is underway. A lot within the overall Winter Festivals contract will be for festive lighting.

## 6. Financial impact

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- 6.1 The contract value is £120,000 which is within current budget parameters for financial year 2023/2024.
- 6.2 A contingency is available should there be any costs falling outside the contracted works which is also contained within current budget parameters.

## 7. Equality and Poverty Impact

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- 7.1 The public safety team has worked hard to ensure that every ward in the city has access to festive lighting, including most recently an additional installation outside the Sick Children's Hospital in Little France.

## 8. Climate and Nature Emergency Implications

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

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

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

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

(Nature Conservation (Scotland) Act 2004)

- 8.2 The City of Edinburgh Council declared a Climate Emergency in 2019 and committed to work towards a target of net zero emissions by 2030 for both city and corporate emissions and embedded this as a core priority of the Council Business Plan 2023-2027. The Council also declared a Nature Emergency in 2023.

## **Environmental Impacts**

- 8.3 All festive installations are lit using light emitting diodes (LEDs) and are also linked to the street lighting control system ensuring they are only lit during periods of darkness.

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

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- 9.1 A key element of providing festive lighting in Edinburgh's communities is engaging with the local community. The public safety team proactively seek feedback and have amended what they provide where possible.
- 9.2 Work has already commenced to ensure festive lighting installations in all communities in 2023/24. The urgent decision taken means that installations could take place in 2023/24 and ensures the quality of the installations.
- 9.3 As the festive lighting installations take place in all parts of the city, it will help the Council and their contractors meet their contractual obligations in relation to spreading festival activities to include communities outwith the city centre.
- 9.4 Festive lighting installations are managed in line with the Council's Energy Management Policy and minimises energy consumption by aligning with the street lighting system to optimise their operation and control.

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

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- 10.1 [Notice of meeting and agenda](#) - Finance and Resources Committee, November 2014.

## **11. Appendices**

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- 11.1 None.