

Minutes

Finance and Resources Committee

10.00am, Thursday 25 April 2023

Present

Councillors Watt (Convener) Bruce, Doggart, Griffiths, Macinnes, McVey (substituting for Councillor Hyslop), Mumford, Nicolson, Ross, Staniforth and Younie.

1. Minutes

Decision

- 1) To approve the minute of the Finance and Resources Committee of 7 February 2023 as a correct record.
- 2) To approve the minute of the Finance and Resources Committee of 10 March 2023 as a correct record.
- 3) To approve the minute of the Finance and Resources Committee of 30 March 2023 as a correct record.

2. Work Programme

The Finance and Resources Committee Work Programme for April 2023 was presented.

Decision

To note the Work Programme.

(Reference – Work Programme of 25 April 2023, submitted.)

3. Rolling Actions Log

The Finance and Resources Committee Rolling Actions Log for April 2023 was presented.

Decision

- 1) To agree to close the following actions:
 - 1(1) – Lauriston Castle Trust
 - 6 – Motion by Councillor Mumford – Operation Unicorn
 - 7 – 2021-22 Common Good Annual Performance Report
 - 8 – Revenue Budget Framework 2023/27: progress update
 - 9 (2) and (3) – Motion by Councillor Caldwell – referral from the Housing, Homelessness and Fair Work Committee

- 18 – Motion by Councillor Whyte – War Memorial – City Chambers
 - 21 (1, 3 and 4) – Rolling Actions Log
 - 22 – Revenue Monitoring 2022/23 – month eight position
 - 23 – Response to Motion by Councillor Mumford – Operation Unicorn
 - 26 – Edinburgh International Conference Centre – Shareholders’ Agreement and Strategic Delivery Agreement – referral from the Housing, Homelessness and Fair Work Committee
- 2) To confirm to Councillor Mumford whether funding was still being sought or if officers were awaiting confirmation of the source of funding from Action 5 of the March 2023 Rolling Actions Log.

(Reference – Rolling Actions Log of 25 April 2023, submitted.)

4. Business Bulletin

The Finance and Resources Committee Business Bulletin for April 2023 was presented.

Decision

- 1) To request confirmation of when the report on the War Memorial containing the design brief and recommendations would be reported to Committee.
- 2) To request confirmation of whether the Council would be submitting its own response to the joint consultation on Council Tax and what engagement had taken place with COSLA.
- 3) To otherwise note the Business Bulletin.

(Reference – Business Bulletin of 25 April 2023, submitted.)

5. Royal Visits

A report provided further information on the costs of Royal visits and demonstrated that support for the Lieutenancy was contained within the Office of Lord Provost budget, with an estimated 20% of staffing costs allocated to this area of work.

Decision

- 1) To note the information provided in response to the Addendum to the report to Committee (Item 7.7 Response to Motion by Councillor Mumford – operation Unicorn) on 26 January 2023.
- 2) To note the further requirement for a briefing note to be circulated to Members, as set out in paragraphs 5.2 and 5.3 of the report by the Chief Executive.

(Reference – report by the Chief Executive (Item 7.7, Finance and Resources Committee, 26 January 2023), report by the Chief Executive, submitted.)

6. Participatory Budgeting Progress Report

A report summarised the progress made in implementing the Council's approach to participatory budgeting and responded to the motion agreed at the Finance and Resources Committee on 10 November 2022.

Decision

- 1) To note the progress made in the development of participatory budget activity during 2022/23, including in the areas highlighted within Councillor Caldwell's motion.
- 2) To note the proposed activity for 2023/23.

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

Declarations of interest

Councillor Nicolson made a transparency statement as she had previously unsuccessfully applied for the Community Climate Fund on behalf of a community organisation.

7. Edinburgh Integration Joint Board (EIJB) – financial update

The report provided an update to Committee on the development of the Edinburgh Integration Joint Board (EIJB) budget for 2023/24, with this continuing to show a significant shortfall currently estimated at £35.5m.

Motion

- 1) To note that the 2023/24 financial plan for the Edinburgh Integration Joint Board (EIJB) continued to show a significant estimated deficit of £35.5m.
- 2) To note that the Chief Officer of the EIJB had therefore been requested to develop further measures as part of an in-year savings and recovery programme.
- 3) To note, in that context and as a funding partner, the potential additional in-year financial call upon the Council should these measures not be sufficient to secure financial balance.
- 4) To note that a further update would therefore be provided to the Committee's next meeting on 20 June and in the interim as required.

- moved by Councillor Watt, seconded by Councillor Griffiths.

Amendment

- 1) To note that the 2023/24 financial plan for the Edinburgh Integration Joint Board (EIJB) continued to show a significant estimated deficit of £35.5m.
- 2) To note that the Chief Officer of the EIJB had therefore been requested to develop further measures as part of an in-year savings and recovery programme.

- 3) To note, in that context and as a funding partner, the potential additional in-year financial call upon the Council should these measures not be sufficient to secure financial balance.
- 4) To refer any additional funding requests from the EIJB to a full meeting of the Council to consider the implications on Council budgets.
- 5) To note that a further update would therefore be provided to the Committee's next meeting on 20 June and in the interim as required.
- moved by Councillor Doggart, seconded by Councillor Bruce.

In accordance with Standing Order 22(12), the Amendment was accepted as an Addendum to the motion by Councillor Watt.

Decision

To approve the following adjusted motion by Councillor Watt:

- 1) To note that the 2023/24 financial plan for the Edinburgh Integration Joint Board (EIJB) continued to show a significant estimated deficit of £35.5m.
- 2) To note that the Chief Officer of the EIJB had therefore been requested to develop further measures as part of an in-year savings and recovery programme.
- 3) To note, in that context and as a funding partner, the potential additional in-year financial call upon the Council should these measures not be sufficient to secure financial balance.
- 4) To refer any additional funding requests from the EIJB to a full meeting of the Council to consider the implications on Council budgets.
- 5) To note that a further update would therefore be provided to the Committee's next meeting on 20 June and in the interim as required.
- 5) To note that Councillor Nicolson's motion at Full Council on 15 December 2022, requesting a report in one cycle outlining the Council's approach to self-directed support clawbacks, had not been fulfilled.
- 6) To request a full breakdown of spend across the Partnership.

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

8. Workforce Dashboard

The report provided the Council's Workforce Data for the period October to December 2022.

Decision

- 1) To note the information contained in the Workforce Dashboard for the period October to December 2022.
- 2) To note the next Workforce Dashboard deep dive would include details of roles which the Council was struggling to recruit, and what could be done to address this.

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

9. Workforce Dashboard with Maximising Our Capability and Performance Deep Dive

The report covered the theme ‘Maximising our Capability and Performance’ with a focus on learning, and provided ‘deep dive’ data and analysis for workforce learning and development within the Council for the period January to December 2022.

Decision

To note the deep dive provided an update on the ‘Maximising Our Capability and Performance’ Action 5 Learning workstream committed to the Council’s People Strategy (Our Future Council 2021-2024).

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

10. Award of the Lettings, Management and Maintenance Contract for Edinburgh Living

Approval was sought to award a contract for the delivery of letting, management and maintenance services for homes within the Edinburgh Living portfolio to Umega Lettings Ltd to commence on 1 June 2023 for a period of four years with the option to extend for a further three-years.

Motion

- 1) To approve the award of contract to deliver letting, management and maintenance services for homes within the Edinburgh Living portfolio to Umega Letting Ltd for a period of four years with the option to extend for a further three-year period.
- 2) To note the estimated value of the contract would be approximately £1 million per annum, growing to approximately £2 million per annum by the end of year four due to the growing number of homes within the Edinburgh Living portfolio.
- 3) To note that the contract would go live on 1 June 2023.
- moved by Councillor Watt, seconded by Councillor Griffiths.

Amendment

- 1) To approve the award of contract to deliver letting, management and maintenance services for homes within the Edinburgh Living portfolio to Umega Letting Ltd for a period of four years with the option to extend for a further three-year period.
- 2) To note the estimated value of the contract would be approximately £1 million per annum, growing to approximately £2 million per annum by the end of year four due to the growing number of homes within the Edinburgh Living portfolio.
- 3) To note that the contract would go live on 1 June 2023.
- 4) To note the current administration’s pledge to bring Council services in-house in line with the aims of trade unions.

- 5) To note that bringing this service in-house would make the Council more accountable to tenants as well as potentially improving efficiency of working.
- 6) To therefore request Council officers compile a report within three years giving options for moving the lettings, management and maintenance of Edinburgh Living within the Council at the end of the initial four-year contract with Umega Letting Ltd, including details of legal/management implications of seeking synergies with the Housing Revenue Account.

- moved by Councillor Staniforth, seconded by Councillor Mumford.

In accordance with Standing Order 22(12), the Amendment was accepted as an addendum to the motion by Councillor Watt.

Decision

To approve the following adjusted motion by Councillor Watt:

- 1) To approve the award of contract to deliver letting, management and maintenance services for homes within the Edinburgh Living portfolio to Umega Letting Ltd for a period of four years with the option to extend for a further three-year period.
- 2) To note the estimated value of the contract would be approximately £1 million per annum, growing to approximately £2 million per annum by the end of year four due to the growing number of homes within the Edinburgh Living portfolio.
- 3) To note that the contract would go live on 1 June 2023.
- 4) To note the current administration's pledge to bring Council services in-house in line with the aims of trade unions.
- 5) To note that bringing this service in-house would make the Council more accountable to tenants as well as potentially improving efficiency of working.
- 6) To therefore request Council Officers compile a report within three years giving options for moving the lettings, management and maintenance of Edinburgh Living within the Council at the end of the initial four-year contract with Umega Letting Ltd, including details of legal/management implications of seeking synergies with the Housing Revenue Account.

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

Declarations of interest

Councillors Doggart and Watt made transparency statements as board members of Edinburgh Living.

11. Transportation of Food Containers

The report sought approval to award a Framework Agreement for the Transportation of Food Containers to Sheridan Myers Management LLP.

Decision

- 1) To approve the award of the Framework Agreement for the Transportation of Food Containers to Sheridan Myers Management LLP.
- 2) To approve the commencement of the Framework Agreement on 1 July 2023 for a period of three years with the option to extend for a further 12-month period, undertaken at the sole discretion of the Council, at an estimated total value of £1,786,884,54 (£446,271.15 per annum).
- 3) To approve the extension of a waiver of contract standing orders to 1 July 2023 to allow for the new Framework Agreement to align with the academic year.

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

12. Contract Award for the Provision of Specialist Day and Residential Support for Children and Young People with a Disability

Approval was sought to award the contract for the provision of Specialist Day and Residential Support for Children and Young People with a Disability to Barnardo's to commence on 1 May 2023 for an initial period of five years with the option to extend for a further five years, at 12-month intervals.

Decision

To approve the award of contract for the provision of Specialist Day and Residential Support for Children and Young People with a Disability to Barnardo's from 1st May 2023 for a period of five years with the option to extend for a further five years, at 12-month intervals with a total estimated cost of £5.73 million over the life of the contract.

(Reference – report by the Executive Director of Children, Education and Justice Services, submitted.)

13. Assessment of Pupil Progress in Literacy and Maths Attainment - Extension via Waiver of Contract Standing Orders

Approval was sought for a contract extension to GL Education for provision of services which related to assessments to track pupil progress and attainment in schools via a waiver of Contract Standing Orders to the value of £180,000 for up to eighteen months, to allow short-term continuity of services in the best interest of children and young people.

Decision

To approve a contract extension to GL Education for provision of services relating to assessments to track pupil progress and attainment in schools via a waiver of Contract Standing Orders to the value of £180,000.

(Reference – report by the Executive Director of Children, Education and Justice Services, submitted.)

14. Contract Awards and Procurement Programme (Period 1 July to 31 December 2022)

The report updated the Committee on the scope of contracts awarded across the Council during the period 1 July to 31 December 2022.

The report also addressed a request from Elected Members to provide details of the total value of contracts for individual suppliers who had multiple contracts in future reports noted at Finance and Committee on 8 September 2022.

Decision

To note the report by the Executive Director of Corporate Services and the contract awards made by Officers under delegated authority, in accordance with the Council's Contract Standing Orders. A further report would be submitted to the Committee in approximately six months' time.

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

15. Health and Safety Performance 2022

A report outlined how a significant amount of the Council Health and Safety Team resource was directed towards supporting workplaces to manage the changing COVID 19 environment during 2022.

Decision

- 1) To note the health and safety progress and performance in 2022.
- 2) To approve the move to future annual health and safety reporting on the period 1 April-31 March of the following year in line with benchmark authorities.

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

16. Award of Edinburgh Factoring Framework Agreement

Approval was sought to award a multiple supplier Framework Agreement for Factoring Services to Hacking and Paterson Management Services, Park Property management Limited and RMG Scotland Limited to commence on 3 June 2023 for a fixed period of four years at a total estimated value of £6 million.

Decision

- 1) To award a multiple supplier Framework Agreement for Factoring Services to Hacking and Paterson Management Services, Park Property Management Limited and RMG Scotland Limited.
- 2) To commence the Framework on 3 June 2023 for a fixed period of four years at a total estimated value of £6 million.

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

17. 82 Canongate, Edinburgh – Proposed New Lease

A report sought approval to grant a new 10-year lease extension on the terms and conditions outlined in the report by the Executive Director of Place at a property at 82 Canongate.

Decision

To approve the new 10-year lease to Reiver Country Farm Foods Limited at 82 Canongate, Edinburgh, on the terms and conditions outlined in the report by the Executive Director of Place.

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

18. Units 1 - 3 Peffermill Parc, Edinburgh - Proposed Lease Extension

Approval was sought to grant a new 10-year lease extension on the terms and conditions outline in the report by the Executive Director of Place for a property at Unit 1-3 Peffermill Parc.

Decision

To approve a 10-year lease extension to The British Electrical and Manufacturing Company Limited of Unit 1-3 Peffermill Parc, Edinburgh, on the terms and conditions outlined in the report by the Executive Director of Place.

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

19. Land at Port Edgar, South Queensferry - Proposed Disposal

Approval was sought to dispose of the land and grant servitude rights on terms and conditions outlined in the report by the Executive Director of Place by the LAR Housing Trust who had purchased the former Port Edgar Navel Barracks from the Scottish Government for the development of predominantly affordable mid-market rent housing.

Decision

To approve the disposal of 1,050 sqm of land and the grant of servitude rights at Port Edgar to LAR Housing Trust, on the terms and conditions outlined in the report by the Executive Director of Place.

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

20. 37 Leith Street, Edinburgh - Proposed New Lease

Approval was sought to grant a new 15-year lease on the terms and conditions outlined in the report by the Executive Director of Place at 27 Leith Street.

Decision

To approve the new 15-year lease to Maki Property Limited of 37 Leith Street, Edinburgh, on the terms and conditions outlined in the report by the Executive Director of Place.

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

21. Land at 67 Pilrig Park - Proposed Disposal

A request was received from the homeowner of 67 Pilrig Park to acquire the remaining 50% share of the driveway to their house plus a former Council storage building, and approval was sought to dispose of the land and building on the terms and conditions outlined in the report by the Executive Director of Place.

Decision

To approve the disposal of 736 sq m of land at 67 Pilrig park, on the terms and conditions outlined in the report by the Executive Director of Place.

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

22. South Bridge Resource Centre, 6 Infirmity Street, Edinburgh – Future Strategy

Approval was sought for the Council to enter into formal and more detailed discussions with Edinburgh Festival Frings Society on the future long lease of the property including solutions for current occupiers and users.

Motion

- 1) To approve entering into formal discussions with the Edinburgh Festival Fringe Society for a long lease of the South Bridge Resource Centre.
- 2) To note that the proposals would include solutions for current occupiers (Canongate Youth) and other services (Adult Education classes).
- 3) To note that a further report would be submitted to Committee once the next stage of due diligence was complete.

- moved by Councillor Watt, seconded by Councillor Griffiths.

Amendment

- 1) To approve entering into formal discussions with the Edinburgh Festival Fringe Society for a long lease of the South Bridge Resource Centre.
- 2) To note that the proposals would include solutions for current occupiers (Canongate Youth) and other services (Adult Education classes).
- 3) To agree that as part of this process direct discussion should take place between City of Edinburgh Council and Canongate Youth, and care taken to identify any agreements in place between building tenants/users and third parties which may be affected by any lease change.
- 4) To note that a further report would be submitted to Committee once the next stage of due diligence was complete. This report shall include a comprehensive survey of activities already being delivered within the venue.

- moved by Councillor Mumford, seconded by Councillor Staniforth.

In accordance with Standing Order 22(12), the Amendment was accepted as an Addendum to the motion by Councillor Watt.

Decision

To approve the following adjusted motion by Councillor Watt:

- 1) To approve entering into formal discussions with the Edinburgh Festival Fringe Society for a long lease of the South Bridge Resource Centre.
- 2) To note that the proposals would include solutions for current occupiers (Canongate Youth) and other services (Adult Education classes).
- 3) To agree that as part of this process direct discussion should take place between City of Edinburgh Council and Canongate Youth, and care taken to identify any agreements in place between building tenants/users and third parties which may be affected by any lease change.
- 4) To note that a further report would be submitted to Committee once the next stage of due diligence was complete. This report shall include a comprehensive survey of activities already being delivered within the venue.

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

23. Westfield House, 5 Kirk Loan, Edinburgh – Community Asset Transfer

Disposal of Westfield House to Corstorphine Community centre was proposed on terms specified in the Community Asset Transfer request which were outlined in the report by the Executive Director of Place. The proposed sale was a Community Asset Transfer under Part Five of the Community Empowerment (Scotland) Act 2015.

Decision

To approve the disposal of Westfield House, 5 Kirk Loan, Edinburgh and determines the purchase price in addition to other terms set out in the report by the Executive Director of Place.

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

24. Lauriston Castle Trust

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 Paragraphs 8, 9 and 12 of Part 1 of Schedule 7A of the Act.

A report by the Executive Director of Corporate Services detailed issues of funding and resource for Lauriston Castle Trust.

Decision

To continue consideration of the report for one cycle.

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

Declarations of interest

Councillor Staniforth declared a financial interest in the above item as an occasional performer at Lauriston Castle, left the room and took no part in the consideration of the item.