

## Corporate Policy and Strategy Committee

10.00 am, Tuesday, 2 December 2014

### Present

Councillors Cardownie (Vice-Convener) (in the Chair), Barrie (substituting for Councillor Ross), Burgess, Chapman, Child, Bill Cook (substituting for Councillor Godzik), Nick Cook, Edie, Ricky Henderson, Hinds, Lewis, Mowat, Perry (substituting for Councillor Burns), Rankin and Rose.

### 1. Managing Retirement Policy – Additional Report

---

#### a) Unison and Unite – Deputation

The deputation acknowledged the positive nature of discussions which had taken place regarding the Council's Managing Retirement Policy and appreciated the adjustment which had been made to the Policy following those discussions. They felt that the pre-retirement days option offered could be for a longer period of up to 6 months. They felt this would be a real benefit to staff. They accepted that this was the last opportunity in the process to make their feelings known and thanked the Council for the compromises which they had made.

#### b) Report by the Director of Corporate Governance

The Committee had continued consideration of aspects of a report on the Council's Managing Retirement Policy to enable responses to queries raised by members to be provided.

Details of the responses to the issues raised by members were provided to the Committee on 4 November 2014 which had agreed to defer consideration of the matter to this meeting.

A further update was provided together with recommendations for action.

#### Decision

- 1) To agree to delete the Interim Policy on Preparation for Normal Retirement giving the required 4 months' notice.
- 2) To replace the Interim Policy with a provision for 13 'wind down' days in the last three months before normal retirement for all staff over 60.
- 3) To note that staff choosing to wind down to retirement over a longer period would be able to apply for flexible retirement for a period of four months or longer.

- 4) To approve the new Managing Retirement Policy as detailed in Appendix 1 to the report by the Director of Corporate Governance.

(References – Corporate Policy and Strategy Committee 2 September 2014 (item 1), and 4 November 2014 (item 10); report by the Director of Corporate Governance, submitted.)

## **2. Minute**

---

### **Decision**

To approve the minute of the Corporate Policy and Strategy Committee of 4 November 2014 as a correct record.

## **3. Corporate Policy and Strategy Committee Key Decisions Forward Plan January to March 2015**

---

The Corporate Policy and Strategy Committee Key Decisions Forward Plan for January to March 2015 was presented.

### **Decision**

To note the Key Decisions Forward Plan for January to March 2015.

(Reference – Key Decisions Forward Plan for January to March 2015, submitted.)

## **4. Corporate Policy and Strategy Committee Rolling Actions Log**

---

Details were provided of the outstanding actions arising from decisions taken by the Committee.

### **Decision**

- 1) To note the Rolling Actions Log.
- 2) To agree to close the following actions:

Action 7	-	Edinburgh's Christmas and Edinburgh's Hogmanay 2013-14 Update
Action 8	-	Managing Retirement Policy and Death in Service Benefit Scheme

(Reference – Rolling Actions Log, submitted.)

## **5 ICT Acceptable Use Policy – Six Month Review**

---

The Committee had approved a new ICT Acceptable Use Policy which clarified the Council's expected standard of behaviour in relation to staff who used ICT at work or at home.

The Policy had been reviewed after 6 months' implementation and details were provided on some minor adjustments/clarification which had taken place.

### **Decision**

- 1) To approve the revised policy.

- 2) To note that the Policy would be reviewed in line with the annual policy review cycle unless otherwise requested.
- 3) To note that the next review of the Policy would be November 2016.

(References – Corporate Policy and Strategy Committee 25 March 2014 (item 5); report by the Director of Corporate Governance, submitted.)

## **6 Information Governance: Update**

---

The Council had established an Information Governance Unit to provide a corporate approach to preserving, accessing and managing Council information.

An update was provided on progress to date in the areas of archives, records management, data protection and freedom of information, and future initiatives in these areas.

### **Decision**

To note progress to date and agree future initiatives to develop the Council's arrangements for archives, records management, data protection and freedom of information.

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

## **7 Edinburgh's Christmas and Edinburgh's Hogmanay Key Performance Indicators**

---

The Committee had noted the delivery of the 2013/14 Edinburgh's Christmas event programme and Edinburgh's Hogmanay festival by the consortium comprising Underbelly Ltd and Unique Events Ltd and agreed agree that a further report be submitted on performance outcomes.

Details were provided on a set of key indicators for Edinburgh's Christmas and Edinburgh's Hogmanay against which success of the contract could be measured.

### **Decision**

- 1) To approve the key performance indicators for Edinburgh's Christmas and Edinburgh's Hogmanay as detailed in Appendix 1 to the report by the Director of Corporate Governance.
- 2) To note that annual performance reports would be presented to the Culture and Sport Committee from 2015 onwards.
- 3) To agree to monitor the impact and footfall at the events on the rest of the City.

(References – Corporate Policy and Strategy Committee 5 August 2014 (item 2); report by the Director of Corporate Governance, submitted.)

## **8 Festival and Events Core Programme 2015**

---

The Council had agreed that the strategic overview of Council events should be added to the remit of the Corporate Policy and Strategy Committee to enhance the corporate oversight of high profile strategic city events.

Details were provided of the core programme of Festivals and Events for 2015.

### **Decision**

- 1) To note that on 21 October 2014, the Culture and Sport Committee approved £225,000 funding over three years (2015 to 2017) towards two stages of the Tour of Britain and one Tour series event.
- 2) To note the following planned events and the proposed funding contributions towards them:
  - a) a second public art light installation in St Andrew Square Garden in spring 2015 – proposed funding contribution of £30,000;
  - b) Choirfest in September or October 2015 – proposed funding contribution of £12,000;
  - c) IFSC European Youth Climbing Championship on 12 – 14 June 2015 – proposed funding contribution of £10,000; and
  - d) World War I centenary project and memorial to Scottish farming community to be developed in 2015 – proposed funding contribution of £10,000
- 3) To note that these proposals, would be presented to the Culture and Sport Committee on 16 December 2014 for approval.
- 4) To note that a range of events to commemorate World War I, and the 250th anniversary of the birth of Thomas Muir of Huntershill, would be part of the 2015 programme with advice and support in-kind from the Council.
- 5) To note the introduction in 2014 of a charging regime by Police Scotland to recover the costs of policing major events and festival activity and to note the strategic implications that this might have for the Council's core programme of festivals and events going forward.
- 6) To note that the Edinburgh Lectures partnership had agreed to disband and the annual series had come to an end.
- 7) To note the proposal to replace the Edinburgh Lectures series by a single Edinburgh Capital City Lecture each year.

(References – Act of Council No 12 of 24 October 2013; report by the Director of Corporate Governance, submitted.)

## **9 Corporate Debt Policy – Amendments to Sundry Debt Policy**

---

The Committee had noted the intention to present to Council an updated Corporate Debt Policy which would incorporate a number of minor changes to the level of late-payment fees and relevant responsible officers, as part of a wider governance update.

Details were provided on the proposed introduction of a specific addendum to the existing sundry debt policy.

## **Decision**

- 1) To approve the proposed changes to the Corporate Debt Policy in specific respect of legacy statutory notice debt.
- 2) To note that the Finance and Resources Committee had approved the setting up of a cross-party working group to review the Corporate Debt Policy as a whole.
- 3) To note that the resulting changes would be incorporated in the full update of the policy to be considered by the Committee by Spring 2015.

(References – Corporate Policy and Strategy Committee 30 September 2014 (item 6); report by the Director of Corporate Governance, submitted.)

## **10 Lord Provost Visit to Ajman Municipality, United Arab Emirates**

---

Details were provided on an invitation by Sheikh Rashid bin Humaid Al Nuaimi, Chairman of Ajman Municipality and Planning for the Lord Provost to attend the Ajman International Urban Planning Conference in the United Arab Emirates from 1-4 March 2015.

### **Decision**

- 1) To accept the invitation from the Chairman of Ajman Municipality and Planning and approve the Lord Provost's visit to the UAE, the Lord Provost to be accompanied by a City Officer and an officer from Economic Development.
- 2) To ask for a report back on the success of the visit.

(Reference – report by the Director of Economic Development, submitted.)

### **Declaration of Interests**

Councillor Mowat declared a non-financial interest in the above item as a Director of the Edinburgh International Festival Council.

Councillor Rose declared a non-financial interest in the above item as a Director of the Edinburgh International Science Festival.