

The City of Edinburgh Council

10.00am, Tuesday, 28 June 2016

Economic Development Service - Travel Plan

Item number	7.6
Report number	
Executive/routine	
Wards	All

Executive summary

As agreed by the Economy Committee in June 2014, the Economic Development Service has an annual travel plan which includes London and international travel. Appendix 1 shows the outcome of the second year's travel plan from May 2015 to March 2016. This is divided into 4 categories: completed travel as previously reported as at June 2015; completed travel that was amended for particular reasons; travel that did not go ahead / was not required; and additional travel that was subsequently approved by the Convener and the Director of Economic Development. The proposed travel plan for 2016 / 17 is also attached as Appendix 2.

Links

Coalition pledges	P15 P16 P28 P30 P31
Council priorities	CP5 , CP8
Single Outcome Agreement	SO1

Economic Development Service - Travel Plan

Recommendations

- 1.1 The Committee is asked to note the travel undertaken in 2015/16 for the implementation of the Economic Strategy and European and International relations, and the anticipated travel for 2016 /17.

Background

- 2.1 Given the nature and profile of the work of the Economic Development Service, travel plans are approved and recorded by the Economic Development Service management team.

Main report

- 3.1 The main travel commitments relate to Eurocities and EU bid development and implementation; the promotion of Edinburgh as an inward investment location and a destination for international tech sector talent; the exchange of best practice in service delivery and the profiling and positioning of the city.
- 3.2 The Economic Development Service manages a wide range of international relationships to underpin and deliver the Economic Strategy for the city and its European and international relations.
- 3.3 For effective planning the teams within the Economic Development Service have a travel authorisation system to manage resources and achieve the maximum positioning and profiling of the city.

Measures of success

- 4.1 The Economic Strategy 2014-17 delivers KPIs which are reported to each Economy Committee meeting. European and international relations activities contribute to a wide range of KPIs and Pledges, reported regularly to the Corporate Policy and Strategy Committee.

Financial impact

5.1 The costs associated with travel are given in the Appendices.

Risk, policy, compliance and governance impact

6.1 Risks associated with international projects and travel are addressed within the Economic Development Service Risk Management Strategy.

Equalities impact

7.1 There are no equalities impacts arising from this report.

Sustainability impact

8.1 Travel is booked in accordance with the Council's Sustainable Travel Policy. Much of the work undertaken at European level includes sustainable development, for example, international best practice in energy efficiency.

Consultation and engagement

9.1 The Economic Development Service works with a wide range of partners across the city and travel plans often link to wider sector engagement, eg Festivals, private sector.

Background reading/external references

External Relations Update, Report to Economy Committee, Tuesday 23 June 2015

Paul Lawrence

Executive Director of Place

Contact: Elaine Ballantyne, Senior Manager, Investment and International Relations

E-mail: Elaine.ballantyne@edinburgh.gov.uk | Tel: 0131 469 3854

Links

Coalition pledges P15 – Work with public organisations, the private sector and social enterprise to promote Edinburgh to investors.

P16 - Examine ways to source new funding to support small businesses

P28 - Further strengthen our links with the business community by developing and implementing strategies to promote and protect the economic well being of the city

P30 - Continue to maintain a sound financial position including long-term financial planning

P31 - Maintain our City's reputation as the cultural capital of the world by continuing to support and invest in our cultural infrastructure

Council priorities

CP5 - Business growth and investment

CP8 - A vibrant, sustainable local economy

Single Outcome Agreement

S01 - Edinburgh's Economy Delivers increased investment, jobs and opportunities for all

Appendices

1: EDS Travel Plan Report 2015-16

2: EDS Travel Plan 2016-17

Appendix 1 – Economy Service Travel Plan

Report 2015 – 2016

The Council's International Strategy is based on two goals:

- To sustain the development of the city
- To enhance its role as a capital city

Sustaining the development of the city has been based on:

- Improving the international competitiveness of the city and its quality of life
- Strong public / private partnerships
- Strengthening the international branding and promotion of the city
- Mobilising the city's international connections to access best practice
- Maximising EU and other sources of international funding for the city
- Encouraging global citizenship

The strategy's contribution to **enhancing the capital city role** has comprised a broader set of strategic objectives to fulfil the civic responsibilities of the capital, including:

- Liaison with international delegations and diplomatic representation
- Lobbying and city representation / city governance
- External relations with the Scottish Parliament, UK government, EU institutions and other key organisations
- Major international events and city promotion at civic level

1) Completed Travel as previously reported

No.	Names	Place/Date	Reason	Final Costs	Additional Information	Status
1	Economic Development Service - 3 officers	Shenzhen, China 8-19 May 2015	Edinburgh soft landing space opening in Shenzhen	Travel £2050.45, Accommodation £1320.00		Completed
2	Employability & Skills - 1 officer	London 13 May 2015	Attendance at Princes Trust Leadership Conference	Travel & Accommodation £202.77		Completed
3	Employability & Skills - 1 officer	London 19 May 2015	Attendance at Business Charity Awards	Travel (train) £134.20, Accommodation £86.00		Completed
4	External Relations - 1 officer	Prague 20-26 May 2015	Attendance at Eurocities Cooperation Platform 2015	Travel £323.04, Accommodation £131.18		Completed

No.	Names	Place/Date	Reason	Final Costs	Additional Information	Status
5	Employability & Skills - 1 officer	Berlin 2-3 June 2015	Successful Approaches to Combating Unemployment in Europe	No cost to Council as host city are covering all costs		Completed
6	Investor Support - 2 officers	London 18-21 June 2015	Networking with key partners – Silicon Milkroundabout, Innovate Finance, Level 39 and to attend networking / conference events at London Technology Week	Travel £277.96, Accommodation £282.00		Completed
7	External Relations - 1 officer & 1 City Officer to support Lord Provost	Florence 22-25 June 2015	Attendance at 50th Twinning Anniversary events	Travel £987.15, Accommodation, internal travel & subsistence costs all covered by Florence.	Elected member travel approved by Corporate Policy & Strategy committee on 24th March 2015. Edinburgh Makar also attended funded by CEC.	Completed
10	External Relations - 1 officer	Krakow 21-24 Sept 2015	Attendance at strategic partner city planning & heritage workshop	Travel £1066.20, Accommodation £395.88	3 additional CEC staff from planning attended funded by Polish Government & Scottish Polish Cultural Association.	Completed

No.	Names	Place/Date	Reason	Final Costs	Additional Information	Status
12	Investor Support - 2 officers	Munich 4-7 October 2015	Attendance at Expo Real	Travel £479.82, Accommodation £522.53		Completed
18	Investor Support - 2 officers	London 13-15 October 2015	To attend the Silicon Milkroundabout in order to promote Tech opportunities in Edinburgh	Travel £229.46, Accommodation £571.00	Date change from 14-15 November 2015	Completed
19	External Relations - 1 officer, 1 elected member	Malmo/Copenhagen 4-6 November 2015	Eurocities	Travel £171.00, Accommodation £330.85	Elected member travel approved by Corporate Policy & Strategy committee on 4th August 2015	Completed
20	Investor Support - 1 officer & 1 City Officer	Middle East 9-14 November 2015	Tie in with the Science Festival	Travel £388.45, Accommodation £1561.47	Elected member travel approved by Corporate Policy & Strategy Committee on 29 September 2015	Completed

No.	Names	Place/Date	Reason	Final Costs	Additional Information	Status
28	Economic Development Service – 1 officer	London 3-4 July 2015	Visit cabinet office to inform development of City Deal project.	Travel £422.06	Originally anticipated as 2 people attending. Only 1 person travelled in the end but the flight was non refundable.	Completed
29	Economic Development Service - 1 officer	Bristol 7-9 October 2015	To represent the council at the Eurocities Environment Forum	Travel £148.00, Accommodation £198.000		Completed

2) Completed Travel with amendments

No.	Names	Place/Date	Reason	Final Costs	Additional Information	Status
11	Enterprise & Innovation - 2 officers	Birmingham 5-7 October 2015	Invited to attend Interreg North west Europe Project Ideas Lab on Innovation to further the re-application for Interreg V funds at the end of November. Interreg funding application meeting (Stage 1). Will only go ahead if funding application is accepted.	Travel £224.80, Accommodation £226.00	Was reported previously as Lille	Completed

No.	Names	Place/Date	Reason	Final Costs	Additional Information	Status
13	Investor Support - 2 officers	London 20-22 October 2015	Attendance at UK MIPIM - promotion of Investment/development sites	Travel (train / flight) £279.50, Accommodation £135.00	Number of EDS officers reduced from 3 to 2	Completed
23	Economic Development Service – 3 officers	Shenzhen, China 10-17 May 2016	Edinburgh Creative Showcase event	Travel £3164.60, Accommodation £2775.41	Travel was originally reported to take place in Feb / March 2016. Number of officers increased from 2 to 3 given scale of event	Completed
24	Investor Support - 1 officer plus Chief Executive	Cannes, France 15-18 March 2016	Attendance at MIPIM 2016	Travel £2333.94, Accommodation £1189.62	Number of officers reduced from 3 to 1 plus Chief Executive	Completed
25	Investor Support - 1 officer	Berlin 7-9 March 2016	Attendance at International Hotel Investment Forum	Travel £353.57, Accommodation £480.00	Number of officers reduced from 2 to 1	Completed
26	External Relations – 1 officer and ICT solutions 1 officer	Brussels 19-20 January 2016	To attend the meeting of the Eurocities Knowledge Society. Includes smart cities, open data, urban platforms, living labs and forthcoming EU funding opportunities	Travel £107.48, Accommodation £488.95	Number of officers increased from 1 to 2	Completed

3) Travel that did not go ahead / was not required

No.	Names	Place/Date	Reason	Estimated Costs	Additional Information	Status
8	External Relations - 1 officer, EDS officer (Sustainability) - 1 officer	Brussels 13-15 Sept 2015	Attendance at Secure, clean & energy efficient info days	Travel £597.70, Accommodation £397.00	Non refundable	Did not go ahead due to other urgent business
9	Investor Support - 3 officers	London Sep-15	Attendance at London Fintech Week – fDi Magazine networking event	Estimated costs: Travel £150 pp, Accommodation - £150 pp/per night.		Did not go ahead but was replaced by Fintech Breakfast briefing, see (c) below
14	Investor Support - 2 officers	New York Oct-15	Attendance at Tech Week New York	Estimated costs: Flights - £580pp, Accommodation- £170pp per night	No costs	Did not go ahead due to change of priority
15	Investor Support - 1 officer	Munich Early Nov 2015	To lead Life Science delegation to the BIO Europe conference and to have discussions regarding research collaboration with BioM, the Munich Bio cluster.	Estimated costs: Travel £200 pp, Accommodation - £150 pp/per night.	No costs	Officer was not required
16	External Relations - 1 officer	Munich Nov-15	To deliver on Festival City partner city project in conjunction with Festivals Edinburgh	Estimated costs: Travel £200 pp, Accommodation - £150 pp/per night.	No costs	Postponed to 2016

No.	Names	Place/Date	Reason	Estimated Costs	Additional Information	Status
17	Investor Support - 2 officers	London Nov-15	Property Breakfast	Estimated costs: Travel £150 pp, Accommodation - £150 pp/per night.		Did not go ahead but was replaced by fDi workshop in London in Dec, see (e) below
21	Investor Support - 3 officers	London 01 February 2016	Fintech - Investment/talent attraction	Estimated costs: Travel £150 pp, Accommodation - £150 pp/per night.	No costs	Did not go ahead – representation was not required
22	Enterprise & Innovation - 2 officers	01 February 2016	Interreg funding application meeting (Stage 2). Will only go ahead if funding application Stage 2 is accepted. Partners meetings will be required to coordinate partner plans, early actions etc.	At least 60% of costs will be covered by the Interreg programme.	No costs	Did not go ahead – funding not secured

4) Additional Travel

No.	Names	Place/Date	Reason	Final Costs	Additional Information	Status
(a) additional travel approved subsequent to June 2015 report	Economic Development Service - 1 officer	Riga, Latvia 5-8 May 2015		Travel £485.35, Accommodation £192.00	Costs covered by Health & Social Care from the Healthy Ageing project budget funded by the European Commission.	Completed

No.	Names	Place/Date	Reason	Final Costs	Additional Information	No.
(b) additional travel approved subsequent to June 2015 report	Business Partnerships - 1 officer	London 8-9 October 2015	Borders Railway Project nominated for the National Transport Awards	Travel (train) £134.20, Accommodation £195.80		Completed
(c) additional travel approved subsequent to June 2015 report	Investor Support - 1 officer	London 19-20 October 2015	Edinburgh Fintech Breakfast briefing with StartEDIN & Edinburgh fintech private sector hosted by Deloitte. Raising the profile of the Edinburgh fintech community in London building on the London / Edinburgh MoU signed with Innovate Finance.	Travel £128.00	This replaces 9 in original report and was approved by Greg Ward prior to travel	Completed
(d) additional travel approved subsequent to June 2015 report	Employability & Skills - 1 officer	Brussels 8-10 December 2015	To participate in the SocIEty final conference at the European Parliament to support the development of youth policy and highlight Edinburgh's successful approaches i.e. "Edinburgh Guarantee" and "A strategy for Jobs"	Travel and accommodation costs - £550 which are covered by Bielefeld University who are the project lead.		Completed
(e) additional travel approved subsequent to June 2015 report	Investor Support - 1 officer	London December 2015	fDi Intelligence's International Investment Promotion Workshop	Travel £128.14	This replaces 17 in original report as it did not go ahead	Completed

All travel is booked in accordance with the Council's sustainable travel plan.

Appendix 2 - International Travel Plan 2016/17

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Economic Development Service International Travel Plan 2016/17

As team plans are currently evolving post-review, detailed travel proposals are still in discussion.

No	Date	Names	Place	Reason	Estimated / Actual Cost	Additional Information	Status
1	06-10 May 2016	1 Investment and International Relations officer	London	Zone exhibition stand at Silicon Milkroundabout (Europe's largest tech jobs fair) . Support Edinburgh's tech companies / the city to	Total costs: Train travel £117.19, Accommodation £162		Completed
2	11-14 May 2016	2 Investment and International Relations officers	Porto	Attend the Eurocities Cooperation Platform - to implement the Eurocities engagement strategy .	Total costs: Travel (included flights) £390.61, Accommodation £538.60		Completed
3	16-18th November 2016	Attendance by 1 elected member and 2 officers at the Eurocities AGM and Conference November 2016	Milan	Annual political meeting of Eurocities. To implement the Eurocities Engagement strategy.	Conference fee £200 per person. Travel and Accommodation £600 per person.	Subject to approval by the Corporate Policy and Strategy Committee on 9th August 2016	

No	Date	Names	Place	Reason	Estimated / Actual Cost	Additional Information	Status
4	May 2016-April 2017	Attendance by 2 officers (1 from Investment and International Relations and 1 from relevant service area) at Eurocities Forum meetings subject to discussion with service areas on 2016 / 17 engagement in Eurocities.	European cities	To implement the Eurocities Engagement strategy: Fora attendance, Project meetings, Study visits	Average cost of £600 for travel and accommodation per meeting per participant.	Subject to discussions with service areas	
5		Potential officer attendance at EU meetings associated with the European Structural Funds programmes which the Employability and Skills team are engaged with	European cities	European Structural Funds Engagement - sharing of best practice and knowledge to inform employability policy	Average cost of £600 for travel and accommodation per meeting per participant.	Subject to Structural Funds meeting agendas	
6		Potential officer attendance at EU meetings for negotiating partners and budgets for EU bids	Brussels or other European city	European Bids negotiation	£600 for travel and accommodation per person per visit		

No	Date	Names	Place	Reason	Estimated / Actual Cost	Additional Information	Status
7	According to project developments	Potential travel to twin / partner cities, to be determined in due course.	Florence, Krakow or Munich	Twin and Partner City Engagement	£600 for travel and accommodation per person per visit		
8		Attendance at officer level to continue the work on the MOU with Shenzhen, China.	Shenzhen, China	Further development of Shenzhen Soft Landing / Incubation Space to attract inward investment from China and secure internationalisation opportunities for Edinburgh	Travel £1050 per person, Accommodation £130 per person per night		
9		Potential officer attendance at UK events and conferences associated with the work of the Employability and Skills team.	UK travel	Attendance at Employability Events and Conferences to inform policy and practice.	Travel £200 per person, Accommodation £150 per person per night		

All travel is booked in accordance with the Council's sustainable travel plan.