

# The City of Edinburgh Council

10am, Thursday, 23 August 2018

## Office of Lord Provost: Year One Report 2017/18

<b>Item number</b>	8.1
<b>Report number</b>	
<b>Executive/routine</b>	
<b>Wards</b>	
<b>Council Commitments</b>	2, 6, 7, 9, 15, 18, 31, 46, 47, 51, 52

### Executive Summary

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The Lord Provost and Lord Lieutenant of Edinburgh is the city's "First Citizen" responsible for the civic leadership of Edinburgh's communities.

These two distinct roles are supported by a civic network which includes the Depute Lord Provost, 5 Bailies from the various political groupings and up to 28 Deputy Lieutenants for Edinburgh.

A team of Business Development, Lieutenancy and City Officers supports all the civic representatives across these functions.

Taken together, and for the purposes of this report, the Lord Provost and this wider network comprise the Office of Lord Provost (OLP).

This report describes and analyses activity and outcomes in the first year of the current administration from May 2017 to May 2018.

A high volume of output and effective delivery is recorded in this context.

## Office of Lord Provost: Year One Report 2017/18

### 1. Recommendations

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It is recommended that the Council:

- 1.1 welcomes this report from the Office of the Lord Provost and notes the range and variation of the work undertaken in year one of the current administration;
- 1.2 endorses the direction of travel for 2018/19 as set out in paragraph 3.20; and
- 1.3 calls for subsequent annual reports commensurate with the routine Council Annual Report in June each year.

### 2. Background

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- 2.1 The historic and key position of the Provost of Scotland's Capital City dates from 1376.
- 2.2 The position was elevated to that of Lord Provost, with the same rank and precedence as the Lord Mayor of London in 1667 by order of the then King in 1667.
- 2.3 Today, the title of Lord Provost is enshrined within the Local Government (Scotland) Act 1994.
- 2.4 In terms of function, the Lord Provost is the:
  - 2.4.1 Convener of the City of Edinburgh Council for the purposes of Section 4 of the Local Government etc (Scotland) Act, 1994;
  - 2.4.2 Civic head of Edinburgh and spokesperson for the city on key issues;
  - 2.4.3 City's key representative on numerous bodies and organisations;
  - 2.4.4 City's 'First Citizen' in the active promotion of Edinburgh at home and abroad.
- 2.5 The Lord Provost is also ex officio the Lord Lieutenant of the City of Edinburgh. Her Majesty's Lord Lieutenants are the representatives of the Crown for each county in the United Kingdom. In Edinburgh, Glasgow, Aberdeen and Dundee, the Lord Provost is Lord Lieutenant whilst in office.
- 2.6 It is the duty of the Lord Lieutenant to meet and attend Her Majesty The Queen and members of the Royal Family when on official business in the city.

- 2.7 The only official Royal residence in Scotland is sited in Edinburgh at the Palace of Holyrood House. This provides the base for a comprehensive programme of Royal visits and engagements in the Capital City throughout the year.
- 2.8 The Lord Lieutenant is also responsible for conferring honours including the Queen's Awards for Enterprise and the Queen's Awards for Voluntary Service.
- 2.9 In terms of scale, it is important to note that the role of Lord Provost is actively supported by the Depute Lord Provost and a nominated Bailie from each of the political groups. For the Lieutenancy, up to 28 Deputy Lieutenants are in place at any time in Edinburgh to support the Lord Lieutenant in carrying out related duties.
- 2.10 A staffing team comprising an Executive Assistant/Clerk to the Lieutenancy, Business Support Officers and City Officers is therefore in place to develop and sustain both the civic and Royal functions of the Office of Lord Provost.

### 3. Main report

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- 3.1 In line with the Council's approach on accountability and transparency, this report provides information on the breadth and reach of the work of the Office of Lord Provost (OLP) in the first year of the administration.

#### **Civic Priorities**

- 3.2 The Civic Diary in 2017/18 has been driven by strategic priorities arising from:
  - 3.2.1 the implementation of key Council decisions on matters including Civic Recognition of both individuals and organisations, and the bestowing of special awards such as the Edinburgh Award and the Edinburgh Medal;
  - 3.2.2 the unfolding of the Scottish World War One Commemorative Programme, notably the special events held to mark the 100 years since the funeral of Dr Elsie Inglis;
  - 3.2.3 the responsibility for key civic elements of major annual undertakings including the General Assembly of the Church of Scotland and the Edinburgh Riding of the Marches;
  - 3.2.4 the Royal programme of events and engagements in Edinburgh and the opportunity to influence the design of major occasions such as the Opening of the new Queensferry Crossing on 4 September 2017;
  - 3.2.5 the development of the Lord Provost's special roles as Veterans' Champion, with a particular focus on the Armed Forces Covenant, and Volunteering Ambassador for the city which underpins the Lord Provost's Inspiring Volunteer of the Year Award;
  - 3.2.6 the Lord Provost's active role on some 90 outside bodies including Trustee of the Scottish National War Memorial, Patron of Diwali, Vice Patron of the Royal Edinburgh Military Tattoo, and President of the One-City Trust which tackles inequality and social exclusion across the City;

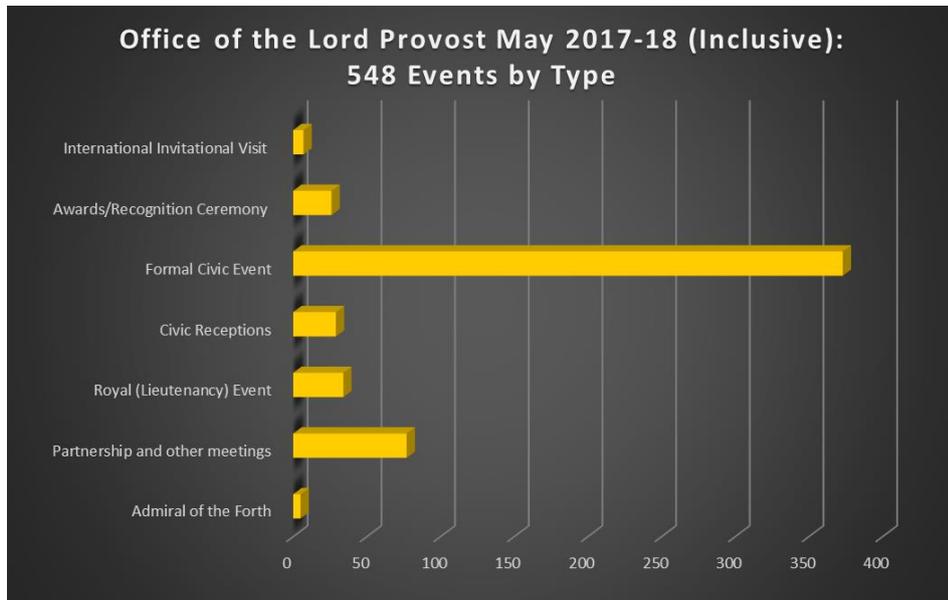
- 3.2.7 the commitment of the Lord Provost to developing and promoting all of Edinburgh's Festivals;
- 3.2.8 the diplomatic relationship with the significant consular corps in Edinburgh, demonstrated by, for example, the decision of the new USA Ambassador to the UK (Robert Wood Johnson) to pay a courtesy call to the Lord Provost on his first official visit to Scotland in October 2017;
- 3.2.9 the measures necessary to promote the city on the international stage including twinning and partner arrangements with cities such as Krakow, which the Lord Provost visited in October 2017 to mark The Scottish Tartan Festival, and Kyoto which the Depute Lord Provost visited in November 2017 for the Prefecture Conference; and
- 3.2.10 the Lord Provost's policy commitment to City Vision 2050 and the interface with stakeholders across the city to develop innovative ideas and to gain external financial support for the initiative.

### **Summary of Activity 2017/18**

- 3.3 Over the year May 2017- May 2018, and in total:
  - 3.3.1 548 events have taken place (including more than 100 standing Lord Provost annual events) with an average of 42 per month;
  - 3.3.2 194 speeches have been made at these events with requisite briefing material also provided;
  - 3.3.3 ~~Some~~ 198,500 people have attended events where a Civic Representative has participated, averaging over 15,000 attendees per month;
  - 3.3.4 The City has been represented at local, Scottish, UK and international level;
  - 3.3.5 Across the events, the work of diversity groups has been a major theme; and
  - 3.3.6 In support of these events, 607 Lord Provost related business and pre-planning meetings also took place during this period.

### **Analysis of Activity 2017/18**

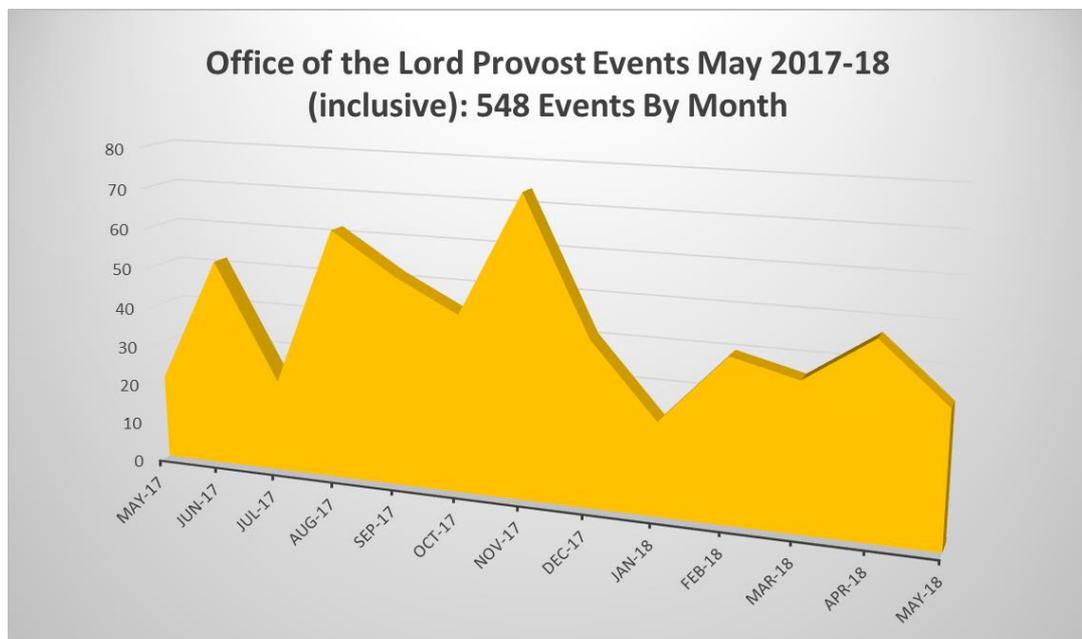
- 3.4 The following bar-chart indicates that:
  - 3.4.1 373 events (68%) were of a formal civic nature with a requirement to wear the Civic Chain of Office;
  - 3.4.2 89 events (16%) comprised award/recognition activity, undertaking lieutenancy duties, and hosting civic receptions;
  - 3.4.4 7 events (1.3%) of activity constituted overseas visits.



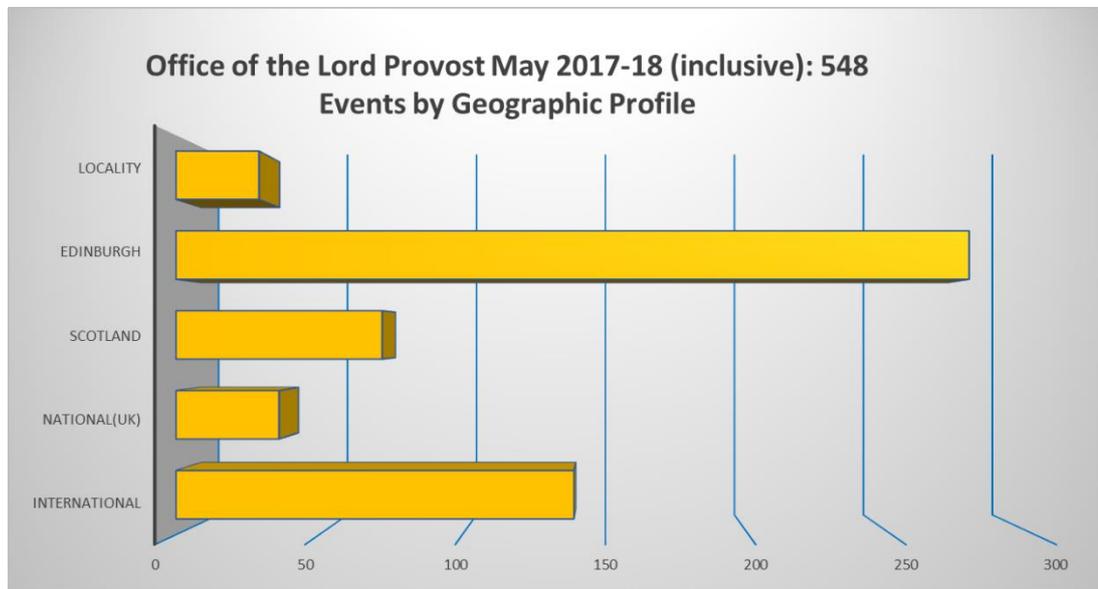
3.5 With a total number of 548 events held throughout this period:

3.5.1 the pattern in the chart below reflects the timing of key cultural and community festivals, with larger numbers of events taking place in spring (17%), summer (21%) and the winter festive period (21%);

3.5.2 an average of around 42 events occurs per month, with related briefings and speeches provided by Office of Lord Provost staff, with assistance from other staff groupings across the Council as necessary.



- 3.6 Across the year, events were attended by around 198,500 people. Most events (47.5%) were attended by up to 1,000 people, with small gatherings (up to 100 attendees) representing the balance of events (49.6%).
- 3.7 The graphic below outlines the pattern of work undertaken geographically across the 548 events. The chart indicates that:
- 3.7.1 272 (50%) focused upon the City;
  - 3.7.2 139 (25%) were of an international dimension, for example when the Lord Provost meets foreign dignitaries, and visiting groups from other countries;
  - 3.7.3 108 (20%) celebrated the City's capital role in Scotland and as a leading city within the UK, including military, memorial and charitable causes; and
  - 3.7.4 29 (5%) are locality activity, consisting of visits to schools, care centres and community groups.



### **Lieutenancy Duties**

- 3.8 Outwith London, Edinburgh as Capital City and home to the only official Royal Residence in Scotland is one of the busiest Lieutenancies in the UK. In 2017/18, 34 Royal engagements took place in the city involving some 15 senior members of the Royal Family. Initial comparator information is that the volume of Royal duties in Edinburgh is more than three times that of Cambridgeshire or Oxfordshire for example, and, more locally, ten times that of Midlothian.
- 3.9 This means that the Office of Lord Provost has major responsibilities for the formulation, planning and implementation of an intense programme of Royal activity throughout the year which peaks in early July with "Royal Week. A key requirement is close partnership working with the various Royal Households and Police Scotland through Gold and Silver Command Structures.

- 3.10 Demand for Royal visits comes from a wide range of sources including Public Sector bodies and the Third Sector as a way of raising awareness and building support for their ventures. Many of these bids are developed, prioritised and submitted through the Office of Lord Provost.
- 3.11 Events that are particularly high profile also contribute hugely to the promotion of Edinburgh as a major tourist and inward investment location across the globe. Whilst not precisely measured, the value of such activity is immense and recent key examples in the past year include:
- 3.11.1 [opening of the Queensferry Crossing - September 2017](#);
- 3.11.2 [the first visit to Edinburgh of Prince Harry and Meghan Markle - March 2018](#);
- 3.12 In addition, the Lord Lieutenant presented a number of awards on behalf of The Queen. This included the Presentation of British Empire Medals in December 2017: [Presentation of British Empire Medal – December 2017](#)
- 3.13 In the year, 7 individuals and 3 SMEs were awarded Queens Honours and Jubilee Awards respectively. To improve the volumes of Edinburgh nominations for these schemes, discussions with partners are underway to maximise high quality impact-based submissions from the Lieutenancy.

### **Assessment**

- 3.14 The Office of Lord Provost delivers on high profile activity which exposes the City to intense media and public scrutiny throughout the year. Key to success in achieving the standards required is a meticulous level of planning and preparation in partnership with all the stakeholders. This is reflected in the scale of business and pre-planning meetings also highlighted in this report.
- 3.15 For the more complex undertakings, a high level of diplomacy and negotiation skills are also needed to ensure that key initiatives run smoothly and achieve the intended outcomes. Recent examples include the Opening of the Queensferry Crossing on the Edinburgh side of the new Bridge, and The Princess Royal's visit to the City Chambers in November for the Commemoration of Dr Elsie Inglis.
- 3.16 Underestimated is the dual role of the Lord Provost in relation to the Lieutenancy which is subject to a high level of confidentiality. This is necessary because of security arrangements and the protection of the Royal Family but the position undoubtedly places a significant demand on the Office of Lord Provost.
- 3.17 On occasion, a considerable amount of staff time (up to 21 days) has been spent on the detailed planning and organisation of visits. At the very least, one prior visit is required beforehand. For the actual visits, members of the Royal Family are always received by the Lord Lieutenant or a Deputy Lieutenant with active support from City Officers. The scale of the Royal programme in the City is likely to increase in the foreseeable future.

- 3.18 The overall result is that the City benefits hugely from the public interest in the monarchy and the media coverage that it generates. Through the Lieutenancy, the Council is also well placed to involve members of the Royal Family in key local initiatives and other major developments. There is scope too for more recognition of the many contributors to the City's communities through the Honours system.
- 3.19 The Office of Lord Provost also has capacity to progress key policy initiatives of the Council in relation to City Vision and the OneCity Trust through the leadership of the Lord Provost and supported by this office.

### **The Way Forward**

- 3.20 Whilst core annual elements of the civic role remain unaltered, major developments in the year 2018/19 will include:
- 3.20.1 the Rededication of the restored Mercat Cross on 30 May 2018, as a precursor to future Proclamations and key public announcements;
  - 3.20.2 the bestowing of the Freedom of the City on 603 (Edinburgh Squadron) Royal Auxiliary Air Force during Royal Week on 3 July 2018;
  - 3.20.3 the busiest Royal Week in a decade during early July 2018;
  - 3.20.4 the conclusion of the World War One Commemorative Programme with a particular emphasis on Armistice events in Edinburgh from 9 to 11 November 2018;
  - 3.20.5 the hosting of the major Eurocities Conference at the EICC from 28 to 30 November 2018, a direct product of the Lord Provost's participation at the 2017 event in Ljubljana;
  - 3.20.6 a review of current City Twinning relationships and the further development of civic links with Shenzhen in China;
  - 3.20.7 detailed planning for the succession of the current Monarch which has major resource and reputational risk implications for Edinburgh as the Capital City of Scotland;
  - 3.20.8 the hosting of the Scottish Provosts' Association and invigoration of the shared civic agenda;
  - 3.20.9 significant development of the OneCity Trust in a potential linkage with the new Edinburgh Poverty Commission; and
  - 3.20.10 the roll out of the City Vision initiative which is led by the Lord Provost.

## **4. Measures of success**

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- 4.1 A key output for this programme of work going forward will be the development of a monitoring framework including measures of success. This will add to the significant volume of positive feedback and anecdotal evidence received from a wide range of sources

## **5. Financial impact**

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- 5.1 The Office of the Lord Provost operates within the budget allocated in the Council's Financial Plan 2017-21. This amounted to a total budget of £432,494 in 2017/18. No additional costs to the Council are associated with this report.

## **6. Risk, policy, compliance and governance impact**

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- 6.1 No adverse risks or policy impacts have been identified as associated with this report. Outputs from the programme of work outlined in this report will be used to identify and mitigate potential risks to the Council

## **7. Equalities impact**

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- 7.1 The Office of Lord Provost assists both the Council and city partners to deliver key equality and rights outcomes, and to meet the Equality Act 2010 public sector equality duties to (i) eliminate unlawful discrimination, harassment, and victimisation, (ii) advance equality of opportunity and (iii) foster good relations.
- 7.2 The Lord Provost's stewardship of the One City Trust is also an important lever to address poverty and inequality across the Capital.

## **8. Sustainability impact**

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- 8.1 The Office of Lord Provost contributes to the Climate Change (Scotland) Act 2009 public sector duties and contributes to the delivery of Sustainable Edinburgh 2020 objectives, the advancement of vibrant flourishing communities, social and economic wellbeing and an efficient and effectively managed city.

## **9. Consultation and engagement**

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- 9.1 The Office of Lord Provost routinely undertakes engagement and co-production with a broad range of stakeholders, leading community representatives and business organisations.
- 9.2 Speeches and other inputs for events are developed in consultation with the organisers.

## 10. Background reading/external references

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- 10.1 [Council Appointment of the Lord Provost 2017-22, City of Edinburgh Council, 18 May 2017](#)

**Andrew Kerr**

**Chief Executive**

Contacts: Norma Cuthbertson, Executive Assistant to the Lord Provost and Clerk to the Lieutenancy, Email: [norma.cuthbertson@edinburgh.gov.uk](mailto:norma.cuthbertson@edinburgh.gov.uk) | Tel: 0131 553 3816;  
Graeme McKechnie, Senior Corporate Policy and Strategy Officer, E-mail: [graeme.mckechnie@edinburgh.gov.uk](mailto:graeme.mckechnie@edinburgh.gov.uk) | Tel: 0131 553 3861

## 11. Appendices

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