

The City of Edinburgh Council

10.00am, Thursday 22 June 2023

Office of Lord Provost: Year 1 Annual Report 2022/23

Item number	
Executive/routine	Executive
Wards	All wards
Council Commitments	2, 6, 7, 9, 15, 18, 31, 46, 47, 51, 52

1. Recommendations

It is recommended that the Council:

- 1.1 welcomes this first annual report under the current administration;
- 1.2 notes the level of activity undertaken in 2022/23 and endorses the way forward as set out in paragraphs 5.1 to 5.9 of this report;
- 1.3 thanks the Depute Lord Provost, Bailies and Lord Provost Consort for their support and assistance to the Lord Provost; and
- 1.4 notes the Scheme of Delegated Authority for the Council's Civic Hospitality Policy and agrees that the celebration of major anniversaries should normally be restricted to multiples of 25 years (but that exceptions can be made).

Dr Deborah Smart

Executive Director of Corporate Services

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Office of Lord Provost: Year 1 Annual Report 2022/23

2. Executive Summary

- 2.1 This annual report profiles the work and commitments of the Civic Leadership over the first year of the current administration.
- 2.2 The range of activity undertaken is both quantified and described in terms of thematic areas of operation.
- 2.3 Going forward, the report sets out priorities for future action in alignment with the Council's business plan.
- 2.4 Finally, the Council's Civic Hospitality Policy is revisited with one minor amendment concerning the celebration of major anniversaries.

3. Background

- 3.1 An annual report from the Office of Lord Provost has been submitted to the Council each year since 2017. The purpose is to advise members on the product and undertakings of the civic office and to set out priorities for the future.
- 3.2 The current Lord Provost was elected unanimously as Convener of the Council on 19 May 2022 and this report marks the end of the first year in office.
- 3.3 The civic team of representatives which supports this body of work extends to the Depute Lord Provost, also appointed on 19 May 2022 as Depute Convener, and Bailies nominated subsequently by each of the political groups.
- 3.4 The ex officio role of Lord Lieutenant is supported by Deputy Lieutenants (DLs) who are appointed outwith the body of the Council membership, at the discretion of successive Lord Provosts.
- 3.5 This work is outlined in the main report below which covers the roles of both the Lord Provostship and the Lieutenancy, although these positions overlap to some extent and much of the interface with the Royal Household is civic in nature.

4. Main report

- 4.1 A summary of civic activity in 2022/23 is set out in appendix one. The key statistic is that 632 engagements have taken place comprising 334 civic events and 298 routine business meetings. Highlights are reported under key themes for 2022/23.
- 4.2 Core work, such as Church Services, Citizenship Ceremonies and engagement with the Armed Forces, has continued at the same time.

Key Themes in 2022/23

Support for Ukraine

- 4.3 The Lord Provost has promoted the Ukrainian cause and supported the city's actions in providing shelter and sustenance for refugees. A 'Scotland for Ukraine' charity evening on 17 June 2022, hosted by the Lord Provost, was the first of several special events to take place. A significant amount of funding was raised.
- 4.4 On 6 August 2022 the Ukrainian Freedom Orchestra delivered an historic performance at the 75th Edinburgh International Festival (EIF). Beforehand, the Lord Provost spoke of the city's twinning links with Kiev and the 'Freedom of the City' awards to the Mayor and President. The Ukraine Ministry of Culture was also thanked for allowing musicians to participate at this time.
- 4.5 The Lieutenancy was successful with a bid for trees from the 'Queen's Green Canopy' (to tackle climate change) one of which was dedicated to the Ukrainian community in Edinburgh. A rowan tree was planted at the Holodomor Stone on Calton Hill on 20 December 2022. This was in recognition of the immense help given to refugees as well as to those remaining in and defending their country.
- 4.6 The newly appointed Duke and Duchess of Edinburgh held their first engagement, a reception with Ukrainian refugees and support staff from the Ukrainian Project Oversight Group, at the City Chambers on 10 March 2023. This event marked the first anniversary of the war in Ukraine. Council officers engaged with the crisis accompanied the Royal visitors as they heard directly from the people affected.
- 4.7 In a further show of solidarity with Ukraine, Eurovision 2023 was screened live at the City Chambers on Saturday 13 May. Hosted by the Council Leader, guests were invited for the evening through the Association of Ukrainians in Great Britain and Volunteer Edinburgh. This was a celebration of unity in the face of adversity.

Royal Milestones

- 4.8 In an exceptional year, celebrations for the Platinum Jubilee took place in June 2022. These events involved the Lord Provost in the lighting of the Jubilee Beacon from Edinburgh Castle and hosting the Big Jubilee Lunch and Concert at the Ross Bandstand. Grants up to £500 for street parties were made available from a reserve in the Council's Civic Hospitality budget. Total spend amounted to £5,900.
- 4.9 The Queen's final "Royal Week" was marked by the 'Ceremony of the Keys' at Holyrood Palace on 27 June and the Garden Party on 29 June. The city was then notified of Her Majesty's sad passing on 8 September, triggering Operation Unicorn.

- 4.10 The Lord Provost/Lord Lieutenant's role included the civic marking of the cortege on the Royal Mile, the welcoming of The King and Queen Consort to Edinburgh and attending as the coffin departed for London. An intense media presence enabled the Lord Provost to speak in several settings and worldwide on behalf of the city.
- 4.11 On 9 March 2023 the Lord Provost led a delegation to deliver a Loyal Address to The King. This comprised representatives from the Edinburgh Interfaith Association, the Association of Ukrainians in Great Britain, Volunteer Edinburgh, the Edinburgh Voluntary Organisations Council and the Rector of Edinburgh University.
- 4.12 In the culmination of these unique and historic events, the Lord Lieutenant was invited to attend the Coronation at Westminster Abbey on 6 May 2023.

Colonialism and Slavery Review

- 4.13 The Edinburgh Slavery and Colonialism Legacy Review Group has been vital to the response on the issues raised. At Council on 27 October 2022 the Lord Provost made a public apology for the city's past role in sustaining slavery and colonialism.
- 4.14 It was explained that Edinburgh was aiming to fill the gap in knowledge and understanding about the city's past. The statement concluded "So as Civic Leader of the city and Convener of the Council, I apologise to Edinburgh's sons and daughters of those who suffered profound physical and mental abuse from colonialism and slavery".
- 4.15 Sir Geoff Palmer OBE, Professor Emeritus in the School of Life Sciences at Heriot-Watt University, and his team were thanked sincerely for producing a world leading piece of work that would help shape future policy and engagement in the city.
- 4.16 On 14 November 2022, the Lord Provost presented Sir Geoff with the Edinburgh Award 2022. This was in honour of his outstanding contributions to academia, and his indefatigable defence of human rights in Edinburgh and beyond. Sir Geoff's handprints have been embedded in the pavement outside the City Chambers along with those of other great contributors to the civic life of the city.

Tackling Poverty and Inequality: The OneCity Trust

- 4.17 The OneCity Trust was established in 2003 following the Lord Provost's Commission on Social Exclusion. A key recommendation was to form an "inclusion trust" that would generate funds to tackle poverty and inequality across the city.
- 4.18 The Lord Provost's stewardship of the One City Trust over the past year has been instrumental in achieving these aims. Measures to address evident need have been taken through investment in community projects, via established grant programmes:
- Lord Provost's Rapid Action Fund – small grants of up to £2,000
 - Main Grant Funding Programme – grants of £5,000 to £10,000
- 4.19 In 2022/23 the Trust has awarded grants totalling £101,413 to 24 organisations. Further information is contained in appendix two to this report.

5. Next Steps

Future Priorities

- 5.1 In the next phase of this Lord Provostship, certain priorities have been identified in a clear linkage with the Council's business plan. The ongoing investment in communities by the **OneCity Trust** is a clear contribution to the strategic goal of ending poverty in Edinburgh.
- 5.2 The Trust will also host a 20th anniversary celebration in the City Chambers on 25 August 2023 to showcase the work done and results achieved since 2003.
- 5.3 The **2050 Edinburgh City Vision** is already incorporated into the [Business Plan Our Future Council, Our Future City](#) 2023 to 2027. Agreed in 2019, the vision is that of a pioneering, welcoming, thriving and fair city. Major organisations across the Capital have signed the Charter, with a commitment to keeping the principles at the heart of all their activity and future planning.
- 5.4 In taking the work forward, an event is being hosted on 5 June 2023 at Edinburgh College, Granton Campus when some 300 stakeholders and local school children will help to determine the next steps. Some 50% of the audience will be from schools in Edinburgh College's Campus catchment area. Pupils from Granton and St David's Primary Schools have also contributed to the production of a video to be screened at the event.
- 5.5 Young people are very much the beating heart of the strategy, helping to deliver a future and a city where they choose to live. Further events to engage with citizens and young people will be planned for other areas of the city. Another recommendation from the original consultation is to form a Young People's Assembly, chaired by the Lord Provost. Arrangements for this will be put in place with dates for these events to be determined by the Steering Group.
- 5.6 On creating good places to live and work, there is also to be a clearer emphasis on the "**volunteering cause**" in Edinburgh. This includes a commitment to promoting the King's Awards for Voluntary Service together with Volunteer Edinburgh and the Edinburgh Voluntary Organisations Council.
- 5.7 This effort should pay dividend in 2024 when it is anticipated that the volume of submissions from Edinburgh will be much higher and result in far greater recognition and success for this sizeable and significant sector of the city. A group of Deputy Lieutenants (DLs) is taking this work forward under the banner of the Lieutenancy.
- 5.8 A fourth priority concerns the reactivation of '**Edinburgh 900**' which will also contribute to the creation of good places to live and work by marking and commemorating the 900th anniversary of the creation of the city under Royal Charter.
- 5.9 A cross party working group, chaired by the Lord Provost and including other contributors, will take this initiative forward. There is to be a strong emphasis on community engagement and involvement through a series of initiatives and events planned initially for 2024. A first meeting is to take place before summer 2023.

Civic Hospitality Policy

- 5.10 Looking ahead, the continued provision of civic hospitality will be in accordance with the Council's Civic Hospitality Policy, contained at appendix three to this report. Key points to note are that the policy operates under a delegated scheme of authority and that the budget is held within the Lord Provost's Office budget.
- 5.11 There is no requirement to revise the policy at this stage other than to clarify at paragraph 4.6 that major anniversaries should normally be restricted to multiples of 25 years but that exceptions can be made.

6. Financial impact

- 6.1 The Office of the Lord Provost operates within the budget allocated, amounting to £518,142 in 2022/23 (with nearly 70% of spend relating solely to staffing costs).

7. Stakeholder/Community Impact

- 7.1 The Office of Lord Provost routinely undertakes engagement and co-production with a broad range of stakeholders, leading community representatives and business organisations.
- 7.2 Speeches and other inputs for events are developed in consultation with event owners as appropriate.
- 7.3 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.
- 7.4 The Office of Lord Provost contributes to the 2030 Climate Strategy and the related target of becoming a Net-Zero City by 2030, endeavouring to mitigate carbon impacts by utilising public transport where and when appropriate, and when any long-distance travelling is required.

8. Background reading/external references

- 8.1 See www.edinburghlordprovost.com

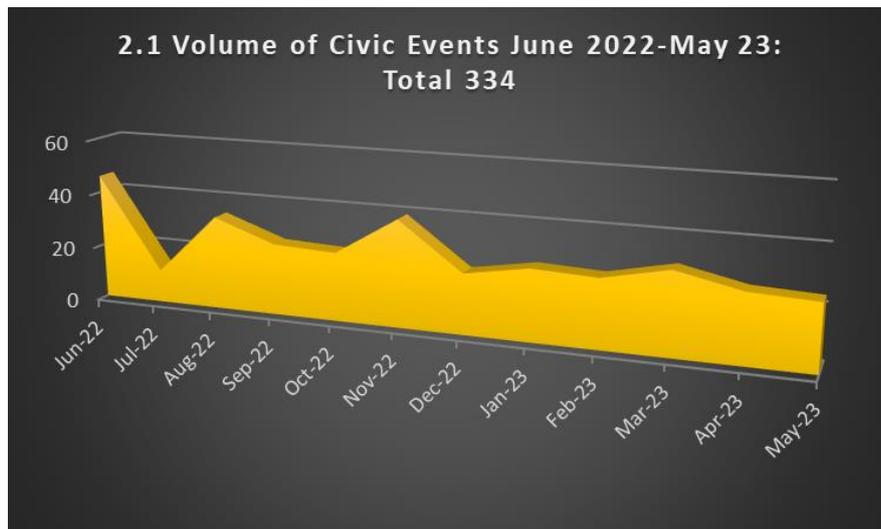
9. Appendices

- 9.1 Appendix One: Summary of Civic Activity June 2022 to May 2023
- 9.2 Appendix Two: OneCity Trust
- 9.3 Appendix Three: Civic Hospitality Policy

Summary of Civic Activity June 2022 to May 2023

Civic Activity

- 1 Across the year, a total of 632 engagements have taken place comprising 334 civic events and 298 routine business meetings.
- 2 The chart below at 2.1 demonstrates the volume of civic events taking place throughout the year and reflects the full return of the many cultural and community festivals that take place throughout the year.



- 3 Over the year, 281 civic events (excluding Lieutenancy duties) were conducted by the Lord Provost, Depute Lord Provost or a Bailie. Associated briefings and support material was provided by the team of staff in the Lord Provost's Office. Assistance from other staff groupings across the Council was obtained as necessary.
- 4 This collective effort enabled the delivery of some 201 speeches at a diverse range of functions such as conferences, cultural celebrations, the opening of new community facilities and veterans' events.
- 5 Civic speeches are largely bespoke to each event, requiring detailed and timeous engagement with event organisers and other external partners.

Lieutenancy Activity 2022/23

- 6 The Lord Provost is ex officio Lord Lieutenant with specific roles to represent the Monarch in the city, support Members of the Royal Family when on official business in Edinburgh and to welcome other Heads of State when visiting the Capital.

- 7 In the period June 2022 to May 2023 there have been 53 Lieutenancy events at which the Lord Lieutenant or a Deputy Lieutenant has assisted Royal visitors.
- 8 Currently HRH The Princess Royal is the most regular visitor to Edinburgh. This is largely due to her Chancellorship of the University of Edinburgh, a broad range of Patronages with some Edinburgh-based charities and close associations with community organisations.
- 9 During the period of this report HRH The Princess Royal visited the city on 24 occasions, including:
- 5 visits in June 2022 to the University of Edinburgh, MND Scotland, Edinburgh Zoo, the Celtic Society, and HMS Albion;
 - 1 visit in August 2022 to Redford Barracks Bagpipe School;
 - 3 visits in September 2022 to the Celtic Society 200th Anniversary, the Northern Lighthouse Board, and to formally open the new St James Quarter;
 - 1 visit in November 2022, as Patron of the Scottish Rugby Union for the Scotland v Fiji match;
 - 6 visits in January 2023 for the Royal Caledonian Hunt, tree planting in Holyrood Park, the University of Edinburgh, the Royal Zoological Society of Scotland, the Chancellor's Awards, and the Poppy Factory;
 - 1 visit in February 2023 as Patron of the Scottish Rugby Union for the Scotland v Wales match; and
 - 7 visits in March 2023 for Scotland v Ireland and Scotland v Italy matches and for the University of Edinburgh, the Scotland Malawi Partnership, Merchants Hall and events at Holyrood Palace.
- 10 As part of wider Lieutenancy duties, during the period June-May 2022/23, the Lord Lieutenant and Deputy Lieutenants also:
- welcomed 27 senior diplomatic representatives and presented civic gifts from the citizens of Edinburgh;
 - presented a number of Honours from Her Late Majesty The Queen to individuals in receipt of the British Empire Medal; and
 - presented the Queen's Award for Enterprise to:
 - Edinburgh Remakery
 - Leonardo
 - Nairn's Oatcakes, and to
 - Bethany Christian Trust's volunteer-led Care Van, run in partnership with Edinburgh City Mission.

- 1 In 2022/23 the Trust has awarded grants totalling £101,413 to 24 organisations. This was against a background of 42 applications to the main grants programme for a total of more than £410,000, indicating a high level of demand that could not be met in full.
- 2 In 2022, 38% of the Trust's income was generated through Community Benefit partnership funding. This reflects the Council's contractual relationship with various organisations and the provision of a route for Community Legacy Funding through OneCity.
- 3 Travis Perkins is the main provider of community benefit financing, contributing £254,189 for 40 charitable organisations across the city since 2016.
- 4 In addition to the disbursement of grants, the Trust also gave a donation of £8,800 to the Disasters Emergency Committee's Ukraine Humanitarian Appeal.
- 5 Since 2018 the Trust has also formed Community Legacy Funding Projects attracting one off donations from City Fibre, Engie Regeneration, CCG (Scotland) Ltd, and pro bono IT support from CGI UK Ltd. In 2023, the Trust is working with other organisations to raise an additional £100,000 for grant distribution.
- 6 The Trust published the fourth anthology 'The People's City' in January 2022 and promoted the Edinburgh Poverty Commission 2020 report 'A Just Capital: Actions to end poverty'. This was referenced in the foreword of the new book.
- 7 The Lord Provost has since 2017 hosted an annual fundraising Burns Supper which raises an average of around £20,000. At this year's event on 27 January 2023 the sum of £27,500 was raised, increasing grant giving capacity to nearly £160,000.
- 8 2022 saw the Trust achieve recognition of its work across Edinburgh since 2016, winning the following awards:
 - SME UK ENTERPRISE Awards for Best Social Inclusion charity 2022
 - Corporate LiveWire Global Awards 2022/23 for social charity of the year.



Policy statement

- 1.1 This policy sets out how expenditure on civic hospitality should be managed and agreed.

Scope

- 2.1 This policy applies to all civic hospitality provided by the Council, whether on its own initiative or in response to an application. It does not apply to general hospitality which for example would include tea and coffee for meetings or training events.

Definitions

- 3.1 Civic Hospitality can be provided for a variety of reasons and is provided on behalf of the Council, a particular Council committee or the Lord Provost. Civic Hospitality should not be provided for political purposes. When deciding whether to approve civic hospitality, consideration should be given as to whether it is in line with the Council's strategic priorities. Additionally, civic hospitality should only take place for one or more of the following reasons:
- 3.1.1 To welcome distinguished visitors to the City;
 - 3.1.2 To mark special achievements and/or present awards;
 - 3.1.3 To celebrate the major anniversaries of organisations which have contributed to the general wellbeing of the City;
 - 3.1.4 Hospitality in connection with the civic services at St Giles Cathedral;
 - 3.1.5 Hospitality associated with Edinburgh's festivals;
 - 3.1.6 Hospitality in connection with prestigious conferences, events or festivals taking place within the City; or
 - 3.1.7 To promote the Council's strategic priorities or a committee's objectives or policies.

Policy content

- 4.1 Civic hospitality should, wherever practical, be held on Council premises. If accommodation on Council premises is not available or is insufficient then alternative locations may be agreed by the Chief Executive.
- 4.2 The Lord Provost, Deputy Convener or nominated Baillie will host the majority of civic receptions. The appropriate committee convener or his/her nominee will host civic receptions when the hospitality is being provided on behalf of a particular committee.
- 4.3 Where an applicant specifically requests use of a venue outwith Council premises for the convenience of their event, a civic hospitality grant may be awarded. The grant should be limited to the equivalent cost of holding the reception in Council premises.
- 4.4 Funding for civic hospitality will be met by the Lord Provost's civic hospitality budget unless it is for receptions on behalf of a particular committee which will be met by the relevant service area.
- 4.5 The Council will provide the venue for receptions associated with externally hosted conferences if appropriate and will negotiate with the applicant a suitable financial arrangement to meet the cost of food and drink provided.
- 4.6 The celebration of major anniversaries should normally be restricted to multiples of 25 years but exceptions can be made. It is also hoped that increasingly more lasting confirmation, such as scholarships, can be proposed which will replace receptions in some cases.
- 4.7 General hospitality providing for example tea and coffee for meetings and training events are not covered by this policy.

Implementation

- 5.1 If approved this policy will be published on the Council's website and made available to the appropriate officers to ensure any reporting is undertaken appropriately.

Roles and responsibilities

- 6.1 The Chief Executive has delegated authority to approve expenditure on civic hospitality up to £10,000, in consultation with the Lord Provost and/or the Depute Lord Provost or the appropriate convener if the hospitality is provided on behalf of a Council committee. Approval should be sought from the Finance and Resources Committee on individual items of expenditure which costs £10,000 and above. This approval should be brought in the form of a report to the Finance and Resources Committee.
- 6.2 Any amount spent on hospitality that is outwith the relevant allocated budget requires approval by the appropriate committee, which is the Finance and Resources Committee for the civic hospitality budget within the Lord Provost's area.
- 6.3 The Office of the Lord Provost will co-ordinate the organisation and administrative arrangements for all civic hospitality unless it is mutually agreed that another service area will do so.
- 6.4 Executive Directors and the Chief Executive are responsible for ensuring expenditure on civic hospitality is contained in their respective budgets.

Related documents

- 7.1 Scheme of Delegation to Officers.

Equalities impact

- 8.1 There are no equalities issues arising from this policy.

Sustainability impact

- 9.1 There are no sustainability issues arising from this policy.

Risk assessment

- 10.1 This policy was refreshed in October 2015 and was amended with job title changes in August 2019.

Review

11.1 In line with the Council's policy framework, this policy will be reviewed annually or more frequently if appropriate and submitted to the relevant Council committee.