

**From:** Mark Bargon  
**Sent:** 06 March 2009 14:39  
**To:** All-Staff  
**Subject:** Council Leader's Report - March 2009  
**Importance:** High

## Leader's Report

• EDINBURGH •  
THE CITY OF EDINBURGH COUNCIL



## Welcome to the Leader's Report - March 2009

I am delighted, once again, to introduce my report. As we all know the local, national and global economic situation remains very concerning. It is not, however, all doom and gloom. This month I am able to report on a number of successes for the city including approval for an £850 million regeneration of the St James Quarter; 250 new jobs for the city and high levels of resident satisfaction.

I have also highlighted Earth Hour which is encouraging organisations and workplaces to switch off their lights between 8.30pm and 9.30pm on 28 March 2009. Thousands of premises across the globe will come together to draw attention to global warming, urging governments to take action to tackle this major issue.

I hope that you will find my report interesting. Please do not hesitate to contact me if you have observations or comments that you feel could improve how the Council operates, or if you wish to offer a view on any matter.



**Councillor Jenny Dawe**  
*Leader The City of Edinburgh Council*

Click to see the [March 2009 Council Leader's Report](#).

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**From:** Communications

**Sent:** 18 December 2008 11:26

**To:** Waverley Court

**Subject:** Waverley Court - 1. Internal catering requests 2. Christmas season housekeeping

#### Internal catering requests

All internal catering requests for provision within Waverley Court from Monday 19 January 2009 will need to be made via the Oracle iProcurement system. **The system will be up and running to accept new bookings from the 5 January 2009 for the period after 18 January.** A more detailed explanation of the new procedure is available on the Orb.

#### Christmas season housekeeping

With the silly season creeping up on us, and staff setting off on holidays, we thought it was timely to remind you of a few housekeeping tips to make all of our lives a little easier over the next few weeks.

- For all our **Christmas light** fans, can we ask you to remember that for Health & Safety reasons only battery operated lights are allowed in Waverley Court offices, and of course, remember to turn them off overnight
- As we all approach Christmas holidays and days off, please consider **how and where you'll be storing and ridding food**, particularly so not to attract insects and vermin
  - Use the **general waste bin in the tea points** for food waste rather than the bins in the Business Centres as these are not emptied as frequently
  - **Store food in metal containers** in your pedestals and please do not leave food or food packaging on your desk, or in desk bins overnight
- Yes it's the silly season, but we do need to still consider the **level of noise** in our offices. Complaints have been received so respect your colleagues by using meeting areas for lengthy discussions and keep desk and mobile phone volumes to a minimum
- Post festive season exercise blitz is sure to hit a few of us in the new year so remember to use the **cycle racks in the garage** instead of those at the entrance of the building that are provided for visitors
- Energy efficiency is always important so keep switching those **lights off** when you leave meeting rooms
- Remember that the **last mail pick up** from the Business Centres will be on Friday 19 December at 12pm
- Again, for our fitness fanatics, you must use your **ID badge** to access the gym or else Edinburgh Leisure will not let you in AND there will be **no gym classes** during the weeks commencing 22 and 29 December.

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**From:** Communications  
**Sent:** 03 July 2008 10:53  
**To:** Waverley Court  
**Subject:** Waverley Court Extra: 1. Rendezvous system 2. Ventilation 3. Meeting room lights 4. Cycle racks 5. blood donors wanted

**Cancellation of meeting rooms**

You are now able to cancel meetings on the Rendezvous system right up to the time of the event.

**Meeting room lights**

Please save energy by switching off the lights when you leave a meeting room.

**Ventilation**

Our 'chilled beam' heating / cooling system was not designed to work along side open windows so the chilled beams have now been switched off. This is to allow natural ventilation to circulate from the open windows and help us to be more energy efficient.

Do remember that opening windows may cause draughts for others near you, so consider their wishes before you do this. We are monitoring the position to make sure that staff are comfortable. You will be told if the chilled beams need to be put on again. If this happens all the windows will be locked to make the system run efficiently.

**Cycle Racks**

Staff should use the cycle racks in the garage as the racks at the front of the building are for visitors.

**Blood Donors Wanted**

A reminder that the Blood Transfusion Service will be in Waverley Court on Tuesday 15 July between 09:20am and 15:30pm. Appointments can be made by calling Suzanne Morton on 0131-529-3598 or e-mailing her at [suzanne.morton@edinburgh.gov.uk](mailto:suzanne.morton@edinburgh.gov.uk)

Please don't be put off on the day if you don't have an appointment as all donations are welcome. If you find yourself close by do pop in and give blood if you can.

**From:** Communications

**Sent:** 26 November 2007 11:39

**To:** Waverley Court

**Subject:** Waverley Court Extra - 1. Cake cutting 2. Orient Express competition 3. FM update 4. Christmas Market 5. Restaurant Christmas menu

### **Happy Birthday Waverley Court**

Tomorrow, Tuesday 27 November, it will be a year since the first staff took up residence in the new building. The new Headquarters has, for the first time, allowed Directors and some staff from all departments to be located in one place. The new building's innovative design has meant that there are still some teething problems, however, staff have settled into the new environment and the facilities are working well. To celebrate our first year of occupation, Tom Aitchison, the Chief Executive will cut a cake to mark the occasion in the Courtyard on Tuesday 27th at 3.45pm. All staff are welcome.

### **Restaurant Orient Express competition**

On Tuesday, Tom will also announce the winner of the staff restaurant competition where one lucky member of staff, who got their passport stamped during the recent restaurant promotion, will win a trip on the Orient Express.

### **FM UPDATE**

#### **lost property :**

Lost or found an item in the building? See the staff in the FM Hub, Courtyard level, who deal with all lost property .

#### **meeting rooms:**

Please do not take chairs from other meeting rooms, contact Concierge should you require more.

Please respect other building users by cancelling meeting rooms when appropriate. Concierge require 48hrs notice of room set-ups as we cannot guarantee a member of staff will be available at short notice.

#### **restaurant:**

Please avoid using the restaurant area for meetings over the lunchtime period to ensure those using the canteen have a place to sit.

#### **christmas decorations:**

As the festive season approaches we thought it timely to issue some guidance regarding Christmas decorations. Christmas cards, tinsel and other small non electrical items are allowed on desks. Unfortunately fairy lights and other electrical goods that have not been tested pose a fire risk and therefore are not allowed. Decorations should be contained to the desks to keep work areas and corridors clear.

#### **christmas parties:**

The restaurant area is available for use by staff. As there is expected to be demand for the area, it is important to reserve the area in advance to avoid double booking. Please contact Concierge staff for more information.

### **Christmas Market**

On the 6 December we're holding a Christmas Market in the Courtyard. So put the date in your diary now and we'll let you now more details nearer the time.

### **Restaurant Christmas Menu**

If you go down to the restaurant on 18th, 19th or 20th December you'll be in for a treat! The restaurant staff are putting on three days of special festive themed menus which will vary daily. The menus will be displayed on noticeboard to whet your appetite.

21/07/2009