

58658

Lauriston Castle Trust ("LCT")- Trust Governance

A copy of the governance framework or policy that outlines how the Collective Councillors discharges its duties as trustee of the Lauriston Castle Trust.

This is a request for information not held.

Any terms of reference, delegation schemes, or committee papers that show how responsibility for the Trust was delegated to the Finance and Resources Committee or to any other committee or to anyone else including relevant dates.

The delegation of responsibility for charitable trusts was transferred to the Finance and Resources Committee ("F&R") from the Pensions and Trust Committee on Wednesday 3rd October 2012. This is publicly available to view online in Pensions and Trust Committee minutes of that date, at point 10 "Charitable Trusts Update on Consolidation". - [minute 3 october 2012.pdf](#)

Delegation Agreements or Terms of Reference. This includes formal documents outlining scope, authority, and limits of delegated powers and specifying reporting requirements and review mechanisms.

This information is not held by the Council.

Written Instructions and Briefings, Emails, memos, or letters detailing what is expected from the delegate. Evidence that clear, lawful, and reasonable guidance was provided.

The Council considers this disclosure of information requested would likely prejudice the effective conduct of public affairs and contain information which amounts to legal advice.

Progress Reports and Updates - Regular written updates from delegates to trustees. These should include performance data, issues encountered, and decisions made.

This information is not held by the Council.

Meeting Minutes - Records of trustee meetings where delegation was discussed or reviewed.

The Council considers that committee minutes will contain information about this request. This is information that is publicly available. Presently, administration of LCT is delegated to F&R and prior to 20 September 2012 it was the Pensions and Trust Committee. Committee minutes for Pensions Committee back to 18 December 2012 are accessible online on the City of Edinburgh website and for F&R to 23 August 2007 (see the following links: Pensions and Trust Committee: [<Browse meetings - Pensions and Trusts Committee - Modern](#)

[Council](#)> and Finance and Resources Committee: <[Browse meetings - Finance and Resources Committee - Modern Council](#)>)

However, it is unlikely that any information will be held in F&R Committee Minutes prior to 20 September 2012 as this was before they were delegated authority to oversee LCT. Older Committee minutes and papers prior to 2012, which may contain relevant information are organised by year and date at the City Archives. Records held in the Archives are public domain and free to consult, however, to locate information relating to LCT would require consulting each file one by one. There is a considerable amount of information and volumes held at the Archives that may be relevant to this request. A non-exhaustive list was provided in FOI response 58648 also relating to LCT (see the following link: <[Freedom of information \(FOI\) disclosure log – The City of Edinburgh Council](#)>) However, to provide proper indication of which exact Committee minutes are relevant to this request would exceed thresholds set out in s12 FOISA due to the time and effort that would be required to ascertain such information.

The Council also considers that some decisions may have been taken on the B Agenda of Committee meetings and in such cases, information is heard in private as it contains information which is legally privileged or otherwise confidential.

Meeting Minutes - Evidence of decisions made, discussions held, and how trustees exercised discretion. Records showing consideration of beneficiaries' interests. All documents/evidence/records showing how decisions were made

As above.

Correspondence Logs - Email chains or communication logs showing ongoing dialogue.

The Council considers this request as wide in scope and unclear on what information is being requested. Specification will be necessary for the Council to provide proper consideration as to whether information is held.

Audit Trails - Documentation of financial transactions, decisions, and approvals.

The Council considers that internal audit reports related to LCT are publicly available to view and therefore s25(1) FOISA is applicable to this request. Each year the Council publishes the Charitable Trust Annual Audit Report which is available to view online. The Finance and Resources Committee held on 18 November 2025 considered the audit of the Council's Charitable Trust annual accounts for 2024/25 report, this report is also publicly accessible via the Council website (see the following links: CEC accounts: <[Audited annual accounts – The City of Edinburgh Council](#)> and F&R of 18 NOV 2025: <[Agenda for Finance and Resources Committee on Tuesday, 18th November, 2025, 10.00 am - Modern Council](#)>). The Council also makes accessible online the annual audit for the entirety of the Council, the most recent being considered at the Governance, Risk and Best Value Committee (“GRBV”)

meeting on 16 September 2025 (see the following link: [<Agenda for Governance, Risk and Best Value Committee on Tuesday, 16th September, 2025, 10.00 am - Modern Council>](#)).

Conflict of Interest Declarations – Evidence of disclose of any personal interest that could affect impartiality. Signed declarations or meeting notes addressing conflicts.

A registration of interests and expenses can be found on each Councillor's page via the Council website.

Annual accounts for the Lauriston Castle Trust, including income, expenditure, and any transfers between the Trust and the Council.

The Council provides the audited annual accounts of all Council Charitable Trusts from 2018/19 to 2023/24 on its website.

Documentation showing how the Collective Councillors implemented trustee duties in accordance with the Charities and Trustee Investment (Scotland) Act 2005.

This information is not held by the Council.

Documentation showing how the Collective Councillors ensured that delegated members or committees implemented trustee duties in accordance with the Charities and Trustee Investment (Scotland) Act 2005.

This information is not held by the Council.

Internal or external audit reports relating to the Lauriston Castle Trust

The Council considers that the response above provides information requested about internal audit reports. Audit Scotland is an independent audit agency which audits most public bodies in Scotland, inclusive of the City of Edinburgh Council. An external auditor of Trusts is appointed from Audit Scotland to the audit of CEC's Charitable Trusts and Charitable Funds annual report and accounts. This information is publicly available online at both Audit Scotland and the Council's websites. It is therefore considered that s25 FOISA is also applicable to this request. (See the following links: Audit Scotland: [<2023/24 Annual Audit Report - City of Edinburgh Council>](#) and CEC: [<Audited annual accounts for Council Charitable Trusts – The City of Edinburgh Council>](#))

Oversight and Monitoring – reviews of delegated activities. This includes the use of performance indicators, feedback mechanisms, and compliance checks.

This information is not held by the Council.

Risk Management - A risk register and review of it periodically. identifying risks associated with delegation and implement controls.

This information is not held by the Council.

Review and Evaluation - formal evaluations of delegated roles and outcomes, including independent audits or peer reviews where appropriate.

As above.

Training and Support - Records of training or guidance provided to elected members or officers acting as charity trustees for the Lauriston Castle Trust. This includes governance training to understand oversight duties

Following local government elections, training was delivered to all Councillors in May 2022. The training outlined legal responsibilities and duties Councillors have in relation to Arm's Length External Organisations (ALEOs) they can be involved with.

Compliance with Legal Duties - all actions comply with the Charities and Trustee Investment (Scotland) Act 2005 and any updates under the Charities (Regulation and Administration) (Scotland) Act 2023 and other laws outwith.

The Council considers this request to be too wide a scope and unclear what information is being requested. Specification will be necessary for the Council to properly consider if any relevant information is held.

Transparency and Documentation - records of decisions, rationale, and communications.

As above.

Correspondence/Communications with Beneficiaries - Emails or letters showing communication and responsiveness.

The Council considers this request to be very broad in scope. Clarification is required in order to properly consider this request; it is unclear who the requester is referring to.

Legal or Professional Advice – all communication to support evidence of diligence and prudence.

Legal advice provided to the Council is considered to be subject to legal privilege and therefore is exempt from released.

