

Notice of Meeting and Agenda



Cabinet

Venue: Virtual Meeting,

Date: Tuesday, 19 October 2021

Time: 11:00

Executive Director : Place

Contact:

Clerk Name: Democratic Services
Clerk Telephone:
Clerk Email: democratic.services@midlothian.gov.uk

Further Information:

This is a meeting which is open to members of the public.

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1 Welcome, Introductions and Apologies

2 Order of Business

Including notice of new business submitted as urgent for consideration at the end of the meeting.

3 Declaration of Interest

Members should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.

4 Minute of Previous Meeting

- | | | |
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| 4.1 | Minute of the meeting of Cabinet of the 7th September 2021 | 3 - 8 |
|------------|--|-------|

5 Public Reports

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|------------|--|---------|
| 5.1 | Inspection of Midlothian Council Care at Home service Highbank
Care Inspection Report - Director of Health and Social Care | 9 - 24 |
| 5.2 | Midlothian Council Statutory Report to Scottish Ministers on
Public Bodies Climate Change Duties 2020/21 - Chief Officer
Place | 25 - 86 |
| 5.3 | School Session Dates for the Academic Year 2021/22 - Executive
Director Children, Young People & Partnerships | 87 - 92 |

6 Private Reports

No items for discussion

7 Date of Next Meeting

The next meeting will be held on the 30th of November

Minute of Meeting

Cabinet
Tuesday 19 October 2021
Item No 4.1



Cabinet

Date	Time	Venue
07 September 2021	11.00 am	Held via Microsoft Teams

Present:

Councillor Milligan - Convener	
Councillor Muirhead – Depute Convener	
Councillor Imrie	
Councillor Hackett	

Religious Representatives:

Mrs Elizabeth Morton	
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1 Apologies

Apologies for absence had been received on behalf of Mr Vic Bourne and Cllr Stephen Curran

2 Order of Business

The Order of Business was as detailed within the Agenda.

3 Declarations of interest

No declarations of interest were received.

4 Minutes of Previous Meetings

- 4.1 The Minute of the Meeting of the Cabinet held on 25 May 2021 was submitted and approved as a correct record.

5. Reports

Agenda No.	Report Title	Presented by:
5.1	Adult Health and Social Care 1 st Quarter Report 2021/22	The Joint Director, Health and Social Care
Outline of report and summary of discussion		
<p>The Adult Health and Social Care Annual Performance 1st Quarterly Report 2021/22 was submitted. The Joint Director, Health and Social Care highlighted the progress in the delivery of strategic outcomes and summary of the emerging challenges as detailed within the report and thereafter answered questions raised by Elected Members.</p> <p>Areas Highlighted included –</p> <p>Success of the ongoing Covid vaccination program</p> <p>Careworker support by NHS Lothian</p> <p>Single point of contact for mental health access</p> <p>Work on Midlothian Carers Strategy</p> <p>Improved Cancer Journey</p> <p>Options to offer the Gorebridge community who are without Leisure facilities due you the building being used as a vaccination centre are being developed.</p> <p>Winter provision and planning was raised and the pressures on services. The Joint Director, Health and Social Care confirmed planning for the winter was already underway and the plan would be ready by the end of September , it was noted that NHS Lothian are also involved and offering support and has underwritten the costs, this will be reviewed in 6 months. A winter team is overseeing all appropriate services and meets weekly at this point.</p> <p>A concern was raised about staff being stretched in al medical services and it was acknowledged that further guidance is expected from Scottish gov is expected, but</p>		

planning is ongoing in the meantime.

Decision

Noted the content of the report

Agenda No.	Report Title	Presented by:
5.2	Children's Services, Partnership and Communities 1 st Quarter Report 2021/22	Chief Officer, Children's Services, Partnerships and Communities
Outline of report and summary of discussion		
<p>The Children's Services, Partnership and Communities 1st Quarter Performance Report 2021/22 was submitted. The Chief Officer Children, Young People and Partnerships highlighted the progress in the delivery of strategic outcomes and summary of the emerging challenges as detailed within the report and thereafter answered questions raised by Elected Members.</p> <p>Areas Highlighted including</p> <p>Successful recruitment of new qualified social workers</p> <p>Raised the point that there has been 45% increase in referrals to services</p> <p>Covid and raised mental health concerns continues to be a challenge</p> <p>The National Care service consultation and the response it requires is taking up officers time</p> <p>It was noted that a high number of apprenticeship places are being filled which is a positive</p>		
Decision		
Noted the content of the report		

Agenda No.	Report Title	Presented by:
5.3	Corporate Solutions 1 st Quarter Performance Report 2021/22	Executive Director: Place
Outline of report and summary of discussion		
<p>The Corporate Solutions 1st Quarter Performance Report 2021/22 was submitted. The Executive Director: Place highlighted the progress in the delivery of strategic outcomes and summary of the emerging challenges as detailed within the report and thereafter answered questions raised by Elected Members.</p> <p>Members were shown a document on a shared screen that highlighted various</p>		

areas of the report, although in a different format it contained exactly the same information as was distributed in the agenda papers.

Areas highlighted included –

Danderhall Library development

The transfer of 13 housing units

Areas of improvement were also highlighted and included –

8% of all calls were abandoned due to a number of factors

Cyber security enhancements being investigated to improve all services

Well-being and resilience of staff has improved including reduction in absence and lower turnover

Also noted that a new lead Procurement Officer has been appointed

Decision

Noted the content of the report

Agenda No.	Report Title	Presented by:
5.4	Education –1st Quarter Performance Report 2021/22	Chief Officer, Children's Services, Partnerships and Communities

Outline of report and summary of discussion

The Education, 1st Quarter Performance Report 2021/22 was submitted. The Chief Officer, Children's Services, Partnerships and Communities highlighted the progress in the delivery of strategic outcomes and summary of the emerging challenges as detailed within the report and thereafter answered questions raised by Elected Members.

Areas highlighted included –

SQA data not expected to be available until Q2

National Attendance figures likewise

Additional Teaching staff have been successfully recruited but their impact hasn't been fully effective yet due to the disruption caused by Covid Isolations

Cllr Hackett noted for the record his support for Education staff and the work they do and felt strongly they should be acknowledged for that work with a salary increase in parity with Health Staff.

Decision

Noted the content of the report

Agenda No.	Report Title	Presented by:
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5.5	Place – 1 st Quarter Performance Report 2021/22	Executive Director: Place
Outline of report and summary of discussion		
<p>The Place, Annual Performance Report 2021/22 was submitted. The Executive Director: Place highlighted the progress in the delivery of strategic outcomes and summary of the emerging challenges as detailed within the report and answered questions raised by Elected Members.</p> <p>Shared slides with Members, noting that although in a different format it contained all the information contained in the distributed Agenda documents.</p> <p>Areas highlighted included –</p> <p>Building services ongoing work to improve energy efficiency which is part of the Climate Agenda, further contracts throughout the year will continue to make improvements in line with this commitment.</p> <p>Building services customer satisfaction rating remains high despite various ongoing challenges</p> <p>The acquisition of 70 properties now complete to increase existing stock</p> <p>The capital works programme has been enhanced</p> <p>Noted successful funding bid for Town Centre improvements</p> <p>Chief Officer, Place, respond to questions around supply chains and support services. He confirmed that the situation was being monitored, that no HGV drivers had left Midlothian Employment but also noted a national shortage in mechanics, this is being addressed by recruitment and offering apprenticeships.</p> <p>Chief Officer, Place, responded to questions concerning building services staff, acknowledging a nationwide shortage in qualified staff in this area and the creative attempts to resolve this, also noted was the reorganisation of responsibilities between RCC and planning services.</p>		
Decision		
Noted the content of the report.		

Agenda No.	Report Title	Presented by:
5.6	Midlothian Council 1 st Quarter Report 21/22	Chief Executive
Outline of report and summary of discussion		
The Midlothian Council Annual Report 21/22 was submitted. The Chief Executive was heard in amplification of the report after which she answered questions raised		

by Elected Members.

Thanked all the staff and partners for their excellent work during a very difficult time.

Highlighting key partner work which progressing and will deliver on various strategies, noting the ongoing work of NESTA and the development of of staff wellbeing programmes.

Elected members acknowledged the work done by staff despite the challenges and also commended the staff on their flexible approach and their ability to continue to provide quality services.

Decision

To note the content of the report.

6 Private Reports

No items for discussion

7 Date of the Next

The meeting terminated at 1220 pm.

Next Meeting Tuesday 19 October 2021 at 11.00 am

Inspection of Midlothian Council Care at Home service

Report by Morag Barrow, Director of Health and Social Care

1 Purpose of Report

This report provides an overview of the recent unannounced Care Inspectorate report for Highbank Intermediate Care facility.

2 Background

- 2.1** Highbank Intermediate Care facility is registered to provide care to a maximum of 40 people over the age of 60, of which 6 will be respite/short breaks places (Respite care was suspended in line with Covid-19 guidance March 2020, and it should be noted that respite has not resumed in the facility at this time).

The facility provides intermediate care which includes rehabilitation and assessment. Placements are usually short term before people move home or to another care setting managed under multidisciplinary/multi-agency team of professionals.

There are three main aims of Highbank Intermediate Care:

- Help people avoid going into hospital unnecessarily.
- Help people to be as independent as possible following a stay in hospital.
- Prevent people from having to move into a Care home until they really need to.

- 2.2** Following the recent inspection a report was published that details the areas of its findings and outlines areas for recommendation and/or requirements.

The inspection report grades the areas of inspection from 1 (Unsatisfactory) to 6 (Excellent). This inspection report graded the three areas as follows:

How well do we support people's wellbeing 4 Good

How good is our care and support during the COVID-19 pandemic? 4 Good

- 2.3** Overall the care inspectorate evaluated that staff were good at supporting people's wellbeing. There were important strengths with some areas for improvement.

People made day to day choices about how they wanted to spend their time.

A lot of people spent time in their room. Some people enjoyed time in the lounge doing a jigsaw or a word search.

Residents told us that staff spent time with them whenever they could, even just for a 'blether' and to pass the time of day.

The activity co-ordinator had a range of activities for people to take part in. For example, some people had enjoyed a day out shopping with staff. Another person wanted to link in with their local church. This person centred approach ensured people participated in activities they found meaningful.

Activities were available for people who were isolating. This was done safely and on an individual basis to protect people from the Covid-19 virus, for example, the area was effectively cleaned before and after use.

People had good input from other professionals to support their rehabilitation. Staff carried out instructions from professionals following assessments such as Occupational Therapy. Communication between the staff was good and people's health needs were met by staff.

Areas of improvement noted at time of inspection were:

1. Staff should follow the 'Open with Care' guidance on visiting to ensure that people make the most of spending time with their friends and loved ones.
2. Staff should be aware of the legal framework that supports adults with incapacity to ensure their rights are met. Appropriate documentation should be available for staff to see and use to ensure they have the knowledge and understanding to support people who lack capacity. This includes information as to who is making decisions on the person's behalf.
3. An improvement from inspection which took place in November 2020, remained outstanding. This was around promoting best practice in falls risk management and review/update of evidence based risk assessments was still to be concluded.

2.4 The delivery of care and support was reported to be good in relation to Covid-19.

- The care home was clean. Effective cleaning schedules were in place to maintain cleanliness throughout the home.
- Staff followed best practice to ensure shared equipment was cleaned in-between use to reduce the risk of transmission.
- Good audits were in place to check that mattresses were clean suggested to the manager to add pillows to the audit checklist.
- There was a good supply of Personal Protective Equipment (PPE) to ensure people and staff were protected against infection.

Staffing levels were well maintained to ensure good practice and to Meet people's needs. Regular routine testing for staff took place to promote people's safety.

Overall, the infection prevention and control measures were of a good

standard to keep people safe.

At the inspection in November 2020 the care inspectorate made the promotion of best practice in falls risk management an area for improvement. Highbank were to have risk assessments in place that were evidenced-based, which would ensure that people's needs were assessed to reduce/prevent falls occurring.

3 Conclusion

The Care Inspectorate reported in their findings from visiting clients and speaking to family members that people said:

People spoke very highly of the staff:
"the care was second to none".

People were overall very happy with the care and support they received.
"I can see that they are exceptionally good at Highbank".

One person told us that the only fault was that they had *"too much food"*. *"Couldn't fault the place give it 100%"*.

Relatives gave positive feedback. They were happy with the care people received and thought staff and communication was good.

'I have absolutely no problems with her care. It's perfect'.

This demonstrates that residents in Highbank Intermediate Care Facility do receive a very good service and the remainder of the inspection report also highlights the very positive assessment of the standard of cleanliness and adherence to Covid 19 procedures and protocols.

4 Report Implications

4.1 Resource

There are no financial and human resource implications associated with this report.

4.2 Risk

The Care Inspectorate inspect all registered services on a regular basis with announced and unannounced inspections. A report is published which informs all stakeholders about the key strengths of the service, areas for improvement and sets out the main points for action.

Following the publication of that report it is accessible to the public via the Care Inspectorate website, and by requesting a hard copy. It is also on display in the Care at Home base for staff and visitors to access and review progress.

4.3 Policy

Strategy

There are now a total of two recommendations from the recent inspection and one previous area for improvement outstanding – in relation to falls assessment. The other two improvements from the November 2020 inspection had been met in full.

Highbank Intermediate Care facility has responded to the inspection with a revised action plan, with clear timescales and outputs to deliver to the plan.

Highbank management staff are contributing to the Midlothian HSCP falls strategy and working on how this is implemented with the facility to ensure effective and efficient evidence-based care for our residents.

Consultation:

Copies of the Inspection report have been made available to Elected Members, and staff members, and notified to families/carers and other interested parties.

Equalities

There are no apparent equalities issues.

Sustainability

A new home is scheduled to be built within the next two years to offer a more specialised service in a more suitable environment.

5 Technology issues

There are no Technology issues arising from this report.

6 Recommendations

The Cabinet is asked to:

- (i) Note the content of the report and progress made.

14th September 2021

Report Contact: Grace Cowan
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Highbank Care Home Service

9a Bonnyrigg Road
Eskbank
Dalkeith
EH22 3EY

Telephone: 01312 705 640

Type of inspection:
Unannounced

Completed on:
5 July 2021

Service provided by:
Midlothian Council

Service provider number:
SP2003002602

Service no:
CS2003011087

About the service

Highbank care home is registered to provide care to a maximum of 40 people over the age of 60, of which 6 will be respite/short breaks places. The Provider of the service is Midlothian Council. A new home is scheduled to be built within the next two years to offer a more specialised service in a more suitable environment.

The care home is situated in Eskbank, Dalkeith, and is close to shops and local amenities. The home comprises of two floors that offer accommodation. The home is made up of six wings, each with a lounge/dining and kitchenette area. Some bedrooms have en-suite facilities. There are shared toilets and bath/shower rooms in each unit. The laundry and kitchen area are on the ground floor. There are patio and garden areas around the home that people can access easily.

The care home provides intermediate care which includes rehabilitation and assessment. Placements are usually short term before people move on and professionals are involved from the Health and Social Care Partnership to provide support, such as, physiotherapists, and district nurses.

There are three main aims of Highbank Intermediate Care:

- Help people avoid going into hospital unnecessarily.
- Help people to be as independent as possible after a stay in hospital.
- Prevent people from having to move into a care home until they really need to.

Midlothian Health & Social Care Partnership is committed to delivering person-centred community-based services that will help people to live healthy, independent lives in the way they want, where they want, and when they want.

For this inspection, we evaluated improvements from a recent complaint and focused on people's wellbeing and infection prevention and control practice within the home.

This inspection was carried out by five inspectors from the Care Inspectorate and was supported by an inspection volunteer who spoke to relatives.

What people told us

There were 18 people living in the care home of which 6 were isolating having just moved in from hospital. People spoke very highly of the staff and said "they couldn't do enough for you" and "the care was second to none". People we spoke to were overall very happy with the care and support they received.

Comments included "I can see that they are exceptionally good at Highbank. I could do with someone extra to do my exercises every day but they haven't got the time. I have had fantastic attention".

One person told us that the only fault was that they had "too much food". "Couldn't fault the place give it 100%".

We spoke with four relatives who gave positive feedback. They were happy with the care people received and thought staff and communication was good. Comments included,

'I have absolutely no problems with her care. It's perfect'.

'All of the staff are very very good, a really happy team, mum is very happy with them. They sit with mum, and I actually think they like her company'.

'We have always been able to visit. We go twice a week and we have never been asked to leave although we don't usually stay longer than 1 hour'.

'They called me at night and told me her GP was attending and called later and told me when she was admitted to hospital'.

From this inspection we evaluated this service as:

In evaluating quality, we use a six point scale where 1 is unsatisfactory and 6 is excellent

How well do we support people's wellbeing?	4 - Good
How good is our care and support during the COVID-19 pandemic?	4 - Good

Further details on the particular areas inspected are provided at the end of this report.

How well do we support people's wellbeing?

4 - Good

Overall we evaluated that staff were good at supporting people's wellbeing. There were important strengths with some areas for improvement.

People had positive relationships with staff. There were warm and friendly conversations that made people smile and laugh. Staff treated people with respect and dignity, for example, staff knocked and waited before entering someone's room. Staff were seen as kind, caring and compassionate. People were complimentary about staff and said they were 'well looked after' and that staff 'couldn't do enough for them'. This positive approach promoted people's well-being.

People made day to day choices about how they wanted to spend their time. A lot of people spent time in their room. Some people enjoyed time in the lounge doing a jigsaw or a word search. People told us that staff spent time with them whenever they could, even just for a 'blether' and to pass the time of day.

The activity co-ordinator had a range of activities for people to take part in. For example, some people had enjoyed a day out shopping with staff. Another person wanted to link in with their local church. This person centred approach ensured people participated in activities they found meaningful.

At the time of the inspection the only group activities were outside. Some people felt isolated from their friends as people were not mixing with others from different units. The large foyer was ideal for group activities which had taken place before the Pandemic. A shop was on site which had been closed due to the restrictions. People should be with others inside to support people's wellbeing.

The garden was well used and people enjoyed being outside in the sunshine. One person enjoyed watering the garden every day. People enjoyed strawberries and cream and drinking Pimm's to celebrate Wimbledon. Staff were attentive to ensure people were offered sun cream to protect their skin. Cold drinks were offered regularly to help keep people hydrated.

Activities were available for people who were isolating. This was done safely and on an individual basis to protect people from the Covid-19 virus, for example, the area was effectively cleaned before and after use.

The length of time people spend in isolation could have a negative impact on their well-being. Some staff commented on this and we asked the manager to look at how more interaction could be achieved to promote people's well-being.

Visiting took place inside and outside the home. Staff followed good practice guidance and ensured visitors were offered a test. We discussed with the manager about opening up visiting in line with the Open With Care guidance to ensure people could make the most of visits from their loved ones (see area for improvement one).

People had good input from other professionals to support their rehabilitation. Staff carried out instructions from professionals following assessments such as Occupational Therapy. Communication between the staff was good and people's health needs were met by staff.

People's care plans reflected that care and support needs were updated and reviewed regularly. Staff had up to date information about people's needs which promoted good outcomes for people.

People could self-medicate and assessments were in place to support this. Improvements to some aspects of the medication system were needed. For example, the date should be added to dosette boxes when medication is commenced.

At our last inspection we made an area for improvement to promote best practice in falls risk management and to have risk assessments in place that were evidenced-based. This will ensure that people's needs are assessed to reduce/prevent falls occurring. This had not been achieved and has been repeated (see previous area for improvement).

A generic tool was used for calculating a risk score for each care plan/outcome. More detail could be added to assess risk more comprehensively.

Staff need to be aware of the legal framework that supports Adults with Incapacity. Information needs to be stored in the person's file so that staff have access to important documentation.

People's rights to choice should be promoted. Where people lack capacity consent needs to be in place from other people who act on their behalf (see area for improvement 2)

Areas for improvement

1. Staff should follow the 'Open with Care' guidance on visiting to ensure that people make the most of spending time with their friends and loved ones.

This is to ensure care and support is consistent with Health and Social Care

Standard 2.18: I am supported to manage my relationships with my family, friends or partner in a way that suits my wellbeing.

2. Staff should be aware of the legal framework that supports adults with incapacity to ensure their rights are met. Appropriate documentation should be available for staff to see and use to ensure they have the knowledge and understanding to support people who lack capacity. This includes information as to who is making decisions on the person's behalf.

This is to ensure care and support is consistent with Health and Social Care

Standard 1.3: If my independence, choice and control are restricted, this complies with relevant legislation and any restrictions are justified, kept to a minimum and carried out sensitively.

How good is our care and support during the COVID-19 pandemic?

4 - Good

Overall we evaluated that staff delivered good care and support during the COVID-19 pandemic.

There were important strengths with some areas for improvement.

The care home was clean. Effective cleaning schedules were in place to maintain cleanliness throughout the home. Staff followed best practice to ensure shared equipment was cleaned in-between use to reduce the risk of transmission. Good audits were in place to check that mattresses were clean and fit for purpose. We suggested to the manager to add pillows to the audit checklist. There was a good supply of Personal Protective Equipment (PPE) to ensure people and staff were protected against infection.

There were some items that could not be cleaned effectively due to damage to the surface making it difficult to clean. A maintenance worksheet identified the furniture and fittings that were due to be replaced. We asked the manager to include dates for items where effective cleaning was an issue, such as the surrounds to wash hand basins. The manager agreed to include this. This meant that there was a good programme in place to ensure damaged items would be replaced or repaired so effective cleaning could be completed.

The laundry system and the laundering of staff uniforms followed best practice guidance and effective procedures helped to reduce the risk of cross infection.

We made some suggestions to improve infection prevention and control practice. The manager responded, and for example, additional PPE storage units were ordered on the day of the inspection.

Staff had training on infection prevention and control and were aware of the guidance. The majority of staff wore the correct PPE. We asked the manager to discuss with staff as a reminder to follow the correct guidance to ensure good practice was maintained for example, social distancing.

Staffing levels were well maintained to ensure good practice and to meet people's needs. Regular routine testing for staff took place to promote people's safety.

Overall, the infection prevention and control measures were of a good standard to keep people safe.

What the service has done to meet any requirements we made at or since the last inspection

Requirements

Requirement 1

People should feel confident they will receive the care and support they need.

In order to ensure good outcomes for people experiencing care, the provider must, by 14 May 2021, ensure admission processes are improved. In order to achieve this, you must ensure:

- a) Service users are offered the opportunity to be involved in the pre-admission process whenever possible.
- b) Pre-admission information is used effectively to plan and prepare for admissions.
- c) Service users are provided with information about the service and the care and support they should expect to receive.

To be completed by: 14 May 2021

This is to ensure care and support is consistent with Health and Social Care Standard 1.18: I have time and any necessary assistance to understand the planned care, support, therapy or intervention I will receive, including any costs, before deciding what is right for me.

This is in order to comply with:

Regulation 3 of The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011 (SSI 2011/210).

This requirement was made following a complaint in March 2021.

This requirement was made on 27 April 2021.

Action taken on previous requirement

The manager had put together an intermediate care welcome pack that people could receive in hospital. This gave good information about what the service could offer.

This had been shared with flow team who do the preadmission assessments in the hospital. The manager felt this had started to make a positive difference. Assistant managers were also involved in hospital visits. This was helping staff prepare for people coming into the service, for example, the staff sourced the same door alarm system as was being used in hospital, to promote a sense of continuity.

The manager was looking for feedback from people who had moved into the service and also their relatives to monitor how effective the new welcome pack had been. The manager will continue to monitor the effectiveness of the process to ensure good outcomes for people.

Met - outwith timescales

What the service has done to meet any areas for improvement we made at or since the last inspection

Areas for improvement

Previous area for improvement 1

People experiencing care who are at risk of falling should be cared for in ways that promote their safety and independence. The manager should ensure that appropriate falls prevention guidelines, risk assessments and support plans are in place for people, based on recognised falls prevention frameworks. Staff should be provided with training and support they need to understand this and apply it to their practice.

This is to ensure the care and support is consistent with the Health and Social Care Standards which state: "I have confidence in people because they are trained, competent and skilled, are able to reflect on their practice and follow their professional and organisational codes" (HSCS 3.14).

This area for improvement was made on 10 November 2020.

Action taken since then

Although there were generic risk assessments in place, there were no specific risk assessment for falls prevention that were evidenced based.

Staff had training planned but not all staff had completed training. Formal training had been suspended due to the Covid 19 pandemic. The risk assessment lacked appropriate detail. We discussed using a more evidenced based assessment that would support people who were at risk of falls.

We will review this area for improvement at the next inspection.

Previous area for improvement 2

People experiencing care should expect to be provided with the information they need when they come to live in the care service. Admission procedures should be improved to include detail of how this will happen, who will be responsible for ensuring that it does, and that it meets people's individual needs.

This is to ensure care and support is consistent with Health and Social Care Standard 2.9: I receive and understand information and advice in a format or language that is right for me.

This area for improvement was made on 27 April 2021.

Action taken since then

A welcome pack had been developed and in use. The manager agreed to monitor the impact of this by obtaining feedback from people who used the service.

People we spoke to were happy with the admission process. One relative commented -

'we got a lot of communication from High bank in the transition, we were kept very well informed'.

This area for improvement had been met.

Previous area for improvement 3

In order to support good outcomes for people experiencing care, the manager should ensure all staff understand their role in responding appropriately to people's changing needs. All staff providing direct care should have the knowledge, understanding and confidence to seek medical assistance if and when this is required.

This is to ensure care and support is consistent with Health and Social Care Standard 3.14: I have confidence in people because they are trained, competent and skilled, are able to reflect on their practice and follow their professional and organisational codes.

This area for improvement was made on 27 April 2021.

Action taken since then

From speaking to relatives and staff and reviewing people's care plans, staff had an understanding of their role. We found examples of staff contacting health professionals for advice or calling for GP/ambulance to take people to hospital who required hospital admission.

This area for improvement had been met.

Complaints

Please see Care Inspectorate website (www.careinspectorate.com) for details of complaints about the service which have been upheld.

Detailed evaluations

How well do we support people's wellbeing?	4 - Good
1.1 People experience compassion, dignity and respect	4 - Good
1.2 People get the most out of life	4 - Good
1.3 People's health benefits from their care and support	4 - Good

How good is our care and support during the COVID-19 pandemic?	4 - Good
7.2 Infection control practices support a safe environment for people experiencing care and staff	4 - Good
7.3 Staffing arrangements are responsive to the changing needs of people experiencing care	4 - Good

To find out more

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Contact us

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Tha am foillseachadh seo ri fhaighinn ann an cruthannan is cànan eile ma nithear iartras.

অনুরোধসাপেক্ষে এই প্রকাশনাটি অন্য ফরম্যাট এবং অন্যান্য ভাষায় পাওয়া যায়।

یہ اشاعت درخواست کرنے پر دیگر شکلوں اور دیگر زبانوں میں فراہم کی جاسکتی ہے۔

ਬੇਨਤੀ 'ਤੇ ਇਹ ਪ੍ਰਕਾਸ਼ਨ ਹੋਰ ਰੂਪਾਂ ਅਤੇ ਹੋਰਨਾਂ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਉਪਲਬਧ ਹੈ।

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Midlothian Council Statutory Report to Scottish Ministers on Public Bodies Climate Change Duties 2020/21

Report by Chief Officer Place

Report for Decision

1 Recommendations

1.1 It is recommended that Cabinet:

- (a) approves the Council's Report on Compliance with the Public Bodies Climate Change Duties for 2020/21; and
- (b) agrees to the submission of the report to Scottish Ministers by 30 November 2021.

2 Purpose of Report

2.1 The purpose of this report is to inform Cabinet of the Council's statement of compliance with its statutory climate change reporting duties for 2020/21, a copy of which is available in the CMIS Member's Library, and to recommend its submission to Scottish Government by the due date of 30 November 2021.

Date: 1 October 2020

Report Contact:

Richard Lamond, Research & Information Officer (Planning, Sustainable Growth and Investment Service)
richard.lamond@midlothian.gov.uk

3 Background

- 3.1 Since 2007, all Scottish local authorities have been signatories to Scotland's Climate Change Declaration; publicly committing themselves to reducing greenhouse gas emissions, taking steps to adapt to climate change impacts and working in partnership, including with communities, on climate change.
- 3.2 The Climate Change (Scotland) Act 2009 set economy-wide (not organisational) emissions reduction targets. It introduced a statutory requirement for public bodies to undertake 'climate change duties' and to operate in the way best calculated to contribute to delivering these targets and to help meet any Scottish programme for adapting to the impacts of a changing climate. Scotland's Climate Change Adaptation Programme was published in 2014 and sets out Scottish Ministers' objectives, policies and proposals to tackle the impacts of climate change and achieve the set targets within the Act. The Scottish Government voted in 2019 to strengthen the Act's targets for cutting greenhouse gas emissions. It now requires a 75% cut in emissions by 2030 (compared to a 1990 baseline) and it set a net-zero emissions target for 2045.
- 3.3 The Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015 requires local authorities and other major public bodies to report to Scottish Ministers each year on what they have done to comply with the above duties, the focus being estate and operational activity. Local authorities must submit reports by the end of November in respect of the preceding financial year.
- 3.4 The format of and information supplied in the annual report is prescribed by legislation. Public bodies have traditionally completed an extensive pro-forma which forms part of a national database. The Sustainable Scotland Network (SSN) manage this on behalf of the Scottish Government. A copy of the Council's proposed submission is available in the CMIS Member's Library. Note that the presentation in this has been adapted from the exact proposed template return to SSN due to that spreadsheet pro-forma not being conveniently presentable for discussion at this Cabinet meeting. The version in the CMIS Member's Library is nevertheless an accurate representation of both the substance and spirit contained in the proposed return. Section 4 of this report provides a summary of it.
- 3.5 The sections of the report entitled 'Recommended Reporting: Reporting on Wider Influence' and 'Other Notable Reporting Activity' are non-statutory and often relate to activity and emissions beyond the Council's estate and operational activities (i.e. by others but able to be influenced by the Council). Public bodies are encouraged to complete what they can within this section. From the 2018/19 report onwards, this section has been more populated than it was in the earlier reporting years, so that it now provides more details on the breadth of work that the Council is doing in this area.

4 Summary of the Statutory Report to Scottish Ministers on Public Bodies Climate Change Duties 2020/21

- 4.1 This section provides a summary of and explanatory notes in respect of the Statutory Report to Scottish Ministers on Public Bodies Climate Change Duties 2020/21 (hereafter referred to as the 'submission').
- 4.2 The Council's submission provides commentary against set actions/targets and technical data. This section of the report provides a summary of the key findings on both the statutory (Parts 1 – 5) and non-statutory sections of the Council's submission.

STATUTORILY REQUIRED SECTION

PART 1: PROFILE OF REPORTING BODY

- 4.3 During the report year, the Council employed 3,824 full-time equivalent staff and its revised budget was £226,512,000.
- 4.4 According to the latest (mid-2020) official population estimates from National Records of Scotland (NRS), Midlothian Council provided services during the report year to a population of 93,150. From mid-2010 to mid-2020, Midlothian experienced the highest population increase in Scotland at 13.1%, ahead of the City of Edinburgh at 12.3% and considerably more than the next highest increase of 8.8% in East Lothian. Between now and 2028, NRS project that the population of Midlothian will increase by 13.8% (to 104,000). This compares to an equivalent Scotland-wide figure of 1.8%. These figures indicate the scale of growth locally and the attendant challenges and opportunities faced by the Council in addressing climate change.
- 4.5 The report year fell within the most challenging period of the ongoing Coronavirus Pandemic, which resulted in large-scale changes to service provision and working practices within the Council. Coupled with increasing service demands and customer expectations this has intensified the challenge of addressing climate change, particularly when the background of these circumstances are higher expectations for emissions reductions. These include the approval in autumn 2019 by the Scottish Parliament of more ambitious emissions reductions targets and the climate emergency declarations by the Scottish Government and UK Parliament, as well as Midlothian Council itself in 2019 (adopting a target of net zero carbon by 2030). The Council also approved a Climate Change Strategy and Action Plan during the reporting year, at its meeting in August 2020. The 26th meeting of the United Nations Climate Conference will take place this November, in Glasgow, which may bring further scrutiny of the progress that public bodies are doing to mitigate and adapt to climate change.

PART 2: GOVERNANCE, MANAGEMENT AND STRATEGY

- 4.6 Council political leadership in respect of climate change lies with its Cabinet. Management and staff follow their directions in relation to mitigation and adaptation and previously this was channelled via:
- The cross-divisional Climate Change & Sustainable Development Group, chaired by the head of the Planning service; and
 - The Carbon Management Board, comprising Directors and the head of the Property & Facilities Management service (who also previously produced two Carbon Management Plans).
- 4.7 The Council's climate emergency motion of December 2019 became a new driver for its climate change response. It led to the creation of a new Climate Change Strategy and influenced the content of Midlothian's Covid-19 Route Map & Recovery Plan. These developments mean that the governance arrangements outlined in paragraph 4.6 above are set to be superseded by the introduction of a new Carbon Neutral by 2030 board to fulfil the actions in the Strategy and the climate-related goals within the Route Map. It is intended that this new Board will meet regularly, involve representation from Community Planning Partners, report to the Council's Business Transformation Board and will comprise senior and service-level management from teams that have a particular role in reducing the Council's carbon footprint. The Board shall be established in 2022.
- 4.8 The Council's climate emergency motion also has the aim of working towards making the entire area zero carbon by 2030. This was incorporated into the previous Single Midlothian Plan, which sought to establish a Climate Emergency Group to facilitate a response. It influences the Council's activities as several of its participants are Council employees and the group has input to the new Single Midlothian Plan, which now includes several climate emergency actions as a result. Its content helps shape Council Service Plans.
- 4.9 Governance of climate change matters can also come from the Council's Performance Review and Scrutiny Committee (PRSC). Cabinet has previously referred the Council's Public Bodies Climate Change Duties (PBCCD) report to the PRSC for evaluation.
- 4.10 While emissions reduction is a Council-wide priority, much of this activity is embedded within services in the Place Directorate, including:
- From Planning, Sustainable Growth and Investment – staff drafting the Council's new Climate Change Strategy and completing the annual PBCCD submission;
 - From Property & Facilities – staff who monitor power/fuel use and take forward emissions reductions projects, including as part of the Council's Energy Services Company;
 - From Neighbourhood Services – replacing street lights with low-energy LEDs and promoting sustainable and active travel; and

- From Building Services - delivering the Energy Efficient Standard for Social Housing (Passivhaus standard).
- 4.11 In the submission, Councils must identify specific climate change mitigation and adaptation objectives in its corporate plans. Those listed are:
- The Climate Emergency Declaration of December 2019 and the new Climate Change Strategy that was created in response to it;
 - The Single Midlothian Plan 2021/22, which aligns with the goal of the Declaration and has four overall priorities, one of which is 'reducing carbon emissions in Midlothian to net zero by 2030';
 - The Council's Capital Investment Strategy, as it includes objectives to promote low and zero-carbon technologies; and
 - Midlothian's Covid-19 Route Map & Recovery Plan, which promotes less carbon intensive work practices including 'digital by default'.
- 4.12 The submission requires the identification of other corporate documents and strategies that cover more specific areas of climate change work, such as adaptation, energy efficiency, transport and biodiversity. Those referred to include the Midlothian Active Travel Strategy, the Midlothian Local Development Plan and The Council's Procurement Strategy.
- 4.13 Part 2 of the submission concludes with various proposed priorities for climate change governance, management and strategy for the year ahead, followed by the results of the 'Climate Change Assessment Tool'. The latter describes the use of a spreadsheet designed to assess how a body is performing in relation to its climate change obligations. This is the first year that the Tool has been used, meeting a recommendation of the new Climate Change Strategy. It provides a numerical rating, which is 47 out of 122. This highlights the scale of the challenge facing the Council in this area.

PART 3: EMISSIONS, TARGETS & PROJECTS

- 4.14 Estate/operational emissions for the purposes of the submission are those arising from the use of mains electricity, mains (i.e. natural) gas, mains water, heating and fuel oils, diesel and petrol. Table 3a of the submission shows that estate/operational emissions for 2020/21 were estimated to be just under 16,000 tonnes of carbon dioxide equivalent (tCO₂e). We can see that total emissions are nearly identical to those from 2019/20. The wider trend is one of a substantial decrease, since at least 2006/07 (just under 25,000tCO₂e). Table 3b of the submission breaks overall emissions down into their component parts.
- 4.15 'Scope 1' emissions within tables 3a and 3b of the submission are those arising from the direct use (burning) of primary fuels by the Council. These increased by 317tCO₂e due to a 5% rise in consumption of natural gas over last year. This is partly due to the new St. Mary's/Burnbrae Primary School in Bonnyrigg and supplying the

new build Danderhall Primary School, but generally is more likely to be due to weather and energy use behaviours in those premises. There were also an extra 40tCO₂e emitted this year due to the additional use of gas oil within Moorfoot and Tynewater Primary Schools and in Vogrie House. This is notable as although it is only used in a handful of buildings, gas oil is a relatively carbon intensive fuel. These increases were partly mitigated by a fall of 6% in the volume of fuel used by the Council's fleet. This led to emissions from this source falling by 143tCO₂e compared to 2019/20.

- 4.16 Reduced electricity use in buildings (and, importantly, the continued decarbonisation of electricity nationally) meant that emissions from this source fell by 24%, or 916tCO₂e. Since the carbon footprint also includes emissions resulting from losses in the transmission of electricity used by the Council, curtailed power consumption in its estate also led to a further fall 75tCO₂e. This was partially offset by more power being used for streetlighting, which led to a 12% (140 tCO₂e) increase in emissions from this source. This is a result of new development taking place across the area requiring street lighting. The increase is reduced by the Council's considerable efforts to make streetlighting more energy efficient.
- 4.17 Emissions resulting from Council employees working from home were calculated at 575tCO₂e. This is based on an estimate of 50% of workers doing their job from home (the accuracy of which could be improved by recording this in more detail moving forward). This is the first time that organisations have been asked to provide an estimate of their employee's emissions in the PBCCD submission. It implies that, using this methodology at least, organisations remain responsible for the carbon footprint of their employees work activities, wherever they are located. It should be stated though that such a methodology does not factor in the emissions which have been avoided through employees not having to travel to and from work, which are likely to be substantial.
- 4.18 The submission also reports that 104,000kWh of renewable electricity was generated by the solar photovoltaic systems installed on the Council's estate. This avoided the release of 24tCO₂e in grid electricity being imported.
- 4.19 It is important to consider the Council's emissions in the context of demographic trends. In 2014/15 for example, its carbon footprint was 23,500tCO₂e and Midlothian's population was 86,500. The respective figures for 2020/21 were 16,000tCO₂e and 94,500. This means that the carbon efficiency with which it has delivered its services over this time has improved dramatically, from 0.27tCO₂e annually per resident to 0.17tCO₂e – an improvement of 37%.
- 4.20 Another way of expressing the Council's carbon footprint would be to relate it to the size of its workforce. In 2014/15 this was 3,350, compared to around 3,800 in 2020/21. This means that the carbon

footprint of its staff has reduced from 7.0tCO₂e per employee per year to 4.2 tCO₂e per employee per year at present.

PART 4: ADAPTATION

- 4.21 This part of the submission sets out how the Council has assessed climate-related risks, arrangements for managing them and adaptation actions. It references the role of the Midlothian Local Development Plan 2017 and its Strategic Flood Risk Assessment as well as the Forth Estuary Local Flood Risk Management Plan in determining risks (specifically flooding). The latter also assists in managing and adapting to such risks alongside internal Council plans which include the Severe Weather Plan and Winter Service Policy and Operational Plan. The submission also notes the role of the Midlothian Green Network Supplementary Guidance in enabling the natural environment to contribute to climate change mitigation and adaptation.
- 4.22 Current and future climate-related risks are also covered by the Midlothian Community Planning Partnership Strategic Assessment (2019). It exposes risks to Midlothian's communities using 'PESTEL'¹ analysis. Environmental issues such as climate change are examined as part of this process. For example, it discusses the ongoing implications for the Council of the Climate Change (Scotland) Act 2009 and The Climate Change (Emissions Reduction Targets) (Scotland) Act 2019.
- 4.23 Part 4 of the submission also requires public bodies to demonstrate progress in delivering the goals of the Scottish Climate Change Adaptation Programme. To this end, the Forth Estuary Local Flood Risk Management Plan, the Midlothian Green Network Supplementary Guidance and the Local Biodiversity Action Plan are assisting in maintaining the climate-readiness of the natural environment. These strategies and the Midlothian Local Development Plan ensure the consideration of climate change impacts in reaching planning decisions. Meetings between the Council's Planning team and a representative of the Neighbourhood Services with Scottish Water, the Scottish Environment Protection Agency (SEPA) and NatureScot are listed against another outcome of the Scottish Government's Adaptation Programme, namely the importance of having climate-ready buildings and infrastructure². The Council's desire to apply the 'Passivhaus' Energy Efficiency Standard for Social Housing is also referred to in this portion of the submission.

¹ 'PESTEL' – Political, Economic, Sociological, Technological, Environmental and Legislative.

² These meetings were partly interrupted by the Coronavirus pandemic and the cyber attack experienced by SEPA. The regular schedule is planned to resume as soon as possible.

PART 5: PROCUREMENT

- 4.24 The final mandatory part of the submission (other than validation and sign off information) sets out how procurement policies and activities contribute to compliance with climate change duties. It notes that environmental matters are addressed prominently within the Council's Procurement Strategy. It has five strategic themes to promote ethical standards, including staff in this area working to secure environmental benefits. In practical terms this may involve considering sustainability factors where appropriate in supplier selection and tender evaluation, and taking a whole lifecycle approach to costs. This section of the submission also refers readers onto relevant pages of the Public Contracts Scotland website where they can inspect the practical application of these principles, for example in relation to new Council social housing projects.
- 4.25 Achieving these goals has been assisted by the adoption in 2021 of a new Local Procurement Strategy which will see the Council use its spend to actively encourage a growing, diverse and resilient local business base, to support its Carbon Neutral by 2030 ambitions. Procurement staff worked alongside the colleagues from Economic Development in 2021 to progress this, including to launch the Midlothian Business Carbon Charter. It supports businesses to operate in environmentally friendly ways, for example by signposting information, expert advice from partner agencies and funds to facilitate energy efficiencies. Those adopting it will therefore be in a better position to comply with the Council's expectations.

RECOMMENDED REPORTING (NON-STATUTORY) PARTS

- 4.26 Table 1a of this part of the submission shows that Midlothian's per capita level of greenhouse gas emissions (those considered by the UK Government to be at least influenced by the Council) have reduced from 6.4tCO₂e in 2008 to 4.0tCO₂e in 2019 (the latest year for which an official figure is available). This equates to a reduction of 37.5%. The table also shows that the Midlothian's total emissions have fallen from 520,000tCO₂e in 2008 to 373,000tCO₂e in 2019. Most sectors have seen substantial falls over this timescale. Reductions in emissions from transport however, one of the largest contributors to emissions, have been modest. This implies that continued work in this area is required, such as the roll-out of electric vehicle charging infrastructure and the continued promotion of active travel over motorised alternatives.
- 4.27 Under 'Other Notable Reporting Activity', table Q5 sets out climate change actions that are not readily amenable for inclusion elsewhere within the submission. Examples provided include the funding of the Midlothian Ranger Service (to support habitats and biodiversity), investment in energy efficiency and renewable energy projects using Salix funding (Government funding to the public sector), activities of the Waste Awareness Team and various active travel initiatives.

5 Report Implications (Resource, Digital, Risk and Equalities)

Resource

- 5.1 Previous reporting to management noted that the Council's services were not adequately resourced to fulfil the requirements of the Climate Change (Scotland) Act. This was highlighted by an Internal Audit report in 2018 which noted that governance arrangements – specifically the Carbon Management Board and Climate Change & Sustainable Development Group – were not being put into practice. The results of the Climate Change Assessment Tool (see paragraph 4.13) suggest that the Council's work in this area needs to be strengthened. Implementing the actions within the Council's Climate Change Strategy, particularly the inception of the Carbon Neutral by 2030 Board and the recruitment of a Climate Change Officer to assist in co-ordinating the response in this area would help address this. The resourcing of this group and post, and the cascading of information from them is integral future PBCCD submissions.
- 5.2 Similarly, the full completion of other portions of the pro-forma relies on the collaboration of managers and teams across the Council's services to support the work of the proposed Board and to ensure compliance with our statutory duties and avoid the risks noted in paragraphs 5.4 to 5.6 below.

Digital

- 5.3 None.

Risk

- 5.4 Under the Climate Change (Scotland) Act, Scottish Ministers may instruct investigations into PBCCD reports. The Scottish Government may assess them in relation to their compliance to monitor progress and their guidance conveys the message that responsibility for compliance with the public bodies' climate change duties rests with the reporting organisation, which risk legal challenge or reputational damage if this cannot be demonstrated. In 2019, a group of environmental lawyers wrote to 100 local authorities in England to warn them of the risk of legal action should they not adequately address their climate change obligations.
- 5.5 Though the content of the reporting template has remained largely similar over the last few years, expectations for what is included increased substantially prior to that. For example, the 2018/19 guidance stated that 'it is untenable for a public body not to have some form of [carbon reduction] target set and monitored'. This implies that alterations in what is required in future returns may expose any deficiencies in resourcing of climate change work within the Council.

- 5.6 This year's and past submissions demonstrate the wide range of activities that the Council has done to reduce its emissions. It should be borne in mind however, that part of the reduction in its carbon footprint is due to the decarbonisation of grid electricity, a factor outwith its control and that it is not responsible for. 0.49kg of CO₂ equivalent was emitted per kWh of electricity generated in 2014/15, and in 2020/21 this figure was 0.23kg of CO₂e/kWh, a fall of 53%. This implies that should this trend stagnate, the medium to long term downward trend in the Council's emissions would do likewise. This can be countered by the Council generating more of its own renewable electricity and reducing its overall use. These two actions would yield more direct emissions benefits than the general 'greening' of grid electricity in any case.

Ensuring Equalities

- 5.7 Not applicable. The people implications of this report relate to moderate aspects of the working practices of a limited number of staff and are primarily dealt with in relation to the Council's new Climate Change Strategy.

Additional Report Implications

- 5.8 For additional report implications see Appendix A.

Appendices

Appendix A – Additional Report Implications

Appendix B – Background Papers/Resource Links

APPENDIX A – Additional Report Implications

A.1 Key Priorities within the Single Midlothian Plan

Midlothian Council and its Community Planning Partners have made a commitment to reducing the impact of climate change as a key priority under the Single Midlothian Plan.

The recommendations of this report will assist in reporting on progress towards this goal.

A.2 Key Drivers for Change

Key drivers addressed in this report:

- ☒ Holistic Working
- ☐ Hub and Spoke
- ☐ Modern
- ☒ Sustainable
- ☐ Transformational

- ☒ Preventative
- ☐ Asset-based
- ☒ Continuous Improvement
- ☐ One size fits one
- ☐ None of the above

A.3 Key Delivery Streams

Key delivery streams addressed in this report:

- ☒ One Council Working with you, for you
- ☒ Preventative and Sustainable
- ☐ Efficient and Modern
- ☐ Innovative and Ambitious

A.4 Delivering Best Value

The PBCCD submission has been expanded in recent years to provide a more thorough account of activities that the Council has been doing in relation to climate change. This has been done partly through the use of information within existing department Service Plans and Performance Reports, ensuring that this expansion in the content of the submissions has been done in a manner which is as efficient as possible for staff. It has not involved the use of additional financial or equipment resources.

A.5 Involving Communities and Other Stakeholders

Not applicable – producing the PBCCD submission is an internal Council process.

A.6 Impact on Performance and Outcomes

The submission of the report will demonstrate compliance with climate change legislation. The comprehensive nature of the submission demonstrates commitment to go beyond the minimum requirements in this regard.

A.7 Adopting a Preventative Approach

The timely and thorough completion of the PBCCD submission reduces the likelihood of legal challenge or investigations into the Council regarding non-compliance with the requirements of climate change legislation. The participation of Council staff in making future submissions as comprehensive as possible is necessary in maintaining this position.

A.8 Supporting Sustainable Development

This report only concerns sustainable development in that it reports on what the Council is doing to promote it.

APPENDIX B – Background Papers/Resource Links

Midlothian Council Statutory Report to Scottish Ministers on Public Bodies Climate Change Duties 2020/21 – CMIS Library

MIDLOTHIAN COUNCIL STATUTORY REPORT TO SCOTTISH MINISTERS ON PUBLIC BODIES CLIMATE CHANGE DUTIES 2020/21

PART 1 – PROFILE OF REPORTING BODY

1(a) Name of reporting body
Midlothian Council

1(b) Type of body
Local government

1(c) Highest number of full-time equivalent staff in the body during the report year
3,824

1(d) Metrics used by the body			
Specify the metrics that the body uses to assess its performance in relation to climate change and sustainability.			
Metric	Unit	Value	Comments
			Midlothian Council did not use any such metrics to assess the climate change and sustainability performance of its estate/operations during the report year. Where the Council previously reported performance against its Carbon Management Plan (as reported below, there was no such plan for this report year), this was simply in terms of tonnes of carbon dioxide equivalent (tCO ₂ e) by emission source (grid electricity, natural gas, diesel, etc.) without the use of any special metrics to relate emissions to floorspace, population, or such like.

1(e) Overall budget of the body	
Specify approximate £/annum for the report year.	
Budget	Budget comments
£226,511,629	This is the 'revised budget' figure. It is from the Council final outturn report and is a statement of the amount of budget allocated in line with Council governance. At the time of writing, the 20/21 financial statements are going through the audit process from external auditors Ernst & Young.

1(f) Report type	
Specify the report year type	
Report type	Report year comments
Financial	This report covers the 2020/21 financial year.

1(g) Context
Provide a summary of the body's nature and functions that are relevant to climate change reporting.
<p>During the reporting year, Midlothian Council was responsible for the utility/fuel costs of:</p> <ul style="list-style-type: none"> • A building portfolio of around 200 premises that includes: <ul style="list-style-type: none"> o 3 major administration offices (all located in Dalkeith) o 4 works depots o 9 libraries o 40 schools o 7 leisure centres and swimming pools (some of which are co-located on school premises) • 19,807 street lighting points • 948 signs • 706 street lighting control cabinets • 626 bollards • 43 CCTV cameras and associated equipment • 73 sets of traffic signal crossings and associated equipment • 34 sets of traffic signals and associated equipment • 261 vehicles, including those on a long-term lease. 20 of these are electric, of which 13 are leased. • 25 public electric vehicle charging points • 1 electric cargo bicycle and 2 pool bikes • Various stair lighting and door entry systems, as well as Christmas/festive lighting. <p>According to the latest population estimates from National Records of Scotland (NRS), which are from mid-2020, Midlothian Council provided local authority services during the report year to a population of 93,150. This was an increase of 0.7% on the mid-2019 estimate; the second highest percentage increase of all Scottish Local Authorities over the period. From mid-2010 to mid-2020, Midlothian has experienced the highest such population increase in Scotland at 13.1%, ahead of Edinburgh (12.3%) and some distance ahead of the third-fastest growing area (East Lothian, at 8.8%). Between now and 2028, NRS project that the population of Midlothian will grow to 104,000, which amounts to an increase of 13.8%. This compares to an equivalent Scotland-wide figure of 1.8%</p>

and is the greatest expected increase of any local authority nationwide. These figures are indicative of the scale of growth locally and the attendant challenges and opportunities faced by the Council in addressing climate change.

As with previous reporting years, Midlothian Council's activities took place against a backdrop of financial constraint and organisational change. However, 2020/21 saw the Council also have to contend with the unique and far-reaching consequences of the Coronavirus Pandemic, particularly during the first lockdown period from April to June 2020 and the further lockdown of late-2020/early 2021. This impacted service provision and performance reporting in general and therefore also the content of this report. It also introduces difficulties in making comparisons between the data of this year's report with that of previous year's, due to the differing circumstances in which the Council conducted its activities.

Further information on Midlothian Council is available at https://www.midlothian.gov.uk/info/591/your_council.

PART 2 – GOVERNANCE, MANAGEMENT & STRATEGY

2(a) How is climate change governed in the body?

Provide a summary of the roles performed by the body's governance bodies and members in relation to climate change. If any of the body's activities in relation to climate change sit outside its own governance arrangements (in relation to, for example, land use, adaptation, transport, business travel, waste, information and communication technology, procurement or behaviour change), identify these activities and the governance arrangements. Provide a diagram / chart to outline the governance structure within the body.

Political leadership in respect of and responsibility for climate change lies with a Cabinet of Elected Members drawn from the political administration. Council management and staff follow their directions in relation to climate change mitigation and adaptation and previously this was channelled primarily via:

- The cross-divisional Climate Change & Sustainable Development Group. This was chaired by the head of the Council's Planning service and reported to senior management and Cabinet: and
- The Carbon Management Board, comprising Directors and the head of the Property & Facilities Management service. This service also previously produced two Carbon Management Plans and chaired cross-divisional meetings which included building, waste, street lighting and fleet interests that reported to the Carbon Management Board.

A motion of December 2019, which declared a climate emergency and set the goal of making its activities net zero carbon by 2030, became a new driver for the Council's climate change response. The motion influenced the content of the updated Single Midlothian Plan (the area's Local Outcomes Improvement Plan). This is authorised by Elected Members and requires its services to have regard to its aims when creating their annual Service Plans. Moreover, it led to the drafting of a new Climate Change Strategy and influenced the content of Midlothian's Covid-19 Route Map & Recovery Plan, both of which were approved during the reporting year. The governance arrangements outlined in the paragraph above are therefore set to be superseded by the introduction of a new Carbon Neutral by 2030 board to fulfil the actions in the Strategy and the Route Map's goal of implementing carbon neutral approaches to the workplace and active travel by 2030. It is intended that this new Board will meet monthly, report to the Council's Business Transformation Board (chaired by the Chief Executive) and will comprise senior and service-level management from a range of teams that have a particular role in reducing the Council's carbon footprint. It will also involve representation from Community Planning Partners.

The Council's climate emergency motion also has the aim of working towards making the entire area zero carbon within the same timescale. This was incorporated in the previous Single Midlothian Plan, which sought to establish a Climate Emergency Group to facilitate a response. It influences the Council's activities as:

- Several of its participants are Council employees involved with the Group or its six sub-groups. These cover housing, transport, community engagement, renewable energy, agriculture & land-use, and data & best practice; and
- The group has input to the new Single Midlothian Plan, which now includes several climate emergency actions as priorities as a result. Given that the Plan's content helps shape Council Service Plans, the Group also acts as another source of governance over the Council's climate change response.

Finally, governance of climate change matters can also come from the Council's Performance Review and Scrutiny Committee (PRSC), which is composed of Elected Members and is responsible for reviewing performance against policy objectives and commenting on decisions, policies and their impact. Cabinet has previously referred the Council's Public Bodies Climate Change Duties (PBCCD) report to the PRSC for evaluation. Through quarterly reporting, Cabinet and the PRSC receive summaries on performance in relation to the Single Midlothian Plan and corporate/service level actions and indicators. These include those that aim to reduce the Council's carbon footprint.

2(b) How is climate change action managed and embedded by the body?

Provide a summary of how decision-making in relation to climate change action by the body is managed and how responsibility is allocated to the body's senior staff, departmental heads etc. If any such decision-making sits outside the body's own governance arrangements (in relation to, for example, land use, adaptation, transport, business travel, waste, information and communication technology, procurement or behaviour change), identify how this is managed and how responsibility is allocated outside the body. Provide a diagram to show how responsibility is allocated to the body's senior staff, departmental heads etc.

While emissions reduction is a Council-wide priority, the governance structures described in 2(a) have allocated particular duties to some departments within its Place Directorate, namely Planning, Property & Facilities Management and Neighbourhood Services. Below are examples of the obligations that Managers of these services have taken on and have allocated to staff under their supervision.

Planning and Economy:

- The Planning Manager directed the content of the Council's new Climate Change Strategy and its accompanying actions, including liaising with senior management on it. It is intended that this post will be a core member of the new Carbon Neutral by 2030 Board (see 2(a) above);
- A Lead Officer within the department drafted the new Climate Change Strategy and led on its consultation; and
- Its Researcher & Information Officer compiles the Council's annual PBCCD report, with input from many other services.

Property & Facilities Management:

- One of its service priorities is to reduce emissions from the Council's estate and work with energy partners to develop renewable power/heat and energy efficiency projects;
- The Energy Officer in this department monitors power and fuel use, provides input on this for the annual PBCCD report and implements energy reduction projects; and
- Two Project Managers/Directors work on various energy efficiency and emissions reduction schemes, including as part of the Council's Energy Services Company.

Neighbourhood Services:

- Their Roads Lighting team are pursuing an energy efficiency drive to replace existing street lights with low-energy LED equivalents;

- Several staff promote sustainable and active travel, including in schools and more generally, work on expanding the use of electric/low-emissions vehicles and improving charging infrastructure; and
- A Waste Management team who encourage recycling and resource efficiency, raise awareness and reduce the climate impact of their service delivery.

Other examples of how climate change action is embedded in the Council are:

- Building Services, who deliver the Energy Efficiency Standard for Social Housing scheme and will implement the Local Authority Carbon Management Plan;
- Procurement: see the dedicated section elsewhere in this report for more; and
- Land & Countryside Services, whose work involves ecological conservation, promoting biodiversity and reducing food emissions through local growing.

Further examples are provided in the Council's Service Plans, the latest of which went to the Council meeting of 29/06/2021 (see <https://midlothian.cmis.uk.com/live/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/1333/Committee/10/Default.aspx>). 'Integrated Impact Assessments' accompany each Service Plan. These are completed by the relevant manager or lead officer and identify whether proposals for Council service delivery will have environmental impacts, including those relating to emissions.

2(c) Does the body have specific climate change mitigation and adaptation objectives in its corporate plan or similar document?		
Provide a brief summary of objectives if they exist.		
Wording of objective	Name of document	Document link
<p>This Motion was presented to the Council meeting of 17/12/2019. It declares a 'Climate Emergency', which 'requires urgent action'.</p> <ul style="list-style-type: none"> • It aims to make the Council's activities net-zero carbon and achieve 100% clean energy across the Council's full range of functions by 2030. • It proposes producing an Action Plan within 12 months. • It proposes setting up a Climate Change Partnership group, involving Councillors, residents, young citizens, climate science and solutions experts, businesses, Citizens Assembly representatives and other relevant parties. Over the following 12 months, the group will consider strategies and actions being developed by the Council and other partner organisations and produce a strategy in line with a target of net-zero emissions by 2030. • The motion does not only refer to Council activities – it also supports working towards making the entire area zero carbon by 2030. 	Midlothian Council Climate Emergency Motion	Available here
Community Planning Partnerships draw together the public, voluntary and private sectors with local communities to deliver a shared plan for an area. In Midlothian, this document is the Single Midlothian Plan (SMP). This is what Midlothian calls its Local Outcome Improvement Plan, which is a legally required	Single Midlothian Plan 2021/22	Available here

<p>document. It has four overall priorities, one of which is 'reducing carbon emissions in Midlothian to net zero by 2030'.</p> <p>It has five areas of work, one of which is 'Sustainable Growth'. This includes seven commitments (or 'priorities') in relation to addressing climate change. These are:</p> <ul style="list-style-type: none"> • Agree and implement a standard methodology and tool(s) for measuring and accounting for carbon emissions in Midlothian; • Promotion of 20 minute neighbourhoods in Midlothian; • Climate emergency awareness raising and community engagement; • Development of renewable energy; • Support and promotion of biodiversity; • Place the climate emergency as the central theme of the next Local Development Plan; and • Transport (reducing emissions from). <p>The Council's Service Plan goals are aligned with those of the SLP and therefore help to achieve them.</p>		
<p>The Capital Investment Strategy sets out the vision for capital planning in Midlothian based on the areas of work within the Single Midlothian Plan, one of which is 'Sustainable Growth'. Under this theme, the Capital Investment Strategy includes various environmental objectives. Those relevant to climate change (particularly mitigation and adaptation) are:</p> <ul style="list-style-type: none"> • 'Promote sustainable energy solutions where this can be achieved in a manner acceptable in terms of the environment'; • 'Seek to achieve a high quality of design in all new development, including measures to promote community safety, low and zero-carbon technologies and resilience to the impacts of a changing climate'; • 'Safeguard and enhance biodiversity and take full account of development's impact on the water environment whilst consideration is being taken for its improvement'. 	Capital Investment Strategy 2018 – 2028	Available here
<p>This seeks to build on progress to date and to co-ordinate efforts and focus on actions that make a direct and immediate impact on reducing the Council's carbon footprint. While it concentrates primarily on the Council's estate and operational activities, it also seeks to lead by example and to encourage its employees and members of the public to make a commitment to change and to stop contributing to climate change.</p> <p>It includes a vision and objectives for the Council in relation to climate change, mitigation and adaptation measures, as well as updated governance and management arrangements inside the Council to ensure that its responsibilities in this area are effectively fulfilled.</p>	Midlothian's Council Climate Change Strategy	Available here

<p>The Strategy is accompanied by an 'Action Plan' that sets out how its aims can be achieved. These are either ongoing activities or new tasks which contribute to a reduction in greenhouse gas emissions. They include actions from a range of sectors, including land-use, active transport and waste. In each instance, the Council Service responsible is identified, together with outcomes that these actions would achieve and timescales for their implementation.</p> <p>It is proposed that the Action Plan will be updated regularly with a new Board overseeing this. It will also be used to help to inform the Council's climate change reporting duties. It replaces the Council's first Climate Change Strategy that was prepared in 2014.</p>		
<p>This is a Council-wide plan for how it will deal with the Coronavirus situation going forward. It was approved in June 2020. It has six interventions intended to support Midlothian's recovery from the effects of the Coronavirus pandemic. These include a new effort to embed less carbon intensive work practices called 'digital by default, remote working and carbon neutral by 2030 approaches to the workplace and active travel'. This aim is included in all four phases of the Route Map out of the pandemic.</p>	Midlothian's Covid-19 Route Map & Recovery Plan	Available here

2(d) Does the body have a climate change plan or strategy?

If yes, provide the name of any such document and details of where a copy of the document may be obtained or accessed.

Yes. This is referred to above in question 2(c), which provides a summary of its content. The document itself can be found at https://www.midlothian.gov.uk/downloads/file/4027/midlothians_climate_change_strategy_2020

2(e) Does the body have any plans or strategies covering the following areas that include climate change?

Provide the name of any such document and the timeframe covered.

Note that documents entered below may have now expired or been superseded, however they are included as they were applicable during the reporting year.

Topic area	Name of document & link to it	Time period covered	Comments
Adaptation	Midlothian Green Network Supplementary Guidance - available here	2018 to replacement of Local Development Plan	<p>This supplementary guidance provides a framework for supporting the maintenance and expansion of the green network across Midlothian. This will enable the network to provide the best possible contribution to climate change mitigation and adaptation through its various functions. These include:</p> <ul style="list-style-type: none"> • Ensuring habitat connectivity to allow species to adapt to climate change through movement; • Encouraging retention and expansion of plants and trees to provide opportunities for carbon sequestration; and • Providing sustainable drainage and water attenuation to reduce the impact of storm events.

Business travel	Midlothian Council Travel Plan – available here	2017 - 2021	<ul style="list-style-type: none"> • The Travel Plan demonstrates how Midlothian Council has applied national, regional and local policy to its own operations. • It is a package of measures to promote sustainable and low carbon travel amongst staff and it supports several obligations on the Council, including those related to climate change such as: <ul style="list-style-type: none"> o The environmental & emissions objectives of the Single Midlothian Plan; o The Climate Change (Scotland) Act 2009; and o Scotland’s Climate Change Declaration, which the Council is a signatory to.
Staff travel	Flexible Working Policy - this is available internally for staff from the Council's intranet pages.	2020 onwards	<p>Midlothian Council's Flexible Working Policy includes the provision for employees to request to work from home for all or part of their role. It thereby enables the Council to decrease the emissions resulting from its staff commuting to and from work.</p> <p>It has applied since 2014 and was updated in early 2020. Its aims have been partly superseded by the ‘digital by default’ approach where home-working is recommended for most staff following the Coronavirus pandemic. It is one of several strategies and initiatives aimed at addressing the impact of staff travel on the Council’s carbon footprint. Others are described regularly throughout this document, including elsewhere in the answer to this question.</p>
Energy efficiency	Place Directorate/Property & Facilities Management Service Plans – available here and here .	Updated annually, but see the ‘comments’, to the right.	<ul style="list-style-type: none"> • The Property & Facilities Management Service is now incorporated into the Place Directorate. Its Service Plan identifies ‘key service areas’ and ‘service priorities’ for its departments. Many of these are related to emissions reduction, including: <ul style="list-style-type: none"> o Delivering the Energy Efficiency Standard for Social Housing programme; o Implementing the Local Authority Carbon Management Plan; and o Managing and monitoring energy usage and costs, and developing renewable energy and heat projects. • No Service Plan was produced during 2020/21 due to the Coronavirus pandemic, however this has since resumed and the underlying work within them continued during that time.
Fleet transport	Place Directorate/Property & Facilities Management Service Plans – available here and here .	Updated annually, but see the ‘comments’, to the right.	<ul style="list-style-type: none"> • The Council’s fleet operations section is part of the Neighbourhood Services Team, which is incorporated into the Place Directorate. Its Service Plan identifies ‘key service areas’ and ‘service priorities’ for its departments. Many of these are related to emissions reduction, including: <ul style="list-style-type: none"> o Promoting the use of environmentally friendly, low-emission vehicles including by exploring funding options for them and their charging infrastructure; o Increasing the rates of active travel; and o Supporting the delivery of the Council’s Climate Change Strategy. • No Service Plan was produced during 2020/21 due to the Coronavirus pandemic, however this has since resumed and the underlying work within them continued during that time.

ICT	Digital Midlothian – available here .	2021 – 2023	<ul style="list-style-type: none"> • This Strategy was produced in 2021, partly in response to the Coronavirus pandemic. It proposes changes to the Council’s working practices to use technology to deliver services more effectively and cost-efficiently. • It recognises that these changes are desirable for numerous reasons that include lowering the Council’s carbon footprint, particularly by reducing the need for office-based working and staff transport – this goal is embedded in the Strategy.
Renewable energy	Place Directorate/Property & Facilities Management Service Plans – available here and here .	Updated annually, but see the ‘comments’, to the right.	<ul style="list-style-type: none"> • The Property & Facilities Management Service is now incorporated into the Place Directorate. Its Service Plan identifies ‘key service areas’ and ‘service priorities’ for its departments. Many of these are related to emissions reduction, including: <ul style="list-style-type: none"> o Delivering the Energy Efficiency Standard for Social Housing programme; o Implementing the Local Authority Carbon Management Plan; and o Managing and monitoring energy usage and costs, and developing renewable energy and heat projects. • Note that no Service Plan was produced during 2020/21 due to the Coronavirus pandemic, however this has since resumed and the underlying work within them continued during this time.
Sustainable / renewable heat	Midlothian Local Development Plan – available here .	2017 - 2027	<p>The Midlothian Local Development Plan supports renewable and low carbon heating projects via policy NRG5 ('Heat Supply Sources and Development with High Heat Demand') and NRG6 ('Community Heating'). More detailed 'Supplementary Guidance' will also be produced on this to further support these projects.</p> <p>The Plan specifically identifies housing sites in the Shawfair area as locations where community heating is presumed.</p> <p>The Plan is the framework for development across Midlothian as a whole and is not limited to the Council’s estate/operational interests. These will be taken forward by parts of the Council’s Place Directorate and their Service Plan notes that the introduction of renewable technologies (including heat) is a 'Service Priority'.</p>
Waste Management	Midlothian Council Waste Strategy 2020 – 2025 - this document has yet to be finalised. It will be made publically-available after this takes place.	2020 - 2025	<p>The Strategy proposes changes to the Council's existing waste collection services in order to meet the Scottish Government's target of 60% recycling and composting of household waste and to enable compliance with the Household Recycling Charter for Scotland.</p> <p>It contains various recommended changes for waste services to ensure they are operating in the most efficient way possible and that they take environmental and climate change issues into account. Some of these recommendations may be listed as targets in future Public Bodies Climate Change Duties reports when the Waste Strategy is adopted.</p>
Water & sewerage	None		

Land use	Midlothian Local Development Plan – available here .	2017 - 2027	<p>The Midlothian Local Development Plan has many policies that support both the sustainable development of land and low carbon developments. It also promotes the use of land for renewable and low carbon energy technologies. Examples include policies in NRG1 to 6 and the Plan specifically identifies housing sites in the Shawfair area as locations where community heating is presumed.</p> <p>The Plan is the framework for development across Midlothian as a whole and is not limited to Midlothian Council estate/operational interests. As such, the Council's Service Plans identify the roles of its various departments in applying the Plan's framework to the Council's interests, such as its own low carbon housing or renewable energy projects.</p>
Adaptation	Winter Service Policy and Operational Plan – available here .	Winter 2020 - 2021	<p>The purpose of this is to demonstrate that the Council has taken reasonable steps to prevent snow and ice endangering the safe passage of pedestrians and vehicles over public roads, to fulfil its Statutory responsibilities as defined in Section 34 of the Roads (Scotland) Act 1984. However the Plan also specifically references climate change and notes that it can be implemented at any time of year. It notes that such instances are likely to occur with increased frequency and intensity due to climate change. It should be read in conjunction with the Council's Severe Weather Plan (both are updated every winter). This is referenced in the next row of this table.</p>
Adaptation	Severe Weather Plan - this is available internally for staff from the Council's intranet pages.	Winter 2020 - 2021	<p>The Severe Weather Plan provides:</p> <ul style="list-style-type: none"> • A summary of the Met Office National Severe Weather Warning System; • Guidance on the action to be taken in response to the receipt of a National Severe Weather Warning or the onset of severe weather causing an impact but not covered by a formal Severe Weather Warning; • A flexible framework for the management of a co-ordinated response by Midlothian Council and partner organisations to an emergency caused by severe/extreme weather; and • It is updated annually along with the Winter Service Policy and Operational Plan.
Adaptation	Adverse Weather Policy - Schools and Community Learning Centres - this is available internally for staff from the Council's intranet pages.	2017 onwards	<p>This includes a number of key principles to assist decision-making by Head Teachers during adverse weather, as well as:</p> <ul style="list-style-type: none"> • A communications protocol; • Transport procedures; • Arrangements for staff and working from home provision; and • Information on health and safety criteria for taking the decision to close a school due to severe or hazardous weather.
Adaptation	Local Flood Risk Management Plan – Forth Estuary Local Plan District – available here .	2016 - 2022	<p>The Local Flood Risk Management Plan helps to implement the Flood Risk Management (Scotland) Act 2009. It translates this legislation into actions and covers tasks identified in the first planning cycle from 2016 to 2022. Its objectives are to reduce overall flood risk (including to people) and to reduce economic damage to properties caused by flooding.</p>

			<p>Adopting the plan and realising its outcomes will increase the Council's understanding of sources of flooding, the areas at risk and level of risk. Furthermore, it allows Council resources for managing flood risk and implementing and maintaining flood protection measures to be better prioritised and targeted.</p> <p>The Council's Place Directorate Service Plan refers to Neighbourhood Services as the Council department that uses the Plan as a strategic framework for its operations. It also notes that preparing its successor is a priority of the service.</p>
Energy efficiency	Local Housing Strategy 2021 – 2026 – available here .	2021 - 2026	<ul style="list-style-type: none"> • One of the intended outcomes of the Local Housing Strategy is that 'housing in all tenures will be more energy efficient and fewer households will live in, or be at risk of, fuel poverty'. It includes several 'Key Actions' that the Council will pursue to achieve this: <ul style="list-style-type: none"> o Target energy efficiency advice at households most at risk of fuel poverty; o To achieve the Passivhaus standard on all directly commissioned housing in order to meet the Scottish Government's New Build Heat Standard; o Improve knowledge of the levels, extent and nature of fuel poverty and energy efficiency of housing, with a focus on older properties; o Promote the support available from the Scottish Government to help owners transform their properties and meet the minimum energy efficiency standards for the private and social rented sectors by 2030; o Continue to provide/facilitate services to maximise household income and reduce fuel poverty; and o Promote the Midlothian Climate Change Citizens' Assembly amongst Council tenants.
Energy efficiency	Strategic Housing Investment Plan (SHIP) 2021/22 - 2025/26 – available here .	2021/22 - 2025/26	<p>SHIP developments help to fulfil the aims of the Local Housing Strategy, one of which is to increase the energy efficiency of homes. Projects are scored on their environmental rating, which includes the use of renewable technologies. This helps to ensure that projects with better environmental credentials are prioritised for development ahead of other less sustainable alternatives.</p> <p>The latest SHIP details potential sites for 2,602 new affordable homes to be built between 2021/22 and 2025/26. Of these, 787 units are expected to receive additional funding due to them meeting the 'greener homes' standard - this number is likely to increase as renewable technology becomes more commonplace in new housing designs.</p>
Energy efficiency	Midlothian Health and Social Care Partnership Strategic Plan, 2019 – 2022 – available here .	2019 - 2022	<p>The Midlothian Health & Social Care Partnership brings together parts of Midlothian Council and NHS Lothian. It is governed by the Integrated Joint Board and works with Housing Services to ensure that its aims in relation to housing are addressed. These include improving</p>

			the energy efficiency of homes and reducing fuel poverty in particular – these are identified as key-housing related actions of the Partnership.
Energy efficiency	Midlothian Council Building Heating Policy - this is an internal Council document	2019 onwards	<p>The aim of this policy is to set and control building temperature ranges in the heating season (approximately 13th October – 31st May) in order to help manage the Council's carbon footprint.</p> <p>The policy applies to all workplaces where Midlothian Council has control and sets minimum, maximum and ideal temperatures for different building types (e.g. schools, offices and leisure centres).</p>
Energy efficiency	Effective Working in Midlothian Strategy – this is an internal Council document.	2007 onwards	<p>A key priority of the Property & Facilities Management Service is delivering the 'Effective Working in Midlothian' (EWiM) strategy. This refers to the rationalisation of the Council's office and depot estate. It involved establishing estates operating costs, staff occupancy and service delivery, however it also had indirect benefits relating to energy efficiency and emissions. This was because one of its goals was to achieve the efficient and cost-effective use of Council property, which led to improved building occupancy levels (creating efficiencies regarding the heat and power used in them) and flexible working (that reduced staff travel and the emissions associated with it).</p> <p>The pandemic accelerated the adoption of remote working and enhanced digital capability across the Midlothian estate and EWiM's general principles are part of plans for Building Rationalisation that were put to Council in June 2021.</p>
Business travel	Business Travel & Subsistence Policy - this is available internally for staff from the Council's intranet pages	2019 onwards	<p>One of the goals of this policy is to ensure that opportunities for reducing carbon emissions from business travel are maximised. It achieves this by:</p> <ul style="list-style-type: none"> • Encouraging employees to consider whether travel is necessary; • Promoting a travel hierarchy that encourages green transport modes; and • Paying cycle mileage to promote active travel use for business purposes.
Staff travel	School Travel Plans - These are available from individual schools, some of which publish them on their website. They are also obtainable from the Council's School Travel Plan Co-ordinator: Gillian.Bathgate@midlothian.gov.uk	Individual School Travel Plans each cover a two year period. This cycle was delayed following the Coronavirus Pandemic, however it has now resumed.	<p>Every Midlothian school has a School Travel Plan, which is updated every two years.</p> <p>They enable the Council to monitor travel modes and are used to ask questions relating to active travel and what would encourage it over car use. This means that barriers preventing walking and cycling to school can be identified and tackled.</p> <p>They apply to both staff and pupils, with parents and staff in primary schools and pupils and staff in secondary schools being involved.</p>
ICT	IT Procurement Frameworks (Scottish Government) – available here .	Various, depending on equipment type.	Almost all Council desktop, laptop and monitors are bought through Scottish Government frameworks. The predominant ones used are those for IT peripherals, desktop client devices, workstations, mobile client devices, web based & proprietary devices and office equipment.

			<p>The frameworks ensure that the Council's carbon footprint from its IT equipment is as small as possible given that they incorporate that latest environmental and energy efficiency certification.</p>
Other	<p>Midlothian Community Planning Partnership Strategic Assessment 2019 – available here.</p>	<p>2019 (until superseded in 2022 – it is reviewed every three years).</p>	<p>Topic areas covered: biodiversity, transport, energy efficiency.</p> <p>The aim of the Strategic Assessment is to provide an insight into the main issues that present a threat or risk to the communities within Midlothian. It does this using 'PESTEL' analysis - topics are broken down into Political, Economic, Social, Technological, Environmental and Legal themes. The environmental component examines issues such as climate change, biodiversity, waste and transport.</p> <p>The Strategic Assessment guides community planning partners when setting outcomes and indicators of the legally required Local Outcomes Improvement Plan which in Midlothian takes the form of the Single Midlothian Plan.</p>
Other	<p>Midlothian Active Travel Strategy – available here.</p>	<p>2018 - 2021</p>	<p>Topic areas covered: staff travel, business travel, active transport.</p> <p>The Active Travel Strategy has nine objectives and an accompanying action plan, which are geared towards increasing walking and cycling and therefore reducing motorised transport and the associated greenhouse gas emissions. It contains a map of the region and settlements, showing existing infrastructure and identifies routes for new infrastructure and the priority level of these projects. It also contains details on cross-border routes and specifies national, regional and local policies that contributed to its development.</p> <p>The action plan contains a set of actions covering topics such as infrastructure and network development and school engagement. Some of the objectives are also linked to monitoring activities and targets.</p>
Other	<p>Core Paths Plan for Midlothian – available here.</p>	<p>2009 but currently being reviewed / updated</p>	<p>Topic areas covered: staff travel, business travel, active transport.</p> <p>The Land Reform (Scotland) Act 2003 placed a duty on Councils to draw up a plan for a system of paths 'sufficient for the purpose of giving the public reasonable access throughout their area'. These are Core Paths.</p> <p>The Act also placed various new responsibilities on Local Authorities to help manage access rights, and this, combined with having these clearly defined paths, provide commuting opportunities, therefore helping to reduce reliance on motorised transport. The Core Paths</p>

			Plan and its associated documents show this network, informing people as to the active travel opportunities that they provide.
Other	Midlothian Physical Activity, Sport and Health Strategy – available here .	2018 - 2023	<p>Topic areas covered: staff travel, business travel, active transport.</p> <p>The Midlothian Physical Activity, Sport and Health Strategy 2018 - 2023 aims to encourage everyone in Midlothian to be more active whether this is through work, play, sport, travel or leisure. The strategy provides direction for the Council's approach to raising awareness of the benefits of physical activity and encouraging the people of Midlothian to be more active.</p> <p>Though much of the focus of the strategy is on increasing participation in physical activity and sport, it also has a strand that is aimed toward increasing the amount of active travel that people do, including to work.</p>
Other	Midlothian Local Biodiversity Action Plan – available here .	2019 - 2024	<p>Topic area covered: biodiversity.</p> <p>The Local Biodiversity Action Plan identifies priorities and actions for improving biodiversity in Midlothian. It was produced by the Midlothian Biodiversity Partnership (which includes Midlothian Council) and was adopted by the Council in February 2019.</p> <p>It focuses on six priority areas, identifies actions required of each group involved in the Partnership and must be considered in the assessment of planning applications in Midlothian. It also references these points in relation to the links between climate change and biodiversity, for example its potential impacts on water environments and the importance of wildlife corridors.</p>
Other	Biodiversity Duty Report – available here .	2017 - 2020	<p>The Nature Conservation (Scotland) Act 2004 requires public bodies to further the conservation of biodiversity in delivering services, having regard to the Scottish Biodiversity Strategy (published in 2004). The Wildlife and Natural Environment (Scotland) Act 2011 requires public bodies to publish a 'Biodiversity Report' every three years that sets out the actions taken by the public body in carrying out its biodiversity duty. The latest report was presented to the Council's Cabinet meeting of December 2020.</p> <p>The report has a section which describes how the Council has integrated biodiversity into nature-based solutions to the climate emergency.</p>
Other	Midlothian Council Procurement Strategy 2018 – 2023 – available here .	2018 - 2023	<p>Topic area covered: procurement.</p> <p>There are five strategic themes to the Procurement Strategy, one of which is 'environmental benefits'. This is detailed on page 17, regarding the Sustainable Procurement Duty. It</p>

			<p>specifically references consideration of the impact of procurement activities in relation to climate change.</p> <p>The importance of the environmental credentials of suppliers are also emphasised elsewhere by Procurement, such as on the overview of the tender process web page and within the Terms and Conditions for the Purchase of Goods. The latter specifies, for example, that contracts with both suppliers to the Council and their sub-suppliers may be terminated if obligations relating to environmental law are not fulfilled.</p>
Other	Midlothian Council Local Procurement Strategy 2021 – available here .	2021 until superseded	<p>Topic area covered: procurement.</p> <p>This was adopted during the reporting year and will not only help to further the aims of the Council's overall 2018 – 2023 Procurement Strategy (see above) but will also:</p> <ul style="list-style-type: none"> • See the Council use its spend to actively encourage and support a growing, diverse and resilient local business base, to support its Carbon Neutral by 2030 ambitions; • Place more emphasis on considering any negative externalities of procurement, for example the impact on the environment; and • Further promote the use of local suppliers where appropriate, to help reduce the carbon footprint of the Authority's activity, such as those associated with transport which would otherwise be higher if less local alternatives were used.
Other	Economic Growth Strategy 2020 - 2025 (+ Midlothian Economic Renewal Strategy) – available here .	2020 - 2025	<p>Topic area covered: sustainable development.</p> <ul style="list-style-type: none"> • The Strategy contains several 'Strategic Priorities', one of which is to improve the vibrancy of Midlothian's town centres and make them more environmentally-friendly. There are several 'key actions' that aim to promote this goal: <ul style="list-style-type: none"> o Creating low carbon/energy efficient business co-working space at Shawfair; o Reducing CO₂ emissions per capita; o Developing a Carbon Charter and aim to sign up new businesses to it; o Identifying a site for a modern, light industrial use and low carbon business park; • The Economic Renewal Strategy is an addendum to the original Strategy. It was created in response to the economic challenges from the Coronavirus pandemic. It has several environmental objectives including: <ul style="list-style-type: none"> o Supporting businesses to do sustainable travel options appraisals; o Targeting increased referrals to Zero Waste Scotland/Resource Efficient Scotland for free environmental audits; and o Launching the Midlothian Carbon Charter (see the 'Other Notable Reporting Activity' reporting section for more on this).

Other	Midlothian Compact Agreement 2020 – 2025 – available here .	2020 - 2025	<p>Topic area covered: various areas of work on climate change.</p> <p>The Midlothian Compact is an agreement and plan for how the Council will work together with its third sector partners. It recognises that climate change is one of the key challenges that work between the Council and its third sector partners must address. It outlines several actions for this area of work, which include the need to create new networks and opportunities to bring community members, the third sector and the public sector together to address climate change.</p>
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2(f) What are the body's top 5 priorities for climate change governance, management and strategy for the year ahead?

Provide a brief summary of the body's areas and activities of focus for the year ahead.

- 1) To finalise the governance and membership arrangements for and then commence the work of the Council's Carbon Neutral by 2030 Board;
- 2) To recruit a Climate Change Officer, who will sit within the Planning Team but co-ordinate the Council's wider climate change actions;
- 3) To continue to progress the climate-related aims within the Midlothian Covid-19 Route Map & Recovery Plan, such as the roll out of digital technology to allow home-working, thereby reducing staff transport emissions;
- 4) To finalise the Council's Climate Change Risk Assessment; and
- 5) To make the climate emergency and the Council's carbon reduction goals the central theme of the replacement Midlothian Local Development Plan and the work streams involved as part of it.

2(g) Has the body used the Climate Change Assessment Tool (a) or equivalent tool to self-assess its capability / performance?

If yes, please provide details of the key findings and resultant action taken.

(a) This refers to the tool developed by Resource Efficient Scotland for self-assessing an organisation's capability / performance in relation to climate change.

Yes, Midlothian Council used the Climate Change Assessment Tool for the first time in the current reporting year.

It provides an overall rating of capability/performance and ratings for five areas within an organisation. The results were:

- Governance – a score of 13 out of 28 (or 46%);
- Emissions – a score of 8 out of 30 (or 27%);
- Adaptation – a score of 10 out of 28 (or 36%);
- Behaviour – a score of 10 out of 20 (or 50%); and
- Procurement – a score of 6 out of 16 (or 38%).

The overall rating was a score of 47 out of 122 (or 39%).

2(h) Supporting information and best practice

Provide any other relevant supporting information and any examples of best practice by the body in relation to governance, management and strategy.

Midlothian Council's work in relation to climate change was recognised in March 2021, as part of the iESE (Improvement and Efficiency Social Enterprise) Public Sector Transformation Awards, where the Council was given a Certificate of Excellence Award for activities supporting its goal of being carbon neutral by 2030. This work included energy efficiency, recycling and waste, sustainable development, sustainable travel, businesses processes, carbon management, Passivhaus, solar energy, electric vehicles and innovations such as the energy from waste plant and creation of an energy services company. The annual iESE Public Sector Transformation Awards are an opportunity to celebrate and share the most innovative practice in transforming local public services.

PART 3 – CORPORATE EMISSIONS, TARGETS AND PROJECT DATA

3(a) Emissions from the start of the year which the body uses as a baseline (for its carbon footprint) to the end of the report year

Complete the following table using the greenhouse gas emissions total for the body calculated on the same basis as for its annual carbon footprint / management reporting or, where applicable, its sustainability reporting. Include greenhouse gas emissions from the body's estate and operations (a) (measured and reported in accordance with Scopes 1 & 2 and, to the extent applicable, selected Scope 3 of the Greenhouse Gas Protocol (b)). If data is not available for any year from the start of the baseline year to the end of the report year, provide an explanation in the comments column.

(a) No information is required on the effect of the body on emissions which are not from its estate and operations.

(b) This refers to the document entitled "The greenhouse gas protocol. A corporate accounting and reporting standard (revised edition)", World Business Council for Sustainable Development, Geneva, Switzerland / World Resources Institute, Washington DC, USA (2004), ISBN: 1-56973-568-9.

Year	Year type	Scope 1	Scope 2	Scope 3	Total	Units	Comments
2016/17	Financial	10,726	8,949	5,287	24,962	tCO ₂ e	This year is used as the default baseline year as it was the first year following the expiration of the Council's last Carbon Management Plan.
2017/18	Financial	11,418	9,730	1,036	22,184	tCO ₂ e	
2018/19	Financial	10,191	5,459	641	16,290	tCO ₂ e	
2019/20	Financial	10,587	4,874	590	16,051	tCO ₂ e	Figures for 'Scope 1' and 'Total' include an additional 1,085tCO ₂ e that were omitted in error from 2019/20 report.
2020/21	Financial	10,904	4,085	976	15,965	tCO ₂ e	Relates to emissions detailed in table 3b, which include gas and electricity consumption in estate buildings, fuel use by the Council's fleet and electricity consumption associated with street lighting.

3(b) Breakdown of emission sources

Complete the following table with the breakdown of emission sources from the body's most recent carbon footprint (greenhouse gas inventory); this should correspond to the last entry in the table in 3(a) above. Use the 'Comments' column to explain what is included within each category of emission source entered in the first column. If there is no consumption data available for an emission source enter the emissions in kgCO₂e in the 'Consumption' column of one of the 'Other' rows and assign the scope and an emission factor of 1.

(a) Emissions factors are published annually by the UK Department for Business, Energy & Industrial Strategy

Emission source	Scope	Consumption data	Units	Emission factor	Units	Emissions (tCO ₂ e)	Comments
Grid electricity (generation)	Scope 2	12,363,224	kWh	0.23314	kg CO ₂ e/kWh	2,882.4	This data relates to Council estate buildings for which it is responsible for the utilities cost. These include (but are not limited to) schools, offices, leisure centres and libraries. The data also encompasses consumption from stair lighting, door entry systems, car charging points and Christmas lighting.
Grid electricity (transmission & distribution losses)	Scope 3	12,363,224	kWh	0.02005	kg CO ₂ e/kWh	247.9	This data relates to Council estate buildings for which it is responsible for the utilities cost. These include (but are not limited to) schools, offices, leisure centres and libraries. The data also encompasses consumption from stair lighting, door entry systems, car charging points and Christmas lighting.
Grid electricity (generation)	Scope 2	5,159,809	kWh	0.23314	kg CO ₂ e/kWh	1,203.0	Refers to powered assets such as street lights, road signs and traffic signal equipment.
Grid electricity (transmission & distribution losses)	Scope 3	5,159,809	kWh	0.02005	kg CO ₂ e/kWh	103.5	Refers to powered assets such as street lights, road signs and traffic signal equipment.
Natural gas	Scope 1	47,940,950	kWh	0.18387	kg CO ₂ e/kWh	8,814.9	This data relates to Council estate buildings for which it is responsible for the utilities cost. These include (but are not limited to) schools, offices, leisure centres and libraries.
Water – supply	Scope 3	147,129	m ³	0.11000	kg CO ₂ e/m ³	16.2	Refers to all of the Council's estate.
Water - treatment	Scope 3	154,873	m ³	0.23000	kg CO ₂ e/m ³	35.6	Refers to all of the Council's estate.
Gas oil kWh	Scope 1	916,211	kWh	0.25672	kg CO ₂ e/kWh	235.2	Relates to gas oil consumption within Moorfoot Primary School, Tynewater Primary School and Vogrie Country House.
Petrol (average biofuel blend)	Scope 1	13,739	litres	2.16802	kg CO ₂ e/litre	29.8	Relates to fuel consumption from the Council's vehicle fleet.
Diesel (average biofuel blend)	Scope 1	624,656	litres	2.54603	kg CO ₂ e/litre	1,590.4	Relates to fuel consumption from the Council's vehicle fleet.
Gas oil litres	Scope 1	84,659	litres	2.75776	kg CO ₂ e/litre	233.5	Relates to fuel consumption from the Council's vehicle fleet.
Homeworking emissions	Scope 3	50%	of staff	0.30000	tCO ₂ e/FTE/yr	573.6	This figure is based on a figure of 50% of FTE staff working from home during 20/21. This percentage is an estimate.

3(c) Generation, consumption and export of renewable energy

Provide a summary of the body's annual renewable generation (if any), and whether it is used or exported by the body.

Technology	Renewable Electricity		Renewable Heat		Comments
	Total consumed by the body (kWh)	Total exported (kWh)	Total consumed by the body (kWh)	Total exported (kWh)	
Solar photovoltaics		103,771			<p>The systems that generated this electricity total 100kW of installed capacity. They are:</p> <ul style="list-style-type: none">• Gore Glen Primary School (capacity 6.25kW; commissioning date 09/09/2016);• Bilston Primary School (capacity 3.75kW; commissioning date 09/09/2016);• Roslin Primary School (capacity 6.24kW; commissioning dates 24/03/2017);• Penicuik Pool & Library (capacity 11.55kW; commissioning date 29/03/2019);• Loanhead centre (capacity 12.03kW; commissioning date 07/10/2018);• Bonnyrigg Primary School (capacity 11.55 kW, commissioning date 21/03/2019);• Cuiken Primary School (capacity 12.38kW; commissioning date 27/03/2019);• St Andrew's RC Primary School (capacity 12.38kW; commissioning date 26/03/2019);• Woodburn Primary School (capacity 11.55kW; commissioning date 22/03/2019);• Lasswade Campus (capacity 12.10 kW; commissioning date 25/03/2019). <p>The majority of these systems were installed during 2018/19 year as part of a package of measures under the Non-Domestic Energy Efficiency scheme.</p>

3(d) Organisational targets					
List all of the body's targets of relevance to its climate change duties. Where applicable, overall carbon targets and any separate land use, energy efficiency, waste, water, information and communication technology, transport, travel and heat targets should be included.					
Name of target	Target	Boundary / scope of target	Target completion year	Progress against target	Comments
Reduction in energy consumption in non-domestic operational property stock per annum	3%	Energy use in buildings	2021/22	Performance reporting was interrupted by Covid. Will resume in 21/22.	
Progress two separate pilot social housing projects adopting Passivhaus design Standards.	30 housing units built	Energy use in buildings	2022/23	30 units consented. Construction to start in 2021.	
Develop proposals for a district heating network and energy centre at Shawfair.	Submit an EIA screening opinion, a full EIA (if necessary) to enable a full planning application for the network to be progressed	All emissions	2021/22	EIA screening request submitted since the end of the reporting year.	Developing the plant will save around 2,000tonnes of CO ₂ per year, compared with non-renewable heat sources.
Number of lighting columns replaced with LED lanterns	700 lighting columns replaced with LED versions	Scope 2	2021/22	659 replaced in 2020/21, 959 replaced in 2019/20	Each light replaced reduces energy consumption by a factor of five, compared with standard units.
Percentage of council houses that are energy efficient	100% of homes	Energy use in buildings	2018/19	Was completed in 2018/19	Place Directorate Quarterly Performance Report specifies that this target has been met.
External wall insulation scheme projects	Insulation installed at 55 properties (saving 35tCO ₂ per year / 265tCO ₂ over their lifetime).	Energy use in buildings	2020/21*	Approximately 50% complete.	These are projects involving the Council and Changeworks. The 20/21 scheme was delayed due to Covid and is around 50% complete.

3(e) Estimated total annual carbon savings from all projects implemented by the body in the report year

If no projects were implemented against an emissions source, enter '0'.

If the body does not have any information for an emissions source, enter 'Unknown'.

If the body does not include the emissions source in its carbon footprint, enter 'N/'.

Emissions source	Total estimated annual carbon savings (tCO ₂ e)	Comments
Electricity		
Natural gas	68	This refers to the savings from the various Building Energy Management System (BEMS) projects that are detailed in 3f. It is estimated that these projects will save 574 tonnes of CO ₂ e during their lifetime.

		Savings are from Salix projects. For more details on this scheme, see the 'Other Notable Reporting Activity' table at the end of this document.
Other heating fuels		
Waste		
Water & sewerage		
Business travel		
Fleet transport		
Other (specify in comments)		

3(f) Detail the top 10 carbon reduction projects to be carried out by the body in the report year

Provide details of the 10 projects which are estimated to achieve the highest carbon savings during report year.

Project name	Funding source	First full year of estimated CO ₂ e savings	Capital cost (£)	Project lifetime (years)	Primary fuel/emission source saved	Estimated carbon savings per year (tCO ₂ e/annum)	Estimated annual saving	Comments
Vogrie Country House	Salix	2020/21	4,676	20	Natural gas	5	£1,026	Refers to a BEMS project that is expected to save 40tCO ₂ over its lifespan.
Lasswade Primary School	Salix + capital	2020/21	19,539	20	Natural gas	6	£829	Refers to a BEMS project that is expected to save 51tCO ₂ over its lifespan.
Burnbrae Primary School	Salix	2020/21	5,743	20	Natural gas	6	£899	Refers to a BEMS project that is expected to save 54tCO ₂ over its lifespan.
Cuiken Primary School	Salix + capital	2020/21	29,316	20	Natural gas	12	£1,949	Refers to a BEMS project that is expected to save 100tCO ₂ over its lifespan.
Penicuik Leisure Centre	Salix	2020/21	30,133	20	Natural gas	32	£4,661	Refers to a BEMS project that is expected to save 270tCO ₂ over its lifespan.
Hawthornden Primary School	Salix	2020/21	10,427	20	Natural gas	7	£1,043	Refers to a BEMS project that is expected to save 59tCO ₂ over its lifespan.

3(g) Estimated decrease or increase in the body's emissions attributed to factors (not reported elsewhere in this form) in the report year

If the emissions increased or decreased due to any such factor in the report year, provide an estimate of the amount and direction.

Emissions source	Total estimated annual emissions (tCO ₂ e)	Increase or decrease in emissions	Comments
Estate changes	119	Increase	<p>Of this increase, around 100 tonnes was due to increased gas consumption in the Council's estate buildings, with almost all of the reminder due to increased electricity consumption.</p> <p>Although there was a fall in gas consumption from the closure of old St. Mary's Primary School building this was offset by increased use from the new equivalent premises, supplying gas to the</p>

			new build Danderhall Primary School and, to a lesser extent, the new social care facility at Larch Crescent. The same factors were behind the increased electricity use, but with a small offset from the community asset transfer of Poltonhall Bowling Green.
Service provision			
Staff numbers			
Other (specify in comments)			

3(h) Anticipated annual carbon savings from all projects implemented by the body in the year ahead

If no projects are expected to be implemented against an emissions source, enter '0'.

If the organisation does not have any information for an emissions source, enter 'Unknown'.

If the organisation does not include the emissions source in its carbon footprint, enter 'N/A'.

Emissions source	Total estimated annual carbon saving (tCO ₂ e)	Comments

3(i) Estimated decrease or increase in emissions from other sources in the year ahead

If the body's corporate emissions are likely to increase or decrease for any other reason in the year ahead, provide an estimate of the amount and direction.

Emissions source	Total estimated annual emissions (tCO ₂ e)	Increase or decrease in emissions	Comments

3(j) Total carbon reduction project savings since the start of the year which the body used as a baseline for its carbon footprint

If the body has data available, estimate the total emissions savings made from projects since the start of that year ('the baseline year').

Total savings	Total estimated emissions savings (tCO ₂ e)	Comments

3(k) Supporting information and best practice

Provide any other relevant supporting information and any examples of best practice by the body in relation to corporate emissions, targets and projects.

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PART 4 – ADAPTATION

4(a) Has the body assessed current and future climate-related risks?

If yes, provide a reference or link to any such risk assessment(s).

The Council is in the process of producing a consolidated, detailed and up-to-date assessment of the climate-related risks that it is exposed to. This is based on the categories of risk identified in the UK Climate Change Risk Assessment 2017 – Summary for Scotland, produced by the UK government's Committee on Climate Change.

The Council and selected Community Planning Partners previously drafted a Local Climate Impact Profile in 2011 as part of a process to assess its exposure to weather events. This looked at historical events and the potential for future disruption to local communities, and was prepared in response to the then-applicable UK National Indicator 188: 'Planning to Adapt to Climate Change'. The Council prepared the Impact Profile with a target to achieve 'Level 1' by 2010/11, which represents completing a 'public commitment and impacts assessment'.

Current and future climate-related risks (specifically flooding) have been assessed through the risk assessment and Strategic Environmental Assessment of the Midlothian Local Development Plan 2017. The Strategic Flood Risk Assessment identifies the area's functional flood plain and collates information on all sources of flood risk, including the Scottish Environment Protection Agency (SEPA) Indicative River and Coastal Flood Risk Maps. It was used to inform the development strategy of the Plan, which is available at https://www.midlothian.gov.uk/info/205/planning_policy/286/development_plans_and_policies

The Council also assessed climate-related flooding risks in preparing the Forth Estuary Local Flood Risk Management Plan 2016 - 2022, which helps to implement the Flood Risk Management (Scotland) Act 2009 and translates it into actions. Its objectives are to reduce overall flood risk to people and to reduce economic damage to properties caused by flooding. Adopting the plan and the realisation of its outcomes has increased the Council's understanding of sources of flooding and the areas at risk and level of risk. It is available at <https://www.edinburgh.gov.uk/downloads/file/22751/local-flood-risk-management-plan>. Ongoing risk assessment also takes place via meetings with Scottish Water, NatureScot and SEPA. These often cover issues such as flood risk and habitat/species which are at risk due to climate change.

Current and future climate-related risks are also covered by the Midlothian Community Planning Partnership Strategic Assessment. Its aim is to provide an insight into the main issues that present a threat or risk to communities within Midlothian. It does this using 'PESTEL' analysis, and environmental issues – such as climate change – are examined as part of this. For example it discusses the ongoing implications for the Council of the Climate Change (Scotland) Act 2009 and The Climate Change (Emissions Reduction Targets) (Scotland) Act 2019. It guides Community Planning partners on the content of the Local Outcomes Improvement Plan. The latest Strategic Assessment is available at: https://www.midlothian.gov.uk/downloads/file/3858/strategic_assessment_2019

Climate change-related risks are also assessed when various Council policies are drafted - see question 4b.

4(b) What arrangements does the body have in place to manage climate-related risks?

Provide details of any climate change adaptation strategies, action plans and risk management procedures, and any climate change adaptation policies which apply across the body.

Midlothian Council Winter Service Policy and Operational Plan:

- While its purpose is to demonstrate that the Council has taken steps to fulfil the responsibilities of Section 34 of the Roads (Scotland) Act 1984, this also specifically references climate change and notes that it can be implemented at any time of year. It notes that severe weather is more likely to occur with increased frequency and intensity due to climate change; and
- It should be read alongside the Council's Severe Weather Plan (both are updated each winter).

The Midlothian Council Severe Weather Plan is relevant here, as it aims to provide:

- A summary of the Met Office National Severe Weather Warning System;
- Guidance on the response to National Severe Weather Warnings or the onset of severe weather causing an impact but not covered by a formal Severe Weather Warning; and
- A framework for the management of a co-ordinated response by the Council and its partners to an emergency caused by severe/extreme weather.

The Forth Estuary Local Flood Risk Management Plan 2016 - 2022:

- The work conducted as part of the Plan allows Council resources for managing flood risk and implementing and maintaining flood protection measures to be better targeted;
- The Place Directorate's Service Plan identifies it as forming part of the Strategic Framework for the work of the Neighbourhood Services team, who will also contribute to updating it.

Midlothian Council Adverse Weather Policy - Schools and Community Learning Centres. This assists decision-making by Head Teachers during adverse weather, and includes:

- A communications protocol and transport procedures;
- Arrangements for staff and working from home provision; and
- Information on health and safety criteria for taking the decision to close a school due to severe or hazardous weather.

Climate-related risks are also managed via using Integrated Impact Assessments. These identify if Council policies and proposals will have environmental impacts, and if so, what they are and their magnitude. The author must rate whether such policies and proposals have high or low relevance to environmental matters and provide detail on how policies or proposals may or may not impact on more specific areas relating to the environment, including climate change adaptation. They accompany items presented to Council meetings and therefore provide Members an opportunity to discuss the management of any risks identified.

The Council's new Climate Change Strategy proposes the creation of a Carbon Neutral by 2030 board (see part 2 of this report). Its exact remit is to be determined, but it is likely that it would be a key channel for managing climate-related risks to Council activities.

4(c) What action has the body taken to adapt to climate change?

Include details of work to increase awareness of the need to adapt to climate change and build the capacity of staff and stakeholders to assess risk and implement action.

Midlothian Council's new Climate Change Strategy raises awareness amongst staff of the need to adapt to climate change. It contains a section on mitigation and adaptation measures, which result in specific goals being set in its Action Plan. It also proposes a Carbon Neutral by 2030 board (see part 2 of this report) and it is likely that it would be a key channel for building the capacity of staff and stakeholders to assess risk and implement actions relating to climate change. This will also be furthered by the completion of the Council's new Climate Change Risk Assessment, which is being drafted at present.

Adaptation actions are promoted through the Midlothian Local Development Plan, which proposed developments must adhere to. It identifies locations for development that require Flood Risk Assessments, watercourse buffer strips and Sustainable Urban Drainage Systems to avoid surface water flooding.

The Midlothian Green Network Supplementary Guidance provides a framework to enable green networks to help climate change mitigation and adaptation through its various functions. These include:

- Ensuring habitat connectivity to allow species to adapt to climate change through movement;
- Encouraging the retention and expansion of plants and trees to provide opportunities for carbon sequestration; and
- Providing water attenuation opportunities to reduce the impact of storm events.

These aims form a list of 'Design Principles for the Green Network' that are used to assess planning applications.

Raising awareness of climate change amongst staff is also done via:

- A dedicated web page on the topic which includes a presentation on the science of climate change, what actions the Council is doing to mitigate and adapt to it and how staff can play their part; and
- Regular announcements in staff newsletters of climate change related events such as advice sessions on saving energy and using active transport.

Wider awareness raising is performed by providing guidance to Midlothian residents via the Council website. This includes:

- Information on flooding, such as contact details to report surface water drainage issues and referring readers to other sources of information, including live flooding updates (via [Floodline.org.uk](https://www.floodline.org.uk)) and guidance on flood preparedness; and
- Information on severe weather events, including school closure updates, the Council's Winter Service Policy and a 'Frequently Asked Questions' page which includes relevant Council service contact numbers. Links to external websites are also provided, and cover issues such as advice on travel and the loss of utilities.

The Single Midlothian Plan and the input to it assists in awareness raising on climate change and implementing the necessary follow-up actions. A Strategic Assessment is produced as part of this, one of the purposes of which is to examine risks posed to the area by environmental issues such as climate change. This feeds into the Single Midlothian Plan, and producing this draws together Community Planning Partnerships and their constituent public, voluntary and private sector bodies.

4(d) Where applicable, what progress has the body made in delivering the policies and proposals referenced N1, N2, N3, B1, B2, B3, S1, S2 and S3 in the Scottish Climate Change Adaptation Programme(a) ('the Programme')?

If the body is listed in the Programme as an body responsible for the delivery of one or more policies and proposals under the objectives N1, N2, N3, B1, B2, B3, S1, S2 and S3, provide details of the progress made by the body in delivering each policy or proposal in the report year. If it is not responsible for delivering any policy or proposal under a particular objective enter 'N/A' in the 'Delivery progress' column for that objective.

(a) This refers to the programme for adaptation to climate change laid before the Scottish Parliament under section 53(2) of the Climate Change (Scotland) Act 2009 (asp 12) which currently has effect. The most recent one is entitled 'Climate Ready Scotland: Scottish Climate Change Adaptation Programme' dated May 2014.

Objective	Objective Reference	Theme	Policy/Proposal Reference	Delivery Progress Made	Comments
Understand the effects of climate change and their impacts on the natural environment.	N1	Natural Environment	N1-8	N/A	This objective is concerned with the risks of coastal flooding. Midlothian has no coastline.
Understand the effects of climate change and their impacts on the natural environment.	N1	Natural Environment	N1-10	<p>A Strategic Flood Risk Assessment accompanies the Midlothian Local Development Plan. It collates information on all sources of flood risk, including SEPA Indicative River and Coastal Flood Risk Flood Maps, and was used to inform the development strategy of the Plan.</p> <p>Planning staff are in regular contact with SEPA to obtain and be informed about the latest flood risk data. This is being used in producing the next Local Development Plan, to inform discussions with staff who specialise in flooding matters and is being integrated into the Planning Team's mapping system so it is available to staff determining planning applications.</p>	The Strategic Flood Risk Assessment is available here .
Support a healthy and diverse natural environment with capacity to adapt.	N2	Natural Environment	N2-2	The Midlothian Green Network Supplementary Guidance supports the maintenance and expansion of the green network in the area. This will enable the network to provide the best possible contribution to climate change mitigation and adaptation through its various functions, such as:	The Midlothian Green Network Supplementary Guidance is available here .

				<ul style="list-style-type: none"> • Ensuring habitat connectivity to allow species to adapt to climate change through movement; • Encouraging retention and expansion of plants and trees to provide opportunities for carbon trapping or sequestration; and • Providing sustainable drainage and water attenuation opportunities to reduce the impact of storm events. <p>Its aims are delivered through planning applications, which are assessed in relation to whether they are compatible with the Guidance's goals.</p>	
Support a healthy and diverse natural environment with capacity to adapt.	N2	Natural Environment	N2-11	<p>The Local Biodiversity Action Plan (2019) was produced by the Midlothian Biodiversity Partnership (which includes the Council) and identifies ways to improve biodiversity in Midlothian. It focuses on six priority areas and identifies actions required of each group involved in the Partnership. These include protecting and enhancing wildlife corridors to support ecosystem resilience to climate change.</p> <p>The Action Plan must be considered in the assessment of planning applications in Midlothian. It therefore assists in embedding climate change adaptation considerations, and potential responses such as habitat networks and green networks, into wider land use planning decisions.</p> <p>So too does the Supplementary Planning Guidance on Green Networks, as it also notes their value in relation to climate change adaptation. Such aims underpin a list of 'Design Principles for the Green Network' which are used to assess planning applications.</p> <p>The Midlothian Local Development Plan further assists here. It has a dedicated policy on Green Networks which promotes development that will further their protection and expansion. A particularly important piece of this network, the strategic green space around Newbattle, is also covered by a dedicated policy. Other locations of value</p>	<p>The Local Biodiversity Action Plan is available here.</p> <p>The Supplementary Planning Guidance on Green Networks is available here.</p> <p>The Midlothian Local Development Plan is available here.</p>

				to the network are identified in statements for individual settlements.	
Support a healthy and diverse natural environment with capacity to adapt.	N2	Natural Environment	N2-17	Policy ENV 10 (Water Environment) of the Midlothian Local Development Plan helps implement the objectives of the River Basin Management Plan: it states that development proposals that contribute to the aims of the River Basin Management Plan will be supported.	The Midlothian Local Development Plan is available here . The policy referred to in the adjacent cell of this table is on page 52.
Support a healthy and diverse natural environment with capacity to adapt.	N2	Natural Environment	N2-18	Midlothian Council supported the development of the Forth Estuary Local Flood Risk Management Plan 2016 – 2022. It was adopted by the Council's Cabinet in 2016. The Council's Place Directorate Service Plan identifies assisting with preparing the second Flood Risk Management Plan as a priority of Neighbourhood Services staff.	The Local Flood Risk Management Plan is available here .
Support a healthy and diverse natural environment with capacity to adapt.	N2	Natural Environment	N2-20	N/A	This objective is concerned with coastal management. Midlothian has no coastline.
Sustain and enhance the benefits, goods and services that the natural environment provides.	N3	Natural Environment	-	N/A	Local authorities are not listed in the Programme as being responsible for the delivery of Objective N3.
Understand the effects of climate change and their impacts on buildings and infrastructure networks.	B1	Buildings and infrastructure networks	B1-13	Midlothian Council supported the development of the Forth Estuary Local Flood Risk Management Plan 2016 – 2022. It was adopted by the Council's Cabinet in 2016. The Council's Place Directorate Service Plan identifies assisting with preparing the second Flood Risk Management Plan as a priority of Neighbourhood Services staff.	The Local Flood Risk Management Plan is available here .
Understand the effects of climate change and their impacts on buildings and infrastructure networks.	B1	Buildings and infrastructure networks	B1-19	Midlothian Council's Planning Team and a representative of the Roads Service regularly meet with Scottish Water to discuss matters such as the management of surface water to ensure that sewer systems are resilient to climate change. Similar meetings also take place with Scottish Natural Heritage and the Scottish Environment Protection Agency.	

				The output of these meetings feed into development planning and development management strategy and decisions.	
Provide the knowledge, skills and tools to manage climate change impacts on buildings and infrastructure.	B2	Buildings and infrastructure networks	-		Local authorities are not listed in the Programme as being responsible for the delivery of Objective B2.
Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided.	B3	Buildings and infrastructure networks	B3-2	The content of PANs, including those relating to climate change impacts, are taken into account in planning activities, including Development Management decisions and also during the creation of Development Plans and associated planning guidance.	
Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided.	B3	Buildings and infrastructure networks	B3-3	The content of SPP, including that relating to climate change impacts, is taken into account in planning activities, including Development Management decisions and also during the creation of Development Plans and associated planning guidance.	
Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided.	B3	Buildings and infrastructure networks	B3-6	<p>An aim of the Council's new Local Housing Strategy is that homes will be more energy efficient and fewer households will live in, or be at risk of, fuel poverty. This will be achieved via:</p> <ul style="list-style-type: none"> • Using the 'Passivhaus' low energy design standard on all directly commissioned Council housing projects; • Encouraging the installation of electric vehicle charging points in new developments to promote low emissions transport by residents; • Promoting support available from the Scottish Government to help owners transform their properties and meet the minimum energy efficiency standards for the private and social rented sectors by 2030; and • Target energy efficiency advice at households most at risk of fuel poverty. <p>Such activities will build on similar past and existing projects that the Council has been involved with alongside Changeworks (an environmental charity) and the energy efficiency improvements that the Council's Building Services team have supported, such as via the Energy</p>	The Council's Local Housing Strategy is available here .

				Company Obligation.	
Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided.	B3	Buildings and infrastructure networks	B3-7	<p>The Council's Place Directorate Service Plan states that meeting the Energy Efficiency Standard for Social Housing is a priority of its Building Services team and this is recognised in the Council's new Local Housing Strategy.</p> <p>Building Services have had a long-standing aim of delivering the Standard and both this work and a commitment to surveying compliance levels has been incorporated into a target in its performance reports.</p>	The latest Place Directorate Service Plan was reported to the Council meeting of 29/06/2021 and is available here .
Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided.	B3	Buildings and infrastructure networks	B3-8	<p>The Council's Place Directorate Service Plan states that meeting the Scottish Housing Quality Standard (SHQS) is a priority of its Building Services team. Meeting various components of the standard are service indicators for them, as set in the Place Directorate Service Plan.</p> <p>The importance of the SHQS is also recognised in the Council's new Local Housing Strategy. It has the aim that the condition of housing across all tenures is improved and the measure of this is the SHQS.</p>	<p>The latest Place Directorate Service Plan was reported to the Council meeting of 29/06/2021 and is available here.</p> <p>The Council's Local Housing Strategy is available here.</p>
Understand the effects of climate change and their impacts on people, homes and communities.	S1	Society	-		Local authorities are not listed in the Programme as being responsible for the delivery of Objective S1.
Increase the awareness of the impacts of climate change to enable people to adapt to future extreme weather events.	S2	Society	-		Local authorities are not listed in the Programme as being responsible for the delivery of Objective S2.
Support our health services and emergency responders to enable them to respond effectively to the increased pressures associated with a changing climate.	S3	Society	-		Local authorities are not listed in the Programme as being responsible for the delivery of Objective S3.

4(e) What arrangements does the body have in place to review current and future climate risks?

Provide details of arrangements to review current and future climate risks, for example, what timescales are in place to review the climate change risk assessments referred to in Question 4(a) and adaptation strategies, action plans, procedures and policies in Question 4(b).

The Council is currently producing a new Climate Change Risk Assessment. It will therefore be up-to-date at the time of publication. However, it will also likely be regularly reviewed to inform the proposed Carbon Neutral by 2030 board, who will instruct when such updates are necessary.

See also the responses provided in relation to questions 4a and 4b. The items discussed there are periodically updated and will therefore be used to review current and future climate risks too.

4(f) What arrangements does the body have in place to monitor and evaluate the impact of the adaptation actions?

Please provide details of monitoring and evaluation criteria and adaptation indicators used to assess the effectiveness of actions detailed under Question 4(c) and Question 4(d).

The Council monitors the significant environmental effects of the implementation of every strategic action for which it has carried out a Strategic Environmental Assessment. This is done using criteria which enables the Council to identify any unforeseen adverse effects at an early stage; and undertake appropriate remedial action.

The impact of adaptation actions identified in individual workstreams are monitored and evaluated through the periodic reviews of those workstreams and the tasks they involve. For example, climate change adaptation is a goal of the Council's Local Biodiversity Action Plan and its impacts will be monitored and evaluated through reviews of the Plan, meetings with partners that contributed to it and via the Council's statutory Biodiversity Duty Reports (which are presented to Cabinet for discussion).

Measures to adapt to climate change as outlined in the Midlothian Local Development Plan are monitored and evaluated through regular meetings of the Development Plan Monitoring Group. This assesses progress being made towards the environmental goals of the Plan and lessons learned for future Plans. Similar arrangements are in place regarding other planning guidance, such as that on Green Networks.

4(g) What are the body's top 5 climate change adaptation priorities for the year ahead?

Provide a summary of the areas and activities of focus for the year ahead.

1) To review the Council's Severe Weather Plan and its Winter Service Policy and Operational Plan to ensure they sufficiently reflect the adaptations required due to climate change.

2) To regularly meet with Scottish Water and SEPA to be informed about their work on climate change adaptation, the topic in general, and how best practice can be applied in Midlothian to ensure that planning policy and infrastructure requirements reflect the latest guidance of these agencies.

3) To continue dialogue between Planning and other Council staff that specialise in flooding and water drainage to share knowledge on climate change adaptation and co-ordinate work in relation to it.

4) To establish the Carbon Neutral by 2030 board as a forum to provide strategic guidance to Midlothian Council's climate change adaptation measures.

5) Alongside partner organisations, such as TWIC (the Wildlife Information Centre) and the Council's Ranger Service, to implement ecological adaptation measures from the Local Biodiversity Action Plan.

4(h) Supporting information and best practice

Provide any other relevant supporting information and any examples of best practice by the body in relation to adaptation.

The information and examples provided in questions 4(a) to 4(g) above are accompanied by links to documents which provide additional information, if required.

PART 5 – PROCUREMENT

5(a) How have procurement policies contributed to compliance with climate change duties?

Provide information relating to how the procurement policies of the body have contributed to its compliance with climate changes duties.

The Midlothian Council Procurement Strategy 2018 - 2023 and subsequent policy and procedures reflect European (Directives 2014/24/EU, 2014/23/EU and 2014/55/EU), national (Procurement Reform (Scotland) Act 2014 and Scottish Procurement Policy Notes) and local (Single Midlothian Plan) objectives, including sustainability considerations.

The Council notes the importance of environmental matters prominently within its Procurement Strategy, which has five strategic themes to promote ethical standards. Whilst this encompasses social and economic matters, the Strategy also notes that environmental opportunities are of 'equal importance' and this includes considering the impact of purchases on, for instance, climate change, waste production or scarce materials. In practical terms, this may involve:

- Collaborating with partners to share good practice and maximise opportunities when procuring from the same suppliers;
- Undertaking soft market testing to understand the potential for innovation and what the market can offer in terms of sustainable solutions;
- Considering environmental sustainability in the early stages of each project, identifying goods, works and services with significant impact;
- Including appropriate standards, requirements and targets in contracts;
- Considering environmental factors where appropriate in supplier selection and tender evaluation; and
- Taking a whole lifecycle approach to costs.

2021 also saw the adoption of a new Local Procurement Strategy. This will not only help to further the aims of the Council's overall Procurement Strategy but will also:

- See the Council use its spend to actively encourage and support a growing, diverse and resilient local business base, to facilitate its Carbon Neutral by 2030 ambitions;
- Place more emphasis on considering any negative externalities of procurement, for example the impact on the environment; and
- Further promote the use of local suppliers where appropriate, to help reduce the carbon footprint of the Authority's activity, such as those associated with transport which would otherwise be higher if less local alternatives were used.

To assist the aims of the Local Procurement Strategy, the Council's Procurement Team worked alongside the Economic Development department in 2021. This included to launch the Midlothian Business Carbon Charter. It supports businesses to operate in environmentally friendly and low-carbon ways, for example by signposting information, expert advice from partner agencies, and funds to facilitate energy efficiencies. Businesses signing up are directed to a range of advice on how to achieve the Charter's aims, including by developing travel plans and energy, waste and water audits. Those adopting it will therefore be in a better position to comply with the Council's procurement standards and the new Local Procurement Strategy.

Other ways in which the Council's Procurement and Economic Development staff collaborated to promote compliance with climate change duties were through Meet the Buyer events where updates on sustainable procurement were shared with stakeholders and the local supply base. Additional more targeted events of this kind are also planned for the 2021/22 reporting year.

5(b) How has procurement activity contributed to compliance with climate change duties?

Provide information relating to how procurement activity by the body has contributed to its compliance with climate changes duties.

Tender processes use the Single Procurement Document (SPD), which includes standard question sets on environmental compliance and policy to help ensure tenderers have an appropriate history and overall approach to environmental considerations. Invitations to Tender issued by Midlothian Council will also specify environmental considerations/requirements (including those relating to carbon emissions) that tenderers must comply with. Where proportionate to the nature of the contract, environmental considerations will go further and make up part of the award criteria through specific questions or requirements within the Technical Response.

Examples of the application of these procedures and procurement activities contributing to compliance with climate change duties during the 2020/21 reporting year are:

- The contracts for the developer of social housing units in Bonnyrigg and Dalkeith, which required tenderers to have appropriate environmental/energy management systems in place such as UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate;
- An Invitation to Tender for a contract for Care at Home Services requiring that the provider has a robust and relevant Environmental Management Policy, and for them to state how this would apply to and enhance their provision of the service;
- Tenderers for a contract to convert a Council commercial building to residential property being required compile a Project Plan that included measures for the reduction of carbon emissions; and
- Requiring that tenderers for a contract for Council Employee Wellbeing Services conform to the Council's climate change and sustainable procurement requirements and referring them to the Council's Climate Change Strategy for how they might do this.

Full details on these and other Contact Notices published by Midlothian Council, including those archived from previous years, are available at https://www.publiccontractsscotland.gov.uk/search/search_mainpage.aspx

5(c) Supporting information and best practice

Provide any other relevant supporting information and any examples of best practice by the body in relation to procurement.

Resource efficiency and climate change considerations (including adaptation to it) are part of procurement decisions for both goods & services and also decisions about capital and maintenance budget expenditure. In relation to the former, a whole life cost approach to contract development is included within tender documents and commodity strategies. This involves considering low carbon alternatives for selected goods and services that may have a high emissions profile (e.g. timber). For the latter, larger projects that are subject to financial appraisal are also subject to carbon appraisal, including whole lifecycle costing

and consideration of alternative low carbon methods. In practical terms, there are numerous services procured via various Framework Agreements such as Scotland Excel frameworks, where the framework contracts have climate related inclusion for suppliers to have carbon considerations or environmental/sustainability commitments within the commissioning. Category/Commodity Strategies also entail climate and sustainability risk assessment work being carried out as part of them.

Midlothian Council's procurement Terms & Conditions contain provisions that allow for the termination of contacts if obligations under the European Communities Act 1972 have not been met. This includes events where the supplier has failed to comply in the performance of the Contract with legal obligations in the fields of environmental law. Suppliers themselves must include the same provision within their various sub-contracts. These requirements are stated within all the Council's Terms & Conditions, i.e. those for the purchase of goods, for the purchase of services, for the use of consultancy services and for the supply of goods.

In 2021, The Council's Procurement Team also completed the relevant portion of Resource Efficient Scotland's Climate Change Assessment Tool to review their performance in relation to compliance with public sector climate change duties.

The Council provides an overview of the tender process, which specifically emphasises the importance of environmental considerations in bids made for goods and services. This is available at: https://www.midlothian.gov.uk/info/1/business/382/doing_business_with_midlothian_council/4

The Council's Procurement Strategy and Terms & Conditions of business can be found at: https://www.midlothian.gov.uk/info/1/business/382/doing_business_with_midlothian_council/5. The former specifically references climate change matters as an influencing factor in procurement decisions.

The Procurement pages on the Council's website also direct potential suppliers to the Midlothian Business Carbon Charter (as mentioned above). This can be found here: https://www.midlothian.gov.uk/info/1/business/673/midlothian_business_carbon_charter

PART 6 – VALIDATION & DECLARATION

6(a) Internal validation process

Briefly describe the body's internal validation process, if any, of the data or information contained within this report.

Much of the data within this submission was obtained from reports that were presented to Council meetings during the reporting year, including Service Plans and Performance Reports. Other data was validated directly with the relevant Council services to ensure its accuracy.

The data in part 3 was reviewed alongside the Council's Energy Officer, who compiled it, while the overall report was reviewed by the Planning Manager (who has departmental responsibility for the authoring officer).

As per the instructions of the Council's Internal Audit staff, the proposed report went before the Council's Cabinet for approval prior to its submission.

6(b) Peer validation process

Briefly describe the body's peer validation process, if any, of the data or information contained within this report.

No peer validation took place.

6(c) External validation process

Briefly describe the body's external validation process, if any, of the data or information contained within this report.

No external validation took place.

6(d) No validation process

If any information provided in this report has not been validated, identify the information in question and explain why it has not been validated.

N/A - our validation process is outlined in 6a.

6e - Declaration

I confirm that the information in this report is accurate and provides a fair representation of the body's performance in relation to climate change.

Name	Role in the body	Date
Peter Arnsdorf	Planning Manager	28/09/2021

RECOMMENDED REPORTING: REPORTING ON WIDER INFLUENCE

Q1 Historic Emissions (Local Authorities only)

Please indicate emission amounts and unit of measurement (e.g. tCO₂e) and years. Please provide information on the following components using data from the links provided below. Please use (1) as the default unless targets and actions relate to (2).

(1) UK local and regional CO₂ emissions: **subset dataset** (emissions within the scope of influence of local authorities):

(2) UK local and regional CO₂ emissions: **full dataset**:

Local Authority (please state): Midlothian

BEIS Dataset (full or sub-set): Subset

Table 1a – Subset (units are ktCO ₂ , except for *, which is tCO ₂)													
Sector	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Comments
Total emissions	519.60	477.30	504.46	446.22	483.87	473.16	424.38	418.37	403.95	391.40	384.82	373.15	BEIS Sector
Industry & commercial	134.02	119.28	131.61	107.40	131.52	127.54	108.03	102.41	91.27	88.13	85.31	79.07	BEIS Sector
Domestic	204.29	183.56	198.24	173.61	186.30	181.95	154.17	152.78	147.13	138.00	138.80	137.73	BEIS Sector
Transport	148.73	144.70	141.78	139.08	134.40	132.22	135.59	136.22	139.79	143.81	140.04	136.70	BEIS Sector
Per capita*	6.37	5.83	6.13	5.35	5.74	5.59	4.92	4.79	4.56	4.34	4.21	4.04	BEIS Sector
Waste	-	-	-	96,717	97,331	98,602	92,297	91,431	95,307	98,178	91,864	91,551	Figures are from https://informatics.sepa.org.uk/HouseholdWaste/

Q2a - Targets

Please detail your wider influence targets

Sector	Description	Baseline value	Start year	Target	Target / End Year	Comments
Other	Identify a standardised method to measure carbon emissions from all sectors of Midlothian in order to maintain a consistent approach to quantifying Midlothian's emissions, estimating the emissions from particular activities, and calculating the emissions reductions deliverable by specific mitigation projects.	New measure	2021	Review undertaken and methodologies considered and publicised.	March 2022	Included in the 21/22 Single Midlothian Plan under the Sustainable Growth Climate Emergency Priority 1.
Transport	Work with partners to promote '20 minute neighbourhoods' that are less reliant on commuting for work, education, shopping and services and where services are accessible by foot, wheel or public transport.	New measure	2021	Awareness raising and promotional work taken place with various parties, e.g. local employers and housing developers.	March 2022	Included in the 21/22 Single Midlothian Plan under the Sustainable Growth Climate Emergency Priority 2.

Other	Work with community groups and organisations to establish an ongoing Midlothian wide programme of awareness of climate change and the practical measures that can be taken by individuals and communities to help deliver the Midlothian Carbon Net Zero by 2030 target and mitigate the effects of the climate emergency.	New measure	2021	Establish a promotional group, compile a list of exemplar projects, liaison with the Council's Education service and start locally owned climate emergency projects.	March 2022	Included in the 21/22 Single Midlothian Plan under the Sustainable Growth Climate Emergency Priority 3.
Energy	Develop renewable energy by: <ul style="list-style-type: none"> Expanding the use of renewable district heating systems; Working with Scottish Power Energy Networks and other partners to identify and remove local grid capacity bottlenecks; and Work with the Council's Energy Services Company and others to identify potential sites for renewable energy generation. 	New measure	2021	Work undertaken by Midlothian Energy, grid capacity assessed and potential sites for developments considered.	March 2022	Included in the 21/22 Single Midlothian Plan under the Sustainable Growth Climate Emergency Priority 4.
Other	Build on the actions in the Midlothian Local Biodiversity Action Plan to ensure that Midlothian adopts a holistic approach to the environment, aimed at increasing biodiversity and reducing carbon emissions.	New measure	2021	Liaison with Education Services to take forward biodiversity projects with schools, progressing the Midlothian Allotment & Food Growing Strategy, working with adjacent local authorities and relevant bodies.	March 2022	Included in the 21/22 Single Midlothian Plan under the Sustainable Growth Climate Emergency Priority 5.
Other	Place the Climate Emergency and Midlothian Council's Climate Emergency Declaration at the centre of the replacement Local Development Plan, and its development strategy and policies, so that the new plan facilitates carbon neutral development, mitigation of, and adaptation to, the effects of the Climate Emergency.	New measure	2021	Actions taken forward by the Development Plans Section of the Council's Planning Service in their preparation for the next local development plan.	March 2022	Included in the 21/22 Single Midlothian Plan under the Sustainable Growth Climate Emergency Priority 6.
Transport	Produce a quantified plan for reducing transport emissions in Midlothian to Net Zero through reductions in the demand for travel; localisation of travel patterns through the '20 minute neighbourhood' concept; modal shift from private cars to public transport and active travel; and decarbonisation of remaining road traffic.	New measure	2021	Investigate Bus Partnership projects, support local employment opportunities, promote A720 orbital bus route and work with partners such as SEStran and Sustrans.	March 2022	Included in the 21/22 Single Midlothian Plan under the Sustainable Growth Climate Emergency Priority 7.

Q2b) Does the organisation have an overall mission statement, strategies, plans or policies outlining ambition to influence emissions beyond your corporate boundaries? If so, please detail this in the box below.

Yes - see the answers to questions within the 'Governance, Management & Strategy' section. Many of the documents listed there for questions 2c, 2d and 2e extend beyond the Council's corporate boundary, as do many of the activities listed in the 'Other Notable Reporting Activity' section below. The requirements of the Council in relation to sustainable procurement also assist in influencing emissions beyond its boundaries.

Midlothian Council's declaration of a 'climate change emergency' in 2019 includes the aim of encouraging emissions reductions across the region – it specifically stated that 'the council will support and work with other agencies towards making the entire area zero carbon within the same timescale [by 2030]'. To assist in achieving this, a Community Planning Partnership Climate Emergency Group started during the reporting year. It has seen the Council collaborate with partners in Midlothian to pursue emissions reductions and as a result, several goals for this are contained within the latest Single Midlothian Plan.

Q3) Policies and actions to reduce emissions

Sector	Start year for policy / action implementation	Year that the policy / action will be fully implemented	Annual CO ₂ saving once fully implemented (tCO ₂)	Latest year measured	Saving in latest year measured (tCO ₂)	Status	Metric / indicators for monitoring progress	Delivery role	During project / policy design and implementation, has ISM or an equivalent behaviour change tool been used?	Please give further details of this behaviour change activity	Value of investment (£)	Ongoing costs (£/year)	Primary funding Source for implementation of policy / action

Please provide any detail on data sources or limitations relating to the information provided in Table 3

The Council has not completed this question for this report year. It is hoped to do so for future report years as data and information becomes more readily available and resources allow, in particular, the preparation and approval of a new Carbon Management Plan. Many entries that could go in it are nevertheless included in Section 3 (particularly 3d) and the 'Other Notable Reporting Activity' section below, while carbon reduction targets that extend beyond the Council's own emissions are included in Q2a in this section.

Q4) Partnership Working, Communication and Capacity Building.

Please detail your Climate Change Partnership, Communication or Capacity Building Initiatives below.

Key Action Type	Description	Organisation's Project Role	Lead Organisation (if not reporting organisation)	Private Partners	Public Partners	3 rd Sector Partners	Outputs	Comments
								These actions are detailed in the 'Other Notable Reporting Activity' table below.

OTHER NOTABLE REPORTING ACTIVITY

Q5) Please detail key actions relating to food and drink, biodiversity, water, procurement and resource use in the table below.			
Key action type	Key action description	Organisation's project role	Impacts
Waste	Millerhill Zero Waste Parc	Participant	<ul style="list-style-type: none"> • There are two major waste processing facilities at the Millerhill Zero Waste Parc: <ul style="list-style-type: none"> o The Recycling and Energy Recovery Centre, which is a 25 year joint venture with the City of Edinburgh Council. Much of Midlothian's residual waste is processed here and is used to generate electricity at the facility. There are also plans to use the heat from it in a local district heating system. o An Anaerobic Digester, where Midlothian's food waste is broken down to produce fertiliser and biogas (which is used to generate heat and electricity). • This is part of a wider strategy to reduce waste to landfill which has assisted in lowering CO₂ emissions in Midlothian from this source from 97,000 tonnes of in 2011 to 91,500 tonnes in 2019 (a fall of 5.5%).
Waste	Waste Education	Lead	<ul style="list-style-type: none"> • The Waste Aware Team can provide a range of advice, guidance and support on waste, waste minimisation and recycling. <ul style="list-style-type: none"> o This can be done with schools and youth groups, involving a range of activities that can be arranged to meet the specific age group, level of awareness and number of participants. These include waste audits talks, recycling activities and games. o Other activities are geared towards adult groups. These include seminars and discussion sessions to allow people to ask specific questions on all aspects of recycling and waste management. • The Waste Aware Team also has a range of educational materials, posters and literature, which can be displayed in work places or community venues. • For gala days and outdoor events, the Waste Aware Team also has an educational caravan. • Some of their activities are currently limited due to Coronavirus restrictions.
Waste	Household Recycling Charter for Scotland	Participant	<ul style="list-style-type: none"> • The Scottish Government, Zero Waste Scotland and COSLA agreed a Household Recycling Charter and Code of Practice which set out a framework for implementing consistent recycling collections across Scotland. The Code of Practice specifies the material streams that should be collected separately and the specific items that will be accepted within each stream through standardisation of the specification for recyclable materials. • The Household Recycling Charter identifies a number of collection strategies to improve recycling performance and develop a consistent national system, whilst leaving scope for Councils to design services around their local context. • Midlothian Council agreed to sign the Charter in 2016 and it will be a key driver of the Council's Waste Strategy, when approved.
Biodiversity	Midlothian Ranger Service	Lead	<ul style="list-style-type: none"> • The Ranger Service manages the countryside in Midlothian for the benefit of people and wildlife, via work in the following three areas and accompanying objectives: <ul style="list-style-type: none"> o Recreation (access) - to encourage participation in Midlothian's countryside and to work in partnership with communities; o Education - to help everyone learn about Midlothian's countryside and heritage; o Conservation (biodiversity) - to conserve and enhance Midlothian's natural environment and cultural heritage.

Biodiversity	Midlothian Local Biodiversity Site System	Lead	<p>The Midlothian Local Biodiversity Site System is run by The Wildlife Information Centre (TWIC), who fulfil the Council's obligation for sites to be assessed in terms of the health of their species and habitats.</p> <p>There are currently over 50 designated local biodiversity sites in Midlothian and TWIC maintain records of flora and fauna, site boundaries and survey information for both existing and proposed sites. These are assessed using a methodology overseen by the Midlothian Local Biodiversity Site Steering Group which is chaired by the Council and its members include volunteer local botanical experts, representatives of the Scottish Wildlife Trust and Botanical Society of the British Isles. NatureScot is also corresponding member.</p>
Biodiversity	Planning Application Biodiversity Screening	Participant	<p>Planning applications received by the Council are assessed in respect of their impact on biodiversity and compliance with guidance on it (the Local Biodiversity Action Plan). This takes place via TWIC (the Wildlife Information Centre), who the Council have a service agreement with and who provide screening reports and views on biodiversity information submitted in support of proposals. Consultation responses from staff in the Conservation & Environment Section of the Planning department assist in this area. These sources will contain information, suggestions and requests and ensure that biodiversity issues are taken into account in determining the application.</p>
Transport	Electric Vehicle Charging Infrastructure	Lead	<ul style="list-style-type: none"> • The Council hosts 25 public access charging points, including 4 rapid chargers, 16 fast chargers and 5 destination chargers. These include the installation of 4 public chargers for which additional funding was allocated in 2020/21. • There are also non-public access (workplace) chargers at the Bonnyrigg Depot, Midlothian House and Stobhill Depot to enable the use of electric vehicles for Council business trips.
Transport	Electric Vehicle Provision	Lead	<ul style="list-style-type: none"> • In March 2021 the Council were awarded a Scottish Government grant of £45,600 as part of the 'Switched on Fleets' scheme. This is being used to lease four new electric cars in addition to the Council's existing electric fleet. • Staff are encouraged to use these for business to reduce the Council's travel carbon footprint. Induction/training is available to familiarise staff on how they differ from regular petrol and diesel cars.
Transport	Sustainable Transport Officer Post	Lead	<p>This post was first created in 2019/20 to focus on electric vehicles and infrastructure to ensure that the Council has a strategy for fleet replacement and necessary infrastructure to meet the Scottish Government's 2025 target of no combustion engine vehicles within public fleets where there is a suitable ultra-low emission vehicle available. Tasks involved with the post are currently split across two members of staff, one of whom deals with public and workplace electric vehicle charging infrastructure and another whose works focuses on the vehicles themselves.</p>
Transport	Energy Saving Trust Electric Vehicle Feasibility Study	Participant	<p>Midlothian Council was chosen for a feasibility study run by the Energy Saving Trust to find the most suitable locations for new EV charging infrastructure. This was completed in 2021 and involved gathering mapped information from the Estates and Planning Services to identify potential locations, for example at Council assets and on vacant land.</p>
Transport	Lothian Community Transport Services (LCTS)	Supporting	<ul style="list-style-type: none"> • LCTS run a Minibus Hire Service and Community Bus Service and are financially supported by Midlothian Council. • They provide a link to local shopping centres for communities less well served by public transport. This allows people in Midlothian to have access to a more sustainable alternative than private car use. • LCTS offer driver training courses, which also cover fuel efficient driving.

Transport	Tripshare Midlothian	Participant	<ul style="list-style-type: none"> • This is an externally-administered scheme which is part of the Liftshare network, where people can share their car to work or find a partner for doing so. There is a specific Midlothian Council car share group and a wider one for Midlothian in general. • It is advertised in the Council's Weekly All Staff Email and increasing uptake of the service is noted as being a priority within the Council's Capital Investment Strategy 2018 – 2028 (and its draft replacement, which covers 2020 – 2030).
Transport	Cycle to Work Scheme	Supporting	<ul style="list-style-type: none"> • This started in March 2019 and is a Government-backed initiative that enables people to obtain a bike and/or cycling accessories to use for riding to work whilst making tax and National Insurance savings from their gross pay. • The Council's Employment and Rewards staff administer the scheme. • Prior to Covid, there were regular pop-up shops and exhibits for this, such as at Fairfield House and St. David's High School in August 2019. These are advertised via emails to Council staff. There were further ones on October 2019 at the Stobhill Depot and Penicuik High School. The scheme is also advertised via leaflets in Council offices.
Transport	Staff Cycling Facilities	Lead	<ul style="list-style-type: none"> • Lockers are available on a first-come, first-served basis for staff that cycle to work. These are available in Fairfield and Midlothian Houses. • Cycle parking facilities include a new externally-funded covered cycle shelter in the car park behind Midlothian House and rails behind Fairfield House. • A successful application was made to Cycling Scotland for funding to upgrade the current staff shower facilities in Fairfield and Midlothian House. Work is also on going to get additional lockers for staff cycling to work to use. This should be completed by October 2021. • Because of the above initiatives, Midlothian Council was awarded 'Cycle Friendly Employer' status by Cycling Scotland. It is valid until February 2024.
Transport	Council Pool Bikes	Lead	<ul style="list-style-type: none"> • The Council has pool bikes that are available for staff to use for business purposes. • There are two standard pool bikes and an electric cargo bike to allow staff that need to carry heavy items to use an active travel mode for their journey.
Transport	Staff Bike Loan Scheme	Lead	<ul style="list-style-type: none"> • 13 bikes are available for staff on a rolling basis for commuting in this project which is funded by Cycling Scotland. People are lent a bike for free for up to two months, after which it will go to another member of staff. Bikes are reserved on a first-come basis but a waiting list is also in place. • It is hoped that the initiative will encourage staff to buy their own bike and change their travel behaviour after the hire period.
Transport	Active/Sustainable Travel Maps	Lead	<ul style="list-style-type: none"> • The Council produces a range of mapped resources that allow people to find out about local active travel infrastructure and journey times. These encourage both staff and Midlothian's residents to use active travel. • Such resources include a new active travel map created by Spokes (a Lothian-wide cycle campaign) during 2020/21 which the Council placed on its interactive consoles around Midlothian to support more accurate travel planning and sustainable journeys.
Transport	Spaces for People	Participant	<ul style="list-style-type: none"> • A successful bid was made for Sustran's Spaces for People funding to address travel challenges posed by Covid-19. • These proposals involve changes to roads, streets, foot and cycle paths as an emergency pandemic response to re-allocate road space for walking and cycling as a mode of transport due to reduced public transport services. This involves measures such as: <ul style="list-style-type: none"> o Improved social distancing on footpaths through cut-back vegetation;

			<ul style="list-style-type: none"> o Temporary measures in Dalkeith, Bonnyrigg, Gorebridge, Loanhead town centres; and o Signage designating Dalkeith to Pathhead covid-19 rural cycle route.
Transport	Smarter Choices, Smarter Places	Participant	<ul style="list-style-type: none"> • This is a programme administered by Paths For All and has a Local Authority Fund which Councils can apply for to implement active and sustainable travel projects. During 2019/20, the Council's Road Services team were successful in applying for £80,000 for projects that were implemented in the 2020/21 reporting year. These were: <ul style="list-style-type: none"> o Various initiatives to promote sustainable travel to school (referred to elsewhere in this Audit) and to fund the Council's Active Travel Marketing Officer for Schools post; o General active travel promotion and taking forward the Council's Active Travel Strategy, including mapping activities referred to elsewhere in this Audit, cycle safety banners and funding the Council's Active Travel Marketing Officer post; and o Promoting the 'Ride it Out' cycling challenge from February to April 2021.
Transport	Cycling Promotion	Lead	<ul style="list-style-type: none"> • A page on the Council's website contains various information all with the purpose of promoting cycling, including maps, a cycling fact sheet and information on bike security. • The website is promoted within a leaflet available at Council reception that lists local cycle shops and engineers as well as businesses and visitor attractions that are keen to welcome more cyclist customers. • Walking and cycling maps are available at local libraries and in Midlothian House, as well as bus timetables.
Transport	Various Active Travel Events	Participant	<ul style="list-style-type: none"> • The Council participated in various events in 2020/21 to promote active travel in Midlothian. These included: <ul style="list-style-type: none"> o Promoting 'Cycle to Work Day' on 06/08/20 via the Weekly All Staff Email. This included promoting the Council's other activities to encourage cycling at the same time. It was highlighted again via the Weekly All Staff Email in 2021. o Promoting the 'Ride it Out' cycling challenge via the Weekly All Staff Email. This ran from February until April 2021 and is a scheme that provides incentives for cyclists to achieve personal goals or compete against friends to win cycling-related prizes. It was organised by the 'Love to Ride' organisation.
Transport	Active Travel Officer for Schools Post	Lead	<ul style="list-style-type: none"> • This Officer works with schools in Midlothian to increase active travel to and from them. Their work includes: <ul style="list-style-type: none"> o Providing led rides as part of PE lessons and the Duke of Edinburgh's Awards in High schools across Midlothian; o Rolling out Bikeability training in primary schools by coordinating and managing the school bike loan service and volunteers, as well as delivering the training to school staff as part of their professional development; o Running the 'Smoothie Bike' within Midlothian Schools to promote cycling and healthy living; o Organising the 'Midlothian Walking Battle', to increase the amount that pupils walk to school. They are provided with pedometers to count their steps and they compete to see which class can walk the farthest; o Leading maintenance classes for schools to train pupils and ensure bikes are in a working and safe condition; and o Progressing 'School Streets' projects, which is an initiative that addresses issues with parking and traffic to support more children to walk, cycle, scoot or wheel to school – 'School Streets' are roads outside a school with a temporary restriction on motorised traffic at school drop-off and pick-up times. It involves providing accessible information and guidance to empower local communities who want to see such schemes implemented.

Transport	WOW for Schools	Lead	<ul style="list-style-type: none"> • This is a joint project with Living Streets which was started in March 2020 but was paused due to school closures and lockdown restrictions. It was relaunched when pupils resumed and five schools continued to run the initiative as a home event during lockdown too. • It is a pupil-led year-round walk to school challenge where children self-report how they get to school every day using the interactive WOW Travel Tracker. If they travel sustainably (walk, cycle or scoot) once a week for a month, they get rewarded with a badge.
Energy efficiency	Council Building Energy Consumption Monitoring	Lead	<ul style="list-style-type: none"> • Energy consumption across the entire Midlothian Council buildings portfolio continues to be monitored on a monthly basis. Accurate monitoring capacity has been further enhanced due to an extension in the number of automatic read meters installed and improvements in data capture enabling remote monitoring of the meter readings by the Council's Energy Team. • Further smart meters, capturing gas supplies in a number of buildings have been progressed, and more are planned for the years ahead.
Energy efficiency	Scottish Energy Officers Network	Participant	A member of staff from the Council's Property Assets Team takes part in this. It involves all 32 Scottish Councils and is a community for people working in or who have an interest in the Public Sector Energy Management field so as to share best practice and disseminate information. They meet every two months.
Energy efficiency	Penicuik Town Hall Renewables	Lead	<ul style="list-style-type: none"> • The Council successfully applied for funding from the Town Centre Capital Fund for various works to Penicuik Town Hall. The report to the Council meeting of 25/08/20 notes that these are: <ul style="list-style-type: none"> o A new gas boiler; o A combined heat and power system; and o Solar photovoltaics. • These are estimated to cost around £300,000 and will be installed in late summer 2021.
Energy efficiency	Participation in Earth Hour	Participant	<ul style="list-style-type: none"> • The Council supports Earth Hour, with Midlothian residents being encouraged to follow suit in switching off lights and appliances. • In 2020, David Russell (Senior Communications Officer) put together a Communications Plan for the event. • In 2021, the event was advertised on the Council's Twitter and Facebook pages as well as to staff via the Weekly All Staff Email. Residents are also directed to the WWF website for further information.
Energy efficiency	ICT Power Down Activities	Lead	<ul style="list-style-type: none"> • The vast majority of the Council's desktop and laptop equipment in both corporate and school buildings is set to power down at 7.30pm each evening if not in use. There are a very few exceptions where the hardware has to be kept alive for operational reasons. • All monitors go into a low energy consumption sleep mode (.45W) if not connected and can be manually turned off by users.
Energy efficiency	Salix Energy Efficiency Projects	Participant	<ul style="list-style-type: none"> • Salix are public sector energy efficiency financiers who are working with the Scottish Government to support continued investment of former Central Energy Efficiency Fund (CEEF) money. CEEF was a Scottish Government scheme to reduce public sector carbon emissions, and when it was abolished in 2016, Councils were permitted to retain their funding. Salix are supporting the continued investment of this money via match-funding Council investment with interest-free conditional grants. • Salix projects in Midlothian have covered the installation of a range of technologies to reduce the energy consumption and carbon output of the Council's estate. Examples include fitting Building energy management systems, new boilers and LED lighting. Those installed in the current reporting year are detailed in tables 3e and 3f of this report.

Energy efficiency, fuel poverty	Energy Efficiency Advice Sessions	Supporting	<p>The Council has regularly held events on saving energy at home. These have previously been seminars or Q&A sessions in Council offices, but during this reporting year they were held online. In 2020/21, they included:</p> <ul style="list-style-type: none"> • A webinar in summer 2020 run by Home Energy Scotland and Changeworks' Affordable Warmth Team on how to reduce energy bills and keep warm more affordably. It also included information on a new crisis fund for householders with prepayment meters. It was aimed at those who work with and support householders vulnerable to fuel poverty, particularly those living on low incomes, older people, families with young children, and householders with health conditions; • A similar series of webinars to that described above in late 2020; and • Advertising Home Energy Scotland's energy saving advice service via the Weekly All Staff Email.
Energy efficiency, fuel poverty	Home Insulation Projects with Changeworks	Supporting	<ul style="list-style-type: none"> • Midlothian Council work with Changeworks to deliver domestic energy efficiency projects using Council funding, funding the Council accesses through the Energy Companies Obligation and the Scottish Government's Energy Efficient Scotland: Area Based Schemes. This is topped up by contributions from homeowners. • The planned 2020/21 programme was delayed due to Covid lockdown restrictions and is ongoing, but aims to deliver external wall insulation to 54 properties, with the Council contributing £100,000. These projects will save 265tCO2 over their lifespan will save occupiers around £310,000 in their fuel bills. • This project is also referred to in question 3d of this report.
Energy efficiency, fuel poverty	Canny Tenants	Supporting	<ul style="list-style-type: none"> • Canny Tenants is an affordable warmth project delivered by Changeworks, funded by the National Lottery and operated in partnership with Midlothian Council, Melville Housing Association and Eildon Housing Association. It supports tenants who have recently moved into a new property to prevent future fuel debt and reduce food & fuel costs. • Its objectives include to reduce tenant energy use and carbon emissions through improved understanding of energy efficient behaviours and fuel bills.
Energy efficiency, fuel poverty	Aim High	Supporting	<ul style="list-style-type: none"> • This is an affordable warmth project funded by the NHS and is a partnership between Changeworks, Sure Start and Midlothian Citizens Advice Buro (CAB). It seeks to help prevent child poverty by supporting low income families to better manage their home budgets by tackling two of the largest household bills – energy and food. • Support is provided from the CABs Income Maximisation Officer and fuel poverty advice services from Changeworks. The service is integrated into Sure Start Midlothian and is delivered through the Sure Start centres in Midlothian.
Energy efficiency, renewable/low carbon heat	Green Heat in Green Spaces / Park Power	Lead	<ul style="list-style-type: none"> • This is part of the 'Park Power' project run by Greenspace Scotland that brings together half of Scotland's councils together with public sector bodies to explore how urban greenspaces can support a Scottish low carbon heat transition. • Midlothian Council participated in this as a 'Core Partner' to identify potential opportunities and develop proposals and subsequently received a project feasibility report. • Work during the 20/21 reporting year involved discussions with Park Power and early feasibility work into incorporating renewables into a town centre regeneration project and a small district heating scheme for Council buildings using a ground source heat pump. These would be taken forward by Midlothian Energy (the Council's green energy joint venture company with Vattenfall).
Energy efficiency,	Non-Domestic Energy Efficiency Framework (NDEEF) Projects	Lead	<ul style="list-style-type: none"> • The Non-Domestic Energy Efficiency Framework (NDEEF) covers retrofit to public sector buildings and grounds: building fabric, building environmental services systems and local energy generation. Councils can

renewable/low carbon heat			<p>use the framework to procure a retrofit contract in order to reduce their energy costs and carbon dioxide emissions.</p> <ul style="list-style-type: none"> • During 2018/19, a grant application to NDEEF to secure funding to identify potential energy saving projects was successful. This allowed the identification of numerous energy conservation measures at 12 Midlothian Council buildings and consumption profiling enabled the calculation of possible energy savings. • All the measures were implemented and work was ongoing during 2020/21 to identify the energy savings that have resulted from them.
Energy efficiency, renewable/low carbon heat	Local Heat and Energy Efficiency Strategies	Participant	<ul style="list-style-type: none"> • The concept of Local Heat and Energy Efficiency Strategies (LHEES) were introduced in 2016 as part of the Energy Efficient Scotland programme. They aim to establish local authority plans for systematically improving the energy efficiency of buildings and decarbonising heat. • They will help to identify opportunities for energy efficiency improvements and heat decarbonisation in Midlothian. The work so far has included collaboration with the Scottish Government, other Councils and Changeworks. • In the reporting year, Midlothian Council took part in Phase 2 LHEES pilots. A report on these activities was published in October 2020 and is available at https://www.gov.scot/publications/local-heat-energy-efficiency-strategies-lhees-phase-2-pilots-evaluation/
Raising awareness	Council E-Training Module and Climate Change Web Page Update	Lead	<ul style="list-style-type: none"> • The Climate Change page of the Council's web site was given an overhaul in April 2021, with it now containing an 'e-learning' course (primarily for staff, but also of interest to the wider public) and the 2020 Climate Change Strategy amongst other things. • The 'e-learning' module contains details on the science of climate change, the Council's commitments in this area and what people can do to reduce their emissions. It asks employees to take a 'pledge' to reduce their carbon footprint.
Air quality	Air Quality Annual Progress Reports	Lead	<ul style="list-style-type: none"> • Air Quality Annual Progress Reports set out the results of air quality monitoring carried out by Midlothian Council and consider the potential impacts from a range of sources such as road traffic and other transport emissions, industrial processes, commercial and domestic fuel use and fugitive emission sources. They also note the relevance of air quality issues to climate change, for example as covered by the Clean Air for Scotland Strategy. • Monitoring activity is performed in relation to nitrogen dioxide, which can contribute to climate change since it is a precursor of ozone (a greenhouse gas). The reports also document progress on measures to improve air quality which result in reduced emissions of greenhouse gases too, for example efforts to reduce vehicle idling.
Air quality	East Central Scotland Vehicle Emissions Partnership	Participant	<ul style="list-style-type: none"> • Midlothian Council forms part of the East Central Scotland Vehicle Emissions Partnership, together with the Councils of West Lothian, East Lothian, Falkirk and Stirling as well as the Scottish Government. • The remit of the group is to help reduce vehicle emissions by encouraging drivers to switch off their engine whenever possible, educating the general public and by handling idling complaints. • They provide a range of services to discourage idling around schools and have information on fuel efficient driving on their website.
Air quality	Air Quality Joint Working Group	Lead	<ul style="list-style-type: none"> • The Council's latest Place Directorate Service Plan states that it is a Service Priority for Protective Services to deliver the Scottish Government's Clean Air for Scotland (CAFS) objectives including the review and assessment of air quality in Midlothian to take into account of exposure in proximity to schools located near busy roads.

			<ul style="list-style-type: none"> • To this end, a joint working group with relevant Council services including Planning, Transportation, and Environmental Health was convened. Its purpose is to ensure that the Council meets the Scottish Government's CAFS objectives. This strategy incorporates actions on a range of related subjects such as transport, health, communication and climate change. • The working group was inactive during the reporting year as Environmental Health had a critical role in Covid response measures which took priority, but it will recommence in due course.
Miscellaneous	Weekly All Staff Emails	Lead	<ul style="list-style-type: none"> • The Weekly All Staff Email is regularly used as a means by which to communicate details of Council initiatives that are relevant towards climate change mitigation. Examples include: <ul style="list-style-type: none"> o The email of 16/09/2020 informed staff about Scotland's Climate Week and directed them to advice on how to reduce their carbon footprint; o The email of 11/11/2020 advertised to staff about the funding assistance available for renewable heat and energy efficiency measures (via advice from Home Energy Scotland); and o The email of 21/07/2021 advertised 'Cycle to Work Day' and used it to promote the Council's Staff Bike Loan Scheme.
Miscellaneous	Integrated Impact Assessments (& Sustainability Impact Checks)	Lead	<ul style="list-style-type: none"> • Integrated Impact Assessments are used to identify whether Council policies and proposals will have environmental impacts, and if so, what they are and their magnitude. They require the author to rate whether such policies and proposals have high or low relevance to environmental matters and to also provide further detail on how policies or proposals may or may not impact on more specific areas relating to the environment, including climate change adaptation, enhancing biodiversity and resource/energy efficiency. • Sustainability Impact Checks are used to outline how Council proposals might contribute to sustainable development. They are helpful in completing the 'Supporting Sustainable Development' section of the Council's corporate report template which requires report authors to demonstrate the environmental credentials of proposals, including their relation to climate change matters.
Miscellaneous	Strategic Environmental Assessment	Lead	<ul style="list-style-type: none"> • Under the Environmental Assessment (Scotland) Act, the Council is required to carry out Strategic Environmental Assessment in developing certain documents, before they are adopted as policy. This involves identifying the significant environmental effects likely to result from implementing a preferred option and also from any reasonable alternatives. The findings are then presented in an 'Environmental Report', and the public and environmental agencies are consulted on both the document and the report. • The Council provides information on its intranet pages on this topic, including a briefing paper on the requirements of the Act and a flowchart to assist employees in determining whether Strategic Environmental Assessment is required.
Miscellaneous	Midlothian Business Carbon Charter	Lead	<ul style="list-style-type: none"> • This aims to encourage businesses to reduce their carbon emissions and operate in a more environmentally-friendly way, thereby also positioning themselves towards eco-conscious consumers and their buying power. • By signing the Charter, businesses commit to operating in an energy and environmentally-efficient manner. Economic Development will use these examples in future for case studies to encourage others to take on board the lessons they learnt on their carbon reduction journey and as a showcase to others via highlighting their work (on the Locate in Midlothian Website). Economic Development are currently actively engaging with Midlothian's local business base to secure more signatories to the Charter. • Businesses signing up are directed to a range of advice on how to achieve the Charter's aims, including developing travel plans and energy, waste and water audits.

			<ul style="list-style-type: none"> • The Council's Procurement staff also direct potential suppliers to the Council to sign up for it. Those adopting the Charter will therefore be in a better position to comply with the Council's procurement standards and the new Local Procurement Strategy.
Miscellaneous	Allotment & Food Growing Strategy 2020 - 2030	Lead	<ul style="list-style-type: none"> • This was created in response to the Community Empowerment (Scotland) Act 2015 which places a duty on local authorities to publish a food growing strategy for their area. • The implementation of the Strategy will help to reduce the carbon footprint and food miles of Midlothian's residents. • The Strategy also recognises the contribution that allotments make to biodiversity. It therefore includes an action to prepare a biodiversity gardening leaflet for new plot-holders so that these benefits are maximised.
Miscellaneous	Eco-Schools	Participant	<ul style="list-style-type: none"> • Eco-Schools is the largest sustainable schools programme in the world and is managed in Scotland by Keep Scotland Beautiful. • It involves schools forming an Eco-Committee which then completes an Environmental Review, to investigate the current situation in the school. The results are used to create an Action Plan of projects on litter and two other topics (from a choice of ten). The Action Plan will include ways of measuring the progress of projects and ideas for future development. Projects should be linked to the curriculum, with the school and wider community given the opportunity to take part. • This work is recognised by the Green Flag Award, which is a visible indication of a school's commitment to learning about sustainability, and an internationally recognised accreditation. It is renewed every two years through a repeat of the Eco-Committee/Environmental Review/Action Plan process. • As of August 2021, there are 65 schools and nurseries in Midlothian that are registered with the Eco-Schools programme (including private facilities). 14 of these have been awarded Green Flag status.

Q6) Please use the text box below to detail further climate change related activity that is not noted elsewhere within this reporting template

School Session Dates for the Academic Year 2021/22

Report by Executive Director Children, Young People & Partnerships

Report for Decision

1 Recommendations

Cabinet is requested to

- i. Following agreement by Council on 11 May 2021 to grant the Local Government Workforce an additional public holiday on Friday 3 June 2022 to mark the Platinum Jubilee of Her Majesty the Queen, Cabinet is asked to grant the same public holiday to those on SNCT terms and conditions

2 Purpose of Report/Executive Summary

The authority is required to set school session dates each year with regard to statutory attendance.

A scheme of session dates for Midlothian schools for the academic year 2021/22 was drawn up and approved by Council 16 June 2020.

The report notes the UK Government's announcement of an additional holiday to mark Her Majesty The Queen's 70th anniversary as monarch in summer 2022 and thus seeks approval of an additional Public Holiday on Friday 3 June 2022 for schools.

MNCT has agreed the session dates for 2021/22 which are attached to this report as Appendix B.

Date: 6th October 2021

Report Contact:

Marc Bedwell Executive Business Manager Children Young People and Partnerships
marc.bedwell@midlothian.gov.uk

3 Background

The school session dates 2021/22 presented to and approved by Council 16 June 2020 were determined in collaboration with our neighbouring council areas and consultation with key stakeholders.

The UK Government announced that an additional holiday is provided on Friday 3 June 2022 to celebrate Her Majesty the Queen's Platinum Jubilee. Midlothian Council May 2021 considered and unanimously agreed to grant an additional day as a public holiday for the local government workforce group to match the planned change by the UK Government which will introduce an additional public holiday on Friday 3rd June 2022. In respect of staff on teaching terms and conditions the arrangements were to be covered by the determination of school term dates.

The Schools General (Scotland) Regulations 1975 place a duty on education authorities to provide 190 days of schooling in all of the schools in Midlothian Council. The provision of an additional public holiday to mark Her Majesty the Queen's Platinum Jubilee will result in the education authority providing 189 days of schooling. The education authority wrote to Scottish Ministers requesting an exemption to provide 190 days of schooling to enable staff, pupils and families to participate in Her Majesty the Queen's Platinum Jubilee celebrations on Friday 3rd June 2022. Under the powers available under section 133(4) of the Education (Scotland) Act 1980, Scottish Ministers are content to allow the exceptional school closure of all schools in Midlothian on Friday 3 June 2022.

Cabinet is asked to approve the closure of all schools on Friday 3rd June 2022 and this amendment to the school session dates 2021/22.

On 30 September 2021 MNCT members agreed the session dates for 2021/22.

4 Report Implications (Resource, Digital and Risk)

4.1 Resource

None

4.2 Digital

None

4.3 Risk

None

4.4 Ensuring Equalities (if required a separate IIA must be completed)

This report does not recommend any change to policy or practice and therefore does not require an Equalities Impact Assessment.

4.4 Additional Report Implications

None

Appendices

Appendix A – Additional Report Implications

Appendix B – School Session Dates 2021/22

APPENDIX A – Report Implications

A.1 Key Priorities within the Single Midlothian Plan

Not applicable

A.2 Key Drivers for Change

Key drivers addressed in this report:

- ☐ Holistic Working
- ☐ Hub and Spoke
- ☐ Modern
- ☐ Sustainable
- ☐ Transformational
- ☐ Preventative
- ☐ Asset-based
- ☐ Continuous Improvement
- ☐ One size fits one
- ☒ None of the above

A.3 Key Delivery Streams

Key delivery streams addressed in this report:

- ☐ One Council Working with you, for you
- ☐ Preventative and Sustainable
- ☐ Efficient and Modern
- ☐ Innovative and Ambitious
- ☒ None of the above

A.4 Delivering Best Value

The report does not directly impact on Delivering Best Value

A.5 Involving Communities and Other Stakeholders

Proposed dates have been shared and feedback sought from establishments and parents and union representatives.

A.6 Impact on Performance and Outcomes

Session dates have been designed to maximise attendance by minimising the number of broken weeks for staff and pupils.

A.7 Adopting a Preventative Approach

Not applicable

A.8 Supporting Sustainable Development

This proposal takes into account the need to deliver an educational service across Midlothian which anticipates and acknowledges the needs and views of stakeholders.

**APPENDIX B
MIDLOTHIAN COUNCIL**

CHILDREN YOUNG PEOPLE & PARTNERSHIPS

School Session Dates 2021/22

TERM 1	Staff Resume	Monday **	16	August	2021
	Pupils Resume	Wednesday	18	August	2021
	Autumn Holiday	Monday	20	September	2021
Mid Term	All Break	Friday	15	October	2021
	Staff Resume	Monday*	25	October	2021
	Pupils Resume	Tuesday	26	October	2021
	Term Ends	Wednesday	22	December	2021
TERM 2	Staff Resume	Monday*	10	January	2022
	Pupils Resume	Tuesday	11	January	2022
Mid Term	All Break	Friday	11	February	2022
	All Resume	Monday	21	February	2022
	Term Ends	Friday	8	April	2022
	<i>Good Friday</i> <i>Easter Monday</i>	<i>15th April</i> <i>18th April</i>			
TERM 3	All Resume	Monday	25	April	2022
	May Day	Monday	2	May	2022
	Victoria Day	Monday*	23	May	2022
	Jubilee Holiday	Friday	3	June	2022
	Term Ends	Thursday	30	June	2022

***Staff In-Service Days:** Monday 16th & Tuesday 17th August 2021
Monday 25th October 2021
Monday 10th January 2022
Monday 23rd May 2022

Start date for session 2022/23 will be Monday, 15th August 2022

