

# Minute of Meeting

Cabinet  
Tuesday 21 May 2019  
Item No.4.1



## Cabinet

Date	Time	Venue
9 April 2019	11.00 am	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith

### Present:

Councillor Muirhead – Depute Convener	
Councillor Imrie	
Councillor Curran	
Councillor Hackett	

### Religious Representatives:

Mr Vic Bourne	
Mrs Elizabeth Morton	

## 1 Apologies

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Apologies were received on behalf of Councillor Milligan (Convenor)

## 2 Order of Business

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The Clerk advised that the Depute Convener had agreed to consider Item No 6.2 “Irrecoverable Debt Write-Off - Report by Acting Head of Customer and Housing Services” as the first item of business to be considered due to the attendance of Fiona Law, City of Edinburgh Council to provide information on this matter to the Cabinet. As this was a Private report the Cabinet agreed to immediately proceed to private session in order to consider this matter as well as the other private business on the Agenda.

### Exclusion of Members of the Public

In view of the nature of the business to be transacted, the Cabinet agreed that the public be excluded from the meeting during discussion of the undernoted items, as contained in the Addendum hereto, as there might be disclosed exempt information as defined in paragraphs 1, 6 and 11 of Part I of Schedule 7A to the Local Government (Scotland) Act 1973:-

6.1 Minutes of Meeting of the Midlothian Joint Consultative Group of 5 February 2019 – Noted.

6.2 Irrecoverable Debt Write-Off – Agreed Recommendations contained within the report.

## 3 Declarations of interest

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No declarations of interest were received.

## 4 Minutes of Previous Meetings

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The Minutes of Meeting of the Cabinet held on 26 February 2019 were submitted and approved as a correct record.

## 5. Reports

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Agenda No.	Report Title	Presented by:
5.1	Inspection of Hawthorn Family Learning Centre	Head of Children's Services
<b>Outline of report and summary of discussion</b>		
The report outlined the outcome of the above unannounced inspection as carried out by the Care Inspectorate in November 2018.		
Based on the findings of this inspection the Care Inspectorate awarded the following grades:		
Quality of Care and Support		Grade 6 – Excellent
Quality of Environment		Grade 5 – Very Good
Quality of Staffing		Not assessed
Quality of Management and Leadership		Not assessed

The Inspection Team noted the following strengths:

- A considerable strength of the experienced and well qualified staff team was their ability to work together sharing the joint goals of supporting children to reach their potential and of empowering families.
- Well established links with support services together with confident staff who were experienced in identifying when children would benefit from additional support, led to timeous referrals.
- Staff had built strong positive attachments with children and care was taken to ensure that when children moved into and on from the service this was done with full regard to their specific needs and was not rushed, contributing to children feeling secure and confident.
- Staff respected children and supported their independence by reviewing the layout of the playrooms so that children could move around freely.
- Staff were kind and caring in all of their interactions with children which helped the very young children to experience a sense of achievement and self-worth.

The Inspection Team reported that the authority could do better in the following area:

- The manager and staff should continue to make the changes identified to the environment ensuring that it meets the needs of the younger age group. This statement was around the 2 year olds moving into a bigger at the time of the Inspection, and there were a few finishing touches still required to be done to the room. These have now been completed.

The Care Inspectorate concluded that Hawthorn Family Learning Centre continues to maintain the excellent level of care and learning opportunities offered to all children and families.

The Head of Children's Services was heard in amplification of this report during which she paid tribute to Head Teacher Evelyn Brownright who would be retiring from her post after 30 years' service.

Councillor Muirhead also took the opportunity to praise the outstanding service and contribution of Ms Brownright and expressed on behalf of the Cabinet their appreciation of this work and wished her a very happy retirement.

#### **Decision**

(a) To note the content of the inspection report;

(b) To pass this report to the Performance, Review and Scrutiny Committee for its consideration; and

(c) To congratulate the Head Teacher, the management and staff connected with Hawthorn Family Learning Centre on the excellent work being carried out at the Centre.

#### **Action**

Director, Education, Communities and Economy

Agenda No	Report Title	Presented by:
5.2	School Session Dates for the Academic Year 2020/21	Acting Head of Education
<b>Outline of report and summary of discussion</b>		
<p>The report advised that the authority was required to set school session dates each year with regard to statutory attendance. The purpose of this report was to obtain the agreement of Cabinet for the proposed session dates for the 2020/21 academic year. The Acting Head of Education was heard in amplification of this report during which she confirmed that the school session dates proposed for 2020/21 coincided with both Edinburgh and East Lothian on the timing of the return to school in August and on the timing of the October, Christmas, February and Easter breaks. The last day of the school session would be Thursday 1 July 2021 in Midlothian compared with Friday 2 July in Edinburgh and East Lothian.</p>		
<b>Decision</b>		
To agree the school session dates for 2020/21 as detailed as an appendix to the report.		
<b>Action</b>		
Acting Head of Education		

Agenda No	Report Title	Presented by:
5.3	Early Learning and Childcare Expansion Update and Admission Policy	Acting Head of Education
<b>Outline of report and summary of discussion</b>		
<p>The purpose of the report was to provide an update on progress with the expansion in early learning and childcare (ELC) to 1140 hours, advise of an increase in the hourly rate paid to funded providers, advise of the council becoming a signatory to the national position statement on outdoor learning and recommend a change in the council's admission policy with effect from academic year 2019/20 so that children born between March and August become entitled to a place from August.</p> <p>The Acting Head of Education was heard in amplification of the report after which there was a general discussion on these matters.</p>		
<b>Decision</b>		
<p>(a) To note the progress towards implementation of the expansion to 1140 hours of early learning and childcare;</p> <p>(b) To note the increase in hourly rate for 3 and 4 year old 600 hour places at funded provider settings and childminders to £4.50 from August 2019;</p> <p>(c) To revise the admission policy to the hybrid model with effect from academic year 2019/20, whereby children who turn three between March and August become entitled to an early learning and childcare place from August and children born in the remaining months (with the exception of November, who start in January) become entitled from the month following their birthday;</p> <p>(d) To note that Midlothian Council had become a signatory to Scotland's Outdoor Play &amp; Learning Coalition Position Statement; and</p>		

(e) To pass this report to Council for noting.

**Action**

Acting Head of Education

Agenda No	Report Title	Presented by:
5.4	Procurement and Commercial Improvement Programme	Head of Finance and Integrated Service Support

**Outline of report and summary of discussion**

The PCIP replaced the Procurement Capability Assessment (PCA) model previously used by the Scottish Government to promote the sharing of best practice and continuous improvement in procurement across the Scottish Public Sector. The new regime would continue to assess public sector organisations by reviewing and auditing evidence on how the organisation has delivered its procurement.

Some key changes between the PCIP and the PCA were:

- Organisation can submit some key evidence 6 weeks in advance of their PCIP assessment date;
- The PCIP has a new question set and is scored in bands from F1-F11 (the highest score being F1);
- Individual percentage scores will be given to each organisation but these will not be shared with other organisations;
- There are three models of the PCIP; Full, Medium and Lite assessments; and
- The model that the organisation will be assessed against is dependent on spend and number of contracts delivered.

The Scottish Government have been clear that the PCIP is not comparable to the PCA and that previous scores from the PCA should not be used as a target for the 2019 assessment. The question set is more demanding and challenges organisations at the top level of procurement delivery.

The PCIP encompassed four key areas of review which were as follows:

- Procurement leadership and governance
- Procurement development and tender;
- Contracting processes; and
- Purchase processes.

The Acting Director, Resources was heard in amplification of the report after which there was a general discussion on this matter.

Decision
<p>(a) To note the Council's PCIP assessment outcome for the 2018 assessment;</p> <p>(b) To refer this report to Audit Committee for its interest; and</p> <p>(c) To refer this report to the PRS Committee for its interest</p>
Action
Head of Finance and Integrated Service Support

Agenda No	Report Title	Presented by:
5.5	New Build Council Housing – Local Letting Initiative	Joint Director, Health and Social Care

#### Outline of report and summary of discussion

The report proposed a Local Letting Initiative (LLI) to be used for the allocation of housing at Woodburn Terrace, Dalkeith.

The report advised that the total housing mix of the development was as shown below:

**Table 1: Housing Mix at Woodburn Terrace, Dalkeith**

Property Type	Number of Properties
1 Bed, 2 Person Tenement Flat	6
2 Bed, 3 Person Cottage Flat	4
<b>Total</b>	10

In order to allocate these units in a way that ensured a balanced and sustainable community it was recommended that the following criteria were used to allocate the first let of these units. The Housing Services team will allocate properties in the following order of priority until all properties have been allocated:

- Allocate to existing council housing tenants who are on the General Needs List and are resident in the Dalkeith area.
- Allocate to Homeless and General Needs List Applicants who have chosen Dalkeith as one of their area choices whilst ensuring that, of the total allocations for this development, a target of 60% of the homes at this development are allocated to households who were resident in Dalkeith as of March 2019.

To ensure sustainability of tenancies, properties would be allocated to households on the Housing List who do not have a history of anti-social behaviour.

The Joint Director, Health and Social Care was heard in amplification of the report after which there was a general discussion on this matter.

Decision
To approve a Local Letting Initiative as detailed within the report for the allocation of housing at Woodburn Terrace, Dalkeith to ensure the creation of a sustainable, balanced community.

Action
Joint Director, Health and Social Care

Agenda No	Report Title	Presented by:
5.6	Midlothian Active Travel Strategy	Acting Director, Resources

#### Outline of report and summary of discussion

The purpose of the report was to seek agreement for the adoption of the Midlothian Active Travel Strategy.

The report advised that increasing the number of journeys made by foot or by bicycle helped achieve many local and national outcomes and aligned well with policy objectives for improving health, creating better places for people, tackling congestion and pollution, and increasing access to jobs and services. National, regional and local plans provide a framework to work towards achieving these outcomes and increasing active travel levels. These include the National Walking Strategy and Cycling Action Plan for Scotland (CAPS), as well as the Single Midlothian Plan and the Midlothian Local Development Plan, all of which this strategy aimed to support.

Two rounds of public and stakeholder consultation which shaped the development of the strategy were held. The nature of responses received included:

- Support for the action plan set in the strategy and the proposed and aspirational routes.
- Comments regarding the need for more segregated cycling infrastructure and the need to improve particular junctions.
- Review of speed limits, specifically the introduction of 20mph in town centres.
- Segregated cycling infrastructure should be in place along main roads as opposed to advisory cycle lanes.
- Working collaboratively with neighbouring local authorities especially City of Edinburgh Council on improving cross-county routes.
- The need to maintain active travel routes regularly, especially in autumn and winter months.
- The need for active travel paths to be fully accessible by mobility scooters, wheelchairs and buggies.
- Many comments about the need for segregated cycling infrastructure along the A701, A702, A703 and improvements to the Hillend and Straiton junctions.
- The need for segregated active travel routes in the vicinity of Sheriffhall roundabout.
- Eskbank Toll regarded as a barrier to cycling and the call for active travel infrastructure along the A7.
- Safe cycling routes from Gorebridge, Newtongrange to Dalkeith, Bonnyrigg and Edinburgh.

Acting Director, Resources was heard in amplification of the report after which there was a general discussion on this matter.

**Decision**

To adopt the Midlothian Active Travel Strategy.

**Action**

Acting Director, Resources

The meeting terminated at 12noon.