

# Notice of meeting and agenda



## Performance, Review and Scrutiny Committee

**Venue:** Council Chambers, Midlothian House, Dalkeith, EH22 1DN

**Date:** Tuesday, 29 November 2016

**Time:** 11:00

**John Blair**  
Director, Resources

**Contact:**

Clerk Name: Janet Ritchie  
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Clerk Email: [janet.ritchie@midlothian.gov.uk](mailto:janet.ritchie@midlothian.gov.uk)

**Further Information:**

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

**Audio Recording Notice:** Please note that this meeting will be recorded. The recording will be publicly available following the meeting, including publication via the internet. The Council will comply with its statutory obligations under the Data Protection Act 1998 and the Freedom of Information (Scotland) Act 2002.

## **1 Welcome, Introductions and Apologies**

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## **2 Order of Business**

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

## **3 Declarations of Interest**

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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 Minutes of Previous Meeting**

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|------------|--|----------------|
| <b>4.1</b> | Minute of Meeting of 6 September 2016 submitted for approval   | <b>3 - 6</b>   |
| <b>4.2</b> | Minute of Meeting of Special Performance Review and Scrutiny on 7 September 2016 (am) submitted for approval | <b>7 - 12</b>  |
| <b>4.3</b> | Minute of Meeting of Special Performance Review and Scrutiny on 7 September 2016 (pm) submitted for approval | <b>13 - 16</b> |

## **5 Public Reports**

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|------------|---|----------------|
| <b>5.1</b> | Inspection of Mauricewood Primary School and Nursery Class - Report by Director, Education, Communities and Economy | <b>17 - 26</b> |
| <b>5.2</b> | Accreditation of Mayfield Nursery School's ICAN provision - Report by Head of Education                             | <b>27 - 42</b> |
| <b>5.3</b> | Report for the Scottish Ministers on Compliance with Climate Change Duties for 2015/16                              | <b>43 - 82</b> |
| <b>5.4</b> | Adult Social Care and Health Budget Pressures - Report by Joint Director Health and Social Care                     | <b>83 - 88</b> |

## **6 Private Reports**

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No private business submitted for discussion

# Minute of Meeting

Performance Review and Scrutiny Committee  
Tuesday 29 November 2016  
Item No 4.1



## Special Performance, Review and Scrutiny Committee

Date	Time	Venue
6 September 2016	11.00am	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith

### Present:

Councillor Milligan (Chair)	
Councillor Baxter	Councillor Coventry
Councillor de Vink	Councillor Imrie
Councillor Muirhead	Councillor Pottinger
Councillor Wallace	

### Also in Attendance:

Kenneth Lawrie	Chief Executive
John Blair	Director Resources
Grace Vickers	Head of Education
Janet Ritchie	Democratic Services Officer

## 1 Apologies

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Apologies received from Councillors Bennett, Montgomery, Russell and Young

## 2 Order of Business

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The order of Business was as set out on the Agenda

## 3 Declarations of interest

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No declarations of interest were intimated.

## 4 Minutes of Previous Meetings

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The minutes of the following meetings were submitted and approved as a correct record:

- 4.1 Performance, Review and Scrutiny Committee of 26 April 2016
- 4.2 Special Performance, Review and Scrutiny Committee of 8 June 2016 (1)
- 4.3 Special Performance, Review and Scrutiny Committee of 8 June 2016 (2)

## 5 Public Reports

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Agenda No	Title	Submitted by:
<b>5.1</b>	<b>Inspection of Mayfield Nursery</b>	<b>Director Resources</b>

### Outline and summary of item

With reference to the Minutes of the Cabinet dated 30 August 2016, there was submitted a report by Director of Education, Communities and Economy dated 29 July 2016 providing members with an outline of the outcomes of the Inspection carried out by the HM Inspectorate of Education and the Care Commission which was communicated in their letter dated 28 June 2016.

The Head of Education presented the Report to the members highlighting the findings of this Inspection and the excellent grades awarded by the Care Inspectorate to Mayfield Nursery school including the 'ICan' Speech, Language and Communication Unit.

HMIE concluded that they were satisfied with the overall quality of provision and were confident that the Nursery's self-evaluation processes are leading to improvements. As a result, HMIE will make no further evaluative visits in connection with this inspection.

Thereafter various Members of the Committee commented on the outstanding Inspection Report and congratulated all involved in this wonderful achievement.

### Decision

- To note the content of the Inspection report.
- To congratulate the pupils, parents and staff connected with Mayfield Nursery School on the excellent report.

### Action

Head of Education

Agenda No	Title	Submitted by:
<b>5.2</b>	<b>Agency Staff</b>	<b>Director Resources</b>

### Outline and summary of item

With reference to the Minutes of the Special Performance Review and Scrutiny Committee dated 8 June 2016, during consideration of the Quarter Four 2015/16 report on Adult and Social Care the Committee requested a report on Agency Staff employed across the Council. The Director of Resources submitted a report dated 29 August 2016 advising the Committee on the Agency Staff utilised by the Council in the provision of services.

The Director of Resources presented the report to the Committee highlighting the main points within the report. Thereafter the Chief Executive and Director Resources answered questions raised by Members.

### Decision

- a) to note content of the report
- b) The Director Resources to submit this report along with the comments raised by members to a future meeting of the Low Pay Working group

### Action

Director Resources

Agenda No	Title	Submitted by:
<b>5.3</b>	<b>Zero Hours Contract and the Living Wage</b>	<b>Director Resources</b>

#### Outline and summary of item

With reference to the Minutes of the Special Performance Review and Scrutiny Committee dated 8 June 2016, during consideration of the Quarter Four 2015/16 report on Adult and Social Care the Committee requested a report on Zero Hours Contracts and the Living Wage paid by the Council. The Director of Resources submitted a report dated 29 August 2016 advising the Committee on the use of Zero hours Contracts by the Council in the provision of services.

The Director of Resources presented the Report to the members highlighting the main points within the Report and thereafter answered questions raised by Members.

#### Decision

- (a) To note the content of the Report

#### Action

Director Resources

The meeting terminated at 11.40 am

# Minute of Meeting

Performance Review and Scrutiny Committee  
Tuesday 29 November 2016  
Item No 4.2



## Special Performance, Review and Scrutiny Committee

Date	Time	Venue
7 September 2016	11am	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith

### Present:

Councillor Milligan (Chair)	Councillor Baxter
Councillor Imrie	Councillor Muirhead
Councillor Pottinger	Councillor Russell
Councillor Wallace	

### In attendance:

Kenneth Lawrie	Chief Executive
Grace Vickers	Head of Education
Alison White	Head of Adult and Social Care
Kevin Anderson	Head of Housing and Customer Services
Joan Tranent	Head of Children's Services
Ian Johnson	Head of Communities and Economy
Janet Ritchie	Democratic Service Officer

## 1 Apologies

It was noted that apologies had been received from Councillors Bennett, Coventry, de Vink, Montgomery and Young.

## 2 Order of Business

The order of business was agreed with the Chair and amended as detailed below.

## 3 Declarations of interest

No declarations of interest were intimated.

## 4 Public Reports

Report No.	Report Title	Presented by:
4.6	Education Performance Report Q1 2016/17	The Head of Education

### Outline of report and summary of discussion

The Head of Education presented the Quarter 1 2016/17 Performance Report for Education to the Committee highlighting that this quarter concentrates on the strategic direction for 2016/17 to create a world-class education system here in Midlothian focussing on four main priorities: Early Years; Sustained Positive Destinations; Lifelong Learning and Employability and the implementation of the Children and Young People (Scotland) Act 2014.

The Emerging Challenges and Risks highlighted included: implementation of the Named Person; securing Teacher Numbers; Implementation of the New Education (Scotland) Act 2015 and to continue to progress Delivering Excellence and the budget savings required over the course of 2016/17 and beyond.

Thereafter the Head of Education responded to comments and questions raised by Member's which included:

- The delay in the implementation of the Named Person by the Scottish Government.
- The roll out of the Dashboard to Head Teachers which will allow them to monitor attendance and performance issues as well as management.
- An explanation on the data showing 'off target' for the 'eligible two year olds'.
- The early years, 3-5 year olds and the increase in the hours provided and how this can be achieved.

### Decision

- To note the positive report.



Report No.	Report Title	Presented by:
4.1	Midlothian Council Performance Report Q1 2016/17	The Chief Executive

#### Outline of report and summary of discussion

The Chief Executive presented the Quarter 1 2016/17 Performance Report for Midlothian Council to the Committee highlighting the three top priorities for 2016-19, a summary of the emerging challenges as detailed in the report and also reported that Midlothian has its highest recorded sustained positive destinations to date and is 1.0% higher than the national average.

The 2015/16 plan year saw the end of a 3 year cycle of prioritising working together to improve outcomes for young people leaving school, improve lives of children in early years and their families, and improve the local economy. These priorities will continue to be further developed in 2016-19.

The Community Planning Partnership undertook a review and engagement process in 2015/16 resulting in changed priorities for the next three years 2016-19. Taking into consideration evidence about the comparative quality of life of people living in Midlothian, it is clear that less well off residents experience poorer health, have fewer or no choices in how they use low incomes, and also that there is a proven relationship between these factors and their learning. As a result the top three priorities for 2016-19 are:

- Reducing the gap in learning outcomes
- Reducing the gap in health outcomes
- Reducing the gap in economic circumstances

Thereafter the Chief Executive responded to comments and questions raised by Members which included:

- Issues around the Borders Railway.
- The financial challenges and the governance and timetable as agreed at the June Council.
- 'Shaping our Future' consultation document.

#### Decision

- To note the report

Report No.	Report Title	Presented by:
4.2	Adult Health and Social Care Performance Report Quarter 1 2016/17	The Head of Adult and Social Care

#### Outline of report and summary of discussion

The Head of Adult and Social Care presented the Quarter 1 2016/17 Performance Report for Adult Health and Social Care to the Committee highlighting the change in local management with two joint Heads of Service with responsibility for Primary Care and Older People, and Adult Services.

The Head of Adult and Social Care provided details on the progress in key areas and a summary of the emerging challenges as detailed in the Report and thereafter responded to comments and questions raised by Member's which included:

- The reduction in funding for Alcohol and Substance Misuse across the Service and how this is getting addressed.
- The Recovery Cafe and Health Centre pilot work and the support this provides.
- Funding across the service and a small core group pulling together all information on this funding and looking at what areas need to be developed.

#### Decision

- To provide feedback at the next meeting on the analysis of the funding across the service.
- To otherwise note the report

#### Action

Head of Adult and Social Care

Report No.	Report Title	Presented by:
4.3	Customer and Housing Services Performance Report Q1 2016/17	The Head of Customer and Housing Services

#### Outline of report and summary of discussion

The Head of Customer and Housing Services presented the Quarter 1 2016/17 Performance Report for Customer and Housing Services to the Committee highlighting the progress in the delivery of strategic outcomes and a summary of the emerging challenges as detailed in the Report.

Thereafter the Head of Customer and Housing Services responded to comments and questions raised by Member's around the issues regarding homelessness and accommodation.

#### Decision

- To note the report

Report No.	Report Title	Presented by:
4.4	Children's Services Performance Report Quarter 1 2016/17	The Head of Children's Services

#### Outline of report and summary of discussion

The Head of Children's Services presented the Quarter 1 2016/17 Performance Report for Children's Services to the Committee highlighting the key priorities including the progress of the Children Services review and informing the Committee that Midlothian has been successful in being selected as only one of four test sites within Scotland to join the Permanence and Care Excellence Programme (PACE).

The Head of Children's Services also provided a summary of the emerging challenges as detailed in the Report.

#### Decision

- To note the report.

Report No.	Report Title	Presented by:
4.5	Communities and Economy Performance Report Quarter 1 2016/17	The Head of Communities and Economy

#### Outline of report and summary of discussion

The Head of Communities and Economy presented the Quarter 1 2016/17 Performance Report for Communities and Economy highlighting to the Committee the progress in the delivery of strategic outcomes and summary of the emerging challenges as detailed in the Report.

Thereafter the Head of Communities and Economy responded to comments and questions raised by Member's including:

- EU Leader programme and the commitment on finance.
- Broadband providers

#### Decision

- To note the report

## 5 Private Reports

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No private business submitted to this meeting.

The meeting terminated at 12:55



# Minute of Meeting

Performance Review and Scrutiny Committee  
Tuesday 29 November 2016  
Item No 4.3



## Special Performance, Review and Scrutiny Committee

Date	Time	Venue
7 September 2016	2 pm	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith

### Present:

Councillor Milligan (Chair)	Councillor Baxter
Councillor Imrie	Councillor Muirhead
Councillor Pottinger	Councillor Russell
Councillor Wallace	

### In attendance:

Garry Sheret	Head of Property and Facilities Management
Trevor Docherty	Travel and Fleet Services Manager
Gary Fairley	Head of Integrated Service Support
Janet Ritchie	Democratic Services Officer

## 1 Apologies

It was noted that apologies had been received from Councillors Bennett, Coventry, de Vink, Montgomery and Young.

## 2 Order of Business

The order of business was confirmed as outlined in the agenda that had been circulated.

## 3 Declarations of interest

No declarations of interest were intimated.

## 4 Public Reports

Report No.	Report Title	Presented by:
4.1	Commercial Operations Performance Report Q1 2016/17	Travel and Fleet Service Manager

### Outline of report and summary of discussion

The Travel and Fleet Service Manager presented the Quarter 1 2016/17 Performance Report for Commercial Operations highlighting to the Committee the main points and the emerging challenges as detailed in the report.

Thereafter the Head of Commercial Operations responded to comments and questions raised by Members which included:

- The challenges around waste management.
- The Midlothian tourist bus and the work undertaken to increase the uptake of this service.
- The damage to Elginhaugh bridge parapet and the timescale for the repairs.
- The additional funding from the Scottish Government for further electric vehicle charging points.

### Decision

- To note the report.

Report No.	Report Title	Presented by:
4.2	Finance and Integrated Service Support Performance Report Quarter 1 2016/17	Head of Integrated Service Support

#### Outline of report and summary of discussion

The Head of Integrated Service Support presented the Quarter 1 2016/17 Performance Report for Integrated Service Support highlighting to the Committee that the strategic focus continues to be that of delivering transformational change and provided a brief outline of the successes achieved in the first quarter and a summary of the emerging challenges.

#### Decision

- To note the report.

Report No.	Report Title	Presented by:
4.3	Property and Facilities Management Performance Report Quarter 1 2016/17	Head of Property and Facilities

#### Outline of report and summary of discussion

The Head of Property and Facilities presented the Quarter 1 2016/17 Performance Report for Property and Facilities Management to the Committee highlighting some key points from the report and a summary of the emerging challenges.

Thereafter the Head of Property and Facilities responded to comments and questions raised by the Members which included:

- The challenges faced through the loss of income due to free swimming for school children during holiday periods whilst also recognising the benefits.
- The 100% of housing stock meeting the Scottish Housing Quality Standard criteria.
- The energy efficiency fund and the criteria for this.

#### Decision

- To provide a comparison on the income from adults and children using the pools last year and this year including the use of cafes, vending machines etc.
- To otherwise note the report

#### Action

Head of Property and Facilities

## 5 Private Reports

No private business submitted to this meeting.

The meeting terminated at 14:30





## Inspection of Mauricewood Primary School and Nursery Class

### Report by Dr Mary Smith, Director of Education, Communities and Economy

#### 1 Purpose of Report

The report outlines the outcome of the above inspection as carried out by HM Inspectorate of Education which was communicated in their letter dated 30 August 2016.

#### 2 Background

**2.1** Mauricewood Primary School was inspected on the week beginning 16 May 2016. The report was published on 30 August 2016 and has been distributed to all Elected Members and Church Representatives on the Cabinet for their information.

**2.2** Following inspection, Education Scotland gathers evaluations of five core quality indicators to keep track of how well all Scottish Early, Learning and Childcare settings and schools are doing. Noted below are the evaluations for Mauricewood Primary School:

##### Primary School

Improvements in Performance	Good
Learners' Experiences	Good
Meeting Learning Needs	Very Good

##### Nursery Class

Improvements in Performance	Very Good
Childrens' Experiences	Very Good
Meeting Learning Needs	Good

##### Primary School and Nursery Class

The Curriculum	Good
Improvement through self-evaluation	Satisfactory

**2.3** The following particular strengths were indicated by the inspection team:

- The supportive and inclusive ethos where children are happy, polite, settled and enjoy learning together.
- Staff who are keen to improve their professional practice in order to improve children's learning and achievement.
- The flexible approaches taken by staff to meet the range of social, emotional and learning needs of children.
- Highly motivated nursery children who are actively engaged in making decisions about their learning.

**2.4** The following areas for improvement were agreed between HMIE, the Nursery and the Education service:

- Continue to develop the curriculum to provide progression in all aspects of learning.
- Continue to improve approaches to assessing and tracking children's learning, helping them to understand their own progress and achievements.
- Improve approaches to school self-evaluation with a clear focus on improving outcomes for children.

**2.5 Conclusion**

HMIE have concluded that they are satisfied with the overall quality of provision. They are confident that the school's self-evaluation processes are leading to improvements. As a result, HMIE will make no further evaluative visits in connection with this inspection. The local authority will carry out a follow up inspection to review the progress with the action plan with a specific focus on self-evaluation and will report back within 2 years of the date of the initial inspection report.

**3 Report Implications**

**3.1 Resource**

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

**3.2 Risk**

HMIE visit a sample of nursery, primary and secondary schools every year to find out how they are performing. A report is published which informs parents about the key strengths of the school, its capacity for further improvement and sets out the main points for action.

Following the publication of that report further visits may be made to the school, either by HMIE or by the Education Authority to assist improvement and monitor progress. A follow-through report on the progress of the school is published by either HMIE or by the Education Authority, normally within 2 years of the date of publication of the original report.

Monitoring, review and evaluation of progress by Education Officers in the Quality Improvement Team is the control measure in place to reduce the risk of failure of the school to demonstrate its capacity to improve.

**3.3 Single Midlothian Plan and Business Transformation**

Themes addressed in this report:

- ☐ Community safety
- ☐ Adult health, care and housing
- X Getting it right for every Midlothian child
- X Improving opportunities in Midlothian
- ☐ Sustainable growth
- ☐ Business transformation and Best Value
- ☐ None of the above

### **3.4 Impact on Performance and Outcomes**

The setting will continue to improve its work in line with its improvement plan and the Education Service will continue to challenge and support the setting in relation to developing and implementing a range of quality improvement strategies.

### **3.5 Adopting a Preventative Approach**

The Education (Scotland) Bill aims to take preventative action in order to close the attainment versus deprivation gap by implementing key policies and programmes which are designed to target support to children and young people from disadvantaged communities. Midlothian is highly committed to closing the attainment gap which complements the strategies employed by Midlothian which are highlighted in the National Improvement Framework report which was presented to Council on 3 November 2015.

### **3.6 Involving Communities and Other Stakeholders**

Copies of the report have been made available to Elected Members, parents of children currently in the school and other interested parties.

### **3.7 Ensuring Equalities**

The School Improvement Plan will be screened for equalities implications.

### **3.8 Supporting Sustainable Development**

The School Improvement Plan allows for sustainable development and improvement.

### **3.9 IT Issues**

There are no IT implications.

## **4 Recommendations**

The Performance Review and Scrutiny Committee is asked to endorse the recommendations approved by the Cabinet on Tuesday 11 October 2016 as detailed below:

- (i) To note the content of the inspection report.
- (ii) To congratulate the pupils, parents, carers and staff connected with Mauricewood Primary School and Nursery Class on the key strengths and areas for improvement highlighted in the report.

**06 September 2016**

**Report Contact: Cathy Lailvaux**

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### **Background Papers:**

<http://www.educationscotland.gov.uk/inspectionandreview/reports/school/primsec/MauricewoodPrimarySchoolMidlothian.asp>



Quality indicators help schools, education authorities and inspectors to judge what is good and what needs to be improved in the work of the school. You can find these quality indicators in the publication *How good is our school?*<sup>1</sup>. Quality indicators for the nursery class can be found in the publication *Child at the Centre*<sup>2</sup>. Following the inspection of each school, the Scottish Government gathers evaluations of three important quality indicators to keep track of how well all Scottish schools are doing.

Here are the evaluations for Mauricewood Primary School .

<b>Improvements in performance</b>	<b>good</b>
<b>Learners' experiences</b>	<b>good</b>
<b>Meeting learning needs</b>	<b>very good</b>

Nursery class

<b>Improvements in performance</b>	<b>very good</b>
<b>Children's experiences</b>	<b>very good</b>
<b>Meeting learning needs</b>	<b>good</b>

We also evaluated the following aspects of the work of the school and nursery class.

<b>The curriculum</b>	<b>good</b>
<b>Improvement through self-evaluation</b>	<b>satisfactory</b>

A copy of the full letter is available on the Education Scotland website at <http://www.educationscotland.gov.uk/inspectionandreview/reports/school/primsec/MauricewoodPrimarySchoolMidlothian.asp>

<sup>1</sup> *How good is our school? The Journey to Excellence: part 3*, HM Inspectorate of Education, 2007, [http://www.educationscotland.gov.uk/Images/HowgoodisourschoolJtEpart3\\_tcm4-684258.pdf](http://www.educationscotland.gov.uk/Images/HowgoodisourschoolJtEpart3_tcm4-684258.pdf)

<sup>2</sup> *The Child at the Centre (2), Self-Evaluation in the early years*, HM Inspectorate of Education, 2007, [http://www.educationscotland.gov.uk/inspectionandreview/Images/catcseey\\_tcm4-712692.pdf](http://www.educationscotland.gov.uk/inspectionandreview/Images/catcseey_tcm4-712692.pdf)

Please note that the term "adequate" in these documents has been replaced with "satisfactory".



30 August 2016

Dear Parent/Carer

**Mauricewood Primary School and Nursery Class  
Midlothian Council**

Recently, as you may know, my colleagues and I inspected your child's school. During our visit, we talked to parents and children and worked closely with the headteacher and staff. We wanted to find out how well children are learning and achieving and how well the school supports children to do their best. The headteacher shared with us the school's successes and priorities for improvement. We looked at some particular aspects of the school's recent work, including the impact of the early numeracy programme, children's understanding of their own progress in learning and the support for children requiring additional help with their learning. As a result, we were able to find out how good the school is at improving children's education.

**How well do children learn and achieve?**

Across the school and nursery, there is a welcoming, caring and inclusive ethos in which children feel safe and happy. Children in the nursery are happy, confident and play very well together, including in the well organised outdoor play spaces. They discuss their learning with enthusiasm. They are developing their independence well through tasks such as selecting resources and personal hygiene routines. Across the primary stages, children settle quickly to tasks. Behaviour in classrooms and throughout the school is exemplary. The children benefit from good relationships with each other and work well together on tasks. Children feel valued and respond well to the encouragement and support from their teachers. They are developing their understanding of what it means to be a good learner. The 'learning journey' work is supporting their understanding of their next steps in learning, particularly in literacy and numeracy. This is encouraging children to play an active role in their own learning. The school should continue to build on this work, supporting all children through use of effective assessment and feedback on their learning. Digital technology is used well to enhance learning across the school and children are developing the relevant skills. At all stages children engage in a wide range of learning opportunities beyond the classroom, including the P7 trip to Benmore, regular use of the local Beeslack Woods, visiting the Sky Skills Academy and trips to places of historic interest.

Children participate in a range of activities which are supporting them in achieving success. The school recognises and celebrates children's achievements well, in displays around the school including the 'shooting stars' wall in the nursery, in assemblies, through school newsletters and on the school website. Children benefit from a range of sporting activities which improve their fitness levels and develop their

team working skills. These activities include athletics, rugby, football and taking part in sports competitions with local schools. Children across the school develop a good understanding of the needs of others through a range of fundraising activities for local and national charities. They have raised funds for children with Down's syndrome and sang Christmas carols in the local community to raise money for dementia charities. Children in the upper stages are developing leadership skills through their 'task squads' work. They plan and undertake a range of duties with mature responsibility, including dinner hall helpers, playground organisers and class support work. Across stages, children serving as members of the Learning Council and Healthy Living, Healthy World groups take an active part in leading improvements in the school. Staff should continue to help children understand and reflect on the skills they are gaining through their achievements and awards.

In the nursery, children are making very good progress in their learning. Children's skills in early literacy and numeracy are developing very well. They are developing their ability to listen to adults and other children and they engage well in conversations. Older children recognise their name in print and can write their own name on paintings. They are developing their understanding of number and some can apply this in their play. Children are developing their awareness of a healthy lifestyle, including the importance of exercise, healthy eating and good hygiene practice. Across the primary stages, children are making good progress in their learning in language and literacy. They listen well to explanations and instructions and speak confidently with their peers and adults. Children at all stages write effectively for a variety of purposes and in a range of contexts, including imaginative writing, news reports and letters. They are making appropriate progress in developing their reading skills, engaging well with a variety of texts. Across the school, children are making satisfactory progress in numeracy and mathematics with good progress emerging as the school embeds new approaches to learning and teaching. Teachers should continue to develop activities which are relevant to the children and support their learning in mathematics and numeracy. Children are progressing well in their understanding of how to stay safe and healthy. They can describe how to keep themselves safe when crossing roads and when using the Internet. They have a good awareness of the dangers of harmful substances. The school now needs to develop approaches to have a clear view of children's progress in all areas of the curriculum.

### **How well does the school support children to develop and learn?**

In the nursery, staff have a good understanding of each child's needs, both as learners and as individuals. They work well together to create a welcoming and caring environment and are attentive to the children's emotional needs. Staff plan an appropriate range of learning, resources and activities which support children in making decisions in their play. Across the primary stages a range of appropriate tasks and activities are well matched to meet the needs of children. The school has appropriate systems for identifying and supporting children who may require additional help with their learning. Teachers are very effective in using a range of strategies to support individual children within their own class. Learning assistants provide valuable support to groups and individual children. Parent volunteers helpfully support learning in literacy and numeracy across classes. Children from the nearby armed forces base are very well supported. Their social, emotional and learning needs are very well met



with appropriate sensitivity. The school works very well with a range of partners to support the needs of children and their families.

Across the nursery and primary, staff are planning learning using the experiences and outcomes of Curriculum for Excellence. The curriculum in the nursery offers children a wide range of learning experiences which promote enjoyment and choice. At the primary stages, the school has a broad curriculum which provides children with opportunities to develop a range of skills, knowledge and understanding. Staff have developed programmes across the different curriculum areas along with some topic work which integrates learning across different subjects. The school-wide approach to developing 'Visible Learning' is informing the on-going development of the curriculum, particularly in mathematics, numeracy, English and literacy programmes. The science programme is providing children with opportunities to develop their understanding of some key ideas. At P6, children are enthusiastically carrying out an experiment with seeds from space as part of the national Rocket Science study. In taking forward further improvements to the curriculum, the school needs to simplify approaches to curriculum planning. Staff should ensure that there is planning for progression using the experiences and outcomes in different contexts.

### **How well does the school improve the quality of its work?**

Staff are highly committed to improving their work in order to improve outcomes for children. They participate in regular professional learning opportunities to improve aspects of the work of the school. They also take forward aspects of the school improvement plan through working groups. There is currently a strong focus on taking forward the early arithmetical learning programme along with 'Visible Learning'. Teachers are evaluating these programmes to ensure they are improving outcomes for children. Class teachers monitor pupil's progress in English and literacy, and mathematics and numeracy. They meet with promoted staff each term to review the progress of children in their class and discuss appropriate ways of raising attainment. Staff should continue to work on developing assessment to ensure that reliable evidence of progress is available across curricular areas at all stages. The school needs to have a more systematic and shared approach to gathering evidence about what the school does well and what it needs to do to improve.

This inspection found the following key strengths.

- The supportive and inclusive ethos where children are happy, polite, settled and enjoy learning together.
- Staff who are keen to improve their professional practice in order to improve children's learning and achievement.
- The flexible approaches taken by staff to meet the range of social, emotional and learning needs of children.
- Highly motivated nursery children who are actively engaged in making decisions about their learning.

We discussed with staff and Midlothian Council how they might continue to improve the school and nursery class. This is what we agreed with them.

- Continue to develop the curriculum to provide progression in all aspects of learning.
- Continue to improve approaches to assessing and tracking children's learning, helping them to understand their own progress and achievements.
- Improve approaches to school self-evaluation with a clear focus on improving outcomes for children.

### **What happens at the end of the inspection?**

We are satisfied with the overall quality of provision. We are confident that the school's self-evaluation processes are leading to improvements. As a result, we will make no further visits in connection with this inspection. As part of its arrangements for reporting to parents on the quality of education, Midlothian Council will inform parents about the school's progress.

Carol McDonald  
HM Inspector

Additional inspection evidence, such as details of the quality indicator evaluations, for your school can be found on the Education Scotland website at <http://www.educationscotland.gov.uk/inspectionandreview/reports/school/primsec/MauricewoodPrimarySchoolMidlothian.asp>

If you would like to receive this letter in a different format, for example, in a translation please contact the administration team on the above telephone number.

If you want to give us feedback or make a complaint about our work, please contact us by telephone on 0131 244 4330, or e-mail: [complaints@educationscotland.gsi.gov.uk](mailto:complaints@educationscotland.gsi.gov.uk) or write to us addressing your letter to the Complaints Manager, Denholm House, Almondvale Business Park, Livingston EH54 6GA.

## **Accreditation of Mayfield Nursery School's ICAN provision**

### **Report by Dr Grace Vickers, Head of Education**

## **1 Purpose of Report**

The report outlines the outcome of the I CAN Early Talk Accreditation which was carried out in Mayfield Nursery School on 25 October 2016. The I CAN Early Talk accreditation scheme is a quality assurance and quality improvement tool. The accreditation involves an inspection of a portfolio of evidence, and an onsite audit of practice using standards of service excellence, which have been developed by I CAN. A full copy of the accreditation report is attached in the appendix.

## **2 Background**

- 2.1 Mayfield Nursery School's I CAN provision was inspected on 25 October 2016. The I CAN Early Talk accreditation scheme is a quality assurance and quality improvement tool. The accreditation involves an inspection of a portfolio of evidence, and an onsite audit of practice using standards of service excellence, which have been developed by I CAN.

The accreditation visit was carried out over one day, with the morning being used predominantly for staff interviews, parent interviews and direct observation. The accreditors provided brief verbal feedback in the afternoon to disclose the success of the specialist accreditation.

- 2.2 The specialist level accreditation is divided up into ten sections:

1. Outcome Measures
2. Supporting children in your setting/service
3. Specialist Education and Therapy
4. Assessment
5. Supporting Inclusion
6. Admission, Transition and Outreach
7. Working with Families
8. Professional Development
9. Staff mix and Induction
10. Management Structure and Support

To achieve Early Talk specialist level accreditation all 10 sections need to be scored as achieved. The I CAN Provision at Mayfield Nursery School has achieved a full accreditation award which will be valid for three years subject to successful annual interim reviews. The accreditation report also congratulates the service on this achievement and stated that this is 'a clear reflection of the high quality service at Mayfield Nursery School'.

### 2.3 The reports outlines 52 strengths across the ten indicators including:

- I CAN at Mayfield Nursery School is an inclusive provision wherein children access mainstream early level learning alongside their peers. Appropriate and proportionate support is provided to enable children to access play environment, curricular learning and social interaction.
- The nursery ethos recognises potential or existing barriers to learning for all children. Careful forward planning ensures that individuals can access the curriculum at their own, specific level and according to their particular stage and style of learning.
- There is a well established system of involving families in multi-agency working that everyone recognises and there is a high level of consultation and support, both formal and informal, which is offered to children and families during the transition process (both into and out of the provision).
- Parents play an important part in supporting and developing their child's progress within the provision and whilst daily contact is typically through the children's home school diary, parents are invited to come in regularly to the nursery for play dates and to observe sessions.
- The role of the current Head Teacher in over viewing the service and enabling effective ongoing monitoring of service delivery is seen as a major strength. Her role is well integrated into the I CAN core staff team and also has significant links with multi-agency professionals. The Accreditors were impressed by the Head Teachers commitment to providing teaching time for all children in the nursery.
- There is a supportive staff team in place with a wealth of experience and a high level of collaboration between staff exists, with regular skill sharing during the nursery sessions between the provision and mainstream staff.
- There is a high level of skill-sharing with the host nursery core team, built into systems of planning and continued professional development audit of need.
- There is an enhanced awareness of the outreach consultative model across the authority, following a number of awareness raising and consultation sessions with key staff and management. This has also involved presentations to senior staff groups e.g. NEG, and in the session 2016-17 will include presentations to the teaching staff in the new Early Years Learning Communities.
- Management systems ensure that therapeutic programmes, interventions and strategies are integrated into the inclusive nursery setting through careful planning, skill sharing and resourcing.

### 2.4 The report outlines 20 areas of comment/areas for development across the ten indicators including:

- From the Parent Forum, it was suggested that a range of case studies are written for parents whose children have been offered a place. These studies would show the various pathways for a number of different children and the outcomes that can be achieved.
- Continue to explore opportunities for provision children to experience enhanced links with future educational placement, post- PAG decisions, in term three.
- The Accreditors support the core team's development plans to create a comprehensive system for collecting and analysing children's outcome data including review of the questionnaires used and return rate.
- Further develop systems for communicating with outreach families in order to build upon success of more informal end of year meetings and 'drop in' opportunities with outreach teacher.

## 2.5 Conclusion

The accreditors acknowledged that the service provided a comprehensive portfolio of evidence which supported observations made on the accreditation visit and the formation of this report. The service, I CAN Provision at Mayfield Nursery School is of high quality, characterised by professional staff who together provide an excellent example of good practice in early years communication and education for young children. It is worthy of note that the accredited specialist services in Midlothian have consistently provided excellent services for children with speech, language and communication needs for some years. These strengths can be fine tuned further in line with the suggested areas for development described in the accreditation report. These areas for development are intended to give a steer to the focus for this next stage of development for the team at Mayfield in order to support the service in its continued and invaluable work with the children, families, schools and settings in the locality.

## 3 Report Implications

### 3.1 Resource

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

### 3.2 Risk

Monitoring, review and evaluation of progress by the Head Teacher, School Group Manager and Early Years Officers is the control measure in place to reduce the risk of failure of the Nursery to demonstrate its capacity to improve.

### 3.3 Single Midlothian Plan and Business Transformation

Themes addressed in this report:

- ☐ Community safety
- ☐ Adult health, care and housing
- ☒ Getting it right for every Midlothian child
- ☒ Improving opportunities in Midlothian
- ☐ Sustainable growth
- ☐ Business transformation and Best Value
- ☐ None of the above

### 3.4 Impact on Performance and Outcomes

The setting will continue to improve its work in line with its improvement plan and the Education Service will continue to challenge and support the setting in relation to developing and implementing the areas for development.

### 3.5 Adopting a Preventative Approach

The Education (Scotland) Bill aims to take preventative action in order to close the attainment versus deprivation gap by implementing key policies and programmes which are designed to target support to children and young people from disadvantaged communities. Midlothian is highly committed to closing the attainment gap which compliments the strategies employed by Midlothian which are highlighted in the National Improvement Framework report which was presented to Council on 3 November 2015.

### 3.6 Involving Communities and Other Stakeholders

Copies of the report have been made available to Elected Members, parents of children currently in the school and other interested parties.

### 3.7 Ensuring Equalities

The Nursery Improvement Plan will be screened for equalities implications.

### 3.8 Supporting Sustainable Development

The Nursery Improvement Plan allows for sustainable development and improvement.

### **3.9 IT Issues**

There are no IT implications.

## **4 Recommendations**

The Performance Review and Scrutiny Committee is asked to consider the recommendations approved by the Cabinet on Tuesday 22 November 2016 as detailed below:

- (i) Note the content of this report.
- (ii) congratulate the pupils, parents and staff connected with the ICAN provision at Mayfield Nursery School on the key strengths identified; and
- (iii) to note those areas for further development highlighted within the report.

**28 October 2016**

<b>Report Contact:</b>	<b>Julie Fox, School Group Manager</b>
<b>Tel No:</b>	<b>0131 271 3725</b>
<b>E-mail:</b>	<b><a href="mailto:julie.fox@midlothian.gov.uk">julie.fox@midlothian.gov.uk</a></b>



I CAN Early Talk Accreditation Report:  
A Specialist Service for Children’s Communication

I CAN Provision at Mayfield Nursery School, Midlothian

I CAN Accreditors

Jill Atkinson and Jon Gilmartin

	Achieved	Deferred
Outcome Measures	√	
Supporting children in your setting/service	√	
Specialist Education and Therapy	√	
Assessment	√	
Supporting Inclusion	√	
Admission, Transition and Outreach	√	
Working with Families	√	
Professional Development	√	
Staff Mix and Induction	√	
Management structure and support	√	
TOTAL/10	10	0

Achievement and Areas for Development

The I CAN Early Talk accreditation scheme is a quality assurance and quality improvement tool. The accreditation involves an inspection of a portfolio of evidence, and an onsite audit of practice using standards of service excellence, which have been developed by I CAN.

The accreditation visit was carried out over one day, with the morning being used predominantly for staff interviews, parent interviews and direct observation. The accreditors provided brief verbal feedback in the afternoon to disclose the success of the specialist accreditation.

### Accreditation award

The specialist level accreditation is divided up into ten sections:


1. Outcome Measures
2. Supporting children in your setting/service
3. Specialist Education and Therapy
4. Assessment
5. Supporting Inclusion
6. Admission, Transition and Outreach
7. Working with Families
8. Professional Development
9. Staff mix and Induction
10. Management Structure and Support

To achieve Early Talk specialist level accreditation all 10 sections need to be scored as achieved.

I CAN Provision at Mayfield Nursery School has achieved a full accreditation award which will be valid for three years subject to successful annual interim reviews.

The service is to be congratulated on this achievement, which is a clear reflection of the high quality service at Mayfield Nursery School.

Signature of accreditors:

1.  2. 

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Date : October 25<sup>th</sup> 2016

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## **Introduction**

### **Service strengths and Areas for Development**

In summary, the strengths and Areas for Development for each of the sections were identified as follows:

#### **1. Outcome Measures**

##### **Strengths in this area:**

- The service provided documentation showing a wide and comprehensive use of assessment, record keeping and review to ensure good monitoring of IEP targets and children's outcomes
- Review of children's targets is held fortnightly, this ensures that individual children's performance can be monitored and adjusted frequently according to need.
- The Accreditors recognise the value of the Children and Young Persons Map and Plan (multi-agency assessment) which outlines services working together with the child and family.
- Although the team supporting the children have different working patterns, they try hard to ensure continuation of support and care with a strong focus on children's outcomes.
- Feedback from parents and visitors is recorded in a stakeholder feedback folder, this shows the teams willingness to consider the wider views of the service they provide.

##### **Comments and Areas for Development:**

- The Accreditors support the core team's development plans to create a comprehensive system for collecting and analysing children's outcome data including review of the questionnaires used and return rate.
- The team may wish to consider the presentation of that data that shows good outcomes for parents in addition to other professionals.

#### **2. Supporting children in your setting/service**

##### **Strengths in this area:**

- The model of this service includes mainstream children as well as provision for children with severe and complex speech, language and communication difficulties. As an inclusive early learning and childcare nursery provision, the staff work hard to ensure that the physical and learning environment is accessible to all children.

- The nursery ethos recognises potential or existing barriers to learning for all children. Careful forward planning ensures that individuals can access the curriculum at their own, specific level and according to their particular stage and style of learning
- They provide a balance of indoor and outdoor learning opportunities , focused group work, paired work and themed experiences provides appropriate pace, challenge and enjoyment in learning.
- The provision integrate therapeutic programmes into learning opportunities: Some examples include Speech and Language Therapy, Physiotherapy and Occupational Therapy strategies
- The key worker system provides a direct, familiar link for children, parents and carers and supports the development of a 'learning folio' to encourage metacognition and awareness of the learning process
- Robust systems are now in place to ensure new and changing staff engage in specific training relating to improving language and communication skills, specifically signing systems, Early Talk/Hanen, self regulation.
- Host nursery staff are supported informally on a day to day basis to ensure consistency of approach for all children.
- Staff are supporting many children on an outreach basis, this service has greatly expanded over recent years.

### **Comments and Areas for Development:**

- We support the provision with the identification of training gaps with new staff members and plans being put in place to develop skills in supporting children with significant SLCN in a mainstream environment e.g. Signalong training, Hanen training which has led to an action plan for staff and is part of the School Improvement Plan.
- There are increasing demands on the Senior SLT's time, arrangements for purposeful liaison time and skill sharing opportunities needs to be an ongoing priority to ensure effective use of the SLT's time and thus maintaining the quality of the service.

- As the provision is currently not full and tends to fill up over the school year, consideration should be given to referral mechanisms for places to be taken up at the beginning of the school year to ensure they are running at full capacity supporting children's SLCN.

### **3. Specialist Education and Therapy**

#### **Strengths in this area:**

- Joint specialist working between SLTs, teacher and CCDW ensure that planned programmes are designed to facilitate best progress
- Interventions and strategies are reviewed fortnightly and as part of ongoing teaching and therapy, so as to ensure needs are being appropriately met.
- Targets are informed by relevant external professionals as and when necessary and parents, to incorporate holistic needs of the child.
- Each child has a relevant curriculum target as well as specific speech, language and/or social communication targets.
- Communication systems are constantly being evaluated due to part time working of the SLTs. A 'group plan' is created between the I CAN Teacher and SLTs termly with each individual group being evaluated and planned for week by week.
- All the I CAN children receive specialist input by the I CAN staff on a day to day basis. This can take part in a variety of locations and by any one of the I CAN staff members.
- Staff activity time is carefully monitored in the provision; this ensures the best possible use of time to support the children's needs.
- A variety of therapeutic programmes are in place, both in host nursery and within the provision e.g. colour coding, Sulp, BSP, Word Aware.
- Parents play an important part in supporting and developing their child's progress within the provision and whilst daily contact is typically through the children's home school diary, parents are invited to come in regularly to the nursery for play dates and to observe sessions.

#### **Comments and Areas for Development:**

- The team have themselves identified that the nature of part time working presents many challenges within a specialist provision. Communication between

staff is seen as essential and systems are constantly being trialled and evaluated in order to improve time management and maximise input from the SLTs. This should be continued.

- The SLTs have already highlighted plans to trial the use of Core Vocabulary (Crosbie, Holm and Dodd 2005) to develop the functional intelligibility of speech for those children identified as having significant speech sound disorders. I CAN support the teams to identify and pilot new interventions and programmes to inform best practise.

#### **4. Assessment**

##### **Strengths in this area are:**

- Children arrive at the provision with a CYP Map and plan which are used along with I CAN assessments and observations to create a robust and SMART IEP, with appropriate intervention approaches and measure outcomes.
- IEP targets are evaluated fortnightly using a rating scale to ensure careful monitoring of each child's progress. Evaluation is informed by ongoing IEP intervention sheets and SLT notes which are accessible to the core team
- A wide range of standardised and informal assessments are in use and available on site. Additional assessment can easily be obtained from local community SLT department
- The team work jointly to analyse and evaluate assessment results. This informs a robust IEP including strengths and areas of needs.
- Assessment occurs in varied contexts – individual sessions, small groups and in the mainstream setting to allow for triangulation of results and evidence of consistency.
- Transition meetings typically take place mid-June prior to the children finishing for the summer at the end of June. Informal and formal assessment information from the above systems is collated by the SLT's and Teacher.

##### **Comments and Areas for Development:**

- The Accreditors have noted that the SLTs have planned to review the assessment and analysis of those children with speech sound disorders using the Diagnostic Evaluation of Articulation and Phonology (DEAP).

## **5. Supporting Inclusion**

### **Strengths in this area are:**

- I CAN at Mayfield Nursery School is an inclusive provision wherein children access mainstream early level learning alongside their peers. Appropriate and proportionate support is provided to enable children to access play environment, curricular learning and social interaction.
- Therapeutic programmes and support strategies are integrated into mainstream to provide consistency and increased probability of positive impact e.g. Sulp, Body Awareness Group, Hanen, Early Talk skills.
- A high level of skill sharing between specialist and nursery staff directly affects pupil progress e.g. use of self-regulation scripts and Signalong.
- Weekly mainstream planning is adapted and elaborated to ensure children from the provision are included and supported.
- The high level of skill sharing between I CAN and mainstream staff ensures consistency and an inclusive approach to supporting all children's communication.

### **Comments and Areas for Development:**

- Continue to explore opportunities for provision children to experience enhanced links with future educational placement, post- PAG decisions, in term three.

## **6. Admission, Transition and Outreach**

### **Strengths in this area are:**

- A high level of consultation and support, both formal and informal, is offered to children and families during the transition process (both into and out of the provision).
- There is an enhanced awareness of the outreach consultative model across authority, following a number of awareness raising and consultation sessions with key staff and management. This has also involved presentations to senior staff groups e.g. NEG, and in the session 2016-17 will include presentations to the teaching staff in the new Early Years Learning Communities.
- I CAN provision staff are well placed for changes to service delivery as part of the authority Service Review e.g. consultation and specialist support base.

### **Comments and Areas for Development:**

- We recommend that when the provision update their admission criteria, they contact other I CAN early years services with a view to refining and expanding the detail.

The Accreditors wish to note that the 3 identified areas of development by the team, outlined below seem entirely appropriate. Their ability to reflect and audit their own practice, skills and the service they offer to children and families are to be recognised.

1. A home visit during the summer holiday by the SLTs continues to be a successful opportunity to engage with parents and collect information about the child. We hope to enhance this service by including the teacher in these visits beginning summer 2017. This will help to ease transitions and familiarise children and families to the wider staff team.
2. Staff are developing the use of I CAN factsheets to support provision and outreach staff as well as provision and outreach parents. These are seen as a valuable resource in sharing excellent information and have so far been well received.
3. Service Review recommendations and developments around future service delivery may demand a more flexible approach to numbers of fully resourced and outreach placements and, in turn, ways of working by staff. For example:
  - skill sharing Ready Steady Talk with staff in other centres,
  - working cooperatively with other ASL specialists to support the development of practice that supports all children to develop their early language and communication skills,
  - the CCDW from the I CAN provision supporting children supported through outreach in the campus schools.

## **7. Working with families**

### **Strengths in this area are:**

- There is a well established system of involving families in multi-agency working that everyone recognises
- Staff have flexible approach to the varied needs of families, including enhanced use of home link diaries and telephone consultations when required
- There is an 'Open Door' policy for all family members – telephone and in person. This ensures there are opportunities for families to be partners in their children's learning, and be supported with understanding the child's learning style.
- Termly IEP and play date meetings are set and enable collaborative working with parents to evaluate and set targets.

- The families commented on how beneficial they found the home link books giving them an overview of what is being worked on and how they can help at home.

#### **Comments and Areas for Development:**

- Develop opportunities for meaningful family workshops, tailored to the needs of the children. This would enhance the support children received at home ensuring continuity of interventions
- Further develop systems for communicating with outreach families in order to build upon success of more informal end of year meetings and 'drop in' opportunities with outreach teacher.
- Monitor family engagement with questionnaires etc to explore whether electronic systems may prove more popular.
- From the Parent forum, it was suggested that a range of case studies are written for parents whose children have been offered a place. These studies would show the various pathways for a number of different children and the outcomes that can be achieved.
- Out of date I CAN logo on leaflets and external signage should be removed.

### **8. Professional Development**

#### **Strengths in this area are:**

- CPD needs are evaluated annually and linked directly to needs of children in the provision.
- Annual planning day identified and used for a chance to look at the overview of completed CPD and further needs, for provision staff and the host nursery team.
- Action plan includes CPD as a standing item.
- There is ongoing staff activity mapping: Informally at meetings and by the HT, using timetable plans on a monthly basis
- Multi-agency skill sharing is already well established e.g. Occupational Therapy, Physiotherapy, Educational Psychology.

#### **Comments and Areas for Development- identified by the team**

- Continue to develop work with Education Psychology Service linked to collaborative work detailed in School Improvement Plans 2015-16 and 2016-17.

- Continue to develop ongoing short training opportunities based on Hanen Principles which is integral to the School Improvement Plan.
- Allocating time to feedback in more detail about any CPD in order to further improve skill share opportunities between key I CAN staff.

## **9. Staff Mix and Induction**

### **Strengths in this area are:**

- There is a supportive staff team in place with a wealth of experience.
- High level of collaboration between staff exists with regular skill sharing during the nursery sessions between the provision and mainstream staff.

### **Comments and Areas for Development:**

- Due to imminent changes in the Midlothian SLT team, the team should strive to maximise the use of allocated SLT time.

## **10. Management structure and support**

### **Strengths in this area are:**

- The role of the current Head Teacher in over viewing the service and enabling effective ongoing monitoring of service delivery is seen as a major strength. Her role is well integrated into I CAN core staff team and also has significant links with multi-agency professionals.
- The Accreditors were impressed by the Head teachers commitment to providing teaching time for all children in the nursery.
- There is a high level of skill-sharing with the host nursery core team, built into systems of planning and continued professional development audit of need.
- Management systems ensure that therapeutic programmes, interventions and strategies are integrated into the inclusive nursery setting through careful planning, skill sharing and resourcing. Examples include: Social use of Language Programme, Self-Regulation Positive Behaviour Management, Body Awareness (Occupational Therapy Sensory Group), Hanen, Early Talk, Signalong.



### **Comments and Areas for Development:**

- Continued development of specialist and outreach service to reflect changes in local authority model of support for pupils with additional needs and the new Early Years Learning Community Model in Midlothian.

### **Summary**

The accreditors acknowledge that the service provided a comprehensive portfolio of evidence which supported observations made on the accreditation visit and the formation of this report.

The service, I CAN Provision at Mayfield Nursery School is of high quality, characterised by professional staff who together provide an excellent example of good practice in early years communication and education for young children. It is worthy of note that the accredited specialist services in Midlothian have consistently provided excellent services for children with speech, language and communication needs for some years.

These strengths can be fine tuned further in line with the suggested Areas for Development described above. These are intended to give a steer to the focus for this next stage of development for the team and we hope will support the service in its continued and invaluable work with the children, families, schools and settings in the locality.

**Many congratulations from the accreditation team.**

**Jill Atkinson BA Hons.**

**Jon Gilmartin BSc Hons SLT.**

**25<sup>th</sup> October 2016**



**Report for the Scottish Ministers on Compliance with Climate Change Duties for 2015/16****Report by Ian Johnson, Head of Communities and Economy****1 Purpose of Report**

- 1.1 The purpose of this report is to inform Cabinet of the Council's statement of Compliance with Climate Change Duties for 2015/16, a copy of which is attached to this report, and to recommend its submission to Scottish Government by the due date of 30 November 2016.

**2 Background**

- 2.1 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; working in partnership, including with communities, on climate change.
- 2.2 Public body climate change activity became a statutory requirement in 2011 with the coming into force of "climate change duties" in the Climate Change (Scotland) Act 2009: a "public body must, in exercising its functions, act: in the way best calculated to contribute to the delivery of [Scotland's greenhouse gas emissions] targets; in the way best calculated to help deliver any [Scottish programme for adapting to climate change impacts]; and in a way that it considers is most sustainable." Regard must be had to statutory guidance accompanying the duties.
- 2.3 The Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015 requires local authorities and other major public bodies to report on their activity complying with the climate change duties, its focus being on the management of its estate and its corporate activity. Following a 2014/15 pilot, reports for 2015/16 are required by statute to be submitted to the Scottish Ministers by 30 November 2016. This replaced the voluntary regime which was in place from 2008/9. Public bodies report by completing an online form, the format and content of which are prescribed by the Order and the Scottish Government.
- 2.4 A non-statutory part of the form relating to activity and emissions beyond the Council's own estate and corporate activity ("Recommended Reporting: Reporting on Wider Influence") has been partially completed for 2015/16. It is intended to complete it more fully for future reporting years as data and information becomes available. Public bodies are encouraged to complete what they can within this part of the report.

- 2.5 Targets for reducing Scotland's greenhouse gas emissions are set out in the Act: 42% by 2020 and 80% by 2050 (against a 1990 baseline), with annual targets set through secondary legislation. These are economy-wide targets, not organisational ones. 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.

### **3 Summary 2015/16 Report on Compliance with Climate Change Duties**

- 3.1 The Council's statement on Compliance with Climate Change 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 – 6) and non-statutory sections of the Council's statement.

#### **Part 1: Profile of Reporting Body**

- 3.2 Part 1 gives a brief indication of the scale and nature of the Council's operation. The population of Midlothian is estimated at 87,390 for 2015, an increase of 1.4% from 2014. This is the largest rate of growth in Scotland and presents challenges and opportunities with regard addressing climate change.

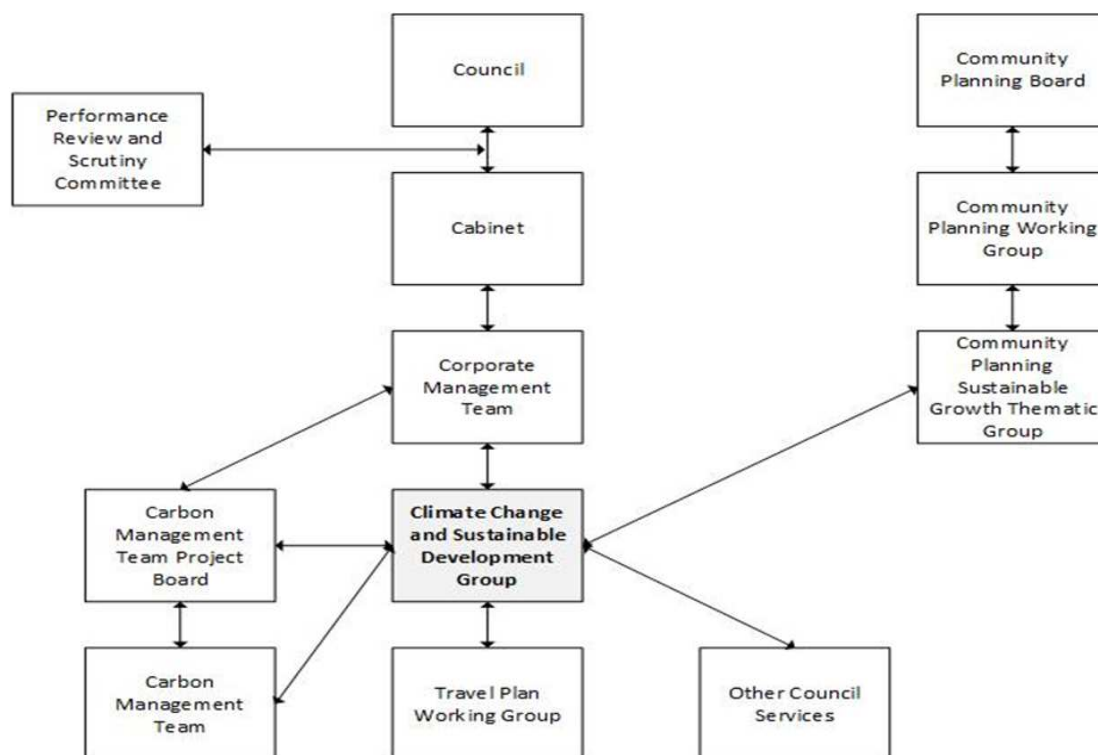
#### **Part 2: Governance, Management and Strategy**

- 3.3 Political leadership and responsibility for Council climate change action lies with its Cabinet. The Cabinet Spokesperson for Communities and Economy is the climate change lead within the Cabinet.
- 3.4 Corporate Management Team (CMT) is responsible for Corporate Climate Change Strategy and associated action planning and performance monitoring. The Director Education, Communities and Economy (ECE) is the climate change lead within CMT. The lead service within the Council is Communities and Economy within the ECE directorate.
- 3.5 The Climate Change & Sustainable Development Group (CCSDG) of officers, drawn from across all services, drives the Council's approach to contributing to the achievement of sustainable development, including in respect of climate change. This group is chaired by the Planning Manager. The remit of the group is subject to review as a consequence of a Planning Service Review which has seen a new Planning team structure with new roles and responsibilities being established. The Council's Sustainable Development Framework No1 sets out the organisation's principal arrangements for contributing to the achievement of sustainable development, including development of a 'Corporate Climate Change and Sustainability Development Action

Plan' overseen by the group, for subsequent approval by CMT. The action plan is scheduled to be reviewed in 2016/17.

- 3.6 An integral part of the Council's approach to climate change is its implementation of its own Carbon Management Plan with the target of achieving a 25% (8,800 tonnes) reduction in its own Carbon emissions based on the 2006/7 Carbon output tonnage of 27,237CO<sub>2e</sub>. The Council has exceeded its target and achieved a CO<sub>2</sub> emissions tonnage reduction of 31% (11,035 tonnes).

*Figure 1 – Climate Change Governance and Management*



- 3.7 The Council's Corporate Climate Change Strategy was approved by Cabinet at its meeting of 22 April 2014 and contains the following objectives:
- To continue to better understand the impacts of, and risks from, a changing climate;
  - To develop a 'One Council' approach to climate change, mainstreaming carbon reduction and resilience to a changing climate;
  - To provide climate change leadership to our partners, communities and businesses;
  - To ensure that the Council continues to lead by example on the climate change agenda; and
  - To monitor and publicly report our climate change progress.
- 3.8 Other key plans and strategies relating to climate change include the Midlothian Council Zero Waste Strategy, Midlothian Local Plan 2008,

the Proposed Midlothian Local Development Plan, Midlothian Council Carbon Management Plan 2013-16, Midlothian Local Housing Strategy 2013-2017, Midlothian Council Strategic Housing Investment Plan 2015/16-2019/20, Midlothian Council Travel Plan 2013/17, Effective Working in Midlothian – Strategy, Midlothian Council Procurement Strategy 2015-18, service plans and school travel plans.

- 3.9 The proposed top five priorities for climate change governance, management and strategy for 2016/17 are:
- Draft a Corporate Climate Change and Sustainable Development Action Plan (Single Midlothian Plan 2016-17, p.55);
  - Further progress management of climate risks in accordance with Adaptation Scotland's 'Five Steps to Managing Your Climate Risks';
  - Approve and commence implementation of a revised Midlothian Council Carbon Management Plan, with consideration given to incorporating business travel ('grey fleet') and commuting;
  - Review the governance structure and management system in relation to climate change; and
  - Develop and launch an internal employee e-learning site to raise awareness on climate change issues.

### **Part 3: Emissions, Targets and Projects**

- 3.10 Greenhouse gas emissions covered by the Council's Carbon Management Plan 2013-2016 relate to its buildings and other estate, waste (the Council area's waste, not just the Council's 'own' waste), street lighting and fleet. At its meeting of 11 October 2016 Cabinet considered a report regarding the Council's Carbon Management Plan, which confirmed that the target to reduce overall emissions by 25% over the plan period had been exceeded (31.2%).
- 3.11 Corporate emissions for the purposes of the Council's statement are those covered by the Carbon Management Plan, excluding area waste emissions (the Council is currently unable to disaggregate data pertaining to its 'own' waste from Midlothian wide waste which it reports to government), but adding emissions from staff business travel ('grey fleet') (claimed for business miles only) and staff commuting. Applying this definition, table 3a shows that corporate emissions are estimated to have dropped by 8% from 2012/13 to 2015/16 and 16% from 2006/7 to 2015/16. These reductions do not take into account the significant emissions savings from the Council's management of the area's waste.
- 3.12 Background data to the proposed report clarifies that emissions associated with staff commuting are estimated to have risen from 3,721 tCO<sub>2e</sub> in 2006/7 to 4,899 tCO<sub>2e</sub> in 2015/16, an increase of 32%. Emissions from grey fleet are estimated to have risen from 365 tCO<sub>2e</sub> in 2006/7 to 426 tCO<sub>2e</sub> in 2015/16, an increase of 17%. Business miles

claimed have risen every year from 2009/10 to 2015/16, from 1,137,228 to 1,418,997, an increase of 25%.

**Note:** The references to Scope 1, Scope 2 and Scope 3 in the proposed report are to emissions scopes within the international Greenhouse Gas Protocol, recognised by government as a standard for reporting greenhouse gases.

Scope 1 covers all direct greenhouse gases by an organisation. It includes mains gas and other fuel combustion and fleet.

Scope 2 covers indirect greenhouse gases from an organisation's consumption of purchased electricity, heat or steam.

Scope 3 covers other indirect emissions, including transport-related activities in vehicles not owned or controlled by the organisation, electricity-related activities not covered in Scope 2 (e.g. losses through the grid), waste disposal, etc.

- 3.13 Suggested reasons for increasing grey fleet mileage were reported to Cabinet on 12 January 2016 and Performance Review and Scrutiny Committee on 8 March 2016 and include:
- An upturn in the local economy has resulted in an increase in construction activity and as a consequence increased site inspections;
  - Changes in care provision has resulted in an increasing demand for home care arrangements/visits;
  - Changes to the location of staff bases; and
  - Staff increasingly ensuring they re-claim their travel expenses.
- 3.14 A budget proposal that will seek to reduce mileage across the Council is before the Senior Leadership Group for consideration. This has been informed by a report on the grey fleet commissioned by the Council from the Energy Saving Trust. Consideration is also being given to incorporating grey fleet and commuting within the scope of the Council's new Carbon Management Plan, which is under preparation.
- 3.15 Estimated annual savings in corporate greenhouse gases from the Council's projects to make its buildings and actions more efficient are estimated at 568 tCO<sub>2e</sub> in the report year (tables 3e and 3f) and expected to be around 245 tCO<sub>2e</sub> in 2016/17 (table 3h).
- 3.16 The Council's 'Watts Going Down' energy awareness campaign, 'Healthy Working Lives' and travel plan initiatives, and participation in Earth Hour, continue to promote awareness of climate change and wider sustainable development issues to staff.

## **Part 4: Adaptation**

- 3.17 This section of the statement sets out how the Council has assessed current and future climate-related risks, arrangements for managing such risks and adaptation actions. Progress in delivering on the Scottish Climate Change Adaptation Programme includes preparation of the Forth Estuary Local Flood Risk Management Plan 2016-22, the promotion of green networks, protection and enhancement of woodlands, consideration of climate change impacts in reaching planning decisions, engagement in the 'Home Energy Efficiency Programme for Scotland' and 100% of Council houses being classed as energy efficient.

## **Part 5: Procurement**

- 3.18 This section of the statement sets out how procurement policies and activity have contributed to compliance with climate change duties and sets out examples of best practice.

## **Part 6: Validation**

- 3.19 This section of the statement sets out the Council's validation processes of the data and information in the report.

## **Recommended Reporting - Wider Influence (Non-Statutory)**

- 3.20 The Single Midlothian Plan 2015-16 (SMP) included an objective to reduce greenhouse gas emissions across Midlothian to 4.5 tonnes per capita by 2020 (table 2). The figure has reduced from 6.47 tonnes CO<sub>2</sub> in 2005 to 5.17 tonnes in 2014, a reduction of 25% (table 1a). This excludes waste emissions.

**Note:** The basket of emissions covered by the Single Midlothian Plan 2015/16 per capita target (table 2) is the same as the Department of Energy & Climate Change (DECC) 'subset dataset' in Table 1a. Emissions are attributed to the end energy users.

- 3.21 Midlothian's waste emissions (not included in the SMP per capita target) have reduced from 11,035 tonnes CO<sub>2e</sub> in 2005 to 7901 tCO<sub>2e</sub> in 2014, a reduction of 28%.
- 3.22 The statement sets out key biodiversity, water and procurement actions related to area-wide climate change activity. This includes green network development activity, woodland protection and extension, teaching of biodiversity through 'Curriculum for Excellence', Midlothian Ranger Service activities, administration of the Local Biodiversity Sites system and preparation of the Forth Estuary Local Flood Risk Management Plan 2016-2022.



## **4 Report Implications**

### **4.1 Resource**

Future priorities highlighted in the proposed report can be met from existing resources.

### **4.2 Risk**

Scottish Government guidance states that responsibility for compliance with the public bodies' climate change duties and reporting rest with the reporting organisation, which will run the risk of legal challenge or reputational damage if compliance cannot be demonstrated. Under the Act, Scottish Ministers may instruct investigations into compliance. The Scottish Government intends to assess reports on compliance to monitor progress.

### **4.3 Single Midlothian Plan and Business Transformation**

Themes addressed in this report:

- ☐ Community safety
- ☐ Adult health, care and housing
- ☐ Getting it right for every Midlothian child
- ☐ Improving opportunities in Midlothian
- ☒ Sustainable growth
- ☒ Business transformation and Best Value
- ☐ None of the above

### **4.4 Key Priorities within the Single Midlothian Plan**

The impact of unchecked climate change would be significant, including detrimentally impacting economic growth, increasing the risk to properties and businesses from flooding and extreme weather, higher costs and a lower quality of life. The Low Carbon Scotland – Meeting Our Emissions Reductions Targets 2013-2027 (June 2013) report acknowledges that our economy's sustainability is dependent on a low carbon transition. Scotland's Economic Strategy (March 2015) acknowledges that in the decades to come, climate change will continue to be a key challenge that all economies face and will only increase in importance; and that the Scottish economy is well placed to benefit from the development of the low carbon economy.

### **4.5 Impact on Performance and Outcomes**

Climate change is incorporated into the priorities in the Single Midlothian Plan 2016/17 and related Council 2016/17 Service Plans.

### **4.6 Adopting a Preventative Approach**

The Scottish Parliament Finance Committee has identified climate change as a major area of policy where preventative spending could have impact. The impacts of a changing climate are likely to fall hardest on the disadvantaged, for example in terms of higher energy bills and greater vulnerability to flooding.

#### **4.7 Involving Communities and Other Stakeholders**

Communities and stakeholders have not been involved in the preparation of the proposed report.

#### **4.8 Ensuring Equalities**

No actions with 'people implications' are proposed that would necessitate an Equalities Impact Assessment.

#### **4.9 Supporting Sustainable Development**

The Council's Sustainable Development Framework lists reporting climate change activity amongst its arrangements for contributing to the achievement of sustainable development. The proposed report is not a strategic action in terms of the Environmental Assessment (Scotland) Act 2005, therefore it is not subject to any strategic environmental assessment related requirements.

#### **4.10 IT Issues**

There are no IT issues arising directly from this report.

### **5 Recommendations**

The Performance Review and Scrutiny Committee is asked to endorse the recommendations approved by the Cabinet on Tuesday 22 November 2016 as detailed below:

- (a) approves the attached proposed report as this Council's Report on Compliance with the Public Bodies Climate Change Duties for 2015/16;
- (b) agrees to submission of the report to the Scottish Ministers by 30 November 2016; and
- (c) refers this report to the Performance Review and Scrutiny Committee for its information.

**14 November 2016**

#### **Report Contact:**

Peter Arnsdorf      0131 271 3310  
peter.arnsdorf@midlothian.gov.uk

#### **Background Papers:**

1. Corporate Climate Change & Sustainable Development Action Plan.
2. Carbon Management Plan 2013 – 2016 and associated Cabinet paper dated 11 October 2016.
3. Climate Ready Scotland: Scottish Climate Change Adaptation Programme (Scottish Government, May 2014)

TABLE OF CONTENTS

Required

PART 1: PROFILE OF REPORTING BODY

PART 2: GOVERNANCE, MANAGEMENT AND STRATEGY

PART 3: EMISSIONS, TARGETS AND PROJECTS

PART 4: ADAPTATION

PART 5: PROCUREMENT

PART 6: VALIDATION AND DECLARATION

Recommended Reporting: Reporting on Wider Influence

RECOMMENDED – WIDER INFLUENCE

OTHER NOTABLE REPORTABLE ACTIVITY

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
3573

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 does not use any such metrics.

1(e) Overall budget of the body	
Specify approximate £/annum for the report year.	
Budget	Budget Comments
193279679.15	This is the "Revised Budget" figure.

1(f) Report year	
Specify the report year.	
Report Year	Report Year Comments
Financial (April to March)	

1(g) Context
Provide a summary of the body’s nature and functions that are relevant to climate change reporting.
Midlothian Council provides local authority services to a mid-2015 estimated population of 87,390, an increase of 1.4% on the mid-2014 estimate. This percentage population increase is the joint largest amongst Scottish local authority areas during the period. Midlothian is projected to have the largest percentage population increase of all Scottish local authority areas over the period 2014 to 2039 (26%), compared to 7% for Scotland as a whole. These statistics are indicative of the scale of growth locally, and the attendant challenges and opportunities faced by the Council in addressing climate change.
Further information on Midlothian Council is available at <a href="https://www.midlothian.gov.uk/info/591/your_council">https://www.midlothian.gov.uk/info/591/your_council</a>

PART 2: GOVERNANCE, MANAGEMENT AND STRATEGY

2(a) How is climate change governed in the body?
<p>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.</p> <p>Political leadership and responsibility for climate change lies with a Cabinet of elected members drawn from the political administration. The cross-divisional Climate Change &amp; Sustainable Development Group of officers reports to the Corporate Management Team of senior officers and Cabinet in turn. The Performance Review and Scrutiny Committee (PRSC) is responsible for reviewing performance against policy objectives and commenting on decisions and policies and their impact, and comprises elected members drawn from the political administration and otherwise.</p> <p>Cabinet is responsible for approval of the Council's strategic actions in respect of and related to climate change, and receives regular performance information in relation to same. In particular, Cabinet is invited to approve the annual Public Bodies Climate Change Duties annual reports, and receives annual progress reports in relation to the Carbon Management Plan. Cabinet has referred the Public Bodies Climate Change Duties 2014/15 pilot report and preceding Scotland's Climate Change Declaration annual reports to the PRSC for its information. Through quarterly reporting, both the Cabinet and PRSC receive reports on performance in relation to Single Midlothian Plan and corporate/service level actions, indicators and targets; including in respect of Carbon Management Plan targets.</p> <p>The diagram attached shows climate change governance/management structure and reporting lines, including the relationship with the community planning structure.</p>

2(b) How is climate change action managed and embedded by the body?
<p>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 (JPEG, PNG, PDF, DOC)</p> <p>The cross-divisional Climate Change &amp; Sustainable Development Group (CCSDG) of officers has a key role in driving the Council's approach to contributing to the achievement of sustainable development, including in relation to climate change. The group is chaired by the Communities &amp; Economy service's Planning Manager, a service within the Education, Communities &amp; Economy division. A Planning Officer within the Planning team is lead officer for the group and Council lead officer for climate change strategy. Carbon Management Plan (CMP), operational Travel Plan, property, risk management and procurement interests are also represented on the CCSDG. The group reports to Corporate Management Team and/or Cabinet.</p> <p>An Energy Officer within the Resource's division's Property &amp; Facility Management service is lead officer for the CMP and the Carbon Management Team (CMT). The cross-divisional CMT (including building, waste, street lighting and fleet interests) reports to the Carbon Management Project Board, comprising all Directors and the Head of Property &amp; Facilities Management.</p> <p>A Travel Plan Officer within the Resources division's Commercial Operations service is lead officer for the Council's operational Travel Plan and the Travel Plan Working Group.</p> <p>The diagram attached to '2a' above shows the organisational management structure and reporting lines.</p> <p>Use of self-assessment frameworks (e.g. Welsh Local Government Sustainable Development Framework and NHS Good Corporate Citizen) have informed the development of the climate change strategy and management processes, and there is a commitment to applying the Climate Change Assessment Tool in future.</p> <p>Application of strategic environmental assessment and an in-house 'Sustainability Impact Check' continue to inform strategic and other actions, with Cabinet, etc. reports requiring to set out the contribution or otherwise to sustainable development.</p> <p>The 'Watts Going Down' energy awareness campaign, Healthy Working Lives and travel plan initiatives, and participation in Earth Hour, continue to build awareness of climate change and wider sustainable development issues amongst staff.</p> <p>A climate change course for staff on the Council's e-learning web site has also been under development.</p>

Public Sector Climate Change Duties 2016 Summary Report: Midlothian Council

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.		
Objective	Doc Name	Doc Link
<p>"Objective 1. To continue to better understand the impacts of, and risks from, a changing climate; Objective 2. To develop a 'One Council' approach to climate change, mainstreaming carbon reduction and resilience to a changing climate into the organisational 'DNA'; Objective 3. To provide climate change leadership to our partners, communities and businesses; Objective 4. To ensure that the Council continues to lead by example on the climate change agenda; Objective 5. To monitor and publicly report our climate change progress."</p> <p>These objectives are not limited to Midlothian Council estate/corporate interests.</p>	Midlothian Council Corporate Climate Change Strategy, p.9.	This document is not currently available online. A copy may requested by telephoning 0131 271 3473 or emailing <a href="mailto:planning.policy@midlothian.gov.uk">planning.policy@midlothian.gov.uk</a>
<p>"Greenhouse gas emissions for which Midlothian is responsible are reduced ... Outcome Indicator: Per capita CO2 emissions in the local authority area ... Outcome Target: 2020 - 4.5 tonnes per capita."</p> <p>This objective is not limited to Midlothian Council estate/corporate interests.</p>	Single Midlothian Plan 2015-16, p.52.	<a href="https://www.midlothian.gov.uk/download/downloads/id/511/single_midlothian_plan_2015-16.pdf">https://www.midlothian.gov.uk/download/downloads/id/511/single_midlothian_plan_2015-16.pdf</a>
<p>"Midlothian's resilience to climate change impacts is improved ... Outcome Indicator: Level of adaptation as specified in former UK National Indicator 188 ... Outcome Target: Levels0 (Getting started), 1 (Public commitment and impacts assessment) and 2 (Comprehensive risk assessment) - 2014/15; Level 3 (Comprehensive action plan) - 2015/16; Level 4 (Implementation, monitoring and continuous review) - 2016/17"</p> <p>This objective is not limited to Midlothian Council estate/corporate interests.</p>	Single Midlothian Plan 2015-16, p.52.	<a href="https://www.midlothian.gov.uk/download/downloads/id/511/single_midlothian_plan_2015-16.pdf">https://www.midlothian.gov.uk/download/downloads/id/511/single_midlothian_plan_2015-16.pdf</a>
<p>"Environmental limits are better respected, in relation to waste, transport, climate change and biodiversity".</p> <p>"Address climate change".</p> <p>These objectives are not limited to Midlothian Council estate/corporate interests.</p>	Single Midlothian Plan 2016-17, p.53 and 55.	<a href="https://www.midlothian.gov.uk/download/downloads/id/456/single_midlothian_plan_2016-17.pdf">https://www.midlothian.gov.uk/download/downloads/id/456/single_midlothian_plan_2016-17.pdf</a>

Public Sector Climate Change Duties 2016 Summary Report: Midlothian Council

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.

Midlothian Council Corporate Climate Change Strategy, approved 26 March 2014. This document is not currently available online. A copy may be requested by telephoning 0131 271 3473 or emailing [planning.policy@midlothian.gov.uk](mailto:planning.policy@midlothian.gov.uk)

This strategy is not limited to Midlothian Council estate/corporate interests.

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.				
Topic area	Name of document	Link	Time period covered	Comments
Adaptation	None	N/A	N/A	The Forth Estuary Local Flood Risk Management Plan 2016-2022 was adopted by the Council's Cabinet on 31 May 2016. It covers the period from July 2016 to June 2022 and is available via <a href="https://midlothian.cmis.uk.com/live/live/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/12/Committee/7/SelectedTab/Documents/Default.aspx">https://midlothian.cmis.uk.com/live/live/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/12/Committee/7/SelectedTab/Documents/Default.aspx</a>
Business travel	Midlothian Council Travel Plan 2013/17  School Travel Plans	<a href="https://www.midlothian.gov.uk/download/downloads/id/263/midlothian_travel_plan_2013_-_2017.pdf">https://www.midlothian.gov.uk/download/downloads/id/263/midlothian_travel_plan_2013_-_2017.pdf</a>  School travel plans are not available online. Copies may be requested by telephoning 0131 271 3660 or emailing <a href="mailto:contactcentre@midlothian.gov.uk">contactcentre@midlothian.gov.uk</a>	2013-2017  2014-2016 or 2015-2017	Updated Midlothian Council Travel Plan scheduled for early 2017.  School travel plans are updated every two years.
Staff Travel	Midlothian Council Travel Plan 2013/17  School Travel Plans	<a href="https://www.midlothian.gov.uk/download/downloads/id/263/midlothian_travel_plan_2013_-_2017.pdf">https://www.midlothian.gov.uk/download/downloads/id/263/midlothian_travel_plan_2013_-_2017.pdf</a>  School travel plans are not available online. Copies may be requested by telephoning 0131 271 3660 or emailing <a href="mailto:contactcentre@midlothian.gov.uk">contactcentre@midlothian.gov.uk</a>	2013-2017  2014-2016 or 2015-2017	The Council assumes this topic area refers specifically to staff commuting, noting that it is not a topic area listed in The Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015.  Updated Midlothian Council Travel Plan scheduled for early 2017.  School travel plans are updated every two years.



Public Sector Climate Change Duties 2016 Summary Report: Midlothian Council

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.				
Topic area	Name of document	Link	Time period covered	Comments
Energy efficiency	Midlothian Council Carbon Management Plan 2013-2016	Midlothian Council Carbon Management Plan not currently available online. Copy may be requested by telephoning 0131 271 3240 or emailing contactcentre@midlothian.gov.uk	2013-2016	Midlothian Local Housing Strategy, Midlothian Council Strategic Housing Improvement Plan and Midlothian Council Carbon Management Plan are currently under review.
	Midlothian Local Housing Strategy 2013-2017		2013-2017	
	Midlothian Council Strategic Housing Investment Plan 2015/16-2019/20		2015/16-2019/20	
	Midlothian Council Property and Facilities Management Service Plan 2015-16	<a href="http://www.midlothian.gov.uk/download/downloads/id/731/midlothian_local_housing_strategy_2013_-_2017.pdf">http://www.midlothian.gov.uk/download/downloads/id/731/midlothian_local_housing_strategy_2013_-_2017.pdf</a>	2015-2016	
	Effective Working in Midlothian - Strategy	<a href="http://www.midlothian.gov.uk/download/downloads/id/732/midlothian_council_strategic_housing_investment_plan_201516_-_201920.pdf">http://www.midlothian.gov.uk/download/downloads/id/732/midlothian_council_strategic_housing_investment_plan_201516_-_201920.pdf</a>  <a href="https://www.midlothian.gov.uk/download/downloads/id/473/property_and_facilities_management_2015-16_service.pdf">https://www.midlothian.gov.uk/download/downloads/id/473/property_and_facilities_management_2015-16_service.pdf</a>  Effective Working in Midlothian - Strategy not currently available online. Copy may be requested by telephoning 0131 561 5423 or emailing contactcentre@midlothian.gov.uk	6 June 2011 and ongoing	
Fleet transport	Midlothian Council Travel Plan 2013/17	<a href="https://www.midlothian.gov.uk/download/downloads/id/263/midlothian_travel_plan_2013_-_2017.pdf">https://www.midlothian.gov.uk/download/downloads/id/263/midlothian_travel_plan_2013_-_2017.pdf</a>	2013-2017	Updated Midlothian Council Travel Plan scheduled for early 2017.
	Midlothian Council Carbon Management Plan 2013-2016		2013-2016	Midlothian Council Carbon Management Plan currently under review.
	Midlothian Council Commercial Operations Service Plan 2015-16	Midlothian Council Carbon Management Plan not currently available online. Copy may be requested by telephoning 0131 271 3240 or emailing contactcentre@midlothian.gov.uk	2015-2016	Midlothian Council Commercial Operations Service Plan 2016-17 available at <a href="https://www.midlothian.gov.uk/download/downloads/id/459/commercial_operations_2016-17_service_plan.pdf">https://www.midlothian.gov.uk/download/downloads/id/459/commercial_operations_2016-17_service_plan.pdf</a>
		<a href="https://www.midlothian.gov.uk/download/downloads/id/472/commercial_operations_2015-16_service_plan.pdf">https://www.midlothian.gov.uk/download/downloads/id/472/commercial_operations_2015-16_service_plan.pdf</a>  Midlothian Council Carbon Management Plan not currently available online. Copy may be requested by telephoning 0131 271 3240 or emailing contactcentre@midlothian.gov.uk		
Information and communication technology	None	N/A	N/A	N/A
Renewable energy	Midlothian Local Plan	<a href="http://www.midlothian.gov.uk/download/downloads/id/595/mlp2008pdf.pdf">http://www.midlothian.gov.uk/download/downloads/id/595/mlp2008pdf.pdf</a>	23/12/08 - Spring 2017 (anticipated)	Expected to be superseded by Midlothian Local Development Plan in Spring 2017.  This document is not limited to Midlothian Council estate/corporate interests.



Public Sector Climate Change Duties 2016 Summary Report: Midlothian Council

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.				
Topic area	Name of document	Link	Time period covered	Comments
Sustainable/renewable heat	Midlothian Local Plan	<a href="http://www.midlothian.gov.uk/download/downloads/id/595/mlp2008pdf.pdf">http://www.midlothian.gov.uk/download/downloads/id/595/mlp2008pdf.pdf</a>	23/12/08 - Spring 2017 (anticipated)	Expected to be superseded by Midlothian Local Development Plan in Spring 2017.  This document is not limited to Midlothian Council estate/corporate interests.
Waste management	Zero Waste Strategy  Midlothian Council Commercial Operations Service Plan 2015-16  Midlothian Council Carbon Management Plan 2013-2016	Zero Waste Strategy not currently available online. Copy may be requested by telephoning 0131 561 5300 or emailing <a href="mailto:contactcentre@midlothian.gov.uk">contactcentre@midlothian.gov.uk</a>  <a href="https://www.midlothian.gov.uk/download/downloads/id/472/commercial_operations_2015-16_service_plan.pdf">https://www.midlothian.gov.uk/download/downloads/id/472/commercial_operations_2015-16_service_plan.pdf</a>  Midlothian Council Carbon Management Plan not currently available online. Copy may be requested by telephoning 0131 271 3240 or emailing <a href="mailto:contactcentre@midlothian.gov.uk">contactcentre@midlothian.gov.uk</a>	Ongoing  2015-2016  2013-2016	The Zero Waste Strategy is not limited to Midlothian Council estate/corporate interests.  Midlothian Council Carbon Management Plan currently under review.  Midlothian Council Commercial Operations Service Plan 2016-17 available at <a href="https://www.midlothian.gov.uk/download/downloads/id/459/commercial_operations_2016-17_service_plan.pdf">https://www.midlothian.gov.uk/download/downloads/id/459/commercial_operations_2016-17_service_plan.pdf</a>
Water and sewerage	Midlothian Council Carbon Management Plan 2013-2016	Midlothian Council Carbon Management Plan not currently available online. Copy may be requested by telephoning 0131 271 3240 or emailing <a href="mailto:contactcentre@midlothian.gov.uk">contactcentre@midlothian.gov.uk</a>	2013-2016	Currently under review.
Land Use	Midlothian Local Plan	<a href="http://www.midlothian.gov.uk/download/downloads/id/595/mlp2008pdf.pdf">http://www.midlothian.gov.uk/download/downloads/id/595/mlp2008pdf.pdf</a>	23/12/08 - Spring 2017 (anticipated)	Expected to be superseded by Midlothian Local Development Plan in Spring 2017.  This document is not limited to Midlothian Council estate/corporate interests.
Other (state topic area covered in comments)	Midlothian Council Procurement Strategy 2015-2018	<a href="https://www.midlothian.gov.uk/download/downloads/id/1095/procurement_strategy_2015-2018.pdf">https://www.midlothian.gov.uk/download/downloads/id/1095/procurement_strategy_2015-2018.pdf</a>	2015-2018	Topic area: Procurement

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.
<p>1) Draft a Corporate Climate Change and Sustainable Development Action Plan by 31/03/17. (Single Midlothian Plan 2016-17, p.55. <a href="https://www.midlothian.gov.uk/download/downloads/id/456/single_midlothian_plan_2016-17.pdf">https://www.midlothian.gov.uk/download/downloads/id/456/single_midlothian_plan_2016-17.pdf</a>);</p> <p>2) Further progress management of climate risks in accordance with Adaptation Scotland's 'Five Steps to Managing Your Climate Risks';</p> <p>3) Approve and commence implementation of a revised Midlothian Council Carbon Management Plan, with consideration given to incorporating business travel ('grey fleet') and commuting;</p> <p>4) Review the governance structure and management system in relation to climate change; and</p> <p>5) Develop and launch an internal employee e-learning site to raise awareness of climate change issues.</p> <p>Approval of this report by the Council's Cabinet evidences that the above priorities have been agreed. Minutes of such meetings are available at <a href="https://midlothian.cmis.uk.com/live/meetings.aspx">https://midlothian.cmis.uk.com/live/meetings.aspx</a></p>

<b>2(g) Has the body used the Climate Change Assessment Tool(a) or equivalent tool to self-assess its capability / performance?</b>
If yes, please provide details of the key findings and resultant action taken.
No.  The Council's pilot Public Bodies Climate Change Duties Report for 2014/15 stated the intention was to report findings, etc. of the tool in this 2015/16 report. Unforeseen workload pressures have precluded this. The intention is now to report such findings, etc. in the 2016/17 report.

<b>2(h) Supporting information and best practice</b>
Provide any other relevant supporting information and any examples of best practice by the body in relation to governance, management and strategy.
N/A

PART 3: EMISSIONS, TARGETS AND PROJECTS

3a Emissions from 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 year which is used as a baseline 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.							
Reference Year	Year	Scope1	Scope2	Scope3	Total	Units	Comments
Baseline carbon footprint	2006/07				27237	tCO2e	Emissions scope same throughout this table and as specified for 2015/16 in Q.3b below.
Year 1 carbon footprint	2007/08				24358	tCO2e	Emissions scope same throughout this table and as specified for 2015/16 in Q.3b below.
Year 2 carbon footprint	2008/09				22645	tCO2e	Emissions scope same throughout this table and as specified for 2015/16 in Q.3b below.
Year 3 carbon footprint	2009/10				23835	tCO2e	Emissions scope same throughout this table and as specified for 2015/16 in Q.3b below.
Year 4 carbon footprint	2010/11				24312	tCO2e	Emissions scope same throughout this table and as specified for 2015/16 in Q.3b below.
Year 5 carbon footprint	2011/12				24312	tCO2e	Emissions scope same throughout this table and as specified for 2015/16 in Q.3b below.
Year 6 carbon footprint	2012/13				24860	tCO2e	Emissions scope same throughout this table and as specified for 2015/16 in Q.3b below.
Year 7 carbon footprint	2013/14				24142	tCO2e	Emissions scope same throughout this table and as specified for 2015/16 in Q.3b below.
Year 8 carbon footprint	2014/15	8753	8638	6122	23513	tCO2e	Emissions scope same throughout this table and as specified for 2015/16 in Q.3b below.
Year 9 carbon footprint	2015/16	9004	7742	6007	22753	tCO2e	Emissions scope same throughout this table and as specified for 2015/16 in Q.3b below.

3b 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, for any such category of emission source, it is not possible to provide a simple emission factor(a) leave the field for the emission factor blank and provide the total emissions for that category of emission source in the 'Emissions' column.	

Public Sector Climate Change Duties 2016 Summary Report: Midlothian Council

3b 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, for any such category of emission source, it is not possible to provide a simple emission factor(a) leave the field for the emission factor blank and provide the total emissions for that category of emission source in the 'Emissions' column.									
Total	Comments – reason for difference between Q3a & 3b.	Emission source	Scope	Consumption data	Units	Emission factor	Units	Emissions (tCO2e)	Comments
22753.7		Grid Electricity (generation)	Scope 2	10720637	kWh	0.46219	kg CO2e/kWh	4955.0	Relates to those buildings within the scope of the Council's Carbon Management Plan, essentially the 230 or so buildings in respect of which the Council is responsible for the utility cost, including all schools.  Council buildings (including Council housing) where the Council is not responsible for the utility cost are not covered here.
		Grid Electricity (transmission & distribution losses)	Scope 3	10720637	kWh	0.03816	kg CO2e/kWh	409.1	Relates to those buildings within the scope of the Council's Carbon Management Plan, essentially the 230 or so buildings in respect of which the Council is responsible for the utility cost, including all schools.  Council buildings (including Council housing) where the Council is not responsible for the utility cost are not covered here.
		Natural Gas	Scope 1	37035214	kWh	0.18445	kg CO2e/kWh	6831.1	Relates to those buildings within the scope of the Council's Carbon Management Plan, essentially the 230 or so buildings in respect of which the Council is responsible for the utility cost, including all schools.  Council buildings (including Council housing) where the Council is not responsible for the utility cost are not covered here.
		Gas Oil	Scope 1	404301	kWh	0.27101	kg CO2e/kWh	109.6	Relates to those buildings within the scope of the Council's Carbon Management Plan, essentially the 230 or so buildings in respect of which the Council is responsible for the utility cost, including all schools.  Council buildings (including Council housing) where the Council is not responsible for the utility cost are not covered here.

Public Sector Climate Change Duties 2016 Summary Report: Midlothian Council

Total	Comments – reason for difference between Q3a & 3b.	Emission source	Scope	Consumption data	Units	Emission factor	Units	Emissions (tCO2e)	Comments
22753.7		Water - Supply	Scope 3	126790	m3	0.34400	kg CO2e/m3	43.6	Relates to those buildings within the scope of the Council's Carbon Management Plan, essentially the 230 or so buildings in respect of which the Council is responsible for the utility cost, including all schools.  Council buildings (including Council housing) where the Council is not responsible for the utility cost are not covered here.
		Diesel (average biofuel blend)	Scope 1	676054	litres	2.58390	kg CO2e/litre	1746.9	Relates to fleet, being within the scope of the Council's Carbon Management Plan.
		Petrol (average biofuel blend)	Scope 1	12618	litres	2.19440	kg CO2e/litre	27.7	Relates to fleet, being within the scope of the Council's Carbon Management Plan.
		Gas Oil	Scope 1	99396	litres	2.90884	kg CO2e/litre	289.1	Relates to fleet, being within the scope of the Council's Carbon Management Plan.
		Grid Electricity (generation)	Scope 2	6029830	kWh	0.46219	kg CO2e/kWh	2786.9	Relates to street lighting, being within the scope of the Council's Carbon Management Plan.
		Grid Electricity (transmission & distribution losses)	Scope 3	6029830	kWh	0.03816	kg CO2e/kWh	230.1	Relates to street lighting, being within the scope of the Council's Carbon Management Plan.
		Average Car - Unknown Fuel	Scope 3	1418997	miles	0.299901254	kg CO2e/mile	425.6	Relates to business travel ('grey fleet'), being within the scope of the Council's Travel Plan.  Figure relates to claimed for business miles only.
		Other	Scope 3	4899000	kg	1	kg CO2e/kg	4899.0	"Other" here relates to commuting, being within the scope of the Council's Travel Plan.  tCO2e figure shown is that originally estimated for 2012/13 from contemporaneous travel survey data and previously used for 2013/14 Scotland's Climate Change Declaration and 2014/15 PBCCD 2014/15 pilot year reporting purposes.  A travel survey of staff is planned for the end of 2016 and then every 3 years, which is expected to provide updated commuting emissions data going forward.  CONSUMPTION DATA, UNITS AND EMISSIONS FACTOR SHOWN IN THIS ROW ARE INCORRECT AND SHOULD BE IGNORED.

Public Sector Climate Change Duties 2016 Summary Report: Midlothian Council

3c 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.					
	Renewable Electricity		Renewable Heat		
Technology	Total consumed by the organisation (kWh)	Total exported (kWh)	Total consumed by the organisation (kWh)	Total exported (kWh)	Comments
Other	0	0	0	0	N/A

3d 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	Type of Target	Target	Units	Boundary/scope of Target	Progress against target	Year used as baseline	Baseline figure	Units of baseline	Target completion year	Comments
Long-term Carbon Management Plan emissions reduction target  (Midlothian Council Carbon Management Plan 2013-2016)	absolute	25	Other (specify in comments)	Other (please specify in comments)	31.2	2012/13		Other (specify in comments)	2015/16	Units: Percentage  Relates to all emissions within the scope of the Council's Carbon Management Plan, i.e. relating to the 230 or so buildings in respect of which the Council is responsible for utilities costs (including all schools); fleet; street lighting and total waste.  Emissions arising from utilities the cost of which the Council is not responsible for meeting (e.g. in the case of Council housing) are not included.  Target is to reduce emissions by 25% by 2015/16 against a 2012/13 baseline.
Annual Carbon Management Plan emissions reduction target  (Midlothian Council Carbon Management Plan 2013-2016)	absolute	3	Other (specify in comments)	Other (please specify in comments)	4	2014/15		Other (specify in comments)	2015/16	Units: Percentage Relates to all emissions within the scope of the Council's Carbon Management Plan, i.e. relating to the 230 or so buildings in respect of which the Council is responsible for utilities costs (including all schools); fleet; street lighting and total waste.  Emissions arising from utilities the cost of which the Council is not responsible for meeting (e.g. in the case of Council housing) are not included.  Target is to reduce emissions by 3% by 2015/16 against a 2014/15 baseline.
Percentage of Council fleet which is 'green'.  (Midlothian Council Commercial Operations Service Plan 2015-16)	absolute		Other (specify in comments)	Other (please specify in comments)	2.1	2014/15		Other (specify in comments)	2015/16	Units: Percentage  Relates to percentage of Council fleet which is 'green'.  Target amended at Q1 2016/17.



Public Sector Climate Change Duties 2016 Summary Report: Midlothian Council

3e Estimated total annual carbon savings from all projects implemented by the body in the report year			
Total	Emissions Source	Total estimated annual carbon savings (tCO2e)	Comments
568	Electricity	453	Relates to projects in Q.3f below.
	Natural gas	113	Relates to projects in Q.3f below.
	Other heating fuels	0	
	Waste		N/A
	Water and sewerage	2	Relates to projects in Q.3f below.
	Business Travel	0	
	Fleet transport		Savings not known.
	Other (specify in comments)	0	Commuting.

Public Sector Climate Change Duties 2016 Summary Report: Midlothian Council

3f 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 CO2e savings	Are these savings figures estimated or actual?	Capital cost (£)	Operational cost (£/annum)	Project lifetime (years)	Primary fuel/emission source saved	Estimated carbon savings per year (tCO2e/annum)	Estimated costs savings (£/annum)	Behaviour Change	Comments
Energy Awareness Programme Phase 2	Existing staff resources	2016/17	Estimated	0	0	20	Grid Electricity	135	31770	Yes	
Schools Lighting Upgrades	Capital	2016/17	Estimated	150000		20	Grid Electricity	80	18000	No	Estimated on the basis of half year savings during 2015/16.
Office Rationalisation Phase 2	Capital	2016/17	Estimated	700000			Grid Electricity	110	19842	No	
Capital Street Lighting LED Phase 2	Capital	2016/17	Estimated	696000		20	Grid Electricity	185	39220	No	
General Lamp Replacement Phase 3	Capital	2016/17	Estimated	254625		20	Grid Electricity	58	12256	No	

3g 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.					
Total	Emissions source	Total estimated annual emissions (tCO2e)	Increase or decrease in emissions	Comments	
0	Estate changes	0			
	Service provision	0			
	Staff numbers	0			
	Other (specify in comments)			N/A	



Public Sector Climate Change Duties 2016 Summary Report: Midlothian Council

3h Anticipated annual carbon savings from all projects implemented by the body in the year ahead				
Total		Source	Saving	Comments
245		Electricity	78	
		Natural gas	167	
		Other heating fuels	0	
		Waste		N/A
		Water and sewerage	0	
		Business Travel		Potential projects being deliberated by Council's Senior Leadership Group. Savings not known.
		Fleet transport		Savings not known.
		Other (specify in comments)		Commuting. Savings not known.

Public Sector Climate Change Duties 2016 Summary Report: Midlothian Council

3i Estimated decrease or increase in the body's emissions attributed to factors (not reported elsewhere in this form) in the year ahead				
If the emissions are likely to increase or decrease due to any such factor in the year ahead, provide an estimate of the amount and direction.				
Total	Emissions source	Total estimated annual emissions (tCO2e)	Increase or decrease in emissions	Comments
0	Estate changes	0		
	Service provision	0		
	Staff numbers	0		
	Other (specify in comments)	0		

3j Total carbon reduction project savings since the start of the year which the body uses 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	Comments
	Savings not known.

3k Supporting information and best practice
Provide any other relevant supporting information and any examples of best practice by the body in relation to its emissions, targets and projects.
Q.3d aside, waste data is not covered in Section 3 as the Council is currently unable to disaggregate data pertaining to its 'own' waste from the waste in general that it reports to government. As waste in general is currently within the scope of the Council's Carbon Management Plan, associated emissions are included in Q.3d.

PART 4: ADAPTATION

<b>4(a) Has the body assessed current and future climate-related risks?</b>
If yes, provide a reference or link to any such risk assessment(s).
Some assessment has taken place in the context of strategic environmental assessment/flood risk assessment of the emerging Midlothian Local Plan and in preparing the Forth Estuary Local Flood Risk Management Plan 2016-2022.

<b>4(b) What arrangements does the body have in place to manage climate-related risks?</b>
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.
The Forth Estuary Local Flood Risk Management Plan 2016-2022.
Commitment in 2f above to further progressing management of climate risks in accordance with Adaptation Scotland's 'Five Steps to Managing Your Climate Risks'.

<b>4(c) What action has the body taken to adapt to climate change?</b>
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.
The Council has previously drafted a Local Climate Impact Profile.
The Forth Estuary Local Flood Risk Management Plan 2016-2022 was in preparation during the report year and was adopted by the Council's Cabinet on 31 May 2016. It covers the period from July 2016 to June 2022.
Assessment of climate-related risks has taken place in the context of strategic environmental assessment/flood risk assessment of the current Midlothian Local Plan 2008, emerging Midlothian Local Plan, and in preparing the Forth Estuary Local Flood Risk Management Plan 2016-2022.
A climate change course for staff on the Council's e-learning web site has also been under development.

Public Sector Climate Change Duties 2016 Summary Report: Midlothian Council

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 a 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 made' 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	The Forth Estuary Local Flood Risk Management Plan 2016-2022 was adopted by the Council's Cabinet on 31 May 2016. It covers the period from July 2016 to June 2022, and was subject to preparation during the report year.	
Support a healthy and diverse natural environment with capacity to adapt.	N2	Natural Environment	N2-2	Actions leading towards the development and delivery of the Midlothian Green Network.	
			N2-11	Green networks have been central to preparing the emerging Midlothian Local Development Plan.	
			N2-11	Encouragement of extensions to woodland cover and protection of existing woodlands (not including commercial forestry).	
			N2-18	The Forth Estuary Local Flood Risk Management Plan 2016-2022 was adopted by the Council's Cabinet on 31 May 2016. It covers the period from July 2016 to June 2022, and was subject to preparation during the report year.	

Public Sector Climate Change Duties 2016 Summary Report: Midlothian Council

<b>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")?</b>					
<p>If the body is listed in the Programme as a 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 made' column for that objective.</p> <p>(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.</p>					
Objective	Objective reference	Theme	Policy / Proposal reference	Delivery progress made	Comments
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 delivery.
Understand the effects of climate change and their impacts on buildings and infrastructure networks.	B1	Buildings and infrastructure networks	B1-13	The Forth Estuary Local Flood Risk Management Plan 2016-2022 was adopted by the Council's Cabinet on 31 May 2016. It covers the period from July 2016 to June 2022, and was subject to preparation during the report year.	
Provide the knowledge, skills and tools to manage climate change impacts on buildings and infrastructure.	B2	Buildings and infrastructure networks		N/A	Local authorities are not listed in the Programme as being responsible for delivery.
Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided.	B3	Buildings and infrastructure networks	B3-3	Climate change impacts have been taken into account in reaching planning decisions.	
			B3-6	The Council has sought to apply the Energy Efficiency Standard for Social Housing. As at 2015/16, 100% of Council houses were classed as energy efficient.	

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 a 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 made' 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
Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided.	B3	Buildings and infrastructure networks	B3-7	The Council has engaged in the Home Energy Efficiency Programme for Scotland. As at 2015/16, 100% of Council houses were classed as energy efficient.	
Understand the effects of climate change and their impacts on people, homes and communities.	S1	Society		N/A	Local authorities are not listed in the Programme as being responsible for delivery.
Increase the awareness of the impacts of climate change to enable people to adapt to future extreme weather events.	S2	Society		N/A	Local authorities are not listed in the Programme as being responsible for delivery.
Support our health services and emergency responders to enable them to respond effectively to the increased pressures associated with a changing climate.	S3	Society		N/A	Local authorities are not listed in the Programme as being responsible for delivery.

<b>4(e) What arrangements does the body have in place to review current and future climate risks?</b>
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).
None, however see priorities for 2016/17 in Q.2f above.

<b>4(f) What arrangements does the body have in place to monitor and evaluate the impact of the adaptation actions?</b>
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 is required to monitor the significant environmental effects of the implementation of every strategic action in respect of which strategic environmental assessment has been carried out. In particular, this will include with respect to the emerging Midlothian Local Development Plan.

<b>4(g) What are the body’s top 5 priorities for the year ahead in relation to climate change adaptation?</b>
Provide a summary of the areas and activities of focus for the year ahead.
Such priorities arising from Q.2f (4) above.

<b>4(h) Supporting information and best practice</b>
Provide any other relevant supporting information and any examples of best practice by the body in relation to adaptation.
N/A



PART 5: PROCUREMENT

<b>5(a) How have procurement policies contributed to compliance with climate change duties?</b>
Provide information relating to how the procurement policies of the body have contributed to its compliance with climate changes duties.
<p>The Midlothian Council Procurement Strategy 2015-18 and subsequent policy and procedures, reflect European (Europe 2020), national (Scottish Government Sustainable Procurement Policy 2009 and Procurement Reform (Scotland) Act 2014), and local (Single Midlothian Plan and CSR plan in support of DEFRA Government Buying Standards) objectives, including sustainability considerations. The strategy and policies also promote the use of local suppliers, where appropriate, to help reduce the carbon footprint of the authority's activity.</p>

<b>5(b) How has procurement activity contributed to compliance with climate change duties?</b>
Provide information relating to how procurement activity by the body has contributed to its compliance with climate changes duties.
<p>Tender processes use the European Single Procurement Document, which include standard question sets on environmental compliance and policy to help ensure tenderers have an appropriate history and overall approach to environmental considerations (among others). 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.</p>

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.
<p>Tenderers' compliance with environmental legislation is always checked at all levels of procurement over £5000, and where appropriate the environmental policies of the tenderer are also assessed. As part of the commodity procurement strategy, any high-risk materials (e.g. timber, waste products, etc.) are considered in terms of risk in this regard and any available accreditations that can legally be included are applied as requirements of the successful tenderer.</p>

PART 6: VALIDATION AND DECLARATION

<b>6(a) Internal validation process</b>
Briefly describe the body’s internal validation process, if any, of the data or information contained within this report.
Performance in meeting Carbon Management Plan targets is reported quarterly to senior management, Cabinet and Performance Review & Scrutiny Committee.
A Carbon Management Plan progress report is reported to senior management and Cabinet annually.
This report has been reviewed by the Head of Communities & Economy prior to consideration by Cabinet.

<b>6(b) Peer validation process</b>
Briefly describe the body’s peer validation process, if any, of the data or information contained within this report.
Consideration is being given to approaching another local authority, with a view to developing peer validation systems for future reports.

<b>6(c) External validation process</b>
Briefly describe the body’s external validation process, if any, of the data or information contained within this report.
Part of the data presented here has been validated externally through the Carbon Reduction Commitment process and in relation to waste data by the Scottish Environment Protection Agency.

<b>6(d) No validation process</b>
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

<b>6e - Declaration</b>		
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.		
<b>Name</b>	<b>Role in the body</b>	<b>Date</b>
Ian Johnson	Head of Communities & Economy	

RECOMMENDED – 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**:

Select the default target dataset

Subset

Table 1a														
Source	Dataset	Sector	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	Units	Comments
Subset	DECC Sectors	Total Emissions	517.79	543.68	522.00	529.16	485.88	513.15	455.26	495.31	484.61	445.35	ktCO2	
		Industry and Commercial	153.53	177.77	155.59	165.16	147.70	161.39	131.26	161.30	157.91	143.90	ktCO2	
		Domestic	204.58	205.06	203.03	205.85	183.88	199.14	173.79	186.79	181.93	153.07	ktCO2	
		Transport total	159.69	160.85	163.39	158.16	154.29	152.62	150.20	147.23	144.76	148.38	ktCO2	
		Per Capita	6.47	6.80	6.49	6.49	5.93	6.23	5.46	5.88	5.72	5.17	tCO2	
	Other Sectors	Waste		11035.12	10425.66	9866.22	8921.14	8507.88	8370.80	8395.97	7860.69	7901.4	tCO2e	2015: 8859.73 tCO2e  Figure for 2006 is 2006/07 figure.  2012 DECC emissions factors used for years preceding 2012.
		N. LULUCF Net Emissions											ktCO2	No data is gathered in respect of this sector.
		Other (specify in 'Comments')												N/A

Public Sector Climate Change Duties 2016 Summary Report: Midlothian Council

Table 1b														
Source	Dataset	Sector	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	Units	Comments
Subset	DECC Sectors	Total Emissions	519.64	545.81	524.96	531.32	488.56	515.44	457.88	497.88	488.60	448.63	ktCO2	OFFICIAL ADVICE IS THAT THIS TABLE IS NOT RELEVANT TO THIS COUNCIL'S REPORT. IT SHOULD THERFORE BE IGNORED.
		Industry and Commercial	155.07	179.62	158.25	167.04	150.11	163.41	133.61	163.57	161.61	146.89	ktCO2	OFFICIAL ADVICE IS THAT THIS TABLE IS NOT RELEVANT TO THIS COUNCIL'S REPORT. IT SHOULD THERFORE BE IGNORED.
		Domestic	204.58	205.06	203.03	205.85	183.88	199.14	173.79	186.79	181.93	153.07	ktCO2	OFFICIAL ADVICE IS THAT THIS TABLE IS NOT RELEVANT TO THIS COUNCIL'S REPORT. IT SHOULD THERFORE BE IGNORED.
		Transport total	159.99	161.14	163.68	158.43	154.57	152.89	150.48	147.52	145.05	148.67	ktCO2	OFFICIAL ADVICE IS THAT THIS TABLE IS NOT RELEVANT TO THIS COUNCIL'S REPORT. IT SHOULD THERFORE BE IGNORED.
		Per Capita	6.57	6.93	6.47	6.45	5.94	6.29	5.44	5.78	5.78	5.22	tCO2	OFFICIAL ADVICE IS THAT THIS TABLE IS NOT RELEVANT TO THIS COUNCIL'S REPORT. IT SHOULD THERFORE BE IGNORED.
	Other Sectors	Waste											tCO2e	OFFICIAL ADVICE IS THAT THIS TABLE IS NOT RELEVANT TO THIS COUNCIL'S REPORT. IT SHOULD THERFORE BE IGNORED.
		N. LULUCF Net Emissions	6.29	8.47	-4.91	-5.29	-2.00	2.25	-3.88	-11.11	1.18	1.35	ktCO2	OFFICIAL ADVICE IS THAT THIS TABLE IS NOT RELEVANT TO THIS COUNCIL'S REPORT. IT SHOULD THERFORE BE IGNORED.
		Other (specify in 'Comments')												OFFICIAL ADVICE IS THAT THIS TABLE IS NOT RELEVANT TO THIS COUNCIL'S REPORT. IT SHOULD THERFORE BE IGNORED.

Public Sector Climate Change Duties 2016 Summary Report: Midlothian Council

Table 1c														
Source	Dataset	Sector	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	Units	Comments
Other	DECC Sectors	Total Emissions												OFFICIAL ADVICE IS THAT THIS TABLE IS NOT RELEVANT TO THIS COUNCIL'S REPORT. IT SHOULD THERFORE BE IGNORED.
		Industry and Commercial												OFFICIAL ADVICE IS THAT THIS TABLE IS NOT RELEVANT TO THIS COUNCIL'S REPORT. IT SHOULD THERFORE BE IGNORED.
		Domestic												OFFICIAL ADVICE IS THAT THIS TABLE IS NOT RELEVANT TO THIS COUNCIL'S REPORT. IT SHOULD THERFORE BE IGNORED.
		Transport total												OFFICIAL ADVICE IS THAT THIS TABLE IS NOT RELEVANT TO THIS COUNCIL'S REPORT. IT SHOULD THERFORE BE IGNORED.
		Per Capita												OFFICIAL ADVICE IS THAT THIS TABLE IS NOT RELEVANT TO THIS COUNCIL'S REPORT. IT SHOULD THERFORE BE IGNORED.
	Other Sectors	Waste												OFFICIAL ADVICE IS THAT THIS TABLE IS NOT RELEVANT TO THIS COUNCIL'S REPORT. IT SHOULD THERFORE BE IGNORED.
		N. LULUCF Net Emissions												OFFICIAL ADVICE IS THAT THIS TABLE IS NOT RELEVANT TO THIS COUNCIL'S REPORT. IT SHOULD THERFORE BE IGNORED.
		Other (specify in 'Comments')												OFFICIAL ADVICE IS THAT THIS TABLE IS NOT RELEVANT TO THIS COUNCIL'S REPORT. IT SHOULD THERFORE BE IGNORED.

Public Sector Climate Change Duties 2016 Summary Report: Midlothian Council

Q2a – Targets										
Please detail your wider influence targets										
RPP Sector	Action Type	Description	Type of Target (units)	Baseline value	Start year	Target saving	Target / End Year	Saving in latest year measured	Latest Year Measured	Comments
Overall Reduction Target		"Greenhouse gas emissions for which Midlothian is responsible are reduced ... Outcome Indicator: Per capita CO2 emissions in the local authority area ... Outcome Target: 2020 - 4.5 tonnes per capita."  (Single Midlothian Plan 2015-16, p.52.)	Per capita (TCO2/per)	5.88	2012	1.38	2020	0.71	2014	2014 figure is 5.17 tCO2 per capita (i.e. figure in Table 1a above, published by DECC on 30 June 2016).  "Saving in latest year measured" figure is from baseline value/start year to 2014.
Waste and Resource Efficiency		Long run indicator to reduce total tonnes of BMW sent to landfill  (Midlothian Council Commercial Operations Service Plan 2015-16)	Other (specify in Comments)	13567	2014		2015	6188	2015	Type of target (units): Tonnes  Start year is in fact 2014/15  Target year/latest year measured is 2015/16
Waste and Resource Efficiency		Percentage of waste going to landfill  (Midlothian Council Commercial Operations Service Plan 2015-16)		55.3	2014	0.3	2015	21.3	2015	Type of target (units): Percentage  2015/16 figure is 34%  Start year is in fact 2014/15  Target year/latest year measured is 2015/16
Homes and Communities	Energy Efficiency - Combined	Increase percentage of Council's housing stock meeting the 'Energy Efficient' SHQS. Target: 100%	Other (specify in Comments)	100	2014		2015		2015	Type of target (units): Percentage  Start year is in fact 2014/15  Target year/latest year measured is in fact 2015/16  2015/16: 100% (Percentage of Council houses that are energy efficient (LGBF))

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 2c - 2e of above "Required section".

Q3) Policies and Actions to Reduce Emissions																	
RPP Sector	Action Type	Description	Start year for policy / action imple - mentation	Year that the policy / action will be fully imple - mented	Annual CO2 saving once fully imple - mented (tCO2)	Latest Year measured	Saving in latest year measured (tCO2)	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	Accountable body	Comments
																	The Council has not completed this table for this report year. The intention is to do so for future report years as data and information becomes more readily available. Work on the 'Sustainable Energy Action Plan' or alternative (Q.2f of the above "Required reporting refers) is expected to furnish much of the data and information required here.

**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. The intention is to do so for future report years as data and information becomes more readily available. Work on the 'Sustainable Energy Action Plan' or alternative (Q.2f of the above "Required reporting refers) is expected to furnish much of the data and information required here.

Q4) Partnership Working, Communication and Capacity Building. Please detail your Climate Change Partnership, Communication or Capacity Building Initiatives below.										
Key Action Title	Action Type	Organisation's project role	Lead Organisation (if not reporting organisation)	Private Partners	Public Partners	3rd Sector Partners	Outputs	Value to Organisation	Total Investment into Partnership	Comments
										The Council has not completed this table for this report year. The intention is to do so for future report years as information becomes more readily available.



OTHER NOTABLE REPORTABLE ACTIVITY

Q5) Please detail key actions relating to Food and Drink, Biodiversity, Water, Procurement and Resource Use in the table below.				
Key Action Title	Key Action Description	Organisation's Project Role	Impacts	Comments
Biodiversity	Actions leading towards the development and delivery of the Midlothian Green Network.	Lead	Not known	This is a commitment within the Single Midlothian Plan 2015-16, and is elaborated in the Single Midlothian Plan 2016-17.
Biodiversity	Encouragement of extensions to woodland cover and protection of existing woodlands (not including commercial forestry).	Lead	Not known	This is a commitment within the Single Midlothian Plan 2015-16.
Biodiversity	Teaching of biodiversity through Curriculum for Excellence.	Lead	Not known	
Biodiversity	Midlothian Council Land & Countryside/Ranger Service activities.	Lead	Not known	
Biodiversity	Implementation of Midlothian Local Plan (2008) policies for the preservation of the natural heritage of Midlothian, and preparation of Proposed Midlothian Local Development Plan in this regard.	Lead	Not known	
Biodiversity	Administration of the Local Biodiversity Sites (LBS) System by The Wildlife Information Centre on behalf of the Council through a service level agreement.  The LBS system is overseen by a Midlothian Local Biodiversity Site Steering Group which is chaired by Midlothian Council.	Lead	Not known	
Water	Preparation of The Forth Estuary Local Flood Risk Management Plan 2016-2022.	Participant	Not known	
Procurement	See Section 5 of above "Required section".	Lead	Not known	

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

The Council has not completed this question for this report year. The intention is to do so for future report years.



**Adult Social Care and Health Budget Pressures****Report by Eibhlin McHugh, Joint Director, Health and Social Care****1. Purpose of the Report**

- 1.1** The purpose of this report is to provide members with the background to the current financial pressures in Adult Social Care and Health and a summary of actions being taken to address these. The report also highlights the key challenges facing social care in seeking to remodel services to meet increasing demand in the context of reducing public finance and a finite social care workforce.

**2. Background****Integration Joint Board**

- 2.1** A report to Council in June 2016 explained that the Midlothian Integration Joint Board (IJB) was fully established on 1 April 2016 when it became responsible for the utilisation of the budgets delegated to it by Midlothian Council and NHS Lothian, a combined budget of approximately £111 million per annum.
- 2.2** The IJB is required to publish a three year Strategic Plan and determine how best to use these delegated resources to meet the health and care needs of the Midlothian population. The June report explained the respective roles of the IJB, the Council and NHS Lothian in managing the budget reductions required in the public sector. The primary responsibility of the IJB is to oversee the redesign of services towards more community-based services which place much greater emphasis on prevention and recovery. This should entail a shift in resources from hospitals and care homes. The responsibility of the Council and NHS Lothian is to put redesign plans into action and to use the available resources as efficiently as possible.
- 2.3** Audit Scotland recently published its report on Social Care in Scotland (September 2016).

*“Current approaches to delivering social work services will not be sustainable in the long term. There are risks that reducing costs further could affect the quality of services. Councils and Integration Joint Boards (IJBs) need to work with the Scottish Government, which sets the overall strategy for social work across Scotland, to make fundamental decisions about how they provide services in the future. They also need to build communities’ capacity to better support vulnerable local people to live independently in their own homes and communities.”*

The report goes on to estimate that if social care continues to be provided using the same model and approaches a 16-21% increase in spend by Councils will be necessary by 2020. In Midlothian this would amount to an additional £8 million.

### **Projected Overspend 2016-17**

- 2.3** The Financial Monitoring Report for Quarter 2 submitted to Council on the 8th November projected an overspend of £1.488m on a total budget of £38.526m. The most significant area of overspend is in relation to £1.453m against the Resource Panel budget of £29 M. The Resource Panel manages spend on new or increased care packages; this budget does not include in house service budgets.
- 2.4** Council policy is committed to eligibility criteria of meeting critical and substantial need. However, increasingly the focus is on the development of sustainable models of care that reduce the burden from traditional services to meet need to a stronger focus on acknowledging people's personal assets and informal supports that are available in communities. Examples of this shift will include people with learning disabilities doing voluntary work or engaging in paid employment rather than attending a day centre or people with mental health difficulties taking part in peer support group activities in the community rather than receiving a care package.
- 2.5** Alongside the Resource Panel projected overspend there were also variations of £0.274m on in-house home care and £0.272m on in-house care homes for older people. These projected overspends are offset against underspends of £0.466m across other budgets.
- 2.6** The financial position in adult care must now be considered in the context of the financial pressures facing NHS Lothian. During 2016-17 the local health service must reduce its expenditure by £1.9m on a budget of approximately £47m. This very challenging target increases the necessity for Adult Care and Health to create synergies and invest in transformation to create sustainable services for the future. The current projection indicates an overspend of £0.800m on prescribing although this will be covered under a risk share agreement with NHS Lothian.

### **Underlying Causes**

- 2.7** Financial Information: This projected overspend is based on committed spend whereby calculations are made for the full year on the basis of the cost of all current care packages. The continual change of care arrangements means that there is scope for error both for under and over commitments. Similarly in previous years the annual projection mid-year in NHS budgets has been reduced significantly before the end of the financial year.
- 2.8** Budget Pressure: The budget pressures have carried through from 2015-16 with a £900k over commitment on the 1<sup>st</sup> April 2016. The overspend in older people's services can be attributed to the failure of one of the main external care at home providers with consequential increased demand on more expensive in-house home care services having to provide approximately 600 extra hours per week. The resultant pressures on all care at home services will undoubtedly have contributed to both an increased use of care homes for older people and a deteriorating performance on delayed discharge. The

Midlothian Partnership had been making good progress in the preceding 2-3 years in both these areas.

The greatest growth in demand has been seen in services for adults with learning disabilities and complex physical disabilities. Under current projections there has been an increase in expenditure of 26% over the past two years. This growth has been contributed by a number of factors including the increased costs in providing overnight care. A recent employment tribunal ruling requires the payment of the national minimum wage for “sleep-over” shifts which has added a further budget pressure. The numbers of young people with very complex needs requiring intensive care is increasing year on year. There has been a growth in individualised packages of care in single tenancies. This model of care is very resource intensive.

The requirement to pay the Living Wage of £8.25 per hour to social care staff from 1<sup>st</sup> October 2016 and the requirement to pay the national minimum wage for sleepover shifts is estimated to cost in excess of £0.600m in 2016-17. Whilst funding was provided for the cost of implementing the Living Wage of £8.25 in the Local Government Finance Settlement, funding for future increases has not been confirmed.

- 2.9** Unpredictable Demand: The Resource Panel is a needs led budget providing resources to individuals considered, through an assessment process, to be in critical or substantial need. The budget is uplifted each year in recognition of demographic pressures and contractual inflation. However some packages for younger people with disabilities are in excess of £100k per year and while detailed planning is undertaken to project the number of youngsters coming through to adult services from school there remains a degree of unpredictability.
- 2.10** Workforce Challenges: The financial pressures coincide and are interlinked to workforce pressures in social care. This increasingly scarce and stretched resource has exacerbated the service risks and pressures in the system. With an ageing workforce in key areas of social care it seems very unlikely that the projected workforce requirements will be available for the current models of care.

### **Recovery Plans**

- 2.11** Financial Information: Some intense work is underway working with both the Finance Section and the Business Systems Application Team to ensure the commitment records are as accurate as possible.
- 2.12** Resource Allocation: The decision making process is being strengthened to ensure that the capacity and assets of families, communities and the voluntary sector are maximised. The decision making process will also place greater emphasis on risk management.
- 2.13** Review of Existing Care Packages: Some intensive work is being undertaken to reassess care packages which have not been subject to a review process- in some instances for a number years. The expectation is that, at least for some people, their health will have improved and their capacity to manage independently will have increased e.g. people able to travel independently. For

others there may be opportunities to provide more cost-effective support through, for instance, the application of new technology.

Service Redesign: Work is already underway to create more efficient ways of working in areas such as learning disability day care with a number of people being supported to travel into Edinburgh. The approach to resourcing high cost care packages will also be reshaped towards greater emphasis upon shared support arrangements rather than individual tenancies. The intention is to continue to provide people with personalised care but to do so in a shared environment that is sustainable in terms of both resource and staff requirements.

As has already been reported to Council, work is underway with a voluntary sector provider to develop a new model of delivery of care at home services.

### **Managing Public Expectations**

- 2.14** To implement this programme will require a shift in public expectations. Frontline staff will work with individuals and their families to find best solutions which maximises outcomes within available resources. This will mirror the shift in thinking about health as outlined in the report on “Realistic Medicine” recently published by Scotland’s Chief Medical Officer.

## **3 Report Implications**

### **3.1 Resource**

This report focuses upon the projected overspend in Adult Care of £1.488m. An action plan is being implemented to address this overspend as detailed in Section 2. The current position suggests it will be a major challenge to reduce spending by a further £1.5m in 2017-18 as part of the Council’s strategy to address its overall funding shortfall. In these circumstances the IJB is likely to require some form of risk-share agreement with the Council in order to be reassured that it would be safe to accept an offer of £1.5m less than in 2016-17 given the current serious difficulties of staying within budget. As described in Section 2.3 this is in the context of the national projections about Social Care requiring further investment unless IJBs can move quickly to new models of care.

### **3.2 Risk**

Given the overall pressures facing the Council the current financial position poses a serious and unsustainable risk. Reductions in preventative spend would undermine the longer term objective of a more sustainable approach to health and social care. In the short term a range of measures, summarised in Section 2, are being implemented to help address the projected overspend. Alongside these actions, work has commenced to help shape a new approach to the provision of social care which more clearly recognises the financial context. This will involve shifting public expectations which may have been inadvertently raised as a result of the shift towards Self-Directed Support. During this transition there will inevitably be a rise in complaints and a fair and robust approach to responding to these will be required.

### 3.3 Key Priorities within the Single Midlothian Plan

The themes

- ☒ Adult health, care and housing
- ☐ Getting it right for every Midlothian child
- ☐ Improving opportunities in Midlothian
- ☐ Sustainable growth
- ☒ Business transformation and Best Value
- ☐ None of the above

### 3.4 Impact on Performance and Outcomes

The Council can only agree changes to service delivery which are more efficient rather than a change in policy or major service redesign for which the agreement of the IJB would also be required.

### 3.5 Adopting a Preventative Approach

As noted in the Risk Section there is a danger that services focus on addressing immediate critical need rather than the longer term approach to prevention advocated by the Christie Report.

### 3.6 Involving Communities and Other Stakeholders

This report has been considered by senior managers and finance officers in Adult Care and Health

### 3.7 Ensuring Equalities

There are no immediate equalities implications arising from this report. However any changes to service design and delivery would need to be subject to equality impact assessment.

### 3.8 Supporting Sustainable Development

Not applicable.

### 3.9 IT Issues

There are no IT issues arising from this report. As highlighted in Section 2.10 the Business applications Team are providing support to ensure the financial commitment records are as accurate as possible.

## **4 Recommendation**

4.1 The Performance Review and Scrutiny Committee is asked to endorse the recommendations approved by the Cabinet on Tuesday 22 November 2016 as detailed below:

- a. note work underway to address a major projected overspend in Adult Care
- b. consider the implications of the current financial position when decisions are being made about the financial offer to the IJB for 2017-18

**Date:** 14 November 2016

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