

Notice of Meeting and Agenda



Midlothian Council

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

Date: Tuesday, 18 December 2018

Time: 11:00

Director, Resources

Contact:

Clerk Name: Mike Broadway

Clerk Telephone: 0131 271 3160

Clerk Email: mike.broadway@midlothian.gov.uk

Further Information:

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

Recording Notice: Please note that this meeting will be recorded. The recording will be publicly available following the meeting. 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

2 Order of Business

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

3 Declaration of Interest

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

4 Deputations

No deputations have been received.

5 Minutes

Minute of Meeting of Midlothian Council of 13 November 2018 submitted for approval as a correct record.

Minutes of Meetings for noting, information and consideration of any recommendations contained therein - Minute Volume attached.

Minute Volume Index 5 - 6

6 Questions to the Council Leader

No questions have been received.

7 Motions

- | | | |
|------------|--|---------|
| 7.1 | Motion by Councillor Muirhead, seconded by Councillor Hackett | 7 - 8 |
| 7.2 | Motion by Councillor Curran, seconded by Councillor Russell | 9 - 10 |
| 7.3 | Motion by Councillor Alexander, seconded by Councillor Cassidy | 11 - 12 |
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| 7.5 | Motion by Councillor Munro, seconded by Councillor Lay-Douglas | 15 - 16 |
| 7.6 | Motion by Councillor Hardie, seconded by Councillor Smail | 17 - 18 |

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(A) TO CONSIDER RESOLVING TO DEAL WITH THE UNDERNOTED BUSINESS IN PRIVATE IN TERMS OF PARAGRAPHS 6 AND 9 OF PART 1 OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973 - THE RELEVANT REPORTS ARE THEREFORE NOT FOR PUBLICATION; AND (B) TO NOTE THAT NOTWITHSTANDING ANY SUCH RESOLUTION, INFORMATION MAY STILL REQUIRE TO BE RELEASED UNDER THE FREEDOM OF INFORMATION (SCOTLAND) ACT 2002 OR THE ENVIRONMENTAL INFORMATION REGULATIONS 2004.

9 Private Reports

9.1 Hopefield Joint Campus Schools - Update - Report by Head of Property and Facilities Management

- 6. Information relating to the financial or business affairs of any particular person (other than the authority).
- 9. Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.

9.2 Straiton Land Options – Report by Head of Property and Facilities Management

- 6. Information relating to the financial or business affairs of any particular person (other than the authority).
- 9. Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.

10 Date of Next Meeting

The next meeting will be held on Tuesday 12 February 2019

Midlothian Council Minute Volume



**Presented to the Meeting
of Midlothian Council
on Tuesday, 18 December 2018**

1 Minutes of Meetings submitted for Approval

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2 Minutes of Meetings submitted for Consideration

Approved Minutes for Noting, Information and Consideration of any recommendations contained therein

Police and Fire and Rescue Board 27 August 2018	21 - 24
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3 Minutes of Meetings submitted for Information

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Midlothian Council

Labour Group

Midlothian Council
Tuesday 18 December 2018
Item No 7.1

Midlothian Council
Tuesday 18 December 2018

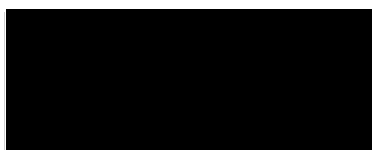
Notice of Motion

Council records its thanks to staff who organised, and all the partners who attended, this year's Community Planning Development Day, which was held on Saturday 24th November at the Edinburgh College's Midlothian Campus.

At the request of a number of community organisations, the event was held on a Saturday for the first time and was attended by around 140 people representing statutory partners, voluntary organisations and community groups.

We are particularly pleased that in the Scottish Year of Young People, there was a tremendous attendance by young people from across Midlothian who made up roughly a third of those present.

Moved:



Councillor Jim Muirhead

Seconded:



Councillor John Hackett

Midlothian Council

Labour Group

Item No 7.2

Midlothian Council Tuesday 18 December 2018 Notice of Motion

Midlothian Council congratulates Danderhall resident Iain McKendry on winning the prestigious Local Hero Radio Forth award.

Iain was diagnosed with cerebral palsy at 15 months old, however he hasn't let that stop him from defying the odds by getting on his bike for Club McKendry Spinning® classes at Danderhall Leisure Centre.

Iain (24), with the support of his family and friends, now leads seven spin® classes each week as a qualified instructor, and continues to be an inspiration to many people in his community and beyond.

Council agrees to write to Iain, congratulating him on his significant achievements.

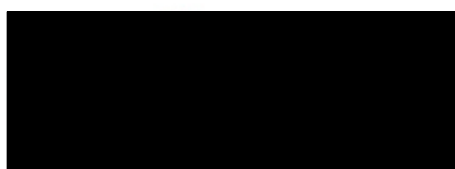


Moved:



Councillor Stephen Curran

Seconded:



Councillor Margot Russell



SNP Group

Notice of Motion

Congratulate to Lasswade School on their brilliant achievement in winning this Gold Sports Award.

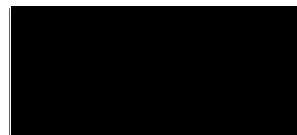
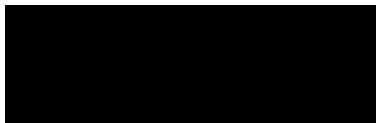
It is a testament to the hard work that has been put in by Staff, Pupils, Parents and the Sports Council, and the collaboration of between Schools, and Sports and Leisure. It recognises the exceptional sporting opportunities the school offers to its pupils through PE and a packed programme of extra-curricular events.

Lasswade High School is the first School in Midlothian, and one of only 18 per cent of the High Schools in Scotland to win this National award.

I thank The Sports Council, The Sports and Leisure Team, PE Staff Daisy Forbes, and Sarah McKay, and Active Schools Coordinator Judith Clyne in all their hard work making this award achievable, and request that Derek Milligan writes to Lasswade School to thank them for their wonderful work.

Proposed by:
Councillor Dianne Alexander

Seconded By:
Colin Cassidy



03 December 2018



SNP Group

Notice of Motion

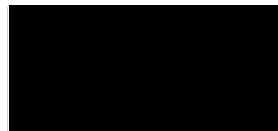
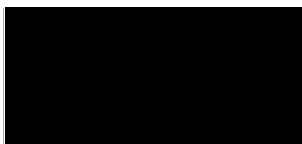
Motion to thank United Nations for report on Poverty.

Philip Alston, United Nations rapporteur recently carried out a thorough report on poverty in the UK. One of the observations he made was that there is a social calamity taking place due to the Westminster austerity measures. These measures are affecting the most vulnerable in our society, taking people from all walks of life into a cycle of poverty they may never escape from. For an entity like the UK this is an absolute disgrace. Named at the 6th wealthiest country on the planet we are most definitely failing on the caring and sharing of our resources.

The UK government have dismissed this report as negative and unhelpful, as a Council we know the effects austerity measures are having on our finances which in turn trickles down to our services and ultimately onto the people who depend upon them most of all. So our London government can deny and postulate as much as they want, the truth is we have a major catastrophe the likes of which has never been seen in any of our lifetimes. The austerity measures that have been in place since 2010 were not created by people already struggling to survive, they were created by greedy people who wanted more and more of the cake. To misquote the words of Marie Antoinette there will be no cake left to eat!

Proposed by:
Councillor Colin Cassidy

Seconded By:
Councillor Joe Wallace



04 December 2018



Midlothian Council Conservative Group

Post Office Service, Newtongrange –

In March 2017 the post office in Newtongrange closed and people in the village have, since then, been without what, for many, is a vital service and much sought after amenity.

It is hereby moved that –

Midlothian Council resolves to explore the viability of integrating a fully operational post office within Newtongrange Library thus reinstating this much needed facility, increasing the footfall and providing the opportunity to engage with residents with regard to what the Library has to offer;

the Head of Customer and Housing Services investigates the viability of operating a post office from the Library and;

a report on the findings be considered by the Council at its meeting on 26 March 2019.

Proposed by:



Councillor Kieran Munro

Seconded by:



Councillor Janet Lay-Douglas

Date: 4 December 2018



Midlothian Council Conservative Group

Midlothian Council recognises the importance of transparency and accountability. The Council applauds Local Government in England which has allowed scrutiny of local authority spending by publishing all spending of over £500 online, detailing both the supplier used and the reason for the spending. Council agrees that Midlothian should investigate adopting this approach whereby all payments to suppliers over £500 are published online. This will allow more effective public scrutiny of spending and help avoid waste.

Council resolves to:

1. Investigate the feasibility and cost implication of adopting a similar approach whereby all spending over £500 will be published online, to include both the supplier used and the reason for the spend; thus providing transparency in relation to spending and public scrutiny thereof;
2. Instructs the Director, Resources to report to the meeting of the Council on 12 February 2019 detailing the feasibility and cost implications of publishing, as far as permitted by law, spending of over £500 online and;
3. Further instructs the Director, Resources to investigate and report back to a meeting of the Council by the 2019 summer recess other ways to make Midlothian Council more transparent and accountable to the public with regard to spending.

Proposed by:



Councillor Andrew Hardie

Seconded by:



Councillor Peter Smail

Date: 4 December 2018

Appointments to Committees/Representation on Outside Bodies**Report by Director, Resources****1 Purpose of Report**

The purpose of this report is to seek nominations from the Council to fill various vacancies that have arisen.

2 Background

2.1 Councillor Pauline Winchester has written to advise of her intention to step down from membership of the undernoted Committees/Outside Bodies, with immediate effect:-

- Business Transformation Steering Group (BTSG)
- Lothian Joint Valuation Board
- Association of Public Sector Excellence (APSE)
- South East Scotland Strategic Development Planning Authority (SESplan)
- Community Safety and Justice Partnership Board

2.2 In considering the filling of the above vacancies the Council attention is drawn to the terms of Standing Order 11.3(iii) which states that:-

“A Member may not move or second a motion or amendment for the election or appointment of him/herself to any of the positions referred to under Standing Order 4, whether appointed at the first meeting of the Council after the elections or at a later date. Neither shall a Member vote in any personal election or appointment. This Standing Order (11.3 (iii)) will not apply when block proposals are put forward to facilitate Council business.”

The attention of the Council is also drawn to the terms of Standing Order 11.2 (iv) which states that:-

“In any division each Member shall have one vote only. The Chair, in the case of an equality of votes, will have a second or casting vote. This will not apply however when the matter which is the subject of the vote relates to the appointment of a Member of the Council to any particular office or Committee. In that case the decision will be by lot.”

3 Report Implications

3.1 Resource Implications

There are no Resource implications in relation to this report.

3.2 Risk Implications

There are no risk implications in relation to this report.

3.3 Policy Implications

Strategy

There are no strategy implications arising from this report.

Consultation

No consultations have been undertaken in connection with this report.

Equalities

An equalities impact assessment is not required in connection with this report.

Sustainability

There are no sustainability implications arising from this report.

4 Recommendation

The Council is invited to:-

- (a) note Councillor Winchester's intention to step down from membership of the aforementioned Committees/Outside Bodies; and
- (b) appoint replacement representatives to serve on the various Committee/Outside Bodies.

27 November 2018

Report Contact:

Mike Broadway **Tel No 0131 271 3160**
mike.broadway@midlothian.gov.uk

Short Life Working Group – Dalkeith Town Centre**Report by Director, Resources****1 Purpose of Report**

This report invites the Council to consider and approve the continuance of the Short Life Working Group together with the business remit.

2 Background

2.1 At a meeting of the Council on 26 June 2018 following consideration of a report by the Head of Finance and Integrated Service Support, relating to the draft Capital Investment Strategy, the Council agreed to:-

- (a) welcome the draft Capital Investment Strategy;
- (b) note the affordability gap for General Fund reserves;
- (c) set-up a Short Life Working Group, to consist of the 3 Dalkeith Elected Members and relevant officers, to look at the regeneration of Dalkeith and report to a Seminar and;
- (d) hold a Seminar to consider more fully the Strategy before it is finalised and presented to Council on 2 October 2018 for approval.

2.2 With regard to 2.1 (c) above, the Short Life Working Group met on 27 August and 10 September. The Short Life Working Group also met on 6 November 2018 which was after the date of the Seminar. At this meeting Members noted that whilst it was considered that there was merit in the Group continuing, in the short term, the governance granted by the Council had in effect come to an end following submission and approval of the Strategy on 2 October 2018. The Council is therefore requested to consider and approve the continuance of the Group for up to another 3 meetings to be held prior to the Council meeting in March 2019 and approve the revised business remit, namely, to consider the options for the regeneration of Dalkeith Town Centre and report back to Council on 26 March 2019.

2.3 With regard to 2.2 (d) above, the Seminar was held on 18 September and the Strategy was approved by the Council on 2 October 2018.

3 Report Implications**3.1 Resource**

There are no direct resource implications arising from this report.

3.2 Risk

There are no direct risk implications arising from this report.

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 Key Priorities within the Single Midlothian Plan

Ensuring the Working Party is properly constituted supports the decision making process of the Council.

3.5 Impact on Performance and Outcomes

The absence of an approved remit adversely impacts on the Council decision making process.

3.6 Adopting a Preventative Approach

Not applicable.

3.7 Involving Communities and Other Stakeholders

Not applicable.

3.8 Ensuring Equalities

Not applicable.

3.9 Supporting Sustainable Development

Not applicable.

3.10 IT Issues

Not applicable.

4 Recommendation

The Council is invited to approve the continuance of the Short Life Working Group on the basis described in paragraph 2.2 above.

3 December 2018

Report Contact:

Verona MacDonald Tel No 0131 271 3161

E-mail verona.macdonald@midlothian.gov.uk

Background Paper:

Minute of Meeting of Midlothian Council of 26 June 2018

Notes of Meetings of the Short-Life Working Group held on 27 August; 10 September and 11 November 2018.

General Services Capital Plan 2018/19 to 2021/22**Report by Gary Fairley, Head of Finance and Integrated Service Support****1 Purpose of Report**

The purpose of this report is to provide Council with:-

- An update of the General Services Capital Plan incorporating information on further additions to the Capital Plan for approval (Section 2);
- An update of the General Services Capital Plan for projects that are now approved in principle with provisional budgets following Council approval of the Capital Investment Strategy on 13 November 2018 (Section 3);
- Update on the gross and net debt outstanding position (Section 4);
- Update on the capital fund (Section 5).

2 Update of General Services Capital Plan for new projects**2.1 Amendment to existing project budgets**

Amendments to the budgets of the following projects are proposed:-

- **Hopefield Primary School:-** Adjustment to budget from £11.654 million to £11.063 million (reduction of £0.591 million) as a result of tenders coming back at a lower value than budget;
- **Shawfair Town Centre:-** Adjustment to budget from £5.615 million to £5.305 million (reduction of £0.310 million) as a result of a renegotiated land purchase price with Network Rail. Reduction in funding of £0.310 million from Shawfair LLP in line with this.

2.2 Projects presented for approval

The following new projects are being presented for inclusion in the General Services Capital Plan:-

- **Saltersgate:-** Internal alterations to existing building. Capital expenditure budget of £0.063 million phased fully in 2018/19. To be fully funded by prudential borrowing;
- **Hillend:-** Transport and environmental studies together with site investigation to allow planning application to be submitted in early 2019. Capital expenditure budget of £0.060 million phased fully in 2018/19. To be fully funded by prudential borrowing.

The inclusion of these projects, if approved by Council today, will revise the overall levels of expenditure, funding and borrowing required over the period 2018/19 to 2021/22 as shown in table 1 below.

Table 1: General Services Capital Plan including approved projects and projects presented at today's Council meeting for approval

Item	2018/19 Budget	2019/20 Budget	2020/21 Budget	2021/22 Budget	Total Budget
	£000's	£000's	£000's	£000's	£000's
Expenditure	31,164	54,009	37,908	24,012	147,093
Funding	24,002	23,373	23,811	14,747	85,934
Borrowing Required	7,162	30,636	14,097	9,265	61,159

3 Capital Investment Strategy

3.1 Expenditure

Council, on 13 November 2018, approved the adoption of the Capital Investment Strategy. In doing so, Council noted that the existing rolling five year General Services and HRA capital plans would be updated to reflect the priority projects set out for the earlier years of the Capital Investment Strategy.

The table below sets out the proposed additions to the General Services Capital Plan in the period 2018/19 to 2021/22 arising from the Capital Investment Strategy. This covers the changes to the capital expenditure budgets for the current Roads, Fleet and Property Asset Management Strands¹. The table also outlines investment required in Early Years provision and the investment required in the Learning Estate, as per the Learning Estate Strategy presented to Council in September 2017 (updated to reflect current expenditure forecasts).

Table 2: Additions to the General Services Capital Plan Expenditure Budgets as outlined in the Capital Investment Strategy

Category	2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's	Total £000's	Notes
Roads/Footways/Street Lighting	0	309	0	0	309	<i>Appendix 1</i>
Fleet	462	2,260	-657	-217	1,848	<i>Appendix 1</i>
Property	0	1,041	21	234	1,296	<i>Appendix 1</i>
Early Years	689	8,177	2,452	1,287	12,605	<i>Appendix 2</i>
Learning Estate Strategy	252	8,676	12,628	6,221	27,778	<i>Appendix 3</i>
Others	150	155	190	169	664	<i>Appendix 4</i>
Return of Contingencies (2.5%)	-372	-809	-1,845	-1,267	-4,294	
Total	1,180	19,810	12,789	6,426	40,205	

¹ The Asset Management Plan budgets for Digital Services were consolidated in the General Services Capital Plan – Quarter 2 Monitoring report to Council.

It should be noted that the projects outlined in Appendices 1 to 4 are approved ***in principle*** in the General Services Capital Plan and have ***provisional*** budgets set for each. As such, for each of these projects to fully progress and therefore receive full approval in the General Services Capital Plan, it is proposed that a report for each individual project will be required to be presented to Council for approval.

3.2 Funding

Table 1 below summarises the funding position for general services for each of the years. At this time the funding assessment provides for the planned utilisation of the Capital Fund and future capital receipts to support investment with the retention of a minimum balance for the Capital Fund of £5 million to provide for unforeseen capital investment needs.

Table 3: General Services Capital Plan Funding

Funding	2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's	Total £000's
Government Grants	9,898	11,764	10,104	10,207	41,973
Government Grants – Early Years	3,386	9,520	2,814	1,304	17,024
Government Grants – Others	1,282	474	0	0	1,756
City Deal Funding (Scottish Government)	0	0	10,900	0	10,900
City Deal Funding (Capital Fund)	0	0	0	7,694	7,694
Receipts from Sales	3,574	5,265	0	7,140	15,979
Receipts from Sales to Capital Fund	-3,574	-5,265	0	-7,140	-15,979
Transfer from Capital Fund to Capital Plan	750	1,687	2,000	3,000	7,437
HRA Land Transfers applied to Capital Plan	250	900	1,100	0	2,250
Developer Contributions – LES	1,514	6,362	9,107	3,792	20,775
Developer Contributions – A701	862	0	425	425	1,712
Developer Contributions – Other Projects	614	30	0	0	644
Other Contributions	7,750	1,687	0	0	9,437
Total	26,306	32,424	36,450	26,422	121,602

3.3 Borrowing

The inclusion of the revised expenditure profile as outlined in Section 3.1, and the revised funding as outlined in Section 3.2, if approved by Council today, will revise the borrowing required over the period 2018/19 to 2021/22 as shown in table 1 below.

Table 4: General Services Capital Plan including Capital Investment Strategy projects presented for approval in principle

Item	2018/19 Budget	2019/20 Budget	2020/21 Budget	2021/22 Budget	Total Budget
	£000's	£000's	£000's	£000's	£000's
Expenditure	32,345	73,818	50,696	30,438	187,298
Funding	26,306	32,424	36,450	26,422	121,602
Borrowing Required	6,039	41,394	14,247	4,017	65,696

As noted in the Capital Investment Strategy, whilst the first 5 years of the plan are fully funded, there remains an affordability gap for general fund services over the ten year life of the plan and that work will continue to find ways to address this. This work will be led by the Capital Plan and Asset Management Board with proposed changes reflected in the annual refresh of the strategy.

4. Debt Outstanding

The projected level of gross debt outstanding, based on the expenditure and income assumptions outlined in Table 7, is shown in the table below.

Including forward funded projects (where the Council incurs capital expenditure which is expected to be funded by future developer contribution receipts), the projected level of net debt outstanding is also shown in table 5 below.

Table 5: Debt outstanding net of any forward funded projects

Item	2018/19 Budget £000's	2019/20 Budget £000's	2020/21 Budget £000's	2021/22 Budget £000's
Debt Outstanding 01 April	116,119	118,274	155,997	166,325
Borrowing arising from Capital Plan	6,039	41,394	14,247	4,017
Debt Repayments	-3,884	-3,671	-3,919	-3,941
GROSS Debt Outstanding 31 March	118,274	155,997	166,325	166,401

5. Capital Fund

The capital fund balance at 31 March 2018 was £19.711 million, with a projected balance at 31 March 2019 of £22.535 million. £7.694 million of this is currently earmarked to fund City Deal projects and £1.687 million to fund the Hopefield Primary project (utilising the insurance receipt).

£14.305 million of receipts from sales are expected to be transferred into the capital fund across the period 2019/20 to 2021/22. £5.000 million of the Capital Fund balance is earmarked to support the level of investment identified in the Capital Investment Strategy across the current life of the plan (18/19 to 21/22). In addition, a further £17.459 million is earmarked to support investment in 2022/23 and beyond. This leaves a non-earmarked balance of £5.000 million at 31 March 2022.

6. Report Implications

6.1 Resource

The borrowing required to finance the planned investment in 2018/19 to 2021/22 is currently £65.696 million.

6.2 Risk

The inherent risk in the Capital Plan is that projects will cost more than estimated thus resulting in additional borrowing. The monitoring procedures ensure that significant variations are reported at an early stage so that remedial action can be taken to mitigate this risk.

In developing the strategy and taking cognisance of the longer term affordability gap it is clear that a number of potential projects which are currently included will only be able to be progressed if they can be delivered on a spend to save basis (i.e. where income or cost savings more than offset the cost of funding the investment) or where they can be delivered on a cost neutral basis. In addition it will be challenging to progress potential additional projects such as Dalkeith town centre redevelopment and master planning proposals for Newtongrange and Stobhill unless these are on a spend to save basis.

6.3 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

6.4 Impact on Performance and Outcome

There are no issues arising directly from this report.

6.5 Adopting a Preventative Approach

There are no issues arising directly from this report

6.6 Involving Communities and Other Stakeholders

No external consultation has taken place on this report.

6.7 Ensuring Equalities

There are no equalities issues arising directly from this report.

6.8 Supporting Sustainable Development

There are no sustainability issues arising directly from this report.

6.9 Digital Services Issues

There are no Digital Services implications arising from this report.

7 Recommendations

Council is asked to:

- a) Approve the amendment to the existing budget for the Hopefield Primary School and Shawfair Town Centre projects as noted in Section 2.1;
- b) Approve the inclusion of the projects listed in Section 2.2 of this report in the General Services Capital Plan;
- c) Approve in principle with provisional budgets the projects identified in Section 3 and require that for each of these projects to receive full approval in the General Services Capital Plan, a report on each of these will be required to be presented to Council for approval;
- d) Approve the utilisation of £22.459 million of the Capital Fund, as noted in Section 5, to support the capital investment in the projects identified in Section 3.

Date 07 December 2018

Report Contact:

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Background Papers:

Appendix 1 – Roads, Street Lighting, Footways/Footpaths, Fleet & Property Asset Management Plan additions

Appendix 2 – Early Years additions

Appendix 3 – Learning Estate Strategy additions

Appendix 4 – Other projects additions

Appendix 5 – Summary General Services Capital Plan 2018/19 to 2021/22

Appendix 6 – Detailed General Services Capital Plan Expenditure 2018/19 to 2021/22

Appendix 1 – Roads, Street Lighting, Footways/Footpaths, Fleet & Property Asset Management Plan additions

Roads, Street Lighting & Footways/Footpaths

Project	2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's	Total £000's
C50 Temple Ground Stabilisation	0	309	0	0	309

Fleet

Project	2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's	Total £000's
Current GSCP	-760	-2,863	-1,707	-4,234	-9,564
Vehicle Replacement	1,235	3,974	1,039	4,015	10,263
Plant Replacement	0	1,418	67	213	1,698
5% savings target/reduction	-13	-269	-56	-211	-549
Total	462	2,260	-657	-217	1,848

Property

Project	2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's	Total £000's
Poltonhall Astro & Training Area Resurfacing	0	464	0	0	464
Penicuik Astro Resurfacing	0	309	0	0	309
Kings Park Tennis Courts Resurfacing	0	82	0	0	82
Penicuik Centre Flooring, Cardio & Equipment	0	155	0	45	200
Lasswade Centre Flooring, Cardio & Equipment	0	31	4	124	159
Gorebridge Leisure Centre	0	0	17	62	79
Loanhead Centre	0	0	0	3	3
Total	0	1,041	21	234	1,296

Appendix 2 – Early Years Additions

Project	2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's	Total £000's
Hawthorn Centre	258	2,319	0	0	2,577
Rosewell Primary School Alterations	37	332	0	0	369
Mount Esk Nursery School	153	1,380	0	0	1,533
Dalkeith Primary School	0	850	850	0	1,700
Rosewell Primary School New Build	64	573	0	0	637
Easthouses Primary School (Newbattle HS)	0	316	789	473	1,578
Gorebridge Standalone	137	1,234	0	0	1,371
Vogrie Park	20	180	0	0	200
Penicuik Estate	20	180	0	0	200
Catering Kitchens	0	267	267	267	800
Setting's Kitchens	0	47	47	47	140
Capital Grants to Partner Providers	0	500	500	500	1,500
Total	689,	8,177	2,452	1,287	12,605

Appendix 3 – Learning Estate Strategy additions

Project	2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's	Total £000's
Woodburn Primary Extension 1 Class	63	570	0	0	634
Lasswade High – Core Facilities 1,600 Pupils	189	1,699	0	0	1,888
King's Park Extension to 3 stream	0	2,443	2,443	0	4,886
Area 23 Primary School	0	3,811	9,528	5,717	19,056
Newtongrange Primary Extension to 2 stream	0	0	504	504	1,008
Strathesk Primary Extension 1 Class	0	153	153	0	306
Total	252	8,676	12,628	6,221	27,778

Appendix 4 – Other project additions

Project	2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's	Total £000's
Health & Social Care ICT	150	155	160	169	634
Birkenside Grass Pitch Drainage	0	0	30	0	30
Total	150	155	190	169	664

Appendix 5

Summary General Services Capital Plan 2018/19 to 2021/22

GENERAL SERVICES CAPITAL PLAN	2018/19	2019/20	2020/21	2021/22	Total
2018/19 to 2021/22	Budget	Budget	Budget	Budget	Budget
	£'000	£'000	£'000	£'000	£'000
EXPENDITURE					
Resources	12,602	21,352	16,836	11,828	62,618
Education, Community & Economy	18,648	45,485	22,103	9,196	95,433
Health & Social Care	1,433	7,787	2,910	547	12,676
Council Transformation	35	4	10,692	10,135	20,866
Provision for return of contingencies	-372	-809	-1,845	-1,267	-4,294
Total Approved Expenditure	32,345	73,818	50,696	30,438	187,298
FUNDING					
Government Grants	9,898	11,764	10,104	10,207	41,973
Government Grants - Early Years	3,386	9,520	2,814	1,304	17,024
Government Grants - Others	1,282	474	0	0	1,756
City Deal Funding (Scottish Government)	0	0	10,900	0	10,900
City Deal Funding (Capital Fund)	0	0	0	7,694	7,694
Receipts from Sales	3,574	5,265	0	7,140	15,979
Receipts from Sales transferred to Capital Fund	-3,574	-5,265	0	-7,140	-15,979
Transfer from Capital Fund to Capital Plan	750	1,687	2,000	3,000	7,437
Land Transfers from HRA Applied to Capital Plan	250	900	1,100	0	2,250
Developer Contributions - GSCP Committed	1,325	4,581	1,942	814	8,663
Developer Contributions - LES New	189	1,781	7,165	2,978	12,112
Developer Contributions - A701/702	862	0	425	425	1,712
Developer Contributions - Other Projects	614	30	0	0	644
Other Contributions	7,750	1,687	0	0	9,437
Total Available Funding	26,306	32,424	36,450	26,422	121,602
Approved Borrowing Required	6,039	41,394	14,247	4,017	65,696

Appendix 6

Detailed General Services Capital Plan Expenditure 2018/19 to 2021/22

GENERAL SERVICES CAPITAL PLAN	2018/19	2019/20	2020/21	2021/22	Total
2018/19 to 2021/22	Budget	Budget	Budget	Budget	Spend
	£'000	£'000	£'000	£'000	£'000
RESOURCES					
Customer Services					
Schools - Hardware, Software & Services	397	743	743	760	2,642
Front Office - Hardware, Software & Services	910	804	606	223	2,543
Back Office - Hardware, Software & Services	547	399	444	560	1,951
Network, Software & Services	740	148	170	301	1,359
Corporate Solutions	422	118	169	127	836
Business Applications	101	84	101	84	371
Newbattle Centre of Excellence	373	77	0	0	450
Commercial Operations					
Street Lighting Upgrades	973	1,000	1,000	1,350	4,323
Footway & Footpath Network Upgrades	302	500	500	675	1,977
Road Asset Management Plan	1,785	1,500	1,500	2,025	6,810
Road Asset Management Plan - additions	0	309	0	0	309
Millerhill Access Road / Site Services	0	0	0	0	0
Zero Waste Capital Contribution	0	0	7,380	0	7,380
Cycling, Walking & Safer Streets Projects	108	102	94	122	426
Footpath Lighting: Bonnyrigg Bypass to Gorton Road	44	0	0	0	44
B6482 Newbattle/Easthouses Road Cycleway	29	0	0	0	29
A6094: Bonnyrigg Bypass Cycleway & Toucan Crossing / Road	26	0	0	0	26
Ironmills Park Steps	6	0	0	0	6
New recycling facility - Penicuik	0	243	0	0	243
Vehicle & Plant Asset Management Plan	760	2,863	1,707	4,234	9,564
Vehicle & Plant Asset Management Plan - Additions	462	2,260	-657	-217	1,848
Electric Vehicles - Powerpoint Installation	0	0	0	0	0
Geogrid - Barleyknowe Lane	40	0	0	0	40
King George V Park Outdoor Fitness Equipment	4	0	0	0	4
Outdoor Play Equipment - Rosewell	49	0	0	0	49
Outdoor Play Equipment - Gorebridge	129	0	0	0	129
Arniston Park Synthetic Pitch	29	16	0	0	45
Cuiken Glen Paths & Woodland	228	0	0	0	228
Mauricewood Bing Cycling and Walking Path	109	0	0	0	109
A701 / Beeslack Bus Shelter	28	0	0	0	28
Mauricewood Road Bus Shelter	13	0	0	0	13
Riverside Park Paths & Woodland	0	30	0	0	30
Birkenside Grass Pitch Drainage	0	0	30	0	30
Property & Facilities					
Stobhill Depot Upgrade	0	568	0	0	568
New Depot: EWIM Phase III	744	6,884	2,028	0	9,655
Property Asset Management Plan	1,406	1,000	1,000	1,350	4,756
Property Asset Management Plan - Additions	0	1,041	21	234	1,296
Midlothian House 3rd Floor Reconfiguration	0	0	0	0	0
Purchase of 7 Eskdail Court, Dalkeith	29	0	0	0	29
Purchase of 49 Abbey Road, Dalkeith	12	0	0	0	12
Hillend Freestyle Jump Slope Upgrade	0	208	0	0	208
Hillend Preparatory Works	0	60	0	0	60
32-38 Buccleuch Street Ground Floor Redevelopment	180	180	0	0	360
Leisure Management System (Legend)	161	4	0	0	165
Cashless Catering	50	0	0	0	50
Non-Domestic Energy Efficiency Projects	1,330	210	0	0	1,540
Salt Dome	75	0	0	0	75
TOTAL RESOURCES	12,602	21,352	16,836	11,828	62,618

	2018/19	2019/20	2020/21	2021/22	Total
EDUCATION, COMMUNITY AND ECONOMY	Budget	Budget	Budget	Budget	Spend
Early Years	£'000	£'000	£'000	£'000	£'000
Gorebridge Development Trust (EYG Funded)	0	0	0	0	0
Gorebridge Development Trust	116	0	0	0	116
Gorebridge Development Trust (EYG Funded)	38	0	0	0	38
Further Early Years Provisions inc. 1140 hours	0	0	0	0	0
Primary					
New Bilston Primary	40	86	0	0	126
New Gorebridge North Primary	100	86	0	0	186
Paradykes & Roslin Primaries Preparatory Works	0	0	0	0	0
Paradykes Primary Replacement	500	866	0	0	1,366
Roslin Primary Replacement	400	273	0	0	673
Former Hopefield Primary School	750	9,250	970	0	10,970
Inspiring Learning Spaces	35	0	0	0	35
New Danderhall Primary hub	750	10,431	5,000	937	17,117
Cuiken & Sacred Heart Primaries - Design Team	0	0	0	0	0
Cuiken Primary School Extension	588	1,330	101	0	2,019
Sacred Heart Primary School Extension	1,817	2,019	202	0	4,038
Lawfield Primary Extension	92	519	0	0	610
Secondary					
Lasswade High School inc. 2nd MUGA	0	0	0	0	0
Newbattle High School Preparatory Works	726	182	0	0	908
Newbattle High School - Future Extension	0	0	0	0	0
Beeslack Community High School Pitch	0	0	0	0	0
General					
Online Payments for Schools (Parent Pay)	58	10	0	0	67
Saltersgate Alterations Phase III - Playground Improvements	9	252	0	0	261
Saltersgate Phase IV - Internal Alterations	63	0	0	0	63
Modular Units - Session 2017/18	2,475	84	0	0	2,559
Modular Units - Session 2018/19	415	715	0	0	1,130
Early Years Additions					
Hawthorn Centre	258	2,319	0	0	2,577
Rosewell Primary School Alteration	37	332	0	0	369
Mount Esk Nursery School	153	1,380	0	0	1,533
Dalkeith primary school	0	850	850	0	1,699
Rosewell Primary School New Build	64	573	0	0	637
Easthouses primary school (Newbattle HS)	0	316	789	473	1,578
Gorebridge standalone (Beacon?)	137	1,234	0	0	1,371
Vogrie Park	20	180	0	0	200
Penicuik Estate	20	180	0	0	200
Catering kitchens	0	267	267	267	800
Settings' kitchens	0	47	47	47	140
Capital grants to partner providers	0	500	500	500	1,500
Learning Estate Strategy New					
Woodburn Primary extension (1 class plus)	63	570	0	0	634
Lasswade High - core facilities for 1600 pupils	189	1,699	0	0	1,888
Kings Park PS extension to 3 stream incl EY	0	2,443	2,443	0	4,887
Area 23 Primary School (Dalkeith/Easthouses)	0	3,811	9,528	5,717	19,056
Newtongrange refurb & expansion to 2 stream	0	0	504	504	1,009
Strathesk Primary one class extension	0	153	153	0	305
Children and Families					
Planning & Development					
Members Environmental Improvements	100	280	0	0	380
Public Sector Housing Grants	336	434	385	385	1,540
Contaminated Land	100	272	186	186	744
Borders Rail - Economic Development Projects	63	62	0	0	125
East High Street Public Realm & Burns Monument	4	0	0	0	4
Shawfair Town Centre Land Purchase	5,305	0	0	0	5,305
Track to Train	478	0	0	0	478
Gorebridge Connected	908	735	0	0	1,643
Penicuik THI	435	229	0	0	664
Mayfield Town Centre Regeneration	52	28	0	0	80
Participatory Budgets	50	490	180	180	900
A701 & A702 Works	904	0	0	0	904
TOTAL EDUCATION, COMMUNITY AND ECONOMY	18,648	45,485	22,103	9,196	95,433

	2018/19	2019/20	2020/21	2021/22	Total
	Budget	Budget	Budget	Budget	Spend
	£'000	£'000	£'000	£'000	£'000
HEALTH AND SOCIAL CARE					
Adult & Social Care					
Assistive Technology	100	460	150	203	913
Health & Social Care ICT	150	155	160	169	634
Travelling Peoples Site Upgrade	17	0	0	0	17
Homecare	55	0	0	0	55
Recovery Hub	533	297	0	0	829
Highbank Intermediate Care Reprovisioning	350	6,875	2,600	175	10,000
Customer & Housing Services					
Online Payments & Services	228	0	0	0	228
TOTAL HEALTH AND SOCIAL CARE	1,433	7,787	2,910	547	12,676
COUNCIL TRANSFORMATION					
Purchase to Pay	6	0	0	0	6
EWiM Phase 2	0	0	0	0	0
Online Housing Applications	-4	4	0	0	0
Corporate Telephony Services Upgrade	0	0	0	0	0
EWiM - Buccleuch House Ground Floor	33	0	0	0	33
Website Upgrade	0	0	0	0	0
City Deal	0	0	10,692	10,135	20,827
TOTAL COUNCIL TRANSFORMATION	35	4	10,692	10,135	20,866
PROVISION FOR RETURN OF CONTINGENCIES					
2.5% Provision over full capital plan	-372	-809	-1,845	-1,267	-4,293
GENERAL SERVICES CAPITAL PLAN TOTAL	32,345	73,818	50,697	30,439	187,298

Voluntary Sector Grants 2019-2022

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

1 Purpose of Report

This report is requesting Council to approve voluntary sector awards, and variations to the administration of the grants programme, for the period 2019-2022.

2 Background

2.1 In June 2014 the Council approved a set of recommendations following a review of grants to establish a three-year grants programme for the period 2015/16 - 2017/18. This review brought together the various historic grant arrangements into one overall programme. The review was prompted by a need to focus on the areas of greatest need, to ensure a more focused approach and secure financial savings. In 2017 Council agreed to extend the existing grants programme for 2018/19.

2.2 In 2018/19 the overall grants programme has an annual budget allocation of circa £1million. The small and large grants programme are made up of four separate funding streams:

- i) Developing Communities(including Community Councils)
- ii) Employability, Learning, and Training
- iii) Health and Physical Activity
- iv) Poverty

In addition to the four grant streams there is a rents budget that provides grant funding to voluntary organisations who rent council premises.

2.3 On the 22 August 2018 Council approved a revised three years grants programme. The programme was informed by good practice from across Scotland, officers' experience of administering the existing grants programme and feedback from voluntary organisations. The new three year grants programme maintained some of the features of the previous programme and recommended a number of improvements. Key improvements included:

- Introducing an annual upper limit of £33,500 to reflect the reduction in overall Council budget and to help spread the limited resource across the voluntary sector.
- Introducing a new Micro Grant where small organisations can apply for up to £500 with minimal paperwork and reporting requirements.
- Allowing Small Grant applications of under £2,000 a year to apply for funding for a three year period, on the same basis as Large Grant recipients. [Page 35 of 366](#)

- Reviewing all of the grant funded lease arrangements to ensure they are making best use of the Council premises they occupy.

The three year grants programme also reflected key changes in policy such as the Council's decision in May 2018 to remove Citizen Advice Bureau's from the competitive grants programme and fund this service on a different contractual basis. Another key change has been the 2017 enactment of Part 5 of the Community Empowerment (Scotland) Act which provides an alternative framework for grant funding Council premises.

- 2.5 Between August and October 2018 the grants programme was open for applications. A communication and engagement plan was delivered to ensure that as many groups as possible applied. As part of this process community groups were offered bespoke support to help them apply. Particular effort was made to ensure that groups that experience barriers were supported to apply.
- 2.4 The closing date for the new grants programme was 14 October 2018. After this the grant stream leads convened grants panels to assess the applications. All grants were scored carefully against the approved criteria. Where applicants applied for more than one grant, they were cross-referenced to ensure there was no duplication in their applications. Other due diligence checks were carried out such as assessing the level of funding the applicants already received from commissioned contracts from the Council.
- 2.5 Following the scoring process the Council Leader and Deputy Leader were briefed on the proposed awards. Senior managers not involved in the scoring process then quality assured the recommendations of the panels to help ensure consistency, compatibility with policy and equity across the programme.

3 Report Implications

3.1 Resource

The recommended awards are included in **Appendix 1** of this report. A financial analysis of the applications received and the award allocations is also included in **Appendix 2** of this report. Some key points arising from this analysis include:

- In total £5,098,546 was requested from a three years programme with a total budget of £1,737,000.
- The overall budget for competitive grant applications for 2019/20 is £579,000. The overall amount requested was £1,780,880.
- For the three year large grants the total amount requested was £4,778,919 and the total recommended is £1,390,027.
- For the large grants the developing communities stream received the most applications with 26 applications received totalling £548,908 for 2019/20. The poverty stream received the least with 9 applications totalling £172,464 for the same period.

- For the three year large grants 79 applications were received of which 40 are recommended for funding with an average recommended award of £34,751.
- For the small grants 54 applications were received and 35 are recommended for an award. The average award over a three year period is £2,938. It is worth noting that small grants will be open for applications annually so it is important to maintain some budget.
- For the community councils 16 applications were received and 16 are recommended for an award. The average recommended award over a three year period is £1,486.
- For the micro grants 34 applications were received and 16 are recommended for an award. The average award over a three year period is £1,088. It is worth noting that micro grants will be open for applications every 6 months.

3.2 Proposed Contingency Fund for the Grant Programme

The small and large grants budget for 2019/20 has an unallocated budget of £58,241. This paper proposes that the unallocated budget will be kept as a contingency fund for voluntary groups to access in exceptional circumstances.

This contingency fund will help safeguard voluntary organisations in exceptional circumstances and help sustain a vibrant voluntary sector in Midlothian. The decrease of grant funding across Scotland has made it increasingly challenging for the voluntary sector. Voluntary organisations' income and reserves have reduced making them less financially resilient. Requests for support would be considered by all the grant stream leads on a case-by-case basis and recommendations will be made to the Council Leader and Deputy Leader.

3.3 Risk

The existing grants programme has been risk assessed and these risks are included in the Council's Risk Register. The new and existing grants programme is subject to internal audit that helps reduce the risks associated with managing the programme. The processes associated with awarding grants include robust risk assessment procedures to ensure compliance with following the Public Pound protocols.

This grant funding will help sustain a vibrant voluntary sector in Midlothian. The proposed contingency fund, outlined in section 3.2 of this report, will also help mitigate against the financial risks that the voluntary sector face.

3.4 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

3.5 Key Priorities within the Single Midlothian Plan (SMP)

The SMP has directly informed the criteria of the revised three year grants programme. Applications were assessed against the extent to which they further the priorities in the SMP.

3.6 Impact on Performance and Outcomes

By supporting the voluntary sector the grants recommendations will have a positive impact on the performance and outcomes of the council.

3.7 Adopting a Preventative Approach

The recommended grants will continue to support the voluntary sector to undertake preventative work by reducing inequalities, promoting healthy activities and supporting people into meaningful employment.

3.8 Involving Communities and Other Stakeholders

The 2014 review of Council grants used a co-production approach with the third sector. The funding streams, criteria and processes in the existing grants programme have informed the new three year grants programme. Between 2015 and 2018 there has been a series of improvements to the grants programme based on feedback from the voluntary sector.

Between March and July 2018 a Grants Communication and Engagement plan was delivered to inform the new grants programme. The engagement included coverage in the local press, a social media campaign, an online survey, face-to-face meetings with elected members, senior officials, the Third Sector Interface, Community Councils and Community Planning Partners. Feedback from this engagement has informed and shaped the new programme.

3.9 Ensuring Equalities

A full Integrated Impact Assessment was completed for the new grants programme. The assessment concluded that the revised three year grants programme will have a positive impact on equality groups across Midlothian. It is worth noting that all applications were assessed against the extent they promoted equalities.

3.10 Supporting Sustainable Development

The revised three year grants programme will help maintain a vibrant voluntary sector in Midlothian. With reductions in statutory funding, the voluntary sector has a key role in developing communities, reducing inequalities and supporting sustainable development.

4 Summary

- 4.1** Officers have implemented the Council's new three year grants programme. Based on the priorities of the Single Midlothian Plan and evidence of good practice the new grants programme has been redesigned to meet the changing needs of Midlothian's communities.

The grant awards recommended in this paper are a key part of the overall Council's contribution to the voluntary sector. The recommended awards will provide a level of security for the voluntary sector, whilst maintaining some budget so applications can be considered every 6 months for the micro grants and annually for the small grants. Retaining a contingency fund to support voluntary organisations in exceptional circumstances will further help safeguard Midlothian's vibrant voluntary sector. The revised three year grants programme represents an opportunity to build on the positive relationships the Council has with the voluntary sector and ensure that we continue to work in partnership to achieve the best outcomes for local residents.

5 Recommendations

- 5.1** It is recommended that Council;
- a. Approves the recommended voluntary sector awards for the period 2019 - 2022 as detailed in **Appendix 1** of this report.
 - b. Approves that the unallocated grants budget, as detailed in section 3.2 of this report, can be used a contingency fund for voluntary sector groups in exceptional circumstances.

Date 22 November 2018

Report Contact: Stephen Bermingham, Senior Communities Officer
Tel No. 0131 271 3338 stephen.bermingham@midlothian.gov.uk

Background Papers:

Appendix 1: Recommended Voluntary Sector Awards 2019-22
Appendix 2: Financial analysis of Voluntary Sector Awards

Organisation	YEAR 1	YEAR 2	YEAR 3	Total Requested	AWARDED YEAR 1	AWARDED YEAR 2	AWARDED YEAR 3	Total Amount Awarded	Summary of project/rationale for decision
Home Link Family Support	£23,517	£23,671	£24,312	£71,500	£23,517	£23,671	£24,312	£71,500	The funding is for an outreach family opportunities coordinator with Home Link. The role will provide early intervention for families that are struggling. Focus to minimise the impact of child poverty. Very strong application that meets criteria of stream.
Midlothian Foodbank	£33,500	£33,500	£33,500	£100,500	£16,750	£16,750	£16,750	£50,250	The funding is towards the staffing costs of Midlothian Foodbank. Strong application that demonstrates evidence of need and will directly benefit people living in poverty.
Midlothian Financial Inclusion Network	£16,179	£16,341	£16,504	£49,024	£13,179	£13,311	£13,444	£39,934	The funding is for a part-time development worker to coordinate the financial inclusion work across Midlothian. Good application that addresses unmet need and promotes partnership working.
Penicuik Y	£8,700	£8,700	£8,700	£26,100	£8,700	£8,700	£8,700	£26,100	The funding is towards the costs of a part youth development worker to develop a programme of youth work and oversee the mentoring programme. Strong application, most of the mentees are from low income families/areas, meets the criteria of stream.
Midlothian Advice and Resource Centre	£33,500	£32,000	£31,000	£96,500	£20,000	£16,000	£12,000	£48,000	The funding is towards a project coordinator for MARC. Strong application that provides unique service to residents experiencing financial hardship. High levels of volunteers, meets the criteria of the stream.

Organisation	YEAR 1	YEAR 2	YEAR 3	Total Requested	AWARDED YEAR 1	AWARDED YEAR 2	AWARDED YEAR 3	Total Amount	Summary of project/rationale for decision
Rosewell Development Trust	£17,500	£18,375	£19,293	£55,168	£14,000	£14,700	£15,434	£44,134	The funding is to support the core staff costs of Rosewell Development Trust. The Trust provide a range of services for the Rosewell Community that includes targeted work for children and those experiencing social isolation. Strong application with good track record of delivery and partnership work.
Mayfield and Easthouses Development Trust	£33,500	£33,500	£33,500	£100,500	£17,500	£17,500	£17,500	£52,500	The funding is to support the core staff costs of Mayfield and Easthouses Development Trust. The Trust provides a range of community-led services. Many of the services target people experiencing inequalities, such as a job club, recovery café and older people's lunch club. Strong application with a focus on reducing inequalities.
Pathhead Youth Project	£13,890	£14,050	£14,200	£42,140	£4,630	£4,683	£4,733	£14,047	The funding is to support Pathhead Youth Project to deliver a range of youth initiatives. The funding will pay for a part time youth worker, premises, events and summer programme. Strong application with a focus on connecting young people and supporting them to a positive destination.
Bonnyrigg Rose Community FC	£31,860	£28,320	£28,795	£88,975	£15,930	£14,160	£14,398	£44,488	The funding is to support Bonnyrigg Rose Community FC to employ a part time member of staff to deliver a community based programme focusing on reducing health inequalities. Strong application with focus on mental health, inclusive activities and very strong track record of partnership working.
Penicuik Community Sports and Leisure	£23,032	£23,722	£24,434	£71,188	£11,515.86	£11,861.25	£12,217.00	£35,594	The funding is a contribution to the core staff costs of Penicuik Community Sports and Leisure. Strong application with good evidence of community engagement and volunteering. Provide affordable/accessible access to health promoting activities for the whole community.
Gorebridge Community Cares	£33,500	£33,500	£33,500	£100,500	£16,750	£16,750	£16,750	£50,250	The funding is to support the core staff costs of Gorebridge Community Cares. Strong application with a focus on informal learning, reducing poverty and promoting wellbeing. Good track record of community engagement and partnership working.
One Dalkeith, Community Development Trust	£33,000	£33,000	£33,000	£99,000	£11,000	£11,000	£11,000	£33,000	The funding is to support the core costs of One Dalkeith. As a new development trust this will help the trust establish the systems and policies to operate professionally. Strong application with very strong evidence of community engagement and an ambition to improve the Dalkeith area.

DEVELOPING COMMUNITIES - LARGE GRANTS 2019-2022

Grandparents Parenting Again		£11,840	£11,840	£23,680		£5,920	£5,920	£11,840	The funding is for a contribution towards the costs of a peer support worker for Grandparents Parenting Again. Strong application that demonstrates evidence of need, community engagement, reducing inequalities and good financial planning.
Gorebridge Opportunities	£16,244	£20,744	£20,744	£57,732	£8,122.00	£10,372.00	£10,372.00	£28,866	The funding is to support the core staffing and rental costs of GO. A strong application that provides accessible activities for young people on Friday nights. Strong evidence of volunteering, community engagement and good track record in working with young people.
The Glencorse Association	£20,300	£20,909	£21,536	£62,745	£8,120	£8,364	£8,614	£25,098	The funding is to support the cost of a centre coordinator post at the Glencorse Centre. A good application with strong track record of volunteering and community engagement.
Edinburgh Rape Crisis Centre	£23,293	£22,807	£31,914	£78,014	£11,646.50	£11,403.50	£15,957.00	£39,007	The funding is to support the cost of a counselling support worker for Edinburgh Rape Crisis Centre. Strong application with compelling evidence of the need to support people affected by rape, sexual assault and childhood exploitation in Midlothian.
Midlothian Voluntary Action	£32,766	£33,497	£33,500	£99,763	£20,000	£20,000	£20,000	£60,000	The funding is to support the staff costs for Midlothian Voluntary Midlothian. MVA supports the development of voluntary sector groups by providing training, advice and support. Strong track record of partnership working.
Gorebridge Development Trust	£33,000	£33,000	£33,000	£99,000	£10,000	£10,000	£10,000	£30,000	The funding is to cover the costs of a development trust manager for Gorebridge Community Development Trust. Strong evidence of community engagement, reducing inequalities and attracting additional resources.
Midlothian Peoples Equality Group	£3,833	£3,533	£3,333	£10,699	£1,000	£1,000	£1,000	£3,000	The funding is to support the operational running costs of Midlothian Peoples Equality Group. Strong contribution to equalities, community development and volunteering.
Penicuik YMCA	£22,800	£22,800	£22,800	£68,400	£15,000	£15,000	£15,000	£45,000	The funding is to support the costs of a development worker and the premises of Penicuik Y. Strong track record in providing childcare and youth work services, strong evidence of need.

Organisation	YEAR 1	YEAR 2	YEAR 3	Total Requested	AWARDED YEAR 1	AWARDED YEAR 2	AWARDED YEAR 3	Total Amount Awarded	Summary of project / rationale for decision
Edinburgh Napier PTLM	£20,465	£20,662	£20,861	£61,988	£16,667	£16,667	£16,667	£50,001	The funding is to employ a part-time Community Engagement Officer and pay volunteer expenses. The Project is long standing with excellent outcomes and contributes towards the SMP/IOM priorities to raise the qualification levels of adults with little or no qualifications and widen access to FE and HE. Very strong application with good track record of delivery and partnership work. A Steering Group of local people and past users influence the direction of the Project, added value from Universities who provide additional staff to deliver locally.
Volunteer Midlothian Transform	£33,500	£33,500	£33,500	£100,500	£18,333	£18,333	£18,333	£55,000	The funding is to employ staff and pay volunteer expenses and contribute towards running costs of Volunteer Midlothian. This is the only supported volunteering project for young people who do not normally participate in volunteering with an increasing number of young people coming from SIMD areas and offers opportunities to volunteer as a part of a group. Strong application with proven track record of delivery and positive impacts both for participants and local communities.
Intowork	£33,500	£33,500	£33,500	£100,500	£16,667	£16,667	£16,667	£50,000	The funding is to employ Midlothian based 1:1 advisors for employability support and contribute towards general running costs of the organisation. Strong application which achieves positive outcomes for users in moving into and sustaining employment. Strong partnership working and good links with local employers; some evidence of consultation and involving service users in the planning process. Currently avoids duplication with other employability services through a joined up, partnership approach, joint planning and active membership of ELM group. Some potential duplication with Fair Start which needs to be monitored. Recommend 3 year funding if outcomes met in Year 1.
Bill Russell Woodburn Youth Project	£6,050	£6,050	£6,050	£18,150	£4,000	£4,000	£4,000	£12,000	The funding is to employ a co-ordinator and youth worker to develop and deliver employability skills and qualifications for young people in the Woodburn area. Local project for young people which complements existing youth services and fills a gap for weekend provision in response to young people's needs. Strong application demonstrating good value for money and partnership working.
Capital City Partnership FK	£25,500	£26,350	£27,155	£79,005	£10,000	£10,000	£10,000	£30,000	The funding will contribute towards staffing costs to engage with employers and schools, develop a Midlothian Hub for job and skills training linked to local employment opportunities and provide free places for young people in Midlothian to participate in Bright Starts Retail Training. Good track record of delivering from Fort Kinnaird and joint planning and delivery in Midlothian, lots of skilled expertise available and evidence of good tracking processes and securing sustainable employment. Also provides in work support and support to get a better paid job in the retail industry. Complements existing services and is an active partner in ELM group.

Access to Industry	£32,500	£32,500	£32,500	£97,500	£16,667	£16,667	£16,667	£50,000	Funding to provide a caseworker and cover client costs e.g. expenses, travel and contribution to organisational costs. Good track record of delivering in Midlothian through ESF with positive outcomes achieved for clients. Expansion of current work to offer 1:1 support to hard to reach individuals including those who have been involved in substance use and the criminal justice system. Some strong partnerships in place. Some potential duplication with Fair Start which needs to be monitored. Recommend 3 year funding if outcomes met in Year 1.
Newbattle Abbey College	£33,000	£33,000	£33,000	£99,000	£6,667	£6,667	£6,667	£20,000	The funding is for a contribution towards staff costs, organisational costs and resources to expand this new initiative to provide family learning activities and opportunities for local community groups to engage. The Project addresses identified need and offers a unique service focusing on the outdoor learning environment which has a positive effect on physical and mental health so reducing health inequalities. Proposal to deliver qualifications to reduce educational attainment gap for adults to build leadership skills in the outdoors, supporting those taking part in the Awards to build the capacity of local groups through involvement and deliver outcomes in their own areas. Newbattle Abbey has a proven track record of delivering outcomes through Rural Skills for those who do not traditionally engage with the education system and providing pathways to employment and education through strong partnership work.
Y2K	£33,500	£33,500	£33,500	£100,500	£7,333	£7,333	£7,333	£22,000	The funding is to support the core costs of the organisation. Good application which would have benefitted from being more specific about how it met the outcomes of this funding stream, for example, information on where young people have progressed and sustainment of positive destinations. Organisation now on a more solid footing and has delivered good outcomes over past year. Strong community involvement, evidence of young people shaping the project and good partnership working.
Beeslack Family Disabled Club	£23,127	£23,589	£24,063	£70,779	£1,773	£1,773	£1,773	£5,320	The funding is to cover staffing costs to co-ordinate and deliver valuable life skills and lifelong learning for those with a disability. Activities reduce social isolation of this targeted group. Good evidence of volunteer and community involvement and inclusive activities.
Lothian Veterans Centre	£33,500	£33,500	£33,500	£100,500	£10,000	£10,000	£10,000	£30,000	Funding is to provide staffing, cover training costs and a contribution towards core costs of the organisation. There is some potential duplication with other employability support services though the Project has the expertise and track record of working specifically with Veterans and their families. Some good partnership links and joint working. Application would have been strengthened by including more detailed information on the uniqueness of the project, the added value it brings and the outcomes achieved to date. Outcomes listed were not clear or measurable and costings were vague so difficult to determine if the Project was good value for money. Support package will be offered.

Organisation	YEAR 1	YEAR 2	YEAR 3	Total Requested	AWARDED YEAR 1	AWARDED YEAR 2	AWARDED YEAR 3	Total Amount	Summary of project / rationale for decision
Team United Sports	£23,197	£23,075	£24,192	£70,464	£16,902	£16,775	£17,703	£51,380	The funding is for a part time post and projected related activity costs to address the gap in sports and physical provision for young people with autism in Midlothian. Project will support the council's Autism strategy working with local clubs and groups.
St David's Bradbury Day Centre	£12,641	£13,205	£13,797	£39,643	£5,200	£5,460	£5,733	£16,393	The funding will provide day care for elderly people within Midlothian. The funding will cover a part time passenger assistant, trainings support and supervision costs. This post was previously funded by the Robertson Trust and the funding has now stopped.
MYPAS	£33,500	£33,500	£33,500	£100,500	£25,125	£25,125	£25,125	£75,375	The funding will provided a contribution towards core running costs. MYPAS deliver services to support young people's health and wellbeing, particularly with young people who may find barriers to accessing services. Outreach services are offered at various locations across the county.
Play Midlothian	£20,407	£19,989	£20,588	£60,984	£8,264	£8,264	£8,264	£24,792	The funding will contribute towards the overheads and indirect costs of Play Midlothian, a local charity supporting Midlothian's children to flourish through play. e.g. Out to Play sessions delivered in our most vulnerable areas of the county. Play for All benefits disabled children and their families holiday play schemes.
Dalkeith Thistle Community FC	£20,000	£24,000	£28,500	£72,500	£6,667	£6,950	£7,233	£20,850	The funding will contribute towards a Football Development Officer salary post and league and tournament registration costs.
Midlothian Muslim Community Centre	£6,632	£6,369	£6,369	£19,369	£2,316	£2,184	£2,184	£6,685	The funding will support the delivery of a weight management and type 2 diabetes prevention programme culturally adopted for South Asian women and men with diabetes in Midlothian delivered through Midlothian Muslim Community Centre.
Randori Judo	£33,500	£33,500	£33,500	£100,500	£7,000	£7,000	£7,000	£21,000	The funding will contribute towards the Head Coach and Development Officer salary costs to support the planning and delivery of activities in five clubs within Midlothian. The role will include delivering taster sessions to after schools clubs, health weeks for Active Schools teams in 14 primary schools and two secondary schools.

Beeslack Allstars DSC	£7,591	£6,266	£10,390	£24,247	£6,343	£4,700	£7,793	£18,835	The funding will support Beeslack Family Disabled Club to develop a varied programme of sports for individuals with autism. The funding will provide specialist training for their volunteers to work with and communicate with the children who have autism.
Touchdown UK	£19,100	£17,200	£17,200	£53,500	£9,550	£8,600	£8,600	£26,750	The funding will contribute to staffing costs and insurance. Touchdown UK are a youth work charity that engages with young people through the sport of American Football. They have operated a successful project at the Lasswade Centre since 2014, working with young people aged from 9 to 17 years. They have delivered taster sessions to over 1,000 children across the Lasswade cluster.
Skate of Mind	£17,000	£0	£0	£17,000	£6,000	£0	£0	£6,000	The funding will cover half the staff costs and equipment to support young people who struggle to engage in physical activity. The project will work with 50 of the most vulnerable children (referred through schools) in Midlothian over the next year, using skating as the form of engagement.
Play Therapy Base	£33,354	£33,354	£33,354	£100,062	£11,685	£16,677	£16,677	£45,039	The funding will contribute to the therapist post to work with children who are affected by domestic violence, anxiety and the impact of family illness. The children will benefit from this non directive child centred play therapy.

POVERTY - SMALL GRANTS 2019 -2022

Organisation	YEAR 1	YEAR 2	YEAR 3	Total Requested	AWARDED YEAR 1	AWARDED YEAR 2	AWARDED YEAR 3	Amount Awarded	Summary of project/rationale for decision
Dalkeith & District CAB	£1,988	£1,988	£1,988	£5,964	£1,988	£1,988	£1,988	£5,964	The funding is to support a new travel facilitation fund to provide assistance to vulnerable people to attend essential meetings with the job centre, doctors etc. The travel vouchers will be available to 10 welfare support organisations. Very strong application as directly reduces and prevents poverty.

Organisation	YEAR 1	YEAR 2	YEAR 3	Total Requested	AWARDED YEAR 1	AWARDED YEAR 2	AWARDED YEAR 3	Total Amount Awarded	Summary of project/rationale for decision
Home Link Family Support	£2,000	£2,000	£2,000	£6,000	£2,000	£2,000	£2,000	£6,000	The funding is to run "Stay and Play" sessions for families with children in their early years targeted at those living in areas of multiple deprivation. Very strong application, good evidence of need, reduces inequalities.
Cousland Village Hall Association	£1,000	£1,000	£1,000	£3,000	£1,000	£1,000	£1,000	£3,000	The funding is for short term support to maintain the village hall while they save and purchase a hall heating system to prevent its closure. Strong application, community led, volunteering and promotes a sense of place.
Poltonhall Scottish Pensioners	£560	£560	£560	£1,680	£560	£560	£560	£1,680	The funding is a contribution to the costs of transporting elderly residents to a support group. Strong, modest application meets criteria of stream.
Midlothian Community Media Assoc	£2,000	£2,000	£2,000	£6,000	£2,000	£2,000	£2,000	£6,000	The funding is a contribution to licence fees and running costs of Black Diamond. Community radio is volunteer-led and connects communities.
Pathhead Community Gardeners	£1,700			£1,700	£1,700			£1,700	The funding is for gardening materials to improve Pathhead. Strong application high levels of community involvement and volunteering.
Cyrenians	£1,998	£1,997	£1,996	£5,991	£1,998	£1,997	£1,996	£5,991	The funding is to deliver 'Fight or Flight' conflict resolution and anger management courses to young people in Midlothian. Strong application, prevents anti-social behaviour and good evidence of need.
Roslin Men's Shed	£1,900	£1,900	£1,900	£5,700	£950	£950	£950	£2,850	The funding is for a contribution of the material costs, health and safety training and rent of the men's shed. Good application that meets the criteria.
The Wednesday Group	£1,047	£547	£547	£2,141	£1,047	£547	£547	£2,141	The funding is for a contribution towards the costs of running this older people's group. Good application that reduces social isolation and connects communities.
St Davids Brass Band	£2,000	£2,000	£2,000	£6,000	£700	£1,020	£540	£2,260	The funding is for a contribution to the running costs of the brass band. Good focus on learning and community involvement.
Rosewell Development Trust	£1,800	£1,854	£1,910	£5,564	£900	£927	£954.81	£2,782	The funding is a contribution towards the transport costs for elderly people to attend the lunch club. Good application with a focus on connecting communities and reducing social isolation.

Organisation	YEAR 1	YEAR 2	YEAR 3	Total Requested	AWARDED YEAR 1	AWARDED YEAR 2	AWARDED YEAR 3	Total Amount Awarded	Summary of project / rationale for decision
Horizons Recovery Café	£1,820	£1,820	£1,820	£5,460	£1,820	£1,820	£1,820	£5,460	The funding is to employ one past user of the service to work in the Recovery Cafe and gain employability skills and confidence. Very good application with clear identified outcomes and measures which meet SMP and identified need and builds capacity of individual who has multiple barriers to employment. Only one person benefits directly from service at one time but there is an impact on other service users, volunteers and the wider community. Demonstrates value for money and track record of delivery.
PlayBase SCIO	£2,000	£2,000	£2,000	£6,000	£2,000	£0	£0	£2,000	The funding is to purchase resources for the use of practitioners working with children and families with additional support needs. Well established project which would benefit from developing the number of individual families who benefit directly. The Project has a good track record of delivery and supports practitioners so one year allocation only recommended as it could further market and develop the use of the resources by targeted families.
Pathhead Youth Project	£1,926	£1,830	£1,570	£5,326	£1,700	£1,700	£1,700	£5,100	Funding to support running costs of the organisation to deliver key activities. Good track record of delivering Awards at high levels for local young people, very good community involvement, intergenerational work benefits young people and local community. The Project makes good use of volunteers and builds their skills and qualifications.
Penicuik Youth Band	£2,000	£2,000	£2,000	£6,000	£1,000	£1,000	£1,000	£3,000	Funding to support the running costs including let charges, payment of specialist tutors, purchase of resources and an annual band camp. Project states it will remove social and economic barriers for young people participating, however, it is not clear how they will achieve this. Good community links and use of volunteers.
Lasswade High School PHAB Club	£1,250	£1,270	£1,300	£3,820	£1,250	£1,270	£1,300	£3,820	The funding is to support the activities of the club through contributing to tutor costs and resources to run activities. The organisation provides a valuable service which supports families with disabled dependents to gain valuable life skills, reduce social isolation & build community links. Well supported by volunteers and has membership from across Midlothian.

No 1739 Squadron	£600	£600	£600	£1,800	£600			£600	Funding to pay for a high speed broadband connection to allow trainees to access an online system to take part in training and gain qualifications. No detailed information on how many young people have gained qualifications and positive destinations from taking part. Application does demonstrate the funding stream outcomes but numbers benefitting are small. Recommend funding for year 1 only to allow the group the opportunity to raise funds or secure alternative funding.
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Organisation	YEAR 1	YEAR 2	YEAR 3	Total Requested	AWARDED YEAR 1	AWARDED YEAR 2	AWARDED YEAR 3	Total Amount Awarded	Summary of project/rationale for decisions
Penicuik Athletic Youth FC	£2,200	£0	£0	£2,200	£1,000	£0	£0	£1,000	The funding is to purchase a defibrillator that will be accessible to the whole community at a site that is relatively isolated and used by over 300 players and 70 volunteers.
Bonnyrigg Seniors Social Club	£2,050	£2,050	£2,050	£6,150	£1,200	£1,200	£1,200	£3,600	The funding is to provide transport for older adults in and around Bonnyrigg, some who have a disability or limited mobility, and are largely house bound to attend a social activity. The club allows older people to meet and socialise with each other thus reducing social isolation.
Lasswade High School PHAB Club	£500	£500	£500	£1,500	£500	£500	£500	£1,500	The funding will support the running costs of group activities at the PHAB club. The club has run since 1978 and supports vulnerable adults in a range of activities such as cooking, computing, music, crafts and physical activity, whilst also benefiting from the social contact these residents often miss out on.
Danderhall Lunch Club	£1,900	£1,995	£2,000	£5,895	£1,000	£1,000	£1,000	£3,000	The funding will cover the transport costs of Danderhall Lunch Club. The transport will allow older adults who are often frail, immobile and housebound to meet, socialise and enjoy a hot meal.
Lasswade Thistle FC	£2,150	£2,150	£2,150	£6,450	£420	£420	£420	£1,260	The funding will contribute to coach education, first aid kits and festival costs for a children's football club based in Lasswade Park with 133 male and female players in 2018, up from 95 in 2017. All required to support the increase in demand.
Arniston Rangers Youth FC	£2,000	£2,000	£2,000	£6,000	£1,000	£1,000	£1,000	£3,000	The funding will contribute to the lease payments for Gore Glen Pavilion. Arniston Rangers Youth FC Children's football club is made up of over 250 players, male and female, and 40 adult volunteers. The club continues to grow, in particular the girls section.
Parents and Tots	£2,000	£2,000	£2,000	£6,000	£2,000	£2,000	£2,000	£6,000	The funding is to support the continuation and development of a Breastfeeding Peer Support project. The project received a grant from the Big Lottery Peoples Project to initially train volunteers to develop a network of support groups across Midlothian and would like to continue developing the mentoring programme.
Parents and Tots	£2,000	£2,000	£2,000	£6,000	£500	£500	£500	£1,500	The funding will contribute to the staffing costs of Muddy Mondays play group. The group has been running for 6 years providing outdoor play activities for 15-20 children and their families per week at the Link in Loanhead.
Midlothian Gymnastics Club	£2,000	£2,000	£2,000	£6,000	£1,050	£1,000	£1,000	£3,050	The funding will support the development of level 1 and 2 coaches to support the growth of the club and provide coaching opportunities for development. The club runs sessions in Newbattle Campus, Gorebridge and Danderhall Centres for over 100 gymnasts.
Lasswade Athletics & Fitness Club	£1,960	£1,880	£1,880	£5,720	£1,395	£715	£715	£2,825	The funding in year 1 will support the purchase of equipment and training materials. And in year 2 and 3 MIDAS mini bus training for volunteers and coach development will be supported. The club is a well established athletics club providing coaching and competitions for children and adults. The club supports many school athletic competitions - primary track and field championships, primary cross- country, sportshall athletics, giant heptathlon.
City of Edinburgh Trampoline Club	£1,000	£0	£0	£1,000	£700	£0	£0	£700	The funding will support the purchase of replacement push in mats. The trampolining club is based at The Lasswade Centre and are members of Lasswade Community Sports Hub. They have over 180 members from age 2 to adult providing trampolining disciplines from recreation to elite level.
Lasswade Gymnastics Club	£2,000	£2,000	£2,000	£6,000	£1,442	£1,442	£1,442	£4,326	The funding will support coach education courses at level 1 and 2 to support the growth of the club in line with demand. Lasswade Gymnastics club is based at The Lasswade Centre with over 250 members and an extensive waiting list.

Dalkeith Thistle FC	£2,000	£2,000	£2,000	£6,000	£600	£600	£600	£1,800	The funding will support the development of a men's shed and wider community engagement. The Men's Shed will aim to reduce social isolation in men by bringing them together via activities such as woodworking etc and could contribute to grounds maintenance and volunteering in the wider Kings Park area.
Gorebridge Comm Dev Trust	£1,700	£1,700	£1,700	£5,100	£1,500	£1,100	£700	£3,300	The funding will support Gorebridge Community Development Trust to lead a programme of family focused nature activities which promotes physical and mental wellbeing through learning camp craft, outdoor cooking, fire building, forest craft skills etc. Sessions are supported by volunteers.
Pathhead Youth Project	£1,983	£1,997	£2,000	£5,980	£720	£0	£0	£720	The funding will contribute to art materials, hall hire, dance and art teacher costs for Pathhead Youth Project's summer activity programme. Up to 100 children attend and the club is essential due to limited accessibility and availability of activities due to the rural nature of Pathhead.
WWHAM	£1,985	£0	£0	£1,985	£200	£0	£0	£200	The funding will contribute to arts and crafts materials for a women's peer support group based in Cowden Pavilion in Woodburn. The group uses art and craft activities to encourage peer support and develop skills in coordination, concentration and to grow self esteem.
Rosslyn Community Bowling Club	£1,800	£1,800	£1,800	£5,400	£1,800	£450	£450	£2,700	The funding will support the purchase of junior bowls, running costs and a shed for Rosslyn Bowling Club. The club has opened its doors to community groups as a result of growth in population and lack of local community facilities and encourage intergenerational opportunities.
Penicuik YMCA-YWCA	£2,000	£2,000	£2,000	£6,000	£1,000	£500	£500	£2,000	The funding will support advertising and maintenance costs of the synthetic pitch at Penicuik YW/YMCA. Support will be provided to develop a sustainable business plans in terms of use and maintenance of the pitch.

Organisation	Year 1	Year 2	Year 3	Total Requested	AWARDED YEAR 1	AWARDED YEAR 2	AWARDED YEAR 3	Total Amount Awarded	Summary of project/rationale for decision
SWI Borthwick Branch	£300	£300	£300	£900	£300	£300	£300	£900	The funding is to support a women's group to run their organisations in a rural community. Strong application, good value for money.
Midlothian News & Views	£150			£150	£150			£150	The funding is to purchase USB sticks so volunteers can record the Advertiser and send to blind / partially sighted members of the community. Strong application, promoting inclusion and equalities.
1st Danderhall Brownies	£400	£400	£400	£1,200	£400	£400	£400	£1,200	The funding is to support rent costs and core running costs of the Brownies. This will enable the group to maintain the current charges to members despite the large rent increase. Strong application, will enable children from low-income families to take part.
The Krafty Crew	£500	£500	£500	£1,500	£500	£500	£500	£1,500	The funding is to support the costs of craft resources and printing and to provide a laptop for the group to use.
Dalkeith History Society	£450	£475	£500	£1,425	£450	£475	£500	£1,425	The funding is to support the running costs of the history society. Good application, connects communities and promotes a sense of place.
Parents & Tots	£500	£500	£500	£1,500	£500	£500	£500	£1,500	The funding is to support costs of room hire for a perinatal mental health support group. Strong application, promotes equalities and wellbeing.
Friends Unite	£500	£500	£500	£1,500	£500	£500	£500	£1,500	The funding is to support the costs of venue hire, training and running costs for a women's self-help group that promotes emotional wellbeing.
Arniston Playgroup	£500	£500	£500	£1,500	£500	£500	£500	£1,500	The funding is to support the costs of equipment and resources for a playgroup in Gorebridge. Good application, provides affordable support to low-income families.
Carrington Village Hall Association	£500	£500	£500	£1,500	£500	£500	£500	£1,500	The funding is to support operational costs and maintenance of a rural village hall. Strong application that connects communities and promotes a sense of place.
Alexandra's Family Fund	£500	£500	£500	£1,500	£500	£500	£500	£1,500	The funding is to support the costs of a support group with people with muscular dystrophy. Strong application, supports people with severe mobility to connect.
Gorebridge & District Environment Group	£450			£450	£450			£450	The funding is to support the production of a new walk leaflet for South Midlothian. Good application connects communities and promotes healthy activities.
No 1739 Squadron	£150	£150	£150	£450	£150	£150	£150	£450	The funding is for a contribution to the cadets learning materials. Good application, reduces inequalities in learning.
Midlothian World History Society	£300	£300	£300	£900	£300	£300	£300	£900	This funding is to support admin running costs of the history society. Application connects communities and promotes a sense of place.

Woodburn Women's Health And Motivation Group	£450	£500	£500	£1,450	£250	£400	£400	£1,050	This funding is to support the rental costs and craft materials of a women's self-help group. Strong application, reduces inequalities and connects communities.
Edgehead Village Committee	£500	£200	£200	£900	£200	£200	£200	£600	This funding is a contribution to help the group improve the road verges and environment of Edgehead. Good application, promotes volunteering and connects communities.
Cousland Smiddy	£450	£400	£430	£1,280	£450	£400	£430	£1,280	The funding is to support the cost of resources for volunteers such as lawnmower and strimmer. Good application, connects communities and promotes a sense of place.

COMMUNITY COUNCIL GRANTS - 2019-2022

Community Council	YEAR 1	YEAR 2	YEAR 3	Total Requested	AWARDED YEAR 1	AWARDED YEAR 2	AWARDED YEAR 3	Total Amount Awarded	Summary of project / rationale for decision
Roslin & Bilston	£552	£0	£0	£552	£552	£0	£0	£552	The funding is for 1 years running costs and premises.
Newtongrange	£375	£575	£375	£1,365	£340	£340	£340	£1,020	The funding is for running / admin costs.
Tynewater	£300	£300	£300	£900	£300	£300	£300	£900	The funding is for running / admin costs.
Loanhead	£300	£300	£300	£900	£300	£300	£300	£900	The funding is for running / admin costs.
Bonnyrigg	£465	£465	£465	£1,395	£385	£385	£385	£1,155	The funding is for running / admin costs.
Rosewell	£609	£650	£691	£1,950	£559	£600	£641	£1,800	The funding is for running / admin costs and meeting room hire. Part of the funding will pay for the Rosewell Neighbourhood Group calendar, highlighting community events and other key dates for residents.
Mayfield	£300	£300	£300	£900	£300	£300	£300	£900	The funding is for running / admin costs.
Gorebridge	£630	£630	£630	£1,890	£480	£480	£480	£1,440	The funding is for running/admin costs and for web hosting.
Penicuik	£535	£535	£535	£1,605	£500	£500	£500	£1,500	The funding is for running/admin costs and for the Citizen of the Year event and memento.
Moorfoot	£350	£350	£350	£1,050	£350	£350	£350	£1,050	The funding is for running / admin, venue costs and for the Community Newsletter.
Damhead	£1,765	£0	£0	£1,765	£615	£0	£0	£615	The funding is for 1 year running/admin costs, 2 community gatherings, litter picks and for a traffic survey.
Dalkeith	£2,000	£2,000	£2,000	£6,000	£1,400	£1,400	£1,400	£4,200	The funding is for running/admin costs, internet provision and box/defibrillator - in partnership with Midlothian Council & Melville Housing.
Federation	£1,600	£1,600	£1,600	£4,800	£1,000	£1,000	£1,000	£3,000	The funding is for running/admin costs, community planning workshops and website construction.
Poltonhall	£745	£745	£745	£2,235	£685	£685	£685	£2,055	The funding is for running/admin costs, hospitality at PDCC meetings (£20) and to develop Website. It is also to sponsor Christmas and Galaday community events.
Howgate	£380	£398	£416	£1,194	£380	£398	£416	£1,194	The funding is for running/admin costs, stationery and ad hoc items and hosting community events.
Danderhall	£500	£500	£500	£1,500	£500	£500	£500	£1,500	The funding is for running/admin costs.

APPENDIX 2

	Year 1	Year 2	Year 3	TOTAL
Large Requested	£1,659,946	£1,541,545	£1,577,428	£4,778,919
Large Awarded	£460,519	£460,987	£468,521	£1,390,027
Large Budget	£480,000	£480,000	£480,000	£1,440,000
Under/over allocation	£19,481	£19,013	£11,479	£49,973
Small Requested	£94,482	£77,650	£78,053	£250,185
Small Awarded	£41,240	£31,206	£30,383	£102,829
Small Budget	£80,000	£80,000	£80,000	£240,000
Under/over allocation	£38,760	£48,794	£49,617	£137,171
Micro Requested	£15,046	£12,540	£11,895	£39,481
Micro Awarded	£6,100	£5,625	£5,680	£17,405
Micro Budget	£9,000	£9,000	£9,000	£27,000
Under/over allocation	£2,900	£3,375	£3,320	£9,595
CC Requested	£11,406	£9,348	£9,207	£29,961
CC Awarded	£8,646	£7,538	£7,597	£23,781
CC Budget	£10,000	£10,000	£10,000	£30,000
Under/over allocation	£1,354	£2,462	£2,403	£6,219
TOTAL REQUESTED	£1,780,880	£1,641,083	£1,676,583	£5,098,546
TOTAL AWARDED	£516,505	£505,356	£512,181	£1,534,042
TOTAL BUDGET	£579,000	£579,000	£579,000	£1,737,000
TOTAL UNDER/OVER ALLOCATION	£62,495	£73,644	£66,819	£202,958

LARGE GRANTS	Year 1	Year 2	Year 3	TOTAL
Poverty Requested	£172,464	£176,000	£177,719	£526,184
Poverty Awarded	£82,146	£78,432	£75,206	£235,784
Poverty Budget	£120,000	£120,000	£120,000	£360,000
Under/over allocation	£37,854	£41,568	£44,794	£124,216
Developing Communities Requested	£548,908	£512,295	£524,289	£1,585,492
Developing Communities Awarded	£165,214	£172,713	£178,896	£516,823
Developing Communities Budget	£120,000	£120,000	£120,000	£360,000
Under/over allocation	-£45,214	-£52,713	-£58,896	-£156,823
Employability Learning and Training Requested	£476,703	£459,291	£464,005	£1,399,999
Employability Learning and Training Awarded	£108,107	£108,107	£108,107	£324,321
Employability Learning and Training Budget	£120,000	£120,000	£120,000	£360,000
Under/over allocation	£11,893	£11,893	£11,893	£35,679
Health and Physical Activity Requested	£461,871	£393,958	£411,414	£1,267,244
Health and Physical Activity Awarded	£105,052	£101,735	£106,312	£313,099
Health and Physical Activity Budget	£120,000	£120,000	£120,000	£360,000
Under/over allocation	£14,948	£18,265	£13,688	£46,901
TOTAL LARGE REQUESTED	£1,659,946	£1,541,545	£1,577,428	£4,778,919
TOTAL LARGE AWARDED	£460,519	£460,987	£468,521	£1,390,027
TOTAL LARGE BUDGET	£480,000	£480,000	£480,000	£1,440,000
TOTAL UNDER/OVER ALLOCATION	£19,481	£19,013	£11,479	£49,973

Number of applications	
Poverty Received	9
Poverty Awarded	5
Poverty Average Award over 3 years	£47,157
Developing Communities Received	26
Developing Communities Awarded	15
Developing Communities Average Award over 3 years	£34,455
Employability Learning and Training Received	19
Employability Learning and Training Awarded	10
Employability Learning and Training Average Award over 3 years	£32,432
Health and Physical Activity Received	25
Health and Physical Activity Awarded	10
Health and Physical Activity Average Award over 3 years	£31,310
TOTAL RECEIVED	79
TOTAL AWARDED	40
TOTAL AVERAGE AWARD OVER 3 YEARS	£34,751

SMALL GRANTS	Year 1	Year 2	Year 3	TOTAL
Poverty Requested	£3,988	£3,988	£3,988	£11,964
Poverty Awarded	£1,988	£1,988	£1,988	£5,964
Poverty Budget	£20,000	£20,000	£20,000	£60,000
Under/over allocation	£18,012	£18,012	£18,012	£54,036
Developing Communities Requested	£34,420	£26,758	£27,316	£88,494
Developing Communities Awarded	£12,855	£11,001	£10,548	£34,404
Developing Communities Budget	£20,000	£20,000	£20,000	£60,000
Under/over allocation	£7,145	£8,999	£9,452	£25,596
Employability Learning and Training Requested	£16,222	£14,832	£14,669	£45,723
Employability Learning and Training Awarded	£8,370	£5,790	£5,820	£19,980
Employability Learning and Training Budget	£20,000	£20,000	£20,000	£60,000
Under/over allocation	£11,630	£14,210	£14,180	£40,020
Health and Physical Activity Requested	£39,852	£32,072	£32,080	£104,004
Health and Physical Activity Awarded	£18,027	£12,427	£12,027	£42,481
Health and Physical Activity Budget	£20,000	£20,000	£20,000	£60,000
Under/over allocation	£1,973	£7,573	£7,973	£17,519
TOTAL SMALL REQUESTED	£94,482	£77,650	£78,053	£250,185
TOTAL SMALL AWARDED	£41,240	£31,206	£30,383	£102,829
TOTAL SMALL BUDGET	£80,000	£80,000	£80,000	£240,000
TOTAL UNDER/OVER ALLOCATION	£38,760	£48,794	£49,617	£137,171

Number of applications	
Poverty Received	2
Poverty Awarded	1
Poverty Average Award over 3 years	£5,964
Developing Communities Received	20
Developing Communities Awarded	10
Developing Communities Average Award over 3 years	£3,440
Employability Learning and Training Received	10
Employability Learning and Training Awarded	6
Employability Learning and Training Average Award over 3 years	£3,330
Health and Physical Activity Received	22
Health and Physical Activity Awarded	18
Health and Physical Activity Average Award over 3 years	£2,360
TOTAL RECEIVED	54
TOTAL AWARDED	35
TOTAL AVERAGE AWARD OVER 3 YEARS	£2,938

MICRO GRANTS	Year 1	Year 2	Year 3	TOTAL
Micro Grants Requested	£15,046	£12,540	£11,895	£39,481
Micro Grants Allocated	£6,100	£5,625	£5,680	£17,405
Micro Grants Budget	£9,000	£9,000	£9,000	£27,000
Under/over allocation	£2,900	£3,375	£3,320	£9,595

Number of applications	
Received	34
Allocated	16
Average award over 3 years	£1,088

COMMUNITY COUNCIL GRANTS	Year 1	Year 2	Year 3	TOTAL
Community Council Grants Requested	£11,406	£9,348	£9,207	£29,961
Community Council Grants Allocated	£8,646	£7,538	£7,597	£23,781
Community Council Grants Budget	£10,000	£10,000	£10,000	£30,000
Under/over allocation	£1,354	£2,462	£2,403	£6,219

Number of applications	
Received	16
Allocated	16
Average award over 3 years	£1,486

Midlothian's Rapid Rehousing Transition Plan**Report by Allister Short, Joint Director, Health and Social Care****1. Purpose of the Report**

- 1.1** The purpose of this Report is to provide an overview of Midlothian's Rapid Rehousing Transition Plan which will be submitted to the Scottish Government by 31st December 2018.

2. Background

- 2.1** The Scottish Government established a Homelessness and Rough Sleeping Action Group (HARSAG) in 2017, which has made recommendations on ending rough sleeping and transforming the use of temporary accommodation through a Rapid Rehousing approach for homeless households, and also Housing First for people with complex needs.
- 2.2** The HARSAG recognises the fundamental role to be played by local authorities, housing providers, health and social care partnerships and the broad range of organisations that provide support. The HARSAG also recognises that in some localities the transition will not be straightforward and recommended a 5-year timescale for the transformation to rapid rehousing.
- 2.3** The final recommendations of the Scottish Government's Homelessness and Rough Sleeping Action Group (HARSAG) were published in June, 2018. They recommended that:
- homelessness should be resolved through effective prevention wherever possible;
 - homeless applicants should be rapidly resettled in a permanent housing solution;
 - homeless applicants should have access to the widest range of housing options;
 - temporary accommodation should only be used as a stop-gap;
 - effective support should be available from day one to enable the homeless household to sustain their own tenancy, and
 - supported accommodation should be available for that small minority of applicants who are not able to sustain their own tenancy at the present time.

- 2.4** Each local authority has been asked by Scottish Government to prepare a Rapid Rehousing Transition Plan by December 2018 which will be implemented from April 2019, demonstrating how they will move to a rapid rehousing model over a term not longer than five years. This will need to demonstrate not only how homelessness demand will be addressed, but also how any backlog of demand from homeless households currently in temporary accommodation will be addressed. The Scottish Government have allocated £21 million in funding to support the development of Rapid Rehousing Transition Plans with the potential for funding to be allocated to specific projects put forward by local authorities.
- 2.5** For many local authorities in Scotland it will be challenging to implement Rapid Rehousing Transition Plans. In Midlothian there are currently 1,079 homeless households and in 2017/18 a total of 248 homeless households were provided with permanent housing from the Council or another RSL. This means there is a significant shortage in the supply of affordable housing in Midlothian and the result is a significant length of time for many households in temporary accommodation. Midlothian Council reported the longest average number of weeks to close a homeless case in Scotland, with an average time of 105 weeks to close a case. The average time across Scotland was 34 weeks. The shortest average time to close a homeless case in Scotland was 17 weeks.
- 2.6** Section 3 of the Rapid Rehousing Transition Plan details the vision for the Plan by 2024:
“An increased number of homeless households will obtain permanent accommodation, no homeless household will be accommodated in bed and breakfast accommodation, and the average time taken for the Council to complete its homeless duty will have halved from 105 weeks to 52 weeks.”
- 2.7** The Rapid Rehousing Transition Plan also details an Action Plan for the next five years to support this vision. Key actions include:
- Increasing the supply of new build affordable housing in Midlothian
 - Reviewing Midlothian Council’s Allocation Policy to ensure homeless households are housed more quickly.
 - Actions relating to the acquisition of models of temporary accommodation to reduce the need for bed and breakfast accommodation.
 - Supporting homeless households to access a tenancy in the private rented sector.
 - Developing an approach to housing those with complex needs through a ‘housing first’ model.
- 2.8** Rapid Rehousing Transition Plans should also consider development of a Housing First approach to specific clients. The Housing First model, first developed in New York, is a successful method of helping people who are homeless and who have multiple and enduring support needs, to secure accommodation and be supported to live a sustainable way of life. Housing First uses housing as a starting point rather than an end goal – this is different from current practice which would normally require a homeless applicant to

live in supported accommodation until they are considered to be able to sustain their own tenancy. Instead, Housing First clients are provided with a permanent tenancy quickly and provided with a high level of support in order that they can receive support to maintain their tenancy and have other support needs, such as health needs, addressed. Housing First is particularly applicable to those that sleep rough and are likely to present as homeless repeatedly. Whilst there is a low incidence of rough sleepers in Midlothian there are some homeless clients with multiple support needs who could benefit from support through Housing First. This is estimated to be around 10 households per year.

- 2.9** Midlothian Council is already undertaking a range of activities which will support the development of rapid rehousing. This includes the ambitious new build programme set out in the Strategic Housing Investment Plan 2019/20 – 2023/24 and plans to use the upper floors of Jarnac Court as an alternative to bed and breakfast accommodation. However, the Rapid Rehousing Transition Plan, shown in Appendix 1, details actions which could be taken forward to increase the pace of transition if additional funding was provided by the Scottish Government. If no additional funding is allocated for Midlothian projects then the vision of the Plan could be constrained or take longer to be achieved.

3 Report Implications

3.1 Resource

It is intended that the transition to rapid rehousing can go some way to being achieved within existing resources and/or by additional savings creating through service redesign or refocus. However, a significant acceleration in transformation to rapid rehousing will require additional resources in excess of what can be resourced by Midlothian Council. It may be possible to release additional resources through effective partnership working particularly with regard to Housing First models of service delivery. The Rapid Rehousing Transition Plan also specifies estimated cost requirements for each action with appropriate prioritisation and the allocation of grant funding for these actions will be considered by Scottish Government after submission of the plan on 31 December 2018.

3.2 Risk

The development of the Rapid Rehousing Transition Plan addresses risks identified in Audit Scotland's Local Scrutiny Plan for 2018/19 for Midlothian Council. This identified risks in relation to homelessness including the use of bed and breakfast accommodation, satisfaction with temporary accommodation and case durations.

4.3 Key Priorities within the Single Midlothian Plan

The themes addressed in this report impact on the delivery of the Single

Midlothian Plan outcome particularly in terms of priorities in relation to the delivery of affordable housing, homelessness and health and social care outcomes.

- ☐ 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 Impact on Performance and Outcomes

The recommendations in this Report impact positively upon achieving the following Local Housing Strategy outcomes:

- Households have improved housing options across all tenures.
- Homeless households and those threatened with homelessness are able to access support and advice services and all unintentionally homeless households will be able to access settled accommodation.

4.5 Adopting a Preventative Approach

The Rapid Rehousing Transition Plan sets out initiatives which aim to prevent homelessness and preventative activities are important in order that the demand for homeless accommodation is reduced.

4.6 Involving Communities and Other Stakeholders

Consultation with key stakeholders such as Health and Social Care, Children & Families, local RSLs, tenants groups and voluntary sector partners has been undertaken. Further consultation and engagement will take place with tenants and housing list applicants regarding the implications of the Rapid Rehousing Transition Plan.

4.7 Ensuring Equalities

The Rapid Rehousing Transition Plan has been subject to a full Equality Impact Assessment. The Impact Assessment ensures that the actions identified in the Plan will not lead to discriminatory practices toward any of the protected characteristics.

4.8 Supporting Sustainable Development

Not Applicable

4.9 IT Issues

Not Applicable

5. Recommendation

Council is recommended to:

- a) Note the actions being proposed to reduce the time it takes the Council to source permanent housing for homeless households.
- b) Note the actions being proposed to reduce the use of bed and breakfast accommodation.
- c) Approve the submission of the Rapid Rehousing Transition Plan to the Scottish Government.

Date: 18th December 2018

Report Contact

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Background Papers

Appendix 1: Midlothian Rapid Rehousing Transition Plan



**Rapid Rehousing
Transition Plan
2019/20 – 2023/24**



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We are happy to translate on request and provide information and publications in other formats, including Braille, tape or large print.

如有需要我們樂意提供翻譯本，和其他版本的資訊與刊物，包括盲人點字、錄音帶或大字體。

Zapewnimy tłumaczenie na żądanie oraz dostarczymy informacje i publikacje w innych formatach, w tym Braillem, na kasecie magnetofonowej lub dużym drukiem.

ਅਸੀਂ ਮੇਰਾ ਕਰਨ ਤੇ ਖੁਸ਼ੀ ਨਾਲ ਅਨੁਵਾਦ ਅਤੇ ਜਾਣਕਾਰੀ ਤੇ ਹੋਰ ਰੂਪਾਂ ਵਿੱਚ ਪ੍ਰਕਾਸ਼ਨ ਪ੍ਰਦਾਨ ਕਰਾਂਗੇ, ਜਿਨ੍ਹਾਂ ਵਿੱਚ ਬਰੇਲ, ਟੇਪ ਜਾਂ ਵੱਡੀ ਛਪਾਈ ਸ਼ਾਮਲ ਹਨ।

Körler için kabartma yazılar, kaset ve büyük nüshalar da dahil olmak üzere, istenilen bilgileri sağlamak ve tercüme etmekten memnuniyet duyuyoruz.

اگر آپ چاہیں تو ہم خوشی سے آپ کو ترجمہ فراہم کر سکتے ہیں اور معلومات اور دستاویزات دیگر شکلوں میں مثلاً بریل (تاجیہ افراد کے لیے) اُبھرے ہوئے حروف کی کھائی میں، ٹیپ پر یا بڑے حروف کی کھائی میں فراہم کر سکتے ہیں۔

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1. Introduction

The Scottish Government established a Homelessness and Rough Sleeping Action Group (HARSAG) in 2017, which has made recommendations on ending rough sleeping and transforming the use of temporary accommodation through a Rapid Rehousing approach for homeless households, and also Housing First for people with complex needs.

The HARSAG recognises the fundamental role to be played by local authorities, housing providers, health and social care partnerships and the broad range of organisations that provide support. The HARSAG also recognises that in some localities the transition will not be straightforward and recommended a 5-year timescale for the transformation to rapid rehousing.

Rapid rehousing is about taking a housing-led approach for rehousing people that have experienced homelessness, making sure they reach a settled housing option as quickly as possible rather than staying in temporary accommodation for too long. Transition to a rapid rehousing approach means that some local authorities and partners will have to redress the balance of housing and support options that are available, and how quickly they are accessed.

The final recommendations of the Scottish Government's Homelessness and Rough Sleeping Action Group (HARSAG) were published in June, 2018. They recommended that:

- homelessness should be resolved through effective prevention wherever possible;
- homeless applicants should be rapidly resettled in a permanent housing solution;
- homeless applicants should have access to the widest range of housing options;
- temporary accommodation should only be used as a stop-gap;
- effective support should be available from day one to enable the homeless household to sustain their own tenancy, and
- supported accommodation should be available for that small minority of applicants who are not able to sustain their own tenancy at the present time.

Each local authority has been asked by Scottish Government to prepare a Rapid Rehousing Transition Plan by December 2018 which will be implemented from April 2019, demonstrating how they will move to a rapid rehousing model over a term not longer than five years. This will need to demonstrate not only how homelessness demand will be addressed, but also how any backlog of demand from homeless households currently in temporary accommodation will be addressed.

2. Midlothian Context

Midlothian has a population of 90,090 residents. The area has experienced a significant increase in population, having risen by 13% since 1997 – a substantially higher rate of growth compared to Scotland as a whole which grew by 7% during the same period. This rapid period of growth is set to continue, with the population projected to increase to 100,410 by 2026. Population growth of approximately 1,000 people per annum will continue to create challenges for the local housing market to accommodate this growing population.

The SESplan Housing Need and Demand Assessment, published in 2015, assessed housing need and demand in Edinburgh, Fife, East Lothian, West Lothian, Midlothian and the Scottish Borders. It noted that in order to address current and future housing need in Midlothian, the total additional number of homes required by 2032 was 8,247 – as shown in Table 1, below. The majority of need is identified for affordable housing compared to private housing. The SESplan Housing Need and Demand Assessment also informs the Housing Supply Target for each local authority. As a result of the examination of the Strategic Development Plan for the South East of Scotland, it has been recommended that the Housing Supply Targets as shown in Table 2 are implemented to meet identified need.

Table 1: SESplan Current and Future Housing Need, By Tenure 2012 - 2032

Area	Total Number of Homes				
	Social Rent	Below Market Rent	PRS	Owner Occupied	Total
Midlothian	4,624	947	787	1,888	8,247

Table 2: Recommendation of the Revised SESplan Annual Housing Supply Targets¹

Area	Annual Number of Homes		
	Market	Affordable	Combined
City of Edinburgh	994	1,607	2,601
East Lothian	269	247	516
Fife	493	305	798
Midlothian	301	217	518
Scottish Borders	179	110	289
West Lothian	270	253	523
SESPLAN	2,506	2,739	5,254

¹ Page 259, Report to Scottish Ministers on the Proposed SESplan Strategic Development Plan Examination, 20 July 2018

3. Housing in Midlothian

The most common housing tenure in Midlothian is owner occupied housing (66%) followed by Council housing (17%). Housing Association and Private Rented housing each represent 8% of the housing stock.² The supply of social rented housing and private rented housing is particularly important as the majority of homeless households will require rented accommodation in order that they can be suitably housed in permanent accommodation. Table 3, below shows that there are 10 RSLs who own housing in Midlothian. Midlothian Council (6,815 homes), Melville Housing Association (1,890 homes) and Castle Rock Edinvar Housing Association (967 homes) all have a significant supply of housing in the local area whereas the other providers have a smaller number of units, and are often providers of specialist housing, such as retirement housing.

Table 3: Registered Social Landlords in Midlothian

Registered Social Landlord (RSL)	Number of properties
Midlothian Council	6,815
Melville Housing Association	1,890
Castle Rock Edinvar Housing Association	967
Bield Housing Association	116
Dunedin Canmore Housing Association	88
Trust Housing Association	35
Viewpoint Housing Association	34
Blackwood Housing Association	23
Link Housing Association	20
Ark Housing Association	6

Table 4, below, shows the number of lets made by Midlothian Council in recent years. It shows that there has been an increase in lets made in recent years, which is due to recent new build development. The level of turnover of council housing in Midlothian is low, with a turnover rate of between 4% and 5% of council homes becoming available for relet. This is significantly below the national average which is 8%. Recent data on the number of lets made by housing associations is not available, however, older data is available and shows that the number of lets made by housing associations varied between 238 and 297 between 2009/10 and 2011/12. There is some fluctuation in letting figures due to the level of new building taking place in each year.

Table 4: Midlothian Council Housing Allocations 2015/16 – 2017/18

Year	Allocations Group						Total	
	Homeless List		Needs list		Choice List			
	Number	%	Number	%	Number	%	Number	%
2015/16	123	45%	120	44%	29	11%	272	100%
2016/17	106	35%	170	56%	26	9%	302	100%
2017/18	165	45%	174	48%	25	7%	364	100%

² <https://www.gov.scot/Topics/Statistics/Browse/Housing-Regeneration/HSfS/KeyInfoTables>

Table 5: RSL Lets made 2009/10 – 2011/12 (excluding Midlothian Council)

Year	2009/10	2010/11	2011/12
No. of Lets	297	248	238

Midlothian Council has a target for letting 45% of its housing for homeless households. This target is higher than the average for Councils in Scotland and significantly higher when compared to the average for housing associations in Scotland. In total, 248 homeless households were provided with permanent social rented accommodation in 2017/18, of which 165 lets were made by Midlothian Council and 83 from other Registered Social Landlords.

Table 6 shows the number of private lets advertised in Midlothian, which has reduced in numbers during the last three years from 297 in 2015 to 238 in 2017. In addition, Table 7 below shows that a small number of households are no longer homeless as a result of obtaining a private rented tenancy.

Table 6: Homeless Lets by Landlord 2015/16 – 2017/18

Year	Proportion of Lets to Homeless		
	Midlothian	All Scottish Councils	All RSLs in Scotland
2015/16	45%	36%	31%
2016/17	35%	40%	33%
2017/18	45%	41%	33%

Table 7: Number of private rented sector lets in Midlothian 2015 - 2017³

Year	2015	2016	2017
No. of Lets	297	248	238

Table 8: Number of homeless applicants moving into private rented tenancy 2015/16 – 2017/18

Year	2015/16	2016/17	2017/18
No. of Lets	3	0	10

³ Data obtained from www.zoopla.co.uk and may not capture all available private lets being advertised in a year.

4. Homelessness in Midlothian

Chart 1 below shows the annual number of households making a homeless application in Midlothian since 2007/08. It shows that the highest level of homeless applications took place in 2008/09 (871 applications). Since then there has been a significant reduction in the annual number of applications. A key reason for the decline in homeless applications is the increased focus on homeless prevention and providing housing options advice to those households who were at risk of becoming homeless. In addition, Table 9, below shows that the proportion of people presenting to Midlothian Council as homeless was close to the average for Scotland as a whole – approximately 6.4 persons per 1,000 people in Midlothian compared to 6.5 in Scotland. As of November 2018 there were 1,079 homeless cases where the Council has a duty to source suitable permanent accommodation.

Chart 1: Number of Homeless Applications in Midlothian 2007/08 – 2017/18

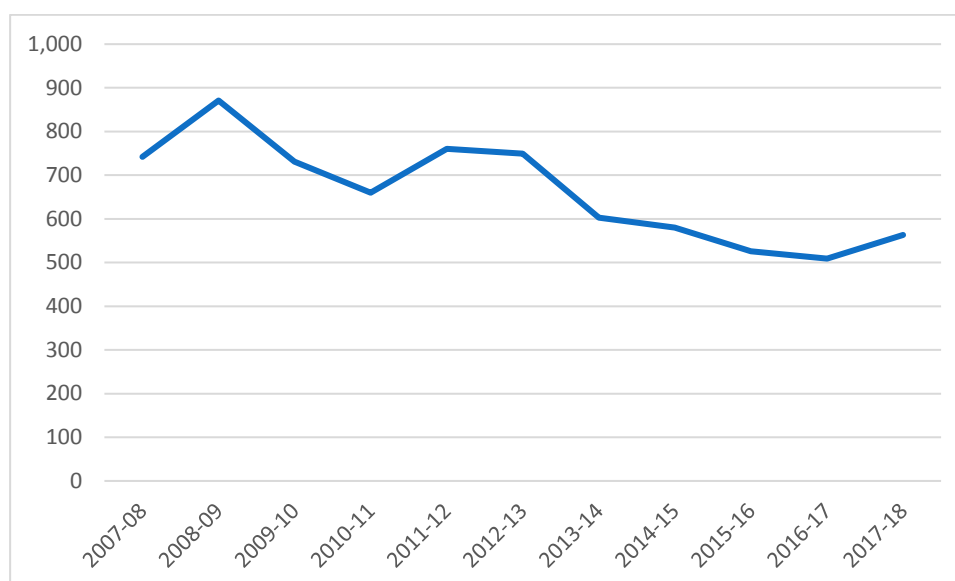


Table 9: Number of Homeless Applications Per 1,000 People during 2017/18

Area	No. of Applications per 1,000
Midlothian	6.4
Scottish Average	6.5

Source: Scottish Government HL1/Scottish Housing Network

Table 10, below, indicates the causes of homelessness in Midlothian. It shows that a third of cases have been someone being asked to leave a home, this is often a young person who can no longer stay at home. A similar proportion of cases were due to a dispute within the home the applicant had previously stayed in. More than half of these disputes related to domestic violence.

Table 10: Reasons for Homelessness, 2012 – 2017

Reasons For Homelessness	Percentage
Asked to leave	33%
Dispute within household: violent or abusive	22%
Dispute within household / relationship breakdown: non-violent	15%
Other action by landlord resulting in the termination of the tenancy	9%
Other reason for leaving accommodation / household	6%
Other reason for loss of accommodation	3%
Termination of tenancy / mortgage due to rent arrears / default on payments	3%
Discharge from prison / hospital / care / other institution	2%
Forced division and sale of matrimonial home	2%
Overcrowding	2%
Loss of service / tied accommodation	1%
Harassment	1%
Fleeing non-domestic violence	1%
Applicant terminated secure accommodation	1%
Emergency (fire, flood, storm, closing order from Environmental Health etc.)	0%
All	100%

Chart 2 shows the age breakdown of homeless applicants presenting to the Council between 2015/16 and 2017/18. It shows that there is a low proportion of homeless applications from people over the age of 60 (61 applicants) and those aged between 26 and 59 formed the largest age group of applicants (1,039). However, a significant proportion of applicants (586) were younger people aged between 16 and 25. With younger people the most common reason for being homeless was being asked to leave the family home.

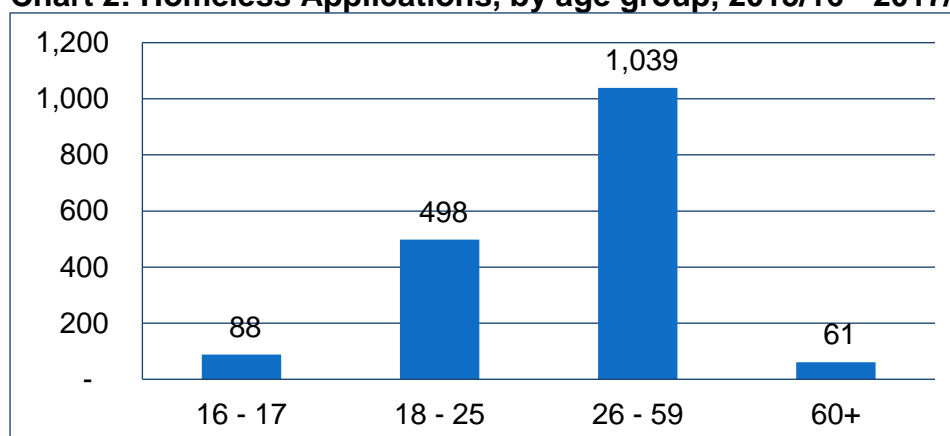
Chart 2: Homeless Applications, by age group, 2015/16 - 2017/18

Chart 3, below shows the proportion of homeless applicants who slept rough the night before they presented to their local authority during 2017/18. In Midlothian, 0% of applicants reported sleeping rough the night before making a homeless application which indicates that the incidence of rough sleeping is a rare occurrence in this area. Rough sleeping is more common in some other areas – in particular

Glasgow, where 9% (equivalent to 460 households) stated they had slept rough the night before they presented as homeless.

Chart 3: Percentage of applicants who slept rough the night before applying 2017/18

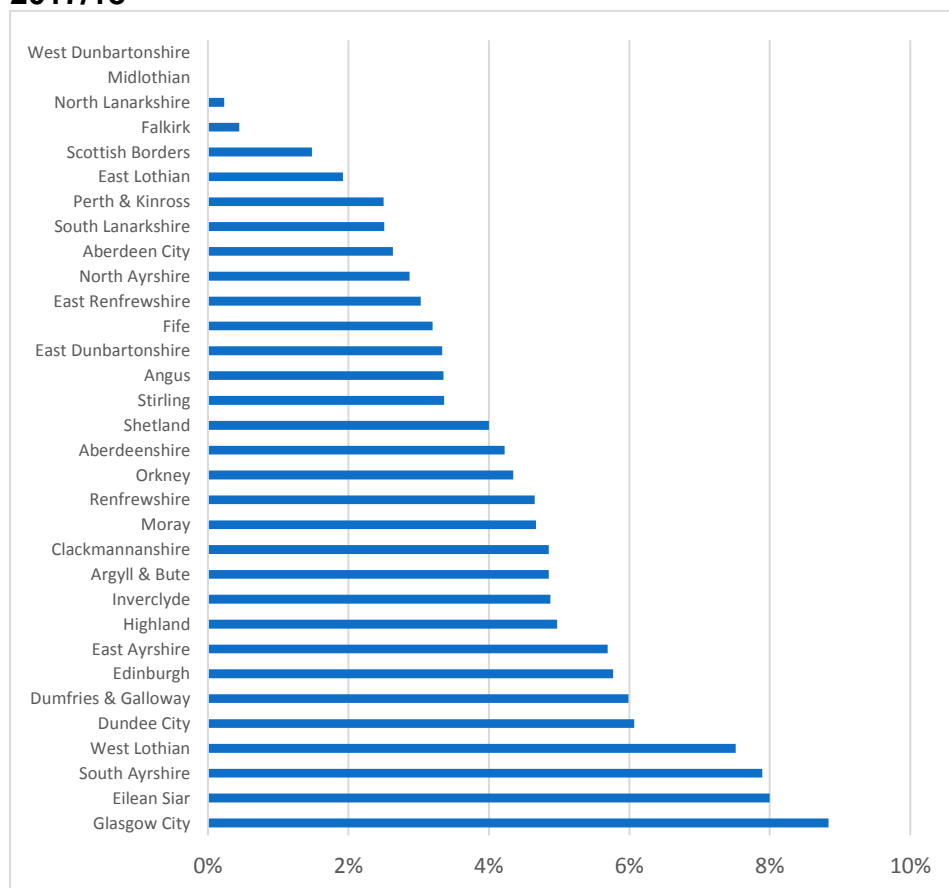
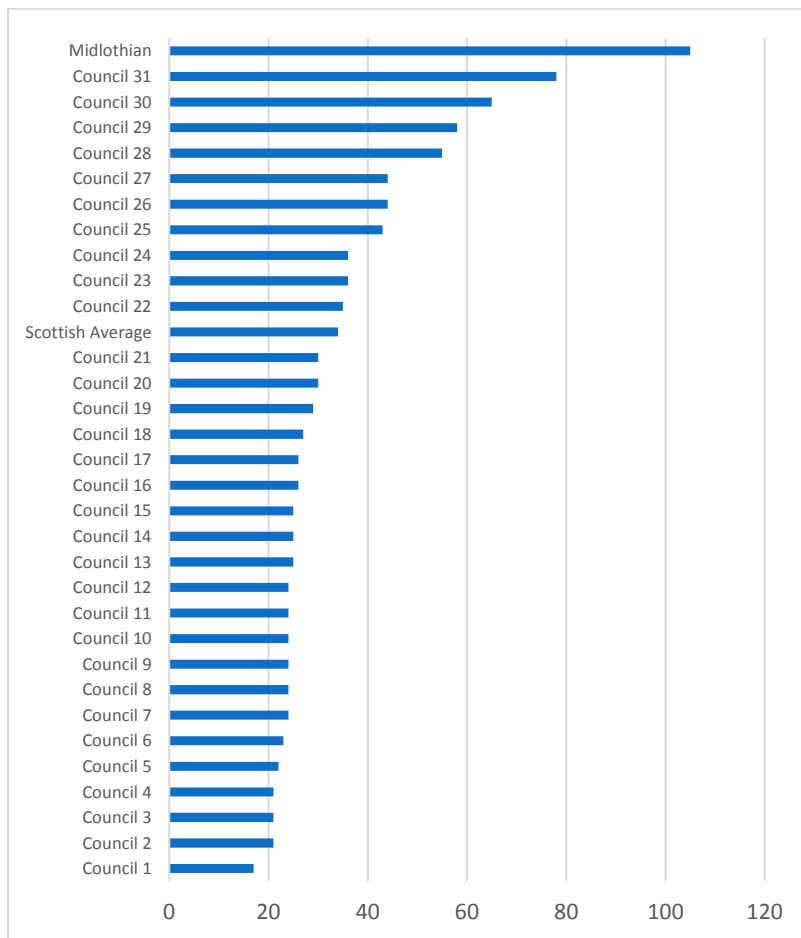


Chart 4, below, shows the average time taken for Councils in Scotland to close a homeless case. Closing a homeless case usually occurs when a homeless applicant has secured permanent accommodation – usually social rented housing and occasionally private rented housing. Data for other Councils has been anonymised. The Chart shows that Midlothian Council reported the longest average number of weeks to close a homeless case in Scotland, with an average time of 105 weeks to close a case. The average time across Scotland was 34 weeks. The shortest average time to close a homeless case in Scotland was 17 weeks. The main reason for this length of time is a lack of supply of social rented lets to accommodate homeless households.

Chart 4: Average number of weeks to close homeless case, by Council 2017/18



5. The supply of temporary accommodation in Midlothian

Chart 5 below shows the number of households living in temporary accommodation in Midlothian during the past 10 years. It shows a steep increase in temporary accommodation use between 2007/08 and 2010/11 when it increased from 310 to 555 households before a slight reduction occurred – the levelling off of demand can be partly attributed to an increased focus on homeless prevention. It has slightly reduced between 2015/16 and 2017/18. This recent reduction was due to Midlothian Council no longer operating a Private Sector Leasing Scheme as this was no longer an affordable source of temporary accommodation for the Council.

Chart 5: Number of Households living in temporary accommodation in Midlothian, 2007/08 – 2017/18⁴

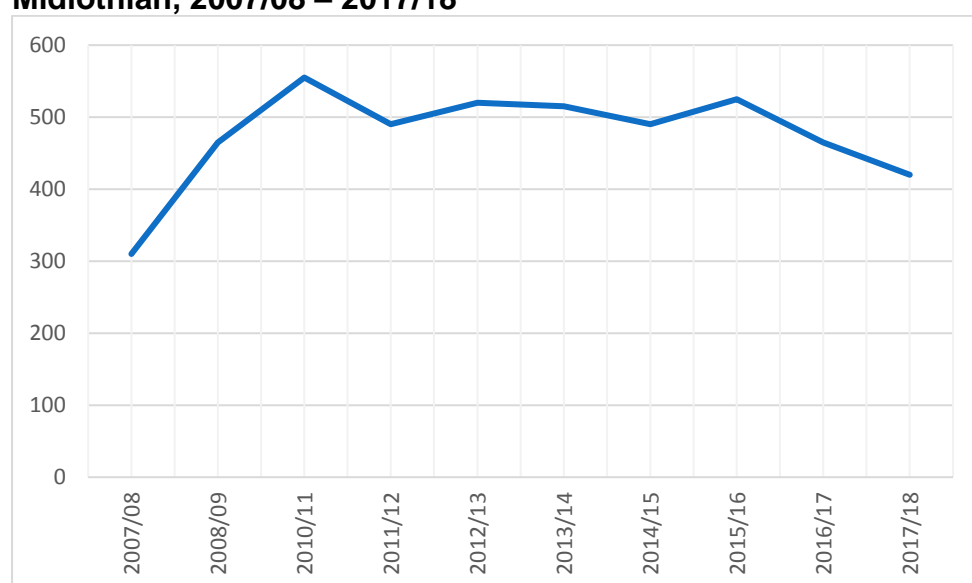
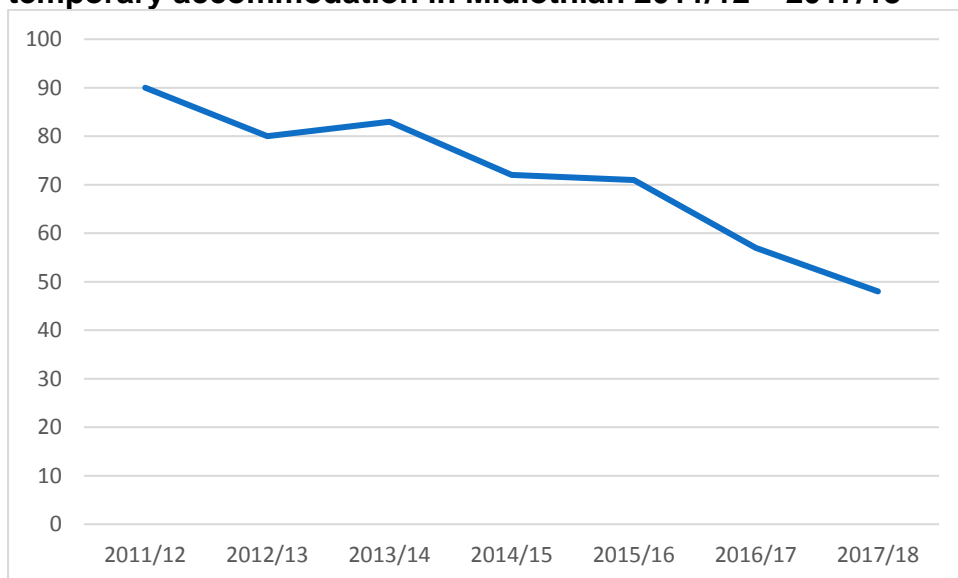


Chart 6 shows the average number of homeless households Midlothian Council has living in bed and breakfast accommodation. It shows that there has been a significant reduction from 90 households in 2011/12 to 48 households in 2017/18. This reduction has been due to the Council increasing the use of Houses in Multiple Occupation. The Council has acquired three buildings (two which were empty Council –owned buildings) and renovated the building before letting the units out as temporary accommodation with on site staff support.

⁴ The figures are taken as a snapshot of temporary accommodation use on 31st March of each year.

Chart 6: Number of homeless households in bed and breakfast use for temporary accommodation in Midlothian 2011/12 – 2017/18



Satisfaction with the quality of temporary accommodation provided by Midlothian Council is lower than average. The satisfaction level for 2017/18 was 71.5%, which was lower than the Scottish average of 88%. Anecdotal information suggests that a significant proportion of dissatisfied service users stated dissatisfaction not because the accommodation was of poor quality but because of the length time spent in the temporary accommodation.

6. Housing support needs of homeless households

A significant number of homeless households receive housing support to maintain their temporary or permanent accommodation. This helps households, particularly those with more complex needs, to sustain their tenancy and ensure they are meeting their obligations as a tenant, including being a good neighbour and avoiding rent arrears. Support workers will work with homeless people and those at risk of homelessness in their own home. Some homeless clients live in supported accommodation where staff are based within the accommodation to provide support and supervision. The types of skills and support provided by support workers include:

- Maintain and sustain stable accommodation.
- Deliver to support people to develop their skills in activities of daily living.
- To work in a co-ordinated multi-agency way with other services.
- To improve the quality of life of tenants.
- To support tenants in undertaking meaningful activities including accessing education and training.
- Maximise the number of people in employment and gaining skills to prepare them for employment.
- To improve tenants health, safety and wellbeing.

Around 300 homeless households receive housing support services in Midlothian, 94 households live in accommodation which provides support. Table 11, below, shows the estimated support needs for all homeless households as at November 2018. It shows that the majority of households (66%) had no or low support needs. A total of 16% of households have medium support needs requiring housing support. In terms of cases with complex needs, there are currently 114 cases which require intensive support in order to sustain their tenancy. These individuals may have health needs and may lead chaotic lifestyles including substance misuse. A further 78 households have been estimated as being unsuited to independent living and requiring supported accommodation to ensure they can sustain their tenancy.

Table 11: Support needs of homeless households in Midlothian (November 2018)

Support Needs	Estimated % of current homeless cases	Estimated number
No/low support needs - proportion of current homeless cases with no/low support requirements who will easily move into mainstream, settled housing with no need for specific support other than sign-posting/low level housing management support	66%	709
Medium support needs - proportion of current homeless cases with medium support needs, whether visiting housing support, or multi-professional wrap-around support to enable people to live independently in mainstream housing.	16%	178
Complex needs - proportion of current homeless cases with severe and multiple disadvantage or complex needs who would benefit from intensive wrap-around support and a Housing First approach to re-housing	11%	114
Residential/Supported Accommodation - proportion of current homeless cases where independent living is not appropriate due to safety, risk to self or others, choice and for whom shared and supported accommodation is the preferred housing option.	7%	78
Total	100%	1,079

7. Midlothian's Rapid Rehousing Transition Plan

In order that Midlothian's Rapid Rehousing Transition Plan is a success there are key challenges to be addressed in Midlothian during the five year period:

- The turnover of in social rented housing is low in Midlothian compared to other areas. In order to meet the need for homeless accommodation a total of 457 lets would need to be available for homeless households. In 2017/18, 258 lets were made available for homeless households.
- The supply of new affordable housing in recent years has not been sufficient enough to meet the need.
- There are over 1,000 open homeless cases.
- 370 (33%) homeless households require housing support in order that they can live independently and sustain their own tenancy. 192 households have severe and multiple disadvantage and will need intensive support in order that they can be permanently housed and supported in their tenancy on an ongoing basis.
- The availability of housing in the private rented sector may be declining and only supports a small proportion of households to alleviate homelessness.
- Despite an ongoing new build programme and an increase in the proportion of allocations to homeless households, the length of time taken homeless households wait for permanent housing is the longest in Scotland. The length of time will not decrease for several years due to the backlog in homeless applications.
- There are over 3,500 households on the Council's Housing List who are not homeless but many of these households also have important housing needs which should also be addressed.
- Despite significant investment in new council-owned emergency accommodation Midlothian Council still use bed and breakfast accommodation for homeless households which is not good practice and it is expensive to provide.

Midlothian's vision for the Rapid Rehousing Transition Plan is that by 2024:

"An increased number of homeless households will obtain permanent accommodation, no homeless household will be accommodated in bed and breakfast accommodation, and the average time taken for the Council to complete its homeless duty will have halved from 105 weeks to 52 weeks."

In order to transform the approach to finding accommodation for homeless households the following four key outcomes have been identified:

Outcome 1: The supply of permanent accommodation for homeless households has increased

Outcome 2: Bed and breakfast accommodation is no longer used as emergency accommodation for homeless households and the time households spend in temporary accommodation has reduced

Outcome 3: Homeless households with support needs are supported to access and maintain permanent accommodation

Outcome 4: Housing options and support is in place to prevent homelessness

Each outcome has a set of actions which the Council and key stakeholders will need to work in partnership to achieve. More detail on the proposed actions are set out in the action plan on page 25.

It is likely that some actions will be added or changed during the next five years in order to ensure that the Rapid Rehousing Transition Plan remains a relevant strategic document during this period. Some of the identified actions are not achievable unless additional resources can be identified. Council Officers will discuss actions which have an additional resource requirement with the Scottish Government in order that consideration can be given to the provision of additional resources. If there are no additional resources allocated to Midlothian to support the development of this Plan it is likely that the vision for a rapid rehousing will not be realised within the five year period, although significant progress can still be made.

Outcome 1: The supply of permanent accommodation for homeless households has increased

Achieving a significant increase in the supply of permanent accommodation is key to providing homeless households with a settled, mainstream housing outcome as soon as possible. The low supply of affordable housing in Midlothian is the biggest contributor to issues such as the length of time taken to close homeless cases and need to use of bed and breakfast accommodation. Table 12, below, shows that there has been considerable investment in new housing in recent years and Midlothian Council has become one of the largest council housing developers in Scotland, however, this development has not been able to address the increasing level of housing need.

Table 12: New Affordable Housing in Midlothian since 2006

Settlement	Council Completed Units	RSL Completed Social Units	RSL Completed MMR Units	Shared Equity	Settlement sub-total	Low Cost Home Ownership	Help to Buy	TOTAL
Bilston	0	28	0	0	28			
Bonnyrigg/Lasswade	230	36	6	4	276			
Dalkeith	149	129	54	17	349			
Danderhall	1	0	0	0	1			
Gorebridge	242	38	24	4	308			
Loanhead	92	0	0	0	92			
Mayfield/Easthouses	130	137	12	0	279			
Newtongrange/Butlerfield	57	26	15	0	98			
Penicuik	181	42	0	0	223			
Rosewell	0	32	16	0	48			
Roslin	1	0	0	0	1			
TOTAL	1083	468	127	25	1703	689	710	3102

Recent analysis of housing need across Scotland estimated that in order to provide enough accommodation to meet demand and the current backlog a 217% increase in the number of lets would be required in future years.⁵

Therefore despite the significant level of investment the existing housing supply is insufficient to meet the current backlog and newly arising need within five years even with an increased focus on prevention and an increased proportion of lets to homeless households in the social rented and private rented sector.

To address this lack of supply Midlothian Council has submitted a Strategic Housing Investment Programme which shows that the Council, in partnership with RSLs, has the capacity develop 2,209 affordable homes to increase the supply of new housing. However, a significant increase in the level of grant funding is required to achieve this.

In addition, social rented landlords in Midlothian will be required to review their Housing Allocation Policies to ensure that an increased number of homeless households can be accommodated in social rented housing. There are also opportunities to maximise the number of homeless households being provided with housing in the private rented sector and also potential to look at shared

⁵ Scotland's Transition to Rapid Rehousing, Indigo House (June 2018)

accommodation options for some households which would make better use of existing housing.

In undertaking these actions it is projected that the number of homeless households being accommodated in social rented housing and private rented housing will increase from 268 in 2017/18 to 370 in 2023/24 which will significantly improve the flow of households moving from temporary accommodation into permanent accommodation.

Outcome 2: Bed and breakfast accommodation is no longer used as emergency accommodation for homeless households and the time households spend in temporary accommodation has reduced

As noted earlier in this Plan, Midlothian Council's use of bed and breakfast accommodation has been reducing. This aligns with recent research reports which point to the use of bed and breakfast as being unsuitable for homeless households. In addition the Scottish Government's *Ending Homelessness Together: High Level Action Plan*⁶ notes that it intends to introduce legislation that will restrict the time that a homeless household spends in bed and breakfast to 7 days. Midlothian Council intends to discontinue using bed and breakfast for temporary accommodation by 2020/21. To do so it will need to increase the level of other types of accommodation in order to meet the demand for temporary accommodation.

Table 13 shows a projection of the types of affordable housing being used in March 2019 and compared this with a projection for March 2024. Overall, it projects a slight reduction (3%) in the provision of temporary accommodation although this is dependent on the success of being able to rapidly rehouse homeless households. If the pace of which households are accommodated increases, the flow of households moving from temporary accommodation will increase and less temporary accommodation units will be required. It shows that there will be a 100% reduction in bed and breakfast use. The only other type of accommodation with a reduction is Council-owned furnished accommodation. This type of accommodation will only reduce if a proportion of temporary accommodation occupants are allowed to convert their tenancy into a permanent tenancy. It is projected that there will be increases in supported accommodation and also leased accommodation in the private rented sector.

Table 13: Temporary accommodation provision by type, March 2019 and March 2024

Type of Accommodation	March 2019	March 2024	Change	%
Council Furnished Accommodation	235	215	-20	-9%
Council Shared Supported Accommodation	94	116	22	23%
RSL Furnished Accommodation	35	35	0	0%
RSL Shared Supported Accommodation	9	9	0	0%
Leased Accommodation Private Rented Sector	48	80	32	67%
Bed and Breakfast Accommodation	48	0	-48	-100%
Total	469	455	-14	-3%

Midlothian Council have set a budget of £6 million to provide more mainstream furnished accommodation to meet demand and also to increase provision of other types of temporary accommodation in order to reduce the need for bed and breakfast accommodation. Currently the Scottish Government provide funding for new affordable housing but there is no funding available for new temporary accommodation. This restricts the ability for Councils to provide good quality temporary accommodation at an affordable rent as the cost of providing the property is not subsidised. Several actions in relation to this outcome require grant funding for additional temporary accommodation in order that suitable good quality

⁶ <https://www.gov.scot/publications/ending-homelessness-together-high-level-action-plan/>

accommodation provision is made available. In doing so tenant satisfaction with temporary accommodation in Midlothian would increase.

Currently, 189 homeless households have been living in temporary accommodation for longer than two years. In order to reduce this number to zero by 2023/24 access to permanent accommodation for homeless households will have had to significantly increase.

Outcome 3: Homeless households with support needs are supported to access and maintain permanent accommodation

As stated earlier in this document, the number of people sleeping rough in Midlothian is low and it is important that rough sleeping does not increase in Midlothian. However, there a significant proportion of homeless households with supports needs and it is important that they are provided with this support.

In recognition of this, in Midlothian the Health and Homelessness Steering Group was developed in 2016. It has been responsible for:

- Undertaking a Report in which homeless clients in Midlothian have shared their experiences of homelessness and access to health services.
- Developing an action plan to improve health services to homeless people in Midlothian
- Maximising opportunities to prevent homelessness – such as developing the hospital discharge project to get hospital staff at the Infirmary to contact the housing services team to plan the departure of people from their services.
- Reviewing and improving service provision to ensure meets the needs of homeless clients – for example the CHIT nurse (Community Health Inequalities Team) visits supported temporary accommodation units to meet with clients.

In terms of supporting young people, Midlothian Council is the first Council in Scotland to implement the SQA accredited course “Tenancy and Citizenship Group Award”. This provides young people with modules around tenancy sustainment and citizenship to enable them to manage their own accommodation. Modules include practical tasks like cooking and budgeting. The course will be run in Midlothian Council’s supported Accommodation units in order to facilitate rapid move on from shared accommodation. It is expected that the course will be rolled out to all young people in shared accommodation, but it is noted that social work colleagues have expressed an interest of having the course in their residential accommodation projects as well to prepare care leavers for leaving residential placements.

The Scottish Government’s HARSAG recommendations have recognised Housing First as a model which could better support households with high support needs if they become homeless or are at risk of homelessness.

The Housing First model, first developed in New York, is a successful method of helping people who are homeless and who have multiple and enduring support needs, to secure accommodation and be supported to live a sustainable way of life. Housing First uses housing as a starting point rather than an end goal – this is different from current practice which would normally require a homeless applicant to live in supported accommodation until they are considered to be able to sustain their own tenancy. Instead, Housing First clients are provided with a permanent tenancy quickly and provided with a high level of support in order that they can receive support to maintain their tenancy and have other support needs, such as health needs, addressed. Housing First is particularly applicable to those that sleep rough and are likely to present as homeless repeatedly. Whilst there is a low incidence of rough sleepers in Midlothian there are some homeless clients with multiple support needs who could benefit from support through Housing First. This is estimated to be around 10 households per year.

The seven key principles of Housing First

- **People have a right to a home** so Housing First prioritises access to housing as quickly as possible without any conditions other than the willingness to maintain a tenancy. Individuals won't lose the tenancy if they disengage from or no longer require support.
- **Flexible support is provided for as long as it is needed** with housing providers committing to long-term, flexible support without a fixed end date.
- **The housing and support are separate** – so housing is not conditional on engaging with the support. The offer of support remains if the tenancy fails.
- **Individuals have choice and control.** They have the choice, where possible, about where they live. Accommodation should be pepper-potted and self-contained, unless an individual says they would prefer shared housing.
- **Active engagement.** Staff proactively engage clients and caseloads are small. Support provided as long as clients need it.
- **The service supports people to identify their strengths and goals** and to develop skills and knowledge to achieve them.
- **A harm reduction approach is used** – so individuals who, for example, self-harm are supported to undertake practices which minimise the risk of them self-harming.⁷

Evaluations of Housing First has shown that around 80% of households are able to sustain their accommodation. If households with complex support needs go through the traditional route to rehousing they are much less likely to obtain permanent accommodation and may end up leaving temporary accommodation and finding it difficult to obtain housing options. Most households who were provided with accommodation via Housing First reported significantly improved mental health and those who reported use of alcohol and or drug use also noted a reduction in use. The ongoing housing support is also there to support households to integrate into their community, by for example, being a good neighbour or participation in community events.

⁷ www.housingfirstguide.eu

Outcome 4: Housing options and support is in place to prevent homelessness

The Scottish Government's Housing Options Guidance (2016) notes that Housing Options are "a process which starts with housing advice when someone approaches a local authority with a housing problem. This means looking at an individual's options and choices in the widest sense. This approach features early intervention and explores all possible tenure options, including council housing, RSL's and the private rented sector.

The advice can also cover personal circumstances which may not necessarily be housing related, such as debt advice, mediation and mental health issues. Rather than only accepting a homelessness application, local authority homelessness services will work together with other services such as employability, mental health, money advice and family mediation services, etc., to assist the individual with issues from an early stage in the hope of avoiding a housing crisis.

In Midlothian it is particularly important that opportunities for homeless prevention and housing options activities are maximised due to the low housing supply of social rented housing.

The trend of a reducing number of applications is attributable to the recent focus being made in terms of homeless prevention work and housing options activity. However, more prevention work is required if the Council are to reduce the number of open homeless cases in Midlothian and the annual number of households who present to the Council as homeless.

Homeless prevention work can cover a range of activities, some will be reacting to people approaching the housing service looking for housing options advice and some are longer term, such as educating young people in schools in terms of their future housing options when they leave the family home. With around a third of young people aged between 16 and 25 applying as homeless there is an opportunity to engage with this group and their families in order to support better housing solutions which could avoid the young person becoming homeless. In addition, Care Leavers or Looked After Children have a single point of contact identified in the Housing Services Team, who provides housing options advice in accordance with the national guidance.

The Rapid Rehousing Transition Plan also identifies that greater use of the private rented sector to provide housing options for households needs to be further encouraged. This includes introducing a rent deposit scheme in Midlothian which could help low income households access a private let more easily.

It is also proposed that some households threatened with homelessness could benefit from independent advocacy support in order that they can better engage with services that could prevent homelessness from occurring.

In addition, housing services staff from Midlothian Council are active participants with the Housing Options Hub in the South East Scotland which enables joint working between Council's on issues which can support homeless prevention activity – this includes better ways of advertising private lets, a housing options website specifically

designed for this region and better protocols for households leaving prison or young offenders institutions.

8. Action Plan

Outcome 1: The supply of permanent accommodation for homeless households has increased					
Action	Responsible	Timescale	Current Indicator 2017/18	Target Indicator 2023/24	Resource Requirement
Increase the supply of new build affordable housing in Midlothian	Midlothian Council, RSLs	By 2019/20	258 Lets to Homeless by Council and RSLs	350 Lets to Homeless by Council and RSLs	Yes – see page 31
Review Midlothian Council's Housing Allocation Policy to ensure homeless households are housed more quickly.	Midlothian Council, RSLs	By 2020/21	258 Lets to Homeless by Council and RSLs	350 Lets to Homeless by Council and RSLs	
Review nomination agreements with RSLs to ensure homeless households are housed more quickly.	Midlothian Council, RSLs	By 2020/21	258 Lets to Homeless by Council and RSLs	350 Lets to Homeless by Council and RSLs	
Provide settled accommodation to homeless households in the private rented sector	Midlothian Council, Private Landlords	By 2020/21	10 Lets to Homeless	20 Lets to Homeless	
Reduce the average number of weeks to close a homeless application	Midlothian Council, RSLs	By 2023/24	Average of 105 weeks taken to close homeless case.	Average of 52 weeks taken to close homeless case	
Investigate the use of choice based letting for improving access to housing for homeless households	Midlothian Council, RSLs	By 2020/21	258 Lets to Homeless by Council and RSLs	350 Lets to Homeless by Council and RSLs	
Promote the use of shared accommodation as a permanent housing option for homeless households			0 households living in shared accommodation owned by Midlothian Council/RSL/Private Rented Sector	16 households living in shared accommodation owned by Midlothian Council/RSL/Private Rented Sector	Yes – see page 31
Target open market purchases for council housing to areas and house types in high demand from homeless applicants	Midlothian Council	By 2019/20	20 properties purchased since 2017	80 properties purchased	Yes see page 31, part of SHIP Development Funding

Outcome 2: Bed and breakfast accommodation is no longer used as emergency accommodation for homeless households and the time households spend in temporary accommodation has reduced

Action	Responsible	Timescale	Current Indicator 2017/18	Target Indicator 2023/24	Resource Requirement
End the use of bed and breakfast accommodation for temporary accommodation	Midlothian Council, RSLs	By 2020/21	Average of 48 households per night.	0	
No homeless household will spend longer than 2 years in temporary accommodation	Midlothian Council, RSLs	By 2023/24	189 households in temporary accommodation for longer than 2 years	0 households in temporary accommodation for longer than 2 years	
Acquire 35 additional homes to let as mainstream furnished homes for use as temporary accommodation	Midlothian Council, RSLs	By 2019/20	1 additional unit acquired	35 additional units acquired	Yes – page 32
Provide 30 units via the private rented sector in partnership with Cyrenians and the National Homelessness Property Fund	Midlothian Council, East Lothian Council, Cyrenians and the National Homelessness Property Fund	By 2019/20	0 Units	30 Units	Yes – page 32
Convert a small proportion of furnished mainstream lets into permanent accommodation to increase the speed of rehousing homeless households	Midlothian Council, RSLs	By 2019/20	None	15 per annum	
Lease or make use of existing council housing to provide 16 short term emergency accommodation units designated for larger homeless households, such as applicants with children.	Midlothian Council, RSLs	By 2020/21	None	16 units	Yes – page 33
Convert Jarnac Court – an existing office building owned by Midlothian Council - into 22 short term emergency accommodation units.	Midlothian Council	By 2019/20	0 units	22 units	Yes – page 33

Outcome 2: Bed and breakfast accommodation is no longer used as emergency accommodation for homeless households and the time households spend in temporary accommodation has reduced					
Action	Responsible	Timescale	Current Indicator 2017/18	Target Indicator 2023/24	Resource Requirement
Work with the Scottish Government and Scottish Councils to review the rent model for temporary accommodation	Midlothian Council, CoSLA, Scottish Government	By 2020/21	Not started	Model developed to provide more affordable temporary accommodation	
Improve tenant satisfaction with the quality of temporary accommodation	Midlothian Council, RSLs	By 2022/23	71.5% of homeless clients stated they were satisfied with quality.	85%	

Outcome 3: Homeless households with support needs are supported to access and maintain permanent accommodation					
Action	Responsible	Timescale	Current Indicator 2017/18	Target Indicator 2023/24	Resource Requirement
Ensure accommodation and support is provided to people to ensure no sleeping rough occurs in Midlothian.	Midlothian Council	By 2019/20	% of homeless applicants who slept rough the night before applying: 0%	% of homeless applicants who slept rough the night before applying: Maintain at 0%	
Roll out the use of housing first tenancies for the most vulnerable homeless households in Midlothian.	Midlothian Council, NHS Lothian	By 2019/20	1 pilot underway	10 housing first tenancies supported per annum	Yes – page 34
Recruit volunteer housing first peer group mentors to support housing first tenants	Midlothian Council, NHS Lothian	By 2020/21	No peer mentor support	2 peer mentors supporting housing first tenants	
Continue to support improved health and wellbeing outcomes for homeless households by implementing the Health and Homeless Action Plan	Midlothian Council, NHS Lothian	By 2019/20	No data	Consider a measure for evaluating health and homeless outcomes for homeless households.	
Work with Women's Aid to identify additional accommodation with support in Midlothian	Midlothian Council, RSLs, Women's Aid	By 2020/21	11 Units	Increase	Yes – page 31, related to the development funding for the SHIP
Support young homeless people to obtain a qualification to support their tenancy sustainment skills.	Midlothian Council	By 2019/20	Pilot Underway	50% of young people in supported accommodation obtain SQA Award	Yes – page 34
Implement SHORE Standards	Midlothian Council, RSLs, Scottish Prisons Service	By 2019/20	Ongoing	SHORE Checklist Complete	

Outcome 4: Housing options and support is in place to prevent homelessness					
Action	Responsible	Timescale	Current Indicator 2017/18	Target Indicator 2023/24	Resource Requirement
Reduce the overall number of open homeless cases by 20%	Midlothian Council	By 2023/24	1,079	860	
Recruit a Youth Homelessness Mediation Officer	Midlothian Council	By 2019/20	187 homeless applications made by young people aged 16 - 25	10% reduction in homeless applications from young people	Yes – page 34
Recruit a dedicated homeless prevention officer to develop further housing options and support initiatives.	Midlothian Council	By 2019/20	563 homeless applications in 2017/18	Reduce homeless applications by 10%	
Make better use of the private rented sector by introducing a Rent Deposit Scheme.	Midlothian Council	By 2019/20	No of households supported to obtain a private let. No data.	30 households per annum supported to obtain a private let.	Yes – page 35
Give households who are homeless, or at risk of homelessness, a stronger voice through Independent Advocacy Support.	CAPS Independent Advocacy	By 2019/20	Estimated that >5 homeless households received support through CAPS Independent Advocacy	On average 60 vulnerable households supported through CAPS Independent Advocacy	Yes – page 35
Continue to provide housing education courses in Midlothian Secondary Schools	Midlothian Council	By 2019/20	All secondary schools have housing education on curriculum	All secondary schools have housing education on curriculum	
Continue to work with Edinburgh, Lothians and Borders Housing Options Hub to ensure joint working on homeless prevention activities across the region.	Midlothian Council, East Lothian Council, West Lothian Council, City of Edinburgh Council, Scottish Borders Council, Falkirk Council	By 2019/20	£1.4m of funding provided by Scottish Government to support Housing Options Hubs in Scotland between 2010 and 2018	Increased annual amount of funding provided by the Scottish Government	

9. Resource Plan

It is intended that the transition to rapid rehousing can go some way to being achieved within existing resources, and/or by savings created through service redesign or refocus. However, a significant acceleration in transformation to rapid rehousing will require additional resources in excess of what can be resourced by Midlothian Council. All actions which require additional resources are detailed below.

Outcome 1						
Action: Increase the supply of new build affordable housing in Midlothian						
Midlothian Council recently submitted the Strategic Housing Investment Plan for 2019/20 – 2023/24. It noted that in 2018/19 the allocation of grant funding was £8.1m was a record level of grant funding. However, in order to achieve the ambitious target of 2,209 affordable homes, Scottish Government grant funding of £111.7m will be required.						
Of the homes, 1,207 are for council housing and 597 are for RSL social rented housing. If funding is restricted then social rented units should be prioritised for investment. Increased grant funding for affordable housing is essential as it is the most effective way of substantially increasing the supply of affordable housing. If a consistently higher annual supply of affordable housing can be achieved during the five year period this will reduce the length of time homeless households spend in temporary accommodation and would potentially reduce the number of temporary accommodation units that are required.						
Required Resources	2019/20	2020/21	2021/22	2022/23	2023/24	Total
	£m	£m	£m	£m	£m	£m
Available	42.20	42.20	42.20	42.20	42.20	211.00
Additional Funding Required	16.10	52.60	29.40	8.60	5.00	111.70
Total	58.30	94.80	71.60	50.80	47.20	322.70

Outcome 1						
Action: Promote the use of shared accommodation as a permanent housing option for homeless households.						
A 0.5 Grade 6 post is being proposed to take forward a shared accommodation project in Midlothian. There is the potential for shared tenancies in council housing, RSL housing and the private rented sector which would make the best use of existing housing in Midlothian and would enable homeless households to access temporary accommodation or permanent accommodation in a shared tenancy.						
The posholder would identify suitable properties and also work with the homeless team and housing support workers to promote the option of shared tenancies to homeless applicants and identify suitable matches for sharing.						
Required Resources	2019/20	2020/21	2021/22	2022/23	2023/24	Total
	£m	£m	£m	£m	£m	£m
Available						
Additional Funding Required	0.018m	0.018m	0.019m	0.019m	0.020m	0.94m
Total	0.018m	0.018m	0.019m	0.019m	0.020m	0.94m

Outcome 2						
Action: Acquire 35 additional homes to let as mainstream furnished homes for use as temporary accommodation						
<p>Aquiring additional temporary accommodation is important in facilitating the transition of rapid rehousing for several reasons:</p> <ul style="list-style-type: none"> It is acknowledged that for most homeless households the most appropriate type of temporary accommodation is mainstream housing located within communities. In order to reduce bed and breakfast use, further mainstream temporary accommodation is required in order to accommodate households who would normally spend an initial period in bed and breakfast. It is possible to offer some households the opportunity to transfer their current temporary accommodation into permanent accommodation. For this to be taken forward without reducing the required level provision of temporary accommodation, additional units are required. <p>Options for developing this additional accommodation are being considered. Some will be homes purchased on the open market. The potential for some new build units or another accommodation model similar to the social bite village will be investigated during 2019. This already occurs for increasing the supply of council housing, with a target of at least 80 homes purchased from the open market being undertaken between 2017 and 2022. Open market purchases receive grant funding of £40,000 per unit. It is proposed that the Scottish Government also grant fund each temporary accommodation unit with £40,000 of funding per unit. This ensures that the quality of accommodation is high and that properties are exempted from second homes taxation rules. It is possible that funding support in loan funding or grant funding which would be recycled in the event of the sale of a property.</p>						
Required Resources	2019/20	2020/21	2021/22	2022/23	2023/24	Total
	£m	£m	£m	£m	£m	£m
Available	1.750m	1.750m	-	-	-	3.500m
Additional Funding Required	0.700m	0.700m	-	-	-	1.400m
Total	2.450m	2.450m	-	-	-	4.900m

Outcome 2						
Action: Provide 30 units via the private rented sector in partnership with Cyrenians and the National Homelessness Property Fund						
<p>A model has been developed in partnership with Cyrenians and the National Homelessness Property Fund which will provide 65 units in East Lothian and Midlothian. The model involves an investment being made by Midlothian and East Lothian Council, the Scottish Government and the National Homelessness Property Fund in order to purchase units which will be let out at Local Housing Allowance rate.</p> <p>It is proposed that 30 properties would be purchased on the open market in Midlothian and these properties would be let to households at risk of homelessness or currently living in temporary accommodation. Tenancy support would be provided by Cyrenians. This model is a method for making better use of the private rented sector for supporting homeless households and those at risk of homelessness. The outcomes would be a widening of housing options in Midlothian and another means for reducing the use of bed and breakfast accommodation in Midlothian. It also provides a more affordable form of accommodation compared to council-owned temporary accommodation. The Scottish Government could potentially provide funding for this scheme as a long term loan or alternatively as grant funding similar to the approach to providing grant funding for affordable housing.</p>						
Required Resources	2019/20	2020/21	2021/22	2022/23	2023/24	Total
	£m	£m	£m	£m	£m	£m
Available	3.205m	-	-	-	-	3.333m
Additional Funding Required	1.666m	-	-	-	-	1.538m
Total	4.871m	-	-	-	-	4.871m

Outcome 2						
Action: Lease or make use of existing council housing to provide 16 short term emergency mainstream accommodation units designated for low support homeless households and homeless families with children.						
<p>In order to reduce the use of bed and breakfast accommodation it is proposed that units are either leased from an RSL or existing council housing is used to provide properties which are either clustered in a block of flats or scattered in an area. These properties will then be used for short term accommodation for low support homeless households and homeless families until longer term temporary accommodation can be sourced.</p> <p>Housing stock that is flatted and that may be able to accommodate a concierge service within the building would be targeted as would accommodation where a high proportion of tenants are on the transfer list and would be willing to move. It may be possible for some tenants to transfer to new build units in the area if there is new development in an area. Costs below are required for home loss/disturbance allowance payments and works required at the voids stage including repair and decoration.</p>						
Required Resources	2019/20	2020/21	2021/22	2022/23	2023/24	Total
	£m	£m	£m	£m	£m	£m
Available						
Additional Funding Required	0.075m	0.046m				0.121m
Total	0.075m	0.046m				0.121m

Outcome 2						
Action: Convert Jarnac Court – an existing office building owned by Midlothian Council - into 22 short term emergency accommodation units.						
<p>In order to continue to make reductions in the use of bed and breakfast accommodation, Midlothian Council is investing a former office building in Dalkeith in order that it can provide supported accommodation for 22 households. The total cost of alterations and refurbishments to the building is estimated to be £443,000. Spend for the works will be funded from the Housing Revenue Account.</p> <p>Unlike new council housing, funding for temporary accommodation has not received grant funding. This results in temporary accommodation rents being higher than that of council housing. If grant funding was provided to temporary accommodation projects then there would be more potential to review future rent charges for temporary accommodation or spend more Housing Revenue Account resources on new build affordable housing. It is proposed that funding for 33% of the works costs could be grant funded.</p>						
Required Resources	2019/20	2020/21	2021/22	2022/23	2023/24	Total
	£m	£m	£m	£m	£m	£m
Available	0.295m	-	-	-	-	0.295m
Additional Funding Required	0.148m	-	-	-	-	0.148m
Total	0.443m	-	-	-	-	0.443m

Outcome 3						
Action: Roll out the use of housing first tenancies for the most vulnerable homeless households in Midlothian.						
It is proposed that 10 housing first tenancies are agreed in each year. This will require a change to Midlothian Council's Housing Allocation Policy. As Housing First tenancies are a new process only 5 tenancies are being proposed during 2019/20. Further work is required to establish overall costs required to support a homeless case provided with a permanent tenancy through the Housing First model and a draft procedure is being developed which may require refinement following an evaluation of success of initial tenancies.						
Costs outlined below are based on each Housing First case receiving 15 hours support per week for up to 2 years. It is likely that higher or lower levels of support will be required for individual cases and that support will need to be flexible and able to be increased or reduced as required. Support hours are halved for Housing First clients in the 2 nd year and are not continued for a 3 rd year. However, it is very likely that housing support would still be required for these cases although it may be that housing support can be provided to these households through the existing arrangements if they have settled into their accommodation and are sustaining their tenancy.						
Required Resources	2019/20	2020/21	2021/22	2022/23	2023/24	Total
	£m	£m	£m	£m	£m	£m
Available						
Additional Funding Required	0.066m	0.198m	0.268m	0.276m	0.284m	1.092m
Total	0.066m	0.198m	0.268m	0.276m	0.284m	1.092m

Outcome 3						
Action: Support young homeless people to obtain a qualification to support their tenancy sustainment skills						
Currently a team of homeless officers work to provide training for young people in supported accommodation. If a dedicated officer was recruited to this role a larger number of young people in supported accommodation would be able to achieve this qualification which would help them sustain their tenancy and provide them with important independent living skills.						
Required Resources	2019/20	2020/21	2021/22	2022/23	2023/24	Total
	£m	£m	£m	£m	£m	£m
Available						
Additional Funding Required	0.035m	0.036m	0.037m	0.038m	0.039m	0.185m
Total	0.035m	0.036m	0.037m	0.038m	0.039m	0.185m

Outcome 4						
Action: Recruit a Youth Homelessness Mediation Officer						
A full time Grade 6 post is proposed to work with young people and their families to support households at risk of homelessness and reduce the number of young people who feel their only option is to make a homeless application. At present around a third of homeless cases in Midlothian are young people aged between 16 and 25. A Youth Homelessness Mediation Officer will work with the young person and their family, or with anyone else that has been providing a home for the young person to try to resolve disputes and explore alternative housing options to reduce the risk of becoming homeless.						
Required Resources	2019/20	2020/21	2021/22	2022/23	2023/24	Total
	£m	£m	£m	£m	£m	£m
Available						
Additional Funding Required	0.035m	0.036m	0.037m	0.038m	0.039m	0.185m
Total	0.035m	0.036m	0.037m	0.038m	0.039m	0.185m

Outcome 4**Action:** Make better use of the private rented sector by introducing a Rent Deposit Scheme.

Use of a Rent Deposit Scheme in Midlothian could prevent households at risk of homelessness from making an application. It could also be used to support homeless households to source an alternative to temporary accommodation.

It is estimated that a total of 30 households per annum could be supported through the Rent Deposit Scheme. The funding can be recycled in later years as some households end their tenancy. Funds would be managed by Midlothian Council's Homelessness Team. As part of the funding, a 0.5 Grade 6 post is being proposed to administer the Scheme and having a postholder in place would assist with better liaison between homeless households and tenants and also enables a dedicated Officer to work with private tenants who have been served with a Notice to Quit to help source alternative housing options.

Required Resources	2019/20	2020/21	2021/22	2022/23	2023/24	Total
	£m	£m	£m	£m	£m	£m
Available						
Additional Funding Required	0.048m	0.048m	0.034m	0.019m	0.020m	0.169m
Total	0.048m	0.048m	0.034m	0.019m	0.020m	0.169m

Outcome 4**Action:** Give households who are homeless, or at risk of homelessness, a stronger voice through Independent Advocacy Support

Some households who are homeless, or at risk of homelessness find it difficult to engage with services that are there to support them in alleviating their homeless situation or maintain their current temporary or permanent tenancy. CAPS, a registered charity, has been providing independent advocacy services in the Lothian's for 25 years. The main themes of an independent advocacy service are:

- Safeguarding people who are vulnerable and discriminated against or whom services find difficult to serve.
- Empowering people who need a stronger voice by enabling them to express their own needs and make their own decisions.
- Enabling people to gain access to information, explore and understand their options, and to make their views and wishes known.
- Speaking on behalf of people who are unable to do so for themselves.

Advocacy support could help homeless households, or those at risk of homelessness in the following ways:

- Provide advocacy support to help empower people to engage with the Homeless service and Midlothian Council Housing department. The non-judgemental and independent nature of the advocacy worker means the person can trust that the advocacy worker is on their side and will enable more positive constructive conversations between the person and the Housing services.
- Meet with the person and listen to what their situation is and develop a plan of action with them to address the issues that are important to them.
- Set up appointments and go with the person to obtain specialist advice, or gather information about their rights, so the person can make informed choices to reduce their chance of becoming homeless /losing their tenancy.
- Attend with a homeless client to appointments or meetings relating to their housing situation and make sure they could fully participate and contribute, as well as remember and understand discussions and decisions, by taking notes about what the person wants to say in the meeting and what is agreed.
- Provide advocacy support to help someone sustain their tenancy by assisting them with financial issues such as rent arrears, welfare benefit claims, e.g. set up a bank account; get advice from CAB, Welfare Rights, Job Centre, DWP; gather evidence for a Welfare Benefit claim/housing benefit claim; attend benefit assessments with them to make sure their financial situation is properly considered.

- Liaise with other services, in relation to a person's housing situation, on behalf of the person if they ask us to do so.
- Act as a safety net for people who fall through the gaps in the housing system, such as people who abandon their temporary accommodation or want to complain about their experience of the system but do not have the emotional resilience or knowledge and confidence to do so.

In order to provide an Independent Advocacy Service specifically for homeless service clients additional funding is required to employ a post to carry out Advocacy Support for up to 60 households per annum.

Required Resources	2019/20	2020/21	2021/22	2022/23	2023/24	Total
	£m	£m	£m	£m	£m	£m
Available						
Additional Funding Required	0.022m	0.021m	0.023m	0.023m	0.023m	0.112m
Total	0.022m	0.021m	0.023m	0.023m	0.023m	0.112m

10. Monitoring, Equalities and Consultation

Midlothian Council provides opportunities for consultation and engagement with tenants and other service users in order that our services reflect you have any comments or queries on the content of this document, please contact the Housing Planning & Performance Section at Midlothian Council for more information.

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Midlothian Council is committed to ensuring equality of opportunity and combating discrimination through a series of equal opportunities and anti-discriminatory policies. The Council has embedded equalities principles into strategic planning as well as service delivery. Housing policies and services are regularly monitored, reviewed and reported on to ensure that they comply with equalities requirements.

Midlothian Council carried out an Equality Impact Assessment to ensure that the Rapid Rehousing Transition Plan takes the needs of all equality strands into account. The assessment found no evidence that any direct discrimination will arise from any part of the Plan.

Impact of Universal Credit to Midlothian Council – 2018 Update**Report by Jane Milne, Head of Customer & Housing Services (Acting)****1. Purpose of the Report**

- 1.1** The purpose of this report is to provide an update to Council on the key issues relating to the impact of Universal Credit (UC) to Midlothian Council during 2018.

2. Background

- 2.1** Welfare Reforms have been introduced by the UK Government to simplify benefits and increase incentives to work. There have been three main elements to the Welfare Reform changes implemented; the replacement of existing benefits by another benefit; a number of reductions in benefit entitlements; and the localisation of some benefits.

- 2.2** Universal Credit aims to make the welfare system simpler by replacing six benefits and tax credits with a single monthly payment. It is administered by the Department for Work and Pensions (DWP). It replaces:

- Housing Benefit
- Income Support
- Income-Based Job Seekers Allowance
- Income-related Employment & Support Allowance
- Child Tax Credits
- Working Tax Credits

As it is for people of working age, Universal Credit does not affect pension age benefits.

- 2.3** Universal Credit has been introduced through DWP, across the UK, in stages to different groups of claimants over the past five years, with 1.3 million people now receiving it as at 11 October 2018.
- 2.4** Midlothian Council was initially involved as a partner agency to Dalkeith and Penicuik Job Centre Plus, (JCP) during the rollout of the Universal Credit 'Live Service' (UCLS) from 27 April 2015. The Council subsequently signed up to a further Delivery Partnership Agreement, (DPA) for the full digital rollout of the Universal Credit "Full Service" (UCFS) from 22 March 2017.
- 2.5** In Midlothian UCFS is being rolled out by Dalkeith and Penicuik Job Centre through a 'natural migration' phase which requires claimants of the above legacy benefits to transfer to UC as and when they encounter a significant, (trigger) change in circumstance.

- 2.6** In Midlothian there are now 2963 people receiving UC from Dalkeith Job Centre and 1146 people from Penicuik Job Centre as at 11 October 2018.
- 2.7** All Scottish local authorities will now be experiencing the UC full service. Once Glasgow's three remaining job centres start operating UC full service in December, all job centres in Scotland will be included, with the 'transition' phase of UC completed by end of 2018.
- 2.8** It is noted that 'Managed Migration' of those on legacy benefits will now progress at a slower pace than was first agreed. Recent information from DWP in early November 2018 states that 2019 will be a year of consolidation for UC with the expectation of around 10,000 claimants currently on legacy benefits being 'managed migrated' to UC during 2019 as part of a pilot approach. In response to feedback on 'Managed Migration', HM Treasury announced as part of the Budget 2018, the implementation schedule for 'Managed Migration' has now been updated and will conclude in December 2023.
- 2.9** Changes to UC, announced at the time of the Budget 2017 have now been introduced. These include:
- Housing Benefit two-week transition payment introduced from April 2018.
 - Changes to advance payments. Repayment over 12 months rather than 6 months and advances up to 100% of estimated entitlement from February 2018.
 - Temporary Accommodation housing costs are now paid from Housing Benefit for new claims from April 2018.

3. Impact of Universal Credit to Midlothian Council

In order to support the delivery of UC in Midlothian, an Operational Group consisting of the Department of Work & Pensions (DWP), Council service teams and external partners established a framework of support for all Midlothian citizens.

Actions continue to be led by the Council and the Midlothian Financial Inclusion Network (MFIN) partnership to inform and support people about sources for those in hardship, such as foodbanks, Scottish Welfare Fund, Welfare Rights, Credit Unions and budgeting advice. Evidence indicates that claimants and the Council are experiencing effects of;

- Delays in payment to claimants
- Financial Hardship to households, with extra demand on the Scottish Welfare Fund and Discretionary Housing Payments
- Additional administrative burdens to the Council
- Increased rent arrears

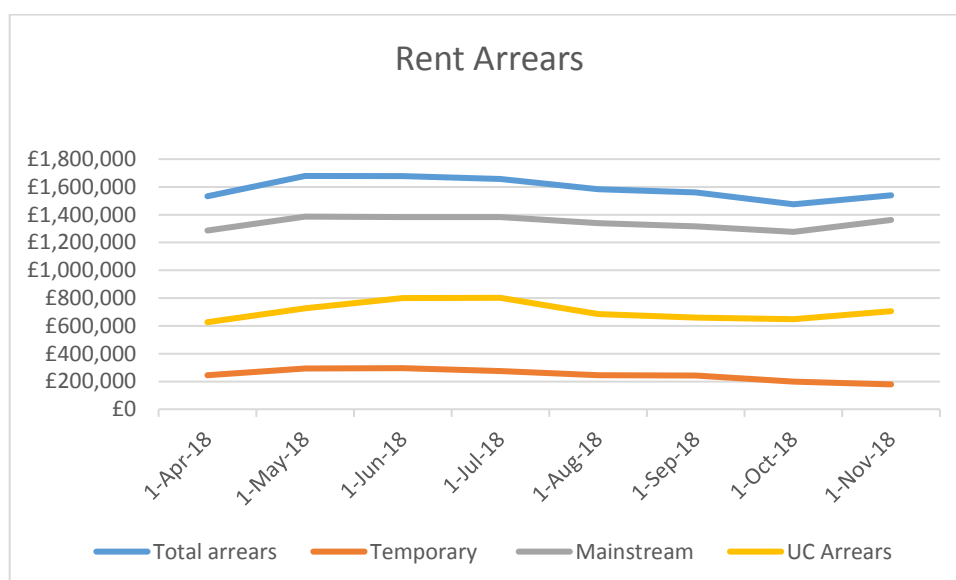
The impact of UCFS on Council house rent collection has been severe and there has been a significant increase in rent arrears since the introduction of UCFS in March 2017.

As reported to Council in May 2013, the Housing Revenue Account Financial Model has been updated to reflect this anticipated increase in rent arrears.

Evidence from 2018/19 has demonstrated that although there continues to be an impact on rent arrears, the impact has been reduced which is likely to have been as a result of temporary accommodation reverting back to Housing Benefit and a reduction in the pace of new claimants applying to UC.

The details are as follows:

- In 2017/18, one year after the introduction of UCFS, current tenant rent arrears increased from £1,167,625 to £1,531,575. An in-year increase of 31.17%.
- In 2018/19, up to 5 November 2018, current tenant rent arrears increased from £1,531,575 to £1,540,146. An in-year increase of 0.56%.
- In 2017/18, the number of Midlothian Council tenants claiming UC increased from 132 to 929 with total arrears of £626,541
- As at 5 November 2018, this had increased to 1151 tenants with total arrears of £706,395.
- Temporary accommodation housing costs are now paid from Housing Benefit for new claims from 10 April 2018, resulting in current tenants arrears for temporary accommodation reducing from £245,889 at 2 April 2018 to £178,967 as at 5 November 2018



There has been an increased demand for Discretionary Housing Payments (DHP) since UCFS launch with £1,122,194 being paid in 2017/18 and £1,077,598 paid and committed in 2018/19 (as per October 2018 data). It is noted that the level of demand has decreased from 2017/18 to 2018/19 as paid and committed above.

There has also been a significant increase in the numbers of Crisis Grant applications to the Scottish Welfare Fund. This increase has been measured across a six-month period from April to September each year as follows:

Year	Applications Received	Applications Granted	Total awards
2016/17	1478	893	£56,833
2017/18	1770	1115	£84,454
2018/19	1907	1159	£92,009

The Scottish Welfare Fund received an increase in funding allocation over the past three years and is currently within budget for the year to date.

4. Universal Credit Scottish Flexibilities

The new Universal Credit choices were made available from 4 October 2017 to people living in Scotland making a new Universal Credit claim in full service areas.

Eligible claimants of Universal Credit are offered the choice after they have received their first payment of Universal Credit. This means the offer will be made at the start of the second assessment period, when the expected Universal Credit award is known, and there has been time to assess the claimant's award, including housing costs if applicable.

The choice will be offered in the claimant's online account in two stages:

- One for choosing to be paid monthly or twice monthly; and
- One for choosing to have the relevant housing costs in the UC award paid to themselves or to their landlord.

The claimant can make either or both choices. If the claimant does not make a choice within 60 days of the offer being presented, then the offer will be removed from their online account, but they will still be able to request the new Universal Credit choice at any time. If the claimant does not make a choice, Universal Credit will continue to be paid as standard in a single monthly amount direct into their bank account.

This choice was made available from January 2018 and the Scottish Government has reported in June 2018 that 2,500 UC claimants had opted to request some element of payment flexibility. DWP have advised the Council that take up data is not available at a local level.

5. DWP Landlord Portal and Trusted Partner Status

The DWP has developed an online Landlord Portal. Local Authorities who are now migrating to UCFS are automatically granted Trusted Partner status and are given access to the Portal. This means that from the outset of a UCFS claim, these Authorities can verify tenants' housing costs online so that DWP can pay them their UC entitlement as quickly as possible.

Local Authorities with Trusted Partner Status can also request an Alternative Payment Arrangement (an APA is a direct payment of rent to landlord)) via the Portal and this will automatically be approved by DWP, greatly speeding up the process by removing the need for a DWP decision maker to assess the application.

Midlothian Council has implemented this new way of working from June 2018. Other landlords who have experienced early adoption of the Portal have reported a far quicker turnaround in rent cost verification. It has also been reported that the ability to apply for rent to be paid direct earlier in the application process without further verification, has the potential to help with rent collection.

6. Scottish Social Security

A Scottish Social Security Agency has been established by the Scottish Government to administer the devolved benefits responsibilities.

Council Officers have been meeting regularly with the Scottish Government's Agency Implementation Team to provide them with an understanding of how services are delivered in Midlothian for people seeking assistance on social security and other related matters and to consider how the new social security agency will deliver its local services and explore local delivery options for the different communities in our area in places that people already visit.

Discussions shall continue in the different methods and partnership models of delivery in place for the Scottish Social Security Agency's development of an Overarching Partnership Agreement on specific types of assistance and wider service delivery input.

Regarding the newly devolved benefits, Carers Supplement to those receiving Carer Allowance is being delivered through payments twice yearly and the baby and pregnancy elements of the Best Start Grant will be delivered from 10 December 2018. In future, payments for Funeral expenses grant will be launched in summer 2019.

7. Report Implications

7.1 Resource

Access to digital resources and support with digital access, is provided to claimants, by the Council through our libraries.

Personal Budgeting Support is currently contracted by Midlothian Council for Universal Credit claimants, considering assistance in a combination of financial and other challenging factors e.g. homelessness, addiction, learning difficulties etc. Local authorities have now been advised that, from 1 April 2019 they will no longer be funded by DWP to provide this support and instead DWP will provide this service through grant funding to Citizens Advice and Citizens Advice Scotland.

Significant support is also provided to claimants for Universal Credit by the Council's Welfare Rights Team. This includes assisting vulnerable clients with completing online claims, taking client referrals from adult health and social care and children and families staff.

Extensive training throughout Midlothian has been delivered by the Council's Welfare Rights Team in conjunction with DWP Job Centre Plus for Universal Credit full service roll out. Specific training on Universal Credit has also been provided to the Joint Mental Health Team and Social Workers for Marie Curie Care and continues to be offered as required to support internal and external colleagues.

Although Universal Credit is administered directly by the Department for Work & Pensions (DWP), Midlothian Council continues to administer Housing Benefit (HB) on behalf of DWP for the local authority and Housing Associations, and Local Housing Allowance for private sector landlords. Revenues Services continue to administer these residual legacy HB cases and also provides assistance for Universal Credit claimants.

Universal Credit is currently unable to deal with households which have more than 2 children and these will remain on HB or revert back to HB after the birth of a third child. Midlothian Council will also continue to administer HB for pensioners and Council Tax Reduction for all claimants.

While the need for local authorities to administer Housing Benefit for working age people will progressively reduce this uncertainty does not lend itself to effectively support any subsequent workforce planning and any planned reductions in staffing resource arising from anticipated increases in UC claim volumes.

Local authorities need to plan and consider the implication for staff administering Housing Benefit. Forecasted reductions in caseloads in terms of timelines in particular are very difficult to achieve at a time when DWP's administration grant to local authorities is already reducing.

As a Local Authority in Universal Credit Full service, there are limitations to the information we receive from DWP regarding our tenant's eligibility and entitlement. DWP pay Housing costs and any arrears value monthly on a collective four weekly submission schedule. We are not notified of incoming 4 weekly payments until the payment file is processed.

As a landlord, Midlothian Council have no means or influence in monies collected by DWP as they communicate directly to their claimant via an online Journal entry and the claimant has this responsibility to inform their landlord.

Any claimant may have variances due to part time working, non-dependant deductions, overpayments, payment advances, or sanctions etc. that can all influence DWP payment and ultimately any scheduled landlord payment without any notification the landlord, or being made aware.

Our staff aim to mitigate the effects and sign post to help and offer guidance. due to the complexity the changeover to UC brings, however, tenants have a responsibility to pay and maintain a clear rent account, and where Housing Cost assistance is eligible, the tenant must make and maintain the conditions of their claim with DWP.

Where tenants are vulnerable, they are encouraged to engage with support services for further assistance in making and maintaining their claim with DWP otherwise rent recovery action is progressed for tenants where rent arrears accrue on their account.

7.2 Risk

Universal Credit Full Service will continue to place pressure on the Council's financial resources and present a hardship impact to households and income effects to the council, specifically in relation to rent arrears as detailed earlier in this report.

Rent arrears can be complex but debt increases where there are delays in verification or other problems; the fact of the time lag in UC payments made monthly, the failure of claimants to pay the money received for housing costs onto the landlord and some claimants not identifying that they have housing costs because they may have been on Housing Benefit for some time and do not appreciate they are liable for rent.

There are financial risks that may impact Midlothian Council as the benefit system is complex and there are financial capability concerns that vulnerable people have in managing money. These risks are recognised in the Corporate Risk Register.

7.3 Key Priorities within the Single Midlothian Plan

The themes addressed in this report impact on the delivery of the Single Midlothian Plan outcomes particularly in terms of priorities in relation to:

- ☐ 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

7.4 Impact on Performance and Outcomes

The actions detailed in this report continue to act to mitigate the financial exposure for Midlothian Council where possible and also with regard to addressing financial hardship which could be experienced by households.

Further measures to support Universal Credit, were announced in the Budget on 29 October 2018. These include:

- From April 2019, work allowances in UC will increase by £1,000, which means that working parents and people with disabilities on UC will be £630 better off every year and allows households to keep more of what they earn by reducing the amount of their earnings that is subject to the UC taper rate.
- From July 2020, claimants will continue to receive the income-related elements of Jobseeker's Allowance and Employment and Support Allowance, and Income Support for the first fortnight of a UC claim.
- From October 2019 the rate that UC claimants repay overpayments and debt will reduce from 40% to 30% of the standard allowance.
- The Budget also confirmed enhanced transitional protection for people moving onto UC, including additional protection for people who receive the Severe Disability Premium.

7.5 Adopting a Preventative Approach

There is no change in the strategic approaches guiding Midlothian Council's response to Welfare Reform, which is to mitigate against the impact of the effects within the capability and resources of the Council and its partners.

While there is an inevitability that some of the responses will be reactive wherever possible opportunities will continue to be sought to take a proactive approach to prevent crisis intervention. Opportunities to co-ordinate service provision continue so people can receive information and advice from as wide a range of professionals as possible.

7.6 Involving Communities and Other Stakeholders

A partnership approach has been adopted between the Council and the Midlothian Financial Inclusion Network, involving a range of stakeholders and external partners, to inform and support communities and to establish a framework of support for all Midlothian citizens.

7.7 Ensuring Equalities

At an individual level welfare reform impacts many people in the main equalities groups, including those affected by poverty, which Midlothian Council recognised as a further protected characteristic grouping. Making additional support available to equalities groups to mitigate the impact of welfare reform is therefore consistent with council policy.

7.8 Supporting Sustainable Development

The sustainability of the Housing Revenue Account Capital Plan in the long term is at risk if mitigating actions are not undertaken to offset the effects of Welfare Reform on the level of arrears. The loss of benefits from the effects of the Welfare Reform Act and the changes in housing benefit will have a negative effect on the local economy. There is a risk that unsustainable demands may be placed on the council in respect to addition costs associated with Welfare Reform and reduced income from the current and proposed benefit changes. The actions outlined in this report seek to mitigate these risks and as evidenced in the reduced impact on rent arrears in the 2nd year of roll-out of UCFS from April 2018.

7.9 IT Issues

No IT impacts at present.

8. Recommendation

It is recommended that Council:

- a) Note the work done to date, and continuing, related to Universal Credit.
- b) Note the risks outlined in this report.

Date: 18th December 2018

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Housing Allocation Policy Review

Report by Allister Short, Joint Director, Health and Social Care

1. Purpose of the Report

- 1.1** The purpose of this Report is to inform Council of the lettings outcomes during 2016/17 and 2017/18 from the revised Housing Allocation Policy agreed in May 2016. These findings will inform a review of the Housing Allocation Policy which will take place during early 2019. It was agreed that Council will review this Housing Allocation Policy every 2 years and this will include appropriate consultation with tenants and housing list applicants.

2. Background

- 2.1** Midlothian Council's Housing Allocation Policy was completely revised in 2013 when a "Group and Points" model was introduced. In addition Midlothian Council now works in partnership with Melville Housing to provide a Common Housing Register ensuring applicants have increased housing opportunities from lets being made by both Midlothian Council and Melville Housing.
- 2.2** Previously the Council's Allocation Policy was Transfer-led meaning that current tenants were given the first option for new build lets. From 2013 three lettings groups were created to reflect applicant circumstances with annual targets set. The targets were adjusted following a review in 2016 to reflect housing needs.
- 2.3** Group schemes are seen as less complex, easier to understand and fairer compared to points based ones, but a combination of preference groups and the relative priority awarded to housing or medical needs provides a clear and transparent system of prioritisation to meet the aims for groups, with the lettings targets to ensure fair access to housing.
- 2.4** The Group lists are:
- Choice List (Target 10%) – list for those applicants with no identifiable need.
 - Homeless List (Target 45%) – list for those applicants who have presented and been accepted as being homeless.
 - General Needs (Target 45%) – list for those applicants with a specific need. For instance those with medical need or who are living in overcrowded conditions.

2.5 An analysis of the outcomes of the Policy during the last two years are reported in Appendix 1. The main points from this were:

- a) It is evident that the Housing Allocation Policy is closely meeting the targets for Waiting List Groups, with the exception of the Choice Group, which had a reduced proportion of allocations than anticipated.
- b) General Needs applicants account for 61% of applicants on the list, with the remainder of applicants either being homeless or choice list.
- c) In the three years being analysed the number of lets has been rising due to an increase in new build housing being completed and let.
- d) There has been a significant increase in households waiting for 2-bedroom housing due to the change in household size eligibility which was agreed as part of changes to the Housing Allocation Policy in 2016. At the same time, the number of households requiring 1 bedroom housing has decreased significantly. 2-bedroom housing continues to be the most common property size being let to applicants.
- e) The target of housing an equal split of needs between those with medical, overcrowding and other needs has been more difficult to meet due to the need to provide suitable properties to applicants with medical points.
- f) Use of Ready to Rent procedures has improved the speed of relets for properties which have previously taken longer than average to let.
- g) The use of Homeswapper was initially very successful at generating increased mutual exchanges although there has been a slight reduction in 2017/18.
- h) There has been no increase in existing households downsizing by 2 or more bedroom sizes and qualifying for an increased Incentive to Move grant of £1,500.
- i) There has been a reduction in the number of Housing List applicants refusing offers due to applicants being given more choice of the property types they will be offered.

3. Other factors that influence the Housing Allocation Policy

3.1 Homelessness

The Scottish Government has asked all Councils to develop a 5 year Rapid Rehousing Transition Plan to develop actions that substantially increase the speed of which homeless households will be provided with permanent housing. This is a particular challenge for local authorities where there is a lack of affordable housing and the time taken to permanently house a homeless household is much longer than the Scottish average.

In Midlothian in 2017/18, the average time taken for Midlothian Council to close a homeless case was 105 weeks, which is the highest length of time for any Council in Scotland. The Scottish average was 34 weeks, and 15 Scottish Councils are able to close cases within an average time of 25 weeks or less.

A key factor in the time taken to house homeless households in permanent accommodation is the number of allocations made via the Housing Allocation Policy. To reduce the time spent in temporary accommodation the Housing

Allocation Policy could house a higher percentage of homeless households than the current target of 45%. However, the supply of social housing is projected to increase due to a significant number of new build sites being developed by both the Council and RSLs. This provides an opportunity for the Council to demonstrate that it will be able to house a significantly increased number of households in permanent accommodation without having to substantially increase the proportion of allocations to homeless households, thereby ensuring that other housing needs are being met such as medical needs, overcrowding etc. However, it is still recommended that consideration be given to increasing the target of 45% for homeless households. It is also a possibility that additional priority could be awarded to homeless households deemed to be spending too long in temporary accommodation.

3.2 Choice

The current Housing Allocation Policy provides choices for housing applicants. For instance, a housing applicant can indicate that their preference is to only live in Bonnyrigg in a two-bedroom house, whilst another applicant (with exactly the same number of points on their application) can choose a preference of all areas and all house types in Midlothian. The latter applicant would be offered housing much more quickly and therefore Midlothian Council can discharge its homeless duty more quickly which reduces the requirement for temporary accommodation and bed and breakfast use. It is possible to require applicants to make a wider range of choices in order to increase the speed of making a housing offer.

However, promoting more choice for applicants could also be furthered with Choice Based Letting in Midlothian. A growing number of social rented landlords in Scotland use this method. The advantages of Choice Based Letting include:

- Increase customer choice as it is the housing applicant who decides if they want to choose to bid for a home or not.
- Increase the speed that empty properties are relet.
- Better use of staff time as the housing application could be completed online by the applicant.
- More information available to the applicant, who would be able to view pictures of the property online, view the number of bids, see their application points awarded at any time.

3.3 Legislative Change and Code of Practice Guidance

There are three key pieces of legislation which Registered Social Landlords must comply with when operating a Housing Allocation Policy, the Housing (Scotland) Acts of 1987, 2001 and 2014. The Housing (Scotland) Act 2014 is still in the process of being enacted, and it is expected that this will come into force at the beginning of 2019 alongside an updated Code of Practice for Social Housing Allocations which sets out guidance which Registered Social Landlords must take account of when operating their Housing Allocation Policy. Midlothian Council's Housing Allocation Policy will need to consider if

the Policy should change to take account of the Housing (Scotland) Act 2014 in the following ways:

- Social landlords now have to give reasonable preference to: People who are homeless or are threatened with homelessness and who have unmet housing needs; People who live in unsatisfactory housing conditions and who have unmet housing needs; and Social housing tenants who are considered to be under-occupying their home.
- Social landlords will still be able to decide whether other groups of applicants will also be given priority in response to local circumstances.
- When deciding on an applicant's priority for housing, the Act allows social landlords to take the ownership or value of property owned by the applicant into account. This applies to the applicant, anyone who normally lives with the applicant or who plans to live with them.
- Social landlords can set a minimum period before any applicant is eligible for the allocation of housing – depending on circumstances (a minimum period cannot be placed on homeless applicants by local authorities with a legal duty to secure accommodation for the applicant).
- Social landlords can decide that an applicant is not eligible for social housing if the applicant:
 - Has engaged in anti-social behaviour, including in the vicinity of the house; harassment of others; anti-social behaviour towards a social landlord's employees when applying for housing
 - Has a conviction for using their home for immoral or illegal activity or any other offence punishable by imprisonment committed in the locality of their home (also applies to someone who has resided with the applicant)
 - Previously abandoned a property and the tenancy was terminated
 - A court had granted an eviction notice against the applicant
 - Has or had rent arrears with a tenancy and certain specified steps had not been taken to pay back the debt
 - Made a false statement in any application for housing to a social landlord
 - Has already refused offers of housing and the landlord considers the refusal of that number of offers to be unreasonable.

3.4 Health and Housing

As outlined in Appendix 1, the Housing Allocation Policy provides housing options for households with medical needs, which gives priority for re-housing. In the last three years, 221 households have been provided with housing due to medical priority. It is important that medical needs continue to be taken account of in Housing Allocation Policy in order to contribute to health outcomes including avoiding delayed discharge and reducing requirement for care home places. It is particularly important that the Housing Allocation Policy reflects the needs of the community and a minimum of 10% of new build housing provision will be provided to those with medical needs.

- 3.5** Taking account of the trends indicated in previous years letting analysis, the legislative changes and the recent focus on rapid rehousing for homeless households, the key changes that may be considered and discussed as part of the consultation exercise, range from:

- i) Removal of the Choice Group. Applicants on the Choice Group would move to the General Needs List and the letting target for the Homeless and/or the General Needs could be increased.
- ii) Review points for existing tenants who are overcrowded or underoccupying to ensure they are given opportunities to transfer from their existing tenancy.
- iii) Support additional households to downsize by providing an incentive to move grant for households moving down by one bedroom size (currently it is only available for households downsizing by two or more bedrooms).
- iv) Continue to develop Local Lettings Initiatives which give priority to tenants on the transfer list and residents who live in the community where new council housing is being built.
- v) Amend the Housing Allocation Policy to address requirements of the Rapid Rehousing Transition Plan. This could mean giving additional priority to homeless households who have not been permanently housed after spending a specific period of time in temporary accommodation. It may also be useful to consider placing an additional requirement on homeless applicants to widen their areas of choice and house types in order that Midlothian Council can meet its statutory duty to provide permanent accommodation for homeless households more quickly. The Housing Allocation Policy should also acknowledge the need to house some households through the “Housing First” approach.
- vi) Consider the most appropriate housing pathway for households leaving care taking into account current best practice.
- vii) Consider the feasibility of introducing of a Choice Based Letting Model as opposed to a Group and Points model in Midlothian.
- viii) Consider whether to apply points to tenants who live in newly introduced private residential tenancies.
- ix) Ensure that the Housing Allocation Policy is aligned to the new Code of Guidance for Social Housing Allocations in Scotland.

3.6 Prior to agreement on any changes to the Housing Allocation Policy being undertaken, it is a requirement that consultation is undertaken with tenants and housing applicants and the outcomes of this consultation is reported on. Following this, it is proposed that an Elected Member Seminar is arranged in 2019 to consider the key issues that could result in changes to the existing Housing Allocation Policy. The Elected Member Seminar will also provide information on the results of consultation with Tenants and Housing List Applicants. Any amendments to the existing Policy would require Council approval before these were implemented.

4. Report Implications

4.1 Resource

There are no resource implications arising directly from this Report.

4.2 Risk

If the Council does not take into account the views of stakeholders and the analysis of letting outcomes in relation to the Housing Allocation Policy it will fail to take into consideration local needs which could have negative consequences for the community.

In addition, there is a risk to the Council where the Housing Allocation Policy does not comply with legislation or guidance from the Scottish Housing Regulator.

4.3 Key Priorities within the Single Midlothian Plan

The themes addressed in this report impact on the delivery of the Single Midlothian Plan outcome particularly in terms of priorities in relation to the delivery of affordable housing, homelessness and health and social care outcomes through the provision of specialist housing.

- ☐ 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 Impact on Performance and Outcomes

The recommendations in this Report impact positively upon achieving the following Local Housing Strategy outcomes:

- Households have improved housing options across all tenures.
- Homeless households and those threatened with homelessness are able to access support and advice services and all unintentionally homeless households will be able to access settled accommodation.
- The needs of households with particular needs will be addressed and all households will have equal access to housing and housing services.

4.5 Adopting a Preventative Approach

The proposed changes ensure a continued focus on providing a clear framework for prioritising applicants based on housing need and the reasonable preference criteria, which is set out in legislation. Regular monitoring and review is important to ensuring the Housing Allocation Policy makes best use of housing stock to meet housing need.

4.6 Involving Communities and Other Stakeholders

Consultation with tenants and applicants is required when considering revisions to the existing Policy. Engagement with other stakeholders such as

Social Work Adult Care, Children & Families, Legal and Audit Services, local RSLs, Shelter and the Scottish Government will also be undertaken.

4.7 Ensuring Equalities

The current Housing Allocation Policy was subject to a full Equality Impact Assessment. The policy ensures that discriminatory practices and procedures are eliminated and that the needs of women, ethnic minorities, people with disabilities and other target groups are assessed. The duties required of local authorities when letting their houses are set out in the Housing (Scotland) Act 1987, the Housing (Scotland) Act 2001 and the Housing (Scotland) Act 2014.

Any proposed changes to the Policy would need to be informed by a further Equality Impact Assessment.

4.8 Supporting Sustainable Development

Not Applicable

4.9 IT Issues

Not Applicable

5. Recommendation

It is recommended that Council:

- a) Note the positive lettings outcomes following the review of the Housing Allocation Policy;
- b) Note the implications of legislative change and the Rapid Rehousing Transition Plan on the Housing Allocation Policy;
- c) Note that a review of the Housing Allocation Policy will commence with a consultation exercise being undertaken to facilitate effective engagement with tenants, housing applicants and other key stakeholders;
- d) Note that an Elected Member Seminar will be arranged following the consultation exercise to detail further any proposed changes to the Housing Allocation Policy.

Date: 18th December 2018

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Background Papers

Appendix 1: Midlothian Council Letting Analysis 2016/17 & 2017/18

Midlothian Council Housing Lettings Analysis

2016/2017 and 2017/18

Introduction

Midlothian Council Allocation Policy

In April 2013 Midlothian Council adopted a new allocation policy. Prior to this the Council's Allocation Policy was Transfer led meaning that current tenants were given first option to new lets. The 2013 policy adopted a Group and Points model in which three waiting lists were created to reflect applicant circumstances with yearly letting targets set. This was subsequently revised in 2016 and waiting lists were set at:

- Choice List (Target 10%) – list for those applicants with no identifiable need, with points awarded for the length of time an applicant has been on the list.
- Homeless List (Target 45%) – list for those applicants who have presented and been accepted as being homeless.
- General Needs (Target 45%) – list for those applicants with a specific need. For instance those with medical need or who are living in overcrowded conditions.

Letting Outcomes

Table 1 below shows the number of applicants in each list group on 31st March 2018. It shows that the majority (60.5%) of the 4,789 households are in the General Needs group, 23% are in the Homeless group and 16.5% are in the Choice group.

Table 1: Housing List by Group

List	31/03/2018
	%
General Needs	60.5%
Homeless	23%
Choice	16.5%
Total	100%

Table 2 shows the total housing stock by area. It shows that the greater number of council houses are found in the larger towns and villages. There are also several villages with a very small number of council units.

Table 2: Housing Stock by Area

Area	Housing Stock - All				Total Stock
	1 Bed	2 Bed	3 Bed	4 Bed +	
Auchendinny inc Glencorse	3	6	12	0	21
Bilston	0	88	17	3	108
Bonnyrigg/Lasswade	168	508	359	76	1,111
Carrington	3	3	6	0	12
Cousland	0	9	0	0	9
Dalkeith	125	845	310	55	1,335
Danderhall	40	136	60	12	248
Gorebridge	120	398	251	43	812
Loanhead	82	313	119	26	540
Mayfield/Easthouses	49	418	177	32	676
Newtongrange/Butlerfield	18	146	65	24	253
North Middleton	0	4	3	0	7
Pathhead	14	59	48	4	125
Penicuik	183	536	304	37	1,060
Poltonhall	10	56	37	3	106
Rosewell	36	33	26	3	98
Roslin	4	38	4	0	46
Temple	0	2	3	0	5
Midlothian	855	3,598	1,801	318	6,572

The number of properties let by month, broken down by waiting list category can be seen in Chart 1 below. It shows that during 2016/17 the outcomes of target lets were not exactly aligned to the intended targets for the Housing Allocation Policy. This was due to Midlothian Council introducing a Common Allocation Policy with Melville Housing which led to 45% of all lets by Midlothian Council and including Melville Housing lets being allocated to homeless households. In 2017/18 this was amended to ensure that 45% of all Midlothian Council lets (not including Melville Housing lets) were allocated to homeless households. General needs lets have usually been a higher proportion than the target (45%) because allocations to Choice list Applicants were often below the 10% target.

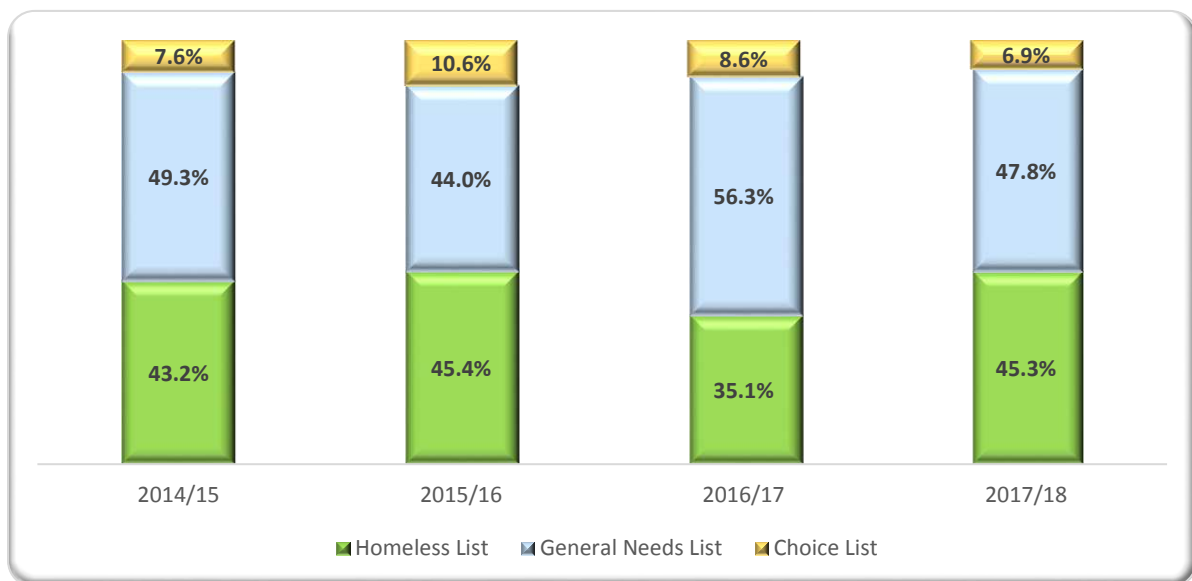
Chart 1: Midlothian council lettings categories by year 2014/15 to 2017/18

Table 2, below, presents the number and proportion of lets by area over the years of 2015/16, 2016/17 and 2017/18. It indicates that the highest number of lets continue to take place in settlements with the most council housing stock: only four areas let more than 100 units during the past three years. Conversely, several smaller settlements such as Bilston and Carrington had a very small number of lets with some villages having no lets at all.

Midlothian Council's new build programme does significantly influence these trends. For example in Penicuik there were three small sites completed in 2015/16 leading to an increase in homes being let. In Loanhead a development at Edgefield Gardens resulted in 59 lets made in Loanhead during 2016/17 instead of a more routine figure of around a dozen per year. In Gorebridge during 2017/18 a large site was also completed resulting in more than double the usual number of allocations. These annual fluctuations will continue as further development progresses in most areas of Midlothian. In 2017/18 there was a higher level of lets compared to previous years (364) due to more new build completions in this year compared to previous years. It is anticipated that there will be around 300 lets during 2018/19 and numbers will begin to rise from 2019/20 onwards due to a significant number of new housing completions expected in this period.

Table 3: Numbers and proportion of lets by area.

Area	2015/16		2016/17		2017/18		Number	%
	No.	%	No.	%	No.	%		
Auchendinny	0	0.0%	0	0.0%	0	0.0%	0	0%
Bilston	1	0.4%	1	0.3%	3	0.8%	5	1%
Bonnyrigg/Lasswade	32	11.8%	53	17.5%	28	7.7%	113	12%
Carrington	0	0.0%	1	0.3%	1	0.3%	2	<1%
Cousland	0	0.0%	0	0.0%	0	0.0%	0	0%
Dalkeith	52	19.1%	55	18.2%	72	19.8%	179	19%
Danderhall	10	3.7%	5	1.7%	18	4.9%	33	4%
Gorebridge	33	12.1%	42	13.9%	122	33.5%	197	21%
Loanhead	13	4.8%	59	19.5%	11	3.0%	83	9%
Mayfield	26	9.6%	19	6.3%	23	6.3%	68	7%
Newtongrange	7	2.6%	12	4.0%	16	4.4%	35	4%
Pathhead	6	2.2%	6	2.0%	2	0.5%	14	1%
Penicuik	84	30.9%	40	13.2%	55	15.1%	179	19%
Poltonhall	6	2.2%	4	1.3%	7	1.9%	17	2%
Rosewell	2	0.7%	3	1.0%	4	1.1%	9	1%
Roslin	0	0.0%	2	0.7%	2	0.5%	4	<1%
Total	272	100.0%	302	100.0%	364	100.0%	938	100%

Allocations by Waiting List to Settlements

Tables 4, 5 and 6 shows all lets for the period 2015/16 – 2017/18 by Housing List Group and area. It shows that there are some variations by area. Smaller areas will be more likely to have unusual figures because of the small number of lets. It is notable that there was a higher proportion of lets to homeless applicants in Dalkeith compared to the other lists. In Dalkeith this is possibly due to a significant number of smaller, flatted properties being relet in this period and a higher proportion of Ready to Rent properties being let to homeless households in this area.

Table 4: Lets to settlement by Area and Letting Group 2015/16

Area	Choice		Homeless		General Need		Total	
	No.	%	No.	%	No.	%	No.	%
Bilston	1	3.4%	0	0.0%	0	0.0%	1	0.4%
Bonnyrigg	3	10.3%	15	12.1%	13	10.8%	31	11.4%
Dalkeith	4	13.8%	33	26.6%	16	13.3%	53	19.4%
Danderhall	1	3.4%	1	0.8%	8	6.7%	10	3.7%
Gorebridge	7	24.1%	13	10.5%	13	10.8%	33	12.1%
Loanhead	0	0.0%	3	2.4%	10	8.3%	13	4.8%
Mayfield	2	6.9%	13	10.5%	11	9.2%	26	9.5%

Newtongrange	1	3.4%	1	0.8%	5	4.2%	7	2.6%
Pathhead	1	3.4%	2	1.6%	3	2.5%	6	2.2%
Penicuik	8	27.6%	37	29.8%	39	32.5%	84	30.8%
Poltonhall	1	3.4%	4	3.2%	2	1.7%	7	2.6%
Rosewell	0	0.0%	2	1.6%	0	0.0%	2	0.7%
Roslin	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Total	29	100.0%	124	100.0%	120	100.0%	273	100.0%

Table 5: Lets to settlement by Area and Letting Group 2016/17

Area	Choice		Homeless		General Need		Total	
	No.	%	No.	%	No.	%	No.	%
Bilston	0	0.0%	1	1.0%	0	0.0%	1	0.3%
Bonnyrigg	0	0.0%	17	16.2%	33	19.6%	50	16.7%
Dalkeith	3	11.5%	26	24.8%	24	14.3%	53	17.7%
Danderhall	1	3.8%	0	0.0%	4	2.4%	5	1.7%
Gorebridge	7	26.9%	15	14.3%	21	12.5%	43	14.4%
Loanhead	6	23.1%	21	20.0%	32	19.0%	59	19.7%
Mayfield	3	11.5%	7	6.7%	9	5.4%	19	6.4%
Newtongrange	2	7.7%	0	0.0%	10	6.0%	12	4.0%
Pathhead	0	0.0%	2	1.9%	4	2.4%	6	2.0%
Penicuik	3	11.5%	12	11.4%	25	14.9%	40	13.4%
Poltonhall	0	0.0%	2	1.9%	4	2.4%	6	2.0%
Rosewell	0	0.0%	1	1.0%	2	1.2%	3	1.0%
Roslin	1	3.8%	1	1.0%	0	0.0%	2	0.7%
Totals	26	100.0%	105	100.0%	168	100.0%	299	100.0%

Table 6: Lets to settlement by Area and Letting Group 2017/18

Area	Choice		Homeless		General Need		Total	
	No.	%	No.	%	No.	%	No.	%
Bilston	4	16.0%	23	13.9%	31	17.8%	58	15.9%
Bonnyrigg	3	12.0%	14	8.5%	11	6.3%	28	7.7%
Dalkeith	6	24.0%	38	23.0%	28	16.1%	72	19.8%
Danderhall	2	8.0%	4	2.4%	12	6.9%	18	4.9%
Gorebridge	5	20.0%	49	29.7%	69	39.7%	123	33.8%
Loanhead	1	4.0%	6	3.6%	4	2.3%	11	3.0%
Mayfield	3	12.0%	10	6.1%	10	5.7%	23	6.3%
Newtongrange	1	4.0%	10	6.1%	5	2.9%	16	4.4%
Pathhead	0	0.0%	1	0.6%	1	0.6%	2	0.5%
Penicuik	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Poltonhall	0	0.0%	6	3.6%	1	0.6%	7	1.9%
Rosewell	0	0.0%	2	1.2%	2	1.1%	4	1.1%
Roslin	0	0.0%	2	1.2%	0	0.0%	2	0.5%
Totals	25	100.0%	165	100.0%	174	100.0%	364	100.0%

Allocations by Housing Need

Following the change to the Housing Allocation Policy it was expected there would be a change in the profile of need that would be met. Table 4 shows the outcomes for the year 2015/16 which operated under the Allocation Policy set in April 2013. After April 2016 a Group and Points system was still in place but three additional targets were set for rehousing specific needs groups within the General Needs groups. An even split was targeted between those with medical needs, overcrowded/underoccupying households and those with other needs, such as living in a house in poor condition.

Currently the most common housing needs on the waiting list are as follows:

- Homeless: 1075
- Insecure Accommodation: 638
- Living Care Of: 1008
- Overcrowded: 387
- Under occupying: 140
- A Medical: 207
- B Medical: 466

As shown in Table 7 below, applicants with homeless points and those with medical points are the groups which receive the highest level of allocations. One of the reasons that medical needs continues to receive a high level of allocations is due to a significant number of council housing available for relet being specifically adapted those with medical needs or designated as specialist housing such as amenity housing, retirement housing and extra care housing. In addition, when new build estates are developed many of the ground floor homes are well-suited to those with medical needs that so it is common for a significant number of allocated housing on new build estates to be designated for those with medical needs. In addition, a significant number of applicants are Homeless households with medical priority (23 allocations to applicants with these needs in 2017/18). However, the changes to the Housing Allocation Policy in 2016 have ensured that there has been an increase in the number of allocations to households living in overcrowded conditions. Allocations to those with no identified need will have been let to applicants on the Choice list.

In 2017/18 some tenants allocated housing who had previously lived in Newbyres Crescent and Gore Avenue (which was subsequently demolished). Affected households were offered

the opportunity to move to the Robert Franks Avenue/David Herkes Way new build estate in Gorebridge and 20 households chose to do this when the site was completed in 2017.

In addition, the number of lets to current tenants from 2015/16 to 2017/18 were as follows:

2015/16 - 46

2016/17 - 53

2017/18 - 90

This increased number of lets to current tenants is mainly due to new build activity where a Local Letting Initiative is agreed that usually will prioritise applicants who are existing tenants with a housing need, such as being overcrowded. This creates a vacancy chain which helps to meet the need of several applicants on the housing list.

Table 7: Allocations by Applicant Need 2015/16 – 2017/18

Identified Need	2015/16		2016/17		2017/18	
	Number	%	Number	%	Number	%
No Identified Need	29	10.6%	25	8.4%	25	6.9%
Insecure Accommodation	15	5.5%	26	8.7%	21	5.8%
Management Transfer	21	7.7%	15	5.0%	16	4.4%
Overcrowding	15	5.5%	34	11.4%	27	7.4%
Underoccupying	0	0.0%	2	0.7%	5	1.4%
Newbyres Tenants	7	2.6%	0	0.0%	20	5.5%
Homeless A Medical	9	3.3%	11	3.7%	23	6.3%
A Med	28	10.3%	40	13.4%	27	7.4%
B Med	23	8.4%	34	11.4%	35	9.6%
Womens Aid	1	0.4%	1	0.3%	2	0.5%
Sheltered/Extra Care	11	4.0%	17	5.7%	22	6.0%
Homeless	114	41.8%	94	31.4%	141	38.7%
Total	273	100.0%	299	100.0%	364	100.0%

Table 8: Allocations to General Needs by Target Group

Target Group	2015/16		2016/17		2017/18	
	Number	%	Number	%	Number	%
Medical	63	51.2%	82	48.5%	76	43.7%
Overcrowding	17	13.8%	35	20.5%	50	28.7%
Other Needs	42	34%	53	31%	48	27.6%

Allocations by Property Size

Tables 9, 10 and 11 below show the lets to each allocation group by property size for the last three years. In each year around half of the lets have been for 2 bedroom homes. Next most common are 1 bedroom properties, followed by 3 bedroom properties. Only a small number of 4 bedroom homes were let in each year. The size of units does not vary that much between the Groups although there are few allocations to 1 bedroom housing to applicants in the Choice group.

Table 9: Allocations by property size and waiting list 2015/16

Bedroom Size	Waiting List						Total	
	Homeless List		Needs list		Choice List			
	Number	%	Number	%	Number	%	Number	%
1	35	28.5%	49	40.8%	8	27.6%	92	33.8%
2	62	50.4%	53	44.2%	12	41.4%	127	46.7%
3	22	17.9%	14	11.7%	9	31.0%	45	16.5%
4+	4	3.3%	4	3.3%	0	0.0%	8	2.9%
Total	123	100.0%	120	100.0%	29	100.0%	272	100.0%

Table 10: Allocations by property size and waiting list 2016/17

Bedroom Size	Waiting List						Total	
	Homeless List		Needs list		Choice List			
	Number	%	Number	%	Number	%	Number	%
1	29	27.4%	59	34.7%	3	11.5%	91	30.1%
2	58	54.7%	73	42.9%	19	73.1%	150	49.7%
3	17	16.0%	33	19.4%	4	15.4%	54	17.9%
4+	2	1.9%	5	2.9%	0	0.0%	7	2.3%
Total	106	100.0%	170	100.0%	26	100.0%	302	100.0%

Table 11: Allocations by property size and waiting list 2017/18

Bedroom Size	Waiting List						Total	
	Homeless List		Needs list		Choice List			
	Number	%	Number	%	Number	%	Number	%
1	31	18.8%	56	32.2%	0	0.0%	87	23.9%
2	96	58.2%	75	43.1%	20	80.0%	191	52.5%
3	26	15.8%	38	21.8%	5	20.0%	69	19.0%
4+	12	7.3%	5	2.9%	0	0.0%	17	4.7%
Total	165	100.0%	174	100.0%	25	100.0%	364	100.0%

Allocations by Ethnic Group

Table 12 below shows the number and proportion of lets to ethnic minority applicants and compares the results to the proportion of the same ethnic groups on the waiting list. It shows that there has been a slight increase in the proportion of the Housing List who identify themselves as not being White Scottish households and Ethnic Minority households. This could be partly due to the change in the Housing Allocation Policy, as there has been a reduction in lets to current tenants, and only a small proportion of current tenants belong to a non-white ethnic group (1% of current tenants report that they belong to a non-white ethnic group compared to 5% of Housing list applicants).

Table 12: Ethnic Group Statistics for Waiting Lists and Allocations

Ethnic Group	2015/16		2016/17		2017/18	
	No	%	No	%	No	%
Applicants on waiting list who are Gypsy/Travellers*	1	0.02%	1	0.02%	1	0.02%
Allocations to Gypsy/Travellers	0	0.00%	0	0.00%	0	0.00%
Applicants on waiting list who are non-white Scottish*	460	9.46%	722	15.13%	1041	22.32%
Allocations to Non-white Scottish	14	5.13%	32	10.60%	38	10.44%
Applicants on waiting list who are BME*	184	3.79%	213	4.46%	254	5.45%
Allocations to BME applicants	9	3.30%	15	4.97%	11	3.02%

Waiting Lists for Applicants

Table 13 and 14 and 15 show the Housing List by qualifying size of applicants. It indicates that as a result of the decision to change the bedroom size qualification in 2013, which was prompted as a result of the UK Government's Welfare Reform legislation, there were significant changes to the need for different property sizes. Following the Scottish Government's measure to mitigate the effect of the bedroom tax on tenants, the Housing Allocation Policy was amended again in 2016, enabling single people and couples to choose 2 bedroom housing has reduced the level of demand on 1 bedroom housing. In 2016, 53.6% of applicants were waiting for 1 bedroom housing and this has reduced to 28% by 2018. Conversely, households waiting for 2 bedroom housing had increased from 34.5% of all applicants in 2016, to 57.9% of applicants in 2018. This is a positive change as there are more 2 bedroom homes available compared to 1 bedroom housing. However, it is recognised that there has been an increased number of smaller households on the Housing List, with 43% of Applications being a single person household. The new build programme will be developing a significant proportion of 1 bedroom housing to address this.

Table 13: Waiting List in Midlothian 31st March 2016

	1 Bed		2 Bed		3 Bed		4 Bed +		Total
Number and %	2565	53.6%	1649	34.5%	480	10.0%	88	1.8%	4782

Table 14: Waiting List in Midlothian 31st March 2017

	1 Bed		2 Bed		3 Bed		4 Bed +		Total
Number and %	1662	34.2%	2533	52.1%	549	11.3%	118	2.4%	4862

Table 15: Waiting List in Midlothian 31st March 2018

	1 Bed		2 Bed		3 Bed		4 Bed +		Total
Number and %	1293	27.6%	2712	57.9%	553	11.8%	128	2.7%	4686

It is evident that the length of time to be allocated housing varies depending on area choices made at the application stage. Tables 16, 17 and 18 show the average length of time applicants had been on the waiting list at the time of allocation. On average it took 4 years for households to be allocated a property. Applicants on the Choice List faced the longest wait for housing, followed by the Homeless List then General Needs housing having on average a shorter wait. However, it should be recognised that many households on the Housing List have been waiting for much longer times than the average shown below and the time taken to allocate units will be dependent on the level of need of an applicant. Also, most homeless applicants will stay in temporary accommodation until a permanent let becomes available. The Newbyres Crescent/Gore Avenue transfer households are included in Table 18 and this reduced the average rehousing time for Gorebridge.

Table 16: Average time on Housing List for those housed in 2015/16

Area	Time taken (yrs) to house applicants by waiting list			All Lists
	Homeless	General Needs	Choice List	
Bilston	-	-	2.9	2.9
Bonnyrigg	4.7	3.1	4.8	4.2
Gorebridge	2.9	1.8	5.4	3.4
Dalkeith	2.8	2.7	5.8	3.8
Danderhall	4.2	4.0	5.9	4.7
Loanhead	3.0	2.7	-	2.9
Mayfield	3.0	2.4	4.9	3.4
Newtongrange	2.4	3.1	7.1	4.2
Pathhead	3.7	4.3	10.3	6.1
Penicuik	3.4	3.9	5.1	4.1
Poltonhall	4.5	1.3	7.3	4.4
Rosewell	5.1	-	-	5.1
Roslin	-	-	-	-
Average All Areas	3.4	3.2	5.5	4.0

Table 17: Average time on Housing List for those housed in 2016/17

Area	Time taken (yrs) to house applicants by waiting list			All Lists
	Homeless	General Needs	Choice List	
Bilston	7.5	-	-	7.5
Bonnyrigg	3.8	3.8	-	3.8
Gorebridge	3.6	2.7	5.8	4.1
Dalkeith	3.8	4.4	5.4	4.5
Danderhall	-	4.1	0.6	2.3
Loanhead	5.2	4.7	6.3	5.4
Mayfield	4.1	2.1	6.4	4.2
Newtongrange	-	4.1	6.1	5.1
Pathhead	4.4	4.1	-	4.3
Penicuik	3.9	3.1	6.0	4.3
Poltonhall	0.5	2.9	-	1.7
Rosewell	6.0	1.3	-	3.6
Roslin	4.5	-	6.4	5.5
Average all areas	4.1	3.7	5.8	4.6

Table 18: Average time on Housing List for those housed in 2017/18

Area	Time taken (yrs) to house applicants by waiting list			All Lists
	Homeless	General Needs	Choice List	
Bilston	-	-	-	
Bonnyrigg	3.7	4.0	5.9	4.5
Dalkeith	4.1	4.6	7.9	5.5
Danderhall	2.9	3.9	5.8	4.2
Gorebridge	3.2	2.6	2.6	2.8
Loanhead	3.3	0.9	6.0	3.4
Mayfield	3.2	5.2	3.5	4.0
Newtongrange	3.7	1.2	14.3	6.4
Pathhead	0.1	4.5	-	2.3
Penicuik	5.0	2.2	6.2	4.5
Poltonhall	4.4	0.5	-	2.5
Rosewell	4.5	7.3	-	5.9
Roslin	7.0	-	-	7.0
Average All Areas	3.8	3.2	5.8	4.3

Average length of time until allocation in any particular year is affected by the areas that properties become available. For instance if a major new-build development is completed in an area it is likely to reduce the time taken to house applicants.

An indication for an applicant's length of the time before they might be offered housing is the number of points people had on their application at time of allocation. Tables 19, 20 and 21 show the average points obtained by applicants at time of allocation. The tables show there are fewer points awarded to Choice List applicants as they do not have a demonstrable housing need compared to Homeless and General Needs applicants. The average number of points at allocation is highest in the General Needs group compared to the Homeless and Choice groups.

Table 19: Average number of points at allocation 2015/16

Area	Homeless List	General Needs List	Choice List	All Lists
Bilston	-	-	38	38
Bonnyrigg	142	207	50	161
Gorebridge	141	193	55	143
Dalkeith	128	178	56	153
Danderhall	124	125	58	117
Loanhead	116	182		167
Mayfield	117	219	52	150
Newtongrange	112	237	65	195
Pathhead	121	126	85	118
Penicuik	146	161	50	142
Poltonhall	148	259	66	153
Rosewell	130	-	-	130
Roslin	-	-	-	-
Average All Areas	135	180	54	143

Table 20: Average number of points at allocation 2016/17

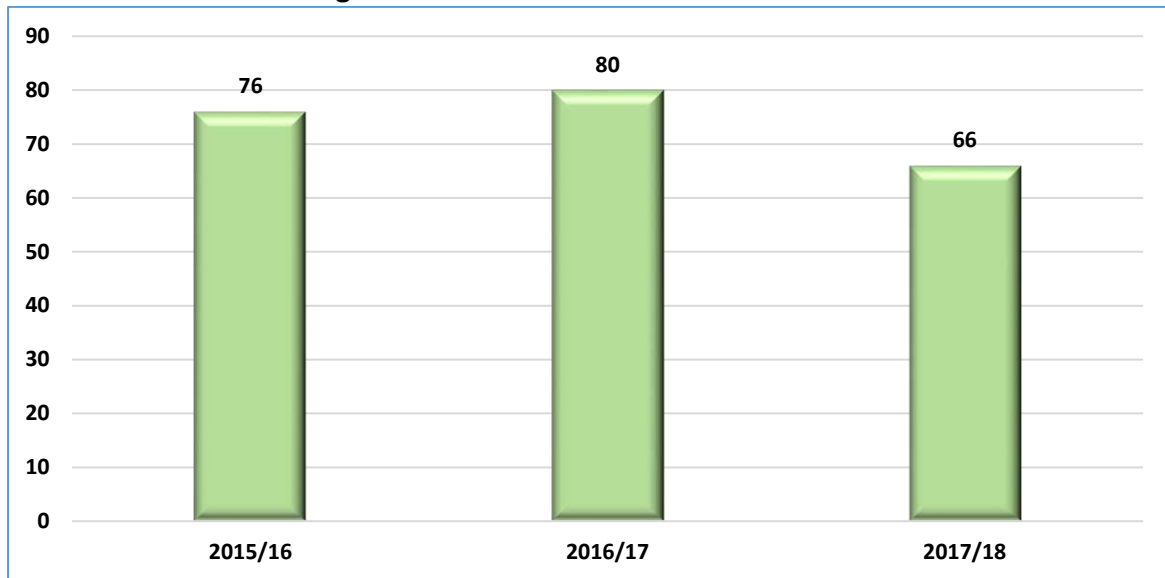
Area	Homeless List	General Needs List	Choice List	All Lists
Bilston	144	-	-	144
Bonnyrigg	132	163	-	152
Gorebridge	123	136	57	120
Dalkeith	132	140	64	131
Danderhall	-	194	24	151
Loanhead	138	150	79	139
Mayfield	136	141	61	126
Newtongrange	-	198	58	167
Pathhead	125	118	-	120
Penicuik	198	163	58	166
Poltonhall	189	182	-	184
Rosewell	135	230	-	198
Roslin	214	-	60	137
Average All Areas	141	154	63	141

Table 21: Average number of points at allocation 2017/18

Area	Homeless List	General Needs List	Choice List	All Lists
Bilston	139	140	-	139
Bonnyrigg	152	194	57	158
Gorebridge	124	175	44	149
Dalkeith	136	149	66	124
Danderhall	166	150	57	135
Loanhead	143	173	58	146
Mayfield	146	144	43	125
Newtongrange	165	209	64	147
Pathhead	98	124	-	111
Penicuik	142	161	57	106
Poltonhall	145	154	-	146
Rosewell	126	154	-	140
Roslin	186	-	-	186
Average All Areas	138	167	55	136

Mutual Exchanges

Midlothian Council tenants are able to access Homeswapper to search for a suitable mutual exchange. Homeswapper is a web-based system enabling tenants to self-register, search for suitable exchange properties and arrange exchanges themselves. Housing Officers ensure the swap suitability of tenants, undertake tenancy checks and administer tenancy agreements. As with existing tenants who downsize via a Housing Application, a £1,500 incentive to move payment is eligible for those households who downsize by 2 or more bedroom sizes. The Chart below shows that there has been a slight reduction in Mutual Exchanges in 2017/18 following a very high number of swaps (80) in 2016/17. There are currently 476 live applications from households who are currently tenants of Midlothian Council.

Chart 4: Mutual Exchanges 2015/16-2017/18

Changes in numbers and proportion of Mutual Exchanges by area and property type can be seen in Tables 22, 23 and 24. The tables show that the most common swaps are for, and between, house type properties rather than flats or four in a blocks, with more than 55% of exchanges being for houses in all years.

Table 22: Mutual Exchanges 2015/16

Area	Flat		4 in a Block		House		Total	
	No.	%	No.	%	No.	%	No.	%
Bilston	0	0%	0	0%	0	0%	0	0%
Bonnyrigg	1	1%	2	3%	1	1%	4	5%
Gorebridge	1	1%	4	5%	3	4%	8	11%
Dalkeith	1	1%	8	11%	5	7%	14	18%
Danderhall	0	0%	0	0%	1	1%	1	1%
Loanhead	0	0%	3	4%	3	4%	6	8%
Mayfield	4	5%	1	1%	11	14%	16	21%
Newtongrange	1	1%	2	3%	0	0%	3	4%
Pathhead	0	0%	0	0%	0	0%	0	0%
Penicuik	3	4%	2	3%	14	18%	19	25%
Poltonhall	1	1%	0	0%	1	1%	2	3%
Rosewell	0	0%	0	0%	3	4%	3	4%
Roslin	0	0%	0	0%	0	0%	0	0%
Total	12	16%	22	29%	42	55%	76	100%

Table 23: Mutual Exchanges 2016/17

Area	Flat		4 in a Block		House		Total	
	No.	%	No.	%	No.	%	No.	%
Bilston	0	0%	1	1%	0	0%	1	1%
Bonnyrigg	1	1%	4	5%	11	14%	16	20%
Gorebridge	1	1%	3	4%	4	5%	8	10%
Dalkeith	1	1%	4	5%	10	13%	15	19%
Danderhall	0	0%	0	0%	1	1%	1	1%
Loanhead	2	3%	4	5%	3	4%	9	11%
Mayfield	0	0%	3	4%	9	11%	12	15%
Newtongrange	0	0%	1	1%	4	5%	5	6%
Pathhead	0	0%	0	0%	0	0%	0	0%
Penicuik	1	1%	3	4%	7	9%	11	14%
Poltonhall	0	0%	0	0%	1	1%	1	1%
Rosewell	0	0%	0	0%	1	1%	1	1%
Roslin	0	0%	0	0%	0	0%	0	0%
Total	6	8%	23	29%	51	64%	80	100%

Table 24: Mutual Exchanges 2017/18

Area	Flat		4 in a Block		House		Total	
	No.	%	No.	%	No.	%	No.	%
Bilston	0	0%	0	0%	1	2%	1	2%
Bonnyrigg	1	2%	2	3%	1	2%	4	6%
Gorebridge	1	2%	5	8%	3	5%	9	14%
Dalkeith	3	5%	5	8%	7	11%	15	23%
Danderhall	0	0%	0	0%	3	5%	3	5%
Loanhead	2	3%	2	3%	2	3%	6	9%
Mayfield	4	6%	0	0%	5	8%	9	14%
Newtongrange	0	0%	0	0%	3	5%	3	5%
Pathhead	0	0%	0	0%	0	0%	0	0%
Penicuik	0	0%	3	5%	7	11%	10	15%
Poltonhall	1	2%	0	0%	2	3%	3	5%
Rosewell	0	0%	0	0%	3	5%	3	5%
Roslin	0	0%	0	0%	0	0%	0	0%
Total	12	18%	17	26%	37	56%	66	100%

Table 25 below shows existing tenants who have moved either through being allocated another property on by undertaking a mutual exchange with another tenant. It shows that most tenants were moving to a property of the same size. A significant number of these were mutual exchanges (21 out of 58 in 2017/18). Likely reasons for tenants moving to a property of the same size includes:

- Needing to move to for medical reasons, such as moving from a 2 bed terraced house to a 2 bed bungalow.
- A mutual exchange tenant who wants to move to a different area or property type, such as from a flat to a house.

The Table also shows that tenants moving to a property larger than their previous one was quite common, with 31 tenants moving to a property one bedroom size larger and 2 tenants moving to a property two bedroom sizes larger. Downsizing was also quite common, with 23 tenants moving down one bedroom size, 6 moving down 2 bedroom sizes and 2 moving down 3 bedroom sizes in 2017/18.

Tenants who downsize by 2 or more bedroom sizes qualify for an Incentive to Move payment which encourages households who under occupy their property to move by offering payment of £1,500. This payment was £1,000 prior to 2016 then it was increased to £1,500 as part of the Housing Allocation Policy review. There has been no significant difference in the figures since this introduction which suggests the financial incentive is not a key motivation for a household to downsize. This may be because most tenants live in 2 or 3 bedroom properties and may only want to move to a home 1 bedroom size smaller than they live in or that the incentive does not offset enough of the costs associated with moving house. However, if Incentive to Move payments were provided to households who move down 1, 2 or 3 bedroom sizes the cost of payments would increase from £12,000 to £46,500 in 2017/18.

Table 25: Existing Tenants who move home, by size

Year	Change in bedroom size combined					
	2	1	0	-1	-2	-3
2014/15	1	17	75	19	7	1
2015/16	3	18	51	23	6	1
2016/17	2	28	44	24	5	1
2017/18	2	31	58	23	6	2

Ready to Rent

As part of the Allocation Policy properties may be advertised as Ready to Rent in the following circumstances:

- When there is no demand for a particular empty property, or
- The property has been formally offered and refused three times, or
- The property has been available to let for 6 weeks or longer

Previously, the procedure for letting properties with higher refusal rates would be that applicants would be written to in batches of 10 to the households with the highest points on the Housing List to inform them that the property had become available and asking if they would like to be considered for it. This was an inherently inefficient method of allocation and

in 2012/13 the average re-let time for such properties was 78 days against an average 48 days for standard properties.

The new Housing Allocation Policy allowed for these properties to be allocated to any interested applicant using a choice-based method. The property would be advertised on the web and in the housing office with a deadline date inviting applicants to note their interest for the property and offered to the applicant with most points. Interested applicants could also ask for text alerts to their phone when a property becomes available to let.

In recent years the average turnover rate in Midlothian has been around 5%. Low turnover indicates a high level of demand for an area. Table 26 below shows that the turnover for streets where Ready to Rent is used the level of turnover appears to be reducing which indicates that demand for these areas is improving.

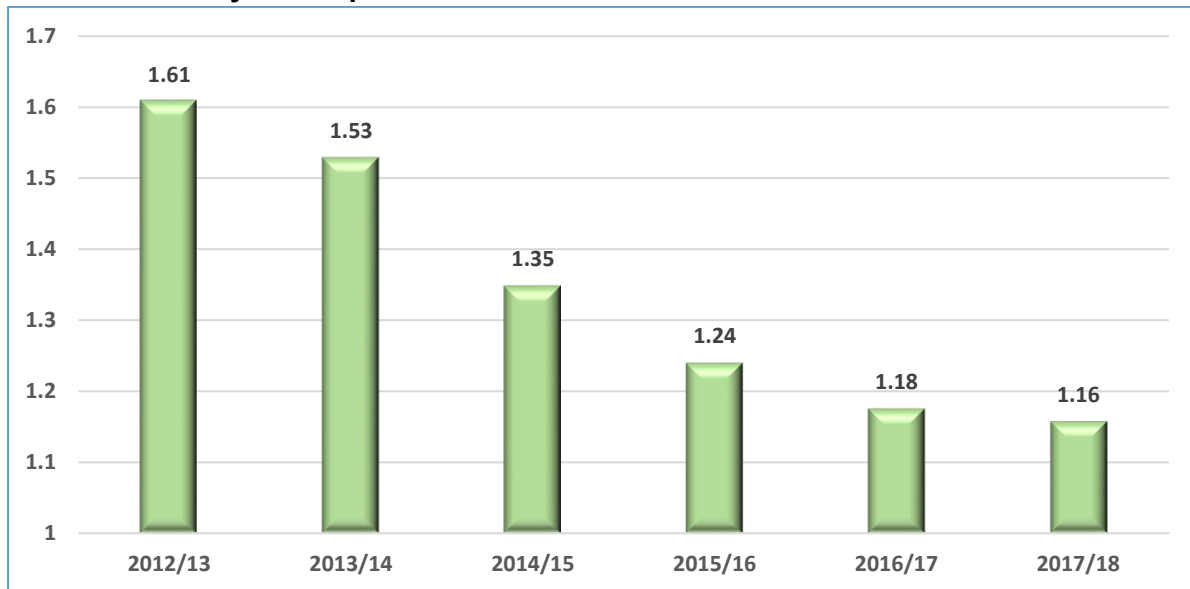
Table 26: Turnover of Ready to Rent Area Properties

Road	Stock Numbers	2015/16		2016/17		2017/18	
		No. Void	% Turnover	No. Void	% Turnover	No. Void	% Turnover
Braeside Road North	18	3	16.7%	3	16.7%	4	22.2%
Hillside Crescent North	19	5	27.8%	3	16.7%	3	16.7%
Mcneill Terrace	34	2	11.1%	1	5.6%	1	5.6%
Woodburn Drive	95	11	61.1%	5	27.8%	5	27.8%
Total	166	21	12.7%	12	7.2%	13	7.8%

Refusals

It was intended that the new Housing Allocation Policy would reduce the number of tenancy offer refusals, as all applicants were now able to choose property type at application.

Previously only existing Council tenants had the option of choosing the property type and other applicants would be penalised for refusing property types in which they did not want to live. Chart 6 below indicates a significant reduction in refusals as Housing Applicants are now very likely to accept an offer of housing made to them than was the case under the previous Housing Allocation Policy.

Chart 6: Tenancy Offers per let 2012/13-2017/18**Lets to Home Owners**

The Housing (Scotland) Act 2014 gives Registered Social Landlords the right to take into account if a Housing Applicant is a home owner. In the Housing Allocation Policy review in 2016 it was agreed that once this part of the Housing (Scotland) Act 2014 was enacted into law, Midlothian Council would:

- Suspend applicants who are homeowners who do not have a specific need for council housing. Homeowners who have a suspended application would not accrue waiting time points during their period of suspension.

However, the enactment of this legislation has been delayed and will not be commenced until 2019 so Midlothian Council has not been able to suspend home owners who do not have a specific need for council housing. Table 27 below shows that there are a number of lets being made to home owners in each year. It is likely that most of them will require housing for medical needs that cannot be easily met in the private sector.

Table 27: Lets to Home Owners

Years	No. of Lets
2015/16	18
2016/17	19
2017/18	20
Total	57

Conclusions

- It is evident that the Housing Allocation Policy is closely meeting the targets for Waiting List Groups, with the exception of the Choice Group, which had a reduced proportion of allocations than anticipated.
- General Needs applicants account for 61% of applicants on the list, with the remainder of applicants either being homeless or choice list.
- In the three years being analysed the number of lets has been rising due to an increase in new build housing being handed over for let.
- There has been a significant increase in households waiting for 2 bedroom housing due to the change in household size eligibility which was agreed as part of changes to the Housing Allocation Policy in 2016. At the same time, the number of households requiring 1 bedroom housing has decreased significantly. 2 Bedroom housing continues to be the most common property size being let to applicants.
- The target of housing an equal split of needs between those with medical, overcrowding and other needs has been more difficult to meet due to the need to provide suitable properties to applicants with medical points.
- Use of Ready to Rent procedures has improved the speed of relets for properties which have previously taken longer than average to let.
- The use of Homeswapper was initially very successful at generating increased mutual exchanges although there has been a slight reduction in 2017/18.
- There has been no increase in existing households downsizing by 2 or more bedroom sizes and qualifying for an increased Incentive to Move grant of £1,500.
- There has been a reduction in the number of Housing List applicants refusing offers due to Applicants being given more choice of the property types they will be offered.

Cessation of provision of food waste liners**Ricky Moffat, Head of Commercial Operations****1 Purpose of Report**

This paper details proposals to cease the free provision of food waste caddy liners.

2 Background

It is a statutory requirement for Midlothian Council to offer kerbside collection of food waste to all areas classified as urban.

At its meeting of 8 January 2013 Council agreed to the introduction of a food waste collection service from December 2015, coinciding with the completion of the Edinburgh/Midlothian food waste treatment plant at Millerhill.

Residents were provided with an internal caddy, an external caddy and a 12-month supply of caddy liners.

Since that time residents have been able to make unlimited requests for additional caddy liners. These are provided free-of-charge and are delivered by food waste collection crews.

As a condition of receiving funding to introduce kerbside collections of food waste, Midlothian Council committed to the Scottish Government to supply householders with replacement liners for a period of three years. Additional caddy liners are therefore not required to be funded by the Council beyond December 2018.

It is proposed that from this date, they are no longer provided to residents.

Ceasing the provision of food waste caddy liners will save Council approximately £16,000 per year (based on a potential 10% diversion of food waste into the residual waste stream).

2.2 Provision of liners

Making caddy liners available to purchase from Council premises such as libraries and community hubs was considered however caddy liners are widely available from a range of local shops as well as via online retailers.

It should be noted that it is not necessary for residents to purchase caddy liners to secure their food waste. It is acceptable to use any type of plastic bag to secure food waste or to present it wrapped in paper.

One roll of liners will continue to be provided to new build housing offered kerbside collections of food waste. There are no direct costs associated with this as from April 2018 a charge to developers for all waste containers (which includes the food caddy bags) was introduced.

2.3 Potential effect on participation

There is limited data detailing the effect that stopping the provision of free caddy liners has on levels of participation and therefore tonnages of food waste collected. Data previously collected by Zero Waste Scotland and Waste Resource Action Programme featured trials where free liner provision ceased after a year, rather than the three years of provision offered by the Council.

It should be noted that during May 2018 when stocks of liners ran out and there was a two week waiting period for new supplies, no associated drop in tonnages were seen.

There is currently an allowance of £27,665 in the revenue budget for 2019/20 for food waste caddy liners.

The potential financial implication of stopping provision of caddy liners is shown in the table below.

Table 1: Potential savings in ceasing provision of free food waste caddy liners

% drop in participation	Savings in liner provision	Decrease in food waste tonnage (tonnes)	Increased waste disposal costs	Cost:Saving
5%	£27,665	115	£5,750	£21,915
10%	£27,665	230	£11,500	£16,165
15%	£27,665	345	£17,250	£10,415
20%	£27,665	460	£23,000	£4,665
25%	£27,665	575	£28,750	-£1,085

The costs in the table above are for the capital cost of the liners only. It does not include costs associated with the storage and delivery of the liners, or associated administrative costs including staff time in the Corporate Contact Centre in dealing with requests for replacement liners.

2.4 Promotion

If approved, a range of communication channels will be used to advise residents.

- Information will be included in the mailing being sent to residents in January 2019 advising on the changes to the garden waste collection service
- Messages via the Council website and social media
- Informational postcards will be left in the caddies of residents requesting liners

3 Report Implications

3.1 Resource

An annual saving of £16,000 based on a projected 10% drop in participation and the associated diversion of food waste to the residual waste stream.

Year one one-off cost of £300 for 10,000 informational postcards.

3.2 Risk

Risk Causes: Midlothian Council are proposing to cease the free provision of food waste liners.

Risk Event: There is a risk that residents who choose not to use alternative liners will place their food waste in their residual waste bin instead.

Risk Impact: There is risk that the Council's recycling performance will fall.

Actions to mitigate risk:

A wide communications and marketing campaign to raise awareness of alternative suppliers of liners and alternative ways to present food waste for collection will take place.

Moving to smaller (140L) residual waste bins or reducing the frequency of residual waste collections would reduce the opportunity for residents to dispose of food waste alongside their general refuse. These options are being considered as part of the wider Waste Strategy which is currently being prepared for consideration.

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 Key Priorities within the Single Midlothian Plan

The budget projections indicate that in 2019/20, this proposal means Council will have in the region of £16,000 (assuming a 10% diversion of food waste to the residual waste stream) for the provision of services and the pursuit of key outcomes as set out in the Single Midlothian Plan.

3.4.1 Impact on Performance and Outcomes

Loss of tonnage due to diversion to residual waste would affect Midlothian Council's recycling performance.

This proposal also impacts the performance and outcomes of other services eg; Contact Centre, Library Services and Corporate Communications due to queries and the necessary promotional activities.

3.6 Adopting a Preventative Approach

Promoting alternative liner suppliers and other means to present food waste for collection are intended to ensure that so far as reasonably practicable participation in the kerbside collection of food waste is maintained.

3.7 Involving Communities and Other Stakeholders

No consultation has been undertaken in connection with this proposal.

3.8 Ensuring Equalities

An Integrated Impact Assessment has been completed.

3.9 Supporting Sustainable Development

There are no Sustainable Development issues as a consequence of this report.

3.10 IT Issues

There are no IT issues associated with this report. Information on caddy liner provision on the Council website will be updated.

4 Recommendations

Council is recommended to: -

- a) Approve proposals to cease provision of food waste caddy liners with effect from 1st January 2019.

Date 18th December 2018

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Background Papers:

None

School Estate Capacity and Pupil Intake Limits - School Session 2019/20**Report by Maria Lloyd, Acting Head of Education****1 Purpose of Report**

This report provides Council with an update on the school estate capacity, confirms the requirement for additional school capacity to be provided by August 2019 and informs Council of the pupil intake limits required for the school session starting in August 2019 and the implications for pupil placement.

2 Background

- 2.1 In September 2017 Council agreed in principle the elements of the Learning Estate Strategy (LES) required to meet the essential learning estate requirements over the period through to 2023 and instructed officers to undertake further work on the financial implications of the short term strategy so that these could be considered as part of the Council's Capital Strategy and General Services Capital Plan report. This work is progressing but is not yet complete and in the meantime the LES is being updated to take account of a number of developments, the most significant of which are housing development masterplans and social housing sites which are not reflected in the Midlothian Local Development Plan. The financial governance for the Learning Estate Strategy is therefore not yet in place and in the interim a number of projects have been agreed in order to address immediate capacity requirements.
- 2.2 In June 2017 Council had approved provisions in the General Services Capital Plan to progress planning of the extensions to Cuiken and Sacred Heart Primary Schools and to allow the procurement and installation of modular units to provide additional early years' capacity at Mayfield Nursery School, Burnbrae and Danderhall Primary Schools, and to provide additional primary capacity at Lasswade and St David's Primary Schools. The provision of additional primary class space at St David's is to enable some of the existing school space to be converted to an Early Learning and Childcare setting.
- 2.3 The contract to provide the modular units was awarded to Portakabin and although we have experienced a number of delays the units are now in place on all five sites at Mayfield Nursery School and Burnbrae, Lasswade, Danderhall and St David's Primary Schools.
- 2.4 In June 2018 Council approved provisions in the General Services Capital Plan for the extension of Cuiken Primary School and the extension and refurbishment of Sacred Heart Primary School including the expansion of Early Years provision at Sacred Heart. Both projects have now progressed to tender and detailed plans for the construction period, including decant arrangements, will be agreed after contractors are appointed. The additional capacity should become available at these schools during the course of 2019/20 but will not be available for the start of the school year in August 2019.
- 2.5 The pressure on schools' capacities in the 2018/19 school session was reported to Council on 19 December 2017. That report noted officers' intention to cap the pupil intake for August 2018 at Bonnyrigg, Burnbrae, Cuiken, Hawthornden, King's Park, Lasswade, Lawfield, Mayfield, Newtongrange, Sacred Heart, St Andrew's, St David's, St Luke's, Stobhill, Tynewater and Woodburn Primary Schools and Lasswade High School.

- 2.6 At that meeting Council approved provisions in the General Services Capital Plan to provide two additional classrooms using prefabricated units at Burnbrae Primary School, to provide space for three additional classrooms at the Mayfield School Campus by incorporating the library space and undertaking some refurbishment, and to create pre-school space at St David's Primary School by refurbishing part of the school. This additional primary school capacity is required to be in place by August 2019. At this meeting Council also instructed that further work be done to assess the feasibility and cost of providing additional capacity at Lawfield, Woodburn and Newtongrange Primary Schools and Lasswade High School.
- 2.7 PPP Services has confirmed that it is feasible to add two classrooms to Lawfield Primary School. A provision for the cost of this work was included in the General Services Capital Plan by Council on 13 November 2018, and has now been commissioned. We are awaiting confirmation of the completion date but this may be some time after August 2019.
- 2.8 Since August 2017 the Council has provided home to school transport for pupils residing in the Loanhead area who choose to attend Beeslack High School rather than Lasswade, which is their catchment secondary school. This has had some success in easing the pressure of pupil numbers at Lasswade with 50% of pupils attending Loanhead and 30% attending Paradykes Primary Schools opting to attend Beeslack in 2018/19. However, pupil numbers attending Lasswade remain above 1,500 and we intend to address the shortfall in some of the schools core facilities so the school can continue to accommodate its current pupil numbers.
- 2.9 This summer Newbattle Campus opened, with capacity for 1,200 secondary pupils which will enable the pupil roll at Newbattle High School to grow by more than 30%. Secondary schools are designed with up to 15% flexibility in their class capacity so a total school capacity of 1,200 indicates an annual intake limit of 240 pupils. The current estimate is 220 S1 pupils, which allows for all the catchment pupils currently attending one of the associated primary schools to progress on to Newbattle High School.

3 Intake August 2019

- 3.1 Pupil enrolment for the 2019/20 school session is underway and schools will complete the registration of catchment pupils in the first week of December. The closing date for receipt of placing requests is 15 March 2019 and decisions on those requests will be made and communicated by letter to parents/carers during April. The placing request appeal panel will meet in May to consider appeals in respect of placing requests which have been refused.
- 3.2 The progress of house building in parts of Midlothian is continuing to generate significant growth in pupil numbers. This combined with parental placing requests for certain schools with limited capacity means that pupil intake limits are required in order to safeguard places for pupils to be able to attend their catchment primary school.
- 3.3 The Council's approach to pupil placement is to provide a place for every pupil at one of their catchment schools and to grant placing requests for siblings whenever this is possible. Where catchment schools are over-subscribed the pupil placement process reserves places at neighbouring schools to ensure every pupil is afforded the opportunity to attend a local school. Maintaining this commitment is becoming increasingly challenging with the growth in pupil numbers we are experiencing and the consequent pressure on school capacities.
- 3.4 For August 2019, the schools where the number of P1 pupils residing in their catchment exceeds P1 intake capacity are Bonnyrigg, Burnbrae, Cornbank, Cuiken, Gore Glen, King's Park, Lawfield, Mauricewood, Mayfield, Newtongrange, Rosewell, Sacred Heart, St Andrew's, St David's, St Luke's, Stobhill, Strathesk, Tynewater and Woodburn Primary Schools.

Table 1: Primary non-denominational schools' catchment numbers & intake limits

School Name	Catchment P1's	P1 Intake Limit August 2019
Bilston Primary School	22	33
Bonnyrigg Primary School	63	60
Burnbrae Primary School	98	90
Cornbank St James Primary School	65	50
Cuiken Primary School	44	50
Danderhall Primary School	41	47
Glencorse Primary School	13	14
Gore Glen Primary School	61	60
Gorebridge Primary School	48	60
Hawthornden Primary School	50	55
King's Park Primary School	84	75
Lasswade Primary School	56	60
Lawfield Primary School	68	60
Loanhead Primary School	23	25
Mauricewood Primary School	56	55
Mayfield Primary School	49	50
Moorfoot Primary School	13	14
Newtongrange Primary School	67	56
Paradykes Primary School	57	60
Rosewell Primary School	29	25
Roslin Primary School	21	42
Stobhill Primary School	46	33
Strathesk Primary School	60	55
Tynewater Primary School	36	33
Woodburn Primary School	148	120
	1,318	1,282

Table 2: Primary denominational schools' catchment numbers & intake limits

School Name	Catchment P1	P1 Intake Limit August 2019
Sacred Heart RC Primary School	238	20
St Andrew's RC Primary School	235	25
St David's RC Primary School	309	25
St Luke's RC Primary School	117	30
St Margaret's RC Primary School	123	14
St Mary's RC Primary School	267	33
St Matthew's RC Primary School	29	10
	1,318	157

- 3.5 For a number of schools we anticipate that decisions to defer entry to primary school and placing requests will bring the P1 intake numbers down to manageable levels i.e. Bonnyrigg, Cornbank, Gore Glen, Lawfield, Mayfield, Mauricewood, Newtongrange, Rosewell, Strathesk and Tynewater.
- 3.6 At Burnbrae the two additional classrooms referred to in paragraph 2.6 need to be provided by August 2019 in order that the school will be able to operate 18 classes. The school will also need to continue to use their library as classroom space until the Hopefield School Campus is ready for occupation.

Cuiken and Sacred Heart are both operating over capacity this year by using general purpose space for an additional classroom. The additional space which will be provided by the extensions will only become available some way into 2019/20 and both schools will continue to operate over capacity in the interim.

- 3.7 The estimated number of catchment P1 pupils for King's Park is 84, allowing for a number of deferrals and a small number choosing to attend St David's, we estimate that there will be 74 catchment P1 pupils for King's Park. The school is already operating with 18 classes although it only has capacity for 17 classes and this will continue into the coming school year. This will give the school three P1 classes and a maximum intake of 75 pupils. In the meantime we are examining how to expand the school's capacity to three-stream with the intention of having additional space available by August 2020.
- 3.8 The estimated number of catchment P1 pupils for Woodburn is 148, allowing for a number of deferrals and a significant number choosing to attend St David's, we estimate that there will be 117 catchment P1 pupils for Woodburn and a total pupil roll of 572 pupils. In order to accommodate this number of pupils the school will operate 22 classes and to do so will use the room currently designated for community use. Another room in the school can be adapted to provide replacement space for community use and space will need to be found elsewhere for the Council staff currently using this area. In addition a number of adaptations to the internal courtyard and other areas of the school are required to provide smaller nurture and/or tutorial spaces.
- 3.9 The intake at St Andrew's, St David's and St Luke's will be managed with the application of pupil intake limits and by giving first priority to those who have a declared affinity with the Roman Catholic faith. We do not anticipate that the number of qualifying pupils wishing to attend these schools will exceed their intake capacities.
- 3.10 The estimated number of catchment P1 pupils for Stobhill is 46 pupils, a number of whom are likely to defer or choose to attend St Andrew's. However, we anticipate that there will be a greater number of pupils wishing to attend Stobhill than can be accommodated in their maximum P1 intake of 33 pupils. There is sufficient capacity across the primary schools in Gorebridge, particularly at Gorebridge Primary School, and as it is nearest it will be nominated to provide alternative places for these pupils if the need arises.
- 3.11 The secondary schools where the number of S1 pupils residing in their catchment exceeds S1 intake capacity are Lasswade and Newbattle. There is capacity across the other four secondary schools and the pupil enrolment will be managed by use of intake limits, proactive management of placing requests and early engagement with parents and schools on the optimal placement of S1 pupils for August 2019.

Table 3: Secondary schools catchment numbers & intake limits

School Name	Catchment S1	S1 Intake Limit August 2019
Beeslack High School	77	160
Dalkeith High School	173	200
Lasswade High School	278	300
Newbattle High School	244	240
Penicuik High School	136	180
St David's RC High School	130	160
Totals	1,038	1,240

Pupils attending one of Midlothian's denominational schools in P7 are assumed to be catchment for St David's RC High School. No account has been made here for pupils residing in East Lothian for whom St David's is their catchment denominational school.

- 3.12 The 2019 pupil enrolment process is at an early stage, the full extent of the pressure on each school's capacity will not be known until mid-March, which is the national closing date for receipt of placing requests, and by which time decisions will have been taken about deferred entry. However we will have a better picture by the end of January when pupil registration should be well progressed and we will have an indication of numbers of placing requests.
- 3.13 As in previous years pupil intake for August 2019 will be assessed regularly, ensuring effective management of the pupil placement process by taking account of placing requests and reserving places in neighbouring schools to provide places for pupils whose catchment school is over-subscribed. Intake limits based on schools' intake capacity will be applied as necessary in order to prevent schools from becoming overcrowded and we will if necessary bring an update report to the next meeting of Council.

4 Pupil Placement Guidelines

The policy guidelines on Admission to Primary and Secondary Schools have been updated to take effect for the process of admitting pupils for the forthcoming school session – Appendix 4.

The main changes are a clarification of the factors which are taken into consideration when deciding priorities where a school is oversubscribed and the order in which the Council will normally apply those factors. In light of the growing number of denominational primary schools where there is pressure on capacity we will in future give priority to pupils with a declared affinity with the religious beliefs of the school, ahead of those who reside in the catchment area. In order to manage secondary pupil intake where numbers of pupils exceed intake capacities we will give priority to catchment pupils attending an associated primary school.

5 Summary of Works to meet School Capacity Requirements 2019/20

School	Works	Required by	Status
Burnbrae	2 additional classrooms	August 2019	Contract to provide modular units to be awarded
Woodburn	2 rooms & internal areas adapted to provide an additional classroom and smaller nurture and tutorial spaces	August 2019	Specification of adaptations nearing completion
Mayfield and St Luke's	Refurbishment of library and school spaces to create three additional classrooms	August 2019	Design brief completed Awaiting work programme
Lasswade High	Address shortfall in core facilities to meet requirements for a roll of up to 1,600 pupils	August 2019	Site visit to agree scope of works scheduled in December 2018
Cuiken	Extension to two-stream	2019/20	Tender process nearing completion
Sacred Heart	Refurbishment and extension to 7 classes	2019/20	Tender process nearing completion
Lawfield	Extension to add 2 classrooms	2019/20	Work commissioned Awaiting work programme

6 Report Implications

6.1 Resource

Most of the resources required to provide the school capacity needed for the 2019/20 school session have been identified previously and budgets are in place. However, although the requirements to address capacity at Woodburn Primary School and Lasswade High School were identified at this time last year, the detail of how to address these requirements is still being developed and budgets have not yet been allocated. Resources will also be required in a number of schools in 2019/20 to fit out additional classrooms with ICT equipment.

We will work with Property Services, Digital Services and Finance to complete specification of works and ensure that appropriate budgets are established as part of the development of the 2019/20 budget and if necessary bring a further report back to Council.

6.2 Risk

There is a risk that the Council will not have a place for every pupil at their catchment school which is mitigated by the application of limits on pupil intake and the proposals to put in place additional capacity in the Bonnyrigg, Mayfield and Dalkeith areas by August 2019.

There is a significant risk that the additional capacity identified in this report will not be delivered before the commencement of the coming school session in August 2019. Contingency plans will be developed once detailed delivery programmes for each school site are provided.

6.3 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

6.4 Key Priorities within the Single Midlothian Plan

Key priority: Reducing the gap in learning outcomes.

GIRFEMC outcomes: Children and young people are supported to be healthy, happy and reach their potential; Inequalities in learning outcomes have reduced.

6.5 Impact on Performance and Outcomes

The aim of this paper supports the priority to reduce the inequalities in learning outcomes by improving the quality of learning and teaching, leading to raised levels of achievement and attainment, by providing every child with the opportunity to attend school in their local community.

6.6 Adopting a Preventative Approach

The Council's approach to pupil placement adopts a preventative approach by maximising the opportunities for pupils to attend school in their local community.

6.7 Involving Communities and Other Stakeholders

This report informs Council of the potential impact on communities arising from pressure on school places.

6.8 Ensuring Equalities

This paper informs Council of the impact of managing pupil admissions in line with national and local policy and procedure. The policy guidelines on admission to primary and secondary schools have been changed and an Integrated Impact Assessment has been undertaken in respect of this.

6.9 Supporting Sustainable Development

The sustainability issues relating to this report relate to the sufficiency of schools places particularly in areas of housing development, the provision of additional capacity is being taken forward via the Delivery Plan for the School Estate coupled with the School Catchment Review Programme.

6.10 IT Issues

There are no IT issues arising directly as a result of this report. The IT requirements arising in order to put in place the additional capacity for each school will be identified as part of the development of the project specifications. The budget required to fully equip the additional classes for August 2019 will be developed in liaison with Digital Services and presented in a future report to Council.

7 Recommendations

Council is requested to:

1. Approve the revised policy guidelines on admission to primary and secondary schools
2. Note the intake limits for primary schools in Section 3 tables 1 and 2.
3. Note the intake limits for secondary schools in Section 3 table 3
4. Note progress with the works underway to meet the school capacity required in 2019/20 and that plans are still being developed for work at Lasswade High School and Woodburn Primary School as summarised in Section 5.

6 December 2018

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Appendices

Appendix 1	Projected Primary Catchment Pupil Numbers – August 2019
Appendix 2	Projected Secondary Catchment Pupil Numbers – August 2019
Appendix 3	Pupil Census 2018
Appendix 4	Policy Guideline – Admission to primary and secondary schools

Background Papers:

Learning Estate Strategy 2017-2047, Midlothian Council 26 September 2017

Appendix 1

Projected Primary Catchment Pupil Numbers – August 2019

School Name	P1	P2	P3	P4	P5	P6	P7	Total
Bilston Primary School	20	11	15	14	12	5	10	87
Bonnyrigg Primary School	53	56	60	57	61	66	55	408
Burnbrae Primary School	86	79	71	66	58	63	56	479
Cornbank St James Primary School	52	33	41	38	35	25	32	256
Cuiken Primary School	38	36	35	36	31	28	37	241
Danderhall Primary School	36	45	51	41	39	39	41	292
Glencorse Primary School	11	0	2	2	3	3	2	23
Gore Glen Primary School	44	41	39	26	13	11	14	188
Gorebridge Primary School	36	38	32	40	57	52	37	292
Hawthornden Primary School	39	41	57	48	55	38	45	323
King's Park Primary School	74	68	69	70	72	68	62	483
Lasswade Primary School	46	53	56	51	63	53	57	379
Lawfield Primary School	56	49	55	54	55	47	22	338
Loanhead Primary School	20	29	22	28	24	32	30	185
Mauricewood Primary School	51	40	46	51	44	50	53	335
Mayfield Primary School	31	44	40	46	39	41	26	267
Moorfoot Primary School	12	8	10	13	15	9	12	79
Newtongrange Primary School	56	59	48	45	52	53	51	364
Paradykes Primary School	47	37	38	42	40	32	48	284
Rosewell Primary School	20	15	13	15	21	22	14	120
Roslin Primary School	19	41	26	27	25	25	26	189
Sacred Heart RC Primary School	20	16	22	22	20	19	14	133
St Andrew's RC Primary School	25	18	26	24	20	26	24	163
St David's RC Primary School	25	24	29	28	29	32	29	196
St Luke's RC Primary School	21	28	32	33	25	25	24	188
St Margaret's RC Primary School	5	10	4	9	8	8	6	50
St Mary's RC Primary School	18	20	14	13	26	24	15	130
St Matthew's RC Primary School	6	4	12	7	8	12	5	54
Stobhill Primary School	40	31	30	28	29	29	33	220
Strathesk Primary School	51	38	49	52	55	47	53	345
Tynewater Primary School	32	29	29	27	31	21	24	193
Woodburn Primary School	117	91	79	82	74	69	60	572
Total	1,207	1,132	1,152	1,135	1,139	1,074	1,017	7,856

Notes

P1 capacity in the table is based on 25 pupils per class, this can be increased by allocating an additional teacher to that class.

P1 capacity for a school operating with composite classes is dependent on the number of other pupils attending later stages (P2 to P7).

Appendix 2

Projected Secondary Catchment Pupil Numbers – August 2019

School Name	S1	S2	S3	S4	S5	S6	Total
Beeslack High School	120	141	109	114	117	75	676
Dalkeith High School	180	164	187	156	103	98	888
Lasswade High School	280	276	278	280	273	193	1,580
Newbattle High School	220	183	171	192	127	87	980
Penicuik High School	140	119	101	99	107	74	640
St David's RC High School	150	126	92	114	97	59	638
Totals	1,090	1,009	938	955	824	586	5,402

Notes

1. Pupils attending one of Midlothian's denominational schools in Primary 7 are assumed to be catchment for St David's RC High School.
2. St David's RC High School S1 catchment pupils include an estimate for East Lothian resident pupils.
3. The Beeslack and Lasswade estimated catchment pupil numbers assume 50% of pupils attending Loanhead and 30% attending Paradykes Primary Schools opt to attend Beeslack.

Appendix 3

Pupil Census 2018

School	P1	P2	P3	P4	P5	P6	P7	Total
Bilston Primary School	11	16	14	12	5	10	9	77
Bonnyrigg Primary School	57	59	57	61	65	54	60	413
Burnbrae Primary School	80	70	66	58	65	55	45	439
Cornbank St James Primary School	33	41	37	35	25	32	43	246
Cuiken Primary School	36	35	37	29	28	36	32	233
Danderhall Primary School	44	52	41	39	40	42	25	283
Glencorse Primary School	--	2	2	3	3	2	3	15
Gore Glen Primary School	40	40	27	12	12	14	12	157
Gorebridge Primary School	38	32	40	57	52	37	40	296
Hawthornden Primary School	41	56	48	58	38	46	52	339
King's Park Primary School	68	69	69	71	68	62	58	465
Lasswade Primary School	53	56	51	62	52	57	49	380
Lawfield Primary School	49	54	54	56	47	22	46	328
Loanhead Primary School	29	22	28	24	32	29	32	196
Mauricewood Primary School	38	43	51	43	49	54	49	327
Mayfield Primary School	44	40	43	39	41	25	43	275
Moorfoot Primary School	8	10	13	15	9	12	14	81
Newtongrange Primary School	59	48	45	52	52	51	47	354
Paradykes Primary School	37	38	42	40	31	47	32	267
Rosewell Primary School	15	13	15	21	22	14	19	119
Roslin Primary School	40	26	27	25	25	26	21	190
Sacred Heart Primary School	16	22	22	20	19	15	13	127
St Andrew's Primary School	18	26	24	20	26	24	25	163
St David's Primary School	24	30	27	27	32	29	26	195
St Luke's Primary School	28	32	33	23	25	24	28	193
St Margaret's Primary School	10	4	9	8	8	6	10	55
St Mary's Primary School	20	14	13	26	24	15	27	139
St Matthew's Primary School	4	11	6	8	10	5	1	45
Stobhill Primary School	32	30	28	29	30	33	25	207
Strathesk Primary School	38	47	52	53	45	52	49	336
Tynewater Primary School	29	30	27	31	22	24	28	191
Woodburn Primary School	91	79	82	73	67	59	56	507
Total	1,130	1,147	1,130	1,130	1,069	1,013	1,019	7,638

School	S1	S2	S3	S4	S5	S6	Total
Beeslack High School	141	107	114	128	81	81	652
Dalkeith High School	164	187	158	116	132	74	831
Lasswade High School	277	281	284	296	253	141	1532
Newbattle High School	183	170	189	146	130	81	899
Penicuik High School	119	101	100	113	97	56	586
St David's RC High School	145	106	114	106	76	66	613
Total	1,029	952	959	905	769	499	5,113

	Total
Saltersgate	103

Policy Guidelines – Pupil Administration 1.2

Admission to Primary and Secondary Schools

PLACING IN SCHOOLS

1.0 LEGAL BACKGROUND

The admission of pupils to both primary and secondary schools is defined in terms of the Education (Scotland) Act 1980. Key points to note are:

- Parents/carers have the right to request admission to the school of their choice
- Such a request must be in writing and is known as a placing request
- The Council has a duty to accede to this request, except in certain circumstances specified in the Act
- The Council has a duty to inform parents/carers of their right to make a placing request and to provide certain prescribed information in order to assist parents/carers in making their choice of school

Catchment areas have been designated for all Midlothian primary and secondary schools. The parents/carers of all children known to the Council to be due to enrol for the first time in a primary school or transfer from a primary to a secondary school shall be given information about their catchment school options and notified of their right to request an alternative school.

For all other stages, the onus is on the parent to make enquiries regarding alternative school placement for their child(ren). A parent may submit a placing request for her/his child in a school at any stage.

1.1 Denominational Education

In Midlothian all denominational schools are Roman Catholic.

A child does not need to be Catholic to enrol in one of our Roman Catholic primary schools or secondary school. However, in the event of a school being oversubscribed, priority will be given to applicants in the following order:

- catchment children who have a declared affinity with the religious beliefs of the school.
- children from other Midlothian catchments who have a declared affinity with the religious beliefs of the school.
- catchment children who have a sibling attending the school.
- all remaining catchment children.
- all other applicants.

Please note however, that while those who have a sibling who will be attending the school will be given priority over those who do not, a sibling attending the nursery class will not be taken into account.

Priority may be given to applicants, based on additional information provided, at the Council's discretion.

1.2 Parents wishing a Gaelic Medium Education

Gaelic medium education for Midlothian resident pupils is currently provided by the City of Edinburgh Council. Midlothian Council will provide home to school transport for pupils enrolled in Gaelic medium education.

Currently parents wishing to have their child/ren educated in the Gaelic medium should make a placing request for the Gaelic medium primary school, Bun-sgoil Taobh na Pàirce, in Edinburgh. To apply for a place in P1 parents should complete a placing request form available on the City of Edinburgh Council website. Further information can be found at: www.edinburgh.gov.uk/info/20256/school_places/484/gaelic_in_schools

Parents can request that the Council carries out an assessment for the need for Gaelic medium primary education to be provided within the Council area. Further information and an assessment request form are available from the following website: www.gov.scot/Publications/2017/02/1442/downloads

1.3 Children with Additional Support Needs

In line with legislation we have a policy of including children with additional support needs in mainstream schools where possible. Some children may be educated in specialist schools/classes.

Further information about additional support needs is available from the Additional Support for Learning Officer, whose contact details are given at the end of this document.

1.4 Home to School Transport

A pupil may receive free transport if they attend their catchment school and their home address is more than two miles from the school based on the shortest safe walking distance. A pupil may also receive free transport if the Council has placed them in a non-catchment school due to a catchment school being full. From August 2017 pupils resident in Loanhead who make a successful placing request for S1 at Beeslack High School will also be eligible for free transport.

A pupil will not receive free transport if they attend a non-catchment school as a result of a placing request being granted.

1.5 Composite Classes

Composite classes are part of the normal organisation in many primary schools and can have a maximum of 25 pupils. Age is the main criterion for selecting pupils for composite classes. Normally composite classes will have a minimum of four pupils from each year stage.

Please refer to Professional Practice Paper 7 for further guidance.

1.6 Team Teaching

Team teaching is where two teachers teach a class that has more than the maximum number of pupils for that particular stage. Where the number of pupils exceed this team teaching may be implemented.

The maximum size of a P1 class size is 25, a P2 or P3 class is 30 and a P4, P5, P6 and P7 class is 33 pupils.

1.7 Children living under shared care

Where parents are separated the address of the parent with whom the child resides for the majority of their time per week and is in receipt of child benefit for the child, is used to determine the catchment area. If the shared care arrangement is a 50/50 split between the parents, the parents will be asked to provide proof such as a legal agreement. If the Council is satisfied that the care is equally shared, the parents will be given the opportunity to choose which of the catchment schools at which to register.

2.0 ARRANGEMENTS FOR PRIMARY SCHOOLS

2.1 Enrolment procedures for entry to primary school

Enrolment procedures commence at the beginning of November each year.

2.2 Press advertisements

In October each year Pupil Placement will place an advertisement in the local press, advising parents/carers of any child eligible to begin primary education that they should, by a specified date, register their child at their catchment school. Registering a child does not automatically ensure that a place will be made available; this will be determined when all information is collated and examined.

Parents/carers will be advised that, even if they wish to make a placing request for a non-catchment school, they must first register their child at the catchment school.

2.3 Contact with parents/carers

At the same time, Pupil Placement will contact the parents/carers of all children eligible to begin primary education and who attend a nursery school, nursery class or a children's centre in Midlothian by letter. Head Teachers should ensure that copies of the school handbook are available for any parent requesting one.

2.4 Eligibility

Any child whose fifth birthday falls between 1 March in any year and the last day of the following February can start primary school on the first day of the autumn term, (known as the commencement date).

An exception to these procedures may be where children who have been admitted to primary education by another authority subsequently become resident in Midlothian. In such cases, the Head Teacher should consult her/his appropriate Schools Group Manager before deciding whether to admit the child.

2.5 Choosing a school

Pupil Placement will issue information informing parents/carers of their rights to choose a school when they write to the parents/carers of eligible children. Any parent/carer wishing to make a placing request should be given a Placing Request application form. It is not essential that parents/carers use the form but they must make the request in writing to the Pupil Placement Section within Education, Communities and Economy. It is essential, however, that parents/carers initially register their child at their catchment school.

See section 4 for information on placing requests.

2.6 Access to information

Parents/carers should have access to information about the schools in which they are interested. This will generally be contained in the school prospectus or handbook, copies of which should be available from the school and on the school website. In addition, the Council produces guidelines on admission to Midlothian schools called Placing in Schools, which is available on our website at

www.midlothian.gov.uk/info/879/school_places/32/apply_for_a_school_place

2.7 Registration of catchment children

Primary Head Teachers may wish to publicise registration arrangements through their own local channels if they feel this is appropriate so that as many parents/carers as possible are encouraged to register their children at this time. During the initial registration period, November to March, Head Teachers should only register those children who are normally resident in the catchment area.

Head Teachers should ensure that catchment children are correctly identified; a Council Tax bill, Child Benefit letter, Tax Credit Award notice or recent utility bill is normally adequate proof. If the pupil does not attend a Midlothian Council nursery class/school, their birth certificate or passport should be seen as well. It is the address of the parent or carer which is relevant; the address of other family members or a child minder with whom the child may occasionally reside is not relevant.

Please note that registration does not guarantee a place at a catchment school.

See section 1.7 for children living under shared care.

2.8 Enrolment of catchment children

The Pupil Placement Section will collate the registration information obtained from each school and use this to determine whether there is sufficient capacity to accommodate all catchment children. Where there is insufficient capacity, priority will be given in the following order:

- children who have been prioritised based on individual circumstances.
- children with a declared affinity with the religious beliefs of the school (Denominational schools).
- children who will have siblings attending the school at the same time.
- then all remaining catchment children.

If there are more children than places available in any category, proximity of home to school and/or ease of travel will normally be used. A sibling attending the nursery class at the same time will not be taken into account.

Parents/carers will be advised by letter, sent by the Pupil Placement Section by 30th April, whether they have been granted a place at their catchment school. Those children who have been granted a place will be automatically enrolled at the school.

Once the place is offered it will not be withdrawn unless the place was obtained using false information or the family change address before the start of the school year.

Those who have not been granted a place at their catchment school will have a place allocated at the Midlothian school nearest to their home with places available. They will be given the option to make a placing request to another school, if they so wish. The pupil will be placed on a waiting list for the catchment school in order of priority and, should a place become available, parents/carers will be contacted by Pupil Placement.

2.9 Change of address

Children who move, or are moving before the start of the school year, will have a place reserved in their non-denominational or denominational catchment school based on their address at the start of the school year. This is subject to places being available and where proof of change of address has been received by the end of February. Acceptable proof of change of address is a signed tenancy agreement or letter from a solicitor confirming missives have been concluded. The Council may ask for further proof following the move.

2.10 Phased entry arrangements

Head Teachers may wish to phase the P1 intake over a period. If this is done, all children eligible for admission should be admitted by the second week of the new school session. However, a parent may require the authority to accept a child from the commencement date.

Head Teachers may also choose to limit P1 pupils to part day attendance in the early stages but such arrangements should not extend beyond the second week of the new school session. Any request from a parent for a child to be in full time attendance should normally be granted. Certain children may require special consideration to be in full time attendance, for example due to medical or family circumstances. In such cases, Head Teachers should consult their appropriate Schools Group Manager regarding arrangements for these children.

2.11 Deferred entry to primary school

A child who turns five after the start of the new school session does not need to start school until the following year and can ask to defer. The parent/carer should contact the nursery their child attends for information and advice about deferring their child. The child should register at one of their catchment area schools even if a deferral is going to be requested. The nursery should, in discussion with parents/carers, provide advice on the best starting date for the child.

2.12 Early admission

The Council does not have a duty to educate a child who is not of school age. Parents/carers of these children may make a request for early admission. The professional view of the authority is that nursery education is the most appropriate form of education for children who have not reached school age.

The Council has delegated the responsibility of granting early admission to the Director, Education, Communities and Economy, but this will only be considered if it can be established that refusal would harm a child's education in the long term.

When applying for early admission, parents/carers should provide evidence to support their case, including written evidence wherever possible. Members of staff should not provide letters of support to parents/carers.

There is no right of appeal once a decision has been reached on requests for early admission as the child is not of school age.

3.0 ARRANGEMENTS FOR SECONDARY SCHOOLS

3.1 Eligibility

Pupils will normally transfer to secondary school at the end of a seven year course of primary education. If, in the opinion of the Head Teacher or other professional advice, there are exceptional circumstances which would make it inadvisable to transfer a child, the appropriate Schools Group Manager should be consulted before a final decision is made.

Pupils attending a non-denominational primary school will be allocated a place at their catchment non-denominational secondary school, if they attend a denominational primary school they will be allocated a place at St David's RC High School. If the parents wish to request their other catchment secondary school they should complete a placing request form and return it to the Pupil Placement section.

3.2 Transfer between primary and secondary schools

Pupil Placement will provide Head Teachers with details of which school each child will be transferring from/to.

Head Teachers of primary schools should ensure that detailed information on each pupil is forwarded to the appropriate secondary school. This information will normally include:

- an assessment of the pupil's attainment in mathematics and language
- comments on ability and attainment in other curricular areas, e.g. science, art, music
- comments on special interests and aptitudes
- an indication of the pupil's personal attributes and information about their background which may influence their attitude and performance in school work
- the Pupil Progress Records (PPR), updated to the end of the last session of primary education
- the Pupil Profile, which is completed by the pupil.

3.3 Primary-secondary liaison

Secondary schools will normally have an established liaison programme with their associated primary schools which will include other initiatives to ease the transition between primary and secondary stages.

3.4 Induction programmes

Secondary Head Teachers should also arrange for parents/carers and incoming pupils to visit their school at an appropriate time, prior to transfer. Full information on the school should be sent at the start of the summer term to all parents/carers of pupils transferring to the school.

3.5 Enrolment procedures

All parents/carers of P7 pupil's resident in Midlothian, who attend a primary school in Midlothian, will receive written confirmation from Pupil Placement in November that a place has been reserved at their catchment secondary school, based on their home address. Parents/carers will also be advised of their right to make a placing request.

See section 4 for information on placing requests.

Midlothian pupils are enrolled in their destination secondary schools through the transfer of their details from their primary schools; secondary schools only need to enrol those pupils from outwith Midlothian whose placing requests have been granted.

3.6 Allocation of Catchment Secondary School Places

The Council will normally give the highest priority to children living in the catchment area of a school. In the event of a school having more catchment children than places available, priority will be given in the following order:

- children who have been prioritised based on individual circumstances;
- children with a declared affinity with the religious beliefs of the school (Denominational schools);
- children who will have siblings attending the school at the same time;
- children who attend an associated primary school;
- all remaining catchment children.

If there are more children than places available in any category, proximity of home to school and/or ease of travel will normally be used.

If a place at a catchment school is not available, parents/carers will be offered a place at the nearest Midlothian secondary school to their home address with places available. They will be given the option to make a placing request to another school, if they so wish. The pupil will be placed on a waiting list for the catchment school in order of priority and, should a place become available, parents/carers will be contacted by Pupil Placement.

Once the place is offered it will not be withdrawn unless the place was obtained using false information or the family change address before the start of the school year. Children who are offered a place at their preferred catchment school will be enrolled automatically.

3.7 Parents wishing a Gaelic Medium Secondary Education

Gaelic Medium Secondary Education for Midlothian resident pupils is currently provided by the City of Edinburgh Council. Midlothian Council will provide home to school transport for pupils enrolled in Gaelic Medium Education in Edinburgh.

Parents wishing to have their child/ren educated in the Gaelic Medium should make a placing request for the Gaelic Medium Unit at James Gillespie High School in Edinburgh. Further information can be found at:

www.edinburgh.gov.uk/info/20256/school_places/484/gaelic_in_schools

3.8 Intake numbers

Pupil Placement will inform secondary school Head Teachers of the number of catchment pupils that will be transferred from primary schools and any intake limits that may apply. They will also be informed on a regular basis of numbers of any non-catchment requests which have been received and catchment requests out to other schools.

Throughout this period, secondary school Head Teachers should discuss with the Pupil Placement Section any factors that may affect the school's ability to accommodate the projected S1 intake.

3.9 Issue of school handbooks

Head Teachers must arrange for the appropriate number of school handbooks to be forwarded to their associated primary schools for issue during December. Delays in issuing the handbook should be avoided as parents/carers are legally entitled to this information 28 days before the closing date for receipt of applications, which is 31 January each year. The handbook should also be made available on the school website.

3.10 Press advertisement

In October each year Pupil Placement will place an advertisement in the local press, advising parents/carers of any Midlothian child eligible to begin secondary education that their child will be automatically enrolled in their catchment secondary school, unless a placing request is made for another school.

4.0 Making a Placing Request for a Non-Catchment Primary or Secondary School

All parents/carers have the right to request a place for their child in a non-catchment school; this is called a placing request. It is the Council's statutory duty to grant placing requests where there are places available, except in certain circumstances which are set out in The Education (Scotland) Act 1980.

If the child is starting primary or secondary school in August and the parent/carer wants them to attend a non-catchment school, they may make a request by completing a Placing Request form available on our website at www.midlothian.gov.uk/info/879/school_places/145/apply_for_a_non-catchment_school or from Pupil Placement.

If the child is at any other stage of their education parents/carers should contact the Head Teacher of the school of their choice.

If the child has additional support needs the right to make a non-catchment placing request includes the right to request a special school or special class. Parents/carers who wish to make this kind of placing request should discuss their choice of school with the child's lead professional before making their request.

What will happen when a placing request is made to Midlothian Council?

The following information applies if a placing request is made for a child to a Midlothian Council school.

The closing date for placing requests for starting Primary 1 or Secondary 1 in August is the end of January. The Council will still consider the request if it arrives after this date but before 15 March, the national cut off date. Placing requests received after 15 March will be considered but there may be no places left at the school of choice.

The parent/carer should receive acknowledgement of their application within fourteen days of receipt by Pupil Placement. The Council will keep the placing request form until after the national closing date and will then consider it along with all the other placing requests received before the closing date.

4.1 Restriction or limitation of places

The Council will give the highest priority to children living in the catchment area of a school. Places remaining after catchment children are enrolled will be available for non-catchment children.

Placing Requests

When there are more placing requests than places available the Pupil Placement Panel will consider all requests along with supporting information and documentation. The Pupil Placement Panel have the authority to prioritise individual applications, therefore it is important that parents/carers provide all relevant information in support of their request. This may include, in no particular order, medical evidence and reports from other services or agencies involved with the child, additional support needs, bullying, racial harassment, child or parental medical conditions.

Priority will be given to applicants in the following order:

- children who have been prioritised based on individual circumstances
- children with declared affinity with the religious beliefs of the school (Denominational schools).
- children who will have siblings attending the school will be given priority over those who do not. A sibling attending the nursery class will not be taken into account.
- children who are resident in Midlothian and who do not have a sibling attending the school at the same time.
- all other applicants.

Other relevant factors that may be taken into account

The following relevant factors may be taken into account however they do **not** guarantee that a request will receive priority or agreement.

- attendance at an associated primary school (for requests in S1)
- attendance at the primary school nursery class (for requests in P1)
- proximity of home to school and/or ease of travel

If there is more than one placing request in any of the above groups then the shortest, safe walking distance from home to school is used to decide priority within each group. Once a pupil has completed a proper admission to the school they will not be asked to transfer to another school against the wishes of their parents/carers in order to admit a pupil who has moved into the catchment area.

A proper admission is one made under the policy of the Council based on correct information from the parents/carers.

Please note that, if a placing request is granted, the child's place at their catchment school may be allocated to another child. If, after a placing request has been granted, a parent changes their mind and wishes their child to attend their preferred catchment school, a place may not be available.

4.2 Refusing a placing request

If the Council refuses a placing request a letter will be sent to the parent/carer which gives the reasons for the decision. The Education (Scotland) Act 1980 sets out the reasons why a placing request may be refused.

The main reasons are:

- an extra teacher would have to be employed.
- the Council would have spend a significant amount to extend or alter the accommodation at, or facilities provided in connection with, the school.
- an extra teacher would have to be employed, or additional class formed, at a future stage of the child's education.
- the number of children at the school would exceed the school's capacity.
- to reserve places at the school for children moving into the catchment area.
- the order and discipline in the school would be seriously affected i.e. through overcrowding.
- the educational wellbeing of pupils at the school would be seriously affected i.e. through overcrowding or exceeding the relevant maximum class size.
- the child's education would be affected because the education at the school requested is unsuitable.

4.3 What happens if the Council refuses a request?

If a placing request is refused, the parent/carer has the right of appeal. Appeals must be lodged, in writing, no later than 28 days after the refusal letter being sent. Details of how to make an appeal will be in the refusal letter sent to the parent/carer.

In Midlothian appeals are heard by the Education Appeals Committee. The Education Appeals Committee is independent of the Education, Communities and Economy Directorate. This is a formal legal process and further information will be sent on receipt of the appeal.

Primary school placing request

If a place at the requested primary school is not available, a place will be reserved at the preferred catchment primary school if the child has been registered there. However if no place is available at the preferred catchment school, then a place will be allocated at the nearest school with places available (if the preferred school was a denominational school then a place will be allocated at the denominational catchment school if possible). A waiting list will be formed for the requested school and/or catchment school and, should a place become available, the parent/carer be contacted. The waiting list will operate until the end of the summer term.

Secondary school placing request

If a place at the requested secondary school is not available, a place will be reserved at the catchment secondary school. However if no place is available at the catchment secondary school, then a place will be allocated at the nearest school with places available. A waiting list will be formed for the requested school and/or catchment school and, should a place become available, the parent/carer will be contacted. The waiting list will operate until the end of the summer term.

4.4 Placing Requests for Children with Additional Support Needs

The parents/carers of children recorded as having additional support needs also have the right to make a placing request. If the Council refuses the request, parents/carers are given a statement of the reasons for the decision and have the same rights of appeal as those previously mentioned.

Under the terms of the Education (Additional Support for Learning) (Scotland) Act 2009, if parents/carers have been refused a placing request for a child with a coordinated support plan (CSP) or to a special school, a mediation service is available to families of children with additional support needs and they have the right to appeal the decision. Appeals are dealt with by the Additional Support Needs Tribunal for Scotland. Details of who to send your appeal to will be in the refusal letter we send you.

Contact Details

Pupil Placement

Midlothian Council

Education, Communities and Economy

Fairfield House

8 Lothian Road

Dalkeith

EH22 3ZG

Telephone: (0131) 271 3733

Email: pupil.placement@midlothian.gov.uk

Additional Support for Learning Officer

Midlothian Council

Education, Communities and Economy

Fairfield House

8 Lothian Road

Dalkeith

EH22 3ZG

Telephone: (0131) 271 3689

Email: asl.officer@midlothian.gov.uk

Development of an Out of School Care Policy

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

1 Purpose of Report

- 1.1 The purpose of this report is to provide Council with:
- I. An update on the partnership work undertaken with the Midlothian After School Club Network to develop an Out of School Care Policy and supporting documents
 - II. The Out of School Care Policy

2 Background

Members may be aware that out of school care provision is not a statutory requirement upon local authorities but there is a requirement to improve outcomes for children, young people and communities in Scotland. Also the Children (Scotland) Act 1995 states;

27 (3) Each local authority shall provide for children in need within their area who are in attendance at a school such care—

(a) outside school hours; or

(b) during school holidays,

as is appropriate; and they may provide such care for children within their area who are in such attendance but are not in need.

Out of School Care clubs (OSC) provide care for children and young people which allows parents/carers to work, train or study.

- 2.1 On 13 February 2018 Council considered a savings proposal to reduce the discount granted to after school clubs to 50%. Council agreed the following:

Review let charges for after school clubs

After school clubs have developed in Midlothian over several years and are a vital resource for modern working families.

Through the budget engagement process it is clear that, within the ASC's there are wide variations in charging policies, levels of contributions from volunteers; pay, conditions and training for staff; the quality and quantity of the facilities used.

It has also become evident that Midlothian Council does not have a clear policy on after school clubs and how they can be best contribute to the needs of Midlothian families.

The Labour administration believes that the Council, after school clubs and parents must, in the coming year, work together to formulate policy, which ensures that clubs make a realistic contribution towards the cost of the Council facilities they use and which ensures that they are charging realistic prices which reflect families ability to pay.

On that basis, we reject the proposal for the reduction in the subsidy (from 5% to 50%) for After School Clubs use of Council facilities.

However, they should pay the basic increases in rates for hiring facilities agreed elsewhere in this paper.

We would like to thank the After School Clubs who engaged in constructive discussions on these matters and look forward to working with them and Parents over the coming year to secure their continuing contribution to our communities.

3 Midlothian's Position

- 3.1** Out of school care in Midlothian has grown since the first clubs were set up 25 years ago. From the start clubs were set up to assist parents and carers in Midlothian to return to work or study whilst their children were being looked after in quality childcare provision. The clubs were run as voluntary organisations within the schools with a clear focus on being parent led management committees. The Director of Education agreed at that time that these clubs would not pay let charges for the use of the buildings. However, in those days the numbers attending the clubs were relatively small and the out of school care clubs only required the use of a gym and an activity room where the children could play games, relax and have a snack.
- 3.2** The demand for out of school care has grown considerably since those early days and there are now 8 OSC providers operating services in council premises across Midlothian with a registered capacity of over 700 places and around 1,500 children registered. The clubs offer a range of options for parent/carers from single sessions, to whole week provision either before or after school through to 'wrap around care' where parents/carers drop their child off in the morning, the OSC service takes them to school, then picks them up after the school day and the parent then picks the child up in the evening. They also provide a range of services for school holidays and in-service days.
- 3.3** Due to the large numbers of children attending OSC in Midlothian, the clubs have made more demands on the capacity within the premises and it is not unusual for them to require a number of rooms, gym hall, snack areas and office space within schools and pavilions.
- 3.4** There is now an expectation by the OSC providers and the general public that where the council builds new schools the council will build in specific requirements for out of school care. There is no budget attached or allowed for this within the Scottish Futures Trust metric for these OSC facilities so the cost is borne by the council.
- 3.5** OSC providers are required to register with the Care Inspectorate, the national regulator for care services in Scotland. The Care Inspectorate carry out inspections of services and evaluate the quality of care delivered. They support improvement in individual services and across the care sector nationally. Where care is not good enough they can deal with complaints and carry out enforcement action. Over the years the Care Inspectorate requirements have also grown in relation to space for children, private space for staff, meeting parents and staff training etc. and this also adds to costs to the council.
- 3.6** The Corporate Charging Strategy agreed by Council on 24 June 2014 harmonised the fees and charges levied by the council across the estate and established the Category 2 concession:

Category 2: Voluntary/Charitable/non-profit making organisations providing out of school services for children (pay 5% of full charge)

This rate of charge should be applied to charities, voluntary and non-profit making organisations where the primary purpose of the organisation is to provide out of school care, after school care, holiday clubs or playgroup services. This category reflects the need to move away from the previous “per-capita” approach for these groups, bringing them in line with other categories, but reflecting an appropriate level of charge for their objectives.

Examples of voluntary, charitable and non-profit making organisations meeting this criteria include:

- Out of School care
- After School Clubs
- Holiday Clubs
- Playgroups

3.7 June 2014 Council also decided to:

To adopt the Cross Party Working Group’s recommendation in respect of phased implementation of the new charge for user groups suffering significant increases as a result of the revised charging structure, specifically for “category 2” users (*voluntary/charitable/non-profit making organisations providing out of school services for children*) over four years i.e. charging 2%, 3%, 4% then 5% charge, and over three years for other significant increases;

3.8 The OSC providers falling within category 2 provide community benefits within and beyond their direct provision of out of school care services. As non-profit making organisations there is no profit being passed on to owners or shareholders and the fees charged to families directly cover the cost of providing the services. In addition the OSC services provide training and employment opportunities within the local community and in some cases have enhanced their services to accommodate children with additional support needs, including involvement in the council’s summer activities programme. In many cases the OSC providers’ boards are comprised of local parents. The income maximisation work described later will provide much-needed additional income to many families in Midlothian. The reduced let fees levied on these OSC providers therefore provides benefits to the wider communities they are a part of.

3.9 The Midlothian After School Club Network is a body which represents and supports all the charitable and voluntary out of school care providers in Midlothian.

4 Work Undertaken Since February 2018

- 4.1** Significant work has been carried out to enact the decision of February 2018 Council in partnership with the Midlothian After School Club Network (MASCN). Those involved included Councillor Muirhead and Dr Mary Smith, Director, along with staff from a wide range of related services in the council.

- a. Review the existing billing arrangements to ensure a consistency of approach across the range of premises let by OSC services.
- b. Review of the financial cost of providing facilities for OSC.
- c. Development of a specification for new or refurbished school buildings to facilitate the delivery of out of school care, where applicable.
- d. Consider the applicability of current procurement processes to the selection of out of school care provider in schools and other council premises.
- e. Review of the accommodation agreements put in place where OSC services let premises within schools.
- f. Consideration of how OSC providers can charge realistic prices which reflect families' ability to pay.
- g. Development of an OSC policy formalising the appropriate elements of this work.

4.2 Billing Arrangements

Previously there were two systems of billing out of school care providers where Sport and Leisure lets were billed separately to other council premises. The council's organisational arrangements have been altered so that all let information and bills are collated and issued through one service. In addition bills will now be issued earlier to enable providers to spread the payments over a greater number of direct debit payments.

4.3 Cost of provision

A review was undertaken of the financial cost of providing facilities for OSC. Due to the wide range of different arrangements (differences in the rooms and premises let, other users of the space at other times, other users of different spaces at the same time, variation in running costs between different ages of buildings etc.) it was not possible to resolve a single, robust figure that could be applied across all premises. It was therefore agreed with MASCN that it should be recommended to Council that out of school care services remain within the fees and charges policy and that discount rate applicable be reviewed. As a result of this a separate savings proposal is being made at this meeting of Council.

4.4 New and refurbished school buildings specification

A specification has been developed that sets out the facilities that should be provided in new and refurbished schools in order for them to accommodate out of school care, where it is considered necessary. This will be by way of a multi-use area such as the dining room, a community room or another room that could be used by an out of school care service if the demand/need is established. The specification is included in the policy.

4.5 Procurement Processes

In line with guidance from the Procurement and Audit teams and to ensure that Midlothian Council is "Following the Public Pound" and the Procurement Rules, there will be a fair, open, transparent and robust process put in place to decide on providers of new or expanded out of school care services within council buildings. The process will take into account the Council's Procurement policies in line with EU regulations and standing orders and look to ensure that all OSC services being delivered in council buildings offer best value for money, meet good quality standards and will be accessible and affordable to parents and families.

4.6 Accommodation Agreements

Accommodation agreements set out the terms and conditions for the let of rooms between an OSC service and the school, pavilion etc. As a result they provide clarity and understanding between both parties. The template accommodation agreement has been reviewed with MASCN and head teachers and the revised version is included in the policy.

4.7 Charge realistic prices which reflect families' ability to pay

MASCN engaged Midlothian Voluntary Action (MVA) to provide guidance and assistance to its members on preparing business plans and carrying out financial modelling. They also commissioned MVA to carry out a survey of families and the report on this research is attached in **Appendix a**). Almost all families are entitled to support with their childcare costs through a range of schemes, varying from 85% of fees being paid through Universal Credit, to 20% paid through Tax-Free Childcare for working families. One of the key findings of the survey was that half of all families did not receive any assistance with the cost of childcare. As a result MASCN has commissioned training for its members in order to enhance their guidance and signposting of parents to their entitlement to financial support. The increase in financial assistance claimed by some families will, to an extent, offset any increase in fees that may be levied as a result of the savings proposal being considered by Council.

4.8 Development of an Out of School Care Policy

Since the decision of February 2018 Council the council has worked in partnership with MASCN to create an Out of School Care Policy that sets out the relationship between the council and providers. In addition it incorporates the building specification and accommodation agreements discussed earlier in this report. The policy is in **Appendix b**).

5 Financial Information

The rate of discount granted to charitable and voluntary OSC providers is subject to a separate savings proposal presented to this meeting of Council.

6 Resource Implications

- 6.1** There are resource implications arising from the requirement to progress a procurement process to decide on providers of new or expanded out of school care services within council buildings.
- 6.2** There are also resource implications for providing facilities for OSC in new and refurbished school buildings, however incorporating these from the outset will allow them to be efficiently integrated into the building within the established build cost per square metre, and ensuring that they are multi-use provide facilities that may have been required elsewhere in the building, thereby resulting in a minimal net cost.

7 Risk

- 7.1** The Out of School Care Policy sets out the partnership approach of the council and OSC providers and clearly establishes how this relationship will work at an authority and individual school/premises level, providing a foundation to further build the relationship to the benefit of all parties. Together with the procurement process it will ensure that residents of Midlothian have access to high quality after school care that achieves Best Value while also Following the Public Pound, reducing risk to the council of not fulfilling these duties.

7.2 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

7.3 Key Priorities within the Single Midlothian Plan

The provision of quality, affordable out of school care supports the delivery of two of the GIRFEMC outcomes for 2017/18 to 2019/20:

- Children and young people are supported to be healthy, happy and reach their potential
- Inequalities in learning outcomes have reduced

7.4 Impact on Performance and Outcomes

Research has found that children from more deprived backgrounds may experience greater benefit from the resources, learning support and further stimulating activities available at after-school care centres (Felfe, 2013). As a result, the provision of quality, affordable out of school care particularly supports the reduction of inequalities in learning outcomes.

7.5 Adopting a Preventative Approach

A 2015 report by the NHS found that a number of studies highlighted the perceived social benefits of out of school care for children, by children, parents and staff (Scott E and Scobie G. NHS Health Scotland Evidence briefing on the impact of out of school care. NHS Health Scotland; 2015). These include:

- the ability to make new friendships across different ethnic and cultural groups
- the chance to develop relationships with play workers as adult role models
- increased opportunities for play in a safe environment
- increased social skills, confidence and self-esteem
- promotion of diversity and multicultural inclusion.

7.6 Involving Communities and Other Stakeholders

The Out of School Care Policy and supporting documents have been developed in partnership with the Midlothian After School Club Network. The Network also commissioned research by Midlothian Voluntary Action on families using out of school care in Midlothian and these findings have been taken into account. The report on the survey is attached at **Appendix a**).

7.7 Ensuring Equalities

An integrated impact assessment has been carried out on the Out of School Care Policy. It concluded that the strengthening of the relationship between the council and OSC providers as set out in the policy will have a positive impact upon young people, particularly young people from more disadvantaged backgrounds, and upon low income families.

7.8 Supporting Sustainable Development

There are no sustainable development implications arising from this report.

7.9 IT Issues

Where applicable there will be a small additional IT provision within new primary school projects, these will be addressed through the design and construction phase of the projects.

8 Recommendations

It is requested that Council:

8.1 Note the work carried out following the decision of Council in February 2018

8.2 Approve the Out of School Care Policy as attached at Appendix 2

Date: 18 December 2018

Report Contact:

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Background Papers:

Review of Fees and Charges, Midlothian Council, 24 June 2014

Minutes of Meeting of Midlothian Council on 24 June 2014

Minute of Midlothian Council meeting 13 February 2018

Development of an Out of School Care Policy – Council 20181218 IIA [Integrated Impact Assessment]

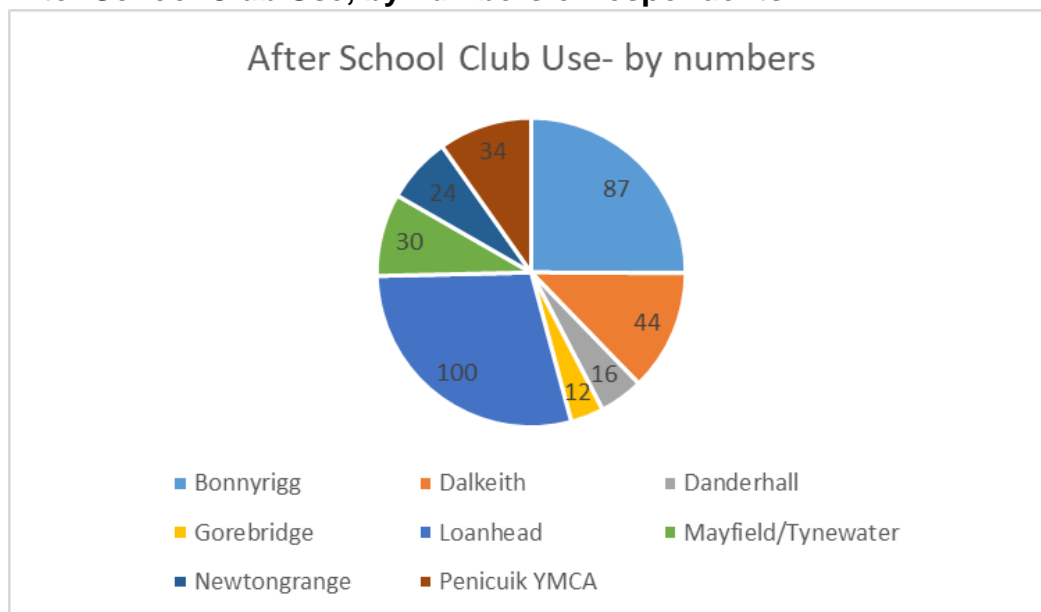
Appendix a)

Midlothian After School Club Network Survey Report Working Draft

Key Points Emerging from the Survey

- ASC/OSC attendance begins to decline among children after Primary 2.
- Term-time After School Club is used regularly by 88% of respondents, but use breakfast club, mid-term holiday care and summer holiday care is used much less regularly. Mid-term holiday care is regularly used by less than 50% of respondents.
- However, the great majority (70%) of respondents feel that ASC/OSC is vital to enabling them to work or study.
- There is a clear message that the alternative childcare options for the primary school age group are limited across the county and non-existent in some areas. Parents also expressed concerns about the price, reliability and appropriateness of childminders. Many articulated that they have no local family or friends who could provide childcare. Parents of children with additional support needs report having no other options.
- Many parents also appreciate the quality of After School Clubs and the variety of activities that children take part in there.
- The average household income bracket for participants in this survey is between £30k-£40k, which is in line with the national household (gross) income. Almost 70% of parents were either quite worried or very worried about the impact of potential childcare price rises upon their household incomes, and were uncertain how they would manage this.
- At the same time, however, uptake of support for childcare costs through voucher or tax-free childcare schemes is not very high and could be boosted.

1. After School Club Use, by numbers of respondents



2. Number of Children Attending OSC Per Family

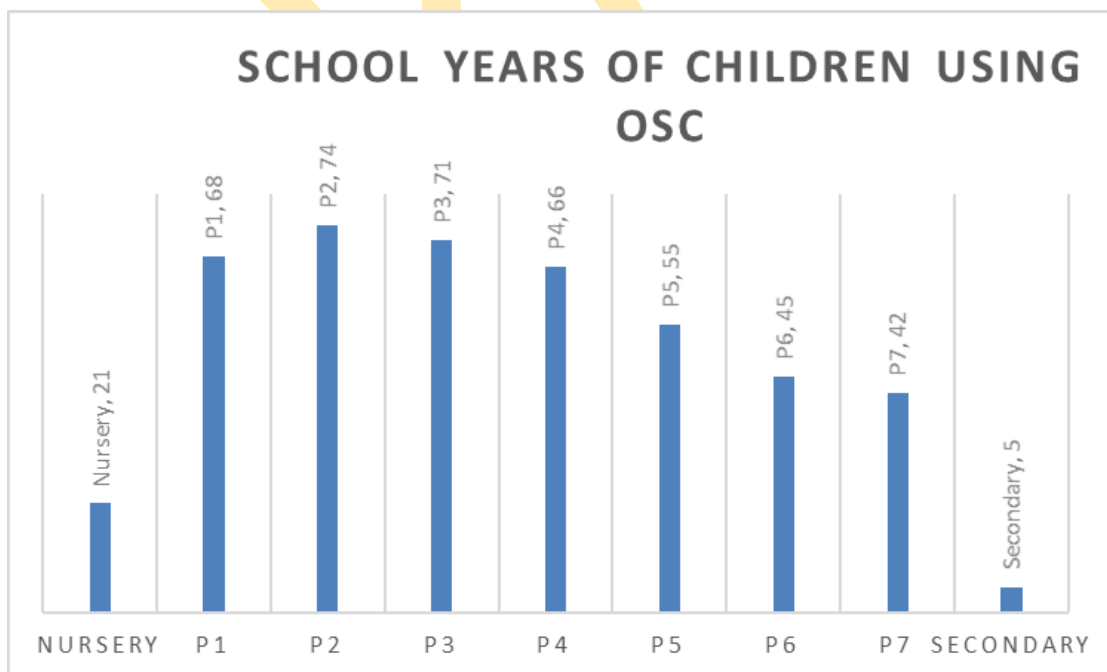
One: 246: 71%

Two: 96: 28%

Three: 3: 1%

Four: 1: <1%

3. School Years of Children using ASC/OSC



4. Services Used across all OSCs (by percentage of respondents)

After School Club	88.12%	304
Breakfast Club	57.97%	200
Holiday Club: Mid-term, Christmas and Easter	46.67%	161
Holiday Club: Summer	57.39%	198
Answered		345

5. Hours Attended Per Week

During term time, participants reported that their children attended Breakfast Club and After School Club between 1-18 hours a week per child, with the average number of hours per child per week being roughly **8**.

9 parents reported their use as variable or ad-hoc, but in reality these numbers may be higher.

6. Average household income of ASC/OSC users in Midlothian

The average household income (gross, before housing costs) reported by families using ASC/OSC is in the bracket of £30k-£40k per year, which aligns with the wider national average household income.

The largest single household income bracket was £50k and over (a salary of only £25k each for a household with two full-time working parents).

7. How Important ASC/OSC Services are in enabling parents/carers to work or study

Not Important	0	0
Reasonably Important	5.5%	19
Very Important	24.4%	84
Vital	70%	241
Answered		344

8. Childcare Options Considered by Respondents

Private After School Club	10.68%	36
Childminder	28.19%	95
Friends or extended family members	43.62%	147
Other (please specify)	17.51%	59
Answered		337

'Other' answers included:

No other option available in the area:	16.6%	56
Au Pair	<1%	1
Moving to another school	<1%	1

9. Why Respondents Chose After School Club

Other options are not available in my area	15.36%	53
After School Club is more affordable	23.48%	81
After School Club is more reliable	25.80%	89
My child/children prefer After School Club	14.20%	49
The quality of childcare is better at After School Club	7.25%	25
Other (please specify)	13.91%	48
Answered		345

Selected comments

"Childminders only take children up to a certain age and too much of a strain to put on elderly family members caring for 2 children before and after school."

"Willing to have my child in an environment with a lot of children rather than very small group. Childminders do (rightly!) have to take holidays, can be off sick etc so potential for having days not covered is higher."

"The breakfast club is the only one in the area which opens at 7am, my husband and I both start work at 7:30. Also it is the only service which provides 'wrap around care' allowing my daughter to attend school nursery on days which I work. I believe attending school nursery prior to P1 is essential for my daughter to allow her full transition to school and to be accepted from a young age with her peers due to physical differences she has as a result of a syndrome."

"Child will be with other kids they know from school."

"I prefer after school club as it's a great way for the kids to mix with other kids of all ages. It's also varied."

"This is more affordable, closer to the school, staff are very friendly, my child's friends attend, heard very good reviews."

"Family is not close and father has terminal cancer. No suitable childminder nearby that have spaces and the childminders are far too expensive."

"Other options not available. Social development and the opportunity to play without parental supervision is vital and not otherwise available to my children due to work commitments."

"Already using family for other days, times."

"After School Club is in the same building as my child's school so no travelling needed for my child to get there after school. Also, they took good care of my older child for 7 years and we have built up a good working relationship with the staff."

"I feel the children are safer when there is more than one carer."

"Only place that supports children with additional needs."

10.If After School Club was not available in your area, how might it affect you?

I am confident that I could find another affordable childcare option	3.68%	12
I might have to reduce my hours of work or study	51.53%	168
I might have to ask friends or extended family to care for my children	23.01%	75
I might consider allowing my children to go home alone	5.52%	18
I don't know	16.26%	53
Other (please comment)		70
Answered		326

Selected Comments

"Being self-employed I'd have to reduce my hours or allow my child to come to work with me which is problematic."

"As I don't have family in the area, I would have to reduce my hours at work significantly (or perhaps even stop work altogether) if After School Club was not available in my area. As a result I would also have to withdraw my younger child from nursery."

"I am a nightshift worker, so would not get much sleep."

"Holiday cover is essential so we can do our jobs. We can't afford private charges."

"I couldn't work without After School Club."

"I don't know how I could manage."

"There are no other options. There are no childminders with space for both kids."

"I don't have any family who can help."

"I am a single mum, all my family is in France. I will really struggle."

"It would affect my wife's health issues."

"I would be up the creek."

"My child would struggle to have other opportunities for social play as no other options available."

"I would also consider moving to better served area."

"There is no other before-school service in our area."

"I can't afford a childminder."

I honestly don't know how I would be able to work without the after school club it's vital to the running of our household."

"The childcare facilities in Rosewell are virtually non-existent. The whole community rely heavily on the services LASC provide, if there were any cut backs it would impact hundreds of parents who are already struggling to balance work and family commitments. With new housing this problem will only worsen. There is also virtually no childcare options for children under 3 within 2 miles of the house."

"Our son is disabled so there is very little out there."

11. It is possible that After School Club fees will have to increase to pay for higher room rents. How worrying is this in terms of your household finances.

Not very worrying.	8.43%	29
A little bit worrying.	23.84%	82
Quite worrying.	32.56%	112
Very worrying.	35.17%	121
Answered		344

12. If fees are forced to rise, what do you think you might do?

Nothing.	23.26%	80
Look for other childcare options.	18.90%	65
Reduce my hours of work or study.	18.60%	64
Allow my children/child to go home alone.	4.65%	16
I don't know.	26.74%	92
Other (please specify)	7.85%	27
Answered		344

Selected comments include:

"Make cut backs elsewhere in our life style e.g. daughters' swimming lessons or dance classes."

"Find the money."

"Just pay up."

"Depends on extent of increase"

"I would not reduce hours but would sometimes be forced to work unsociable hours dependant upon my income. I am self employed and my income depends on both the work I do and clients actually paying me!"

"Probably have to try and find a second job (despite having a neurological disorder) to pay for it."

"May have to give up work."

"Social work help at the moment."

"Feel held to ransom no other option"

"If the rise isn't significant, then we'll pay, otherwise I'll have to reduce my work hours, as it wouldn't be cost effective to work and pay for expensive childcare."

"I thought our government recognised the shift in the workplace pressures through increased female participation in the workplace and various other factors. The questions in this survey make me think that the council are simply trying to raise funds, but in reality it is making it more difficult for working families who contribute most to the economy and putting childcare professionals out of a job. Not very innovative Midlothian Council."

13. Do you get any help with your childcare costs?

Child Tax Credit	6.92%	24
Working Tax Credit	4.61%	16
Universal Credit	3.17%	11
Childcare Vouchers	28.82%	100
Tax Free childcare	4.03%	14
Nothing	47.84%	166
I don't know what help I am entitled to	1.73%	6
Other (please specify)	2.88%	10
Answered		347

'Other' options included college/university and social work.

14. Other Comments

"Great after school and summer play scheme, with enthusiastic staff. My son loves attending."

"Great flexible reliable service which has allowed me as a parent to go back to work knowing my children are being well looked after"

"Great service which provides fun and lots of outdoor play, would not have access to this with family."

"It is a great service and both my children love it and have thrived because of it."

"My kids enjoy the after school club and holiday club. Staff are always friendly and enthusiastic and my kids are always kept entertained. I know that they are very well looked after."

"Just to emphasise how vital breakfast clubs and after school clubs are to working parents. They say breakfast club is for families that can't afford to give their kids breakfast which is fantastic but it's also valuable to allow working parents to get to work without this I've no idea how I could work. We are constantly threatened by this facility being taken away but for working parents this is vital!"

"After school club is great. My kids do things there they don't have the opportunity to do in the house, like big football games in the gym hall. I'm delighted with the care my kids receive."

DRAFT



Out of School Care Policy and Good Practice Guidelines

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Out of School Care Policy

Introduction

Midlothian Council acknowledges that good quality, accessible and affordable Out of school care (OSC) is central to the social and economic development of the area, allowing parents and carers to take on employment and employability opportunities to improve their financial situation, supporting themselves and their children. In Midlothian 1 in 6 primary school aged children are registered with an Out of School childcare service.

Midlothian Council's policy aims to:

Work with parents and out of school care providers to establish and support the development of high quality, accessible, affordable and sustainable out of school care in Midlothian Council establishments where there is sufficient parental demand.

National Context

Out of school care provision is not a statutory requirement of Local Authorities but there is a requirement upon them to improve outcomes for children, young people and communities in Scotland. The Scottish Government have taken a number of steps to increase the availability of childcare across Scotland, most notably:

- The **Children (Scotland) Act 1995** states;
Section 27 Day care for pre-school and other children, paragraph (3) Each local authority shall provide for children in need within their area who are in attendance at a school such care—
 - (c) outside school hours; or
 - (d) during school holidays,as is appropriate; and they may provide such care for children within their area who are in such attendance but are not in need.
- The **Children and Young People (Scotland) Act 2014** which increased the entitlement to free early learning and childcare from 475 to 600 hours per year for 3 and 4 year old children. The government has since pledged to further increase this entitlement to 1140 hours per year for 3 & 4 year olds and eligible 2 year olds— equivalent to around 30 hours per week if delivered during term time – by 2020.
- **Section 55** also gives Councils a duty to consult with parents and carers at least once every 2 years and plan in relation to day care and out of school care and prepare and publish their plans for how they intend to provide appropriate care for such children included in the Act.
- The **Play Strategy for Scotland** which acknowledges the role that settings such as out of school care, nurseries and playgroups can play in supporting Scotland's children in their journey through childhood and adolescence and into adulthood. The Strategy highlights the greatest potential to develop free play in schools is outdoors before and after school, during break times and, through out of school care. The **Play Strategy for Scotland: Our Action Plan 2013** states that; play is valued, encouraged and supported in communities, as are providers

of community play opportunities such as out of school care, playgroups, therapeutic and specialist settings and community champions of Play.

- Findings from the ***Growing Up In Scotland - Patterns Of Maternal Employment And Barriers To Paid Work*** report show that lack of affordable and accessible childcare is a barrier to parents finding paid work. <https://www.gov.scot/Publications/2017/11/6970/3>
- The planned development of a new ***Framework for Out of School Care***, with support from the Scottish Out of School Care Network. This will replace the Scottish Government's previous 'School's Out' Framework for the Development of Out of School Care, published in January 2003. This new framework will be an essential part of the Scottish Government's commitment to deliver early learning and childcare and out of school care which is accessible and affordable for all. The main aims of the new initiatives are to develop high quality childcare that not only improves children's outcomes and tackles inequalities but also enables parents to work, train or study.

Definition of OSC

The ***School's Out Framework for the Development of Out of School Care*** provides a definition of OSC as services that provide registered childcare for school-age children:

- before school starts in the morning (breakfast clubs);
- after the end of the school day (after school clubs); and
- during school holidays (holiday or all-day care).

Some services are available at other times, for example, during in-service teaching days or at weekends. Some services are for older children or young people only and may not be called 'care'. However, the definition is flexible, and rightly so, given the emphasis on integrated services.

OSC services offer a range of options for parent/carers from single sessions, to whole week provision. Parents/carers drop their child off in the morning; the OSC club takes them to school, then picks them up after the school day and the parent then picks the child up in the evening.

OSC services can be delivered by organisations from the voluntary sector, private sector or by Childminders.

Benefits of out of school care

Out of school care is viewed by many as a vital component to the learning and development of children as well as contributing to their overall health and wellbeing. By being part of an out of school club either in the form of a breakfast club before school or by being part of an activity group after school or during the school holidays enables children to learn new skills, have a safe environment to play in and socialised with other children, sometimes of different ages. (Children in Scotland briefing – Out of School Care in Scotland January 2015)

According to the NHS report (Scott, Scobie 2015) a number of studies have highlighted the perceived social benefits of out of school care for children, by children, parents and staff. These include:

- a. the ability to make new friendships across different ethnic and cultural groups
- b. the chance to develop relationships with play workers as adult role models
- c. increased opportunities for play in a safe environment
- d. increased social skills, confidence and self-esteem
- e. promotion of diversity and multicultural inclusion.

However, key findings from one recent and relevant Swiss study (Felfe, 2013) suggest that the benefits of attendance at out of school care may differ based on a child's socio-economic background.

In terms of education and income, attending after-school care centres may be less beneficial for children from more affluent backgrounds who have the capacity and resources to provide their children with more stimulating supervision and activities during the afternoon hours. In contrast, children from more deprived backgrounds may experience greater benefit from the resources, learning support and further stimulating activities available at after-school care centres.

Scott E and Scobie G. NHS Health Scotland Evidence briefing on the impact of out of school care. NHS Health Scotland; 2015.

Midlothian Context

The provision of good quality out of school care supports the delivery of 'Getting it Right for every Midlothian Child' as part of the 'Integrated children and young people's services plan for 2016-19'. Available from the Midlothian Council website.

Good quality, accessible and affordable Out of School Care can help:

- to improve outcomes for children;
- to make Midlothian an attractive place to live and work;
- to attract inward investment; and
- to meet the needs of existing working parents and those returning to employment or education

Midlothian Council

In supporting existing OSC services and establishing new OSC services Midlothian Council will oversee the consultation, design, setting up, development, support and promotion of out of school care across Midlothian.

For each of these areas the Council will:

Consultation

Midlothian Council will work with parents and out of school care providers to establish if there is sufficient parental demand to look at setting up a new OSC service or developing an existing OSC service to meet this demand.

Design

To ensure the option of having an OSC service in a new primary school, where possible they will be planned with a multi-use area that can be used by an Out of School care service if the demand/need is established. This could be the dining room, community room or another room. Please also refer to the appendix - Physical Requirements for OSC in school buildings.

Setting Up

In line with guidance from the Procurement and Audit teams and to ensure that Midlothian Council is "Following the Public pound" and the Procurement Rules, there will be a fair, open, transparent and robust process put in place to decide on providers of new or expanded out of school care services within council buildings. The process will take into account the Council's Procurement policies in line with EU regulations and standing orders and look to ensure that all Out of School Care services being delivered in Council buildings offer best value for money, meet good quality standards and will be accessible and affordable to parents and families. This process should also take cognisance of the 6 months suggested time allowed for Care Inspectorate registration of a new service and 3 months for a variation.

Development

Midlothian Council through its early years team will:

- provide appropriate support to OSC services who are looking to expand or develop new services
- ensure that out of school care services are developed following consultation with children and parents
- support OSC providers to have Business Plans in place to ensure the sustainability of services
- ensure that provision for Out of School Care services are included in the consultation and planning process for developing new schools.

Support

Midlothian Early Years Team will provide:

- appropriate support to Out of School Care services to enable them to respond to parents who wish Out of School Care to be established
- appropriate support for the establishment of Out of School Care services, following the setting up procedures above, including compliance with Care Inspectorate registration requirements
- practical advice about setting up new groups and provide ongoing support and information on training to staff and parent management groups

Promote

Midlothian Council will support OSC services by promoting the benefits, access to and availability of OSC services in Midlothian.

We will:

- promote the value that quality Out of School Care services have to support vulnerable children as part of integrated children's services;
- promote out of school care provision as a positive aspect of a school/centre's range of services to parents/carers. E.g. OSC information should be included in School Parent packs and on school websites;
- promote the availability of OSC series to parents/carers through the Family (Childcare) Information Service and Midlothian Council website.

Providing Out of School Care can be seen as a key service in schools and can influence parents' choice of school. Schools should promote the availability of Out of School Care on a regular basis by the following means:

- allow the Out of School Care service to advertise their service by distributing information leaflets, through the school bag mail outs, in the school newsletter and on school notice boards;
- include the Out of School Care service in any site visits by and information given to potential new pupils/parents;
- include the Out of School Care service in the P1 New Starts programme by inviting the Manager to attend
- promote and publicise the service through regular updates to the Parent Council;
- enable the Out of School Care service to host open days/ evenings for parents coinciding with the school's parent consultation days/evenings.

Accommodation

Midlothian Council will look to support OSC services with finding the most appropriate accommodation to deliver their service. We will:

- Provide access through procurement to local authority establishments, charged in line with Midlothian Council's Corporate Charging Framework and Charging Strategy (including Harmonisation and Concessions Policy).
- Ensure that effective communication systems are in place to allow regular and positive discussion between providers, heads of establishment and other significant stakeholders; (as outlined in the Accommodation Agreement)
- Ensure where OSC services are based in schools that clear timeous information is shared about the future use of rooms by OSC in terms of school expansion/development.

Quality

Midlothian Council aims to ensure that OSC services operating from Council premises will be providing a high quality of service. To be considered for delivering a new service in Council premises an existing OSC organisation must have a Care Inspectorate grading of 4 or above across all gradings. New OSC organisations will be required to meet this requirement at their first inspection. OSC organisations that receive gradings that fall below 4 (good) will be given an action plan and timescale to bring their grading back to 4 (good) or above.

OSC services will be expected:

- to meet the requirements for the development of high quality out of school care as a priority to meet the National Health & Social Care Standards for Children up to the Age of 16
- to recognise the value and qualities of play centred Out of School Care provision, as a positive addition to the child's daily experience and not as an extension of the school curriculum

Training

Staff working in Out of School Care services will have access to the training provided by the Early Years Team to the early years and childcare workforce in line with current procedures.

This includes qualification training for registration with the SSSC, mandatory training and professional development training.

Midlothian Council has a contract with Edinburgh College to deliver qualification training for early years and childcare staff in the voluntary and private sector. This includes training at Support Worker, Practitioner and Manager Level.

Midlothian Council Early Years Team provides a range of Mandatory and Professional development training courses which are detailed in the Early Learning and Childcare Professional Development Directory.

GIRFEC

As part of the Council's GIRFEC and Wellbeing procedures, it is important that all relevant information, relating to the child, is shared between the out of school care service and the school. The Out of School Care service, where appropriate, should be included in any case conference or meetings related to the wellbeing of a child who attends the Out of School Care service.

Supporting children with Additional Support Needs (ASN)

OSC services can play an important role in supporting families with children with ASN. OSC services actively promote childcare for families with children with ASN.

Respite service

OSC services can also provide a referral based respite service for Children (4-14 years) with Additional Support Needs or deemed at risk. This takes place within their OSC services, which offer a safe, secure and stimulating play environment run by trained and qualified staff.

Financial support for parents

OSC care services will provide support to parents using their services with information on how to claim help with childcare fees, including the childcare element of universal credit, childcare tax free scheme and childcare vouchers.

Accommodation Charges

OSC services will be charged for using Council buildings in line with Midlothian Council Corporate Charging Strategy (including harmonisation and concessions policy). They should apply for an Extended Let annually and will be charged an annual Let Fee.

Accommodation Agreement

An Accommodation Agreement will be put in place for Out of School Care service operating in a Midlothian Council Building. This will be an agreement between the head of establishment for the building, the manager of the Out of school care service, the Early Years team and any other relevant Council department.

Accommodation Agreements are intended to create an agreed plan of operation for the Out of School Care service within the Council building. It should be reviewed regularly to ensure it reflects the agreed understanding of how the OSC service operates within the building.

Accommodation Agreements will be signed off by the Director of Education, Communities and Economy and the Head of Property and Facilities Management. For a new service, this should be completed before the service starts.

The Accommodation Agreement will cover all aspects of the operation of the Out of School Care Service within the building. Including:

- The specification of the Out of School Care service being provided
 - The duration of the Agreement
 - Details on the agreed operation of the OSC service within the building. This includes access to resources (see below)
 - Cleaning and janitorial arrangements
 - Access and security
 - Communication meetings with the head of the establishment
 - Review of the Accommodation Agreement arrangements
 - Variations to and termination of the Agreement
 - A timetable of the rooms/areas required and the days and times required for the full year.
- This information will be used for Let agreement and calculating the annual Fees and charges.

Access to Resources:

As part of the Accommodation Agreement the Out of School Care service should have access to resources in order to support delivery of its services to the highest standard. Where possible, the Out of School Care service should be able to share school/centre equipment, and in return will make arrangements for full payment of materials used, and will contribute to the replenishment and replacement of equipment used. Areas where resources should be shared include:

- **MFD** – Where available the Out of School Care service should be given a key code to enable use of the school/centre's MFD for photocopying. Charges will be covered by the Out of School Care service and payment arrangements should be in line with the school/centre's usual administration arrangements; Access to the photocopier should be at a time that is not disruptive to the school.
- **Physical Play and Equipment** – Where available the Out of School Care service should have access to the playground, or other Midlothian Council/centre outdoor facilities on a regular basis as part of their programme.
Where possible there should be access to larger equipment e.g. wall bars, crash mats, apparatus, etc. Before any use a procedure for tidying the equipment, replacing it where originally located, and for its care and contribution to wear and tear, should be agreed jointly between the OSC service and the school.
- **Notice Boards** – Where available Out of School Care services should be allocated space for information, legal notices and displaying the work of the children.
- **Staff Rest Areas** – to comply with employment law, the Out of School Care service needs to provide a suitable area for its staff in which to have breaks, and in the case of full day holiday

care, a lunch break. It is important that where available and possible Out of School Care staff have access to an appropriate area for such breaks.

- **Confidential Meeting Space** – the Out of School Care workers may have to speak to a parent in confidence, which may require a suitable space to do so. This can be minimal - a comfortable chair in a quiet corridor, or access to another room. Where possible suitable spaces should be discussed and agreed between the OSC service and the school.
- **Hygiene Room** – where OSC are working with children with ASN, OSC services should be allowed access to the hygiene room (where available) for children that require this as part of being able to attend the OSC service.
- **Cleaning and Janitorial services** – In line with the Let agreement OSC services will have access to the refuse arrangements for the school and for areas used to be stocked with toilet rolls and hand towels.

For further information contact

Early Years Team

Tel 0131 271 3695

Email: Childcare@midlothian.gov.uk

Web: https://www.midlothian.gov.uk/info/851/early_learning_nurseries_and_childcare/135/find_local_childcare

Appendix 1

Physical requirements for Out of School Care in New School Buildings

Midlothian Council will look to support the provision of Out of School Care (OSC) in new school buildings where possible. This will be by looking to design space within a new school that can be easily adapted if there is local demand for a service such as OSC. This space will have a shared use and may not only be used by an OSC service.

Where a school is built with additional classrooms that may not be initially required as classrooms the OSC may be accommodated in one of these rooms until required by the school. In schools with Community room facilities the OSC service may be accommodated within this room and where there are no additional classrooms or community rooms the accommodation may be in the dining room area.

For an OSC service to operate within a new school building these operational factors should be taken into consideration in the design and layout planning for the new school.

ENTRANCE

A secure entrance for parents and children is essential to support safety and monitor access. Some examples could include:

- a bell entry system
- a glazed panel on the door or at the side of the door which allows the staff member to see who is outside
- key pad entry
- a video security system at the main door, accessed remotely, can help staff to monitor the entrance without having to leave the childcare areas

The entrance should be accessible to all and should be as visible as possible. This space should be sufficiently illuminated to ensure the area is safe and visible in the dark. The entrance should be wide enough for wheelchair and large buggies access.

SPACE FOR CHILDREN

Current Care Inspectorate guidelines are:

- For children under two years - a minimum of 3.7 square metres, per child
- For children aged two years to under three years - a minimum of 2.8 square meters, per child
- For children aged three and over – a minimum of 2.3 square meters, per child.

The space referred to is defined as space for children's play and movement. This should not include toilets, changing facilities, storage space, space taken up by set fixtures and fittings or any space identified for other use i.e. kitchens, staff/parents or community space.

Where possible area should have natural light and windows that can be opened.

The environment should be safe and children should feel safe and protected.

The environment should support and develop all of the needs of individual children, including their physical, cognitive and emotional needs.

Outdoor Space

For children in out of school care settings this means they should play outside as much as possible. This view is supported by the Scottish Government's Health and Social Care Standards.

A suitable, stimulating, challenging and safe outdoor space adjacent to the accommodation enables children to move easily between indoors and outdoors, encouraging independence and providing additional opportunities.

All out of school care settings should have adjacent, safe and suitable outdoor space. Children who attend out of school care settings will have been in indoor school environment most of the day therefore outdoor play may be very important to them.

Space to Eat

Provision of food is an integral part of a care and learning environment. When children have a positive experience of eating and drinking in a childcare service, it will help them to develop an appreciation that eating can be an enjoyable activity, and understand the role of food within social and cultural contexts on long-term health benefits.

Children should always have access to fresh water to keep them hydrated.

Staff should be able to take breaks away from the children. There must be space where staff can safely store their personal belongings and where they can meet others.

Cloakroom Area

OSC children require an area to hang up their coat and leave bags and shoes. The room should have coat/bag/footwear storage spaces.

OPERATIONAL SPACE

Administration Area

There should be an area for administrative work and for the storage of confidential records. This should be able to have an external phone line installed and have access to power points and space for a computer/printer.

OSC staff require a safe and secure place to store personal belongings. This could be access to a locker or lockable cupboard.

Meeting Space

Space which can be used by visiting specialists, such as Health Visitors, Social Work and Speech and Language Specialists can be extremely beneficial to families. Sometimes it makes it easier for families to access these services as it brings the service to them in an environment that the child and family are comfortable in. It also allows for effective, collaborative working between parents, staff and children and other agencies.

Notice Boards/Display Space

Space should be allocated to the OSC where they can meet Care Inspectorate guidelines on displaying operation policies and information for parents as well as space for children to display their work and interests.

HAND HYGIENE

There should be proper provision for hand washing within the service. Hand hygiene is widely acknowledged as the most effective way of preventing and controlling avoidable infections. It is not expected that there is a hand washbasin in playrooms for school age children (i.e. out of school care settings) unless providers wish to make this available. However children and staff must have access to hand washbasins nearby the playroom. Hand washbasins should only ever be used for hand washing and not for any other purpose.

TOILETS

The British Standard for toilets for 'nursery (aged three to five years)' is one w.c. per 10 children or part thereof, not less than four. This is interpreted as, for example, where a service is registered for 34 children, three toilets would be sufficient.

Where a service is registered for 35 children, four toilets should be provided.

Although the British Standard relates specifically to children aged three to five, this standard would also be applied to out of school care settings

Children's toilets should be easily accessible from the main operation area. The number of toilets required will be on average based on a full year of children attending the school. Eg. an ASC in a one-stream school will be registered for up to 40 places. An ASC in a two-stream school will be registered for up to 60 children.

Staff facilities

Staff toilets should not be shared with children and should not be counted when considering the overall number of toilets available for children. All toilet facilities for staff should be provided in accordance with building regulations, health and safety and work regulations, food safety regulations and the Equality Act (2010)

FOOD PREPARATION

An early learning and childcare service or out of school care setting providing food, including snacks for children is likely to be considered a food business by Environmental Health.

Food Safety is regulated in all care settings by the local authority Environmental Health department. The provider will need to comply with the requirements of the Food Hygiene (Scotland) Regulations 2006 and other supporting legislation.

Out of school care settings offer snacks with many providing facilities for children to have lunch/meals. Provision for meals can include food cooked on the premises, the use of outside caterers or where children bring a packed lunch.

A setting that provides breakfast cereals and snacks could be adequately furnished by a preparation area contained within the space.

Hand hygiene is very important. Each food preparation area must have at least one wash hand sink for food handlers to wash their hands. Wash hand sinks for cleaning hands must have taps which provide hot and cold running water (or mixer water at a comfortable temperature).

A food preparation area where only low risk foods are prepared or where ready to eat food comes from another provider must have, as a minimum, a single or double drainer sink. This can be used for food preparation (e.g. washing vegetables and fruit) and washing dishes, providing proper cleaning of the sink takes place between these uses. This sink must have a tap or taps supplying hot and cold running water. Where space permits a dishwashing machine is a very useful addition.

For a food preparation area a single under counter refrigerator or an upright fridge-freezer may be sufficient storage space.

STORAGE

Storage arrangements should be suitable for the purpose of the items being stored. Storage should be available for play equipment/resources, including large equipment.

Any large items which may be used outdoors should be suitable of being stored in inclement weather. It can be helpful if the storage space for these items is outside.

CLEANING

Cleaning arrangements for toilets and spaces to be used by the OSC service must fit in with the operational times for the OSC service.

Appendix 2

TEMPLATE ACCOMMODATION AGREEMENT BETWEEN

_____ **CHILDCARE SERVICES** and _____ **PRIMARY SCHOOL**

PART A - SERVICE SPECIFICATION

1. Childcare Services - - Description of Service

_____ASC will provide a balanced programme of childcare opportunities for children and young people aged between 4 and 14 years, which can include:

- Breakfast Club between 7.00 and 9.00am
- After school club until 6.00pm during Term Time
- In-service days, between 7.00am and 6.00pm
- School Holiday Care between 7.00am and 6.00pm

2. Service Users

Membership of _____ASC shall be open to every parent of a child or a young person aged 4 - 14 currently attending primary school or high school in the Midlothian area.

3. Registration

_____ASC will be registered with and inspected by the Care Inspectorate to provide up to ____ places each day. Copies of _____ASC's latest Inspection report will be available on request.

4. Support

Support will be available to _____ASC from the Midlothian Early Years Team (MEYT). This will take the form of peer network meetings and individual meetings with the relevant officer. Staff development and training opportunities will be made available to the ASC staff through training organised and/or funded by the MEYT.

5. Management and Staffing

_____ASC will employ staff and/or involve sufficient personnel, suitably qualified and/or experienced, to effectively deliver the service as stipulated. All _____ASC staff will be registered with the SSSC.

Staff development, training, support and clear effective leadership will be provided by the ASC. All staff will have access to child protection training appropriate to their roles and responsibilities.

Staff will be recruited on the principles laid down in the ASC's Equal Opportunities Policy. A copy of the policy will be made available on request. The ASC will adopt, and ensure that staff implement anti-discriminatory practice.

6. Confidentiality

_____ASC's procedures for dealing with breaches of confidentiality will be clearly stated and a copy of the Policy made available on request. Written details recorded of breaches of confidentiality should be retained.

7. Policies and Procedures

_____ASC will have written policies and procedures that ensure their service is operating in line with their regulating body (the Care Inspectorate). On dealing with situations where there are immediate concerns about the safety and well being of a child or children they will be consistent with the Inter Agency Child Protection Procedures, Edinburgh and Lothians. A copy of any ASC policy or procedure will be made available if requested.

8. Complaints

- _____ASC is required to have a written complaint procedure and a copy will be available on request. Detailed information will be kept of complaints and this will be made available for inspection by Council officers on request.
- Any complaints, unable to be resolved, concerning the operation of _____ASC arising between _____ASC and Midlothian Council or _____ Primary school will be referred to MEYT who will provide support to reach a solution. Disputes about the terms of this Agreement are covered under Section 28.
- Any formal complaint should be submitted through Midlothian Council's Complaints process.
- Any formal complaint about the operation of _____ASC should be made through the Care Inspectorate complaints process.

9. Insurance

_____ASC will at all times maintain with a reputable insurance company, appropriate insurance cover of an adequate sum to cover public and employer liability. _____ASC will exhibit the insurance policies.

10. Health and Safety

- _____ASC will ensure they have their own appropriate Health and Safety Policy in place.
- The _____ASC Fire Safety Policy must be consistent with that produced by _____ Primary School.
- _____ASC is responsible for providing First Aid care to their staff and clients whilst involved in _____ASC activities and for the provision of adequate First Aid supplies and the training of staff.
- _____ASC will ensure they have Risk Assessments completed for all relevant activities.

DRAFT

PART B – AGREEMENT

11. Agreement Period

Duration of Agreement	1 Year
Start Date	1 st April 2019
Finish Date	31 st March 2020

12. Services to be Delivered As described in Part A

13. Accommodation

These services will operate out of _____ Primary School using an agreed area/s as the main base to deliver a childcare service during the times as indicated in appendix A.

_____ ASC may also require use of other areas in the school such as the Expressive Arts room, Dining room or Gym Hall, which will be booked with separate negotiation with the school and LLE.

14. Storage

_____ ASC will have use of an agreed area for the storage of play equipment, food preparation equipment and operational files.

Any changes to let arrangements must be agreed with the head teacher and LLE.

15. Access and Security

Other than the areas agreed in appendix A; ASC staff must not enter any other area of the school without the permission of, or agreement from the head teacher.

ASC staff should not enter classrooms without a teacher being present or any other room without a member of school staff being present. ASC staff should not let parents or members of the public access any areas of the school for any reason. Parents looking to access school areas must use the main office.

16. Cleaning and Janitorial arrangements

- **Cleaning Arrangements** - _____ ASC is entitled to standard cleaning arrangements as part of the Local Authority Let, which should be flexible and responsive to the needs of the provision, in particular to holiday periods.
- **Janitorial/Caretaking Arrangements** - As part of the Local Authority Let agreement, _____ ASC should be entitled to utilise Janitorial Services for reporting faults, repairs and general maintenance as required;

_____ ASC will clean and tidy the rooms used in accordance with the Let Conditions.

17. Operation Authority

Overall responsibility for the school building lies with the Head Teacher, _____ Primary School, particularly for all matters relating to Health and Safety.

18. Copying facilities

Photocopying may be undertaken at _____ Primary School subject to school operational requirements.

19. Play Equipment

Larger play equipment may be borrowed with permission from the Head Teacher.

20. Notice Boards

Space will be made available in the operational space and on the school notice board for the ASC to publicise and promote its service and to display policies, certificates and children's work.

21. Staff Rest areas

_____ ASC staff may have access to a rest area at a space agreed with the Head Teacher.

22. Confidential meeting space

When required and available _____ ASC staff may have access to a confidential meeting space with agreement from the Head Teacher.

23. Hygiene rooms

When required and available _____ ASC staff may have access to a hygiene room with agreement from the Head Teacher.

24. Access Routes

To ensure consistency with other service users, _____ ASC staff should enter the school via the agreed entrance and sign in the ASC sign in book to comply with the ASC Fire Action Plan. The senior member of _____ ASC staff present is responsible for maintaining an accurate record of staff and clients present at their sessions

Key Fobs. A register of fobs will be kept in school showing access times and areas. All key fobs held by _____ ASC staff are required to be returned for checking on an annual basis for audit purposes and will be re-issued against the signature of the named holder. Lost key fobs are charged at £10 per fob. The operational times of ASC fobs can only be changed when authorisation is given by the Head Teacher after discussion and agreement with the ASC manager.

The playground access route is via the agreed route. It is a requirement that children are supervised when using this route and to ensure minimal disruption to other school users. _____ ASC should use the agreed school toilets and children must be accompanied through the fobbed doors.

25. Financial

Midlothian Council will set the rates for the annual Fees and Charges for lets, which _____ ASC will be liable to pay for the use of the required areas within _____ Primary School facilities. Invoices will be issued by LLE in line with agreed invoicing procedures.

26. Communication

- Operational/Diary meetings to discuss issues will be held termly or as required between the ASC manager and the Head Teacher.

- The ASC manager and representatives from Midlothian Council, MEYT and _____ Primary School should meet to discuss any issues relating to the operation of the childcare service at least annually and more regularly if required.
- Any day to day issues that arise should be communicated initially to the Head Teacher to facilitate a resolution.

There should also be clear communication between the Out of School care service and the school/centre to ensure information relating to a child's attendance at the Out of School care service is passed on to the manager or lead worker as soon as possible. This includes situations where: the school/centre will be closed unexpectedly; the child will unexpectedly return late from a trip at the end of the school day; the child has been excluded from school.

27. Promotion

Providing Out of School Care is seen as a key service in schools and can influence parents' choice of school. The school should promote the availability of Out of School Care on a regular basis by the following means:

- Allow the Out of School Care service to advertise their service by distributing information leaflets, through the school bag mail outs, in the school newsletter and on school notice boards;
- include the Out of School Care service in any site visits and information given to potential new pupils/parents;
- include the Out of School Care service in the P1 New Starts programme by inviting the Manager to attend;
- promote and publicise the service through regular updates to the Parent Council;
- enable the Out of School Care service to host open days/ evenings for parents coinciding with the school's parent consultation days/evenings.

28. Review of this agreement

This Agreement runs for 1 year and will include an annual review by representatives from Midlothian Council, _____ ASC and _____ Primary School, with MEYT acting in an Advisory capacity. Additional reviews may take place if requested by any party for good reason. The review will consider all aspects of the operation of this Agreement and may lead to it being amended subject to the needs of local educational provision.

Once reviewed and agreed the Agreement will be deemed to be in place for a further year.

Either party may terminate the Agreement by giving six months' notice of any intention not to re-negotiate a further Agreement upon expiry of this Agreement.

29. Variations and Termination

No part of the service specified may be assigned or sub-contracted by _____ ASC without the prior written approval of Midlothian Council and _____ Primary School.

Any variations to the Agreement must be agreed through a review meeting, which take place annually or on request as outlined in section 27.

If the services required by _____ ASC within this Agreement cannot be fully provided by Midlothian Council/ _____ Primary School for whatever reason, then it is the responsibility of

Midlothian Council/_____ Primary School to inform _____ASC of this situation. Discussions between _____ASC and _____ Primary School, with advice from the MEYT will then take place to look for any suitable alternative for childcare services to be able to continue to operate.

In the event of a dispute between _____ASC and _____ Primary School over the terms of this Agreement any party has the right to refer the matter for arbitration to the Education, Communities and Economy Directorate of Midlothian Council whose decision will be binding on all parties. Every effort should be made to resolve the dispute prior to such a referral.

ON BEHALF OF _____ASC CHILDCARE SERVICES	
NAME	SIGNED
POSITION	DATE

ON BEHALF OF _____ PRIMARY SCHOOL	
NAME	SIGNED
POSITION	DATE

ON BEHALF OF MIDLOTHIAN EARLY YEARS TEAM	
NAME	SIGNED
POSITION	DATE

DIRECTOR EDUCATION, COMMUNITIES AND ECONOMY	
NAME	SIGNED
POSITION	DATE

HEAD OF PROPERTY AND FACILITIES MANAGEMENT	
NAME	SIGNED
POSITION	DATE

Appendix A

To operate the _____ ASC childcare service from _____ Primary School the following areas will be used by _____ ASC at the following Core Let times.

Breakfast Club Monday - Friday Term Time					
Area		Staff arrive	Children arrive	Children leave	Staff leave
Community Room					
Dining Room					
Toilets					

After School Club Monday - Thursday Term Time					
Area		Staff arrive	Children arrive	Children leave	Staff leave
Community Room					
Dining Room					
Expressive Arts /Dining Room/Gym Hall as and when available and required					
Toilets					

After School Club Friday Term Time					
Area		Staff arrive	Children arrive	Children leave	Staff leave
Community Room					
Dining Room					
Expressive Arts /Gym Hall as and when available and required					
Toilets					

Administration			
Day	Area	Staff arrive	Staff leave

Single Midlothian Plan half year performance report April- September 2018-19**Report by Dr Grace Vickers, Chief Executive****1 Purpose of Report**

The Community Planning Partnership (CPP) Board has approved a 3 year plan for the period 2016-19, with medium term outcomes and associated indicators. This plan also functions as the strategic planning document for the Council to which all service plans relate. The Board has chosen to focus on 3 key priorities for improvement between 2016 and 2019, reducing inequalities in Health, Learning and Economic Circumstances. This report, which has been taken to the CPP Board provides a performance update on the work of the partnership in the first six months of the financial year 2018-19.

2 Background

2.1 The Community Planning Partnership, a statutory Board under the Community Empowerment Act 2015 is required to publish a Local Outcomes Improvement Plan each year. This plan must set out what shared local outcomes the partners are pursuing within the outcomes framework established by the Community Empowerment Act statutory guidance.

2.2 Community Planning Partnerships (CPPs) are required under the new Act to mobilise public sector assets, activities and resources, together with those of the voluntary and private sectors and local communities, to deliver a shared plan to improve outcomes in Midlothian. This document is the Local Outcomes Improvement Plan. The Midlothian version of this, the Single Midlothian Plan uses an evidence based approach, underpinned by data, to drive improvement in meeting the differing needs of local populations and client groups.

2.3 Key Priorities

As a final part of this planning cycle, the CPP as a whole (130 delegates from public and private sector partner agencies, Council, community councils and third sector representatives) met and debated what this evidence indicated and how we could develop further the previous three priorities of early years/child poverty; positive destinations for young people; and economic growth. The CPP conference recommended the partnership focus on three priorities for the period 2016-19:

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

Whilst developed locally these mirror Scottish Government's national priorities of addressing health inequality; closing the gap in learning and inclusive economic development. The CPP Board has committed to working together to focus on delivering improvement in these for local residents.

2.4 Themes of the Partnership

There are 5 themes of the CPP, the first 3 of which are managed by statutory boards established under various legislation, the latter two by partnership groups directly flowing from the Community Empowerment Act. Governance arrangements for each of these were approved by Council following a review by the CPP Board in June this year. The themes are:

- Adult health and care, managed by the **Integration Joint Board**,
- Safer communities, managed by the **Community Safety and Justice Partnership Board**,
- Children and young people's services managed by the **Getting it Right for Every Midlothian Child Board**
- Lifelong learning and employment, reducing poverty, and supporting communities capacity for self-help led by **the Improving Opportunities for the People of Midlothian partnership**
- Economic development, housing, environmental sustainability and links to physical development planning led by the **Sustainable Growth for Midlothian partnership**

- 2.5** Performance reporting is undertaken every six months to the CPP Board, with regular progress updates being taken to the five theme boards/ partnerships at each meeting where support and challenge is undertaken. The six monthly performance report for April to September 2018 on the work of the partners is attached to this report.

3 Report Implications

3.1 Resource

The Single Midlothian Plan for 2016-19 and the 2018-19 action plan comprise outcomes, actions and indicators agreed with Community Planning Partners. The CPP Board members are now required by law under the Community Empowerment Act 2015 Section 9 (3) to provide joint resourcing of actions to improve agreed outcomes, and to jointly resource the CPP processes to enable community participation in decision making.

3.2 Risk

By ensuring that appropriate, measurable outcome indicators are in the Plan, the Partnership is in a better position to ensure it is working effectively towards improving quality of life in Midlothian.

3.3 Policy

Strategy

The Single Midlothian Plan outlines how the CPP will deliver the priorities for Midlothian and therefore contribute to the achievement of 15 national outcomes outlined by Scottish Government. Performance management reports are produced every six months, and enable the contributions of partners to be seen. The Board have agreed to focus on the three key priorities set out earlier in this report, and a dashboard of performance indicators has been developed to give the Board an overview of performance on these three areas specifically. Wider Performance reporting for the five themes is provided to the Community Planning advisory and facilitation group, which has a key role in providing challenge on performance and linking the work of the five themes.

Consultation

As indicated there is an annual process of engagement as part of the planning cycle. Work continues to strengthen the voice of communities of place and interest in the community planning process. This year's annual planning day included feedback from around 500 young people, with 37 in attendance as participants on the day.

Equalities and Sustainability

Equalities issues are key, and the plan identifies actions aimed at reducing inequalities by partners for 2018-19 in each theme, as well as some specific actions with protected characteristics groups involving partnership working. The Equalities and Human Rights Commission has statutory reporting requirements which the CPP must comply with. To comply each thematic partnership needs to ensure it tracks how its actions have made a positive impact with and for protected characteristics groups. This requires an equalities impact performance system across the partners.

3.4 IT Issues

There are no specific IT issues

4 Recommendations

Council is asked to note the Single Midlothian Plan key priorities performance report for April to September 2018/19 as approved by the Community Planning Partnership Board

Date 22/11/2018

Report Contact: Alasdair Mathers

Name Tel No 0131 271 3438 E-mail aldasair.mathers@midlothian.gov.uk

Background Papers: Half one performance report Single Midlothian Plan 2018/19

Summary of successes

17/18:

1. Integration

A 2017-18 Delivery Plan for Health and Social Care in Midlothian was produced and the key actions summarised in Directions to the Council and NHS Lothian. A Workforce Framework, a Financial Strategy and a first draft of a Property Strategy were also developed. The financial challenges facing the Partnership led to the establishment of a Transformation Board. The progress made by the Partnership in its first year was described in its first published Annual Report. New services involving the Voluntary Sector were established including the Wellbeing Service and the Mental Health Access Point. Looking ahead plans are well developed for an interagency Recovery Hub in Dalkeith while the Housebound Project in Penicuik will enable us to design more effective joint working arrangements at a local level across health, social care and the voluntary sector.

2 Health Inequalities

Work continues through the Area Targeting Group to address inequalities linked to areas of deprivation while joint planning groups such as those addressing Physical Disability, Learning Disability and Mental Health continue to explore ways of reducing inequalities e.g. through improving access to employment support.

Prevention of Type 2 Diabetes is a key priority for the Health & Social Care Partnership. It is a growing problem and the impact on individuals, families and services is significant. A multi-agency group was established while the Community Planning Partnership will be asked to oversee a strategic approach to prevention and early intervention.

A new pathway has been established to support people (generally males aged 30 – 55yrs) who are *frequent attendees* at A&E, to access local services. Community Health Inequalities Team nurses pro-actively contact people on their discharge from hospital or A&E and offer a health assessment.

3 Public Engagement

This is a major priority as significant change to the delivery of health and care will only succeed if there is full and meaningful public involvement. The programme includes public meetings e.g. Hot Topics meetings; newsletter and information leaflets. The voluntary sector play a major role in producing and disseminating newsletters and directories and providing advice and information through their own websites

4. Older People

. Providing sustainable, high quality care at home and alternatives to care at home services has highlighted both the level of strain and the growing partnerships between public and voluntary sector. The increased demands as a result of hospital discharges from unplanned admissions continues to present pressures on all services. Both in-house and external care providers are working hard to meet growing and changing demands and are well placed to strengthen the service through working collaboratively.

. The contribution of voluntary sector and volunteers has been widely promoted in the last year and are a significant asset to Midlothian. The number of older people living in their communities with formal and informal supports has increased and good progress has been made in enabling peer-led services and encouraging third sector, GP practices and Health and Social Care settings to work together and coordinate care more effectively for people. Projects building community responses to reduce older people from the adverse effects of social isolation have been well received. A multi-agency project based in Penicuik will be further developed to improve preventative identification and promote activities across Midlothian.

. There was a real, dedicated and partnership approach from across all services and resources when the severe weather arrived. Home carers demonstrated a highly conscientious commitment to ensure those most vulnerable clients received the appropriate care and support despite the treacherous conditions they were faced with. Third sector organisations also demonstrated an enthusiastic approach to the partnership working both through the severe weather and on a day to day basis as a surge in hospital admissions following the severe weather is still rippling through the health & social care system.

5 Physical Disabilities and Sensory Loss

The Joint Physical Disability Planning Group continue to share information through a range of mediums, to disabled people in Midlothian. Forward Mid successfully launched their 2018 updated Disabled People's Directory on 6th February. The Physical Disability Action Plan has been refreshed for 2018/19, targeting emerging issues. There is continuing dialogue with Audiology to facilitate further development of local Adult Audiology Services at the Community Hospital. RNIB and Deaf Action staff are now based in Fairfield House on Wednesday mornings, undertaking the work they do being directly accessible to Council staff for advice and information.

6. Criminal Justice

The Spring service has gone from strength to strength in 2017/18 and numbers of women attending has increased significantly, to the extent that a waiting list is not operating. With Safe and Together training now delivered the Criminal Justice team have been liaising closely with the Safer Families service in Edinburgh with a view to developing a Midlothian Safer Families service. The Peer Support Development Worker is now in post and will work across the three service areas that will be included in the Recovery Hub; mental health, substance misuse and criminal justice. For criminal justice this will be the first time that a peer support service has been accessible.

7. Mental Health

Attendance at the weekly Mental Health Access Points in Penicuik and Bonnyrigg continues to grow; The Wellbeing Service in 8 GP practices is assisting many people to access self-help resources and receive immediate individual support. The Triage project introduced with Police to ensure that people in crisis get quick access to the right type of support continues to result in substantial savings in Police time. The Council have agreed to dedicate capital resources to establish a Recovery Hub in Dalkeith enabling stronger partnership working with substance misuse and criminal justice services

8 Learning Disabilities

Following the opening of the 12 tenancies for people with complex needs in Penicuik arrangements have been made to relocate the remaining hospital patients; there are now no people living in specialist In Patient settings for people with learning disabilities other than for assessment or treatment. Day services are undergoing a comprehensive review with the aim of ensuring local and community based services are provided in a way which better reflects people's needs and aspirations. Reviews of all care packages are being undertaken to ensure that people are receiving the right type of services making best use of technology and new models of housing support,

9 Substance Misuse. Despite very significant financial pressures services continued to place a stronger emphasis upon recovery. The Recovery Caf   and the Recovery College continued to be very well used while the value of peer support was reflected in 14 people now having completed training to be a peer mentor or volunteer. In preparation for the establishment of the Recovery Hub stronger links are being created with both Criminal Justice and Mental Health services including with voluntary sector partners.

10 Locality Working In order to develop stronger ways of multidisciplinary working in local communities, a new project is nearer completions in Penicuik considering how to support people who are housebound. Lessons from this work will now be considered so that the approach can be replicated elsewhere in Midlothian

11 Carers: The new Carers (Scotland) Act 2016 was implemented on 1st April 2018. Recent work has focussed on ensuring duties and responsibilities under the legislation were in place for implementation. The Midlothian Carers Strategy and Action Plan 2017/19, and Midlothian Carers Eligibility Criteria have been approved by Council. The Carers Strategic Planning Group changed to become the Carers Act Implementation Planning Group, with the additional task of overseeing the Strategic Action Plan.

12 Primary Care: The Wellbeing Service has received 1098 referrals. A full evaluation involving Healthcare Improvement Scotland demonstrated the positive impact on patients and some reduction on demands on Primary Care. Along with the Wellbeing Practitioners, there are plans to increase staff joining primary care teams. This supports the aim to ensure GP Practices are sustainable and resilient to current and future demand and is a central part of the new GP contract which was agreed in February 2018. The work being done by other professionals should ensure that there are benefits to patients, as well as help change the workload for GPs. For example, Pharmacists are now working within some GP Practices reviewing arrangements for people with complex medication regimes and medication for people being discharged from hospital. In addition, Physiotherapists have recently started seeing patients in a small number of GP Practices taking direct referrals for muscular skeletal problems. Over the next few years this work will continue leading to a transformation in Primary Care as a result creating more multidisciplinary teams.

Summary of major challenges and actions to address them

17/18:

TRANSFORMATION OF SERVICES

This past year has continued to require **wide ranging transformation** in both organisation and delivery of health and social care services. Organisationally changes have continued to be made both managerially and in front line services to strengthen a more integrated approach to health and social care. In this climate of major change and constrained resources there is an even greater emphasis on being able to **demonstrate the impact and efficiency** of the way in which resources are used. Effective performance management includes not just collecting data but analysing the reasons for changing performance and finding ways of collating service user experience. The **changing demographics**- a growing and ageing population- alongside a reducing financial envelope has meant it is essential that we continue to change the emphasis of service delivery towards prevention; recovery wherever possible; and care and treatment at home. This shift has major implications in relation to workforce recruitment, retention, skill mix and partnership working.

STRENGTHENING PREVENTION

Investing in prevention will result in benefits to individuals and communities and will in time reduce costs to health services, council services and the wider economy. Despite challenges around budgets it is important that the Community Planning Partnership maintains its commitment to prevention work. The pressure for immediate results and to deal with immediate service demand can put pressure on resources allocated to prevention. Reducing spend on prevention is a false economy.

ADDRESSING INEQUALITIES

Through the national refreshing of the Scottish Index of Relative Deprivation it has emerged that one area of Loanhead and one area of Bonnyrigg now fall within the lowest 20% of deprivation. We are now considering how to channel our resources in response to this new challenge. Area Targeting work remains a challenge – engaging a multi-agency response to a specific area is challenging and it is important our efforts are broader than a focus on small grant opportunities.

It is vital we have a confident, progressive workforce if we are to effectively tackle inequalities. The workforce includes health, council and voluntary sector staff and volunteers. Work is underway to develop and implement a workforce development plan across health and social care.

The rolling programme of Welfare Reform and the changes to Social Security benefits continues to affect the most vulnerable residents in Midlothian. The Welfare Rights Team along with our partners The Midlothian Financial Inclusion Network (MFIN) has continued to develop and deliver services to residents affected by the Welfare Reform Act. In the coming years this will include reviews by the Department for Work and Pensions (DWP) of all people in the area currently on Disability Living Allowance and the transfer of those deemed eligible under the new criteria to the new Personal Independence Payment.

OLDER PEOPLE

In relation to **older people** we know that there will be many more people who are frail, have dementia and/or are living longer with multiple long term conditions. We also know that isolation is widespread and is detrimental to mental and physical wellbeing. We must redouble our efforts working closely with natural communities to prevent and mitigate against the impact of people living on their own, restricted in their ability to have meaningful contact.

MENTAL HEALTH

There is a growing recognition that **mental health** needs have an impact on physical wellbeing and can be a major factor for people who misuse alcohol or drugs, are homeless or are involved in offending behaviour.

The financial constraints facing the partnership mean it is critical that we review and redesign how we provide services to people with **complex care** needs. We must also now consider the local implications of the new Mental Health legislation.

PRIMARY CARE

General Practice is currently facing considerable capacity and sustainability challenges caused by a combination of patient factors, system factors and supply factors. In Midlothian over half the practices are operating with restricted lists as a result of increasing demand. The Midlothian Health and Social Care Partnership have developed a primary care strategic programme to support, stabilise and develop primary care services in Midlothian. There is an ongoing programme of engagement with community groups of interest and with general practices.

WORKFORCE There are major challenges in recruiting and retaining a skilled workforce in fields such as General Practice and District Nursing. Over the past year this has been critical issue in the area of care at home with independent providers struggling to meet demand as a result of staff shortages.

Adult, Health and Care Actions and PIs







01. Isolation - Develop approaches to prevent or address isolation and reduce the detrimental impact on physical and mental health




Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.AHC.ASC.1.1	Continue to strengthen both formal and informal approaches to addressing isolation. This will involve working with voluntary organisations; local communities; and improving information about community resources	H1 18/19: On Target The Grassy Riggs drop-in cafe; in Woodburn continues to meet attendance targets yet the service has been slow to reach into Mayfield and Newtongrange areas or support peer management for the service. Talks are advanced with a Mayfield based organisation to introduce a drop-in cafe; operated by the third sector, aiming for implementation in H2 or early 2019/2020. Alzheimer Scotland are growing their dementia cafe; services from Dalkeith and have opened pilot cafes in Loanhead and Gorebridge. Day care services in Penicuik and Newtongrange are operating to fully capacity and council operated Highbank Day care is operating at near capacity on most days. Transport to Highbank remains an issue for clients and is being addressed by transport services. Alzheimer Scotland day care service has undergone building works and this has meant operating at less the full capacity. The works are now completed and people on the waiting list will soon see the neighbourhood links service operating at capacity. British Red Cross services continue to	50%	The number of older people using local services, facilities and activities through participation in 1:1 or group sessions	739	413		861	H1 18/19: On Target Ageing well activities: 60 volunteers 396 people visited 5389 times per quarter in 2018. Offers 16 different activities across 18 venues. British Red Cross groups continue to show strong appeal with their summer activities alone attracting over 120 people to attend over 600 spaces over the holiday period. VOCAL and Volunteer Midlothian report good demand for 1:1 support and group activities and sessions. Third sector collaborations are growing between partners and Grassy Riggs is a resource that is being used by a range of third sector and health partners to raise awareness of services, information and unpaid carer support.
				The number of older people using local services, facilities and activities through participation in community services	357	375		622	H1 18/19: On Target All commissioned services are operating at or close to capacity. Day care services are in strong demand and there has been increased collaboration between Health & Social care and third sector

Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
		perform well with their weekly events calendar being widely distributed and valued. The summer activities in 2018 provided over 700 spaces over the holiday period, with only around 60 spaces unfilled.							and across the voluntary organisations operating in Midlothian. For example, British Red Cross are working in partnership with Midlothian HSCP, HIS, VOCAL and Volunteer Midlothian and GP practices in a project aimed to intervene earlier with people at risk from frailty based on GP data. Café drop-ins continue to be well attended and plans to continue to develop this model sustainably are being planned




02. Physical Activity - Contribute to the development of a local strategy and support its implementation with older people, people with disabilities and those at greatest risk of inequalities

Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.AHC.ASC. 2.1	Promote Weight Management Programmes to help address and prevent obesity and type 2 diabetes	H1 18/19: On Target Work progressing well in, increase awareness of and referrals to the weight management service. Referral rate has increased, the number referred April to end Sept 2018 was 215.	60%	Number of people who go through weight management triage		100		215	H1 18/19: On Target 215 people referred between April and Sept 2018. Work undertaken with primary care and other staff to increase awareness of weight management services and of the importance of a healthy weight. Community Planning Partnership is to lead work for a strategic approach to type 2 diabetes and obesity in Midlothian.
P.AHC.ASC. 2.2	Work with Ageing Well to support older people	H1 18/19: On Target We have had a total of 10,676 visits to Ageing Well weekly groups in H1, with 435 currently signed up for our free membership and 895 attending other events .e.g. walk the line and Senior Olympics, 41 classes per week over 18 different activities in 20 different venues. 50 active volunteers donating 2187 hours.	60%	Total number of participants attending Ageing Well classes		10,000		10,676	H1 18/19: On Target We are now measuring the total participants attending Ageing Well classes in H1 instead of measuring the average weekly attendees. This has been changed in order to report the same way as other Sport and Leisure projects.
P.AHC.ASC. 2.3	Work with Midlothian Council Active Choices to support people with longer term health needs including Mental Health	H1 18/19: On Target	50%	Number of people attending activity groups hosted by Midlothian Active Choices (MAC)		2,414		4,938	H1 18/19: On Target
				Number of people attending one to one sessions with MAC		408		470	H1 18/19: On Target




03. Workforce - Address the workforce challenges in recruitment and retention of health and social care staff

Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.AHC.ASC.3.1	Work with relevant education and employment agencies to develop a sustainable health and social care workforce	H1 18/19: On Target Continuing pressures of retaining staff in challenging roles. Sickness (long and short term) and vacancies requiring bank and agency use. Service looking into redesign of Complex Care nurse areas.	80%	Reduce the spend on agency and standby staff - Social Care	£1,008,856	£500,000		£208,111	H1 18/19: On Target The spend on agency staff for the first six periods of the financial year is £208,111. This compares to spend of £352,060 for the same period last year. Spend on locum staff has been higher.
				Reduce the spend on bank and agency staff - NHS	£1,008,856	£559,000		£670,917	H1 18/19: Off Target Month 1-6 figure is similar to 2017/18 month 1-6, however 2018/19 figure includes £81k of AHP bank staff. In 2017/18 this total was only £39k for the same period. The AHP bank staff are mostly used for special projects for Arts Therapies and Dietetics, which receive specific funding for these projects and bank staff usage. Discounting the AHP bank staff give a value of 589,897 which means we are on track to meet the target.
P.AHC.ASC.3.2	Develop the recruitment and retention of people in the 3rd sector, independent sector and council services in social care	H1 18/19: On Target Two of our external providers have provided proposals to increase capacity of around 180 hours a week each. They are currently drawing up carer runs and we anticipate this will commence by the end of October 2018. We have also recruited locum carers within the in house service to provide increased flexibility and capacity.	50%	Number of people recruited into Social Care				N/A	H1 18/19: Data Only Additional staff have been recruited across the health and social care sector, however it is difficult to quantify how many FTE additional staff there are as staff have also left. There are ongoing campaigns to recruit additional staff.






04. Financial Inclusion - Work with MFIN to maximise income of people who are vulnerable or at particular risk of inequalities


Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.AHC.ASC. 4.1	Deliver Welfare Rights service to people with Health Care needs	H1 18/19: On Target	50%	Amount generated by Midlothian Council Welfare Rights Team (WRT)	New for 16/17	£2,000,000		£3,408,151	17/18: On Target
				Number of people supported with Cancer		125		205	H1 18/19: on Target
				Number of people supported with Mental Health needs		70		105	H1 18/19: on Target

05. Health Equalities - Develop a programme of work across agencies to reduce health inequalities in Midlothian

Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.AHC.ASC. 5.1	Work with the Royal Infirmary to develop a stronger pathway to local services and support for young adults attending the hospital regularly	H1 18/19: Off Target This work is progressing but is at planning stage (although we have had 2 referrals meantime). Staff member Community Health Inequalities Team (CHIT) is being recruited. Some people considered by CHIT. Routine report from A&E now available. Part of bigger piece of work considering all A&E admissions. Links from A&E to Homeless delayed due to staff capacity but a staff member is currently being recruited to the homeless team.	30%	Number of referrals to Community Health Inequalities Team (CHIT)		5		2	H1 18/19: Off Target Two people has been referred to CHIT following frequent visits to A&E. The full A&E/homeless/CHIT programme has not started as yet due to staffing issues/vacancies although should progress imminently. A total of 108 people have been referred to CHIT from all sources between April and Sept 2018, of which 8 people didn't engage and 14 people attended a pre-diabetes programme. There is currently one nurse post vacant.
				Number of referrals from hospital to Homeless Service		5		0	H1 18/19: off Target This initiative will be piloted with effect from November 2018. The start date has been deferred due to key changes of personnel within the Council's Homeless Service.
P.AHC.ASC. 5.2	Extend the Wellbeing Service to support people with long term health conditions and mental health issues to all 12 GP Practices in Midlothian	H1 18/19: On Target Service was put out to tender and contract now awarded. Extension to 12 practices will start 1st November.	70%	Number of people receiving the Wellbeing Service supporting people with long term health conditions and mental health issues.				N/A	H1 18/19: Figure not available until mid or end of October.

06. Information - Improve the provision of information on Health, Social Care and Community Resources

Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.AHC.ASC. 6.1	Work closely with local Libraries to develop an information pathway which will support self management and health literacy.	H1 18/19: Complete Health Information Pathway toolkit published 1st October 2018. Midlothian Council Library staff attending training on 18th October and then will cascade to rest of staff team. Toolkit available https://www.alliance-scotland.org.uk/wp-content/uploads/2018/09/Final-Library-Supporting-Your-Self-Management-Toolkit-2018-1.pdf	100%	There is no Performance Indicator for this action					
P.AHC.ASC. 6.2	Engage with community members around local services and approaches that support health and wellbeing	H1 18/19: On Target Mapped community groups and local services and started to connect with them.	50%	Number of people attending Hot Topic (Public Engagement Forum) events		62		N/A	H1 18/19: Off Target Hot Topic has been postponed for a short while whilst we are in the middle of the strategic plan consultation, we have held consultations in the Orchard Centre, for Older People and have a carer's event planned. We currently have nearly 500 replies for the online consultation.
				Percentage of IJB Meetings with local community representation		50%		100%	H1 18/19: On Target
P.AHC.ASC. 6.3	Widely disseminate newsletters, directories and specific service information	H1 18/19: On Target Working to streamline all plans in the public view to make sure they are easy to read and consistent. This includes the Strategic Plan, Delivery Plan, Planning Groups Action Plans and Joint Needs Assessments. Also written and disseminated health and social care newsletters to all GPS, Libraries etc. every quarter.	50%	Number of Newsletters produced				2	H1 18/19: Data Only 2 issues x 1500 copies of Health and Social Care newsletters produced and widely distributed through libraries, GP practices, local services and online.
				Number of Directories reviewed				2	H1 18/19: Data Only Both the older People's Directory and the Directory for

Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
									Disables People have been reviewed and updated.
				Number of service specific information brochures issued				1,600	H1 18/19: Data Only There have been 700 Older People's Directories and 900 Older People's Strategies developed and circulated. We have produced an updated brochure for Cowan Court Occupational Therapy and Housing have produced a new information guide on "Support to Move", and a Carers Leaflet on the new arrangements following the Carers Act are now on the Council website.

Summary of successes

H1 18/19:

The Community Safety and Justice Partnership acts on a range of issues which have been prioritised through community consultation, including crime prevention, antisocial behaviour, drug and alcohol misuse, gender based harm, road safety, fire safety and harm and accident prevention. It is about ensuring everyone has the right to live in safe and secure communities, feeling safe and with reduced incidence of crime and reoffending.

The Partnerships' key aim is to ensure Midlothian is a safe place to live, work, visit grow up and grow old in.

Key successes this year include:

Dishonesty Crime:

- There have been no bogus workman crimes recorded within the time period. This can be attributed to partnership working over a number of years under Operation Monarda.
- There has been a drop in overall housebreaking and motor vehicle crime.
- Break ins to shed/garages (non-dwelling) have reduced by 59% and break ins to business premises have reduced by 40%

Alcohol and Drug misuse:

- 40 licenses premises have received packs and expressed an interest in participating in the Best Bar None scheme, a significant improvement on the previous year.
- The number of individuals successfully completing the 12-week LEAP programme in the time period exceeded the yearly target.
- The Horizons Café, which provides a safe, sober and recovery focused environment for people affected by addiction is currently seeing an average of 75 people per week. This is above the annual target.
- The Scottish Government has recently confirmed an increase in funding for drug and alcohol partnerships.

Community Justice:

- Work is about to begin to transform the former Dalkeith SWC building into a Recovery Hub where mental health, substance misuse and Criminal Justice staff will be co-located. This will lead to more seamless partnership working and an improved service.
- The Unpaid Work team have been selected as finalists for the VIBES Environmental Business Awards and will attend the award ceremony in Glasgow in November. This is helping to raise public awareness and understanding of Community Justice and Unpaid Work as well as highlighting benefits for local communities.

Gender Based Violence:

- 5 of 6 Midlothian Secondary Schools are now delivering (VAWG) Violence against Women and Girls awareness sessions.
- Safe and together has been rolled out in East Lothian and Midlothian. This is an approach to domestic abuse in a context where children are involved. The basis of the approach is to hold the perpetrator to account and keep the children and the non-abusing parent safe and together.

Anti-Social Behaviour:

- The number of anti-social behaviour incidents reported is lower than in the previous year. There has been a reduction in the number of initial warning cases progressing to (ABC) Anti-Social Behaviour Contracts.

Summary of major challenges and actions to address them

H1 18/19:

Dishonesty Crime:

- After a positive drop in housebreaking to domestic dwellings last year, this has increased, with 74 theft motivated housebreakings this H1. It is however noted this figure is in line with 3 and 5 year averages.

Alcohol and Drug Misuse:

- An increased number of local areas have been flagged as over-provided for alcohol sales with five areas experiencing particularly high levels of alcohol-related harm.
- The Scottish Government has recently announced extra funding for drug and alcohol partnerships but this is after 18 months of services being run with a 23% reduction in funding.

Gender Based Violence:

- This H1 has seen a 20% rise in domestic abuse incidents in comparison with the same time period last year. Whilst there has been an increase in the number of incidents recorded, the number of incidents that have resulted in a crime being recorded has reduced by 10% which indicates that a greater number of incidents recorded this year were of a minor nature. Detection rates for incidents resulting in a crime have also increased.

Community Justice:

- Information sharing issues between partner agencies continue to be a barrier to reducing offending.

Anti-Social Behaviour:

- There is reduced capacity within the Community Safety team as a result of savings made by the Council in early 2018. Managers are working with staff to establish what functions of the team can continue and what will no longer be carried out. There has been an increase in the number of young people referred to the Scottish Children's Reporter on offence grounds.





Community Safety Actions and PIs






01. Substance Misuse

Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.CSJ.ASC.1.1	Undertake a range of proactive communication and engagement activity regarding responsible alcohol consumption	H1 18/19: On Target Number of people engaging in education, training, volunteering and employment through Recovery College and exceeding H1 target.	50%	Reduce the number of alcohol related hospital admissions (patients per 1,000 population)	17/18 = 537	537			
				Increase the number of licensed premises participating in the Best Bar None scheme	Baseline: Baseline 4 (14/15), 3 (13/14) 4(15/16 4), (16/17 4), (17/18 14)	15		40	H1 18/19: On Target Accreditation has not yet taken place, however over 40 premises have received packs and expressed an interest in participating which is significantly greater than the previous year where 14 received accreditation.
				Recovery College: number of people engaging in education, training, volunteering and employment	84	37		44	H1 18/19: On Target
P.CSJ.ASC.1.2	Develop substance misuse services to reduce immediate harm, future harm and promoting recovery	H1 18/19: On Target Currently exceeding end of year targets.	100%	Increase the number of clients successfully completing the LEAP 12 week rehabilitation programme	60%	60%		77%	H1 18/19: On Target
				Increase weekly attendance at Horizons Cafe	80 per week	70		75	H1 18/19: On Target The average weekly attendance for the period listed was 75.

02. Gender Based Violence



Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.CSJ.ASC.2.1	Raise awareness of violence against women and Girls with services and communities and strenghten support for survivors in the "Safe and Together" model	H1 18/19: Off Target Prevention activity has been largely positive, however there has been a rise in the number of domestic abuse incidents recorded. Despite this, the number of domestic abuse incidents that have resulted in a crime (typically more serious in nature) has reduced. Additionally, detection rates for those resulted in a crime has increased.	40%	% of repeat referrals to MARAC within one year	Baseline: H1 14/15: 100% Target: 15/16 Target: 100% 14/15 target: 100%	40%		26%	H1 18/19: On Target 26% of all cases resulted in a repeat referral.
				Number of domestic abuse incidents recorded	16/17 H1 549 17/18 H1 488	489		587	H1 18/19: Off Target 587 incidents in H1 which is up 20% on last year which saw 488. Whilst there has been an increase in the number of incidents recorded, the number of incidents that have resulted in a crime being recorded has reduced by 10% which indicates that a greater number of incidents recorded this year were of a minor nature. Additionally, detection rates for those resulted in a crime has increased by 1.1% and sits at 71.7%.
				Number of secondary schools that deliver VAWG awareness		2		5	H1 18/19: On Target 5 of 6 involved this year.
				Number of perpetrators of VAWG who are referred to specialist perpetrator interventions				100%	H1 18/19: Data Only No Caledonian participants committing a further domestic abuse offence within 12 months.

03. Crimes of Dishonesty




Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.CSJ.ASC.3.1	Raise public awareness of crime prevention through campaigns and crime prevention initiatives	H1 18/19: On Target There has been a positive decrease in overall dishonesty. No bogus workmen crimes were recorded in H1, a result that is testament to the partnership work over the years through Operation Monarda. The number of crimes of housebreaking to domestic dwellings has increased from last years H1 figure, however this remains in line with 3 and 5 year averages.	50%	The number of crimes of housebreaking to domestic dwellings	Baseline: 15/16 = 159 16/17 = 154 17/18 = 83	46		74	H1 18/19: Off Target There have been 74 Theft HB's to dwelling houses in H1 compared to 46 last year. It is noted that there has been a significant increase in the number of break in's to dwelling houses compared to last year, however last year seen a significant drop compared to previous years, and this years figures are more in line with the 3 and 5 year averages. Additionally, and on a positive note, overall housebreakings in Midlothian are down 32.2% in H1 compared to last year (181 crimes compared to 267 last year), with 86 fewer victims. Break in's to sheds/garages (non dwelling) has reduced by 59.1% and break in's to business premises have reduced by 40.4%.
				Decrease the number of bogus workmen crimes recorded by the Police	17/18 = 4	4		0	H1 18/19: On Target There have been no bogus workman crimes recorded in h1 this year. A fantastic result that is testament to the partnership work over the years through Operation Monarda. A number of potential crimes have been averted through the vigilance of partners/bank staff received during training inputs.
				Number of crimes of dishonesty (all group 3)	16/17 H1 = 1076 17/18 H1 =	1,279		1,226	H1 18/19: On Target In H1 there have been 1226 crimes this year compared to





Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
					1279				1279 last year, a drop of 4.1%. This is pleasing with drops in overall housebreaking and motor vehicle crime. Shoplifting is only marginally up (4.2%) and the development of the retail partnership at Straiton will have influenced this where we are encouraging reporting to gain a proper picture of the extent of the problem and target recidivist offenders.



04. Violent Crime

Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.CSJ.ASC.4 .1	Work with partner agencies to manage violent offenders and develop a programme of interventions to reduce levels of violent crime.	H1 18/19: On Target There has been a slight decrease in serious violent crime, in contrast to the divisional picture which has seen a 10% rise in violent crime. 5 schools are delivering Mentors in Violence prevention which is above the end of year target.	50%	The number of secondary schools that deliver Mentors in Violence Prevention or Fearless initiatives		3		5	H1 18/19: On Target 5 schools are delivering Mentors in violence prevention. 0 Fearless initiatives delivered.
				Number of serious violent crimes (murder, cupable homicide, serious assault and robbery)	17/18 = 69	31		30	H1 18/19: On Target There have been 30 crimes in H1, a slight decrease from last years 31 crimes. A pleasing figure which is against the divisional picture that has seen a 10% rise in violent crime.


05. Antisocial Behaviour

Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.CSJ.ASC.5.1	Work in partnership to take early action to prevent young people from offending	H1 18/19: On Target Every fortnight all police reports involving young people who are not allocated are discussed under Whole Systems approach as part of Early and Effective Intervention (EEI) to agree on appropriate disposal for the report. The group discussing these police reports is multidisciplinary and there are a variety of diversions that can be put in place, namely divert to education, mypas, Y2K 180 project, Scottish Fire and Rescue or into Children & Families social work for further assessment and intervention if appropriate. EEI forms part of a wider meeting, the Youth Offender Management Meeting where antisocial behaviour and offending across the spectrum from low level to those young people in secure are discussed and a key focus is on prevention and diversion. The recent youth offending project via Y2K, 180, is a welcome addition to preventative working with these young people. C&F have close links with this project and have been instrumental in the setting up and selection of young people attending. Young people who are involved in offending and are allocated within C&F will always have these offences discussed with them and work will be done on diverting them into more positive	50%	Reduce the percentage of acceptable behaviour contracts (ABC) breached	Baseline: H1 14/15: 36.4% (8 out of 22) 13/14: 13% Target: 15/16 Target: 5% reduction on 14/15 Baseline: 36.4% (H1 14/15)	26.25%		14.3%	H1 18/19: On Target
				Reduce the % of initial warning cases escalating to ABC	Baseline: H1 14/15: 3.59% (12 New ABC's created in the first half of 2014/15 following on from 334 initial warning cases) trend: 13/14: 2.18% (16 out of 734 initial warning letter cases have escalated to ABC) Target: 15/16 Target: 3.5% 14/15 Target: 3%	3%		0.87%	H1 18/19: On Target 230 Initial warning letters issued. 2 ABC's signed.
				Reduce % of ASBOs breached	Baseline: H1 14/15: 29.4% (5 out of 17 breached) Trend: 13/14: 25% (6 out of 24)	20%		33%	H1 18/19: Off Target A total of 6 Antisocial Behaviour Orders (ASBOs) were in force over the period, with two breaches by separate people.

Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
		and productive routes of activity.			breached) target: 15/16 Target: 32% (as less ASBO's are in place it is likely this will increase) 14/15 target: 32% (Increase based on less ASBO's in place & 13/14 figure sitting at 37% breached at time of target setting)				
				The number of young people referred to SCRA on offence grounds				35	H1 18/19: Data Only So far 35 young people have been referred to Scottish Childrens Reporter Administration (SCRA) April to August, the September figures will be passed on later in October and this figure will be revised accordingly.
P.CSJ.ASC.5.2	Work in partnership to decrease the number of victims of antisocial behaviour and hate crime in Midlothian	H1 18/19: On Target Police recorded incidents of both antisocial behaviour and hate crime have decreased. A very positive result.	50%	Number of antisocial behaviour incidents	15/16 = 6333 16/17 = 6745 17/18 = 6340	3,170		3,051	H1 18/19: On Target A fantastic figure, bucking trends and despite of the fantastic weather this year where we anticipated a significant rise. The work of the funded MCAT's has played a significant part in this.
				The number of hate incidents	16/17 = 117 17/18 = 100	52		49	H1 18/19: On Target Four fewer incidents than last year's H1 total, a reduction of 7.5%..
P.CSJ.ASC.5.3	Work with residents to build their resilience and help	H1 18/19: On Target The Resolution Service has exceeded H1 target, both in	60%	% of resolution cases with a positive outcome (no repeat complaints received)					

Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
	them resolve their own problems	terms of number of Midlothian referrals and % of cases with a positive outcome.		Number of Midlothian resolution service referrals received		40		50	H1 18/19: On Target
P.CSJ.ASC.5.4	Target prolific house breakers and thieves through ASBOs and CRASBOs, working in partnership with the ASBVO group.	H1 18/19: No data available Police Scotland currently unable to provide this information. Data expected to be released by the end of October.	0%	The number of crimes of non domestic housebreaking (excluding businesses) - reduce by 1% on 3 year average.	2013/14 = 293 2014/15 = 319 2015/16 = 252 3 year average = 288 2016/17 Q1 = 77 Target: 16/17 Target – reduce by 1% on 3 year average (2013/16) = 285	144		N/A	H1 18/19: No data available Police Scotland currently unable to provide this information. Data expected to be released by the end of October

06. Community Justice

Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.CSJ.ASC.6.1	Deliver the Midlothian Community Justice Partnership communication plan to help raise the profile of Community Justice	H1 18/19: On Target Community Justice partners continue to undertake a range of communication activity to help raise the profile of Community Justice including social media, attending community meetings and participating in national awareness raising campaigns. Consultation will take place in November to gauge effectiveness.	50%	% of people who are aware of what Community Justice is		50%		N/A	H1 18/19: No data available This is an annual PI. Community Justice consultation usually takes place around November.

Summary of successes

H1 18/19:

The Safe and Together model is being embedded into the Children and Families Social Work Outcome Focussed Assessment Framework. The implementation plan is led by the Children and Families Service Manager. Implementation has included briefings to staff and leaders; two development workshops with social work staff; selection of a local Safe and Together trainer and a case audit of closed cases. Under development: a training plan for all staff and pilot of a new model. The pilot involves running a new Families First perpetrator programme alongside safety work and planning with the protective parent and children.

Midlothian Early Action on Children and Young People's Mental Health has undertaken research, some key data gathered and analysed. Secondary school mental health staff network established and meeting.

81% uptake of Family Nurse Partnership service to mothers 20 years of age or less. The Infant feeding team now engaged with the early years sub group. Dental registrations for 02-2 and 3-5 year olds are on target. Health Visitor Wellbeing Concerns process has now been formalised. Newtongrange PS test of change to be scaled up to all local authority nurseries in the Newbattle Learning Community.

Implementation of the inclusion review in education is on target. ASL data systems improvement on target, used along with reviews of enhanced provisions to ensure timely and appropriate interventions. Tracking document is 75% complete (in place for 5-18, development on pre-school still happening) and is updated after every PAG. Exclusions were down for the last academic year in both Primary and Secondary. PEF - annual schools report demonstrates that in primary schools, for those learners living in SIMD 1 and 2, all measures have increased from last session with the exception of P7 Listening and Talking which has decreased by 4%. For those learners living in SIMD 3-8, all measures have increased from last session.

All children in P1 have completed SNSA (Scottish National Standardised Assessment) which assesses their literacy and numeracy ability and schools have their own individual results. NB this data is still classed as "Experimental" by Scottish Government and therefore should not be used in aggregated format.

Number of Early Learning and Childcare Modern Apprentices recruited is on target, as is the Number of Learning Assistants studying towards HNC in Childhood Practice. Gorebridge Family Learning Centre open, Modular unit at Mayfield Nursery School is operational

Participatory budgeting work undertaken with 11 Newbattle / Dalkeith Learning communities schools. All Community councils encouraged to involve 16- 18 years olds as per new constitution. New youth volunteer awards celebrating contributions of young people to local communities took place in August 2018. Champions group involved in co-design of services for care experienced young people. Mid Youth Platform co-designing mental health services – major local survey undertaken by MYP was a basis for £836,000 Lottery award over next 5 years All Schools actively engage in pupil participation and pupil voice, this is one of the measures set out in HGIOS4. Year of young people champions appointed in schools, annual CP development day to focus on C&YP and preparation with children and young people underway across sectors to ensure this is meaningful.

Summary of major challenges and actions to address them

H1 18/19:

PEF It is clear that more attention is required for those learners in P4 living in SIMD 9 and 10, where attainment has decreased in Reading, Writing and Numeracy, and for S3 learners in SIMD 9 and 10 in Reading and Writing. These will be a particular area of focus and challenge for next session.

CAMHS waiting times off target with 61 children out of 99 having been seen within the 18 weeks.

Smoking during pregnancy remains off target. Out of 714, 127 were current smokers. There is funding with joint health improvement team in public health for reducing smoking in parents of young children.

Alcohol related youth calls have increased. The calls are a reflection of the public's perception which results in the majority of the alcohol related calls being registered this way. On many occasions the youths are never traced so alcohol involvement cannot be confirmed or denied. On some occasions a number incidents on the same day can relate to one group of youths. Included are incidents of theft (shoplifting) by youths of alcohol, incidents where youths are traced with alcohol or are under the influence.

Percentage of repeat Child Protection referrals within a 12 month period is off target with 72 repeat referrals out of 253 referrals in H1






Percentage babies being exclusively breast fed at 6-8 week check is off target at 32.5%, Target 38%, (NB Scotland level is 30.8%) Percentages in the combined overweight and obese clinical thresholds at P1 below Clinical Lothian average of 14.2% marginally off target at 14.3 % , however percentages in category using epidemiological thresholds for P1 to be below Lothian average of 21.2% is further off target at 24.7%.





Getting it Right for Every Midlothian Child Actions and PIs







01. Undertake a 'whole system' review of mental health support across Midlothian




Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.G.CS.1.1	Reduce the number of young people referred to Child and Adolescent Mental Health Services (CAMHS) by providing alternative support	H1 18/19: Not available Will be available H2	0%	Annual number of CAMHS referrals				318	H1 18/19: Data Only
P.G.CS.1.2	Establish a framework for partnering with those who experience domestic violence and intervening with domestic violence perpetrators in order to enhance the safety and wellbeing of children	H1 18/19: The Safe and Together model is being embedded into the Children and Families Social Work Outcome Focussed Assessment Framework. The implementation plan is led by Lesley Watson, Children and Families Service Manager. Implementation has included briefings to staff and leaders; two development workshops with social work staff; selection of a local Safe and Together trainer and a case audit of closed cases. Under development: a training plan for all staff and pilot of a new model (see PI).	50%	Framework for partnering with those who experience domestic violence and intervening with domestic violence perpetrators established		Yes		Yes	H1 18/19: On Target Children & Families are auditing closed Domestic Abuse cases and are about to pilot a new model using three new cases. The pilot involves running a new Families First perpetrator programme alongside safety work and planning with the protective parent and children.
P.G.CS.1.3	Ensure CAMHS meet HEAT targets for waiting times	H1 18/19: Not available Will be available H2	0%	Annual percentage seen within 18 weeks for first treatment	16/17 = 33.98%	90%		61.6%	H1 18/19: Off Target 61 children out of 99 have been seen within 18 weeks
P.G.CS.1.4	Increase our Midlothian-wide capacity for ongoing, sustainable programme of training across	H1 18/19: Scottish Government funding ceased, so looking at other options to enable trainers to be trained to deliver this vital training. The issue has been escalated to the GIRFEC Board.	0%	Number of staff trained as trainers across Midlothian within all agencies				0	H1 18/19: Data Only Scottish Government funding ceased, so looking at other options to enable trainers to be trained to deliver this vital training.






Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
	professionals			Establish a sustainable programme of multi-disciplinary training				No	H1 18/19: Data Only Scottish Government funding ceased, so looking at other options to enable trainers to be trained to deliver this vital training.
P.G.CS.1.5	Ensure that there are robust policies and practice in areas such as behaviour, anti-bullying and diversity, including tackling prejudice and stigma around mental health.	H1 18/19: Work in progress. Further work required on this over the next year, as part of Education Mental Health and Wellbeing network activity.	30%	Robust policies are in place and being used to inform best practice				No	H1 18/19: Data Only Work in progress. Further work required on this over the next year, as part of Education Mental Health and Wellbeing network activity.
P.G.CS.1.6	Gather data and undertake research to analyse population level data, to really understand the mental health needs and service use of children and young people	H1 18/19: Research undertaken and some key data gathered and analysed. This will be progressed further as a key element of Lottery project, Midlothian Early Action on Children and Young People's Mental Health.	50%	Strong evidence base for change				No	H1 18/19: Data Not Available Research undertaken and some key data gathered and analysed. This will be progressed further as a key element of Lottery project, Midlothian Early Action on Children and Young People's Mental Health.
P.G.CS.1.7	Engage children, young people, parents/carers and families in genuine participation, together co-designing a better mental health support system	H1 18/19: Codesigning a better mental health support system with children, young people, parents/carers and families is a key element of the Lottery programme. The Midlothian Youth Platform (MYP) were key partners in the Early Action Lottery bid, and MYP will continue to be fully involved.	20%	Increased participation of children, young people, parents/carers and families				0%	H1 18/19: Data Only This work has started and will continue, as a key element of the Lottery project, Midlothian Early Action on Children and Young People's Mental Health.
P.G.CS.1.8	Establish a baseline mental health and wellbeing measure for children and young people across Midlothian	H1 18/19: Not started; this will be progressed as a key element of Lottery project.	0%	Mental health and wellbeing measure established				No	H1 18/19: Data Not Available Not started; this will be progressed as a key element of Lottery project.

Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.G.CS.1.9	Create a Children & Young People's Wellbeing and Mental Health Strategy for Midlothian, focussing on skills based programmes, preventive work, the identification of difficulties and targeted intervention	H1 18/19: Strategy in draft form; on hold pending further input from Lottery project.	50%	Children & Young People's Wellbeing and Mental Health Strategy in place				No	H1 18/19: Data Only Strategy in draft form.
P.G.E.1.1	Develop mental health network in schools and other settings	H1 18/19: Network established.	100%	Mental health network established		Yes		Yes	H1 18/19: On Target
P.G.E.1.2	Roll out improved mental health training for those who support young people in education setting	H1 18/19: There is very limited capacity to deliver the training, which is delaying our progress. The issue has been escalated to the GIRFEC Board.	0%	Number of education staff trained				0%	H1 18/19: Data Only There is very limited capacity to deliver the training.
				Number of education staff who report feeling better equipped and supported in understanding mental wellbeing				0%	H1 18/19: Data Only There is very limited capacity to deliver the training






02. New ways of working and level of engagement






Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.G.CS.2.1	Involve communities of place and interest in co-design and co-delivery of services for children and young people	H1 18/19: Participatory budgeting work undertaken with 11 Newbattle / Dalkeith Learning communities schools. All Community councils encouraged to involve 16- 18 years olds as per new constitution. New youth volunteer awards celebrating contributions of young people to local communities took place in August 2018. Champions group involved in co-design of services for care experienced young people. Mid Youth Platform co-designing mental health services – major local survey undertaken by MYP was a basis for £836,000 Lottery award over next 5 years.	50%	Evidence of collaboration with neighbourhood planning, parent, carer, service user, youth work, care leaver and pupil groups in development of plans and in delivery of services		Yes		Yes	H1 18/19: Data Only 1. Lottery funding for mental health – MYP survey undertaken and used as a basis for successful bid. 2. Champions Group co-designing changes to looked after services for children and young people. 3. Participatory budgeting – costs of school day with pupils and partners in Newbattle and Dalkeith clusters.
P.G.CS.2.2	Support girls and young women to enable them to reach their full potential through teenage pregnancy pathways	H1 18/19: On Target 81% uptake of Family Nurse Partnership service to mothers 20 years of age or less	50%	Number of young women supported					H1 18/19: Data Only
P.G.CS.2.3	Work with CPP to challenge social norms and prevention/early intervention approaches to reduce smoking in women of child bearing age	H1 18/19: The smoking figure is of concern and something that will be considered over the next year. The Stop Smoking service continues to operate in Midlothian and to link with local midwives.	50%	Number of women smoking at maternity booking to be below the Lothian average of 14.3%	16.9% = 169	14.2%		18%	H1 18/19: Off Target Out of 714, 127 were current smokers. There is funding with joint health improvement team in public health for reducing smoking in parents of young children.
P.G.E.2.1	Implement appropriate learning pathways to promote healthy	H1 18/19: Off Target Ongoing work in schools using HWB outcomes from CFE.	0%	Reduce the rate of Child Protection referrals connected with parental alcohol or drug misuse	New for 16/17			34%	H1 18/19: Data Only




Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
	lifestyles in line with Education Scotland guidance			Alcohol Related Youth Calls (rate per 10,000 population aged 8-17 yrs)		140		163.2	H1 18/19: Off Target The calls are a reflection of the public's perception which results in the majority of the alcohol related calls being registered this way. On many occasions the youths are never traced so alcohol involvement cannot be confirmed or denied. On some occasions a number of incidents on the same day can relate to one group of youths. Included are incidents of theft shoplifting by youths of alcohol, incidents where youths are traced with alcohol or are under the influence.
				Percentage of repeat Child Protection referrals within a 12 month period		0%		28%	H1 18/19: Off Target 72 out of 253 referrals
P.G.E.2.2	Establish where and how children and young people are engaged in planning for their own needs	H1 18/19: Midlothian Youth Platform led survey work on new mental health strategy leading to a successful award of £836,000. Form national lottery, HIF funding from NHS and external evaluation support from NESTA. Champions group led by care experienced young people leading new action planning process. All community council now allow 16 year olds as full voting members. Pupil councils in schools are well established. All Schools will actively engage in pupil participation and pupil voice, this is one of the measures set out in HGIOS4. ASL service will look for opportunities to involve pupils in planning for supporting ASN. Year of young people champions appointed in schools, annual CP	100%	Report prepared setting out current practice with recommendations submitted and next steps agreed		Yes		Yes	H1 18/19: On Target The GIRFEMC Board members are committed to increasing the voice of C&YP in planning, and evidence has been gathered where this is taking place.



Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
		development day to focus on C&YP and preparation with children and young people underway across sectors to ensure this is meaningful.							
P.G.E.2.3	Work with partners to increase activity to promote Breastfeeding as an option and to adjust cultural barriers to Breast Feeding being considered in priority areas	H1 18/19: On Target The Infant feeding team were at the early years meeting and from that a working group has been identified and a meeting arranged for the end of October.	50%	Percentage babies being exclusively breast fed at 1st visit		45.9%		53.1%	H1 18/19: On Target Scotland is 51.2%
				Percentage babies being exclusively breast fed at 6-8 week check		38.1%		32.5%	H1 18/19: Off Target Scotland is 30.8%
P.G.E.2.4	Work with partners to increase dental registration of 0-2 yr olds and 3-5 yr olds	H1 18/19: On Target Childsmile is invited to the next Early Years sub group to present to them and we will take actions forward from there.	50%	Percentage registered with a dentist between 0-2 and 3-5 yrs				68.6	H1 18/19: Data Only 0-2 yrs = 44.9% 3-5 yrs = 92.4%
P.G.E.2.5	Work with partners to decrease the percentage of those found to be clinically overweight or obese at P1 entry and to reduce the percentage of those at risk	H1 18/19: Midlothian Community Planning Partnership is planning a whole system approach to reducing type 2 diabetes and tackling obesity in Midlothian. This will involve thematic groups focussing on children and young people. Get Going, NHS Lothian's Child Healthy Weight programme is still being delivered. The programme is accessed via referral and the demand is low in comparison to the incidence of overweight and obesity so further development is needed around raising the issue and increasing engagement with families.	50%	Percentages in the combined overweight and obese clinical thresholds at P1 to be below Clinical Lothian average of 14.2%		14.1%		14.3%	H1 18/19: Off Target School Year 2016/17
				Percentages in category using epidemiological thresholds for P1 to be below Lothian average of 21.2%		21.1%		24.7%	H1 18/19: Off target Latest available data 2016/17. The Lothian average for 2016/17 is 22.8%.

03.Close the attainment gap between the most and least disadvantaged children

Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.G.E.3.1	Monitor the ongoing implementation of the inclusion review	H1 18/19: This is on track and will continue to be a focus this year, evaluations happened last year and changes are in progress for this academic year.	75%						
P.G.E.3.2	Utilise data capture information across agencies relating to additional support needs to allow a baseline to be established and performance dashboard to give confidence that interventions are being offered in a timely and appropriate manner	H1 18/19: This is on track and will continue to be a focus this year. On track, data will be used along with reviews of enhanced provisions to ensure timely and appropriate interventions. Tracking document is 75% complete also, and is updated after every PAG.	50%	Data system in place and ability to generate reports and plan interventions				Yes	H1 18/19: Data Only On track and is a live document. Tracking document in place for 5-18, development on pre-school still happening.
P.G.E.3.3	Reduce numbers of school exclusions	H1 18/19: Review of Social and emotional support under way, school systems changed to support inclusion. Exclusions were down for the last academic year in both Primary and Secondary. There will be a focus on Secondary S1/S2 and LAC this session.	50%	SEEMiS Exclusion data - Primary (2% reduction)		98		14	H1 18/19: On Target
				SEEMiS Exclusion data - Secondary (2% reduction)		311		29	H1 18/19: On Target
P.G.E.3.4	Ensure children with additional support needs are offered timely and appropriate interventions	H1 18/19: This is on track and will continue to be a focus this year. PAG refreshed, new systems for new pupils transferring into Midlothian, and reviews of complex needs provisions primary will be completed this academic year.	75%	Number of children/young people in part time attendance at school or specialist provision		42			H1 18/19: This is actively monitored and alternative packages are developed with partners to ensure maximum engagement.
P.G.E.3.5	Individualise approaches to attainment for	H1 18/19: This is on track and will continue to be a focus this year.	50%	The performance of Looked After Children will be measured in line with Curriculum for					H1 18/19: Data Only On track, this is a focus for all SGM meetings with schools,



Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
	targeted groups: Looked After Children; Looked After at Home pupils; Social Emotional Mental Health needs pupils; Additional Support Needs (Saltersgate)			Excellence levels at P1, P4, P7 and S3					and data will be captured separately.
				The performance of Looked After at Home Children will be measured in line with Curriculum for Excellence levels at P1, P4, P7 and S3					H1 18/19: Data Only On track, this is a focus for all SGM meetings with schools, and data will be captured separately.
				The performance of Social Emotional Mental Health needs pupils will be measured in line with Curriculum for Excellence levels at P1, P4, P7 and S3					H1 18/19: Data Only On track, this is a focus for all SGM meetings with schools, and data will be captured separately.
				The performance of Additional Supports Needs will be measured in line with developmental milestones					H1 18/19: Data Only On track, this is a focus for Saltersgate school, new tracking and monitoring system in place.
P.G.E.3.6	Further develop pupil equity fund interventions	H1 18/19: On Target PEF Interventions and impact continue to be a key focus at Associated Schools Group/ Learning Community meetings during which Head Teachers discuss good and effective practice.	50%	Individual school PEF Action Plans detail interventions and expected impact. A local authority report is produced at the end of the school session as per Scottish Government requirements.				Yes	H1 18/19: Data Only A local authority report has been presented to Cabinet as per Scottish Govt requirements, detailing PEF spend, impact of interventions and details of attainment with regards to closing the gap (differences in attainment between those living in SIMD 1 and 2 and those living in SIMD 9 and 10)
P.G.E.3.7	Monitor proportion of children achieving expected levels by Primary 1	H1 18/19: On Target All children in P1 have completed SNSA (Scottish National Standardised Assessment) which assesses their literacy and numeracy ability and schools have their own individual results, this data is still classed as "Experimental" by Scottish Government and therefore should not be used in aggregated format. These have been used to plan appropriately for individual learners. Results	50%	Standardised for Maths for Midlothian P1 Pupils at end of P1 year	09/10-50.1; 10/11-51.0; 11/12-52.0; 12/13-51.5	52.7		N/A	H1 18/19: For Information Only All children in P1 have completed SNSA (Scottish National Standardised Assessment) which assesses their literacy and numeracy ability and schools have their own individual results, this data is still classed as "Experimental" by Scottish Government and therefore should not be used in aggregated format. These

Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
		have been discussed by SGMs during school visits.							have been used to plan appropriately for individual learners. Results have been discussed by SGMs during school visits.
				Standardised for Reading for Midlothian P1 Pupils at end of P1 year	09/10-50.1; 10/11-50.1; 11/12-51.2; 12/13-51.5	50.8		N/A	H1 18/19: For Information Only All children in P1 have completed SNSA (Scottish National Standardised Assessment) which assesses their literacy and numeracy ability and schools have their own individual results, this data is still classed as "Experimental" by Scottish Government and therefore should not be used in aggregated format. These have been used to plan appropriately for individual learners. Results have been discussed by SGMs during school visits.
P.G.E.3.8	Monitor proportion of children achieving expected levels by Primary 4	H1 18/19: On Target All schools have had a formal CfE/ assessment visit in the first term of this session during which their most up to date CfE and other assessment levels and predictions for achievement of the next level were discussed and challenged.	50%	Percentage of P4 pupils scoring 100 or above in standardised assessments in reading, maths and numeracy				N/A	H1 18/19: Data Not Available All children in P4 have completed SNSA (Scottish National Standardised Assessment) which assesses their literacy and numeracy ability and schools have their own individual results, this data is still classed as "Experimental" by Scottish Government and therefore should not be used in aggregated format. These have been used to plan appropriately for individual learners. Results have been discussed by SGMs during school visits.
P.G.E.3.9	Ensure pupils are secure at First level	H1 18/19: On Target All schools have had a formal	50%	Percentage of pupils achieving First level by end of P4 in		92%			H1 18/19: Off Target Reading = 82.9%










Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
	by end of P4 in reading, writing, listening and talking, maths and numeracy	CfE/ assessment visit in the first term of this session during which their most up to date CfE and other assessment levels and predictions for achievement of the next level were discussed and challenged.		reading, writing, listening/talking, maths and numeracy					Writing = 74.6% Listening/Talking = 82.9% Maths and Numeracy = 75.7%
P.G.E.3.10	Identify the current gaps in educational attainment at individual school level and implement a range of targeted strategies to close the gap	H1 18/19: On Target All schools have had a formal CfE/ assessment visit in the first term of this session during which their most up to date CfE and other assessment levels and predictions for achievement of the next level were discussed and challenged.	50%	Improvement in the percentage of pupils from SIMD deciles 1 and 2 pupils achieving the expected CfE level by the end of P1, P4,P7 and S3				N/A	H1 18/19: For Information Only All children in P1 have completed SNSA (Scottish National Standardised Assessment) which assesses their literacy and numeracy ability and schools have their own individual results, this data is still classed as "Experimental" by Scottish Government and therefore should not be used in aggregated format. These have been used to plan appropriately for individual learners. Results have been discussed by SGMs during school visits.
				Percentage of increase in PIPS score achieved by P1 pupils from SIMD deciles 1 and 2 between entry and exit compared to the Midlothian average improvement				N/A	H1 18/19: For Information Only All children in P1 have completed SNSA (Scottish National Standardised Assessment) which assesses their literacy and numeracy ability and schools have their own individual results, this data is still classed as "Experimental" by Scottish Government and therefore should not be used in aggregated format. These have been used to plan appropriately for individual learners. Results have been discussed by School Group



Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
									Managers during school visits.

04. All care experienced children and young people are being provided with quality services

Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.G.CS.4.1	Deliver core messages around harm reduction through Council briefing, undertaking awareness raising with Parents, staff in Children's Services, Education, Police Scotland, Health and Third sector partners	H1 18/19: On track – there is a programme for consultation and briefing to appropriate stakeholders. Had to delay to ensure 'buy in' and understanding across the partnership.	50%	Establish evidence of "core messages" awareness being raised across each of the 6 listed settings.		6		N/A	H1 18/19: Not available Will be available H2
P.G.E.4.1	Ensure delivery of the 2018/19 actions in the 3 year Corporate Parent Plan	H1 18/19: Not available Will be available H2	0%	% of Corporate Parent actions that are on target		80%		N/A	H1 18/19: Not available Will be available in H2

05. Children in their early years and their families are being supported to be healthy, to learn and to be resilient

Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.G.E.5.1	Develop capacity and support structures for the Early Learning and Childcare expansion to 1140 hours with an unrelenting focus on ensuring high quality provision.	H1 18/19: Restructured the ELC team to ensure workstreams with quality focus and creation of database to identify priorities and target support appropriately and measure impact.	50%	Number of Early Learning and Childcare Modern Apprentices recruited		15		22	H1 18/19: On Target
				Number of Learning Assistants studying towards HNC in Childhood Practice		25		25	H1 18/19: On Target
				Qualitative data from expansion pilots identifies positive impact of increased hours on children's development.				N/A	H1 18/19: Information not available. Too early to report. Will be available H2.
P.G.E.5.2	Progress towards opening the integrated Family Learning Centres in Gorebridge and Mayfield.	H1 18/19: Gorebridge on track for opening in November 2018 and Mayfield new modular unit will allow further development of Family Learning approach.	50%	Gorebridge Family Learning Centre open		Yes		Yes	H1 18/19: On Target Opening in November 2018
				Modular unit at Mayfield Nursery School is operational		Yes		Yes	H1 18/19: Complete
P.G.E.5.3	Establish a family learning approach to early years services that promotes a positive attitude to lifelong learning, encourages socio-economic resilience and challenges educational disadvantages.	H1 18/19: Early Years Family Learning Board established to lead strategic direction of family learning for families with children in their early years. The Council and MSS working in partnership to deliver Parents Involved in their Children's Learning training under license from Pen Green.	50%	Number of families actively engaged in family learning initiatives (eg PEEP, Big Bed Time Read, Parents involved in Children's Learning)				N/A	H1 18/19: Data not available Will be available H2
				% increase in the amount of time parents report spending reading with children, playing outside, singing, visiting the library and engaging with arts and craft activities.				N/A	H1 18/19: Not available Survey in development
P.G.E.5.4	Improve the attendance patterns of children in Early Learning and Childcare settings and take up of entitled 2s.	H1 18/19: Home Link supporting Mayfield Nursery School to improve attendance under service level agreement with the Council. Quarterly monitoring data reveals examples of individual children's attendance increasing and positive engagement from families. Test of change at local authority early learning and childcare settings in	50%	% of eligible two year olds receiving funding				122%	H1 18/19: Data Only
				Number of children with 90% attendance at ELC provision in Mayfield as part of test of change.				N/A	H1 18/19: Data Not Available Will be available H2

Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
		Newbattle is in development.							
P.G.E.5.5	Improve reach of families accessing parenting programmes from priority areas.	H1 18/19: Family Learning Board to take forward. Midlothian Sure Start quarterly monitoring data will capture SIMD of families accessing parenting programmes.	50%	Number of parents accessing parenting programmes from most deprived SIMD areas				N/A	H1 18/19: Data Not Available Will be available H2
P.G.E.5.6	Ensure that children in their early years receive appropriate services/timely interventions through wellbeing meetings and Team around the Child Process.	H1 18/19: Health Visitor Wellbeing Concerns process has now been formalised. Newtongrange PS test of change to be scaled up to all local authority nurseries in the Newbattle Learning Community.	50%	Waiting times for intervention through wellbeing meetings and Team around the Child Process.				N/A	H1 18/19: Data Not Available Will be available H2

Summary of successes

H1 18/19:

- Approved Asset Transfer Framework to ensure legal compliance
- Sector leading work around PB and cost of the school day, praise from Scottish Government and interest from other areas
- Achieved Silver level of the Employer Recognition Scheme award. The award recognises those of our partners who lend considerable support to the Armed Forces veterans/service personnel.
- Hunter Child Poverty Innovation Fund, submitted a successful partnership application/presentation from Midlothian Council Midlothian Sure Start, Scottish Childminding Association for £269,274 for three years. The project will support families living in poverty into sustainable employment.
- Approval for a new and revised three year Grants Programme
- Sector leading work in relation to participatory budgeting and cost of the school day
- Secured 40k from Blueprint for the Masterplanning of Mayfield Town Centre
- Track 2 Train capital project almost complete
- Community Support Agreement and support to 151 community groups

Summary of major challenges and actions to address them

H1 18/19:








- Inertia and resistance from colleagues in relation to asset transfer
- Ongoing communication challenges in getting information in a timely fashion from colleagues





Improving Opportunities for People in Midlothian Actions and PIs









01. Poverty levels in Midlothian overall are below the Scottish average









Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.IOM.CE.1.1	Provide high quality and localised welfare advice and support, targeted at the areas with the highest levels of poverty	H1 18/19: On Target Welfare Rights Team in the 6 month period have received new 345 referrals.	50%	Midlothian Citizen Advice Bureaux (CABs) will generate an income maximization of £625k per quarter	New for 16/17	£1,250,000		£2,056,558	H1 18/19: On Target 01.04.2018 to 30.09.2018 the Midlothian CABx achieved £2,056,558 in client financial gain for clients
				Midlothian Council Welfare Rights Team (WRT) will generate an additional benefit income maximization of £500 per quarter		£1,000,000.00		£2,057,058.62	H1 18/19: On Target
				Midlothian CABs will provide benefit advice sessions in the 3 targeted areas		125		260	H1 18/19: On Target Weekly Outreach sessions held in Gorebridge Mayfield, Danderhall, Loanhead, Lasswade/Bonnyrigg. Overall 10 outreach sessions a week are provided (including in health settings). In addition outreach benefit sessions are held twice weekly at VOCAL for carers.
P.IOM.CE.1.2	Reduce barriers to learning by poverty proofing the school day with the Child Poverty Action Group in 11 primary schools in the priority areas. Extend this offer to all primary schools.	H1 18/19: On Target Programme of work going well. 9 of the 11 schools have completed the Participatory Budgeting programme, the remaining 2 schools are ongoing. Work receiving very positive feedback from the Scottish Government, Education Scotland and COSLA. Briefing scheduled with Deputy Headteachers to spread	82%	Number of schools that receive additional funding to poverty proof the school day		11		9	H1 18/19: Off Target 9 of the 11 schools completed









Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
		learning.							
P.IOM.CE.1.3	Research in-school child poverty measures and interventions.	H1 18/19: On Target Research completed on update of free school meals at St David's Primary School and included in poverty plan. Other research placement on going about Care Experienced young people.	50%	Undertake 2 primary research projects with Edinburgh University to identify ways of increasing uptake of free school meals and maximising Pupil Equity Funding		2			H1 18/19: Off Target Research completed on update of free school meals at St David's and included in poverty plan. Other research placement on going about LAC young people.
P.IOM.CE.1.4	Deliver the actions in the child poverty plan.	H1 18/19: Child poverty plan reported to Cabinet. New report being drafted to meet the requirements of the Child Poverty Act. Successful grant application (90k) to the Hunter Child Poverty Innovation Fund.	0%	Relative to Scotland, Midlothian can demonstrate a 1% reduction in child poverty. Currently the Scottish Average is 22% and Midlothian is 22.5%		21.5%		22.5%	H1 18/19: Off Target No new data - Concerning national trend in an increase in child poverty to 24%
P.IOM.CE.1.5	Provide short term support to people experiencing significant hardship. This will include practical interventions including access to food banks; travel vouchers and trial energy vouchers for households experiencing fuel poverty.	H1 18/19: The community meals in Gorebridge and Mayfield have provided a practical intervention to help food poverty in those areas. The eNewsletters issued by MFIN together with the presentations at MFIN meetings help inform our members of services and organisations that they can work with for the benefit of their clients.	50%	Midlothian Foodbank will provide people with emergency food supplies		2,200		2,800	H1 18/19: On Target
				Provide £5 food vouchers to Foodbank users to purchase fresh food and vegetables		300		N/A	H1 18/19: Data Not Available Midlothian Foodbank no longer has funding for the £5 vouchers which were for the Toot for Fruit van which has also ceased to operate. They do not provide travel vouchers this is done by the CAB and the energy vouchers have never materialised.
				500 hot meals to people in food poverty, homeless or in isolation.		250		1,500	H1 18/19: On Target
P.IOM.CE.1.6	Provide training to front line workers on the Welfare Reform Act so they can provide high quality support to people experiencing poverty	H1 18/19: Off Target Due to demands on the team with Universal Credit and a new European Social Fund pilot which the team is running.	25%	MC Welfare Rights Team will train advice staff and volunteers on welfare rights issues, in particular, the new requirements of the Welfare Reform Act		50		25	H1 18/19: Off Target Due to demands on the team with Universal Credit and a new European Social Fund pilot which the team is running.
P.IOM.CE.1.7	Increase the interventions and	H1 18/19: Not available Will be available H2	0%	Reduce the number of unemployed adults in Midlothian				3.5%	H1 18/19: Data Only

Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
	support to unemployed adults.			by 5%					
P.IOM.CE.1.8	Increase the interventions and support to workless households	H1 18/19: On Target. 135 visits have occurred to LLE job clubs (28) and focus team work (107)	50%	Reduce the workless households in Midlothian by 5%				12.4%	H1 18/19: Data Only 12.4% of households are workless compared to a national rate of 18%.
P.IOM.E.1.1	ESF Midlothian Pipeline Project will engage and support clients through its operation to remove the barriers they face to employment and vocational training.	H1 18/19: Off Target. 91 participants. Note accumulative total from start of project.	30%	Number of unemployed and inactive participants with multiple barriers entering vocational training	126			N/A	H1 18/19: Data Not available Will be available H2
				Number of unemployed and inactive participants with multiple barriers to employment	310			172	H1 18/19: Data Only
P.IOM.E.1.2	Increase the number of people receiving support from the LLE job club.	H1 18/19: 135 individuals	50%	Number of people receiving support from the LLE job club				108	H1 18/19: Data Only








02. Midlothian residents are successful learners and young people go on to positive destinations when they leave learning



Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.IOM.CE.2.1	Volunteer Midlothian, LLE and Third Sector partners will develop new volunteering roles and recruit new volunteers in line with the Volunteer Charter	H1 18/19: The majority are on target some delay in relation to key theme areas disability and work experience. LLE - 13 new volunteers. 46 new volunteers registered with 178 currently being advertised. 20 new volunteers involving organisations registered with Volunteer Midlothian during this period.	50%	Number of Saltire Awards achieved by young people (12-25) for volunteering in their community		192		206	H1 18/19: On Target 206 Saltire Awards achieved by young people for volunteering
				Based on Midlothian Citizens Panel, the number of volunteers will increase by at least 1% a year		30%		31%	H1 18/19: On Target
P.IOM.CE.2.2	Provide one-to-one or group ICT tuition to 95 older people and vulnerable adults over the age of 50 as part of the Connect Online Programme.	H1 18/19: This originated from a time when Volunteer Midlothian had 35 hpw of staff time working on Connect Online. This reduced down to 14 hpw from 1st April 2018.	70%	Older people and vulnerable adults will receive one-to-one IT tuition at home		20		14	H1 18/19: Off Target The figures originated from a time when Volunteer Midlothian had 35 hpw of staff time working on Connect Online. This reduced down to 14 hpw from 1st April 2018
				Older people and vulnerable adults will receive group IT tuition to improve their digital literacy		60		48	H1 18/19: Off Target The figures originated from a time when Volunteer Midlothian had 35 hpw of staff time working on Connect Online. This reduced down to 14 hpw from 1st April 2018
P.IOM.CE.2.3	Provide training and support to Third Sector organisations to improve the quality of their volunteer placements and volunteer management	H1 18/19: On Target although accommodation charges prohibitive. 100% of VIOs who provided feedback stated that they felt better able to recruit, manage and retain volunteers as a result of using TSI.	50%	Third Sector organisations who have access to support and training report that they are better able to recruit, manage and retain volunteers as a result of receiving training and support		100%		100%	H1 18/19: On Target
P.IOM.CE.2.4	Provide 1:1 support to Third Sector organisations and social enterprises to improve their	H1 18/19: Not available as no target set	0%	Third sector organisations are sustained and their governance improved.				27	H1 18/19: Data Only 27 orgs/indivs received support

Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
	sustainability, governance and practice.								
P.IOM.CE.2.5	Deliver an annual Third Sector Interface training programme, of 10 training events	H1 18/19: Off Target 2 events have been held for 41 attendees.	20%	Third sector organisations can access the training they need to sustain and improve				41	H1 18/19: Data Only 41 attendees at 2 events
P.IOM.CE.2.6	Agree actions with Community Planning Partnership (CPP) Partners to improve digital access across Midlothian as part of the Technology Steering Group	H1 18/19: Not available Will be available H2	0%	All actions identified in 2018/19 action plan delivered		100%		N/A	H1 18/19: Not available Will be available H2
P.IOM.E.2.1	Deliver the actions and targets in Developing Scotland's Young Workforce (DSYW) Plan	H1 18/19: The majority are on target some delay in relation to key theme areas disability and work experience. Year of young people awards PAVE/PAVE2, Career Fair, 100 Care experienced participants. Positive destinations 94.3%: Unknowns reduced to less than 100.	50%	% of 16-19 years olds secure a positive destination annually the 'participation measure'. DSYW plan details the actions required to achieve this	New for 16/17	95%		94.4%	H1 18/19: Off Target 94.4% SLDR and Participation 94.3%
P.IOM.E.2.2	Increase the level of achievement in mainstream youth work.	H1 18/19: Annual reporting only. Will be available at H2.	0%	Number of attendees at Youth Clubs achieving accreditations				28	H1 18/19: Data Only
				Number of young people achieving Duke of Edinburgh Award				164	H1 18/19: Data Only
P.IOM.E.2.3	Ensure there is a youth work officer in each geographical cluster for all young people P6 to S6	H1 18/19: On target although accommodation charges prohibitive.	50%	Number of young people attending Youth Clubs in Dalkeith cluster				135	H1 18/19: Data Only
				Number of young people attending Youth Clubs in Lasswade cluster				290	H1 18/19: Data Only
				Number of young people attending Youth Clubs in				333	H1 18/19: Data Only





Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
				Newbattle cluster					
				Number of young people attending Youth Clubs in Penicuik cluster				99	H1 18/19: Data Only
P.IOM.E.2.4	Target approach to increase engagement with care experienced young people.	H1 18/19: On Target. DofE increased access by care experienced young people.	0%	Number of care experienced young people engaged in mainstream youth work.				74	H1 18/19: Data Only
P.IOM.E.2.5	Ensure that transitional support is offered to young people from P7 to S1 and then from S4, S5 and S6 who are at risk of leaving school without a destination.	H1 18/19: On Target	50%	Number of young people attending transition projects.				107	H1 18/19: Data Only
P.IOM.E.2.6	Deliver the actions identified in Employability and Learning Midlothian (previously Midlothian Adult Learning Partnership) so that qualification levels are improved at all levels (SVQ1-4)	H1 18/19: On Target Work against the targets is progressing	50%	Increase % of NVQ4 and above qualification levels of Midlothian residents	39.9%	40.9%		41.8%	H1 18/19: On Target
				Increase % of NVQ3 and above qualification levels of Midlothian residents	59.5%	60.5%		62.3%	H1 18/19: On Target
				Increase % of NVQ2 and above qualification levels of Midlothian residents	77.1%	76.5%		77.8%	H1 18/19: On Target
				Sustain % of SVQ1 and above qualification levels of Midlothian residents	87.3%	87.3%		87.6%	H1 18/19: On Target
				Midlothian residents with no qualifications have reduced	7.9%	7%		7.3%	H1 18/19: Off Target The latest available information (Jan-Dec 2017) shows Midlothian is below the Scottish average.







03. There is a reduction in inequality in health outcomes

Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.IOM.CE.3.1	Deliver programmes that will impact positively on physical activity	H1 18/19: Not available Will be available H2	0%	Increase the % of people reporting that they are physically active for a minimum of 30 minutes, at least 5 days a week	7%	5%		7%	H1 18/19: Off Target 7% of respondents said that they never or rarely engage in physical activity.
P.IOM.CE.3.2	Deliver programmes that will impact positively on healthy eating	H1 18/19: Not available Will be available H2	0%	Increase the number of days per week people eat their five portions of fruit and vegetables		85%		86%	H1 18/19: On Target
P.IOM.CE.3.3	Professionals that work with children and young people report an increase in knowledge, skills or confidence in order to provide preventative support for children with mental wellbeing issues.	H1 18/19: Not available Will be available H2	0%	Increase the % of professionals who report this increase in knowledge and skills.				N/A	H1 18/19: Not available Will be available H2
P.IOM.CE.3.4	Support people to attract additional income with the AIM HI project.	H1 18/19: Not available Will be available H2	0%	Total number of people assisted by AIM HI project.				N/A	H1 18/19: Not available Will be available H2
				Total increase in household income (£) for families engaged with AIM HI Project				N/A	H1 18/19: Not available Will be available H2
P.IOM.CE.3.5	Increase the uptake of benefits such as the Healthy Start vouchers	H1 18/19: Not available Will be available H2	0%	Increase in % uptake	71%	81%			H1 18/19:
P.IOM.CE.3.6	Establish 13 core indicators for measuring learning, health and economic outcomes so trend data can be monitored over time.	H1 18/19: Indicators drafted, but revisions to Education indicators now required. Nationally driven changes to PIP scores at P1 and S4 Tariff scores mean this is not yet completed. CPP Board has considered use for tracking closing the gap at priority area level and further work is to be done on this.	50%	Gap indicators monitored and shared with Community Planning Partnership (CPP) partners during CPP meetings		1		N/A	H1 18/19: Data not available Indicators have been monitored and will be reported annually.

Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.IOM.CE.3.7	Develop a Type 2 Diabetes/Obesity Prevention Strategy that involves the breadth of the Community Planning Partnership.	H1 18/19: Not available Will be available H2	0%	Produce a strategy in partnership with the breadth of community planning partners and captures their contribution to reducing type 2 diabetes and obesity				N/A	H1 18/19: Not available Will be available H2
P.IOM.CHS.3.1	Provide support and direction to programmes and partnerships to ensure they undertake work to tackle health inequalities	H1 18/19: Not available Will be available H2	0%	Number of organisations or services benefit from advice and information related to health inequalities		5		N/A	H1 18/19: Not available Will be available H2

04. Citizens are engaged with service development and delivery

Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.IOM.CE.4.1	Complete Neighbourhood Plans in all of the 16 Community Council areas. Agree a schedule of Neighbourhood Plan reviews	H1 18/19: Complete 15 Neighbourhood Plans Completed covering all 16 Community Council areas. Reviews ongoing, there is challenge to ensure the plans meet the requirements of Locality Planning in the priority communities. There is also a need to continually improve the process and move beyond meetings. Communities' team have a role to coordinate local activity.	100%	Each of the Neighbourhood Plans can demonstrate 2 tangible improvements as result of the process		21		38	H1 18/19: On Target 38 tangible improvements made across the 15 neighbourhood plans
P.IOM.CE.4.2	Provide support to Third Sector and community groups to increase their capacity	H1 18/19: Provide support to 151 community organisations on more than 400 separate occasions. Asset transfer, funding and governance were the most frequent type of support provided. In addition 21 groups have signed a community support agreement – for organisations that receive extensive/structured ongoing support.	94%	Provide bespoke 1:1 support to community and voluntary groups on funding, capital projects, governance, income generation, influencing and organisational development.		80		151	H1 18/19: On Target
P.IOM.CE.4.3	Undertake the Citizens Panel survey as a way of informing service development and delivery.	H1 18/19: Winter survey completed and reported. Summer survey agreed and out to panel members.	50%	Complete two citizen panel surveys with a response rate of at least 60%		60%		67%	H1 18/19: On Target 1 survey completed
P.IOM.CE.4.4	Test new approaches to funding that enable more community involvement in budgeting decisions.	H1 18/19: Not yet although consideration being given to use section 75 money allocated by community involvement (PB).	0%	Attract external funding to test at least 1 new approach that enables public engagement in the decision making processes		1			H1 18/19: Off Target Limited progress

Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.IOM.CE.4.5	Manage clear processes for community groups to improve access to the Community Planning Partnership decision making as part of the Community Empowerment Act, including Participation Requests	H1 18/19: Complete Exceeding target for Participation More work needed to ensure community groups can directly inform CPP decision making.	100%	No more than one formal Participation Requests per quarter, early high quality engagement will prevent the need for formal Participation Requests				1	H1 18/19: Data Only One new participation request received but rejected due to an existing request on the same issue i.e. access to Ironmills Steps.
P.IOM.CE.4.6	Manage a clear process for Asset Transfers	H1 18/19: Asset Transfer Framework and changes to standing orders approved by Council. Community Management Assessment Group established. 15 Expressions of interest and two formal/completed requests pending a decision by council.	100%	15 organisations are supported through an expression of interest and all organisations that apply for a formal transfer are responded to within the statutory timescales. An Asset Transfer Framework is approved by Council.		15		15	H1 18/19: On Target 15 organisations supported. 2 formal requests been evaluated.
P.IOM.CE.4.7	Provide bespoke and online training via a new Learn Pro module on the Community Empowerment Act.	H1 18/19: 3500 staff been offered training and 35 staff completed learn pro 23%	100%	Training offered to 3500 staff and volunteers with a take up of at least 150		3,500		3,500	H1 18/19: On Target Training offered to 3500 staff and volunteers but uptake is limited.
P.IOM.CE.4.8	Support Community Organisations with applications to the Armed Forces Covenant Fund.	H1 18/19: 3 organisations have received extensive 1-1 support with their applications. Two have received grants for more than 20k each as a result of this support.	43%	Provide bespoke 1:1 support to develop applications to the Armed Forces Covenant Fund.		7		3	H1 18/19: Off Target 3 organisations have received extensive 1-1 support with their applications. Two have received grants for more than 20k as a result of this support
P.IOM.CE.4.9	Develop and provide a new online training module via Learn Pro to raise awareness of the Armed Forces Covenant	H1 18/19: Not yet completed	0%	Training module to be offered to all Midlothian Council staff.					H1 18/19: Off Target Not yet completed
				Training module to be made available to community organisations.					H1 18/19: Off Target Not yet completed

Summary of successes

H1 18/19:

1. Conserving and Improving Midlothian's Environment

Approximately £2.5m of grant funding combined was secured from the Heritage Lottery Fund and Historic Environment Scotland for the Penicuik Heritage Regeneration Project. The Penicuik Heritage Regeneration Project started in August 2018 and will run until 31 March 2023. It will consist of repair and restoration of historic and important buildings, public realm improvements and education and training initiatives. The public realm components of the project commenced in October 2018.

The Gorebridge Connected project emerged following the finishing of the Gorebridge CARS project on 31 March 2018. The project comprises three components, Hunter Square Heritage Enhancement Scheme, Redevelopment of the former Gorebridge Railway Station House and The Link Project.

. *Hunter Square Heritage Enhancement Scheme:* Work started on site early July and the hard landscaping is expected to be finished in mid November 2018.

. *Redevelopment of the former Gorebridge Railway Station House:* Planning and listed building consent for the project granted in July 2018. Construction tender process started in late September 2018, construction is expected to start early 2019 and the project to be completed in early 2020.

. *The Link Project:* Plaques and panels have been ordered and will start to be put in place/fixed in the street scene in November as part of the Hunter Square public realm enhancement. Audio equipment for the heritage trail has been ordered.

A 2018/2019 draft Climate Change, Sustainable Development Improvement Plan is being produced. The Midlothian Green Network Supplementary Guidance was adopted in summer 2018 and is being implemented through decisions on planning applications.

2. Economic Recovery and Growth

The implementation of Gorebridge Connected and the Penicuik Heritage Regeneration Project will support potentially significant investment and improvements to Gorebridge and Penicuik.

The Midlothian Local Development Plan (2017) continues to set the policy framework for economic growth and the assessment of development proposals in Midlothian over the next five year period. Having an update Local Development Plan is very important for the determination of planning applications, and where necessary, for the Council to defend at appeal proposals it has refused.

The Council continues to progress master planning projects in the vicinity of Newtongrange train station and Stobhill.

Business Gateway and the Council's Economic Development section continue to provide advice and guidance to a wide range business ventures and companies seeking to establish and/or grow and thrive in Midlothian.

3. Housing

The need for affordable housing remains very high in Midlothian with almost 5,000 households on the Council's Housing List and there are currently over 1,000 homeless households in Midlothian awaiting permanent housing. Midlothian Council intends to develop 1,000 additional council homes to address this need with sites being planned across the County.

There has been a significant reduction in the use of bed and breakfast accommodation during 2018, and following a consultation, Midlothian Council has agreed to the refurbishment of Jarnac Court offices for use as temporary accommodation. This will further reduce the number of households accommodated in bed and breakfast.

Summary of major challenges and actions to address them

H1 18/19:

1. Conserving and Improving Midlothian's Environment

Implementing the Gorebridge Connected and the Penicuik Heritage Regeneration Project and gaining public and private sector support to truly capitalise on their potential. Gaining support for the public realm works in the Penicuik Heritage Regeneration Project and having all partners contributing to the realisation of the Gorebridge Connected project.

Have the Planning team timetable, as resources allow, production of all environment related supplementary guidance identified in the Midlothian Local Development Plan.

2. Economic Recovery and Growth

Delivering the Gorebridge Connected and the Penicuik Heritage Regeneration Project.

Building the capacity of Community Councils and third sector groups to engage fully in community planning and neighbourhood planning work to achieve demonstrable outcomes for their communities.

Continue to maximise the medium and long term economic benefits of the Borders Railway through working with agencies and businesses.

Capitalise on LEADER funding programme opportunities through working with agencies and businesses.

3. Housing

Midlothian Council will shortly submit the Strategic Housing Investment Plan which details the plans for development by the Council and other development partners. It is anticipated that there will be an increased level of grant funding from the Scottish Government to support a substantial increase in the supply of affordable housing which is necessary to meet the increasing need in this area.


The Scottish Government has requested that all Councils develop a Rapid Rehousing Transition Plan, which needs to show how the Council will increase the speed of which homeless households will be rehoused and efforts to provide more suitable accommodation. Officers are developing a range of activities with the intention of reducing the time spent in temporary accommodation and eradicating the need to use bed and breakfast accommodation.

Sustainable Growth Actions and PIs




01. Support the local economy to grow and become more productive and Inclusive






Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.SG.CE.1.1	Continue to work with the top 50 economically important businesses (Scottish Enterprise account managed, Business gateway pipeline with growth potential)	H1 18/19: On Target	50%	List of growth potential businesses created, up to date and in use	New for 17/18	Yes		Yes	H1 18/19: On Target
P.SG.CE.1.2	Work with key groups of business start ups to increase economic activity	H1 18/19: On Target	50%	Number of business start ups assisted	2016/17: 59 starts from 163 - 36%	83		83	H1 18/19: On Target
P.SG.CE.1.3	Work with key start-ups or groups of businesses that are able to grow without causing displacement and that will increase economic activity in Midlothian	H1 18/19: On Target	50%	Increase number of businesses progressing into Growth Pipeline (GP) and Account Management (AM)	8	6		9	H1 18/19: On Target
P.SG.CE.1.4	Increase economic impact from use of Midlothian tourism assets	H1 18/19: On Target Tourism figures are produced a year in retrospect.	50%	Increase level of Income generated in Midlothian by Tourism assets	Report published April 2016 on year to March 2015: £79.71m	£40m		£47.69m	H1 18/19: On Target £24.57m in April – June 17. 47.69m Jan – June 17.
P.SG.CE.1.5	Review public services procurement arrangements to identify a baseline of local procurement	H1 18/19: On Target Reported annually in June. Council procures 18% from local small businesses.	50%	Public sector partners on the board reporting their local procurement figures	Council procures 14% from local small businesses	Yes		Yes	H1 18/19: On Target % of Total Spend within Local Authority Area 17/18 NHS Lothian: 0.57% SQA: 0.52% Midlothian: 18.07% equating





Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
	from Midlothian businesses								to approximately £19.7m of our total 17/18 spend was with local businesses. Edinburgh College: 1.19% (16/17 figure, 17/18 not yet available).
P.SG.CE.1.6	Prepare a Revised Economic Development Strategy and Action Programme	H1 18/19: On Target Preparation of the new Economic Development Strategy is in progress (20%), and will be completed once the current review of the Economic Development service has been implemented (due Dec. 2018).	20%	Formal statement of genuine engagement with community planning partners and representative business organisations in the preparation of Strategy and Action Programme		20%		20%	H1 18/19: On Target Preparation of the new Economic Development Strategy is in progress (20%), and will be completed once the current review of the Economic Development service has been implemented (due Dec. 2018).

02. Maximise the socio-economic benefits of the Borders Railway

Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.SG.CE.2.1	Increase take up of economic land supply along the Borders Rail corridor which comprises Shawfair, Dalkeith, Bonnyrigg, Rosewell, Newtongrange and Mayfield/Easthouses, Gorebridge, Pathhead)	H1 18/19: On Target Local haulage firm take up of vacant land at Mayfield Industrial Estate. 1.2Ha. = 1.4%	51%	% of Hectarage of available land in the corridor taken up. Reviewed through the LDP process and annual land audit. Annual Report on promotion of economic land as part of Borders Rail blueprint programme	New for 17/18			1.4%	H1 18/19: Data Only Local haulage firm take up of vacant land at Mayfield Industrial Estate: planning application reference 17/00334/DPP. 1.2Ha. = 1.4%






03. Develop Midlothian Science Zone to benefit the local economy and community

Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.SG.CE.3.1	Increase connections between local business and the Midlothian Science Zone (MSZ)	H1 18/19: On Target Linking action - Measured through Performance Indicators	50%	Number of local businesses working with Midlothian Science Zone (MSZ) partners known	New for 17/18 - 2	4		8	H1 18/19: On Target 1. BMK Vaccines 2. Censo Technologies 3. Centre for Ecology and Hydrology 4. Edinburgh Pharmaceutical Processes (EPP) 5. Edinburgh Technopole 6. Moredun Research Institute 7. Quotient 8. Scottish Rural University College (SRUC)
				Embedding the Midlothian Science Zone (MSZ) brand through the creation of website	100%	Yes		Yes	H1 18/19: On Target Ongoing updates on a regular basis.
				Improve access to MSZ through signage and other activities	100%	No		No	H1 18/19: On Target Work ongoing.
				Engage with the Easter Bush Development Board in securing medium/long term access to the strategic road network		Yes		Yes	H1 18/19: On Target Approx 2 meeting p.a.
				Number of local business interacting with Midlothian Science Festival	8	2		24	H1 18/19: On Target <u>Number of local business interacting with Midlothian Science Festival (highlighted from 2018 Festival brochure and website):</u> Partners: 1. Black Diamond FM 2. Dean Tavern 3. Edinburgh College 4. Esk Valley Trust 5. Glencorse Centre 6. GMP Print solutions 7. Greening Gorebridge 8. Mayfield Community Club 9. Midlothian Dog Training Club 10. Midlothian Youth Police





Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
									Force 11. Moorflax Community Cinema 12. National Mining Museum Scotland 13. Newbattle Beekeepers Association 14. Penicuik Storehouse 15. Pentland Plants 16. Roslin Bowling Club 17. Rosslyn Chapel 18. SRUC 19. Stewart Brewing 20. The Paper Mill 21. The Secret Herb Garden 22. Wildlife Information Centre 23. Xilinx Co. 24. Y2K
P.SG.CE.3.2	Increase connections between local schools and the Midlothian Science Zone	H1 18/19: On Target	50%	Number of School/MSZ links increased due to creation of Science Outreach Centre – opening in Oct 2017	6	3		2	H1 18/19: Off Target 2 placements sourced on site for 2018/19 academic year.
				Business Insights work placement scheme for S3/S4 students in Midlothian Schools. (12 student placements across 6 schools)	12	6		11	H1 18/19: On Target Pilot successful (11 attended) but axed due to a lack of resources within the HR Dept to run.
				Pilot an enhancement scheme for science students in Midlothian	New for 17/18	Yes		Yes	H1 18/19: On Target Easter Bush Science Outreach Centre now opened and is being used by primary and secondary schools in Midlothian – various programmes available to pupils & teachers.
				Increase participation in Career Ready Scheme	New for 17/18	Yes		Yes	H1 18/19: On Target 20 young people have signed up for 2018-20. Schools are now funding this directly and so Dalkeith High and Penicuik High School are no longer participating. No increase in participation but the Easter

Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
									Bush Campus continues to participate in the program (5 pupils per year)









04. Support regeneration of Town Centres



Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.SG.CE.4.1	Establish the "Gorebridge Connected" project during 2018/2020	H1 18/19: On Target Project started.	50%	Begin implementation of the "Gorebridge Connected" project - including the Railway Cafe at the former Gorebridge train station; public realm works at Hunter Square and the Link Project	New for 17/18	Yes		Yes	H1 18/19: On Target Project started but having communication difficulties with ScotRail and Network Rail.
P.SG.CE.4.2	Improve the viability, vitality and environmental quality of Penicuik Town Centre	H1 18/19: Complete Funding secured from HLF and HES.	100%	Commencement of 5 year, 2018-2023 Penicuik Heritage Regeneration Project (TH and CARS)		Yes		Yes	H1 18/19: Complete Project started in August 2018.
P.SG.CE.4.3	Build upon the setting up of the Penicuik Business Improvement District and support the implementation of BIDS activities	H1 18/19: On Target BID continues to deliver projects in line with business plan. AGM held and new chair elected.	50%	Number of BIDS projects completed from BIDS action plan	New for 17/18	5		5	H1 18/19: On Target Monthly farmers Market BID rep on THI project Website content and online marketing Hanging baskets within town centre Monthly board meetings held
P.SG.CE.4.4	Develop a Dalkeith BIDs initiative	H1 18/19: Complete Application submitted to Scottish Government.	100%	Application made to Scottish Government Borders Railway Blueprint funding programme to provide support for a Dalkeith BIDs initiative	New for 17/18	Yes		Yes	H1 18/19: Complete Application was successful and work progressing to set up a Dalkeith BIDs programme through One Dalkeith.
P.SG.CE.4.5	Engage with One Dalkeith about Dalkeith Town Centre redevelopment	H1 18/19: On Target Ongoing project to develop BID in town centre. Project will take 18months approx This info is only related to BID development, not wider town centre redevelopment	50%	Evidence of engagement between One Dalkeith and Council on Dalkeith town centre regeneration through minutes of meetings and consultations	New for 17/18	Yes		Yes	H1 18/19: On Target Contractor appointed to lead BID development. Business consultation has commenced.

05. Deliver LEADER Projects (EU Funding Programme)


Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.SG.CE.5.1	Encourage Tyne Esk LEADER Programme applications from Midlothian eligible areas	H1 18/19: Complete The LEADER staff team have continued to promote the availability of the Tyne Esk Fund across the Tyne Esk area, attending both the Haddingotn Show and the Dalkeith Show. The Programme is now one of the best performing in Scotland in terms of audit compliance and amount of money allocated.	100%	Number of LEADER applications approved	New for 17/18	7		8	H1 18/19: On Target 6 applications have been approved that benefits the Midlothian area with another 2 that benefit both Midlothian and East Lothian.
				Percentage of LEADER funds allocated	New for 17/18	11%		11.36%	H1 18/19: On Target On track for 15% of funds allocated to projects in Midlothian
				Number of community facilities created	New for 17/18	0		0	H1 18/19: On Target Waiting on projects to complete that will increase this figure later in the year.
				Number of community facilities improved	New for 17/18 - 4 targeted	0		0	H1 18/19: On Target Waiting on projects to complete that will increase this figure later in the year.

06. Deliver further affordable housing




Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.SG.CHS.6.1	In partnership between the Council, Registered Social Landlords and Private Developers, deliver 165 new affordable homes	H1 18/19: On Target Investment in 76 affordable homes.	45%	Number of new homes completed	80	76		76	H1 18/19: On Target 157 homes are projected to be completed by the end of 2018/19.
P.SG.CHS.6.2	Investigate accelerated development of affordable housing via use of innovative approaches and consequent economic benefit.	H1 18/19: On Target 163 homes are being planned for development which are being funded by innovative schemes which do not require Scottish Government Grant funding.	15%	Number of units currently under construction	16/17: 45	0		0	H1 18/19: On Target Units are at the planning stage but not under construction.
				Number of Units complete	16/17: 0	0		0	H1 18/19: On Target Units are at the planning stage but not under construction.
P.SG.CHS.6.3	Develop affordable housing to meet specialist needs	H1 18/19: On Target 239 specialist provision houses are being planned during the next five years to meet needs.	15%	Number of complete unit complex care development and plan additional provision of extra care housing	16/17: 90	0		0	H1 18/19: On Target Complex Care unit is complete and 80 extra care units are being planned
				Number of other specialist provision housing units complete	16/17: 1	0.5		3	H1 18/19: On Target 3 Amenity Properties have been built/acquired
P.SG.CHS.6.4	Increase the support to young people through the Youth Homelessness Prevention Service	H1 18/19: On Target There is not a specific Youth Homelessness Prevention team but all homeless team members work with households to provide solutions to prevent homelessness.	50%	% of young people approaching the homelessness service who engage with Youth Homelessness Prevention Service		50%		50%	H1 18/19: On Target Target is being met.
P.SG.CHS.6.5	Deliver online housing options and advice to improve availability of tailored information and advice	H1 18/19: On Target Homeless team works with households to discuss wider housing options including use of online toolkit.	50%	Number of households using (YHP) service per annum	186	123		123	H1 18/19: On Target The level of engagement with young people on housing options continues to be high.
P.SG.CHS.6.6	Reduce bed and breakfast	H1 18/19: On Target The development of offices at	80%	Number of households at any time living in bed and breakfast	80	20		46	H1 18/19: On Target The target of a 50% reduction

Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
	accommodation use by 50% by 2018	Jarnac Court for temporary accommodation and further acquisitions continues to support a reduction in bed and breakfast use.		accommodation					is close to being achieved. Provision of alternative accommodation is being arranged to ensure further reductions.
P.SG.CHS.6.7	Deliver "Leaving Home" education programme in Schools	H1 18/19: On Target Housing Education will be delivered to S5 and S6 Students in Q3.	5%	Number of secondary schools delivering "Leaving Home" education programme	6	0		0	H1 18/19: On Target Programme to take place in Q3.
P.SG.CHS.6.8	Raise awareness of energy saving or fuel poverty advice and assistance schemes	H1 18/19: On Target Various activities being undertaken to support fuel poor households including benefits checks, tariff switching, billing advice, loans.	50%	Increase the number of households accessing energy saving or fuel poverty advice and assistance schemes	14/15 - 2813 households. Target for 17/18 - 1943	1,500		523	H1 18/19: Off Target 523 in Q1 only, likely to see an increase in engagement activity during the winter months

07. Increase sustainable travel (includes Borders Railway and Active Travel - Walking, Cycling and Green Networks) and support biodiversity

Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.SG.CE.7.1	Development of pedestrian and cycle path from north of Loanhead, in Edinburgh, to south of Danderhall	H1 18/19: Complete Path now completed and open.	100%	Consult on and publish Midlothian Council's Active Travel Strategy (2018-2021)		Yes		Yes	H1 18/19: Complete Path open.
P.SG.CE.7.2	Undertake active travel promotional work	H1 18/19: On Target With the exception of non-Council major Midlothian employer Active Travel Plans, work is progressing.	80%	Provide new housing developments with sustainable travel packs		Yes		Yes	H1 18/19: On Target Has started and is on going.
				Roll out IBike programme in Midlothian to primary and secondary schools to promote getting to school by walking, cycling, scooting and public transport	New for 17/18	Yes		Yes	H1 18/19: On Target Roll out continuing but at a slower pace as less funding was secured and available than programmed.
				Produce Work Place Active Travel Plans through engagement with major Midlothian employers	New for 17/18	Yes		Yes	H1 18/19: On Target Council's active travel plan produced but there is a lack of support from other employers to produce active travel plans.
P.SG.CE.7.3	Develop and deliver Midlothian Green Network	H1 18/19: Complete Work being secured through relevant Council services, including Land Resources and Planning Services.	100%	Publish the Midlothian Green Network		Yes		Yes	H1 18/19: Complete Document produced and adopted by Council.
				Secure and deliver components of the green network through new development, Council work programmes, and where relevant from accessing external funding sources		Yes		Yes	H1 18/19: On Target Green network components being secured through the delivery of new development and other funding sources.
P.SG.CE.7.4	Produce a new Midlothian Local Biodiversity Action Plan (LBAP) and restart the Midlothian Biodiversity Partnership	H1 18/19: On Target Draft LBAP produced.	25%	The LBAP is produced, its actions are being implemented and the Midlothian Biodiversity Partnership is restarted		Yes		Yes	H1 18/19: On Target Draft LBAP produced and being taken forward with partners.


08. Increase use of Renewable Energy

Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.SG.CE.8.1	Midlothian Council to explore installation of ground and roof mounted solar panels on Council owned land and property	H1 18/19: Complete Company commissioned to provide energy efficiency measures for identified non-residential Council owned buildings.	100%	Feasibility study complete	New for 17/18	Yes		Yes	H1 18/19: Complete Feasibility study complete.
P.SG.CE.8.2	Provide information on the Planning pages of Midlothian Council's website on the types availability of renewable energy, and their requirements for planning consent	H1 18/19: On Target Staff investigating approach of other local authorities.	5%	Information is available on Midlothian Council's website	New for 17/18	No		No	H1 18/19: On Target Work not yet started.
				Disseminate this information to and through the Federation of Midlothian Community Councils	New for 17/18	No		No	H1 18/19: On Target Work not yet started.

Equalities Actions and PIs



Equalities									
Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
P.EQ.1.1	Contribute in terms of equality issues & initiatives to the Midlothian Equality Plan 2017-21		0%	Evidence of equalities work/issues from 5 thematic partnership groups and sub groups is reflected in the minutes of these groups		5			
P.EQ.1.2	Address LGBT prejudiced based bullying/discrimination/inappropriate behaviour in our schools and colleges	H1 18/19: On Target Newbattle and Lasswade are signed up to do the LGBT+ Youth Charter Mark - The Equalities Engagement Officer is meeting with them in the coming weeks. Lasswade have requested a Talking Books (formerly Human library) event in Feb for LGBT History Month. Beeslack and Penicuik have established LGBT groups and Dalkeith High group is now up and running. Currently working with MYPAS LGBT+ Youth Group and schools groups to look at how we can improve links.	50%	Level of LGBT support groups activity in secondary schools	83%	100%		71%	17/18: Off Target. Support has been offered to the two Secondary Schools who have not yet formed a LGBT Equalities group.
P.EQ.1.3	Create equality resources and networks to support neighbourhood planning	Q2 18/19: On Target The Equalities Engagement Officer is meeting with ELREC's Diversity in Public Life project to see if we can work more closely with regards to increasing diversity of community councils. She is also supporting MPEG with a funding proposal to create 3 "Equalities in a Box" training resources (one for primary; one for secondary and one for	50%	Equalities resources available and accessible					Q2 18/19: Data Only The Equalities Engagement Officer is meeting with ELREC's Diversity in Public Life project to see if we can work more closely with regards to increasing diversity of community councils. She is also supporting MPEG with a funding proposal to create 3 "Equalities in a Box" training resources (one for primary;

Action Code	Action	Action update	Action Progress	Indicator	Baseline	Indicator Target	Status	Indicator Value	Indicator Progress
		community groups/ councils) which would be held centrally and also ideally be made accessible digitally (The plan is that the communities one would be made accessible through Midlothian Libraries service).							one for secondary and one for community groups/ councils) which would be held centrally and also ideally be made accessible digitally (The plan is that the communities one would be made accessible through Midlothian Libraries service).
P.EQ.1.4	Find opportunities for equalities characteristics groups to maximise influence by working together	H1 18/19: On Target The Equalities Engagement Officer has supported Midlothian People's Equalities Group to hold Equalities Story Café; event on 20th June 2018 (in celebration of 90 years since the Representation of the People Act 1928, which gave all men and women over 21 the equal right to vote). Community Faith Partnership - Funeral Poverty event/ video – Sept 2018 Talking Books event (Formerly Human library) to be held at Mauricewood Primary in November 2018 Secured funding for Midlothian Mela 2019 and started work on Equal Midlothian Week 2019	0%	Number of joint working actions undertaken (projects)	2	1		4	17/18: On target 4 projects were undertaken by MPEG under the third action – Mela 2018 , Equal Midlothian Week 2018, and 2 human library events.
P.EQ.1.5	Work in partnership to explore and set up local adult LGBT+ group		0%						

Life Long Learning (LLL)

Report by Gary Fairley, Head of Finance and Integrated Service Support

1 Purpose of Report

This report seeks to update Council in response to the Motion approved by Council in June 2018.

2 Background

2.1 At its June 2018 meeting Council considered and approved the following motion:-

Midlothian Council have been at the forefront in Scotland for supporting the Life Long Learning agenda both within our community and for Council staff. Midlothian Council congratulates Officers and Trade Union Representatives for the work done so far and for the establishment of the Life Long Learning Committee.

Midlothian Council faces unprecedented challenges in delivering services to communities at a time of restrained budgets and increasing demand. The Council's staff play a central role in meeting these challenges and as such would benefit from additional support through learning, training and personal development.

To that end Council agrees to:

Allocate additional funding of £10 000 from the £200,000 identified for staff training in 2018/2019 budget to the Life Long Learning Committee to be used for the delivery of Life Long Learning courses supporting employee personal development

Instructs the Director of Resources to prepare a report for Council showing the Service Training budgets and what has been delivered during the years 2017/18 and 2016/2017.

Instructs the Director of Resources to carry out a skills audit across the Council, identifying staff skills that can be shared through formal and informal training opportunities.

2.2 Council allocated an additional funding of £10,000 to the Life Long Learning Committee providing a total of £20,000 from the £200,000 identified for staff to be re-trained as part of the transformation programme in the 2018/19 budget.

- 2.3** As part of the motion Council requested an update on service level training budgets and what the focus of training delivery is within these service areas. It was also requested that the skills and development of our employees be recorded, so that this information is widely documented and shared.

3 Report Implications

3.1 Resource

Council allocated funding of £20,000 from the £200,000 identified for staff to be re-trained as part of the transformation programme to the Life Long Learning Committee. The Committee supports employees to participate in formal and informal training to gain further knowledge and skills beneficial to both their personal lives and in the work place.

Learning can provide self-motivation for individuals and lead to an increase in self - confidence. The focus for the Life Long Learning Committee is to offer opportunities for employees to upskill and grow their career with Midlothian Council.

In 2017/2018 the focus of the learning opportunities offered by the Life Long Learning Committee have been around gaining supervisory and leadership skills; mental health awareness; financial wellbeing and improved digital abilities.

3.2 Directorate Budgets

Each Directorate has a training budget allocation. The budgets are used to ensure that we meet our statutory duties and obligations to comply with professional standards and health and safety. Training undertaken by staff relevant to their role in each business area, ensures that we meet the requirements of bodies including the Scottish Social Services Council, (SSSC) requirements for Social Work, Children's Services; Adult Social Care; Childcare and Early Years and in Education; Communities; Building Services; Planning; Housing; Revenues; Sports & Leisure; Landscaping; and so on. Directorates offer employee and management development opportunities with overall budgets for 2016/17, 2017/18 and 2018/19 as follows:

Division	Budget	Budget	Budget
Education, Communities & Economy (excludes DSM budgets)	£182,898	£175,149	£155,370
Health & Social Care *	£671,803	£750,368	£700,500
Resources	£167,474	£148,042	£144,636
Management	£2,589	£3,896	£3,896
Total	£1,215,937	£1,236,124	£1,188,099

3.3 Budget Information

The Health & Social Care Directorate budget costs incorporates the H&SC Learning & Development team who deliver and verify training for staff as outlined by the professional bodies across the sector including Health & Social Care and Education. Front line staff in Social Work, Social care, Children's services and schools attend continuous professional development for compliance and health and safety reasons. The Learning & Development team comprises of 9.234 FTE posts.

3.4 Risk

The Council's Workforce Strategy identifies the need for staff to be appropriately and adequately trained and developed. The allocation of resources through training budgets and the LLL committee mitigates risks. A well developed and supported workforce leads to higher staff performance, higher levels of staff engagement and higher levels of customer satisfaction.

- It is a requirement for managers to continue to log and record all types of training and development on either the Learnpro or SPHERA systems. Where training is not recorded then we will be unable to determine areas of improvement or allow us an overview of the skills our employees hold throughout the organisation.
- Additionally Managers and their teams must continue to ensure all Making Performance Matter skills and development records are kept up to date. Within service areas skills sharing and coaching already take place which capitalises on learning and applying knowledge in the workplace.
- Learnpro and SPHERA systems must be increasingly used by all Directorates as a booking training courses system. This has the added benefit of recording all those who attended courses, which is necessary especially for mandatory and legal compliance reasons.
- It is essential that Life Long Learning continues to thrive at Midlothian Council and that we have a learning culture which encourages innovation and change allowing employees to enhance service delivery for the communities we serve. Without Life Long Learning and a learning culture embedded in the organisation it will be difficult to realise the potential of everyone involved to collectively deliver excellence to our customers.

3.5 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

3.6 Key Priorities within the Single Midlothian Plan

Midlothian Council achieves its strategic priorities in the Single Midlothian Plan through the delivery of high quality services. These services are delivered through staff who are well trained and developed.

3.7 Impact on Performance and Outcomes

It is imperative that Midlothian Council have well developed and trained staff to meet statutory duties and obligations for compliance. When this is achieved, staff perform well and our organisational outcomes are achieved.

3.8 Adopting a Preventative Approach

Our staff are well trained and developed so that we are able to deliver the highest standards of service. Well-developed staff results in less accidents, complaints and poor performance.

3.9 Involving Communities and Other Stakeholders

There are opportunities to carry out joint training and development with our partners and stakeholders. Learnpro, the Council's e learning Platform and training booking system and SPHERA the Council's Health and Safety system hold information on training activities undertaken with partner organisations and stakeholders.

3.10 Ensuring Equalities

This report falls within the scope of an existing EqIA which was previously developed for the Council's Strategic Workforce Plan

3.11 Supporting Sustainable Development

Not applicable here.

3.12 IT Issues

It is a requirement that the Council's Learnpro and SPHERA systems are actively used by managers and staff to record training that has been undertaken.

The Council's performance management system 'Making Performance Matter' also has a facility to record planned and attended training courses and ongoing development.

4 Summary

Staff training and development records throughout the organisation are currently held on two systems, namely; Learnpro and SPHERA. Also as part of a performance management discussions all learning activities must continue to be recorded through the 'Making Performance Matter' process.

The skills gained by employees as part of their development opportunities can be identified through the records that are kept on the systems. We can see from these records what skills our employees have and what can be shared further with other staff through formal and informal training opportunities.

5 Recommendation

The importance of training and development of staff and Life Long Learning is noted in this report and is in conjunction with our organisational aims of Midlothian Council being a Great Place to Grow.

Date 18 December 2018

Report Contact:

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Tel No Ext 3110

Approval of Nomination of Kings Park, Dalkeith for the Centenary Fields Initiative**Report by Richard Moffat, Head of Commercial Operations, Resources.****1 Purpose of Report**

This report details a request for Midlothian Council to support and commit to a nationwide initiative led by the charity Fields in Trust in conjunction with the British Legion and Poppy Scotland to nominate parks and other greenspaces as Centenary Fields

It is proposed that Kings Park, Dalkeith be put forward as the nominated park in Midlothian.

2 Background

- 2.1** The key aim of the Centenary Fields initiative is to provide legal protection to at least one greenspace in every local authority in Scotland, England Wales and Northern Ireland in commemoration of the sacrifice made by those who lost their lives in World War One.
- 2.2** The initiative is endorsed by Fields in Trust Patron HM the Queen and its president HRH the Duke of Cambridge and whereby the protected green spaces are to be known as Centenary Fields.
- 2.3** Fields in Trust's principal purpose is to safeguard valuable green spaces (Fields as they are known) ensuring their protection and use for future generations. They are protected in perpetuity through a legal document known as a Deed of Dedication.
- 2.4** The legal protection of these greenspaces follows similar initiatives and process to the designation of King George V Playing Fields and Queen Elizabeth Fields.
- 2.5** The most recent of these schemes, the Queen Elizabeth Fields, was established to mark the Queens Diamond Jubilee in 2012. The nominated Fields were also linked to the Olympic Games in London in 2012 and the Commonwealth Games in Glasgow in 2014.
- 2.6** Midlothian Council approved the designation of 11 Queen Elizabeth Fields on 26 June 2012.

2.6 The existing Queen Elizabeth Fields are:

Area	Town
Cowden Park	Dalkeith
Penicuik Playing Fields	Penicuik
Arniston Park	Gorebridge
Poltonhall Playing Fields	Bonnyrigg
Ironmills Park	Dalkeith
Mayfield Park	Mayfield
Welfare Park	Newtongrange
Roslin Park	Roslin
Rosewell Park	Rosewell
Danderhall Park	Danderhall
Vogie Country Park	Near Gorebridge

2.7 The existing King George V Playing Fields are:

Area	Town
King George V Park	Bonnyrigg
Memorial Park	Loanhead (in compensation for development of KGV Loanhead).
King George V Playing Fields	Loanhead (reduced due to development and compensated for by Memorial Park)

2.8 The criteria for nomination as a Centenary Field is a park or other open space with a World War 1 memorial or other links to this war and which is not already protected in partnership with Fields in Trust.

2.9 Nominations are subject to an application process that includes a site visit by Centenary Fields.

2.10 If accepted the Council will undertake a legal process including signing and registering a Minute of Agreement that ensures the Council does nothing to detract from the amenity of the site and that should the Council effect disposal the Minute of Agreement is transferred to the new owner.

2.11 It is the intention of Fields in Trust to secure nominations from almost all Scotland's local authorities. At the time of writing 16 Councils have designated 27 Centenary Fields with a further eight intending to apply.

3 Main Report

3.1 In 2012, when the council approved the designation of Queen Elizabeth Playing Fields many of these sites had war memorials within the site boundary.

3.2 There are four parks in Midlothian that meet the Fields in Trust criteria where the site has a war memorial and is not already designated either as a King George Playing Field or a Queen Elizabeth Field and these are:

Kings Park, Dalkeith

Welfare Park, Newtongrange

Lasswade Park

Penicuik Public Park.

- 3.4** King's Park in Dalkeith is the location of the area's principal war memorial and on this basis King's Park would be the preferred site for Midlothian's nomination as a Centenary Field.
- 3.5** It should be noted, however, the area under protection will not include the whole of the current park and an area is omitted to allow the development of a sports area as part of the proposed Kings Park Primary school development. See Plan 1.

4 Report Implications

4.1 Resource

- 4.1.1** There are no resource implications consequent upon this report.

4.2 Risk

- 4.2.1** A concern was raised by the Council's Legal Services that King's Park was previously designated under the National Playing Fields Association – Carnegie Trust between the two world wars but neither Fields inTrust nor the Council can find any record of this agreement.
- 4.2.2** Fields in Trust which is the custodian for the United Kingdom's designated Fields welcomes the designation as a Centenary Field given that no records of a previous designation have been located despite an extensive search.
- 4.2.3** In the unlikely event of the Council seeking to breach the agreement Fields in Trust have a 'Fields Change' process that requires replacement of land (green space) lost to development to be replaced and protected. That requirement is consistent with Scottish Planning Policy (SPP). Midlothian Council has previously reached a satisfactory agreement with Fields in Trust on a 'Field Change.'
- 4.2.4** If the council decided to dispose of the area of King's Park under the agreement, the terms of the Minute of Agreement will pass to the new owner. This is, however, a very low risk given the park's importance as a local greenspace and its history including one of Midlothian's key memorials.

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

Under the theme of Sustainable Growth, the Single Midlothian Plan 2016/17 identifies “investing in our people and our infrastructure in a sustainable way” as a key aim.

4.5 Impact on Performance and Outcomes

There are no issues impacting on performance and outcomes as a consequence of this report.

4.6 Adopting a Preventative Approach

The protection of the park will help to the site for future generations and it may in future be eligible for funding streams through Fields in Trust that are not available to non-designated sites.

4.7 Involving Communities and Other Stakeholders

No public consultation has taken place at this stage.

4.8 Ensuring Equalities

The park is already very user friendly to people of all abilities and the designation will not affect this.

4.9 Supporting Sustainable Development

The designation will support future development of the site by ensuring people have continued and improved opportunities for healthy living.

4.10 IT Issues

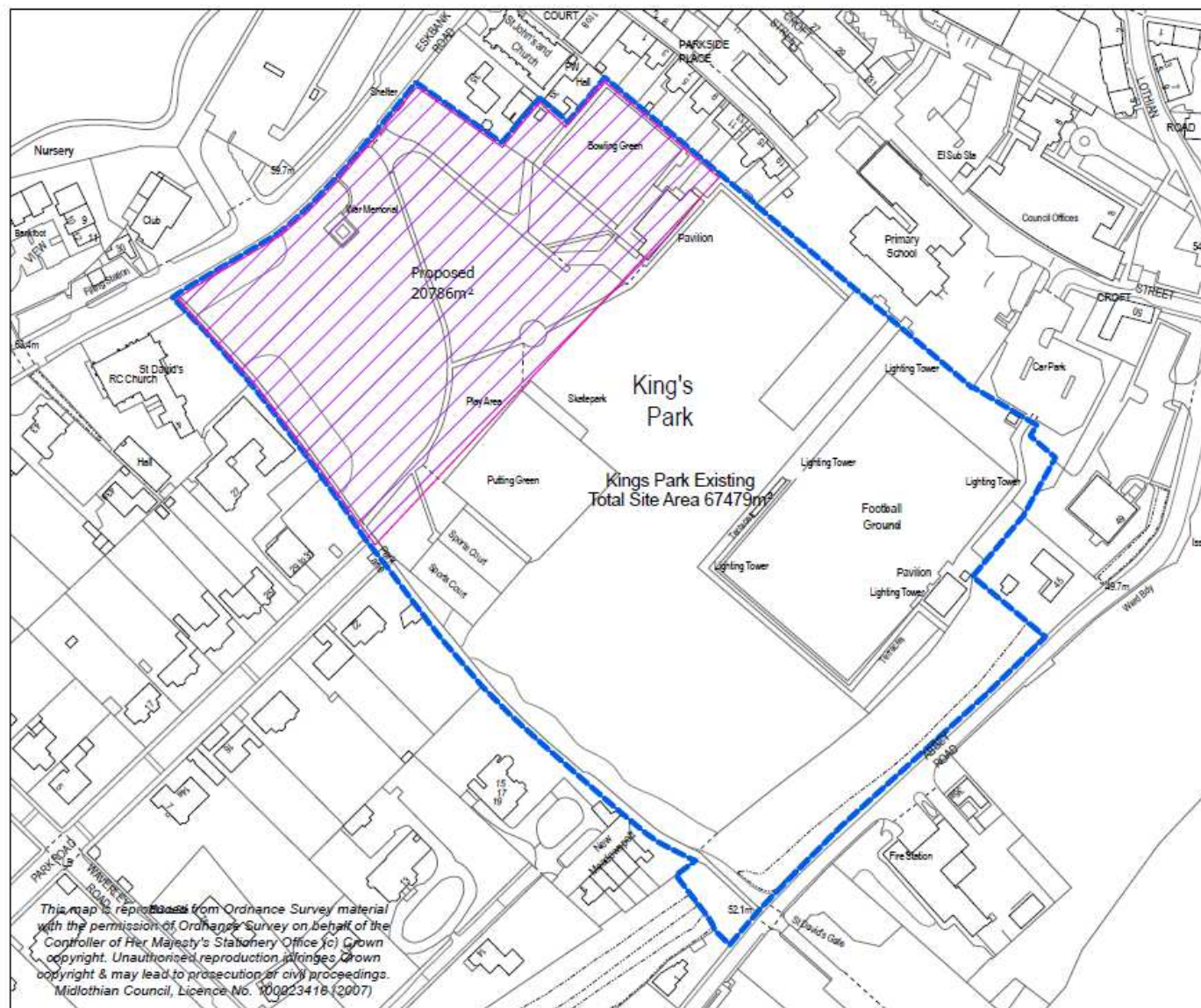
There are no IT issues consequent on this report.

5 Recommendations



Council is invited to:

- a) Confirm the nomination of King's Park, Dalkeith for designation as a Centenary Field is acceptable;
- b) Approve submission of an application to Fields in Trust for consideration;
- c) Request the Director, Resources provides an updated report in due course.

Date: 31 October 2018
Report Contact James Kinch 0131.561.5256
James.kinch@midlothian.gov.uk



RESOURCES PROPERTY ASSETS

-  Existing Site 6.75ha
-  Proposed Centenary Field 2.08ha

Kings Park
0 Eskbank Road
Dalkeith
EH22 3BB
Asset Ref. 000220

Acc. Resources Sports And Leisure

Midlothian Council
Resources
Midlothian House
40 Buccleuch Street
Dalkeith EH22



Midlothian

Impact of Exiting the European Union – Update

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

1.0 Purpose of Report

This report sets out a follow up previous assessments of the potential impacts on Midlothian of the decision to leave the European Union, following on from the initial reports presented to Council in October 2016, June 2017 and answers to elected members questions in June 2018.

This report concentrates on the identification of risks facing the Council and the steps that are being taken to address these.

2.0 Background

2.1 Much of the focus to date has been on the potential economic impacts including growth rates, currency fluctuations, future investment streams, employment and inflation. The degree to which the UK has access to the Single Market following its departure from the EU will have a significant influence on these issues. In parallel with this, there is of course the matter of migration, how this will be managed in the future and the impact that will have on skills, employment and the demand for public services.

2.2 The Council has undertaken a review of the numbers of staff employed who are EU nationals. This review indicated that nationality data is confirmed for only 60% of the council staff. Those who have been in continuous employment prior to the legal requirement to prove right to work in the UK and those who did not choose to answer the staff equalities survey i.e. a total of 40% unrecorded. Of the 60% staff whose nationality is known, 137 are non UK citizens, with a very small number of these coming from outside the EU. Should these staff choose to leave due to uncertainty about their future status within the UK, or response to negative attitudes they may perceive the local population to hold towards EU citizens, or other factors such as the value of wages paid in Sterling this would potentially have an impact on the Council given the factors set out below.

The local labour market is currently tight with lower unemployment than at any point in the past 20 years. There are recruitment issues for specific parts of the workforce with difficulties in recruiting teachers (especially to provide adequate supply cover), adult care staff, and the demands of expansion of the early year's workforce.

One of the greatest demands for local authorities and communities in Scotland and across the UK is access to the NHS. Scotland already has an acute problem in recruiting and retaining GPs. The Royal College of General Practitioners Scotland recently said 226 GPs took their primary degree from a European Economic Area (EEA) country. Concern has been raised that, post-exit, many of these GPs will return to their country of origin with a projected deficit of 828 doctors in General Practice by 2021. Similarly, recent figures show a drop of 96% in the number of applications to the UK for nursing posts from individuals from the EU.

To mitigate the risk of large scale departures of EU citizens, the UK Government has published guidance for employers. This makes clear that if an EU citizen is intending to remain in the UK after 31 December 2020 they will need to apply for a new “status” document. The type of this new document will depend on which category they fall into:

1. “Settled Status”: Those who will have been living in the UK for 5 years by 31 December 2020 can apply for “settled status” entitling them to continue to live and work in UK. EU citizens who have already acquired their permanent residence document to live in the UK will still need to exchange this for a settled status document.
2. “Temporary Residence Permit”: Those who have arrived (or will arrive) in the UK before 29 March 2019 but won’t have been living in the UK for 5 years by 31 December 2020 can apply for a “temporary residence permit”. This will entitle them to remain in the UK until they reach 5 years, at which point they will be able to apply for settled status.
3. “Registration”: Those who will arrive in the implementation period (between 29 March 2019 and 31 December 2020) will have to register if they are to stay for longer than 3 months. If they wish to stay beyond 31 December 2020 they will have to apply to remain beyond that date.
4. “Future Immigration System”: Those who arrive after 31 December 2020 will be subject to a new immigration regime, the details of which are still to be worked out. The Migration Advisory Committee is due to report on this later in the year.

The UK Government states that a “streamlined, quick and user-friendly” application process is now up and running. EU citizens have until 30 June 2021 to make the necessary application for temporary or settled status. This means that, over the coming years, employers including the Council will need to update their right to work procedures and checklists to reflect the new system and the new documents.

Most recently a letter has been received from COSLA setting out in greater detail the way the EU Settlement Scheme (EUSS) will be applied. (Appendix 1)

- 2.3** The other most immediately identifiable impact of exiting the EU for Midlothian will be in respect of EU funding streams. The use of EU funding in Midlothian is broken into two broad types; funds administered by the Council or where the Council provides match funding itself, and funds flowing into the area associated with nationally operated schemes such as agricultural subsidies. The current schemes operated by the Council are the European Social Fund (ESF) Employability Pipeline and the ESF funded Poverty and Social Inclusion programme, with a combined income value of £ 607,000 requiring matching funding of £ £910,000 and the LEADER fund described below.

The Tyne Esk LEADER rural economic development programme will continue to run until the end date approved for this. Tyne Esk LEADER has now allocated a total of £2,368,257.32 to 38 projects in the Tyne Esk area and leveraged in an additional £4,141,296.02 in match funding. These figures are £912,303.16 in funds awarded and £1,976,527.47 in additional match funding leveraged in. The Programme is close to fully allocating it’s funds with only £189,819.68 left to allocate although there are continual underspends and there is an anticipated administrative underspend of over £100,000 that will allow the programme to continue awarding (likely smaller) grants for some time.

2.4 The impacts of a 'no deal' exit have been risk assessed by the UK Government which has published a set of guidance notes for UK businesses, and citizens. A "No Deal" exit would, according to the EU Commission mean:

- ***"The United Kingdom will be a third country and Union law ceases to apply to and in the United Kingdom.***
- ***Citizens:*** *There would be no specific arrangement in place for EU citizens in the United Kingdom, or for UK citizens in the European Union.*
- ***Border issues:*** *The European Union must apply its regulation and tariffs at borders with the United Kingdom as a third country, including checks and controls for customs, sanitary and phytosanitary standards and verification of compliance with EU norms. Transport between the United Kingdom and the European Union would be severely impacted. Customs, sanitary and phytosanitary controls at borders could cause significant delays, e.g. in road transport, and difficulties for ports.*
- ***Trade and regulatory issues:*** *The United Kingdom becomes a third country whose relations with the European Union would be governed by general international public law, including rules of the World Trade Organisation. In particular, in heavily regulated sectors, this would represent a significant drawback compared to the current level of market integration.*
- ***Negotiations with the United Kingdom:*** *Depending on the circumstances leading to the withdrawal without an agreement, the EU may wish to enter into negotiations with the United Kingdom as a third country.*
- ***EU funding:*** *UK entities would cease to be eligible as Union entities for the purpose of receiving EU grants and participating in EU procurement procedures. Unless otherwise provided for by the legal provisions in force, candidates or tenderers from the United Kingdom could be rejected" (published 19 July 2018)*

The UK no- deal exit guidance set out the impacts on a wide range of topics which have an implications for Midlothian residents and businesses. These guidance notes can be found here: <https://www.gov.uk/government/collections/how-to-prepare-if-the-uk-leaves-the-eu-with-no-deal>

These guidance notes have been circulated to all Heads of Service across the Council to support them in preparing their risk assessments and considering what if any mitigating steps they can take in their areas of responsibility.

2.5 An example UK Government identified risk area is food supply. Half of the UK's food and drink supply comes from within the UK, with 30% from the EU and 20% from the rest of the world. Potential disruption to food supplies immediately after a no-deal Brexit has been given regular media coverage, the UK Government says it will "look at this issue in the round and make sure that there is adequate food supply..." The retail sector is concerned about the practicalities of stockpiling food.

The Council provides food for school pupils and older people in care or requiring care at home. The manager of catering services has been in touch with her suppliers to ask what steps they are taking to address potential food shortages in the case of a no deal exit on 29 March next year. She has received a series of answers through the Scotland Excel national procurement system regarding plans to mitigate food supply chain risks which offer some reassurance that commercial businesses have plans to mitigate risks.

2.6 The Council risk manager and the cross directorate risk management group have also received some briefings in respect of procurement and facilities management from Scotland Excel.

2.7 The adult health and care directorate has assessed risks and mitigation as follows:

Risk	Assessment	Actions to Mitigate
Reliance on and retention of workers who are EU nationals	Not an immediate risk at point of no deal Brexit, but could be an increasing risk over time	Monitoring to be put in place in event of no deal Brexit to respond if pressures start to emerge
Availability of day to day food and goods is impacted by importing issues and impacts provision care services	High potential for some disruption that would impact service provision	Monitor situation and develop and implement detailed service specific contingency plans at appropriate point in time.
Availability of medicine is impacted by importing issues	Low to medium potential for risk after no deal Brexit as medical supplies are likely to be prioritised and NHS will have contingency plans.	NHS Lothian will have primary responsibility to manage risk. In the event of any shortages Adults Social Care staff would be working closely with colleagues in health to prioritise and mitigate impact of any shortage.

2.8 Over the last two years the UK Government has been preparing for all possible exit scenarios. As part of that work, Government departments have been working to smooth the UK's exit from the EU in the event of a no deal scenario to attempt to avoid adverse impacts on both individuals and businesses. The latest confidential risk assessment circulated to Councils last week by COSLA. The following planning assumptions are being provided as an overview of the potential reasonable worst case scenario should the UK leave the EU with no deal and no alternative measures in place. These planning assumptions are intended to inform further thinking in the Devolved Administrations, Local Resilience Forums, the Overseas Territories and Crown Dependencies on the local context of potential issues that may arise so that they may be reflected in their own contingency plans

2.9 The sensitive nature of planning for a no deal scenario requires that these planning assumptions are treated as such (reasonable worst case scenarios) and not shared beyond those with a critical need to know. For this reason the document has been shared with the relevant emergency planning and risk managers within the Council. The UK Government has made clear that it is imperative that the handling instructions accompanying this document are strictly adhered to.

3.0 Report Implications

3.1 Resource

3.2 Risk

This report is intended to highlight some of the risks to Midlothian Council associated with the UK decision to leave the European Union on 29 March 2019. As indicated in the body of the report all Heads of Service have been asked to consider risks on a service basis and include measures to mitigate the potential impacts in their risk registers as required.

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 Key Priorities within the Single Midlothian Plan

The Single Midlothian Plan commits Midlothian to closing the gap in economic circumstances between residents in the area, and between Midlothian and the rest of Scotland. Loss of EU funds may be a setback to achieving this goal, depending on what alternative arrangements are brought forward over time by the UK and Scottish Governments.

It is impossible at this stage to judge the wider impacts until the form of exit that is to be undertaken has been clarified. A proposed UK Shared Prosperity Fund as replacement for EU funding has been consulted on by the UK Parliamentary group on post-exit funding. The response submitted by the Council to this emphasised that the principle of subsidiarity should be carefully considered, with a basic presumption of devolution of funds to local democratically accountability structures (Councils or other bodies where local elected members represent the public such as Community Planning Partnership or City Deal Boards).

3.5 Impact on Performance and Outcomes

It is not possible at this stage to assess the impacts on performance and outcomes.

3.6 Adopting a Preventative Approach

Identification of risks and what steps can be taken to mitigate these is being undertaken, but there are real challenges when it is not clear what form of exit will take place.

3.7 Involving Communities and Other Stakeholders

This report is an analysis of some of the potential impacts on Midlothian of the UK leaving the EU, but as the position clarifies, there will be a role for the Council in supporting organisations, businesses and communities through the changes in funding, regulation or other issues that may follow.

3.8 Ensuring Equalities

The loss of ESF employability programmes will have a direct negative impact on disadvantaged local residents if there is not a replacement of these funds from other UK or Scottish sources. More generally, the Council will need to consider the impacts on the communities of Midlothian as the details of the new post EU arrangements are clarified. The position of EU citizens and their right to remain and to work has been clarified in the deal proposed by the UK Government, but great uncertainty remains.

3.9 Supporting Sustainable Development

The loss of EAFRD in particular will impact negatively on the sustainability of the local environment if there is not a replacement of these funds from other UK or Scottish sources such as the proposed shared prosperity fund. This is a matter that the Council will need to keep under review.

3.10 IT Issues

Despite the Repeal Bill the new EU General Data Protection Regulations (GDPR) will still apply going forward if the UK Government deal is adopted.

4.0 Recommendations

Council is recommended to:

- (i) Note this updated analysis of the potential impacts on Midlothian of the UK leaving the European Union.
- (ii) Ensure that the risks to Midlothian brought on by the exit process are recorded and managed through the Corporate Risk Register.

21 November 2018

Report Contact:

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alsdair.mathers@midlothian.gov.uk

Background Papers: Appendix 1 EU Settlement Scheme (EUSS)

Appendix 1

06 November 2018

"Dear Chief Executive

The EU Settlement Scheme (EUSS) will secure the rights of EU citizens and their family members living in the UK. The application process for the EUSS will start in March 2019 and people will have until 30th June 2021 to apply. The process will predominantly be online and applicants will be able to access and complete their applications using a computer, tablet or smartphone. COSLA has been working with the Home Office to ensure those without the ability to use or access online methods are able to complete their applications. The Home Office has commissioned We Are Digital to provide an assisted digital service for the EUSS application process. Each applicant for the digital access service will go through a helpline and will then be assessed for one of three delivery mechanisms: over the phone (currently from Migrant Help call centre); face to face support in a local centre (e.g. library or community centre); and, in home tutor visit (from the We Are Digital Network). They are currently projecting that 10% of applicants will require support through this service, 50% of those using the face to face support in a local centre. This is a best guess by the Home Office as there has never been a processes on this scale or scope before.

At the moment, the We Are Digital library/local centre service is primarily based in England and Wales and will need to be rolled out in Scotland. The Home Office and We Are Digital have approached COSLA to seek the views of Scottish councils being involved in providing a similar service in Scotland for the EUSS. There will be training and funding attached to providing this service. According to We Are Digital, funding will be based on each session booked and likely be £20-25 per 45-minute session. Full training for staff will be provided by We Are Digital in the form of a webinar training session that can be shared amongst staff and local branches, and pre-recorded videos. Training Packs will be provided to centres with details on set up and delivery with FAQs, etc. We Are Digital are supportive of local authorities indicating the best location for this service. We Are Digital is developing their website and further information material, which I can forward on when ready. COSLA is also looking at the possibility of We Are Digital providing workshops/ further information sessions in Scotland.

The Home Office have not provided unlimited funds for this service, so We Are Digital are anticipating prioritising locations based on EU population and digital exclusion.

If you are interested in receiving further information about this service, please contact me.

Best wishes,

Lorraine.

Lorraine Cook

Policy Manager | COSLA Migration, Population and Diversity Team"

**East Lothian and Midlothian Public Protection Committee Annual Report
2017-2018****Report by Alison White, Head of Adult Social Care and Chief Social Work
Officer****1 Purpose of Report**

- 1.1. This report introduces the East Lothian and Midlothian Public Protection Committee annual report 2017-2018, which was agreed by the joint Critical Services Oversight Group on 23 October 2018.

2 Background

- 2.1. The East Lothian and Midlothian Public Protection Committee is a strategic partnership, bringing together responsibility for our inter-agency approach to Adult Support and Protection; Child Protection; Violence Against Women and Girls; and Offender Management.
- 2.2. The chair of the Public Protection committee prepares an annual report to outline some of the core work and achievements of the committee during the preceding year. The annual report also identifies areas of priority for the current year.

3 Report Implications**3.1. Resource**

There are no identified additional resource implications at this time.

3.2. Risk

The Public Protection Committee and the Public Protection Office contributes to addressing corporate risk and supports the quality and standards associated with public protection activity. There is no specific organisational or individual risk attached to the contents of this report.

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 Public Protection Committee revised its' performance framework in March 2018, which includes performance data, quality assurance, self-evaluation and improvement planning.

3.5. Adopting a Preventative Approach

The Public Protection Committee takes a preventative approach to the assessment and management of risk to individuals through fulfilling its' primary functions, including performance and quality improvement; communication and engagement; and learning and development.

3.6. Involving Communities and Other Stakeholders

The East Lothian and Midlothian Public Protection Committee involves our workforce, community and other stakeholders where possible. This is taken forward through established partnership arrangements and our communication and engagement strategy.

3.7. Ensuring Equalities

An Equalities Impact Assessment is not currently required as no policy or people changes have been identified.

3.8. Supporting Sustainable Development

Multi-agency staff are based in a joint team. Opportunities are sought to streamline services with less meetings and consequently less travel between bases.

3.9. IT Issues

This report does not highlight any IT issues

4. Summary

This report introduces the East Lothian and Midlothian Public Protection Committee annual report 2017-2018, which was agreed by the joint Critical Services Oversight Group on 23 October 2018. The annual report outlines some of the core work and achievements of the committee during the preceding year and it identifies areas of priority for the current year.

5 Recommendations

Council is asked to note the contents of the East Lothian and Midlothian Public Protection Committee annual report 2017-2018 and to comment as necessary.

Date 22 November 2018

Report Contact: Sean Byrne, Public Protection Team Manager
(Sean.Byrne@Midlothian.gov.uk)

Background Papers:

East Lothian and Midlothian Public Protection Committee annual report 2017-2018 (attached)



East Lothian and Midlothian Public Protection Committee

Annual Report 2017-2018

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Foreword from the Chair

The East Lothian and Midlothian Public Protection Committee (EMPPC) was formed in 2014; bringing together the Adult Protection Committee, Child Protection Committee, Offender Management Group and Violence Against Women Partnership.

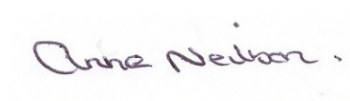
I am pleased to present the Committee's fourth annual report, which outlines some of the core work of the committee and achievements during the 2017-18 reporting year; as well as our identified areas of priority for the current year.

Public Protection includes the most high profile services for which the core agencies of Midlothian Council, East Lothian Council, NHS Lothian and Police Scotland have statutory responsibility. EMPPC was created in the knowledge that many forms of harm co-occur and cannot be tackled in isolation, for example, substance misuse and domestic abuse feature heavily as forms of harm to both children and adults and can lead to additional harm such as neglect.

Strong collaborative leadership and governance arrangements are in place through the East Lothian and Midlothian Critical Services Oversight Group, which incorporates the Chief Executives and Chief Officers from all partner agencies.

As a committee, EMPPC meet quarterly to fulfil its scrutiny role in overseeing the Public Protection performance framework and the revised Public Protection Improvement Plan; encompassing Adult Support and Protection, Child Protection, Offender Management and Violence Against Women and Girls.

Working in partnership is at the heart of all we do in Public Protection. I would like to thank all members of EMPPC, its sub groups and our operational staff, for their continued commitment and energy in working together to keep people at risk of harm in East Lothian and Midlothian safer.



Anne Neilson

Director of Public Protection, NHS Lothian

Chair, East Lothian and Midlothian Public Protection Committee

Introduction

The East Lothian and Midlothian Public Protection Committee is a strategic partnership, bringing together responsibility for our inter-agency approach to Adult Support and Protection; Child Protection; Violence Against Women and Girls; and Offender Management. The core functions of the committee are supported by five sub-groups:

- **Performance and Quality Improvement** sub-group, which is responsible for the oversight and governance of the performance framework and improvement plan.
- **Learning and Practice Development** sub-group, which oversees the development and delivery of the Learning and Development strategy.
- **Communications** sub-group, which has been re-established to fulfil the functions related to officer and public awareness as per the Adult Support and Protection (Scotland) Act 2007 and the National Guidance for Child Protection in Scotland (2014).
- **Violence Against Women** Delivery sub-group, which supports the delivery of services and preventative activities to address Violence Against Women and Girls.
- **Offender Management** Group, which ensures that the statutory responsibilities placed on local partner agencies for the assessment and management of risk posed by dangerous offenders are discharged effectively.

The Committee and sub-groups are supported by the East Lothian and Midlothian Public Protection Office (EMPPPO). The office is sited in the Brunton Hall, Musselburgh, with a Public Protection team comprising of a Team Manager, Business Support Staff, Learning and Development Co-ordinator, Lead Officer for Child Protection, Lead Officer for Adult Support and Protection; Violence Against Women Co-ordinator, MARAC Co-ordinator and Domestic Abuse Advisors. The Domestic Abuse Service is the operational component of the team, providing support and guidance to high-risk victims of gender-based violence.

The Public Protection team is colocated with the Police Scotland 'J division' Domestic Abuse Investigation Unit, other Police Public Protection Unit personnel and the Midlothian and East Lothian Drug and Alcohol Partnership (MELDAP). Although not co-located with NHS personnel, there is a close interface with members of the NHS Lothian Public Protection Team and other NHS Lothian staff with a broader Public Protection remit.

Adult Support and Protection

The Adult Support and Protection (Scotland) Act 2007 is in its tenth year following implementation. This was marked with the introduction of an annual National Adult Support and Protection Day on 20th February, which was supported by Social Work Scotland.

Adult Support and Protection has had its first thematic inspection led by the Care Inspectorate and in collaboration with Her Majesty's Inspectorate of Constabulary for Scotland. The thematic inspection focused on six partnership areas across Scotland. Midlothian Health and Social Care Partnership were inspected as part of this thematic inspection and evaluated as follows:

- Outcomes for adults at risk of harm were **Good**
- Key Processes for adult support and protection were **Good**
- Leadership for adult support and protection was **Very Good**

A copy of the full inspection report can be accessed on the [Care Inspectorate website](#).

Key Data

Referrals

East Lothian Health and Social Care partnership (ELHSCP) have reported a 49% (530 to 791) increase in the number of Adult Support and Protection referrals received at the end of the reporting year. The primary source of referrals to the partnership are logged as “other” having submitted 265 Adult Support and Protection referrals in 2017-18, an increase of 139% on the previous year (111).

Midlothian Health and Social Care Partnership (MHSCP) have reported a 1% (681 to 690) increase in the number of Adult Support and Protection referrals received at the end of the reporting year. The primary source of referrals to the partnership is Police Scotland, with 201 Adult Support and Protection referrals submitted during 2017-2018; a reduction of 27% on the previous year (277).

Investigations

ELHSCP have reported a 24% (148 to 112) decrease in the number of investigations completed at the end of the fiscal year. The reported increase in the number of Adult Support and Protection referrals does not appear to have had any direct impact on the number of investigations undertaken.

East Lothian:

Measure	2014/15	2015/16	2016/17	2017/18
Referrals	427	493	530	791
Investigations	125	69	148	112
Initial ASP Case Conferences	24	15	21	12
Protection orders	<10	<10	<10	<10
Number of Large Scale Investigations	<10	<10	<10	<10

Midlothian:

Measure	2014/15	2015/16	2016/17	2017/18
Referrals	452	501	681	690
Investigations	94	129	82	87
Initial ASP Case Conferences	30	24	36	35
Protection orders	<10	<10	<10	<10
Number of Large Scale Investigations	<10	<10	<10	<10

Current Themes

Financial Harm

Financial Harm is the main type of principal harm investigated nationally and is defined as:

“The risk of experiencing or the actual experiencing of financial or material abuse, including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property possessions or benefits”.

(National Harm Prevention Group (Scotland), 2015)

The principal type of harm investigated in East Lothian is Financial Harm 28% (31/112). This type of harm takes many forms and includes a wide range of scams such as online scams, dating scams, fraud and bogus workmen.

Financial Harm is the second largest type of harm reported by MHSCP 2017-2018 with 21/87 (24%) of cases investigated by a Council Officer.

The investigation into Financial Harm involves sharing information with Health, Police and where relevant, Trading Standards depending on the type of Financial Harm experienced by the adult. Financial Harm is complex and diverse in nature and ranges from opportunistic Financial Harm to subtle, ongoing complex targeting and repeat victimisation. It is often associated with older adults, however Financial Harm is wide reaching and covers all client groups.

A number of national initiatives between Police Scotland, Trading Standards and the Banking Sector have been rolled out locally to raise awareness of Financial Harm within our communities. These events have been supported by EMPPC through the attendance of the Lead Officer at these events, defining the links between Financial Harm and Adult Support and Protection.

EMPPC are dedicated to reducing the risk of Financial Harm through awareness raising and have developed [Practitioners Guidance on Financial Harm](#), supported by a LearnPro module; both of which are available to multi-agency staff.

In response to the number of investigations into Financial Harm during 2017-18, EMPPC are hosting three public events across both local authority areas in February 2019 to coincide with the National Adult Support and Protection day. The aim of these events is to raise awareness of Financial Harm and of the wider Adult Support and Protection agenda with members of the public, as well as demonstrating a partnership response to the various types of harm experienced by adults.

Physical Harm

MHSCP have reported a 6% (82/87) increase in the number of Investigations undertaken in 2017-2018. The main type of principle harm investigated is physical harm 26% (23/87).

In all investigations into physical harm information is shared with health and police through an Inter-agency Referral Discussion (IRD). This process determines, the lead agency, identifies the risk and what proportionate action should be taken relative to the risk and the adults level of vulnerability.

Where it is considered that there is a risk of serious harm, the local authority must consider the use of a Protection Order. Within the Adult Support and Protection (Scotland) Act 2007, there are three Protection Orders: Assessment Order, Removal Order and a Banning Order; the latter can also have Powers of Arrest attached. Both local authorities have successfully applied for Banning Orders with Powers of Arrest during 2017-2018.

Large Scale Investigations

EMPPC continue to support Care Homes and Care at Home providers contracted to deliver services to the most vulnerable people living within our communities and in partnership with the Care Inspectorate.

EMPPC have jointly delivered training on *Train the Trainers* to Care Home Managers and Care at Home Managers providing ongoing Adult Support and Protection training to their staff teams.

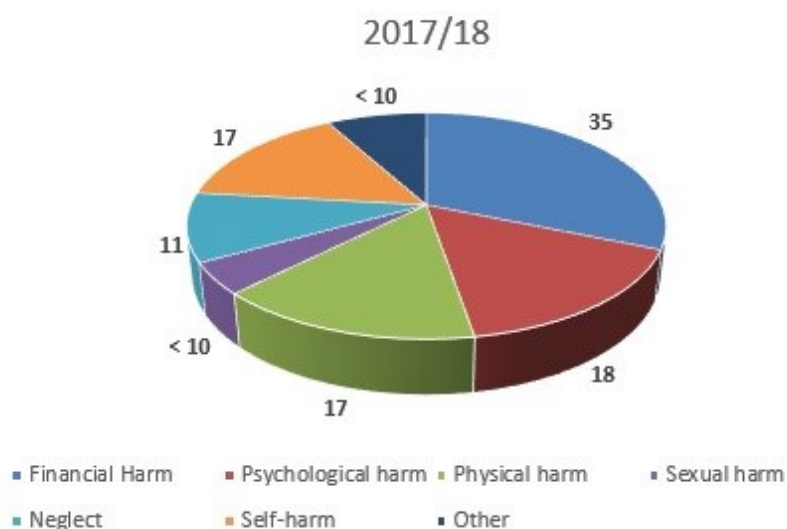
Within East Lothian and Midlothian there have been a small number of Large Scale Investigations into the quality of care delivered in nursing homes. These investigations have

been in response to unsatisfactory levels of care and/or low Care Inspectorate grades following inspection.

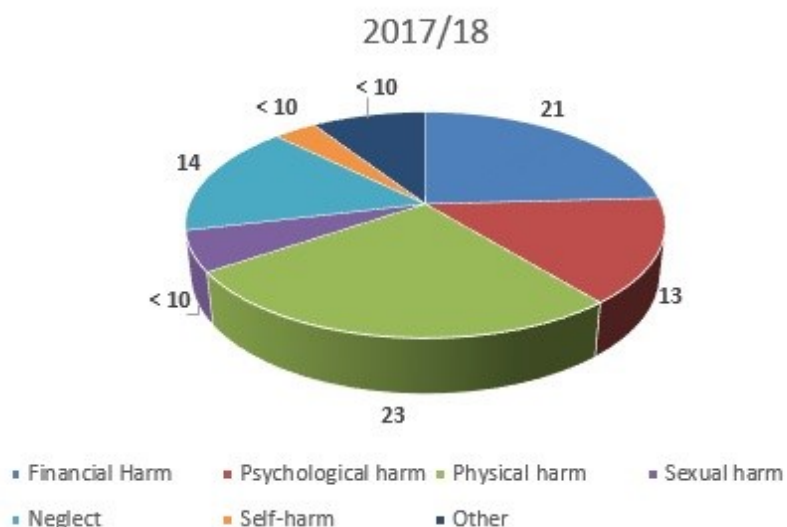
In addition to the delivery of training, EMPPC hold twice-monthly meetings of Care Homes and quarterly meetings of Care at Home services. These meetings are joint between East Lothian and Midlothian, enabling the sharing of information between agencies (Health, Social Work and Care Inspectorate). Focusing on the quality of care delivered, current staffing levels, number of complaints received, the number of adult support and protection referrals submitted, enables a multi-agency assessment of the quality of care being delivered and risk assessment of the care home/care at home service.

Principal type of harm

East Lothian:



Midlothian:



Learning from Initial Case Reviews

Initial Case Reviews carried out in the last year each presented with a range of complexities with crossovers into domestic abuse, learning disability, mental health, substance misuse and fire risks. The learning points from each case review highlighted the need for involvement of specialist roles in such circumstances where there is added complexity of risk.

EMPPC are committed to the ongoing development of staff working with adults at risk harm and of the wider public protection agenda. The learning from each of the case reviews has informed changes to current training to include the cross overs between Adult Support and Protection and Domestic Violence, focusing on the impact of trauma and how this can affect the adults' ability to keep themselves safe.

EMPPC have worked extensively with the Scottish Fire and Rescue Service (SFRS) to raise awareness of multi- agency staff, including third sector of fire risk within the home and to inform them of the free fire home safety visits accessible via SFRS website. EMPPC have developed a home fire safety visit referral pathway in conjunction with SFRS. This tool will be widely accessible to all agencies across East Lothian and Midlothian.

In their inspection report the Care Inspectorate noted that:

“Adult Protection work is challenging. It is all about marginality and balance – The rights of adults at risk of harm to self-determine and choice must be balanced with the need to keep them safe and protect them from harm. Staff working in adult support and protection skilfully walk a tightrope between risk mitigation and positive risk enablement” (page 16)

This statement reflects the work undertaken by all staff working in Adult Support and Protection across East Lothian and Midlothian. EMPPC are committed to supporting staff working with such complexities, through the continuous learning and development programmes.

Improvement Plan

The Adult Support and Protection Improvement plan is informed by learning from case file audits, case reviews and the most recent Thematic Adult Support and Protection Inspection. EMPPC continue to drive forward improvements for adults at risk of harm through identified learning outcomes and monitoring progress quarterly at the Performance and Quality Improvement sub-group where the plan is reviewed and updated. Presently, all evaluations have been single agency, focusing on social work files. Moving forward, there is commitment from EMPPC to extend case file audits to include Police Scotland, NHS Lothian and relevant other agencies involved in Adult Support and Protection.

Challenges and Priorities

Priorities

The Care Inspectorate made two recommendations to MHSCP:

- The partnership should make sure that all adult support and protection referrals are processed timeously.
- The partnership should make sure that social workers prepare well-balanced, valid chronologies for all adults at risk of harm.

Audits have been undertaken in respect of both recommendations to identify areas of improvement going forward and have been added to the Adult Support and Protection Improvement plan. The progress of each recommendation will be monitored over the year by the Care Inspectorate and Her Majesty's Inspectorate of Constabulary for Scotland.

Additional Priorities include:

- **Multi-agency attendance at Initial Adult Support and Protection Case Conference.** This was identified by EMPPC through single agency case file audits and by the Care Inspectorate and has since been added as a Performance Indicator. A multi-agency group has been established to review and strengthen attendance and contribution to Adult Support and Protection Case Conferences. This will be subsequently monitored through the Performance and Quality Improvement sub-group.
- The completion of multi-agency risk assessment of all adults at risk of harm to measure effectiveness in the assessment and management of risk and in particular where there are added complexities such as domestic violence, mental health and fire risk.

Challenges

EMPPC continually strive to evaluate Service Users experiences to inform service delivery. Presently, this is obtained through a self-evaluation questionnaire, specifically asking if the service user feels safer as a result of the intervention provided. This continues to be a challenge for various reasons, more often than not service users do not wish to provide feedback of their experiences. However, where the service user has attended their case conference and provided feedback all questionnaires received, reported that they feel safer as a result of the intervention provided.

"I'm still here, because of Adult Support and Protection"
Service user, Joint Inspection of Adult Support and Protection in
Midlothian

Child Protection

Key Data

East Lothian	15/ 16	16/ 17	17/ 18
Number of children on the Child Protection Register (per 1,000 of 0-15 population) as at 31 March.	30 (1.6)	40 (2.0)	62 (3.3)
CP02 – Number of repeat Child Protection Register registrations within a 24 month period	-	17 / 84 (20%)	<10 / 77

East Lothian has experienced an increase in the number of children placed on the child protection register. At the end of the reporting period 2017/18 there were 62 children on the child protection register, this is an average of 3.3 per 1,000 of 0-15 population (the national average is 3). There had been an increase in the number of pre-birth child protection referrals, which are more likely to be placed on the register, due to the vulnerability of new-borns. There had also been an increase in sibling groups being placed on the register, which, in a small local authority, can affect the average and lead to apparent spikes in registration numbers. Since the end of the reporting period, numbers have started to decrease as risk levels reduce.

Two children experienced repeat registrations during the reporting year, which is a reduction on the previous year. This suggests that once registered, risks are being reduced in a more sustainable way.

Midlothian	15/ 16	16/ 17	17/ 18
Number of children on the Child Protection Register (per 1,000 of 0-15 population) as at 31 March	40 (2.5)	54 (3.2)	36 (2.2)
CP02 – Number of repeat Child Protection Register registrations within a 24 month period	-	14 / 122 (11%)	<10 / 103

In contrast to East Lothian, Midlothian has experienced a decline of the number of children on the child protection register at the end of the reporting year at 36, this means that at 2.2 per 1,000 of 0-15 population, Midlothian is below the national average of 3 per 1,000 of 0-15 population. Data analysis tells us that over the past two quarters there has been a decline in larger sibling groups being referred and subsequently registered. As the second smallest local authority in Scotland, such small variances can impact upon the headline figures.

The volume repeat registrations within 24 months had reduced, which again may suggest effective and sustainable interventions are taking place.

Current Themes

Child Sexual Exploitation

Child Sexual Exploitation guidance and Child Protection Procedures are enacted once risk of Child Sexual Exploitation has been identified. Our partner agencies continue to ensure a coordinated approach to children identified to be at risk via strategy meetings chaired by Police Scotland.

The East Lothian and Midlothian Public Protection Officer continues to take cognisance of learning from published Significant Case Reviews, inquiries and research, which is then translated into local training, guidance and awareness raising.

Performance and Data

EMPPC has contributed to the consultation on Scotland's national data set for Child Protection Committees. EMPPC has refined its performance indicators and are set to revise our entire performance framework, informed by performance data, self-evaluation, quality assurance and findings from scrutiny.

Child's Planning

EMPPC has developed a child's planning workshop, aimed at the multi-agency workforce to help improve the quality of our plans for our most vulnerable and at risk children.

East Lothian has undertaken a significant commitment to training our frontline workforce in the Signs of Safety Approach, specifically looking at safety focussed planning. Midlothian have been further embedding their Outcomes Focussed Approach by training frontline staff and running test cases in Outcome focussed Assessments in Permanence Planning.

During this reporting period, EMPPC have brought training in a child welfare approach towards Domestic Abuse known as Safe and Together to the area. Training is delivered on a multi-agency basis, with the aim of recognising the detrimental effects domestic abuse can have on families and improving responses to domestic abuse from a better informed and skilled workforce. The key principles have been integrated into both the Signs of Safety and Outcomes Focussed Approach. This is a new and innovative approach to tackling domestic abuse, moving blame away from the victim and keeping the perpetrator at the centre. The Critical Services Oversight Group have given a commitment to ensure sustainability in the model to support the required shift in our approach.

Learning from Initial and Significant Case Reviews

Initial Case Reviews for children in the past year have identified learning points consistent with learning from other reviews. Information sharing across partner agencies remains an area for improvement. EMPPC are working to improve and help support processes that make this as simple, but effective, as possible. However, information sharing across

agencies presents challenges specifically in relation to part IV of the Children and Young People (Scotland) Act, 2014 and the General Data Protection Regulations. Partner agencies continue to work closely together to ensure that vulnerable children's information is shared in a proportionate way. For example, the Critical Services Oversight Group have issued a letter of assurance to frontline staff in supporting proportionate and lawful sharing of information.

EMPPC are represented as part of the Lothian Multi Agency Chronology working group. This group is creating a template, guidance and training to support consistent practice across the Lothians and to make information sharing consistent across all areas and agencies. The importance of chronologies in identifying patterns of children at risk of harm is consistently identified in case reviews alongside the importance of Specific, Measurable, Achievable, Realistic and Time-bound (SMART) planning. SMART planning is fundamental in getting it right for children, hence EMPPC's focus on improvements in SMART planning in all children's plans. It is a key priority that is addressed via training, regular evaluation activity and as part of our key performance indicators that are reported on quarterly.

Further learning from case reviews relates to issues of non-compliance and false compliance. All of EMPPC training consistently explains what non-compliance and false compliance is and highlights how workers can be aware and practice in a fashion that helps them maintain a degree of proportionate, yet professional curiosity to ensure vulnerable children are identified and helped. Senior Management Teams also promote awareness via their own agency support and supervision structures.

Challenges and Priorities

During the course of this reporting period, we have identified a range of challenges, which will inform our ongoing improvement agenda. Although we have made some significant progress in our partnership and collaborative working arrangements, some areas remain where information sharing is not as timely or proportionate as it should have been. This is being addressed, with a clear statement from our Chief Officers regarding our duty to continue to share information effectively when the tests of *vital interests* or *public task* is met. This will be supported through our workforce communications and learning and development strategies.

The risk of online harm to children and adults continues to increase, as technology develops and becomes more accessible. We are engaging with the Scottish Government and the South West Grid for Learning to bring training and awareness raising to East Lothian and Midlothian.

Priorities

Areas of priority are identified through a range of means, including legislative and policy developments, self-evaluation, quality assurance, feedback from external scrutiny and findings from initial and significant case reviews.

During the coming fiscal year, we will be further supporting the embedding of *Signs of Safety* in East Lothian and our Outcomes Focussed Approaches as our ongoing commitment to relationship based and systemic practices.

We will continue to implement the Safe and Together model and integrate the principles of Safe and Together into these approaches, to help us improve how we view the impact of domestic abuse and more effectively address it.

With the implementation of the National Missing Persons' Framework, along with community planning partners, we will continue to develop a coordinated response when our most vulnerable people go missing and the support they subsequently receive.

Involving children and their families in the planning and interventions which affect them remain an area for improvement, which we intent to build upon.

The Public Protection Office hold a large suite of policy, protocol and guidance documents. These will be streamlined and reviewed during the current fiscal year to ensure that they are relevant, meaningful and accessible to frontline practitioners.

Violence Against Women and Girls

Key Data

Measure		2015/ 16	2016/ 17	2017/18	% Change
Number of incidents of Domestic Abuse recorded by the Police	East	903	932	930	0%
	Mid	1,116	1,030	978	-5%
Number of victims referred to Domestic Abuse Service Pathway following a Police Incident	East	69	106	190	+79%
	Mid	127	113	237	+110%
Number of victims referred to MARAC	East	202	85	78	-8%
	Mid		111	75	-32%
Number of children involved in MARAC cases	East	-	120	110	-8%
	Mid		153	124	-18%
% of repeat MARAC cases within one year	East	-	25%	27%	NA
	Mid	-	41%	33%	NA
No of sexual crimes recorded by the Police	East		163	134	-18%
	Mid		159	179	+13%
Number of survivors of rape and sexual abuse referred to specialist support services in East Lothian and Midlothian	East	59	52	51	0%
	Mid	36	33	43	+30%

Current Themes

The demand for support from specialist domestic abuse services after a police incident (referrals to the Domestic Abuse Referral Pathway) has risen exponentially by **79%** in East Lothian and by **110%** in Midlothian, whereas the number of incidents recorded by the police has remained stable.

The MARAC (Multi-agency Risk Assessment Conference) is for survivors of domestic abuse who are at high risk of serious harm or murder. Repeat MARAC referral rates are within the expected range. In both areas referrals are below the expected rate for our adult female populations (SafeLives, 2018). This year we focused on raising awareness of MARAC across partners from all sectors with emphasis on health visiting, midwifery, education, housing providers and third sector organisations and increasing staff confidence to refer to MARAC by providing specialist training. The significant number of children involved in MARAC cases underlines the importance of ensuring children and family services are able to identify domestic violence and take appropriate steps to improve the safety of children and the protective parent.

This year we introduced the Safe and Together model into our two existing children and families assessment frameworks, which is an important step in integrating a Violence Against Women and Girls analysis across children and adult services. This approach will

enable our services to actively partner with the non-offending parent, whilst holding the perpetrator to account for their behaviour as a parent. We anticipate that this will increase the early identification of domestic abuse and equip staff to intervene so that survivors and children are safer and so that perpetrators have the opportunity to change their behaviour. The training element with senior social workers and team leaders was completed from January to March 2018, implementation plans in each area are underway and we are embarking on a shared training for trainers programme in collaboration with other Scottish local authority areas, which will enable us to upskill staff across partner organisations.

We completed the Gender Based Violence policy for both Councils; Midlothian Council adopted the policy in May and implementation, which is led by a high-level management group, is focusing on culture change. In relation to this, Midlothian Council is one of four Councils participating in the pilot of Equally Safe at Work accreditation in 2018/19.

The VAWG coordinator post and the MARAC coordinator posts were established with staff confirmed in November 2017, which provides continuity and stability to this strand of public protection work. In addition, a three year contract for housing and support services for women and children affected by domestic abuse was awarded to Women's Aid East and Midlothian, which commenced on 1st July 2017. In response to an improvement action to increase refuge provision in East Lothian, four new refuge units were brought on-stream bringing the total to 10 refuge units in East Lothian and 11 units in Midlothian.

The VAWG Services Review also identified key gaps, which we have been addressing. We have been working to ensure that our array of specialist services can be trauma informed, sustainable and able to meet rising demand; note the significant rise in victims of domestic abuse accepting specialist support and growing waiting lists for local sexual abuse services. Midlothian Health and Social Care Partnership has been able to allocate service funding to increase the sexual abuse service to 20.5 hours (from 16.5 hours) in 2018/19; the service in East Lothian is for 25 hours. We hope to be in a position to ensure services can provide longer term trauma informed support based on stable funding.

"I was asked to think about what was different about this support from all the support I had accessed before. I suppose she helped me through the swinging pendulum of dealing with the old trauma of childhood abuse, recent domestic abuse and substance misuse. It was the first time that someone saw me as a whole person, considered all my experiences in one. "

Service user, Women's Aid East and Midlothian

The Domestic Abuse Service has continued to operate with two full time equivalent domestic abuse advisors. We have secured three year funding from the Scottish Government which partially funds one advisor (2017-21) and we are now entering the 5th and final year of the Big Lottery grant which covers our second domestic abuse advisor, two specialist women's aid staff, safety equipment and resources. Our expression of interest for a new Big Lottery grant was recently accepted, which if successful will bring on stream a third Domestic Abuse Advisor as well as retain specialist substance misuse workers.

"I would not be where I am now if it had not been for you. You helped me to get good supports set up for where I am now (moved area). Even though he doesn't know where I am, I still feel anxious and still look over my shoulder but I'm getting better. I still have the leaflets you gave me about anxiety and sleep and I use the exercises to help me. I like to use the one on breathing. Women's Aid are helping now and I am going to be starting the Freedom and CEDAR groups. The children are getting support from them too. Thank you for all your help. "

Service user, Domestic Abuse Service

Funding Source	Total £	%
CPP (including Council, NHS and Police)	£ 420,511	31%
Scottish Government	£ 626,888	46%
Independent Funders	£ 316,045	23%
TOTAL	£1,363,444	100%

As part of the pilot national Equally Safe Performance return we mapped local funding invested in preventing and eradicating Violence Against Women and Girls in 2017/18. Our area invested a total of **£1,363,444**, provided locally by Community Planning Partners and nationally by the Scottish Government and Independent Funders. See the table above.

The services funded include:

- The VAWG and MARAC coordinator posts and the Domestic Abuse Service (Public Protection Office)

- Community based domestic abuse services including substance and employability services and refuge and support services (Women's Aid East and Midlothian)
- Outreach Sexual Abuse Services across Midlothian and East Lothian (Edinburgh Rape Crisis Centre)
- Spring and Connect programmes for vulnerable women and the Caledonian System for perpetrators and their families (Criminal Justice services, Health and Social Care Partnerships).

Improvement Plan

The Violence Against Women and Girls Improvement Plan is structured around the four national Equally Safe priorities with specific actions arising from local processes and data. The Improvement Plan was updated following the VAWG Services Review to focus on the gap areas identified: sustainability of specialist services, particularly the sexual abuse service; an approach to prevention (involving women and men, key universal services such as education and communities) and developing services which work with perpetrators.

The Violence Against Women and Girls delivery sub-group is responsible for improving performance and delivering the Improvement Plan; to achieve this we have streamlined the plan into 5 key actions which relate to the new set of key performance indicators strengthened the functions of the delivery group. Moving forward, we will be carrying out an annual Equally Safe Quality Standards Assessment and Performance Framework return which will inform the improvement process.

Action to establish partnership working to integrate VAWG into school health and wellbeing strategies had stalled due to staff vacancies; however both Education lead officers are now in place and they are working with Edinburgh Rape Crisis Centre's new full time sexual violence prevention worker for our areas.

Challenges and Priorities

The increasing demand for specialist services, particularly for domestic abuse and sexual abuse, is likely to continue due to growing public debate on and rejection of gender based violence, as per the global Me Too movement, media coverage of systemic childhood sexual abuse and its impact on survivors and the Domestic Abuse (Scotland) Act which comes into force March 2019. In this rapidly changing context our challenges and priorities are to:

- Scope and secure sustainable funding to support our partnership services for domestic abuse and sexual abuse services.
- Fully embed Safe and Together into our practice with children and families, bringing on board all relevant services and ensuring they have the confidence and skills needed to identify domestic abuse and intervene at the earliest point possible.

- Develop our approach to working with perpetrators of domestic abuse more effectively – providing support services for those who wish to change their behaviour.
- Improve data on the level of need for all of our services, for example, currently we have police data on domestic abuse which needs to be complemented with data from community based services, principally from Women's Aid East and Midlothian and also from Shakti Women's Aid and Fearless for male survivors.
- Contribute to building a culture of gender equality and respect for human rights by setting out our approach to the prevention of violence against women and girls and supporting cultural change within our own organisations.

What did you find most helpful?

"Probably the service being free. When you have no job or income and in a situation where everything costs money it's good to have access to a free service. I was given guidance and reassurance and you talked me you through situations and that means so much."

Service user, Domestic Abuse Service

Offender Management

East Lothian

Key Data

Offender Management key data has remained consistent throughout 2017/18 with minimum variation when compared with the previous year. At the end of 2017/18, there were 51 clients who were subject to Multi-Agency Public Protection Arrangements (MAPPA) within East Lothian – a drop of 3 on the previous year.

Current Themes

At the start of 2018, protests started taking place in a number of areas within East Lothian. Criminal Justice, Housing and the Police worked closely together at this time to ensure we were working in a co-ordinated way to address these community concerns. After several months, these protests ceased with similar activities then breaking out in other area in Scotland. This appears to be a national issue.

Learning from Case Reviews

No case reviews have occurred in East Lothian during the reporting year.

The MAPPA Operational Group, which meets quarterly, considers all Initial and Significant Case Reviews across the Lothian and Borders area. The Lothian and Borders Strategic Oversight Group (SOG) has final sign off for these recommendations.

Lothian and Borders made a decision that when a sexual offence has been committed:

- An Initial Case Review notification report is triggered
- This is reviewed by the SOG chair who states if this should progress to full ICR or not
- This is then sent out to all SOG members to ratify or challenge that decision

The above process is working well and is enabling us to focus on risk factors as they emerge.

Improvement Plan

The East Lothian and Midlothian Offender Management Group Improvement Plan is currently subject to revision and will be reported to the Public Protection Committee in September 2018.

Minimum Practice Standards for MAPPA Level 1 was introduced throughout Scotland in April 2018. These standards are aimed at improving consistency of practice as well as ensuring that we have clear and robust monitoring arrangements in place for those being managed at Level 1. This process will be monitored closely during 2018/19 to ascertain any impact on practice.

Challenges and Priorities

Visor Vetting continues to present issues on a national basis. Work is ongoing within East Lothian to help inform how best we address the current issue of mandatory vetting before access to Visor can be gained for those staff who are new to the system.

Having appropriate and suitable housing options does present challenges and something that the Housing Sexual Offences Liaison Officer (SOLO) works closely on.

The MAPPA process continues to work well with re-offending being kept to a minimum. Processes are well embedded with close and effective collaborative working taking place between all partner agencies.

Midlothian

Key Data

As at 31st March 2018 in Midlothian there were 55 clients who were subject to Multi-Agency Public Protection Arrangements (MAPPA).

Current Themes

Women's Group Work Service – Midlothian Spring Service

The Spring service is relevant to Public Protection due to the number of women attending the service who have experience of childhood abuse and domestic violence.

Spring has continued to develop and the number of women attending the service has steadily increased. We have now recruited an Occupational Therapist who works with the service to help women to move on from Spring. The Spring social worker undertook Mentalisation Based Therapy (MBT) training in London, to help her improve her skills in working with women who have experienced trauma. The staff group as a whole took part in a development day facilitated by staff from the Rivers Centre and Willow in Edinburgh; again, the theme was how to work effectively with trauma.

Midlothian Sexual Abuse Services

Criminal Justice social work funding has been used to increase the funding to extend the hours of this service which is provided by Edinburgh Rape Crisis. This has reduced the waiting times for Midlothian women, from six to three months.

Learning from Case Reviews

MAPPA Operational Group (MOG)

The MAPPA Operational Group, which meets quarterly, considers all Initial and Significant Case Reviews across the Lothian and Borders area. The Lothian and Borders Strategic Oversight Group (SOG) has final sign off for these recommendations.

There were no ICRs or SCRs on Midlothian Criminal Justice social work MAPPA cases in 2017-18.

Improvement Plan

The East Lothian and Midlothian Offender Management Group Improvement Plan is currently subject to revision and will be reported to the Public Protection Committee in September 2018.

Joint Thematic Review

The Action Plan from the review included the requirement that Criminal Justice social work staff working with sex offenders undergo the RMA (Risk Management Authority) Risk Practice training. All relevant workers in Midlothian have now been through the training.

ViSOR

At the end of the financial year 2017-18 the Head of Service and Chief Social Work Officer wrote to all relevant Criminal Justice staff explaining there was a requirement to undertake vetting for Visor. One of the Team Leaders has been vetted to Level 3 so that she can be the Single Point of Contact. We are currently waiting for two admin workers to be vetted so that we have a local administrator for Visor and a backup. New members of CJ staff will be required to undergo Visor vetting successfully and will therefore be subject to a six-month probationary period.

Challenges and Priorities

New Structure for Community Justice in Scotland

The structure was up and running from the start of 2017-18 and the Community Safety and Justice Board met quarterly throughout the year. The Community Justice Working Group initially met every six weeks and then moved to quarterly. The emphasis of Community Justice Scotland has been on alternatives to custody, a reduction in the use of remand and alternatives to prosecution, such as Diversion. The focus has therefore not been on public protection or high-risk offenders.

MAPPA Operations

The MAPPA Operational Group continues to meet quarterly at Fettes Police Station. This group reviews all ICRs, as does the Offender Management Group.

At the February meeting of the East Lothian and Midlothian Offender Management Group it was agreed that both areas would adopt the new national minimum practice standards for MAPPA Level 1 cases and the new national template for Environmental Risk Assessments (ERAs). We agreed that we were already meeting the minimum practice standards for Level 1 cases and the only real change was in the management of cases post-conviction but prior to sentence, when sentence was delayed beyond the usual timescales.

There is now a shorter timescale for ERAs but again this was not seen as problematic as it is already met in most cases.

Learning and Development

Key Data

During the 2017/18 fiscal year, the East Lothian and Midlothian Public Protection Office provided 65 training events, with a total of 1,452 training places allocated, to ensure the aims of the learning and development strategy are implemented.

The 2015-2018 strategy promoted:

- A range and variety of approaches: recognising the need to be inclusive and to recognise different systems, styles and staffing requirements;
- A pragmatic approach where the required knowledge is accessed via learning that is relevant, meaningful and accessible, and the content is proportionate to the requirements of the workforce;
- Empowerment: participants will be provided with information, guidance and support to meet their own identified learning and development needs;
- Sharing good practice and establishing a common language; and
- Quality assurance processes to identify the impact of learning and development and the overall effectiveness of the learning on outcomes for children, adults and their families.

The 2018-2021 learning and development strategy has now been implemented. The learning and development improvement plan is aligned with our identified areas of priority.

"I found this by far the best Adult support training I've attended, really useful and it was great having the additional speakers from fire service, police etc.

Participant, Adult Support and Protection Level 2 Training

Current Themes

Training for all public protection sectors will continue to be delivered widely across agencies and revised as necessary giving due consideration to participant feedback, operational managers, the learning from SCRs/ICRs and national developments;

As well training attendees being asked to indicate their level of knowledge and the impact from attending training events via evaluation sheets. EMPPC agreed quarterly reports from 2018 will report on 7 primary performance indicators.

There has been a focus on implementing the Safe and Together approach to domestic abuse. 39 practitioners across agencies have received 4-days core practice training and 27 Team Leaders across children services, criminal justice and health have received 3-days Safe and Together Supervisory Skills Training to help embed the approach into front line practice and making the links to existing frameworks.

Learning from Case Reviews

In partnership with Police Scotland, 'J' Division, we have delivered multi-agency training on the learning from an SCR (Adult Support & Protection). The learning from an SCR (Child Protection) has been embedded into Working with Non-engaging and Evasive Families training. The learning from the Newcastle Child Sexual Exploitation SCR (Child Protection) has been embedded into Child Sexual Exploitation Awareness training.

"Trainer very knowledgeable and really enjoyed having the Service User input – very powerful"

Participant, CAPSM Training

Improvement Plan

There was no specific Learning and Development Improvement Plan until April 2018; the relevant improvement actions having been subsumed into other plans. A Learning and Development Improvement Plan is now in place. The plan reflects the priorities in the new East Lothian and Midlothian Learning and Practice Development Multi-agency Workforce Strategy 2018-2021.

Challenges and Priorities

- Streamlining of the training courses offered to meet identified areas of priority and operational demand.
- To ensure thematic refresher training is available through LearnPro modules and those who require refresher training complete these.
- Develop and embed Safe and Together into existing frameworks.
- Train more frontline practitioners at a multi-agency level in Safe & Together Core Practice.

- Support the implementation of Safe & Together briefings to other Council services, and agencies.
- Establish Public Protection Awareness training to cover core aspects of Child Protection, Adult Support and Protection, Offender Management and Gender-Based Violence; and
- Establish the basic Public Protection module for all employees across the two local authority areas as part of their induction and as essential training for existing employees.

"I really enjoyed the training and found the information very helpful"

Participant, Harmful Practices Training

Appendix A: East Lothian and Midlothian Public Protection Committee membership

Anne Neilson	Director of Public Protection, NHS Lothian (Chair)
Matt Paden	Detective Chief Inspector, 'J' Division, Police Scotland (Vice Chair)
Alison Macdonald	Head of Older People & Access, East Lothian Health & Social Care Partnership
Alison White	Head of Adults / CSWO, Midlothian Health & Social Care Partnership
Andrew Sheridan	Schools Group Manager (ASN), Education, Midlothian Council
Caroline Myles	Chief Nurse (Midlothian), Midlothian Health & Social Care Partnership
Charlotte Kirk	Consultant Paediatrician, NHS Lothian
David Girrity	Prevention and Protection Group Manager, Scottish Fire and Rescue Service
Fiona Duncan	Group Service Manager – Statutory Services (Adults) / CSWO, East Lothian Health & Social Care Partnership
Fiona Robertson	Head of Education, East Lothian Council
Joan Tranent	Head of Children's Services, Midlothian Council
Judith Tait	Head of Children & Adult Services, East Lothian Health & Social Care Partnership
Julie Watson	Operations Manager, Women's Aid East and Midlothian
Kevin Anderson	Head of Customer & Housing Services, Midlothian Council
Lesley Siewert	Locality Reporter Manager, SCRA (Mid lead)
Paul Mulvanny	Locality Reporter Manager, SCRA (East lead)
Sean Byrne	Public Protection Team Manager, EMPPO
Sharon Saunders	Head of Communities and Partnerships, East Lothian Council
Trish Leddy	Group Service Manager – Rehabilitation & Access, Adult Services, East Lothian Health & Social Care Partnership

Ex-officio members

Denice Lilley	Adult Support and Protection Lead Officer, EMPPO
Veronica Campanile	Interim Violence Against Women and Girls Co-ordinator, EMPPO
Leigh Taylor	Child Protection Lead Officer, EMPPO

Appendix B: East Lothian and Midlothian Public Protection Team Contact Details

East Lothian & Midlothian Public Protection Office

Room F28, Brunton Hall, Ladywell Way, Musselburgh, EH21 6AF

0131 653 5150 emppo@eastlothian.gov.uk www.emppc.org.uk

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Denice Lilley	Adult Support & Protection Lead Officer	dlilley@eastlothian.gcsx.gov.uk	0131 653 5158
Leigh Taylor	Child Protection Lead Officer	ltaylor2@eastlothian.gcsx.gov.uk	0131 653 5155
Veronica Campanile	Violence Against Women Co-ordinator	vcampanile@eastlothian.gcsx.gov.uk	0131 653 7475
Neil Whettam	Learning & Development Co-ordinator	nwhettam1@eastlothian.gov.uk	0131 653 5154
Alison Porter	Domestic Abuse Advisor	aporter@eastlothian.gcsx.gov.uk	0131 653 5153
Caroline Hall	Domestic Abuse Advisor	chall3@eastlothian.gcsx.gov.uk	0131 653 5159
Lisa Dowie	Domestic Abuse Advisor	ldowie@eastlothian.gcsx.gov.uk	0131 653 5164
Mandy Rudden	MARAC Co-ordinator	arudden@eastlothian.gcsx.gov.uk	0131 653 5156
Andrew Main	Senior Business Support Administrator	amain@eastlothian.gcsx.gov.uk	01875 824 093
Bernadette Stein	Administrative Assistant	bstein@eastlothian.gcsx.gov.uk	0131 653 5152

MAPPA Annual Report 2017/18**Report by Alison White Head of Adult Social Care and Chief Social Work Officer****1 Purpose of Report**

This is a cover report for the MAPPA Annual Report for 2017/18 which was published on 9th November 2018.

2 Background

2.1. MAPPA was established in Scotland in 2007 to co-ordinate the response of a range of agencies in the management of registered sex offenders and restricted patients. In March 2016 MAPPA was extended to include violent offenders assessed as posing a risk of serious harm. A Joint Thematic Review took place in 2015 and was carried out jointly by the Care Inspectorate and HMICS. The Joint Thematic Review found that MAPPA is well established across Scotland and that robust arrangements are in place to manage registered sex offenders with good information sharing and partnership working.

2.2 The MAPPA Annual Report for 2017/18 showed no significant changes from the previous year. 871 registered sex offenders were managed in Lothian and Borders over this period with 781 being managed at Level 1, 90 at level 2 and 0 at Level 3.

In Lothian and Borders 10 individuals were managed under the MAPPA extension as a result of the risk of violent offending. One of these cases was in Midlothian.

In Midlothian there were 55 registered sex offenders managed by MAPPA during 2017-18. Similar to the overall picture in Lothian and Borders the vast majority were managed at Level 1 and no RSO was managed at Level 3 in Midlothian during 2017-18.

Of the Midlothian RSOs managed under MAPPA, 2 were charged with further sexual offences over the year and 5 were charged with non-sexual offences. Of the RSOs in the community either 15 or 16, depending on the quarter, were on statutory supervision by Criminal Justice social work. The remainder were managed by Police Scotland.

In the most recently published reconviction statistics published by the Scottish Government, which relate to 2015/16, sexual offences are the crime type associated with the lowest rate of reconviction of all crimes.

In January, East Lothian Council hosted 4 training sessions held over two days to staff from all agencies working in East Lothian and Midlothian who are actively involved in public protection. This training focused on learning from a Significant Case Review and was delivered by the Adult Support and Protection Lead Officer, East Lothian and Midlothian Public Protection Office and the MAPPA Co-ordinator.

In March 2018, the Edinburgh, Lothian and Scottish Borders Strategic Oversight Group hosted a multi-agency half day workshop, aimed at staff and managers who will be directly involved in the management of RSOs who present a risk of serious harm who are also in need of support and protection. The aim of the workshop was to provide advice and guidance on the legislation relating to adult support and protection. To further our understanding of managing the offender who presents risk but who is also at risk. To consider case studies and discuss the challenges associated when working with this client group.

3 Report Implications

3.1 Resource

There are no resource implications in this report.

3.2 Risk

The MAPPA process makes a significant contribution to the management of risk and the protection of the public in Midlothian.

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

3.4 Impact on Performance and Outcomes

The East and Midlothian Offender Management Group is working to a plan that identifies improvement actions for the management of high risk offenders in East and Midlothian. In turn this group reports to the Public Protection Committee and the Critical Services Oversight Group.

However while this is a challenging area of work there is no evidence of any concerning performance in Midlothian. Criminal Justice social workers are highly skilled and extensively trained in risk assessment and management of sexual offenders and high risk violent offenders and in delivering accredited interventions to support behaviour change. We continue to analyse and learn from Serious Case Reviews from around the country when they are published.

3.5 Adopting a Preventative Approach

Not applicable.

3.6 Involving Communities and Other Stakeholders

The MAPPA Annual Report is accessible to the general public. A range of community engagement activities have taken place in Midlothian over the past few years about the MAPPA process and this engagement programme will continue.

3.7 Ensuring Equalities

Not applicable.

3.8 Supporting Sustainable Development

Not applicable.

3.9 IT Issues

None

4 Recommendation

The only recommendation is that the content of the attached report is noted.

Date: 23rd November 2018

Report Contact:

Margaret Brewer

Tel No: 271 3833

Margaret.brewer@midlothian.gov.uk

Background Papers: (Please see Appendix 1)

MAPPA

Edinburgh, the Lothians and Scottish
Borders Multi-Agency Public
Protection Arrangements

ANNUAL
REPORT
2017-2018

MAPPA

Edinburgh, the Lothians and Scottish
Borders Multi-Agency Public
Protection Arrangements

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1

Foreword

MAPPA

Edinburgh, the Lothians and Scottish
Borders Multi-Agency Public
Protection Arrangements

Multi Agency Public Protection Arrangements (MAPPA) are a mechanism through which agencies can discharge their statutory responsibilities in managing high risk offenders and is effective because professionals working together can achieve far more than any one agency acting alone. The danger presented to children and adults from people who are strangers is extremely low. Re-offending by registered sex offenders (RSOs) is also low, but our staff are determined to reduce both the risk posed by these offenders and the likelihood of re-offending.

This report outlines the work undertaken by all agencies across Edinburgh, the Lothians and Scottish Borders who work to improve the effectiveness of MAPPA. It is never possible to entirely eliminate the risks posed by offenders who present a serious risk of harm, but what can be expected is that all reasonable steps have been taken to reduce the risk.

When a sex offender is released from prison subject of statutory supervision, or is subject of statutory supervision as part of a community order, they are required to be housed within their own council area. An offender cannot be placed in another council area without the consent and agreement of the receiving local authority area.

Extensive research and reviews by experts have shown that the provision of stable housing, access to support networks and effective monitoring are key ways to minimise the risks posed by sex offenders. If we move sex offenders from neighbourhood to neighbourhood we may push them away from the very support that is promoting a positive change in their life, to be replaced by a vacuum that may lead to re-offending. We recognise and understand that members of the public may have strong feelings about the housing of sex offenders in their communities and our aim is to work with the community, to reassure people that public safety remains our highest priority in keeping the public safe.

Whilst this report contains statistical information about the offenders we manage, it also provides information about how these arrangements work in practice. We hope this report provides a valuable insight to work undertaken and offers reassurance that re-offending by people managed under MAPPA remains low.

Harry Robertson
Interim Chair Edinburgh, Lothian
and Scottish Borders
Strategic Oversight Group

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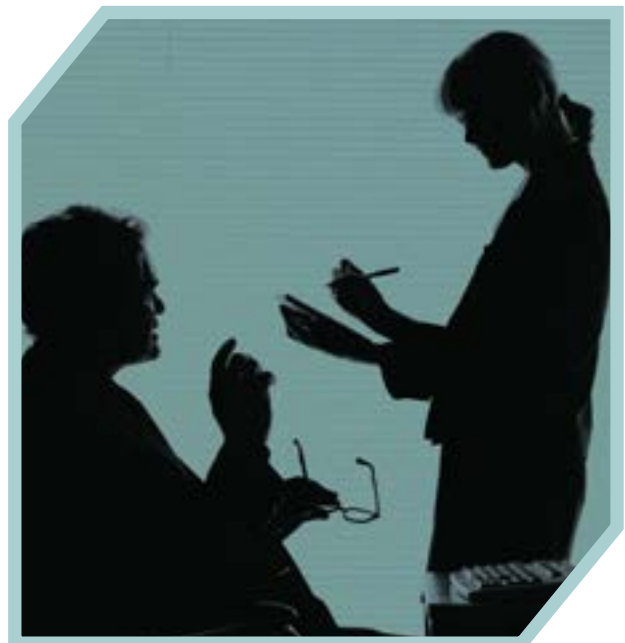
What is MAPPA?

Multi-Agency Public Protection Arrangements in Edinburgh, Lothian and the Scottish Borders

Multi-Agency Public Protection Arrangements (MAPPA) provide a framework to manage the risk posed by registered sex offenders and restricted patients (mainly violent offenders, with a small number of sex offenders). On 31 March 2016, the Scottish Government published new MAPPA Guidance. This guidance reflects the new risk of serious harm category 3, for offenders who by reason of their conviction are subject to supervision in the community, and are assessed by the responsible authorities as posing a high or very high risk of serious harm to the public, which requires active multi-agency management at MAPPA Level 2 or 3.

MAPPA

Edinburgh, the Lothians and Scottish
Borders Multi-Agency Public
Protection Arrangements



MAPPA brings together professionals from the police, social work, housing, health and the Scottish Prison Service in Edinburgh, the Lothians and Scottish Borders. These agencies are known as the 'responsible authorities'. While the arrangements are co-ordinated by a central unit based in Edinburgh, the practical management of offenders remains the responsibility of these agencies at local level.

Community Justice Authorities ceased to exist on 31 March 2017, however, MAPPA continue to operate under the Management of Offenders etc (Scotland) Act 2005 and the boundaries previously covered by the Edinburgh, Lothian and Scottish Borders Community Justice Authority will remain. The area covered by our arrangements incorporates the local authority areas of the City of Edinburgh, East Lothian, Midlothian, West Lothian and the Scottish Borders, representing a mixture of urban and rural areas.

The responsible authorities represented are:

- » The City of Edinburgh Council
- » East Lothian Council
- » Midlothian Council
- » West Lothian Council
- » Scottish Borders Council
- » Police Scotland
- » Scottish Prison Service
- » NHS Lothian
- » NHS Borders

There are three MAPPA management levels to ensure that resources are focused where they are needed most to reduce the risk of harm. Over the course of this annual reporting year, we managed 871 registered sex offenders under MAPPA; 89.66% (781) at Level 1; 10.33% (90) at Level 2; and no RSOs required management at Level 3.

Over the past year, there have been 57 MAPPA Level 2 meetings across Edinburgh, the Lothians and Scottish Borders. Each Level 2 meeting will consider a number of offenders.

The 2017/18 MAPPA National Annual Report provides a picture of the main national developments in relation to MAPPA and can be viewed on the Scottish Government website under recent publications.

3

Roles and Responsibilities

MAPPA

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Borders Multi-Agency Public
Protection Arrangements

The responsible authorities for each area are required to involve other key agencies in the management of offenders. This is an important part of MAPPA, involving the exchange of information and drawing on the collective knowledge and expertise of numerous agencies. The roles and responsibilities in relation to MAPPA in our local area are outlined below.

Police Scotland is responsible for the enforcement of the notification and compliance requirements of the Sexual Offences Act 2003 (sex offender registration), and for policing activities, including risk assessment, preventative/monitoring strategies, coupled with investigation and prosecution of any registered sex offender who re-offends. Responsibilities include: maintaining an accurate record of those offenders resident in each local authority area subject to the notification requirements; the creation of risk management plans to mitigate or reduce risk; making enquiries where such persons fail to comply with the requirements placed on them; managing sex offenders whose current behaviour is of concern. Police Scotland is the lead responsible authority for those community-based registered sex offenders who are not subject to any other form of statutory supervision. These duties are carried out in partnership with all responsible authorities and 'duty-to-cooperate' agencies.

The local authority is the responsible authority for registered sex offenders who are subject to statutory supervision. The Council's criminal justice social work service is responsible for the supervision of such offenders, but housing,

adult social care and children and families services also play a key role in the management of sex offenders in the community.

Criminal justice social work makes a significant contribution to public protection by supervising and managing registered sex offenders in accordance with the requirements of MAPPA and other public protection-related legislation.

Social workers supervise offenders on community payback orders and prisoners who have been released subject to formal supervision. Social workers are required to use accredited risk assessment tools, and in collaboration with other agencies, develop plans for the risk management and supervision of offenders. Social workers can request that additional requirements or conditions be placed on orders and licences by the courts and the Parole Board. These requirements and conditions can range from restrictions relating to accommodation and employment, to instructions to avoid certain locations or victims, or to attend counselling or treatment programmes. These requirements and conditions allow social workers to monitor and influence aspects of offenders' behaviour, as breaches of requirements or conditions can lead to the court or Parole Board returning the offender to custody.

Each local authority in Edinburgh, the Lothians and Scottish Borders has a Sex Offender Liaison Officer (SOLO) or Lead Officer, in the criminal justice social work service, who acts as a single point of contact for information relating to registered sex offenders. They are responsible for chairing risk management case conferences and liaising with other agencies as appropriate.



Local authority housing SOLOs are responsible for offenders' access to housing, which includes accessing temporary accommodation and identification of suitable permanent housing.

Registered social landlords, as 'duty to co-operate' agencies, work with the local authority housing SOLO to identify positive housing solutions, which contribute to public protection.

The role of the housing service is to contribute to the responsible authorities' management of risk through:

- » providing suitable accommodation
- » contributing to environmental risk assessments to ensure accommodation is appropriate
- » liaising with the responsible authorities regarding the ongoing management and monitoring of the risk of the offender as a tenant, including any tenancy moves or evictions
- » having regard to community safety and having in place contingency plans for when a property is no longer suitable and/or the offender's safety is at risk.

The local authority is responsible for ensuring the development of a strategic response to the housing of sex offenders. However, in any local authority area there is likely to be a multiplicity of housing providers, and local authorities must involve and consult registered social landlords in their area when developing their strategic response.

It is the responsibility of the local authority to provide an initial single point of contact for accommodation requests from other responsible authorities. This single point of contact is the housing SOLO, whose role involves:

- » identifying the most appropriate housing provider, following risk assessment
- » ensuring that when an appropriate housing provider has been identified, they are included by the responsible authorities in liaison arrangements relevant to the identification of appropriate housing and the management of risk

- » liaising pro-actively with responsible authorities and housing providers regarding ongoing risk management and community safety issues.

NHS Lothian continues to play an important role in MAPPA locally, through being the responsible authority for mentally disordered restricted patients, and in fulfilling its wider duty to cooperate in the management of violent offenders and registered sex offenders.

NHS Lothian has a Public Protection structure (including child protection, adult protection and MAPPA), which is the responsibility of the Executive Nurse Director at Health Board level. There is a Director for Public Protection, a MAPPA Health Liaison Officer, alongside Designated Consultants for MAPPA (who are consultant forensic mental health clinicians). The aim of the NHS Lothian structure and input is to provide governance for NHS Lothian's contribution to MAPPA and to ensure that health issues (including mental health, physical health, staff and patient safety, information sharing) that arise in relation to MAPPA cases are dealt with appropriately. The Director for Public Protection attends all level 3 MAPPA meetings; SOLS representatives attend all level 2 and level 3 MAPPA meetings; and the Health Liaison Officer attends all level 2 and some level 3 MAPPA meetings.

NHS Borders also makes an important contribution to MAPPA. A consultant clinical psychologist from the learning disability service and a nurse consultant from the vulnerable children and young people service attend all Level 2 meetings, and the associate director of nursing attends all Level 3 MAPPA meetings.

Community Intervention Services for Sex Offenders (CISSO)

This service continues to support the risk management of partner agencies through the delivery of community-based group treatment programmes and individual interventions, addressing the behaviour and attitudes associated with sexual offending. In addition, staff provide assessments and offer advice and consultation to criminal justice social workers in Edinburgh, Lothians and Scottish Borders.

CISSO has continued to deliver the accredited group work programme Moving Forwards: Making Changes. The programme incorporates new approaches that are in line with the latest theories and research into sexual offending. An evaluation of the programme was recently completed and will soon be published. The team provides five MF:MC groups run weekly, four during the day and one in the evening. An adapted version of the programme is run for men with lower cognitive functioning. Over the past year a total of 49 men were involved in MF:MC groupwork.

CISSO has continued to receive a high number of referrals for men convicted of Internet offences and continues to run a specific Internet Offending Behaviour Programme. This is a closed group and the programme is 18 sessions long. This group is run on a bi-annual basis and gives places to 16 men per annum.

The project also offers training courses for local criminal justice staff on working with people with sexual convictions, including introductory days; a 3-day case management course for MF:MC and skills based training that aims to consolidate learning on the case management and risk assessment courses. Delivery of national training in the use of RM2000 and Stable/Acute07 risk assessment tools is also part of the service provided.

Keeping Children Safe

The Community Disclosure Scheme provides that parents, carers and guardians of children under 18 can ask for information about a named person who may have contact with their child if they are concerned that he or she might have convictions for sexual offences against children (e.g. if a parent wants to find out more about a new partner). Police officers discuss the concerns of the applicant in a face-to-face meeting and offer advice and support.

In this reporting year, police in Edinburgh, Lothian and Scottish Borders received 51 applications under this scheme.

Further information can be found at:
<http://www.scotland.police.uk/keep-safe/safety-advice-jj/children-and-young-people/child-protection-keeping-children-safe/>

4

Achievements in Developing Practice

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Training and Promoting MAPPA

During this reporting year, we have held a number of multi-agency training events.

In January 2018, East Lothian Council hosted a multi-agency MAPPA presentation to local councillors, to ensure elected representatives were fully briefed on developments in practice and local performance.

Also in January, East Lothian Council hosted 4 training sessions held over two days to staff from all agencies working in East Lothian and Midlothian who are actively involved in public protection. This training focused on learning from a Significant Case Review and was delivered by the Adult Support and Protection Lead Officer, East Lothian and Midlothian Public Protection Office and the MAPPA Co-ordinator.

In March 2018, the Edinburgh, Lothian and Scottish Borders Strategic Oversight Group hosted a multi-agency half day workshop, aimed at staff and managers who will be directly involved in the management of RSOs who present a risk of serious harm who are also in need of support and protection. The aim of the workshop was to provide advice and guidance on the legislation relating to adult support and protection. To further our understanding of managing the offender who presents risk but who is also at risk. To consider case studies and discuss the challenges associated when working with this client group.

Developing the use of Sexual Offences Prevention Orders (SOPO)

The SOPO is an order granted by the Court. It places conditions on an offender's behaviour, provides a power of arrest if breached and enhances the police role in managing such offenders. SOPOs could initially only contain prohibitive measures, however, a change in legislation in November 2011 allows for these orders to contain positive obligations as well as prohibitions.

For some offenders, the existence of a SOPO is enough to provide structure to their daily life, through which they may avoid further offending. On 31 March 2018, there were 76 SOPOs in place in our area.

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Strategic Overview Arrangements

MAPPA

Edinburgh, the Lothians and Scottish
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Protection Arrangements



Edinburgh, Lothian and Scottish Borders – Strategic Oversight Group

This group is responsible for the overview and co-ordination of the Multi-Agency Public Protection Arrangements, ensuring the sharing of best practice and learning from significant case reviews. The group also provides a strategic lead for developing local multi-agency policy and strategy in relation to shared priorities regarding the management of offenders.

Edinburgh, Lothian and Scottish Borders – MAPPA Operational Group

This multi-agency operational group supports the work of the Strategic Oversight Group. Its remit is to share learning, develop best practice and ensure consistency of practice.



Offender Management/Reducing Re-offending Committees

These committees monitor the performance and quality of local service delivery; they provide strategic direction to local member agencies; and develop local policy and practice. These committees include representatives from all key agencies, a number of whom are also members of the local child and adult protection committees, ensuring effective communication across public protection.

NHS Lothian Public Protection Action Group

The main aim of this group is to ensure NHS Lothian discharges its responsibilities for MAPPA, and for child and adult protection. This group provides a general forum to discuss important practice issues, in addition to developing good practice in relation to the management of high-risk offenders in the health care setting.

6

Statistical Information

Unless stated, the statistics recorded are
for the reporting period 1 April 2017 to
31 March 2018.

MAPPA

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Table 1: General

REGISTERED SEX OFFENDERS (RSOs)		No.
a) Number of:	I. per 100,000 population on 31 March	70.28
	II. at liberty and living in the area on 31 March	706
b) The number of RSOs having a notification requirement who were reported for breaches of the requirements to notify		50
c) The number of "wanted" RSOs on 31 March		1
d) The number of "missing" RSOs on 31 March		0

Table 2: Civil Orders applied and granted in relation to registered sex offenders

THE NUMBER OF	No.
a) Sexual Offences Prevention Orders (SOPOs) in force on 31st March	76
b) SOPOs imposed by courts between 1st April and 31 March	44
c) Risk of Sexual Harm Orders (RoSHO) in force on 31 March	19
d) Sex offenders convicted of breaching SOPO conditions between 1 April and 31 March	10
e) Number of people convicted of a breach of RSHO between 1 April and 31 March	0
f) Foreign Travel Orders imposed by the courts between 1 April and 31 March	0
g) Notification Orders imposed by the courts between 1 April and 31 March	0

Table 3: Registered sex offenders by level, re-convictions and notifications

REGISTERED SEX OFFENDERS (RSOs)		No.
a) Number managed between 1 April and 31 March		871
I. Level 1 – Routine Risk Management		781
II. Level 2 – Multi-agency Risk Management		90
III. Level 3 – MAPPP		0
b) Convicted of a further Group 1 or 2 crime	I. MAPPA Level 1	11
	II. MAPPA Level 2	2
	III. MAPPP Level 3	0
c) Returned to custody for a breach of statutory conditions (including those returned to custody because of a conviction of Group 1 or 2 crime)		23
d) Indefinite registrations reviewed under the terms of the Sexual Offences Act 2003 (Remedial) (Scotland) Order 2011 between 1 April and 31 March		17
e) Notification continuation orders issued under the terms of the Sexual Offences Act 2003 (Remedial) (Scotland) Order 2011 between 1 April and 31 March		10
f) Notifications made to Jobcentre Plus under the terms of the Management of Offenders etc. (Scotland) Act, 2005 (Disclosure of Information) Order 2010 between 1 April and 31 March		94
g) Number of RSOs subject to formal disclosure		0

Table 4: Restricted patients

RESTRICTED PATIENTS (RPs):		No.
a) Number of RPs;	I. Living in the area on 31 March	24
	II. During the reporting year	27
b) Number of RPs per order	I. CORO	23
	II. HD	0
	III. TTD	4
c) Number within hospital/ community;	I. State Hospital	14
	II. Other hospital no suspension of detention (SUS)	10
	III. Other hospital with unescorted SUS	13
	IV. Community (Conditional Discharge)	4
d) Number managed by category on 31 March (does not include patients from Lothian in the State Hospital)	Level 1 – Routine agency risk management	26
	Level 2 – multi-agency risk	1
	Level 3 – MAPPP	0
e) Number of RPs convicted of a further crime of Group 1 or 2 crime	I. MAPPA Level 1	0
	II. MAPPA Level 2	0
	III. MAPPP Level 3	0

RESTRICTED PATIENTS (RPs):		No.
f) Number on suspension of detention;	I. who did not abscond or offend	27
	II. who absconded	0
	III. who absconded and then offended	0
	IV. where absconding resulted in withdrawal of suspension of detention	0
g) Number on conditional discharge;	I. who did not breach conditions, not recalled or did not offend	3
	II. who breached conditions (resulting in letter from the Scottish Government)	0
	III. recalled by Scottish Ministers due to breaching conditions	0
	IV. recalled by Scottish Ministers for other reasons	1

**Table 5: Statistical Information –
other serious risk of harm offenders**

SERIOUS RISK OF HARM OFFENDERS:		No.
a) Number managed between 1 April and 31 March	1. MAPPA Level 2	9
	2. MAPPA Level 3	1
b) Number of offenders convicted of a further Group 1 or 2 crime	1. MAPPA Level 2	0
	2. MAPPA Level 3	0
c) Number of offenders returned to custody for a breach of statutory conditions (including those returned to custody because of a conviction of Group 1 or 2 crime)		2
d) Number of notifications made to DWP under the terms of the Management of Offenders etc (Scotland) act, 2005 (Disclosure of Information) Order 2010 between 1 April and 31 March		3

**Table 6: Registered sex offenders managed
in the community under statutory conditions
and/or notification requirements on 31 March
2018**

CONDITIONS	Number	Percentage
On statutory supervision	223	31.58
Subject to notification requirements only	483	68.42

MAPPA

Edinburgh, the Lothians and Scottish
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Protection Arrangements



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East Lothian and Midlothian Public Protection Committee – Adult Support and Protection Biennial Report 2016-18**Report by Alison White Head of Adult Social Care; Chief Social Work Officer****1 Purpose of Report**

The convener of East Lothian and Midlothian Public Protection committee are required to submit a Biennial Report to Scottish Government on the exercise of the Committee's functions under Section 42 of the Adult Support and Protection (Scotland) Act 2007. This report reflects the work undertaken of East Lothian and Midlothian Public Protection Committee 2016/18 thereby informing council of its progress in that time.

2 Background

- 2.1** The East Lothian and Midlothian Public Protection Committee (EMPPC) is the key strategic group dealing with public protection matters across East Lothian and Midlothian adult support and protection falls within the remit of EMPPC. This includes representatives from key partners (e.g. Social Work, Police Scotland, NHS Lothian, Education, Housing, 3rd Sector etc). The committee reports to senior officers through the East Lothian and Midlothian Critical Services Oversight Group. It remains committed to an outcome focused approach to supporting and protecting adults and children who may be at risk of harm, based on an understanding of need gained from evaluation activity

3 Report Implications**3.1 Resource**

The key driver for the service continues to be ensuring sustainable services and streamlining future provision by sharing staff capacity and knowledge wherever possible. All posts in the team are joint posts across both council areas.

3.2 Risk

The Public Protection service contributes to addressing corporate risk that the councils and their partners would be unable to maintain or improve the quality and standard of public protection work due to increased complexities and depleting resources thus leaving service users in Midlothian at risk of harm

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 EMPPC developed a Performance Framework which was implemented from 1st April 2015, providing its reporting framework for self-evaluation, audit and scrutiny. This framework was reviewed in January 2017, and an amended version implemented for 2017/18. During this time, Lead Officers worked closely with operational teams to ensure the performance framework and improvement plans are embedded within practice

3.5 Adopting a Preventative Approach

East Lothian and Midlothian Public Protection Committee take a preventative approach to the assessment and management of risk within care settings. Through attendance at multi – agency meetings, information is shared identifying early indicators of harm, enabling a proactive supportive approach in reducing any potential harm to vulnerable adults

3.6 Involving Communities and Other Stakeholders

East and Midlothian Public Protection Committee remains committed to involving communities and other stakeholders wherever possible and is planning a public event to raise awareness of Financial Harm and wider issues of adult support and protection.

3.7 Ensuring Equalities

An Equalities Impact Assessment is not currently required as no policy or people changes have been identified. This will be undertaken in line with streamlining operational practice

3.8 Supporting Sustainable Development

Multi-agency staff are based in a co-located hub and opportunities are sought to streamline services with less meetings and consequently less travel between bases

3.9 IT Issues

This report does not highlight any IT issues

4 Summary

This is the second Biennial report of the East Lothian and Midlothian Public Protection Committee (EMPPC) and it provides an opportunity to reflect and take stock of our activities and our achievements within Adult Support and Protection Activity.

5 Recommendations

Council is asked to:

Note the Biennial Report 2016-18 and the progress made by East Lothian and Midlothian Public Protection Committee 2016/18

Date 09/11/2018

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Background Papers:

East Lothian and Midlothian Public Protection Committee Adult Support and Protection Biennial Report 2016-18



East Lothian and Midlothian Public Protection Committee

Adult Support and Protection Biennial Report 2016-2018

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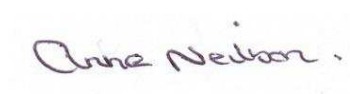
1) Introduction

This Biennial report outlines the activities of the East Lothian and Midlothian Public Protection Committee (EMPPC) for 2016-2018.

The EMPPC is now fully established since its development in 2014. The EMPPC continue to address the cross-cutting issues for service users across all aspects of public protection in East Lothian and Midlothian.

The EMPPC incorporates all aspects of Public Protection including Adult Support and Protection, Child Protection, Violence against Women and the Multiagency Public Protection Arrangements (MAPPA). MAPPA provides a framework to manage the risk posed by registered sex offenders, restricted patients and other violent offenders.

The responsible agencies are committed to working in partnership to improve services to supporting and protecting all people who may be at risk of harm within our communities.



Anne Neilson

Director of Public Protection, NHS Lothian

Chair, East Lothian and Midlothian Public Protection Committee

2) National Data Reporting

EMPPC acknowledge that the national data provided is out with the reporting parameter of the biennial report (October 2016 to October 2018). The national data reported provides a more accurate picture of the adult support and protection activity within East Lothian and Midlothian and has been collated within the annual reporting periods (1st April – 31st March 2016-17 and 2017-18).

Both East Lothian and Midlothian have experienced a significant increase in the number of Adult Support and Protection referrals (ASP referrals) received within the reporting periods.

In 2016-2017 Midlothian Council reported a 36% (from 501 to 681) increase in the number of ASP referrals received when comparing to 2015-2016.

This increase can be linked to a 25% (from 182 to 227) increase in the number of ASP referrals received from Police Scotland. However, the most notable increase 225% (from 12 to 39) is the number of ASP referrals from General Practitioners (GPs). This appears to be associated with training delivered to GPs as part of their Protected Learning Time by the NHS Lothian Public Protection Team on the Mental Welfare Commissions report of Mr JL. The number of ASP referrals from GPs has continued to increase by a further 10% (from 39 to 43) in 2017-2018. In the same reporting year the number of ASP referrals from Police Scotland has reduced by 11% (from 227 to 201). Midlothian Council have reported a 1% (from 681 to 690) increase in ASP referrals in 2017 -2018.

East Lothian Council reported an 8% increase (from 493 to 530) in the number of ASP referrals received in 2016-2017. The main source of referral in this reporting period was from Police Scotland submitting 204 ASP referrals a reduction of 25% (from 272 to 204) from 2015-2016. The source of referral with the largest increase is within the category of “Other” reporting a 553% increase (from 17 to 111) in 2016-2017. In 2017-2018 this further increased from 111 to 265, a 139% submitting more referrals than Police Scotland in 2017-2018.

A sample size of referrals within the category of “Other” were analysed to determine the source of referral and the nature of the harm, revealing that most of the referrals were from the Third Sector and Care Homes. The type of harm reported mainly appeared to be altercations between residents within care homes.

Additionally, it was also noted that some referrals were not indicated as Adult Support and Protection concerns and therefore may have been logged incorrectly suggesting that the number of ASP referrals to East Lothian Council in 2017-2018 is lower than reported. In recognition of the issues, this information will be shared with the relevant staff to ensure accurate reporting, as well as discussions with Care Inspectorate contact managers as it is thought they may be encouraging care homes to report all incidents under Adult Support and Protection this may not always be necessary.

East Lothian:

Measure	2016/17	2017/18
Referrals	530	791
Investigations	148	112
Protection orders	2	1
Number of Large Scale Investigations	2	2

Midlothian:

Measure	2016/17	2017/18
Referrals	681	690
Investigations	82	87
Protection orders	0	1
Number of Large Scale Investigations	4	4

In comparison to National Data Reporting 2016-2017 both East Lothian and Midlothian Councils appear to be receiving higher than the national average ASP referrals in 2016-2017 with Midlothian being within the top two local authorities.

3) Harm

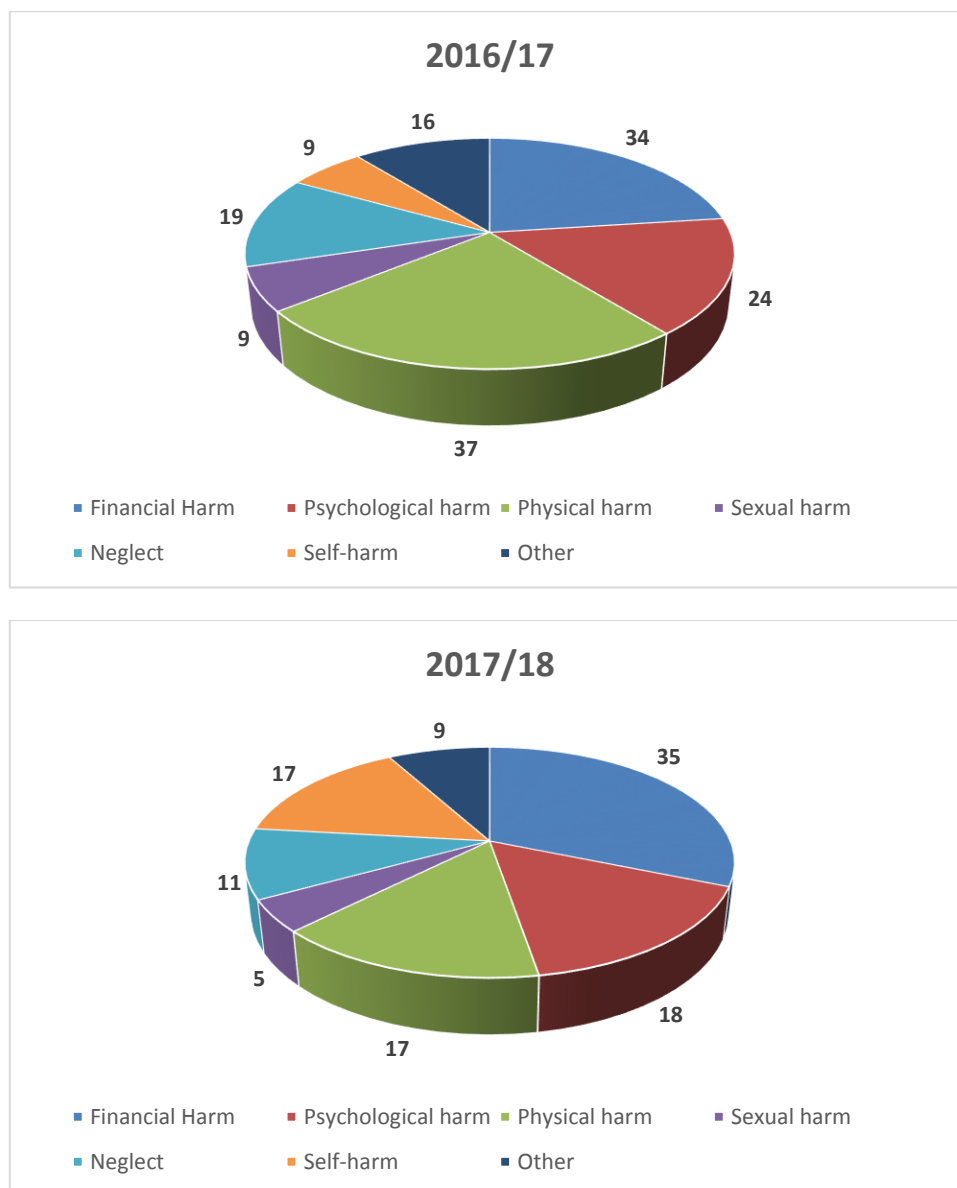
East Lothian Council have also reported a 114% (from 69 to 148) increase in the number of Investigations undertaken in 2016-2017 in comparison to Investigations reported in 2015-2016. This increase is reflective of changes within operational practice and the recording of Investigations. The Biennial Report 2014-2016 advises of the practice changes within the legislative functions of the Adult Support and Protection (Scotland) Act 2007 following the formation of East Lothian and Midlothian Public Protection Committee.

Although, East Lothian Council were undertaking visits to the adult this was recorded within the Inquiry episode of Mosaic (recording system) and not within the Investigation episode, therefore reflecting a smaller number of Investigations having taken place in 2015-2016. Having provided clearer direction for staff between Inquiry and Investigations, East Lothian Council have reported an increase in the number of Investigations progressed in 2016-2017. At this time, East Lothian Council also made some changes to its operational processes and structures. As a result of competing demands within this new system this lead to Investigations being undertaken which were not always necessary. This is reflective within Scottish Governments Data Set as East Lothian Council are indicated as having a higher number of Investigations in comparison to the national average in 2016-2017.

In recognition of this, East Lothian Council have made further changes to ensure a more proportionate response to Adult Support and Protection concerns and report a 24% decrease (from 148 to 112) in the number of investigations undertaken in 2017-2018.

Principal type of harm

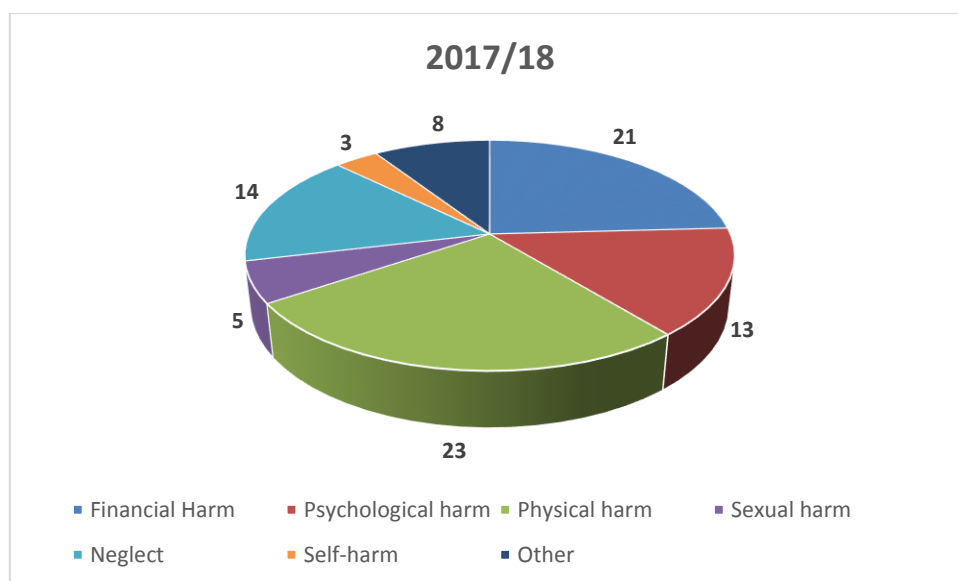
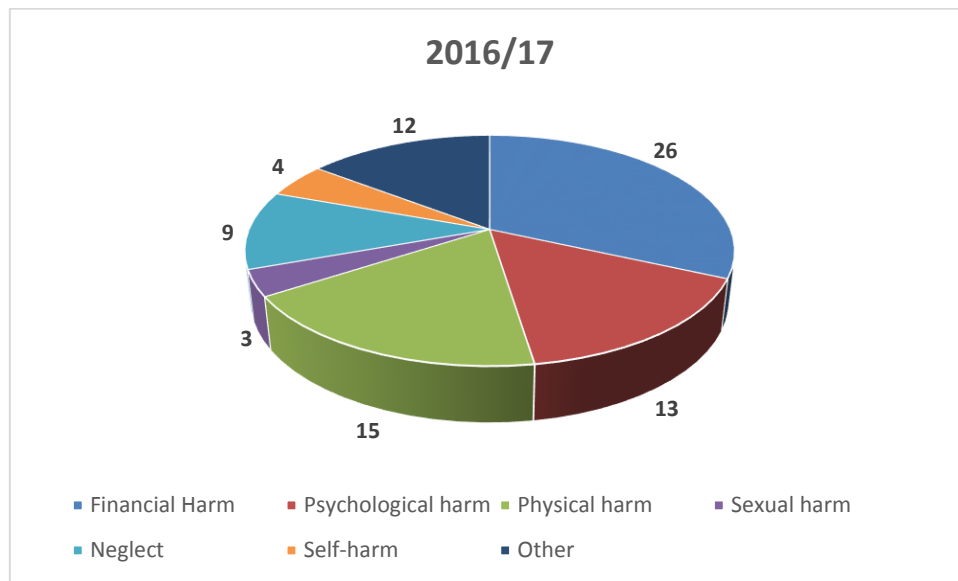
East Lothian



Midlothian Council has reported a 36% decrease (from 129 to 82) in the number of Investigations undertaken in 2016-2017 compared to 2015-2016, with a small increase of 6% (from 82 to 87) fiscal year end 2017-2018. The reductions reported appear to be linked to the delay in processing ASP referrals. An audit into the reasons for the delays in processing of ASP referrals revealed that a further 14 Investigations had been undertaken, however these were recorded within the Inquiry episode, suggesting the number reported is not a true reflection of the number of Investigations undertaken in 2017-2018.

Work is being carried out with staff to ensure accurate recording of the functions undertaken within the Adult Support and Protection (Scotland) Act 2007.

Midlothian



The main types of principal harm investigated across both local authority areas is Financial Harm and Physical Harm. This correlates with the national picture reported in 2016-2017.

Financial Harm

Further analysis of these Investigations reflected the disparate range of financial harm including where legal appointments were in place such as Power of Attorney / Financial Guardians and in these circumstances all information was shared with the Office of the Public Guardian.

EMPPC are committed to reducing the risk of Financial Harm through awareness raising and have developed a [Practitioners Guidance on Financial Harm](#), this is supported by a LearnPro module and is widely accessible to multi-agency staff including the Third Sector.

Physical Harm

East Lothian Council reported that Physical Harm was the main type of harm investigated in 2016-2017. Further analysis identified that investigations involved complex issues of deteriorating mental illness and domestic abuse. The Lead Officer for Adult Support and Protection is based within the Public Protection Office alongside colleagues who have a lead responsibility for Child Protection and Violence Against Women as well as the Domestic Abuse Service and Multi-Agency-Risk Assessment Co-ordinator (MARAC). The co-location of these roles has enabled shared learning across these areas, in particular raising awareness with the Domestic Abuse Advisors of ASP legislation and where this may apply to victims of Domestic abuse. Concurrently, the Lead Officer for Adult Support and Protection has also been involved in the chairing of MARACs' enabling an Adult Support and Protection perspective within this process.

Physical Harm is the main type of harm investigated by Midlothian Council 2017-2018. Further analysis revealed that the majority of the cases investigated occurred within a care setting or in the adults own home by the primary carer (paid/unpaid). There have been four Large Scale Investigations within Midlothian Council within this reporting year.

In all Investigations undertaken information is shared with health and police through an Inter-agency Referral Discussion (IRD). This process determines the lead agency, identifies risk and the action to be taken relative to the risk and the adults vulnerability.

EMPPC implemented e-IRD (electronic Inter-agency Referral Discussion) on 21st April 2018. This provides a shared recording platform for core agencies (police, health and social work) to record information, identify risk and agree actions where it is believed that an adult may be at risk of harm. East Lothian and Midlothian Health and Social Care Partnerships have identified health staff to participate in this process with police and social work colleagues. In support of information sharing across the partnership areas including third sector agencies EMPPC have developed [A practitioners guide to information sharing to support the wellbeing of adults](#).

Across both Local Authorities there have been four Protection Order granted all of which have been Banning Orders with Powers of arrest within the reporting period 2016- 2017 and 2017-2018.

Large Scale Investigations

Large Scale Investigations (LSI) continue to feature heavily on the landscape of Adult Support and Protection within East Lothian and Midlothian Councils, with one organisation

having three care homes across both local authority areas. All care homes have been subject to LSI within a two year period (April 2016 - present) with two being issued with an Improvement Notice from the Care Inspectorate. EMPPC are working very closely with the Care Inspectorate to ensure the safety of residents within their homes to ensure they receive a qualitative service.

EMPPC continue to hold bi-monthly multi- agency quality in care meeting as well as providing support to care home managers and care at home managers through our Training for Trainers Adult Support and Protection programme.

4) Outcomes and Strengths

Adult Support and Protection Thematic Inspection

Midlothian Health and Social Care Partnership were inspected as one of the six partnership areas of the Adult Support and Protection Thematic Inspection and evaluated as follows:

- Outcomes for Adults at Risk of Harm – **Good**
- Key Processes for Adult Support and Protection – **Good**
- Leadership for Adult Support and Protection – **Very Good**

The Care Inspectorate also made two recommendations to the Partnership as follows:

- The Partnership should make sure that all adult protection referrals are processed timeously.
- The Partnership should make sure that social workers prepare well-balanced, valid chronologies for all adults at risk of harm who require them.

A copy of the full inspection report can be accessed on the [Care Inspectorate website](#).

EMPPC are committed to improving outcomes to adults at risk of harm across both local authority areas. In response to the recommendations within the Care Inspectorate report, Midlothian Health and Social Care partnership have undertaken audits to determine the reasons for the delay in processing ASP referrals and of the quality of chronologies undertaken. The outcomes of the audit have been shared with staff and are included in the Adult Support and Protection improvement plan, progress is reviewed and monitored quarterly through the Performance and Quality Improvement sub group.

Adult Support and Protection Improvement Plan and Performance Indicators

The Adult Support and Protection Improvement plan is informed by the learning from single agency case file audits, outcomes from local Initial Case Reviews, as well as local and national Significant Case Reviews, along with the recommendations from the Midlothian Health and Social Care Partnership thematic Inspection of Adult Support and Protection.

EMPPC have undertaken a number of single agency case file audits between October 2016-2018 with the outcomes of each audit being included in the improvement plan and progress and implementation of each action monitored through the Performance and Quality Improvement sub-group. The Care Inspectorate noted in their Inspection report that “There were a number of examples where quality assurance and audit activity led to improvements. These included:

- Improved management and delivery of case conferences within timescales.
- Council officers seeking to meet with adults at risk of harm two weeks after case conference in an effort to improve feedback.
- Improvements to the completion of chronologies supported by chronology training.

EMPPC have also developed a set of Performance Indicators which report on timescales of the work undertaken in response to the Adult Support and Protection Pathway and of operational processes that support and inform decision making in response to adults at risk of harm.

EMPPC have since reviewed and updated the original Performance Indicators to include multi-agency attendance at Adult Support and Protection Case Conference (see [appendix 1](#)).

Learning from Initial Case Reviews

Within this reporting period (October 2016 to October 2018) there have been six Initial Case Reviews (ICRs) for Adult Support and Protection, one progressed to a Child Protection Significant Case Review (SCR) as it involved a young person in transition. An outcome of this SCR has involved the review of the Transitions Procedures within both local authorities, to include young people who have challenging needs, a risk to their health and wellbeing and require ongoing support and intervention.

The remaining ICRs all presented with a range of complexities with crossovers into domestic abuse, learning disability, mental health, substance misuse and fire risks. The learning points from each case review highlighted the need for involvement of specialist roles in such circumstances where there is added complexity of risk.

EMPPC are committed to the ongoing development of staff working with adults at risk of harm and of the wider public protection agenda. The learning from each of the case reviews has informed changes to current training to include the cross overs between Adult Support and Protection and Domestic Violence, focusing on the impact of trauma and how this can affect the adults’ ability to safeguard themselves.

EMPPC have worked extensively with Scottish Fire and Rescue Service (SFRS) to raise awareness of multi- agency staff, including the third sector of fire risks within the home and to inform them of the Free Fire Home Safety Visits accessible via SFRS website. EMPPC have developed a Home Fire Safety Visit Referral Pathway in conjunction with SFRS. This tool will

be widely accessible to all agencies across East Lothian and Midlothian including Third Sector organisations (see [appendix 2](#)).

The Scottish Fire Rescue Service are delighted with the production of the Home Fire Safety Referral Pathway. This process, supported by the provision of risk awareness training to Multi- Agency staff members will contribute to the SFRS objective of reducing fire deaths and injuries from fire, whilst providing additional safeguards for those who are vulnerable and at increased risk of fire within their home.

5) Challenges and Priorities

Priority areas

EMPPC's current priorities are focused on the recommendations following the Adult Support and Protection Thematic Inspection. Audits have been undertaken in response to the recommendations identifying learning needs and areas of development. The outcomes of which have been included within the Improvement plan to ensure operational progress when responding to referrals as well as development sessions for staff on producing valid chronologies, progress will be monitored through the Performance and Quality Improvement sub-group.

In response to the number of Investigations into Financial Harm across both local authorities EMPPC are hosting two events across East Lothian and Midlothian for members of the public in February 2019, this is planned to coincide with the National Adult Support and Protection day. EMPPC continue to raise awareness of Adult Support and Protection within our local communities and have linked with Neighbourhood Watch Scotland to support us by targeting local communities through their newsletter.

In the lead up to these events EMPPC will raise awareness of the different types of harm, by using the images provided by Scottish Government National Campaign #Seensomething #Saysomething through the Council's and partner agencies communication teams.

Challenges

EMPPC audit processes identified a lack of multi-agency representation at initial adult support and protection case conferences, often resulting in case conferences being cancelled as they are inquorate and therefore having to be re-convened to ensure proportionate and appropriate multi-agency attendance. EMPPC have since included attendance of core agencies at initial case conference within the Performance Indicators. This enables senior management oversight of the reasons for non-attendance and to take responsibility for agreed action to ensure multi-agency representation at initial case conferences.

EMPPC single agency case file audits have revealed challenges between the interface of the Adult Support and Protection (Scotland) Act 2007, Mental Health Care and Treatment (Scotland) Act 2015 and The Care Programme Approach, when supporting and considering intervention for adults presenting with complex mental health issues, complex trauma, combined with self-harming behaviours, suicidality, substance and alcohol misuse. In recognition of this EMPPC are in the process of developing workshops for multi-agency staff working with such complexities to assist with decision making, risk assessment and clarity of frameworks when responding to such circumstances.

EMPPC continually strive to evaluate Service Users experiences to inform service delivery. Presently, this is obtained through a self-evaluation questionnaire, specifically asking if the service user feels safer as a result of the intervention provided. This continues to be a challenge for various reasons, more often than not service users do not wish to provide feedback of their experiences. However, where the service user has attended their case conference and provided feedback all questionnaires received, reported that they feel safer as a result of the intervention provided.

"I'm still here, because of Adult Support and Protection"
Service user, Joint Inspection of Adult Support and Protection in
Midlothian

6) Legal Requirements

EMPPC have recently reviewed and updated their Adult Support and Protection Policy and Procedures amendments have included:

- Transfer principles of Adults at Risk of Harm between local authorities.
- Transfer of Adults at risk of Harm between Scottish Prison Service and local authority.

EMPPC have published a number of documents which are embedded within this report, providing information, advice and guidance on specific areas of practice, as well as delivering a comprehensive training package accessible to all staff working within East Lothian and Midlothian this includes third sector staff.

7) Summary and Conclusions

The East Lothian and Midlothian Public Protection Committee Biennial Report 2016-2018 demonstrates the commitment from agencies to the joint public protection approach in addressing and responding to the cross cutting aspects of public protection.

Partner agencies recognise the increasing demand of adult protection and view the increase in activity in a positive way as agencies are becoming increasingly aware of all aspects of Adult Support and Protection. Agencies are working collaboratively to reduce the risk to adults and young people in transition.

Looking forward we plan to build capacity with the workforce to ensure staff are confident and competent in their work. We have appreciated the opportunity to be involved in the first Thematic Inspection for Adult Support and Protection in Scotland and will take the learning from the inspection forward over the next two years.

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Designation	Adult Support and Protection Lead Officer
Date	25/10/18

Appendix 1 – East Lothian and Midlothian Adult Support and Protection Performance Indicators

Ref	Measure
ASP01	Total number of cases with a live Adult Support and Protection plan
ASP02	Number of Adult Support and Protection IRD's undertaken.
ASP03	Number of repeat Inter-agency Discussions within a 12 month period following Adult Support and Protection Case Conference
ASP04	Percentage of Duty to Inquires that have been completed within procedural timescales (within 7 Calendar days)
ASP05	Percentage of Adult Support and Protection Initial / Review Case Conferences held within procedural timescale (from date of Inter-agency Discussion / previous Case Conference)
ASP06	Percentage of Adult Support and Protection Initial Case Conferences where Council Officer reports were completed within procedural timescale (3 days in advance of the date of the case conference)
ASP07	Percentage of adults where a single agency chronology is available in advance of the Initial Adult Support and Protection Case Conference (3 calendar days prior)
ASP08	Percentage of adults where a comprehensive multi-agency risk assessment has been completed within 28 calendar days of the Initial ASPCC in preparation for the Review ASPCC
ASP09	Percentage of Adult Support and Protection plans completed within 24 hours of the Initial / Review Adult Support and Protection Case Conference.
ASP10	Percentage of Adult Support and Protection case conferences where the adult attended (including number invited)
ASP11	Percentage of Adult Support and Protection case conferences where a carer attended (including number invited)
ASP12	Percentage of Initial Adult Support and Protection Case Conferences where Police personnel attended (including number invited)
ASP13	Percentage of Initial Adult Support and Protection Case Conferences where Health personnel attended (including number invited)
ASP14	Percentage of Adult Support and Protection case conferences where an advocate / guardian / power of attorney attended (including number invited)
ASP15	Number of adults reporting that they feel safer as a result of intervention (following Initial Case Conference)

Appendix 2 – Home Fire Safety Visit Referral Pathway

