

**MINUTES of MEETING of the MIDLOTHIAN COUNCIL CABINET** held in the Council Chambers, Midlothian House, Buccleuch Street, Dalkeith on Tuesday, 19 November 2013 at 11.00 am.

**Present:-** Councillors Thompson (Convener), Beattie, Bryant and Johnstone.

**Religious Representatives Present:-** Mr V Bourne

**Apologies for Absence:-** Mr P Hayes.

**1 Audio Recording**

Before the commencement of the business the Convener reminded members that the proceedings were being audio recorded.

**2 Declarations of Interest**

There were no declarations of interest.

**3 Minutes**

The Minutes of Meeting of 8 October 2013, were submitted and approved as correct record subject to the following paragraph being included within paragraph 5 with regard to the Inspection of Mayfield Nursery School:-

“Councillor Beattie expressed her specific appreciation of the work undertaken by the former Head Teacher, Vicky Donaldson which had largely contributed to the excellent outcome of the Inspection report.”

**4 Midlothian Local Development Plan Main Issues Report Consultation**

There was submitted report by the Head of Planning and Development providing a summary of the key issues raised through responses received as a result of the consultation undertaken on the Midlothian Local Development Plan (MLDP) Main Issues Report.

The report highlighted that around 2100 consultation responses had been received. All of the submissions had been processed and were available to view online

An appendix to the report provided a brief summary of the topics as presented in the Main Issues Report, together with a summary of the key aspects of the consultation responses. A fuller analysis of the points raised in the responses was available in the Members' library. This report recommended that the analysis should form the basis for a Cabinet seminar in January to which all Members would be invited.

## Decision

- (a) To note the initial summary and analysis of responses to the Main Issues Report as provided in the Appendix to the report and that a fuller analysis of the points raised in the responses was available in the Members' library;
- (b) To hold a Seminar in January 2014, to which all Members would be invited, to review the key aspects of the responses received and the implications of these responses, and other relevant matters, for the preparation of the Proposed Plan; and
- (c) To remit the report to the Planning Committee for its information.

(Action: Head of Planning and Development)

## 5 Minutes of Meetings of Education Appointment Committee

The Cabinet noted and approved the Minutes of Meetings of the Education Appointment Committees of 1 and 4 November 2013, as shown in **Appendix I** hereto, thereby approving the appointments of J Wilson and V Donaldson as Head Teacher at Roslin Primary School and Strathesk Primary School respectively.

(Action: Director, Education Communities and Economy)

## 6 Information Security – PSN (Public Sector Network) Compliance

There was submitted report dated 20 August 2013, by the Head of Customer Services, providing a summary overview of the IT security changes that would require to be made to maintain ongoing compliance with the mandatory Cabinet Office PSN (Public Sector Network) Code of Connection, formerly known as the GSX (Government Secure Extranet), and outlining the implications of these changes.

The Cabinet Office has mandated that it is no longer permissible to use personal devices to access PSN connected systems or PSN originated data. This means that all non-Council equipment (personal PC's, tablets and mobile phones) will no longer be permitted to connect to the Councils corporate network and associated services.

The following services would be directly impacted by this mandate and would require to be withdrawn:-

- access to e-mail and calendar information from personal devices e.g. home PC's, personal tablets and personal smartphones. This included use of Outlook Web Access (OWA);
- e-mail active sync to personal iPads and smartphones;
- connecting to Citrix hosted applications such as Frameworki, file access and intranet via personal devices;

- use of personal devices/home PCs to access documents/write reports etc containing personal, sensitive or confidential information.

These changes would not impact on users with protected/encrypted council owned devices such as Council laptops and Council smartphones.

The likely timescale proposed to Cabinet Office was for these services to be switched off around mid January 2014 and it was intended the Council demonstrate the business case for this.

## **Decision**

- (a) To note the requirement to remove:
- (i) all remote access to Outlook Web Access from personal (unmanaged) devices e.g. home PC's etc.;
  - (ii) all e-mail active sync to staff and Councillor personal iPads and Smartphones;
  - (iii) remote access to Citrix hosted applications from all personal (unmanaged) devices e.g. home pc's etc;
- (b) To note that the switch-off date for these remote services was anticipated to be no later than mid-January 2014;
- (c) To note that an urgent review was underway to identify additional users who had a genuine business need for a smartphone and/or Council laptop to access Council services remotely, to prioritise these demands;
- (d) To acknowledge the requirement for the introduction of mandatory Personal Baseline Security Standard checks for employees accessing PSN hosted systems or PSN originated data with effect from 01 April 2014
- (e) To note that further security changes may be needed to meet Cabinet Office PSN requirements and that additional reports would be presented as required.
- (f) To note that a further report on the financial implications would be presented at the earliest opportunity; and
- (g) That all elected Members and staff affected by these changes be advised as soon as possible.

(Action: Head of Customer Services)

## **7 Assisted Areas Map: Stage 1 Consultation 2014 – 2020**

There was submitted report dated 19 November 2013, by the Director, Education, Communities and Economy providing background information on the UK Government's Assisted Areas Map: Stage 1 Consultation 2014- 2020.

The report set out the response submitted on 30 September 2013, in collaboration with neighbouring and other Local Authorities within the South of Scotland (East Lothian, Scottish Borders and Dumfries and Galloway Councils), to optimise the possibility of achieving Assisted Area Status for parts of Midlothian. A copy of the response had been placed in the Members' library.

The consultation on the 2014-2020 Assisted Areas Map was being held in two stages. Stage 1 proposed common principles for drawing the 2014-2020 Assisted Areas Map and sought the submission of local intelligence on economic opportunities that could regenerate disadvantaged local economies and should be considered by Government for Assisted Area Status. This intelligence included, for example, locations of industrial estates and business parks, potential growth Small and Medium sized Enterprises and business infrastructure and developments.

The UK Government had stated that Stage 2 of the consultation would be launched in the winter of 2013 and that it would invite comments on the proposed 'draft' Assisted Areas 2014-2020 Map. It was anticipated that the final Map would come into effect on 1 July 2014 following UK Government and European Commission approval.

### **Decision**

- (a) To note Midlothian Council's input to the joint response submission to the Department of Business Innovation and Skills with East Lothian, Scottish Borders, and Dumfries and Galloway Councils as part of the UK Government's Assisted Areas Map Consultation 2014 – 2020 Stage 1; and
- (b) To agree to receive further progress reports as the Assisted Areas Map consultation progresses to a conclusion.

(Action: Director, Education, Communities and Economy)

## **8 Proposed Business Improvement District – The Bush Area**

There was submitted report dated 19 November 2013, by the Director, Education, Communities and Economy, updating Cabinet on the development of a proposal for the establishment of a Business Improvement District covering the Bush area of Midlothian and to identify Midlothian Council representation on the Bush Business Improvement District steering group which required to be formed.

The first stage in the process would be the establishment of a formal Bush Business Improvement District steering group. It was proposed that the Council take the lead in establishing this steering group which should ultimately be private sector led. This would be progressed by holding a specific Business Improvement District consultation meeting in the near future at a suitable venue in the Bush area to gauge private sector interest.

In addition, it was proposed that, if there was sufficient interest in establishing a Bush Business Improvement District steering group, the Council be represented on the group.

Following the establishment of the steering group, it would be necessary to effectively explain the Business Improvement District to the local business community in advance of a confidential postal ballot to be held at a suitable date, probably in late 2014. The result of this ballot would determine whether or not the proposed Bush Business Improvement District project proceeds.

### **Decision**

- (a) To Note the receipt of a seed-corn grant award from the Scottish Government amounting to £20,000 to assist in the development of proposals for a Business Improvement District in the Bush area of Midlothian;
- (c) That the Council provided appropriate project governance to assist with the initial establishment and operation of the Bush Business Improvement District;
- (d) Recommends to Council the appointment of Councillor Bryant and the Economic Development Manager to represent the Council on the Bush Business Improvement District steering group; and
- (e) Instructs that regular progress reports on the operation of the Bush Business Improvement District steering group be presented to Cabinet.

(Action: Director, Education, Communities and Economy)

## **9 Business Gateway in Midlothian: Progress Report**

There was submitted report dated 29 October 2013, by the Director, Education, Communities and Economy providing information on the performance of the Business Gateway [BG] contract for the period October 2012 to September 2013

The BG delivery model is an important component of the Scottish Government objective of growing the economy and is a joint objective of Local Government reflected in Community Planning Partnerships and Single Outcome Agreements. The model was designed to help raise rates of new business formation in Scotland and to encourage growth within existing businesses. It also enables Local Authorities to identify emerging businesses with growth potential for referral to Scottish Enterprise and other business support agencies for further specialist support

Within Midlothian, BG delivers:

- Start up advice to would be business owners
- Support for High Growth businesses including facilitating their acceptance into Scottish Enterprise programmes such as “Growth Pipeline” and “Account management” which unlocks further support and assistance.
- Advice under the New Enterprise Allowance [NEA] scheme to would be business owners who are currently in receipt of benefits
- Human Resources support to any existing or new start business [previously delivered by *new leaf* supported by European Funding]

Midlothian is part of a region-wide application for European Regional Development Funding called Business Gateway Plus which will deliver additional services to local businesses. In Midlothian, this will provide additional funding to deliver one-to-one business advice, mentoring and monitoring, specialised consultancy, workshops and training, and grants towards the costs associated with training of staff or achievement of Green Ticks accreditation. This support will link in well with Midlothian Youth Job Contract which aims to get 100 young people into employment and training.

### **Decision**

- (a) To note the contents of the report;
- (b) To note the additional support available to businesses through Business Gateway Plus; and
- (c) That further progress reports be submitted to Cabinet at appropriate intervals.

(Action: Director, Education, Communities and Economy)

## **10 Exclusion of Members of the Public**

**In view of the nature of the business to be transacted, the Cabinet agreed that the public be excluded from the meeting during discussion of the undernoted items, as contained in the Addendum hereto, as there might be disclosed exempt information as defined in paragraphs 2,3, 4,6, 8, 10 and 11 of Part I of Schedule 7A to the Local Government (Scotland) Act 1973:-**

- (a) Report on the evaluation of the Youth Prevention Team (YPT) pilot – Recommendations approved;
- (b) Minutes of Meeting of the Midlothian Negotiating Committee for Teachers of 18 September 2013- Noted;
- (c) Policy for Waiving or Reducing the Costs of Remediation under Part II A of the Environmental Protection Act 1990 for Class B Persons who are Owner/Occupiers of Residential Dwellings - Recommendations approved;

- (d) Report on the outcome of the Investigation into Contaminated Land on the Former Loanhead Gas Works Site, comprising 63-77 High Street and 3 Arbuthnot Road, Loanhead - Recommendations approved;
- (e) Application for Loan Assistance from East of Scotland Investment Fund X 2- Recommendations approved; and
- (f) Minutes of Social Work Complaints Review Panel of 15 November 2013 – Noted.

The meeting terminated at 11.50am.