

Notice of meeting and agenda



Midlothian Council

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

Date: Tuesday, 26 September 2017

Time: 11:00 - 14:00

John Blair
Director of Resources

Contact:

Clerk Name: Kyle Clark-Hay

Clerk Telephone: 0131 270 5796

Clerk Email: Kyle.Clark-Hay@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, including publication via the internet. The Council will comply with its statutory obligations under the Data Protection Act 1998 and the Freedom of Information (Scotland) Act 2002.

1 Welcome, Introductions and Apologies

Including apologies from Members who are unable to attend.

2 Order of Business

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

3 Declarations 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 for consideration.

5 Minutes of Previous Meeting

5.1 Submitted for approval as a correct record:

Note of Meeting of Midlothian Council of 29 August 2017

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Addendum to Minute of Meeting of Midlothian Council held on 29 August 2017

Appendix 1 - Response from the Council Leader

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5.2 The following minutes have been circulated to Members for noting, information and consideration of any recommendations contained therein. Members are asked to so note and consider any recommendations.

Meeting	Date of Meeting
Cabinet	13 June 2017
Special Cabinet	12 July 2017
Planning Committee	6 June 2017
General Purposes Committee	6 June 2017
Local Review Body	13 June 2017
Performance, Review and Scrutiny Committee	20 June 2017
Police and Fire and Rescue Board	30 May 2017
Midlothian Integration Joint Board	15 June 2017
Special Midlothian Integration Joint Board	12 July 2017

6 Questions to the Council Leader

The following questions have been received for consideration and response by the Council Leader:

No questions were received for consideration.

7 Motions

The following motions have been received for consideration by the Council:

- 7.1** Notice of motion - moved by Councillor Winchester and seconded by Councillor Lay-Douglas
- 7.2** Notice of motion - moved by Councillor Lay-Douglas and seconded by Councillor Munro
- 7.3** Notice of motion - moved by Councillor Baird and seconded by Councillor Alexander

8 Public Reports

- | | | |
|------------|---|------------------|
| 8.1 | Schedule of Meeting Dates 2018 - report by Director, Resources | 39 - 44 |
| 8.2 | Financial Strategy 2018-19 to 2021-22 - report by Head of Finance and Integrated Service Support | 45 - 62 |
| 8.3 | Severe Weather 2017-18 - report by Head of Commercial Operations | 63 - 92 |
| 8.4 | Public Conveniences - report by Director, Resources | 93 - 100 |
| 8.5 | Late Report Submission - Learning Estate Strategy | 101 - 102 |
| 8.6 | Midlothian Local Development Plan – Report of Examination - report by Head of Communities and Economy | 103 - 146 |
| 8.7 | Participation Measure Update - report by Head of Education | 147 - 184 |
| 8.8 | Update on the Implementation of Self Directed Support - report by Head of Adult Services | 185 - 200 |
| 8.9 | Recovery Hub - Mental Health and Substance Misuse - report by Head of Adult Services | 201 - 258 |

THE COUNCIL IS INVITED (A) TO CONSIDER RESOLVING TO DEAL WITH THE UNDERNOTED BUSINESS IN PRIVATE IN TERMS OF PART 1 OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973 – THE RELEVANT REPORTS AND 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

9.1 Energy Projects Update - report by Head of Property and Facilities Management

- 8. The amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services.
- 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. The identity of the authority (as well as of any other person, by virtue of paragraph 6 above) as the person offering any particular tender for a contract for the supply of goods or services.

9.2 Independent Non Voting Member of Audit Committee - report by Chief Executive

- 1. Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office holder, former office-holder or applicant to become an office-holder under, the authority.

9.3 Note of Seminar held on 12 September 2017 regarding Midlothian Local Development Plan

- 8. The amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services.
- 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.

9.4 Late Report Submission - Note of Seminar held on 21 September 2017 regarding Learning Estate Strategy

Minute of Meeting



Midlothian Council

Date	Time	Venue
29 August 2017	11am	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith

Present:

Provost Montgomery	Depute Provost Russell
Councillor Milligan – Council Leader	Councillor Muirhead – Depute Council Leader
Councillor Alexander	Councillor Baird
Councillor Cassidy	Councillor Curran
Councillor Hackett	Councillor Hardie
Councillor Imrie	Councillor Johnstone
Councillor Lay-Douglas	Councillor McCall
Councillor Munro	Councillor Parry
Councillor Smail	Councillor Winchester

Religious Representatives (Non-voting observers for Education Business):

Mr V. Bourne	

In attendance:

Note – Prior to the commencement of the meeting, the Provost invited the attendees to observe a minutes silence in memory of the victims of the recent terrorism acts in Barcelona and also to mark the death of Maureen Anderson who was a former Councillor of Midlothian.

1. Apologies

1.1 No apologies were received from Members in relation to this meeting.

2. Order of Business

2.1 The order of business was confirmed by the Clerk as that which was outlined in the agenda that had been circulated with the following amendments:

- The Provost agreed that item 9.4 – The Future of the Kabin, Loanhead would be heard as urgent business due to the publication time of the report. Further this item would now be heard in the public agenda as item 8.20;
- Members were asked to note that a replacement paper had been circulated in relation to item 9.1 – Independent Appointments to Audit and Standards Committees.

3. Declarations of interest

3.1 The Provost requested that any Elected Member who had to declare an interest in a particular item to do so as the item arose.

3.2 Councillor Milligan declared a non-pecuniary interest in item 8.14 in his capacity as Secretary of the Bonnyrigg Community Events Committee. Further Councillor Milligan confirmed that he would take part in the debate of the item.

3.3 In addition Councillor Russell declared a non-pecuniary interest in item 8.14 in her capacity as Secretary of the Dalkeith Festival Committee. Further Councillor Russell confirmed that she would take part in the debate of the item.

4. Deputations

4.1 It was noted that no deputations had been received for consideration at this meeting.

5. Minutes of Previous Meetings

5.1 The minutes of the meeting of Midlothian Council which took place on 27 June 2017 were submitted for approval. The Council approved the minute as a correct record so moved by Councillor Milligan and seconded by Councillor Muirhead.

5.2 The minutes of the special meeting of Midlothian Council which took place on 19 July were submitted for approval. Councillor McCall confirmed that she was on holiday when this meeting was called and had an out of office

response which she requested ³ was accepted as an apology for her non attendance at the meeting. The Chief Executive suggested the apologies were accepted retrospectively and recorded. Councillor Johnstone further commented that she had submitted apologies to the meeting which weren't noted. The Council then approved the minute as a correct record.

6. Questions to the Leader of the Council

6.1 The following questions were submitted for consideration by the Council Leader.

Question No.	Question Title	Question raised by:
6.1	Homelessness	Councillor Johnstone

Question

Under the current system for people presenting as homeless how many persons have (a) low support needs, (b) medium support needs and (c) high support needs? What proportion of a, b, and c will be housed at Pentland house? What are the current options for those who have medium to high support needs?

How many persons presenting as homeless are being turned away daily? How many of those meets criteria for assistance and needs? How many persons are being asked to phone daily to request availability for emergency housing? And of these how many are single persons?

Will the council leader look to put in place immediate improvements to the current system to ensure the number of people in Midlothian sleeping rough does not increase?

Leader Response

The Leader provided a written response which was circulated to Members and is attached as Appendix 1 to this minute.

7. Notices of Motions

Motion No.	Motion Title	Proposed by:	Seconded by:
7.1	Baby Boxes	Councillor Cassidy	Councillor Baird

Motion:

Midlothian Council welcomes the Scottish Governments introduction of Baby Boxes.

This new scheme means that every baby due in Scotland on or after 15th August 2017 will receive a Baby Box full of practical and useful items which will help tackle inequality and deprivation, improve health and support parents. The boxes will include materials which aim to promote the best possible outcomes for children and the will also provide a safe space for babies to sleep near their parents, which in turn will help to nurture and promote bonding and early attachment. Midlothian welcomes that from January 2018 all Baby Boxes will be delivered 4 weeks before the baby's due date, ensuring all families are provided with this vital resource in preparation for their new arrival.

Summary of discussion

Councillor Cassidy moved the motion which was seconded by Councillor Baird.

Councillor McCall was heard in support of the motion stating that she felt that this represented the type of country our children should grow up into.

Councillor Winchester was then heard expressing her view in relation to the cost of the boxes. Further Councillor Winchester was heard expressing her concern that this was a national issue and not one that Midlothian Council could influence.

Councillor Parry was then heard confirming that boxes would be accessible by application. Further Councillor Parry confirmed that the boxes would be delivered to the people of Midlothian and stated that it was important that awareness was raised in relation to the boxes being available to the people in Midlothian and suggested it would help to reduce inequality.

Following this the Council agreed to accept the motion.

Decision

The Council agreed to accept the motion

Motion No.	Motion Title	Proposed by:	Seconded by:
7.2	Period Poverty	Councillor Johnstone	Councillor McCall

Motion:

Midlothian Council commits to addressing period poverty by providing free sanitary protection products in all schools and Council workplaces in order to ensure women who are menstruating are not adversely impacted or unable to attend school or work because they are unable to afford the heavily taxed products every month.

Summary of discussion

The Council heard from Councillor Johnstone who moved the motion and cited a pilot in Aberdeen where a food bank issued period products. Further Councillor Johnstone confirmed that she had spoken to a food bank in Midlothian who had confirmed they could assist with this necessity.

In seconding the motion Councillor McCall expressed her concern in relation to the impact of period poverty on girls and women in Midlothian. In support of her concern she referred to research that had been carried out by various organisations in relation to period poverty.

The Provost then confirmed that an amendment to the motion had been received which he would accept. This was circulated to Members.

The Council then heard from the Depute Provost who moved the amendment as follows:

Midlothian Council congratulates Monica Lennon MSP, Shadow Minister for Inequality, on her work raising awareness of and campaigning against period poverty; agrees that the Council will respond positively to her consultation and calls on the Scottish Government to fully fund any outcomes from that consultation.

Council supports in principal the provision of free sanitary products for pupils and asks the Director of Resources to prepare a detailed report on the costs involved.

Councillor Hackett seconded the amendment and in doing so expressed his hope that Midlothian would support the national campaign in relation to period poverty – specifically in relation to the impact to school pupils. Further he commented on the work that has been done on a UK scale specifically in relation to the reduction of VAT on sanitary products.

The Council then heard from Councillor Parry who commented on the North Ayrshire programme in relation to period poverty.

Councillor Munro was then heard in relation to the taxation on sanitary products which he confirmed was set by the Scottish or UK Governments but one that was set from the European Union. Further Councillor Munro confirmed his position that ideally the taxation on sanitary products was abolished.

In summing up Councillor Johnstone confirmed she hoped that Midlothian Council would be progressive in relation to the provision of free sanitary products which she hoped would not only be made available in Midlothian schools but also in Midlothian Council workplaces which would set an example to other employers.

Following this the Council voted.

Six Councillors voted in favour of the motion and twelve Councillors voted in favour of the amendment to the motion which then became the decision of the Council.

Decision

The Council agreed to accept the amendment to the motion

Action

Director, Resources

8. Reports

Agenda No.	Report Title	Presented by:
8.1	Representation on Outside Bodies	Director, Resources

Outline of report and summary of discussion

The Council heard from the Director, Resources who presented a report which sought nominations from the Council to fill various vacancies that have arisen in the Council's representation on Penicuik First (BIDs) Ltd.

The Council heard from the Council Leader who moved that Councillors Hardie and McCall become Directors of Penicuik First (BIDs) Ltd and Councillor Montgomery to become a Member.

Following this the Council agreed to accept the Leader's proposal.

Decision

The Council agreed to:

- (a) Councillors Hardie and McCall becoming Directors of Penicuik First (BIDs) Ltd.; and
- (b) Councillor Montgomery to become a Member of Penicuik First (BIDs) Ltd.

Action

Democratic Services

Report No.	Report Title	Presented by:
8.2	Seminar Requests	Director, Education, Communities and Economy

Outline of report and summary of discussion

The Council heard from the Head of Education who presented a report which recommended that the Council requests seminars to be held in relation to the Learning Estate Strategy, the Midlothian Local Development Plan and Education Governance.

In moving the recommendations be accepted, Councillor Muirhead further moved an additional recommendation:

To amend Standing Orders to allow the Chairs of Committees to call for seminars without having to come back to full Council.

Councillor Parry was then heard in support of the recommendations and the additional recommendation.

Following this the Council agreed to accept the recommendations including the additional recommendation.

Decision

The Council agreed to:

- (a) Instruct the Director, Education, Communities and Economy to progress and arrange a seminar for Elected Members in respect of the Learning Estate Strategy to take place during the week prior to the next Council meeting in September 2017;
- (b) Instruct the Director, Education, Communities and Economy to progress and arrange a seminar for Elected Members in respect of the Midlothian Local Development plan to take place during the week prior to the next Council meeting in September 2017;
- (c) Instruct the Director, Education, Communities and Economy to progress and arrange a seminar for Elected Members in respect of Education Governance; and
- (d) To amend Council Standing Orders to allow the Chairs of Committees to call for seminars without having to come back to full Council.

Action

Director, Education, Communities and Economy/Democratic Services.

Report No.	Report Title	Presented by:
8.3	New Governance – Midlothian Community Planning Partnership Board	Chief Executive

Outline of report and summary of discussion

The Council heard from the Chief Executive who presented a report which invited the Council to approve the proposed new governance arrangements for the Community Planning Partnership Board following the passage of the Community Empowerment (Scotland) Act 2015.

Following a brief discussion, the Council resolved to approve the recommendations in relation to stage one of the governance review of the Community Planning Partnership Board.

Decision

The Council agreed:

- (a) To approve the proposed revised arrangements as set out in the report.

Action

Democratic and Document Services Manager/ Community Planning Manager

Report No.	Report Title	Presented by:
8.4	Midlothian Council Local Scrutiny Plan 2017/18	Chief Executive

Outline of report and summary of discussion

The Chief Executive presented a report which sought to inform the Council of the Local Scrutiny Plan 2017/18 as produced by Audit Scotland.

Following this the Council agreed to the recommendations as set out in the report.

Decision

The Council agreed to:

- a) Note the Local Scrutiny Plan 2017/18.

Report No.	Report Title	Presented by:
8.5	Impact of Exiting the European Union	Chief Executive

Outline of report and summary of discussion

The Council heard from the Chief Executive who presented a report which set out a follow-up assessment of the potential impacts on Midlothian of the decision to leave the European Union, following on from the initial report presented to Council in October 2016.

The Council heard from Councillor Parry who highlighted the impact of exiting the European Union to the people of Midlothian, specifically in relation to funding and rights of citizens. Following this, Councillor Parry proposed an additional recommendation to those contained within the report as follows:

For the Council to support the Scottish Government in its opposition for withdrawing from the European Union and the single market and to support the Scottish Government in securing the best possible economic outcome for Scotland and Local Authorities.

Following contributions from Councillors Smaill, Cassidy and Munro, Councillor Milligan moved that the recommendations as set out in the report were accepted by the Council and this was seconded by Councillor Muirhead.

Councillor Parry then moved that her additional recommendation be included and this was seconded by Councillor Johnstone.

Following this the Council voted in relation to the motions. Six Councillors voted for Councillor Parry's motion and twelve voted for Councillor Milligan's motion which therefore became the decision of the Council.

Decision

The Council agreed to:

- a) Note this updated analysis of the potential impacts on Midlothian of the UK leaving the European Union;
- b) Note the need for the Council to continue to monitor the impact on Midlothian as the future position clarifies, assembling relevant data and evidence and using this as appropriate to lobby the UK and/or Scottish Governments in respect of any particular identified interests either on its own part or through COSLA; and
- c) Ensure that the risks to Midlothian by the exit process are recorded and managed through the Corporate Risk Register.

Action

Chief Executive

Report No.	Report Title	Presented by:
8.6	Midlothian Equality Plan 2017-2021 and Midlothian Equality Progress Reports 2015-2017	Chief Executive

Outline of report and summary of discussion

The Council heard from the Chief Executive who presented a report which advised Council of the new Midlothian Equality Plan 2017 – 2021 and Midlothian Equality Outcomes & Mainstreaming Progress Reports 2015 – 2017 as required to meet statutory requirements as set out in the Equality Act 2010 and the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, 2015 and 2016.

Councillor Parry raised her concern in relation to Members access to Equality Impact Assessments particularly in relation to key policy decisions. The Chief Executive confirmed that the Member's role in relation to Equality Impact Assessments had been included in the recent Member Induction. Coupled with this the Chief Executive urged any Member who had concerns in relation to specific Equality Impact Assessments to raise this with Officers.

Following this the Council agreed the recommendation contained within the report.

Decision

The Council agreed to:

- a) Note the contents of the Midlothian Equality Plan 2017 – 2021 & Midlothian Equality Outcomes and Mainstreaming Progress Reports 2015 – 2017

Report No.	Report Title	Presented by:
8.7	Election of Elected Member Equality Champion	Chief Executive

Outline of report and summary of discussion

The Council heard from the Chief Executive who presented a report which invited Council to nominate an Elected Member as the Equality Champion for Midlothian Council and further agree the scope of the role.

Councillor McCall nominated Councillor Parry for the role and Councillor Johnstone seconded the nomination.

Councillor Lay-Douglas nominated Councillor Winchester and Councillor Hardie seconded the nomination.

Following this the Council voted in relation to the nominations.

Six Members voted for Councillor Winchester and nine Members voted for Councillor Parry.

Councillor Parry was duly elected as the Equalities Champion for Midlothian Council.

Decision

The Council agreed to:

- a) Nominate Councillor Parry as the Equalities Champion for Midlothian Council; and
- b) Agreed to the scope of the role of Equalities Champion as set out in the report.

Action

Chief Executive/ Democratic Services

Report No.	Report Title	Presented by:
8.8	Financial Monitoring 2017-18 – General Fund Revenue	Head of Finance and Integrated Service Support

Outline of report and summary of discussion

The Council heard from the Head of Finance and Integrated Service Support who presented a report which sought to provide Council with information on performance against revenue budget in 2017/18 and details of the material variances.

The Council Leader expressed his concern in relation to the final position – specifically in relation to the £2.5m overspend in its final outturn for last year and at the end of the first quarter for this financial year is reporting a £1.2m overspend. Councillor Milligan also expressed concern in relation to the variances from some areas of the Council coupled with the reserve position of the Council. Councillor Milligan concluded by urging Members to focus on the challenge in relation to the financial position.

Councillor Parry was then heard echoing that the focus of the Council should be in relation to working through the financial challenges and further that it was important that this was done in a transparent way that engaged communities.

Following further contributions from Councillors Hackett, Cassidy, Milligan and Smaill the Council resolved to agree the recommendations contained within the report.

Decision

The Council agreed to:

- a) Note the contents of the report;
- b) Note that along with the Chief Executive assurance is being sought from Heads of Service that remedial action is being taken to address the projected overspend set out in appendix 2 of the report; and

- c) Consider the financial position in the context of the next Financial Strategy report scheduled to be presented to Council on 26th September 2017.

Report No.	Report Title	Presented by:
8.9	Housing Revenue Account – Revenue Budget and Capital Plan 2017-18	Head of Finance and Integrated Service Support

Outline of report and summary of discussion

The Council heard from the Head of Finance and Integrated Service Support who presented a report which sought to provide Council with a summary of expenditure and income to 7th July 2017 for the Capital Plan and a projected outturn for both the Housing Revenue Account (HRA) and Capital Plan for 2017/18.

The Council agreed to approve the recommendation as set out in the report.

Decision

The Council agreed to:

- (a) note the contents of the report

Report No.	Report Title	Presented by:
8.10	General Services Capital Plan 2017-18	Head of Finance and Integrated Service Support

Outline of report and summary of discussion

The Council heard from the Head of Finance and Integrated Service Support who presented a report which sought to provide Members with:

- An update of the General Services Capital Plan incorporating rephrasing of projects and new projects approved since the previous report to Council on 08 March 2016
- Information on further additions to the Capital Plan for approval;
- Information on the projected performance against budget for 2017/18;
- Update on the capital fund and the projected debt outstanding.

Councillor Smail requested further information in relation to cutting capital spend to which the Head of Finance and Integrated Service Support responded.

Following this the Council resolved to agree the recommendations as set out in the report.

Decision

The Council agreed to:

- a) Approve the projects as outlined in Section 2.3 of the report to be added to the General Services Capital Plan;
- b) Approve the allocated expenditure and funding in the General Services Capital Plan 2017/18 to 2021/22 (as shown in appendices 1 and 2 of the report);
- c) Note the General Services Capital Plan Quarter 1 monitoring position for 2017/18; and
- d) Note that based on the current forecasts and provisional sums, that the level of debt outstanding is forecast to exceed the £124.000 million cap.

Action

Head of Finance and Integrated Service Support

Report No.	Report Title	Presented by:
8.11	Community Policing Teams	Head of Customer and Housing Services

Outline of report and summary of discussion

The Council heard from the Head of Customer and Housing Services who presented a report which sought to bring the Council recommendations which set out the remit and operation of Council funded Community Policing Teams, following the motion approved at Council on 23 May, 2017.

Councillor Curran was then heard expressing his concern in relation to anti-social behaviour in Midlothian. Coupled with this Councillor Curran commented about his concern in relation to increase of crime within his ward. Further Councillor Curran commented on the proposed Service Level Agreement and the positive impact of the proposed activity. In conclusion Councillor Curran moved that,

The Council note and agree the financial implications and that the Council reinstates the funding for the 14 Police Officers to form Community Action Teams and further delegate to Council Officers in consultation with the Council Leader to finalise the Service Level Agreement.

Councillor Muirhead seconded Councillor Curran's motion.

The Council then heard from Councillor McCall who confirmed she was against the re-instatement of the Community Action Teams particularly in light of the financial position. Councillor McCall further cited the positive impact of the Bonnyrigg Problem Solving Partnership and suggested that what was required related to culture change across all services and communities and suggested the expansion of the Problem Solving Partnership model across Midlothian.

Councillor Hardie was then heard in relation to the specifics of the Service Level Agreement – specifically in relation to s.4.1 of the SLA and requested further clarification in relation to the Policing numbers. Further in relation to s.9.4 of the SLA, Councillor Hardie suggested that the length of time for other duties of the Community Action Teams should be reduced to three days with a reasonable explanation being provided.

Councillor Baird expressed his concern that this approach was re-active to anti-social behaviour where his view was that more focus should be placed on prevention work. Further expressed his concern at the financial context.

Councillor Hackett was then heard expressing his view that the role of a Councillor was to protect the people of Midlothian particularly in working communities where crime and anti-social behaviour is more prevalent.

The Council then heard from Councillor Parry who spoke of the work of the Fire Service who also provide support in relation to anti-social behaviour and whilst not opposing the proposal in principle felt that there had been a missed opportunity in developing the proposal.

Councillor Johnstone raised a question in relation to Council staff who support communities in relation to anti-social behaviour – specifically what would happen to them. The Head of Customer and Housing Services confirmed that the proposals had been designed in relation to the motion of the Council and at this stage couldn't comment on the impact to Council staff.

Councillor Milligan was then heard in support of the report and further commented that the work of the Community Action Teams was vital in protecting the people of Midlothian. Further the Council Leader queried as to whether there was scope for VAT exemption on this part of the service. The Head of Finance and Integrated Service Support confirmed that he would check the implications.

Councillor Muirhead was then heard in support of Councillor Curran's motion and further confirmed that the Council would monitor the operation of the Service Level Agreement to ensure that the commitments were being delivered upon. In conclusion Councillor Muirhead stated it was important the Council worked with communities to get buy in and echoed the sentiments that the Council had a role to protect its communities.

Councillor McCall then re-iterated her comments and position on the subject following which Councillor Curran confirmed the cost basis for the re-introduction of the Community Action Teams and concluded by agreeing to include Councillor Hardie's comments that the Council ensure it is fourteen additional Police Officers and to reduce the abstraction time to 72 hours.

Following this the Council voted in relation to the recommendations as moved. No Councillors voted against the motion and twelve voted in favour of the motion where therefore became the decision of the Council.

Decision

The Council agreed to:

- a) The Council note and agree the financial implications and that the Council reinstates the funding for the 14 Police Officers to form Community Action Teams and further delegate to Council Officers in consultation with the Council Leader to finalise the Service Level Agreement subject to clarification that the SLA would include 14 additional Police Officers to be deployed under the agreement and further that the abstraction time within the SLA would be reduced to 72 hours with an explanation being provided to the Council.

Report No.	Report Title	Presented by:
8.12	Midlothian Policing Plan 2017-2020	Head of Customer and Housing Services

Outline of report and summary of discussion

The Council heard from the Head of Customer and Housing Services who presented a report which sought Elected Members approval for the Midlothian Local Police Plan 2017-2020.

The Council agreed to the recommendation as set out in the report.

Decision

The Council agreed to:

- a) Approve the Midlothian Local Police Plan 2017-2020.

Action

Head of Customer and Housing Services

Report No.	Report Title	Presented by:
8.13	Day Services Policy	Joint Director, Health and Social Care

Outline of report and summary of discussion

The Council heard from the Joint Director, Health and Social Care who presented a report which sought approval for a Day Services Policy intended to ensure a stronger approach to the equitable provision of Day Services.

The Council heard from the Council Leader who commented that there had been good involvement from all stakeholders in relation to the revised policy and confirmed that he was happy to move the recommendations.

Following this the Council agreed to the recommendations as set out in the report.

Decision

The Council agreed to:

- a) Approve the Day Services Policy; and
- b) Note the development and consultation work on the Day Service Strategy.

Action

Joint Director, Health and Social Care

Report No.	Report Title	Presented by:
8.14	Christmas Light Funding Options	Director, Resources

Outline of report and summary of discussion

The Council heard from the Director, Resources who presented a report which invited the Council to consider the following options in relation to Christmas light funding:

- A. Whether it wishes to continue to fund the supply, erection, maintenance, and take down of Christmas Lights and trees at the various towns across Midlothian including support Switch on Events
- B. Consider an option to reduce this funding over a phased period (of up to five years) subject to local communities bridging the funding gap and taking responsibility for the funding to provide Community Christmas lights in the future.
- C. Cease the supply, erection, maintenance and the take down of all Christmas lights and trees across Midlothian from Winter 2017.

Councillor Hackett was then heard in relation to the importance of Christmas lights within Midlothian communities and proposed that the Council agree a budget for Christmas 2017 and to allow a full review and engagement with Midlothian Communities in relation to Christmas lights to include other civic functions over the festive period.

Councillor Curran seconded this proposal.

Following Councillor Winchester's comments in relation to her experience of Christmas lights in Rosewell, the Council resolved to accept the proposal moved by Councillor Hackett.

Decision

The Council agreed to:

- a) The budget for Christmas 2017 to allow a full review and engagement with Midlothian Communities in relation to Christmas lights to include other civic functions over the festive period.

Action

Director, Resources

Report No.	Report Title	Presented by:
8.15	Midlothian Council Tenant Satisfaction Survey and Tenant Participation and Customer Engagement Strategy	Head of Customer and Housing Services

Outline of report and summary of discussion

The Council heard from the Head of Customer and Housing Services who presented a report which sought to convey the key findings of the Tenant Satisfaction Survey which was undertaken during 2016/17. Coupled with this the report recommends the Consultative Draft of Midlothian Council's Tenant Participation Strategy for publication and consultation.

Councillors Curran, McCall and Baird were all heard in support of the report, following which the Council agreed to accept the recommendations within the report.

Decision

The Council agreed to:

- a) Note the contents and recommendations of the Tenant Satisfaction Survey Report; and
- b) The Consultative Draft Tenant Participation and Customer Engagement Strategy to be published for consultation with tenants and service users.

Action

Head of Customer and Housing Services

Report No.	Report Title	Presented by:
8.16	General Services Capital Plan – A701 Relief Road and A702 Spur Road	Head of Communities and Economy

Outline of report and summary of discussion

The Council heard from the Head of Communities and Economy who presented a report which sought confirmation from Council for the expenditure of developer contributions on preparatory works towards implementation of proposals for the new A701 Relief Road and A702 Spur Road.

Councillor Cassidy was heard in support of the report following which the Council agreed to approve the recommendation

Decision

The Council agreed to:

- a) Approve a provision for expenditure of £1,425,500, fully funded from collected developer contributions, into the General Services Capital Plan in 2017/18 and 2018/19 to cover costs associated with the Council's approved proposals for the A701 Relief Road and A702 Spur Road.

Action

Head of Communities and Economy

Report No.	Report Title	Presented by:
8.17	Proposed Restricted Roads (20mph Limit) (Scotland) Bill	Head of Commercial Operations

Outline of report and summary of discussion

The Council heard from the Head of Commercial Operations who presented a report which asked Council to consider a Midlothian Council response to the 'Proposed Restricted Roads (20mph Limit) (Scotland)' Bill.

The Council heard from Councillor Hardie who expressed his concern that he felt the response didn't go far enough in relation to supporting the benefits of the current 30mph speed limits to the people of Midlothian and further did not recognise the full implications of implementing the changes. In conclusion Councillor Hardie confirmed that he opposed the recommendations as set out in the report.

The Council then heard from Councillor Hackett who expressed his view that it was important to respond to the consultation and recognised the differing views of the recommendations. In conclusion Councillor Hackett requested that there was reference to the Scottish Government taking full responsibility for the costs involved should the legislation be passed.

Following this the Council voted in relation to the recommendations as set out in the report.

Five Councillors voted against the recommendations and thirteen Councillors voted in favour of the recommendations which thereafter became the decision of the Council.

Decision

The Council agreed to:

- a) Consider the consultation paper and proposed response detailed in Appendix 1 of the report; and
- b) Authorise Director, Resources to submit the response on behalf of the Council.

Action

Head of Commercial Operations

Report No.	Report Title	Presented by:
8.18	Consultation on the Relocation of St Mary's Roman Catholic Primary School	Head of Education

Outline of report and summary of discussion

The Council heard from the Head of Education who presented a paper which sought Council's approval to relocate St Mary's Roman Catholic Primary School to a new school campus on the former Hopefield Primary School site on Rosewell Road in Bonnyrigg.

The Council heard from Victor Bourne who spoke in favour of the recommendations follow which the Council resolved to approve the recommendations as set out in the report.

Decision

The Council agreed to:

- a) The relocation of St Mary's Roman Catholic Primary school from its current location on Polton Street to the new campus on Rosewell Road, with effect from completion of the new school building, planned for August 2019;
- b) The maintenance of strong communication links between the staff of both St Mary's and Burnbrae Primary Schools and Council officers to ensure a smooth transition into the new campus, including the formalisation of a clear plan on shared campus working;

- c) The review of school travel plans and parking arrangements so that appropriate enhancements are in place for the opening of the new school campus; and
- d) The commitment to involve pupils and staff in the design and layout of internal and external spaces at the new school campus.

Action

Head of Education

Report No.	Report Title	Presented by:
8.19	Consultation on the Relocation of Nursery and Primary 1 of Burnbrae Primary School to a New School Campus	Head of Education

Outline of report and summary of discussion

The Council heard from the Head of Education who presented a paper which sought the Council's approval to relocate the Nursery and Primary 1 of Burnbrae Primary School to the new school campus to be built on Rosewell Road in Bonnyrigg.

Councillor Lay-Douglas was heard requesting that parent councils and parents alike were involved in the projects to which the Head of Education confirmed that they would be fully involved.

Councillor Milligan was then heard in support of Councillor Lay-Douglas's comments. Further the Council Leader welcomed the fact that this report and the previous report allowed the projects to progress. Councillor Milligan also confirmed that it was important that in the design of both projects sufficient and creative thinking was given in relation to traffic management. Coupled with this Councillor Milligan suggested that the residents in the area were also involved in this aspect of the project. The Head of Education agreed to take these points on board.

Following this the Council resolved to agree the recommendations as set out in the report.

Decision

The Council agreed to:

- a) The operation of Burnbrae Primary School over two sites under the management of one headteacher, accommodating all nursery and Primary 1 pupils at the new Rosewell Road campus site and accommodating all Primary 2 to Primary 7 pupils on the existing school site on Burnbrae Road, with effect from completion of the new school campus, planned for August 2019;

- b) The significant collaboration between all stakeholders to ensure that Burnbrae Primary School maintains its identity as one educational establishment under the leadership of one Headteacher;
- c) The maintenance of strong communication links between the early learning and childcare teams, the staff of both Burnbrae and St Mary's Primary Schools and Council officers to ensure a smooth transition into the new campus, including the formalisation of a clear plan on shared campus working;
- d) The review of school travel plans and parking arrangements so that appropriate enhancements are in place for the opening of the new school campus;
- e) The use of bespoke modular units at Burnbrae Primary to ensure that there is adequate capacity for all pupils until the new school building is ready for occupation; and
- f) The commitment to involve pupils and staff in the design and layout of internal and external spaces at the new school campus.

Action
Head of Education

Report No.	Report Title	Presented by:
8.20	The Future of the Kabin in Loanhead	Head of Education

Outline of report and summary of discussion
<p>The Council heard from the Head of Education who presented a report which sought to:</p> <ul style="list-style-type: none"> a) To inform elected members of the current situation with the Kabin; and b) For elected members to agree that officers continue to work with the Lottery to explore alternative use for the Kabin building. <p>Councillor Imrie commenced the debate by expressing his shock in relation to the events surrounding the Kabin and in doing so proposed an additional recommendations as follows:</p> <p><i>Council further agrees to write to the Scottish Government and National Lottery asking them to instigate an investigation into the activities and management of the Kabin as a matter of urgency.</i></p> <p>Councillor Imrie confirmed that he felt this was necessary so as that there was an understanding of what had happened and the Board's part in relation to this – specifically in relation to the fact that staff had raised concerns to the Board. Further Councillor Imrie expressed his concern in relation to the loss of service</p>

- a) To inform elected members of the current situation with the Kabin; and
- b) For elected members to agree that officers continue to work with the Lottery to explore alternative use for the Kabin building.

Councillor Imrie commenced the debate by expressing his shock in relation to the events surrounding the Kabin and in doing so proposed an additional recommendations as follows:

Council further agrees to write to the Scottish Government and National Lottery asking them to instigate an investigation into the activities and management of the Kabin as a matter of urgency.

Councillor Imrie confirmed that he felt this was necessary so as that there was an understanding of what had happened and the Board's part in relation to this – specifically in relation to the fact that staff had raised concerns to the Board. Further Councillor Imrie expressed his concern in relation to the loss of service

to the community and the impact to the staff who had been involved in the operation.

The Council then heard from Councillor Winchester who supported Councillor Imrie's comments in particular the fact that staff at the Kabin had informed the Board of their concerns.

Councillor Parry was then heard expressing her view that this is a massive blow to the community. Further Councillor Parry confirmed that the focus should now be in relation to what can be done with the Kabin and engaging stakeholders with this move forward. In conclusion Councillor Parry confirmed that she moved the recommendations as set out in the report were agreed by Council.

The Council Leader was then heard echoing the concerns of Councillor Imrie and spoke in more detail of the financial context of the operation of the Kabin. Councillor Milligan echoed the sentiment that the Kabin is a fantastic facility and action should be taken by Officers to support the community in exploring a solution for the future of the facility.

Councillor Cassidy was then heard in support of an inquiry and Councillor Smaill was heard expressing concern in relation to the building – specifically in relation to the risk of vandalism.

Following this the Council voted in relation to the motions presented to them.

Six Councillors voted in favour of the recommendations as outlined in the report and twelve Councillors voted in favour of the recommendations as set out in report along with the additional recommendation moved by Councillor Imrie which thereby became the decision of the Council.

Decision

The Council agreed to:

- a) Note the current situation with the Kabin and specifically it's adverse trading position;
- b) Note that Officers continue to work with the Lottery to provide assistance with the Kabin;
- c) Note that further updated reports will be presented to Council as appropriate; and
- d) Write to the Scottish Government and National Lottery asking them to instigate an investigation into the activities and management of the Kabin as a matter of urgency.

Action

- (a) to (c) Director, Education, Communities and Economy
- (d) Democratic Services

9. Exclusion of Members of the Public

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

9.1 – Independent Appointments to Audit and Standards Committees – report by Chief Executive – Approved

9.2 – Appointment of Joint Director, Health and Social Care, report by Chief Executive – Approved

9.3 – Supported Bus Service 39 – report by Head of Commercial Operations – Approved.

Midlothian Council 29th August 2017

Question to the Leader;

Q. Under the current system for people presenting as homeless how many persons have (a) low support needs, (b) medium support needs and (c) high support needs?

A. Information taken from the current number of 57 clients (54 singles and 3 couples) who are either currently c/o emergency B&B or awaiting shared supported accommodation.

(a) low support needs – 12

(b) medium support needs – 7

(c) high support needs – 38

Q. What proportion of a, b, and c will be housed at Pentland house?

(a) 10

(b) 6

(c) 5

Q. What are the current options for those who have medium to high support needs?

A. Midlothian Council has a range of housing options available to meet its statutory obligations in terms of the Homelessness legislation and the assessed needs of homeless households. Where an assessment determines additional needs, accommodation would be provided at the supported accommodation.

2 flats, Loanhead	HMO – 9 beds Flats - 4	Male and female aged 16+ - high support	2 support staff: 08.00-22.00 daily Caretaker: 22.00 – 08.00 daily
St Andrew's Street, Dalkeith	HMO – 9 beds	Male and female 16-25 years old – high support	2 support staff: 08.00-22.00 daily
St Andrew's Street, Dalkeith	HMO – 4 beds	Female only aged 16+ - medium support	Caretaker – 22.00-08.00 daily to also support 29 St Andrew's St Floating support from the support staff at 29 St Andrew's St

Lodge. Penicuik	HMO – 5 beds Flats - 8	Male and female 16-25 years old – high support	2 support staff 08:00 – 22:00 daily Caretaker 22:00 – 08:00 daily
High Street, Dalkeith	HMO – 5 beds	Male and female 16+ – medium support	Caretaker – 22.00-08.00 daily Floating support from the support staff at 29 St Andrew's St

Q. How many persons presenting as homeless are being turned away daily?

A. Currently 1 single person is awaiting emergency accommodation placement and calling in daily. They all have alternative arrangements in place. Council provided accommodation is available to them on 23 August.

Q. How many of those meets criteria for assistance and needs?

A. 1

Q. How many persons are being asked to phone daily to request availability for emergency housing?

A. 1

Q. And of these how many are single persons?

A. 1

Q. Will the council leader look to put in place immediate improvements to the current system to ensure the number of people in Midlothian sleeping rough does not increase?

A. No current homeless clients have presented or reported as rough sleeping.

If an elected member is aware of those circumstances they are encouraged to provide their information to the Housing Service in order that service can deal with the case directly

Housing Options guidance was published nationally to complement the local work delivering housing solutions and reduce homelessness applications. Progress in Health & Homelessness around the need to modernise temporary accommodation and improve support for drug and alcohol and mental health services, with the importance of housing and related services in delivery of quality health and care services represented at strategic and operational levels in the public health network.

The provision of the Polton Centre, and last week Pentland House, provides improved standards of temporary accommodation which will significantly reduce the need for Midlothian Council to use B&Bs and provide localised services for homeless households, but there are Welfare Reform restrictions on younger people to shared

accommodation.

While additional budget has been provided by the Council for homeless households, you will be aware of the funding shortfall created due to Welfare Reform particularly for young people; the pressure on council provided temporary accommodation; the impact of Universal Credit Full Service implemented in Midlothian and the planned rent cap for social rented housing will cause as a significant pressure on homelessness budgets in general.

There has been a stable position in homelessness In Midlothian attributed to the Housing Options solutions provided, but I suggest there is also a need to look at dedicated capital funding for new additional temporary provision as we need a more durable long term funding package for temporary accommodation and associated support services and a more focused strategy to deal with a growing homelessness problem driven in part by a shortage of affordable accommodation and increasing problems in accessing other tenures, otherwise the Scottish Government's proposals for 50,000 new affordable houses over five years doesn't now look like it's going to be enough.

Underlying this of course is the continuing demand for housing and Midlothian Council is committed to the construction of new build council homes in Midlothian. You will be aware that the Council allocated £108m for its phase 1 new build programme, with 864 homes developed on 16 sites across Midlothian at the end of 2012. The Council has committed a further £60m for the development of Phase 2 new building with new build completed on three sites and a further 3 sites currently in construction. There is also a planned Phase 3 in the social housing programme.



Midlothian Council Conservative Group

Midlothian Council sends its best wishes to the Royal Highland Fusiliers 2nd battalion Royal Regiment of Scotland based at Glencorse Barracks in Penicuik, for their forthcoming deployments to Cyprus, Iraq and South Sudan and a safe return home for all personnel. We extend our wishes to the families left behind and offer our support whenever possible.

Proposed by:



Councillor Winchester

Seconded by:



Councillor Lay-Douglas

Date: 12 September 2017



Midlothian Council Conservative Group

Midlothian Council sends thanks to Chief Inspector Kenneth Simpson for his recent invitation to Councillors to experience operational Policing in Midlothian on the 15th and 16th September.

This gave us the opportunity to recognize modern day policing, policing processes and how resources v demand are handled.

We attended the Police Area Control Room at Bilston to gain understanding of the 'call journey' with the public, had an opportunity to engage with officers on duty and had a tour of the custody facility at Dalkeith.

We would like to acknowledge the commitment and hard work in all areas of Policing and extend our sincere thanks and appreciation to all those who gave their time to us.

Proposed by:



Councillor Janet Lay-Douglas

Seconded by:

Councillor Kieran Munro



Date: 13 September 2017



Motion to Midlothian Council

26th September 2017

Midlothian Council commits to paperless Council and Committee meetings by the end of 2017, where electronic equipment is used exclusively and where copies of meeting papers are printed only when absolutely necessary.

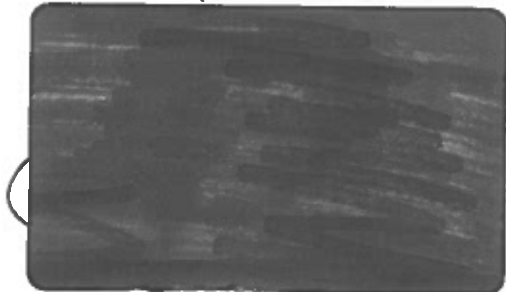
The cost of the printing of these meeting papers for Councillors in Midlothian is estimated to be in the region of £20,000 per annum from resources including paper, printer equipment and staff time. A strict policy against this unnecessary expense would be of great benefit to Midlothian Council.

Proposed by



Cllr Kenneth Baird

Seconded by



Cllr Dianne Alexander

Schedule of Meeting Dates 2018**Report by John Blair, Director, Resources****1 Purpose of Report**

This report invites the Council to approve a schedule of meeting dates for Council, Cabinet and Committee meetings for 2018.

2 Background

2.1 The Council operates on a six weekly cycle of meetings with breaks incorporated for the summer recess, Christmas/New Year and school holidays.

2.2 The proposed schedule of meetings is shown at **Appendix 1**.

2.3 Members are reminded that a review of the Council's Governance arrangements is ongoing and should there be any change as a result of this work a further report will be brought to Council.

2.4 Members are also reminded that the facility also exists under Standing Orders for special meetings to be called if required.

3 Report Implications**3.1 Resource**

There are no direct resource implications arising from this report.

3.2 Risk

The availability of the schedule of meeting dates contributes to the mitigation of risk by:

- facilitating forward planning for meetings;
- contributing to the governance framework which allows the Council to conduct its business; and
- providing a timetable to which officers can work to ensure that reports are submitted timeously.

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 availability of a meetings schedule supports the decision making process of the Council, but does not otherwise impact on the key priorities in the Single Midlothian Plan.

3.5 Impact on Performance and Outcomes

The absence of a meetings schedule will adversely impact on the performance reporting and the Council decision making process.

3.6 Adopting a Preventative Approach

Not applicable.

3.7 Involving Communities and Other Stakeholders

Not applicable.

4.8 Ensuring Equalities

An EqIA is not required.

3.9 Supporting Sustainable Development

Not applicable.

3.10 IT Issues

Not applicable.

4 Recommendation

The Council is invited to:

Approve the schedule of meeting dates for 2018 as shown at
Appendix 1.

1 September 2017

Report Contact:

Kyle Clark-Hay Tel No 0131 270 5796

E-mail Kyle.Clark-Hay@midlothian.gov.uk

MIDLOTHIAN COUNCIL**Proposed Schedule of Meeting Dates 2018****January 2018**

Tuesday 9	11.00	General Purposes
Tuesday 9	14.00	Planning
Monday 15	11.00	Business Transformation Steering Group
Tuesday 16	11.00	Cabinet
Tuesday 16	14.00	Local Review Body
Tuesday 30	11.00	Performance, Review and Scrutiny
Tuesday 30	14.00	Petitions

February 2018

Thursday 8	14.00	Midlothian Integration Joint Board
Tuesday 13	11.00	Midlothian Council
Monday 19	11.00	Police, Fire and Rescue Board
Tuesday 20	11.00	General Purposes
Tuesday 20	14.00	Planning
Monday 26	11.00	Business Transformation Steering Group
Tuesday 27	11.00	Cabinet
Tuesday 27	14.00	Local Review Body

March 2018

Tuesday 13	10.00	Petitions
Tuesday 13	11.00	Performance, Review and Scrutiny
Tuesday 13	14.00	Audit

Thursday 22	14.00	MIJB Audit and Risk
Tuesday 27	11.00	Midlothian Council

April 2018

Tuesday 3	11.00	General Purposes
Tuesday 3	14.00	Planning
Thursday 5	14.00	Midlothian Integration Joint Board
Monday 9	11.00	Business Transformation Steering Group
Tuesday 10	11.00	Cabinet
Tuesday 10	14.00	Local Review Body
Monday 23	11.00	Police, Fire and Rescue Board
Tuesday 24	11.00	Performance, Review and Scrutiny
Tuesday 24	14.00	Petitions

May 2018

Tuesday 1	11.00	Audit
Tuesday 8	11.00	Midlothian Council
Tuesday 15	11.00	General Purposes
Tuesday 15	14.00	Planning
Monday 21	11.00	Business Transformation Steering Group
Tuesday 22	11.00	Cabinet
Tuesday 22	14.00	Local Review Body

June 2018

Monday 4	11.00	Police, Fire and Rescue Board
Tuesday 5	10.00	Petitions

Tuesday 5	11.00	Performance, Review and Scrutiny
Tuesday 5	14.00	Audit
Thursday 7	14.00	Midlothian Integration Joint Board
Tuesday 19	11.00	General Purposes
Tuesday 19	14.00	Planning
Tuesday 26	11.00	Midlothian Council

August 2018

Tuesday 21	11.00	Midlothian Council
Monday 27	11.00	Police and Fire and Rescue Board
Tuesday 28	11.00	General Purposes
Tuesday 28	14.00	Planning

September 2018

Monday 3	11.00	Business Transformation Steering Group
Tuesday 4	11.00	Cabinet
Tuesday 4	14.00	Local Review Body
Tuesday 18	10.00	Petitions
Tuesday 18	11.00	Performance, Review and Scrutiny
Tuesday 25	14.00	Audit

October 2018

Tuesday 2	11.00	Midlothian Council
Tuesday 9	11.00	General Purposes
Tuesday 9	14.00	Planning
Monday 15	11.00	Business Transformation Steering Group

Tuesday 16	11.00	Cabinet
Tuesday 16	14.00	Local Review Body
Tuesday 30	10.00	Petitions
Tuesday 30	11.00	Performance, Review and Scrutiny

November 2018

Tuesday 13	11.00	Midlothian Council
Monday 19	11.00	Police and Fire and Rescue Board
Tuesday 20	11.00	General Purposes
Tuesday 20	14.00	Planning
Monday 26	11.00	Business Transformation Steering Group
Tuesday 27	11.00	Cabinet
Tuesday 27	14.00	Local Review Body

December 2018

Tuesday 11	10.00	Petitions
Tuesday 11	11.00	Performance, Review and Scrutiny
Tuesday 11	14.00	Audit
Tuesday 18	11.00	Midlothian Council

Note: This schedule may change as a result of the planned governance review

Financial Strategy 2018/19 to 2021/22

Report by Gary Fairley, Head of Finance and Integrated Service Support

1 Purpose of Report

This report provides Council with an update on the Financial Strategy encompassing the years 2018/19 to 2021/22.

It includes:-

- An update on future years Scottish Government Grant;
- Updated budget projections for 2018/19 to 2021/22;
- A sensitivity analysis reflecting the potential impact of different pay and grant settlement scenarios years;
- An update on the arrangements for the delegation of resources to the Midlothian Integration Joint Board;
- An overview of the Change Programme aimed at addressing the projected budget shortfalls;
- An update on Reserves.

2 Background

The core objective of the Financial Strategy is that of securing the Council's continued financial sustainability during an ongoing period of substantial financial constraint coupled with continuing service demand pressures and increasing customer expectations.

The last Financial Strategy report was presented to Council on 27 June 2017 and provided an updated assessment of projected budgets shortfalls through to 2021/22. At that meeting Council approved a budget timetable which provided for Change Programme proposals to be presented to this meeting of Council to facilitate a period of engagement as part of the process to determine the 2018/19 budget early in 2018.

A draft proposals document setting out details of the Change Programme was presented to the Business Transformation Group on 28 August 2017. The proposals were subsequently subject to further scrutiny and refinement by the Strategic Leadership Group and at the time of writing this report that work is ongoing. Accordingly this report includes a summary of the proposals in section 8, Change Programme, and recommends special meetings of Business Transformation Steering Group on 2 October 2017 and Midlothian Council on 10 October 2017 be arranged to allow full consideration of the detailed Change Programme proposals.

3 Scottish Government Grant Settlement

The Scottish Government's grant settlement is one of the most critical aspects of the financial projections in this report.

On 5 September 2017 The First Minister set out her Government's "Programme for Government" for the year ahead. This includes "...removing the 1% pay cap from 2018-19. Future pay policy will take account of the cost of living, continue to protect the lowest paid and ensure public sector budgets remain in balance". Given the specific reference made to Teachers it is understood that Government intend that removing the pay cap would extend to local government employees. The consumer price index is currently 2.9%, significantly higher than the 1% included in earlier financial projections. At this point it is unclear what, if any, additional resources Government may provide to Local Authorities to support increases in the pay bill which take account of the cost of living.

The increase in the pay bill as a result of the 2017 Local Government Workers settlement (the higher of 1% or £350) was approximately 1.4%, which had to be accommodated within the overall grant settlement. As such it is considered that if there is additional support from Government injected into the settlement to support pay increases that it is most probable that this would be unlikely to cover the first 1.5% of any award. Accordingly the provision for pay awards set out in section 5 has been increased from 1% to 1.5% per annum, with the assumption that the cost of awards above this would be matched by funding through the grant settlement. This revision adds an additional £0.600 million to the 2018/19 budget shortfall, rising to £2.500 million by 2021/22.

The position will be reviewed once the Government's budget is published and an assessment is made of the extent to which Government may provide support through the grant settlement for higher pay awards. Council should note that to uprate the provision for pay awards to the level of CPI, without any additional funding, would further increase the budget shortfall in 2018/19 by £1.350 million rising to over £5.500 million by 2021/22.

The full implications of the "Programme for Government" for the public sector, and specifically Local Government, will become clearer over the coming months and in particular with the publication of the Government's draft budget for 2018/19. The expectation is that the Cabinet Secretary for Finance and the Constitution will publish the Scottish Government budget proposals for 2018/19 in December 2017. This will follow on from the publication of the UK Government's first Autumn Budget. It is still anticipated that Scottish Government will publish a budget only for the year ahead and will not return to the publication of three year budgets. The Finance Circular setting out the proposed individual Council grant settlements figures and associated conditions, again for 2018/19 only, is expected to be published alongside the budget.

Thereafter the parliamentary process for approving Government's budget is expected to be concluded in early February 2018. Members may recollect that for 2017/18 changes made during the parliamentary process resulted in an additional provision in the grant settlement for Local Government from that originally published in December 2016.

There are three main factors which will influence the level of grant support Council might expect for 2018/19 and beyond. Firstly a range of economic factors will influence the resources Governments have at their disposal, whether from the UK Government or through tax revenues directly controlled by Scottish Government. The other main factors will be the taxation and spending priorities of Scottish Government, including the extent to which it intends to support increases in public sector pay. Whilst an assessment of the economic factors can be made based on the information available from the Office of Budget Responsibility and the UK Government's spending plans etc. the impact of Scottish Government's tax and spending priorities will only become fully apparent when the budget is published in December 2017.

The CIPFA Directors of Finance section have engaged an economist to interpret the available data and his assessments continue to indicate a continued cash reduction for the "unprotected" elements of the Scottish Government budgets of which the Local Government grant is the largest element. As such the indications are that the future years grant settlements will remain challenging with year on year cash reductions, other than for any additional resources provided to fund the cost of new legislative burdens and or specific cost pressures. It is also expected that specific conditions and direction of resources will be an increasing feature of future years grant settlements.

The central planning assumption adopted for the Scottish Government grant projections is based on reductions in grant at a similar level to the original proposed 2017/18 settlement. This is an average 3.25% per annum cash reduction at a national level, offset by the impact of the relative growth in the Midlothian population. It is also assumed that government will continue to:-

- Direct resources to Integrated Health and Social Care Boards via the NHS;
- Direct resources to Schools through the Pupil Equity Fund or equivalent;
- Provide flexibility to increase Council Tax by up to a maximum of 3%;
- Continue to set specific requirements to maintain the overall pupil/teacher ratio and secure places for all probationers who require one under the teacher induction scheme.

It is stressed that the grant settlement figures through to 2021/22 as set out table 1 are projections, the actual figures being dependant on future budget decisions taken by Scottish Government. However they do provide Council with an assessment of the impact of the grant settlement on the Council's financial position. Critically they highlight the severity of the challenge ahead for the term of this Council and the extent to which service provision will have to be significantly transformed and/or reduced.

4 Council Tax

The budget shortfalls set out in table 1 are based on the current Band D Council Tax of £1,246 and reflect the additional income from an increase in the number of properties.

As indicated earlier it is assumed that grant settlement conditions will provide flexibility to increase Council Tax by up to 3%. For Midlothian a 3% per annum increase is estimated to generate £1.274 million for 2018/19 rising to £1.334 million in 2021/22 and would result in Band D Council Tax rising to £1,283 in 2017/18 and to £1,403 by 2021/22.

Given the grant prospects set out in section 3 of this report the Financial Strategy incorporates the full 3% increase for each year to contribute to reducing the projected budget shortfalls.

5 Cost of Services

The projected cost of services for future years is derived from the 2017/18 approved budget. The projections are continually updated to reflect the latest information available and work will continue to refine the budget projects though the remainder of 2017. Changes will be incorporated into an update report proposed for Council in December 2017.

Table 2 provides an analysis of the principle year on year budget changes which include the following key assumptions and cost drivers:

- Pay inflation of 1.5% per annum for all staff groups together with the cost of incremental pay progression, with the assumption that any increases above this level will also result in additional government funding;
- The impact of Pension Reform and anticipated changes in the Council's contribution towards employee pensions costs;
- Provision for the Devolved School Management allocation to schools based on the current scheme, indicative pupil numbers and the requirement to maintain the pupil teacher ratio;
- Contractual inflation linked to existing contractual conditions, many of which mirror pay inflation assumptions;
- A provision for the future years costs of maintain pay levels for procured care services at or above the living wage;
- The impact of current demand for services;
- The demographic impact on the future demand for services;
- Borrowing costs related to capital investment decisions based on future interest rate forecasts provided by the Council's Treasury Advisers;
- Any new government policy requiring budgetary growth will be fully funded through increased Scottish Government grant;
- Council Tax income continues to grow in line with previous trends and planned future housing growth.

The projected budget shortfalls reflecting the assumptions set out in sections 3 to 5 are therefore as follows:-

Table 1: Budget Shortfalls 2018/19 to 2021/22 – 26 September 2017

	2018/19	2019/20	2020/21	2021/22
	£m	£m	£m	£m
Cost of Services	205.101	213.520	220.986	228.565
Less: Council Tax	(45.604)	(46.204)	(46.854)	(47.504)
Less: Scottish Government Grant	(146.002)	(142.687)	(139.443)	(136.269)
Budget Shortfalls	13.495	24.629	34.689	44.792

The budget shortfall in 2018/19 equates 7% of the net cost of services and the projections indicate this could rise to 20% by 2021/22.

As Council is aware, significant elements of the budget are either fixed or are challenging to change for a number of reasons including:-

- Historic decisions, for example, loan charges and unitary charge contractual payments;
- Specific conditions, for example the maintenance of the teacher pupil ratio; and
- Growing demand for services through demographic pressures.

These elements of the budget equate to £112 million in 2018/19 and are projected to rise to £140 million by 2021/22. Consequently the budget shortfall expressed as a percentage of the remainder of the budget equates to 14% for 2018/19 and has the potential to rise to 50% by 2021/22.

Whilst the projected cost of service provision, Council Tax and Scottish Government grant has been projected forward to 2021/22 these are very much indicative projections based on the assumptions set out in sections 3 to 5 and will inevitably change over the period. The projections and planning assumptions on which they are based will be updated and reported to Council as new information becomes available.

The main purpose of the projections is to provide Council with an assessment of the key factors which influence income and expenditure and the overall impact these may have on the Council's financial position for future years. Critically they highlight the severity of the challenge ahead for the term of Council and the extent to which service provision will have to be significantly transformed and or reduced. Members should note that the projections are based on the continuation of the existing service delivery and funding arrangements.

The budget shortfalls set out in table 1 arise for the following reasons:

Table 2: Analysis of Shortfalls – 26 September 2017

	2018/19	2019/20	2020/21	2021/22
	£m	£m	£m	£m
Opening Shortfall	3.970	13.495	24.629	34.689
Pay Inflation and Salary Progression	2.493	2.944	2.947	3.101
Pension Contributions	0.450	0.450	0.450	0.000
Contractual Inflation	0.547	0.637	0.571	0.652
Demographics: Care	1.040	1.040	1.040	1.040
Demographics: School Rolls	2.260	2.770	2.798	3.083
25 Hours in Primary Schools	0.090	0.000	0.000	0.000
Demand pressures: Children	0.324	0.024	0.024	0.024
School Estate Investment	0.381	1.126	0.033	0.036
Waste Disposal Costs	0.213	(0.285)	0.125	0.125
Non Domestic Rates	0.132	0.135	0.138	1.142
Borrowing Costs	(0.003)	(0.089)	0.123	(0.007)
Scottish Government Grant	3.172	3.315	3.244	3.174
Council Tax Income	(0.600)	(0.600)	(0.650)	(0.650)
Full year effect of 2017/18 savings	(1.296)	(0.358)	(0.860)	(0.610)
Reinstatement of Community Policing Teams	0.563	0.006	0.006	0.006
Other Movements	(0.241)	0.019	0.071	(1.013)
Totals	13.495	24.629	34.689	44.792

The principal movement from the figures set out in the 27 June 2017 report are as follows.

Table 3: Movement from 27 June 2017 to 26 September 2017

	2018/19	2019/20	2020/21	2021/22
	£m	£m	£m	£m
Shortfall 27 June 2017	12.933	23.770	33.458	43.184
Pay Awards	0.600	1.200	1.850	2.500
Reinstatement of Community Policing Teams	0.563	0.569	0.575	0.581
Supported Bus Services	0.009	0.009	0.009	0.009
Revisions to Grant Projections	(0.294)	(0.569)	(0.825)	(1.064)
Revision to Planning Income	(0.036)	(0.070)	(0.098)	(0.138)
Other Base Budget Movements	(0.280)	(0.280)	(0.280)	(0.280)
Shortfall 26 September 2017	13.495	24.629	34.689	44.792

6 Sensitivity Analysis

Given the level of uncertainty for future year grant settlements and outstanding pay awards table 4 provides a sensitivity analysis reflecting the potential impact of different scenarios/outcomes for these two key aspects of the budget.

Scenario 1. This is a more optimistic scenario which assumes a 1.5% pay award in each of the years but with cash flat grant settlements. Otherwise all other assumptions remain as set out in section 3.

Scenario 2. Is a more pessimistic scenario which assumes a 3% pay award and reducing grant income as set out in section 2.

Table 4: Sensitivity Analysis – 26 September 2017

	2018/19	2019/20	2020/21	2021/22
	£m	£m	£m	£m
Scenario 1				
Central Assumption	13.495	24.629	34.689	44.792
Cash Flat Government Grant	(3.172)	(6.487)	(9.731)	(12.905)
Amended Shortfall	10.323	18.142	24.958	31.887
Scenario 2				
Central Assumption	13.495	24.629	34.689	44.792
Revised Pay Award Assumption	1.800	3.600	5.550	7.500
Amended Shortfall	15.295	28.229	40.239	52.292

These scenarios demonstrate the significance of the impact that changes from the central planning assumption for either government grant or pay inflation have on the projected budget shortfalls.

7 Midlothian Integration Joint Board

As part of the budget setting process the Council will need to determine an allocation of resources to the Midlothian Integrated Joint Board (MIJB). For 2017/18 the allocation was set at £37.510 million. Whilst the projected budget shortfalls set out earlier incorporate inflationary uplifts and a sum for demographic cost pressures in respect of services delegated to the IJB the draft change programme also provides these to be significantly offset.

Discussions are continuing with officers of the MIJB to secure sustainable strategy for the delivery of delegated services which can be delivered within the proposed resource allocation. This ongoing dialogue will inform the development of both the Council's and the MIJB's Financial Strategies.

This approach will support the MIJB as it develops its own Financial Strategy within the context of the financial pressures and the available allocations anticipated to be available from both the Council and NHS Lothian.

8 Change Programme

In addition to the delivery of savings approved in the current and previous financial years and continued control over expenditure the strands of work that will continue to be necessary to address the projected budget shortfalls represent an emerging Change Programme, encompassing:-

- Delivering Excellence;
- An updated and expanded programme of transformation activity;
- The EWIM programme;
- An updated Capital and Reserves Strategy;
- Operational savings encompassing financial discipline measures;
- A series of savings proposals.

8.1 Delivering Excellence

The Delivering Excellence framework supports the repositioning of services to ensure they have a greater emphasis on and achieve better outcomes for those most disadvantaged and vulnerable in the community. The framework focuses on reshaping service delivery as the most sustainable way to address the financial and service challenges and maintain financial sustainability.

The framework sets out an approach that provides the means to:

- Realise savings of the scale and magnitude required and to continue to deliver high quality services by engaging staff, partners, stakeholders and citizens to determine the nature of service delivery, the level of service standards and the method of delivering these services;
- To perform successfully in this environment, the Council will require to forward plan for the period beyond known financial settlements, to prioritise the services to be delivered and to clearly identify those services which will no longer be funded or indeed provided or may be provided through alternative mechanisms or approaches; and
- To ensure that there is achievement of the outcomes and priorities of the Council and Community Planning Partners.

Taking cognisance of the extent of savings anticipated to secure a balanced budget for 2018/19 and the continued challenge for later years the Chief Executive has tasked Directors and Heads of Service to bring forward options aimed at addressing the projected budget gaps.

A draft proposals document setting out details of the change programme was presented to the Business Transformation Steering Group on 28 August 2017. The proposals were subsequently subject to further scrutiny and refinement by the Strategic Leadership Group and at the time of writing this report that

work is ongoing. Accordingly this report includes a summary of the proposals and recommends special meetings of Business Transformation Steering Group on 2 October 2017 and Midlothian Council on 10 October 2017 be arranged to allow full consideration of the detailed budget proposals.

8.2 Transformation Programme

The savings targets associated with the existing Transformation Programme are set out in table 5 and total £2.550 million for 208/19 rising to £2.646 million by 2021/22. These are derived from those set out in the Council's Transformation Programme update reports to Business Transformation Steering Group (BTSG).

Table 5: Existing Transformation Programme Savings – 26 September 2017

	2018/19	2019/20	2020/21	2021/22
	£m	£m	£m	£m
Children's Services	0.274	0.335	0.335	0.335
Services to Communities	0.850	0.850	0.850	0.850
Education	0.426	0.461	0.461	0.461
Health & Social Care	1.000	1.000	1.000	1.000
Totals	2.550	2.646	2.646	2.646

The emerging proposals include an updated and expanded transformation programme summarised as follows:-

Table 6: Proposed additions to Transformation Programme - 26 September 2017

	2018/19	2019/20	2020/21	2021/22
	£m	£m	£m	£m
Entrepreneurial Council	0.415	1.905	3.235	5.125
Services with Communities	0.000	0.600	0.700	1.700
Shared Services	0.000	0.085	1.085	2.085
Digital Led Transformation	0.240	0.240	0.240	0.740
Integrated Service Support	0.730	1.230	1.230	1.230
Workforce Planning	0.595	1.207	1.307	1.372
Health & Social Care	0.000	1.040	3.080	4.620
Additions to Programme	1.980	6.307	10.877	16.872

The savings targets set out in tables 5 and 6 are predicated on the outcomes of the reviews and any subsequent decisions taken by Council and so remain indicative.

8.3 Asset Management

The budget projections already reflect the full year impact of the first two phases of the Effective Working in Midlothian project. In addition the report to

Council on 17 May 2016 in respect of Phase 3, Depots indicated a saving of £0.288 million which for the purposes of the Financial Strategy have been incorporated from 2019/20 onwards.

8.4 Capital and Reserves Strategy

The projected future year's budgets include a provision for the loan charges arising from the borrowing required to support the General Services Capital Plan and also the retention of a cap on borrowing, which had been set at £124 million, and which is currently expected to be exceeded.

An increase in the borrowing cap will inevitably lead to an increase the projected budget shortfalls set out in this report. In the absence of any other funding support this will in turn require further reductions in the service budgets.

A comprehensive review of the General Service Capital plan is being undertaken with the intention to now present an updated plan for consideration by Council in November 2017. This will enable the implications of the Learning Estate Strategy to be fully considered before presenting a revised Capital Strategy and Plan.

The latest projections for the General Fund Reserve are set out later in this report. A Reserves Strategy, encompassing the other main reserves will be presented alongside the Capital Strategy.

8.5 Operational Savings

The budget projections set out in tables 1 and 2 already reflect the operational savings reported in previous year's budgets. Further operational savings cost reductions and financial discipline measures have been identified as part of the emerging Change Programme are summarised below.

Table 7: Operational Savings - 26 September 2017

	2018/19	2019/20	2020/21	2021/22
	£m	£m	£m	£m
Investing in Our Workforce	0.000	0.100	0.250	0.300
Financial Discipline	0.100	0.150	0.200	0.250
Cost Reductions	0.080	0.160	0.245	0.250
Workforce Reductions	0.478	1.119	1.149	1.339
Operational Savings	0.658	1.529	1.844	2.139

8.6 Savings

The emerging budget proposals include a number of Service Reviews and specific policy cost reductions summarised as follows, full details will be presented to the proposed special meetings of BTSG on 2 October 2017 and Midlothian Council on 10 October 2017.

Table 8: Policy Saving Proposals- 26 September 2017

	2018/19	2019/20	2020/21	2021/22
	£m	£m	£m	£m
Service Reviews	1.652	2.896	3.196	3.196
Policy Cost Reductions	4.758	5.481	5.851	5.921
Policy Saving Proposals	6.410	8.377	9.047	9.117

8.7 Fees and Charges

An inflationary increase for fees and charges are estimated to generate an addition £0.080 million in 2018/19 rising to £0.200 million by 2021/22.

8.8 Summary of Financial Strategy

The updated projections incorporating the impact of the various strands of the Financial Strategy set out above and a 3% per annum increases in Council Tax are set out in table 9 below.

Given the remaining budget gap for 2018/19, the overspend position projected for the current financial year and the potential to have to increase the provision for pay awards it is imperative that further cost reduction measures are secured during the current financial year.

Table 9: Financial Strategy 2018/19 to 2021/22 – 26 September 2017

	2018/19	2019/20	2020/21	2021/22
	£m	£m	£m	£m
Budget Shortfall Table 1	13.495	24.629	34.689	44.792
Less: Change Programme				
Transformation Programme 8.2				
- Existing Programme	(2.550)	(2.646)	(2.646)	(2.646)
- Additions to Programme	(1.980)	(6.307)	(10.877)	(16.872)
Total Transformation Programme	(4.530)	(8.953)	(13.523)	(19.518)
Asset Management 8.3	(0.000)	(0.288)	(0.288)	(0.288)
Operational Savings 8.5	(0.658)	(1.529)	(1.844)	(2.139)
Savings Options 8.6				
- Policy Cost Reductions	(4.758)	(5.481)	(5.851)	(5.921)
- Service Reviews	(1.652)	(2.896)	(3.196)	(3.196)
Total Policy Savings	(6.410)	(8.377)	(9.047)	(9.117)
Fees and Charges 8.7	(0.080)	(0.140)	(0.180)	(0.200)
Less:				
Council Tax Increase of 3%	(1.274)	(2.569)	(3.884)	(5.218)
Remaining Budget Gap	0.543	2.773	5.923	8.312

While the Change Programme summarised above would significantly reduce the projected budget gaps from those previously reported it does not fully address these or give Council any headroom to consider options or indeed allow a contribution to Reserves. It should also be noted that a number of the programme elements continue to be subject to further development and robust review to ensure that officers and members can be confident of deliverability.

In addition there are a number of additional savings options currently being developed as part of the wider service review programme activities, these include:

- The inclusion of a Disability Service Review as part of the next steps for Children's Services Review;
- Efficiencies secured through the Learning Strategy Estate, wider property asset management and asset rationalisation;
- A master plan for the Vogrie Estate and potential income opportunities it creates;
- A further review of the approaches to and resources committed to transportation of people, both clients and staff;
- A broader review of concessions for future consideration.

To secure additional savings to, as a minimum, address the remaining budget gap for 2018/19, and in cognisance of the projected overspend position for the current financial year it is proposed to operate a Voluntary Severance Early Retirement scheme in the autumn of 2017 in accordance with the existing VSER Policy framework. This is expected to secure immediate additional savings.

For later years further work is also required to review and bring forward further proposals in respect of the following areas:-

- Workforce, recognising that employee costs are by far the largest element of the budget.
- The conditions attached to grant settlements, including the implications of maintaining the pupil teacher ratio and of restricting Council Tax increases to 3%.

The emerging Change Programme will be continually updated to take cognisance of the position for future years grant settlements and demographic changes, recognising the critical impact both of these issues have on the Financial Strategy and the projected budget position.

As the Financial Strategy develops over the coming months I will, as Section 95 Officer, require to seek assurance from Directors and Heads of Service that the budget proposals put forward by them for consideration are achievable. It is stressed however that ultimately the achievement of savings will be dependent on decisions taken by Council.

9 Governance and Timetable

Each element of the Financial Strategy continues to have clear governance in place to ensure the timely delivery of the work stream. All budget proposals are being reported through Business Transformation Steering Group and then to Council as appropriate. Responsibility for setting Council Tax, determining budgets and approving savings etc. remains, with Midlothian Council.

The full Council has a duty as set out in Section 93 of the Local Government Finance Act 1992 (as amended) to set its Council Tax and a balanced budget for the following financial year commencing 1 April by 11 March and the timetable set out in Table 10 supports the delivery of the Financial Strategy and specifically the determination of the 2018/19 budget and Council Tax levels before the statutory date.

Table 10: Timetable – Key Events

Date *	Event	Action
26 September 2017	Council	<ul style="list-style-type: none"> • Consideration of updated projections. • Update on Financial and Strategy and Capital Plans. • Summary of Change Programme and updated budget gap.
10 October 2017	Special Council	<ul style="list-style-type: none"> • Consideration of Change Programme and savings proposals and approval to proceed to engagement.
October/November 2017	Engagement	<ul style="list-style-type: none"> • Shaping our Future engagement on Financial Strategy and Change Programme.
Mid December 2017	Grant Settlement	<ul style="list-style-type: none"> • Assessment of grant settlement implications on budget.
19 December 2017	Council	<ul style="list-style-type: none"> • Consideration of update report and feedback on engagement.
Late January or Early February 2018	Council	<ul style="list-style-type: none"> • Consideration of update report, reflecting grant settlement. • Finalisation of Change Programme and savings proposals. • Recommendations to set Council Tax and determine a budget for 2018/19.

** Based on current meeting schedule and so may require revision. Interim reports will be presented to Council as necessary.*

Members should also note that in terms of Section 112 of the Local Government Finance Act 1992 (as amended) it is an offence for members to participate in any vote in respect of setting Council Tax where the member has unpaid Council Tax. Accordingly at the Council meeting proposed for late January/Early February 2018 members would be required to disclose the fact if this section of the act applies to them and subsequently not vote on any question with respect to the matter.

10 Focussing Resources to Key Priorities

The Financial Strategy is designed to ensure that available resources are as far as possible targeted on delivery of improved outcomes, particularly against the key priorities of:-

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

The Midlothian Community Planning Partnership continues to prioritise the available resources towards the delivery of the partnerships key priorities and the Financial Strategy sets out for partners the parameters the Council is working within and provides a means to better facilitate the sharing of budget and resource planning information.

The Change Programme will be central to ensuring that resources are directed towards the priorities set out in the Midlothian Single Plan.

11 Reserves

The projected position for General Fund Reserves was set out in the Financial Monitoring 2016/17 – General Fund Revenue report to Council on 29 August 2017.

The projected uncommitted General Fund Reserve at 31 March 2018 is £2.252 million. This uncommitted reserve is below the preferred level to provide a contingency in the context of the continuing challenging financial outlook, the uncertainty associated with future years grant settlements, pay awards, the economic impact of Brexit and also the potential costs to come from the historic child abuse enquiry. Accordingly alongside addressing the projected overspends in the current financial year it would be prudent to secure a budget for 2018/19 which included a contribution to reserves, preferably in the region of £2 million with a resultant available contingent reserve above £4 million.

Table 11 summarises the General Fund Reserve position.

Table 11: Available General Fund Reserve 31 March 2018 – 27 September 2017

	£million
General Fund Balance at 31 March 2018	6.070
<i>Earmarked for specific purposes</i>	
• Earmarked for Council Transformation	(3.818)
Available Contingent Reserve at 31 March 2017	2.252

In addition the unallocated balance on the Capital Fund at 31 March 2018 is projected to be £18.397 million.

12 Report Implications

12.1 Resources

Whilst this report deals with financial issues there are no financial implications arising directly from it.

12.2 Risk

Within any financial projections, there are a number of inherent assumptions in arriving at figures and budget provisions and therefore risks that may be faced if costs change or new pressures emerge.

The following key risks and issues are highlighted in the context of this report:

- The economic outlook and decision by Scottish Government on future years grant settlements and grant distribution;
- Given the nature of the savings options incorporated in the budget proposals the increase risk of non-delivery or late delivery of planned savings, including those arising from reductions in the staffing establishment;
- The risk to service provision and service users associated with a continued decline in available resources to fund services;
- Outstanding pay award settlements and the implications of the National Living Wage for external service providers;
- Actual school rolls exceeding those provided for in the budget;
- The impact of the wider economic climate on range of factors including: inflation, interest rates, employment, tax and income levels and service demands;
- Cost pressures, particularly demographic demand, exceeding budget estimates;
- The impact of Universal Credit, and potential pension changes;
- The impact of the Scottish Governments response to the Barclay Review of non-domestic rates on both the cost of existing services and the emerging budget proposals.
- The costs of implementation of national policies varying from the resources provided by Government; and
- Unplanned capital investment requirements and associated cost.

The Financial Strategy aims to mitigate a number of these risks by setting out the key assumptions on which forward plans are based, and through the Change Programme activities, setting out the early identification of future saving proposals.

The projections set out in this report highlight the severity of the challenge ahead for the term of this Council and the extent to which service provision will have to be significantly transformed and or reduced.

The work of the Strategic Leadership Group, led by the Chief Executive, to develop and bring forward a comprehensive set of budget options for Council's consideration will be critical to enable Council to address the projected budget gaps and securing financial sustainability for the continued delivery of services. Whilst the emerging impact of the Change Programme is set out in this report, work will continue over the autumn as part of the assurance process to review the proposals and the value of savings attached these.

The severity of the challenge is such that Council will require to approve a range of proposals over the coming months which not only achieves a balanced budget for 2018/19 but which will also contribute to reducing future years budget shortfalls. The risk of not doing so would be the potential elimination of reserves and so severely limiting the Council's ability to deal with unforeseen or unplanned events.

12.3 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

12.4 Impact on Performance and Outcomes

The Financial Strategy facilitates decision on how Council allocates and uses its available resources and as such has fundamental implications for service performance and outcomes. The budget projections indicate that in 2021/22 the Council will have available in the region of £180 million for the provision of services and the pursuit of key outcomes as set out in the Single Midlothian Plan.

12.5 Adopting a Preventative Approach

Whilst the proposals in this report do not directly impact on the adoption of a preventative approach, an effective Financial Strategy in turn allows resources to be prioritised to support prevention.

12.6 Involving Communities and Other Stakeholders

The proposed timetable set out in section 9 includes the continuation of Shaping our Future, the engagement strand of the Delivering Excellence framework. This has a focus on informing the community and other stakeholders of the financial and service challenges and provides a means to engage on the emerging change programme.

In addition, there continues to be engagement with the recognised Trade Unions on the Council's financial position and service challenges.

12.7 Ensuring Equalities

The Financial Strategy and the proposals which support financial sustainability will be developed within the context of the Midlothian Single Plan, ensuring that resources are directed towards key priorities. They will also reflect Midlothian's commitment to the ethos of the Equality Act 2010 with consideration of the interests of the most vulnerable in our communities through equality impact assessment for all the proposals.

A draft overarching EQIA encompassing the budget proposals is being prepared alongside the finalisation of the Change Programme and will be included as an appendix to the report to the proposed special meeting of Midlothian Council. This draft EQIA report will also be updated as the revenue budget for 2018/19 is finalised with the final report incorporated in the report considered by Council when it sets the 2018/19 budget and Council Tax early in 2018.

12.8 Supporting Sustainable Development

There are no direct sustainability issues arising from this report.

12.9 Digital Issues

There are no direct digital implications arising from this report.

13 Summary

This report provides:-

- An update on future years Scottish Government Grant;
- Budget projections for 2018/19 to 2021/22;
- A sensitivity analysis reflecting the potential impact of different pay and grant settlement scenarios years;
- An update on the arrangements for the delegation of resources to the Midlothian Integration Joint Board;
- An overview of the Change Programme aimed at addressing the projected budget shortfalls;
- An update on Reserves.

14 Recommendations

Council is recommended to:-

- a) Note the position in respect of the Scottish Government Grant Settlement as set out in section 2;
- b) Note the current projected cost of services, key assumptions and resultant budget shortfalls as set out in section 3 and endorse the key assumptions on which the budget projections are based;
- c) Note the continuing uncertainties and the potential impact as outlined in the differing scenarios as set out in section 6;
- d) Note the ongoing work to support the development the Midlothian Integrated Joint Board's own Financial Plans;
- e) Note that there continues to be engagement with the recognised Trade Unions on the Council's financial position and service challenges;
- f) Note the impact of the proposed Change Programme and projected future years Council Tax increases and the impact on the Financial Strategy as set out in table 9;
- g) Agree to call a special meeting of the Business Transformation Steering Group on 2 October 2017 and a special meeting of Midlothian Council on 10 October 2017 to consider the detailed Change Programme and remit to the Director Resources to finalise arrangements for these;
- h) Note the governance arrangements and timetable set out in section 9, which incorporate the special meeting of Midlothian Council;
- i) Note that after incorporating the emerging Change Programme the indications are that there would still be a budget gap of £0.543 million for 2018/19 rising to £8.312 million by 2021/21, though these are heavily dependent on the assumptions detailed in the report;
- j) Agree to operate a Voluntary Severance Early Retirement scheme in the autumn of 2017 in accordance with the existing VSER Policy framework and delegate the detailed arrangements for this to The Chief Executive in consultation with The Leader of The Council.
- k) Note the severity of the financial challenge and also the risks as set out in section 12.2.
- l) Otherwise note the contents of the report.

Date 14 September 2017

Report Contact:

Gary Fairley Tel No 0131 271 3110

gary.fairley@midlothian.gov.uk

Severe Weather 2017/18 Pre-Winter Update**Report by Ricky Moffat, Head of Commercial Operations****1 Purpose of Report**

The purpose of this report is to provide an update for members regarding the winter plan. In addition, the report details the resources available to Road Services, to deal with the impacts of severe weather occurring in 2017 / 18.

In addition this report highlights the changes compared with the service provided during the 2016 /17 winter period.

2 Background**2.1 Winter Plans**

The last 3 years winter periods have been generally milder with no significant disruption on the road network.

The winter of 2016/17 in particular was relatively mild when compared for example to the winters experienced at the start of the decade.

There were only a few snow days during 2016/17 resulting in generally minimal disruption to the travelling public and there was no prolonged impact on the delivery of key services across Midlothian.

Road Services utilised its core staffing complement of 36 operatives to treat the road and footpath network during periods of adverse weather. There are a 27 items of plant and vehicles available to provide the winter service based at the Fushiebridge Depot. When required these resources are supplemented through the use of Council staff within Landscape and Countryside Services, Property Maintenance and Waste Services. In addition through a Winter Framework contract local companies are engaged through competitive tendering via the Council's procurement process.

The Midlothian Council Winter Service Policy and Operational Plan states that:

'The purpose of this Winter Service Policy and Plan is to demonstrate that Midlothian Council has taken such steps as it considers reasonable to prevent snow and ice endangering the safe passage of pedestrians and vehicles over public roads, to fulfil its' Statutory responsibilities as defined in Section 34 of the Roads (Scotland) Act 1984.

Furthermore this plan takes into consideration the recommendations set out in the Code of Practice (July 2005), 'Well Maintained Highways' (Code of Practice), Appendix H, Winter Service Practical Guidance. Given that the Code of Practice is only making recommendations, it should be noted that Midlothian Council may deviate in certain ways to meet local conditions.'

The Winter Service Policy also states:

'Given the scale of financial and other resources involved in delivering the winter service it is not reasonable either to:

- *Provide the same service on all parts of the network*
- *Ensure running surfaces are kept free of ice and snow at all times, even on treated parts of the network*

Accordingly Midlothian Council Road Services have in place operational procedures to deliver an efficient and effective winter service in accordance with the Winter Service Policy and Operational Plan.

The Winter Service Policy and Operation Plan include details of the carriageway and footway priority hierarchy and route plans. Copies of the route plans are held at Fushiebridge Depot and Midlothian House, Dalkeith and are based on the following categories.

2.2 Carriageway Priorities

Priorities are as follows:-

Priority Routes: Important principal roads and bus routes – to hospitals, ambulance depots, fire stations and local danger spots (e.g. very steep hills)

Secondary Routes: Cross routes, connecting routes and accesses into industrial areas.

Tertiary Routes: Residential areas, other unclassified roads.

Note: Details of these routes can also be found on Council's website via the following link;

www.midlothian.gov.uk/downloads/download/199/midlothian_priority_gritting_routes

2.3 Footway Priorities

Priorities are as follows:-

Priority Routes: Agreed 'access routes' to schools, health clinics, and town centres.

Secondary Routes: Footways on hills and connecting footways

Tertiary Routes: Flat lying and residential areas

It should be noted that in periods of snowfall, it is likely that it will be several days before treatment is provided on tertiary routes, due to the amount of Priority and Secondary routes to be cleared prior to treating tertiary routes.

A copy of the Winter Service Policy and Operational Plan can be found in Appendix A.

2.4 Other Facilities

It should also be noted that in accordance with the Code of Practice; Well Managed Highway Infrastructure (WMHI) “*Within the highway network hierarchy a Resilient Network should be identified to which priority is given through maintenance and other measures to maintain economic activity and access to key services during extreme weather*”

As such, a resilient network has been identified for treatment during extreme weather (Appendix C) to meet the recommendations of the Code and ensure resources are focussed to deliver the service.

In addition to treating the road and footpath network during the winter period, Road Services have in place a Winter Service Level Agreement to cover other essential services.

The Winter Service Level Agreement can be found in Appendix B

This Service Level Agreement covers the following:-

- Social Work Buildings
- Educational Establishments
- Access for Additional support needs pupils (at their home address)
- Access for other vulnerable residents in Midlothian (at their home address)
- Public Buildings
- National Health Service facilities within the Midlothian Area. This service is at the request of NHS Lothian following a successful pilot scheme during the 2012/13 winter season and continues for 2017/18.

Road Services have the in-house resources to meet the demands of a ‘normal’ winter which typically equates to an average of 7 days of snowfall. However, given the historic severe weather events it has been determined that additional resources should be placed on standby to deliver the service level agreement and to meet public expectations.

2.5 Care for People in Emergencies

The Midlothian Care for People Group was established as part of the Lothian and Borders Strategic Co-ordination Group.

During previous winters, successful partnership working has been undertaken between Midlothian Council, NHS Lothian, the emergency services and the voluntary sector. These arrangements remain in place to respond to the needs of those who may be at risk in the event of severe weather.

The following are key areas of activity of the Care for People Group in preparing for winter emergencies.

- Care providers have plans in place to ensure that car home support services can be reprioritised to meet the needs of individual service users who are at greatest risk.

- Close liaison with NHS facilitating the continuing discharge of patients from hospital during adverse weather conditions.
- Plans are in place to ensure continuing access for staff, goods and services to care establishments in adverse weather conditions.
- Plans to identify other individuals in the community not currently in receipt of care services who may be placed at risk in the event of adverse weather conditions. The plan includes arrangements to make contact with such households and with the support of local voluntary and community groups to provide practical help and support including shopping, collecting prescriptions, clearing footpaths etc.
- Develop resilience plans with community councils and local communities so that they are better able to respond to their needs. Bulk bags of a salt/grit mix are made available to local community group when snow is forecast greater than 10cm. However, it should be noted that only half of these bags were used during the period when significant snowfalls last occurred in 2012/13 and these have not been utilised in recent years.

2.6 Changes for 2017/18

The following table outlines the changes which were approved as part of the 2017/18 budget process.

Routine Gritting of roads:	Reduced to seven routes from the previous eight. Secondary and tertiary routes to be treated during normal working hours.
Routine gritting of Footways:	Reduce number of priority tractor routes treated at 5am from nine routes to five routes with the remaining footways to be treated during normal working hours as conditions dictate
Routine gritting of Car Parks:	Car parks re prioritised to allow treatment at 5am for priority car parks and treatment during normal working hours for secondary car parks

There are no proposed changes to service delivery to grit bins, as these have proved a value resource for community self help during previous winters.

3 Report Implications

3.1 Resource

Road Services take the lead role on winter maintenance across the Council.

The co-ordination and management of all operational resources across the Council is undertaken from the Fushiebridge Depot to provide a response in line with the Winter Service Policy and Operational Plan and Service Level Agreement.

The Director, Resources on behalf of the Corporate Management Team has also established standby arrangement to ensure management cover is in place during holiday periods.

The following table details the spend levels associated with the Winter Maintenance Service in the last seven years.

Financial Year	Expenditure Type	Amount
2010/11	Actual	£2,832,000
2011/12	Actual	£869,000
2012/13	Actual	£1,557,000
2013/14	Actual	£788,000
2014/15	Actual	£1,159,000
2015/16	Actual	£921,000
2016/17	Actual	£815,000
2017/18	Budget	£907,000

The winter maintenance revenue budget for 2017/18 is £907,000.

The salt usage by the Council over the last seven years has been as follows:

Year	Usage
2010/11	6,600 tonnes
2011/12	2,900 tonnes
2012/13	6,500 tonnes
2013/14	2,850 tonnes
2014/15	4,800 tonnes
2015/16	4,200 tonnes
2016/17	4,350 tonnes

Currently the Council has a salt stock holding capacity of 5000 tonnes. 3800 tonnes of this salt can be stored in the dome at Fushiebridge, another 1200 tonnes can be stored under sheeted covered at the road side depot near the main Fushiebridge depot. Salt supplies are available using suppliers through the Scotland Excel contract. It is anticipated that the Council will hold at least 3000 tonnes of salt in the dome at Fushiebridge prior to 1 November 2017.

The code of practice recommends the following 'resilience' levels of salt stocks

1 October – 31 October	950 tonnes
1 November (pre season stock)	2500 tonnes
1 November – 1 March (minimum stock at any time)	950 tonnes
1 March – 30 April	1400 tonnes

3.2 Risk

There are several risk implications attributed to the delivery of the Winter Service Policy and Operational Plan and The Roads (Scotland) Act 1984 places a duty on local authorities to

“Take such steps as they consider reasonable to prevent snow and ice endangering the safe passage of pedestrians and vehicles over public roads”.

The Code of Practice (WMHI) recommended and endorsed by the Scottish Government and COSLA states that Councils should adopt and publicise its winter service operational plan which defines treatments based on a determined hierarchy.

This Council's hierarchy is set in accordance with the Code of Practice and is publicised annually in advance of winter.

When comparing the extent of the road and footpath network treated with other local authorities, this Council generally compares well. In that regard and taking into account the actual hierarchy treated, it is reasonable to assume that reasonable steps have been taken to prevent snow and ice endangering the safe passage of pedestrians and vehicles.

Notwithstanding that however, increasing either the length of network treated or the level of treatment would further reduce the risk of potential successful accident claims, to which a lack of treatment can be cited by claimants as a contributory factor.

Additionally there are significant risks to the Council in relation to the continuity of education, the identification of support for the most vulnerable persons in the community and the financial performance of income generating facilities such as Leisure Centres arising from severe weather disruption.

A further risk to the Council is that of reputation. Public expectations have been raised in recent years with the increase in service delivery during the adverse periods of winter. As such there is a risk to the Council's reputation should there be a reduction in the level of service and response provided. This has been shown where the public have, in some instances been very critical of the Council's performance, particularly in relation to the expectations outlined previously

To that end the Winter Service Policy Operational Plan seeks to mitigate this risk by carrying out those duties in an effective manner.

3.3 Financial Risk

There is also a financial risk as outlined in the table below. Should the weather be similar to that experienced during 2008/09, 2009/10 and 2012/13, there is a risk of a significant overspend.

Should the weather be similar to that experienced during 2010/11 then the financial risk to the Council could approach a £2million overspend, thus putting significant strain on already constrained budgets.

The cost implications are dependent on the level of service and can be summarised as follows:-

Service Provided	Normal Winter (2017/18 basis)	Winter based on 2012-13 weather	Severe winter (similar to 2010/11)
Routine gritting of the road network	£299,600	£349,600	£399,500
Routine gritting of footway network	£64,000	£85,000	£127,600
Routine gritting of car parks	£12,700	£17,000	£21,200
Snow clearing of the road network	£120,600	£160,800	£301,500
Snow clearing of footway network	£69,000	£138,000	£345,100
Snow clearing of car parks	£9,000	£11,300	£21,200
Removal of snow from the network	---	---	£400,000
Grit bins	£38,000	£50,000	£70,000
Community group bulk bags	---	£2,350	£4,700
Snow clearing around public buildings	---	£15,000	£50,000
Snow clearing for vulnerable persons	---	£15,000	£50,000
Standing charge for dedicated equipment, standby etc	£237,100	£237,100	£237,100
Totals	£850,000	£1,081,150	£2,027,900

The above table reflects the proposed reduction in service provision to deliver the Winter Service within the available budget. It also shows the projected expenditure to deliver the service should conditions be similar to 2012/13 and 2010/11.

There are additional costs to be met from the available budget to cover the weather forecasting contract as well as the roadside weather station maintenance and hardware upgrades.

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

Community Safety – Death and Injury on Midlothian Roads, Protecting Midlothian's Children.

Sustainable Growth – Support the local economy, Promote and develop active and sustainable travel and transport.

3.6 Impact on Performance and Outcomes

The ability of people and goods to move about is vital to ensure that normal business continues within Midlothian. Any restriction on the Winter Service would have an impact on that ability to continue to operate as normal as possible.

3.7 Adopting a Preventative Approach

The provision of an acknowledged good Winter Service ensures that the people and goods are able to move around as much as reasonably practicable.

3.8 Involving Communities and Other Stakeholders

Consultation has been undertaken with officers from all divisions to determine the relative priorities and response as detailed in the Service Level Agreement.

NHS Lothian was consulted regarding provision of a co-ordinated level of service.

Subsequent to an initial trial in 2012/13, NHS Lothian have awarded Road Services a contract to continue this service to all NHS facilities within Midlothian on a shared services basis. NHS facilities will be covered under the Priority hierarchy as set out in section 2.

3.9 Ensuring Equalities

The Service Level Agreement and consultation in previous winters has identified those persons at greatest risk within our communities along with an appropriate response.

3.10 Supporting Sustainable Development

There is a potential issue relating to the financial sustainability of delivering the current Winter Service Policy, Operational Plan and Service Level Agreement.

3.11 IT Issues

There are no IT implications associated with the proposals outlined in this report.

4 Summary

Previous winter seasons have provided a variety of challenges for the Council. This resulted in many issues and service requests that have been considered and incorporated into the Winter Service Policy and Operational Plan and Service Level Agreement.

5 Recommendations

Council is requested to:-

- Note the implementation of a resilient network in accordance with the recommendations from the Code of Practice; Well managed Highway Infrastructure.
- Note the changes to service delivery to align with the available budget.
- Adopt and publish the Winter Service Policy and Operational Plan for the 2017/18 winter season.

24 July 2017

Report Contact: Mark Rankine Tel No: 0131 270 5734
mark.rankine@midlothian.gov.uk

Background Papers: Council report Tuesday 27th September 2016, Severe Weather – 2016/17 Pre-Winter Update

Appendices

Appendix A Winter Service Policy and Operational Plan 2017- 2018

Appendix B Winter Service Level Agreement 2017 – 2018

Appendix C Map showing the 'Resilient Network'



Appendix A

Winter Service Policy and Operational Plan

2017 – 2018



Introduction

The purpose of this Winter Service Policy and Plan (This Plan) is to demonstrate that Midlothian Council has taken such steps as it considers reasonable to prevent snow and ice endangering the safe passage of pedestrians and vehicles over public roads, to fulfil its' Statutory responsibilities as defined in Section 34 of the Roads (Scotland) Act 1984.

Furthermore this plan takes into consideration the recommendations set out in the Code of Practice, 'Well Managed Highway Infrastructure' (Code of Practice), 'Appendix H'. Given that the Code of Practice is only making recommendations, it should be noted that Midlothian Council may deviate in certain ways to meet local conditions. Midlothian Council takes cognisance of this code and adapts or amends their Winter Policy accordingly.

Content

- 1. Winter Service and Weather Emergencies**
- 2. Purpose, Objectives and Statutory Basis**
- 3. Winter Service Policy**
- 4. Winter Service Operational Plan**
- 5. Network Hierarchy and Route Planning**
- 6. Decisions and Management Information**
- 7. Resources and Operational Issues**
- 8. Winter Service Training and Development**
- 9. Plant, Vehicles, Materials and Resilience**
- 10. Information and Publicity**
- 11. Post Snow Inspection and Maintenance**
- 12. Other Weather Emergencies – Climate Change / Contingency Planning**



Winter Service and Weather Emergencies

Winter service is not deemed an emergency service as it deals with regular, frequent and reasonably predictable occurrences of low temperatures, ice and snow.

Whilst the effects of climate change are likely to result in an increased frequency and intensity of severe weather events, these have been taken into account in winter service planning.

This Plan is likely to have relevance in emergency planning for dealing with extreme weather conditions, as such this plan should be read in conjunction with Midlothian Council's Severe Weather Plan.

The resources available during the winter period can also be utilised during a severe weather event such as floods and storms at other times of the year.

Purpose, Objectives and Statutory Basis

Section 34 of the Roads (Scotland) Act 1984 states 'a road authority shall take such steps as it considers reasonable to prevent snow and ice endangering the safe passage of pedestrians and vehicles over public roads'.

The Purpose of this Plan is to discharge those duties however it should be noted that the Code of Practice states;

'Given the scale of financial and other resources involved in delivering the winter service it is not reasonable either to:

- Provide the same service on all parts of the network

- Ensure running surfaces are kept free of ice and snow at all times, even on treated parts of the network

This Plan can contribute significantly to the core objectives set out in the code. The Plan also contributes to the delivery of some outcomes for the Authority, to comply with the requirements of the Roads Scotland Act and comply with the recommendations as laid out in the Code of Practice

Appendix H states, 'It is suggested that authorities and other winter service providers review their policies and practices against content in this document with a view to identifying and explaining any significant variance and where appropriate, develop



time tabled implementation plans for the adoption of detailed national best practice and guidance.

To that end the winter policy will be subjected to annual review to take account of the code of practice, current available financial resources and to ensure a consistent approach with other partner authorities in the ELBF shadow joint committee.

Winter Service Policy

Midlothian Council recognises it's duties under the Roads (Scotland) Act 1984, the Local Government in Scotland Act 2003 and the recommendations made in the Code of Practice.

The purpose of this policy seeks to discharge those duties and provide transparent and consistent guidance for staff and stakeholders during winter or any other severe weather period within the Midlothian Council Area.

Midlothian Council has undertaken consultation with stakeholders to take account of their views.

Furthermore Midlothian Council has taken steps in the winter service operational plan to ensure the corporate objectives of the authority are supported by this Policy.

Policy Service Standards

1. Keep agreed priority routes and main bus routes free from snow and ice as far as reasonably practicable.
2. Clear agreed road and footway 'Access Routes' to all schools and education establishments within Midlothian during periods of snow.
3. Establish a 'Resilient Network' that will be the focus of available resources during prolonged snowfall in order to maintain economic activity and access to key services during disruptive events.
4. Establish cross boundary treatment arrangements through ELBF to improve efficient use of available resources.
5. Support facilities management staff within school grounds during periods of prolonged snow conditions, as required and as resources are available.
6. Support social / care centres in clearing pedestrian access routes in and around facilities.



7. Maintain waste collection services as far as possible, set up local collection points when and if conditions allow.
8. Treat NHS facilities within Midlothian as part of the priority route hierarchy and provide hand crews to clear footways and pedestrian access areas.**
9. Support local community groups by providing bulk bags of salt / grit at pre agreed locations during periods of prolonged snow conditions.

** This service is carried out on a collaborative working agreement in place for all NHS Lothian facilities within the Midlothian Area, however, this does not include the Bonnyrigg Community Hospital where only assistance with snow clearing is required.

Winter Service Operational Plan

This Winter Service Operational Plan has been developed to take account of the requirements of the Code of Practice – Well Managed Highway Infrastructure to provide a dynamic and interactive plan that can meet changing circumstances.

Midlothian Council has an agreed and defined route priority hierarchy to ensure that maximum use is made of the available resources as follows:

Carriageway Priorities

- | | |
|---------------------|---|
| 1 Priority Routes: | Important principal roads and bus routes – to hospitals, ambulance depots, fire stations and local danger spots (e.g. very steep hills) |
| 2 Secondary Routes: | Cross routes, connecting routes and accesses into industrial areas. |
| 3 Tertiary Routes: | Residential areas, other unclassified roads. |

Footway Priorities

- | | |
|---------------------|--|
| 1 Priority Routes: | Agreed 'access routes' to schools, health clinics / medical centres, and town centres. |
| 2 Secondary Routes: | Footways on hills and connecting footways |
| 3 Tertiary Routes: | Flat lying and residential areas |

These routes will be treated in accordance with the treatment matrix. Generally secondary and tertiary routes will only be treated during normal working hours.

Midlothian Council's defined treatment route plans for carriageways and footways for pre-treatment and snow conditions are based upon the general maintenance



hierarchy but adapted to take account of the factors identified in the Code of Practice and local conditions and priorities.

The Code of Practice recognises that during periods of severe weather it is reasonable that Midlothian Council may only treat a minimum 'Resilient Network' (defined routes only). As such some Priority, all Secondary and all Tertiary routes may not be treated until the 'Resilient Network' routes are clear.

Midlothian Council carriageway and footway treatment routes can be found on Midlothian Council's website.

Network Hierarchy and Route Planning

Midlothian Council has allocated a network hierarchy rating to all roads within the area based on the Code of Practice. This hierarchy rating has been utilised along with the available resources to determine the route planning for treatment during winter to ensure as far as is reasonably practicable Midlothian Council discharges its duties under the Road (Scotland) Act 1984.

Decisions and Management Information

Midlothian Council takes full advantage of decision support systems and services from the 'Metoffice' and 'Vaisala' to enable timely, efficient and accurate decision making.

The decision making process and recording Management Information of Winter Service operations is carried out in accordance with the Winter Service Manual and Procedures document.

Midlothian Council continually monitors performance during service delivery and responds to changing conditions or network incidents by analysing the treatment reports and feedback from stakeholders to ascertain where any improvements can be made as part of the annual review process of this document.

Resources and Operational Issues

Midlothian Council has available resources from the in house Roads Operations service based at Fushiebridge depot. Roads Operations manage and provide the winter / weather service throughout the year.

Roads Operations have agreements with Land and Countryside Services, Building Maintenance Services, Facilities Management and Waste Services to utilise available additional resources during periods of snowfall and other severe weather events.



In addition to the above, through a framework contract, Roads Operations have a number of companies and equipment at their disposal during the winter to assist with winter and other duties on an as required basis.

A full list of the available resources is held by the Roads Operations and Asset Manager. This also shows where all resources are deployed and to what purpose.

The Roads Operations and Asset Manager has undertaken consultation with colleagues in Education, Health and Social Care, Travel Team, Sport and Leisure Services, Customer Services and local community groups to establish agreed service levels to deal with the many conflicting priorities of each service, matched to the available resources.

This co-ordination and collaboration Service Level agreement is held by the Roads Operations and Asset Manager.

Winter Service Training and Development

Midlothian Council ensures that all HGV personnel involved in the winter service plan, are trained and experienced to demonstrate competence in delivery of their duties. Other winter service staff will have or are being trained by the Roads Operations Supervisor based at Fushiebridge depot.

In general all Roads Operations staff are trained to SVQ level 2 as a minimum.

An annual evaluation and review of training requirements is undertaken by the Roads Operations Supervisor to ensure all staff have the appropriate vocational and health and safety training / qualifications. Any identified training will be completed prior to the start of the winter season. Although some evidence based training and assessment can only take place during winter operations. A record of all training is held by the Roads Operations Supervisor at Fushiebridge Depot.

Midlothian Council carries out periodic exercises to test plans for responding to severe weather events, these exercises are usually carried out in early October, to ensure all equipment is operational and all staff are aware of their duties.

Plant, Vehicles, Materials and Resilience

Plant

9 number Mini tractors c/w snow scraper and gritter – Fushiebridge

2 number JCB 3CX shovels and 2 number JCB 2CX shovels – Fushiebridge



2 number Renault tractors c/w scraper and gritter – Stobhill

Other plant will be made available from framework contract partners.

Vehicles

4 number, 17t HGV gritters c/w snow scraper

4 number, 26t HGV gritters c/w snow scraper and 2 Hi Capacity 'V' ploughs

7 number, 3.5t gritter, 2 with a gritter

2 number, 4x4 pick-up trucks with gritters and snow scrapers

All of the above are based at Fushiebridge Depot

2 number 3.5t pick-up truck with gritter based at Stobhill depot

All other pick-up's and vans based at Stobhill depot will be utilised along with the available framework contract partners vehicles listed.

Materials

Midlothian Council obtains salt supplies for de-icing through the Scotland Excel (SE) contract, using ICL as the main supplier, with other suppliers available through the SE framework. Regular contact is maintained between the supplier and the Council to ensure that the supply is treated as a service rather than a simple commodity purchase.

In periods of extreme or prolonged conditions it may be necessary to obtain supplies from out-with the existing contracts and Midlothian Council will use this option as required and in collaboration with the Edinburgh, Lothian's, Borders and Fife shadow joint committee (ELBF) collaborative working arrangements.

Stocks of road salt and grit are controlled by the Roads Operations and Asset Manager. A minimum stock of 3000t of 6mm low moisture salt is held prior to 1st November at Fushiebridge in the Salt dome, further deliveries will be utilised as required throughout the winter period. This stockholding will be used for the road and footway network as well as the NHS facilities.

This stock of salt is subject to routine reporting on use and current levels to the Scottish Government and may be sequestered to provide mutual aid to other authorities. As such it is prudent to instigate conservation measures during periods of prolonged snowfall or low temperatures (i.e. mixing salt with grit, using grit only on



footways and grit bins). This will be carried out as weather conditions, available salt stock and needs dictate.

This includes a stock of salt to be used in School grounds. This will also be managed by the Roads Operations and Asset Manager to monitor use.

A stock of 0/4mm grit will be available through the framework contract covering aggregates and this material is available from a number of local suppliers..

A supply of salt / grit mix from the main stock holding, for use by footway clearing crews is held at the following locations.

Tillicoultry Quarries, Newtongrange Plant – Framework Contract Partner

Crummock's Yard, Butlerfield Industrial Estate - Framework Contract Partner

Stobhill depot, Newtongrange

These stocks ensure that footway clearing crews are able to go direct to their designated routes from their place of work, thus speeding up operational response times.

In addition to salt and grit, there is a stock of 4000 litres of a de-icing solution held. This solution is suitable for treatment down to minus 18 degrees Celsius and will be utilised using a vehicle mounted spray bar to treat known problem areas at these very low temperatures.

The weighbridge installed at Fushiebridge depot ensures the accurate recording of salt stock and usage, to allow accurate reporting to the Scottish Government.

Resilience

Resilience of salt stock is monitored by Transport Scotland. The level of resilience in the past has been used to determine delivery priorities of top up salt supplies to Local Authorities and Trunk Road Operators.

Midlothian Council did not require any additional supplies during the severe winters of 2010 /11, 2011/12 or 2012 /13 and will again reduce this risk in 2017 – 2018 by having a pre season stock holding of at least 3000t and the instigation of salt conservation measures. These measures proved very effective in maintaining a 24 hour service at all times during the severe weather of 2010 -2011 and 2012 - 2013.

Information and Publicity



Prior to the start of winter Midlothian Council will publish information regarding the winter service provision. A self help leaflet will also be available in public buildings to assist members of the public.

The Communications and Marketing Unit will advise the Emergency Management Team (if formed) on both public and general stakeholder response to any incident and on the public messages to be broadcast across the communications channels at the Council's disposal. This role includes liaising closely with public communications leads at the Scottish Government and other category one responders as part of the public communications subgroup of the multi agency resilience partnership.

If the incident is sufficiently serious and far-reaching, members of the Communications and Marketing Unit may be asked to attend meetings chaired by the lead agency, normally the Police.

The communications channels include: the Council's Contact Centre, media relations, stakeholder relations in terms of voluntary organisations, Mid TV, www.midlothian.gov.uk, Facebook and Twitter.

The Communications and Marketing Unit will ensure regular and appropriate communications at least daily and more frequently depending on the incident and the Council's continuing response. Staff are available to be called out 24 -7.

In addition to the above the Service Level Agreement states that the Midlothian Council Contact Centre may be required to operate on a 24 hour basis during any severe weather period. This will be agreed between the Head of Commercial Operations and the Head of Customer and Housing Services.

Post Snow Inspection and Maintenance

Once the snow has been removed from the road and footway network, the Roads Inspectors will inspect the network to ascertain defects in need of repair.

These inspections will be carried out generally in accordance with the Code of Practice and the Council's Inspection and Recording Procedures.

It should be noted that due to the potential volume of defects caused by the conditions, it may not be possible to adhere to the timescales for inspection and subsequent repairs of Category 1(CAT1) defects as laid out in the Code of Practice.

Midlothian Council will however, allocate additional resources at their disposal to the repair of identified defects to mitigate any delays as far as is reasonably practicable.



Midlothian Council will also check and replenish all public grit bins as soon as resources allow during and following the completion of snow clearance operations.

Furthermore all vehicles and plant will be cleaned, lubricated, checked / inspected and repaired as required following the completion of snow clearing operations

A debriefing session will be held at an appropriate time and place, involving representatives from all personnel and stakeholders to review the winter service operational plan.

Other Weather Emergencies – Climate Change

Midlothian Council recognises that Climate change and in particular the experience of periods of prolonged cold weather in 2009/10 and 2010/11 have an impact on the ability to deliver services. It should be noted that December 2015 was the wettest December on record.

As such this operational plan can be implemented at any time of year to deliver a service during any period of severe weather, including floods and storms.

Additional supplementary resources are available to this end such as;

1 no Gully Motor

4 no pumps, various sizes

1no towing jetter

Various Emergency response equipment including, generators and lighting

Pallet Barrier flood defence system (90m in length)

This can be augmented with additional pumps and tankers from external parties on the framework contract, should conditions dictate.

Contingency Planning



The Council's contingency planning arrangements for severe weather or any other major event is covered by the Emergency Plan and / or the Severe Weather plan, which should be read in conjunction with this plan. These arrangements include the Emergency Management response that will be initiated should circumstances require it.

As previously stated the resources and response available for winter can be readily utilised for other severe weather events at other times of the year.

Mark Rankine

Roads Operations and Asset Manager

August 2017



Appendix B

Winter Service Level Agreement

Roads Operations and Asset Manager
Midlothian Council
2017 - 2018

Road Services based at Fushiebridge depot will manage and carry out all gritting / snow clearing requirements to discharge Midlothian Council's duties under the Roads (Scotland) Act 1984, as laid out in the Winter Service Policy and Operational plan.

Routine Gritting (frost and / or ice forecast)

Roads: All priority routes will generally be treated from 5am until 10pm, as per the decision and treatment matrix to suit forecast conditions. 7 HGV gritters are allocated to these routes to carry out treatment as required by the conditions. Secondary routes will only be treated during normal working hours with Tertiary routes and residential streets only being treated during prolonged cold conditions during normal working hours. (Routes can be found at https://www.midlothian.gov.uk/info/200287/roads/287/winter_on_midlothian_roads/2)

Car Parks: Most public car parks are gritted between 5am and 10am using 1 number mini gritter mounted on a pick-up truck.

Footways: Mini tractors with rear mounted gritters are allocated to Penicuik, Loanhead, Dalkieth, Bonnyrigg, Mayfield, and Gorebridge to treat town centre areas of footways and some routes to schools. These treatments will be carried out generally from 7:30am and only during normal working hours.

PPP2 Schools: Land Services provide a routine gritting service to these properties as part of the facilities management contract. They are treated using mini gritters mounted on pick-up trucks, normally from 5am. Land Services have access to salt through the central stockholding. Road Services will deliver this to Stobhill in 10t loads as requested by the Land and Countryside Manager.

Road Services have provided Land and Countryside Services staff with snow shovels and long handled steel shovels to allow them to carry out their duties.

Dalkeith Campus: As per PPP2 schools

Snow Sports Centre: The centre is responsible for routine gritting within the facility. Road Services provide salt stockpiles as ordered by the centre manager

Grit Bins: All public grit bins will be filled by a dedicated grit bin crew with a salt / grit mix prior to the end of November and will be replenished as required. It should be noted that there will be 1 crew allocated to grit bins during the winter period to top up grit bins as requested by the public.

NHS Facilities: All access roads, car parks and pedestrian access paths will be gritted prior to 8am as per the road priority routes. This excludes the Community Hospital in Bonnyrigg which is gritted by their in house facilities management company. This is a shared services contract with NHS Lothians.

Snow Conditions (up to 10cm)

Roads: All priority routes will be cleared of snow and treated with salt/grit before any treatment takes place on secondary or tertiary routes (residential streets). This service using HGV snow plough / gritters will be in operation 24 hours a day until conditions are sufficiently clear along with improving weather conditions. The HGV's based at Fushiebridge may be supplemented by framework contractor vehicles as required by the Roads Operations and Asset Manager.

Car Parks: The mini gritter will treat car parks after they have been ploughed by either a shovel or framework contractor snow plough, as required.

Footways: Mini tractors will clear town centre footways and routes to schools in Penicuik, Dalkeith, Bonnyrigg, Mayfield, Gorebridge and Loanhead. These tractors will remain working on footways throughout the normal working day as conditions dictate. (This service may be extended into weekends and out with normal hours based on the prevailing conditions and available resources both physical and financial)

In addition there will be 24 no, 3 man hand clearing crews removing snow and gritting footways on agreed routes to schools and priority routes throughout Midlothian. These crews will come from Land and Countryside Services staff and the framework contract partners. These crews will start outside School entrances and work through defined agreed priority routes. Secondary and tertiary routes (residential streets) are unlikely to receive treatment due to the time commitment to clear the school entrances and priority routes.

PPP2 Schools: As per gritting, with the addition of 2 no 90hp tractors with scraper and gritter attachments to clear snow from access roads and car park areas.

Dalkeith Campus: As per PPP2 schools.

Schools: Facilities Management (FM) staff will clear snow and grit agreed routes within the school boundary. Road Services have provided grit bins to all school properties and will maintain these bins throughout the winter using a salt stockpile obtained for Education.

Grit Bins: As per routine gritting.

Snow Sports Centre: Road Services will assist with an HGV gritter / plough as part of the priority route when and if available. One of the 90hp tractors from Land and Countryside Services will also attend to clearing snow from the centre access road and car park.

Stobhill Depot: Waste Services staff will use the large shovel based at Stobhill depot to clear snow from the roads and parking areas around the facility. Land and Countryside Services will grit / salt the depot with their mini gritter as required.

NHS Facilities: As per routine gritting but includes snow clearing at the Bonnyrigg Community Hospital

Severe Weather / Snow (greater than 10cm lying)

Roads: As per snow conditions, although there may be additional resources brought in to assist the Roads Service HGV's on priority routes using framework partners.

Focus will remain on priority routes only, until these routes are clear and weather conditions improve. Thereafter secondary routes will be treated until clear and only then will tertiary routes (residential streets) receive treatment.

Depending upon the prevailing road conditions - shovels and haulage vehicles from framework partners may be brought in to remove snow to ease the passage of vehicles. This snow will be taken to designated stockpile sites.

Car Parks: The mini gritter will treat these car parks after they have been ploughed, as required.

Mechanical shovels from framework partners may be used to clear car parks.

Footways: As per snow conditions, with the addition of a mini excavator (should conditions dictate) to assist each 3 man crew.

Grit Bins: As per snow conditions.

Community Groups: In addition to the public grit bins there is list of agreed locations with local community group where a bulk bag of grit will be placed for their use in the local area. Building Maintenance Services hi-ab will assist in the delivery of these bulk bags.

PPP2 Schools: As snow conditions.

Dalkeith Campus: As per snow conditions.

Schools: As per snow conditions however, HGV snow ploughs or mechanical shovels will clear the access into the school grounds and a car parking area. Playgrounds will NOT be cleared as a priority. Where possible, snow will be removed to stockpile locations, as resources become available.

Snow Sports Centre: Land and Countryside Services will provide a 90hp tractor with scraper and gritter attachments to assist in keeping the centre open.

Leisure Centres: All Leisure centre grit bins will be filled by Road Services prior to the end of November. Any requests for re-filling must be made at least 24 hours before this becomes necessary. (All requests for refilling grit bins should be made to winterroadsdutyofficer@midlothian.gov.uk)

Leisure centre staff will be responsible for keeping access points clear and gritted.

Road Services have provided snow shovels, long handled steel shovels and wheel barrows to each leisure centre to assist them in their duties

Severe Weather / Snow (greater than 10cm lying) cont'd

A Land and Countryside Services Tractor with scraper and gritter attachments will assist in clearing Loanhead and Penicuik Leisure centres after clearing the snow sports centre.

NHS Facilities: As per snow conditions, if conditions dictate then Building Maintenance Services (BMS) staff will assist in clearing and gritting access points and footways within medical facilities. – As per the list of facilities issued to BMS

Road Services have provided BMS with snow shovels and long handled steel shovels to assist in their duties

Social / Care Facilities: BMS crews will clear around all social / care facilities as per list provided to Building Services Manager, crews are to liaise with facility manager to ensure all access points and fire escapes are clear.

Aaron House will be assisted with snow clearance when the HGV plough is available.

Public Buildings: BMS crews will clear around all Public buildings as per supplied list, after completion of clearing around social / care facilities

When and if waste collection services are suspended, Waste Service staff will assist BMS to carry out snow clearing and gritting around Public Buildings as listed – (list provided to the Waste Services Manager).

Road Services have provided snow shovels and long handled steel shovels to Waste Services staff to assist in their duties.

The Waste Services Manager will be responsible for the provision of suitable vehicles to provide 3 man crews to clear the snow. Upon completion of clearing listed facilities the Waste Services manager will liaise with the Roads Operations and Asset Manager to obtain additional workload.

Waste Services: Should waste collections be suspended and central location collection points instigated, Roads Services will provide a mechanical shovel or plough to clear the designated areas to assist in this service. Liaison will be between the Waste Services Manager and the Roads Operations and Asset Manager.

Stobhill Depot: Waste services staff will use the large shovel based at Stobhill to clear snow from the roads and parking areas around the facility. Land Services will grit / salt the depot with their mini gritter as required.

Public / School Transport: The majority of bus routes are on main priority treatments routes and will be cleared as a priority.

Identified locations where there are issues with pinch points / abandoned vehicles restricting bus routes, will see parking restrictions invoked as required. The Police will assist Travel Team staff in removing vehicles causing an obstruction. Roads Services will place out 'no waiting' cones at these identified locations prior to any snowfall, this decision when to implement this arrangement will be forecast based.

Road Services will provide the Travel Team with a dedicated shovel / plough and operator to assist in clearing any identified problem areas to improve the movement of public transport.

The Travel Team Manager will appoint a member of his staff to co-ordinate communication with the bus operators and the Roads Service teams to ensure problems are identified early and current information is available to the bus operators.

The School transport co-ordinator will identify to the Roads Duty Manager any problems with school transport and where available, resources will be allocated to assist.

Communications:

All winter communications between services should be through the Roads Operations and Asset Manager or the email winterroadsdutyofficer@midlothian.gov.uk

During periods of severe weather the Road Services depot telephone 0131 270 5730 will be diverted to the Contact Centre (CC) by agreement with the Head of Customer and Housing Services. The Roads Operations and Asset Manager will update the CC on current operations so that this message can be relayed to the public.

The Roads Operations and Asset Manager will inform via email the 'Weather information group' forecasts of severe weather and planned action for discussion. This group consists of the Director Resources, Head of Commercial Operations, Police Scotland Area Commander, Road Services Manager, Senior Communications Officer and the Contingency Planning Officer.

Should the action required need further dissemination the Roads Duty Manager will email the 'weather group' to inform of action being taken and the forecast. This group includes Lead councillors, service managers and the contact centre.

The contact centre has been issued with a 2 way radio to allow direct contact with the night shift operative as required.

SALT Stocks:

Road Services will procure sufficient salt supplies to allow Midlothian Council to discharge their duties under the Roads (Scotland) Act 1984.

These stocks will ONLY be used for the road and footway network with reports on usage being submitted to the Scottish Government.

ALL other services will be responsible for ordering and storing their own supplies of salt / grit.

In this regard, if services provide their annual requirements, to the Roads Operations and Asset Manager by June of each year, supplies will be ordered in on their behalf. They will need to provide a total amount of salt required, a storage location and a cost code for recharge. This will be recharged at the current contract rate in force. Any transport costs will be similarly charged at the current contract rate.

If there are specific supply arrangements to be made these must be advised to the Roads Operations and Asset Manager by June each year.

Any requests for salt made after June of each year may NOT be dealt with due to supplier requirements and it will be up to each service to procure their own supplies.

ICICLES: BMS will inspect and monitor public buildings and council housing during severe weather and will make arrangements for dealing with any ICICLES that may cause a danger to the public.



Resilient
Network
Appendix C

- F Fire Station
- + Ambulance Depot
- P Police Station

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STATUS:- .

REV.	DETAIL	DATE	APP.

MIDLOTHIAN COUNCIL CORPORATE RESOURCES	
DIRECTOR OF CORPORATE RESOURCES DUNDAS BUILDINGS 62A POLTON STREET BONNYRIGG EH19 3YD TEL No. 0131 663 1103	COMMERCIAL OPERATIONS
Resilient Network Midlothian Council	
DATE:- 03/08/2017	DESIGNED BY:- JG
SCALE:- NTS	DRAFTED BY:- JG
	CHECKED BY:- MR
Drg. No.:- DRG._NO	A0

APPENDIX C: Page 2 List

Midlothian Road Services

Resilient Road Network 2017 / 2018

Road	Description
A7	From boundary with Scottish Borders to boundary with City of Edinburgh
A701	From boundary with Scottish Borders to boundary with City of Edinburgh
A6094	From boundary with Scottish Borders to boundary with East Lothian
A6106	From A68 to Niddrie Mains Road
A768	From A6094 to A701
A703	From A701 to boundary with City of Edinburgh
A766	From A702 to A701
A772	Dobbies roundabout to boundary with City of Edinburgh
B7006/B7003	From A701 at Bilston through Roslin to A701 at Gowkley Moss
B702	From A768 to A701
B703	From A7 to A6094 (x95 bus route)
B704	From B6392 roundabout to A768 at Lasswade and from A7 to B6372
C35	From A768 to boundary with City of Edinburgh
B6372	From A7 to Barleyknowe road
B6414	Langsidehead Road A6094 to East Lothian Boundary
B6458	From A68 to B6367
B6367	From B6458 to A7
B6392	From A6094 nr Rosewell to A6094 at Melville gate roundabout
B6482	From A7 to A6106
C44	Crawlees Road, (Ambulance Station)
C47	Cowden Road from A6106 to A6094
Bus Routes	Penicuik: Rullion Road / Queensway, Ladywood
	Bonnyrigg: Hopfield, Polton Road from Lasswade to Cameron Cres terminus on to A6094
	Mayfield: Darcy, Oak place, Westhouses rd, Bogwood rd
	Gorebridge: Hunterfield Road, Gore Ave to New Terminus, Stobhill road, Greenhall road, Barleyknowe road

Midlothian Public Conveniences

Report by Director Resources

1 Purpose of Report

The purpose of this report is to put options forward to Council regarding proposals on how to reduce the annual budget for public conveniences by a minimum of £40,000 as approved by Council on 20 December 2016

2 Background

The Strategic Leadership Group officers made a series of recommendations to the Council in a report to Council on 20 December 2016, with a view to reducing the projected financial gap for future years as part of the Council's strategy to maintain financial sustainability.

One of these recommendations was the closure of all Midlothian public conveniences which was estimated to save £100,000 per annum. This recommendation was not approved at the Council meeting however a decision was approved to reduce the public conveniences budget by £40,000 per annum from 2017/18.

Presently there are five public conveniences located in Midlothian situated at:-

	Usage	Usage	Annual
Location	Mon – Fri	Sat – Sun	Usage
• Penicuik, Bank Street, EH26 9BG	140	49	41,496
• Loanhead, Station Road, EH20 9RQ	76	14	21,216
• Bonnyrigg, Woods Court, EH19 3JR	146	92	47,528
• Gorebridge, Hunterfield Road, EH23 4TS	15	14	5,356
• Dalkeith, Eskdail Court, EH22 1AG	280	185	92,040
TOTAL	657	354	207,636

These toilets are open seven days per week between the hours of 9.00am and 6.00pm and are maintained and cleaned by two full time staff who works a 3 days and 4 days rota from 8:15am to 19:15pm. There is one vehicle to operate the mobile system covering the maintenance and cleaning on a regular daily programme.

3 Financial Budget

Council on 20 December 2016 approved a saving of £40,000 per annum with effect from 2017/18, to be achieved from a review of all Midlothian Public Conveniences.

The Council's overall revenue budget for 2017/18 was approved at the Council meeting on 7 February 2017. The approved budget for public conveniences is:-

The historic cost of operating the public toilets and the 2017/18 budget is:-

	Actual 2013/14	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18
Employee Costs	£88,500	£42,000	£46,500	£45,100	£49,300
Premises Costs	£48,000	£45,900	£50,900	£51,200	£56,700
Transports Costs	£5,500	£2,100	£3,100	£2,600	£2,700
Supplies & Services	£2,700	£1,800	£1,600	£1,600	£1,000
Total	£144,700	£91,800	£102,100	£100,500	£109,700
Approved Saving					£(40,000)
2017/18 Approved Budget					£69,700

The historic cost of repairs and maintenance for the public toilets in Midlothian is:-

	Actual 2013/14	Actual 2014/15	Actual 2015/16	Actual 2016/17
Repairs Day to Day	£6,800	£4,500	£5,600	£9,200
Repairs Vandalism	---	---	£1,000	£3,100
Lump Sum Maintenance	£6,500	£8,300	£6,400	£6,600
	£13,300	£12,800	£13,000	£18,900

It is noticeable that the incidence of vandalism has increased in the last financial year.

The table below details the amount of days in 2016/17 when the public toilets have been closed due to vandalism:-

Location	Total Days Closed
Bonnyrigg Public Toilets	84 days
Dalkeith Public Toilets	66 days
Gorebridge Public Toilets	12 days
Loanhead Public Toilets	5 days
Penicuik Public Toilets	27 days
Total	194 days

4 Options

Four options other than complete closure of the facilities have been identified to allow the Council to bridge the budget gap or to generate income, and these are as listed below.

4.1 Option 1: Reduce Staffing and Close Two Facilities.

Reduce staffing levels from 2 to 1 full time equivalent
 Reduce operational days from 7 to 5 (Tuesday to Saturday)
 Reduce operating times (currently 09.00am – 18.00pm) to 09.30am – 17.15pm.

Close the two least used public conveniences at Gorebridge and Loanhead.

In Loanhead the Paradykes Hub is available for the public to use allowing the closure of the Loanhead facility.

In Gorebridge the Gorebridge Hub would be available for the public to use allowing the closure of the Gorebridge facility. In the short term the leisure centre would be available until the Hub opens.

The proposed figures for the above option are as follows, resulting in a saving of £4,200 in a full year and an over spend in 2017/18 of £18,200 assuming the revised arrangements commence in October 2017.

	Approved Budget	2017/18 Forecast Actuals	Required Full Year Budget
Employee Costs	£49,300	£36,500	£26,700
Premises Costs	£56,700	£47,900	£35,500
Transport Costs	£2,700	£2,700	£2,700
Supplies and Services	£1,000	£800	£600
Total	£109,700	£87,900	£65,500
Saving	£(40,000)		
2017/18 Budget	£69,700		
Over spend/(Under spend)		£18,200	£(4,200)

4.2 Option 2 Five Toilets Open with Reduced Staffing

Keep all 5 public conveniences open.

Reduce staffing levels from 2 full time equivalents to 1.07 full time equivalents.

Reduce staffing cover to the following functions.

Open	Clean	Clean and Close
08.30 – 09.30	12.00 – 14.00	16.30 – 19.00

The proposed figures for option 2 are as follows, resulting in an over spend in a full year of £15,400 and over spend in 2017/18 of £27,600 assuming the revised arrangement commence in October 2017.

	Approved Budget	2017/18 Forecast Actuals	Required Full Year Budget
Employee Costs	£49,300	£36,900	£27,000
Premises Costs	£56,700	£56,700	£53,000
Transport Costs	£2,700	£2,700	£2,700
Supplies and Services	£1,000	£1,000	£1,000
Total	£109,700	£97,300	£85,100
Saving	£(40,000)		
2017/18 Budget	£69,700		
Over spend/(Under spend)		£27,600	£15,400

.3 Option 3: Community Ownership/Management

Explore the option of transferring the public conveniences to local community groups or consider selling/leasing them to a private company to operate.

In order to proceed with this option an initial investment of £25,000 in each of the five locations would have to be invested to refurbish the public toilets to a respectable standard.

The proposed figures for this option are as follows, resulting in a £55,200 saving in a full year and an over spend in 2017/18 of £40,000. However, an initial £125,000 one off investment would have to be made by the Council.

It is envisaged that considerable efforts would be required to engage and work with communities to provide this service.

	Approved Budget	2017/18 Forecast Actuals	Required Full Year Budget
Employee Costs	£49,300	£49,300	£0
Premises Costs	£56,700	£56,700	£0
Transport Costs	£2,700	£2,700	£0
Supplies and Services	£1,000	£1,000	£0
Loan Charges	£0		£14,500
Total	£109,700	£109,700	£14,500
Saving	£(40,000)		
2017/18 Budget	£69,700		
Over spend/(Under spend)		£40,000	£(55,200)

4.4 Option 4: Automated Services at the locations

Close all public conveniences and sell the resultant vacant land.
Install new automatic self cleaning, opening and closing public conveniences in the 3 town centres of Bonnyrigg, Dalkieth, and Penicuik.

In Loanhead the Paradykes Hub would be available for the public to use allowing the closure of the Loanhead facility. In Gorebridge the Gorebridge Hub would be available for the public to use this allowing the closure of the Gorebridge facilities. In the short term the leisure centre would be available.

Income would be generated by charging 20p admission fee.
Current usage is estimated at approximately 180,000 users per annum at the three locations. Based on an estimated drop in usage of 50% following introduction of a charge, income is estimated at:-

Projected No's	Charge	Projected Yearly Income
90,000	20p	£18,000

The proposed figures for the above are as follows, resulting in a £17,200 saving in a full year and an over spend in 2017/18 of £40,000 but an initial £289,000 one off investment would have to be made in order to purchase the 3 new automatic public toilets.

Note an additional allocation of £289,000 of capital costs in the General Services Capital Plan will increase the overall level of debt outstanding (which is already significantly above the cap set by Council) and will have a corresponding increase in loan charges as shown in the table.

It is envisaged that this proposal would not be available until 2018/19 due to the requirement to obtain planning permission, installation of services and delivery of the units.

	Approved Budget	2017/18 Forecast Actuals	Required Full Year Budget
Employee Costs	£49,300	£49,300	£0
Premises Costs	£56,700	£56,700	£46,500
Transport Costs	£2,700	£2,700	£0
Supplies and Services	£1,000	£1,000	£0
Loan Charges	£0	£0	£24,000
Income	£0	£0	£(18,000)
Total	£109,700	£109,700	£52,500
Saving	£(40,000)		
2017/18 Budget	£69,700		
Over spend/(Under spend)		£40,000	£(17,200)

5 Report Implications

5.1 Resource

Council on 20 December 2016 approved reducing the Public Toilet budget by £40,000. The tables below provide details of the savings and the input on resources that could be achieved by implementing each of the four options.

The option of complete closure of the facilities would reduce savings of £69,700 and requires to be considered alongside the options set out in the review.

6.2 Risk

A risk assessment of the cleaning standards for all options has been undertaken.

However there is the Risk of buildings falling into further disrepair with options 1 and 2. Viability of finding group willing to take on toilets and bearing full cost including vandalism for option 3 may prove challenging for this option. Option 4 income may be less than projected depending on public usage.

Overall any changes to the public toilet provision may lead to criticism of the Council.

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 Outcomes

The review of public conveniences will alter the way in which the services are provided and depending on the selected option public access to facilities could be reduced.

6.5 Adopting a Preventative Approach

Provision of facilities in town centres adds to the range of services offered and may influence public choice in where to visit.

6.6 Involving Communities and Other Stakeholders

Full consultation will be undertaken with staff, community groups and publicity campaign will operate alongside the chosen option.

6.7 Ensuring Equalities

An equalities input assessment has been carried out.

6.8 Supporting Sustainable Development

Changes to the way in which public conveniences are operated will contribute to the overall financial viability of the Council.

6.9 IT Issues

There are no IT issues arising from this report.

7 Recommendations

The Council are recommended to;

- a) Note the options set out in this report; and
- b) To instruct the Director Resources to progress with the closure of five public conveniences in light of the budget position facing the Council.

6 September 2013

Report Contact: Craig Gillie

Tel No 0131 561 5260

E-mail craig.gillie@midlothian.gov.uk

Background Papers



Name of Committee	Date of Meeting
Council	26 September 2017

Report Title	Report Author
Learning Estate Strategy	Dr Mary Smith

Outline of report

The purpose of this report is to present the Learning Estate Strategy and asks Council to approve the provisions of the short term strategy from 2018-2023.

Proposed recommendations

Recommendations are still to be agreed by the Board but draft recommendations are:

- *Acknowledge the essential requirement and benefits of preparing a long term strategy for the learning estate in Midlothian ;*
- *Approve the provisions of the short term strategy to 2023 in order to meet essential learning estate requirements over that period and ask officers to prepare a further report on the financial costs of the short term strategy as part of the capital plan to November Council ;*
- *Note the indicative strategy for the medium and longer terms, and which will be the subject of review and regular reporting to Council ;*

Please explain why the report is late

Officers are working to conclude the strategy and seminar presentation. Note that this is a 30 year strategy and has involved extensive cross council working

Late report approved for submission by (Director)

Please note that late report submissions must be emailed to Democratic Services by the report deadline from the Director's Office

Mary Smith

Date final report will be submitted

Please note the absolute deadline for reports to be submitted for consideration is three clear days before the meeting

Thursday 21 September

Midlothian Local Development Plan – Report of Examination

Report by Ian Johnson, Head of Communities and Economy

1 Purpose of Report

- 1.1 This report advises Members of the recommended modifications to the Proposed Midlothian Local Development Plan (MLDP) following receipt of the Report of Examination and outlines the next steps towards adopting the plan.

2 Background

- 2.1 Preparation of the Midlothian Local Development Plan is at an advanced stage; and once finally adopted it will replace the existing Midlothian Local Plan (2008), setting out the local planning strategy for Midlothian over the next ten years. In accordance with the relevant statutory process, the Proposed MLDP was published by the Council in May 2015. A total of 838 representations were received comprising 2,770 separate comments. The representations were considered by Council on 17 May 2016 but no modifications were made to the plan as a result and consequently they remained unresolved thereby requiring examination by an appointed Scottish Government Reporter, which commenced on 7 November 2016.
- 2.2 The Planning Committee on 6 June 2017 considered a report updating Members on the progress of the proposed MLDP, in particular the progress of the examination into the unresolved issues in respect of representations made to the proposed MLDP (those representations made which have not been withdrawn). The examination has subsequently concluded and the report of examination was received on 5 July 2017 and published by the Directorate of Planning and Environmental Appeals (DPEA) on 10 July 2017.

Examination and Report of Examination

- 2.3 The Examination is the penultimate stage of the development plan process before the Council considers the adoption of the plan. The Examination is conducted by a Reporter or Reporters from the Directorate of Planning and Environmental Appeals (DPEA). The DPEA are wholly responsible for conducting and managing the examination process from the appointment of the Reporter(s) through to the submission of the final Report of Examination to the Council. Details about the Examination and all information relating to the Examination is published on their website (<https://www.dpea.scotland.gov.uk/CaseDetails.aspx?ID=117629>)
- 2.4 The Examination is the principal means of independently examining any unresolved issues arising from representations made to the Proposed Plan. The Council prepares schedules of the unresolved

issues summarising the representations received, outlining the modifications or changes requested by the representor and setting out the Council's response to the representations. The scope of the Examination is limited only to the issues identified in the representations and it is for the Reporter to consider the arguments presented and any supporting evidence from the Council and the representors on the various issues. The Reporter uses the schedules submitted to the Examination to record their conclusions and recommendations. The completed schedules form the basis of the final report to the Council.

- 2.5 The recommendations in examination reports are largely binding on planning authorities¹. Planning authorities may only depart² from recommendations in the prescribed circumstances where the recommendations:
- (a) would have the effect of making the Local Development Plan inconsistent with the National Planning Framework, or with any Strategic Development Plan or national park plan for the same area;
 - (b) is incompatible with Part IVA of the Conservation (Natural Habitats etc) Regulations 1994; or
 - (c) would not be acceptable having regard to an environmental assessment carried out by the planning authority on the plan following modification in response to recommendations; and
 - (d) are based on conclusions that could not reasonably have been reached based on the evidence considered at the Examination

Note – Criterion (d) addresses the possibility of clear errors having been made by the Reporter. It does not relate to circumstances where the planning authority disagrees with the planning judgement reached by the Reporter.

On receipt of the Report of Examination the planning authority is required to make the modifications recommended and any other requisite changes.

- 2.6 The Examination into the MLDP involved officer participation in one formal hearing session (on housing land supply) and additional written responses to eleven requests for further information, of which only two were issued to the Council as the sole respondent, the remainder involved other interested parties for comment and response.

3 Examination Reporter's Conclusions and Recommendations on the MLDP

- 3.1 In many cases the Reporter has concluded that there should be no changes to the plan. He has also made a number of recommendations but many are of a minor nature (wording, emphasis etc) and are designed to provide greater clarity or consistency with either Scottish

¹ S19(10) of the Planning etc. (Scotland) Act 2006

² The Town and Country Planning (Grounds for Declining to Follow Recommendations) (Scotland) Regulations 2009, Circular 6/2013 Development Planning, paragraph 92

Planning Policy (SPP) or the approved Strategic Development Plan (SDP) for South East Scotland. Virtually all of these can be accepted.

3.2 Overall the Reporter's recommendations do not fundamentally alter the settled position of the Council as set out in the Proposed Plan.

3.3 However, in respect of one matter the Council may wish to consider not supporting a particular recommendation; where the Reporter states in relation to the Midlothian Science Zone (MSZ) (formerly The Bush):

"Modify the proposed local development plan by:

2. Showing the white land within The Bush (north and east of business site b4 and west of strategic employment allocation Bt3) as "open space (outside settlement area)" on the proposals maps."

It is considered that the Reporter has misinterpreted the reference to open space designation in the plan and on the proposals map in respect of its application within town and village settlement boundaries and has incorrectly applied it to the MSZ policy boundary. Accordingly in line with criterion (d) of paragraph 2.5 above it is proposed to reject this recommendation and prepare a statement to this effect and include that justification along with the submission of the modified plan to Scottish Ministers (see part 4 below for details of the next statutory stages).

3.4 A list of the Reporter's recommendations (by unresolved issue) and the Council's proposed modifications is appended to this report. Of the 34 issues identified the key conclusions, recommendations and changes proposed include:

Issue 3 - Development Strategy

- ✚ No new housing or economic development sites over and above the sites identified in the plan;
- ✚ Housing land supply provided for in the plan is sufficient to meet SPP and SDP housing land requirements; and
- ✚ No support for calls to delete committed sites which are not yet developed.

Issue 6 – Improving Transport Connectivity

- ✚ Council has undertaken extensive transport analysis and the plan provides sufficient justification for the A701/A702 road proposals;
- ✚ Support for access to the Newton Farm housing site (Hs1) from the A720/A68 junction;
- ✚ Potential route for a railway line to Penicuik should not be safeguarded as there is no provision for it in SESplan and because of uncertainties around deliverability; and
- ✚ The plan supports use of more sustainable modes of transport and does not encourage private car use.

Issue 7 – Site Ec3 at Straiton and A701 Relief Road

Film Studio

- ✚ Film studio to be identified on proposals map as a unique development (reference to Ministerial decision with regard to a planning application). The recommendations provide clarification

that in the event the development does not proceed the land reverts back to its current use (part green belt, countryside and employment (part of site Ec3)). The Reporter has protected the development opportunity but removed the presumption in favour of alternative uses on the green belt and countryside elements of the site.

Extension to Straiton Retail Park

- ↪ Plan provides robust justification to include Ec3 as part of the network of centres in SDP. Supports masterplan approach to avoid piecemeal development and to confirm appropriate uses which should provide for an element of housing but the Reporter does not prescribe how much.

Issue 10 - Mineral Extraction

- ↪ Does not support the addition of Airfield Farm near Cousland as an area of search for coal.

Issue 13 – Green Network & Newbattle Strategic Greenspace

- ↪ The allocation of the Newbattle strategic greenspace provides greater long term protection than green belt allocation.

Issue 23 – General Delivery Issues

- ↪ The Reporter is satisfied that the plan sets out the infrastructure requirements to allow development to proceed, including education needs; community facilities; water and drainage; and health and emergency services.
- ↪ The Reporter is satisfied that there is sufficient provision within the plan (along with accompanying documents) to ensure that satisfactory infrastructure can be delivered to meet future growth.

4 Adoption Process

- 4.1 Following receipt of the report of examination the Council has three months³ in which to consider the recommendations and to modify the plan in line with the Reporter's recommendations or, where the Council does not agree, provide a statement setting out their justification for not modifying the plan.
- 4.2 Within this period the Council must also advertise its intention to adopt the plan indicating if it has modified the plan or not, where and when the plan can be inspected, make copies of the plan (as modified if appropriate) available to inspect at the planning office, in all libraries and online and notify all the people who made representations to the plan of the above. In addition the Council has to submit a list of the modifications made following the report of examination to Scottish Ministers along with a statement explaining why the Council has not accepted any recommended modifications (if applicable); a copy of the plan as proposed to be adopted; the report of examination, and the advert of intention to adopt the Plan and the revised Environmental Report (if applicable). Following a recent screening report the Strategic Environmental Assessment (SEA) Gateway authorities have confirmed

³ S19(12) of the Planning etc. (Scotland) Act 2006, Circular 6/2013 Development Planning, paragraph

that they concur with the Council's view that there are unlikely to be any significant adverse environmental effects arising from the report of examination.

- 4.3 After a period of 28 days following formal submission to Scottish Ministers, unless directed not to by Ministers the Council can adopt the plan. A further report would then be prepared for the Council in November to inform Members of the Ministers' decision and, subject to that decision, to seek approval to take the necessary steps to formally adopt the plan.
- 4.4 The report to Planning Committee on 6 June 2017 highlighted that work was underway to prepare draft Supplementary Guidance and Planning Guidance on a range of policy topics to coincide with the receipt of the Report of Examination. Work is at an advanced stage on some of the key pieces of guidance, including developer contributions and affordable housing, the Midlothian Green Network and mineral resource extraction. If the Council agrees to adopt the plan in line with the report's recommendations then the emerging guidance will be updated to incorporate the changes arising from the Report of Examination.

5 Report Implications

5.1 Resource

The costs associated with producing the Local Development Plan have to date been met within existing budgets. The costs associated with the Examination are greater than projected due to the extent of work undertaken by the DPEA. This excess, together with the costs of subsequent reproduction and publication of the adopted MLDP, will require careful monitoring of this year's allocated Planning budget.

5.2 Risk

Legislation requires that the Council has three months from receipt of the report of examination to submit the proposed plan as modified to the Scottish Ministers. Failure to comply with this timescale will delay the adoption date of the plan. Delay in adoption would mean that the Council would be dependent upon an out of date (2008) local plan. This would result in uncertainty amongst local communities over the future development of their localities; it would undermine the confidence of potential inward investors, as well as that of businesses in Midlothian wishing to grow; and it could result in pressure for housing development on unplanned and unfavoured sites, with the added risk of loss at appeal potentially with either reduced or no developer contributions towards consequential infrastructure.

Equally, in addition to delaying the adoption of the plan, failure to provide sufficient justification in the event that the Council decides not to accept any of the recommendations may result in the Scottish Ministers directing the Council not to adopt the plan as proposed but to direct the Council to modify the plan as Ministers see fit or to approve the plan themselves.

5.3 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

5.4 **Key Priorities within the Single Midlothian Plan**

The MLDP provides the spatial land use policy and development framework for Midlothian for the next ten years. It is a vital component in ensuring economic growth and business support opportunities across Midlothian.

5.5 **Impact on Performance and Outcomes**

The Examination is the penultimate stage of the development plan process before the plan is adopted. Once adopted it will provide the policy and development framework to support improving opportunities in Midlothian and supporting sustainable growth.

5.6 **Adopting a Preventative Approach**

The MLDP provides land use planning policy guidance for investment in future growth and development across the Council area up to 2027 and will help to inform the future investment priorities of the Council and its community planning partners as well as other public, private and voluntary sector bodies.

5.7 **Involving Communities and Other Stakeholders**

The local development plan process has been subject to public consultation at the Main Issues Report stage (in accordance with the activities and timetable set out in Development Plan Scheme No. 5, March 2013) and the Proposed Plan was placed on deposit for a period of representations to be made which ran from 14 May 2015 to 26 June 2015. The latest Development Plan Scheme No. 9 (March 2017) sets out the remaining stages of the development plan process post examination, including the preparation of Supplementary Guidance and Planning Guidance to support the MLDP and looks ahead to the emerging Strategic Development Plan (2) (currently at examination stage) and the corresponding consultation and engagement events and activities associated with the next MLDP, starting in 2018.

5.8 **Ensuring Equalities**

Both Strategic Environmental Assessment and an Equalities and Human Rights Impact Assessment were conducted in the early stages of the plan production process on the Main Issues Report and subsequently at the Proposed MLDP stage. In both cases the assessments were approved by Council. The proposed changes to the proposed plan arising from the Report of Examination (prepared by the Directorate of Planning and Environmental Appeals) do not fundamentally change the objectives, policies and proposals of the plan

which represents the settled position of the Council and therefore it does not warrant further equalities assessment.

This report is seeking Council approval to adopt the Proposed Plan in line with the Reporter's recommendations. As part of that process the Council has a requirement to notify people who made representations to the Proposed Plan prior to the Examination that the Proposed Plan has been published in the form the Council intends to adopt it and where and when it can be viewed.

5.9 Supporting Sustainable Development

Preparation of the plan to proposed plan stage was subject to and informed by the requirements of the Environmental Assessment (Scotland) Act 2005 ('strategic environmental assessment'). The environmental authorities agree that no further significant environmental effects are likely as a consequence of the modifications recommended in the Report of Examination. In the event that the Council agrees to make these modifications, the Act requires the Council to make a determination that the modifications are unlikely to give rise to significant environmental effects. A copy would require to be sent to the environmental authorities and the determination publicised in the local press and online.

5.10 IT Issues

There are no IT issues arising from this report.

6 Summary

- 6.1 The report of the examination submitted to the Council by the independent Scottish Government Reporter includes very few substantive modifications to the Proposed Midlothian Local Development Plan. It is particularly to be welcomed that the Reporter supports the Council's position that it has a sufficient housing land supply, and that no new housing allocations are proposed over and above those identified in the Proposed Plan. The Reporter's report can therefore be regarded as an endorsement of the Council's Proposed Plan. Accordingly it would be appropriate for the Council to accept the proposed modifications, with one justifiable exception (paragraph 3.2 above refers) and to notify Scottish Ministers of its intention to adopt the Plan.

7 Recommendations

- 7.1 Council is recommended to:

- a) approve the proposed modifications to the plan as indicated in appendix 1 to this report;
- b) require the Head of Communities and Economy to make the necessary arrangements to:
 - i. publish a notice of the Council's intention to adopt the Proposed Plan;
 - ii. make the list of proposed modifications and copies of the Proposed Plan available to inspect at the planning office, in all public libraries and on the internet; and
 - iii. notify interested parties who made representations to the Proposed Plan prior to the Examination advising the

Proposed Plan has been published in the form the Council intends to adopt it and where and when it can be viewed.

- c) require the submission of the following documents to Scottish Ministers in accordance with statutory requirements:
 - i. a list of the modifications made following the receipt of the Examination Report;
 - ii. a statement setting out any recommended modifications that the authority has not made and the explanation for this;
 - iii. the Proposed Plan the Council wishes to adopt;
 - iv. the Report of Examination;
 - v. the advert of intention to adopt the plan; and
 - vi. any environmental assessment carried out into the Proposed Plan as modified; and
- d) require the preparation of a further report to Council in due course to confirm the Ministers' direction in respect of adopting the plan and the procedure to constitute the Proposed Plan as the adopted Midlothian Local Development Plan.

Ian Johnson
Head of Communities and Economy

Date: 28 August 2017
Report Contact: Peter Arnsdorf
Tel No: 0131-271-3310
Email: perter.arnsdorf@midlothian.gov.uk

Background Papers:

- Proposed Midlothian Local Development Plan – Report of Examination (July 2017)
- Midlothian Council Planning Committee, 6 June 2017 – Midlothian Local Development Plan Update

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ISSUES	REPORTERS' RECOMMENDATIONS	REPORT PAGE NO	COUNCIL'S MODIFICATIONS	PLAN PAGE/ PARA NO
01 Vision, Aims and Objectives	Modify the proposed local development plan by: 1. Replacing the first sentence of the second paragraph of The Vision on page 2 with: "Whilst demonstrating a renewed vibrancy, our towns and villages will retain their character and identities, striving to meet needs locally."	3	Accept Reporter's recommendation in full	2
	Modify the proposed local development plan by: 2. Replacing the final sentence of the second paragraph of The Vision on page 2 with: "The natural and built environment will be protected and be an attraction and inspiration to its communities and visitors alike."		Accept Reporter's recommendation in full	2
	Modify the proposed local development plan by: 3. Replacing the fifth Environmental Objective on page 2 with: "Prioritise the reuse of brownfield land over the development of greenfield, especially Green Belt, land and the efficient use of land generally."		Accept Reporter's recommendation in full	2
	Modify the proposed local development plan by: 4. Replacing the seventh Environmental Objective on page 3 with: "Promote sustainable energy solutions where this can be achieved in a manner acceptable in terms of the environment."		Accept Reporter's recommendation in full	3
	Modify the proposed local development plan by: 5. Replacing the ninth Environmental Objective on page 3 with: "Safeguard and enhance biodiversity and take full account of development impact on the water environment whilst consideration being taken for its improvement."		Accept Reporter's recommendation in full	3
	Modify the proposed local development plan by: 6. Replacing paragraph 2.1.2 on page 4 with: "The Plan takes full account of SESplan's spatial development strategy and strategic policy framework and the provisions of the Third National Planning Framework and the revised Scottish Planning Policy."		Accept Reporter's recommendation in full	4

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ISSUES	REPORTERS' RECOMMENDATIONS	REPORT PAGE NO	COUNCIL'S MODIFICATIONS	PLAN PAGE/ PARA NO
02 Committed Development (includes economic)	Modify the proposed local development plan by: 1. Inserting a new paragraph 2.2.5 to section 2.2 'Existing Development Commitments' on page 5 as follows: "2.2.5 There have been some legislative and regulatory changes, as well as identified changes to the physical environment (including updated flood risk mapping), since committed sites were allocated. In order to ensure compliance with legislation, and the provisions of the development plan, the council will require proposals for development on committed sites to be supported by up-to-date information on the physical environment and flood risk. This will allow informed consultation with statutory bodies and ensure that an appropriate response to any identified or potential environmental harm or flood risk is taken."	27	Accept Reporter's recommendation in full	5
	Modify the proposed local development plan by: 2. Replacing the second sentence of the development considerations for site h38 (South Mayfield) on page 104 with: "There is a development brief for the site (and sites h34 and h35 in Newtongrange) which requires to be revised or replaced. The design and layout of development should also relate to adjacent site h49 at Dykeneuk. The developer has experienced..."		Accept Reporter's recommendation in full	104
	Modify the proposed local development plan by: 3. Replacing the third sentence of the development considerations for site h49 (Dykeneuk, Mayfield) on page 105 with: "The design and layout of the site and delivery of the development should be brought forward within the context of the development brief for the adjoining committed development sites (h34, h35 and h38) or any revised or replacement development brief for the area."		Accept Reporter's recommendation in full	105
	Modify the proposed local development plan by: 4. Adding a new final sentence to the development considerations for site h34 (East Newtongrange) on page 109 as follows: "There is a requirement for this brief to be revised or replaced."		Accept Reporter's recommendation in full	109

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ISSUES	REPORTERS' RECOMMENDATIONS	REPORT PAGE NO	COUNCIL'S MODIFICATIONS	PLAN PAGE/ PARA NO
	Modify the proposed local development plan by: 5. Adding a new final sentence to the development consideration for site h35 (Lingerwood) on page 109 as follows: "There is a requirement for this brief to be revised or replaced."		Accept Reporter's recommendation in full	109
	Modify the proposed local development plan by: 6. Amending the status for site h43 (Shawfair) within 'Appendix Table 1A.3 Sites allocated in 2003 Shawfair Local Plan' on page 152 from "M/C" to "Consent".		Accept Reporter's recommendation in full	152
03 Requirement for New Development - Housing Strategy	Modify the proposed local development plan by: 1. Replacing the final sentence of paragraph 2.3.5 under section 2.3 'Requirement for New Development' on page 6 with the following: "Outwith the built-up areas, there will be a general presumption against housing development unless a deficit in the 5 year effective housing land supply emerges." page 6.	60	Accept Reporter's recommendation in full	6
	Modify the proposed local development plan by: 2. Replacing paragraph 2.3.6 under section 2.3 'Requirement for New Development' on page 6 with the following: "2.3.6 To meet the Midlothian requirement to 2024 (12,490 houses), the SESplan Supplementary Guidance on Housing Land predicted a requirement to identify additional housing land to accommodate 2,550 houses through the MLDP, spread across three Strategic Development Areas. As required by SESplan this assumption was re-assessed during production of the local development plan (at the examination stage) producing a revised need for 2,534 houses. Consequently, new allocations (listed in Appendix 3A of this Plan) have been allocated in the three Strategic Development Areas across Midlothian to meet this need. The Midlothian housing requirement and a prediction of how the housing requirement will be met over the lifetime of the plan		Accept Reporter's recommendation in full	6

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ISSUES	REPORTERS' RECOMMENDATIONS	REPORT PAGE NO	COUNCIL'S MODIFICATIONS	PLAN PAGE/ PARA NO																																				
	<p>through completions, committed housing (the established supply), new allocations, and windfall is as follows:</p> <table><tr><td></td><td>2009-2019</td><td>2019-2024</td><td>2009-2024</td></tr><tr><td>Housing Land Requirement</td><td>8,080</td><td>4,410</td><td>12,490</td></tr><tr><td><i>Minus</i></td><td></td><td></td><td></td></tr><tr><td>Completions (2009-2016)*</td><td>3,652</td><td>0</td><td>3,652</td></tr><tr><td>Established land supply*</td><td>2,195</td><td>3,125</td><td>5,320</td></tr><tr><td>New LDP allocations*</td><td>475</td><td>2,566</td><td>3,041</td></tr><tr><td>Projected windfall*</td><td>369</td><td>615</td><td>984</td></tr><tr><td><i>Equals</i></td><td></td><td></td><td></td></tr><tr><td>Total housing land supply</td><td>6,691</td><td>6,306</td><td>12,997</td></tr></table> <p>* Using the agreed 2016 housing land audit for completions and programming; and an average windfall allowance of 123 homes per year based on 9 years of historic housing land audit data.</p> <p>Table 2.3 Midlothian Housing Land Requirement and Housing Land Supply 2009-2024</p>		2009-2019	2019-2024	2009-2024	Housing Land Requirement	8,080	4,410	12,490	<i>Minus</i>				Completions (2009-2016)*	3,652	0	3,652	Established land supply*	2,195	3,125	5,320	New LDP allocations*	475	2,566	3,041	Projected windfall*	369	615	984	<i>Equals</i>				Total housing land supply	6,691	6,306	12,997			
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	Modify the proposed local development plan by: 3. Deleting 'Table 2.3 SESplan additional housing allowances' from page 6 under section 2.3 'Requirement for New Development'.		Accept Reporter's recommendation in full	6																																				
	Modify the proposed local development plan by: 4. Deleting the last sentence beginning "The combined contribution..." of paragraph 2.3.7 under section 2.3 'Requirement for New Development' on		Accept Reporter's recommendation in full	2.3.7																																				

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ISSUES	REPORTERS' RECOMMENDATIONS	REPORT PAGE NO	COUNCIL'S MODIFICATIONS	PLAN PAGE/ PARA NO																				
	Modify the proposed local development plan by: 5. Deleting 'Table 2.4 MLDP new housing land provision' from page 7 under section 2.3 'Requirement for New Development'.		Accept Reporter's recommendation in full	7																				
	Modify the proposed local development plan by: 6. Inserting a new paragraph 2.3.10 under section 2.3 'Requirement for New Development' on page 7 as follows: "2.3.10 These actions should enable the release of further housing. However, where there is an identified deficit in the five year effective housing land supply there will be a requirement to ensure the continued delivery of housing to meet the housing land requirement. Therefore, housing proposals on greenfield/green belt locations may be acceptable where it is demonstrated that they will augment the 5-year effective housing land supply following the provisions of SESplan policy 7."		Accept Reporter's recommendation in full	7																				
	Modify the proposed local development plan by: 7. Amending the paragraph numbering by changing paragraph 2.3.10 to 2.3.11 and 2.3.11 to 2.3.12 under section 2.3 'Requirement for New Development'.		Accept Reporter's recommendation in full	2.3.10 to 2.3.11 & 2.3.11 to 2.3.12																				
	Modify the proposed local development plan by: 8. Replacing the table in Appendix 3A Strategic Housing Land Allocations with the following: <table border="1" data-bbox="277 1209 1111 1430"> <tr> <td></td><td></td><td>Indicative Capacity (to 2024)</td><td>Indicative Capacity (post 2024)</td><td>Safeguarded Capacity (beyond 2024)</td></tr> <tr> <td colspan="5">South East Edinburgh/Shawfair Strategic Development Area</td></tr> <tr> <td>Hs0</td><td>Cauldcoats</td><td>320</td><td>30</td><td>200</td></tr> <tr> <td>Hs1</td><td>Newton Farm</td><td>225</td><td>255</td><td>220</td></tr> </table>			Indicative Capacity (to 2024)	Indicative Capacity (post 2024)	Safeguarded Capacity (beyond 2024)	South East Edinburgh/Shawfair Strategic Development Area					Hs0	Cauldcoats	320	30	200	Hs1	Newton Farm	225	255	220		Accept Reporter's recommendation in full	Appendix 3A
		Indicative Capacity (to 2024)	Indicative Capacity (post 2024)	Safeguarded Capacity (beyond 2024)																				
South East Edinburgh/Shawfair Strategic Development Area																								
Hs0	Cauldcoats	320	30	200																				
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ISSUES	REPORTERS' RECOMMENDATIONS				REPORT PAGE NO	COUNCIL'S MODIFICATIONS	PLAN PAGE/ PARA NO
	A7/A68/Borders Rail Corridor Strategic Development Area						
	Hs2	Larkfield West, Eskbank	60				
	Hs3	Larkfield South, Eskbank	35				
	Hs4	Thornybank East, Dalkeith	82				
	Hs5	Thornybank North, Dalkeith	30				
	Hs7	Redheugh West (Phase 2), Gorebridge	150	50	400		
	Hs8	Stobhill Road, Gorebridge	80				
	Hs9	Broomieknowe, Bonnyrigg	56				
	Hs10	Dalhousie Mains, Bonnyrigg	300				
	Hs11	Dalhousie South, Bonnyrigg	175	185			
	Hs12	Hopefield Farm 2, Bonnyrigg	375		375		
	Hs13	Polton Street, Bonnyrigg	18				
	Hs14	Rosewell North	60				
	A701 Corridor Strategic Development Area						
	Hs15	Edgefield Road, Loanhead	41				
	Hs16	Seafield Road, Bilston	330	20	200		
	Hs17	Pentland Plants.	75				

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ISSUES	REPORTERS' RECOMMENDATIONS					REPORT PAGE NO	COUNCIL'S MODIFICATIONS	PLAN PAGE/ PARA NO
		by Bilston						
	Hs18	Roslin Institute, Roslin	180	20				
	Hs19	Roslin Expansion	75	185				
	Hs20	Auchendinny	342	8				
	Hs21	Eastfield Farm Road, Penicuik	12					
	Hs22	Kirkhill Road, Penicuik	20					
	TOTALS		3,041	753	1,395			
	Modify the proposed local development plan by: 9. Amending the settlement statements to reflect changes in programming of new housing allocations following the changes shown in amended Appendix 3A (recommendation 8 above).						Accept Reporter's recommendation in full	Appendix 3A
04 Open Space, Design & Coalescence	Modify the proposed local development plan by: 1. Deleting the first sentence of policy DEV 1 (community identity and coalescence) on page 12 and replacing with: "Development will be supported where it does not result in the physical or visual coalescence of neighbouring communities. Where coalescence may occur, the development must include mitigation measures to maintain visual separation and protect community identity."					105	Accept Reporter's recommendation in full	12
	Modify the proposed local development plan by: 2. Amending policy DEV 2 (protecting amenity within the built-up area) on page 13 by deleting "not" and replacing "where" with "unless".						Accept Reporter's recommendation in full	13
	Modify the proposed local development plan by: 3. Amending criterion 'C' in policy DEV 5 (sustainability in new development) on page 16 by replacing the word "line" with "accordance".						Accept Reporter's recommendation in full	16

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ISSUES	REPORTERS' RECOMMENDATIONS	REPORT PAGE NO	COUNCIL'S MODIFICATIONS	PLAN PAGE/ PARA NO
	Modify the proposed local development plan by: 4. Amending policy DEV 5 (sustainability in new development) on page 16 by adding a new criterion 'I' which states: "where flood risk has been identified on a development site or where a development proposal will increase flood risk elsewhere, the layout of the site will be designed to reduce flood risk on or off site, in accordance with policy ENV 9."		Accept Reporter's recommendation in full	16
	Modify the proposed local development plan by: 5. Adding the following text to the end of the second sentence of policy DEV 7 (landscaping in new development) on page 18: "be informed by the results of an appropriately detailed landscape assessment, to ensure the landscaping proposals"		Accept Reporter's recommendation in full	18
	Modify the proposed local development plan by: 6. Replacing criterion 'E' of policy DEV 7 (landscaping in new development) on page 18 with: "provide effective screening. Where the development abuts the countryside an effective tree belt will be required to define the urban edge, allow for future growth of the trees and promote pedestrian access to the countryside beyond and wider path networks;"		Accept Reporter's recommendation in full	18
	Modify the proposed local development plan by: 7. Amending paragraph 3.3.4 on page 15 by deleting "seeks to" and replacing "establish" with "defines".		Accept Reporter's recommendation in full	15
	Modify the proposed local development plan by: 8. Amending paragraph 3.3.6 on page 15 by replacing "seeks to" with "will".		Accept Reporter's recommendation in full	15

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ISSUES	REPORTERS' RECOMMENDATIONS	REPORT PAGE NO	COUNCIL'S MODIFICATIONS	PLAN PAGE/ PARA NO
05 Affordable and Specialist Housing	Modify the proposed local development plan by: 1. Replacing the first sentence of paragraph 3.2.3 within section 3.2 'Providing for Housing Choices' on page 13 with the following: "Affordable housing is "housing of a reasonable quality that is affordable to people on modest incomes" (Scottish Planning Policy, 2014)".	128	Accept Reporter's recommendation in full	13
	Modify the proposed local development plan by: 2. Updating the waiting list information within the third sentence of paragraph 3.2.3 in section 3.2 'Providing for Housing Choices' on page 13 with the following: "This assessed need and the Council's housing waiting list (4,782 households in April 2016)..."		Accept Reporter's recommendation in full	13
	Modify the proposed local development plan by: 3. Adding a sentence to the end of paragraph 3.2.2 within section 3.2 'Providing for Housing Choices' on page 13 as follows: "The application of the 25% requirement to committed, windfall, and strategic housing land allocations should ensure that the need for 1,053 affordable houses identified in the HNDA is met together with improving the supply of housing for those on the waiting list across Midlothian."		Accept Reporter's recommendation in full	13
	Modify the proposed local development plan by: 4. Replacing the first sentence of the third paragraph of policy DEV 3 (affordable and specialist housing) on page 14 as follows: "Providing lower levels of the affordable housing requirement, or a commuted sum, may be acceptable where this has been fully justified to the Council."		Accept Reporter's recommendation in full	14

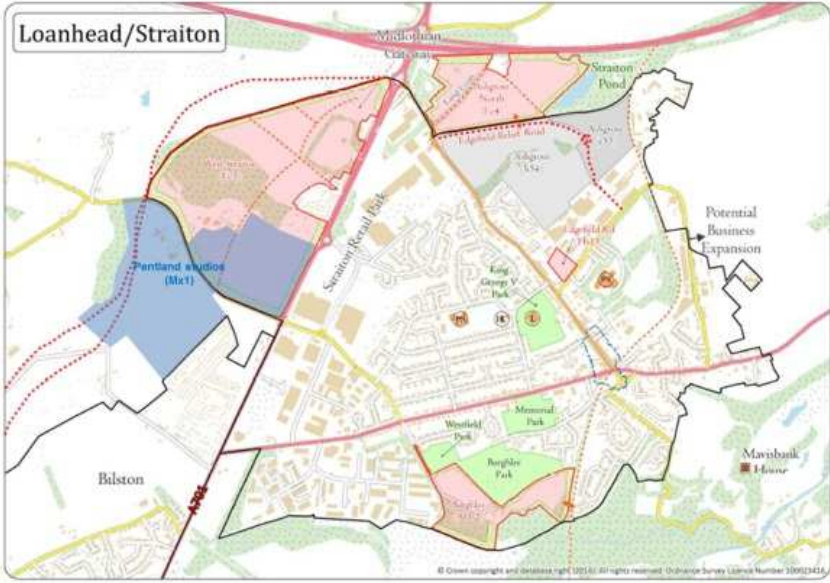
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ISSUES	REPORTERS' RECOMMENDATIONS	REPORT PAGE NO	COUNCIL'S MODIFICATIONS	PLAN PAGE/ PARA NO
06 Improving Transport Connectivity	Modify the proposed local development plan by: 1. Replacing the second sentence of paragraph 4.5.8 on page 28 with: "This is considering the longer term impacts on the strategic transport network of potential future growth as part of the SESplan spatial strategy."	144	Accept Reporter's recommendation in full	28
	Modify the proposed local development plan by: 2. Replacing the transport intervention "Redheugh Station" within policy TRAN 2 (transport network interventions) on page 28 with "Potential rail station at Redheugh".		Accept Reporter's recommendation in full	28
	Modify the proposed local development plan by: 3. Replacing the first transport requirement in Table 8.18 'Gorebridge Implementation Requirements' on page 117 with: "Borders Rail, including Gorebridge station and related car park and/or potential new Redheugh station and related car park".		Accept Reporter's recommendation in full	117
07 Site Ec3 and A701 Relief Road	Modify the proposed local development plan by: 1. Replacing the sixth sentence in paragraph 8.3.4 on page 126 with: "Uses could include retail, hotel, office, commercial leisure, and housing".	182	Accept Reporter's recommendation in full	126
	Modify the proposed local development plan by: 2. Replacing the third sentence in the development considerations for site Ec3 (West Straiton) in Table 8.25 'Loanhead/Straiton Employment Allocations' on page 129 with: "Acceptable uses could include retail, hotel, office, commercial leisure, and housing".		Accept Reporter's recommendation in full	129

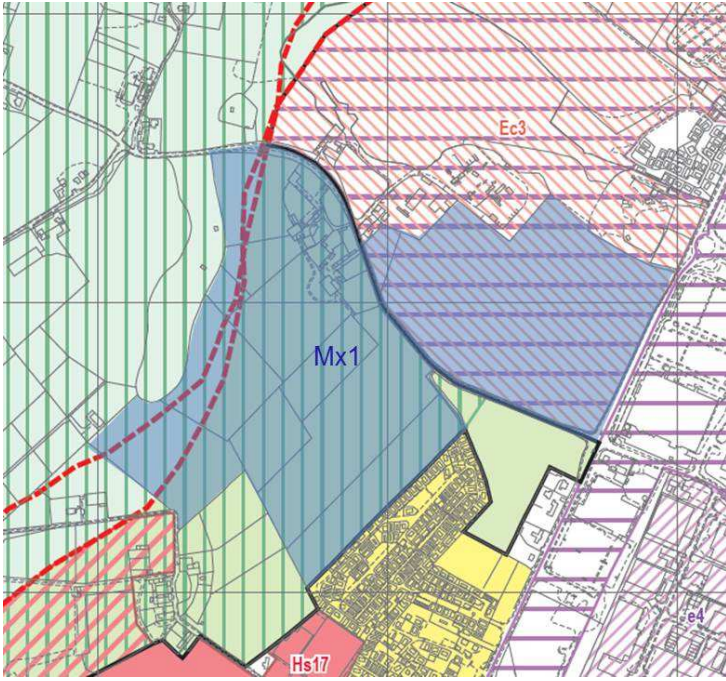
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ISSUES	REPORTERS' RECOMMENDATIONS	REPORT PAGE NO	COUNCIL'S MODIFICATIONS	PLAN PAGE/ PARA NO
	<p>Modify the proposed local development plan by:</p> <p>3. Inserting a new final sentence in the first paragraph in the development considerations for site Ec3 (West Straiton) in Table 8.25 'Loanhead/Straiton Employment Allocations' on page 129 as follows:</p> <p>"The masterplan should take into account the Damhead and District Neighbourhood Plan 2015-2030 including respect for the character of the wider area; providing opportunities to link to existing cycle/pedestrian routes; and protecting/enhancing woodland, hedgerows and green spaces."</p>		Accept Reporter's recommendation in full	129
	<p>Modify the proposed local development plan by:</p> <p>4. Replacing the eighth sentence in paragraph 8.3.4 on page 126 with:</p> <p>"The development of the 'Gateway' is related to the realigned route for the A701, between the A720 Straiton Junction and the A703. The extent of Ec3 will be defined..."</p>		Accept Reporter's recommendation in full	126
	<p>Modify the proposed local development plan by:</p> <p>5. Deleting the following sentence in the development considerations for site Ec3 (West Straiton) in Table 8.25 'Loanhead/Straiton Employment Allocations' on page 129:</p> <p>"This road must be constructed before development of site Ec3 can proceed (refer to paragraph 8.3.4 – 8.3.6 above)."</p>		Accept Reporter's recommendation in full	129

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	<p>Modify the proposed local development plan by:</p> <p>6. Amending the Loanhead/Straiton Settlement Statement map on page 132 to include a transparent blue wash over the area of land promoted for development by Pentland Studios Limited (representee 907634; representation PP2784) as shown in the diagram below.</p>  <p align="center">Loanhead/Straiton Settlement Statement map</p>		Accept Reporter's recommendation in full	132

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	<p>Modify the proposed local development plan by:</p> <p>7. Amending proposals map 6 for Loanhead, Straiton & Bilston to include a transparent blue wash over the area of land promoted for development by Pentland Studios Limited (representee 907634; representation PP2784) and label the site "Mx1" as shown in the diagram below. And, amending the proposals maps key accordingly.</p> 		Accept Reporter's recommendation in full	Proposals Map

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	<div>Modify the proposed local development plan by: 8. Inserting a new Table on page 130 entitled 'Table 8.27 Loanhead/Straiton Mixed Use Site' as follows:</div> <table><tr><th>Site Ref</th><th>Site Name</th><th>Indicative Capacity</th><th>Expected Contribution up to 2024</th></tr><tr><td>Mx1</td><td>Pentland Studios</td><td>36 ha</td><td>N/A</td></tr></table> <div><i>Development Considerations</i> In April 2017 Scottish Ministers' issued a notice of intention indicating that they were "minded to grant" planning permission in principle for "a mixed use development comprising film and TV studio including backlot complex; mixed employment uses retail/office/commercial; hotel; gas and heat power plant/energy centre; film school and student accommodation; studio tour building; earth station antenna and associated infrastructure including car parking, SUDS features and landscaping on land to the north & south of Pentland/Damhead Road, Straiton". The 36 hectare site comprises two parts on either side of Pentland Road. The southern site (approximately 23 hectares) is promoted for a film and television studio including a studio tour site, backlot areas, a hotel, an energy centre, a film school campus with student accommodation, a data centre, and an earth station antenna. The northern site includes land (approximately 13 hectares) wholly within allocation Ec3 (West Straiton) where it is proposed to locate employment land and backlots. Planning permission in principle is subject to a planning obligation to finance road improvements and a series of conditions which include restrictions on development over a reserved area of the A701 relief road and the development of any</div>	Site Ref	Site Name	Indicative Capacity	Expected Contribution up to 2024	Mx1	Pentland Studios	36 ha	N/A		Accept Reporter's recommendation in full	130
Site Ref	Site Name	Indicative Capacity	Expected Contribution up to 2024									
Mx1	Pentland Studios	36 ha	N/A									

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	<p>retail or commercial leisure development. Until such time as the planning obligation is completed/registered, and conditions are fulfilled, there remains uncertainty over development of the site. The intention of Scottish Ministers is unique to the development proposed and therefore the principle of allowing any other development of the site would not necessarily be supported. Consequently, the designations of Green Belt/Countryside/ Prime Agricultural Land on the southern site will remain until that part of the site is fully developed.</p> <p>Development of the site will require investigation of ground stability and contamination; archaeological investigation; tree and hedgerow protection; and a robust landscaping scheme to integrate with landscaping required for site Ec3.</p>			
	<p>Modify the proposed local development plan by:</p> <p>9. Making consequential changes by amending the table numbers to account for the insertion of Table 8.27.</p>		Accept Reporter's recommendation in full	Table Numbers
	<p>Modify the proposed local development plan by:</p> <p>10. Inserting a new paragraph 8.3.5 on page 127 as follows: "8.3.5 Proposals for a film and TV studio and associated uses to the north and south of Pentland Road are "minded to grant" by Scottish Ministers'. The land incorporating mixed-use development promoted is shown on the proposals map and settlement statement map as site Mx1. The site includes part of Ec3 and, consequently, proposals across the site should relate to site Ec3 particularly in relation to access, layout and landscaping. Until such time as the southern site is fully developed it shall remain outwith the settlement boundary and remain as green belt/countryside/prime agricultural land."</p>		Accept Reporter's recommendation in full	127

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	Modify the proposed local development plan by: 11. Making consequential changes by amending the paragraph numbering to account for the insertion of paragraph 8.3.5.		Accept Reporter's recommendation in full	Paragraph Numbering
08 Town Centres & Retail	Modify the proposed local development plan by: 1. Replacing the first bullet point in paragraph 4.6.2 on page 30 with: "town centres (including local centres)".	220	Accept Reporter's recommendation in full	30
	Modify the proposed local development plan by: 2. Amending figure 4.4 (retail centres) to ensure that the area identified for "potential site of new supermarket" aligns with that shown on the Newtongrange settlement statement map on page 112 of the plan.		Accept Reporter's recommendation in full	112
	Modify the proposed local development plan by: 3. Inserting a new initial sentence under the heading 'Local centres' in policy TCR 2 (location of new retail and commercial leisure facilities) on page 33 as follows: "Local centres and neighbourhoods Proposals to change the use or redevelop existing shopping facilities within local centres and neighbourhoods will only be supported where their loss can be justified."		Accept Reporter's recommendation in full	33
09 Tourism	Modify the proposed local development plan by: 1. Adding the following text to policy VIS 1 (tourist attractions) on page 34 in between the first and second paragraphs of the policy: "When assessing proposals for tourism-related development due weight will be given to the net economic benefit of the proposed development."	251	Accept Reporter's recommendation in full	34

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10 Mineral Extraction	Modify the proposed local development plan by: 1. Modifying policy MIN 3 (onshore oil and gas) on page 38 by inserting the following additional sentence after the first sentence: "All proposals for appraisal, exploration or production must demonstrate proposals for suitable restoration and aftercare should development cease at any phase of extraction."	262	Accept Reporter's recommendation in full	38
11 Rural Development (including low density rural housing & Wellington school)	Modify the proposed local development plan by: 1. Adding the following text at the end of the sixth paragraph of policy RD 1 (development in the countryside) on page 39: "or equivalent standard for any successor assessment."	295	Accept Reporter's recommendation in full	39
	Modify the proposed local development plan by: 2. Deleting the final sentence of the first paragraph under the housing section of policy RD 1 (development in the countryside) on page 39.		Accept Reporter's recommendation in full	39
	Modify the proposed local development plan by: 3. Deleting the fourth bullet point in policy RD 1 (development in the countryside) on page 39 and replacing with: "enabling development where it can be clearly shown to be the only means of preventing the loss of a heritage asset and securing its long-term future."		Accept Reporter's recommendation in full	39
	Modify the proposed local development plan by: 4. Deleting criterion "c" of policy RD 1 (development in the countryside) on page 39 and replacing with: "capable of being provided with drainage and a public water supply at reasonable cost, or an acceptable private water supply. Development must protect and where appropriate improve the water environment, avoiding unacceptable and unnecessary surface water and foul water discharges to watercourses."		Accept Reporter's recommendation in full	39

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12 Green Belt	<p>Modify the proposed local development plan by:</p> <p>1. Amending the second paragraph of policy ENV 1 (protection of the green belt) on page 43 to read:</p> <p>"Any development proposal will be required to show that it does not conflict with the overall objectives of the Green Belt which are to:</p> <ul style="list-style-type: none"> • Direct development to the most appropriate locations and support regeneration; • Protect and enhance the character, landscape setting and identity of the City and Midlothian towns by clearly identifying their physical boundaries and preventing coalescence; and • Protect and provide access to open space." 	309	Accept Reporter's recommendation in full	43
13 Green Network & Newbattle Strategic Greenspace Safeguard	No modifications.	326	None	N/A
14 Prime Agricultural Farmland and Peat and Carbon Rich Soils	<p>Modify the proposed local development plan by:</p> <p>1. Adding the following text to policy ENV 4 (prime agricultural land) on page 47 between "system)," and "unless" in the first sentence of the policy:</p> <p>"or land of a lesser quality that is locally important,"</p>	343	Accept Reporter's recommendation in full	47
	<p>Modify the proposed local development plan by:</p> <p>2. Replacing the word "adverse" with "unacceptable" in the first and second paragraphs of policy ENV 5 (peat and carbon rich soils) on page 48.</p>		Accept Reporter's recommendation in full	48

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15 Special Landscape Areas and Landscape Character	Modify the proposed local development plan by: 1. Replacing the text "a significant adverse effect" from policy ENV 6 (special landscape areas) on page 49 with "an unacceptable impact".	356	Accept Reporter's recommendation in full	49
	Modify the proposed local development plan by: 2. Replacing the word "within" from the first sentence of policy ENV 6 (special landscape areas) on page 49 with "affecting".		Accept Reporter's recommendation in full	49
	Modify the proposed local development plan by: 3. Deleting the final sentence from policy ENV 6 (special landscape areas) on page 49.		Accept Reporter's recommendation in full	49
	Modify the proposed local development plan by: 4. Replacing the second sentence of paragraph 5.1.17 on page 48 with: "These are identified as Special Landscape Areas (SLAs) which are sensitive to development, both within and outside their boundaries, that could potentially damage their distinctive qualities." And, therefore, deleting " , including in some cases development outwith their identified boundaries. Therefore, policy ENV 6 will also apply to developments situated outwith an SLA." from paragraph 5.1.17.		Accept Reporter's recommendation in full	48
	Modify the proposed local development plan by: 5. Deleting "significantly and adversely affect" from policy ENV 7 (landscape character) on page 49 and replacing with "have an unacceptable affect on".		Accept Reporter's recommendation in full	49
16 Flooding and Water Environment	Modify the proposed local development plan by: 1. Adding the word "such" after "free from" in the first sentence of paragraph 5.1.26 on page 51.	370	Accept Reporter's recommendation in full	51

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	Modify the proposed local development plan by: 2. Replacing the first sentence of policy ENV 9 (flooding) on page 51 with: "Proposals for development will be assessed in relation to the flood risk framework and flood risk policy as set out in Scottish Planning Policy, using the SEPA flood maps to delineate the zones of little or no risk, low to medium risk, and medium to high risk."		Accept Reporter's recommendation in full	51
	Modify the proposed local development plan by: 3. Replacing the second paragraph of policy ENV 9 (flooding) on page 51 with: "The functional flood plain will be protected; in undeveloped and sparsely developed areas development may be acceptable in areas at medium to high risk of flooding if the location is essential for operational reasons and an alternative, lower risk location is not available. Where flood protection measures to the appropriate standard already exist or are planned (under the adopted Local Flood Risk Management Plan) in built-up areas, development for residential, institutional, commercial and industrial development may be suitable. Any loss of flood storage capacity should be mitigated to achieve a neutral or better outcome. All proposals should be considered in accordance with the flood risk framework."		Accept Reporter's recommendation in full	51
	Modify the proposed local development plan by: 4. Replacing the phrase "Sustainable Urban Drainage Systems" and its abbreviation "SUDS" in policies ENV 9 (flooding) and ENV 10 (water environment) and where used in paragraphs 5.1.24 to 5.1.28 with the phrase "Sustainable Drainage Systems" and its abbreviation "SuDS", as required.		Accept Reporter's recommendation in full	Policy ENV9/ENV 10

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	Modify the proposed local development plan by: 5. Replacing the phrase "Sustainable Urban Drainage Systems" and its abbreviation "SUDS" in the second and fourth paragraphs of policy IMP 3 (water and drainage) on page 78 with the phrase "Sustainable Drainage Systems" and its abbreviation "SuDS", as required.		Accept Reporter's recommendation in full	78
17 Nature Conservation Policy Framework	Modify the proposed local development plan by: 1. Replacing the word "suitable" in criterion "C" of policy ENV 15 (species and habitat protection and enhancement) on page 55 with "appropriate and effective".	381	Accept Reporter's recommendation in full	55
18 Other Natural Environment	Modify the proposed local development plan by: 1. Adding the following text to the end of the second paragraph of policy ENV 11 (woodland, trees and hedges) on page 52: "If a development would result in the severing or impairment of connectivity between important woodland habitats, workable mitigation measures should be identified and implemented, preferably linked to a wider green network".	398	Accept Reporter's recommendation in full	52
	Modify the proposed local development plan by: 2. Replacing the second sentence of the second paragraph of policy ENV 11 (woodland, trees and hedges) on page 52 with: "Removal of woodland, trees and hedges will only be permitted where it would achieve significant and clearly defined additional public benefits".		Accept Reporter's recommendation in full	52
	Modify the proposed local development plan by: 3. Adding the following text to the end of the final sentence of policy ENV 16 (vacant, derelict and contaminated land) on page 55: "and land instability."		Accept Reporter's recommendation in full	55
	Modify the proposed local development plan by: 4. Adding "effective" in between "seek" and "mitigation" in the second sentence of policy ENV 17 (air quality) on page 56.		Accept Reporter's recommendation in full	56

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	Modify the proposed local development plan by: 5. Adding the following to the end of the second sentence of paragraph 5.1.22 on page 50: "and as such, they are a vital part of Midlothian's green network."		Accept Reporter's recommendation in full	50
19 Preserving our Historic Environment	Modify the proposed local development plan by: 1. Adding the following text to policy ENV 19 (conservation areas) on page 57 as a new sentence following the first sentence of the policy: "In assessing proposals, regard will be had to any relevant Conservation Area Character Appraisal."	411	Accept Reporter's recommendation in full	57
	Modify the proposed local development plan by: 2. Amending policy ENV 19 (conservation areas) on page 57 by deleting 'traditional natural' from the start of the second sentence in the second paragraph, between 'Conservation Area.' and 'materials appropriate'		Accept Reporter's recommendation in full	57
	Modify the proposed local development plan by: 3. Amending policy ENV 20 (nationally important gardens and designed landscapes) on page 60 by adding the following text at the start of the policy: "Development should protect, and where appropriate enhance, gardens and designated landscapes."		Accept Reporter's recommendation in full	60
	Modify the proposed local development plan by: 4. Amending the first sentence of policy ENV 21 (nationally important historic battlefields) on page 61 by deleting "character, appearance, setting or the key features of the battlefield." and replacing with: "key landscape characteristics and special qualities of the battlefield."		Accept Reporter's recommendation in full	61

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	Modify the proposed local development plan by: 5. Deleting the second paragraph of policy ENV 21 (nationally important historic battlefields) on page 61 and inserting the deleted text as a new paragraph 5.2.16 in the supporting text, following paragraph 5.2.15.		Accept Reporter's recommendation in full	61
	Modify the proposed local development plan by: 6. Making consequential changes to the paragraph numbering from paragraph 5.2.15 onwards to account for the insertion of new paragraph 5.2.16.		Accept Reporter's recommendation in full	Paragraph numbering
20 Renewable Energy Technologies including Wind Energy	Modify the proposed local development plan by: 1. Replacing the final two sentences of paragraph 6.1.2 on page 64 of the plan with; "All proposals for renewable and low carbon energy projects will be assessed against the criteria identified in policy NRG 1. All wind energy proposals will also be assessed against the criteria of policy NRG 2."	425	Accept Reporter's recommendation in full	64
	Modify the proposed local development plan by: 2. Amending the wording of criteria within policy NRG 1 (renewable and low carbon energy projects) on pages 64 and 65 to read: "A. cause an unacceptable significant adverse effect upon the historic environment..." "B. cause an unacceptable significant adverse effect upon natural heritage..." "C. cause an unacceptable significant adverse effect upon the green belt..." "D. cause an unacceptable significant adverse effect on peat/carbon rich soils* or prime agricultural farmland; (*when available, reference should be made to the relevant Scottish Government "Carbon Calculator" and any updated information in relation to known peat/carbon rich soil in the development and		Accept Reporter's recommendation in full	64, 65

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	assessment of proposals). “H. cause an unacceptable significant adverse effect upon the landscape or visual impact...”			
	Modify the proposed local development plan by: 3. Deleting the third sentence of paragraph 6.2.3 on page 65 and adding the following sentence: “Figure 6.1 also identifies areas with the potential for wind farm developments which the council considers have the capacity to successfully accommodate wind turbines of 30 metres and above.”		Accept Reporter's recommendation in full	65
	Modify the proposed local development plan by: 4. Amending the legend of Figure 6.1 on page 67 of the plan by: <ul style="list-style-type: none"> replacing “Site of Special Scientific Importance” with “Site of Special Scientific Interest”; replacing “2 km settlement buffer” to read “2 km community separation for consideration of visual impact”; deleting the heading “Wind Farm Opportunity Areas” and associated notation and replace with the following the heading “Areas with Potential for Wind Farm Development” and the text “all areas other than those defined as having significant protection”. 		Accept Reporter's recommendation in full	67
	Modify the proposed local development plan by: 5. Deleting the word “significantly” from the beginning of criterion 1 of policy NRG 2 (wind energy) on page 66.		Accept Reporter's recommendation in full	66
	Modify the proposed local development plan by: 6. Deleting the words “with the flight path of migratory birds” from criterion 3 of policy NRG 2 (wind energy) on page 66 and replacing with “to qualifying species of Special Protection Areas”.		Accept Reporter's recommendation in full	66
	Modify the proposed local development plan by: 7. Amending Figure 6.2 on page 68 by adding the source of the information that has informed its preparation.		Accept Reporter's recommendation in full	68

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21 Building Design, Energy Efficiency & Community Heating	Modify the proposed local development plan by: 1. Amending the first paragraph of policy NRG 3 (energy use and low & zero-carbon generating technology) on page 69 by deleting the words "and energy which is required supplied efficiently." from the end of the first sentence. The sentence would then read as follows: "Through attention to location, development mix, phasing, site and building layout and adaptability of buildings to future use, demand for energy should be limited."	444	Accept Reporter's recommendation in full	69
	Modify the proposed local development plan by: 2. Amending paragraph 6.3.1 on page 69 by adding the following sentences after the second sentence: "The policy requires all new buildings to meet or exceed the target emissions rate of the current Building Regulations (2015). It is recognised, however, that the Building Regulations will change during the lifetime of the Plan and likely to require higher greenhouse gas reductions over time."		Accept Reporter's recommendation in full	69
	Modify the proposed local development plan by: 3. Deleting the second paragraph of policy NRG 3 (energy use and low & zero-carbon generating technology) on page 69 and replacing with the following: "Each new building shall incorporate low and/or zero-carbon generating technology in order to meet the minimum carbon dioxide emission reduction target of the 2015, and any subsequent revision to, Building Regulations. The council encourages all proposals for new development to incorporate measures to achieve the higher levels of sustainability, as defined by the Building Regulations."		Accept Reporter's recommendation in full	69
	Modify the proposed local development plan by: 4. Deleting clause 'A' from policy NRG 4 (interpretation of policy NRG 3) on page 69.		Accept Reporter's recommendation in full	69

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	Modify the proposed local development plan by: 5. Amending the second paragraph of policy NRG 5 (heat supply sources and development with high heat demand) on page 70 by adding the words "to be co-located with" after the word "seek". The beginning of the second paragraph would then read: "Where technically feasible and financially viable, development with a high heat demand should seek to be co-located with and make use of heat supply sources where optimal in mitigating Midlothian's territorial greenhouse gas emissions."		Accept Reporter's recommendation in full	70
	Modify the proposed local development plan by: 6. Amending Table 7.1 (list of supplementary guidance and other planning guidance) on page 80 to add the following text to the beginning of 'scope and content' column in respect of Community Heating: "Identifies where heat networks, heat storage and energy centres exist and policies to support their implementation. In addition, identifies..."		Accept Reporter's recommendation in full	80
	Modify the proposed local development plan by: 7. Deleting the final sentence of policy NRG 6 (community heating) on page 70.		Accept Reporter's recommendation in full	70
22 Sustainable Waste Management	Modify the proposed local development plan by: 1. Replacing the sixth sentence of paragraph 6.5.2 on page 71 with: "When considering the need for a waste management facility (for source segregated recyclables or unsorted waste) the council will have regard to Scotland wide operational waste capacity. The council will require proposals to be supported by regional capacity reports."	460	Accept Reporter's recommendation in full	71

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	Modify the proposed local development plan by: 2. Replacing the first part of the second paragraph of policy WAST 1 (new waste facilities) on page 71 with: "With the exception of employment land allocated at The Bush Bioscience Cluster, the location of waste management facilities is supported at established waste management sites and on sites in the established economic land supply that are allocated for business, general industrial, or for storage and distribution uses, or a combination of these uses; ..."		Accept Reporter's recommendation in full	71
23 General Delivery Issue	No modifications.	469	None	N/A
24 Policy - IMP1, IMP2, IMP3, IMP4 & IMP5	Modify the proposed local development by: 1. Amending policy IMP 1 (new development) on page 77 criterion 'E' to read "connections to all forms of public transport services (including financial support for services), bus stops and shelters, rail stations and associated car parks..."	482	Accept Reporter's recommendation in full	77
	Modify the proposed local development by: 2. Replacing the second sentence of the final paragraph of policy IMP 1 (new development) on page 77 with the following: "A proportion of the net building costs (ideally 1%) should be set aside for commissioning new works by an artist, craftsperson or designer. Such a contribution can be in the form of, for example, sculpture, murals, tiling, paving design, stained glass or textiles. Account will also be taken of the cost of developing sites, including essential infrastructure which is to be provided by a developer."		Accept Reporter's recommendation in full	77

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	Modify the proposed local development by: 3. Amending the paragraph that follows criterion 'C' of policy IMP 2 (essential infrastructure required to enable new development to take place) on page 78 to read: "The following essential infrastructure requirements (in addition to those items of committed infrastructure listed in appendices 1C and 1D) have been identified to mitigate the impact of the local development plan's development strategy. A developer may be required to contribute to one or more of these infrastructure requirements."		Accept Reporter's recommendation in full	78
25 Action Programme	No modifications.	491	None	N/A
26 Site Specific Delivery	Modify the proposed local development plan by: 1. Amending the beginning of the third sentence of paragraph 8.2.60 on page 120 by replacing the words "As part of this development" with "Adjoining this site,"	500	Accept Reporter's recommendation in full	120
	Modify the proposed local development plan by: 2. Amending Table 8.19: Rosewell Committed Development, site reference h69 on page 122 to read "Conversion of A-listed Whitehill House"		Accept Reporter's recommendation in full	122
	Modify the proposed local development plan by: 3. Amending Table 8.22: Rosewell Implementation Requirements on page 124 under 'Other Requirements' and 'Relevant Site' by adding reference to 'Community facilities' and 'ALL', respectively		Accept Reporter's recommendation in full	124
	Modify the proposed local development plan by: 4. Amending Table 8.37: Penicuik/Auchendinny Housing Allocations (proposed site Hs20, Auchendinny) on page 148 by adding the sentence "A flood risk assessment will be required." at the end of the commentary.		Accept Reporter's recommendation in full	148

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	Modify the proposed local development plan by: 5. Amending Table 8.30: Bilston Biotechnology/Knowledge-based Industries/Research Allocations (proposed site Bt3, Technopole North West) on page 137 by adding the sentence "A flood risk assessment will be required." at the end of the commentary.		Accept Reporter's recommendation in full	137
	Modify the proposed local development plan by: 6. Amending Table 8.38: Penicuik/Auchendinny Additional Housing Development Opportunities (proposed site AHs3, Belwood Crescent, Penicuik) on page 149 by adding the sentence "A flood risk assessment will be required." at the end of the commentary.		Accept Reporter's recommendation in full	149
	Modify the proposed local development plan by: 7. Amending Table 8.38: Penicuik/Auchendinny Additional Housing Development Opportunities (proposed site AHs4, Pomathorn Mill, by Penicuik) on page 149 by adding the sentence "A flood risk assessment will be required." at the end of the commentary.		Accept Reporter's recommendation in full	149
	Modify the proposed local development plan by: 8. Amending Table 8.38: Penicuik/Auchendinny Additional Housing Development Opportunities (proposed site AHs5, Wellington School, by Howgate) on page 149 by adding the sentence "A flood risk assessment will be required." at the end of the commentary.		Accept Reporter's recommendation in full	149
27 South East Edinburgh (Danderhall & Shawfair)	Modify the proposed local development plan by: 1. Amend the first sentence of the second paragraph to the development considerations section of Hs0 (Cauldcoats) on page 84 by adding "and appropriate landscaping" following "rehabilitation/decontamination" . "and its relationship with the new settlement of Shawfair."	526	Accept Reporter's recommendation in full	84

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	Modify the proposed local development plan by: 2. Replacing "agreement" at the end of the first sentence of the second paragraph of the Hs1 (Newton Farm) housing allocation on page 85 with "agreements".		Accept Reporter's recommendation in full	85
	Modify the proposed local development plan by: 3. Deleting "the setting of" from the first sentence of the development considerations section of Hs1 (Newton Farm) on page 85.		Accept Reporter's recommendation in full	85
	Modify the proposed local development plan by: 4. Adding the following text to the end of the first sentence of the development considerations section of Hs0 (Cauldcoats) on page 84:		Accept Reporter's recommendation in full	84
	Modify the proposed local development plan by: 5. Adding the following text after the first comma in the first sentence of the development considerations section of Hs1 (Newton Farm) on page 85: "its relationship with the new settlement of Shawfair,"		Accept Reporter's recommendation in full	85
28 A701 Corridor Strategic Development Area - Bilston, Loanhead & Auchendinny etc	Modify the proposed local development plan by: 1. Adding the following sentence to Table 8.25 (proposal Ec4, Ashgrove North) after the sixth sentence on page 129: "Regard should also be had to the elevated nature of the site and the potential impact of new development on views, particularly when travelling west along the Edgefield relief road."	543	Accept Reporter's recommendation in full	129
	2. Adding the following sentence after the first sentence of Table 8.29 (proposal Hs16, Seafeld Road) on page 135: "The masterplan for the site should draw upon the sustainable place-making and design policies of this Plan and the supplementary guidance 'Quality of Place'."		Accept Reporter's recommendation in full	135

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ISSUES	REPORTERS' RECOMMENDATIONS	REPORT PAGE NO	COUNCIL'S MODIFICATIONS	PLAN PAGE/ PARA NO
	3. Adding the following text to end of the eighth sentence of Table 8.29 (proposal Hs16, Seafield Road) on page 135: “..., while the provision of other areas of green space could contribute to maintaining outward views to the west of the Pentland Hills.”		Accept Reporter's recommendation in full	135
	4. Adding the following sentence after the first sentence of Table 8.37 (proposal Hs20, Auchendinny) on page 148: “In this regard consideration should be had to the sustainable place-making and design policies of this Plan and to supplementary guidance ‘Quality of Place’.”		Accept Reporter's recommendation in full	148
	5. Adding the following sentence after the fifth sentence of Table 8.37 (proposal Hs20, Auchendinny) on page 148: “The provision of green spaces, with appropriate planting, adjacent to existing properties could help retain a degree of separation and distinction between the village and new development.”		Accept Reporter's recommendation in full	148
29 A701 Corridor Strategic Development Area – Penicuik	Modify the proposed local development plan by: 1. Adding a second sentence to the development considerations for site Hs22 (Kirkhill Road) on page 148 as follows: “Existing outdoor tennis courts should be retained on the site, upgraded on the site to a better quality or replaced (to a better quality) at another location convenient for users.”	580	Accept Reporter's recommendation in full	148
30 A701 Corridor Strategic Development Area – Roslin	No modifications.	609	None	N/A

**Proposed Midlothian Local Development Plan Examination
Report to Midlothian Council – 10 July 2017**

ISSUES	REPORTERS' RECOMMENDATIONS	REPORT PAGE NO	COUNCIL'S MODIFICATIONS	PLAN PAGE/ PARA NO
31 A7/A68/Borders Rail Corridor Strategic Development Area – Other Settlements	Modify the proposed local development plan by: 1. Deleting reference to Dalhousie Castle as a designed landscape within Table 8.17 on page 117; and amending Figure 5.8 and paragraph 5.2.12 to note that there are “twelve” designated areas.	637	Accept Reporter's recommendation in full	117
	2. Amending the proposals map 4 (Gorebridge) to remove the 'nationally important gardens and designed landscape' notation formerly associated with Dalhousie Castle.		Accept Reporter's recommendation in full	Proposals Map
32 A7/A68/Borders Rail Corridor Strategic Development Area – Bonnyrigg	No modifications.	691	None	N/A
33 Economic Sites	Modify the proposed local development plan by: 1. Defining the boundaries of each of the business allocations (b1, b2, b3, b4, b6, b7, b8, b9, Bt1, Bt2, and Bt2) within The Bush by using a darker tone along the edge of each designation on the proposals maps. “This extension is identified for business (Class 4) and industry (Class 5) (plus ancillary support activities).”	720	Accept Reporter's recommendation in full. The Council notes the typographical error in the listed site references opposite and assumes the correct reference in the recommendation for the “Bt” sites should be Bt1, Bt2 and Bt3, not Bt1, Bt2 and Bt2 as stated.	Proposals Map

**Proposed Midlothian Local Development Plan Examination
Report to Midlothian Council – 10 July 2017**

ISSUES	REPORTERS' RECOMMENDATIONS	REPORT PAGE NO	COUNCIL'S MODIFICATIONS	PLAN PAGE/ PARA NO
	<p>Modify the proposed local development plan by:</p> <p>2. Showing the white land within The Bush (north and east of business site b4 and west of strategic employment allocation Bt3) as "open space (outside settlement area)" on the proposals maps.</p>		<p>No change. The Council considers that this recommendation falls to be considered under section 2 (c) of the statutory regulations setting out the grounds for declining to make recommended modifications to the Proposed Plan.</p> <p>The open spaces identified on the proposals map and covered by policy DEV8 were identified by the open space audit prepared for the current open space strategy. While the majority of these spaces are located within settlement boundaries, some are located outwith settlement boundaries and are annotated differently on the proposals map. The Bush (now rebranded as the Midlothian Science Zone) is a separate and distinct policy area (since the Government changed its policy position on non-conforming uses in the Green Belt) and has its own Masterplan which identifies potential development zones within the context of a landscape and greenspace framework of which these "white land" areas form part. The Council considers that the Reporter has misinterpreted the reference to open space designation in the plan and on the proposals map in respect of its intended application and has incorrectly applied it to the MSZ policy boundary. Accordingly the Council does not consider the recommendation appropriate or necessary and does not propose to change the plan in this case.</p>	Proposals Map

**Proposed Midlothian Local Development Plan Examination
Report to Midlothian Council – 10 July 2017**

ISSUES	REPORTERS' RECOMMENDATIONS	REPORT PAGE NO	COUNCIL'S MODIFICATIONS	PLAN PAGE/ PARA NO
	Modify the proposed local development plan by: 3. Deleting criterion A. within policy ECON 3 (ancillary development on business parks) on page 24 and changing criterion B. to A. and criterion C. to B.		Accept Reporter's recommendation in full	24
	Modify the proposed local development plan by: 4. Replacing the third sentence in the development considerations for site Ec1 (Shawfair Park Extension 2) on page 86 with: "The MLDP has identified this site for business (Class 4) and industry (Class 5) (plus ancillary support activities)."		Accept Reporter's recommendation in full	86
	Modify the proposed local development plan by: 5. Replacing the final sentence in the development considerations for site e14 (Salter's Park) on page 92 with: "The MLDP has extended the potential range of uses to include storage and distribution (Class 6) in recognition of the site's accessibility to the major road network (plus ancillary support activities)."		Accept Reporter's recommendation in full	92
	Modify the proposed local development plan by: 6. Replacing the fourth sentence in the development considerations for site Ec2 (Salter's Park Extension) on page 94 with: "This extension is identified for business (Class 4) and industry (Class 5) (plus ancillary support activities)."		Accept Reporter's recommendation in full	94
	Modify the proposed local development plan by: 7. Removing the last sentence of the first paragraph of policy STRAT 5 (strategic employment land allocations) on page 9 which reads "proposals for non-employment uses will not be permitted".		Accept Reporter's recommendation in full	9
	Modify the proposed local development plan by: 8. Replacing the word "permitted" with "supported" in the first sentence of policy ECON 6 (working from home/micro business) on page 25.		Accept Reporter's recommendation in full	25

**Proposed Midlothian Local Development Plan Examination
Report to Midlothian Council – 10 July 2017**

ISSUES	REPORTERS' RECOMMENDATIONS	REPORT PAGE NO	COUNCIL'S MODIFICATIONS	PLAN PAGE/ PARA NO
34 Process, Consultation etc	No modifications.	747	None	N/A

**Creating a world-class education system through excellence and equity:
Participation measure update****Report by Dr Grace Vickers, Head of Education****1. Purpose of Report**

Committed to the creation of a world-class education system through excellence and equity, the purpose of this report is to inform Midlothian Council that 93.6% of young adults aged 16 to 19 years have secured and sustained a positive destination.

This is the highest recorded figure that Midlothian has ever achieved and is 4.9% higher than the previous year. When comparing with the national average, Midlothian is now performing 2.5% higher than the national average. As agreed by Scottish Ministers, from August 2017, the Annual Participation Measure will be adopted within the Scottish Government's National Performance Framework, published on 29th August 2017. It provides information on Participation Measure and outlines the performance across the 32 local authorities with Midlothian moving from 27th place to 7th place.

2. Background**2.1 Positive Destinations in Midlothian**

This report marks the third release of statistics on the participation of 16-19 year olds at a national and local authority level, and is the second year using the annual participation measure reporting methodology. The annual participation measure takes account of all status for individuals over the whole year (1st April – 31st March) as opposed to focusing on an individual's status on a single day, as adopted by the 2015 snapshot methodology. For each of the individuals included within the annual measure cohort, the headline participation classification (participating, not participating and unconfirmed) is based on the headline classification with the highest number of days.

The Annual Participation Measure report published by Skills Development Scotland on 29th August 2017 confirmed that Midlothian Council has significantly improved sustained positive destinations. A copy of this report is included as appendix 1. We are delighted to report that we have a continued pattern of improvement, and that 93.6% of our young adults have now secured a positive destination, this is up 4.9% on last year. This improvement pattern is important because in 2014/15 only 85.3% of young adults aged 16 to 19 years were in a positive destination, thus showing an 8.3% improvement over the three year period 2014/15-2016/17. The Participation Measure is now 2.5% higher in Midlothian than the national average with Midlothian Local Authority area ranking 7th place when comparing the 32 local authorities in Scotland.

Securing sustained positive destinations is a core priority of our world-class aspiration and this significant and continued improvement has been achieved through the dedication and persistence of staff from Lifelong Learning & Employability, Skills Development Scotland, Developing Midlothian's Young

Workforce partners and through effective partnership working with public agencies and third sector.

Although we have exceeded our target, work associated with positive destinations remains a priority for Midlothian Council and we have an ethical duty to support 100% of young people to achieve and sustain a positive destination. We continue to work closely with all our partner agencies to ensure positive destinations for all our young adults.

This includes:

- Supporting young people at risk of negative destinations through Activity Agreements and one to one support.
- Using Data Hub information to target resources on a weekly basis
- Increasing vocational pathways in the senior phase and post school.
- Strengthening school/college partnerships
- Improving young people's employability skills
- Expanding the work placement offers
- Introducing foundation apprenticeships in schools/colleges
- Promoting pathways in science, technology, engineering and maths
- Strengthening school-business partnerships
- Expanding use of the new online market place and guarantee for those in Midlothian.
- Focusing on key groups of young people who require targeted support.
- Working closer with employers to create school business partnerships

3. Report Implications

3.1 Resource

We now have had confirmation of external funding from Scottish Government for youth activity agreement funding £102,248 which will assist us in maintaining these key services for 17/18.

3.2 Risk

Whilst we are ambitious that all young people secure a positive destination we cannot take for granted the sustained effort and resources that are required to achieve this.

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

Positive Destinations

3.5 Impact on Performance and Outcomes

This work is a key priority for Midlothian Community Planning Partnership and the statistical evidence shows year on year improvement. The individual impact stories of those young people who have received support illustrates the life changing impacts our work.

3.6 Adopting a Preventative Approach

Key elements of our current and future approaches for Developing the Young Work Force are to work with younger students including nursery and primary and families to assist them to be ambitious and make positive transitions in a preventative manner.

3.7 Involving Communities and Other Stakeholders

Involving all sectors of our communities in support of young people and involving young people in designing and coproducing our approach and future opportunities is vital to continued success.

3.8 Ensuring Equalities

The approach undertaken will continue to target those at risk of not achieving a positive destination from identified equalities groups and ensure individual needs are proactively taken into account when supports and opportunities are developed.

3.9 Supporting Sustainable Development

This positive three year trend of young adults sustaining a positive destination enables young people to actively contribute to the economy of Midlothian.

3.10 IT Issues

None

4 Recommendations

Midlothian Council is recommended to:

- Congratulate our young adults on positively securing their future.
- Thank staff, partners and the third sector for their continued hard work and commitment; ensuring that young people continue to maintain their positive destinations.
- Note the positive trend over time and the impact on positive destinations which has had life changing impacts for Midlothian's Young Adults.

1st September 2017

Report Contact:

Name Annette Lang
Annette.lang@midlothian.gov.uk

Appendix 1 – Annual Participation Measure

Annual Participation Measure for 16 – 19 year olds in Scotland 2017

The 3rd statistical publication reporting on learning, training and work activity
of 16-19 year olds in Scotland

Published on 29th August 2017

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Table of Revisions

Revision Date	Revision Details

2017 Annual Participation Measure Summary of Key Results



217,490

The Participation Measure covers
the 16-19 year old cohort

91.1%

of 16-19 year olds are
participating in education,
training or employment.

An increase of **0.7
percentage points**
from 90.4% in 2016.

3.7%

Are not participating; those
unemployed seeking employment
and others unemployed and not
seeking e.g. economically inactive.

A decrease of **0.3
percentage points**
from 4.0% in 2016.

5.3%

With an unconfirmed status with
over 59% being 19 years old.
It is believed a proportion of those
reported here could be in employment
but this cannot be confirmed.¹

A decrease of **0.3
percentage points**
from 5.6% in 2016.

71.1%

in Education
71.3% in 2016

18.1%

in Employment
16.9% in 2016

1.8%

in Training &
Personal Development
2.1% in 2016

2.1%

Unemployed
Seeking
2.7% in 2016

1.6%

Unemployed
Not Seeking
1.3% in 2016

i

The annual participation
measure takes account of each
status from 1st April 2016 to 31st
March 2017 for all 16-19 year
olds. All statuses are combined
to calculate the participation
headline classification and the
status grouping displayed.

¹ Skills Development Scotland continues to work with the Scottish Government and HMRC to make progress in obtaining employment related data made possible through provisions within the Digital Economy (Act) 2017. Information sharing will improve service delivery and further enhance the annual participation measure. This should bring benefits in reducing the number of unconfirmed statuses.

Executive Summary

This report marks the third release of statistics on the participation of 16-19 year olds at a national and local authority level, and is the second year using the annual participation measure reporting methodology. The annual participation measure takes account of all statuses for individuals over the whole year (1st April – 31st March) as opposed to focusing on an individual's status on a single day, as adopted by the 2015 snapshot methodology. For each of the 217,490 individuals included within the annual measure cohort, the headline participation classification (participating, not participating and unconfirmed) is based on the headline classification with the highest number of days.

As agreed by Scottish Ministers, from August 2017, the Annual Participation Measure will be adopted within the Scottish Government's National Performance Framework. It is replacing the school leaver destination follow up as the source of the indicator, **“increase the proportion of young people in learning, training or work”**, published through Scotland Performs.

The proportion of 16-19 year olds participating in education, training or employment in the 2017 annual participation measure is 91.1% compared to 90.4% in 2016. This is an increase of 0.7 percentage points (pp).

- Annual Participation rate for 16 year olds is 98.8%, an increase of 0.1pp (98.7% in 2016).
- Annual Participation rate for 17 year olds is 94.0%, an increase of 0.1pp (93.9% in 2016).
- Annual Participation rate for 18 year olds is 88.9%, an increase of 0.9pp (88.0% in 2016).
- Annual Participation rate for 19 year olds is 83.4%, an increase of 1.7pp (81.7% in 2016).

The proportion of 16-19 year olds not participating in the 2017 annual participation measure is 3.7% compared to 4% in 2016. This is a decrease of 0.3 percentage points.

- The non-participation rate for 16 year olds remains static at 1.0%.
- The non-participation rate for 17 year olds is 3.9%, an increase of 0.2pp (3.7% in 2016).
- The non-participation rate for 18 year olds is 5.1%, a decrease of 0.4pp (5.5% in 2016).
- The non-participation rate for 19 year olds is 4.5%, a decrease of 1.3pp (5.8% in 2016).
- **The proportion of 16-19 years reported as unconfirmed in the 2017 participation measure is 5.3% compared to 5.6% in 2016. A decrease of 0.3 percentage points.**
 - The unconfirmed rate for 16 year olds is 0.2%, a decrease of 0.1pp (0.3% in 2016).
 - The unconfirmed rate for 17 year olds is 2.1%, a decrease of 0.3pp (2.4% in 2016).
 - The unconfirmed rate for 18 year olds is 6.1%, a decrease of 0.5pp (6.6% in 2016).
 - The unconfirmed rate for 19 year olds is 12.0%, a decrease of 0.6pp (12.6% in 2016).
- **Eighteen local authorities have an annual participation rate above the national rate, two are equal to and the remaining twelve are below this rate.** The variation between the highest and the lowest annual participation rate within local authorities is 9.3 percentage points.

1. Introduction

In 2012 the Scottish Government made an explicit commitment to offer a place in learning or training to every 16-19 year old in Scotland who is not currently in employment, education or training. This *Opportunities for All* (OfA) pledge aims to ensure all young people are supported in their path to sustainable employment.

To deliver this commitment, the Government asked organisations involved in supporting young people to share the information they hold on each individual's needs to create a shared data set, so that informed help could be provided by the appropriate agency as and when a young person needs it.

As agreed by Scottish Ministers, from August 2017, the Annual Participation Measure will be adopted within the Scottish Government's National Performance Framework. It is replacing the school leaver destination follow up as the source of the indicator, **"increase the proportion of young people in learning, training or work"**, published through [Scotland Performs](#).

The annual participation measure (PM) reports on the activity of the wider 16-19 year old cohort, including those at school, and will help to inform policy, planning and service delivery and determine the impact of the OfA commitment. The measure uses the shared data set managed by Skills Development Scotland (SDS) on our Customer Support System (CSS). Central to the maintenance of the shared dataset is the sharing of information to allow partners to identify what young people are doing in 'real time' throughout their 16-19 journeys. It also allows SDS and partners to improve service delivery and provide a more tailored offer, helping to identify the right time to engage with customers.

SDS continues to work with the Scottish Government and HMRC to make progress in obtaining employment related data made possible by provisions in the Digital Economy (Act) 2017. This key development in information sharing will help improve service delivery and further enhance the annual participation measure.

To be included in the 2017 annual participation measure an individual must have a record on CSS and the individual's age must be between 16 and 19 on the 31st March 2017.

Report background

This report marks the third release of data on the participation of 16-19 year olds at a national and local authority level. It is the second publication that uses the annual participation measure as opposed to the snapshot measure. The annual measure takes account of all statuses for individuals over the course of the year as rather than focusing on an individual's status on a single day, as adopted by the 2015 snapshot methodology. The participation classification of each customer is calculated by combining the number of days spent in each status between 1st April and 31st March. The overall participation

classification (participating, not participating and unconfirmed) is based on the classification which has the highest sum of days.

This third report contains analysis of the 2017 outcomes and where possible compares these to 2016, including:

- Participation by status and age
- Participation by the equality characteristics of gender, ethnicity and disability
- Participation by geography including local authority and SIMD (2016).

[Appendix One](#) outlines notes to readers. This includes the definitions and background to the methodology used to populate the annual measure.

In addition, [Supplementary Statistics Tables](#) are available in excel format on the SDS website.

Any comments or suggestions regarding the content of this report are welcome and can be emailed to user_feedback@sds.co.uk.

2. Annual participation measure headline statistics

Participation rates amongst 16-19 year olds are set out in Table 1 that follows. These are based on the status records for 217,490 individuals within the participation measure.

The number of individuals captured within the 2017 annual participation measure cohort is 5,090 less than the 2016 measure. This is in line with national population projections. The National Records of Scotland (NRS) 2015 based population estimates stated that the number of people aged 15-19 years old was expected to decline and in the most recent population estimates the population aged between 16 and 19 fell by 4,172. The coverage of the 2017 participation measure is approximately 90% of the most recent NRS population estimate for 16 to 19 years old which is the same level as in 2016.

The key points nationally are:

- **The proportion of 16-19 year olds participating in education, training or employment is 91.1%, an increase of 0.7pp compared to 2016 (90.4%).**
- The highest participation rate is amongst 16 year olds at 98.8% with the vast majority of 16 year olds having a school status (91.5%). Participation is more varied across Education, Employment and Training/Other personal development for those between the ages of 17 and 19.
- 19 year olds continue to have the lowest participation rate at 83.4% but this is 1.7pp higher than in 2016 (81.7%). Within this age group the status with the largest proportion of individuals is higher education at 39.5%.
- The non-participating group accounts for 3.7% of the overall 16-19 year old cohort and has decreased by 0.3 percentage points since 2016. This group includes those who are unemployed and seeking employment (2.1%), as well as those who are economically inactive and others not seeking employment (1.6%).
- The proportion of 16-19 year olds with an unconfirmed status is 5.3% which has reduced by 0.3 percentage points since 2016. As witnessed in 2016, the majority of these (59.8%) are 19 year olds. It is anticipated that as the participation measure develops, the level of those aged 18-19 with an unconfirmed status will decrease especially as HMRC data sharing will provide more comprehensive data on those in employment.

Table 1: 2017 Annual Participation Measure by age (%)

Status Group	Status	Age				16-19 year old Total
		16	17	18	19	
Participating						
Education	School Pupil	91.5%	65.5%	10.7%	0.3%	40.8%
	Higher Education	0.1%	2.3%	32.9%	39.5%	19.3%
	Further Education	4.0%	11.8%	17.2%	10.9%	11.1%
	Count of Education	49,770	42,536	33,626	28,776	154,708
	% Participating in Education	95.7%	79.7%	60.8%	50.7%	71.1%
Employment	Modern Apprenticeship	1.0%	5.2%	9.1%	9.8%	6.4%
	Full-Time Employment	0.8%	5.1%	12.5%	17.6%	9.2%
	Part-time Employment	0.2%	1.4%	3.9%	4.0%	2.4%
	Self-Employed	0.0%	0.1%	0.1%	0.1%	0.1%
	Count of Employment	1,023	6,258	14,167	17,912	39,360
	% Participating in Employment	2.0%	11.7%	25.6%	31.5%	18.1%
Training and Other Personal Development	Employability Fund Stages 2 – 4	0.5%	1.1%	0.8%	0.2%	0.6%
	Activity Agreement	0.5%	0.8%	0.6%	0.3%	0.5%
	Other Formal Training	0.1%	0.2%	0.3%	0.2%	0.2%
	Personal/ Skills Development	0.1%	0.2%	0.4%	0.3%	0.3%
	Voluntary Work	0.0%	0.1%	0.4%	0.2%	0.2%
	Count of Training & Other Personal Development	614	1,361	1,363	672	4,010
	% Training & Other Personal Development	1.2%	2.6%	2.5%	1.2%	1.8%
Not Participating						
Unemployed Seeking	Count of Unemployed Seeking	395	1,477	1,607	1,093	4,572
	% Unemployed Seeking	0.8%	2.8%	2.9%	1.9%	2.1%
Unemployed not seeking	Economically Inactive	0.1%	0.7%	1.4%	1.8%	1.0%
	Unavailable - Ill Health	0.1%	0.3%	0.6%	0.7%	0.5%
	Custody	0.0%	0.1%	0.1%	0.1%	0.1%
	Count of unemployed not seeking	104	607	1,203	1,489	3,403
	% Unemployed Not Seeking	0.2%	1.1%	2.2%	2.6%	1.6%
Count of 16-19 Year old Participating		51,407	50,155	49,156	47,360	198,078
% 16-19 Participating		98.8%	94.0%	88.9%	83.4%	91.1%
Count of 16-19 Not Participating		499	2,084	2,810	2,582	7,975
% 16-19 Not Participating		1.0%	3.9%	5.1%	4.5%	3.7%
Count of 16-19 with Unconfirmed Status		126	1,113	3,357	6,841	11,437
% Status Unconfirmed		0.2%	2.1%	6.1%	12.0%	5.3%
Count of 16-19 Cohort		52,032	53,352	55,323	56,783	217,490

Notes: See note (k) in "Appendix 1 - Notes for Readers" for information about comparison to other published statistics.

Percentages may not total 100% due to rounding

Table 2: Annual Participation Measure comparison between 2016 and 2017

Status Grouping	2016 Annual Participation Measure	2017 Annual Participation Measure	Percentage Point Change 2017 on 2016
Total 16-19 Cohort	(222,580)	(217,490)	(-5,090)
Participating	90.4%	91.1%	0.7
16 year olds	98.7%	98.8%	0.1
17 year olds	93.9%	94.0%	0.1
18 year olds	88.0%	88.9%	0.9
19 year olds	81.7%	83.4%	1.7
% Participating in Education	71.3%	71.1%	-0.2
16 year olds	95.3%	95.7%	0.4
17 year olds	79.6%	79.7%	0.1
18 year olds	60.7%	60.8%	0.1
19 year olds	51.7%	50.7%	-1.0
% Participating in Employment	16.9%	18.1%	1.2
16 year olds	2.0%	2.0%	0.0
17 year olds	11.0%	11.7%	0.7
18 year olds	24.6%	25.6%	1.0
19 year olds	28.9%	31.5%	2.6
% Training & Other Development	2.1%	1.8%	-0.3
16 year olds	1.4%	1.2%	-0.2
17 year olds	3.3%	2.6%	-0.7
18 year olds	2.7%	2.5%	-0.2
19 year olds	1.1%	1.2%	0.1
Not Participating	4.0%	3.7%	-0.3
16 year olds	1.0%	1.0%	0.0
17 year olds	3.7%	3.9%	0.2
18 year olds	5.5%	5.1%	-0.4
19 year olds	5.8%	4.5%	-1.3
% Unemployed Seeking	2.7%	2.1%	-0.6
16 year olds	0.8%	0.8%	0.0
17 year olds	2.7%	2.8%	0.1
18 year olds	3.5%	2.9%	-0.6
19 year olds	3.5%	1.9%	-1.6
% Unemployed Not seeking	1.3%	1.6%	0.3
16 year olds	0.2%	0.2%	0.0
17 year olds	0.9%	1.1%	0.2
18 year olds	2.0%	2.2%	-0.4
19 year olds	2.2%	2.6%	0.4
Status Unconfirmed	5.6%	5.3%	-0.3
16 year olds	0.3%	0.2%	-0.1
17 year olds	2.4%	2.1%	-0.3
18 year olds	6.6%	6.1%	-0.5
19 year olds	12.6%	12.0%	-0.6

Table 2 shows that for both the 2016 and 2017 annual measures the percentage participation decreases with age, and conversely, the percentage not participating and unconfirmed are higher in the older age groups

The increase in participation between 2016 and 2017 has been shared across all age groups. The largest increase in participation has been witnessed within the 18 and 19 year old age groups with 0.9 and 1.7 percentage point increases respectively.

It has already been noted that the highest participation rate is amongst 16 year olds at 98.8% with the vast majority of 16 year olds having a school status (91.5%). If only post school statuses are used then the participation rate for 16 year olds has risen by 0.5 percentage points between 2016 and 2017.

For the whole 16-19 year old cohort, using post school statuses only, there has been a 1.2 percentage point (pp) rise. This can be split as follows: 16 years old have witnessed a 0.5 pp between 2016 and 2017, 17 years olds a 0.1pp rise, 18 year olds a 0.9pp rise and 19 year olds a 1.8pp rise. The participation status that has witnessed a rise across all age groups is employment.

The 19 year old group has witnessed the largest decrease in unconfirmed statuses, 0.6 percentage points lower than in 2016, followed by the 18 year old group with a 0.5 percentage point decrease.

3. Analysis of those participating

- 71.1% of 16-19 year olds are participating in secondary or tertiary education, a fall of 0.2 percentage points on last year. The highest proportion of whom across the 16-19 year old (40.8%) being school pupils.
- Across the whole 16-19 year cohort, 19.3% are reported as participating in higher education.
- Over 1 in 10 of the whole 16-19 year old cohort is reported as participating in further education.
- Of those 16-19 year olds within the participation measure cohort, 18.1% are reported in the employment status grouping. This includes those undertaking a modern apprenticeship and individuals employed on a full-time, part-time or self-employed basis. Of those in employment, 50.9% are reported in a full-time employment status and a further 35.3% as undertaking a Modern Apprenticeship.
- The greatest increase within the participating group has been from within the participating in employment category which has risen by 1.2 percentage points since 2016.
- Of the 1.8 % of 16-19 year olds reported in the training and other development status grouping, 35.0% are reported in an Employability Fund status. This provision is designed to support individuals to develop the skills needed to secure a job or progress to more advanced forms of training. The next largest proportion, (29.5%) are reported in an Activity Agreement status.

4. Analysis of those not participating

The unemployed and seeking group are those who are known to SDS to be actively seeking participation. These may include individuals who are not accessing Department for Work and Pensions services or benefits.

Table 3: Unemployed seeking employment or training by age, comparison between 2016 and 2017

Age	2016 Annual Participation Measure			2017 Annual Participation Measure			PP Change 2017 on 2016
	16-19 Cohort	Count / % split within U/E seeking	% of age group who are U/E seeking	16-19 Cohort	Count / % split within U/E seeking	% of age group who are U/E seeking	
16	53,207	430 (7.2%)	0.8%	52,032	395 (8.6%)	0.8%	0.0
17	55,230	1,516 (25.4%)	2.7%	53,352	1,477 (32.3%)	2.8%	0.1
18	56,668	1,999 (33.5%)	3.5%	55,323	1,607 (35.1%)	2.9%	-0.6
19	57,475	2,028 (34.0%)	3.5%	56,783	1,093 (23.9%)	1.9%	-1.6
16-19	222,580	5,973	2.7%	217,490	4,572	2.1%	-0.6

Percentages may not total 100% due to rounding

The largest proportion of unemployed seeking 16-19 year olds are 18 years old. Together with 17 year olds, these make up just over two thirds of those reported as unemployed seeking. Between 2016 and 2017 the percentage of unemployed seeking 16 and 17 year olds has remained relatively stable. Those aged 18 and 19 have seen the greatest percentage point decreases in unemployed seeking with reductions of 0.6 and 1.6 respectively. The reduction in the percentage of unemployed seeking 19 year olds can be attributed to a 2.6 percentage point rise in employment.

In comparison the highest proportion of those reported as **unemployed not seeking** are 19 years old. Together with 18 year olds, these make up just under four fifths (79.1%) of the unemployed not seeking cohort. Females account for 60% of the unemployed not seeking group.

5. Analysis of those with status unconfirmed

An unconfirmed status within the annual measure applies to individuals within the shared data set with no available status information for the largest amount of time within the year. This means despite multi partner data sharing and tracking of individuals as part of service delivery it has not been possible to identify full status information.

The number of individuals who fall into this category is 11,437 (5.3%), the majority of whom are aged 19. It could be that many of these individuals have taken up employment but it has not been possible to confirm this as SDS does not currently have any regular administrative data feed of employment information. Therefore this currently limits the employment data held on the shard dataset.

An unconfirmed status is slightly more likely amongst males than females; the gender split for those with an unconfirmed status is 49% female and 51% male. In general, those with an unconfirmed status are more likely to be living in more deprived areas (over a third live in the 20% most deprived areas of Scotland). Table 5 below provides a breakdown by age of those whose status is reported as unconfirmed.

Table 4: Status unconfirmed by Age

2016 Annual Participation Measure				2017 Annual Participation Measure			Percentage Point Change 2017 on 2016
Age	Cohort	Count & % split of Unconfirmed Status	% of Age Group	Cohort	Count & % split of Unconfirmed Status	% of Age Group	
16	53,207	169 (1.4%)	0.3%	52,032	126 (1.1%)	0.2%	-0.1
17	55,230	1,343 (10.8%)	2.4%	53,352	1,113 (9.7%)	2.1%	-0.3
18	56,668	3,712 (29.8%)	6.6%	55,323	3,357 (29.4%)	6.1%	-0.5
19	57,475	7,241 (58.1%)	12.6%	56,783	6,841 (59.8%)	12.0%	-0.6
16-19	222,580	12,465	5.6%	217,490	11,437	5.3%	-0.3

Percentages may not total 100% due to rounding

Table 4 shows that all age groups have seen a decrease in unconfirmed statuses. The largest decrease has been in the 19 year old group with a 0.6 percentage point decrease between 2016 and 2017. In both 2016 and 2017, the 18 and 19 year old groups have a markedly higher percentage of unconfirmed statuses compared to the 16 and 17 year old groups.

SDS continues to work with partners to further enhance service delivery through multi-partner data sharing and it is anticipated this work, coupled with proposed data sharing with HMRC, will help to decrease the number of customers with an unconfirmed status. Integral to our commitment to Opportunities for All is the follow up 16-19 year olds with an unconfirmed status.

6. Equalities

SDS has a legal duty under the Equality Act to ensure our services are inclusive and are accessible to a diverse range of customers. One of the ways we do this is by collecting equality data to allow us to monitor and review uptake of our services and help us to identify and address any barriers faced by particular groups.

Our revised Equality Outcomes for 2017 – 2021 include the outcome, “Increased participation in education, training or employment amongst young people who are disabled, from an ethnic minority group, or are care experienced.” It was agreed the 2016 Annual Participation Measure would form the baseline for reporting against this outcome.

We recognise that care experience is not a protected characteristic, but in line with the commitment made in our Corporate Parenting Plan 2015-18, we aim to treat care experience with equal status to the protected characteristics. At this stage we are unable to suitably quality assure our care experience data from the shared data set and have agreed with the Scottish Government's Children and Young People Statistics Unit not to publish a breakdown of the measure by care experience. We are however working collaboratively to progress a data quality exercise as we seek to publish such a breakdown going forward.

The section of the report that follows provides analysis of participation by gender, ethnicity and disability and is based on data captured within the shared data set. This data is normally captured at the point a record is created within the shared data set but the information can be updated by SDS advisers when they receive information from the individual or their representative. The majority of the equalities data within the shared data set is sourced from school management information systems as this is where most of the information is recorded.

6.1 Gender

Table 5 shows that 91.6% of females are participating in comparison to 90.5% of males. Females are more likely to be participating in education compared to males (Females (75.6%); Males (66.9%)). In terms of reported participation within higher education there is a 6.5 percentage point difference between females and males, with females representing the highest proportion.

Conversely, there are more males than females in employment, with the figures showing a 7.0 percentage point difference, 60.8% of 16-19 year olds reported as unemployed seeking within the 2017 annual participation measure are male.

Table 5: Participation statuses broken down by gender

	Female		Male		All 16-19 year olds	
2017: 16-19 Cohort (count)	105,990		111,479		217,490	
% of 2017 Cohort	48.7%		51.3%			
Status Grouping / Year	2016	2017	2016	2017	2016	2017
Participating	91.0%	91.6%	89.7%	90.5%	90.4%	91.1%
% Participating in Education	75.9%	75.6%	66.9%	66.9%	71.3%	71.1%
% Participating in Employment	13.4%	14.5%	20.3%	21.5%	16.9%	18.1%
% Training & Other Development	1.7%	1.5%	2.5%	2.2%	2.1%	1.8%
Not Participating	3.9%	3.6%	4.2%	3.7%	4.0%	3.7%
% Unemployed Seeking	2.1%	1.7%	3.2%	2.5%	2.7%	2.1%
% Unemployed Not seeking	1.8%	1.9%	0.9%	1.2%	1.3%	1.6%
Status Unconfirmed	5.1%	4.7%	6.1%	5.7%	5.6%	5.3%

Note: There were 21 individuals who indicated they would not wish to disclose their gender. These individuals have been excluded from the above gender analysis. Percentages may not total 100% due to rounding

Table 5 shows that the percentage of both females and males participating has increased between 2016 and 2017 annual participation measures. The participation rate remains higher for females than males although the gap between the two has narrowed from 1.3 percentage points in 2016 to 1.1 in 2017.

Between 2016 and 2017 the percentage not participating has decreased for both females and males, with males retaining a higher percentage than females. The decrease in not participating is the result of a fall in percentage unemployed seeking which has outweighed the rise in the percentage unemployed not seeking. Between 2016 and 2017 the percentage of unconfirmed statuses has decreased for both females and males by 0.4 of a percentage point, with males retaining a 1 percentage point greater rate than females.

6.2 Ethnicity

Table 6 provides a summary of participation broken down by ethnicity.

Both the Mixed or Multiple; Asian; African; Caribbean or Black; and Other ethnic groups and those identified as White have seen a percentage point increase in participation and a decrease in non participation.

At 94.3%, the participation rate of 16-19 year olds from Mixed or Multiple; Asian; African; Caribbean or Black; and Other ethnic groups is 3.2 percentage points higher than the national average. It is also 3.3 percentage points higher than those identified as White. The participation gap has widened by 0.7 percentage points (3.3 pp in 2017 compared to 2.6 pp in 2016).

The percentage of young people from Mixed or Multiple; Asian; African; Caribbean or Black; and Other ethnic groups participating in education is 85.8%, 14.7 percentage points higher than the national average. Over half (51.8%) are participating in school education compared to a national average of 40.8% and there is a similar picture for higher education where participation of 16-19 year olds from Mixed or Multiple; Asian; African; Caribbean or Black; and Other ethnic groups is 5.7 percentage points higher than the national average of 19.3%.

With the dominance of education as a post 16+ choice, those from Mixed or Multiple; Asian; African; Caribbean or Black; and Other ethnic groups have lower representation in the other statuses. For example, the percentage of 16-19 year olds from Mixed or Multiple; Asian; African; Caribbean or Black; and Other ethnic groups reported as unemployed seeking is 0.8 percentage points below the national average of 1.6%.

Table 6: Participation statuses broken down by ethnicity

	Mixed or Multiple; Asian; African; Caribbean or Black; and Other ethnic groups		White¹		Not Known / Not Disclosed	
¹ Note: The White ethnicity group includes young people from the following ethnicity categories: White – Scottish, White – Other British, White – Irish, White – Polish, Gypsy/Traveller and White – Other						
2017: 16-19 Cohort (count)	10,367		202,526		4,597	
% of 2017 Cohort	4.8%		93.1%		2.1%	
Status Grouping / Year	2016	2017	2016	2017	2016	2017
Participating	92.9%	94.3%	90.3%	91.0%	89.2%	85.4%
% Participating in Education	84.6%	85.8%	70.5%	70.5%	76.3%	64.2%
% Participating in Employment	7.1%	7.2%	17.6%	18.6%	10.6%	18.4%
% Training & Other Development	1.3%	1.2%	2.2%	1.9%	2.4%	2.8%
Not Participating	2.2%	2.0%	4.1%	3.7%	3.8%	5.7%
% Unemployed Seeking	1.4%	1.3%	2.7%	2.1%	2.5%	3.1%
% Unemployed Not seeking	0.8%	0.8%	1.4%	1.6%	1.4%	2.7%
Status Unconfirmed	4.9%	3.7%	5.6%	5.3%	6.9%	8.9%

Note: Percentages may not total 100% due to rounding

6.3 Disability

Table 7 below provides a breakdown of the 16-19 year old cohort by disability. At 83.6%, the participation rate of 16-19 year olds identified as disabled is 7.5 percentage points lower than the national average and 7.7 percentage points lower than those identified as not disabled.

The majority of those identified as disabled are participating in education, with 55.9% of those in education being a school pupil. The next highest participation status of those identified as disabled is further education (FE) with just under a third (31.2%) of those participating in education. Since 2016, there has been a 1.4 percentage point drop for those identified as disabled participating in education.

However, the participation rate within employment for those identified as disabled has increased by 2.4 percentage points since 2016 to 14.4%. This is 3.8 percentage points lower than those identified as not disabled.

The percentage of non participation is larger within those identified as disabled compared to those identified as not disabled for both the 2016 and 2017 measures. 10.0% of those identified as disabled are not participating which is 6.3 percentage points higher than the national average. Although there was a 0.5 percentage point increase in the rate of those identified as disabled within the participation measure cohort, the number who were not participating has remained stable (559 and 561 individuals in 2016 and 2017 respectively).

Both those identified as disabled and not disabled have witnessed a decrease in the percentage of unconfirmed statuses over the last year.

Table 7: Participation Statuses broken down by Disability

	Identified as Disabled		NOT Identified as Disabled		16-19 year old Total	
2017: 16-19 Cohort (count)	5,598		211,892		217,490	
% of 2017 Cohort	(2.6%)		(97.4)			
Status Grouping / Year	2016	2017	2016	2017	2016	2017
Participating	82.8%	83.6%	90.6%	91.3%	90.4%	91.1%
% Participating in Education	64.4%	63.0%	71.5%	71.3%	71.3%	71.1%
% Participating in Employment	12.0%	14.4%	17.0%	18.2%	16.9%	18.1%
% Training & Other Development	6.3%	6.1%	2.0%	1.7%	2.1%	1.8%
Not Participating	9.5%	10.0%	3.9%	3.5%	4.0%	3.7%
% Unemployed Seeking	4.5%	4.1%	2.6%	2.0%	2.7%	2.1%
% Unemployed Not seeking	5.1%	5.9%	1.2%	1.5%	1.3%	1.6%
Status Unconfirmed	7.7%	6.4%	5.5%	5.2%	5.6%	5.3%

Note: Percentages may not total 100% due to rounding

7. Participation rates across Scotland

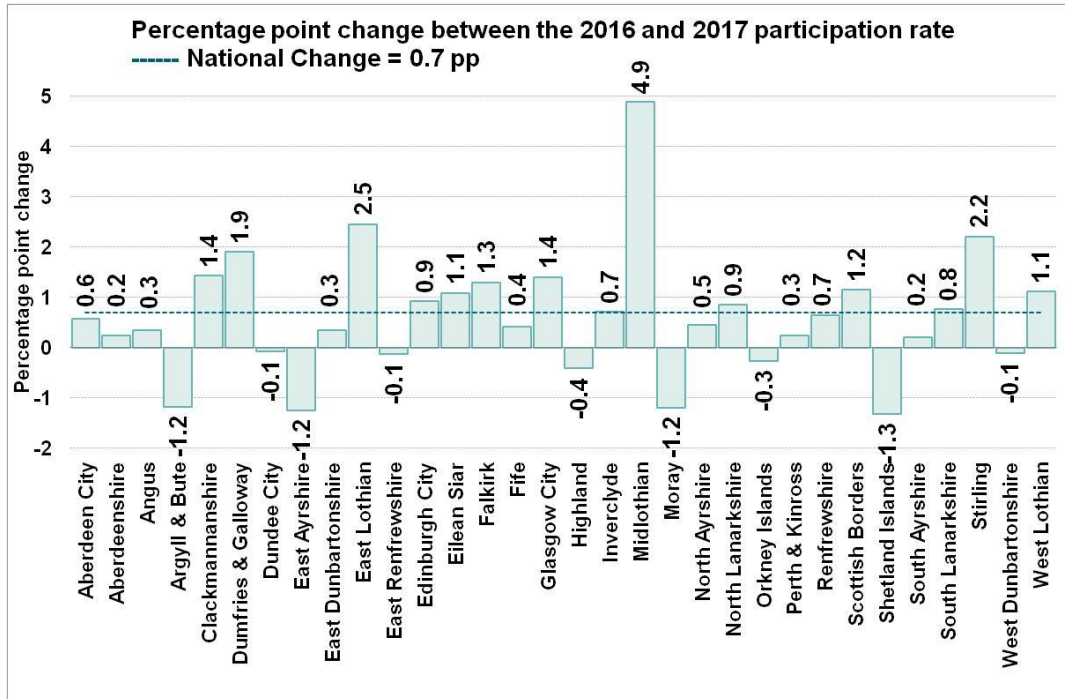
As part of the development work for the participation measure a number of options were considered to report participation at a local authority level. Following consultation a methodology was agreed that retains a link to the local authority where the individual was schooled for a set period of time before adopting the local authority based on where an individual lives. Further detail on the methodology is provided in the background notes in Appendix 1.

In addition to local authority reporting we also present analysis based on the Scottish Index of Multiple Deprivation (SIMD) which uses the postcode of individuals within the participation measure cohort.

7.1 Local Authority

- Eighteen local authorities have a participation rate which is above the Scottish average, two are equal to the average and the remaining twelve fall below this rate.
- The variation between the highest and lowest participation rate within local authorities is 9.3 percentage points. The highest participation rate is in Eilean Siar at 96.9%, a rise of 1.1 percentage points on last year. The lowest participation rate is in Dundee City at 87.6% after a decrease of 0.1 percentage points on 2016.
- There were 23 out of the 32 Local Authorities showing a percentage point increase in participation between 2016 and 2017. Graph A provides an overview of the percentage point increase / decrease between 2016 and 2017.

Graph A: Percentage point change at a Local Authority Level



- There were decreases in the non participation rate for 25 Local Authorities and 18 local authorities witnessed a decrease in the rate of unconfirmed statuses.

Map A: Percentage Participation at a Local Authority Level

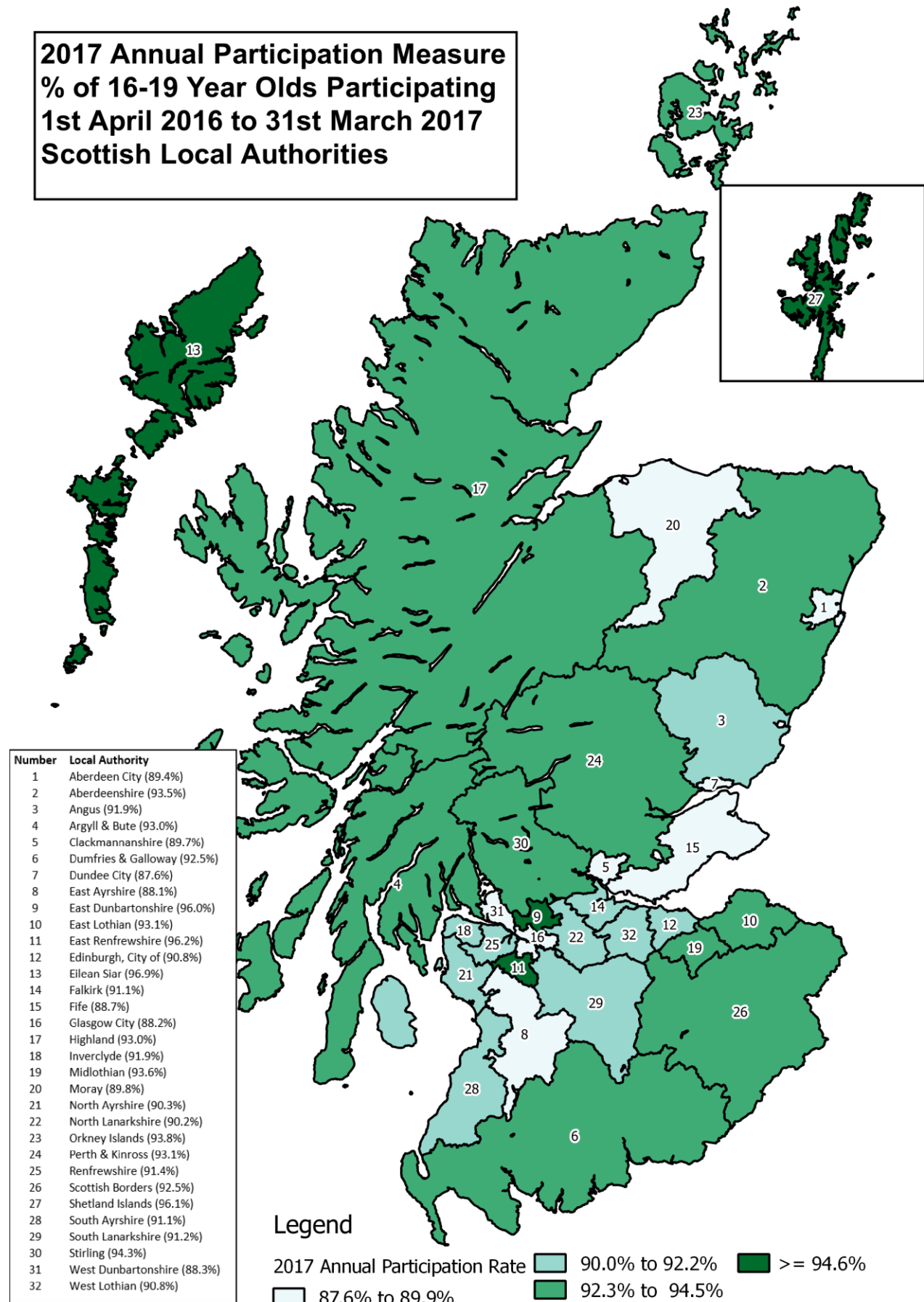


Table 8 provides an overview of the annual participation measure at a local authority level with a comparison between 2017 and 2016.

Table 8: Participation Cohort by Local Authority

Local Authority	2016 Annual Participation Measure			2017 Annual Participation Measure			Percentage point change between 2017 and 2016		
	% Participation	% Non participation	% Unconfirmed status	% Participation	% Non participation	% Unconfirmed status	Participation	Non participation	Unconfirmed status
Scotland	90.4%	4.0%	5.6%	91.1%	3.7%	5.3%	0.7	-0.3	-0.3
Aberdeen City	88.9%	4.6%	6.6%	89.4%	3.9%	6.7%	0.6	-0.7	0.1
Aberdeenshire	93.2%	2.5%	4.3%	93.5%	2.5%	4.0%	0.2	0	-0.3
Angus	91.6%	3.2%	5.2%	91.9%	3.7%	4.3%	0.3	0.5	-0.9
Argyll & Bute	94.2%	3.1%	2.7%	93.0%	2.8%	4.2%	-1.2	-0.3	1.5
Clackmannanshire	88.2%	8.6%	3.1%	89.7%	7.5%	2.8%	1.4	-1.1	-0.3
Dumfries & Galloway	90.6%	3.7%	5.7%	92.5%	3.4%	4.1%	1.9	-0.3	-1.6
Dundee City	87.7%	8.3%	4.0%	87.6%	6.9%	5.5%	-0.1	-1.4	1.5
East Ayrshire	89.3%	4.0%	6.7%	88.1%	3.8%	8.2%	-1.2	-0.2	1.5
East Dunbartonshire	95.6%	1.7%	2.6%	96.0%	1.3%	2.8%	0.3	-0.4	0.2
East Lothian	90.6%	3.5%	5.9%	93.1%	3.2%	3.8%	2.5	-0.3	-2.1
East Renfrewshire	96.4%	1.4%	2.2%	96.2%	1.8%	1.9%	-0.1	0.4	-0.3
Edinburgh City	89.9%	3.7%	6.4%	90.8%	3.9%	5.3%	0.9	0.2	-1.1
Eilean Siar	95.8%	1.7%	2.6%	96.9%	1.1%	2.0%	1.1	-0.6	-0.6
Falkirk	89.8%	5.8%	4.4%	91.1%	4.5%	4.3%	1.3	-1.3	-0.1
Fife	88.3%	5.0%	6.7%	88.7%	4.8%	6.5%	0.4	-0.2	-0.2
Glasgow City	86.8%	5.2%	8.0%	88.2%	4.9%	6.9%	1.4	-0.3	-1.1
Highland	93.4%	2.3%	4.3%	93.0%	2.2%	4.8%	-0.4	-0.1	0.5
Inverclyde	91.2%	4.7%	4.1%	91.9%	3.9%	4.1%	0.7	-0.8	0
Midlothian	88.7%	4.2%	7.1%	93.6%	2.9%	3.5%	4.9	-1.3	-3.6
Moray	91.0%	3.6%	5.4%	89.8%	3.5%	6.8%	-1.2	-0.1	1.4
North Ayrshire	89.9%	3.1%	7.1%	90.3%	3.0%	6.7%	0.5	-0.1	-0.4
North Lanarkshire	89.3%	4.5%	6.2%	90.2%	4.0%	5.9%	0.9	-0.5	-0.3
Orkney Islands	94.1%	2.4%	3.6%	93.8%	2.3%	3.9%	-0.3	-0.1	0.3
Perth & Kinross	92.8%	2.7%	4.4%	93.1%	2.5%	4.4%	0.3	-0.2	0
Renfrewshire	90.7%	3.1%	6.2%	91.4%	3.2%	5.4%	0.7	0.1	-0.8
Scottish Borders	91.4%	2.7%	5.9%	92.5%	3.0%	4.5%	1.2	0.3	-1.4
Shetland Islands	97.4%	1.6%	1.0%	96.1%	1.3%	2.6%	-1.3	-0.3	1.6
South Ayrshire	90.9%	3.5%	5.6%	91.1%	2.9%	5.9%	0.2	-0.6	0.3
South Lanarkshire	90.4%	4.4%	5.1%	91.2%	3.3%	5.6%	0.8	-1.1	0.5
Stirling	92.1%	4.3%	3.6%	94.3%	2.7%	3.0%	2.2	-1.6	-0.6
West Dunbartonshire	88.4%	5.5%	6.1%	88.3%	5.5%	6.2%	-0.1	0	0.1
West Lothian	89.7%	4.1%	6.2%	90.8%	3.9%	5.3%	1.1	-0.2	-0.9

Note: Percentages may not total 100% due to rounding

7.2 Scottish Index of Multiple Deprivation (2016)

Graph B and Table 9 provide an overview of 16-19 year old activity broken down by SIMD deciles (2016). The annual participation rate has increased over every deprivation decile compared to last year.

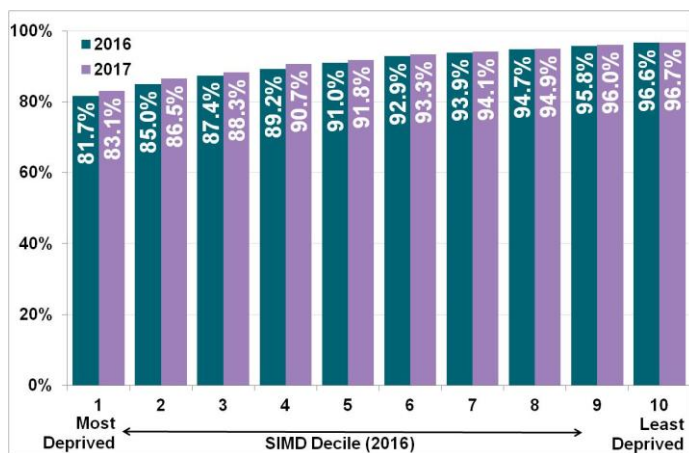
Overall, those who live in more deprived areas are less likely to be reported as participating within the annual measure than those from the less deprived areas: There is a 13.6 percentage point difference in the participation rate between those from SIMD 1 and SIMD 10.

Those from the less deprived areas are more likely to remain in education compared to those from more deprived areas. The proportion of 16-19 year olds reported as participating in education from the least deprived areas (SIMD decile 10) is 83.6% compared to 61.4% for those from the most deprived areas (SIMD decile 1), a difference of 22.2 percentage points.

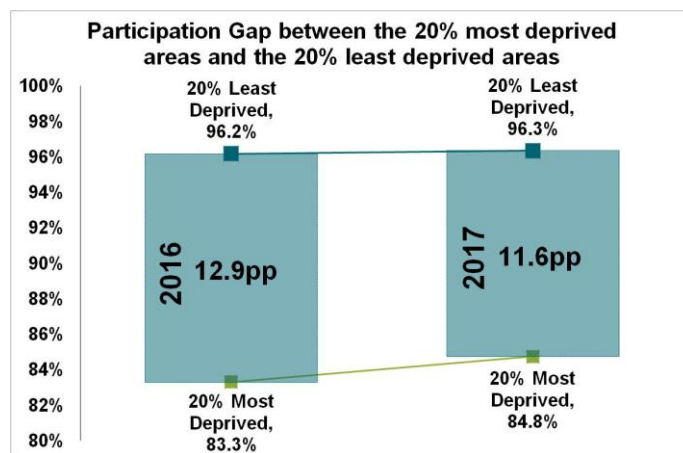
A higher proportion of 16-19 year olds from the more deprived areas are unemployed seeking compared to those from the less deprived areas. For example, 4.6% of those from SIMD 1 are unemployed seeking compared to 0.5% from SIMD 10.

Graph C shows that the participation gap between those living in the 20% most deprived areas and those in the 20% least deprived areas has narrowed. In 2016 the variance was 12.9 pp (83.3% compared to 96.2%) whereas in 2017 the variance reduced to 11.6 pp. (84.8% compared to 96.3%).

Graph B: Overview by SIMD (2016)



Graph C: Participation Gap



More information on the Scottish Index of Multiple Deprivation can be found at:

<http://www.scotland.gov.uk/Topics/Statistics/SIMD>

Table 9: Participation statuses by SIMD Decile (2016)

SIMD 2016 Decile			Percentage of cohort							
			Participating	Within Education	Within Employment	Training & Other Personal Development	Not Participating	Unemployed Seeking	Unemployed Not seeking	Status Unconfirmed
Least Deprived	1	11%	83.1%	61.4%	17.9%	3.8%	8.0%	4.6%	3.5%	8.9%
	2	11%	86.5%	64.5%	19.2%	2.8%	6.1%	3.8%	2.3%	7.4%
	3	10%	88.3%	64.9%	21.0%	2.4%	5.2%	3.1%	2.1%	6.5%
	4	10%	90.7%	68.0%	20.7%	2.1%	3.8%	2.1%	1.7%	5.5%
	5	10%	91.8%	70.6%	19.6%	1.6%	3.2%	1.7%	1.5%	5.0%
	6	10%	93.3%	72.3%	19.6%	1.4%	2.5%	1.3%	1.1%	4.2%
	7	10%	94.1%	74.0%	18.9%	1.1%	2.1%	1.2%	0.9%	3.9%
	8	10%	94.9%	76.8%	16.9%	1.2%	1.7%	1.0%	0.7%	3.5%
	9	10%	96.0%	80.8%	14.5%	0.7%	1.2%	0.7%	0.6%	2.8%
	10	9%	96.7%	83.6%	12.4%	0.8%	0.9%	0.5%	0.4%	2.3%

Note: Percentages may not total 100% due to rounding

8. Conclusion

This report has set out the key results from the second year of the annual participation measure. As agreed by Scottish Ministers, the Annual Participation Measure will now be adopted within the Scottish Government's National Performance Framework. It has replaced the school leaver destination follow up as the source of the indicator, **“increase the proportion of young people in learning, training or work”**, published through [Scotland Performs](#).

This development supports the decision for SDS to focus on publishing the annual participation measure in support of the Scottish Government's “Opportunities for All” commitment.

As highlighted - the Annual Participation Measure methodology moves away from the previously used snapshot methodology. The school leaver destination statistic will continue to use the snapshot methodology and the Scottish Government Education Analysis Unit has sole responsibility for publishing School Leaver Destination statistics.

Appendix One provides background notes to the publication which outlines the definitions and the methodology used. In addition, [Supplementary Statistics Tables](#) are available in excel format on the SDS website. Any comments or suggestions regarding the content of this report are welcome and can be emailed to user_feedback@sds.co.uk.

Appendix 1: Notes to Readers

A joint work stream between the Scottish Government and SDS oversaw the development work to define the annual participation measure and agree its content. As this is now being used within the Scottish Government's National Performance Framework, these notes have been prepared to support users by outlining the reporting methodology used.

a) Identification of the Annual Participation Measure cohort

The participation measure cohort is based entirely on records held on the SDS customer support system (CSS). This is a shared data set to which partners contribute through data sharing arrangements. The following rules apply:

- i. **Age:** To be included in the annual measure the age of the individual on the last day of the period of interest must be between 16 and 19. The age used within the measure is the age of the customer on the last day of the period of interest i.e. 31st March.
- ii. **Primary Status Coverage:** to be included in the annual participation measure an individual must have status data covering the whole period of interest 1st April 2016 – 31st March 2017. Therefore, records created mid-year without a full status history for the year have been excluded from the measure.
- iii. **Excluded Statuses:** individuals who meet the above criteria but have a moved out with Scotland or deceased status within the shared data set are excluded from the measure.

b) Annual Participation Measure Calculation Methodology

- i. **Headline Classification:** The method used to calculate the annual participation measure is to assign each individual in the cohort with a headline classification of participating, not participating or unconfirmed. Each individual status available on the shared data set has been allocated to a headline classification, as outlined in (d) below. The annual headline classification for each person has been calculated by adding up all the days an individual spends in each status and the classification with the largest number of days has been assigned to the individual. Each individual's headline classification has then been used to calculate the proportion of individuals participating, not participating and unconfirmed.
- ii. **Status Grouping:** Once the annual headline classification has been calculated for each individual, the same methodology is used to calculate the status grouping. The status grouping for each person has been calculated by adding up all the days an individual spends in each status within the annual headline classification and the status grouping with the largest number of days has been assigned to the individual.
- iii. **Status:** The status for each person has been calculated by adding up all the days an individual spends in each status within the assigned status grouping and the status with the largest number of days has been assigned to the individual.

c) Handling the scenario when no largest number of days exists

There were a small number of instances where the highest sum of days could not be used as the sum of days was equal. The following rules used to identify the participation headline, group and status:

i. Headline Classification:

Where the highest sum of days between participating and unconfirmed was equal, the headline classification was recorded as unconfirmed.

Where the highest sum of days between not participating and unconfirmed was equal, the headline classification was recorded as not participating.

Where the highest sum of days was equal between participating and not participating, and the not participating sum was higher than unconfirmed then the headline classification was not participating else the headline classification was recorded as unconfirmed.

ii. Status Grouping:

Participating: where the highest sum of days was equal between two or more of the status groups, their final status grouping would be recorded using a hierarchy (1) Employment, (2) Education and (3) Training & Other Development.

Not participating: where the highest sum of days was equal between the status groups, their final status grouping would be recorded using the hierarchy (1) Unemployed Seeking then (2) Unemployed not Seeking.

iii. Status:

Where more than one status had the same number of days within the same status grouping the most recent status was identified from the status records and this status would be reported.

d) Handling Summer Transitions for those leaving school

The period between 1st May and the first Monday in October was identified as a period of transition from school. Where an individual left school within this period and they transitioned from a school status to a participating status, the period between the date left school to the start of the new status was filled with a transition status. When calculating participation classification and other subcategories these transition statuses are counted within the category being transitioned into.

e) Handling individuals with gaps in their status history

Where an individual had one or more statuses covering the whole year, then the sum of all the days should total 365 days. Where gaps existed in an individual's status history the deficit of days were counted as unconfirmed days until each individual had a total of 365 days. This action was required for only 0.8% of the cohort.

f) **Allocation of a local authority within the annual measure**

A number of options were considered to report participation at a local authority level and following consultation with the National Reference Group, whose members have responsibility to provide oversight for data governance of the shared data set, it was agreed to adopt the following reporting methodology.

For school pupils, we will report the local authority of the school for publicly funded secondary and special schools. For individuals attending residential schools the local authority of their home area is used.

For those who have left school we would continue to report the individual against the local authority of their school of leaving for a fixed period of time and thereafter the individual would be reported against the local authority linked to their postcode. If no postcode was available for mapping to a local authority, the SDS centre attached to the customer record would be used. All SDS centres are linked to local authority areas.

It was agreed that the link to the school of leaving would be retained for one year based on fixed points in the year. The change from reporting the local authority of the school to an individual's postcode would happen, as follows:

School Leaving Date between:	Fixed Cohort Leave Date	Date Local Authority link changes from School to Postcode
School census day to the 28 th February (Spring Term)	1st January (Prior to the start of the Spring Term)	1st January (12 months after the fixed leave date)
1st March (Spring Term) to the day before the census day	1st June (Within the Summer Term)	1st June (12 months after the fixed leave date)

g) Participation Measure Status Definitions

Participating Classification

i. Education Group

School Pupil

Relates to individuals reported on the roll of a local authority or grant-aided secondary or special school. It also includes young people who are receiving education through local authority purchased places at specialist provision, residential schools, those attending college or other providers but are on a school roll. In line with “Getting it Right for Every Child” (GIRFEC), the local authority should ensure each school maintains an accurate pupil roll. They should ensure their management information system is updated with information related to when a young person is planning to or has actually left school and this will be notified to SDS through regular data sharing.

Higher Education

Relates to individuals enrolled at a University, Higher Education Institution or College to follow a course of study at SCQF level 7 or above. This includes degree courses, courses for the education and training of teachers, higher level courses for professional qualification and Higher National Certificate / Diploma or equivalent. The individual could be enrolled on a Full-Time, Part-Time or distance learning basis.

Further Education

Those enrolled at college or other provider and studying below SCQF level 7, e.g. National Qualifications, Access courses, portfolio courses, portfolio preparation, pre-vocational courses and special programmes. The individual could be enrolled on a Full-Time, Part-Time or distance learning basis. Where an individual is attending college but they remain on the roll of a school, they will be recorded within the school pupil status.

ii. Employment Group

Employment (full-time & part-time) and Self-Employment

Covers all individuals who consider themselves to be employed through undertaking paid work. This is based on self classification adopted by the Labour Force Survey. Individuals will be considered to be working full-time if they undertake paid work 16 hours or more per week and part-time for under 16 hours per week.

Self Employed is defined as an individual who is earning a living by working independently of an employer, either freelance or by running their own business including anyone working as a professional athlete.

Included in the employment group are those who are undertaking an internship, where a young person has completed an agreed course and is working for a set period in an organisation to enhance their skills and knowledge through practical work experience and for which the young person should be paid.

Modern Apprenticeship

Modern Apprenticeships (MAs) provide individuals with the opportunity to secure industry-recognised qualifications at a range of Vocational Qualification (VQ) levels while earning a wage. It relates to individuals undertaking a modern apprenticeship where there is a public funding contribution administered by SDS on behalf of the Scottish Government.

iii. Training and Other Development Group

Employability Fund

The Employability Fund aims to support activity that will help people to develop the skills needed to secure a job or progress to more advanced forms of training. The Employability Fund supports participants and activity that map to stages 2 to 4 of the Strategic Skills and employability pipeline (SSP).

Activity Agreements

An Activity Agreement is an agreement between a young person and an advisor that the young person will take part in a programme of learning and activity which helps them to become ready for formal learning or employment. Activity Agreements provide individual learning provision in a community or third-sector setting for those young people who are not ready or able to access formal learning post-16.

An Activity Agreement status will only be recorded when a young person has agreed either verbally or in writing to the offer of an Activity Agreement. This is recorded by local authorities as “signed up”. Young people who are only at the referral stage should not be reported as participating in an Activity Agreement

Other Formal Training

This includes those on a local authority or third sector funded training programme that have a formal attendance arrangement and trainees will be in receipt of a training allowance or grant. In addition, those receiving a scholarship or sponsorship to concentrate on vocational/sporting activity will be included here. This status would only include individuals who have a non-employed status but the individual is receiving external funding to participate in the activity. Community Jobs Scotland is also included within the category.

Personal/Skills Development

This status is split into two different categories – PSD (Employability) and PSD (Social & Health):

PSD (Employability)

Those who participate in activities with the aim of improving their employability. These formal programmes will often be delivered by community learning and development or third sector organisation. Also included is the Work Programme via DWP. The courses will have a structured attendance pattern.

PSD (Social & Health)

Some young people may not be ready to enter the labour market and will require access to support from support services to make transitions into learning/ work or adulthood. This status relates to individuals who are undertaking structured opportunities appropriate to their long term needs or to address their barriers to participation. It includes those whose entry to opportunities will have been planned through the transition planning process and take account of the strengths, abilities, wishes and needs of the young person as well as identification of relevant support strategies which may be required. In addition, it includes individuals who are facing barriers to participation and are participating in “structured” support for the removal of barriers prior to concentrating on employability.

Note: Within the context of Opportunities for All, all participation is positive; therefore the Personal Skills Development (Social & Health) are regarding as participating whereas traditionally this participation is reported as unemployed not seeking category within school leaver destination statistics.

Voluntary Work

Undertaking voluntary work/volunteering, this will involve a young person giving of his/her time and energy through a third party. It will benefit both the young person and others, including individuals, groups and organisations, communities, the environment and society at large. Some volunteering may include a financial allowance. Work experience that is not organised via a formal training programme and un-paid work would also be recorded here.

Not Participating Classification

iv. Unemployed and seeking employment or training:

This refers to young people who SDS is aware of who are actively seeking employment/training. This includes those receiving support from SDS, DWP and other OfA partners. It is based on regular contact between the supporting organisation and the individual and will also include young people who are at the referral stage for an activity agreement and have not yet agreed either verbally or in writing to the offer of an activity agreement.

If there has been no contact between the individual and SDS within an 8 week period or if SDS has been unable to confirm with the OfA partner that the individual is still being supported, their status will be updated to “status unconfirmed”

However, through formal data sharing, SDS is notified by DWP of individuals aged 18/19 years old who are in receipt of benefits that require the individual to be

actively seeking employment or training. The unemployed seeking status will remain valid until SDS is notified by DWP that the individual is no longer in receipt of benefit. At this point the individual's status will be updated to "status unconfirmed."

v. Unemployed and not seeking employment or training

Includes individuals who are **not seeking employment or training** for a range of reasons. This is split into three main headings:

Economically Inactive – the primary reason for an individual not being in a position to participate includes young people with caring responsibilities, pregnancy, those with a short term illness, those who are choosing not to participate, those who due to their complex needs or personal circumstances are not in a position to participate and those who are taking time out to travel.

Unavailable - ill health – those young people who are unavailable to participate due to a longer term illness.

Custody - Young people on remand or in custodial care.

Unconfirmed Classification

Individuals with an unconfirmed status refers to those 16-19 year olds who have an individual record within the participation measure but despite multi partner data sharing and attempted tracking by SDS and their partners, it was not possible to identify an up to date status for reporting.

SDS has developed revised procedures for following up customers as part of their service delivery. These procedures will include attempted contact with those 16-19 year olds with an unconfirmed status.

SDS continues to work with partners to further enhance service delivery through multi-partner data sharing and it is anticipated this work will also help to decrease the number of customers with an unconfirmed status.

Furthermore, SDS continues to work with the Scottish Government and Her Majesty's Revenue and Customs (HMRC) to make progress in obtaining employment related data made possible by provisions in the Digital Economy (Act) 2017. This key development in information sharing will help improve service delivery and further enhance the annual participation measure.

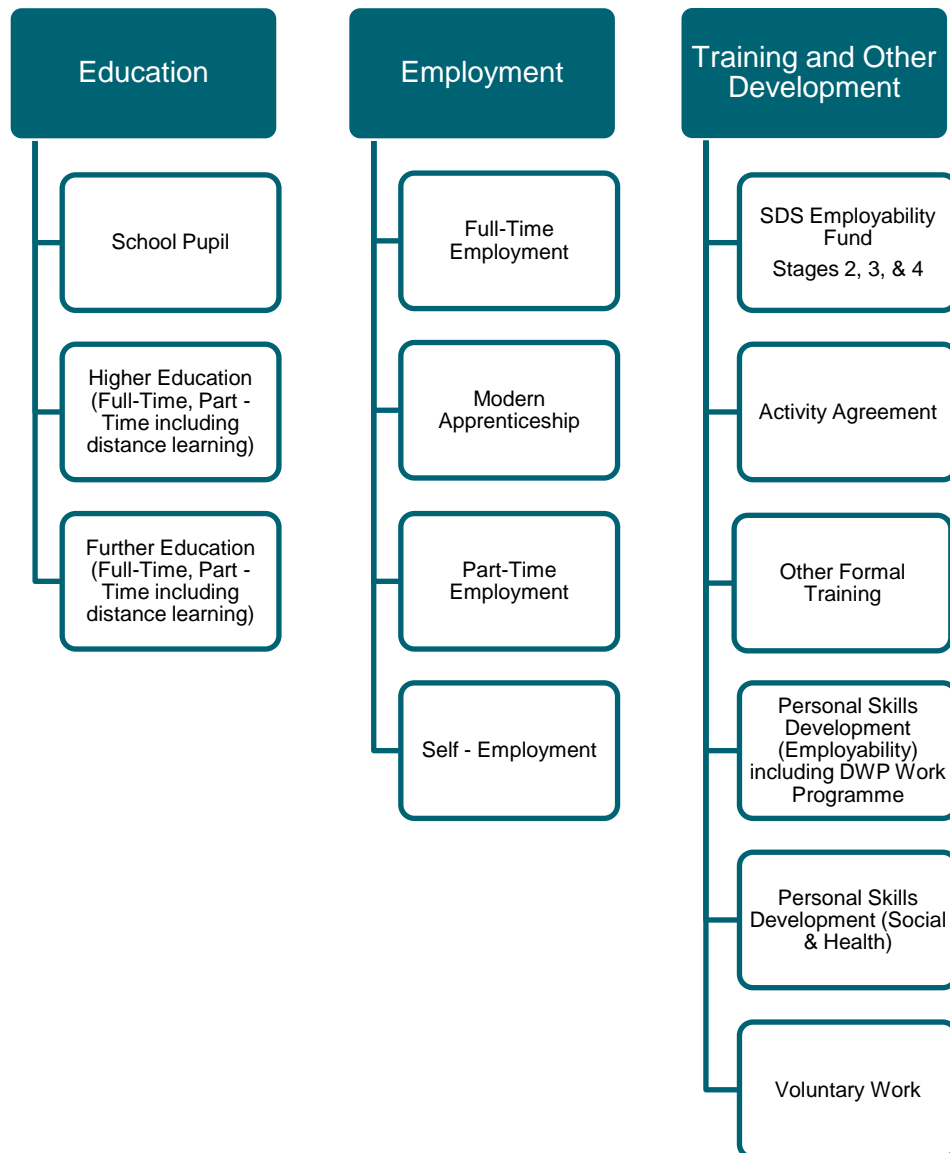
CSS Statuses excluded from the measure

Moved out with Scotland

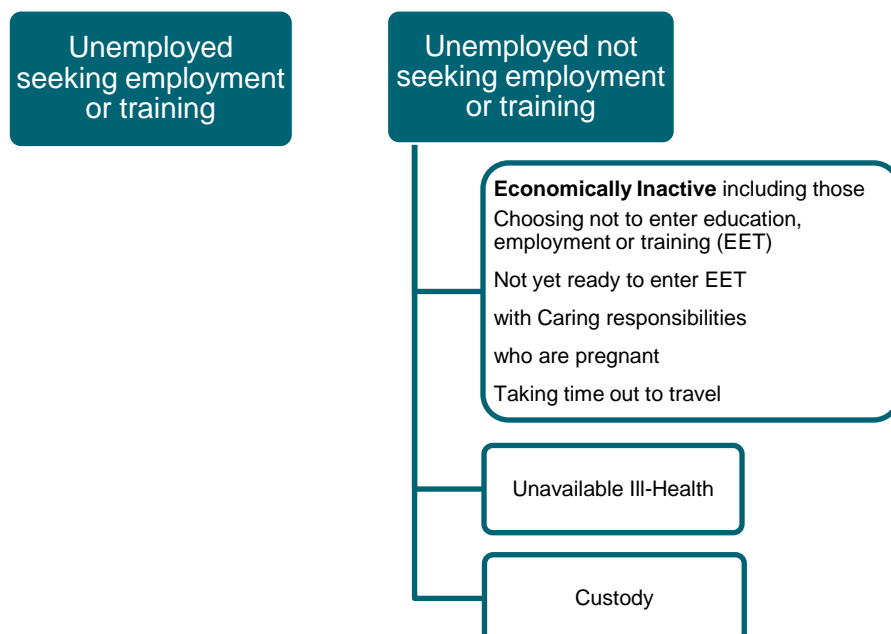
Where SDS has been notified the young person has left Scotland on a permanent basis. However, those who are ordinarily resident in Scotland and are supported by SAAS to study out with Scotland will be recorded within Higher Education.

Deceased: Where SDS has been notified the young person has passed away.

Statuses allocated to the “Participating” Classification and Status Grouping



Statuses allocated to the “Not Participating” Classification and Status Grouping



h) Coverage of the annual participation measure

The [National Records of Scotland](#) estimate the population of 16-19 year olds in Scotland, at the 2016 mid-point, was 243,221. This population estimate, published on 27th April 2017, is based on the 2011 Census being updated annually by 'ageing on' the population and applying information on births, deaths and migration.

There are 217,490 individuals reported within the participation measure. This represents approximately 90% of the 16-19 year old population having a record within the shared dataset. Hence the measure does not report on the entire population because the shared dataset does not hold records of those:

- Attending independent schools or being home schooled
- Self-funding at University
- Living in Scotland but with no record of publicly funded schooling or post school education in Scotland and not registered with SDS.

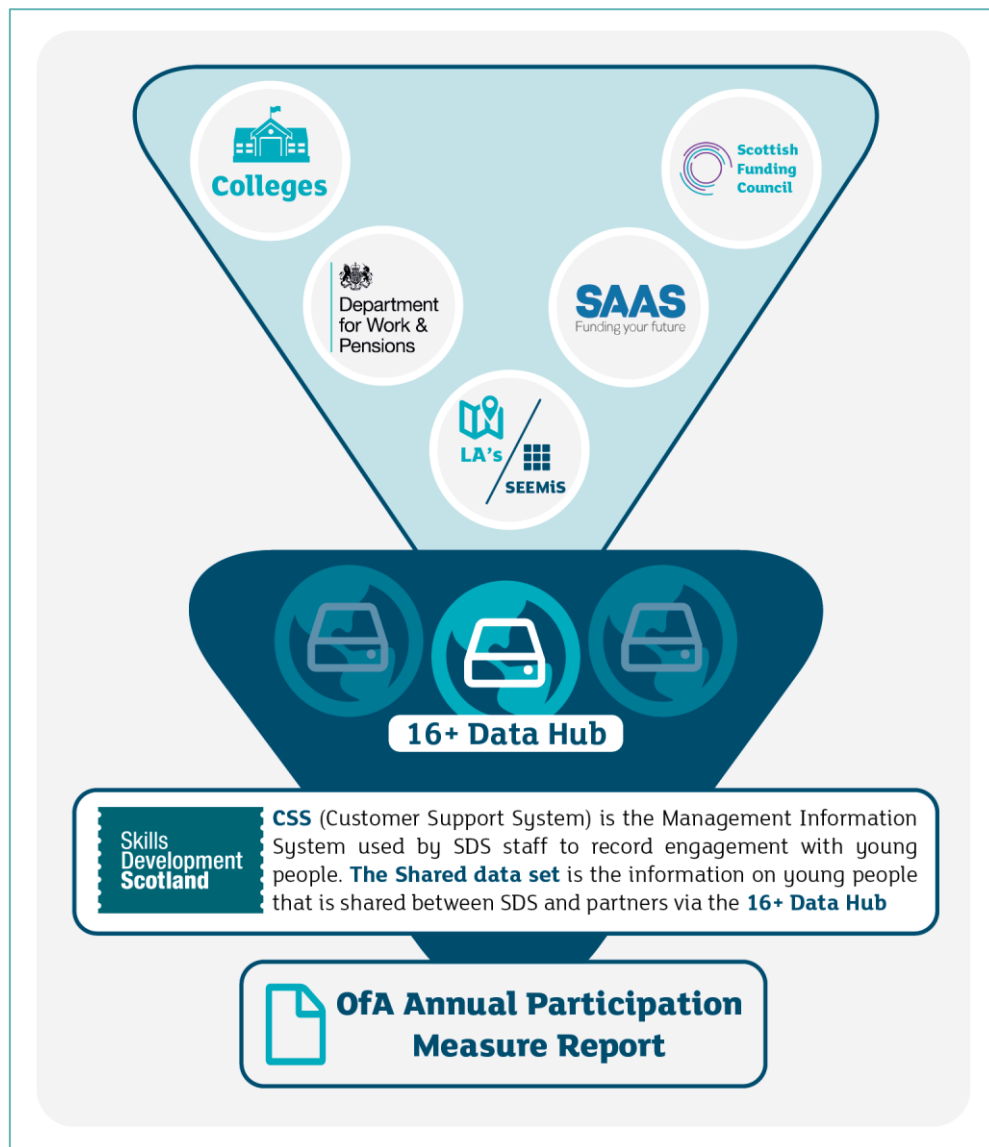
i) Record creation on CSS

The primary source of information to create individual records on CSS is local authority education (schools) data. This is received as part of the annual school pupil census for publicly funded schools and through ongoing sharing of local authority data. In addition, new records will be created by SDS staff as a result of direct contact with individuals or their representatives. For example an individual who moved to Scotland following compulsory schooling elsewhere and have received careers information, advice and guidance support from SDS.

j) Recording and updating statuses on CSS

The participation measure is based on a shared data set which is updated through multi partner data sharing and direct data input by SDS staff, as a result of contact with individuals, their parents/representatives or organisations an individual is engaging with. Each organisation that shares data is responsible for the quality of the data held in their system. However, SDS also uses an additional set of validation and business rules to govern the creation of new statuses from partner data.

The table that follows outlines the current sources of data that contribute to the shared data source and what statuses are created:



Data Supplier	Primary or secondary statuses which could be created on CSS
Local Authority	<p>a) Creation and update of school pupil statuses for those at publicly funded schools based on the annual school pupil census returns prepared by each local authority.</p> <p>b) Ongoing update and creation of school pupil and post school statuses created by school staff.</p>
Scottish Colleges	<p>a) A student enrolment at Scotland's Colleges creates or updates Further Education (FE) or Higher Education (HE) statuses.</p> <p>b) Withdrawals from FE and HE courses creates an unconfirmed status (unknown)</p>
Student Awards Agency Scotland	<p>a) A student enrolment via SAAS creates or updates Higher Education statuses.</p> <p>b) Withdrawals from HE courses creates an unconfirmed status (unknown)</p>

Department for Work and Pensions	Unemployed Seeking statuses created for those in the 18/19 year old age group
SDS Corporate Training System (CTS) and Funding Information & Processing System (FIPS)	<ul style="list-style-type: none"> • Participants on Employability Fund Stage 2, 3 or 4 • Participants on Modern Apprenticeships • Participants on other specific programmes • National Training Programme leaver information used to update post programme statuses.
Scottish Funding Council (College Leaver Survey)	Variety of statuses created for college leavers as a result of data gathered through the annual SFC college destination survey.

In addition to the electronic data sharing processes between partners, there is sharing of information at an operational level as part of working practice within local Opportunities for All partnerships. An example is that the local authority is responsible for sharing information locally about young people commencing and leaving Activity Agreements.

One of the key issues identified during the work of the joint work stream was CSS does not yet have a complete set of shared data from all desired partners and therefore the combined data set held on CSS is incomplete. The most important missing individual level data feed is on young people who are in employment. SDS continues to work with the Scottish Government and Her Majesty's Revenue and Customs (HMRC) to make progress in obtaining employment related data.

k) Comparability to other published statistics

The detail outlined in note (e) provides the background to statuses recorded in the shared data set. Caution should be exercised when making comparison to published data on specific topics such as Higher Education participation, the Modern Apprenticeship programme or unemployment rates. Other published statistics may use differing methodologies and timings and are therefore not directly comparable. SDS statistics on the Modern Apprenticeship programme can be viewed at <http://www.skillsdevelopmentscotland.co.uk/statistics/modern-apprenticeships/> and SDS statistics on the Employability Fund can be viewed at <http://www.skillsdevelopmentscotland.co.uk/publications-statistics/statistics/employability-fund/>

Update on the Implementation of Self Directed Support in Midlothian

Report by Alison White, Head of Adult Services

1 Purpose of Report

To provide an update on the progress made with implementation of Self Directed Support (SDS) in Midlothian.

2 Background

2.1 The Self Directed Support (Scotland) Act 2013 introduced more choice and flexibility in how individuals receive social care support reflecting a goal of delivering better outcomes for individuals and communities. The SDS act required local authorities to use an outcomes focused approach to assessment and to offer 4 options to individuals who are eligible to receive social care:

- Option 1 – A direct payment to allow an individual to arrange their own support. An individual can use their direct payment to employ personal assistants, or purchase equipment and services.
- Option 2 – The individual chooses the support organisation and the council arranges support
- Option 3 – The individual asks the local authority to arrange the support
- Option 4 – A mixture of the first three options

Whichever SDS option is selected individuals must be eligible to receive support and funds can only be used to meet the outcomes agreed in the care plan.

2.2 In addition to introducing choice about how support is provided the Act required the Local Authority must make sure it adheres to the following values; Respect, Fairness, Freedom, Safety and Independence. It must also ensure it has due regard to the statutory principles of Collaboration, Informed Choice, Participation & Dignity and practice should be informed by the principles of Innovation, Risk Enablement and Responsibility.

2.3 In order to support the implementation of Self Directed Support a project team was set up to co-ordinate the work necessary to ensure that Midlothian Council meets its obligations under the Act. This work is being overseen by a Project Board, whose membership includes Heads of Service, service user / carer representatives and representatives from voluntary organisations. The work completed to date has focused on ensuring the necessary policies, procedures and working practices are in place to meet Midlothian Council's obligations.

2.4 It is recognised by Scottish Government that the implementation of SDS will take a number of years to fully embed the changes the Act

introduces. Consequently despite the progress made to date the work to fully implement SDS is ongoing. Currently the local picture is positive with regards to progress. The following points relate to Midlothian Council across Adults and Social Care and Children and Families Divisions:

- Nationally based on 2015/16 figures Midlothian is ranked in the top 3 Local Authorities where service users have made a choice over how they receive their support (Scottish Government, Self Directed Support Scotland 2015/16 report published June 2016).
- The local 2016/17 figures show an increase in the number of individuals choosing direct payments for their support (135 in the final quarter compared to 122 in the first). By client group the largest uptake has been by people with a physical disability, followed by people with a learning disability. Older people with dementia and children not affected by a learning disability have the lowest uptake.
- There has been a significant uptake of SDS option 2 in Midlothian and in particular by older individuals choosing care at home providers. There was however a slight decrease in numbers over the year (109 in the first quarter to 106 in the final quarter). More recently and thus not reflected in the figures is the extensive choice of option 2 for alternative summer support for families with children affected by a disability.
- Option 3 has by in large remained the most used option with 2092 people having their support provided through option 3 in the final quarter. It should be noted that in some cases individuals having support provided by option 3 will be actively involved in choosing the support provider.
- Regardless of the option chosen there is evidence of increased creativity and flexibility in the provision of support and individuals outcomes being met by non – traditional support.

More detail on the key objectives and progress to date in implementing Self Directed Support can be found in appendix 1.

- 2.5** A recently published Audit Scotland Report published in August 2017 has highlighted both the successes and challenges around the implementation of SDS across Scotland. A full copy of their report can be found at <http://www.audit-scotland.gov.uk/report/self-directed-support-2017-progress-report> As part of that report they included a checklist for Councillors to ensure that elected members were aware of the challenges experienced within their own area. Appendix 2 contains the information required from a Midlothian perspective.

3 Report Implications

3.1 Resource

There are no resource implications as a result of this report. While SDS aims to increase the choice and control that individuals have over their support this needs to be done within existing budgets. In some cases this has led to a perception that local authorities are not offering support in line with SDS principles whereas in many cases support is not being offered as the individual was not eligible for social care funding.

Nationally there remains a view that SDS is something 'extra'. This impacts on the public's expectation of SDS and what support individuals feel they should be entitled to from Social Work. Within Midlothian SDS is being promoted as business as usual and is embedded in our assessment process and eligibility criteria.

3.2 Risk

There are some aspects of the implementation of SDS that continue to be challenging both in Midlothian and nationally.

One of the challenges that has been recognised nationally is need to develop a shared understanding of SDS and how it fits within the wider Health and Social Care system. Within Midlothian this is being addressed through the involvement of health professionals in the SDS development work.

The definition and application of Option 2 has also posed challenges both locally and nationally. Ability to provide choice under this option has been problematic particularly for care at home in Adults and Social Care as a result of capacity issues and also location. A review of Care at Home services is currently underway. In addition to this different Local Authorities have interpreted this option differently and a Midlothian Specific definition has been established.

The new Carers Act (due to come into effect in April 2018) changes the criteria under which a carer can request an Adult Carer Support Plan. The need to be providing regular and substantial care has been removed. This may lead to an increased demand for Adult Carer Support Plans and ways to best manage this are being considered through the pilot project including how best to use the local Carers support centre.

3.3 Single Midlothian Plan and Business Transformation

Themes addressed in this report:

- ☐ Community safety
- X ☐ Adult health, care and housing
- X ☐ 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

Midlothian Council takes and outcomes focussed approach in the provision of social care services.

3.5 Adopting a Preventative Approach

The proposed policy identifies the need for and supports the application of preventative approaches in the provision of Social Care Support.

3.6 Involving Communities and Other Stakeholders

The premise of SDS legislation is to ensure that individuals have more choice and control with regards to how they are supported.

A project board which oversees the local development and practice has both user and carer representation.

Questions about SDS are included in our annual user/carers survey.

3.7 Ensuring Equalities

SDS ensures that people who require support from social work have more choice and control. There are no equalities issues as a result of this report.

3.8 Supporting Sustainable Development

By working more collaboratively with individuals in how best to support their identified outcomes in line with our assessment and eligibility processes it is hoped that we can sustainably support people to gain independence. This falls within the directorate approach of Realistic Care – Realistic Expectations.

3.9 IT Issues

There are no IT implications as a result of this report.

4 Summary

Midlothian has been making good progress in the implement of Self Directed Support that is resulting in a change in practice and culture related to the provision of social care support. Work is now focussing on ensuring that Self Directed Support is embedded within the normal working practices of Midlothian Council.

5 Recommendations

Council is asked to:

Note the progress with regards to the implementation of SDS across both Adult and Children's Services.

Note the progress against Audit Scotland's report on SDS

11 September.2017

Report Contact:

Name Rebecca Hilton, SDS Practice Development Worker Adults and Social Care Tel No 0131 2713932

Rebecca.Hilton@midlothian.gov.uk

Appendix 1

Self Directed Support Implementation

Key objectives and progress to date

Adult Community Care

Objective	Progress to Date
Continue to strengthen outcomes focussed practice in relation to social work assessment and support planning	<ul style="list-style-type: none"> The outcomes approach to assessment has been embedded in all tools for recording and guiding assessments for service users and for carers. Midlothian specific Outcomes Focused training opportunities for practitioners have been developed and are in their second phase of running. They have been well attended across Health and Social Care.
Increase creativity and flexibility in support planning to ensure individuals receiving support benefit from more choice and control	<ul style="list-style-type: none"> A new support plan is being progressed to better capture, direct and review the difference support makes in people's lives. The Personal Assistant Scheme to try to widen the opportunities for the employment of personal assistants is in the final draft stages. It will be available across Adults and Social Care and Children and Families. Good practice has been promoted through a positive uptake of 1:1 sessions with the SDS Practice Development Worker in addition to presentations and discussions at team meetings and peer development events in addition to a regular email update.
Embed SDS in commissioning processes to ensure services commissioned by Midlothian Council are delivered in line with SDS values and principles	<ul style="list-style-type: none"> Support is being provided to 3rd sector organisations who have been awarded Scottish Government SDS funding to ensure the impact of this funding is maximised. Links are being made across health and social care through the House of Care and Bite Sized Workshops.
Ensure public information, policies and processes are updated to reflect SDS policy including the development of Health and Social Care Information Hub to enable easier access to information about support available in the Midlothian area	<ul style="list-style-type: none"> the hub objective has been redefined to analyse and update the information on the current Midlothian Website and to update the information on the Wee Breaks platform. a review of the information pathway was carried out in 2016 and clear points of information sharing defined and implemented. This has been reinforced across the processes in 2017. Option 2 specific information has been drafted and also a carers specific leaflet which will be reviewed and distributed in line with the Carers (Scotland) Act

	2016.
Ensure internal information, policies and processes are updated to reflect SDS policy and practice.	<ul style="list-style-type: none"> • Policies, guidelines and clear processes for staff have been reviewed and information will be centrally located to promote knowledge and consistency on the intranet. • The redesign of the resource panel and finance processes is in its final stages. This will streamline the funding application process and will ensure finances systems are able to manage increased flexibility and creativity in the use of funds.

Children and Families

Objective	Progress to Date
Implementation of personal outcomes approach to assessment across Children and Families services	<ul style="list-style-type: none"> • The outcomes approach to assessment has been embedded in all tools for referring and recording. The Permanence Outcome Focussed Assessment is in its pilot phase. • The risk assessment tool is now embedded in the assessment tool and is no longer a standalone document. Risk is now discussed explicitly with the family/young person so that they are aware of the workers concerns, why this is a concern and help them to understand why professionals are involved in their lives. • A “Multi-agency Risk and Protection Plan” has been developed for when risk is “high” – this is currently being piloted within Residential Provisions. • A bespoke “Outcome Focussed” training programme has been delivered to all practitioners. This training focussed on the Outcome Focussed Approach and the new assessment templates. • Bespoke training has also been delivered to Hawthorn Children and Family Centres and other partner agencies.
Increase creativity and flexibility in support planning (with a particular focus on children affected by a disability)	<ul style="list-style-type: none"> • An outcomes focused support plan has been devised and is in operation. • In addition to the bespoke training there has been a good uptake of 1:1 sessions with the SDS Practice Development Worker for staff to discuss creative practice which is supported by team leaders. • The work has been planned in an integrated way which incorporates the needs of all children including those who are affected by a disability. • Changes in summer holiday provision for children affected by a disability have resulted in increased creativity and flexibility in support.

	<ul style="list-style-type: none"> • The Personal Assistant Scheme to try to widen the opportunities for the employment of personal assistants is in the final draft stages. It will be available across Adults and Social Care and Children and Families.
Support the development of respite services to ensure incorporation of SDS principles	<ul style="list-style-type: none"> • SDS has enabled a wider choice of supports to be offered for families in place of the traditional summer programme for children affected by a disability. The majority of families opted for Option 2
Ensure public information, policies and processes are updated to reflect SDS	<ul style="list-style-type: none"> • A leaflet specific to children affected by a disability has been published. • training sessions for all contact centre staff have been held.
Examine how SDS should be applied in relation to young people leaving care	<ul style="list-style-type: none"> • Training has been delivered to Residential Services – this is to ensure a consistent approach across partner agencies.

Appendix 2

Self-directed support Checklist for councillors and board members

Paragraphs in main report	Questions for councillors and board members to consider	Assessment	Required actions
Para 15-22, 65-66	<p>Do we now offer self-directed support (SDS) to all eligible people when we assess or review their social care needs?</p> <ul style="list-style-type: none"> • In what circumstances are people not offered the four SDS options? • What are we doing to give these people more choice and control? 	<p>The 4 options of SDS are offered to all eligible people when either assessing or reviewing. The exceptions to this are as in the legislation:</p> <ul style="list-style-type: none"> • Crisis Intervention (Rapid Response Team) • Hospital discharge & Reablement • Residential Care • Child Protection and Adult Protection <p>Increased choice and control is being achieved through:</p> <ul style="list-style-type: none"> • Utilising assessment and review tools that are outcomes focused. This is the approach which underpins SDS. Staff are trained on outcomes and outcomes are part of our everyday language in assessment and review. • Social Work teams use an outcomes focused approach to their assessment • There is a process in social work teams for information provision and to explore the options if longer term needs exist. 	<p>None at present.</p> <p>Processes are in place and embedded within each team. The SDS Practice Development Worker links in with these teams and reinforces this.</p>
Para 23-29	How many people do we support, how many people have been offered the SDS options, and how many people	Information is collated on a quarterly basis of the number of individuals in receipt of social care support and which SDS options are selected.	None at present.

	<p>have chosen each option?</p> <ul style="list-style-type: none"> • How do we expect these numbers to change in future, and why? 	<p>We expect to see more variation of choice and control being exercised under each of the 4 options. Option 3 will likely remain the most popular option, however with our launch of a Personal Assistant Scheme it may be that option 1s increase. We may also see an increase in option 2s. We also have, and are working to increase, choice and control under option 3. Having choice and control under option 3 may impact the number of people choosing option 1 or 2.</p>	
Para 8, 36-43	<p>How do we involve service users, carers and providers to help design more flexibility and choice into support options?</p> <ul style="list-style-type: none"> • What do they tell us about how we could improve? 	<p>There is carer and support user representation on the SDS Programme Board and a SDS Reference Group is being established to look at increased involvement and feedback pathways.</p> <p>We listen to individual feedback from assessments and reviews about how we could do things better and we have close links with the local carers centre.</p> <p>There is ongoing dialogue with providers about SDS either individually or at provider's forums.</p>	<p>SDS Reference Group to be progressed with a clear framework of objectives.</p> <p>Continue to work with providers to ensure SDS principles are embedded in service provision.</p>
Para 36-43, 47-51	<p>Have we reviewed our assessment and support planning processes to make them simpler and more transparent?</p> <ul style="list-style-type: none"> • What do users and carers think about the processes? 	<p>In 2012/13 we undertook local research on outcomes focused assessments, supported by the University of Edinburgh. This involved document analysis and focus groups of practitioners and carers. We redesigned our forms and processes based on our learning. Following on from this we have regularly reviewed our processes.</p> <p>All Assessment, Support Planning and Review tools have either recently been reviewed or are scheduled for</p>	<p>None at present.</p>

		review in both Children and Families and Adults and Social Care. We have tried to simplify the processes and the forms to place the person at the centre. We are confident that our forms for recording outcomes and SDS are of a high standard.	
Para 38	<p>Have we reviewed our processes for supporting children to transition into adult services?</p> <ul style="list-style-type: none"> • Have we jointly agreed improvement actions between children's and adult services? 	<p>There is a dedicated Transitions Team for young people with a learning disability/Autism transitioning to Adults Services.</p> <p>Work is ongoing to improve the transition pathways between children and adults services. A project team made of staff from both children's and adult services are progressing this work.</p> <p>There has been some progress in applying SDS to young people leaving care. A project manager is being recruited to oversee the progression and development of support for this group of people.</p>	<p>Continue work to deliver improvements to transition support.</p> <p>Applying SDS to young people leaving care to be progressed.</p>
Para 35, 47-51	<p>Have we reviewed the information and help we offer to people during assessments, reviews and planning discussions?</p> <ul style="list-style-type: none"> • Do people understand our information? Does everyone who needs it get it? Do they get it at the right time? • How have we involved users, carers and providers in reviewing the 	<p>The information pathway in Adults and Social care was mapped in 2016 to review the stages of information sharing and to determine the best points in someone's journey through Social Care to share information about SDS. Changes to when and how information was provided were adopted as a result.</p> <p>Information leaflets specific to children with a disability and carers have been written in collaboration with VOCAL who have helped us obtain feedback from carers.</p>	<p>Carers leaflet to be finalised pending the changes to be introduced by the new carers legislation.</p> <p>Remit of SDS Reference Group to include reviewing information provision in relation to SDS</p>

	<p>information and help?</p> <ul style="list-style-type: none"> • Do we offer people independent advice and advocacy when they need it? 	<p>Other relevant information leaflets are being prepared and the information on our webpage is being reviewed.</p> <p>Midlothian works alongside several Independent and collective advocacy agencies and offering independent advocacy is a routine in practice.</p>	
Para 25, 36, 44-46	<p>What difference is SDS making to people's personal outcomes?</p> <ul style="list-style-type: none"> • How do we record and monitor this so that we know if things are improving across the board? • How are we using this information to plan future SDS processes and services? 	<p>Information is collected on what SDS option people choose and what difference people report in their lives from assessment to review. We also ask people in the annual service user and carer survey for feedback.</p> <p>Feedback sessions have been presented once a year within Adults and Social Care to feed back the difference which has been made in people's lives following assessment and support. This is based on the statistics we collect at the review stage. This was cited by staff as being a really positive and reaffirming exercise. The outcomes focused approach is newer in Children and Families and a review will be conducted after the approach has been in place for a period of time.</p>	<p>Continue to review information from annual service user and carers' survey to identify areas of good practice and areas for improvement.</p>

Supporting social work staff to implement SDS

Para 44-46, 52-54	<p>Do all our social work staff feel they have the time, information, training and support they need to be able to identify and plan for people's personal outcomes?</p>	<p>Individual feedback to the SDS Practice Development Worker and Team leads has generally been positive with regards to information and training on outcomes and the 4 options. An initial survey was taken in 2015 to rate practitioners' confidence in SDS. This will be retaken over the next few weeks to review the difference and where we need to focus practice</p>	<p>Complete further practitioners' confidence survey.</p> <p>Continue to embed knowledge of SDS with Team Leaders to ensure consistency of SDS practice.</p>
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		development.	
		<p>Staff have access to a dedicated SDS Practice Development worker in each the Children and Families and Adults and Social Care Team in addition to support via Team Leaders and the SDS Planning Manager. Clear guidelines and processes are in the process of being gathered together to be housed on the Intranet.</p> <p>Time, waiting lists, financial pressures and processes are all noted as being significant challenges. Practitioners have also noted inconsistent advice around SDS as an issue.</p>	Ongoing review of information available on the intranet to ensure staff have up to date guidance in information.
Para 44-46	<p>Do all our social work staff fully understand outcomes?</p> <ul style="list-style-type: none"> • Are they confident about working with personal outcomes? • Have they had sufficient training? 	<p>The majority of practitioners and Team Leaders have undergone outcomes training and there is a further 2 day workshop being run in October. There are also plans to offer a regular hour session as an 'update' via the 'bite sized health and social care workshops. Both mandatory and elective training has been trialed.</p> <p>Staff supervision is in place to ensure the outcomes approach is being applied consistently across all social work staff.</p> <p>Feedback loop sessions once a year are also done through team meetings to feed back 'the difference' the 'conversations' we have had with people have made in their lives. This was cited by staff as being a positive and motivating exercise.</p>	<p>Continue to embed outcomes into practice. A focus needs to be had on Team Leaders to model the approach going forward.</p> <p>Continue to offer training opportunities in a variety of ways, i.e. through discussion at peer practitioner groups, formal training days and bite sized training.</p> <p>Arrange the next Feedback session.</p>
Para 52-54	Do our behaviours and processes encourage and support social work	There is evidence of innovative practice and use of creative ways of meeting eligible needs. These	Eligibility Criteria and budget allocation are areas which need

	staff to develop innovative solutions to meet individual needs flexibly?	<p>examples are recognised and shared.</p> <p>Our systems, particularly our financial system has struggled to record innovative ways of spending money and a working group has been established to try and work through the issues.</p>	reviewing to ensure they reflect SDS, outcomes also ensure the promotion of innovative uses of funds
Para 55-58	<p>Do social work staff have sufficient guidance and support on how to balance innovation, choice and risks with service users and carers?</p> <p>Do we regularly review our progress in implementing SDS?</p> <ul style="list-style-type: none"> • Do we review progress against our SDS implementation plans? • Do we monitor and report on the SDS options chosen by people, ensuring this data is accurate and consistent? • Do we monitor and report on whether people's personal outcomes are being met with SDS? 	<p>Sessions have been run with staff with regards to balancing risk and outcomes, there is 1:1 support from team leads, the SDS Practice Development Workers and SDS Planning Manager. Guidance has been issued in Children and Families specific to risk and drafted for Adults and Social Care.</p> <p>Progress is regularly reviewed through the SDS Programme Board. This involves reviewing progress against our implementation plan.</p> <p>Information is collected on what SDS option people choose and what difference people report in their lives from assessment to review</p>	Review use of data and whether improvements can be made to reporting processes.
	Do we use national information, reports and tools to help us improve how we are implementing SDS?	Information, reports and tools are shared, and key points for learning are shared and discussed at the SDS Programme Board.	None at present.
Para 63-72	Do our strategic commissioning and	There is ongoing dialogue with providers about SDS	Further work is being progressed to

	<p>related plans show:</p> <ul style="list-style-type: none"> • how more choice and control will be achieved for service users? • how decisions will be made about re-allocating resources from one type of service to another in response to people making their SDS choices? 	<p>either individually or at provider's forums.</p> <p>There is evidence of services embedding principles of choice and control within service provision, however there is a need to further develop this.</p> <p>Since the introduction of SDS there has been a shift in the services being commissioned as individuals make choices under SDS.</p>	<p>ensure providers are embedding principle and values of SDS within their support provision.</p>
Para 65-70	<p>Are we using flexible contractual arrangements that give supported people and providers the opportunity to be flexible about' support?</p> <ul style="list-style-type: none"> • Have we involved users, cares and providers in developing this? • If we do not have outcomes-focussed contractual arrangements, how are we giving supported people flexibility, choice and control? 	<p>More flexible contractual arrangements have been introduced since the introduction of SDS. These allow more flexibility in service provision.</p> <p>Work is ongoing to increase the levels of flexibility within care packages and finance processed and systems are being developed to support this.</p>	<p>Further work is being progressed to ensure providers are embedding principle and values of SDS within their support provision.</p>
Para 73-75	<p>Are we working with communities to develop alternative services and activities that meet local needs?</p> <ul style="list-style-type: none"> • How are these community-based services and activities helping to support people? • Are there opportunities to develop more community-based services and 	<p>Focus of SDS implementation work has been supporting individuals. There has been some work with communities and groups, but scope for further development in this area.</p>	<p>Work with communities to develop alternative services and activities to meet local needs.</p>

activities?

Para 91

Have we developed targeted information and training on SDS for healthcare professionals who have direct or indirect influence on people's health and social care support, including:

- primary care professionals such as GPs, district nurses, occupational health professionals?
- hospital staff who may influence decisions about discharging patients when they need temporary or permanent support?
- managers and administration staff?

The 2 day outcomes focused training is directed at both healthcare and social care practitioners. We also have plans to introduce a bite sized workshop on SDS and outcomes to the Bitesized training calendar. These also run across health and social care.

One of our SDS Practice Development Workers provides an information link between social care and the House of Care

The Contact Officers who are the first port of call for most people referring into social work have received a training session on outcomes and SDS

The finances and admin staff are also being provided with appropriate information and training related to their role.

Continue to support the sharing of information regarding SDS across health and social care.

Recovery Hub – Mental Health and Substance Misuse

Report by Alison White, Head of Service Adult Care

1 Purpose of Report

This report explains the benefits to be gained from establishing a Recovery Hub as a centre for the delivery of mental health and substance misuse services in Midlothian. Council is asked to approve the capital and revenue expenditure required to establish such a Hub.

2 Background

- 2.1 **Mental Health:** There is growing evidence about the extent of the incidence of ill-health related to mental wellbeing. It is estimated to account for a quarter of all ill health and in Midlothian approximately 17% of the population are prescribed medication for anxiety, depression or psychosis. The new national Mental Health Strategy (2017-27) states that its primary aim is to “*prevent and treat mental health problems with the same commitment, passion and drive as we do with physical health problems*”.
- 2.2 **Substance Misuse:** The consequences of the misuse of alcohol and drugs are difficult to overstate. It can lead to major health problems including early death. It can have a devastating impact on families and children and can also be a major worry for communities in terms of their sense of safety and wellbeing. In Scotland £3.6 billion is spent every year on alcohol related harm, £1 billion, more than Scotland's entire education budget. In relation to drugs it is estimated that within Midlothian there are 920 problematic drug users aged 15-64 years (690 males and 230 females).
- 2.3 **Relationship between Mental Health and Substance Misuse:** People with addiction problems can also experience issues related to their mental health. In situations where people have both a diagnosed mental health illness and problematic substance misuse it can be difficult to determine which has the primary impact on the individual. This requires skilled assessment through a multi disciplinary approach to provide the most appropriate person-centred treatment and support.

This issue is recognised in policy with the 2013 national report, *Mind the Gaps*, highlighting the growing numbers of people with co-existing mental health and substance misuse problems and strongly advocating the importance of a joined-up approach.

- up to 3 in 4 drug using clients have been reported as having mental health problems;
- up to 1 in 2 patients with alcohol problems may also have a mental health problem;
- up to 2 in 5 people with mental health problems may have a drug and/or alcohol problems;

The report goes on to say that: *An increasingly large number of people, across all socio-economic groups, have very complex, changing and deep-rooted problems. They are often excluded from mainstream social life, employment, experience of caring services and often from families and those closest to them. Many are victims of previous traumatic events, the effects of which have not been adequately addressed and often have continued for many years. These experiences range from*

bullying at school, broken and dysfunctional family life, sexual or other abuse, and exclusion from the mainstream of society

- 2.4 **The Importance of Joint Working:** The move towards integration of health and social care is based on a considerable body of research which confirms that seamless services are more effective and result in a better experience for service users. There have also been more specific studies within mental health which evidence how critical it is to recruit, develop, and create the conditions, to ensure the workforce, across health, social care and other organisations, are passionate and committed to the principles and practice of holistic care and partnership working. Stronger partnership working was also emphasised in *Mind the Gaps* when working with people with co-occurring problems.
- 2.5 **Local Developments:** In recognition of the challenges of providing an effective response in this area of work, local services have developed stronger partnership working both across health and social work services and between substance misuse and mental health. While there has been some progress in providing more seamless services there has been a long-term aspiration to co-locate the relevant health, social care and voluntary sector organisations. This would enable much stronger partnership working in assessment, early intervention and group work within the context of a recovery based approach.

The Hub will be a point where all providers can come together to plan and deliver services but provision in local communities is vital as well. As people move through their recovery journey they need opportunities to link with 'mainstream' services and move away from 'specialist' provision and may well prefer to access supports away from where their journey began.

Recovery starts when people seek treatment for their addiction and through their Recovery Plan a series of steps are agreed which includes reconnecting with the wider community and other services such as the Mutual Aid groups, Recovery College and the Recovery cafés. The Hub will be a point where all providers can come together to plan and deliver services but provision in local communities is vital as well. This will require continued development of community based support systems, including roll out of recovery cafes and peer support networks.

- 2.6 **Accommodation:** As a result of the wider EWIM (Effective Working in Midlothian) programme, an opportunity now exists to utilise Dalkeith Social Work Centre as a Recovery Hub enabling the co-location of front line services. The building is an appropriate size and would accommodate the 83 staff involved. Dalkeith is an ideal location for providing a cohesive service to a wider client group. However the building would require substantial renovation as outlined in the Feasibility Study attached at appendix 1.
- 2.7 **Implications for Existing Premises:** A number of staff moves would arise from the establishment of a Recovery Hub in the following premises:
1. NHS Mental Health staff would re-locate from Old Bonnyrigg Health Centre to St Andrews Street
 2. NHS Drug Misuse staff would re-locate from Glenesk Centre in Dalkeith to St Andrews Street
 3. MELD (Midlothian and East Lothian Drugs) staff would re-locate from 6 Newmills Road Dalkeith to St Andrews Street
 4. Criminal Justice staff would remain at St Andrews Street

5. Social Work staff in Mental Health and Substance Misuse would re-locate to St Andrews Street from Old Bonnyrigg Health Centre and Fairfield House

These moves could in turn enable voluntary organisations currently based in inadequate accommodation to move to Old Bonnyrigg Health Centre:

1. *Health in Mind* mental health service could re-locate from the Orchard Centre releasing that building and land for sale by the Council
2. *Women's Aid* could re-locate from their current upstairs accommodation in 29 Eskbank Road Dalkeith

These proposals would require full evaluation and negotiation with NHS Lothian and the two voluntary organisations. In the event that *Health in Mind* could move to Old Bonnyrigg Health Centre this would allow the Council to sell the Orchard Centre property.

3 Report Implications

3.1 Resource

Capital

The refurbishment works at St Andrew's Street are estimated to cost £780,000. These are expected to be incurred in 2018-19. These capital costs would require to be added in to the General Services Capital Plan.

An initial estimate of the capital cost for the provision of IT services is £67,500. This would need to be added in to the General Services Capital Plan.

Assuming that all relocations go ahead there is the potential at some point in the future for a capital receipt of between £150,000 and £200,000 from the sale of the Orchard Centre.

It should be noted that an additional allocation of £847,500 of capital costs in the General Services Capital Plan will increase the overall level of debt outstanding (which is already significantly above the cap set by Council) and will have a corresponding increase in loan charges and therefore require further cuts in services to reduce the budget gap

Revenue

The change in the revenue costs associated with the development of the Recovery Hub which impact on Midlothian Council are as follows:-

	2018-19 (£)	2019-20 & Beyond (£)
Loan Charges – St Andrew's Street refurbishment works	22,600	53,400
Loan Charges – IT infrastructure	1,009	14,735
Building running costs	37,000	74,000
Savings following relocations to Recovery Hub	(17,500)	(35,000)
Savings following relocations to Old Bonnyrigg Health Centre	0	(60,000)
Net Revenue Impact	43,109	47,135

The refurbishment of St Andrew's Street, and conversion to this proposed use, would avoid the need to provide alternative accommodation for Criminal Justice Social Work Services including workshop premises.

The Government has required all Drug and Alcohol Partnerships to reduce their annual budget by 23%. The impact of this in Midlothian is a reduction in funding of £258,000 which impacts across Health and Social Care. The establishment of a Recovery Hub would undoubtedly contribute to the delivery of more efficient services through co-location.

In addition there are costs involved in the refurbishment of Old Bonnyrigg Health Centre which is owned by NHS Lothian. These costs are estimated at £62,000 and it is assumed that this cost will be borne by NHS Lothian.

Further work is required on both the capital and revenue implications of this project given that the building will be used by Council, NHS Lothian and voluntary organisation staff.

3.2 Risk

There are risks associated with the current accommodation for a number of services included those based in Glenesk, the Orchard Centre, Newmills Road and Eskbank Road none of which are fit for purpose.

In relation to the delivery of effective services in the fields of mental health and substance misuse there are risks associated with not developing a co-located, recovery focussed service with the consequent failure demand on more expensive models of service.

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

People with mental health and/or substance misuse needs are particularly at risk of inequalities in health and income and addressing inequality is a key priority of the Community Planning Partnership. Developing services which are more strongly directed towards recovery will help address these inequalities.

3.5 Impact on Performance and Outcomes

The closure of Rosslynlee Hospital in 2008 enabled a successful redesign of services to provide more intensive support in the community and reduce reliance upon hospital treatment. The establishment of a Recovery Hub would enable a further significant move towards ensuring people receive the right services as quickly and smoothly as possible. Service users would experience easier access and a more joined-up service. Staff in health, social care and voluntary organisations would more effectively target their particular resources and expertise.

Services provided through the Recovery Hub would promote recovery from mental health and/or substance misuse. In addition there would be a consequent reduction on the impact of these conditions on wider public services including police time; prisons; homelessness; and, through increased employment, a reduction in reliance

upon welfare benefits. For example the cost of alcohol misuse is estimated to be £27m per year in Midlothian. The economic and social costs of mental health problems are very high. The total cost of mental health problems in England in 2009/10 was estimated to be £105.2 billion including the costs of health and social care, lost output to the economy including sickness absence and unemployment and human costs of reduced quality of life.

As well as the potential cost savings to public services, a more effective co-ordinated approach to recovery would also have a significant impact on addressing inequalities, the main priority of Midlothian Community Planning Partnership.

3.6 Adopting a Preventative Approach

One of the key approaches to delivering a more sustainable health and care service is to promote prevention throughout the system. Mental Health and Substance Misuse lend themselves to this approach through education, early intervention, self-management and peer support.

3.7 Involving Communities and Other Stakeholders

Throughout the development of the Health and Care Strategic Plan and in planning services for people with substance misuse problems and mental health needs there has been widespread public engagement. There is strong support for a stronger emphasis upon prevention and recovery. The specific proposal for a recovery hub located in Dalkeith has been discussed and supported by the service user network such as those attending a recovery consultation event in June 2016 and through the local recovery cafes.

3.8 Ensuring Equalities

The proposal is intended to reduce the inequalities associated with mental health and substance misuse problems, Nevertheless an Integrated Impact Assessment will be undertaken to consider any inequality issues arising from this proposal and how best to address them. This could include how best to enable people from outwith the Dalkeith area to access the service.

3.9 Supporting Sustainable Development

By reusing this existing building there will be a significant reduction in the level of embodied energy required, against the alternative of redeveloping a new build. Consequently the re use and intensification of occupancy of the St. Andrews Street building contributes to sustainable development.

The refurbishment will be undertaken to current building regulation requirements which will contribute to an improvement in the buildings energy performance; enhancements to heating system and controls which will improve the efficiency of the building leading to a reduction in overall CO₂ emissions which will also contribute to sustainability.

3.10 IT Issues

Digital Services have had initial discussions with IT NHS Lothian colleagues and have agreed some common principles regarding the technologies, devices and the approach in commissioning the new Recovery Hub. Further detailed planning and discussion will be required with key stakeholders and services users.

The indicative capital costs are in the region of £67,500. Some IT costs are already being incurred within the existing premises for both Health and Council, therefore

opportunities shall be taken to rationalise and consolidate technologies and equipment as part of this proposal.

The proposal entails a significant number of health staff moving into the Recovery Hub and it will be necessary for Midlothian Council Digital Services and NHS Lothian eHealth to work closely together to manage the procurement and installation work involved in commissioning the services required in the new Recovery Hub.

4 Summary

Delivering more effective services in mental health and substance misuse are both key objectives for the IJB affecting a high proportion of the Midlothian population. Promoting prevention and recovery is not only much better for service users and their families it is also the only way of ensuring services are sustainable in the longer term reducing the demand on more expensive treatment services. A Recovery Hub would ensure a much more effective approach to recovery whilst at the same time enabling mental health and substance misuse staff to work together. This is vital given the high incidence of people experiencing co-existing difficulties with their mental wellbeing and their use of drugs and/or alcohol.

5 Recommendations

Council is asked to

1. Approve in principle the development of a Recovery Hub
2. Agree to the use of Dalkeith Social Work Centre as a Recovery Hub
3. Agree to allocate £847,500 in the General Services Capital Plan in 2018-19 for the refurbishment works and IT infrastructure associated with the Recovery Hub
4. Note the revenue implications of this project which will need to be built into future years' revenue budgets.
5. Note the resulting moves of voluntary organisations to more appropriate accommodation
6. Note that the Orchard Centre will become surplus to operational requirements and mandate the Director of Resources to dispose of the building

Date: 24th August 2017

Report Contact

Tel No. 0131 271 3671

Name: Tom Welsh Integration Manager

Email: tom.welsh@midlothian.gov.uk

Background papers:

Appendix A- Feasibility Report

Appendix B- Project Delivery Programme

- Supporting appendices to feasibility report
 - Appendix 1- Original brief document
 - Appendix 2- Information gathering template
 - Appendix 3- Presentation document to services
 - Appendix 4- Project delivery programme

Appendix 1- Asset Mapping – Proposed Dalkeith Recovery Hub

Occupier	Service	Current Property	Move To	Service Outcome	Property Outcome	Next Step	By When	Responsibility
MLC	Children & Families	11 St Andrew St, Dalkeith EH22 1AL	7 Eskdail Court Dalkeith	Combined E&W teams in one location. Conflicts with other services removed.	Release of PTH – overhead reduction. Community gain key local asset	Engage Communities Team re possible CAT.	May 2017	
MLC	Criminal Justice	11 St Andrew St, Dalkeith EH22 1AL	N/A Stay at St. Andrews Street	Little change – but closer working with similar groups	Opportunity to review/ improve spatial requirements.	Feasibility to assess space requirement, fit and costs		
NHS/MLC	Mental Health Team PCC	Old Bonnyrigg Health Centre, High Street Bonnyrigg	St Andrews St. refurbished space	Closer integration with front line teams.	Better utilisation of space	Assessment and engagement with client groups		
NHS	Midlothian Substance Misuse Service /MELDAP	Glenesk Centre 1/5 Duke Street Dalkeith Midlothian EH22 1BG	St Andrews St. refurbished space	Glenesk Centre lease terminated. Fit for purpose space created/ sharing of facilities/ Improved communications	Glenesk Lease surrendered. Retained with improved service delivery provision	Feasibility to assess space requirement, fit and costs		
MLC	Social Work Mental Health	Fairfield House	St Andrews St refurbished space	Closer integration with front line teams	Free's up space for further rationalisation/ service expansion.	Feasibility to assess space requirement, fit and costs		
Health & Mind Trust (NHS/MLC)	Various Mental Health Support Services – under Health & Mind umbrella	Orchard Centre, 14 Lothian Street Bonnyrigg EH19 3AB	Old Bonnyrigg Health Centre, High Street Bonnyrigg	Improved Layout, accessibility/[reduce d maintenance costs].	Orchard Centre Sold / Maintenance liability reduced. Better use of shared assets	Initial inspection of Old Bonnyrigg HC would suggest space sufficient – with potential for further occupiers. (Women's Aid?)		

NHS/ Midlothian; Recovery Hub

1. Health/ Midlothian service delivery strategies
 - a. Integrated working due to change in legislation
 - b. Team have identified service synergies
 - i. Criminal Justice (MLC)
 - ii. Mental Health (NHS/ MLC)
 - iii. Midlothian Substance Misuse/ MELDAP (MLC/ MELDAP)
 - iv. Social Work (MLC)
 - v. Health & Mind Trust (NHS/ MLC) other 3rd sector organisations
2. Locations/ properties/ ownership
 - i. St Andrews Street- Criminal Justice (MLC); owned
 - ii. Bonnyrigg Health Centre- Mental Health (NHS/ MLC); owned
 - iii. Glenesk \Centre- Midlothian Substance Misuse/ MELDAP (MLC/ MELDAP); leased
 - iv. Fairfield House- Social Work (MLC); owned
 - v. Orchard Centre- Health & Mind Trust (NHS/ MLC); leased
 - b. Outcome
 - i. Services i- iv (above) to be relocated to a refitted St Andrews St
 - ii. Service v (above) to be relocated to Bonnyrigg Health Centre (potential to include Women's Aid- leased)
 - iii. Release Orchard Centre for Capital Receipt
 - iv. Invest in retaining St Andrews St
3. Existing staff numbers (approx until service dialogue)
 - a. Current locations; work styles subject to service dialogue
 - i. Criminal Justice (MLC); 6nr; office based/ mobile workers?
 - ii. Mental Health (NHS/ MLC); 45nr; mix of office based/ consultants etc
 - iii. Glenesk \Centre- Midlothian Substance Misuse/ MELDAP (MLC/ MELDAP); 8-10nr; mix

- iv. Social Work (MLC); 2-4nr; office based/ mobile workers?
- v. Health & Mind Trust (NHS/ MLC); 30nr; office based/ mobile workers?
- vi. (Potential) Women's Aid; 16nr; office based/ mobile workers?
- b. Potential locations capacities (1:1 desk/ staff ratio)
 - i. St Andrews St
 - 1. Ground; 20-30nr
 - 2. First; 40nr
 - ii. Bonnyrigg Health Centre
 - 1. Ground; 30-40nr
- 4. Establish principle of integrated working and property solutions to be explored/ appraised
- 5. Approve budget to appraise and develop a business case (programme to be revised to encompass complete process)
 - a. Include service dialogue 'work shops'; establish service briefs
 - b. Orchard disposals appraisal
 - c. Financial appraisal on existing assets/ rental/ operational costs/ building running costs etc
- 6. Report final business case for approval

Group	Current Location	Proposed Location	Proposed Location within Building	Subject Heading	Comments From 1st Stage Engagement	Outstanding Information/ Clarifications
MLC; Criminal Justice Team	DSW	DSW	Existing (TBC)	Service delivery	Current location within the building is suitable; layout could be improved Average of 16 (up to 25) users contracted; all organised/ booked MLC staff currently engage users in public space albeit on occasions, low risk user may be brought to invited space User engagement in 1 to 1 meeting spaces (currently shared with C&F) User drop in's (support or unpaid work) Presence of Police and drug misuse workers may be an issue Unpaid work; in excess of 20 users at workshop space; this space is not adequate Unpaid work; thoughts on timetabling 7am-7pm working hours (building access requirements) Spring' staff tender to work in mobile style but do return to draft reports at 3:30pm to 4:30pm Open plan working would be preferred from client group	Video conferencing Meeting room booking records Confirm 2/4 persons per day Regularity? Workshop space under review by H&S/ HSE for fit for purpose May present an issue with reception/ meet & greet
				Staff Security	Not all users are 'high risk' but there can be potential for 'flash' incidents Staff use neck less (attached to key of interview room) alarms; no static panic alarms in 1 to 1 rooms Lone working Interactive work with users can result in needing a 'quick egress' Reception needs visibility of 1 to 1 meeting space in the event of an incident Rooms need privacy; sound yet CCTV within room could be considered and activated in the event of an incident	How does this work? Can we improve? Is there a policy/ procedure? Is there a policy/ procedure? Is there a policy/ procedure? To be considered; Policy/ procedure?
				Reception/ Meet & Greet	Currently have two receptionist/ staff at reception Weekend non paid working users; gain access to workshop direct	Confirmation of reasons for two- from all groups- access to different systems, data protection issues, permissions across NHS/ MLC etc; risks with one receptionist Current workshop set up is not fit for purpose
					Issue with mail received being opened at reception Currently admin area behind reception Could contact centre be used to assist in fielding calls?	
				Building Security	Limited to reception and restricted access (via FOB) to 'back of house' operations	
				Current staff to desk ratios	Staff numbers; 16 FTE Unidentified; fixed PC's \ (2nr) which limit work style change; improved utilisation through shift considerations	

NHS; Mental Health	Old Bonnyrigg Health Centre	Dalkeith Social Work	TBC	Other issues	Meeting room with tech to enable enhanced interactive work Positive reaction working with Mental Health as being positive	
					Police presence would potentially cause unrest DDA compliance would be a positive	
					Staff to staff engagement/ training/ video conferencing facilities would be an improvement Vehicle access to workshop is essential Can't be specific on footfall Building 'stigma' needs to be improved	2 hours per week?
				Service delivery	Strong links with substance misuse; also have links with Health & Mind Nurse staff provide drug administration Appointments 10-15 minutes; require variety of consultative spaces (need more detail) Police are integral part service delivery	What is the specification of the clinical space? Booking room records received; no Confirm; numbers?
					Waiting space provided within current building	Are there any conflicts? Could appointments be more accurate/ timely to reduce wait times?
					Weekend working (2 staff); call out; lone working Clinical/ meeting space; 1 (15) large & 5 (4nr 4 person and 1nr 6 person) smaller rooms	More detail on this type of work No timetable issued to date
					Group room; 15nr for family meetings; bookable Infection control is an issue	Specification required? Methods of control
				Staff Security	Dedicated staff (police?) entrance Panic button CCTV currently in building; to what extent?	Restrictions? Management of CCTV? Protocols?
				Reception/ Meet & Greet	One reception staff member Glass/ high screen preferred Reception is linked to an admin area; directly behind	Confirmation of reasons for two- from all groups- access to different systems, data protection issues, permissions across NHS/ MLC etc; risks with one receptionist Access to files? Confirm; Paperlite?
					Reception area is required to be secure	More open 'feel' required by Integrated Board management (Westerhailes Healthy Living Centre)
				Building Security	Limited to reception and secure access to back of house (through FOB)	
				Current staff to desk ratios	Staff numbers 51nr (additional 3 social work & 3 psychological therapy) Technology provided to staff; unclear	Does this include administrative? Need a split Would assist in mobile/ flexible working
				Other issues	Training facilities for management and staff Filling will need to be in locked room but close to reception Stress/ breakout spaces Additional meeting provision could be supported by Medical Centre DDA compliance	How realistic is this? Paperlite approach?

NHS; Drug Misuse	Glenesk Health Centre	Dalkeith Social Work	TBC	Service delivery	Therapy/ clinical rooms are key; currently 4nr with group room Group room; 8nr; social interaction Monday has 15nr users and require group room all; prescription drugs administered Treatment room required; controlled drugs administered Consultants rooms required; Tuesday Supervisory rooms required	Rooms could be shared; booking schedule TBC Secure storage; specification required; time tabling issue Secure storage; specification required Utilisation required Staff only
				Staff Security	Staff use neck less (attached to key of interview room) alarms	Need to clarify if this is suitable
				Reception/ Meet & Greet	Currently have dedicated, secure reception; see benefits in sharing this resource	Current 4 days per week
				Building Security	One entrance; back of house secure through FOB	
				Current staff to desk ratios	6nr nurses; 1nr philologist; 1nr MELDAP; 1nr OT 1:1 staff to desk ration	
				Other issues	Tuesday is team meeting day Initial paper assessment; then transferred to electronic version Consideration for children; how can this be accommodated? Consideration for dogs; how can this be accommodated? Alternative waiting spaces; user vulnerability	
MLC; Social Care	FFH	Dalkeith Social Work	TBC			
3rd SP; Health & Mind	Orchard Centre/ Old Mining Museum	Old Bonnyrigg Health Centre	TBC	Service delivery	User engagement Mon-Fri; 9am-10pm User engagement Sat- Sun; 10am-4pm Significant off site engagement Cafe/ kitchen for users and drop in users Public space for user breakout Arts and crafts room Registered users and unregistered users Treatment room used by volunteer masseur Garden service Music/ arts room	Service defined approach
				Staff Security	None evident Lone working	Policy?
				Reception/ Meet & Greet	No dedicated reception Signing in book available Door entry; managed by administrative staff	
				Building Security	Door entry system; managed by administrative staff	
				Current staff to desk ratios	18nr staff; differing work styles Technology to support alternative work styles is being assessed	TBC
				Other issues	One incident of threatening behaviour a week (av) Service delivery review forthcoming Information security not deemed an issue	Relatively paperless

3rd SP; Woman's Aid	Woman's Aid	Old Bonnyrigg Health Centre	TBC	Service delivery	<p>Services operates over East & Midlothian Staff deliver face to face, 1 to 1 counselling; minimum of 3 rooms One large room; used for arts/ crafts/ therapeutic/ TV & audio/ Playstation etc</p> <p>Children friendly rooms are essential but could have an element of flexibility for alternative uses Approximately 300 families use the service Drop in requirement essential (Tuesday); numbers fluctuate</p> <p>Telephony service is well used; there are examples of 'fleeing' women with their children Staff provide sheltered support (no longer than 24hours) Working hours, generally 9-5 although occasional evening/ weekend working Counselling rooms have telephone, PC with internet access</p> <p>OASIS database access required Donations regularly received and distributed; food, clothes, toiletries etc Staff; large meeting space for team meetings; this doesn't have to be in the same location- ie Laswade Centre Staff; training sessions held</p> <p>Storage; donations, literature, stationary etc Service protocols are overseen by the Care Inspectorate</p>	<p>Currently have 1nr one to one room plus group room which is multi functional</p> <p>Any further information on telphony?</p> <p>External organisation providing full IT support. What is yearly spend for this support? Following visit to existing building- storage is an issue- generally</p> <p>Approx 35nr; could use other Midlothian Council facilities Frequency, numbers of users etc Following visit to existing building- storage is an issue- generally Consideration of Care Inspectorate requirements essential</p>
				Staff Security	<p>Intercom access Back door for staff to egress in event of potential confrontation</p> <p>Lone working policy and procedures in place</p>	<p>Sight of policy would be essential; it may need revisited</p>
				Reception/ Meet & Greet	<p>No receptionist; meet and greet by staff on a rotational basis 29a Eskbank has no waiting area Signing in book but not frequently used/ forced to use</p>	
				Building Security	<p>CCTV to perimeter of building Intercom access</p>	<p>This wasn't evident in current building</p>
				Current staff to desk ratios	<p>12 staff (Dalkeith); 1:1 ratios; fixed PC's; potential new project team requiring 2nr hot desks)</p>	<p>Existing set up has two hot desks</p>
				Other issues	<p>6 months notice on current lease Delapidations clause on current lease? Womens Aid property contact?</p> <p>Among main services provided is needle exchange, physiological support, alternative support for Drugs and Alcohol</p>	
3rd SP; D&A misuse support	Newmills (Mainbase)	Old Bonnyrigg Health Centre	TBC	Service delivery		

	<p>Work closely with NHS at Glenesk; gateway to recovery with mostly drop in service</p> <p>Scottish Government are pushing for local support and recovery</p> <p>Funding; clarity required from MELD; split between Midlothian/ East Lothian- human and building resource- this will be required for the business case</p> <p>Midlothian Social work provide support with MELD 1 to 1 working appears to be main 'style' of working but group session form part of the recovery process- more at the tail end of the recovery process</p> <p>Services also delivered from Penicuik (how future service delivery model will look like geographically?); NHS facilities used (where?)</p> <p>Moving towards SMART Recovery; is there a strategy available as to what this may look like? Horizons cafe; where & what are the key deliverables from this initiative? Training for client carers/ families; administration of anti opiates etc</p> <p>Paper assessments currently taken, then are transferred to PC's; direct input to PC's is preferred</p> <p>Sharing of common information (speak to Digital Services)</p> <p>Needle exchange; 2 afternoons per week (confirmation of days/ times required)</p> <p>2nr defined groups (confidential); injections and recovery (time tabling)</p> <p>Drop in service; regular</p>	
Staff Security	Not an issue; no lone working provides a 'level' of staff security	
Reception/ Meet & Greet	<p>Currently meet the person at reception/ meet & greet area</p> <p>Core hours are 9-5; but Wednesdays service runs to 7:30pm; reception may need resourced</p>	
Building Security	Unknown (current); will be addressed through new design proposals	
Current staff to desk ratios	1:1	Ability to improve the the staff to desk ratios is dependant on technology and access to East/ Midlothian corporate servers
Other issues	<p>Group work (Therapy)with 8-10 users</p> <p>Acupuncture (voluntary); times could be made flexible but popular for service</p> <p>Relapse prevention all the above is SMART recovery</p> <p>Currently have a dedicated server; could this be shared?</p>	

workstyle definitions:- Mobile- laptop/ locality working
Flexible- work from alternative location with fixed device
Fixed- work from same location with fixed device due to special applications

Organisation	Service	Service Base		Exit date from current premises	Visitor Footfall (approx)		Meeting resources		Room booking history		Staff				Staff workstyle			Service Specific Info/ notes
		Current location	Proposed location		Morning	Afternoon			Yes	No	Client facing; professional	Client facing; support	Professional	Support	Mobile	Flexible	Fixed	
Midlothian Council	Criminal Justice	St Andrews Street	St Andrews Street	Not applicable - we are staying	Approx 16 social work contacts a day and several other unplanned drop ins for Unpaid Work. Mon-Friday at 9am up to 21 clients report to the office for their unpaid work placement. At weekends each day up to 14 clients congregate at the workshop for their Unpaid Work placement at 8:30am.	per day	3 interview rooms for client interviews; 1 large meeting room (max 15 people); 1 small meeting room (8 people)	Separate building project room and workshop. These are not in scope for this review although William Jackson is liaising with Iain Pemble regarding renovations to this separate building.	Yes - for all rooms		15.5 FTE (9.5 social workers; 2 Unpaid Work Officers; 3 Unpaid Work Supervisors; 1 Community Justice Assistant) Also 2 members of the Spring Team is currently located within the Criminal Justice Team for 2-3 days a week.	Reception staff	2 Team Leaders	2.25 FTE Business service staff		The 2 Spring workers do more home visits and one of them is part-time so they could potentially manage with one desk between them.	15.5 + reception but after the Community Payback Review currently have 5 fixed terminal, this may need increased after review. As three staff who currently only access comptor systems once a week will be requiring a work station and computer equipment each day between 3:20 and 4:45pm. There are also 2 Team Leaders who are mainly office-based and the 2.25 business support staff.	Majority of social work is client facing in interview rooms with access to resources like telephones, internet access, flip chart paper and display / whiteboard. We have additional need for a small meeting room where there is a video link with secure conferencing facilities which is used for communication with prison, Probation Service and Police. We also have a secure Police computer system that needs to be kept in a secure room behind two locked doors (currently Team Leader room). We also need a group room that can be used during and after office hours for groupwork and meeting with other professionals. Finally at present the workshop and Project room in the second part of the building is not in scope as part of this review and we are in discussions with William Jackson about improving this area for the work of the Unpaid Work / Community Payback section of our team.
Midlothian Council	Midlothian Social Work	Fairfield House	St Andrews Street															
NHS	Substance Misuse	Glenesk	St Andrews Street	Jun-17			one group room (meeting and patient groups) 4 interview rooms.		x		mon - Fri 9-5	Mon - Fri 9-5				3	10	Need for clinical room for opiate titration and alcohol detox Mon - Fri
NHS	Mental Health	Old Bonnyrigg Health Centre	St Andrews Street	?	43staff	41 staff	1 large 5 smaller		x		mon- fri 9-5	mon - fri 9-5				26	25	big demand on desk space early morning an end of day need for rooms for clinical work and meetings
3rd Sector Partner	MELD	6 Newmills Road, Dalkeith	St Andrews Street		35	40	Team	Groups	? Yes		5		2	2	5		4	
3rd Sector Partner	Health & Mind Trust (various mental support services)	Orchard Centre	Old Bonnyrigg Health Centre															
3rd Sector Partner	Womans Aid	Various	Old Bonnyrigg Health Centre															



INTEGRATED JOINT
BOARD; RECOVERY HUB

CLIENT GROUP UPDATE

INTRODUCTION



Introduction

Feasibility study for the Integrated Joint Board to investigate and explore the Possibility of providing a Recovery Hub





PRESENTATION



Study Process

Information Gathering

Engagement Process

Design Development

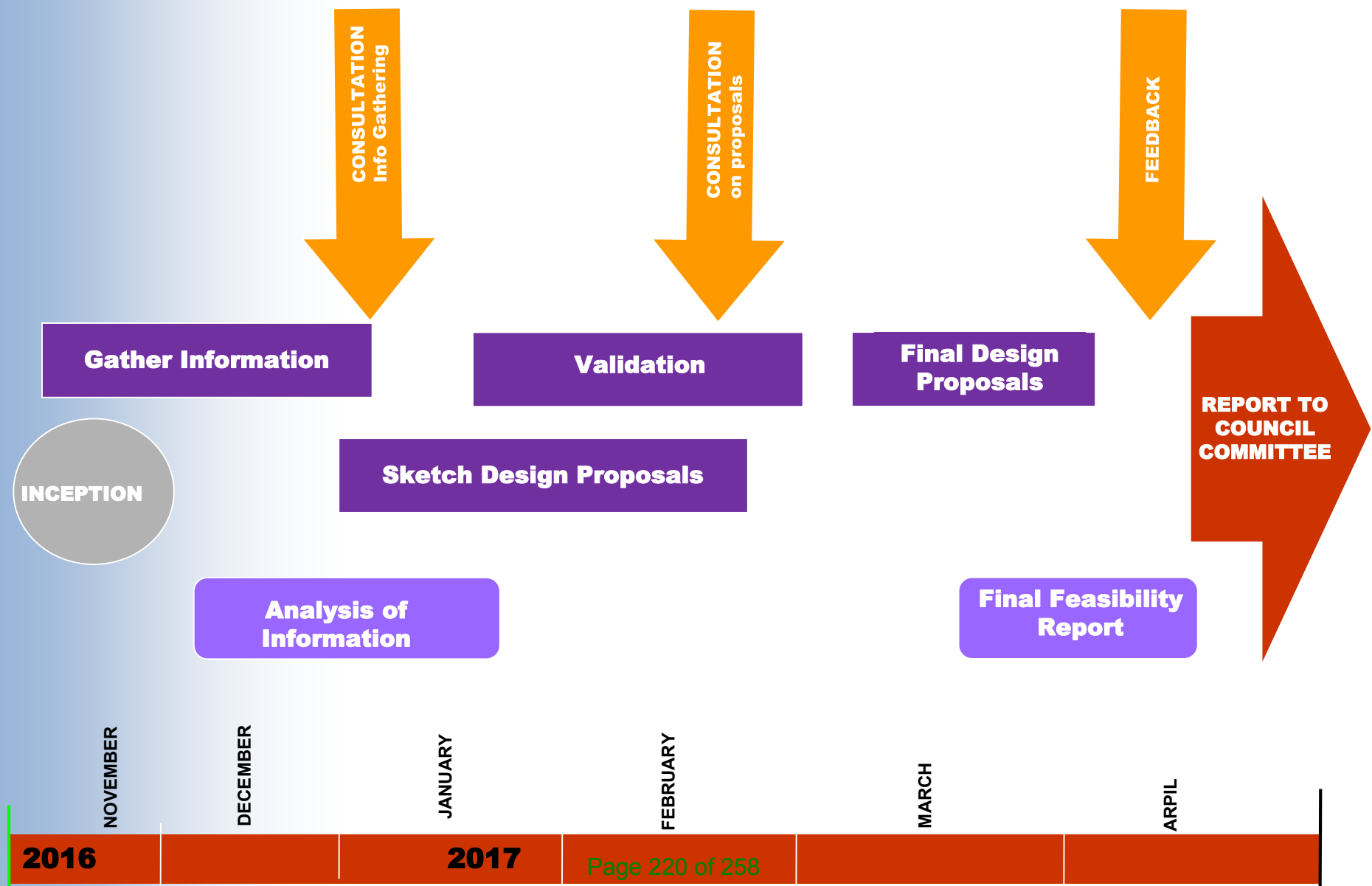
Feedback

NEXT STEPS

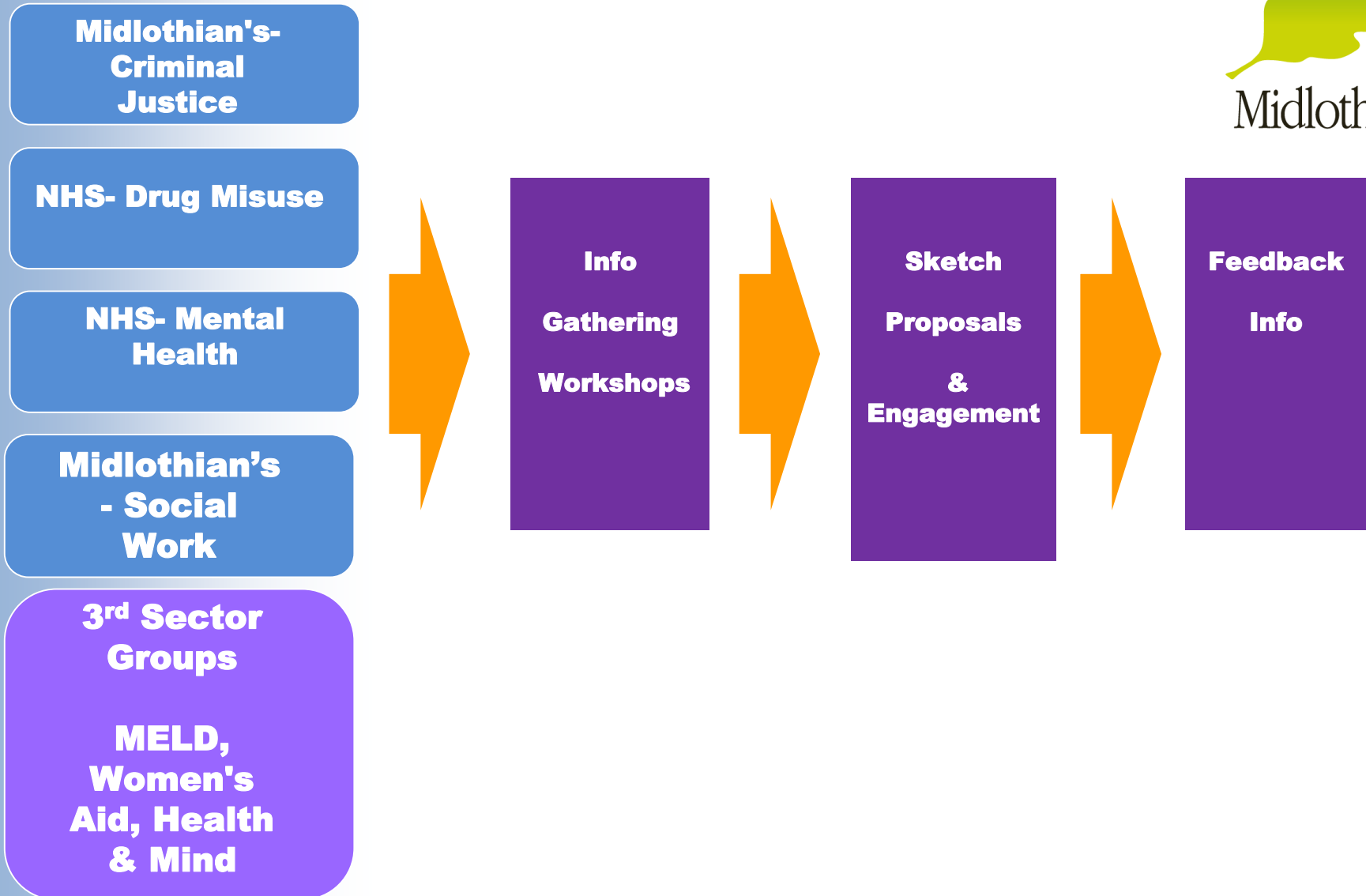
Review Feedback and Accommodate
Comments

Viability, Affordability and Business Case

STUDY PROCESS



STUDY PROCESS



STUDY PROCESS



Customer first

Providing a
a fit for
purpose facility

Review of existing
asset base

Incorporating
flexibility

Integrated client
groups

Requirements of
service users

Systems and
processes

Integrated service
delivery

Outcome of
engagement

STUDY PROCESS



ASPIRATIONS



REALITY

INFORMATION GATHERING



- Staff numbers
- Meeting rooms; type, use & frequency of use
- User engagement; user types
- Service delivery
- Service specific issues

*see data capture template

Engagement Process



- 1st stage
 - Services engaged to validate data provided
 - Service delivery and service specific information
- 2nd stage
 - Final validation
 - Services engaged
- Client update

Engagement Process



Existing resources

- Bookable client one to one spaces- 9nr
- Drop in client one to one spaces- 2nr
- Staff one to one spaces- 2nr
- Client group spaces- 1nr
- Staff group spaces- 1nr (1x12p)
- Client waiting space- 10nr

New resources

- Bookable client one to one spaces- 11nr
- Drop in client one to one spaces- 2nr
- Staff one to one spaces- 4nr
- Client group spaces- 2nr (1x10p & 1x8p)
- Staff group spaces- 3nr (2x6p & 1x8p)
- Client waiting space- 40nr

Engagement Process



Existing resources

- Staff informal meeting space- 0nr
- Staff break out space with tea prep- 0nr
- Client tea prep- 0nr
- Client break out space- 0nr

New resources

- Staff informal meeting space- 2nr (4 person)
- Staff break out space with tea prep- 16nr
- Client tea prep- 1nr
- Client break out space- 12nr

Engagement Process



Ongoing challenges

- Implementing New Ways of Working
- Existing culture
- ICT and operational issues

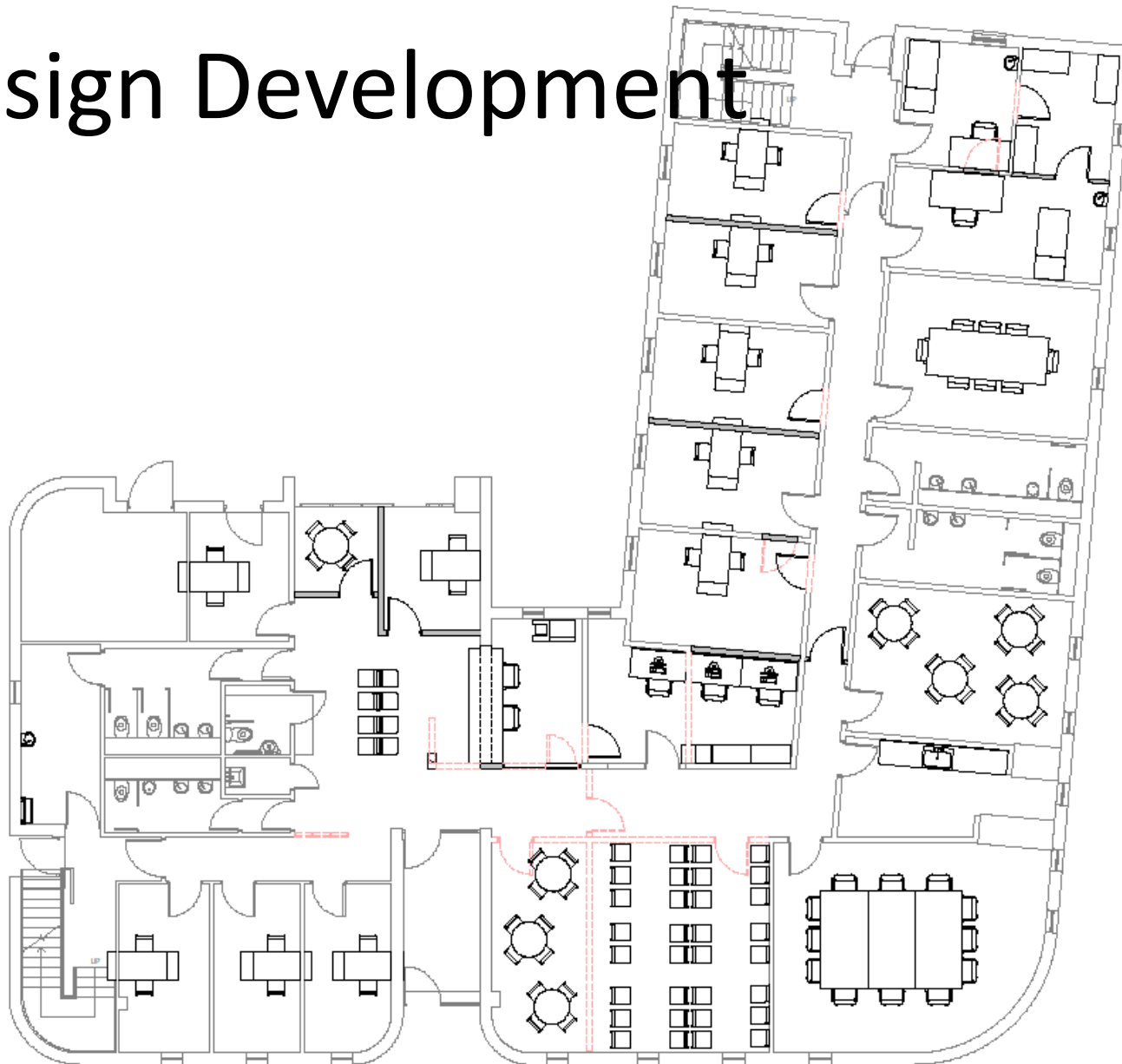
Actions

- Dialogue with the organisations and services
- Changing the way we work
- Dialogue with the organisations and services; work towards integrated systems and information sharing

Design Development

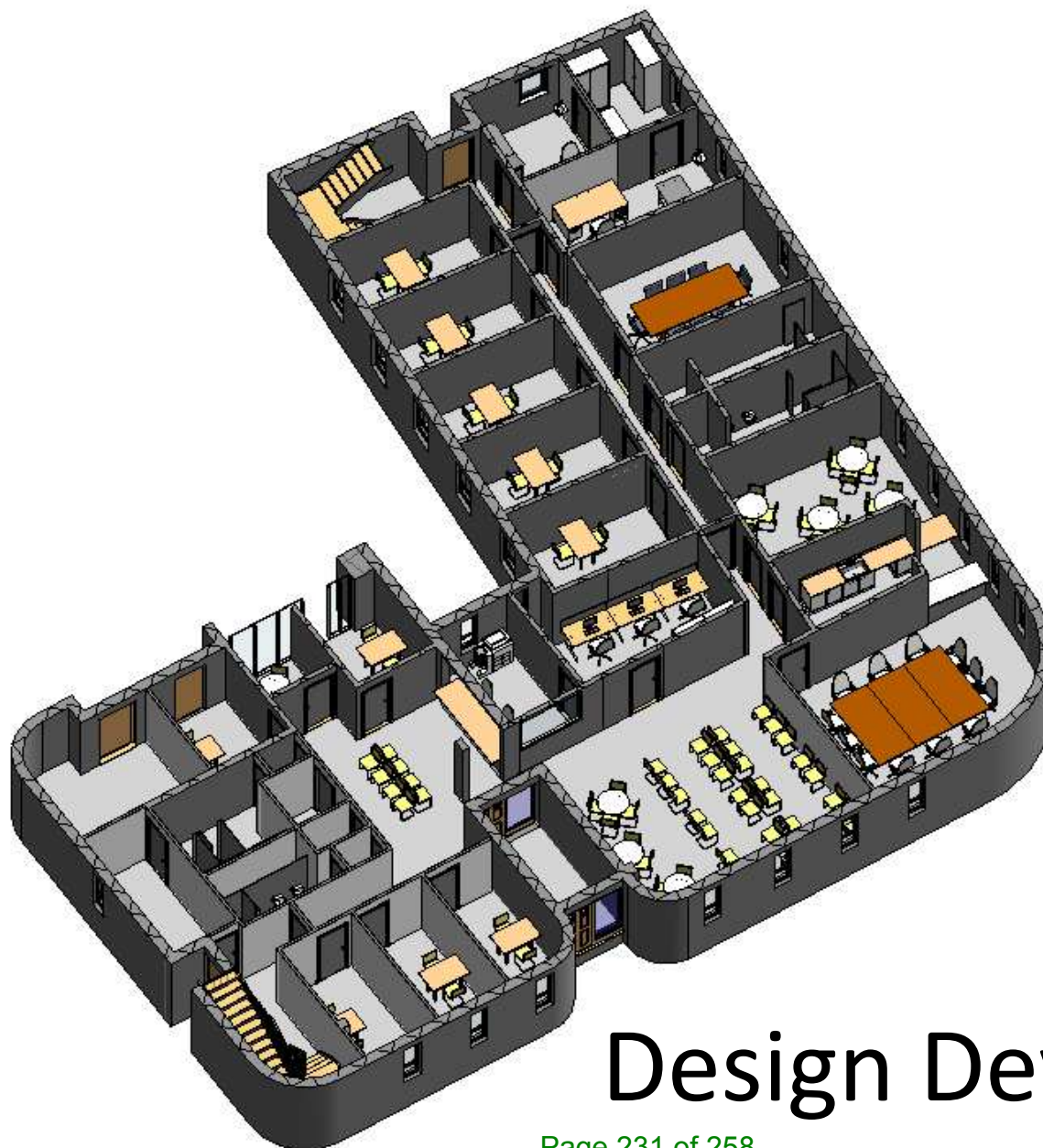


Design Development



01 Ground Floor-option 3
1:50

REV	DESCRIPTION	DATE	BY
			
Midlothian Council Building Services Midlothian House 40-46 Buccleuch Street Dalkeith EH22 1DN			
<small>CUSTOMER</small> Midlothian Integration Joint Board (MIB)			
<small>PROJECT TITLE</small> Internal Alterations 11 St Andrew Street Dalkeith EH22 1DL			
<small>DRAWING TITLE</small> Ground Floor Plan			
<small>MODEL FILE REFERENCE</small>			
<small>SCALE</small> 1:50 (A1)	<small>DRAWN</small> Author	<small>CHECKED</small> 03/03/17	<small>CHECKED</small> Checker
<small>STATUS</small> Preliminary			
<small>PROJECT NUMBER</small> C371/DSW	<small>DRAWING NUMBER</small> L(0)3-03	<small>ISSUED</small>	



Accommodation schedule

Desks 0 @ 1:1

Touchdown 0 @ 1:1

2x Group Meeting Rooms- 1x3 Person (minimum)
1x12 Person (minimum)

1x Unbookable Meeting Room 1x2 (minimum)

10x One to One Meeting Rooms
2x Clinical Rooms (including Drug Store)

Paper storage (linear meters per person) TO BE ADVISED
Personal Storage (1 locker per person) TO BE ADVISED
Number of Multi Function Devices TO BE ADVISED

Tea point (Existing Kitchen)
Breakout (Existing space)

Toilets Staff (Existing)
Toilets Visitors (Existing)

Reception 2/3 person
Admin Room 3 Person
Waiting Rooms 40+ Person

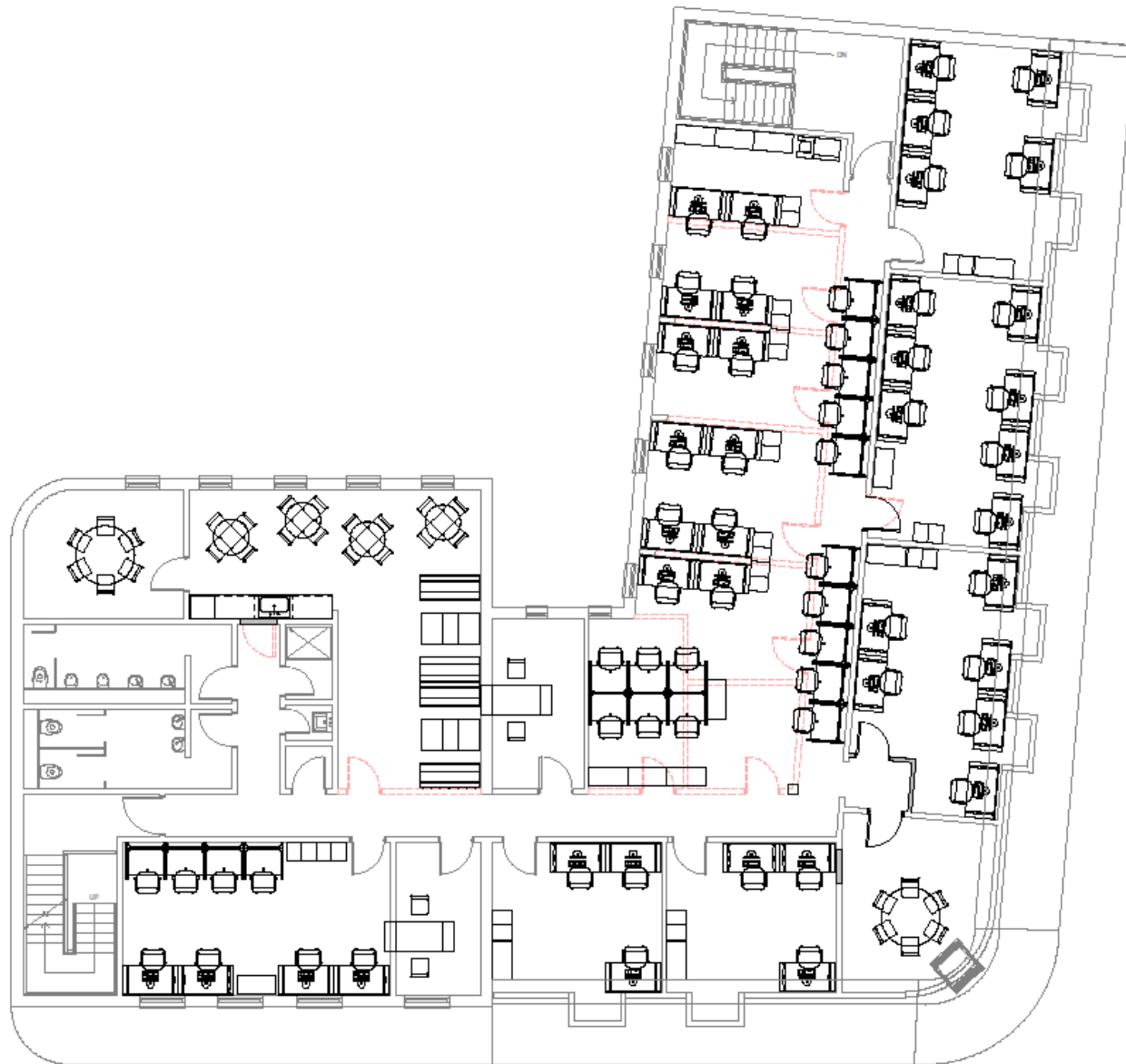
Access Main
2x Alternative.

Design Development



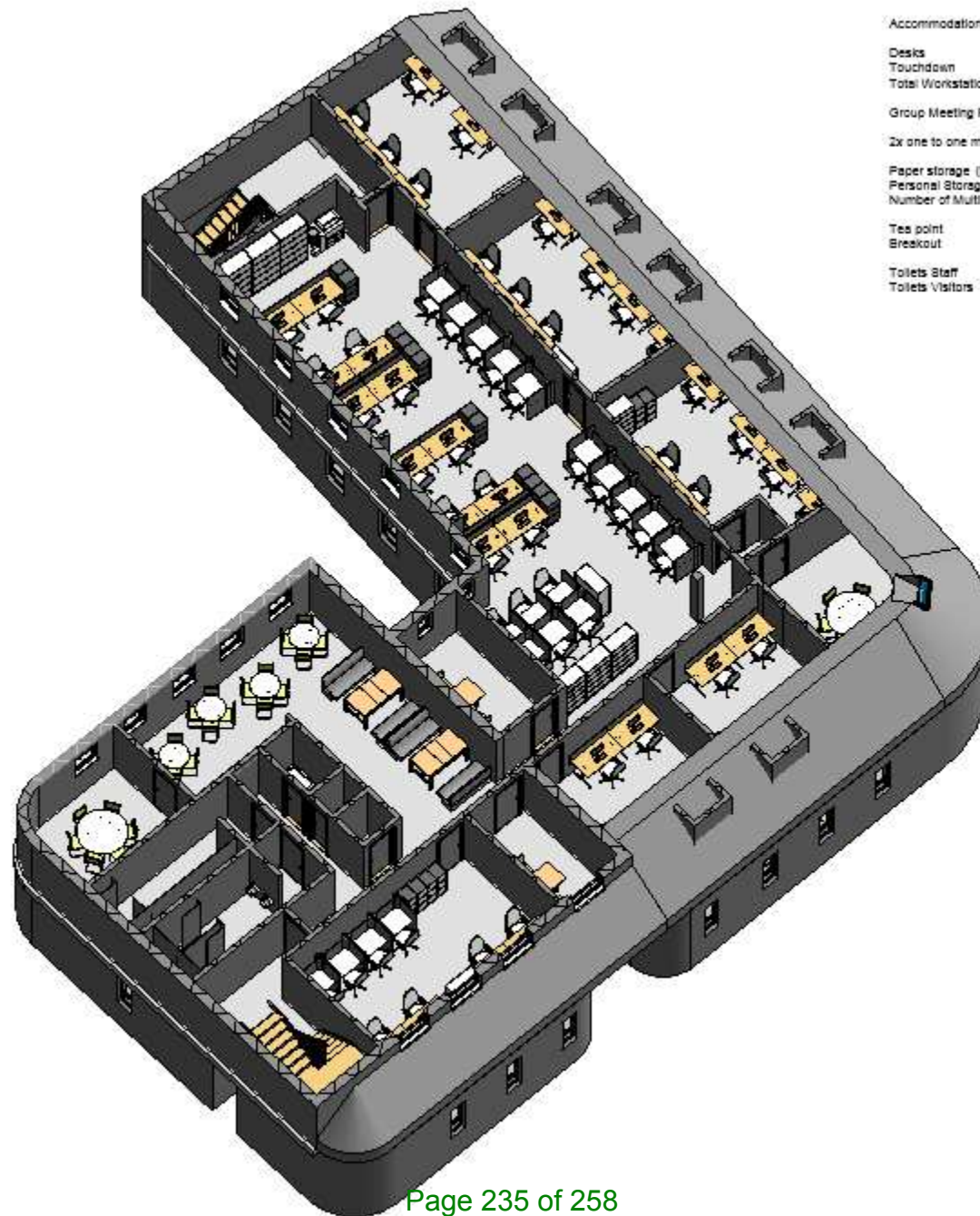
Design Development





03 First Floor Level-Option 3
1 : 50

REV	DESCRIPTION	DATE	BY
<div><div><div>Midlothian Council Building Services Midlothian House 40-46 Buccleuch Street Dalkeith EH22 1DN</div><div> W.L. 07/10</div></div><div><div>CLIENT Midlothian Integration Joint Board (IJB)</div><div><div>PROJECT TITLE Internal Alterations 11 St Andrew Street Dalkeith EH22 1DL</div><div><div>DRAWING TITLE First Floor Plan</div><div>MODEL FILE REFERENCE</div></div></div><div><div>SCALE 1 : 50 (A1)</div><div><div>DRAWN BY JC</div><div><div>CHECKED BY JG</div><div>DATE 03/12/17</div></div></div><div><div>STATUS Preliminary</div><div><div>PROJECT NUMBER C371/DSW</div><div><div>DRAWING NUMBER L(0)3-04</div><div>ISSUED BY JG</div></div></div></div></div></div></div>			



Accommodation Schedule

Desks	39 @ 1:1	(49 @ 8.10)
Touchdown	20 @ 1:1	(25 @ 1.1)
Total Workstations	59	74

Group Meeting Rooms - 2x 6 Person (minimum)

2x one to one meeting rooms

Paper storage (linear meters per person)	TO BE ADVISED
Personal Storage (1 locker per person)	TO BE ADVISED
Number of Multi Function Devices	TO BE ADVISED

Tee point (New with Indicative 4No. table and chair stations)
Breakout (New with minimum 2x 4to 6 person Informal Booths)

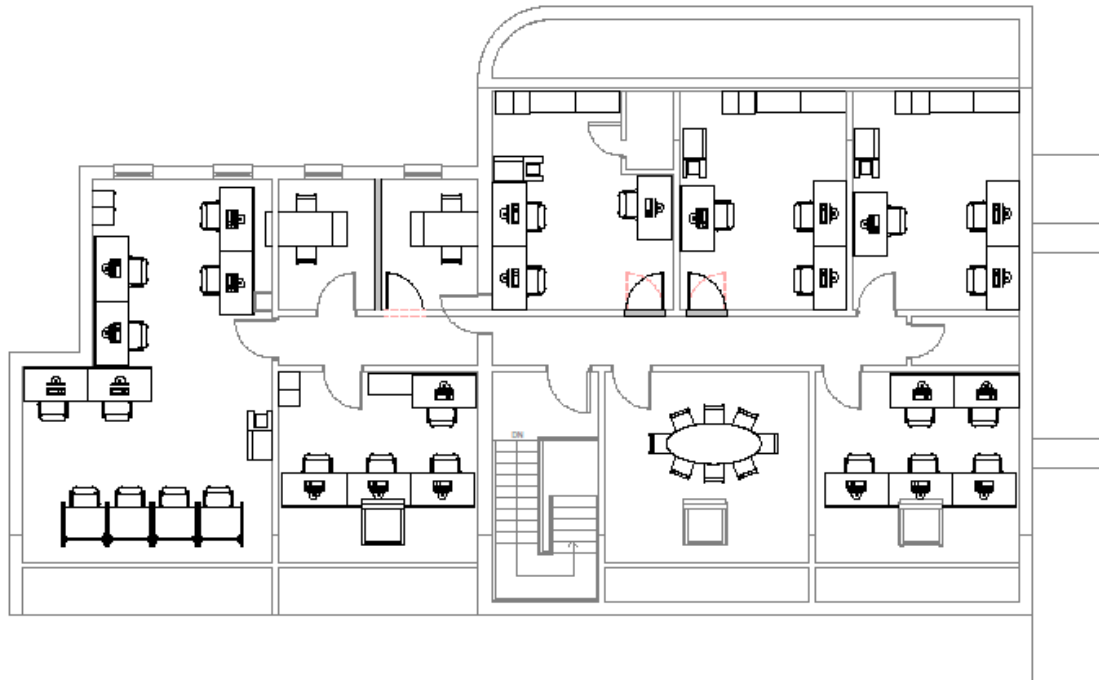
Toilets Staff (As existing/Utilise 1st & Gnd Floors)
Toilets Visitors (As existing/Utilise 1st & Gnd Floors)

First floor Plan


Design Development



Design Development



05 Second floor level-option 3
1 : 50

REV	DESCRIPTION	DATE	BY
<p>Melkothan Council Building Services Melkothan House 40-46 Buccleuch Street Dalkhoush EH22 1DN</p> 			
<p>COUNTY Melkothan Integration Joint Board (IJB)</p>			
<p>PROJECT TITLE Internal Alterations 11 St Andrew Street Dalkhoush EH22 1DL</p>			
<p>DRAWING TITLE second floor plan</p>			
<p>MODEL FILE REFERENCE</p>			
<p>SCALE 1 : 50 (A1)</p>	<p>DRAWN Author</p>	<p>DATE 2020 07</p>	<p>CHECKED Checker</p>
<p>STATUS Preliminary</p>			
<p>PROJECT NUMBER C371/DSW</p>	<p>DRAWING NUMBER L(0)3-05</p>	<p>REVISION</p>	

Design Development



Accommodation Schedule

Desks	24 @ 1:1	(30 @ 0.10)
Touchdown	4 @ 1:1	(5 @ 0.10)
Total Workstations	28	35

1x Group Meeting Rooms - 1 x 8 Person (minimum)

Paper storage (linear meters per person)	TO BE ADVISED
Personal Storage (1 locker per person)	TO BE ADVISED
Number of Multi Function Devices	TO BE ADVISED

Tea point	(As existing/Utilise 1st & Grd Floors)
Breakout	(As existing/Utilise 1st & Grd Floors)

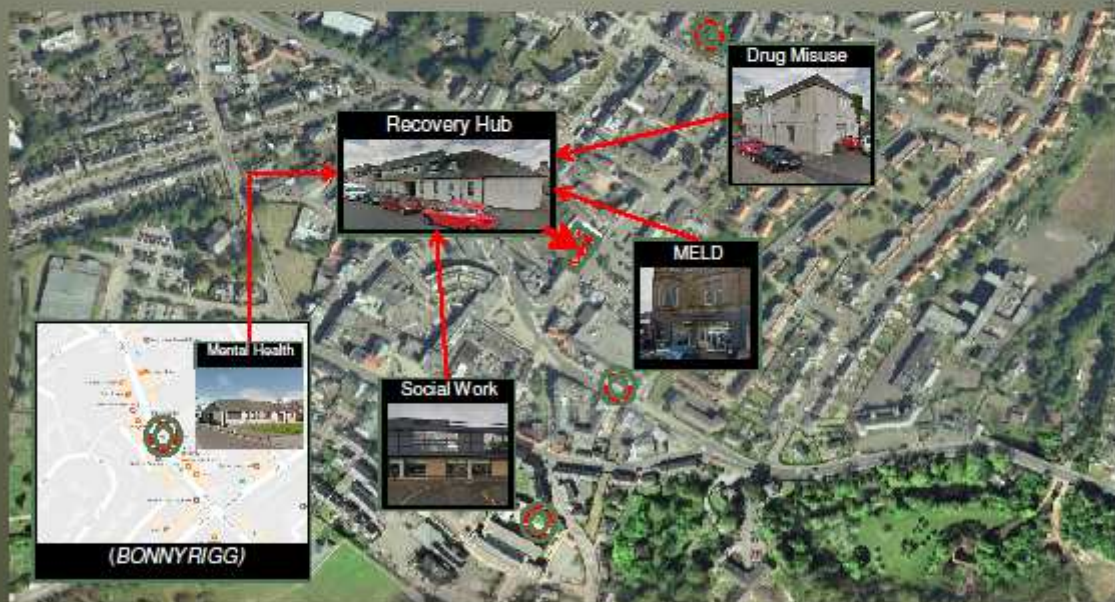
Toilets Staff	(As existing/Utilise 1st & Grd Floors)
Toilets Visitors	(As existing/Utilise 1st & Grd Floors)

Feedback & Questions



	2017				2018												2019						
IJB; Recovery Hub Proposals	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Project Delivery Programme																							
Approval to proceed																							
Project Planning																							
Service engagement; IJB																							
Service engagement; 3rd sector																							
Procurement of consultants																							
Detailed design																							
Confirmation of client brief																							
Design freeze																							
Building warrant																							
Tender preparation																							
Procurement of contractor & client directs																							
Contract award																							
Service engagement; IJB																							
Service engagement; 3rd sector																							
St Andrews street fit out																							
Relocate IJB services to St Andrews Street																							
Bonnyrigg Health Centre refit																							
Relocate 3rd sector services to Bonnyrigg																							
Commence asset disposal (programme TBC)																							

Feasibility Report to Form New Integration Joint Board Recovery Hub



Midlothian



Integrated Joint Board; Recovery Hub- feasibility report

Contents

Introduction and background	Page 3-4
Study process	Page 5-7
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Design proposals	Page 9
Project delivery and conclusion	Page 10

Introduction

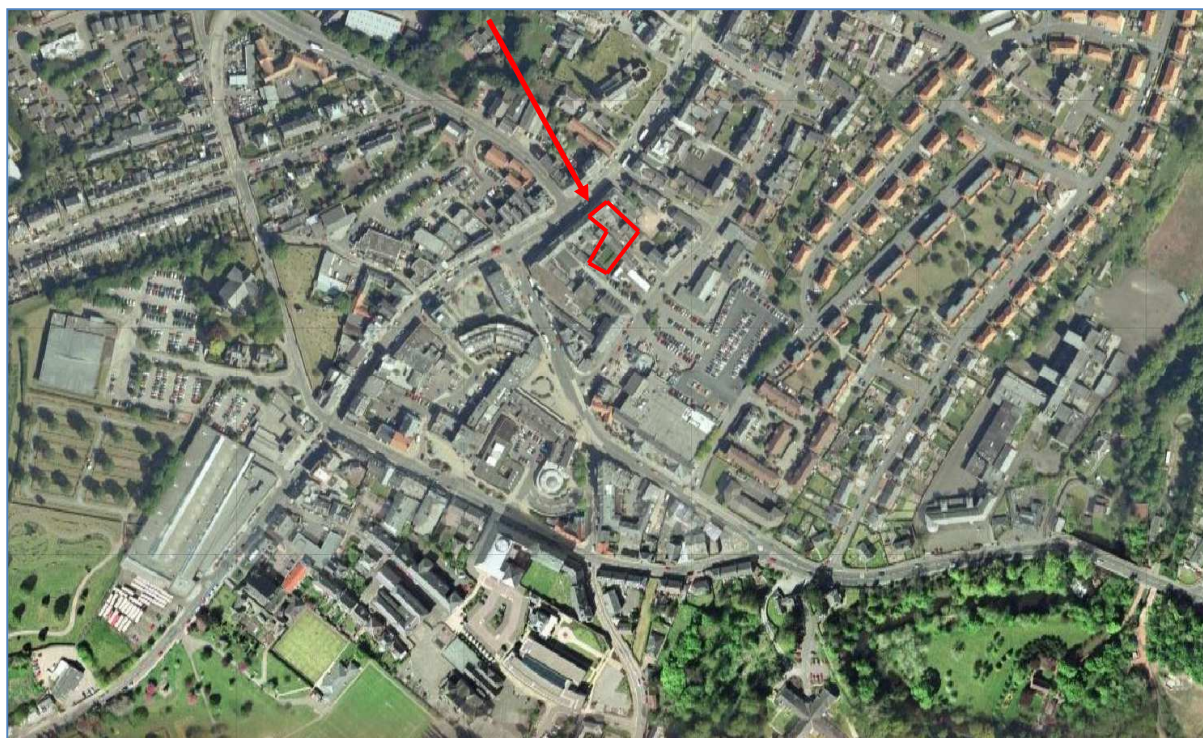
- **Background**

Property and Facilities Management (P&FM) section of Midlothian Council (MLC), specifically Building Services were commissioned by Integrated Joint Board (IJB) to carry out a feasibility study for the potential to provide a Recovery Hub for substance misuse in the centre of Dalkeith.

The Recovery Hub initiative is an innovative solution aimed at providing a single point of contact location for clients who currently receive services from a variety but disjointed locations within Dalkeith and Bonnyrigg. The proposal would involve the integration of the following Council, NHS and third sector run services:-

- Mental Health- NHS
- Drug Misuse- NHS
- Criminal Justice- MLC
- Social Work- MLC
- 3rd sector support groups
 - MELD
- Others effected by the initiative
 - Women's Aid
 - Health and Mind

The proposed IJB Recovery Hub would be located at what was the previously referred to as Dalkeith Social Work building located in St Andrews Street.



The proposed co-location of these services is subject to a number of dependencies which must be addressed in order to transfer current service delivery from existing assets. All of the existing assets from which the services are currently delivered are deemed not fit for purpose, and there are areas

of duplication arising from the current patterns of property occupancy. All these issues were considered and appraised as part of this study.

In order to develop the co-location proposals a high level strategy was drafted and issued to the IJB for agreement attached within Appendix 1. The instruction to proceed was subsequently provided which allowed the project delivery team to be established and confirm the project scope, determine the extent of potentially effected services/ assets and develop a project delivery programme for the feasibility study.

Initial Project Scope

The initial project brief from the IJB was as follows:-

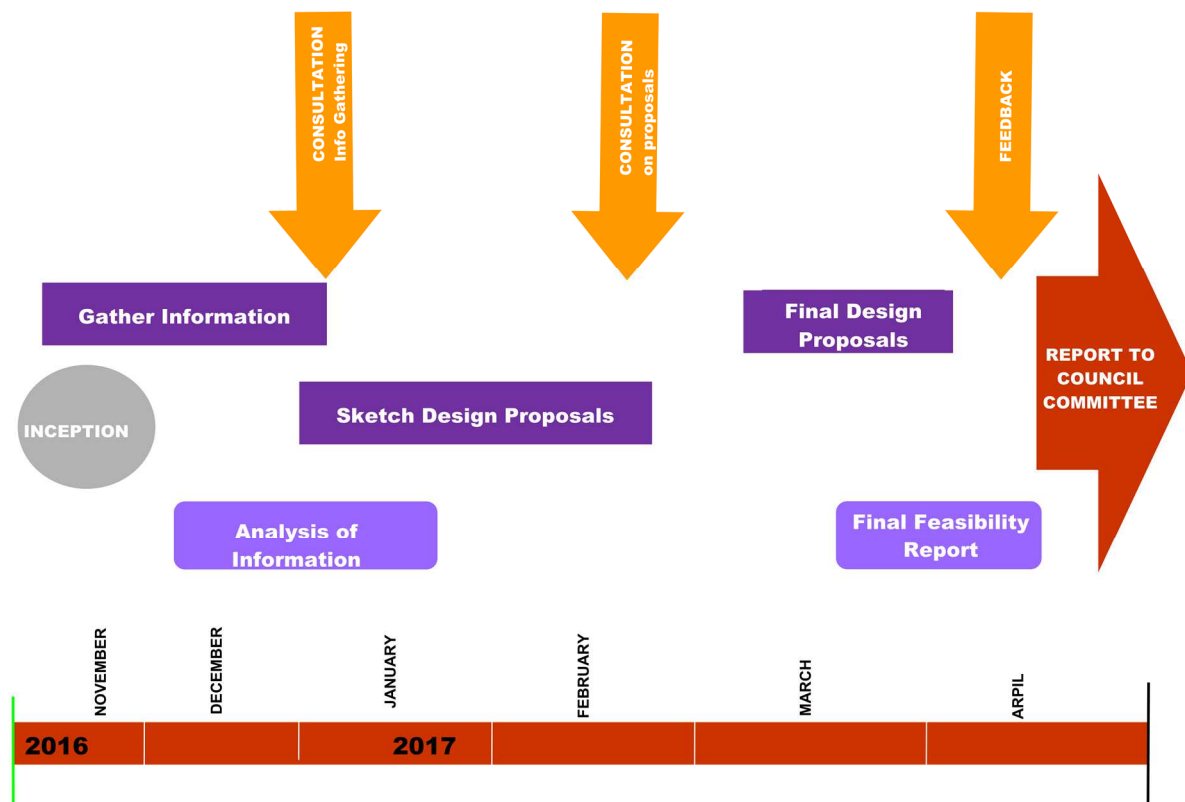
- Review the use of an existing building (St Andrews Street) for the co location of the services listed above
- Review the service delivery models for each of the effected departments
- Review the services resource requirements
- Provide design options associated for the potential proposals
- Review the financial impact/ business case of the proposals

Purpose of Study

The purpose of the study was to explore the following opportunities:-

- Collocation of several service providers across NHS, MLC and 3rd sector partners
- 1st, 2nd and 3rd stage information gathering
- Engage effected services
- Compatibility of the effected services
- Commonality/ adjacencies between the services
- Establish current service delivery for each of the services and their respective challenges
- Develop a client brief for the effected services as a result of understanding service delivery models
- Appraise the ability to employ New Ways of Working (EWiM style) within the office space
- The reuse of existing built assets to deliver an alternative service model
- Provide design options for the effected assets
- Develop a business case for the proposals

THE STUDY PROCESS TIMELINE



Methodology

There have been four main stages of the study:-

- Information gathering
- Client engagement
- Preparation of design proposals
- Cost and financial appraisal

The methodology of the process was imperative to obtaining the detail to support the outline objectives, develop a brief and also provide the key stakeholders with the opportunity to provide service specific observations to inform the overall design rationale and process.

Location and Context

The proposed Recovery Hub will look to utilise the former Dalkeith Social Work office, located on St Andrews Street. Located in the centre of Dalkeith, the building has good communication routes to Edinburgh and the Borders by both bus and car. The building can be easily accessed by foot from the centre of Dalkeith. It is also located adjacent to the newly completed St Andrews Street Medical Centre.

The Process

Introduction

The process to understand and obtain a brief had several stages. The base information was gathered remotely where managers were asked to complete templates to give the project delivery team an initial steer on how the services currently operate but with a look to the future service delivery models and challenges associated with the clients overall vision.

Information Gathering

- Obtain existing building information for the effected assets
 - St Andrews Street, Dalkeith
 - Old Bonnyrigg Health Centre, Bonnyrigg
 - Orchard Centre, Bonnyrigg
 - Glenesk Health Centre, Dalkeith
 - 6 Newmills Road, Dalkeith
 - 29a Eskbank Road, Dalkeith
- Visual surveys of each of the effected buildings
- Obtain building ownership status
- Obtain existing building running/ operational costs
- The initial meeting with the effected services highlighted that there were differing needs of varying complexities, reaffirming the need for a feasibility study would be required to establish a brief
- A template was issued to the effected services to capture the following information;
 - Staff type and numbers
 - Mental Health- NHS- 51nr
 - Drug Misuse- NHS- 13nr
 - Criminal Justice- MLC-16nr
 - Social Work- MLC- 4nr
 - MELD- 3rd sector- 3nr
 - Womens Aid- 3rd sector- 12nr
 - Health & Mind- 3rd sector- 18nr
 - Visitor footfall
 - Meeting room resource and frequency of use
 - Indication of work styles

Engagement Strategy

- IJB provided vision for the Recovery Hub initiative at first meeting
- Establish the key stakeholder contacts
- Meeting with Directorate and key stakeholders to reaffirm the projects vision, business drivers and goals
- Information gathering
- Engage the services on one to one basis
- Engage Midlothian Councils Digital Services, NHS Property, NHS ICT and MLC/ IJB Finance

- Translate information provided from the information gathering template which included timetabling
- Present initial design interpretation as a result of engagement
- Refine initial designs; incorporating comments
- Present optimum/ preferred option to key stakeholders

Existing Building Appraisal

- Former Dalkeith Social Work, St Andrews Street, Dalkeith
 - Currently owned by Midlothian Council and operates as a Social Work Centre over an area of GIFA of 1,120m². The office is over two and a half floors with one main entrance with four routes to escape, accommodation includes main reception, three- one to one meeting spaces, group meeting spaces, cellular offices, groups offices, public/ private toilets, disabled access/ facilities to ground floor, welfare facilities, workshop (for unpaid work) and outside space. There is parking provision for 10nr cars.
 - Fit for potential reuse following internal alterations/ refit
- Old Bonnyrigg Health Centre, Bonnyrigg
 - Currently owned by NHS, this building has been split into two sections, one section which operates as a dental practice and with one section operating to deliver joint mental health service to the community on a single storey arrangement. The section of the building that houses joint mental health has one main entrance but a number of alternative but controlled entrances/ points of egress. The accommodation includes reception, open plan office space, cellular offices, one to one meeting spaces, group meeting spaces, public/ private toilets, disabled access to all building, welfare facilities and parking provision for cars.
 - Fit for potential reuse following internal alterations/ refit
- Glenesk Health Centre, Dalkeith
 - Currently leased by NHS with the full repairing lease this is currently on a rolling year on year agreement- expiring June 2017 (due to be extended to 2018) and houses Drug Misuse Team. The facility provides office/ clinical accommodation over two levels providing reception/ waiting space, clinical space, one to one meeting space/ therapy rooms, group meeting rooms, open plan office space, cellular offices, public/ private toilets and staff welfare facilities. No provision for parking. The building does not provide disabled access
- Orchard Centre, Bonnyrigg
 - Currently owned by Midlothian Council, and leased to Health and Mind. The accommodation over two levels partly within a listed Victorian former Bonnyrigg, Town hall, with single storey prefabricated units to the rear. The accommodation includes large public/ breakout space, dining area, working kitchen, public/ staff toilets, large activity rooms and cellular offices. The building does not provide disabled access
- 29a Eskbank Road, Dalkeith
 - Currently leased by Women's Aid. The accommodation over three levels provides a variety of cellular space which ranges from office, crisis rooms, arts, administration,

and welfare/ toilet provision. All areas are shared with the public with security limited to CCTV. The building does not provide disabled access

- 6 Newmills Road, Dalkeith
 - Currently leased by MELD. The accommodation is accessed directly off Newmills Road and provided on first floor level. The converted flat provides office, meeting space, toilets and welfare facilities. The building does not provide disabled access

Development of Client Brief

The initial brief from the client groups and key stakeholders required significant development. The view was taken that in addition to the first pass information provided by the effected teams, one to one engagement was required to further understand the needs of the clients groups, the needs of the user groups, specification considerations and consider the challenges around the technology to support such an initiative.

Engagement

Introduction

This section provides a description of each of the engagement session with the varying client groups.

- 2nd stage engagement was a follow on from the initial information gathering process. At our first meetings we jointly validated information provided, which specifically in relation to staff numbers, working styles, client footfall and working hours for each of the teams. These one to one sessions allowed the project/ client team to review the process of each department existing service delivery models from first point of contact. Service specific issues were also tabled and discussed along with the prospect of sharing a facility with services listed. Part of the engagement sessions included obtaining records for meeting room resources for the groups. Common theme's throughout the organisations were staff security both static/ mobile, access to meeting resources, booked/ non-booked spaces, office space with resources to support alternative working/ staff development and provide an improved staff welfare facilities. The information provided is detailed in Appendix 2.
- 3rd stage engagement involved the operational and support elements of the services. The challenges around ICT and sharing information across different government agencies are still a challenge to any project integrating services across Local Government, NHS, Scottish Police Service and 3rd sector organisations. As we proceeded further through the dialogue process it became apparent that the solutions for these issues may be some time away but quick solutions/ understanding is essential to ensure that the groups work collectively, cohesively and efficiently. The design information was shared with our NHS property colleagues as the process continued
- The translation of all the information gathered throughout all the engagement processes took several steps but the focus of the all the engagement session was to provide an integrated service delivery hub within an existing built structure.

Engagement Summary

- 2nd stage; engage the services on one to one basis
- 3rd stage; engage Midlothian Councils Digital Services, NHS Property Services, NHS ICT, MLC & IJB Finance
- Translate information provided to information gathering template which included timetabling
- 4th stage; present optimum/ preferred option to key stakeholders

Design Proposals

Introduction

The challenge with co-locating so many diverse services was always going to be the functionality and providing a fit for purpose public space. How this would function on a day to day in full operation was the overwhelming concern from the services. Over a seven day working week there will be a variety of differing service users, alternative service needs, resulting in a significant increase in footfall and user numbers at this focused location. The information provided by the services allowed the project team to assess whether the initial aspirations of the client groups could be achievable.

The information gathering process followed by subsequent service engagement sessions proved invaluable in developing a baseline brief. The baseline brief(s) would be applied to both St Andrews Street and Old Bonnyrigg Health Centre as they were identified as the primary/ secondary areas of the study.

Design Options

The design options along with the brief were developed over a series of engagement sessions with the service groups. The service groups were presented with a strategy of 'Public, Invited and Private Spaces' which encourage the building users to think how their service delivery model could fit within these design parameters.

- St Andrews Street
 - Developing the required brief from the various stages of engagement and providing the best solution within an existing building was always going to be extremely challenging. There have been several sessions where the design was reviewed the proposed end user client team, allowing the design to be refined and represented to the group managers. The designs were shared with the wider teams ranging from team leaders to administrative staff
- Old Bonnyrigg Health Centre
 - The brief obtained from the groups ensured that the project delivery team manage the design expectations and what was deliverable. The largest of the challenges will be to facilitate the request for a drop in 'cafe', similar to the Orchard Centre for Health & Mind. A further design challenge was facilitating private, secure spaces was important for service delivery requirements of Women's Aid proved

The proposals have been presented to client groups over several sessions. The final presentation is contained within Appendix 3.

Project Delivery Costs

The project delivery costs encompass final engagement with the services, include procurement of consultant team to obtain design freeze, statutory consents, procurement of the works and finally the refurbishment of St Andrews Street/ Bonnyrigg Health Centre to accommodate the client's requirements.

The costs, which include capital and revenue implications, have been passed to MLC Finance for incorporation to the Adult Care Report on Mental Health and Substance Misuse.

Project Delivery Programme

The project delivery programme is contained within Appendix 4.

Conclusion

This feasibility study with its supporting documentation will be incorporated into the Adult Care Report on Substance Misuse to Midlothian Council.

APPENDIX 1

APPENDIX 2

APPENDIX 3

Appendix B

	2017				2018												2019						
IJB; Recovery Hub Proposals	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Project Delivery Programme																							
Approval to proceed																							
Project Planning																							
Service engagement; IJB																							
Service engagement; 3rd sector																							
Procurement of consultants																							
Detailed design																							
Confirmation of client brief																							
Design freeze																							
Building warrant																							
Tender preparation																							
Procurement of contractor & client directs																							
Contract award																							
Service engagement; IJB																							
Service engagement; 3rd sector																							
St Andrews street fit out																							
Relocate IJB services to St Andrews Street																							
Bonnyrigg Health Centre refit																							
Relocate 3rd sector services to Bonnyrigg																							
Commence asset disposal (programme TBC)																							

