

# Notice of meeting and agenda



## Midlothian Council

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

**Date:** Tuesday, 21 August 2018

**Time:** 11:00 - 13:00

**John Blair**  
Director, Resources

**Contact:**

Clerk Name: Verona MacDonald

Clerk Telephone: 0131 271 3161

Clerk Email: [verona.macdonald@midlothian.gov.uk](mailto:verona.macdonald@midlothian.gov.uk)

**Further Information:**

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

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

---

**1 Welcome, Introductions and Apologies**

---

**2 Order of Business**

---

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

**3 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**

---

None

**5 Minutes of Previous Meeting**

---

Minute of Meetings of Midlothian Council of (i) 8 May and (ii) 26 June 2018 submitted for approval as correct records.

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

Minute Volume Index

**5 - 6**

**6 Questions to the Council Leader**

---

None

**7 Motions**

---

7.1 Motion by Councillor Milligan, seconded by Councillor Muirhead 7 August 2018

7.2 Motion by Councillor Baird, seconded by Councillor Johnstone 7 August 2018

**8 Public Reports**

---

8.1 Appointment of Church of Scotland Representative in Education Matters - Report by Director, Resources **11 - 12**

8.2 Appointment of Head of Education - Report by Director, Education, Communities and Economy **13 - 14**

8.3 Education Appointments Committee - Report by Director, Resources **15 - 18**

<b>8.4</b>	Strategic Development Plan for Edinburgh and South East Scotland (SESplan) - Report by Director Education, Communities and Economy	<b>19 - 22</b>
<b>8.5</b>	Schedule of Meeting Dates 2019 and 2020 - Report by Director, Resources	<b>23 - 32</b>
<b>8.6</b>	Community Asset Transfer Framework - Report by Director, Resources	<b>33 - 48</b>
<b>8.7</b>	Financial Monitoring Quarter 1 2018-19 - Report by Head of Finance and Integrated Service Support (To Follow)	
<b>8.8</b>	Housing Revenue Account - Revenue Budget and Capital Plan 2018-19 - Report by Head of Finance and Integrated Service Support	<b>49 - 54</b>
<b>8.9</b>	General Services Capital Plan 2018 - 2019 Quarter 1 Monitoring - Report by Head of Finance and Integrated Service Support	<b>55 - 62</b>
<b>8.10</b>	Midlothian Council Voluntary Sector Grants Programme - Report by Director, Education, Communities and Economy	<b>63 - 84</b>
<b>8.11</b>	Review of Webcasting - Report by Director, Resources	<b>85 - 92</b>
<b>8.12</b>	Christmas Light Future Funding - Report by Head of Commercial Operations	<b>93 - 102</b>
<b>8.13</b>	Annual Procurement Report 2017 - 2018 - Report by Head of Finance and Integrated Service Support	<b>103 - 116</b>
<b>8.14</b>	Procurement Strategy 2018-2023 Report	<b>117 - 140</b>
<b>8.15</b>	Implementing the Learning Estate Strategy - update on Lasswade Primary School - Report by Director, Education, Communities and Economy	<b>141 - 148</b>
<b>8.16</b>	Midlothian Physical Activity, Sport and Health Strategy 2018 - 2023 - Report by Head of Property and Facilities Management	<b>149 - 176</b>
<b>8.17</b>	Statutory Plan for the Delivery of Learning and Development in our Communities 2018 to 2021 - Report by Director	<b>177 - 184</b>
<b>8.18</b>	Transportation of Defence Nuclear Materials - Report by Head of Commercial Operations	<b>185 - 192</b>

## **9 Private Reports**

---

**9.1** Gorebridge Community Development Hub - Beacon update -Report by Director, Resources

- 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.

**9.2** Millerhill Low Carbon District Heating Project -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.

**9.3** Roads Investigation – Appointments – Report by Chief Executive (To Follow)



# Midlothian Council Minute Volume



**Presented to the Meeting  
of Midlothian Council  
on Tuesday, 21 August 2018**

## **1 Minutes of Meetings submitted for Approval**

---

Midlothian Council 8 May 2018	3 - 14
Midlothian Council 26 June 2018	15 - 38

## **2 Minutes of Meetings submitted for Consideration**

---

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

General Purposes Committee 3 April 2018	39 - 40
Planning Committee 3 April 2018	41 - 50
Local Review Body 10 April 2018	51 - 62
Audit Committee 1 May 2018	63 - 66
Planning Committee 15 May 2018	67 - 72
Special Audit Committee 15 May 2018	73 - 78
Education Appointment Committee 28 June 2018	

## **3 Minutes of Meetings submitted for Information**

---

### **Approved Minutes of Outside Organisations to which Council appoints representatives**

No Minutes submitted for information

# Midlothian Council

## Labour Group

Item 7.1



**Midlothian Council**  
**Tuesday 21 August 2018**

### **Notice of Motion**

While Council rejected officer proposals for a further reduction in grass cutting standards during this year's 2018/19 budget deliberations, Council recognises that cumulative reductions in previous years are having a significant detrimental effect on our parks and open spaces in our towns and villages.

Recognising that we need to prioritise Council spending to areas of greatest need it would not be appropriate to simply reinstate cuts in budgets to this service. However, we are aware that the Land and Countryside team have been successful in attracting significant income from the provision of external services over £90K in 2016/17 and £100K in 2017/18.

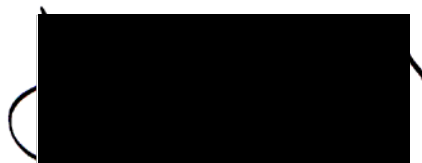
To ensure that our parks are maintained to as high a standard as possible, Council agrees that the first £50k of any income generated in this year's budget 2018/19 by the Land and Countryside be re-invested in the service in order to improve grass cutting and general maintenance standards within our parks and open spaces.

Moved:



**Councillor Derek Milligan**

Seconded:



**Councillor Jim Muirhead**





**SNP Group**

**Notice of Motion**

Midlothian Council commits to bringing forward a report on the establishment of a Community Wellbeing Fund to the next full Council meeting. This fund will support and protect community events throughout Midlothian in the face of continued austerity and budget reductions from central government, helping maintain and improve community cohesion within Midlothian during these difficult times. The fund will protect all but will not be limited to the following activities:

1. Gala days and parades
2. Christmas Lights and associated events
3. Flower beds

The report will address budget impacts for the coming years and review potential sources of funding through our Entrepreneurial Council program. It will also recommend that this fund is considered a protected budget in line with the Council's vision for the future and its values. The report will also reflect the SIMD (Scottish Index of Multiple Deprivation) of each town/area and develop a funding formula that appropriately reflects the needs of each of these areas.



Moved Councillor Kenneth Baird



Seconder Councillor Catherine Johnstone

7 August 2018

**Appointment of the Church of Scotland Representative in Education Matters -  
Report by Director, Resources****1 Purpose of Report**

Following the resignation of the Reverend Ruth Halley as the Church of Scotland's representative in education matters which was reported to Council on 26 September 2017, the Council is now requested to endorse the nomination from the Church of Scotland for a replacement representative.

**2 Background**

Under Section 124 of the Local Government (Scotland) Act 1973, when an education authority (ie the Council) appoints a Committee whose purposes include either advising the authority or discharging on the authority's behalf education matters (ie the Cabinet), then that Committee must include 3 Religious Representatives.

When dealing with education matters, statutory places are available automatically on the Cabinet for the Church of Scotland and the Roman Catholic Church. As Members are aware Mr Victor Bourne is the Roman Catholic Church's nominee. Following the Reverend Ruth Halley's resignation as a result of her move away from Midlothian, notification has now been received from the Church of Scotland of their nomination for the vacancy. The nomination, which has been endorsed by the Church of Scotland's Education Committee, is Mrs Elizabeth Morton who resides in Dalkeith.

**3 Code of Conduct and Disqualification**

It should be noted that all religious representatives are asked to confirm that they will comply with the general terms of the Councillors' Code of Conduct issued by the Standards Commission for Scotland. They are also asked to confirm that there is nothing in Section 31 of the Local Government (Scotland) Act 1973 (grounds for disqualification), which would prevent them from serving on the Cabinet. The Church of Scotland has confirmed their nominee is aware of the requirement to comply with the Code of Conduct.

**4 Report Implications****4.1 Resource**

The Religious Representatives are entitled to claim travel and subsistence expenses in connection with their service on the Council and Cabinet. These costs can be contained within the existing budget.

**4.2 Risk**

The appointment of the 3 Religious Representatives is a statutory requirement. Accordingly, the endorsement of the Church of Scotland's nominee will enable the Council to meet its legal duty in this respect.

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

Themes addressed in this report:

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

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

Not Applicable

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

Not Applicable

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

Not Applicable

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

Not Applicable

#### **4.8 Ensuring Equalities**

Not Applicable

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

Not Applicable

#### **4.10 IT Issues**

Not Applicable

### **5 Recommendation**

The Council is invited to:-

- (a) accept the nomination of Mrs Elizabeth Morton as the Church of Scotland's representative in education matters;
- (b) note that the matter will be reported formally to the Cabinet on 4 September 2018 and Mrs Morton will be invited to attend the meeting and;
- (c) instruct the Director, Resources to provide Mrs Morton with a copy of the Councillors' Code of Conduct.

**24 July 2018**

**Report Contact: Verona MacDonald   Tel No 0131 271 3161**  
**Email: [verona.macdonald@midlothian.gov.uk](mailto:verona.macdonald@midlothian.gov.uk)**



**Appointment of Acting Head of Education – Report by Director, Education, Communities and Economy****1 Purpose of Report**

To report the appointment to the position of Head of Education on a temporary basis.

**2 Background**

At the meeting of the Council on 26 June 2018, it was unanimously agreed that Standing Order 17.2 be suspended to allow for the appointment, on a temporary basis, to the post of Head of Education vacated by Dr Grace Vickers following her appointment to the position of Chief Executive of Midlothian Council.

It was further agreed that, the Director, Education, Communities and Economy after discussion with the Cabinet Portfolio Holder for Education, failing whom the Leader of the Council, would have authority to approve the appointment to the position of Head of Education on a temporary basis pending a permanent appointment to the post following external advertisement. The Council also requested that the appointment be notified to the next available meeting by way of a report.

In accordance with the above remit, Maria Lloyd has been appointed on a temporary basis to the post of Head of Education, effective from 8 August 2018.

**3 Report Implications****3.1 Resource**

Not applicable.

**3.2 Risk**

Not applicable.

**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**

Not Applicable

### **3.5 Impact on Performance and Outcomes**

Not Applicable

### **3.6 Adopting a Preventative Approach**

Not Applicable

### **3.7 Involving Communities and Other Stakeholders**

Not Applicable

### **3.8 Ensuring Equalities**

Not Applicable

### **3.9 Supporting Sustainable Development**

Not Applicable

### **3.10 IT Issues**

Not Applicable

## **4 Recommendation**

The Council is invited to note the appointment of Maria Lloyd to the position of Acting Head of Education effective from 8 August 2018. Following external advertisement of the position a permanent appointment will be made in due course.

**7 August 2018**

**Report Contact: Verona MacDonald   Tel No 0131 271 3161  
Email: [verona.macdonald@midlothian.gov.uk](mailto:verona.macdonald@midlothian.gov.uk)**

## Education Appointment Committee - Report by Director, Resources

### 1 Purpose of Report

The purpose of this report is, as requested by the Council on 26 June 2018, to provide options with regard to recommendations made by the Education Appointments Committee. The report also provides the Council with an additional option relating to a change to the remit of the Education Appointment Committee.

### 2 Background

Currently, the Scheme of Administration with regards to the Education Appointment Committee, as appended to the Council's Standing Orders states:

*"The Minutes of the Committee will be submitted to the next meeting of the Cabinet. Persons recommended for appointment by the Committee shall be appointed by the Cabinet, unless it appears to them that the candidate is not eligible for the post, in which case they may refuse to appoint them. Where the Cabinet refuse to appoint a recommended candidate and it is still intended to fill the post, then the post will be re-advertised and the necessary procedures followed afresh".*

However, on a frequent basis, following upon a meeting of the Education Appointment Committee and a recommendation being made, there is a need to formally approve the appointment as soon as practicably possible without having to wait until the next scheduled meeting of the Cabinet.

This issue has become more frequent in recent years due the national shortage of Senior Educational staff and them having to wait until next Cabinet before appointment can be confirmed. This could result in candidates being offered posts in other authorities in the interim period and also the Parent Council members cannot let the school know that there is a preferred candidate until after ratification by the next Cabinet meeting.

The Options available to the Council are as follows:-

**Option 1** – where an appointment is deemed urgent by the Director, Education, Communities and Economy and there is a need to formally approve the appointment as soon as practicably possible without having to wait until the next scheduled meeting of the Cabinet:-

Standing Orders insofar as they relate to the remit of the Education Appointment Committee as described above, be suspended and delegated authority is given to the Chief Executive and/or Director, Resources, in consultation with the Leader of the Council and the Director, Education, Communities and Economy to consider the

recommendation of the Committee and to make the appointment. An appointment made on this basis, shall by way of a report by the Director, Education, Communities and Economy, be submitted to the next possible meeting of the Cabinet for information purposes and shall have as an appendix a copy of the Minute of the Education Appointment Committee where the recommendation was made. The report shall include (i) the reason why the Director determined the appointment to be urgent; (ii) the date the delegated decision was made and (iii) the persons who made the decision.

**Option 2** – in respect of all appointments by the Education Appointment Committee and by way of a change to the Scheme of Administration relating to the Education Appointment Committee –

Current remit –

*“The Education Appointment Committee will be responsible for conducting interviews for Headteachers and other senior teaching appointments and will make recommendations to the Cabinet regarding these. The Committee’s procedures associated with the appointment process will comply with Section 14 of the Scottish Schools (Parental Involvement) Act 2006 and Scottish Statutory Instrument 2007 No. 132 – Education”.*

Proposed remit –

The Education Appointment Committee will be responsible for conducting interviews and making appointments for Headteachers and other senior teaching positions. The Committee’s procedures associated with the appointment process will comply with Section 14 of the Scottish Schools (Parental Involvement) Act 2006 and Scottish Statutory Instrument 2007 No. 132 – Education.

The Minutes of the Committee will be submitted to the next meeting of the Cabinet for information purposes.

### **3 Report Implications**

#### **3.1 Resource**

There may be a small resource implication arising from this report with regard to Option 1 above insofar as the Director, Education, Communities and Economy, will require to have a procedure in place whereby appointments which are urgent are dealt with by way of these delegated powers and reported to the next possible meeting of the Cabinet.

#### **3.2 Risk**

There could be operational risk if the decision to formally approve an appointment which is deemed urgent by the Director, Education, Communities and Economy is delayed.

#### **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**

Not Applicable

#### **3.5 Impact on Performance and Outcomes**

Not Applicable

#### **3.6 Adopting a Preventative Approach**

Not Applicable

#### **3.7 Involving Communities and Other Stakeholders**

Not Applicable

#### **3.8 Ensuring Equalities**

Not Applicable

#### **3.9 Supporting Sustainable Development**

Not Applicable

#### **3.10 IT Issues**

Not Applicable

### **4 Recommendations**

Council is requested to consider the Options outlined at Section 2 above.

**8 August 2018**

**Report Contact: Verona MacDonald**  
[verona.macdonald@midlothian.gov.uk](mailto:verona.macdonald@midlothian.gov.uk)



**Strategic Development Plan for Edinburgh and South East Scotland (SESplan)****Report by Mary Smith, Director of Education, Communities and Economy****1 Purpose of Report**

- 1.1 The purpose of this report is to update elected members and seek ratification of amendments relating to the SESplan Governance arrangements including changes to the SESplan Constitution, Financial Rules, Scheme of Delegation and Standing Orders.

**2 Background**

- 2.1 At its meeting of 25 June 2018 the SESplan joint Committee considered a report on the outcome of an audit of the SESplan governance arrangements, undertaken by Fife Council in March 2018. The draft minute of this meeting along with the governance report identifying the changes to the constitution, financial rules, scheme of delegation and standing orders are available in the CMIS Members Library. The current governance documents are also available on the SESplan web site - [SESplan - South East Scotland strategic development planning authority](#)
- 2.2 The audit identified five areas where improvements to the constitution, financial rules and governance arrangements could be made namely:
- i. SESplan should formally consider amending its Constitution, and related procedures, to advise complainants that if not satisfied with SESplan's initial response, referral to the Ombudsman (SPSO) is available;
  - ii. SESplan should formally consider amending its Constitution for the Joint Committee to approve the Budget by December for Member Authorities to ratify in the New Year;
  - iii. SESplan should formally consider amending its Financial Rules for it to be the Strategic Development Plan Manager, in consultation with the Treasurer, to submit appropriate financial monitoring reports to the SESplan Joint Committee;
  - iv. Financial support arrangements should be improved to demonstrate reconciliation and agreement of SESplan and Financial Ledger figures, at least biannually, and prompt provision to SESplan of transaction processing details around year end; and
  - v. The SESplan Annual Governance Statement should make specific reference to: best value/value for money; risk; the effectiveness of the controls; plans; monitoring of action being taken.

In addition to the above there are also a number of minor editing and formatting changes proposed to the above governance documents.

### **3 Report Implications**

#### **3.1 Resource**

There are no resource issues arising from the changes identified in this report.

#### **3.2 Risk**

Implementing the proposed improvements reduces the likelihood of adverse opinion being received in respect of future internal/external audits.

#### **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**

Robust and effective governance arrangements assist the preparation of the Strategic Development Plan which, along with the Midlothian Local Development Plan provides a policy and spatial framework to meeting housing demand, drive economic growth and secure environmental sustainability; these also being themes which underpin Single Midlothian Plan.

#### **3.5 Impact on Performance and Outcomes**

There will be no impact on performance and outcomes for the Council.

#### **3.6 Adopting a Preventative Approach**

Having appropriate and up to date governance arrangements in place provides sufficient transparency and accountability in terms of how SESplan manages the overall decision making, resource allocation and delivery processes involved in preparing the plan.

#### **3.7 Involving Communities and Other Stakeholders**

The SESplan constitution, scheme of delegation, financial rules and standing orders are published on the SESplan web site.

#### **3.8 Ensuring Equalities**

There are no equality issues arising from the proposed changes.

#### **3.9 Supporting Sustainable Development**

The proposed changes relate to the administration of the strategic development plan and therefore do not raise any sustainable development issues.



### 3.10 **IT Issues**

There are no IT issues arising from this report.

## **4 Recommendations**

### 4.1 It is recommended that Council:

- a. notes the SESplan Joint Committee minutes of 25 June 2018 and matters arising; and
- b. ratifies the proposed changes to the SESplan Constitution, Financial Rules, Scheme of Delegation and Standing Orders as outlined in the report and supporting documents.

**Date:** 7 August 2018

**Report Contact:** Peter Arnsdorf, Planning Manager Tel No 0131 271 3310  
[peter.arnsdorf@midlothian.gov.uk](mailto:peter.arnsdorf@midlothian.gov.uk)

### **Background Papers:**

The following papers are available in the CMIS Members Library:

- I. SESplan Joint Committee, draft minute of meeting 25 June 2018
- II. SESplan Joint Committee, 25 June 2018 – Item 8 Governance



## **Schedule of Meeting Dates 2019 and 2020**

### **Report by 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 2019 and 2020.

#### **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 pending 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.

**2.5** The proposed schedule of meetings is for 2 years which is a change from what has happened in the past whereby the Council has been asked on an annual basis to approve a list for the following year. This change has been done to provide Members and officials with clarity with regard to planned meetings for a longer period of time. The proposed schedule has, where possible, taken into account school holidays and also relevant dates not previously included such as provision for the proposed Planning Committee and LRB site visits.

**2.6** In addition, at the request of members of the Local Review Body (LRB), the Chair has agreed that in future the LRB site visits and meeting will be held on the same day, where it has not been possible to accommodate this on a Tuesday, due to pressure of other meetings, a Monday has been used instead. The start time for this Committee has also, where possible within the Schedule, been changed from 2 pm to 1 pm. Again, as a result of a request from members of the LRB

#### **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**

Not applicable.

### **3.9 Supporting Sustainable Development**

Not applicable.

### **3.10 IT Issues**

Not applicable.

## **4 Recommendation**

The Council is invited to consider and approve the schedule of meeting dates for 2019 and 2020 as shown at **Appendix 1**.

**12 July 2018**

**Report Contact:**

**Verona MacDonald      Tel No 0131 271 3161**

**E-mail [verona.macdonald@midlothian.gov.uk](mailto:verona.macdonald@midlothian.gov.uk)**

## Proposed Schedule of Meeting Dates 2019 and 2020

## Appendix 5

### **January 2019**

Monday 14	10.00	Local Review Body Site Visits
Monday 14	13.00	Local Review Body
Tuesday 15	11.00	Cabinet
Thursday 17	14.00	MIJB – Development Workshop
Monday 21	14.00	Planning Site Visits
Tuesday 22	11.00	General Purposes
Tuesday 22	14.00	Planning
Tuesday 22	14.00	MNCT
Monday 28	11.00	Business Transformation Steering Group
Tuesday 29	11.00	Audit

### **February 2019**

Tuesday 5	10.00	Petitions
Tuesday 5	11.00	Performance, Review and Scrutiny
Tuesday 5	14.30	JCG
Tuesday 12	11.00	Midlothian Council
Monday 18	11.00	Police, Fire and Rescue Board
Thursday 14	14.00	MIJB
Monday 18	14.00	Planning Site Visits
Tuesday 19	11.00	General Purposes
Tuesday 19	14.00	Planning
Tuesday 26	11.00	Cabinet

### **March 2019**

Tuesday 5	10.00	Local Review Body Site Visits
Tuesday 5	13.00	Local Review Body
Thursday 7	14.00	MIJB – Audit & Risk
Monday 11	11.00	Business Transformation Steering Group
Tuesday 12	11.00	Audit
Tuesday 12	14.00	MNCT
Thursday 14	14.00	MIJB – Joint Special Board Meeting/ Development Workshop
Tuesday 19	10.00	Petitions
Tuesday 19	11.00	Performance, Review and Scrutiny
Tuesday 19	14.30	JCG
Tuesday 26	11.00	Midlothian Council

**April 2019**

Monday 1	14.00	Planning Site Visits
Tuesday 2	11.00	General Purposes
Tuesday 2	14.00	Planning
Tuesday 9	11.00	Cabinet
Thursday 11	14.00	MIJB
Tuesday 16	10.00	Local Review Body Site Visits
Tuesday 16	13.00	Local Review Body
Tuesday 23	14.00	MNCT
Monday 29	11.00	Business Transformation Steering Group
Tuesday 30	10.00	Petitions
Tuesday 30	11.00	Performance, Review and Scrutiny
Tuesday 30	14.30	JCG

**May 2019**

Tuesday 7	11.00	Midlothian Council
Monday 13	14.00	Planning Site Visits
Tuesday 14	11.00	General Purposes
Tuesday 14	14.00	Planning
Thursday 16	14.00	MIJB – Development Workshop
Tuesday 21	11.00	Cabinet
Tuesday 28	11.00	Audit

**June 2019**

Monday 3	11.00	Police, Fire and Rescue Board
Tuesday 4	10.00	Local Review Body Site Visits
Tuesday 4	13.00	Local Review Body
Thursday 6	14.00	MIJB – Audit & Risk
Monday 10	11.00	Business Transformation Steering Group
Tuesday 11	10.00	Petitions
Tuesday 11	11.00	Performance, Review and Scrutiny
Tuesday 11	14.00	MNCT
Thursday 13	14.00	MIJB
Monday 17	14.00	Planning Site Visits
Tuesday 18	11.00	General Purposes
Tuesday 18	14.00	Planning
Tuesday 18	14.30	JCG
Tuesday 25	11.00	Midlothian Council

## **SUMMER RECESS**

### **August 2019**

Tuesday 20	11.00	Midlothian Council
Tuesday 20	14.00	Audit
Thursday 22	14.00	MIJB
Monday 26	11.00	Police, Fire and Rescue Board
Monday 26	14.00	Planning Site Visits
Tuesday 27	11.00	General Purposes
Tuesday 27	14.00	Planning

### **September 2019**

Tuesday 3	11.00	Cabinet
Thursday 5	14.00	MIJB – Audit & Risk
Tuesday 10	10.00	Local Review Body Site Visits
Tuesday 10	13.00	Local Review Body
Thursday 12	14.00	MIJB – Joint Special Board Meeting/ Development Workshop
Monday 16	11.00	Business Transformation Steering Group
Tuesday 17	10.00	Petitions
Tuesday 17	11.00	Performance, Review and Scrutiny
Tuesday 17	14.00	MNCT
Tuesday 24	11.00	Audit
Tuesday 24	14.30	JCG

### **October 2019**

Tuesday 1	11.00	Midlothian Council
Monday 7	14.00	Planning Site Visits
Tuesday 8	11.00	General Purposes
Tuesday 8	14.00	Planning
Thursday 10	14.00	MIJB
Tuesday 15	11.00	Cabinet
Tuesday 22	10.00	Local Review Body Site Visits
Tuesday 22	13.00	Local Review Body
Monday 28	11.00	Business Transformation Steering Group
Tuesday 29	10.00	Petitions
Tuesday 29	11.00	Performance, Review and Scrutiny
Tuesday 29	14.00	MNCT

**November 2019**

Tuesday 5	14.30	JCG
Tuesday 12	11.00	Midlothian Council
Thursday 14	14.00	MIJB – Development Workshop
Monday 18	11.00	Police, Fire and Rescue Board
Monday 18	14.00	Planning Site Visits
Tuesday 19	11.00	General Purposes
Tuesday 19	14.00	Planning
Tuesday 26	11.00	Cabinet

**December 2019**

Monday 2	10.00	Local Review Body Site Visits
Monday 2	13.00	Local Review Body
Tuesday 3	11.00	Audit
Tuesday 3	14.00	MNCT
Thursday 5	14.00	MIJB – Audit & Risk
Monday 9	11.00	Business Transformation Steering Group
Tuesday 10	10.00	Petitions
Tuesday 10	11.00	Performance, Review and Scrutiny
Tuesday 10	14.30	JCG
Thursday 12	14.00	MIJB
Tuesday 17	11.00	Midlothian Council



**January 2020**

Monday 13	10.00	Combined Local Review Body and Planning Site Visits
Monday 13	13.00	Local Review Body
Tuesday 14	11.00	General Purposes
Tuesday 14	14.00	Planning
Tuesday 21	11.00	Cabinet
Monday 27	11.00	Business Transformation Steering Group
Tuesday 28	11.00	Audit
Tuesday 28	14.00	MNCT

**February 2020**

Tuesday 4	10.00	Petitions
Tuesday 4	11.00	Performance, Review and Scrutiny
Tuesday 4	14.30	JCG
Tuesday 11	11.00	Midlothian Council
Monday 17	11.00	Police, Fire and Rescue Board
Tuesday 18	10.00	Local Review Body Site Visit
Tuesday 18	13.00	Local Review Body
Monday 24	14.00	Planning Site Visits
Tuesday 25	11.00	General Purposes
Tuesday 25	14.00	Planning

**March 2020**

Tuesday 3	11.00	Cabinet
Monday 9	11.00	Business Transformation Steering Group
Tuesday 10	11.00	Audit
Tuesday 10	14.00	MNCT
Tuesday 17	10.00	Petitions
Tuesday 17	11.00	Performance, Review and Scrutiny
Tuesday 17	14.30	JCG
Tuesday 24	11.00	Midlothian Council
Tuesday 31	10.00	Local Review Body Site Visits
Tuesday 31	13.00	Local Review Body

**April 2020**

Monday 6	14.00	Planning Site Visits
Tuesday 7	11.00	General Purposes
Tuesday 7	14.00	Planning
Tuesday 14	11.00	Cabinet
Tuesday 21	14.00	MNCT
Monday 27	11.00	Business Transformation Steering Group
Tuesday 28	10.00	Petitions
Tuesday 28	11.00	Performance, Review and Scrutiny
Tuesday 28	14.30	JCG

**May 2020**

Tuesday 5	11.00	Midlothian Council
Monday 11	10.00	Combined Local Review Body and Planning Site Visits
Monday 11	13.00	Local Review Body
Tuesday 12	11.00	General Purposes
Tuesday 12	14.00	Planning
Tuesday 19	11.00	Cabinet
Tuesday 26	11.00	Audit

**June 2020**

Monday 1	11.00	Police and Fire and Rescue Board
Tuesday 2	10.00	Petitions
Tuesday 2	11.00	Performance, Review and Scrutiny
Tuesday 2	14.00	MNCT
Monday 8	11.00	Business Transformation Steering Group
Tuesday 9	10.00	Local Review Body Site Visits
Tuesday 9	13.00	Local Review Body
Monday 15	14.00	Planning Site Visits
Tuesday 16	11.00	General Purposes
Tuesday 16	14.00	Planning
Tuesday 16	14.30	JCG
Tuesday 23	11.00	Midlothian Council

## **SUMMER RECESS**

### **August 2020**

Tuesday 25	11.00	Midlothian Council
Tuesday 25	14.00	Audit
Monday 31	11.00	Police and Fire and Rescue Board
Monday 31	14.00	Planning Site Visits

### **September 2020**

Tuesday 1	11.00	General Purposes
Tuesday 1	14.00	Planning
Tuesday 8	11.00	Cabinet
Monday 14	11.00	Business Transformation Steering Board
Tuesday 15	10.00	Local Review Body Site Visits
Tuesday 15	13.00	Local Review Body
Tuesday 22	10.00	Petitions
Tuesday 22	11.00	Performance, Review and Scrutiny
Tuesday 22	14.00	MNCT
Tuesday 29	11.00	Audit
Tuesday 29	14.30	JCG

### **October 2020**

Tuesday 6	11.00	Midlothian Council
Monday 12	14.00	Planning Site Visits
Tuesday 13	11.00	General Purposes
Tuesday 13	14.00	Planning
Tuesday 20	11.00	Cabinet
Monday 26	11.00	Business Transformation Steering Group
Tuesday 27	10.00	Local Review Body Site Visits
Tuesday 27	13.00	Local Review Body

**November 2020**

Tuesday 3	10.00	Petitions
Tuesday 3	11.00	Performance, Review and Scrutiny
Tuesday 3	14.00	MNCT
Monday 9	11.00	Police and Fire and Rescue Board
Tuesday 10	14.30	JCG
Tuesday 17	11.00	Midlothian Council
Monday 23	14.00	Planning Site Visits
Tuesday 24	11.00	General Purposes
Tuesday 24	14.00	Planning
Monday 30	10.00	Local Review Body Site Visits
Monday 30	13.00	Local Review Body

**December 2020**

Tuesday 1	11.00	Cabinet
Tuesday 1	14.00	MNCT
Monday 7	11.00	Business Transformation Steering Group
Tuesday 8	11.00	Audit
Tuesday 8	14.30	JCG
Tuesday 15	11.00	Midlothian Council

**Community Asset Transfer Framework****Report by John Blair, Director, Resources****1 Purpose of Report**

The purpose of this report is to seek Council approval for the Community Asset Transfer Framework arrangements.

**2 Background****2.1 Community Empowerment Act (Scotland) 2015**

On the 23 June 2015 the Council agreed to adopt the Community Management of Assets policy, and to authorise the Corporate Management Team to amend this as necessary in the event that the Community Empowerment Act (Scotland) 2015 required this in the future.

The Scottish Government moved forward from the voluntary approach to asset transfer with the introduction of the Community Empowerment (Scotland) Act 2015 ("the Act"). The Act introduced a right for community groups to make requests to all relevant authorities (which includes local authorities) for any land or buildings they feel they could make better use of.

Part 5 of the Act came into force on 23 January 2017 and sets out the formal asset transfer process that must be adhered to if a valid request is received under the Act by the Council.

When the Disposal of Land by Local Authorities (Scotland) Regulations 2010 came into effect on 1 June 2010 this removed the previous requirement in terms of section 74 (2) of the Local Government (Scotland) Act 1973 to seek Scottish Ministers' consent to dispose of land/property at less than the best value consideration subject to certain conditions.

The Council must publish and update the asset register every 3 months. The register will contain details of all buildings and land owned or leased by the Council in accordance with section 94 of the Act.

The Council must comply with the Asset Transfer Regulations of the Act <http://www.legislation.gov.uk/asp/2015/6/part/5/enacted>

Information on asset transfers in Midlothian is available on the Council's website <https://www.midlothian.gov.uk/yourcommunity>

The Community Management of Assets policy was a voluntary approach to asset management. The provisions of the Act supersede this policy and the Community Asset Transfer Framework helps ensure the Council complies with the legal requirements of the Act. It should be noted however that Scottish Government Guidance on the Act does not rule out voluntary agreement between community groups and relevant authorities.

## **2.2 Early Learning and Childcare Expansion**

At its meeting on 26 June 2018 the Council approved a report by the Head of Education entitled 2020 Vision for Early Years, Early Learning and Childcare Expansion Plan. In approving the report the Council agreed the following specific recommendation.

*“Ensure that prior to a Council facility or building being declared surplus and/or considered for transfer to a community group. Education be consulted to find out whether the Council or its partner providers had a need for the facility in terms of delivering the 1140 hour provision”*

## **3 Report Implications**

### **3.1 Resource**

A key part of the Council’s financial strategy is the rationalisation of land and buildings. The effective implementation of the asset transfer regulations will help support the financial strategy. Asset transfers will be assessed against the seven Best Value themes of:

- Vision and Leadership
- Effective Partnerships
- Governance and Accountability
- Use of Resources
- Performance Management
- Sustainability
- Equality

The Community Management Assessment Group, which comprises relevant officers from across the Council, will oversee the implementation of asset transfers, with operational community capacity building support provided by the Communities Team. The effective implementation of the Community Asset Transfer Framework will require significant human resources from across the Council. This will be managed through the prioritisation of work programmes.

### **3.2 Risk**

The Community Asset Transfer Framework has been prepared and reviewed by the Community Management Assessment Group. The input of legal, planning, property and communities’ staff will help ensure the framework mitigates against the risks of non-compliance with the statutory requirements.

The Council will require to have procedures in place to determine and review decisions on formal asset transfer requests.

It is proposed that the Director, Resources be granted delegated authority to determine initial asset transfer requests in accordance with the Act and the Council’s Community Asset Transfer Framework. In practice, the Director will need to consider and determine recommendations from the Community Management Assessment Group.

In relation to reviews, it is proposed that a new Community Asset Transfer Review Committee, comprising five elected members of Cabinet, be established to determine reviews arising from decisions made by the Director, Resources under delegated powers.

The Council’s standing orders will need to be amended to reflect the foregoing proposals.

Applicants have the right to appeal to Scottish Ministers if they are not satisfied with the decision of the Community Asset Transfer Review Committee.

### 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 Community Asset Transfer Framework proposes that decisions on asset transfers will be made in relation to the extent that the transfer supports the strategic priorities of the Single Midlothian Plan.

### 3.5 Impact on Performance and Outcomes

The implementation of the Community Asset Transfer Framework will have a positive impact on the performance and outcomes of the authority.

### 3.6 Adopting a Preventative Approach

The Community Asset Transfer Framework will enable community groups to utilise the council's assets to deliver preventative programmes of activity.

### 3.7 Involving Communities and Other Stakeholders

The Community Asset Transfer Framework will empower communities to be involved in utilising council assets. The Framework has been informed by practice from East Ayrshire Council.

### 3.8 Ensuring Equalities

The Community Asset Transfer Framework will ensure an open, transparent and fair transfer of council assets for community benefit. The Framework will directly support the equalities outcomes of the Single Midlothian Plan.

### 3.9 Supporting Sustainable Development

A key part of the Community Asset Transfer Framework is that decisions will be based on the extent to which the transfer contributes to sustainable development.

### 3.10 Digital Issues

There are no digital issues arising from this report.

## 4 Recommendations

It is recommended that Council:-

- a) Approve the Community Asset Transfer Framework included in Appendix 1 of this report.
- b) Agree that Standing Orders be amended to reflect the roles of the Director, Resources and the Community Asset Transfer Review Committee as detailed in Appendix 2 of this report.

- c) Note the recommendation arising from the Council of meeting of 26 June 2018 as set out in section 2.2 of the report.

**22 June 2018**

**Report Contact:** Stephen Bermingham  
0131-2713338  
[stephen.bermingham@midlothian.gov.uk](mailto:stephen.bermingham@midlothian.gov.uk)

**Background Papers:**

**Appendix 1:** Midlothian Council Community Asset Transfer Framework.

**Appendix 2** Community Asset Transfer Review Committee Proposed Change to Council's Scheme of Administration



## Appendix 1

### COMMUNITY ASSET TRANSFER FRAMEWORK

#### 1. Introduction

- A. The aim of this framework is to set out the Council's approach to manage the transfer of assets from the Council to community organisations.
- B. The aim of asset transfers is to empower local communities to address local needs whilst at the same time making the most of the Council's assets including land and buildings.
- C. The transfer of assets needs to be carefully managed and contribute to the delivery of Council and national strategic priorities.
- D. The procedures and statutory guidance for asset transfer is covered under part 5 of the Community Empowerment (Scotland) Act 2015. This is available on the Council's website: [www.midlothian.gov.uk/info/200284/your\\_community/487/Council\\_properties](http://www.midlothian.gov.uk/info/200284/your_community/487/Council_properties)

#### 2. The Council's commitment to community asset transfer

- A. The Council recognises that asset transfer can empower communities, build the capacity of local citizens and inspire others to create responsive solutions to community needs.
- B. The asset transfer process presents local groups and communities with opportunities to get involved in running assets and delivering services; empowering them to help themselves and create a more sustainable future.
- C. An asset transfer can empower communities and should be a catalyst to work "with and for" local communities.
- D. Community groups wishing to consider the transfer of an asset will be provided with a dedicated member of staff to help build their capacity and to assist with the application process.
- E. The Council recognises that some assets must remain within Council ownership to support delivery of essential services, provide an income stream or may have restrictions on their future use making them unsuitable for transfer.
- F. The Council will consider, as part of the initial assessment, whether the asset should be retained by the Council or whether a transfer could be possible. Community groups will be encouraged to contact the Council at the earliest possible point to 'express an interest'. This will help ensure that expectations are managed and community groups do not put resources into developing proposals that are unlikely to result in the outcome they are hoping for.
- G. The decision making and asset transfer process has to be transparent. Decisions need to follow due process and are subject to public and ministerial scrutiny.

### 3. The legal context

- A. The Scottish Government moved forward from the voluntary approach to asset transfer with the introduction of the Community Empowerment (Scotland) Act 2015 (“the Act”). The Act introduced a right for community groups to make requests to all relevant authorities (which includes local authorities) for any land or buildings they feel they could make better use of. The community group can request ownership, lease or other rights and the Act requires those requests to be assessed transparently against a specified list of criteria. The relevant authority must agree to the request unless there are reasonable grounds for refusal.
- B. Part 5 of the Community Empowerment (Scotland) Act 2015 came into force on 23 January 2017 and sets out the formal asset transfer process that must be adhered to if a valid request is received under the Act.
- C. When the Disposal of Land by Local Authorities (Scotland) Regulations 2010 came into effect on 1 June 2010 this removed the previous requirement in terms of section 74 (2) of the Local Government (Scotland) Act 1973 to seek Scottish Ministers’ consent to dispose of land/property at less than the best value consideration subject to certain conditions.
- D. The Council will publish and update the asset register every 3 months. The register will contain all building and land owned or leased by the Council in accordance with section 94 of the **Act**.
- E. The Council must comply with the Asset Transfer Regulations of the Community Empowerment (Scotland) Act <http://www.legislation.gov.uk/asp/2015/6/part/5/enacted>

### 4. Setting the local policy context and links to other plans and strategies

- A. The Council will evaluate each request in relation to the outcomes outlined in the Single Midlothian Plan.
- B. The Single Midlothian Plan continues to be recognised as the sovereign planning document for Midlothian, providing the overarching strategic policy framework for the delivery of services by all partners.
- C. Any asset transfer request must demonstrate a clear contribution to the Single Midlothian Plan priority of reducing inequalities.
- D. Asset transfer is an opportunity to unlock the knowledge, skills and capacity of local people in Midlothian.
- E. Neighbourhood planning underpins the Council’s aspiration to transform our relationship with the communities we serve, ensuring communities are empowered to plan, prioritise and progress community led regeneration in their area. This provides further opportunities to take forward or identify asset transfer opportunities.

### 5. What is a community asset transfer?

- A. A community asset transfer will apply to all transfers of land or buildings from the Council to a community group at below market value.

- B. Community asset transfer involves the transfer of responsibility for an asset from the Council to a community group by way of either a transfer of management responsibility, short or long term lease or outright ownership.
- C. The type of transfer will be dependent on the individual circumstances of the community group and their proposals. In many cases a phased approach to transfer will be appropriate and a community group may start out with a management agreement before moving to a longer term lease or alternatively could move from a lease to outright ownership.

## **6. What are the different types of transfer?**

- A. Management Agreement – a management agreement will generally clarify responsibilities between the Council and the community group such as key holding, janitorial duties and any income sharing arrangements.
- B. Leases - the terms of the lease will outline responsibilities for issues such as repairs, maintenance and insurance.
- C. Ownership - the purchase price will be negotiated and will be dependent on the asset being transferred and the nature of the request.

## **7. Additional Ownership requirements**

- A. It should be noted that in order to be eligible for a disposal at less than market value the community group proposal must contribute, in respect of the local authority's area, or part of it, or the residents, to at least one of the purposes set out at Para 4(2) of the Disposal of Land by Local Authorities (Scotland) Regulations 2010 regulations being:
  - (a) Economic development or regeneration;
  - (b) Health;
  - (c) Social well-being; or
  - (d) Environmental wellbeing
- B. In relation to disposals, the Council will consider whether any particular conditions require to be included having regard to the facts and circumstances in each case. It will also be a prerequisite of any transfer that a financial condition be inserted into the title restricting the use of the asset to that provided for in terms of the approved project. In the event of the approved use ceasing, e.g. by reason of the implementation of a planning consent for an alternative use, the Council would require an additional payment based on the current market value to reflect the uplift in value of the property because of the change of use.

## **8. What if a community group wants to improve or maintain amenity land / open space?**

- A. If a community group is looking to improve or maintain an area of Council land and they meet the following criteria then a "light touch" approach can be adopted whereby no detailed business plan is required. Such requests will be dealt with under existing delegated powers.

- B. The criteria is as follows:
  - a. the site is less than 1 acre in size;
  - b. there are no major funding requirements; and
  - c. there is no requirement for planning consent

## **9. Who are eligible organisations?**

- A. Organisations eligible to seek community asset transfer are community groups who are providing, maintaining or promoting cultural, social, welfare, recreation or sporting activities, or involved in community based projects which are in the interests of local communities and/or are meeting the objectives of the Single Midlothian Plan.
- B. The community group must meet the requirements detailed in section 80 of the Community Empowerment (Scotland) Act 2015. In summary the community group must:
  - a. Be formally constituted with articles of association;
  - b. Have at least 20 members. If the community is very small and getting 20 members would be difficult the community group can apply to the Scottish Ministers to be designated as a Community Transfer Body;
  - c. Have sound long-term management and governance arrangements; and
  - d. Have their own decision-making system and accountability to independent trustees or its own members or constituents;
  - e. Be non-political;
  - f. Have an element of involvement of volunteers; and
  - g. Be not for private profit i.e. it does not distribute any surplus to owners or members but applies it to serving its objects.
- C. Community groups meeting the above criteria but wishing to use the asset for ancillary commercial purposes will require to demonstrate that they require the social enterprise for a recurring income stream in order to make the project sustainable. The income received from the social enterprise will require to be reinvested in the activities of the project.

## **10. How does the assessment process work?**

- A. The Council has a clear and transparent process for asset transfer including a clear first point of contact. The process is proportionate and appropriate dependant on the nature of the asset and project.
- B. The Council will evaluate each proposal in terms of its ability to contribute to the following:
  - a. Single Midlothian Plan
  - b. Community benefit

- c. Community empowerment - building the capacity of voluntary groups and encouraging a sustainable voluntary sector
  - d. Economic development and social enterprise
  - e. Improvements to local services
- C. In terms of this framework, once the Council considers an asset to be suitable for transfer there will be a 2 stage process.
- D. **Stage 1** - The initial stage will be an expression of interest where the Council's Community Management Assessment Group will consider the outline proposal and the suitability of the community group seeking an asset transfer. If there is more than one interest expressed by a community group in an asset, the community groups will be encouraged to work together to seek a joint transfer. An expression of interest is the recommended first step although is not a legal requirement under the Act.
- E. **Stage 2** – A formal Asset Transfer will involve a detailed application and submission. Any community group requesting an asset transfer must be able to:
- a. Provide a well-prepared business case demonstrating that the proposal is financially viable and sustainable. This information is crucial to the assessment process and assistance will be provided to ensure it contains the relevant information. The information required will be proportionate and appropriate dependent on the nature of the asset and proposal;
  - b. Demonstrate a clear community/social demand for the transfer;
  - c. Demonstrate they have the capacity to manage the asset and have directors or management committee members who have the necessary skills and experience;
  - d. Show they have good governance and robust financial systems in place along with all necessary policies expected of a community group, such as compliance with relevant safeguarding legislation.
  - e. Show how their project objectives contribute to the Council's corporate and strategic priorities;
  - f. Prove that the proposed project complements activities, services or facilities already provided in the local community.
- F. To help ensure the application process is transparent, any information submitted as part of a formal application will be published online.
- G. The following table sets out the process with indicative timescales in relation to this once an expression of interest has been received.

Indicative timescales	<b>Stage 1 – Expressions of interest</b>
4 weeks	If the asset is suitable, and the community group meet the statutory requirements for a Community Transfer Body (CTB) a community group will be encouraged to complete an expression of interest form and provide a summary of the proposal identifying local support. The Community Management Assessment Group will review the information provided in support of the application to determine the strength of the proposals and the suitability of the CTB. If the assessment is satisfactory and no other interest identified, the community group will be invited to stage 2.
	<b>Stage 2 – Detailed submission</b>

3 months for CTB to submit application	The CTB will require to submit a formal application including Business Plan which should contain the key elements shown in the Guidance Notes provided to Community groups.
<b>Stage 3 – Consideration of application</b>	
16 weeks	On receipt of a valid formal application the Community Management Assessment Group will send an acknowledgement to the Community Transfer Body(CTB), notify owners, tenants and occupiers, publish notice of request (20 working days allowed for representations), copy any representations to CTB (CTB then have 20 working days to comment on representations) and assess the application against the assessment criteria (appendix 1),
<b>Stage 4 – Director, Resources consideration</b>	
4 weeks	A report will be submitted to the Director, Resources within 4 weeks of the Community Management Assessment Group's recommendation.
<b>Stage 5 - Issue of Decision Notice</b>	
Within 6 months of receipt of valid application	Following a decision by the Director, Resources the Decision Notice will be issued to CTB and published. Anyone who made representations will be advised of the decision by letter/email.

### Stage 6 – Appeals

There is a right of appeal for a CTB who have submitted an application which has been refused by the Director, Resources. They can ask for an internal review of an asset transfer decision by the Committee Asset Transfer Review Committee. If the outcome of the internal review does not resolve the issue to their satisfaction the CTB can then appeal to the Scottish Ministers under section 88 of the Asset Transfer Request (Appeals) (Scotland) Regulations.

### Stage 7- Implementation of Transfer

Scottish Government guidance states this will normally take a minimum of six months to allow time for community group to confirm funding. There is a further right of appeal to the Scottish Ministers if the community body consider the local authority is delaying concluding the contract covered in the Asset Transfer Request (Appeal Where No Contract Concluded) (Scotland) Regulations 2016/360.

Version Control	Produced / Reviewed	Summary of Changes	By whom
1	Jan 2018	First draft	Stephen Bermingham & Catherine Duns

2	February 2018	Second draft, feedback from group	Community Management Assessment Group, Legal, Planning, Property and Communities Teams.
3	April 2018	Third draft, further feedback from legal and planning	Community Management Assessment Group, Legal, Planning, Property and Communities Teams.
4	June 2018	Fourth draft, changes to the proposed amendments to standing orders	Legal

## Appendix 1

### Asset Transfer Assessment Tool

- The value of benefits should be judged on a broad basis, not only in relation to the particular authority to which the request is made.
- The benefits of the request should be proportionate to the value of the asset and the level of discount

Projects Objectives	Evidence	Assessment Score 1-5 (1-Weak, 5-Very Strong)
<b>Do the project objectives meet the Single Midlothian Plan objectives?</b> <ul style="list-style-type: none"> <li>• Reduce the economic circumstances gap</li> <li>• Reduce the gap in learning outcomes</li> <li>• Reduce the gap in health outcomes</li> </ul>		

<b>Value to relevant authority in existing use of asset?</b> <ul style="list-style-type: none"> <li>• Feasibility and cost of relocation of services elsewhere</li> <li>• Potential revenue savings arising from transfer</li> </ul>		
<b>Level of community benefits</b> <ul style="list-style-type: none"> <li>• Extent of community served</li> <li>• Nature of benefits to be delivered</li> <li>• Community need/demand for the services</li> </ul>		
<b>Likelihood that benefits will be delivered over a 5 year period</b> <ul style="list-style-type: none"> <li>• Strength of organisation</li> <li>• Sustainability of business plan/project</li> <li>• Sources and level of funding support</li> </ul>		
<b>Impact of project failure</b> <ul style="list-style-type: none"> <li>• To surrounding local environment</li> <li>• To reputation of the parties</li> <li>• To the service users'/relevant authority's objectives</li> </ul>		
<b>7 Best Value themes</b>	<b>Evidence</b>	<b>Score 1-5 (1-Weak, 5-Very Strong)</b>
<b>Vision and Leadership – does the organisation have in place a clear vision and plan for what it will do to contribute to the delivery of improved outcomes for Scotland?</b>		
<b>Effective Partnerships – does the organisation have a collaborative approach to the challenges that communities face?</b>		
<b>Governance and Accountability – can the organisation demonstrate structure, policies and leadership</b>		



<b>behaviours?</b>		
<b>Use of resources – how does the organisation demonstrate effective management of all resources to deliver on outcomes?</b>		
<b>Performance management – does the organisation have robust arrangements in place to monitor and report on outcomes?</b>		
<b>Sustainability – what is the organisation doing to contribute to sustainable development?</b>		
<b>Equality – has the organisation taken consideration of an embedded equality issues into its strategy?</b>		

<b>Score</b>	<b>Overview of evidence</b>
<b>5, Very strong</b>	<ul style="list-style-type: none"> <li>• Governance and financial arrangements are strong and sustainable</li> <li>• Best Value characteristics are evidenced throughout the overall approach</li> <li>• Related project benefits are very robust and demonstrate value for money</li> </ul>
<b>4, Strong</b>	<ul style="list-style-type: none"> <li>• Governance and financial arrangements are sound and sustainable</li> <li>• Best Value characteristics are in evidence in the proposal</li> <li>• Related projected benefits are demonstrated well and represent value for money</li> </ul>
<b>3, Moderate</b>	<ul style="list-style-type: none"> <li>• Governance and financial arrangements are in place and acceptable</li> <li>• Best Value characteristics have been considered as part of the proposal</li> <li>• Related projected benefits are acceptable and could lead to value for money</li> </ul>
<b>2, Weak</b>	<ul style="list-style-type: none"> <li>• Governance and financial arrangements are weak</li> <li>• Best Value characteristics are not well demonstrated in the proposal</li> <li>• Related projected benefits are not based on robust information and demonstrate questionable value for money</li> </ul>
<b>1, Poor</b>	<ul style="list-style-type: none"> <li>• Governance and financial arrangements are poor</li> <li>• There is little evidence of Best Value characteristics in the proposal</li> <li>• Related projected benefits are ill defined and/or unrealistic and do not demonstrate value for money</li> </ul>

## **Appendix 2 - Proposed Changes to the Council's Scheme of Administration.**

**The proposal assumes that the first instance decision on Asset Transfer Requests be taken by the Director, Resources with reviews being the responsibility of a new statutory committee comprising 5 elected members of Cabinet.**

**Add new delegation to Director, Resources:**

<b>[ ] Considering and determining Asset Transfer Requests made in terms of Part 5 of the Community Empowerment (Scotland) Act 2015 in accordance with the Act and the Council's Community Asset Transfer Framework but excluding the review of such requests which is the responsibility of the Community Asset Transfer Review Committee.</b>
---

**Add new Statutory Committee:**

<b>Community Asset Transfer Review Committee</b>	<b>Will comprise 5 Elected Members of Cabinet. One of the Elected Members of the Committee will be the Chair.</b>
--	---

### **Community Asset Transfer Review Committee**

<b>The Community Asset Transfer Review Committee will comprise 5 Elected Members of Cabinet.</b>
--

<b>The Community Asset Transfer will have a Chair from its composition, determined by the membership of the Committee.</b>
--

**Business:**

The Community Asset Transfer Review Committee will be responsible for considering and determining reviews of decisions or failures to take decisions by the Director, Resources on Asset Transfer Requests made in terms of Part 5 of the Community Empowerment (Scotland) Act 2015.

**Frequency of meetings:**

The Community Asset Transfer Review Committee will meet as required and determined by the Chair in liaison with Director, Resources.

**Quorum**

The quorum for meetings of the Community Asset Transfer Review Committee will be 3 Councillors.

**Minutes**

The Minutes of the Community Asset Transfer Review Committee will be recorded by the Officer clerking the meeting and circulated to Members for approval. They will also be submitted to the Council for information. Meetings of the Community Asset Transfer Review Committee will also be audiocast subject to the exemptions contained within the Local Government (Scotland) Act 1973.



**Housing Revenue Account  
Revenue Budget and Capital Plan 2018/19****Report by Gary Fairley, Head of Finance and Integrated Service Support****1 Purpose of Report**

The purpose of this report is to provide Council with a summary of expenditure and income to 6<sup>th</sup> July 2018 for the Capital Plan and a projected outturn for both the Housing Revenue Account (HRA) and Capital Plan for 2018/19.

**2 Background****2.1 Capital Plan 2018/19**

The Capital Plan Budget has been revised to reflect the current profile of spend as shown in appendix 1 and there are no material variances to be reported at this stage.

**2.2 Revenue Account 2018/19**

For 2018/19 there is currently a projected underspend of £0.177 million against budget as shown in appendix 2. This is due to:-

- Lower than budgeted demand for high value repairs as a consequence of the Council's continuous capital investment in existing stock. This results in a projected underspend of £0.267 million;
- Rephasing of the capital plan since the 2018/19 budget was set which results in reduced debt charges of £0.138 million.

Offset by:-

- Higher than budgeted arrears which results in an increase of £0.101 million to the bad debt provision. In 2017/18 due to the impacts of Universal Credit the level of arrears increased by approximately twenty five percent last year;
- Costs associated with amendments to the management structure for Housing Support and Concierge services provided by the Salvation Army at Pentland House and the Polton Centre of £0.086 million.

The HRA reserve balance is projected to be £38.525 million at 31<sup>st</sup> March 2019. The longer term financial projections demonstrate that the majority of this will be required to finance existing investment commitments to 2032/33. However a more comprehensive review of the model is underway and will be reported to Council later in the year.

### **3 Report Implications**

#### **3.1 Resource**

There are no direct resource implications arising from this report.

#### **3.2 Risk**

The principal risks are around the issue of affordability, ensuring that the investment in new build and the existing stock can be made without having to impose unacceptable increases on weekly rents.

Whilst the HRA reserve balance is projected to be £38.525 million at 31 March 2019, the longer term financial projections demonstrate that the majority of this will be required to finance existing investment commitments.

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

Themes addressed in this report:

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

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

This report links to the Corporate Priority 1a. "Provide quality, affordable housing including increasing homelessness accommodation".

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

There are no issues arising directly from this report.

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

No external consultation has taken place on this report.

#### **3.7 Ensuring Equalities**

There are no equality issues arising directly from this report.

#### **3.8 Supporting Sustainable Development**

There are no sustainability issues arising from this report.

#### **3.9 IT Issues**

There are no IT issues arising directly from this report.

#### **4 Summary**

The summarised projected financial performance for 2018/19 is:

- Capital Expenditure of £20.324 million;
- A net underspend of £0.177 million on the Revenue Account;
- An HRA reserve at 31<sup>st</sup> March 2018 of £38.525 million.

#### **5 Recommendations**

Council is recommended to note the contents of this report.

**Date 2<sup>nd</sup> August 2018**

**Report Contact:**

Name Lisa Young Tel No 0131-271-3111

[lisa.young@midlothian.gov.uk](mailto:lisa.young@midlothian.gov.uk)

**Background Papers: HRA Capital Plan and Revenue Budget**





## HOUSING REVENUE ACCOUNT CAPITAL PLAN 2018/19

	Revised Budget	Actuals to Date	Projected Outturn	Variation (Under)/Over
	£'000	£'000	£'000	£'000
<b>FUNDING</b>				
Net Receipts from Sales	21	21	21	0
Grants				
-Incentivising New Build	3,363	0	3,363	0
-Mortgage to Rent	258	0	258	0
-Buy Backs Funding	480	0	480	0
Council Tax on Second Homes	88	0	88	0
Developer Contributions	284	0	284	0
Borrowing Required	15,830	1,366	15,830	0
<b>TOTAL AVAILABLE FUNDING</b>	<b>20,324</b>	<b>1,387</b>	<b>20,324</b>	<b>0</b>

	£'000	£'000	£'000	£'000
<b>APPROVED EXPENDITURE</b>				
New Build Houses Phase 1	102	0	102	0
New Build Houses Phase 2	2,886	40	2,886	0
New Build Houses Phase 3	5,888	33	5,888	0
Buy Backs	1,620	500	1,620	0
Aids & Adaptations	410	63	410	0
Homelessness - Mortgage to Rent	395	0	395	0
Homelessness - Temporary Accommodation Prov	117	6	117	0
Scottish Housing Quality Standard				
-Upgrade Central Heating Systems	1,432	208	1,432	0
-SHQS Repairs	7,474	537	7,474	0
<b>Total Expenditure</b>	<b>20,324</b>	<b>1,387</b>	<b>20,324</b>	<b>0</b>

# MIDLOTHIAN COUNCIL

## HOUSING REVENUE ACCOUNT 2018/19

## Appendix 2

	Revised Budget	Projected Outturn	Variation (Under)/Over
Average No of Houses	6,864	6,908	44
	£000's	£000's	£000's
<b>Repairs and Maintenance</b>			
General Repairs	6,199	5,932	(267)
Decant/Compensation	59	57	(2)
Grounds Maintenance	631	634	3
	<b>6,889</b>	<b>6,623</b>	<b>(266)</b>
<b>Administration and Management</b>	5,016	5,016	0
<b>Loan Charges</b>	10,618	10,480	(138)
<b>Other Expenses</b>	2,543	2,702	159
<b>TOTAL EXPENDITURE</b>	<b>25,066</b>	<b>24,821</b>	<b>(245)</b>
<b>Rents</b>			
Houses	27,993	27,945	48
Garages	584	584	0
Others	975	955	20
<b>TOTAL RENTS</b>	<b>29,552</b>	<b>29,484</b>	<b>68</b>
<b>NET EXPENDITURE/(INCOME)</b>	<b>(4,486)</b>	<b>(4,663)</b>	<b>(177)</b>
<b>BALANCE BROUGHT FORWARD</b>	<b>(33,862)</b>	<b>(33,862)</b>	<b>0</b>
<b>BALANCE CARRIED FORWARD</b>	<b>(38,348)</b>	<b>(38,525)</b>	<b>(177)</b>

## **General Services Capital Plan 2018/19**

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

#### **1 Purpose of Report**

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

- An update of the General Services Capital Plan to incorporate new projects approved since the previous report to Council on 26 June 2018 and recommend further additions to the Capital Plan for approval (Section 2);
- Information on rephasing of project expenditure & funding in 2018/19 (Section 3.1); and
- Information on the projected performance against budget for 2018/19 (Section 3.2/3.3).

#### **2 New Projects**

##### **2.1 Approved Projects**

Since the report to Council on 26 June 2018, the following projects have received approval by Council for inclusion in the General Services Capital Plan.

##### Council 26 June 2018

- **Highbank:** Construction of a purpose built intermediate care facility and the modernisation of an existing annexe building at the former Dundas Buildings site in Bonnyrigg, disposing of the existing Highbank site for residential development. Capital expenditure budget of £10.020 million phased across 2018/19 to 2021/22 to be funded by prudential borrowing;
- **EWiM Phase III Depot:-** Updated design of new depot. Capital expenditure budget of £9.894 million replacing the existing capital plan provision of £9.786 million (increase of £0.108 million). Reduction in the expected level of realised capital receipts of £0.810 million, giving a net increase in borrowing required of £0.918 million;
- **City Deal:-** Replace existing £11.780 million capital budget and £11.780 million funding from the Capital Fund, with £20.827 million to fund the A701/702 (excluding the junction) and £1.167 million for new Centres of Excellence, giving a total required budget of £21.994 million, to be funded by £10.900 million City Deal funding, £3.400 million developer contributions and £7.694 million from the Capital Fund;

## 2.2 Projects presented for approval

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

- **Penicuik THI:** Additional works to the public realm and road network within the town centre. Additional capital expenditure budget of £0.304 million (giving a revised overall capital expenditure budget of £0.764 million), funded by additional approved grant funding from Historic Environment Scotland/Heritage Lottery Fund of £0.204 million and £0.100 million from the existing 2018/19 Road Upgrades capital budget;
- **Salt Dome:** Additional repairs have been identified as being required totalling £0.010 million, to be funded by prudential borrowing;
- **Cashless Catering:-** Replacement of existing CRB catering till systems in Penicuik, Lasswade and Dalkeith Campus High Schools with new system allowing integration with ParentPay. Approved by Capital Plan and Asset Management Board on 29 May 2018. Capital expenditure budget of £0.050 million in 2018/19 to be funded by prudential borrowing;
- **Transport & Environmental Projects in the Penicuik Area:-**
  - Transfer £0.215 million budget currently within the A701/702 Works budget in the General Services Capital Plan to fund additional bus shelter provision on the A701 near Beeslack High School and the construction of paths in the Cuiken area to promote walking and cycling. Approved by Capital Plan and Asset Management Board on 31 July 2018. Fully funded by developer contributions;
  - Construction of paths in the Mauricewood area to promote cycling and walking. Approved by Capital Plan and Asset Management Board on 31 July 2018. Capital expenditure budget of £0.065 million fully funded by developer contributions;

## 3 2018/19 Budget

The General Services Capital Plan presented to Council on 26 June 2018 allowed, after accounting for carry forwards and backs from 2017/18 to/from 2018/19, for a 2018/19 expenditure budget of £46.001 million, a 2018/19 funding budget of £31.788 million and a 2018/19 borrowing requirement of £14.213 million.

Accounting for the projects included in Section 2 above revises the 2018/19 expenditure budget to £47.484 million, the 2018/19 funding budget to £27.460 and a 2018/19 borrowing requirement of £20.024 million.

### 3.1 Adjustments to 2018/19 Budget

Income and expenditure profiles have subsequently been rephased to reflect the most recent information available. This revises the 2018/19 expenditure budget to £35.816 million.

Material rephasing of project budgets are shown in Table 1 below:-

*Table 1: Rephasing of project expenditure budgets*

<b>Project</b>	<b>Description of amendment to budget</b>	<b>Previous Budget £000's</b>	<b>Revised Budget £000's</b>	<b>Budget Movement £000's</b>
Hopefield Primary	Rephased commencement of design process of new building whilst accommodation schedule was developed	5,961	750	-5,211
Danderhall Primary	Rephased commencement of design process of new building whilst accommodation schedule was developed	3,678	750	-2,928
Vehicle & Plant Replacement Programme	One-year deferral of purchase of new vehicles in 2018/19. Expenditure in 2018/19 of £0.621 million reflects committed orders prior to approval of deferral	2,471	621	-1,850
Paradykes & Roslin Primary Schools	Year-end defect period yet to commence.	2,039	1,100	-939
Gorebridge Connected	Additional work required to reach agreement on the station lease with Network Rail and agreeing the station design with the Trust.	1,520	908	-612
Participatory Budgets	No projects identified to date	360	100	-260
Assistive Technology	Delay in roll out other than essential cases, prior to full roll out of digital telephone network	410	205	-205
Bilston & Gore Glen Primaries	Contractors are working through year end defect period which is yet to be completed	312	140	-172
Other	Minor variances	2,650	2,588	-62
<b>Total</b>		<b>19,401</b>	<b>7,162</b>	<b>-12,239</b>

### Funding

In line with this, the budgeted level of funding available to finance the plan has also been adjusted from £27.460 million to £23.375 million.

### Borrowing

Based on the rephased expenditure and funding levels outlined above, the rephased budgeted borrowing required has decreased from £20.024 million to £12.441 million.

## **3.2 Quarter 1 Projected Performance against Rephased Budget**

### Expenditure

Expenditure to 24 June 2018 is £1.780 million with a projected expenditure outturn for 2018/19 of £35.826 million, £0.010 million more than the rephased budget. At this stage it is anticipated that budgets for the projects detailed in Appendix 1 will be fully spent in the current year other than:-

- **Salt Dome:** £0.010 million overspend as a result of the requirement for additional timber and protection panels and the replacement of the roof fan and louvre doors.

### Funding

Funding received to 24 June 2018 is £3.689 million with a projected total funding available to finance the capital plan in 2018/19 of £23.375 million, in line with the rephased budget.

### Borrowing

The rephased budgeted level of borrowing for 2018/19 was £12.441 million. Based on the revised expenditure and funding levels as outlined above, the projected estimate of the level of borrowing required to fund the investment identified in Appendix 1 is £12.451 million. The impact of this on the Council's borrowing costs is reflected in the Financial Monitoring 2018/19 – General Fund Revenue report elsewhere on today's agenda.

## **3.3 Overall Position 2018/19**

Based on the above, the projected performance against budget for 2017/18 is shown in the table below:-

Item	2018/19 Original Budget £000's	Rephased 2018/19 Budget At Q1 £000's	Actual To 24/06/18 £000's	2018/19 Projected Outturn £000's	2018/19 Variance £000's	2018/19 Carry Forward £000's
Expenditure	48,055	35,816	1,889	35,826	10	12,239
Funding	27,460	23,028	3,689	23,028	0	4,559
Borrowing Required	20,024	12,441	-1,800	12,451	0	

#### 4. Capital Fund

The capital fund balance at 31 March 2018 was £19.462 million, with a projected balance at 31 March 2019 of £22.415 million. £7.694 million of this is currently earmarked to fund City Deal projects and £1.687 million to fund the Hopefield Primary project (utilising the insurance receipt), leaving a non-earmarked projected balance of £13.034 million at 31 March 2019.

Utilisation of the remaining balance of the Capital Fund will be discussed in the Capital Strategy seminar planned for Tuesday 18th September.

#### 5. Report Implications

##### 5.1 Resource

The borrowing required to finance the planned investment in 2018/19 is projected to be £12.451 million. The loan charges associated with this borrowing are reported to Council in the '*Financial Monitoring 2018/19 – General Fund Revenue*' report presented elsewhere on today's agenda.

##### 5.2 Risk

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

There is also a risk that the wrong projects are prioritised, however there is an additional risk that the revenue budget cannot afford the level of borrowing currently reflected.

##### 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 Impact on Performance and Outcome

There are no issues arising directly from this report.

##### 5.5 Adopting a Preventative Approach

There are no issues arising directly from this report

## **5.6 Involving Communities and Other Stakeholders**

No external consultation has taken place on this report.

## **5.7 Ensuring Equalities**

There are no equalities issues arising directly from this report.

## **5.8 Supporting Sustainable Development**

There are no sustainability issues arising directly from this report.

## **5.9 IT Issues**

There are no IT implications arising from this report.

## **6 Recommendations**

Council is asked to:

1. Approve the following projects as outlined in Section 2.2 to be added to the General Services Capital Plan:
  - a) Penicuik THI (adjustment to project budget);
  - b) Salt Dome (adjustment to project budget);
  - c) Cashless Catering; and
  - d) Transport & Environmental Projects in the Penicuik Area
2. Note the General Services Capital Plan Quarter 1 monitoring position for 2018/19.

**Date 09 August 2018**

### **Report Contact:**

Name Gary Thomson

Tel No 0131 271 3230

[gary.thomson@midlothian.gov.uk](mailto:gary.thomson@midlothian.gov.uk)

### **Background Papers:**

Appendix 1 – Detailed General Services Capital Plan Expenditure 2018/19



## Appendix 1

### Detailed General Services Capital Plan Expenditure 2018/19

	2018/19	Rephased				
	2018/19	2018/19	2018/19	2018/19	2018/19	2018/19
GENERAL SERVICES CAPITAL PLAN	Budget	Budget	Actual	Forecast	Variance	Carry
Q1 MONITORING	Initial	Q1	to P3	Outturn Q1	Q1	Forward Q1
	£'000	£000's	£000's	£000's	£000's	£000's
<b>RESOURCES</b>						
<b>Customer Services</b>						
Front Office - Device & Interactive Asset Upgrades	188	188	14	188	0	0
Back Office - Anti Virus Upgrades	0	0	0	0	0	0
Back Office - Server Replacement	0	0	179	0	0	0
Network Enterprise - Network Connection	0	0	0	0	0	0
Network Enterprise - Network Assets (Power & Data)	192	192	0	192	0	0
IGS - Compliance - Data Encryption	10	10	4	10	0	0
IGS - Compliance - PCI	39	39	0	39	0	0
Disaster Recovery	0	0	0	0	0	0
Service Desk - ITMIS Service Improvement	76	76	0	76	0	0
Committee Management System	3	3	0	3	0	0
Paperless Meetings	16	16	0	16	0	0
Business Application Upgrades inc. mobile working	127	127	-2	127	0	0
Interactive White Board Replacement	104	104	22	104	0	0
SWAN Programme	72	72	14	72	0	0
New GoreGlen & Bilston Digital Assets	67	67	0	67	0	0
Newbattle Centre for Excellence in Digital Industries	373	373	175	373	0	0
Digital Services Asset Management Plan	1,645	1,645	0	1,645	0	0
Civica Automation	13	13	14	13	0	0
Finance & ISS Transactions	38	38	0	38	0	0
<b>Commercial Operations</b>						
Street Lighting Upgrades	973	973	35	973	0	0
Footway & Footpath Network Upgrades	302	302	9	302	0	0
Road Upgrades	1,785	1,785	21	1,785	0	0
Millerhill Access Road / Site Services	0	0	6	0	0	0
Zero Waste Capital Contribution	0	0	0	0	0	0
Cycling, Walking & Safer Streets Projects	108	108	0	108	0	0
Footpath Lighting: Bonnyrigg Bypass to Gorton Road	44	44	0	44	0	0
B6482 Newbattle/Easthouses Road Cycleway	29	29	0	29	0	0
A6094: Bonnyrigg Bypass Cycleway & Toucan Crossi	26	26	0	26	0	0
Ironmills Park Steps	6	6	-5	6	0	0
New recycling facility - Penicuik	243	243	0	243	0	0
Vehicle & Plant Replacement Programme	2,471	621	465	621	0	1,850
Electric Vehicles - Powerpoint Installation	0	0	-17	0	0	0
Geogrid - Barleyknowe Lane	40	40	0	40	0	0
King George V Park Outdoor Fitness Equipment	4	4	0	4	0	0
Outdoor Play Equipment - Rosewell	49	49	0	49	0	0
Outdoor Play Equipment - Gorebridge	129	129	0	129	0	0
Arniston Park Synthetic Pitch	29	29	0	29	0	0
<b>Property &amp; Facilities</b>						
Stobhill Depot Upgrade	568	568	0	568	0	0
New Depot: EWIM Phase III	2,607	2,607	53	2,607	0	0
Property Upgrades inc. Lighting/Lightning	1,406	1,406	183	1,406	0	0
Midlothian House 3rd Floor Reconfiguration	0	0	0	0	0	0
Purchase of 7 Eskdail Court, Dalkeith	29	29	1	29	0	0
Purchase of 49 Abbey Road, Dalkeith	12	12	0	12	0	0
Hillend Freestyle Jump Slope Upgrade	208	208	0	208	0	0
Leisure Management System (Legend)	161	161	11	161	0	0
Cashless Catering	50	50	0	50	0	0
Salt Dome	42	65	0	75	10	-23
<b>TOTAL RESOURCES</b>	<b>14,286</b>	<b>12,459</b>	<b>1,184</b>	<b>12,469</b>	<b>10</b>	<b>1,827</b>

		Rephased				
	2018/19	2018/19	2018/19	2018/19	2018/19	2018/19
	Budget	Budget	Actual	Forecast	Variance	Carry
	Initial	Q1	to P3	Outturn Q1	Q1	Forward Q1
EDUCATION, COMMUNITY AND ECONOMY	£'000	£000's	£000's	£000's	£000's	£000's
<b>Early Years</b>						
Gorebridge Development Trust	116	116	0	116	0	0
Gorebridge Development Trust (EYG Funded)	38	38	0	38	0	0
<b>Primary</b>						
New Bilston Primary	126	40	0	40	0	86
New Gorebridge North Primary	186	100	0	100	0	86
Paradykes & Roslin Primaries Preparatory Works	0	0	63	0	0	0
Paradykes Primary Replacement	1,366	700		700	0	666
Roslin Primary Replacement	673	400		400	0	273
Former Hopefield Primary School	5,961	750	102	750	0	5,211
Inspiring Learning Spaces	35	35	0	35	0	0
New Danderhall Primary hub	3,678	750	4	750	0	2,928
Cuiken & Sacred Heart Primaries - Design Team	0	0	2	0	0	0
Cuiken Primary School Extension	1,009	1,009	0	1,009	0	0
Sacred Heart Primary School Extension	2,019	2,019	0	2,019	0	0
<b>Secondary</b>						
Lasswade High School inc. 2nd MUGA	228	228	0	228	0	0
Newbattle High School Preparatory Works	726	726	150	726	0	0
Newbattle High School - Future Extension	0	0	0	0	0	0
Beeslack Community High School Pitch	0	0	-13	0	0	0
<b>General</b>						
ParentPay	58	58	11	58	0	0
Saltersgate Alterations Phase III - Playground Improve	261	261	0	261	0	0
Modular Units - Session 2017/18	2,559	2,475	0	2,475	0	84
Modular Units - Session 2018/19	774	774	0	774	0	0
<b>Children and Families</b>						
<b>Planning &amp; Development</b>						
Members Environmental Improvements	380	380	0	380	0	0
Public Sector Housing Grants	385	385	101	385	0	0
Contaminated Land	186	186	8	186	0	0
Borders Rail - Economic Development Projects	125	125	0	125	0	0
Property Asset Management System	0	0	2	0	0	0
East High Street Public Realm & Burns Monument	4	4	0	4	0	0
Shawfair Town Centre Land Purchase	5,615	5,615	0	5,615	0	0
Track to Train	478	478	0	478	0	0
Gorebridge Connected	1,520	908	0	908	0	612
Penicuik THI	435	435	0	435	0	0
Mayfield Town Centre Regeneration	52	52	0	52	0	0
Mining Museum	0	0	0	0	0	0
Participatory Budgets	360	100	0	100	0	260
Transport & Environmental Projects in Penicuik	280	280	0	280	0	0
A701 & A702 Works	904	904	256	904	0	0
<b>TOTAL EDUCATION, COMMUNITY AND ECONOMY</b>	<b>30,538</b>	<b>20,331</b>	<b>687</b>	<b>20,331</b>	<b>0</b>	<b>10,207</b>
<b>HEALTH AND SOCIAL CARE</b>						
<b>Adult &amp; Social Care</b>						
Assistive Technology	410	205	18	205	0	205
Travelling Peoples Site Upgrade	17	17	0	17	0	0
Homecare	55	55	0	55	0	0
Recovery Hub	533	533	0	533	0	0
Highbank Intermediate Care Reprovisioning	1,950	1,950	0	1,950	0	0
<b>Customer &amp; Housing Services</b>						
Online Payments & Services	104	104	0	104	0	0
<b>TOTAL HEALTH AND SOCIAL CARE</b>	<b>3,068</b>	<b>2,863</b>	<b>18</b>	<b>2,863</b>	<b>0</b>	<b>205</b>
<b>COUNCIL TRANSFORMATION</b>						
Purchase to Pay	6	6	0	6	0	0
Corporate Telephony Services Upgrade	9	9	0	9	0	0
EWiM - Buccleuch House Ground Floor	33	33	0	33	0	0
Website Upgrade	116	116	0	116	0	0
City Deal	0	0	0	0	0	0
<b>TOTAL COUNCIL TRANSFORMATION</b>	<b>163</b>	<b>163</b>	<b>0.000</b>	<b>163</b>	<b>0</b>	<b>0</b>
<b>GENERAL SERVICES CAPITAL PLAN TOTAL</b>	<b>48,055</b>	<b>35,816</b>	<b>1,889</b>	<b>35,826</b>	<b>10</b>	<b>12,239</b>

## **Midlothian Council Voluntary Sector Grants Programme**

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

#### **1 Purpose of Report**

This report is requesting Council to approve a revised three year grants programme for the period 2019-2022.

#### **2 Background**

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

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

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

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

#### **2.3 Large Grants**

Large grants were issued in 2015 for a three year period. Organisations applied for up to three years funding of grants over £3,000 per year, there was no upper limit. The overall budget and the number of organisations receiving a large grant reduced between 2015 and 2018, reflecting the year-on-year reduction in overall budget. In February 2018 Council decided that the organisations currently in receipt of a large grant for 2017/18 would have their grant extended at the same rate for 2018/19. For the financial year 2018/19, 25 organisations receive a large grant, excluding the Citizen Advice Bureaux (CABs). The average award is £19,047 with a total spend of £476,185.

#### **2.5 Small Grants**

Small grants of up to £3,000 have been awarded annually since 2015. In 2018/19 99 small grants have been distributed with the average award of £909 with a total spend of £90,070. Since 2015, officers have simplified the small grants application process by reducing the length and complexity of the application form.

In December 2015 Council agreed that the annual Gala Day funding of £10,000 is considered as a separate funding stream outwith the grants programme.

In June 2016 Council agreed to allocate the £40,000 annual (undersubscribed) poverty stream small grant fund to the priority communities using a participatory decision making process and use it to seek external match funding.

## 2.5 Rents

The 2014 review of grants established a new rents stream. Applicants were invited to write to the Council requesting a grant towards the cost of the rent of a council premises. There are currently 17 premises that are grant funded with the average award of £7,501. Those in receipt of a grant receive a quarterly grant payment which they then payback to the Council.

## 2.6 Proposed new three year grants programme

The proposed three year grants programme has been informed by good practice from across Scotland, officers' experience of administering the existing grants programme and feedback from voluntary organisations. Between March and July 2018 a series of engagements took place to inform a revised three year grants programme. The proposed three year grants programme maintains the key features of the existing programme and recommends a number of improvements. Key changes include:

- Introducing an annual upper limit of £33,500 to reflect the reduction in overall council budget and to help spread the limited resource across the voluntary sector.
- Introducing a new Micro Grant where small organisations can apply for up to £500 with minimal paperwork and reporting requirements.
- Allowing Small Grant applications of under £2,000 a year to apply for funding for a three year period, on the same basis as Large Grant recipients.
- Reviewing all of the grant funded lease arrangements to ensure they are making best use of the Council premises they occupy.

The full recommendations are included in **appendix 1** of this report.

The proposed three year grants programme also reflects key changes in policy such as the Council's decision in May 2018 to remove CABs from the competitive grants programme and fund them on a different contractual basis. This will mean that the current funding of £243,381 will be removed from the grants budget for 2019/20 and beyond. Another key change has been the 2017 enactment of Part 5 of the Community Empowerment (Scotland) Act which provides an alternative framework for grant funding council premises.

## 3 Report Implications

### 3.1 Resource

The recommendations in **appendix 1** of this report outline the overall budget and resource implications for approving a revised grants programme, or extending the existing programme for another year. The revised grants programme recommends that voluntary sector grant funding is committed for a three year period. This will provide stability to the sector and help them to secure additional match funding.

### 3.2 Risk

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

### 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 (SMP)

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

### 3.5 Impact on Performance and Outcomes

By supporting the voluntary sector the revised three year grants programme will have a positive impact on the performance and outcomes of the council.

### 3.6 Adopting a Preventative Approach

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

### 3.7 Involving Communities and Other Stakeholders

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

Between March and July 2018 a Grants Communication and Engagement plan was delivered – see **appendix 2**. The engagement included coverage in the local press, a social media campaign, an online survey, face-to-face meetings with elected members, senior officials, the Third Sector Interface, Community Councils and Community Planning Partners. Feedback from this engagement has informed and shaped the recommendations in **appendix 1** of this report.

### 3.8 Ensuring Equalities

A full Integrated Impact Assessment was completed in June 2018. The assessment concluded that the revised three year grants programme will have a positive impact on equality groups across Midlothian - see **appendix 3**.

### 3.9 Supporting Sustainable Development

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

## 4 Summary

### 4.1 Officers have undertaken a review of the grants process involving key stakeholders. Based on the priorities of the Single Midlothian Plan and evidence of good practice the grants process has been redesigned to meet the changing needs of our communities.

The grants programme is a key part of the overall Council's contribution to the voluntary sector in Midlothian. The recommendations in a revised three years grants programme have been informed by feedback from local stakeholders, the council's policy priorities and good practice from across Scotland. The proposed programme aims to improve and build on the existing grant programme. A new grants programme will provide a level of security for the voluntary sector, whilst ensuring that the Council maximise the limited resources available. The revised three year grants programme represents an opportunity to build on the positive relationships the council has with the voluntary sector and ensure that we continue to work in partnership to achieve the best outcomes for the people of Midlothian. A new three year grants programme will help ensure equity across the voluntary sector by allowing new and existing grant recipients to apply on an equal basis.

## 5 Recommendations

### 5.1 It is recommended that Council;

Approves the recommendations for a new revised three year grants programme for the period 2019 - 2022 as detailed in **appendix 1** of this report and instructs officers to implement this new programme.

**Date** 25 July 2018

**Report Contact:**  
Tel No. 0131 271 3338

Stephen Bermingham, Senior Communities Officer  
[stephen.bermingham@midlothian.gov.uk](mailto:stephen.bermingham@midlothian.gov.uk)

**Appendix 1: Revised three year grants programme 2019-2022**

**Appendix 2: Communications and engagement plan**



## Background

These recommendations are based on our experience of running the 2015-2018 grants programme. The learning is based on feedback from staff, good practice from across Scotland and feedback from voluntary groups. Between March and July 2018 a Communications and Engagement plan was delivered. This involved preparing a draft set of recommendations, meeting with key stakeholders to discuss these recommendations and conducting an online survey to gather feedback on the draft recommendations. The revised recommendations have been informed by this engagement. Elected members are being asked to consider the following recommendations:

1. The grants programme should be based on an agreed set of principles that will guide the way in which the grants are awarded and managed.
2. The small and large grants should be streamlined so that small and large organisations can apply for funding on a three-yearly basis.
3. We should maintain the four existing grant streams.
4. A new, simple, micro grant should be introduced.
5. Funding should be shared across the sector by introducing an upper limit.
6. Community Councils should continue to be considered separately.
7. The Council's rental grants should be reviewed and aligned with Asset Transfer guidance.
8. We have more to give than just money.
9. The budget breakdown for 2019-22.
10. The application guidance and criteria.

### **Recommendation 1: The grants programme should be based on an agreed set of principles that will guide the way in which the grants are awarded and managed.**

- **Trust not control.** We will simplify the criteria and reporting requirements, based on a starting position of trust.
- **Reduce inequalities and help people most in need.** Grants should support the council's strategic priority in the Single Midlothian Plan of reducing inequalities and supporting those most in need.
- **Simple processes.** The grants process will be simplified so that organisations focus their energy on delivering their work, not completing paperwork.
- **Promoting a sense of place.** Funding should be used to bring people together to take part in community activity.
- **Community-led.** Projects should be led by and for people in Midlothian.
- **Enterprising.** Relying on grant funding alone is not a sustainable business model. Where possible, grant funding should be used to generate additional income.
- **Using resources well.** With the unprecedented pressures on local authority funding, all grants must demonstrate value for money.

### **Recommendation 2: The small and large grants should be streamlined so that small and large organisations can apply for funding on a three-yearly basis.**

The current system has an annual allocation of Small Grants where organisations can apply for up to £3,000 a year. The Large Grants is allocated on a three year cycle with grants of over £3,000 a year and up to more than £150,000 a year. This means that small organisations applying for less than £3,000 have to apply annually, placing a significant administration burden on small organisations and not giving them the financial security of larger organisations. If possible, funding should be made available on a three yearly basis for all grants. Grants of less than £500 (micro) will be considered every 6 months. Grants of between £500 and £2,000 a year will be considered annually, and large grants of over £2,000 a year will only be considered every three years. . It is also important to keep some funds in reserve to respond to emerging needs



### **Recommendation 3: We should maintain the four existing grant streams.**

The initial paper recommended that there should be only one grant stream. However the feedback from the Third Sector Interface and colleagues from within the council was that a single grants stream would make the decision making too difficult, in particular for the scoring panels. Therefore, the existing four grant streams of 1) Developing Communities 2) Employability Learning & Training 3) Health and Physical Activity and 4) Poverty should remain. These streams were developed in partnership with the third sector.

Acknowledging that projects may meet the criteria of more than one grant stream, and to ensure that successful applications are based on merit, it also recommended that allocations can be moved across the four grant streams, as has been the case previously, depending on the strengths of the individual applications. In the case of moving money across the four grant streams the council leader and deputy leader will be asked to endorse the decision to ensure appropriate governance.

### **Recommendation 4: A new simple micro grant should be introduced.**

Small, volunteer-led community groups have consistently pleaded with the Council to reduce the amount of form filling and paperwork required to receive a small grant. A new Micro Grant should be introduced where local community groups can apply for up to £500 with minimal paperwork and reporting requirements. Community groups will be asked only to demonstrate that their activity will improve the quality of life for local communities in Midlothian. These grants will be made available every 6 months.

### **Recommendation 5: Funding should be shared across the sector by introducing an upper limit.**

To ensure grants are spread across the community and voluntary sector, and acknowledging that there has been a £500,000 reduction in the overall grants budget, we propose setting an application upper limit on the amount we award any organisation:

Grant	Maximum annual award	Maximum 3 year award	Grants will be allocated
Micro	£500	£1,500	Every 6-months
Small	£2,000	£6,000	Annually
Large	£33,500	£100,500	Every 3-years

Organisations can apply for more than one grant, however, the maximum award that any organisation will receive in a year will be £33,500. The majority of groups that have provided feedback endorsed the recommendation to have an upper limit.

We will continue to make sure that smaller organisations are given the support they need to complete their applications.

### **Recommendation 6: Community Councils should continue to be considered separately.**

The Council has a duty as part of the Local Government in Scotland Act to support Community Councils. They currently have £10,000 ring-fenced to cover their administrative costs. There are 16 Community Councils and one overarching Federation of Community Councils. -Their applications for funding are considered separately from other small grants. We recommend that this continues and decisions on allocation are taken jointly between officers and the Federation of Community Councils.

### **Recommendation 7: The Councils rental grants should be reviewed and aligned with Asset Transfer guidance.**

The 2014 review of grants established a new rents stream. Applicants were invited to write to the Council requesting a grant towards the cost of the rent of a council premises. There were no financial limits placed on these applications. In 2018/19 there are 17 organisations who receive rents of between £1,500 and £17,249. Those in receipt of a grant receive a quarterly grant payment which they then payback to the Council.



In January 2017 Part 5 of the Community Empowerment (Scotland) Act came into force. The Councils' revised Community Asset Transfer Framework ensures these legal duties are met and makes provision for an asset transfer on a leased or management arrangement. The implementation of the Framework is overseen by the Community Management Assessment Group. A key recommendation is that, over the next two years the members of this group review the existing rents for grants on a case-by-case basis to ensure they are making best use of their premises and meet the criteria detailed in the Act. It is also recommended that the procedure of paying out rent, then recouping it, ceases as this places an unnecessary administrative burden on the tenants and council officers.

#### **Recommendation 8: We have more to give than just money.**

The enterprising with communities group will develop an 'offer' for communities to help them sustain and enhance their activities. For example, the current rents, lets and charges are being driven by the need to generate income. -This strategy should be reviewed so that affordable lets and rents can be given to groups that demonstrate added social benefit. -The group will also look at how community groups can access council expertise and explore opportunities for joint enterprises that can generate a return on investment.

#### **Recommendation 9: The budget breakdown for 2019-22**

In 2018 Midlothian Council decided to maintain the voluntary sector grant funding at the same level of circa. £1million a year. This followed a staged reduction in voluntary sector grants from circa. £1.5million in 2015. The overall budget for grants in 2018/19 is £1 million, and the anticipated spend is £987,148.

Grant	Large grants	Large grant *excluding CABs	Small grants*	Rent grant (for council buildings)	Gala Days and PB	Total
Number of grants	27	25	99	17	50,000	<b>987,148</b>
Average grant £	26,650	19,047	909	7,501		
Lowest grant £	4,000	4,000	150	1,500		
Highest grant £	121,690	54,670	3,000	17,249		
Total allocation £	719,566	476,185	90,070	127,512		

#### **Proposed budget for 2019-22**

	2019-20 Year 1 £	2020-21 Year 2 £	2021-22 Year 3 £
Large Grants allocation	480,000	480,000	480,000
CABs	243,380	243,380	243,380
Rents	127,512	127,512	127,512
Small Grants	80,000	80,000	80,000
Community Councils	10,000	10,000	10,000
Micro Grants	9,000	9,000	9,000
Gala Days	10,000	10,000	10,000
Poverty Stream (PB)	40,000	40,000	40,000
<b>Total allocation</b>	<b>999,892</b>	<b>999,892</b>	<b>999,892</b>

#### **Small and large grants by stream**

	Large £	Small £
Developing Communities	120,000	20,000
Employability, Learning and Training	120,000	20,000

Health and Physical activity	120,000	20,000
Poverty	120,000	20,000
Total	<b>480,000</b>	<b>80,000</b>

## Notes

- \*Large grant allocation will remain at a similar rate of £480,000 a year
- \*CAB funding and rent grants will be removed from a competitive grants process
- \*The small grant poverty stream funding will be spent via PB as previously approved by council
- \*The amount allocated to small grants will remain the same and will now include a micro grant option
- \*Micro grant allocation is based on the number of organisations that applied for under £500 in this financial year, micro grants do not need to specify a grants stream
- \*An equal amount has been allocated to the four different funding streams

## **Recommendation 10. The application guidance and criteria.**

The guidance and criteria is based on the criteria and guidance produced in the 2014/15 grant review. The funding streams and associated outcomes remain the same. A slightly greater emphasis is placed on the Single Midlothian Plan and the priority of reducing inequalities. As a result of feedback received the application forms for the small and large grants have been reduced by about half, however, they retain the key questions that relate to the scoring criteria. New simplified guidance has been prepared for the micro grants. The conditions of grant remain the same as the conditions developed in the 2014/15 grants review.

## **Guidance and criteria**



Applications are welcome from community groups, charities and social enterprises. To apply you must be constituted and have a bank account. If you are a new group, you will need a statement of purpose and a bank account in the name of the group.

All awards should demonstrate how they meet the priorities of the Single Midlothian Plan. The top three priorities in the plan are to reduce the gap in learning outcomes, health outcomes and economic circumstances.–Grants should fund activities that further the priorities in at least one of the five themes:

1. Adult Health and Care
2. Community Safety
3. Getting it Right for Every Midlothian Child
4. Improving Opportunities for the People of Midlothian
5. Sustainable Growth

The single Midlothian Plan is available online or in hard copy  
[www.midlothian.gov.uk/downloads/download/89/single\\_midlothian\\_plan](http://www.midlothian.gov.uk/downloads/download/89/single_midlothian_plan)

Grant funding can be used for things like:

- Volunteer expenses
- Running costs
- Start-up costs for new projects
- Staff costs
- Buying equipment

There are some activities that are not eligible for grant funding. It cannot be used to:

- Repair buildings
- Pay for religious services or religious materials
- Be spent exclusively on consultancy fees
- Pay for material that is designed to support political activity or a political party

### **Criteria for Micro grants of up to £500 a year**

Applications for this grant will need to demonstrate how their activity will improve the quality of life for local people in Midlothian.

## Criteria for Small and Large grants of up to £35,500 a year

Applicants will need to indicate ONE of the following funding streams and which of the outcomes in that stream their activity will address:

Grant Stream	Outcomes
1 <input type="checkbox"/> Developing Communities	<input type="checkbox"/> Communities of interest and place have more capacity to act for the benefit of their community. <input type="checkbox"/> Communities of interest and place are more resilient, cohesive and safer. <input type="checkbox"/> Local communities are better enabled to thrive through community action, the development of social enterprise and community assets. <input type="checkbox"/> Anchor organisations (e.g. development trusts) have improved ability to represent their local communities and deliver services. <input type="checkbox"/> The third sector is supported to grow and is able to influence the community planning process. <input type="checkbox"/> Key economic sectors are supported to grow.
2 <input type="checkbox"/> Employability, Learning and Training	<input type="checkbox"/> Individuals are better equipped to access the labour market. <input type="checkbox"/> The quality of life of Midlothian residents is improved through lifelong learning. <input type="checkbox"/> Midlothian residents are better able to be successful learners and are more likely to go on to positive destinations when they leave learning.
3 <input type="checkbox"/> Health and Physical Activity	<input type="checkbox"/> Individuals in Midlothian have improved health and wellbeing through participating in physical activity. <input type="checkbox"/> Individuals in Midlothian have an increased number of affordable and accessible opportunities to engage in more healthy lifestyles (physical and mental health and wellbeing).
4 <input type="checkbox"/> Poverty	<input type="checkbox"/> Vulnerable households are better able to manage their finances. <input type="checkbox"/> Individuals experiencing financial crisis have better access to support.

## **Decisions making**

Grant applications will be assessed against the extent to which the project or programme of work will:

1. Meet the outcome of the funding stream
2. Address unmet need
3. Reduce inequalities, help people most in need and address the priorities in the Single Midlothian Plan
4. Be clear about what difference your project will make to the people you are working with
5. Describe how the proposal will complement or add to existing services and resources
6. Provide evidence of partnership working and how local people have been involved in the planning of the proposal
7. Provide details of how the project will be sustained beyond the grant period, and where possible how it will generate additional income
8. Promote a sense of place by connecting local people to their community
9. Be community-led and delivered by organisations with the skills and experience to deliver effectively
10. Include clear costing and timescales that demonstrate value for money

Your application will be considered by the scoring panels. You will find out by the end of December 2018 if your application has been successful.

## **Further Support**

If you need any additional support or further information please contact.

Senior Communities Officer Stephen Bermingham

0131 271 3338

[stephen.bermingham@midlothian.gov.uk](mailto:stephen.bermingham@midlothian.gov.uk)

For help with completing the application, discussing ideas or general funding support please contact:

[communities.team@midlothian.gov.uk](mailto:communities.team@midlothian.gov.uk)



# 2019/21 Grants Programme

## Grants Communications and Engagement Plan



### **Midlothian Council Communities Team**

*Supporting communities to engage, connect, develop and prosper*

[www.midlothian.gov.uk/yourcommunity](http://www.midlothian.gov.uk/yourcommunity)



<b>Contents Page</b>	<b>Page</b>
1. Background	4
2. Purpose	4
3. Communications Objectives	5
4. Key Messages	5
5. Target Audience	6
6. Communications Approach	7
7. Evaluation	7
8. Grants: Key Communications Activities	8





## Communications and Engagement Plan

### 1. Background

Midlothian Council Grants supports local projects aimed at reducing inequalities and improving the quality of life of people living in Midlothian.

A discussion paper has been prepared for discussion with elected members, council officers, community planning partners, the voluntary sector, community councils and other stakeholders. The discussion paper includes recommendations that are based on our experience of running the 2015-2018 grants programme. The learning is based on feedback from staff, voluntary groups and good practice from across Scotland, supporting the view that the grants programme should be based on an agreed set of principles that will guide the way in which the grants are awarded and managed:

- **Trust not control.** We will simplify the criteria and reporting requirements based on a starting position of trust.
- **Reduce inequalities and help people most in need.** Grants should support the council's strategic priority in the Single Midlothian Plan of reducing inequalities and supporting those most in need.
- **Simple processes.** The grants process will be simplified so that organisations focus their energy on delivering their work not completing paperwork.
- **Promoting a sense of place.** Funding should be used to bring people together to take part in community activity.
- **Community-led.** Projects should be led by and for people in Midlothian.
- **Enterprising.** Relying on grant funding alone is not a sustainable business model. Where possible, grant funding should be used to generate additional income.
- **Using resources well.** With the unprecedented pressures on local authority funding all grants must demonstrate value for money.



The discussion paper proposes different types of grants with an upper limit to reflect the reduction in grant funding and to ensure equity across the voluntary sector. If approved, grant applications for 2019 will be open during September and October 2018. Applications are available under three separate streams based on size:

- Micro Grant (up to £500)
- Small Grant (up to £2000 per annum up to 3 years)
- Large Grant (up to £100,00 over 3 years)

## **2. Purpose**

This communication and engagement plans sets out how Midlothian Council will promote the new Grants Fund to prospective applicants to ensure effective communication and engagement. The purpose of this plan is to engage key stakeholders in a revised grants programme, and promote the grants programme to potential applicants across Midlothian.

## **3. Communications Objectives**

- Increase uptake by promoting the Grant Programme, and the availability of financial support to as wide a range of Midlothian community groups, charities and social enterprises as possible.
- Help inform the design of the programme and associated processes.
- Raise general awareness of the Grants Fund and demonstrate its value in supporting specific projects and improving outcomes across Midlothian.
- Encourage and support applications from communities that experience high levels of disadvantage and have been under-represented in previous funding rounds.



#### **4. Key Messages**

- The aim of the Grants Programme is to provide funding for local projects aimed at improving the quality of life of people living in Midlothian communities. A community can be either a geographical area or a community of interest.
- Applications, for grants can be submitted by community groups, charities or social enterprises.
- The new programme represents an evolution of the previous grants programme. The terms and conditions will remain same.
- There are three types (sizes) of grants; Micro (up to £500), Small Grants (£500 - £2,000 per year) and Large Grants (up to 100,000 over 3 years).
- Applications for 2019 -2021, initially must be submitted between 31 August and 12 October 2018, with Micro (6 monthly) and Small grant applications (annually) being invited again throughout the 3 year period.

#### **5. Target Audiences**

##### Primary

- Community groups
- Charities
- Local residents
- Third sector groups
- Social enterprises



## Secondary

- Wider Midlothian community including:
  - Partner organisations
  - Local businesses
  - Specific interest groups

## **6. Communications Approach**

- Review design, content and effectiveness of grants programme
- Review grant process for simplicity and ease of use
- Where possible, illustrate value of Micro and Small Grants Fund to groups/ communities by using examples of previous grants
- Use mix of media channels including local press and community radio as well as online
- Place emphasis on use of social media with regular facebook and twitter posts during application period
- Ensure publicity emphasises the support available to local groups in the form of further information and assistance in completing applications, generating ideas and developing new groups
- Targeted support for unrepresented groups and those experiencing disadvantage
- Disseminate information as widely as possible through existing networks, council contacts, previous applicants and partner organisations

## 7. Evaluation

The success of this communications plan will be evaluated after the closing date, based on the number of responses received and on feedback from local groups and individuals on publicity and the application process. We will continue to collate recipients' feedback to ensure lessons are learnt and processes can be improved.

## 8. Grants - Key Communications and Engagement

What	How	Who	Why	When
Engagement with Midlothian Council's elected Political parties.	Meet with and discuss options with all of the 3 political parties elected to Midlothian Council.	Senior Communities Officer	To gather feedback from Elected Members on their strategic priorities and thoughts for voluntary sector grants	March - May 2018
Engagement	Consultations to be undertaken with Federation of Community Councils on the proposed grants programme	Communities Officer	To encourage and gain feedback on practical use from local Community Councils and issues around the proposed changes	May 2018
Engagement	Discussion with Enterprising with Communities Group	Senior Communities Officer	To explain the proposal and gather feedback	May – June 2018
Engagement	Integrated Impact Assessment	Communities Officer and Senior Communities Officer and Equalities Officer	To ensure proposals comply with equality duties help reduce inequalities	May 2018
Engagement	Via Strategic Leadership Group and Corporate Management Team of Midlothian Council	Senior Communities Officer	To explain the proposal and gather feedback	May 2018

Survey with existing grants recipients on the proposed grants programme	Distribution of online survey via email to all of the current grant voluntary sector recipients on Midlothian Council database. Use social media to promote to wider audience.  Midlothian Voluntary Action to distribute the survey to their mailing lists	Communities Officers	To encourage and gain feedback from known existing users on practical use and issues around the proposed changes	May- June 2018
Engagement	Discussion with the voluntary sector forum on revised grants programme including follow up meeting with the assistant manager of Midlothian Voluntary Action	Senior Communities Officer	To gather views from the voluntary sector members that attend this group	May-June 2018
Engagement	Discussion with council leader, deputy leader, chief executive and directors	Senior Communities Officer	To further discussions and ensure strategic fit	June 2018
Engagement	Press release issued	Communications Team	To encourage local residents and voluntary organisations to participate in the discussion regarding improvements to the grants programme	June 2018
Engagement	Discussion with the Community Planning Working Group and the CPP IOM group	CPP Manager  Senior Communities Officer	To gather a range of views from the Community Planning Partners	June 2018
Review proposals based on feedback				
Launch fund applications	Launch press release Council website Partner websites Local press Evening News Local radio Community websites Social media Direct mailings to local groups Posters distributed	Communications/ Communities Team/ MVA	Promote funding scheme and encourage applications	August and September 2018

Social media campaign	Twitter and Facebook	Communications	Promote funding scheme and encourage applications	Launch W/B 27 August and regular reminders during September and October 2018
What	How	Who	Why	When
Profile success of previously funded projects	Press/ Web article	Communications	Promote funding scheme through positive examples to encourage applications	W/B 3 September 2018
Reminder that application closing date is approaching	Web, Local press Social media Local radio	Communications	Reminder	W/B 24 September 2018
Applications close	Social media	Communications	Final reminder	1 - 5 Oct 2018 Closing date 12 October 2018





## Review of Webcasting Council meetings - Report by Director, Resources

### 1 Purpose of Report

The purpose of this report is for Council to consider approval for a change to the current meetings webcast to enable the Council to evaluate other Committees which may be of greater interest to Midlothian residents.

### 2 Background Information

#### 2.1 At a meeting on 15 December 2015 the Council, by a majority vote, agreed to:-

- “(a) Approve the introduction of a webcasting solution to the Council Chamber;*
- (b) Initially Council and Cabinet meetings be webcast with consideration of other Council committees at a later date and;*
- (c) Approve the addition of £19,000 into the Capital Plan for 2015/16 and a supplementary estimate of £14,154 in 2015/16 and the addition of £14,899 to the Revenue Budget for 2016/17”.*

#### 2.2 Webcasting of Council and Cabinet meetings commenced in May 2016. It is considered that webcasting of meetings encourages engagement and assists in addressing issues of exclusion. Webcasting links with the Council’s Committee Management System (CMIS) and therefore provides a joined up, modern approach to the Council democratic decision-making process. It is a cost effective way to reach a large audience on key issues. Webcasting is widely accessible via a range of electronic devices including desktop computer; laptop computer; tablet device; and smartphone.

Webcasting has strengthened the Council’s democratic accountability to the public, both directly and via the local media and has enabled audiences to:

- replay meetings after they have taken place, which may be helpful when the meeting time clashes with other events;
- search for and view particular presentations or items of business;
- hear and understand meetings debates more clearly;
- gain additional contextual information from, e.g., speakers’ names, agenda documents;
- obtain a better understanding of the workings of the Council; and
- better engage in local democratic political processes.

Further benefits of the system includes:

- it enables local media to more readily access and report timeously on information regarding Council meetings;
- a greater equality of access to Council meetings

- 2.3** Webcasting of meetings of the Council have attracted healthy viewing figures with increased viewing figures when items of a particular local interest are being debated. This demonstrates a willingness by Midlothian residents to engage with the decision-making process. Whilst figures for meetings of the Council have been encouraging, the viewing figures for meetings of the Cabinet have remained relatively low. Examples of the viewing figures are as follows:-

<b>Meeting</b>	<b>Date</b>	<b>Live views</b>	<b>Total times played</b>
Council	26/6/18	61	105
	8/5/18	75	184
	27/3/18	81	139
	13/2/18	348	501
Cabinet	22/5/18	13	21
	10/4/18	13	10
	27/2/18	2	10
	16/1/18	7	17

- 2.4** Following receipt of communications from (a) Midlothian Federation of Community Councils dated 22 May 2018 (Appendix 1) and (b) Eskbank and Newbattle Community Council dated 24 May 2018 (Appendix 2), both of whom have suggested that a much greater value would be provided to the community of Midlothian if meetings of the Planning Committee were webcast instead of Cabinet meetings and taking into consideration the low viewing figures for meetings of the Cabinet, it is proposed that the webcasting of Cabinet meetings be suspended and instead meetings of the Planning Committee be webcast as an alternative.
- 2.5** Webcasting of meetings of the Planning Committee will allow the Council to evaluate another Committee viewing figures prior to the expiry of the current webcasting contract. This would be in keeping with the original decision made when Council approved the introduction of webcasting. This in turn will allow the Council to have wider data available when considering whether to continue with webcasting, extend webcasting or not to proceed with webcasting after the current contract expires in February 2021.
- 2.6** For indicative purposes the cost of webcasting the Planning Committee in addition to the Cabinet would amount to £\*\*\*. Accordingly in view of the financial position facing the Council it is proposed to suspend webcasting of the Cabinet meeting as set out above.

### **3 Report Implications**

#### **3.1 Resource**

There are no additional resources implications, if the proposals outlined in this report are adopted.

### **3.2 Risk**

There are no risk implications arising directly from this report.

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

Themes addressed in this report:

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

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

By providing a webcasting solution, Midlothian demonstrates its commitment to being accessible to members of the communities served by introducing a modern approach to the democratic process and thereby strengthening the engagement of communities with democracy across Midlothian.

### **3.5 Impact on Performance and Outcomes**

Webcasting strengthens the transparency of the decision-making process within Midlothian and engages officers and communities with the decisions that affect them.

### **3.6 Adopting a Preventative Approach**

Not applicable.

### **3.7 Involving Communities and Other Stakeholders**

As a result of webcasting communities within Midlothian are better connected to the decision-making process.

### **3.8 Ensuring Equalities**

Webcasting supports the equalities agenda by ensuring that those who might have difficulty attending Council or Committee meetings are able to view the meeting.

### **3.9 Supporting Sustainable Development**

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

### **3.10 IT Issues**

There are no additional direct IT issues as a result of the recommendations set out in this report.

## **4 Recommendations**

Council is recommended to;

- (a) consider and approve the suspension of webcasting of meetings of the Cabinet after the next scheduled meeting on 4 September 2018 and in its place introduce webcasting of meetings of the Planning Committee with effect from 9 October 2018, being the next scheduled meeting of the Committee;
- (b) request the Director, Resources to evaluate the viewing figures in respect of the Planning Committee in comparison to the meetings of the Cabinet webcast up to 14 September 2018 and;
- (c) request the Director, Resources report back to Council before the expiry of the current webcasting contract in February 2021 relating to the evaluation and the future of webcasting.

**16 July 2018**

### **Report Contact:**

Name: Verona MacDonald Tel No 0131 271 3161

[verona.macdonald@midlothian.gov.uk](mailto:verona.macdonald@midlothian.gov.uk)

### **Appendices:-**

**Appendix 1 – Letter dated 22 May 2018 from Midlothian Federation of Community Councils**

**Appendix 2 – Letter dated 24 May 2018 from Eskbank and Newbattle Community Council**

## Midlothian Federation of Community Councils

From: Robert Hogg,  
Chair,  
Midlothian Federation of Community Councils

22nd May 2018

To: Kenneth Lawrie  
CEO, Midlothian Council  
Midlothian House  
40-46 Buccleuch St.  
Dalkeith  
Midlothian  
EH22 1DN

Dear Kenneth,

### MFCC Comments on Midlothian Change Programme

At the meeting of the Midlothian Federation of Community Councils held yesterday evening, 16th May, the issue of webcasting of Midlothian Council meetings was discussed at length. It is understood that the current webcasting contract has approximately two years left to run and that the council will review the success and value of these webcasts at that time, prior to considering renewal.

Currently the contract covers webcasting of full Council meetings and Cabinet meetings, but it is the view of Federation members that much greater value would be provided to the community if Planning meetings were also covered. As this would doubtless involve additional costs, we agreed instead to request that Planning meetings are webcast instead of the Cabinet meetings.

Therefore, as Chair of the MFCC, I am writing to formally request that MC should seek to amend the current Webcasting contract to cease webcasting Council meetings and to, instead, webcast Planning Meetings.

The rationale for this is three-fold:

1. The demand for online viewing of Planning Meetings is quite high and the actual viewing figures for Cabinet meetings is low.
2. The contract for webcasting will be up for review in approximately 2 years, at which time MC will have to decide whether or not to renew the service. We consider that it will be to the council's advantage to be able to compare the demand for webcasting 3 different types of meeting, rather than just two, when it comes time to make that decision.
3. Planning Meetings arouse much more interest in the community and there is much more speculation about why particular decisions have been taken. If

the meetings were opened up in this transparent manner, the ongoing discussions would be much better-informed.

Sincerely yours,

Robert Hogg, etc.

---

### ESKBANK & NEWBATTLE COMMUNITY COUNCIL

10, Glenesk Crescent, Eskbank,  
Dalkeith,  
EH22 3BL  
enccmailbox@gmail.com 0131 561 9687  
0771 935 9201

24 May 2018

To: Kenneth Lawrie CEO, Midlothian Council Midlothian  
House  
40-46 Buccleuch St. Dalkeith  
Midlothian EH22 1DN

Dear Kenneth,

#### ENCC Requests re. Webcasting of Council Meetings

At the meeting of the Eskbank & Newbattle Community Council held on 3rd May, the issue of webcasting of Midlothian Council meetings was discussed at length. We understand that the current webcasting contract has approximately two years left to run and that the council will review the success and value of these webcasts at that time, prior to considering renewal.

Currently the contract covers webcasting of full Council meetings and Cabinet meetings, but it is the view of our members that much greater value would be provided to the community if Planning meetings were also covered. As this would doubtless involve additional costs, we agreed instead to request that Planning meetings are webcast instead of the Cabinet meetings.

It was further decided that we would present this issue to the Midlothian Federation of Community Councils, to request that they take this matter up as a Federation issue.

In support of that submission, and as Chair of the ENCC, I am writing to formally request that MC should seek to amend the current Webcasting contract to cease webcasting Council meetings and to, instead, webcast Planning Meetings.

The rationale for this is three-fold:

1. The demand for online viewing of Planning Meetings is quite high and the actual viewing figures for Cabinet meetings is low.
  2. The contract for webcasting will be up for review in approximately 2 years, at which time MC will have to decide whether or not to renew the service. We consider that it will be to the council's advantage to be
-

---

able to compare the demand for webcasting 3 different types of meeting, rather than just two, when it comes time to make that decision.

3. Planning Meetings arouse much more interest in the community and there is much more speculation about why particular decisions have been taken. If the meetings were opened up in this transparent manner, the ongoing discussions would be much better- informed.

Sincerely yours,

Bill Kerr-Smith, Chairman

Eskbank & Newbattle Community Council



## Christmas Light Future Funding

### Report by Ricky Moffat, Head of Commercial Operations

#### 1 Purpose of Report

At its meeting of 29 August 2017 Council agreed the following;

*“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.”*

*The purpose of this report is to detail the actions to date, outline future options and detail current proposals for Christmas 2018.*

#### 2 Background

**2.1** At its meeting on 29 August 2017 the Council considered a report titled “Christmas Light Funding Options”, which set out three options for consideration, namely:

- 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.

A copy of this report is available via the following link: [Christmas Light Funding Options](#)

**2.2** Christmas lighting has been provided in a number of locations across Midlothian from some of the smaller villages up to and including the larger towns. In addition the actual lighting provided varies between a few lights to a tree and significant displays throughout some town centres.

As such, the cost of providing Christmas lighting varies significantly. As part of the preparatory work prior to consulting with the local communities in terms of future provision, costs were determined for each community based on the installations provided.

This information was provided to each of the following communities in April 2018.

COMMUNITY	COST	NOTES
Penicuik	£10,805	£8458 contribution from the Penicuik community
Loanhead	£7,955	
Bonnyrigg	£20,955	
Dalkeith	£8,925	
Mayfield	£3,575	
Gorebridge	£3,390	
Newtongrange	£ 5,810	£1375 contribution from the Newtongrange community
Pathhead	£840	
Lasswade	£2,120	
Roslin	£1,550	
Bilston	£805	
Rosewell	£2,425	
Danderhall	£1,770	
<b>TOTAL</b>	<b>£70,0925</b>	

A meeting was arranged with the local communities to obtain feedback and to understand what the potential for future provision within each community may be. This meeting was held on 20 June 2018 at Midlothian House with a minute of the meeting attached as Appendix 1.

The general consensus from the community leads was, that the scale of funding that would be required for the future provision of Christmas lighting was something they would likely be unable to provide.

Each community was therefore asked to consider the matter further and to provide a response by the end of July 2018 with regards to the future provision of Christmas lighting.

Furthermore, the Councils financial position as reported to the Council meeting by the Head of Finance and integrated Service support on 26 June 2018, indicated the projected funding deficit.

2019/20 Budget Cap	£5.054m
2020/21 Budget Cap	£9.793m
2021/22 Budget Cap	£13.643m
2022/23 budget Cap	£23.002m

### 3 Community Responses

The following table details the responses received by the end July deadline.

COMMUNITY	RESPONSE
Penicuik	Xmas committee exploring ways to fund raise and reduce cost. Committee not keen on reducing event size as all of their inventory is new. Exploring – <ul style="list-style-type: none"> <li>• Removal of events team support</li> <li>• Donation/sponsorship of xmas trees</li> <li>• Self-storage of decorations</li> </ul>
Newtongrange	Meeting scheduled for end of July to discuss 3 possible options <ol style="list-style-type: none"> <li>1- As per 2017 (£5,810)</li> <li>2- Reduced event (£3,985)</li> <li>3- No event (£0)</li> </ol> Local businesses have pledged financial support to the event
Bonnyrigg	Councillor Derek Milligan representing Bonnyrigg Community events committee was positive about fund raising as a one off event, however lower confidence with the ability to sustain this over a period  Costs supplied showing a reduced display cost (removal of 12 lights on high street) <ol style="list-style-type: none"> <li>1- As per 2017 (£20,955)</li> <li>2- Reduced event (£17,630)</li> </ol>
Poltonhall	Unable to respond by your deadline as Poltonhall CC does not meet in July. Next meeting is on 8 August 2018 and will respond the following day.
Pathhead	There are only four lights erected in the area and the local community do not feel they would wish to fund such a small display.
Gorebridge	Gorebridge will have to do without lights this year as we don't have any funds to pay for them and there isn't enough time or resources on the community council to undertake the work needed to raise funds.  We'll discuss what we can do to reduce the cost and pay for this

	for winter 2019.
Loanhead	Included as appendix 2 to the report.
Mayfield	Unable to respond by your deadline but will respond by date of Council meeting.
Roslin	<p>As of now we have decided to source and erect and decorate our own tree.</p> <p>I believe from the meeting held on 20 June 2018 it a requirement that your staff would have to connect the lights.</p> <p>Unless funding is forthcoming it seems unlikely we will have any street decorations. I will update you should funding become available.</p>
Rosewell	<p>We feel we haven't been given very much notice to raise funds or enlist help for the lights - 27 April.</p> <p>There are no meetings with the community over the summer period, which makes it difficult to gauge where we are at, but the general consensus is to try and continue with the lights.</p> <p>Over the last few years, there has been a lot of development in Rosewell, with substantial sums of money for Community Facilities Contributions (as detailed in Section 75 agreements) - why has this not been considered for funding the communities lights?</p>

## **4 Report Implications**

### **4.1 Resource**

If Council is minded to continue to support the supply, erection, maintenance and dismantling of Christmas lights this will increase the budget gap previously identified to the Council by the Head of Finance and Integrated Service Support and as set out earlier in the report.

The total additional cost as detailed in section 2.1 would be £70,925. This would assume no contribution from the local communities.

In addition, this takes no account of the replacement of any lighting that may beyond economical repair.

If Council are minded to support the supply, erection, maintenance and dismantling of Christmas lights a contingency fund of up to £5,000 should be provided for.

Any decision to fund Christmas lights by the Council would necessitate a supplementary estimate

### **4.2 Risk**

Notwithstanding the positive impact that the provision of Christmas lights have within local communities there is an element of retail activity that arises as a consequence of people being attracted to a particular area and this would be at risk if Christmas lights were no longer provided.

The previously stated risk to health and safety regarding the shed at Vogrie has been temporarily addressed by the use of an interim arrangement at Whitehill Business Park.

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

- ☐ Community safety
- ☐ Adult health, care and housing
- ☐ Getting it right for every Midlothian child
- ☐ Improving opportunities in Midlothian
- ☐ Sustainable growth

- ☐ Business transformation and Best Value  
☒ None of the above

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

In terms of the key priorities through the Single Midlothian Plan, the provision of Christmas lighting should be considered alongside the Council's relative priorities.

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

The provision of Christmas lights has a positive impact on the well-being of the local communities however this is a non-statutory service.

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

Christmas lights make the local communities more attractive for those who live visit and work in area.

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

Each of the affected communities has been consulted with as detailed in this report. The actual level of support forthcoming from communities is detailed in section 2.2.

#### **4.8 Ensuring Equalities**

There are no equality issues arising from this report.

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

The consultation held with local communities was to explore options to continue to provide Christmas lights which was specifically aimed at increasing community involvement.

#### **4.10 Digital Issues**

There are no digital issues arising from this report.

### **5 Recommendations**

It is recommended that Council:-

- a) Note the feedback following the consultation with local communities, as detailed in the report and
- b) Agree to the cessation of Christmas lights funding in view of the Council's financial position.

**1 August 2018**

#### **Report Contact:**

Ricky Moffat                      Tel No 0131 561 5306  
[Ricky.moffat@midlothian.gov.uk](mailto:Ricky.moffat@midlothian.gov.uk)

#### **Background Papers:**

## NOTE OF CHRISTMAS LIGHTING MEETING

Held: 20 June 2018 at 6pm

Location: Midlothian House

Council Attendees: John Hackett (Councillor), Ricky Moffat (Head of Commercial Operations, Wayne Clark (Lighting Supervisor)

Community Attendees: Derek Milligan, Pamela Graham, Suzanne Yeoman, Trevor Taylor, Cath McGill, Eddie Robertson, Irene Hogg, Dot Horne, Malcolm Muir, Eddie Linton-Smith, Barbara Wilson, Fiona Warner, Sandy Brown, George Johnstone, Kenneth Baird, Sharon Hill, Judy Thomson.

### Introduction and Welcome

John Hackett welcomed everyone to the meeting and outlined the purpose was to find a way to work with communities to enable Xmas lights to continue to be displayed in the various towns and villages across Midlothian.

This was against a background of the Council having continued funding the Xmas lights last year, with all funding being withdrawn for Xmas 2018.

It was pointed out that the lighting workforce who put up the Xmas displays had been cut from a staff compliment of 7 to 3 within a 5 year period, and as such their principal workload will be lighting maintenance during what is the Xmas decoration period

The intention of this meeting and future discussions would be reported back to Council in due course.

### Meeting Notes:

There was a request that the detail provided to each community be shared with all communities. Ricky Moffat to progress.

Gorebridge advised they had bought lights in 2014 on the understanding that the Council would provide support thereafter.

There were a number of comments regarding the civic pride communities get from having a Xmas display and this should continue to be supported by the Council. Furthermore there was a request that Council reconsider this cut and identify ways to reinstate the cut. Irene Hogg, stated that it may have been more appropriate to reduce the budget in stages to allow communities to adapt and plan a strategy.

John Hackett explained the budget difficulties faced by the Council and the competing needs from the growth in social care to the increasing number of children to be educated in the fastest growing Council area in Scotland elderly. Each year there will be increasing pressure on the (reducing) available budget.

Similarly there was a consensus from the communities that it was impossible for them to commit to raise the necessary funding year on year to have Xmas displays continue. In effect Midlothian would be “dark” at Xmas time.

Derek Milligan suggested that gala funding could be considered and divided proportionally across communities. However, he stated that it is unlikely that Bonnyrigg community could sustain funding beyond this year.

There was a request to consider developer contributions being used to fund Xmas lights. John Hackett explained that this was not possible.

Kenneth Baird stated that further cross party discussions may be a way to identify funding that could be used for Xmas lights.

To reduce costs it was suggested that lights could be left in place. Wayne Clark stated this could be possible but the down side was the potential early failure of the lights. Ricky Moffat also advised that the budget saving being discussed was in relation to revenue savings. This takes no account of future replacement costs for lighting.

Derek Milligan highlighted the exercise undertaken to obtain costs from private contractors and indicated that these costs were significantly higher than the costs provided by the Council.

Wayne Clark pointed out potential savings from the 2017 costs such as self-storage, donation of Xmas tree by local business, sponsorship, and events managed by volunteer's not council employees

Ricky Moffat offered individual meetings to communities to help create sustainable strategies

Communities were asked to provide their response back to the Council by the end of July. Ricky Moffat would then provide a report to Council in August, providing the detail of the responses for Council consideration.

There was a request to include Robert Hogg in future communications. In addition it was requested that the community liaison team be included.

John Hackett thanked the communities for their attendance and the meeting concluded at 8pm.



## **Xmas Lighting Meeting – 1<sup>st</sup> August 2018**

Present: Irene Hogg, Nan Haddow, Peter Frame, Alan McLaren, Pat Kenny, Mandi Doig and Gina Temple (Representing Loanhead Community Development Association, Loanhead & District Community Council, Loanhead Miners Youth Football Club, The Link, Loanhead Children's Gala Day Association, LASC Childcare Services, Scottish Womens' Institute (Loanhead) and the Paradykes Parent Council).

The meeting was called to discuss Midlothian Council's proposal to remove funding for all Xmas Lighting throughout the County as discussed at the public meeting on 20 June 2018 which was attended by Council staff, councillors and community representatives. The outcome from this meeting was that if local communities could not fund the Xmas lights then Midlothian would have a dark Xmas.

For the past 5 years the LCDA has invested in new lights each year and has spent almost £10k over this period and the improvement has been marked. This investment was based on the understanding that the community would fund replacement lights and the Council would cover erection, dismantling, maintenance, electrical testing, energy costs, Christmas tree, storage etc. According to the Council the cost for Xmas Lighting in Loanhead for 2017 was £7955. Some of the items on their list were disputed as no repair materials, barriers, stages or signage was supplied. Irene Hogg obtained a quote from a private company for the equivalent service at £5806.80 (incl VAT) so this can be done more cheaply.

### **A discussion on how to cut costs took place:**

- Plant a tree in the Green to reduce the costs of erection and dismantling each year. It was agreed that this was not practical as it would impede Gala Day Celebrations. In a few years it would require a tree surgeon to trim it and the roots may start to come up in the Green or even the roadway.
- Leave the Xmas lights up all year round. The lights in the trees in the Green are left up all year round, but it is not practical to leave the other lighting up as it would suffer wear and tear due to the weather, meaning early replacement. "Much of the display in Loanhead is erected on temporary poles around Fountain Green. If these were left in place throughout the year they would be highly visible, detract from the appearance of the area and considerably restrict the use of Fountain Green for other events. This could even result in Fountain Green becoming unusable for the Gala Crowning Ceremony and other events during Gala Week.
- It was suggested we try and find storage within Loanhead, but as there is now no Town Hall premises this was not practical and if we did find a suitable venue we would have to take out insurance.
- We discussed the possibility of approaching local businesses and organisations to fund raise for the lights. The Retail Parks and Industrial Estate companies are removed from the town centre and many have their own designated charities. Local organisations are struggling as it is to cover their costs. The Gala Day is the oldest in the County and although it does receive sponsorship from some businesses it was agreed that approaching these sponsors would only dilute the support for the Gala.
- The LCDA organise the annual Fireworks Display and the Remembrance Day Parade as well as providing for the capital costs of replacement lights etc. therefore the community is already taking a big role in ensuring civic pride in Loanhead.

### **Conclusions**

- There was no sustainable funding model for a small community to take responsibility for the cost of Xmas Lighting.



- Midlothian Council should continue to fund Xmas Lights, even if it means outsourcing to a private company to reduce the costs.
- The Council would not save the £7955 if they don't fund the lights due to ongoing employee costs.
- Whilst the financial challenges faced by the Council are appreciated, the expenditure on Christmas lighting represents a tiny part of the Council's total budget and the Council should have sufficient flexibility to accommodate these costs. The existing arrangement already involves costs for new and replacement lights being met by individual communities. Community groups have worked hard to raise the funds to purchase lights on the understanding they would be erected by the Council. If the Council was now to decline to erect, power and maintain the lights, that would throw away the investments made by communities in Christmas lighting, including over £3,600 spent by LCDA in the current year for new lights which are still to be used. Such a situation would clearly be a major disincentive to community groups becoming involved in other future schemes with the Council involving a shared approach to the funding and operation of community amenities. Midlothian Council should be responsible for ensuring Civic Pride in the County and Xmas Lights are a big part of that.



**Annual Procurement Report 2017-18****Report by Gary Fairley, Head of Finance & Integrated Service Support****1 Purpose of Report**

This report seeks approval and publication of the annual procurement report for 2017-18

**2 Background**

Where a public organisation is required to prepare a procurement strategy or review an existing one, for example, and if it has an estimated value of regulated procurement spend of £5 million or more (excluding VAT) in a financial year, it must also publish an annual procurement report.

The Procurement Reform (Scotland) Act 2014 sets out what, as a minimum, each annual procurement report must contain.

The annual procurement report should be relevant and proportionate, providing transparency of its purchasing activities. The annual report monitors the authority's regulated procurement activities against delivery of its procurement strategy and should be published as soon as reasonably practicable after the end of the financial year.

This first annual procurement report to be published will be based on the 2017-2018 financial year and should also include the period from 1 January 2017 to the start of the financial year.

**3 Annual Report on Procurement in Scotland**

After the end of each financial year, Scottish Ministers must prepare a report based on the information contained in the published annual reports from public organisations. This is called the Annual Report on Procurement in Scotland.

**4 Legislative Requirements**

The Procurement Reform (Scotland) Act 2014 lists the minimum requirements that the annual procurement report must contain, as follows:

- a) A summary of the regulated procurements that have been completed during the years covered by the report,
- b) A review of whether those procurements complied with the authority's procurement strategy,

- c) To the extent that any regulated procurements did not comply, a statement of how the authority intends to ensure that future regulated procurement do comply,
- d) A summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report,
- e) A summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report,
- f) A summary of regulated procurements the authority expects to commence in the next two financial years,
- g) Such other information as the Scottish Ministers may by order specify.

### **3.1 Resource**

There are no direct resource implications as a result of this report

### **3.2 Risk**

There are no direct risks as a result of this report

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

Themes addressed in this report:

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

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

This report does not impact Midlothian Councils and wider partners performance and outcomes

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

This report does not impact actions and plans in place to adopt a preventative approach

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

Relevant staff has been consulted during the development of the annual procurement report

### **3.7 Ensuring Equalities**

No equality issues as a result of this report

### **3.8 Supporting Sustainable Development**

There is no sustainability issues associated with this report.

### **3.9 IT Issues**

There are no IT issues arising from this report

## **4 Recommendations**

It is recommended that Council:

- a) Note the content and endorse this report

**01/07/2018**

**Report Contact:**

**Name:** Iain Johnston      **Tel No:** 0131 561 5385  
[lain.johnston@midlothian.gov.uk](mailto:lain.johnston@midlothian.gov.uk)

**Background Papers:**



Item 8.13

# **Midlothian Council Annual Procurement Report (1<sup>st</sup> Jan 2017 – 31<sup>st</sup> March 2018)**

## Contents

1. Introduction
2. Summary of Regulated Procurement
3. Review of Regulated Procurement Compliance
4. Community Benefit Summary
5. Supported Business Summary
6. Future Regulated Procurements Summary

Appendix 1: Regulated Procurements Completed

Appendix 2: Regulated Procurement Forward Plan 2018-20



## Introduction

The Procurement Reform (Scotland) Act 2014 requires any public contracting authority such as Midlothian Council (who is required to publish a procurement strategy) to prepare and publish an annual procurement report on all our regulated procurement activities as soon as reasonably practicable after the end of our financial year.

In terms of guidance provided by the Scottish Government the annual procurement report should be published within 4 months of the Council's financial year end, however due to Council's summer recess extensions have been granted for publication to August 2018, the first procurement report should cover the period 1<sup>st</sup> January 2017 to 31<sup>st</sup> March 2018.

The annual procurement report is intended to:

- Aid visibility of procurement activities
- Be a mechanism for conveying how the Council is meeting legislative requirements; and
- Outline how the Council's procurement activity is contributing to the delivery of its broader aims and objectives.

Section 18(2) of the Procurement Reform (Scotland) Act 2014 details the minimum content of the annual procurement report:

- A summary of regulated procurements completed during the year
- A review of whether those procurements complied with the authority's procurement strategy
- Where any procurements did not comply, a statement of how the authority intends to ensure future regulated procurements do comply
- A summary of community benefit requirements imposed as part of the regulated procurement that were fulfilled during the year
- A summary of any steps taken to facilitate involvement of supported businesses
- A summary of regulated procurements the authority expects to commence in the next 2 financial years

This procurement report will review Midlothian's Procurement Strategy 2015-2018 and evaluate the organisations procurement activity and further supports Midlothian Council's commitment to transparency within it procurement activity.

## Summary of Regulated Procurements

Section 18(2) of the Procurement Reform (Scotland) Act 2014 requires organisations to include “a summary of the regulated procurements that have been completed during the year covered by the report”.

Regulated procurement refers to any procurement above £50,000 for goods and services or £2,000,000 for works. A regulated procurement is completed when the award notice is published or where the procurement process otherwise comes to an end. Regulated procurements can refer to new contracts and framework agreements but also to mini-competitions and call-offs from existing framework agreements.

The principle of transparency requires an organisation to approach its public procurements in an open and inclusive manner.

During the period of this annual procurement report (1<sup>st</sup> January 2017 – 31<sup>st</sup> March 2018) Midlothian Council carried out the regulated Procurements found in Appendix 1 and provides a high level summary which includes:

- The date of award
- The name of the supplier(s)
- Title of contract
- Estimated value of contract/framework
- Contract start date
- Contract end date

## Review of Regulated Procurement Compliance

Section 17 of the Act requires all regulated procurements to be carried out in line with the organisations procurement strategy. Section 18(2) states that an annual procurement report must include a “a review of whether those procurements complied with the authority’s procurement strategy” and “the extent to which any regulated procurements did not comply, and a statement detailing how the organisation will ensure that future regulated procurements do comply”.

Prior to the commencement of any regulated procurement exercise a commodity strategy is developed. Commodity strategies are reviewed as part of the governance procedures. This involves a review by the project team and various members of management to ensure commodity strategies reflect and adhere to the values and principles set out in the overall procurement strategy. Commodity strategies reflect Midlothian Council’s procurement strategy and ensure that the procurement exercise follow a journey that embeds our organisations principles, values and objectives.

This methodology represents and ultimately ensures that all regulated procurements align with the Procurement Strategy. Furthermore, our approach to strategic procurement in this way maximises the added value potential in each and every procurement exercise.

Midlothian has recently reviewed the commodity strategy template to incorporate any changes to legislation with a particular focus on data protection and the recent introduction of GDPR. We continually strive to strengthen and develop our internal governance and recognise that strategy development is crucial in the creation of our contracts and frameworks.

To ensure suppliers (locally and nationally) are paid timeously the Council is committed to paying all suppliers within 30 days. Prompt payment clauses requiring a 30 day payment term are embedded within our contractual terms and conditions. Suppliers are required to apply the same terms and conditions with their sub-contractors who are supporting and delivering the council contract. During the reporting period the Council paid 93.1% of invoices within agreed timescales.

The combined strategy development and procurement processes in place ensured that all regulated procurements were undertaken in compliance with the legal and procedural framework, and as a result in compliance with our overarching Procurement Strategy.

## **Community Benefit Summary**

Section 18(2) of the Procurement Reform (Scotland) act states that it is mandatory for the annual procurement report to include a summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report.

Section 25 of the Procurement Reform (Scotland) Act 2014 mandates that all contracting authorities must consider whether to impose community benefit requirements as part of the procurement when the estimated contract value is greater than or equal to £4,000,000. However, community benefits are a key objective of the Council's Procurement Strategy 2015-2018 meaning all appropriate procurements must consider community benefits during the commodity strategy stage.

Incorporating community benefits into our procurement activity recognises that we contribute to the delivery of social and environmental benefits. Suppliers are required to make a community benefits submission as part of their overall tender submission. Community benefits secured through the procurement process are recorded and monitored over the lifetime of the contract.

Key community benefit outcomes secured during the reporting period include:

Theme	Outcome	Value	Secured for Delivery
Targeted Recruitment	New Entrant - Apprenticeship	Nr	34
	New Entrant - Graduate	Nr	8
	New Jobs Created (within 50 Miles)	Nr	21
Training and Educational Support	Workplace/Site Visits for College Students (Pupil Numbers)	Nr	129
	Workplace/Site Visits for School Pupils (Pupil Numbers)	Nr	1755
	Work Experience Placement (14 - 19yr olds)	Days	54
	Work Experience Placement (College/Uni Student)	Days	310
Business Support	Meet the Buyer Events	Events	3
Community Engagement	Financial Support for Communities	£	£680.00

## Supported Businesses Summary

Section 18(2) of the Procurement Reform (Scotland) Act 2014 requires organisations to include a summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report.

Supported Businesses make an important contribution to the Scottish economy, through the goods and services they deliver, but also by providing meaningful employment, training and social support for those who otherwise may be excluded from the workplace.

The council's procurement manual instructs that consideration be given to inclusion of supported businesses in all regulated procurements. In addition the procurement intranet page includes details of supported businesses who currently have contracts with Scottish Government and Scotland Excel.

During the reporting period there were no regulated Midlothian procurements awarded to supported business. The reason for this is that the goods, services or works associated with the awarded contracts over the reporting period are not currently provided by existing supported businesses.

## Future Regulated Procurements Summary

Section 18(2) of the Procurement Reform (Scotland) Act 2014 states that is mandatory that the annual procurement report must include a summary of the regulated procurements the authority expects to commence in the next two financial years.

Acting in a transparent and proportionate manner is an effective way by which an organisation can encourage competition and achieve better value for money in its procurements. It promotes wider participation in the public procurement process and this information will give notice to suppliers of future opportunities.

Future regulated procurements have been identified via the following means:

- Current contracts on the council's contract register that will expire and need to be extended or re-let over the next two years.
- New procurements identified via future work plans provided by Council service teams.

A full list of anticipated procurements in the next two years can be seen in Appendix 2.

**Appendix 1 –Regulated Procurements**

Award Date	Suppliers	Contract Title	Start Date	End Date	Estimated Value
11/01/2017	JR Events and Sales	Project Management Services – Tourism	11/01/2017	10/01/2019	£103,680
16/02/2017	Smith Scott Mullen	Masterplan for Stobhill	16/02/2017	15/01/2018	£129,095
06/05/2017	Techmat 2000 Limited	Supply & Delivery of Artificial Ski Mat	02/05/2017	31/03/2022	£53,500
18/05/2017	LDA Design	Masterplan for Newtongrange	18/05/2017	18/11/2018	£88,502
18/05/2017	Gerald Eve LLP	Ratings Consultancy Service	01/04/2017	31/03/2022	£80,000
14/06/2017	Achieve Training No Limits RUTS Training For Care McSense MY Adventure Edinburgh Bright Green Business	Schools Vocational Directory	01/09/2017	30/06/2019	£150,000
21/06/2017	Edinburgh College	Early Years and Childcare Training	01/09/2017	30/06/2017	£80,340
13/07/2017	Womens Aid East and Midlothian Limited	Accommodation and Support Services for women and children affected by violence	13/07/2017	12/07/2024	£2,219,189
21/09/2017	RUTS Lothian's Veterans Centre Intowork Access to Industry	ESF Employability Projects	21/09/2017	31/12/2018	£668,000
23/09/2017	SCRT Mears Care McSense	Care at Home	01/10/2017	30/09/2019	£1,529,892
06/10/2017	Legend Club Management System	Leisure Management System	01/04/2017	31/03/2022	£132,771
14/09/2017	Levenseat	Treatment of Residual Waste	01/10/2017	19/11/2018	£4,034,215
31/12/2017	Walker Love	Sheriff Officers	01/08/2017	31/07/2022	£500,000
21/03/2018	Inex Works Johnston Builders & Roofers	Additional resources during adverse	15/01/2018	31/12/2022	£750,000

	M&M Road Surfacing	weather conditions			
	Willsweep				
	Crummock (Scotland) Ltd				
	Murdoch McKenzie Construction				
21/03/2018	Graham & Sibbald	Valuation of House and Land & Development Sites	01/11/2017	31/10/2022	£128,750

## Appendix 2 – Future Regulated Procurements

Subject Matter (Commodity)	Title of Contract	Contract Start Date	Estimated Total Contract Value	Type
Property Maintenance	Minor Works Framework	01/11/2019	£ 5,800,000	Re-Tender
Property Maintenance	M&E Term Contract	01/10/2018	£ 4,600,000	Re-Tender
Property Maintenance	Domestic Central Heating	01/02/2019	£ 8,250,000	Re-Tender
Property Maintenance	Voids Term Contract	01/09/2018	£ 180,000	New
Property Maintenance	Wet Floor Adaptations	01/01/2019	£ 500,000	Re-Tender
Property Maintenance	Maintenance - Hoists	01/01/2019	£ 80,000	Re-Tender
Property Maintenance	Supply of External Doors	31/05/2019	£ 1,600,000	Re-Tender
Property Maintenance	Supply of External Window Units	14/12/2019	£ 4,000,000	Re-Tender
Property Maintenance	Hire of Cherry Picker	01/12/2018	£ 80,000	Re-Tender
Property Maintenance	Scaffolding Term Contract	05/10/2019	£ 200,000	Re-Tender
Waste	Kerbside Dry Recyclates & Glass	31/12/2018	£ 11,200,000	Re-Tender
Construction	New Build Social Housing - Hopefield	01/06/2019	£ 3,800,000	New
Construction	New Build Social Housing - Kirkhill	01/06/2019	£ 4,500,000	New
Construction	New Build Social Housing - Newbattle	01/06/2019	£ 34,500,000	New
Construction	New Build Social Housing - Dalkieth	01/06/2019	£ 14,000,000	New
Construction	Danderhall Community Facility	01/01/2019	£ 16,000,000	New
Property Maintenance	Dirty Work Clearances	01/11/2018	£ 200,000	New
Construction & Property Maintenance	Supply of Kitchen Units	01/09/2018	£ 1,425,000	Re-Tender
Construction	Dundas/Highbank Project	01/01/2019	£ 6,500,000	New
Construction	Alteration - Cuiken Primary School	01/10/2018	£ 2,000,000	New
Construction	Alteration - Sacred Heart PS	01/10/2018	£ 3,000,000	New
Construction	Hopefield Depot	01/01/2019	£ 8,000,000	New
Transport	Home to School Bus Service	15/08/2018	£ 4,000,000	Re-Tender
Education	Maintenance & Servicing of CDT Equipment	31/10/2018	£ 125,000	Re-Tender
Health & Social Care	Temp Accommodation & Support Services	31/07/2019	£ 6,191,784	Re-Tender
Health & Social Care	Respite Care for Adults with Learning Difficulties	01/09/2019	£ 542,532	Re-Tender
Health & Social Care	Housing Support (Outreach Services)	01/04/2019	£ 800,000	Re-Tender
			<b>£ 142,074,316</b>	



**Procurement Strategy 2018 - 2023****Report by Gary Fairley, Head of Finance & Integrated Service Support****1 Purpose of Report**

This report seeks approval of the new Procurement Strategy 2018 - 2023

**2 Background**

**2.1** Our current Procurement Strategy was launched in 2015 to support our aim of continuing to improve how we deliver effective and sustainable procurement. The principle objectives of the strategy were to support the local economy, use the strategy as a lever to support delivery of our Corporate Social Responsibility and contribute towards saving targets of the Council.

**2.2** Procurement has continued to work closely with local businesses, hosting several meet the buyer events, drop-in surgeries to discuss opportunities, future contracts, innovative solutions and supplier training requirements in conjunction with the Supplier Development Programme.

**2.3** Community Benefits and Sustainability have been embedded into the tendering process, resulting in new apprenticeships, sub-contracting opportunities for local businesses and helping to reduce our carbon footprint. During the last strategy we achieved Living Wage employer accreditation and were nominated for a national award on how it was delivered and the difference it made to employees.

**2.4** There is a different legislative context now than in 2015 with the Procurement Reform (Scotland) Act 2014 coming into effect, and updates to legislation in 2016, specifically the Public Contracts (Scotland) Regulations 2015 and the Procurement (Scotland) Regulations 2016. Due to these legislative changes and duties imposed on the Council a new Procurement Strategy is required to support the continued delivery of effective and sustainable procurement.

**3 Procurement Strategy 2018 - 2023**

**3.1** The 2018-2023 Procurement Strategy is set out in appendix 1.

**3.2** As a Council one of our main aims is to provide quality services to our citizens, yet we have the toughest financial challenge local government has ever faced. How we obtain and pay for goods, service and works therefore has a central role in the Council's drive for efficiency and value for money.

- 3.3** This new procurement strategy reflects local, national, and international expectations and challenges of what public bodies can achieve through efficient, effective and sustainable procurement.
- 3.4** Locally it addresses the key issues of how we can increase our spend and contracts awarded to local businesses, further maximising community benefits to increase opportunities of new apprenticeships, local job creation, work experience and targeted training.
- 3.5** Nationally it covers the duties placed on the Council through the Procurement Reform (Scotland) Act 2014, and the ability to continue to deliver cashable and non-cashable savings/efficiencies. The strategy also covers how we intend to deliver social and environmental benefits.
- 3.6** Internationally it reflects the changes to the EU Directives 2014 which passed into the Public Contracts (Scotland) Regulations 2015 in April 2016.
- 3.7** To meet these challenges the strategic themes/ key objectives of the Strategy are:
- **Economic;** Supporting the local economy to grow, early engagement with local businesses in the procurement process and targeted training where appropriate to enable local businesses to be prepared to bid for upcoming contract opportunities. Aim is to increase % spend with local businesses
  - **Social Value;** through Equality and Diversity, community benefits such as training, development, creation of apprenticeships and work experience. Deliver safe, quality and innovative services that meet citizens' needs. Aim to contract locally to reduce carbon footprint and helping grow the local economy.
  - **Commercial Efficiency and Contract & Supplier Management;** whilst best value is one of the main drivers of the strategy, a focus of procurement activity will be on cashable and non-cashable savings; this will be achieved through challenging existing service requirements, extensive market research and seeking innovative solutions to service needs. Contract & Supplier Management is weak area of the Council and the public sector in general, the aim of the strategy is to baseline existing contract management arrangements within services, review and provide proposals for improvement.
- 3.8** During the lifespan of the procurement strategy 2018-2023 the duties imposed through procurement regulation and guidance developed by the Scottish Government will continue to change, specifically it is still unknown on how Brexit will impact national legislation. There is therefore an acknowledgement that the strategy needs to be responsive to changing needs and is not fixed at the point that it is written.

## **4 Report Implications**

### **4.1 Resource**

There are no direct resource implications as a result of this report

### **4.2 Risk**

Having an effective Procurement Strategy will act to address risks associated with procurement across the Council.

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

Themes addressed in this report:

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

### **4.4 Impact on Performance and Outcomes**

This report does not impact Midlothian Councils and wider partners performance and outcomes

### **4.5 Adopting a Preventative Approach**

This report does not impact actions and plans in place to adopt a preventative approach

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

Relevant staff has been consulted during the development of the new procurement strategy

### **3.7 Ensuring Equalities**

The new strategy will strengthen the assessment of equality issues when considering all aspects of the procurement cycle

### **3.8 Supporting Sustainable Development**

There is no sustainability issues associated with this report. The adoption of the new strategy will strengthen our commitment to sourcing in a sustainable way

### **3.9 IT Issues**

There are no IT issues arising from this report

### 3 Recommendations

It is recommended that Council:

- a) Approve the Procurement Strategy 2018–2023

**01 July 2018**

**Report Contact:**

**Name: Iain Johnston      Tel No: 0131 561 5385**  
**[ian.johnston@midlothian.gov.uk](mailto:ian.johnston@midlothian.gov.uk)**

**Background Papers:**



# MIDLOTHIAN COUNCIL

## PROCUREMENT STRATEGY: 2018 - 2023

## Content

<b>Foreword</b>	<b>3</b>
<b>Introduction</b>	<b>4</b>
<b>Strategy Review 2015-18</b>	<b>6</b>
<b>Procurement Landscape &amp; Legislation</b>	<b>7</b>
<b>Procurement Leadership &amp; Guidance</b>	<b>8</b>
<b>Health and Social Care Commissioned Services</b>	<b>9</b>
<b>Strategic Themes/Key Objectives</b>	<b>10</b>
<b>Economy</b>	<b>11</b>
<b>Social Value</b>	<b>13</b>
<b>Commercial Efficiency</b>	<b>14</b>
<b>Contract &amp; Supplier Management</b>	<b>15</b>
<b>Sustainable Procurement</b>	<b>17</b>
<b>Stakeholder Engagement/Consultation</b>	<b>18</b>
<b>Fair Working Practices</b>	<b>18</b>
<b>Ethical Standards</b>	<b>19</b>

## Foreword

As a Council our main aim is to provide quality services to our citizens, yet we have the toughest financial challenge local government has ever faced. How we obtain and pay for services therefore has a central role in the Council's drive for efficiency and value for money.

We will use our commercial arrangements to drive forward innovations, support local businesses and reduce our costs – all while improving the services and opportunities we offer businesses and citizens of Midlothian.

We have a duty to provide ethical standards and this document sets out the standards that Midlothian Council requires as a procuring/contracting authority as well as identifying five strategic themes:

- Economic Benefits
- Social Benefits
- Environmental Benefits
- Commercial Efficiency
- Contract and Supplier Management

Our category management approach to procurement arrangements has helped establish effective collaborative and commercial relationships with our key stakeholders, partners and suppliers; providing a centre of expertise and first point of call for all services.

Finally we have a duty to promote the economic growth of Midlothian and our strategy aims to maximise local spend ensuring local growth and job creation.

Procurement in Local Government therefore has never been more important than it is today.

# Introduction

## Our Definition of Procurement

**‘Procurement is the process of acquiring the goods, services and works an organisation needs. It spans the whole cycle, comprising three phases’**

- i. Identifying needs and deciding what is to be bought and when (procurement planning/commodity strategy development).
- ii. The process of awarding a contract, including defining the terms on which the goods, services or works are to be provided and selecting the contracting partner that offers the best value.
- iii. Managing the contract to ensure effective performance.

This procurement strategy sets out for the supplier market and other key stakeholders the strategic aims of the Council to be taken forward through our procurement activity over the next five years.

It outlines the central role of the procurement function in supporting the Council to achieve its strategic priorities within a constrained financial envelope.

## Commercial and Social Value

Procurement will use the Council’s spending power to drive our key strategic priorities and to secure the best possible value and outcomes for Midlothian. We will seek to maximise the value of every pound we spend in terms of jobs, skills and supply chain opportunities in the local community.

We will aim to address economic, social and environmental considerations at all stages of the procurement cycle. We will maximise value for money by considering beyond simply what is the most economically advantageous – within the rules of open, fair and transparent competition.

In a time of reducing funding, and increasing expectations of our residents, business and tax payers, it is more important than ever that Midlothian Council’s procurement strategy supports the Single Midlothian Plan. Every member of the community expects the Council to provide an efficient and cost effective public service, the focus on our commercial arrangements, procurement, supplier and contract management therefore continues to increase.

We will further develop our collaborative and commercial relationships with key partners as part of our strategic category management approach, to deliver the best possible outcomes for the citizens of Midlothian.



We will continue to drive competition and innovation amongst a range of suppliers, in particular supporting access to contract opportunities for small and medium sized enterprises, voluntary and community organisations and social enterprises.

Within a changing local, national and international context, our procurement needs to be forward thinking, flexible and able to respond to the opportunities and potential challenges ahead. This strategy sets out our ambitions for the medium and long term and it will be supported by an annual plan of key actions for each year.

## Strategy Review 2015-18

Over the last 3 years, the Council has made further progress with its improvement programme. Highlights Include:

- Supporting the local economy and helping to increase the proportion of local spend from 13% in 2016/17 to 18% in 2017/18
- Contributing cashable savings of £445,000 during the period and non-cashable savings of £465,000
- Embedded Community Benefits and Sustainability into the tendering process, resulting in new apprenticeships and sub-contract opportunities for local businesses and helping to reduce our carbon footprint.
- The team were delighted to achieve a F3 status on the new Procurement Improvement assessment, scoring can range from F1 (Highest) to F12 (Lowest).
- Further roll out of the Purchase to Pay system across the Council
- Achieving Living Wage employer accreditation through the Living Wage foundation and being nominated for a national award.
- Upheld the Councils commitment to the Supplier Charter and worked closely with Police Scotland in stopping Serious and Organised Crime Groups from winning public sector contracts.
- Delivering over 50 employment and skills opportunities through community benefits in major contracts

We will build on these achievements, ensuring that category management progresses further with the complex analysis required in challenging and supporting appropriate buying decisions.

## Procurement Landscape

Structured collaborative working and sharing best practice is at the heart of procurement in Scotland, this is managed at three levels.

- **Category A** – Contracts developed and managed for the whole public sector by Scottish Procurement
- **Category B** – Contracts developed and managed for local government (service specific) by Scotland Excel
- **Category C1** – Contracts developed and managed on a regional basis by a lead authority
- **Category C** – Contracts developed and managed on a local basis

We believe that the key success is joint planning across Council departments and other partners, including early engagement to inform a joint procurement approach.

Collaborating with partners offers opportunities to secure better value from our resources and should be actively encouraged.

We will achieve this proactively developing strategic collaborative and commercial relationships with a range of partners, working on joint procurements in appropriate areas of spend, early engagement with communities and businesses.

## Procurement Legislation

The Scottish Government is responsible for the development of national procurement policy and supporting guidance in Scotland. There are now several key pieces of procurement legislation which have changed the regulatory framework for public procurement across Scotland.

- The Procurement Reform (Scotland) Act 2014
- The Public Contracts (Scotland) Regulations 2015
- The Procurement (Scotland) Regulations 2016
- EU Procurement Directive 2014/24/EU – Public Contracts
- EU Procurement Directive 2014/23/EU – The award of Concession Contracts
- EU Procurement Directive 2014/55/EU – Electronic Invoicing in Public Procurement (delivery due 2019 for local government)

Statutory guidance accompanies the Scottish Government legislation and Scottish Procurement Policy Note (SPPN) are published on an ad-hoc basis to provide advice on current policy issues. These SPPN's are adopted in line with requirements and local policy.

## Procurement Leadership and Governance

Strong leadership and governance arrangements are at the centre of delivering effective procurement. There are a range of mechanisms in place to ensure this is the case within the Council.

The centralised procurement structure will ensure procurement activity is well directed and best practice is more easily disseminated. We will ensure that all our procurement activity is conducted in a fair, open and transparent way, in compliance with the legal and procedural requirements of EU and Scottish Procurement Regulations and the Council's procurement procedures.

We will achieve this through:

- Ensuring robust governance procedures for accountability and compliance are in place and being adhered to.
- Reviewing and refreshing our current procedures to reflect legislation.
- Implementing consistent, open, transparent, proportionate and accessible processes and systems to ensure a level playing field for suppliers.
- Using a toolkit of standard procedures, templates and processes to ensure best practice and consistency, making it easier for suppliers to bid for Council contracts.
- Strengthening controls to combat fraud and corruption; keeping a clear audit trail of procurement procedures and contracts
- Working to improve the visibility of procurement responsibilities across the Council; providing support and guidance to colleagues to strengthen compliance in all purchasing activity and monitoring purchasing behaviours.
- Complying with legal requirements for transparency, including publishing the contracts register, information on contract awards and an annual procurement report

## Health & Social Care Commissioned Services

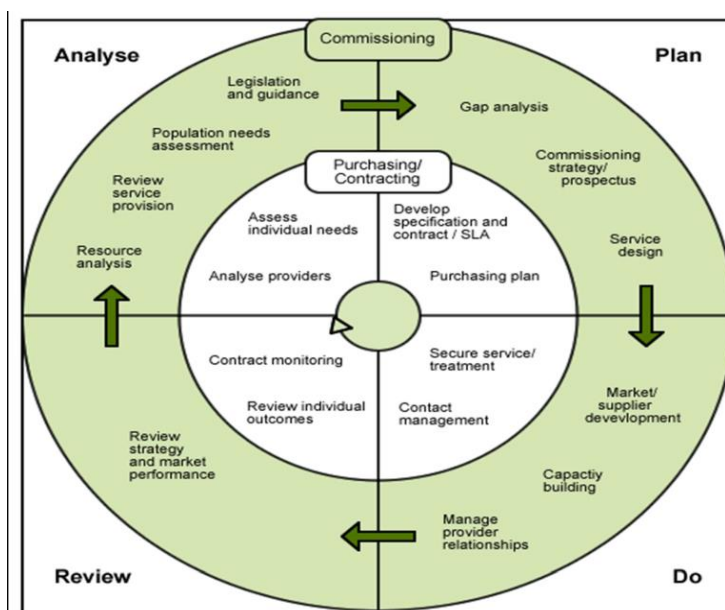
Strategic Commissioning is the term used for all the activities involved in assessing and forecasting needs, agreeing desired outcomes, considering options, planning the nature, range and quality of future services and working in partnership to put these in place. Procurement is an element of a wider commissioning process.

The procurement team will look to engage with commissioners and stakeholders right at the beginning of the commissioning cycle. Implementation of demand management techniques within the procurement and commissioning cycle will enable us to understand the aim and objectives of the procurement and can help us establish the key deliverables at the outset. All considerations can then be made in a timely manner that enables options to be appraised. This will include market engagement with potential bidders to assess their views and understanding of what the solution might look like. This will also alert potential bidders to our plans and aspirations whilst giving them an opportunity to plan for the forthcoming activity.

Procurement support is provided to services such as adults, children and families, mental health, learning disabilities, criminal justice and homelessness services.

The national commissioning model shown below (Diagram 1) will be the key tool used to deliver effective commissioned services through working with users, carers and providers. This approach will be complimented, as required, with the best practice guidance on the Procurement of Care and Support Services and line with the Light Touch Regime (LTR).

**Diagram 1**



## Strategic Themes/Key Objectives

Strategic Theme	Key Procurement Objectives
<b>Economic:</b> Supporting the local economy	<b>Grow the local economy</b> – Increase spend within the local economy <b>Creating employment and training opportunities</b> <b>A strong and diverse local market</b> – support SMEs, Social Enterprise and local businesses
<b>Social:</b> Citizens at the heart of what we do	<b>Deliver safe, quality and innovative services that meet citizens' needs</b> <b>Secure community benefits</b>
<b>Commercial Efficiency and Contract &amp; Supplier Management</b>	<b>Securing Best Value for Money</b> <ul style="list-style-type: none"> <li>❖ Cashable Savings/Benefits</li> <li>❖ Non-Cashable Benefits</li> </ul> <b>Key Performance Indicators</b> <b>Contract Compliance and Monitoring</b>

Our social value themes will enable us to maximise the opportunities for economic, social and environmental considerations to be addressed at all stages of the commissioning and procurement cycle. In all our procurements, we will seek to maximise social value, tailored as appropriate and proportionate for each contract to ensure compliance with our legal obligations.

## Theme 1: Economic

**Grow the local economy** – Increase spend within the local economy

**Create employment and training opportunities**

**A strong and diverse local market** – Support for SME's, Voluntary Organisations, Social Enterprises and Local Business

We will use our purchasing power to drive the strategic aim of growing the local economy, increasing spend locally and working with Economic Development colleagues to ensure a wide range of suppliers are able to do business with the Council and in turn the wider Local Government community.

We recognise the innovation and value offered by SME's, Voluntary Sector, Social Enterprises and their importance to the local market and wider economy and we will endeavour to remove barriers to these organisations.

### Our Actions:

- ❖ Securing employment and training opportunities through contracts where possible
- ❖ Encourage suppliers to engage with local job centres and other local employment and training initiatives
- ❖ Continue to develop our understanding of what the market can offer; considering local supplier capacity
- ❖ Engage with local suppliers, SME's, Voluntary Organisations and Social Enterprises, publishing our procurement plan to enable suppliers to prepare
- ❖ Break down large value contracts into smaller lots where possible to provide opportunities for smaller suppliers
- ❖ Ensure our procurement process is accessible and does not present barriers to participation
- ❖ Encourage main contractor to hold local supplier engagement events prior to undertaking any major project work

### Measure of Success:

- ✓ Percentage of spend within the local economy (of total contracts awarded)

- ✓ Employment and training opportunities secured through contracts awarded
- ✓ Contracts awarded to SME's
- ✓ Increase in local businesses bidding for contracts



## Theme 2: Social

**Deliver safe, quality and innovative services that meet citizens' needs**  
**Secure community benefits**

We aim to secure quality goods, works and services that best meet the needs of residents and local community in its widest sense. We will support innovation, early intervention and prevention whilst ensuring services are safe and cost effective.

We aim to combat social exclusion by encouraging employment opportunities in contracts through community benefits, where possible targeting the most deprived local communities and socially excluded groups.

Maximising the added value to communities through the use of community benefits in procurement can extend the value from Midlothian Council spend. There are many potential areas of opportunities, such as; targeted training and recruitment, supply chain opportunities, community engagement, work/school placements, environmental improvements.

### Our Actions:

- ❖ Where appropriate involve residents in our commissioning and procurement processes – in the development of services and evaluation of tenders
- ❖ Encourage innovative and flexible ways of working to deliver social benefits for local communities
- ❖ Maximise community benefits wherever possible through relevant requirements and specifications
- ❖ Encourage employment and training opportunities
- ❖ Implement robust contract management processes to drive up standards and ensure quality, safe services

### Measure of Success

- ✓ Contracts awarded to organisations with social objectives (Social Enterprises, Charities and Voluntary organisations)
- ✓ Community benefits secured and delivered

## Theme 3: Commercial Efficiency and Contract and Supplier Management

Cashable and Non-Cashable Benefits  
Contract Compliance  
Key Performance Indicators

### Commercial Efficiency

Procurement is central to meeting the significant challenges faced by the Council in the short and longer term. The delivery of our strategic themes depends on the efficient and strategic use of our spending power – enabling limited budgets to go further.

We aim to do this by securing the best value for money; procuring the best terms, driving efficiencies to deliver cashable and non-cashable benefits. We will support the Council's commercial effectiveness, embedding a commercial focus and driving commercial benefits from all contracts. Payment terms to be included in all contracts are 30 days from day invoice is received, these payment terms will be encouraged throughout the supply chain.

#### Our Actions:

- ❖ Maximise the opportunities for collaboration, to benefit from economies of scale, use resources efficiently and realise savings
- ❖ Developing commercial skills of procurement to provide the expertise needed to maximise commercial benefits
- ❖ Applying our category management approach to identify savings, maximise value and pursue new commercial opportunities
- ❖ Include financial modelling and options appraisal in appropriate procurements
- ❖ Promote a commercial approach to major projects
- ❖ Support a commercial approach to 'Make or Buy' considerations; assessing relevant costs and benefits of external delivery or insourcing

Overall the real keys to commercial success are pre-procurement planning, good contract design and specification, effective market engagement and robust contract and supplier management.

## Contract and Supplier Management

Contract and Supplier Management is the ongoing monitoring and management of contracts entered into with suppliers or partners for the supply of goods, services or works. It includes the pursuit of increased benefits and value from those contracts by maximising leverage, driving improvements and accessing innovation.

Poor contract management can result in financial or reputational loss arising from theft, misappropriation of funds, collusion and corruption and is considered a significant risk to the Council and aspect of procurement that needs to be strengthened.

Midlothian Council delivers contracts in excess of £100m every year, therefore it is important that robust processes and procedures are in place to protect the Council and public against criminal activity, this is an identified weak area across the public sector in Scotland (including Midlothian).

The Council recognises the benefits of good contract management and the need to strengthen accordingly to ensure compliance. Contract and supplier management processes will be reviewed in financial year 2018/19 with the aim to put in place a stronger corporate framework to support contract management across the organisation.

It is further recognised that key commercial opportunities potentially lie within the contract life and continual review should be part of a robust contract management process.

### Our Actions:

- ❖ To fully understand and baseline all contract management activity within the Council
- ❖ Incorporate improvements on contract and supplier management identified by Internal Audit
- ❖ To make robust recommendations based on the above activity
- ❖ To ensure that contracts have KPI's that enable us to measure contract and supplier performance including savings
- ❖ To ensure that contract and supplier performance reviews are scheduled at regular intervals throughout the life of the contract
- ❖ To introduce performance management strategies with key suppliers
- ❖ To review all contracts extension options within agreed governance processes that will include assessment of the performance of the suppliers and contract

- ❖ To review existing systems that enable us to map contracts, measure spend, collect feedback and accurately measure benefits
- ❖ Full review of existing contract register.

## Sustainable Procurement Duty

Before the Council buys anything it should consider how it can improve the social, economic and environmental wellbeing of Midlothian. Social and Economic have been covered earlier in the strategy as two of the main objectives of this strategy.

Of equal importance is the consideration of any environmental opportunities by considering the impact of the purchase on, for instance, climate change, waste production or scarce materials.

We aim to minimise negative environment impacts throughout our supply chain, we will seek to improve air quality by reducing carbon, nitrogen and particle emissions, increasing energy efficiency and using sustainable energy sources. We will encourage sustainable waste management and maximising recycling throughout the supply chain.

### Our Actions:

- ❖ Collaborate with partners to share good practice and maximise opportunities when procuring from the same suppliers
- ❖ Undertake soft market testing to understand the potential for innovation and what the market can offer in terms of sustainable solutions
- ❖ Consider environmental sustainability in the early stages of each project, identifying goods, works and service with significant impact
- ❖ Include appropriate standards, requirements and targets in contracts
- ❖ Consider environmental factors where appropriate in supplier selection and tender evaluation
- ❖ Take a whole lifecycle approach to costs

## Stakeholder Consultation/Engagement

At the beginning of and during the procurement activity we will identify, engage and consult with stakeholder groups, this may include:

- The community
- User of the service to be procured/commissioned
- Soft market engagement
- Other Council services/colleagues

This engagement will be appropriate to the project size and may take a number of formats such as online, face to face or the creation of working group.

## Fair Working Practices

The Council will promote fair work practices when these are considered relevant to the industry or market from which the services are being procured. Payment of the Living Wage is seen to be a significant indicator of any employer's commitment to fair work practices.

Midlothian has been paying the Living Wage for 3 years and is an accredited Living Wage Employer.

In addition to the above the Council promotes and encourages the payment of the Living Wage in all contracts.

During the duration of this strategy suppliers will be further encouraged to support their employees in lifelong learning and development and give a clear commitment to nurture young talent to help individuals fulfil their potential.

The Council will additionally require that its contractors support progressive workforce engagement, for example trade union recognition and representation where possible, or to make otherwise alternative arrangements to give staff an effective voice.

## Ethical Standards

Procurement has an important role to play in sourcing in a manner that ensures ethical standards are met, minimise the risk of social exploitation and good employment practices. Our ethical procurement objectives are to ensure the well-being and protection of work forces throughout the supply chain, that people are treated with respect and their rights are protected.

We aim to minimise the risk of modern slavery and human trafficking in the supply chain by reviewing the market to identify area of vulnerability and taking mitigating actions. This will include excluding suppliers with convictions for modern slavery, using robust contract clauses and monitoring supplier performance.

We expect organisations we work with to:

- Work to the highest standards of business integrity and ethical conduct
- Support staff development and welfare and provide a safe and hygienic working environment
- Comply with national laws or industry standards on working hours and not use zero hour contracts that prevent the worker from carrying out other work
- Pay wages and benefits at rates that meet national standards





## **Implementing the Learning Estate Strategy - update on Lasswade Primary School**

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

#### **1 Purpose of Report**

Committed to the creation of a world-class education system, the Learning Estate Strategy was approved by Council in September 2017 where it was agreed to build a replacement Lasswade Primary School. The purpose of this report is to obtain governance from Council to replace Lasswade Primary School on its current site. This is in the context of decisions made by this Council regarding both the Learning Estate Strategy and the Midlothian Local Development Plan.

#### **2.1 Background**

Lasswade Primary School, built in 1977, is an open plan design with capacity for 13 primary classes (355 primary pupils) and a nursery with 34 places. The pupil roll of Lasswade is projected to rise as a result of housing development in Bonnyrigg, in particular the Broomieknowe, Dalhousie Mains and Dalhousie South developments. In August 2018 the school will have approximately 380 primary pupils which will require space for fifteen classes. Modular units are in the process of being installed to provide an additional two classrooms until such time as additional permanent capacity is built.

The Midlothian Local Development Plan provides for an extension to Lasswade Primary School, which would bring it up to be a three-stream school, with capacity for 630 primary pupils and 144 pre-school places. The school's catchment area would need to be extended to incorporate part of the catchment area of Bonnyrigg Primary School.

The Learning Estate Strategy presented to Council in September 2017 outlined the policy-led strategy for the school estate and Council agreed the short term strategy through to 2023 including action (8):

- Build a three stream replacement Lasswade Primary School on a new site, required for 2023.

Since then officers have been exploring the possibility of acquiring an alternative site and revisiting the feasibility of providing a three-stream school on its current location.

#### **2.2 Alternative Site**

The only suitable alternative site identified was the HS10 site at Dalhousie Mains (Please refer to Appendix A for the location of the HS10 site). This land is under the control of Grange Estates. Grange Estates have no legal obligation to provide land

to the Council for development of a school or to sell the Council a site for the building of a school. Grange Estates currently have an outline Consent for the Residential class use on the HS10 site.

Given that Grange Estates have no legal obligation to either provide or sell the site to the Council, this leaves the Council in a difficult negotiating position. The land has a residential consent which further compounds this issue on the basis that Grange are looking for a higher value for the sale of the land than initially anticipated.

Feedback from Grange Estates suggests that they are looking for £1.7 Million for the 2.2 Hectare site required to build a replacement 3 stream school. The Council's Estates officers believe they may be able to negotiate this price down to £1.3 Million at best. The land being under the control of a developer means that the Council would also be subject to a potentially long drawn out negotiation process, which may affect timescales for the delivery of the new school.

Estates officers carried out an exercise to establish whether the sale of the existing site for residential use would off-set the costs associated with the HS10 site.

As can be seen from Table 1 below when you apply a £1.5 Million capital receipt for the land sale of the existing site and a purchase price of £1.3 Million (the most optimistic purchase price) to the purchase of the HS10 site, the HS10 site would still cost an additional £695,000 to deliver a site capable of having a school built on it.

Table 1

Cost Headings	Lasswade PS	HS10 Site	Notes/Commentary
Estimated Value for residential	£1,500,000		Based on residual valuation
Negotiated Price		£1,300,000	Current offer £1.7m, this is our estimate of likely settlement price
<b>ADDITIONAL COST APPLICABLE TO ACHIEVE A SCHOOL ON SITE</b>			
Ground Remediation	£ 250,000	£ 100,000	Allowance based on advice received. The cost has been deducted from the Lasswade estimate but the Dalhousie deal is likely to be based on site as seen and purchase price would account for this
Access Requirements	already on site	£ 250,000	A7 Junction high - this would be required, however depending on the roads requirement could be significantly higher. A roundabout could cost up to £1.5M more if required.
Additional Safe Route to school	already on site	£ 175,000	New routes would have to be formed including an underpass below the cycleway
Utilities	already on site	£ 120,000	Estimate only, would depend on distance and capacity issues.
Net Land Value / Cost	£1,250,000	£1,945,000	
Estimated Saving using Lasswade site	£ 695,000		

## 2.3 Use of the existing site

Given the significant land value attributable to the HS10 site, officers revisited the existing Lasswade Primary School site to establish whether a 3 stream school could be delivered on that site at a lower cost. To that end officers began to review the use of the existing site (please refer to Appendix A for the location of the existing site) with a view to establishing the cost of remediating the existing land to allow it to be used for the building of the replacement school. Feedback from the geotechnical experts now suggests that the existing site can be remediated for between £175,000 and £250,000.

The existing site equates to 2.086 Hectares. The land required to accommodate a 3 stream school is slightly greater at 2.162 Hectares. In order to provide the necessary play space for the children we would be required to deliver a two storey school on the site. Two storey schools have been delivered successfully recently within Midlothian with the most recent example being Paradykes Primary School.

A new building on the existing school site would be built on the vacant area of grounds to the west of the existing building. The existing access will be used for construction traffic with a temporary car park being formed on the school land at Pendreich View to enable staff to park and access the site from this side of the building. An indicative plan demonstrating the site set up arrangements / temporary car park locations can be seen in Appendix B. This plan is subject to consultation with staff and residents. This temporary arrangement would be in place for the duration of the build which is estimated to be in the region of 12 – 16 months. A pedestrian access for children will be maintained at the current school entrance and the contractor would have traffic restrictions placed on them to prevent deliveries being made at times when the children are accessing / egressing the site. A fully secured hoarding line would be established along the boundary line between the construction site and the remaining school for safety.

## 3 Report Implications

### 3.1 Resource

The resource implications of the two sites are as follows:-

#### Existing site:-

1. Ground Remediation £175,000 to £250,000 (Final figures to be confirmed following completion of the site investigation)

#### HS10 Site:-

1. Purchase Price **£1,300,000 to £1,700,000** (Subject to negotiation with Grange Estates)
2. Ground Remediation **£100,000** (Estimated value)
3. Access requirements from A7 **£250,000** (Estimated value subject to design)
4. New safe routes to school **£175,000** (Estimated value subject to design)
5. Utility costs due to existing site being green field **£120,000** (Estimated value subject to design)
6. Total to take HS10 to a point where a school could be built **£1,945,000**

### 3.2 Risk

There is a risk that the Council will not have a place for every pupil at their catchment school which is mitigated by the application of limits on pupil intake and the proposal to put in place additional capacity at Lasswade Primary School.

#### **The Existing Lasswade Primary School Site**

1. The site is adjacent to the existing school which is a risk that has been appropriately managed by officers and contractors on previous builds such as Lasswade High School and Roslin Primary School. At this stage officers have looked at this in sufficient detail to understand that the risk can be controlled.
2. The design of the new building will be subject to planning consent.
3. The site area is slightly under the area required for a 3 stream school. This can be addressed by building a two storey model which will allow the play areas to achieve the areas required for a 3 stream model.

#### **HS10 Site**

The following risks apply to the HS10 Site:-

1. The site is not within the Council's control and therefore the negotiation period could be protracted and impact upon the Council's ability to meet its statutory obligations.
2. The sale price is subject to negotiation.
3. The site abnormalities are not yet understood and the figures presented are a best estimate based on the limited information which officers currently have.

### 3.3 Single Midlothian Plan and Business Transformation

Themes addressed in this report:

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

### 3.4 Impact on Performance and Outcomes

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

### 3.5 Adopting a Preventative Approach

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

### 3.6 Involving Communities and Other Stakeholders

Officers will engage with the school and local community following this Council meeting regarding plans for the expansion of the school. A statutory consultation will be undertaken in due course on the extension of the school's catchment area to incorporate other parts of Bonnyrigg's catchment so that the pupil population is distributed between the Bonnyrigg schools in line with their capacities.

### **3.7 Ensuring Equalities**

This paper asks Council to approve the site for one of the short term strategy items presented in the Learning Estate Strategy for which an Equality Impact Assessment was carried out and made available in the Members' Library along with the Learning Estate Strategy.

### **3.8 Supporting Sustainable Development**

The sustainability issues relating to this report relate to the sufficiency of schools places particularly in areas of housing development, the provision of additional capacity as proposed in this report supports the objective of sustainable development.

### **3.9 IT Issues**

There are no IT issues arising directly as a result of this report. The IT requirements arising in order to put in place the additional capacity for the new school building will be identified as part of the development of the project specifications.

## **4 Recommendations**

Council is recommended to:

1. Approve the replacement of Lasswade Primary School on its current site.

**31 July 2018**

**Report Contact:** Sandra Banks, Resource Manager  
 Tel No: 0131 271 3727  
 Email: [sandra.banks@midlothian.gov.uk](mailto:sandra.banks@midlothian.gov.uk)

### **Appendices**

Appendix A	Existing site
Appendix B	Site logistics

### **Background Papers:**

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



## Appendix A



## Appendix B

### Route 2 Site Logistics







**Midlothian Physical Activity, Sport and Health Strategy 2018 - 2023****Report by Garry Sheret, Head of Property and Facilities Management****1 Purpose of Report**

This paper seeks Council agreement to support and endorse the Physical Activity, Sport and Health Strategy with the overall principle to provide an equitable approach to the provision and vision of Midlothian Councils Sport and Leisure Services. The strategy for Physical Activity, Sport and Health within Midlothian covers the period from August 2018 to 2023.

Midlothian Council recognises the importance of physical activity, sport, health and healthy living and the positive impact that its services can have on the lives of all those who live, work and visit Midlothian. The council recognises that these services make a significant contribution to local and national priorities such as social inclusion, health and wellbeing, social and economic regeneration, developing strong communities, effective services and the national single outcome agreement and improving opportunities for the people of Midlothian.

**2 Background****2.1 Strategy**

This strategic plan has been developed by Midlothian Council's Sport and Leisure Service for the whole of Midlothian.

The Strategy sets out a clear and ambitious vision for Physical Activity, Sport and Health related activities within Midlothian from the period 2018 to 2023.

The purpose of the Midlothian Physical Activity, Sport and Health Strategy is to chart the way forward for the development of physical activity, sport and health over the next five years. It provides a clear framework within which partners will implement and co-ordinate through developed action plans, the efficient and effective delivery of the specific interventions and programmes required to increase physical activity and health across Midlothian's communities.

Furthermore it is vital that close working relationships are established between all the key agencies to ensure that an effective physical activity, sport and health programme is co-ordinated and delivered to enhance the quality of provision for the communities of Midlothian and visitors to Midlothian.

The mission statement for the strategy will be:

*Physical Activity, Sport and Health – A way of life in Midlothian by 2023.*

**2.2 Links to national and local policies and plans**

The development of this strategy has been guided by, and has clear links to the Scottish Government's vision of a More Active Scotland.

The Active Scotland Outcomes Framework (2014-2018) describes Scotland's ambitions for a healthier more active nation through increased participation in sport and physical activity.

The framework aims to build a legacy from the Glasgow Commonwealth Games which were held in 2014.

## ACTIVE SCOTLAND OUTCOMES

<ul style="list-style-type: none"> <li>We encourage and enable the inactive to be more active</li> </ul>	<ul style="list-style-type: none"> <li>We encourage and enable the active to stay active throughout life</li> </ul>
<ul style="list-style-type: none"> <li>We develop physical confidence and competence from the earliest age</li> </ul>	<ul style="list-style-type: none"> <li>We improve our active infrastructure – people and places</li> </ul>
<ul style="list-style-type: none"> <li>We support wellbeing and resilience in communities through physical activity and sport</li> </ul>	<ul style="list-style-type: none"> <li>We improve opportunities to participate, progress and achieve in sport</li> </ul>

The Active Scotland outcomes are realised by a number of other national plans and strategies including:

- Play Strategy for Scotland 2013
- Reaching Higher: Building on the Success of Sport 21, the national strategy for sport
- Curriculum for Excellence (CfE) - Health and Wellbeing

The strategy is also influenced and guided by the Toronto Charter for Physical Activity: A Global Call for Action which was launched in 2010.

The Toronto Charter was a call to all countries to acknowledge that inactivity was a global epidemic and to urge organisations to make physical activity a priority. The Charter identifies seven 'best investments' for increasing activity levels within a population and the Council were guided by these in setting goals and priorities. More locally there are a variety of partnerships, strategies and annual service plans that contribute to improving physical activity levels in Midlothian including:

- Midlothian Open Space Strategy 2013
- The Joint Strategy for Older People in Midlothian 2016 - 2019
- Midlothian Play Strategy 2017 - 2019
- Midlothian Travel Plan 2017 - 2021
- Sport and Leisure Business Plan 2017/18
- Sports Development Plans
- Active Living Plans (Midlothian Active Choices and Ageing Well) Plans
- Active Schools Plan

## 3 Resource

There are no finance and human resource implications associated directly with the introduction and ongoing management of this strategy. Any

aspirational strategies arising from this report and strategy not covered by external funding will be the subject of a further report to Council.

### **3.1 Risk**

There is the risk that communities within Midlothian would miss opportunities to enhance their lives and their wellbeing if a development strategy for Physical activity and health was not in place.

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

Themes addressed in this report:

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

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

Proposals within this document link to the Single Midlothian Plan, Education and Communities Division Plans and the Sport and Leisure Business Plan.

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

Initial strategy discussions, led by Sport and Leisure were attended by senior managers representing Education, Social Services, Transportation, Land Services and NHS Lothian.

These visioning workshops clarified the council's strategic vision and goals for an active Midlothian.

Following this a further series of internal consultations were held with key members of staff to identify the current and future opportunities and challenges the Council would face in achieving the vision of a fitter, healthier more active population and the priorities to achieve the strategic goals were as follows:

- Goal 1 - Increase the number of people of all ages participating in active travel, active recreation and sport
- Goal 2 - Work with schools and community groups to develop and support lifelong opportunities for lifelong participation in physical activity and sport for all
- Goal 3 - Develop facilities and the built and natural environment to encourage increased participation in physical activities
- Goal 4 - Grow and develop the physical activity and sport workforce
- Goal 5 - Work with internal and external partners to increase participation in physical activity and sport
- Goal 6 - Raise the profile and public awareness of the importance of physical activity and opportunities to participate.

Having identified the strategic goals and priorities the next stage in the development of the strategy was a wider ranging public and partner consultation exercise.

<b>Consultation timeline</b>	<b>Event</b>	<b>Outcome</b>
October 2015	Senior Service Managers	Vision and Strategic Goals Identified
October 2016	Key Staff Sport and Leisure	Priorities to achieve vision and goals identified
February 2017	Online Survey + Hard copy survey targeting the general public, partner agencies, community groups and target groups	Vision, goals and priorities supported. Issues and suggested actions recorded.
February 2017	Functional Fitness Testing Event + 1-2-1 interviews	As above
May 2017	4 interactive workshops across the authority for service managers, partner agencies and the general public	Issues and suggested priority actions recorded
June 2018	Final opportunity for internal and external partners to comment electronically.	Issues and suggested priority actions recorded

Having identified the strategic goals and priorities the next stage in the development of the strategy was a wider ranging public and partner consultation exercise.

A total of 479 people took part in the second phase of the consultation: two hundred and forty four people completed the online survey and 175 hard copies were completed and returned. In addition 60 people attended the Functional Fitness Testing event and took part in the 1-2-1 interview sessions.

The proposed goals and priorities were supported by 86% of respondents although some were concerned about the chances of delivering in these austere times.

In addition to gauging support for the goals and priorities this was an opportunity for citizens and partners to suggest their priority actions and issues.

There were 58 suggested actions from survey respondents and participants at the functional fitness events in February 2012.

The third phase of the consultation process was a series of interactive workshops targeting internal and external partners, community groups and the general public. Sixty four people attended the workshops and 19 individuals responded electronically. In total almost 150 suggested actions issues were recorded from this final phase.

### **3.7 Ensuring Equalities**

This report has been assessed for equalities implications and an Integrated Impact Assessment has been completed.

### **3.9 IT Issues**

There are no direct IT implications arising from this report.

### **4.0 Recommendations**

The Council is asked to endorse:

The Midlothian Physical Activity Sport and Health Strategy 2018 – 2023.

**17 July 2018**

**Report Contact:**

Tony Malone Tel No 0131 561 6501

[tony.malone@midlothian.gov.uk](mailto:tony.malone@midlothian.gov.uk)





# MIDLOTHIAN PHYSICAL ACTIVITY SPORT AND HEALTH STRATEGY **2018 – 2023**







Derek Milligan  
Council Leader

## Foreword

As Leader of the Council I am very pleased to introduce this refreshed Physical Activity and Sport and Health Strategy for Midlothian. It is well documented that being more physically active can improve health and well-being and reduce the risk of illnesses such as coronary heart disease, strokes and diabetes. Midlothian Council recognises that being physically active is good for us irrespective of our age and this strategy has been developed to encourage the residents of Midlothian to become more active with a view to improving their health.

The refreshed strategy has been developed in consultation with key stake holders including members of the public, schools and community groups and service users. We are happy to report that the majority (86%) of people involved in our surveys and workshops supported the proposed goals and priority actions that provide the framework.

In recent years the advancement in technology has reduced the need to be physically active. Nowadays we sit back in our armchairs and shop on line. Even our

TV viewing has changed and now we fast forward through the adverts where before we would have used this time to do some chores or make a cup of tea.

This strategy is about finding new ways to encourage more people to be more active residents. To achieve this we need to ensure that everyone in Midlothian understands that physical activity doesn't need to be strenuous or competitive. While this level of activity is fine for some for others it can be quite simple every day activities like gardening or housework or taking a daily walk, and the clear message we need to get across is everyone needs to be active, their way, every day.

These are however challenging times and as we plan and respond to economic pressures facing Councils we will need to find creative ways to increase participation in physical activity in Midlothian. Our aspiration is to build on the many successes since the last strategy was launched in 2009 and make sure that over the next five years we encourage everyone in our communities to take up the physical activity banner and together create a fitter healthier Midlothian.

**Derek Milligan**, Council Leader

## Contents

- 1** Introduction
  - 1.1** Our vision and goals
- 2** Why we need a strategy
- 3** What we mean by physical activity
  - 3.1** Why being physically active is important
- 4** Our achievement since the last strategy
- 5** Links to National and local policies and plans
- 6** Developing the new strategy
  - 6.1** Wider consultation exercise
  - 6.2** Priority actions from our consultations
- 7** Action planning, monitoring and reporting





# 1 Introduction

The Midlothian Physical Activity, Sport and Health Strategy 2018-2023 is about encouraging everyone in Midlothian to be more active whether it is through work, play, sport, travel or leisure. The strategy will provide direction for the councils approach to raising awareness of the benefits of physical activity and encouraging the people of Midlothian to be more active.

On the outskirts of Edinburgh Midlothian is a great place to be active and play sport. Residents have easy access to parks and open spaces including the beautiful Vogrie and Dalkeith Country Parks, the Pentland and Moorfoot Hills and large expanses of thriving woodland. According to the Scottish Household Survey (SHS 2015) 95 per cent of households in Midlothian have access to green space within a five to ten minute walking distance of their home and yet only 44 per cent of respondents reported using it every day or several times a week.

In addition to great outdoor spaces Midlothian has a number of quality leisure facilities, including the year round artificial ski slopes at Midlothian Snowsports Centre. We also have an extensive voluntary sports club sector and high quality physical activity programmes such as Ageing Well, Midlothian Active Choices, Active Schools and Sports Development providing a wide range of opportunities for people of all ages to be physically active.

The availability of these natural and built resources will be a crucial part of the journey to encourage residents of Midlothian to sit less and move more and increasing the usage of our green space will be a priority.

***“Walking the dog with your family keeps everyone fit”***

Page 157 of 192

## 1.1 OUR VISION AND GOALS

**Our role is to raise awareness of the enormous health benefits that taking part in physical activity and sport can offer individuals, families and communities and our vision is quite simply to get more people more active more often in Midlothian.**

### **Physical Activity, Sport & Health – A Way of Life in Midlothian by 2023**

In order to achieve this we will need to further develop the strong partnership working that already exists. We will also continue to engage with external agencies and interested community groups and individuals. By working together we will achieve the following strategic goals:

- 1. Work with schools and community groups to develop and support opportunities for lifelong participation in physical activity and sport for all.**
- 2. Increase the number of people of all ages participating in active travel, active recreation and sport.**
- 3. Develop facilities and the built and natural environment to encourage increased participation in physical activities.**
- 4. Grow and develop the physical activity and sport workforce.**
- 5. Raise the profile and public awareness of the importance of physical activity and opportunities to participate.**
- 6. Work with internal and external partners to increase participation in physical activity and sport.**



## 2 Why we need a strategy

While statistics suggest that the overall general health of people in Midlothian is good (Profile of Midlothian 2016) the percentage of Midlothian's population with Long Term Health Conditions is slightly higher than the Scottish average.

In the SHS 2015 84 per cent of adults resident in Midlothian reported participation in sport and exercise activities (including walking for at least 30 minutes) in the previous four weeks which is slightly better than the national average of 80 per cent. When walking was excluded participation in Midlothian was the same as the national average (52 per cent). The results of this survey indicate that physical activity levels for adults in Midlothian are on a par with Scotland as a whole.

Since there is no evidence that Midlothian residents are significantly more active than the people in Scotland as a whole we can assume the finding of the Scottish Health Survey 2015 (SHeS 2015) which reported that just under two-thirds (63%) of adults in Scotland met the U.K. Chief Medical Officers (CMOs) recommended Moderate to Vigorous Physical Activity (MVPA) guidelines is applicable in Midlothian.

The health and economic benefits of increasing physical activity levels of older people is compelling. There is strong evidence that people who are active have a lower risk of heart disease, stroke, type 2 diabetes, some cancers, depression and dementia.



***“Dancing is fun and great for all ages”***

Scottish Government figures predict a population increase in Midlothian of 17.6 percent between 2012 and 2037, the highest percentage increase in the country. As the population of Scotland rises older age groups are projected to increase and in Midlothian the population aged 65 and over is projected to increase by 64 per cent between 2014 and 2039. Without intervention this will result in a large increase in the number of people experiencing one or more long term conditions. Research shows that it is never too late to reap the health benefits of an active lifestyle therefore it is important to convince older adults of the need to be physically active and provide them with the opportunities to achieve the CMOs activity guidelines of 150 minutes of moderate activity every week.

In 2015 the SHeS also reported that the number of adults meeting the MVPA guidelines has a direct impact on children's activity levels. This is in itself an important statistic however the research also revealed that it has direct impact on children's activity levels. The survey reported that the proportion of children meeting the guidelines was significantly higher if their mother was active at the recommended level. Although men were significantly more likely to meet the guidelines on physical activity than women, men's activity levels did not impact on the activity levels of children. The same survey reported the proportion of Scottish children aged 2-15 meeting the recommended 60 minutes per day of moderate physical activity including school-based activity was just under three-quarters (73%) and again this is likely to be similar in Midlothian.

More recently in a 38 nation study of physical activity levels among children, the **Active Healthy Kids Report Card 2016**, Scotland was





**“Have a  
go on the  
swings”**

described as having one of the best environments and infrastructure for outdoor play and was ranked second highest for policies to encourage increased activity levels. However the same study placed Scottish children last with 5 other nations for physical activity and exercise and joint last for sedentary behaviour and screen time. Participating nations were assessed on 9 indicators: overall physical activity; organised sport participation; active play; active transportation; sedentary behaviours; family and peers; school; community and the built environment and government strategies and investment. The study identified that a wide range of sedentary alternatives and a lack of freedom to play were major barriers to increasing the activity levels of Scotland’s children and that children’s inactivity may also be linked to a rise in ownership of mobile devices such as iPads. Research indicates that inactive children are likely to become inactive adults therefore we must continue to focus on encouraging physical activity from a young age to improve lifelong participation from childhood to old age.

The findings of the SHS and the SHeS suggest that one in three adults and one in four children are inactive making the need to increase the levels of physical activity of both adults and children in Midlothian a priority for the Council and its partners. We are aware that there are many groups of people who for cultural, personal, practical, geographical or economic reasons are least likely to participate in physical activities and sport. As we develop the annual action plans to deliver the strategy we will ensure that we continue to identify and remove barriers to participation and increase opportunities to help these groups engage in activity.



The council is the single largest provider of sports facilities and services in Midlothian. Our leisure centres, swimming pools, pitches, parks, active travel, active living, active schools and sports development activities are at the very heart of Midlothian’s sport and physical activity opportunities. Since the last strategy **One Team One Vision: A strategy for Sport, Physical Activity and Physical Education** was launched in 2009 we have developed close partnership working with NHS Lothian, sportsotland, many Scottish Governing Bodies of sport and local schools and clubs. In order to achieve our vision of a more active and healthy Midlothian it will be essential for us to further strengthen and develop partnership working to maximise resources and ensure the greatest impact on our residents



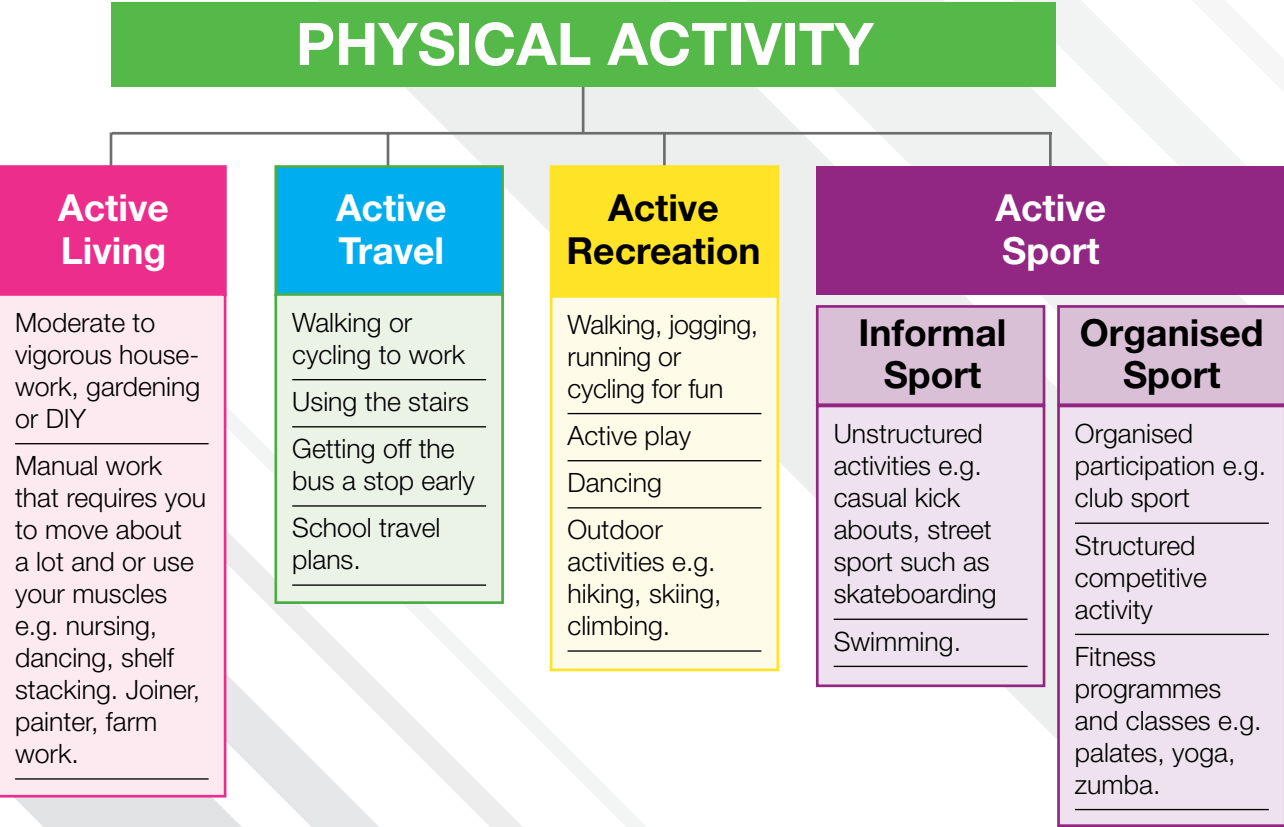


### 3 What we mean by physical activity.

Physical activity is broad ranging and can often be confusing however it simply means any movement of the body that works your muscles and uses energy. For health benefits physical activity should be moderate or vigorous but this need not mean taking part in organised fitness classes or competitive sport.

In terms of what type of activity ‘counts’ we need to ensure that Midlothian residents be aware that significant

health benefits can be gained by regular, moderate and recreational levels of activity. They need to understand that physical activity need not be strenuous and that it can be as simple as walking the dog. Some examples of the types of activities we could be doing are detailed in the table below:



“Try using the stairs more often”

Being more active means different things to different people. Some examples of the **Active Midlothian** we wanted to see when we launched our previous strategy, remain valid now and include:

- Preschool children learning the basics of physical activity and staying involved throughout their lives
- School children having a wide range of exciting indoor and outdoor curricular and extracurricular activities to choose from
- Families regularly accessing parks and the countryside to walk, cycle or try new activities
- People deciding to walk or cycle to work and school rather than take the car
- Employers encouraging physical activity in the workplace
- Patients being encouraged and supported to take exercise to improve their health and well being rather than being prescribed medication
- Older adults and the frail elderly having access to exercise
- Well organised sports clubs at the heart of our communities
- Support and encouragement for talented athletes

When it comes to how much time we need to spend being physically active the **UK CMOs Physical Activity guidelines:**

**Start Active, Stay Active** published in 2011 suggests the following:



UK Chief Medical Officers Recommendations 2017: Physical Activity in Pregnancy. [bit.ly/startactiveinfo](http://bit.ly/startactiveinfo)

### Early years – under 5 years

Children capable of walking unaided should be physically active daily for at least 180 minutes (3 hours), spread throughout the day.

## Physical activity for early years (birth – 5 years)

Active children are healthy, happy, school ready and sleep better



### Every movement counts



**Move more. Sit less. Play together**

UK Chief Medical Officers' Guidelines 2011 **Start Active, Stay Active:** [www.bit.ly/startactive](http://www.bit.ly/startactive)

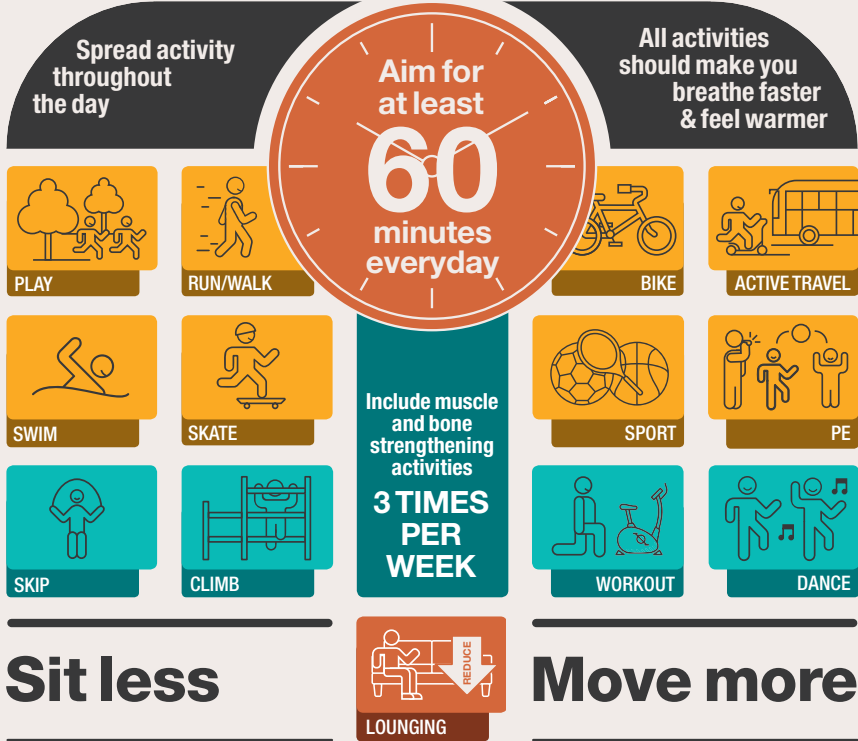
**Children and young people  
aged 5-18**

Should engage in moderate to vigorous activity for at least 60 minutes and up to several hours every day.

**Physical activity  
for children and young people  
(5 – 18 Years)**



**Be physically active**



Find ways to help all children and young people accumulate at least 60 minutes of physical activity everyday

UK Chief Medical Officers' Guidelines 2011 **Start Active, Stay Active:** [www.bit.ly/startactive](http://www.bit.ly/startactive)

**Adults aged 19-64**

Should engage in 150 minutes moderate activity or 75 minutes vigorous activity each week (accumulated in bouts of at least 10 minutes).

**Adults aged 65 and over**

In addition to the guidance for adults, older adults are advised that any amount of physical activity is better than none.

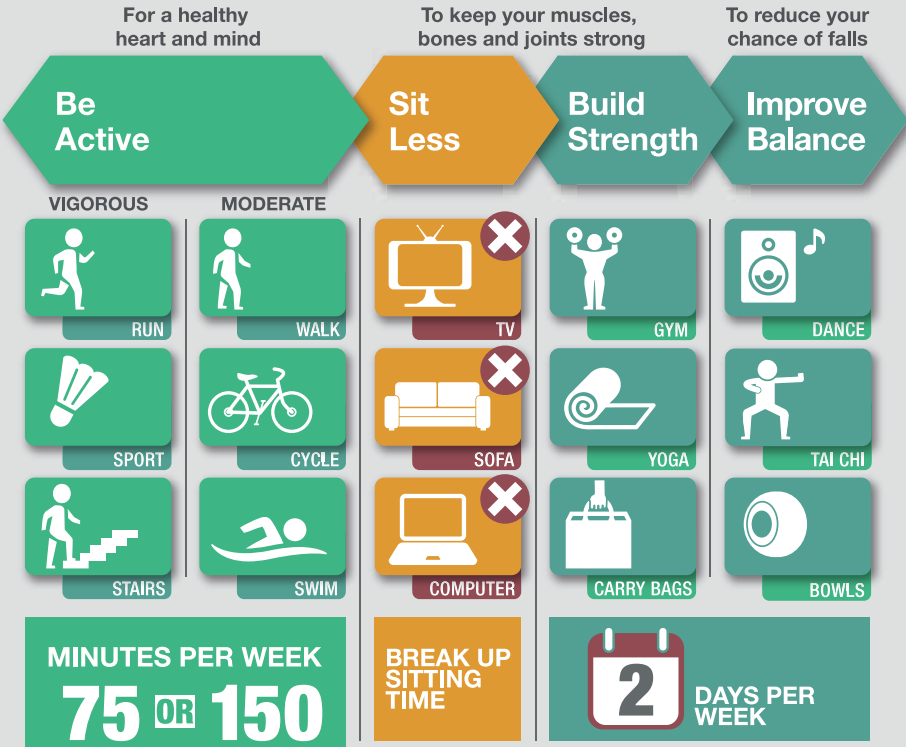
**Physical activity benefits for  
adults and older adults**

- + BENEFITS HEALTH
- Zzz IMPROVES SLEEP
- MAINTAINS HEALTHY WEIGHT
- MANAGES STRESS
- IMPROVES QUALITY OF LIFE

REDUCES YOUR CHANCE OF

Type II Diabetes	-40%
Cardiovascular Disease	-35%
Falls, Depression and Dementia	-30%
Joint and Back Pain	-25%
Cancers (Colon and Breast)	-20%

**What should you do?**



Something is better than nothing.  
Start small and build up gradually: just 10 minutes at a time provides benefit.  
**MAKE A START TODAY: it's never too late!**

UK Chief Medical Officers' Guidelines 2011 **Start Active, Stay Active:** <http://www.bit.ly/startactive>





### 3.1 Why being physically active is important.

An active lifestyle can help us improve and maintain good physical health and well being. We know that regular physical activity plays an important part in maintaining a healthy weight, lowering the risk of lifestyle related conditions such as diabetes and heart disease. There is also significant evidence to prove that being more active can help in the prevention of depression and stress related illnesses stimulating positive mental health. Taking part in physical activities and sport also provides opportunities for social interaction and can be a fun and healthy way for people to spend their leisure time.

For adults there is evidence to show that achieving the CMO's physical activity recommendations can also:

- contribute to a longer life
- increase well-being
- reduce symptoms of depression
- reduce rates of smoking and substance misuse
- improve the ability to function better at work and home
- improve mental well-being, self-esteem and confidence
- improve educational attainment
- contribute to building strong, vibrant and cohesive communities
- promote pride, respect and appreciation for the natural environment
- promote leadership and personal development
- build social capital by promoting volunteering opportunities

***“Getting out and about is great for all ages”***

For children taking part in sports and physical activities at an early age teaches them basic movement skills such as running, jumping, throwing and catch and this can have a positive impact on a child's physical development. In addition children will develop important life skills such as problem solving, communication, teamwork, fair play and honesty. Participation in sport and organised physical activity from an early age can instil active living habits that will endure for life and achieving the CMOs guidelines can also:

- build stronger bones, muscles and joints
- help maintain a healthy weight
- boost confidence and self-esteem
- build relationships and social skills
- improve the quantity and quality of sleep
- reduce risk of heart disease, stroke, cancer and diabetes in later life

Currently around one in three of Midlothian's population is inactive (SHS 2015). Across Scotland reasons given for inactivity include lack of free time, financial constraints and child care responsibilities. Importantly however people are confused about what actually constitutes physical activity and exactly how often they need to be doing it. Working in partnership our aim is to improve public education and awareness of the health benefits of an active lifestyle, reduce inequality in terms of access to physical activity opportunities and to ensure that no matter where people live, people in all communities in Midlothian will chose an active lifestyle, experience better health and live longer.







## 4 Our achievements since the last strategy

In 2009 our vision was about creating a culture of activity where physical activity is the norm rather than the exception. In reviewing the strategy we can identify a number of successes detailed below:

### Leisure Services

- Developed a dedicated website **www.activemidlothian** providing information on programmes and places people can be active.
- Launched the Active Golden Years Membership for 65+
- Added looked after children to the Leisure Access concession scheme.
- Delivered the new Lasswade High School Centre with an accessible state of the art fitness facility and gymnastics centre of excellence.
- The new Newbattle High School Centre is currently under development and will provide similar facilities to those at Lasswade HSC.
- Introduced Tubing and Zorbing to the Midlothian Snowsports Centre.
- New and additional artificial pitches installed at Beeslack and Lasswade in 2016.
- Introduced free swims for pupils during school holidays.
- Delivered the new Loanhead / Paradykes campus which brings together a leisure centre, primary school, community library and medical centre.

### Healthy Living Team

- Launched an exercise referral scheme Midlothian Active Choices (M.A.C.) in 2009 that has grown to see on average 850 referrals per annum.
- Introduced a programme of graded M.A.C. classes tailored to the inactive.
- Expanded the Ageing Well program – currently 10 graded walks and 60 classes per week.
- Recruited and trained ageing well volunteers – currently 46.
- Delivered Get Going a children and young person weight management programme.
- Delivered Counterweight an adult weight management programme.
- Introduced and supported physical activity and sport programme for disabled adults and young people

### Active Schools

- Recruit and work with almost 200 Active Schools volunteers per annum.
- Coordinated and delivered 5,500 extracurricular activity sessions in the 2015/16 academic year.
  - Developed 64 school club links.
  - Offer an annual primary school programme of inter school competition/ events in 9 sports and a secondary school programme of 7 sports events.
- Work with school staff to give primary and secondary school pupils access to national programmes and initiatives for example:

**First Clubgolf – Fit for Girls – Y Dance – Play United**

### Sports Development

- Provided opportunities for over 400 coaches and volunteers to gain new or additional skills and qualifications.
- Developed and supported four Community Sport Hubs in Penicuik, Lasswade, Newbattle and Danderhall.
- Recognised the valuable contributions of those who take part, volunteer, officiate or coach at an annual sports awards ceremony.
  - Provided grants for talented sports performers and coaches.
- Developed and supported opportunities for disability sport participation in partnership with Lothian Disability Sport and Scottish Disability Sport
  - Deliver a curricular programme of sports coaching in schools providing blocks of quality coaching in:

**Gymnastics – P1/2**

**Athletics – P3**

**Swimming – P4**

**Skiing and Golf – P5 & P6**

**Rugby P1- S6**

**Football festivals P3-P7**



## 5 Links to National and local policies and plans.

The development of this strategy has been guided by, and has clear links to the Scottish Governments vision of a More Active Scotland. The Active Scotland Outcomes Framework (2014-2018) describes Scotland's ambitions for a healthier more active nation through increased participation in sport and physical activity. The framework aims to build a legacy from the Glasgow Commonwealth Games 2014.

The Active Scotland outcomes are realised by a number of other national plans and strategies including:

- Play Strategy for Scotland 2013
- Reaching Higher: Building on the Success of Sport 21, the national strategy for sport
- Curriculum for Excellence (CfE) - Health and Wellbeing strand



***“Get them active at an early age”***

Our strategy is also influenced and guided by the **Toronto Charter for Physical Activity: A Global Call for Action** which was launched in 2010. The Toronto Charter was a call to all countries to acknowledge that inactivity was a global epidemic and to urge them to make physical activity a priority. The Charter identifies seven ‘best investments’ for increasing activity levels within a population and we were guided by these in setting our goals and priorities.

More locally there are a variety of partnerships, strategies and annual service plans that contribute to improving physical activity levels in Midlothian including:

- Single Midlothian Plan 2016-2019
- Sport and Leisure Business Plan 2018
- Sports Development Active Living and Active Schools Plans
- Midlothian Open Space Strategy 2013
- Midlothian Play Strategy 2017 – 2019
- Midlothian Travel Plan 2017 – 2021
- The Joint Strategy for Older People in Midlothian 2016-2019
- Property and Facilities Management Service Plan 2018 – 2019
- Midlothian Local Development Plan 2017







***“Gardening is good  
for your mind  
and body”***



## Links to the Single Midlothian Plan

The Single Midlothian Plan sets out the outcomes and priorities that will be delivered for the communities of Midlothian via the Community Planning Partnership.

In Midlothian there are five community planning themes:

- Adult Health and Care
- Getting it Right for Every Midlothian Child
- Community Safety
- Improving Opportunities Midlothian
- Sustainable Growth Midlothian.

The physical activity indicator under the Improving Opportunities Midlothian theme and it is to decrease the percentage of people who never or rarely engages in physical activity. This indicator is based on the number of inactive people as reported in the annual Citizens Panel.

Programmes such as Midnight (football) Leagues are useful in diverting young people away from crime and anti-social behaviour and contribute to Community Safety in Midlothian.

Physical activity and sport programmes are available from pre-school to S6 in schools, leisure centres and community clubs. Participating in physical and sporting activities from a young age significantly contributes to children's health, encourages a pattern of lifelong participation and benefits and ensures that we Get it Right for Every Midlothian Child.

Participation in PE in schools combined with sports development and active schools programmes contribute to Improved Opportunities for Midlothian children and young people. The programmes are proven to raise educational attainment (The Potential of Sport- Sportscotland) and can contribute to their learning and understanding of physical health. Pupils can gain leadership and coaching qualifications, go on to study at college or university and pursue a career in the leisure industry or simply find fulfilment volunteering in the community. Programmes such as Ageing Well, Midlothian Active Choices and our multi sport programmes for adults with a disability contribute to improving the health of adults as well as offering opportunities to socialise.

Physical activity and sport related employment and income generation make a significant contribution to Sustainable Growth in Midlothian as well as building social capital through volunteer development.





# 6 Developing the Strategy

Initial strategy discussions, held over the course of January to October 2015, were attended by senior managers representing Education, Social Services, Transportation, Land Services and NHS Lothian. These visioning workshops supported by sportscotland helped clarify the council's strategic vision and goals for an active Midlothian. Following this in 2016 a further series of internal consultations were held with key members of staff to identify the current and future opportunities and challenges we would face in achieving our vision of a fitter, healthier more active population and the priorities to achieve the strategic goals were as follows:

GOAL

1

Work with schools and community groups to develop and support opportunities for lifelong participation in physical activity and sport for all.

PRIORITIES

- 1.1 Provide Opportunities for the early years (3-8 years old) to be physically active.
- 1.2 Support a Whole-of-School approach to the provision of structured and unstructured access to physical activities before during and after school.
- 1.3 Develop an integrated approach across PE, school sport and sport in the wider community.
- 1.4 Work with partners to develop community wide physical activity programmes
- 1.5 Ensure physical activity and sports clubs are supported in their planning, education and development.
- 1.6 Support Midlothian's Play Strategy goals

GOAL

2

Increase the number of people of all ages participating in active transport, active recreation and sport.

PRIORITIES

- 2.1 Provide opportunities for people of all ages to be physically active.
- 2.2 Increase participation amongst under-represented groups including young women, people with a disability, adults in later life and the socio-economic disadvantaged.
- 2.3 Working in partnership with NHS Lothian continue to develop programmes targeting older adults, people with long term conditions (LTC) and adults and children with weight management problems.
- 2.4 Reduce inequality by removing barriers to participation for the target groups identified in this strategy.
- 2.5 Encourage sustainable active travel.
- 2.6 Support and promote health and well being in the workplace.

## GOAL

3

Develop facilities and the built and natural environment to encourage increased participation in physical activities. Make the best of urban design

## PRIORITIES

- 3.1 Provide a network of sustainable facilities (including pitches) across Midlothian.
- 3.2 Regularly review customer satisfaction with quality of facilities, services, pricing and programming.
- 3.3 Manage parks and open spaces to encourage physical activity, sport and outdoor learning.
- 3.4 Encourage outdoor play by maintaining and developing existing outdoor play provision.
- 3.5 Increase opportunities for walking, cycling and horse-riding.

## GOAL

4

Grow and develop the physical activity and sport workforce.

## PRIORITIES

- 4.1 Support coach development and education.
- 4.2 Contribute to the employability of senior pupils.
- 4.3 Support the growth of volunteers and coaches in partnership with Midlothian Volunteering.
- 4.4 Recognise, promote and reward the contributions of the coaches and volunteers within the physical activity and sport sector.



## GOAL

5

Raise the profile and public awareness of the importance of physical activity and opportunities to participate.

## PRIORITIES

- 5.1 Develop appropriate and consistent public information campaigns about the health benefits of physical activity.
- 5.2 Develop shared training and resources for NHS and Council staff involved in delivering physical activity advice and awareness raising campaigns.
- 5.3 Promote physical activity and sport as a fun and not necessarily competitive pastime.
- 5.4 Raise awareness of the wide range of physical activity and sporting opportunities available in Midlothian.
- 5.5 Raise the benefits of physical activity and funding opportunities with partners.

## GOAL

6

Work with internal and external partners to increase participation in physical activity and sport.

## PRIORITIES

- 6.1 Work with partners to provide a range of activities designed to promote and encourage sport for all.
- 6.2 Develop partnership working with neighbouring local authority providers to share best practice.
- 6.3 Develop and sustain partnerships with Sports Governing Bodies (SGBs) to establish pathways to support talented athletes.
- 6.4 Implement information systems to monitor and evidence performance, inform decision making, and prioritise resources.



***“Find your  
inner Chi”***

## 6.1 Wider consultation exercise

Having identified our strategic goals and priorities the next stage in the development of this strategy was a wider ranging public and partner consultation exercise. Details of this consultation events and timeline are detailed in the table below.

Consultation timeline	Event	Outcome
<b>October 2015</b>	Senior Service Managers	Vision and Strategic Goals Identified
<b>October 2016</b>	Key Staff Sport & Leisure	Priorities to achieve vision and goals identified
<b>February 2017</b>	Online Survey + Hard copy survey targeting the general public, partner agencies, community groups and target groups	Vision, goals and priorities supported. Issues and suggested actions recorded.
<b>February 2017</b>	Functional Fitness Testing Event + 1-2-1 interviews	Issues and suggested priority actions recorded
<b>May 2017</b>	4 interactive workshops across the authority for service managers, partner agencies and the general public	Issues and suggested priority actions recorded
<b>June 2017</b>	Final opportunity for internal and external partners to comment electronically.	Issues and suggested priority actions recorded

A total of 479 people took part in the second phase of the consultation. 60 people attended the Functional Fitness Testing event and took part in the 1-2-1 interview sessions. The proposed goals and priorities were supported by 86% of respondents although some were concerned about the chances of delivering in these austere times.

In addition to gauging support for our goals and priorities this was an opportunity for our public and our partners to suggest priority actions and issues. There were 58 suggested actions from survey respondents and participants at the functional fitness events in February 2017.

The third phase of the consultation process was a series of interactive workshops targeting internal and external partners, community groups and the general public. Sixty four people attended the workshops and 19 individuals responded electronically. In total almost 150 suggested actions issues were recorded from this final phase.





**“Try something different and challenging”**



## 6.2 Priority Actions from our consultations

The most common suggested actions are detailed in the table below and the full list can be seen at:  
<https://www.activemidlothian.org.uk/news/midlothian-physical-activity-sport-and-health-strategy-984>

GOAL

1

Work with schools and community groups to develop and support opportunities for lifelong participation in physical activity and sport for all.

- PRIORITIES
- 1.1

Need more walking buses and park and walk zones to increase active travel to school.
- 1.2

School playground facilities should be available to use out with school hours.
- 1.3

Direct all schools to take part in programmes like wake up and shake up and the daily mile – movement breaks should be a part of every school’s curriculum.

GOAL

2

Increase the number of people of all ages participating in active travel, active recreation and sport.

- PRIORITIES
- 2.1

Dedicated cycle/walking routes from local settlements to play areas, town centres and places of interest.
- 2.2

Employ/ train more specialist instructors/ community volunteers to support people with health or weight management problems.
- 2.3

Sport and physical activity programmes need to be affordable for all.





**GOAL 3** Develop facilities and the built and natural environment to encourage increased participation in physical activities.

**PRIORITIES**

- 3.1** House builder contributions should accommodate play areas and outdoor fitness trails.
- 3.2** Provide more opportunities to recreate in the countryside through more outdoor / walking festivals and events.
- 3.3** Promote and raise awareness of the 'core paths' network and ensure all paths are surfaced for multi use.

**GOAL 5** Raise the profile and public awareness of the importance of physical activity and opportunities to participate.

**PRIORITIES**

- 5.1** Have regular campaigns to spread the message to 'sit less- move more'.
- 5.2** Encourage community champions / physical activity role models – GPs could lead health walks.
- 5.3** Better advertising needed – have a notice board in libraries, use local radio, social media and promote the active Midlothian website more.

**GOAL 4** Grow and develop the physical activity and sport workforce.

**PRIORITIES**

- 4.1** Promote training and volunteering opportunities via the sport hubs and Active Midlothian website.
- 4.2** Provide physical activity and sport leadership training for school pupils.
- 4.3** Develop and recruit more ageing well volunteers to help older people get active.



**GOAL 6** Work with internal and external partners to increase participation in physical activity and sport.

**PRIORITIES**

- 6.1** Work with health visitors and midwives to raise the profile of physical activity to young families.
- 6.2** Help residential and care homes offer a physical activity programme for residents.
- 6.3** Work with all community groups to spread the get active message.





***“Reach for  
new heights  
in fitness”***

Page 172 of 192

## 7 Implementation of the strategy

There are already a number of service plans, physical activity programmes and projects that contribute to the physical activity agenda and have existing Performance Indicators (PI's). An Action Plan has been developed by the Council's Healthy Living Team (sport and leisure facility management; sports development; healthy living and active schools) to deliver a series of targeted outcomes that will achieve the strategic goals and priorities. It is envisaged that this will be further developed into a joint working plan to include partner's physical activity PIs and actions when the strategy implementation group is formed. In addition to delivering their own specific physical activity, sport and health key performance indicators (KPI's) all partners will strive over the next five years to deliver the actions identified during the consultation process. Given the current and projected economic climate that the council faces our ambitions and actions over the next five years require be realistic.





## 7.1 Reporting Structure

The previous strategy was regularly monitored and reviewed by the Midlothian Physical Activity and Health Alliance (MPAHA). The role of the MPAHA was to bring together all organisations and council service areas with a link to the delivery of the wider physical activity agenda to work in partnership to increase physical activity levels and contribute to the health and well being of our communities in Midlothian.

For this new physical activity, sport and health strategy to have any impact it is imperative that robust and transparent reporting arrangements are put into place to achieve the best possible outcomes for increasing physical activity in Midlothian.

Following approval by the Corporate Management Team and Cabinet the MPAHA will be reconvened to implement and monitor this strategy. The MPAHA will have representation from all relevant council services and partners including the voluntary sector and meet regularly, a minimum of three times per annum to share information, plan promotional events and encourage joint working and resource sharing. Recommended Membership is detailed in diagram 1. The MPAHA will also report progress to the IOM through the JHIP on an annual basis.

The strategy outcomes will be reported annually on the Active Midlothian website.

**Recommended MPAHA membership. Diagram 1**

Midlothian Physical Activity and Health Alliance	
Healthy Living Manager	Senior Health Promotion Specialist, NHS Lothian
Ageing Well	Health & Social Care Partnership
Midlothian Active Choices	Youth Group e.g. Y2K
Active Schools	Early Years / out of school care
Sports Development ./ Health	P.E. Specialist Primary and Secondary
Disability Sport	Midlothian Ranger Service
Active Travel Officer	Equalities Officer
Communications Officer	Voluntary Sector

## Reference materials include:

- Let's Make Scotland More Active, Scottish Executive, February 2003
- Reaching Higher, the National Strategy for Sport, Scottish Executive, 2007
- Five Year Review of Let's make Scotland more Active, NHS Health Scotland, 2009
- A More Active Scotland – Building a Legacy From the Commonwealth Games, 2014
- Scottish Health Survey, Scottish Government 2015
- Scottish Household Survey, Scottish Government 2015
- Start Active, Stay Active: A report on physical activity for health from the four home countries 'Chief Medical Officers, 2011
- Active Healthy Kids Scotland Report Card 2016
- Midlothian Single Plan 2016-2019
- Sport & Leisure Business Plan 2017
- Active Schools & Sports Development Plans 2016-2017
- Active Living Plans (M.A.C & Ageing Well) Plans 2016-17
- Midlothian Open Space Strategy 2013
- Midlothian Play Strategy 2016 -2021
- Midlothian Travel Plan 2017 - 2021
- The Joint Strategy for Older People in Midlothian 2016-2019

# MIDLOTHIAN PHYSICAL ACTIVITY SPORT AND HEALTH STRATEGY 2018 – 2023

## COMMUNICATING CLEARLY

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

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

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

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

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

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

Contact 0131 270 7500 or email: [enquiries@midlothian.gov.uk](mailto:enquiries@midlothian.gov.uk)

Midlothian





**Statutory Plan for the Delivery of Learning and Development in our Communities 2018 to 2021****Report by Mary Smith, Director Education Communities and Economy****1 Purpose of Report**

The purpose of this report is to seek approval of a new three year Learning and Development in the Community Strategy and Action Plan (2018 to 2021). This is a statutory requirement as detailed in the amended Education (Scotland) Act 1980. The Act places a duty on Council's to ensure adequate and efficient delivery of Community Learning and Development activities in partnership with Community Planning Partners. This report outlines the statutory duties to report on behalf of the Community Planning Partnership. National Guidance requires strategies to seek formal Council approval by September 2018.

**2 Background****2.1 Policy Drivers for Learning and Development in the Community**

The key policy areas related to learning and development in our community are: community engagement, learning, literacy, numeracy, English for speakers of other languages, community empowerment, work with young people, adults, families and communities, employability, fair work, inequality, community justices, science, technology, engineering and maths, social enterprise, regeneration, staff development and child poverty.

An assessment has been undertaken against these policy areas this highlights that we are working strongly together to ensure that the needs of the local community and national policies are prioritised and are central to the learning and development work taking place in our Midlothian Communities.

However the assessment highlighted areas for further development including volunteering, community empowerment related to food growing, participatory budgeting, community assets, enterprising with communities, neighbourhood planning, financial resources, skills development with communities, child poverty, mental health and wellbeing, increasing the voice of local people, partnership working with educational partners, Developing Midlothian's Young Workforce and improving skills for people of all ages through the development of skills for learning, life and work.

New national outcomes learning and development outcomes have been developed for with communities, young people and adults. (Appendix one).

**2.2 Learning and Development in the Community Regulations**

The Midlothian Learning and Development in our Communities Strategy for the period 2018-21 sets out the priorities for the field of practice referred to in legislation as Community Learning and Development (CLD), including Adult Learning, Youth Work, and Community Development whether undertaken by Midlothian Council or by other partners including, Universities; Further Education Colleges; Community Groups and Third Sector bodies.

The Scottish Government published the CLD Strategic Guidance for Community Planning Partnerships in June 2012 and the CLD Regulations (Scotland) 2013. The CLD Regulations (Scotland) aim to:-



- Ensure communities across Scotland, particularly those who are disadvantaged, have access to the CLD support they need;
- Strengthen coordination between the full range of CLD providers, ensuring Community Planning Partnerships, local authorities, and other providers of public services respond appropriately to the expectations set out by the CLD Strategic Guidance;
- Reinforce the role of communities and learners in the assessment, planning, and evaluation processes to enable them to shape CLD provision; and
- Make the role and contribution of CLD more visible.

The CLD Strategic Guidance also states that CLD partners should aim to work together to deliver 'adequate and efficient' outcomes through:

- Community development (building the capacity of communities to meet their own needs and engaging with and influencing decision makers);
- Local community planning (Neighbourhood Planning in Midlothian);
- Youth work, family learning and other early intervention work with children, young people, and families;
- Community based adult learning, including libraries and English for speakers of other languages;
- Volunteer development, accreditation and progression;
- Learning for vulnerable and disadvantaged groups in the community;
- Learning support and guidance.

## **2.3 Achievements of the Learning and Development in the Community Plan 2015 to 2018**

The Learning and Development in the Community Plan 2015 to 2018 has been successfully implemented improving the outcomes for local learners and communities. Some of the key successes in the last three years by working together in partnership have been:

- an increased number of volunteer opportunities.
- the development of bespoke Community Empowerment Act Courses.
- an increased number of learning opportunities for young people and adults over 5,000 local people are taking up these opportunities.
- a 62% increase in learners achieving qualifications.
- an increased number of young people participating in Duke of Edinburgh (D of E) programmes they have donated 5,580 hours of volunteer time and leaders have donated 36,873 hours in the last year.
- Securing funding for 60 Modern Apprenticeship in 2018 including 20 for early years.
- that all Community Councils have adopted the revised scheme.
- securing external grants estimated to be over 3 million collectively.
- a 75% increase in the number of adults with disabilities/barriers receiving one to one employability support 175 in total.

## **2.4 The Learning and Development in the Community Plan 2018 to 2021**

The new 2018 to 2021 plan aims to:

- Increase the voice of learners and citizens to influence improvements in learning and development in our community.
- Support young people, adults and families to improve their life chances through the development of skills for learning, life and work.
- Increase through partnership working the number of young people securing and sustaining positive destinations.
- Assist communities to meet local needs and develop their capacity.
- Support services to be more responsive to the needs of people experiencing inequalities.

- Help to sustain resources for learning and development activities in the community, within a challenging financial climate.

The associated action plan has been developed based on the views of local people, partners and wider stakeholders. Three of the common priority areas were:

- Confidence Building and skill development to help people improve their skills for learning, life and work.
- Support to help community groups secure funding.
- Support for community groups to meet the local needs of their communities.

The full strategy, consultation findings and action plan are contained within the Elected Member's library and online via Midlothian Council's website following formal approval. The strategy and action plan require to be submitted to Education Scotland once formally approved.

### **3 Report Implications**

#### **3.1 Resource**

Midlothian Council currently funds community learning and development activities through a number of methods including direct delivery by Council staff, partner organisations and through grants to the voluntary sector. External funding has been secured by a number of partners to enable the breadth and depth of provision currently available. The plan acknowledges the need to sustain current levels of provision although this is challenging within the current financial climate.

#### **3.2 Risk**

The plan for Midlothian remains ambitious and will take learning and development in our communities activity forward, taking into account the constraints of funding and staffing. The plan sets out a number of challenges and risk reducing measures. Risk levels will be monitored and reviewed on a regular systematic basis through community planning performance reporting.

Our statutory duty is to provide 'adequate and efficient' provision this is not defined in full by law and is subject to the judgement of Her Majesty's Inspectorate for Education (HMIE). Judgements will be based on the existing national standards for delivery of community learning and development activities set out in the Education Scotland inspection Guidance "How Good is the Learning and Development in our Community". Risk maybe included within the Local Area Network Risks for Midlothian.

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

Themes addressed in this report:

- ☒ Community safety
- ☒ Adult health, care and housing
- ☒ Getting it right for every Midlothian child
- ☒ 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 outcomes are directly related to the priorities of the Improving Opportunities in Midlothian Sub Group of the Single Midlothian Plan.

### **3.5 Impact on Performance and Outcomes**

Progress on implementing the plan will be monitored through reporting on the Single Midlothian Plan. Learning and Development in the Communities activities build skills for learning' life and work. The Plan also supports capacity building within communities encouraging cohesion and improving quality of life.

### **3.6 Adopting a Preventative Approach**

Prevention is a key theme central to the core of the learning and development in our community strategy and plan with the key policy areas illustrated early in this report.

### **3.7 Involving Communities and Other Stakeholders**

Consultation has taken place with over 1,000 local people, stakeholders and partners to inform the strategy and action plan for learning and development in the community.

### **3.8 Ensuring Equalities**

The approach undertaken will continue to target those in need of our partnership services and from identified equalities groups and ensure individual needs are proactively taken into account when supports and opportunities are developed. Supporting our communities to be inclusive and welcoming is central to the over strategy and action plan. An Integrated Impact Assessment accompanies this document.

### **3.9 Supporting Sustainable Development**

The plan has key elements which contribute to sustainable development for example the food growing strategy.

### **3.10 IT Issues**

The strategy and plan identify the challenges related to partner's ability to modernise technological resources, equipment and learning to keep pace with the level of change. Access to good internet connectivity is also an issue within this field of work. However the Midlothian Partnership Technology Group has been relaunched to help to address these issues.

## **4 Summary**

This report and the strategy document describe how Midlothian Council and its CPP partners are ambitious in meeting the statutory duty to ensure adequate and efficient delivery of CLD activities detailing improvement actions from 2018 to 2021.

## **5 Recommendations**

Council is recommended to:

- Congratulate the partners on the successes achieved over the last three years.
- Approve the strategy and action plan.
- Note the priority areas for 2018 to 2021 and progress will be reported on as part of the Single Midlothian Plan Performance Reporting.
- Agree to formally submit the strategy and action plan to Education Scotland.

**25 July 2018**

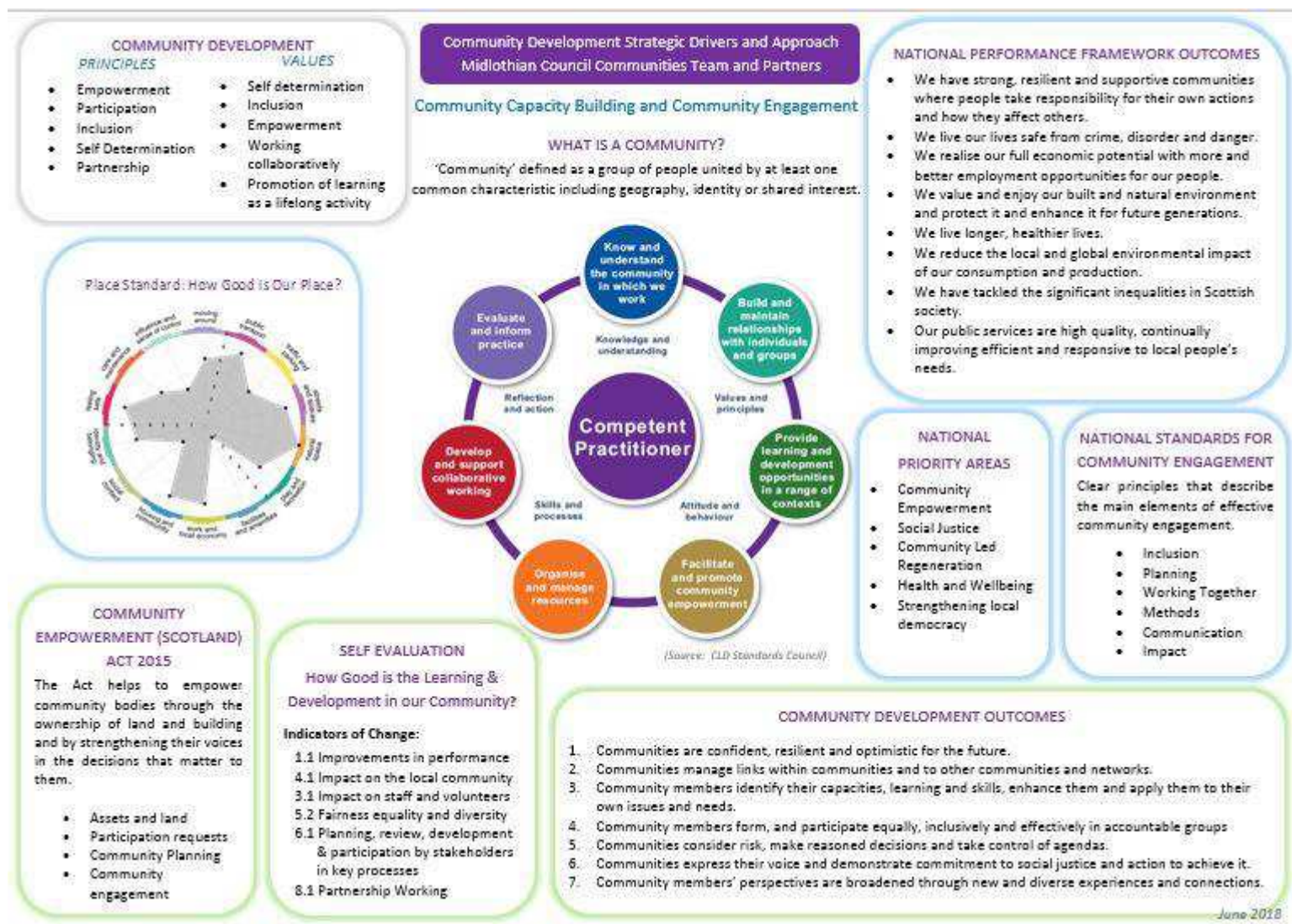
**Report Contact:** Annette Lang, LLE Education Manager

**Tel No** 0131 271 3923 **E-mail** annette.lang@midlothian.gov.uk

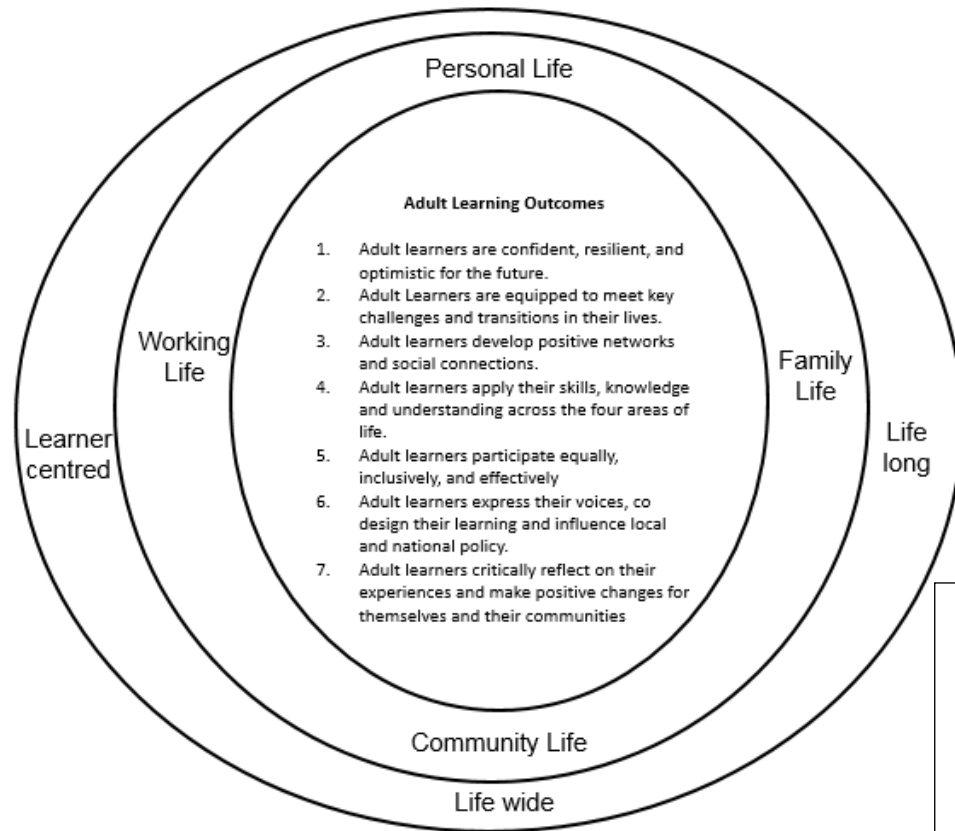
**Background Papers:** CLD Strategy full document in Members' Library



## Appendix One



## Community Based Adult Learning in Scotland: Adult Learning Outcomes



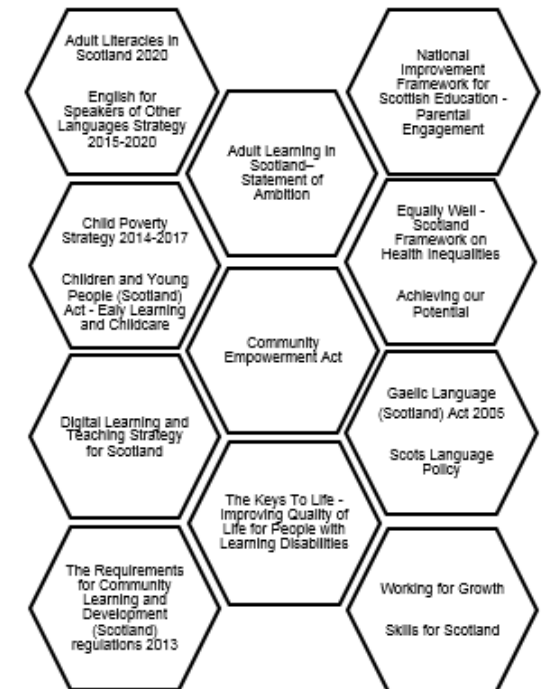
### Adult Learning in Scotland – Statement of Ambition

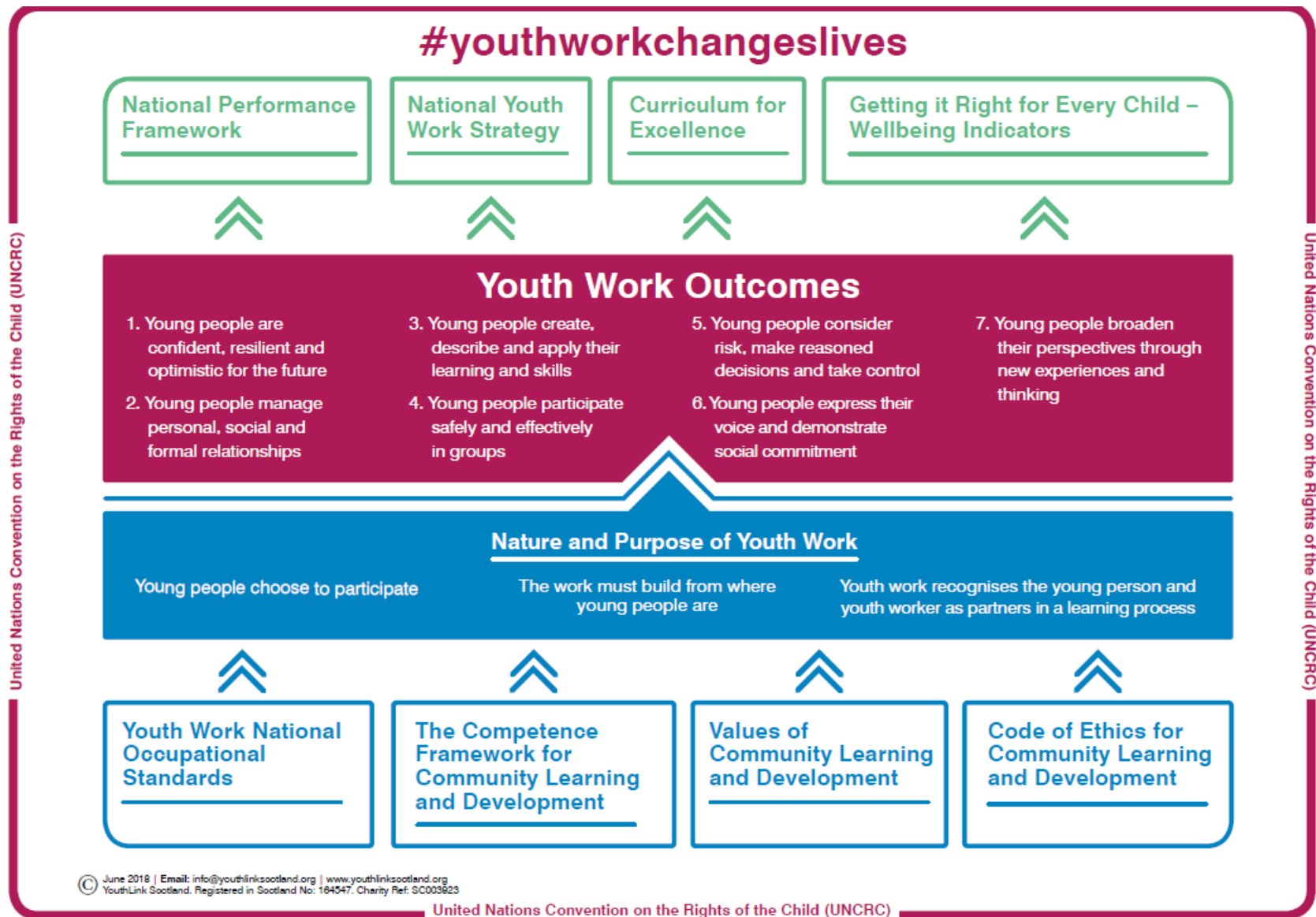
**Core principles:**  
Learning should be lifelong, life wide, learner centred

**Ambitions:** Every adult in Scotland will have the right to access learning to meet their educational needs and their aspirations



## Underpinning Strategy and Policy (examples)







## Transportation of Defence Nuclear Materials

### Report by Ricky Moffat, Head of Commercial Operations

#### 1 Purpose of Report

The purpose of this report is to provide Midlothian Council with information regarding the contingency arrangements in place in relation to the transportation of Defence Nuclear Material.

Defence Nuclear Material is the Ministry of Defence collective term for nuclear weapons and Special Nuclear Material.

Special Nuclear Material comprises:

- Chemical elements (tritium, highly enriched uranium and plutonium) which are used in the production of nuclear weapons
- new and used submarine reactor fuel.

This issue was subject to a motion at the Council meeting in June 2018 where it was agreed that a leader write to the Minister of Defence. A response is awaited to the leader's letter of 5 July 2018 to the Ministry of Defence.

#### 2 Background

In common with other Scottish local authorities, Midlothian Council has seen an increase in the number of enquiries regarding the movement of Defence Nuclear Materials. These enquiries have lately come from members of the public, media representatives, elected members and members of the Scottish Parliament.

The Ministry of Defence has listed Midlothian in *Local Authority and Emergency Services Information (LAESI) Edition 11* as one of many local authority areas where Defence Nuclear Material may pass through or fly over.

Local authorities are not provided with details of specific timings and routes though the police are advised in advance of a road convoy transiting through their area.

Nuclear weapons are moved in heavy duty vehicles designed to protect the cargo from a number of scenarios, including a severe road traffic accident. These vehicles will form part of a convoy escorted by Ministry of Defence Police and consisting of crews trained to carry out first aid, fire-fighting, mechanical repairs and radiation monitoring.

Special nuclear materials and used reactor fuel are both transported in containers designed in accordance with International Atomic Energy Agency Standards and will also be included in a convoy escorted by Ministry of Defence Police and other specialist officers.



United Kingdom nuclear weapons are not transported by air. United States nuclear weapons are occasionally moved by air in multi-engine aircraft. Information on routes is not openly shared.

The Ministry of Defence states in LAESI that:

*“There has never been an accident involving Defence Nuclear Material in the UK that has led to, or come anywhere near leading to, the release of a radioactive material to the environment.”*

However, the Ministry of Defence maintains a capability to respond in the event of an emergency during the transport of Defence Nuclear Material. In addition to the specialists who travel with the convoys, the Ministry of Defence also maintains response forces at a state of readiness during road, rail and air movements which will be deployed as required to meet the circumstances of the specific incident. Details of the Immediate Response Forces available is shown at Appendix 1.

The response by the emergency services and local authorities to an emergency of this type will be in common with the multi-agency response to any major emergency or incident. Midlothian Council would implement the generic emergency management response, act in support of the emergency and health services and take the lead, through the Care for People arrangements, in meeting the needs of those affected. As part of the multi-agency response structure, informed decisions would be taken based on the specialist advice available.

Under the duties contained within the Civil Contingencies Act 2004, Midlothian Council is required to work with multi-agency partners to carry out risk assessments and associated planning, training and exercising in accordance with the Act and guidance issued by Scottish Government. The regional risk assessment process is led by the Scottish Fire and Rescue Service.

One of the outcomes of this process is the production of Community Risk Registers which are made available to the public. The two relevant to the Midlothian area are the:

- Lothian and Borders Local Resilience Partnership Community Risk Register
- The East of Scotland Regional Resilience Partnership Community Risk Register.

*Note: In publishing information, there is a caveat to avoid causing unnecessary alarm.*

The two documents above are hosted on the Scottish Fire and Rescue Service's website and also available through a link on the Midlothian Council website.

The risk assessment process uses the same criteria across Scotland and is consistent with the National Risk Assessment which contains the Government's assessment of the likelihood and potential impact of the most significant emergencies that the UK could face over a five year period. The movement of Defence Nuclear Materials is not included.

### **3 Hazards and Response in Relation to an Incident involving Defence Nuclear Materials**

It is Ministry of Defence policy to neither confirm nor deny the presence or absence of nuclear weapons at any particular time or place (this does not apply to Special Nuclear Material). However, this policy may be set aside in the interests of public safety:

- Where not disclosing the presence of nuclear weapons would cause an unacceptable risk to the public or emergency services
- To ensure the continued safety and/or security of any weapon present.

Nuclear weapons are designed in such a way that in order to function, a series of detonators must function simultaneously, having first satisfied the safety systems.

The hazards associated with nuclear weapons are related to the explosive, radioactive and toxic materials that they contain. Conventional hazards such as fire, smoke and propelled material, which may arise in the event of an accident, may pose an immediate threat.

Regardless of the means of transportation, alerts will be passed to all three emergency services and will include suggested precautionary countermeasures and public protection advice. The police will then be responsible for coordinating the provision of public safety information through the media, in collaboration with partner organisations.

In the event of a nuclear weapons emergency, the Ministry of Defence will advise the police to evacuate people within 600m to provide protection from conventional hazards, including an explosion.

Beyond the immediate hazard area, to protect from the potential for airborne radioactive hazards, advice will be to take shelter. A summary of precautionary public protection advice which will be given by the Ministry of Defence in the initial stages is shown at Appendix 2.

Further information is contained in LAESI.

### **4 Involvement of the Scottish Parliament**

Following a motion raised in the Scottish Parliament in April 2018 and subsequently debated in May 2018, it is understood that a review of preparedness is about to be initiated by Scottish Government. Full details are awaited but the aim will be to review the security, resilience and response arrangements in relation to these movements. The scope of the review is intended to involve:

- Ministry of Defence
- Ministry of Defence Police
- Police Scotland
- Scottish Fire and Rescue Service
- Scottish Government Resilience Division
- Resilience Partnerships (which are multi-agency and include local authorities)

- SOLACE.

It is anticipated that Midlothian Council will be contacted in relation to the review.

## **5 Report Implications**

### **5.1 Resource**

There are no significant resource issues in relation to this report.

### **6.2 Risk**

Details of specific convoy cargo, routes and timings are not divulged to local authorities to protect the integrity of the convoy. That, coupled with the complexity and specialist nature of the materials, means that local authorities are not equipped to complete meaningful risk assessments related to the convoy movements.

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

- ☒ 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**

In the event of an incident involving a Defence Nuclear Material convoy, Midlothian Council would invoke the agreed internal emergency management structure as well as fully participate in the multi-agency response. In these circumstances this would include responding as appropriate to the scientific and technical advice being provided for the protection of public health.

### **6.5 Adopting a Preventative Approach**

The purpose of this report is to provide information to the elected members of Midlothian Council. Whilst not the intended subject of the report, the forthcoming review of preparedness may lead to an enhanced state of preparedness.

### **6.6 Involving Communities and Other Stakeholders**

No direct consultation has taken place with communities and other stakeholders for the purposes of this report. The forthcoming review of preparedness will be carried out across a number of organisations. With regard to the provision of public information, it is important that whilst it should inform the public it should not cause alarm.

### **6.7 Ensuring Equalities**

This report is not introducing new services, policies, strategies or plans in the sense covered by this category.



## **6.8 Supporting Sustainable Development**

This report does not directly contribute to supporting sustainable development.

## **6.9 IT Issues**

There are no IT implications arising from this report.

## **7 Summary**

This report seeks to provide the members of Midlothian Council with information on the transportation of Defence Nuclear Material through Scotland together with notice of a review of preparedness initiated through debate at the Scottish Parliament.

## **8 Recommendations**

Midlothian Council is invited to note this report and consider the following recommendations:

- (a) Approve in principle Midlothian Council's involvement in a review of preparedness in relation to the transportation of Defence Nuclear Material
- (b) Receive an update report in due course as a result of the review.
- (c) Note that a response is awaited from the Ministry of Defence to the Leader, letter dated 5 July 2018.

**Date: 2 August 2018**

**Report Contact:** Jane Young, Contingency Planning Officer  
Tel No 0131 271 3078  
[jane.young@midlothian.gov.uk](mailto:jane.young@midlothian.gov.uk)

## Immediate Response Forces

Road	<p>The IRF is embedded within the convoy and the convoy commander will act as MOD Incident Co-ordinator (IC). There will be sufficient equipment and trained personnel to alert and brief the Police, Fire and Ambulance services, to assess whether or not there has been a release of radioactive material, and to assist the Police in establishing an initial safety and security zone*. Additionally, trained personnel will co-ordinate with the Police in providing information for the media. Convoy personnel are cross-trained to enable them to undertake other roles should the designated personnel be incapacitated in the emergency.</p> <p>A Joint Operations Cell (JOC) monitors all road movements of DNM and will activate any additional response needed to support the IRF. The JOC will contact the Police immediately to inform them of an emergency that has or may have resulted in a release of radioactive material and to provide them with precautionary public protection advice on sheltering and evacuation. In the event of a serious road traffic crash that has no release of radioactive material, the JOC will also contact the Police to discuss any additional support requirements.</p>
Air	<p>The RAF maintains a Station NEO Team (SNT) at immediate readiness during the flight of aircraft carrying nuclear weapons, uranium, plutonium or tritium. This team will form the IRF for an air crash. Its Commanding Officer will become the MOD IC. The team is equipped and trained to identify any radiological hazard and provide advice and support to local emergency responders. The JOC monitors all air movements of DNM and will activate the SNT in the event of this type of emergency. The JOC will also contact the Police immediately to inform them of the emergency and to provide them with precautionary public protection advice on sheltering and evacuation* if appropriate.</p>
Rail	<p>The rail convoy, like its road equivalent, has embedded within it all the necessary equipment and personnel to alert and brief the emergency services, determine whether there has been a release of radioactive material, and assist the British Transport Police and /or local Police to set up and manage a safety cordon*. The convoy commander, a Ministry of Defence Police (MDP) Inspector, would be the MOD IC.</p> <p>A Joint Operations Cell (JOC) monitors all rail movements of DNM and will activate any additional response needed to support the IRF. The JOC will contact the Police immediately to inform them of an emergency that has or may have resulted in a release of radioactive material and to provide them with precautionary public protection advice on sheltering and evacuation. In the event of a serious rail crash that has no release of radioactive material, the JOC will also contact the Police to discuss any additional support requirements.</p>

*Above extract is from LAESI version 11*

## Summary of Precautionary Public Protection Advice

	Transport Details	Evacuation Zone (360°)	Downwind Shelter Zone (45°)
Road	Weapon	600 metres	5 kilometres
	SNM shipments of plutonium, uranium or tritium	100 metres	1 kilometre
	New fuel*	100 metres	
	Used fuel In case of severe damage to flask such that fuel modules are exposed*	100 metres 500 metres	
Air	Weapon	600 metres	5 kilometres
	Shipments of uranium and plutonium	100 metres	1 kilometre
	Shipments of tritium	100 metres plus downwind evacuation to 600 metres over a 45° arc	
Rail	Used fuel	100 metres	
	In case of severe damage to flask such that fuel modules are exposed*	500 metres	

\* Cooling of the containers with water is strictly prohibited.

*Above extract is from LAESI version 11*

