

Midlothian Council Minute Volume



**Presented to the Meeting
of Midlothian Council
on Tuesday, 06 October 2020**

1 Minutes of Meetings submitted for Approval

Midlothian Council 25 August 2020 3 - 14

2 Minutes of Meetings submitted for Consideration

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

Appeals Committee 3 October 2019

Police and Fire and Rescue Board 17 February 2020 15 - 18

General Purposes Committee 25 February 2020 19 - 22

Cabinet 3 March 2020 23 - 30

Business Transformation Steering Group 9 March 2020

Performance, Review and Scrutiny Committee 17 March 2020 31 - 34

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

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Minute of Meeting



Midlothian Council

Date	Time	Venue
25 August 2020	11am	Virtual Meeting via MS Teams

Present:

Provost Smaill (Chair)	Depute Provost Russell
Councillor Milligan – Council Leader	Councillor Muirhead – Depute Council Leader
Councillor Alexander	Councillor Baird
Councillor Cassidy	Councillor Curran
Councillor Hackett	Councillor Hardie
Councillor Imrie	Councillor Johnstone
Councillor Lay-Douglas	Councillor McCall
Councillor Parry	Councillor Wallace
Councillor Winchester	

In attendance:

Dr Grace Vickers, Chief Executive	Kevin Anderson, Executive Director Place
Morag Barrow, Joint Director, Health and Social Care	Gary Fairley, Chief Officer Corporate Solutions
Joan Tranent, Chief Officer Children's Services	Derek Oliver, Chief Officer Place
Mike Broadway, Democratic Services Officer	Verona MacDonald, Democratic Services Team Leader
Alan Turpie, Monitoring Officer	Jill Stacey, Chief Internal Auditor (Items 8.2 and 8.3)
Sandra Banks, Resource Manager (Item 8.16)	

Also Present:

Mr M. Ramsay, Independent Chair of the Council's Audit Committee (Item 8.2)

1. Welcome and Apologies for Absence

The Provost welcomed everyone to the meeting. He noted Councillor Munro was not in attendance. Having received advice that there was no known technical issue for his non-attendance, Councillor Curran, seconded by Councillor Hackett, moved that the meeting proceed. With no other Member being otherwise minded this became the decision of the meeting.

Intimation of apologies for absence were made on behalf of Mrs Robertson, Executive Director Children, Young People and Partnerships and Mr Bourne and Mrs Morton, Religious Representatives to the Cabinet.

2. Order of Business

The Provost confirmed the order of business was as per the agenda circulated and noted the reports marked “to follow” on the agenda had been distributed separately. He further noted Item 9.1 on the agenda was withdrawn.

3. Declarations of interest

None intimated.

4. Deputations

None received.

5. Minute of Previous Meeting

5.1 The Minute of meeting of Midlothian Council of 16 June 2020 was unanimously approved and the Provost was authorised to sign it as a true record of the meeting.

5.2 The following Minutes were previously circulated to Members for approval, noting, information and consideration of any recommendations contained therein:

Meeting	Date of Meeting
Planning Committee	25 February 2020
Audit Committee	10 March 2020

6. Questions to the Leader of the Council

None received.

7. Notice of Motions

None received.

8. Reports

Report No.	Report Title	Report by:
8.1	MIJB membership	Executive Director Place
<p>The Council heard from Executive Director Place who spoke to the terms of a report inviting Council to re-appoint members to the Midlothian Integration Joint Board for the period from 30 September 2020 until the next scheduled local government elections on 5 May 2022.</p>		
Decision		
<p>The Council unanimously agreed to re-appoint Councillors Johnstone, Winchester, Milligan and Muirhead as voting members and Councillor Lay-Douglas as a proxy member for the period from 30 September 2020 until the next scheduled local government elections on 5 May 2022.</p>		
Action		
Democratic Services		

Report No.	Report Title	Report by:
8.2	Audit Committee Annual Report 2019-20	Chair of the Audit Committee
Outline of report and summary of discussion		
<p>The Council heard from Mr Mike Ramsay, Independent Chair of the Council's Audit Committee who spoke to the terms of his report which covered the performance of the Audit Committee and its assurances to the Council.</p> <p>The Provost thereafter thanked Mr Ramsay for his presentation and the important role he undertakes for the Council.</p>		
Decision		
The Council noted the report by the Chair of the Audit Committee.		
Action		
Chair of Audit Committee; Chief Internal Auditor		

Report No.	Report Title	Report by:
8.3	Counter Fraud Policy	Chief Internal Auditor
<p>The Council heard from the Chief Internal Auditor who spoke to the terms of a report which sought approval of the revised Counter Fraud Policy Statement, Counter Fraud Strategy and sought approval to have 2 FTE Corporate Fraud Officers to deliver the revised Strategy.</p> <p>Thereafter, Councillor Johnstone, seconded by Councillor Hardie, moved that additional to the recommendations of the report, fraud awareness training be provided to Elected Members. With no-one being otherwise minded this became the decision of the Council.</p>		
Decision		
<p>The Council approved the revised Counter Fraud Policy Statement, Counter Fraud Strategy and the proposal to have 2 FTE Corporate Fraud Officers to deliver the revised Strategy. In conjunction with the Strategy, fraud awareness training for Elected Members was also approved.</p>		
Action		
Chief Internal Auditor		

Report No.	Report Title	Report by:
8.4	Schedule of Meetings for the remainder of 2020	Executive Director Place
Outline of report and summary of discussion		
The Council considered the terms of a report regarding the schedule of meetings for the remainder of 2020.		
After some discussion, it was agreed the next meeting of Council would be held on 6 October and the remainder of the schedule be referred to the Standing Orders Working Group to consider and report back.		
Decision		
The Council unanimously confirmed the next meeting will be on 6 October 2020 and the remainder of the schedule attached to the report be referred to the Standing Orders Working Group to consider and report back on its findings to the October meeting.		
Action		
Executive Director Place		

Report No.	Report Title	Report by:
8.5	Proposed Schedule of Meeting Dates for 2021 and 2022	Executive Director Place
Outline of report and summary of discussion		
The report invited the Council to consider and approve a schedule of meeting dates for 2021 and 2022. In light of the decision at Item 8.4, it was unanimously agreed to refer the matter to the Standing Orders Working Group to consider and report back on its findings.		
Decision		
The Council agreed to refer the report to the Standing Orders Working Group to consider and report back on its findings.		
Action		
Executive Director Place		

Report No.	Report Title	Report by:
8.6	Covid-19 Governance Contingency	Chief Executive
Outline of report and summary of discussion		
The Chief Executive spoke to the recommendations agreed at a meeting of Group Leaders on 11 August 2020 arranged to discuss resilience planning should there be a further national, local or future lockdown.		
Decision		
The Council unanimously noted the terms of the Note of the meeting of Group Leaders on 11 August 2020 and agreed a Seminar be held, ideally during September or early October, to discuss winter planning and emergency food should this be required in light of the pandemic.		
Action		
Chief Executive; Executive Director Place		

Report No.	Report Title	Report by:
8.7	Council House Building Programme	Executive Director Place
Outline of report and summary of discussion		
<p>The Council heard from the Executive Director Place who spoke to the terms of a report which provided an update on the status of the social housing programme on approved sites and proposed new sites and other initiatives for target delivery.</p> <p>Following discussion, in relation to the 4 month processing time for planning applications, Councillor Milligan, seconded by Councillor Imrie, moved that to assist with economic recovery, officers be required to take the necessary steps to bring the timescale back to what had previously been 3 months and to also look at reducing this timescale further. With no Member being otherwise minded this became the decision.</p>		
Decision		
<p>The Council noted the terms of the report including:-</p> <ul style="list-style-type: none"> (a) progress made on Phases 2 to 4; (b) the new sites proposed to complete Phase 3 and Phase 4; (c) the proposals to acquire houses from private developers; (d) the projected costs/budget expenditure appended to the report and; <p>to assist with economic recovery, instructed officers to take the necessary steps to bring the timescale for processing planning applications back to what had previously been 3 months and to also look at reducing this timescale further.</p>		
Action		
Executive Director Place		

Report No.	Report Title	Report by:
8.8	Covid-19 Financial Update	Chief Officer Corporate Solutions
Outline of report and summary of discussion		
<p>The Council heard from the Chief Officer Corporate Solutions who spoke to the terms of the report which provided an update specifically on the financial and funding aspects arising from the Covid-19 pandemic and which complemented the financial monitoring reports.</p>		
Decision		
<p>The Council noted:-</p> <ul style="list-style-type: none"> a) the update provided in section 4 of funding provided/projected to be provided by the Scottish Government to support local government's response to COVID-19 and the ongoing discussions in respect of funding and fiscal flexibilities; b) the update provided in section 5 of the additional expenditure and loss of income projected to be experienced by the Council as a consequence of the pandemic. The net impact of which is incorporated in the Financial Monitoring update report (agenda Item 8.9); c) the material assumptions on which the reported position is predicated, including an estimate of funding from the income loss scheme, that education recovery costs will be contained within Scottish Government estimated funding and other flexibilities and that Council tax collection rates are sustained and; 		

d) that further updates on the financial position and outlook will be provided to the Council on a regular basis recognising the financial impact of the pandemic will continue to evolve over the remainder of the financial year.
Action
Chief Officer Corporate Solutions

Report No.	Report Title	Report by:
8.9	Financial Monitoring	Chief Officer Corporate Solutions
Outline of report and summary of discussion		
The Council heard from the Chief Officer Corporate Solutions who spoke to the terms of a report which provided information on projections of performance against service revenue budgets in 2020/21 and details of material variances against budget. He noted the projected budget performance figures shown in appendix 1 to the report resulted in a projected net overspend of £1.190m for the year which is 0.54% of the revised budget.		
Decision		
The Council noted the projected financial position and the work in place to secure improvement as detailed in the report.		
Action		
Chief Officer Corporate Solutions		

Report No.	Report Title	Report by:
8.10	Housing Revenue Account Revenue Budget and Capital Plan 2020/21	Chief Officer Corporate Solutions
Outline of report and summary of discussion		
The Council heard from the Chief Officer Corporate Solutions who spoke to the terms of a report which provided a summary of expenditure and income to 6 July 2020 for the Capital Plan and a projected outturn for both the Housing Revenue Account (HRA) and Capital Plan for 2020/21.		
Thereafter discussion took place with Councillor Hardie enquiring as to the full cost per house acquired/built and Councillor Johnstone enquiring about the use of the mortgage to rent fund. Both queries were answered by the Executive Director Place who further confirmed enquiry would be made with the Scottish Government as to whether there is any flexibility in the rules of the mortgage to rent fund.		
Decision		
The Council noted the terms of the report and:-		
(a) approved a provision in the HRA Capital Plan of £16m together with associated funding, as detailed in Appendix C to the report, to support the purchase of 100 off-market new build units in 2020/21 and;		
(b) approved the utilisation of £1.847m from HRA to mitigate costs that cannot be charged to the capital account for SHQS capital works.		
Action		
Chief Officer Corporate Solutions		

Report No.	Report Title	Report by:
8.11	Annual Treasury Management Report 2019/20	Chief Officer Corporate Solutions
Outline of report and summary of discussion		
The Council considered the terms of a report which informed of the treasury management activity undertaken during financial year 2019/20.		
Decision		
The Council noted the terms of the report and the corrections thereto narrated by the Chief Officer Corporate Solutions namely (i) Page 83 Table 4 where the maximum external borrowing figure should be £283.384 million and (ii) Page 93 where the maturity date of 1939 should be 2039.		
Action		
Chief Officer Corporate Solutions		

Report No.	Report Title	Report by:
8.12	Allocation of Poverty Funding (PB) using a small grants approach	Chief Officer Children's Services, Partnerships and Communities
Outline of report and summary of discussion		
The Council heard from the Chief Officer Children's Services, Partnerships and Communities who spoke to the terms of a report which sought to have the £80k poverty budget for 2020/21 and the £40k budget for 2021/22 allocated using a small grants approach rather than via participatory budgeting. She advised, that as a result of the Covid-19 pandemic, there is an urgent need to address the emerging financial difficulties and the predicted large increase in the unemployment rate for Midlothian residents. The Chief Officer further advised of the ongoing review in conjunction with Internal Audit regarding improvements to the process and noted she hoped to be in a position to bring back a report in this regard to the October Council meeting.		
Decision		
The Council approved the:- (a) allocation of the £80k poverty budget for 2020/21 using a small grants approach with changes to the amount of minimum and maximum awards for this period only; (b) allocation of the £40k poverty budget for 2021/22 using a small grants approach; (c) revised outcomes for the poverty stream of small grants for 2020 – 2022 and; (d) agreed to form a grants panel to include one Elected Member from each of the 3 political groups – Councillor Hackett from the Labour Group; Councillor Alexander from the SNP Group and granted delegation to the Conservative Group to discuss and agree a representative from their Group and; to delegate responsibility to the grants panel to make awards.		
Action		
Chief Officer Children's Services, Partnerships and Communities		

Declaration of Interest: Councillor Winchester declared an interest in the following item (Trustee of one of the Groups who will receive funding) and did not participate in the discussion

Report No.	Report Title	Report by:
8.13	Town Centre Capital Fund Update	Executive Director Place
Outline of report and summary of discussion		
The Council considered a progress report on the projects allocated funding from the Scottish Government Town Centre Capital Fund (TCCF).		
Decision		
The Council noted:-		
<ul style="list-style-type: none"> (a) the revised timescales from the Scottish Government for delivery of Town Centre Capital Fund projects and progress on the Midlothian projects to-date and; (b) the proposed changes to the Penicuik Town Hall project. 		
Action		
Executive Director Place		

Report No.	Report Title	Report by:
8.14	Capita Housing Update	Executive Director Place
Outline of report and summary of discussion		
The Council considered a report which set out the rationale for upgrading the Capita Housing (Academy) system and moving it to a hosted software as a Service (SaaS) model.		
Decision		
The Council:-		
<ul style="list-style-type: none"> (a) noted the assessment carried out and that Capita ONE Housing hosted SaaS is considered to represent the best value solution and; (b) approved an increase in the HRA expenditure budget for 2020/21 of £284,000 and further noted future year budgetary impacts will be reflected in the HRA budget development process for the years in question 		
Action		
Executive Director Place		

Report No.	Report Title	Report by:
8.15	Homelessness Update	Executive Director Place
Outline of report and summary of discussion		
<p>The Council heard from the Executive Director Place who spoke to the terms of a report which presented the Rapid Rehousing Plan submitted to the Scottish Government on 30 June 2020 which provides updates on legislative change introduced by the Homeless Persons (Unsuitable Accommodation) (Scotland) Amendment Order 2020. He noted the report also provides further information on proposals in respect of the planned supported accommodation services at Jarnac Court, Dalkeith and the former Loanhead Police Station.</p> <p>Thereafter discussion took place with Councillor Curran expressing concern in relation to additional costs of the Jarnac Court project; Councillor Johnstone concurring with the concerns raised by Councillor Curran and queried the former Loanhead Police Station project on the basis of cost and suggested a further</p>		

report in this regard be requested for consideration at the October meeting; Councillor McCall querying the lifespan of Pentland House. Councillor Parry whilst acknowledging she was supportive of measures which can be undertaken to provide supported accommodation, advised, in light of the increased costs of the Loanhead Police Station project, it is now difficult to justify.

Decision

The Council:-

- (a) noted the Rapid Rehousing Transition Plan submitted to the Scottish Government on 30 June 2020 including the legislative change introduced by the Homeless Persons (Unsuitable Accommodation) (Scotland) Amendment Order 2020;
- (b) agreed to proceed with Option 4 in respect of external enhancement works to the external fabric at Jarnac Court, Dalkeith and approved the additional funding required to upgrade the roof;
- (c) deferred a decision in relation to approval of additional funding for the former Loanhead Police Station and requested a report for consideration at the October 2020 meeting in relation to the project which should also include an update in regard to the expected lifespan for continued use of Pentland House, Penicuik

Action

Executive Director Place

Report No.	Report Title	Report by:
8.16	Glencorse Primary School	Executive Director Children, Young People and Partnerships
Outline of report and summary of discussion		
<p>The Council heard from the Chief Officer Children's Services, Partnerships and Communities who spoke to the terms of a report which advised Glencorse Primary School may no longer be viable due to the falling roll and very small number of children attending. She further referred to a decision taken by the Council on 16 June 2020 to mothball the school and advised, in light of the majority of parents with children at the school not being in agreement, the option to mothball the school is no longer available to the Council. The report advises the best course of action is to proceed without delay to a statutory consultation on the possible closure of the school.</p> <p>Thereafter, Councillors Parry and Hardie spoke in support of the parents with children at the school who wished the school to remain open and drew attention to the large number of houses proposed in the vicinity. Councillor Hardie queried whether the catchment area for the school included the location of the school.</p> <p>The Chief Officer asked Mrs Banks, Resource Manager, who was in attendance at the meeting, to provide clarity in relation to the catchment area. Mrs Banks advised the school building was in the catchment area for the school.</p> <p>Councillor Muirhead, Depute Council Leader and Education Spokesperson outlined discussions which had taken place with the parents of children attending the school and cross party discussions which had taken place via the Education Advisory Group. He advised the catchment area for the school had, with a few adjustments to accommodate requests from the army, remained the same in the last 10 years. He noted there were 73 children in the catchment area and only 7</p>		

attended the school meaning the parents of 66 children had decided they would receive a better education by attending other schools. Councillor Hackett was heard in support and stated opportunities for the children attending Glencorse were affected by having such a small school roll. He enquired whether other matters such as best value would be included as part of the consultation process.

The Chief Officer advised the consultation process must include associated costs of operating the school, however the decision was not based on cost.

Councillor McCall mentioned a letter circulated by Penicuik Community Council which suggested parents had chosen other schools because of the suggestion Glencorse would close. Councillor Alexander advised she felt pupils at the school were not receiving a full expanse of the curriculum and social interaction. She further added parents chose other schools due to the opportunities they presented for their children and if they wished them to attend Glencorse they would be fighting for the school to stay open.

Sederunt: At 13.02 the Provost announced a comfort break.

At 13.20 the meeting re-commenced with the same Elected Members present.

Councillor Lay-Douglas spoke in favour of the report recommendations and Councillor Wallace asked whether the consultation would include the whole community. Mrs Banks advised the consultation would include the parents of children at the school and parents of children who could become pupils in the next 2 years together with the wider community and other schools in the area.

Councillor Parry, seconded by Councillor McCall, asked for the Minute to include a Roll Call of the decision taken. In terms of Standing Order 11.5, the Democratic Services Team Leader advised that to have a Roll Call vote, a minimum of 6 Members had to vote for this. The Provost having noted at least 6 Members were in favour of having a vote by Roll Call, called for the vote, the outcome of which was as follows:-

Councillor	For the recommendations of the report	Against the recommendations of the report	Abstain
Councillor Alexander	√		
Councillor Baird			√
Councillor Cassidy	√		
Councillor Curran	√		
Councillor Hackett	√		
Councillor Hardie		√	
Councillor Imrie	√		
Councillor Johnstone	√		
Councillor Lay-Douglas	√		
Councillor McCall		√	
Councillor Milligan	√		
Councillor Muirhead	√		
Councillor Parry		√	
Councillor Russell	√		
Councillor Smail			√
Councillor Wallace	√		
Councillor Winchester	√		
TOTAL	12	3	2

The Council authorised the Executive Director Children, Young People and Partnerships to undertake a statutory consultation on the proposal to permanently discontinue primary education at Glencorse Primary School and to extend the catchment areas of the neighbouring primary schools to include the Glencorse catchment.

Action

Executive Director Children, Young People and Partnerships

Report No.	Report Title	Report by:
8.17	Climate Change Strategy 2020	Executive Director Place
Outline of report and summary of discussion		
<p>The Council heard from the Chief Officer Place who spoke to the terms of a report which presented a proposal Climate Change Strategy for approval and publication in response to the Council's declaration of a climate change emergency in December 2019. The Strategy sets out a plan, including commitments and actions, to deliver the Council's aspiration of being carbon neutral by 2030.</p> <p>Thereafter discussion took place with contributions from Councillors Imrie, Cassidy, Alexander, Milligan, Muirhead, Johnstone, Curran and Hackett.</p> <p>In response to some of the contributions, the Chief Officer further explained the Spaces for People process was created due to the Covid-19 pandemic to facilitate areas for walking and exercise which were temporary as opposed to the desire in some quarters for permanent infrastructure enhancements.</p> <p>The Council Leader, Councillor Milligan suggested a Cross Party Working Group be formed with a remit to pursue the climate change agenda and ensure when finance opportunities did come along, the Council was best prepared to make successful bids. His Motion was seconded by Councillor Muirhead.</p> <p>Councillor Johnstone enquired whether the Strategy could be produced in a summarised form to better engage with young people. Mr Oliver confirmed he would have a look at it with a view to producing an infographic version for fuller engagement. He further confirmed he would be happy to have cross party engagement provided the appropriate governance is in place.</p> <p>After further discussion, the Provost outlined his understanding of the additional recommendation sought by Members being a Cross Party Group (Labour Group – Councillor Hackett; SNP Group – Councillor Alexander; Conservative Group – one member to be chosen by the Group and thereafter intimated to the Chief Officer Place) which will discuss and consider the green agenda and include looking at active travel with a view to having agreed projects in place should opportunities arise to lodge bids for funding with Mr Oliver being asked to look at inviting a representative from one of the local cycling groups to join the Group.</p>		
Decision		
<p>The Council unanimously:-</p> <ul style="list-style-type: none"> (a) approved the Climate Change Strategy 2020 and associated Action Plan attached to the report; (b) instructed officers to publish the Strategy on the Council's website; (c) noted the Corporate Management Team had committed to resource a dedicated climate change member of staff in accordance with action 1 of the Action Plan; 		

(d) agreed to establish a Climate Change Board to oversee the implementation of the Strategy and;
(e) agreed that a Cross Part Group be formed consisting of one member from each of the 3 political parties, being Councillor Hackett (Labour Group); Councillor Alexander (SNP Group) and one member to be chosen by the Conservative Group and intimated to the Chief Officer Place. The Group will discuss and consider the green agenda to include looking at active travel with a view to having agreed projects in place should opportunities arise to lodge bids for funding and;
(f) agreed that Chief Officer Place look at inviting a representative from one of the local cycling groups to join the Group
Action
Chief Officer Place

Report No.	Report Title	Report by:
8.18	South East Scotland Regional Transport Transition Plan	Chief Executive
Outline of report and summary of discussion		
The Council noted the terms of a report to The Edinburgh and South East Scotland City Region Joint Committee on 7 August in relation to South East Scotland Regional Transport Transition Plan. The Chief Executive offered to circulate a letter received since publication of the agenda which lists the projects now approved.		
Decision		
The Council noted the terms of the report and the Chief Executive's offer to circulate the letter received confirming the approved projects.		
Action		
Chief Executive		

9 Exclusion of Members of the Public

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

- 9.1 The Potential Benefits of Joint Working with Scottish Borders Council
- 9.2 Procurement of a Customer Services e-platform
- 9.3 Lothian Buses Limited - Review
- 9.4 Millerhill Low Carbon District Heating Project

The meeting concluded at 14.34

Minute of Meeting



Police and Fire and Rescue Board

Date	Time	Venue
17 February 2020	11.04 am	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith

Present:

Councillor Curran (Chair)	Councillor Muirhead
Councillor Munro	Councillor Parry
Councillor Small	

In attendance:

Midlothian Council Verona MacDonald, Democratic Services Team Leader	Alison White, Head of Adult Services
Police Scotland Chief Superintendent John McKenzie	Chief Inspector Arron Clinkscales
Scottish Fire and Rescue Service Stephen Gourlay, Area Commander	Andy Anderson, Group Commander

1. Welcome, Introduction and Apologies

The Chair welcomed all to the meeting. An apology for absence was intimated on behalf of Councillor McCall.

2. Order of Business

The Chair advised the order of business was as per the agenda circulated.

3. Declarations of interest

No declarations of interest were intimated.

4. Minute of Previous Meeting

The Chair in reference to the Minute of Meeting of 18 November 2019 advised that, by way of a follow-up after the meeting, he had checked the current position relating to Jarnac Court. He confirmed it was occupied with an anticipated house in multiple occupation licence application for its proposed future use being lodged shortly. The application would deal with any health and safety matters at that time.

Andy Anderson clarified the figure quoted in respect of properties with working detectors and also advised reference to 224 fire safety visits was in respect of the quarter.

Thereafter, the Minute of Meeting of 18 November 2019 was unanimously approved and the Chair was authorised to sign it as a correct record.

5. Public Reports

Agenda No.	Report Title	Presented by:
5.1	Petitions Committee 10 December 2019 – Report by Executive Director Place	Councillor Munro and the Chair
Outline of report and summary of discussion		
<p>The Chair summarised the terms of the report which narrated a decision by the Petitions Committee on 10 December 2019 to pass to the Board the concerns raised in the Petition for forwarding to Police Scotland. The Chair emphasised that the Board's remit did not extend to instructing the installation of signs or road markings but does include notification of any Midlothian policing matter.</p> <p>Councillor Parry advised of the perception of speeding issues in the small villages in the Ward she represented and enquired as to the process for raising the concerns with the Police. Chief Superintendent McKenzie advised Elected Members can raise concerns expressed to them with the Area Commander, Chief Inspector Clinkscales.</p>		
<p>The Board noted the terms of the report and in doing so that the matter had now been notified to the Police.</p>		

Agenda No.	Report Title	Presented by:
5.3.1	Fire and Rescue Service – Scrutiny Report Quarter 3 2019 - 2020	Scottish Fire and Rescue Service
Outline of report and summary of discussion		
<p>Stephen Gourlay by way of an update advised of a few matters worthy of noting:-</p> <p>(i) negotiations regarding pay and conditions and the expanded role of a firefighter – a final offer had been communicated to all employees; the Fire Brigade union has recommended rejection of the offer which is now at a consultative ballot. He hoped matters could be finalised to allow transformation to proceed;</p> <p>(ii) Review of Local Plan – Board Members will have received an email regarding this and feedback would be appreciated;</p>		

(iii) new appointment – Watch Commander Ryan MacDonald has been appointed as an additional resource including covering Penicuik, community engagement and operational intelligence;

(iv) Newbridge Training Centre – the official opening, delayed due to the general election, had taken place in January. He advised should any Board Member wish to visit the facility he would be happy to make the arrangements if they got in touch.

The Chair enquired whether a failure to agree terms and conditions would lead to strike action and if so what contingency arrangements were in place. Mr Gourlay advised strike action was considered to be unlikely and if the offer was rejected, matters would progress to the usual pay negotiations in July. The Chair also advised he had attended the opening of the training centre and encouraged others if they get the opportunity to go along.

Group Commander Andy Anderson then spoke to the terms of the quarter 3 report. He highlighted an error on Page 8 whereby the figure for year to date reduction in all fire casualties should be 46% rather than 53%.

Thereafter, Councillor Smaill in noting the number of school projects ongoing in Midlothian and the 2 serious school fires in Fife and Scottish Borders, enquired whether there was anything additional the Council could do to protect its school estate. Mr Gourlay advised it was difficult to take measures against persons determined to target a building and that schools do attract anti-social behaviour. He emphasised buildings which are empty and will not be used again should be removed as soon as possible. He also advised that the fitting of sprinkler systems in new buildings in effect protects the building. However, he advised schools are not considered to be high risk properties. The Chair commented that lessons had been learned in Midlothian with unwanted buildings now being demolished as quickly as possible. Councillor Muirhead also commented how it was sometimes not possible to demolish a vacant building because of an expressed community interest in it.

The Chair commented that the figures for the Dalkeith and Midlothian East wards seemed quite high in comparison to the others particularly given these Wards do not have the highest populations. He also asked whether deprivation is a factor considered by the Service. Mr Gourlay advised that each referral to the Service is considered in terms of risk factors and there is evidence that deprivation is a factor. He confirmed the Service will continue to target people at highest risk in the community.

The Chair asked whether the Council use the community safety toolkit. Alison White advised staff will look at people who are vulnerable but this is not done by using the toolkit.

Decision

The Board noted the content of the report

Report No.	Report Title	Presented by:
5.2.3	Police Scotland Midlothian Area Command Quarter 3 report 2019 - 2020	Police Scotland
Outline of report and summary of discussion		
Chief Superintendent McKenzie addressed the Board. He referred to matters of interest previously raised (a) the introduction of the contact assessment model would be live on 24 March 2020; (b) by the end of February officers would be using mobile devices; (c) Local Policing Plans are being generated and will be issued in draft prior to being presented to the Board; (d) Media comments – he		

referred to comments in the local media about violent crime being on the increase and advised that a comparison between Quarter 1 and Quarter 3 shows a decrease; (e) Licensed premises – 765 licensed premises checks had been carried out so far; (f) Solvency rate – with effect from today the figure was 82% being an increase to the figure in the report.

The Chair, with regard to the contact assessment model, noted the proposed demonstration had been cancelled but hoped it would be re-scheduled before the introduction date.

Chief Inspector Clinkscales then went through the Quarter 3 report.

Thereafter, the Chair commented that it was difficult to understand people who still get into a motor vehicle and do not use a seatbelt. He further emphasised the importance to Midlothian of proactive policing such as the bail checks undertaken.

Councillor Smaill commented the report was encouraging. He enquired if there was a reason why Midlothian was not badly affected by online fraud. In response Chief Inspector Clinkscales gave examples of proactive work undertaken by officers in relation to preventative measures such as visiting banks and highlighting to staff how potential fraudsters operate. In response Councillor Smaill noted the many bank closures may result in less engagement by staff with customers. Councillor Muirhead enquired as to the checks in place in banks to stop or delay payments being made to allow additional checks. Chief Inspector Clinkscales advised of account profiling but this can take up to 6 months from the opening of the account and that banks do pick up unusual account activity albeit this is done manually.

Decision

The Board noted the content of the report.

Agenda No.	Report Title	Presented by:
5.3.2	Scottish Police Authority – Joint Strategy for Policing – Consultation document – Verbal update	Head of Adult Social Care
Outline of report and summary of discussion		
The Head of Adult Services drew attention to the deadline date of 2 March and invited Members who wished to contribute to the response to do so as soon as possible. She further advised she aimed to get a draft of the response to Board Members in advance of the deadline date.		
The Board noted the advice provided by the Head of Adult Services		

The meeting terminated at 12.35 pm.

Minute of Meeting



General Purposes Committee

Date	Time	Venue
25 February 2020	10.00 am	Council Chamber, Midlothian House, Buccleuch Street, Dalkeith

Present:

Councillor Smaill (Chair)	Councillor Alexander
Councillor Cassidy	Councillor Curran
Councillor Hackett (up to Item No.5.2)	Councillor Hardie
Councillor Imrie (from 10.07 am)	Councillor Johnstone
Councillor Lay-Douglas	Councillor McCall
Councillor Milligan	Councillor Muirhead
Councillor Munro	Councillor Parry
Councillor Russell	Councillor Winchester

In attendance:

Alan Turpie, Legal Services Manager	Verona MacDonald, Democratic Services Team Leader
Inspector J. Morrison, Police Scotland	Inspector Alan Struthers, Police Scotland

1. Apologies

Apologies for absence were received on behalf of Councillors Baird and Wallace.

2. Order of Business

The order of business was as set out on the Agenda.

3. Declarations of interest

Councillor Curran indicated he would be declaring an interest in the applications on the agenda relating to private hire and taxis on the basis of his business interests in the taxi trade. Councillor Cassidy advised he would be declaring an interest in the application for a licence for a house in multiple occupation on the basis of his past connection with the property and Councillor Russell in relation to the same application advised she would be declaring an interest because she was a member of an organisation which had lodged an objection.

Sederunt: Prior to the next item, Councillor Imrie entered the meeting

4. Minute of Previous Meeting

Following consideration, the full Minute of the Meeting held on 19 November 2019 was unanimously approved and the Chair was authorised to sign as a correct record.

5. Public Reports

Sederunt: Prior to the following matter, Councillor Curran, having previously intimated a declaration of interest, left the meeting

5.1 Civic Government (Scotland) Act 1982 – Review of Taxi and Private Hire Car Conditions – Report by Legal Services Manager

The Legal Services Manager spoke to the terms of the report which sought authority to consult on a review of licensing conditions for the operation of taxi and private hire cars. He referred to the proposed draft conditions attached to the report and accepted further work was required prior to release to the trade.

After discussion, the Committee unanimously agreed to (a) approve the draft conditions for public consultation and (b) appoint Councillors Cassidy, Hardie and Hackett to the Short Life Working Group.

5.2 Civic Government (Scotland) Act 1982 – Private Hire Cars – Assessment of Overprovision – Report by Legal Services Manager

The Legal Services Manager spoke to the terms of the report. He further advised of the lodging of a further Petition signed by 38 members of Midlothian Taxi Operators' Association calling for a cap on the grant of private hire car licences on the grounds of overprovision. Mr Turpie advised that it is not legally competent to introduce an immediate cap and, as per the terms of his report, this would require to be done in accordance with the guidance issued by the Scottish Government. He further drew Members attention to the cost of commissioning a survey and the resultant impact on licensing fees given that the full cost has to be met from fees.

Councillor Hardie expressed concern about commissioning a survey given that the population was increasing and emphasised that a cap on the number of licences was not in the interests of residents as choice is important and a cap in place removes choice. The Chair asked for further clarification regarding the costs of a survey. Mr Turpie advised the legal team did not have the expertise to

carry out a survey and whereas he could check elsewhere in the Council as to whether it could be done “in-house”. He further advised that other Councils who had brought in a cap on the number of licences issued had done so having used external consultants.

Thereafter, Councillor Hackett, seconded by Councillor Cassidy, moved that the Committee approve the assessment of overprovision in principle and ask the Legal Services Manager to report back to the next Committee on the anticipated costs of carrying out a survey and how this can be done. On a vote being taken by way of a show of hands, 8 votes were cast in favour of the Motion and none against. This therefore became the decision of the Committee.

Sederunt: Prior to the following item, Councillor Curran re-entered the meeting room. Councillor Hackett left the meeting and did not return.

5.3 Twinning Relations 2019 Update – Report by Provost and Depute Provost

The Chair in his capacity of Provost spoke to the terms of the report which was subsequently noted by the Committee.

Exclusion of Members of the Public

In view of the nature of the business to be transacted, the Committee agreed that the public be excluded from the meeting during discussion of the undernoted item, as contained in the Addendum hereto, as there might be disclosed exempt information as defined in paragraphs 3, 6 and 14 of Part I of Schedule 7A to the Local Government (Scotland) Act 1973:-

- 6.1 Application for a Private Hire Car Driver’s Licence – L. Annor
- 6.2 Application for a House in Multiple Occupation – A. Khan for Flat at 28 Buccleuch Street, Dalkeith
- 6.3 Application for a Private Hire Car Driver’s Licence – K. Muzangaza
- 6.4 Application for a Second Hand Car Dealer’s Licence – M. Urban

Resignation of Chair of the Committee

At the conclusion of the applications deemed exempt from publication and therefore determined in private, the Chair intimated his resignation with immediate effect. The Democratic Services Team Leader called for nominations for the position of Chair. Councillor Hardie, seconded by Councillor Cassidy, nominated Councillor Munro. No other nominations were received and Councillor Munro was duly appointed to the position of Chair.

The meeting terminated at 12.00 noon

Minute of Meeting



Cabinet

Date	Time	Venue
3 March 2020	11.00 am	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith

Present:

Councillor Milligan - Convener	
Councillor Muirhead – Depute Convener	
Councillor Curran	
Councillor Imrie	
Councillor Hackett	

Religious Representatives:

Mrs Elizabeth Morton	
Mr Vic Bourne	

1 Apologies

No apologies had been received.

2 Order of Business

The Order of Business was as detailed within the Agenda.

3 Declarations of interest

No declarations of interest were received.

4 Minutes of Previous Meetings

The Minute of the Meeting of the Cabinet held on 21 January 2020 was submitted and approved as a correct record.

5. Reports

Agenda No.	Report Title	Presented by:
5.1	Inspection of Midlothian Council Highbank Intermediate Care Service	Morag Barrow
Outline of report and summary of discussion		
<p>The purpose of the report was to provide an overview of the recent Care Inspection report on Highbank Intermediate Care facility inspection. It also provided a summary of the action plan for the service improvements.</p> <p>Midlothian Health and Social Care Intermediate Care Service was inspected in September 2019 by the Care Inspectorate, as a registered Care Home for people aged over 60. The report was published on 20th September 2019, and was distributed to all Elected Members of the Cabinet for their information. The inspection covered 5 key areas of the Scotland's Health and Social Care Standards attributed to care home services. The inspection report grades the areas of inspection from 1 (Unsatisfactory) to 6 (Excellent). This inspection report graded the 5 areas below:</p> <ul style="list-style-type: none">• How well do we support people's wellbeing? 3 - Adequate• How good is our leadership? 4 - Good• How good is our staffing? 3 - Adequate• How good is our setting? 3 - Adequate• How well is our care and support planned? 3 - Adequate <p>The Joint Director of Health and Social Care presented this report highlighting the main sections of the report and provided an update on the</p>		
Decision		
<p>(a) To note the content of the report and the progress made;</p> <p>(b) To note that a report on the current position and anticipated timescales involved in the re-provisioning of Highbank Intermediate care facility would be submitted to</p>		

the next meeting of Cabinet; and

(c) That the report be passed to Performance Review and Scrutiny for their consideration.

Action

Joint Director Health and Social Care

Agenda No.	Report Title	Presented by:
5.2	Foster Care Fee and Allowances Uplift (including Kinship Care)	Joan Tranent

Outline of report and summary of discussion

The purpose of the report was to seek approval to:

- Increase the allowances and fees paid for Fostering and Kinship Care.
- To subsequently revise and agree the Fostering Service Fee Policy to be effective from 1 April 2020.
- Note that Kinship Carers will receive the equivalent of the Fostering Allowance.
- That the revised fees and allowances continue post 16 as part of our Continuing Care approach.
- Note the impact on the 2020/21 budget of the proposals contained within the report.

Midlothian Council's foster and kinship carers were previously awarded a minimal uplift in April 2014, pending the outcome of the National Care Review and their proposal to develop a national fee and allowance across Scotland. No such proposal had been forthcoming which now means Midlothian Council's fees and allowances were no longer competitively aligned with its neighbouring authorities and the independent fostering agencies.

While financial incentives were not the sole motivating factor for people becoming foster carers, it was acknowledged that Midlothian Council was no longer considered to be competitive and that this could be a barrier to recruitment. Foster carers worked with some of the most vulnerable and challenging children and families while continuing to increase their professional skills and competence base.

The Chief Officer Children's Services, Partnerships and Communities presented this report highlighting the main sections contained therein.

Decision

(a) That the revised fostering service fees and allowances be approved within the existing budget;

(b) That the future fostering budgets be annually reviewed to monitor and re-evaluate Continuing Care placements and spend up until 2024; and

(c) That the fostering fees and allowances (including Kin Care) be reviewed bi-annually.

Agenda No.	Report Title	Presented by:
5.3	The Single Midlothian Plan Half Year Performance Report 2019/20	Chief Executive
Outline of report and summary of discussion		
<p>The purpose of the report was to highlight the half year performance report of Midlothian Community Planning Partnership. It was a statutory duty for the partnership to publish performance reports.</p> <p>Part 2 of the Community Empowerment Act 2015 set out clear expectations for what the purpose of community planning was and how it had to operate. Statutory Guidance flowing from the 2015 Act made clear that community planning was about “how public bodies work together and with the local community to plan for, resource and provide or secure the provision of services which improve local outcomes in a local authority area, with a view to reducing inequalities”.</p> <p>The six month performance report, which was attached as an appendix to the report set out a summary of the successes and challenges of the first half of 2019/20 financial year by the five themes of the Single Midlothian Plan. The 5 themes of work identified through public engagement as main areas in which the public expected partners to make improvements were Adult Health and Social Care; Community Safety; Sustainable Growth; Improving Opportunities and Getting it Right for every Midlothian Child.</p> <p>The narrative within the template against each action identified blocks of progress and planned mitigation actions where these had been agreed. Where it was the case, the narrative noted that targets were likely to be achieved by the end of the year, based on progress to date and other known factors.</p>		
Decision		
To note the content of the performance report.		

Agenda No.	Report Title	Presented by:
5.4	Parking Cross-Party Working Group – update and recommendations	Executive Director Place
Outline of report and summary of discussion		
<p>The purpose of the report was to provide an update on the Cross-Party Working Group which had been considering proposals to expand parking enforcement to improve access and amenity for all. The report considered, advised and made recommendations on the three parking related matters listed below:</p> <ul style="list-style-type: none"> • Residential parking in Dalkeith • Workplace parking levy • Possible future parking charges in Midlothian 		
Decision		
(a) To offer Dalkeith residents car park permits in either in St Andrew's Street or North Wynd Car Parks, at a cost of £50		

(b) That a maximum of 1 parking permit per household be applied and that permits would operate on Monday to Saturday between 8am and 6pm; and

(c) To note that the cross party working group would consider the feasibility of additional parking charges in 2020.

Action

Executive Director: Place

Agenda No.	Report Title	Presented by:
5.5	Adult Social Care Quarter 3 Performance Report 2019/20	Joint Director, Health and Social Care
Outline of report and summary of discussion		
The Quarter 3 Performance Report 2019/20 for Adult Social Care was submitted. The Joint Director, Health and Social Care highlighted the progress in the delivery of strategic outcomes and summary of the emerging challenges as detailed within the report and thereafter answered questions raised by Elected Members.		
Decision		
Noted the content of the report		

Agenda No.	Report Title	Presented by:
5.6	Children's Services Quarter 3 Performance Report 2019/20	Chief Officer, Children's Services, Partnerships and Communities
Outline of report and summary of discussion		
The Quarter 3 Performance Report 2019/20 for Children's Services was submitted. The Chief Officer, Children's Services, Partnerships and Communities highlighted the progress in the delivery of strategic outcomes and summary of the emerging challenges as detailed within the report and thereafter answered questions raised by Elected Members.		
Decision		
Noted the content of the report		

Agenda No.	Report Title	Presented by:
5.7	Commercial Operations Quarter 3 Performance Report 2019/20	Executive Director Place
Outline of report and summary of discussion		
The Quarter 3 Performance Report 2019/20 for Commercial Operations was submitted. The Executive Director Place highlighted the progress in the delivery of strategic outcomes and summary of the emerging challenges as detailed within the report and thereafter answered questions raised by Elected Members.		
Decision		
Noted the content of the report		

Agenda No.	Report Title	Presented by:
5.8	Communities and Economy Quarter 3 Performance Report 2019/20	Executive Director: Place
Outline of report and summary of discussion		
The Quarter 3 Performance Report 2019/20 for Communities and Economy was submitted. The Executive Director: Place highlighted the progress in the delivery of strategic outcomes and summary of the emerging challenges as detailed within the report and thereafter answered questions raised by Elected Members.		
Decision		
Noted the content of the report		

Agenda No.	Report Title	Presented by:
5.9	Customer and Housing Services Quarter 3 Performance Report 2019/20	Executive Director: Place
Outline of report and summary of discussion		
The Quarter 3 Performance Report 2019/20 for Customer and Housing Services was submitted. The Executive Director: Place highlighted the progress in the delivery of strategic outcomes and summary of the emerging challenges as detailed within the report and thereafter answered questions raised by Elected Members.		
Decision		
Noted the content of the report		

Agenda No.	Report Title	Presented by:
5.10	Education Quarter 3 Performance Report 2019/20	Executive Director: Children, Young People and Communities
Outline of report and summary of discussion		
The Quarter 3 Performance Report 2019/20 for Education was submitted. The Executive Director: Children, Young People and Communities highlighted the progress in the delivery of strategic outcomes and summary of the emerging challenges as detailed within the report and thereafter answered questions raised by Elected Members.		
Decision		
(a) That a report be submitted to a future meeting of Midlothian Council expanding on the ongoing work to prepare for the implementation of 1140 hours and the financial and other challenges associated with this initiative; and (b) To otherwise note the content of the report.		

Agenda No.	Report Title	Presented by:
5.11	Finance and Integrated Service Support Quarter 3 Performance Report 2019/20	Executive Director Place
Outline of report and summary of discussion		
The Quarter 3 Performance Report 2019/20 for Finance and Integrated Service Support was submitted. The Executive Director Place highlighted the progress in the delivery of strategic outcomes and summary of the emerging challenges as detailed within the report and thereafter answered questions raised by Elected Members.		
Decision		
Noted the content of the report		

Agenda No.	Report Title	Presented by:
5.12	Property and Facilities Management Quarter 3 Performance Report 2019/20	Executive Director Place
Outline of report and summary of discussion		
The Quarter 3 Performance Report 2019/20 for Property and Facilities Management was submitted. The Executive Director Place highlighted the progress in the delivery of strategic outcomes and summary of the emerging challenges as detailed within the report and thereafter answered questions raised by Elected Members.		
Decision		
Noted the content of the report		

Agenda No.	Report Title	Presented by:
5.13	Midlothian Council Quarter 3 Performance Report 2019/20	Chief Executive
Outline of report and summary of discussion		
The Quarter 3 Performance Report 2019/20 for Midlothian Council was submitted detailing the delivery of Midlothian Council's priorities through the Community Planning Partnerships (CPP) and the Single Midlothian Plan. The report highlighted that the 3 top priorities for 2019-22 were: <ul style="list-style-type: none"> • Reducing inequalities in learning outcomes • Reducing inequalities in health outcomes • Reducing inequalities in economic circumstances The Chief Executive highlighted the main sections contained within the report and highlighted that the thematic approach was used for quarterly reporting and the themes are: <ul style="list-style-type: none"> • Adult Health and Social Care - <i>Responding to growing demand for adult social care and health services</i> • Community Safety & Justice - <i>Ensuring Midlothian is a safe place to live, work and grow up in.</i> 		

- Getting it Right for Every Midlothian Child - *Improving outcomes for children, young people and their families.*
- Improving Opportunities for Midlothian - *Creating opportunities for all and reducing inequalities.*
- Sustainable Growth in Midlothian - *Growing the local economy by supporting business growth and responding to growing demand for housing in a sustainable environment.*

Decision

Noted the content of the report.

Exclusion of Members of the Public

In view of the nature of the business to be transacted, the Cabinet agreed that the public be excluded from the meeting during discussion of the undernoted item, as contained in the Addendum hereto, as there might be disclosed exempt information as defined in paragraph 6 of Part I of Schedule 7A to the Local Government (Scotland) Act 1973:-

Agenda No	Report Title	Presented by:
6.1	Irrecoverable Debt Write Off	Executive Director Place
Decision		
Cabinet authorised write-off for the irrecoverable debts as shown in the attached:		
<ul style="list-style-type: none"> • Appendix 1 amounting to a total of £172,294.89 This includes for Housing Rent Former Tenants a total of £172,294.89 £76,831.33 where all possible recovery options have been exhausted; and £95,463.56 in respect of "Gone Away No Trace". • Appendix 2 amounting to a total of £81,298.27 This includes for Non Domestic Rates a total of £81,298.27 in respect of "Debtor ceased trading. Company has no assets and bank holds no funds". 		

The meeting terminated at 12.05 pm.

Minute of Meeting



Performance, Review and Scrutiny Committee

Date	Time	Venue
17 March 2020	11.00am	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith

Present:

Councillor Johnstone (Chair)	Councillor Baird
Councillor Cassidy	Councillor Hardie
Councillor Lay-Douglas	Councillor Munro
Councillor Parry	Councillor Smaill

Also in Attendance:

Grace Vickers	Chief Executive
Kevin Anderson	Executive Director: Place
Alison White	Head of Adult Health and Social Care
Janet Ritchie	Democratic Services Officer

1 Apologies

Apologies were received from Councillor Alexander, Councillor McCall, Councillor Russell, Councillor Wallace and Councillor Winchester.

2 Order of Business

The Order of Business was as set out in the Agenda.

3 Declarations of Interest

No declarations of interest were intimated.

4 Minutes of Previous Meetings

The minute of the meeting of 10 December 2019 was submitted and approved as a correct record.

5 Public Reports

Councillor Parry proposed that due to the current situation with regards to the Coronavirus, the following public reports for Noting were approved en bloc. This was seconded by Councillor Smail and unanimously agreed by the Committee.

Agenda No	Title	Presented by:
5.1	Inspection of Midlothian Council Highbank Intermediate Care Service	
Outline and summary of item		
<p>This report provides an overview of the recent Care Inspection report on Highbank Intermediate Care facility inspection. It also provides a summary of the action plan for the service improvements.</p> <p>Midlothian Health and Social Care Intermediate Care Service was inspected in September 2019 by the Care Inspectorate, as a registered Care Home for people aged over 60. The report was published on 20th September 2019. The inspection covered 5 key areas of the Scotland's Health and Social Care Standards attributed to care home services. The inspection report grades the areas of inspection from 1 (Unsatisfactory), to 6 (Excellent). This inspection report graded the 5 areas below:</p> <ul style="list-style-type: none">• How well do we support people's wellbeing? 3 - Adequate• How good is our leadership? 4 - Good• How good is our staffing? 3 - Adequate• How good is our setting? 3 - Adequate• How well is our care and support planned? 3 – Adequate		

Agenda No	Title	Presented by:
5.2	Adult Social Care Q3 Performance Report	
Outline and summary of item		
The Q3 Performance Report 2019/20 for Adult Social Care provided a summary of the progress in the delivery of strategic outcomes and a summary of the Challenges and Risks.		

Agenda No	Title	Presented by:
5.3	Children's Services Q3 Performance Report	
Outline and summary of item		
The Q3 Performance Report 2019/20 for Children's Services provided a summary of the progress in the delivery of strategic outcomes and a summary of the Challenges and Risks.		

Agenda No	Title	Presented by:
5.4	Education Q3 Performance Report	
Outline and summary of item		
The Q3 Performance Report 2019/20 for Education provided a summary of the progress in the delivery of strategic outcomes and a summary of the Challenges and Risks.		

Agenda No	Title	Presented by:
5.5	Commercial Operations Q3 Performance Report	
Outline and summary of item		
The Q3 Performance Report 2019/20 for Commercial Operations provided a summary of the progress in the delivery of strategic outcomes and a summary of the Challenges and Risks.		

Agenda No	Title	Presented by:
5.6	Communities and Economy Q3 Performance Report	
Outline and summary of item		
The Q3 Performance Report 2019/20 for Communities and Economy provided a summary of the progress in the delivery of strategic outcomes and a summary of the Challenges and Risks.		

Agenda No	Title	Presented by:
5.7	Customer and Housing Services Q3 Performance Report	
Outline and summary of item		
The Q3 Performance Report 2019/20 for Customer and Housing Services provided a summary of the progress in the delivery of strategic outcomes and a summary of the Challenges and Risks.		

Agenda No	Title	Presented by:
5.8	Finance and Integrated Service Support Q3 Performance Report	
Outline and summary of item		
The Q3 Performance Report 2019/20 for Finance and Integrated Service Support provided a summary of the progress in the delivery of strategic outcomes and a summary of the Challenges and Risks.		

Agenda No	Title	Presented by:
5.9	Property and Facilities Management Q3 Performance Report	
Outline and summary of item		
The Q3 Performance Report 2019/20 for Property and Facilities Management provided a summary of the progress in the delivery of strategic outcomes and a summary of the Challenges and Risks.		

Agenda No	Title	Presented by:
5.10	Midlothian Council Q3 Performance Report	
Outline and summary of item		
The Q3 Performance Report 2019/20 for Midlothian Council details the delivery of Midlothian Council's priorities through the Community Planning Partnership and the Single Midlothian Plan. The Council Change and Transformation programme and individual Service Plans outline how Midlothian Council will deliver its contribution to the Single Midlothian Plan.		

6 Private Reports

No private reports were submitted for discussion.

7 Date of Next Meeting

The next meeting will be held on Tuesday 28 April 2020 at 11 am.

The meeting terminated at 11.05 am

Minute of Meeting



Planning Committee

Date	Time	Venue
9 June 2020	10.00 am	As a consequence of the current public health restrictions this was a virtual meeting held using Microsoft Teams

Present:

Councillor Alexander	Councillor Cassidy
Councillor Curran	Councillor Hackett
Councillor Hardie	Councillor Johnstone
Councillor Lay-Douglas	Councillor McCall
Councillor Milligan	Councillor Muirhead
Councillor Parry	Councillor Russell
Councillor Smail	Councillor Wallace
Councillor Winchester	

1. Apologies for Absence and Appointment of Chair

Apologies for absence were intimated on behalf of Councillors Imrie (Chair) and Munro.

In the absence of the Chair, it was agreed, in terms of Standing Order 7.3, that Councillor Milligan be appointed to Chair the Meeting.

2. Order of Business

The order of business was as outlined in the agenda.

3. Declarations of interest

Councillor Smaill declared a non-pecuniary interest in agenda item 5.1 - Proposed Residential Development with Associated Infrastructure at Land at Newton Farm and Wellington Farm, Old Craighall Road, Millerhill, Dalkeith (20/00231/PAC) – on the grounds that he knew the current occupant of Wellington Farm, who was a former Conservative Party candidate.

Councillors McCall and Hardie both declared non-pecuniary interests in agenda item 5.5 - Application for Planning Permission for the Erection of 12 Flatted Dwellings; Formation of Access Roads and Car Parking and Associated Works at Land at Windsor Square, Penicuik (19/00510/DPP). – on the grounds that, they had attended Penicuik Community Council meetings when the matter had been discussed; and had spoken with the applicants, however at no time had either offer an opinion on the current applications before Members.

Councillor Hardie left the meeting shortly thereafter at approximately 10.09 am and did not return.

4. Minutes of Previous Meetings

The Minute of Meeting of the Committee which took place on 25 February 2020 was submitted and unanimously approved, with the Chair being authorised to sign it as a true record of the meeting.

5. Reports

Sederunt

With reference to item 3 above, Councillor Smaill, having declared a non-pecuniary interest in the following item of business, left the meeting at approximately 10.14 am, taking no part in the consideration thereof.

Agenda No	Report Title	Report by:
5.1	Proposed Residential Development with Associated Infrastructure at Land at Newton Farm and Wellington Farm, Old Craighall Road, Millerhill, Dalkeith (20/00231/PAC)	Chief Officer Place

Outline of Report
<p>There was submitted report, dated 25 May 2020, by the Chief Officer Place advising that a pre application consultation had been submitted regarding a proposed residential development with associated infrastructure at land at Newton Farm and Wellington Farm, Old Craighall Road, Millerhill.</p> <p>The report advised that in accordance with the pre-application consultation procedures noted by the Committee at its meeting on 6 June 2017 (paragraph 5.8 refers) the pre application consultation was being reported to Committee to enable Members to express a provisional 'without prejudice' view on the proposed major development. The report outlined the proposal, identified the key development plan policies and material considerations and stated a provisional without prejudice planning view regarding the principle of development for the Committee's consideration.</p>
Summary of Discussion
<p>The Committee in discussing the proposals, acknowledged that the existing Midlothian Local Development Plan identified the land as a safeguarded site, with the potential of being allocated for housing development in future development plans. Notwithstanding the premature nature as a currently unallocated site concerns were expressed regard the pressure such a development might have on existing infrastructure in the area particularly education.</p>
Decision
<p>After further discussion and having heard from the Planning Manager who responded to Members' question and comments, the Committee noted:</p> <ul style="list-style-type: none"> (a) The provisional planning position set out in the report; (b) The comments made by Members; and (c) That the expression of a provisional view did not fetter the Committee in its consideration of any subsequent formal planning application.
Action
<p>Planning Manager</p>

Sederunt
<p>Councillor Smaill rejoined the meeting at the conclusion of the foregoing item of business, at approximately 10.19am.</p>

Agenda No	Report Title	Report by:
5.2	Proposed Residential Development with Associated Landscaping and Infrastructure at Land at Stobs Farm, Lady Brae, Gorebridge (20/00128/PAC).	Chief Officer Place
Outline of report and summary of discussion		
<p>There was submitted report, dated 25 May 2020, by the Chief Officer Place advising that a pre application consultation had been submitted regarding a proposed residential development with associated landscaping and infrastructure at land at Stobs Farm, Lady Brae, Gorebridge (20/00128/PAC).</p>		

The report advised that in accordance with the pre-application consultation procedures noted by the Committee at its meeting on 6 June 2017 (paragraph 5.8 refers) the pre application consultation was being reported to Committee to enable Members to express a provisional 'without prejudice' view on the proposed major development. The report outlined the proposal, identified the key development plan policies and material considerations and stated a provisional without prejudice planning view regarding the principle of development for the Committee's consideration.

Summary of Discussion

The Committee in discussing the proposals, acknowledged that the existing Midlothian Local Development Plan identified the land as countryside (policy RD1) and in part as prime agricultural land (policy ENV4) with a presumption against development unless it could be demonstrated that there was a shortfall in the supply of housing land. Notwithstanding the premature nature as a currently unallocated site concerns were expressed regard the pressure such a development might have on existing infrastructure in the area particularly education and the transport network. On a more practical note it was pointed out that part of the site may lie in the Moorfoot Community Council area so they should be included in any future consultations.

Decision

After further discussion and having heard from the Planning Manager who responded to Members' question and comments, the Committee noted:

- (a) The provisional planning position set out in the report;
- (b) The comments made by Members; and
- (c) That the expression of a provisional view did not fetter the Committee in its consideration of any subsequent formal planning application.

Action

Planning Manager

Sederunt

Councillor Alexander joined the meeting towards the conclusion of the foregoing item of business at approximately 10.27am.

Agenda No	Report Title	Report by:
5.3	Section 42 Application to Amend Condition 2 (Landscaping) of Planning Permission 15/00884/DPP for the Formation of a Train Cleaning and Stabling Depot and Associated Works at Millerhill Traincare Depot, Whitehill Road, Newcraighall (19/01001/S42).	Chief Officer Place
Outline of report and summary of discussion		
There was submitted a report dated 25 May 2020, by the Chief Officer Place advising that at its meeting on 1 March 2016 (paragraph 5.6 refers), the Committee granted planning permission for the formation of a train cleaning and stabling depot		

on railway operational land, erection of gabion walls and alterations to ground levels, formation of new railway lines, erection of boundary fencing, and formation of SUDS features, car parking and access at the Former Millerhill Marshalling Yards, Whitehill Road, Dalkeith.

The current Section 42 Application sought to amend the wording of the Condition 2 to reposition the proposed boundary hedge due to the topography of the site and the operational requirement to keep a distance of 3 metres between new planting and the rail lines.

Decision

The Committee, having heard from the Planning Manager, who responded to Members' questions and comment, agreed that planning permission be granted for the following reason:

The development will support the furtherance of an established use within the Council's economic land supply; and the landscaping proposals will ensure that an effective landscape buffer will be provided along the eastern boundary. The proposal therefore complies with policies STRAT1, DEV2, DEV7 and ENV11 of the Midlothian Local Development Plan 2017.

subject to the detailed conditions contained within the report.

Action

Planning Manager

Agenda No	Report Title	Report by:
5.4	Section 42 Application to Amend Conditions 3, 4, 5, 6 and 10 imposed on a Grant of Planning Permission 15/00113/PPP for the Demolition of the Existing Dwellinghouse, Erection of Hotel and Residential Development, Formation of Access Roads, Car Parking and Associated Works at Land at Calderstones, Biggar Road, Hillend, Damhead (18/00528/S42).	Chief Officer Place
Outline of report and summary of discussion		
<p>There was submitted a report dated 25 May 2020, by the Chief Officer Place advising that at its meeting on 25 August 2015 (paragraph 2 of the Appendix refers), the Committee granted planning permission for the demolition of the existing dwellinghouse, erection of hotel and residential development, formation of access roads, car parking and associated works at land at Calderstones, Biggar Road, Hillend.</p> <p>The current section 42 application sought to amend the wording of five of the conditions, relating to the phasing of development, hard and soft landscaping, the siting, design and materials of all buildings/structures on the site, site access roads and footpaths (including haul routes), approval of the junction to the A702 and the timing of its provision and the condition requiring the closure of the access to the Midlothian Snowsports Centre. The application was accompanied by an environmental impact assessment report.</p>		

Decision
<p>The Committee, having heard from the Planning Manager who responded to Members' questions and comment, agreed to grant planning permission for the following reasons</p> <p><i>The proposed development for a hotel/tourist accommodation accords with policy VIS2 of the Midlothian Local Development Plan 2017; as such there is a presumption in favour of the proposed development. This presumption in favour of the development is not outweighed by other policies in the development plan or other material considerations. The proposed amendments to conditions are considered not to undermine this policy position or have a detrimental impact.</i></p> <p>subject to the detailed conditions contained within the report.</p>
Action
Planning Manager

Agenda No	Report Title	Report by:
5.5	Application for Planning Permission for the Erection of 12 Flatted Dwellings; Formation of Access Roads and Car Parking and Associated Works at Land at Windsor Square, Penicuik (19/00510/DPP).	Chief Officer Place
Outline of report and summary of discussion		
<p>There was submitted a report dated 25 May 2020, by the Chief Officer Place concerning the above application.</p> <p>The Committee acknowledged the issues raised by Councillor McCall, who had called the application in, and gave consideration to her further suggestion that there would be merit in visiting the site prior to determining the application. In discussing how this might be accommodated given the current public health restrictions, the possibility of a virtual site visit using a drone, as employed by some other Councils, or something similar was debated, along with the practicalities of conducting site visits employing social distancing measure when it was appropriate to do so. Consideration was also given to any potential implications arising from continuing consideration of the application to allow time for a possible site inspection visit to take place.</p>		
Decision		
<p>After further discussion and having heard from the Planning Manager, the Committee agreed to:-</p> <p>(a) continue consideration of the application to allow a site inspection visit to take place; and</p> <p>(b) instruct Officers to investigate and report on the most appropriate way of undertaking site visits given the current public health restrictions.</p>		
Action		
Planning Manager/Democratic Services		

6. Private Reports

No private business was discussed.

7. Date of Next Meeting

The next meeting will be held on Tuesday 1 September 2020.

The meeting terminated at 10.45 pm

Minute of Meeting



Audit Committee

Date	Time	Venue
Monday 22 June 2020	11.00am	Council Chambers, Midlothian House, Dalkeith, EH22 1DN

Present:

Mike Ramsay (Independent Chair)
Councillor Muirhead
Councillor Smaill
Councillor Cassidy
Mr de Vink (Independent Member)

In attendance:

Grace Vickers	Chief Executive
Kevin Anderson	Executive Director Place
Morag Barrow	Joint Director Health and Social Care
Gary Fairley	Chief Officer Corporate Solutions
Joan Tranent	Chief Officer, Children's Services, Partnerships and Communities
Alan Turpie	Legal Services Manager/Monitoring Officer
Jill Stacey	Chief Internal Auditor
Myra Forsyth	Quality and Scrutiny Manager
Elaine Greaves	Principal Internal Auditor
Grace Scanlin	External Auditor, EY
Janet R Ritchie	Democratic Services Officer

1. Welcome and Apologies

The Chair, Mike Ramsay welcomed everyone to the meeting and welcomed Councillor Cassidy on to the Committee.

Apologies were received from Councillor Milligan and Councillor Hardie.

2. Order of Business

The order of business was confirmed as that outlined in the Agenda.

3. Declarations of interest

No declarations of interest were received.

4. Minutes of Previous Meetings

- 4.1 The minute of the meeting of 10 March 2020 was submitted and approved as a correct record having been proposed by Councillor Muirhead, seconded by Councillor Cassidy.

Matters Arising:

- It was noted that the slides from the previous meeting presented by E.Y. were still to be circulated. It was confirmed that this action would be completed.
- Item 5.6 Internal Audit Strategy and Annual Plan 2020/21: Jill Stacey, Chief Internal Auditor advised the committee that with regards to the Audit Plan they would be reassessing potential changes in light of Council response to the pandemic. After discussions were held with senior management and the significant changes would be made to the Audit Plan this would be presented to this committee in due course.

- 4.2 The Action log was submitted and the following agreed:

- 1) 'Internal Audit Recommendations' – It was noted that the expected end date for this action would be amended from June to September. Jill Stacey advised that it was still the intention to provide the two follow up reports therefore one would be presented in September and the other in December.
- 2) 'Internal Audit Work' – A detailed report would be provided to Elected Members by the Legal Services Manager on the 22 expired contracts – September 2020.

5. Public Reports

Report No.	Report Title	Presented by:
5.1	Internal Audit Work to March 2020	Jill Stacey, Chief Internal Auditor
Outline of report and summary of discussion		
<p>The purpose of this report was to provide members of the Audit Committee with details of the recent work carried out by Internal Audit and the findings and recommended audit actions agreed by Management to improve internal controls and governance arrangements.</p> <p>The Internal Audit Annual Plan 2019/20 was approved by the Audit Committee on 12 March 2019. Internal Audit had carried out the work in the period from 21 February to 31 March 2020 associated with the delivery of the Plan to meet its objective of providing an opinion on the efficacy of the Council's risk management, internal control and governance.</p> <p>An Executive Summary of the final Internal Audit assurance report issued, including audit objective, findings, good practice and recommendations (where appropriate), and the Chief Internal Auditor's independent and objective opinion on the adequacy of the control environment and governance arrangements within each audit area, was shown in Appendix 1.</p> <p>The Chief Internal Auditor presented this report and thereafter responded to questions raised by members of the committee with regards to the internal audit assurance work which was in progress.</p>		
Decision		
<p>The Audit Committee:</p> <ul style="list-style-type: none"> a) Noted the final assurance reports issued in the period from 21 February to 31 March 2020 associated with the delivery of the approved Internal Audit Annual Plan 2019/20; and b) Acknowledged the assurance provided on internal controls and governance arrangements in place for the areas covered by this Internal Audit work. 		

Report No.	Report Title	Presented by:
5.2	Internal Audit Annual Assurance Report 2019/20	Jill Stacey, Chief Internal Auditor
Outline of report and summary of discussion		
<p>The purpose of this report was to present to the Audit Committee the Internal Audit Annual Assurance Report for the year to 31 March 2020 which included the Chief Internal Auditor's independent assurance opinion on the adequacy of Midlothian Council's overall control environment.</p>		

The Internal Audit Annual Assurance Report 2019/20, at Appendix 1, includes the Chief Internal Auditor's independent and objective opinion regarding the adequacy and effectiveness of internal control within Midlothian Council to fulfil the statutory role of Internal Audit, provided details of the Internal Audit activity that supports the opinion and of the performance during the year, and summarised the outcomes of assessments of the Internal Audit service against the Public Sector Internal Audit Standards.

The Chief Internal Auditor presented this report briefly highlighting the main sections contained within the report and that the Local Code of Corporate Governance had been updated and this would be presented to a meeting of the Audit Committee prior to being presented to Council for approval.

The Chair confirmed as well as the action with regards to the Local Code of Corporate Governance that another action be added with regard to the review and scrutiny of the Risk Management Policy and Strategy.

Decision

The Audit Committee:

- a) Considered the Internal Audit Annual Assurance Report 2019/20 (Appendix 1), and noted the assurances contained therein.
- b) Noted that a report would be presented to a future meeting of the Audit Committee on the updated Local Code of Corporate Governance prior to being presented to Council for approval.
- c) Agreed that a report would be requested on the review and scrutiny of the Risk Management Policy and Strategy.

Action

Democratic Services/Chief Internal Auditor/Waste, Risk and Resilience Manager

Report No.	Report Title	Presented by:
5.3	Annual Governance Statement 2019/20	Grace Vickers, Chief Executive
Outline of presentation and summary of discussion		
<p>The purpose of this report was to propose that the Audit Committee considered and approved the Annual Governance Statement that would be published in the Council's Statement of Accounts 2019/20. The Annual Governance Statement 2019/20 at Appendix 1, in compliance with the CIPFA/SOLACE Framework, provided details of the Council's Governance Framework, the annual Review of Framework undertaken, Improvement Areas of Governance, and overall opinion.</p> <p>The Chief Executive in presenting this report advised that this document was in draft form and may be subject to change and confirmed that the written assurance statements from the Directors and Chief Officer had now been received.</p>		

It was the Chief Executive's opinion that, although there were areas of work to be completed for full compliance with the Local Code, the overall governance arrangements of the Council had improved during the year.

The Chief Executive highlighted that there were still important improvements to be made which included the implementation of the Business Partner model which was approved by Council in June 2019. The Chief Executive further advised that the Audit Committee request regular updates from the Chief Officer Corporate Solution (Section 95 Officer) on the implementation of these financial improvement updates. In her opinion the unaudited accounts which would not be presented today would be made available to the Audit Committee in order for them to undertake its function in relation to the accounts prior to being sent to the External Auditors which was normal practice.

The Chief Officer Corporate Solutions (Section 95 Officer) advised that the draft accounts were still a work in progress due to the impact of Covid-19 across the Council and the time must be taken to ensure that the accounts were true and accurate and that they were on track for these to be completed by 30 June 2020. He further advised as soon as these were completed they would be circulated to the Audit Committee and confirmed that it was regulation for the Audit Committee to consider these accounts prior to the 30 August 2020.

The Chief Officer thereafter responded to questions and comments raised with regards to the unaudited accounts and the Lothian Buses Pension.

The Chair highlighted that the item being discussed was the Annual Governance Statement and that the Lothian Buses Pension liability would be addressed when the data was provided. He advised if the Committee addressed the Annual Governance Statement Item 5.7 would be brought forward to be discussed after this item.

There then followed further comments and questions with regards to the draft unaudited accounts and clarification was provided by the Chief Officer Corporate Solutions and the External Auditor. The External Auditor advised that if the unaudited accounts were delayed and they did not receive them by 30 June this would cause them some difficulties. She acknowledged that these would be draft and that they would be unscrutinised by the Audit Committee.

The Annual Governance statement was approved with an additional recommendation that the Section 95 Officer provide regular financial improvement updates to the Audit Committee and that the first update be provided at December 2020 Audit Committee meeting.

It was also agreed that the draft Unaudited Accounts would be circulated to the Audit Committee and the External Auditors by the 30 June 2020 and that Lothian Buses liabilities would be discussed along with the unaudited accounts at the meeting to be arranged.

Decision

The Audit Committee:

- a) Considered the details of the Annual Governance Statement 2019/20 at Appendix 1 to ensure it reflects the risk environment and governance in place to achieve objectives, and acknowledged the actions identified by Management to improve internal controls and governance arrangements;
- b) Approved that it be published in the Council's Statement of Accounts 2019/20.
- c) Agreed that regular financial improvement updates would be provided by the Chief Officer Corporate Solutions (Section 95 Officer) to the Audit Committee and that the first update would be provided at the December 2020 meeting.

Report No.	Report Title	Presented by:
5.7	Financial Statements 2019/20	Chief Officer Corporate Solutions
Outline of presentation and summary of discussion		
<p>The purpose of this report was to secure arrangements for Audit Committee to consider the unaudited financial statements for 2019/20 as submitted to the Auditor.</p> <p>The Chair highlighted that this item had been covered within the discussion of the previous item and that a further meeting would be arranged before the end of August 2020 to discuss the unaudited accounts and that these accounts would be circulated next week to the Audit Committee and the External Auditors.</p>		
Decision		
<p>The Audit Committee:</p> <ul style="list-style-type: none">a) Noted that at the time of writing this report work continues to finalise the unaudited financial statements and that financial statements were expected to be submitted to the auditor by 30th June;b) Noted that the financial statements would be circulated to the Audit Committee when submitted to the External Auditors by 30 June 2020.c) Agreed to remit to the Executive Director Place, in discussion with the Chair of the Audit Committee, arrangements for a special meeting/ reconvened meeting of the Audit Committee prior to 31 August 2020 to consider the unaudited financial statements.		

Report No.	Report Title	Presented by:
5.4	Counter Fraud Annual Report 2019/20	Jill Stacey, Chief Internal Auditor
Outline of presentation and summary of discussion		
<p>The purpose of this report was to provide an update to the Audit Committee on the Council's counter fraud responsibilities and the activities of the Corporate Fraud team over the past year as part of the arrangements to tackling fraud at the Council, and to propose a revised Counter Fraud Policy Statement and Strategy for Council approval.</p> <p>The Chief Internal Auditor presented this report to the Committee highlighting the main sections contained within the report and the Appendices attached. The Audit Committee acknowledged the hard work done by the Corporate Fraud team and expressed their thanks and fully supported and endorsed the recommendations as set out in the report.</p>		
Decision		
<p>The Audit Committee:</p> <ul style="list-style-type: none"> a) Considered the counter fraud work undertaken by the Corporate Fraud Team during the year to 31 March 2020 (Appendix 1), in support of Management and the delivery of the Council's antifraud and corruption policy and strategy; b) Noted the Outcomes of Midlothian Council's participation in the National Fraud Initiative 2018/2019 (Appendix 2); c) Endorsed the revised Counter Fraud Policy Statement (Appendix 3) and Counter Fraud Strategy (Appendix 4) for full Council approval, and endorsed the proposal to have 2 FTE Corporate Fraud Officers to deliver the revised Counter Fraud Strategy which requires additional resources; d) Approved the Terms of Reference for the new Integrity Group (Appendix 5); and e) Approved the Corporate Fraud Annual Plan 2020/21 (Appendix 6) which was based on the proposal to have 2 FTE Corporate Fraud Officers to deliver the revised Counter Fraud Strategy. 		

Report No.	Report Title	Presented by:
5.5	External Audit Plan Addendum	E.Y. External Auditors
Outline of presentation and summary of discussion		
<p>The External Auditors Annual Audit Plan was presented and agreed at the Audit Committee meeting in March 2020. The plan provided an overview of our audit scope and approach for the audit of the financial statements and the wider scope audit work.</p>		

The purpose of this addendum was to provide an update to the Audit Committee on the planned scope and approach to the external audit for 2019/20 in light of the significant impact of the Covid-19 global pandemic on local government. The audit procedures have been re-assessed to ensure they address the changing risks and issues which have emerged as a result. The aim was to deliver a high quality audit while supporting the Council to prioritise key public services and wider support for the community.

Grace Scanlin in presenting this report outlined the four key areas of impact for the Audit in 2019/20: Impact on their audit risk assessment; Impact on the financial statements; Best Value and wider scope risk assessment; and Audit Logistics.

Thereafter Officers responded to questions and comments raised by the members of the Committee and Grace Scanlin confirmed on responding to a comment from the Chief Executive that an amendment would be made to the wording on page 2 of the report to the 'risk of fraud and procurement'.

Decision

The Audit Committee noted the update.

Report No.	Report Title	Presented by:
5.6	Annual Treasury Management Report 2019/20	Gary Fairley, Chief Officer Corporate Solutions
Outline of presentation and summary of discussion		
<p>A draft of the Annual Treasury Management Report 2019/20 report was being presented today to Audit Committee. The CIPFA Treasury Management Code of Practice 2017 requires that all Treasury Management reports were presented to an appropriate body for adequate scrutiny prior to being presented to full Council for approval. For Midlothian Council, this body was the Audit Committee.</p> <p>The Chief Officer Corporate Solutions presented this report highlighting that any comments would be taken into account in the report presented to Council in August 2020. He further advised that two issues which had been highlighted by the Chair had been noted and would be corrected on the report prior to being presented to Council.</p> <p>Thereafter the Chief Officer Corporate Solutions responded to questions and comments from the committee.</p>		
Decision		
Audit Committee noted the draft Treasury Management Annual Report for 2019/20.		

Report No.	Report Title	Presented by:
5.8	Audit Committee Annual Report 2019/20	Mike Ramsay, Independent Chair
Outline of presentation and summary of discussion		
<p>The purpose of this report was to provide Members with the Audit Committee Annual Report 2019/20 and the annual self-assessments of the Committee against best practice.</p> <p>The Chair presented this report to the committee advising that the report summarised the work carried out by the Audit Committee during the current year, the self-assessment outcomes of improvements and the key items for the Audit Committee to improve on which included obtaining feedback from Officers and Stakeholders. He also commented that there would be a slight amendment to the report that had reference to the unaudited accounts being reviewed at this meeting.</p> <p>The Chief Internal Auditor highlighted that the established informal sessions prior to each Audit Committee were utilised as ongoing learning and development sessions and also to implement some of the areas of improvement. She further advised on the proposal to gain some feedback from the Corporate Management Team with regards to performance, engagement and scrutiny of the Audit Committee which would address one of the areas of improvement.</p>		
Decision		
<p>The Audit Committee approved the Audit Committee Annual Report 2019/20 (Appendix 1) and its self-assessments using the CIPFA Audit Committees Guidance (Appendices 2 and 3), and agreed that the Audit Committee Annual Report 2019/20 would be presented to the Council.</p>		

6. Private Reports

No private reports were submitted.

7. Date of Next Meeting

The next meeting will be held on Tuesday 18 August 2020 at 11 am

The meeting terminated at 13.00 pm

Minute of Meeting



Midlothian Integration Joint Board

Date	Time	Venue
Thursday 13 February 2020	2.00pm	Conference Room, Melville Housing, The Corn Exchange, 200 High Street, Dalkeith, EH22 1AZ.

Present (voting members):

Cllr Catherine Johnstone (Chair)	Carolyn Hirst (Vice Chair)
Cllr Derek Milligan	
Cllr Pauline Winchester	

Present (non-voting members):

Morag Barrow (Chief Officer)	Claire Flanagan (Chief Finance Officer)
Alison White (Chief Social Work Officer)	Caroline Myles (Chief Nurse)
James Hill (Staff side representative)	Keith Chapman (User/Carer)
Ewan Aitken (Third Sector)	

In attendance:

Mairi Simpson (Integration Manager)	Jamie Megaw (Strategic Programme Manager)
Matthew Curl (TEC Strategic Lead)	Mike Broadway (Clerk)

Apologies:

Cllr Jim Muirhead	Tricia Donald
Alex Joyce	Angus McCann
Fiona Huffer (Head of Dietetics)	Hamish Reid (GP/Clinical Director)
Wanda Fairgrieve (Staff side representative)	Johanne Simpson (Medical Practitioner)
Jill Stacey (Chief Internal Auditor)	

Midlothian Integration Joint Board

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1. Welcome and introductions

The Chair, Catherine Johnstone, welcomed everyone to this meeting of the Midlothian Integration Joint Board, following which there was a round of introductions.

2. Order of Business

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

3. Declarations of interest

No declarations of interest were received.

4. Minutes of Previous Meetings

- 4.1 The Minutes of Meeting of the Midlothian Integration Joint Board held on 5 December 2019 were submitted and approved as a correct record.
- 4.2 The Minutes of Meeting of the MIJB Audit and Risk Committee held on 5 September 2019 were submitted and noted.
- 4.3 A Rolling Action Log – February 2020 was submitted.

Thereafter, the Board, having received updates on the various action points detailed therein, agreed:-

- (a) to close off completed actions with the exception of those actions whose expected completion date had not yet passed;
- (b) to note that the quarterly update on progress against delivery of the Transformation Programme was included as part of today's agenda; and
- (c) to note that a working group had been set up to progress the role of the IJB in the Development and Strategic Planning processes; its links into Community Planning and how it interacted with other agencies and that a further report would be brought back to the Board in due course.

(Action: Chief Officer/Chief Finance Officer/Clerk)

5. Public Reports

Report No.	Report Title	Presented by:
5.1	eFrailty: a future model for frailty.	Jamie Megaw

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Executive Summary of Report

The purpose of this report was to outline progress in developing the e frailty programme and to present for the Board's consideration proposals for a future model to address deficits in the frailty system of care which the MIJB were asked to support.

The report highlighted that there had been a 50% increase in people over 75 in Midlothian in the last 20 years and growth in this cohort was predicted to increase faster over the next decade. Frailty was a distinctive health state related to the ageing process where multiple body systems gradually lose their in-built reserves. The increasing prevalence of frailty, as a result of the rapidly growing ageing population, was unsustainable in the current utilisation of the health and care system.

Midlothian Health and Social Care Partnership and Midlothian GP Cluster have been using the electronic frailty index (eFI) to understand service utilisation, the quality of care provided and been using this information to inform strategic direction and service developments. The electronic frailty index (eFI) is a validated method to identify frailty using coding in GP patient records.

The model of care which had emerged builds on the current pilots underway and places Midlothian IJB and HSCP in a strong position to improve outcomes and patient/staff experience and to reduce hospital activity.

Summary of discussion

The Board, having heard from Strategic Programme Manager, Jamie Megaw, who explained the proposals in some detail and thereafter responded to Members' questions and comments, discussed the emerging proposed Model of Care and acknowledged the importance of delivering changes that ensured people got the right support at the right time by the right service.

In response to concerns regarding the ability to successfully deliver all the necessary components required to support the proposed eFrailty Model of Care, Jamie sought to reassure Members by explaining that work was already under way to overcome issues relating to information sharing, ensure the robustness of the electronic frailty index (eFI) building on the tech pathfinder work being undertaken by Matthew's team and to also build on the highly successful pilots already operating. This was seen as the start of a process and there would be on-going dialogue with the Board as the proposals progressed and developed.

Decision

After further discussion and questions to Officers, the Board:

- **Noted the progress the GP Cluster and the HSCP have made to understand who has frailty and to improve the quality of care and service provision**
- **Noted that as more people become frail in Midlothian without change this will see by 2026 an increase of 6500 bed days in the Royal Infirmary**
- **Noted that 4% of the population account for 31% of Midlothian's unscheduled care activity in hospitals.**
- **Noted the strategic direction and the need to identify appropriate funding**

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- Agreed to continue consideration of adopting a whole-Midlothian approach or to work across half the county, until the merits of each course of action became clearer
- Agreed that the Chief Officer and Chief Finance Officer explore financial support and funding options within NHS Lothian to allow the e frailty programme to develop and to evaluate its impact across the system.

Action

Chief Officer/Chief Finance Officer/Strategic Programme Manager

Report No.	Report Title	Presented by:
5.2	Appointment of Independent Member of the MIJB Audit and Risk Committee	Morag Barrow

Executive Summary of Report

With reference to paragraph 7.1 of the Minutes of the Audit and Risk Committee of 7 March 2019, there was submitted a report the purpose of which was to gain approval by the MIJB for the appointment of Pam Russell as the independent member of the MIJB Audit and Risk Committee following an open recruitment process to meet best practice. The appointment of the independent member of the MIJB Audit and Risk Committee would be for a fixed period to 31 October 2022.

Decision

Having heard from Chief Officer, Morag Barrow, the Board;

- approved the appointment of Pam Russell as independent member of the MIJB Audit and Risk Committee following an open recruitment process to meet best practice; and
- thanked, and expressed its appreciation, to outgoing independent member Jane Cuthbert for her contributions to the work of the MIJB Audit and Risk Committee.

Action

Chief Officer/Chief Finance Officer/Clerk

Report No.	Report Title	Presented by:
5.3	IJB Improvement Goals Progress	Jamie Megaw

Executive Summary of Report

With reference to paragraph 5.4 of the Minutes of 14 February 2019, there was submitted a report updating the Board on performance and improvement towards achieving the Local Improvement Goals set by the MIJB based on the indicators recommended by the Ministerial Strategic Group for Health and Community Care. The improvement goals focused on reducing unscheduled hospital and institutional care using data provided by the Health and Social Care team at ISD Scotland.

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Summary of discussion

Having heard from Jamie Megaw, Strategic Programme Manager, who responded to Members' questions and comments, the Board in considering the current progress against the local improvement goals discussed the impact of actions resulting from the NHS Lothian Escalation Recovery Plan. It being felt that it would be useful if possible to include before and after information in future reports. The potential for joint working with other IJBs was also raised, with the Chief Officer seeking to reassure Members that this was already being explored. With regards unplanned admissions the difficulties regarding the recording of those admitted to the Emergency and Observation Unit at the Royal Infirmary was acknowledged and although no immediately obvious solution was evident it was accepted that a more suitable mechanism ideally had to be found to record this important information.

Decision

After further discussion, the Board:-

- **Noted the current performance across the improvement goals.**
- **Noted the inclusion of further information about performance in Midlothian against the Core Suite of Indicators.**
- **Noted that where possible information regarding the impact of actions resulting from the NHS Lothian Escalation Recovery Plan would be included in future report.**
- **Noted that efforts would be made to find a more suitable mechanism for recording admissions to the Emergency and Observation Unit.**

Action

Chief Officer/Strategic Programme Manager

Report No.	Report Title	Presented by:
5.4	Partnership Digital Programme	Matthew Curl

Executive Summary of Report

The purpose of this report was to provide the MIJB with an update on the rationale and opportunity for a Partnership Digital Programme to support transformation and integration efforts.

The report provided outline background and context of the strategic importance of digital to support health and social integration and care model transformation. Further, it provided a brief definition of digital not as a thing but as a way of doing things and a broader schema for 'technology' as a concept. The report also outlined a strategic framework for developing a Partnership Digital Programme along with example key workstreams ready or in progress prior to framework approval. The proposal was supported by a new Digital Development IJB Direction; a draft of which was appended to the report.

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Summary of discussion

Having heard from Matthew Curl, TEC Strategic Lead, who responded to Members' questions and comments, the Board in considering the proposal discussed the potential to involve the third sector and also how to engage the 20% predominately older members of the community who don't use digital technology. It being pointed out in the case of the latter that they would be picked up as part of the proposed pathfinder, but that this would hopefully be just one of a suite of measures available in the future. Which in turn raised the issue of the need to future proof the proposals and also the potential for possible UK wide application.

Decision

After further discussion, the Board:

- **Approved and supported the strategic framework and developing Partnership Digital Programme; and**
- **Approved the new IJB direction (first iteration) to support the above.**

Action

Chief Officer/TEC Strategic Lead

Report No.	Report Title	Presented by:
5.5	Clinical and Care Governance Report	Caroline Myles

Executive Summary of Report

With reference to paragraph 5.4 of the Minutes of 14 February 2019, there was submitted a report the purpose of which was to provide assurance to the Midlothian Integrated Joint Board as to the clinical and care governance arrangements within Midlothian, highlighting good practice and identifying any emerging issues or risks. It also set out the proposed areas for monthly reporting.

Summary of discussion

Having heard from Chief Nurse, Caroline Myles who responded to Members' questions and comments, the Board welcome plans for a regular report and also the development of a clinical and care governance dashboard which would provide a summary/overview of agreed reports in one screen.

Decision

After further discussion, the Board:

- **Noted and approved the plan for the content of this monthly report;**
- **Noted the proposed development of a clinical and care governance dashboard; and**
- **Noted the proposal for the Chief Nurse to include a routine report on clinical and care governance to each IJB meeting.**

Action

Chief Nurse

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Report No.	Report Title	Presented by:
5.6	Chief Officer Report	Morag Barrow
Executive Summary of Report		
<p>This report provided a summary of the key service pressures and service developments which had occurred during the previous months in health and social care, highlighting in particular a number of key activities, as well as looking ahead at future developments.</p>		
Summary of discussion		
<p>The Board heard from Morag Barrow (Chief Officer), who highlighted in particular the following –</p> <ul style="list-style-type: none"> • Update on the progress being made on the delivery of the NHS Lothian Recovery Plan, following the decision by Scottish Government to place NHS Lothian on Level 3 of Performance Escalation matrix. • Details of the proposed timeline for the review of the Scheme of Integration. • Midlothian Council had recently restructured to introduce two Directorates (i) People and Partnerships and (ii) Place. The Health and Social Care Partnership was aligned to the People and Partnerships Directorate. • As the plans for the redesign of the Emergency Department in the Royal Infirmary continue to be developed, the option of the provision of a minor injuries service in Midlothian was being considered. • Update on changes within the NHS Lothian Board. • Concerns regarding the spread of coronavirus. <p>In discussing the Chief Officer's report the Board considered the circumstances leading to the departure of the NHS Lothian Board Chair and felt this might provide an opportunity to raise the issue of funding and also to invite his successor to a future meeting of the Midlothian IJB.</p>		
Decision		
<p>After further discussion and questions to the Chief Officer, the Board:-</p> <ul style="list-style-type: none"> • Noted the issues and updates raised in the report. • Agreed to explore the possibility of inviting the new interim chair of the NHS Lothian Board to a future meeting of the MIJB; and • Noted that the issue of IJB funding would be raised through the Chief Officers/Chief Finance Officers groups. 		
Action		
Chief Officer/Chief Finance Officer		

Report No.	Report Title	Presented by:
5.7	Midlothian Primary Care Improvement Plan – Update January 2020	Jamie Megaw

Midlothian Integration Joint Board

Thursday 13 February 2020

Executive Summary of Report
With reference to paragraph 4.3 of the Minutes of 7 June 2018, there was submitted a report providing an update on the Primary Care Improvement Plan (PCIP); outlining the impact of the PCIP initiatives for the general practice population; and detailing the future developments in each key area.
Summary of discussion
Having heard from Strategic Programme Manager, Jamie Megaw, who responded to Members' questions and comments, the Board in considering the update, discussed the ongoing pressures within pharmacotherapy services.
Decision
<p>The Board, after further discussion, agreed to:-</p> <ul style="list-style-type: none"> • note the progress made in implementing the Midlothian PCIP; and • support the future developments.
Action
Chief Officer/Strategic Programme Manager

Report No.	Report Title	Presented by:
5.8	Statutory Guidance on Directions from Integration Authorities to Health Boards and Local Authorities	Mairi Simpson
Executive Summary of Report		
<p>The purpose of this report was to inform the MIJB that the Scottish Government had published Statutory Guidance on Directions from Integration Authorities to Health Boards and Local Authorities.</p> <p>The report explained that it was important that members of the Midlothian IJB were aware of the new guidance and the legislative requirements of the Public Bodies (Joint Working) (Scotland) Act 2014 with regard to Directions and were provided assurance that Midlothian practice would reflect the Guidance.</p>		
Summary of discussion		
Having heard from Integration Manager, Mairi Simpson who responded to Members' questions and comments, the Board considered the use made of Directions and welcomed further clarity on the matter.		
Decision		
<p>After further discussion, the Board noted:</p> <ul style="list-style-type: none"> • the revised statutory guidance on Directions, published on 27 January 2020; and • the actions proposed to ensure that Midlothian IJB was meeting the statutory obligations contained within the guidance and advise on any changes/additions. 		
Action		
Chief Officer/Integration Manager		

Midlothian Integration Joint Board

Thursday 13 February 2020

Report No.	Report Title	Presented by:
5.9	Finance Update – IJB Reserves Position	Claire Flanagan
Executive Summary of Report and Summary of discussion		
<p>With reference to paragraph 5.7 of the Minutes of 10 October 2019, there was submitted a report the purpose of which was to provide Members with a reminder about the Reserves Policy, together with an update on the current reserves held.</p> <p>The report also sought support from the MIJB to reinvest funding recently disaggregated from a Medicine of the Elderly ward closure on the Western General site into local unscheduled care functions.</p>		
Decision		
<p>After discussion and having heard from Claire Flanagan, Chief Finance Officer, who responded to Members questions and comments, the Board agreed to:</p> <ul style="list-style-type: none"> • Note the current IJB reserve position. • Funding from the ward closure being used to support local unscheduled care. 		
Action		
Chief Finance Officer/Chief Officer		

Report No.	Report Title	Presented by:
5.10	Finance Update– Quarter 3 2019/20 & Transformation Programme Update	Claire Flanagan
Executive Summary of Report		
<p>This report set out the results of the MIJB's partner's (Midlothian Council and NHS Lothian) quarter three financial reviews, considered how this impacted on the projected financial position for the IJB for 2019/20 and provided an update on the programme of transformation work being undertaken.</p> <p>The report advise that these forecasts projected that the health 'arm' of the MIJB would be underspent and the social care 'arm' of the MIJB would be overspent, although in balance through recovery actions.</p>		
Summary of discussion		
<p>Having heard from Claire Flanagan, Chief Finance Officer, who responded to Members' questions and comments, the Board in reviewing the financial position acknowledged the challenging financial landscape and the importance of the ongoing dialogue with both NHS Lothian and Midlothian Council.</p>		
Decision		
<p>After further discussion, the Board:</p> <ul style="list-style-type: none"> • Noted the position as laid out in the report for the quarter three financial reviews for 2019/20 ; and • Noted the update on the programmes of transformation work. 		
Action		
Chief Finance Officer		

Midlothian Integration Joint Board

Thursday 13 February 2020

Report No.	Report Title	Presented by:
5.11	Summary of Midlothian Strategic Planning Group Discussion (8th January 2020)	Mairi Simpson
Executive Summary of Report		
With reference to paragraph 5.6 of the Minutes of 12 December 2019, there was submitted a report the purpose of which was to summarise the key discussion points arising from the Midlothian Strategic Planning Group meeting held on 8 th January 2020.		
Summary of discussion		
Having heard from Mairi Simpson, Integration Manager, who responded to Members questions and comments, the Board welcomed the report.		
Decision		
The Board noted the summary of discussion/decision at the Midlothian Strategic Planning Group on 8th January 2020.		
Action		
Chief Officer/Integration Manager		

6. Private Reports

Exclusion of Members of the Public

In view of the nature of the business to be transacted, the Board agreed that the public be excluded from the meeting during discussion of the undernoted item, as contained in the Addendum hereto, as there might be disclosed exempt information as defined in paragraph 6, 8 and 9 of Part I of Schedule 7A to the Local Government (Scotland) Act 1973:-

Report No.	Report Title	Presented by:
6.1	Vision paper for Care at Home: stage 2	Morag Barrow
Decision		
The Board commented on, and approved, the recommissioning plans.		

7. Date of next meeting

The next meetings of the Midlothian Integration Joint Board would be held on:

- Thursday 12 March 2020 2pm Joint Special Midlothian Integration Joint Board/Development Workshop
- Thursday 9 April 2020 2pm Midlothian Integration Joint Board

(Action: All Members to Note)

The meeting terminated at 3.57 pm.

Minute of Special Meeting



Midlothian Integration Joint Board

Date	Time	Venue
Thursday 12 th March 2020	2.00pm	Conference Room, Melville Housing, The Corn Exchange, 200 High Street, Dalkeith, EH22 1AZ.

Present (voting members):

Cllr Catherine Johnstone (Chair)	Carolyn Hirst (Vice Chair)
Cllr Derek Milligan	Tricia Donald
	Alex Joyce
	Angus McCann

Present (non-voting members):

Morag Barrow (Chief Officer)	Claire Flanagan (Chief Finance Officer)
Caroline Myles (Chief Nurse)	Fiona Huffer (Head of Dietetics)
Wanda Fairgrieve (Staff side representative)	Keith Chapman (User/Carer)
Ewan Aitken (Third Sector)	

In attendance:

Craig Marriott (Depute Director of Finance, NHS Lothian)	Gary Fairley (Chief Officer Corporate Solutions, Midlothian Council)
Grace Cowan (Head of Primary Care and Older Peoples Services)	Mairi Simpson (Integration Manager)
Lianne Swadel (Programme Manager)	Jordan Miller (NHS Lothian)
Mike Broadway (Clerk)	

Apologies:

Cllr Jim Muirhead	Cllr Pauline Winchester
Alison White (Chief Social Work Officer)	Hamish Reid (GP/Clinical Director)
Johanne Simpson (Medical Practitioner)	James Hill (Staff side representative)

Midlothian Integration Joint Board

Thursday 12 March 2020

1. Welcome and introductions

The Chair, Catherine Johnstone, welcomed everyone to this Special Meeting of the Midlothian Integration Joint Board, following which there was a round of introductions.

2. Order of Business

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

The Board endorsed the Chair's decision to accept as urgent, due to the Board's interest in the matter, an additional item of business - 4.4 Update on Covid19 (Coronavirus) and Midlothian Resilience Planning – which would be dealt with as the first item of public business

3. Declarations of interest

No declarations of interest were received.

4. Public Reports

Report No.	Report Title	Presented by:
4.4	Update on Covid19 (Coronavirus) and Midlothian Resilience Planning	Morag Barrow
Executive Summary of Report		
Chief Officer, Morag Barrow, provided the Board with an update on Covid-19 (Coronavirus) and Midlothian resilience planning. She outlined the steps that were being taken both locally and nationally in response to, and planning for, the spread of coronavirus, which was beginning to gather pace. Whilst a key focus would be the Primary Care response and Acute Service provision, services for the vulnerable also required to be able to cope. In this regards, Midlothian already enjoyed good engagement with both the voluntary sector and many other partner organisations and was also making good use of new technology, albeit it may require that use would require to be accelerated.		
Summary of discussion		
The Board, in considering the present situation, discussed the ability of current services to cope with fewer staff numbers and much greater demand, particularly in certain key area. Whilst this was clearly a matter for some concern, the ongoing resilience planning that was underway sought to address these pressures in a measured way and mitigate the impacts as far as that was possible.		
Decision		
The Board, after further discussion and question to Officers, noted the current position and actions being taken.		
Action		
Chief Officer		

Midlothian Integration Joint Board

Thursday 12 March 2020

Report No.	Report Title	Presented by:
4.1	Financial Update – Budget Offers from Partners	Claire Flanagan
Executive Summary of Report		
<p>The purpose of this report was to provide the Board with confirmation of the formal Midlothian Council budget offer to the MIJB and an update on the current indicative proposed budget offer and principles for 2020/21 from NHS Lothian. Further to this the report provided an update on the financial challenges facing the MIJB and the ongoing transformation work to support delivery of savings in the coming financial year 2020/21.</p>		
Summary of discussion		
<p>The Board heard initially from Craig Marriott, Deputy Director of Finance, NHS Lothian and Gary Fairley, Chief Officer Corporate Solutions, Midlothian Council, regarding the budget positions of their respective organisations, with both seeking to emphasise that the budget offers should be considered in the context of the challenging financial climate facing both partners, forecasted expenditure and the resulting financial gap.</p> <p>The Board, then heard from Chief Finance Officer, Claire Flanagan, who in acknowledging the challenging financial landscape in which the partners and indeed the MIJB were operating and the importance of the ongoing transformation work within the HSCP to drive out the saving required to balance the budget, sought to address the “fair and adequacy” measure used by the Board when considering the partners’ budgetary offers.</p> <p>The Board in considering the welcome support offered by its partners debated whether more pressure need to put on central government to secure a better funding deal for health and social care integration generally.</p>		
Decision		
<p>After further discussion and questions to the Officers, the Board:</p> <ul style="list-style-type: none"> • Agreed and accepted the formal Midlothian Council budget offer for 2020/21; • Agreed the principles of the indicative budget from NHS Lothian based on an iteration of their Financial Plan reported to their Finance & Resources Committee in January 2020 and recent correspondence; and • Noted the transformation work to deliver savings. 		
Action		
Chief Finance Officer/Chief Officer		

Report No.	Report Title	Presented by:
4.2	Midlothian IJB Directions 2020	Mairi Simpson

Midlothian Integration Joint Board

Thursday 12 March 2020

Executive Summary of Report

The purpose of this report was to set out for the Board consideration the draft Directions which it was proposed to issue to Midlothian Council and NHS Lothian for 2020.

The draft Directions set out the proposed areas of focus to be addressed over the coming year and identified the key changes that needed to be progressed to support the delivery of health and care services in Midlothian. The Directions were aligned to the Strategic Commissioning Plan 2019-22 and would be supported by a local Delivery Plan for 2020-21.

Summary of discussion

The Board, heard from Mairi Simpson (Integration Manager), who explained that the draft Directions had been informed by the Strategic Planning Group who had held a workshop on 8th January 2020 to review the existing Directions and who had propose three new Directions, as follows:

- Direction 21: Allied Health Professionals
- Direction 22: Digital Development
- Direction 23: Health and Social Care Partnership Maturity.

Once the new Directions had been issued it would be important to discuss them with the service areas implicated. The Direction on Digital Development was of particular interest as whilst eHealth and Digital Services were not delegated functions per se, they were core services described in the Midlothian Integration Scheme (section 5.3).

Additionally, given the current budget position the Direction concerning finance was still being developed. Other areas that the Board might wish to consider Directions for included Housing, demographic pressures and patient transport. Ultimately it was hoped to move to a rolling approach to the issue of Directions, which would then be reviewed twice yearly.

The Board, in discussing the draft Directions, felt that given the links between health and homelessness/housing that a single Direction covering this area might be beneficial, if the right form of words could be found. Otherwise, the proposed new Direction covering Digital Technology was seen as a welcome addition, and the Direction on Finance was awaited with interest.

Decision

The Board, after further discussion and questions to Officers, agreed:

- **To note the draft Midlothian IJB Directions for 2020; and**
- **To note plans to seeking formal approval of the Directions at the April 2020 Board meeting.**

Action

Integration Manager/Chief Officer

Report No.	Report Title	Presented by:
4.3	Proposed Use of Vacated Glenlee Ward at Midlothian Community Hospital	Lianne Swadel

Midlothian Integration Joint Board

Thursday 12 March 2020

Executive Summary of Report

With reference to paragraph 5.4 of the Minutes of 10 October 2019, there was submitted a report the purpose of which was to advise the Board that with the repatriation of the (East Lothian) patients from Midlothian Community Hospital Glenlee and Rossbank wards, there was now an opportunity where there were 16 beds available for alternative use in Glenlee Ward..

The report noted that Midlothian and East Lothian Integration Joint Boards both had Directions 2019/20 to repatriate patients belonging to East Lothian who had in recent years accessed Midlothian Community Hospital - specifically wards Rossbank and Glenlee and explored in detail the two options being considered for this alternative use:

- Step up / step down facility
- Chemotherapy/infusions beds

Summary of discussion

The Board, having heard from Lianne Swadel (Programme Manager), considered the two options concluding that both merited support.

Decision

After further discussion and question to Officers, the Board

- **Noted the options for the proposed use of Glenlee Ward at Midlothian Community Hospital.**
- **Agreed that based on the information presented, including costings, usage and demand, to support the preferred option of step up/step down facility.**
- **Noted that the chemotherapy option would be reconsidered when additional space within Midlothian Community Hospital became available spring/summer 2021.**
- **Agree to the Health & Social Care Partnership identifying options for financing the change.**

Action

Chief Officer/Chief Finance Officer

5. Private Reports

No private business to be discussed at this meeting.

6. Date of next meeting

The next meetings of the Midlothian Integration Joint Board would be held on:

- | | | |
|---------------------------------------|-----|------------------------------------|
| • Thursday 9 th April 2020 | 2pm | Midlothian Integration Joint Board |
| • Thursday 14 th May 2020 | 2pm | Development Workshop |

(Action: All Members to Note)

The meeting terminated at 3.35 pm.

Minute of Meeting



Midlothian Integration Joint Board

Date	Time	Venue
Thursday 16 th April 2020	1.00pm	As a consequence of the current public health restrictions this was a virtual meeting held using Zoom, involving voting members only.

Present (voting members):

Cllr Catherine Johnstone (Chair)	Carolyn Hirst (Vice Chair)
Cllr Derek Milligan	Alex Joyce
Cllr Jim Muirhead	Angus McCann
Cllr Pauline Winchester	

In attendance:

Morag Barrow (Chief Officer)	Claire Flanagan (Chief Finance Officer)
Mairi Simpson (Integration Manager)	Mike Broadway (Clerk)

Apologies:

Tricia Donald	

Midlothian Integration Joint Board

Thursday 16 April 2020

1. Welcome and introductions

The Chair, Catherine Johnstone, welcomed everyone to this first ever virtual Meeting of the Midlothian Integration Joint Board.

The Board noted that the arrangements for today's meeting had been agreed in advance to take account of the current public health restrictions as a result of the current Covid19 (Coronavirus) pandemic. Although non-voting members were not present they had nonetheless been given the opportunity to feed in any questions or comments on the business under consideration.

2. Order of Business

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

3. Declarations of interest

No declarations of interest were received.

4. Public Reports

Report No.	Report Title	Presented by:
4.1	Covid-19 (Coronavirus) Management in Midlothian	Morag Barrow
Executive Summary of Report		
<p>Chief Officer, Morag Barrow, provided the Board with a detailed update on Covid-19 (Coronavirus) Management in Midlothian. In particular, she outlined the key actions that were being taken locally by the Midlothian Health and Social Care Partnership in response to Covid-19, as set out in the Appendix hereto, which would form the basis of the next weekly update to be circulated to all Board members. Whilst perhaps understandably the principle focus of attention had been on the Primary Care response and Acute Service provision, care services for the vulnerable had also been required to be able to cope with unprecedented increases in the level of demand. In this regards, Midlothian had through its positive engagement with both the voluntary sector and many other partner organisations, coped remarkable well so far, helped by the success of social distancing measures that had been introduced nationally. Good use was also being made of new technology, which it was hoped to build on and extend once the current pandemic was over.</p>		
Summary of discussion		
<p>The Board, having thanked the Chief Officer for her update, considered how well services appeared to be coping with the current situation, the importance of ongoing resilience planning, and adherence to social distancing advice, to ensure that this remained the case.</p> <p>Thereafter, the Board discussed the following matters:-</p>		

Midlothian Integration Joint Board

Thursday 16 April 2020

- Pharmacies – the possibility of increasing the level of home deliveries for prescriptions and other medicines in order to prevent often lengthy queues forming outside Chemists. This had already been raised but without a great deal of success, however the matter would be revisited.
- Testing – for all Health and Social Care staff continued and all staff groups had been made aware of the processes involved. The possibility of a more local based provision would be explored, but in the meantime such provision would be considered on a case by case basis.
- Care Homes – were an acknowledged area of concern given the age and underlying health issues of many of those who lived in them. A Care Home Strategy had been put in place and there were regular meetings with local providers to offer support and share good practice. Care Home were also being encouraged to undertake weekly infection control audits. Additionally, the Scottish Government were looking at set up a national care home support team.
- Acute Services - a broad overview of the current situation within Acute showed that there was sufficient capacity to cope with current demand, which was encouraging. Although it was acknowledged that this position could very easily change and that there was a need to remain vigilant.
- Home Visits - contact was being maintained with existing clients by phone or video call where this was possible and appropriate. However, when necessary home visits were still taking place. Staff had been issued with a stock of PPE to cover all home visits they had in their workplan, along with guidance on PPE requirements and also on putting on, and taking off, PPE. The NHSL infection control team had been contacted to provide on-site visits and issue guidance where required.
- "Normal" Business – the levels of non Covid-19 related cases had been lower than would have been expected, which had given rise to some concerns that people were not seeking the treatment they perhaps need for fear of coronavirus and that there could be a spike in activity. Steps may require to be taken to encourage those needing assistance to get the help they might require.
- Primary Care – this was one of the areas that had experienced perhaps the biggest changes with an increased emphasis on the use of new technology. Telephone triage and video conferencing were helping GP practices to continue to provide services to the community and the indications were encouraging, providing a possible platform for the future.
- Community Engagement - the Care for People group comprising council staff, NHS, third sector, community councils and faith groups was one of the first groups to be established and had been found to be a very positive way to engage widely to meet the needs of the community. The Council was also proactively working with other groups such as the Red Cross and local Foodbanks to ensure those in greatest need got the support they required.
- New Beginnings – acknowledged the opportunities presented by some of the enforced changes to shape future service provision, particularly in the use of new technology. Noted that work was already ongoing to collect and collate data and information to help shape potential future service models.

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Decision
The Board, after further discussion and question to Officers, noted the update from the Chief Officer and welcomed plans for a weekly update to be circulated to all Board members.
Action
Chief Officer

Report No.	Report Title	Presented by:
4.2	NHS Lothian Formal Budget Offer to the Midlothian IJB for 2020/21	Claire Flanagan

Executive Summary of Report

With reference to paragraph 4.1 of the Minutes of 12 March 2020, there was submitted a report the purpose of which was to provide the Board with confirmation of the formal 2020/21 budget offer from NHS Lothian for consideration. The budget offer from Midlothian Council having already been accepted at the March MIJB meeting.

Summary of discussion

The Board heard from Chief Finance Officer, Claire Flanagan who confirmed that the formal 2020/21 budget offer received from NHS Lothian was in line with the principles shared by NHS Lothian and reported to the MIJB at its meeting in March. In seeking to address the “fair and adequacy” measure used by the Board when considering the partners’ budgetary offers, it was worth bearing in mind that the 2020/21 budget proposals were presented on the basis of “business as usual”. The ongoing and developing COVID-19 issues highlighted that this was clearly not the case and that extraordinary costs were being, and would continue to be, incurred for the foreseeable future. These costs were being recorded separately, on the assumption that they would be covered by the partners, and ultimately by the Government.

The Board in considering the welcome support offered by both its partners discussed the likelihood of the potential efficiency plans developed by Officers being achieved given the current COVID-19 situation. With regards the level of savings actually required to be achieved, a point raised by Euan Aitken on behalf of the Voluntary Sector, Claire clarified that the £849,000 referenced in Midlothian Council’s letter wasn’t the savings allocated to the Midlothian IJB, this equated to the 2% savings threshold that Scottish Government/ COSLA had advised Local Authorities they had the option of applying. The Council hadn’t applied up to this threshold level and had instead maintained the level of savings at £500,000 which was the level the Board had been planning on as a HSCP.

Decision

The Board, after further discussion and questions to Officers:

- **Accepted the formal budget offer from NHS Lothian for 2020/21.**

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- **Noted that the 2020/21 budget had been approved on the basis of “business as usual”, however the ongoing and developing COVID-19 issues highlighted that this was clearly not the case.**
- **Noted the wider risks and, in particular, the rapidly developing situation in response to the COVID 19 pandemic.**

Action

Chief Finance Officer/Chief Officer

Report No.	Report Title	Presented by:
4.3	Midlothian IJB Directions 2020	Mairi Simpson
Executive Summary of Report		
<p>With reference to paragraph 4.2 of the Minutes of 12 March 2020, there was submitted a report the purpose of which was to set out for the Board consideration of the Directions which it was proposed to issue to Midlothian Council and NHS Lothian for 2020.</p> <p>The report explained that the proposed Directions identify key changes that needed to be progressed to support the delivery of health and care services in Midlothian. The Directions were aligned to the Strategic Commissioning Plan 2019-22 and would be supported by a local Delivery Plan for 2020-21.</p>		
Summary of discussion		
<p>The Board, heard from Mairi Simpson (Integration Manager), who explained that as with the budget, the proposed Directions were presented on the basis of “business as usual”, however the ongoing and developing COVID-19 issues highlighted that this was clearly not going to be the case, and it was important there was an awareness of this going forward.</p> <p>Arising from Members question and comments, at this and the previous meeting, Mairi advised that issues around housing/homelessness had been incorporated into the Housing Direction 16; that dental; ophthalmic and audiology services were cover under Direction 7; that issues relating to obesity were dealt with in Direction 19: Public Health and that Direction 20: Services to People Under 18yrs linked into GIRFEC (Getting It Right For Every Child). Whilst new or revised Directions could be issued as required, ultimately it was hoped to move to a rolling approach to the issue of Directions, which would then be reviewed twice yearly.</p> <p>The Board, in discussing the proposed Directions, welcomed plans to explore introducing a more robust tracking system, suggesting that it would be helpful if the recipient service areas and prospective target dates could also be included as part of that process. With regards the role of the 3rd Sector, which had been raised by Euan Aitken on behalf of the Voluntary Sector, the need to better acknowledge their role in the delivery of the Directions and the Strategic Plan was agreed.</p>		
Decision		
<p>After further discussion, the Board agreed:</p> <ul style="list-style-type: none"> • To approved the Directions for 2020. 		

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Action
Integration Manager/Chief Officer

Report No.	Report Title	Presented by:
4.4	Covid-19 Emergency Recess Procedures	Morag Barrow

Executive Summary of Report

The purpose of this report was to seek approval to put in place procedures for decision-making processes in the event that Midlothian Integration Joint Board and its associated Committees were unable to convene because of the COVID-19 outbreak.

The report examined the potential implications of the current COVID-19 crisis on the management of the MIJB business, and proposed the cancellation of meetings of the MIJB, the MIJB Audit and Risk Committee and the Strategic Planning Group. Instead, MIJB business would be managed through a combination of:

- Delegation to the MIJB Chief Officer in consultation with the MIJB Chair and Vice-Chair.
- Circulation of reports by email and formal approval of recommendations by a minimum of three voting members of the MIJB.
- Delay of key aspects of MIJB business that were not deemed critical in light of the current crisis.

The report also sought to ensure MIJB sustainability through clear arrangements for Deputies for the IJB Chair, Vice-Chair and Chief Officer.

Summary of discussion

The Board, having heard from Chief Officer, Morag Barrow, discussed the proposed procedures, acknowledging that if approved they would result in the Development Workshop Session on 14 May 2020, the Audit and Risk Committee scheduled for 4 June 2020 and the Midlothian Integration Joint Board meeting on 11 June 2020 all being cancelled. It was proposed that for the avoidance of doubt that a specific date be identified by which the Emergency Recess period would be formally reviewed: this was agreed as being by no later than 15 July 2020, and that for the approval of recommendations by way of the circulation of an emailed report, the number of voting members required be brought into line with the quorum for Board meetings, that is four rather than three. Consideration was also given to the issue of the appointment of members to deputise for the Chair and Vice-Chair for the duration of the Emergency Recess period, it being noted that in terms of paragraph 3.2.5 of the Integration Scheme arrangements for the appointment of the Chair and Vice-Chair were left to the respective partners to determine, so the same would apply to the appointment of a member to deputise for them. The Chief Officer sought to reassure the Board that should circumstance change sufficiently that an earlier review was possible then this would be undertaken.

Decision

After further discussion and question to Officers, the Board

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- Approved the COVID-19 Emergency Recess Procedures as outlined in the report, subject to the amendments identified above.
- Delegated to the IJB Chief Officer, in consultation with the IJB Chair and Vice Chair, the decision-making authority to invoke the COVID-19 Emergency Recess Procedures as and when necessary.
- Agreed that the Emergency Recess Period be formally reviewed by no later than 15 July 2020.
- Delegated to the IJB Chief Officer, in consultation with the IJB Chair and Vice- Chair, decision-making powers regarding expenditure as specified in the report.
- Agreed to request the partners (NHS Lothian and Midlothian Council) nominate Deputies for the IJB Chair and Vice Chair for approving business during the Emergency Recess Period, should they themselves be unavailable.
- Agreed to the proposed delay in the production of the 2019-20 IJB Annual Performance Report and the review of the Integration Scheme, given the need to give priority to responding the COVID-19 crisis.
- Noted that the proposed arrangements in this report were compliant with the current IJB Standing Orders and therefore no amendments were required.

Action

Chief Officer/Chief Finance Officer

5. Private Reports

No private business to be discussed at this meeting.

6. Date of next meeting

The date of the next meeting of the Midlothian Integration Joint Board will be confirmed in due course.

(Action: All Members to Note)

The meeting terminated at 2.05 pm.



Midlothian Health and Social Care Partnership

COVID-19 Weekly Update

17/4/20

1. USE OF DATA FOR MONITORING & MODELLING

Work underway to **improve access to and use of data related to COVID-19.**

- Access to Tableau dashboard on COVID-19 granted on 8th April although still to find evidence that it will allow us to drill down to Midlothian level data.
- Participated in ISD demonstration on 9th April to consider HSCP modeling about staff absence and its impact.
- LIST analyst assistance secured to work with COVID Core Team to access
 - Information on the wider system to help us forecast demand – ITU and ERI bed occupancy, hospital admissions from Midlothian, etc
 - Information on how our services are 'performing' – for example, increased capacity in care at home, increased capacity in hospital at home, people supported by Discharge to Assess, use of the new Primary care assessment centre etc
 - Service use and demographic information that may help us plan – for example information to assist plan for an intermediate care / step-down type facility for patients who were positive for COVID that need more rehabilitation/personal care assistance between discharge and returning home. A way of tracking/predicting numbers of these types of patients, split by general and ITU discharges, will be helpful as will the demographics/profile of the of patients who may be suitable.

Performance and monitoring indicators being developed.

2. OUR PRIORITY AREAS

1. MANAGEMENT ARRANGEMENTS FOR PANDEMIC RESPONSE

Leadership

- Core COVID-19 Response Team and management arrangements have continued to operate effectively. The team coordinate COVID-19 planning and maintain the Covid Action Log. Electronic meeting and document sharing arrangements are in place.
- Updated Mobilisation Plan prepared and submitted to the Scottish Government with agreement to fund received.
- Resilience Plans for each service have been updated. They include arrangements for surge capacity and staff absence.
- Midlothian H&SCP continues to contribute to governance and resilience planning at NHS Lothian and Midlothian Council. This includes Lothian H&SCP/Chief Officer Tactical Group, the Lothian Primary Care Tactical Group and Midlothian Council Strategic Incident Management group, and NHS Lothian Strategic incident Management Group. The Chief Officer also has daily calls with National Chief Officers and Scottish Government representation.

Staff Wellbeing

- Sub-group established to consider staff wellbeing and emotional support. A dedicated staff wellbeing lead has been identified to develop a local support plan that includes opportunities available within Midlothian Council and NHS Lothian.
- Midlothian Council Education team continues to ensure that school hub places are available for key workers
- Staff testing all for health and social care staff continues and all staff groups have been made aware of the processes.

2. SERVICE PRIORITIES

Support People to Return Home from Hospital where feasible

- Enhanced discharge to assess team 7/7 working
- Additional training and recruitment for staff deployed from non-essential services to Care
- Enhanced staffing in Flow Hub to coordinate discharge

Support People at Home to Stay Well

- Hospital at Home continues to prevent admission where safe
- Musculoskeletal physiotherapists top up training in Respiratory care to enhance Community Respiratory team
- Midlothian Rehabilitation team supporting MCH wards and Highbank Intermediate care to keep people in Midlothian, with the aim to prevent admission to ERI

Quality care for people in care homes and other provisions

- Enhanced meeting infrastructure for all Midlothian Care Homes to ensure communication, and sharing of practice
- Quality Assurance Officer in post to provide and support and scrutiny role – weekly infection control audits in each care home
- Enhanced District Nursing support to be in place through Mobilisation plan

Prepare for step-down capacity in a non-hospital or care setting

- Work is underway to plan a step-down rehabilitation provision that would be suitable for people who are recovering from COVID-19 - they will not need an acute hospital bed but will not be well enough to go home. They will benefit from rehabilitation, nutrition and other support. Care pathways and workforce requirements are being mapped.

Primary Care Assessment Centre

- Primary Care Assessment Centre opened on Monday 30th March.
- Numbers of attendances dropping, in line with acute bed useage

Palliative Care/Glenlee Ward

- Arrangements have progressed very promptly for a new palliative care provision at Midlothian Community Hospital. Work on the ward infrastructure is complete and will be ready to accept patients from 20/4/20
- A staff team has been established; care pathways designed, pharmacy arrangements agreed, infection control processes reviewed and expert advice sought, etc.
- Medical and nursing support from Marie Curie has been secured
- Emotional support to families is being planned.

Staff and client testing

- Wards and care homes have been supported to undertake resident/patient testing as appropriate
- Staff testing has begun and is supporting people to return to work more promptly than they would otherwise following self-isolation.

Pharmacy

- Pharmacy support to other services disrupted by this pandemic has been progressed, for example substance misuse services.

Develop pathways and support for vulnerable groups

- Work has progressed with partners in housing and homelessness services to agree a care pathway for people living in homeless hostels affected by COVID-19

Public protection

- Public Protection – working in partnership with partner’s clear guidance for staff regarding Adult Support and Protection, Child Protection and Violence against women has been developed to ensure that we can keep people safe whilst ensuring that we are promoting social distancing and protecting individuals and staff wellbeing.
- There is potential for additional costs to Midlothian if we need to accommodate more children as a result of not being able to provide more significant support in situ.
- We continue to have concerns regarding low referral rates for domestic abuse cases. We are exploring media campaigns to highlight that we are still available for contact
- The Chief Social Work Officer is currently liaising with legal to ensure that guidance linked to the new Act is clear for staff in order for us to implement effectively.
- Workforce – SSSC is currently scoping a national recruitment portal for social care staff and has called for people who are still registered or recently de-registered and are keen to return to service to contact them. A list of qualified social workers keen to return to practice to support us through the challenges of COVID has already been received in the locality. Those registered to provide care and support will be with us locally in the next few days.
- Justice – work is currently underway to scenario plan for the potential early release of prisoners, no definite date has been set for this. Midlothian is well placed as a weekly meeting with all key partners who would need to engage in a positive release of prisoners continue to meet (virtually) and would be able to proactively plan for any prisoner entitled to early release. Nationally there are concerns regarding the risk of spread of COVID if positive prisoners who are not currently symptomatic are released into the community.
- We continue to manage MAPPA cases effectively and in accordance with new national guidance.
- Mental Health – there are concerns that discussions re ethical ceilings and decision making for people with complex health care, learning disability, mental health and capacity issues are variable across the country. Within Midlothian we pride ourselves on a human rights based approach and this is something that we will monitor closely throughout the COVID period.

3. WORKFORCE

Recruitment

- Staff recruited via Midlothian Council and NHS Lothian recruitment campaigns. Awaiting confirmation around the staff available to work in Midlothian recruited via the NHS Lothian campaign.
- Staff redeployed from council services to provide additional support to the H&SC and the Council’s contact centre. In addition qualified and unqualified NHS staff have been redeployed (eg increase administrative support to primary care and MSK physiotherapists retrained to support the Community Respiratory Team).
- Prompt induction, training and/or retraining of new carer recruits and redeployed staff

Support Unpaid Carers

- Support to unpaid carers agreed in partnership with VOCAL and other local organisations that offer carer support. This includes a policy on access to PPE and a letter to confirm the role of carers should restrictions on movement be intensified. Information and support advice published on the Midlothian Council for unpaid carers.

Home working

- All non-essential staff encouraged to work from home where this is possible.
- Remote working through MS Teams, Zoom and teleconference.
- Secure global desktop secured for critical staff although access to this has been slow due the level of demand.

Staff Wellbeing

- It is important to ensure our staff feels supported at this time of increased anxiety across health and social care. Regular updates for staff groups are being provided, and team leaders and service managers are ensuring visibility is increased on a face to face basis with staff. Our senior management team have also been attending service areas frequently to speak with frontline staff and listen to any concerns.
- We have received a generous donation of Easter eggs for our frontline staff - all care at home staff were given an Easter egg during holy week as a token of our thanks for the hard work they are doing in the community on the frontline. Our Community nurses were also given Eggs last week.
- We organised a lunch for staff with support from Costco – this was delivered to basis at lunchtime on Thursday 2nd April, again as a thank you for the work staff are doing.
- A variety of local businesses are also donating food directly to service areas – Dominos pizza, Itihass curry, and Crispy Creme doughnuts
- **REACH OUT** – for Midlothian council, third sector, and carers. Monday – Friday 12pm – 2pm or email to arrange another time (within normal working hours). **0131 285 9600** or Reachout@midlothian.gov.uk. Please leave your name and number.
- **Here For You Staff Wellbeing** – for NHS staff and volunteers Monday – Friday 8am– 6pm 0131 451 7445 or if you can't call between 8am and 6pm, please email Here4U@nhslothian.scot.nhs.uk with your name and contact details and they'll get in touch to arrange a time to speak with you.

4. MEASURES TO REDUCE TRANSMISSION RISK TO STAFF, UNPAID CARERS AND CLIENTS

Personal Protective Equipment (PPE)

- Health Protection Scotland guidance is followed at all times although this presents a challenge as some of the equipment recommended difficult to get due to global demand
- A local lead for PPE has been identified and processes are being clarified and shared with staff teams. It is complex as there are a range of ordering processes (NHS procurement, NHS PPE store, social care PPE triage line (NSS). PPE has presented a huge challenge but Midlothian is well organised.
- Concerns regarding stock availability have been escalated to Scottish Government through appropriate governance routes
- Communications to staff teams via communication bulletins
- Work with unions/staffside representatives has been supportive and helpful.

5. COVID-19 UPDATE COMMUNITY SETTINGS:

As we envisaged we are now starting to see a rise in the number of community Covid-19 cases (this is in line with the expected curve). Our services have been preparing for this for some months now and are at this time in a good position to manage the care of individuals either within their own homes, care home settings, ward settings.

Midlothian Community Hospital (MCH)

- Our community Covid Assessment hub continues to operate from Cairngreen unit at MCH. This operates in conjunction with the NHS 111 covid19 triage line and patients calling in to this line are given appointments at the assessment centre for review by clinical team.

- **Glenlee Ward:** We now have a 20 bedded ward ready to accept patients from the community who require additional clinical support to manage their covid19 illness. This has been a fast paced change to the ward usage, the support from staff to transform and staff the unit has been excellent and should be highlighted as an example of the dedication of our staff groups in delivering the best possible care to the citizens of Midlothian at this time.

Patient Flow (Delays)

There has been a huge drive to get patients home through a whole system approach, to ease pressure on acute beds during the Covid19 situation, as well as supporting Midlothian residents to get home as quick as possible in a safe way

Our performance has been excellent with our delays reducing to circa 4

Care at home

Supervisors are meeting face to face with staff weekly to ensure support and to update with any information

Contact details for all staff email and mobile have been updated.

Staff are being issued with 4 days stock of PPE to cover all visits they have in their workplan. This links with their 4 days on 4 days off rota.

Guidance on PPE requirements and also on donning/doffing (putting on and taking off) PPE has been issued to all care at home staff.

NHSL infection control team has been contacted to provide on-site visits and issue guidance where required

6. COMMUNICATION

The Mid COVID-19 Core Group has developed a communication plan and each day sends

- An update to service managers following the 9am service update
- An update to all staff to make people aware of service changes, new developments, staff wellbeing information and to ensure all service areas are aware of updates to national guidance on patient/client care and staff safety. Midlothian HSCP asks service areas to follow Health Protection Scotland guidelines at all times.

Communication Plan also includes information shared to

- Local community
- People receiving a service from the Partnership

Communication methods

- All forms of communication have been used - including social media, daily bulletins, posters, etc

Communication from NHS Lothian and Midlothian Council has been shared or incorporated into local communications

- For example NHS Lothian Speed Read, Midlothian Council Chief Executive updates, etc

7. USE OF TECHNOLOGY

There has been an investment in technology to support our pandemic response.

Technology to aid Pandemic Planning

- For example Microsoft Teams and Zoom

Technology that supports non-face to face service delivery

- For example Attend Anywhere/Near me

Technology that supports service to operate differently during the Pandemic

- For example remote access to IT systems and increased Docman licenses

Technology that supports people to communicate with loved ones

- iPads and Tablets to use Facetime/Skype

8. SUPPORT COMMUNITY RESPONSES

Partnership work with third sector, community development teams and welfare rights services to develop and coordinate

- a community response
- efforts to reach and support vulnerable people in the community
- Emergency Help Reference Document developed and shared with local service providers inc Duty Team

Tools to identify vulnerable people in the community agreed

Plans for those shielding have progressed – led by the Care for People Group (Midlothian Council) and planned alongside representatives from the Community Planning Partnership

- Data provided by the government regarding shielding is being cross referenced against local data, both social work data and that held by our GP practices. 2049 residents of Midlothian have received letters and a proactive communication is now being undertaken by staff within the H&SCP. Of these people the majority are aged over 60 and over half have received the letter due to respiratory conditions which is unsurprising given the mining history and prevalence of COPD in Midlothian.
- A phone line and email address has been set up and is staffed by H&SCP staff to triage any issues and ensure that appropriate supports are put in place. Contact via this route has not been significant. It appears that to date only a small number of shielding letter recipients have arranged for the national food box to be delivered, this may increase over the coming days. Most people have requested support in order to collect prescriptions or food, they have been appropriately signposted to support. Most have just required advice and reassurance. Where necessary we are supporting people to apply for the national food parcel.
- The Care for People group comprises of staff with the council, NHS, third sector interface, community councils and faith groups. There is a well-established and tested methodology locally and this has found to be a positive way to engage widely to meet the needs of the community. There has been a focus on developing volunteer guidance to ensure that both people who are volunteering and those who require support are kept safe and well throughout this period.

- Care for people are closely monitoring and coordinating the volunteer response locally to avoid duplication and ensure we meet the needs of as many people as possible. Council staff, who are PVG checked are supporting with some of the more specific roles that are required, particularly in relation to medication delivery. Kindness postcards have already been sent to those who had identified with waste services that they needed assistance and from this week they will also be sent to all single person households.

9. PREPARE FOR ADDITIONAL DEATHS

Palliative Care

- See section 2

Dealing with the deceased

- Liaised with Midlothian Council colleagues who are working with local funeral directors and have identified a large scale body storage facility in Midlothian
- Death certification processes during the pandemic has been reviewed and amended.

3. RISKS

COVID-19 specific Risk register is being developed. Key risks include – access to workforce, access to PPE in line with national guidance, sustaining a response, community acceptability of pandemic plans and their impact on existing services, pace of change, maintaining a level of quality and individualized care, etc

Finance – Mobilisation plans to Scottish Government for additional funding

4. POST EVENT RECOVERY PLAN AND EVENT REVIEW

Lead person has been identified to lead on a plan for **service return and recovery** and the pandemic response reduces

As mentioned in section 3, measures **are being agreed to assist us to analyse the impact** of our pandemic response and the impact of the pandemic on local communities and services.

A huge to thanks to all the HSCP staff and teams for their commitment and professionalism in a challenging time. Their kindness and compassion is evident in all areas of service delivery.

Morag Barrow
Chief Officer

17/4/20

Morag.barrow@nhsllothian.scot.nhs.uk

Midlothian Integration Joint Board



Meeting	Date	Time	Venue
MIJB Minute	Thursday 16 th April 2020	1.00pm	As a consequence of the current public health restrictions this was a virtual meeting held using Microsoft Teams, involving voting members only.

Present (voting members):

Cllr Catherine Johnstone (Chair)	Carolyn Hirst (Vice Chair)	Tricia Donald
Alex Joyce	Angus McCann	Cllr Derek Milligan
Cllr Jim Muirhead	Cllr Pauline Winchester	

In attendance:

Morag Barrow (Chief Officer)	Claire Flanagan (Chief Finance Officer)	Caroline Myles (Chief Nurse)
Hamish Reid (GP/Clinical Director)	Grace Cowan (Head of Primary Care and Older Peoples Services)	Jamie Megaw (Strategic Programme Manager)
Mairi Simpson (Integration Manager)	Jill Stacey (Chief Internal Auditor)	Mike Broadway (Clerk)
Janet Ritchie (Democratic Services Officer)		

1. Welcome and introductions

The Chair, Catherine Johnstone, welcomed everyone to this virtual Meeting of the Midlothian Integration Joint Board.

The Board noted that the arrangements for today's meeting had been agreed in advance to take account of the current public health restrictions as a result of the current Covid19 (Coronavirus) pandemic. Although non-voting members were not present they had nonetheless been given the opportunity to feed in any questions or comments on the business under consideration.

2. Order of Business

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

3. Declarations of interest

No declarations of interest were received.

4. Public Reports

Report Title/Summary	Decision	Action Owner	Date to be Completed	Comments
<p>4.1 Chief Officers Report - Report by Chief Officer</p> <p>This report provided a summary of the key service pressures and service developments which had occurred during the previous months in health and social care, highlighting in particular a number of key activities, as well as looking ahead at future developments.</p> <p>The Board in discussing the report were concerned that funding for the Local Mobilisation Plan (LMP) was still not certain, and whilst acknowledging the possible reasons for this, felt that assurance should nonetheless be sought that it would be addressed.</p>	<ul style="list-style-type: none"> Noted the update from the Chief Officer and the issues raised in the report. Agreed that in the event that the deadline for the submission of the Annual Report was not extended that authority be delegated to the Chief Officer to submit the report prior to the next scheduled MIJB meeting, if required. Agreed to conclude the emergency recess arrangements and resume normal business as from this meeting; with future meetings being held virtually using Microsoft Teams. Agreed that assurances be sought that the net financial implications arising from the approved Covid Mobilisation Plan would be met in full and that no funding would require to be diverted from adversely impacted baseline services. 	<p>Chief Officer</p> <p>All to Note</p> <p>Chief Officer/ Chief Finance Officer</p>	<p>27/08/2020</p> <p>Ongoing</p>	

Report Title/Summary	Decision	Action Owner	Date to be Completed	Comments
<p>4.2 Internal Audit Annual Assurance Report 2019/20 - Report by Chief Internal Auditor</p> <p>The purpose of the report was to present the Internal Audit Annual Assurance Report for the year to 31 March 2020 for the Midlothian Integration Joint Board (MIJB) which included the Chief Internal Auditor's independent assurance opinion on the adequacy of MIJB's overall control environment.</p> <p>The report explained that the Public Sector Internal Audit Standards (PSIAS) required the MIJB's Chief Internal Auditor to prepare an annual report that incorporates the annual opinion on the adequacy and effectiveness of Midlothian Integration Joint Board's framework of governance, risk management and control, a summary of the work that supports the opinion, and a statement on conformance with the PSIAS.</p>	<ul style="list-style-type: none"> • Approved the Midlothian Integration Joint Board Internal Audit Annual Assurance Report 2019/20 as appended to the report; and • Noted the assurances contained therein. 	Chief Internal Auditor		
<p>4.3 Annual Governance Statement 2019/20 - Report by Chief Officer</p> <p>The purpose of this report was to present the draft Annual Governance Statement 2019/20 of the Midlothian Integration Joint Board by the Chief Officer that would be published in the Annual Report and Accounts.</p> <p>The report explained that the Annual Governance Statement 2019/20, in compliance with the CIPFA/ SOLACE Framework, provided details of the MIJB's Governance Framework,</p>	<ul style="list-style-type: none"> • Approved the Annual Governance Statement 2019/20 for the Midlothian Integration Joint Board as appended to the report; and • Approved publication of the Annual Governance Statement in the Annual Report and Accounts 2019/20 of the Midlothian Integration Joint Board. 	Chief Internal Auditor Chief Internal Auditor		

Report Title/Summary	Decision	Action Owner	Date to be Completed	Comments
the annual Review of Framework undertaken, Improvement Areas of Governance, and Overall Opinion.				
<p>4.4 Draft Unaudited Annual Accounts 2019-20 - Report by Chief Finance Officer</p> <p>The purpose of this report was to present the unaudited Annual Accounts of the MIJB for the year ending 31 March 2020 for consideration and approval.</p> <p>The report explained that the MIJB was required to prepare a set of annual accounts for the financial year 2019/20. A draft of these accounts must be agreed by the MIJB before 30 June whereupon the draft must be published on the MIJB's website and presented to the MIJB's auditors for review.</p>	<ul style="list-style-type: none"> Agree that the draft annual accounts can be published and presented for audit. 	Chief Finance Officer	30/06/2020	
<p>4.5 COVID-19 State of Emergency– HSCP Recovery Plan - Report by Integration Manager</p> <p>The purpose of this report was to explain how the Midlothian HSCP was seeking to learn from the experience of operating in a prolonged period of emergency, arising from COVID-19, through the development and implementation of a Recovery Plan in full recognition of the continuing major threat to the population posed by COVID virus.</p>	<ul style="list-style-type: none"> Approved the Recovery Plan in principle. Agreed to contribute on an ongoing basis to the actions included in the Plan. Agreed that the Strategic Planning Group would receive regular progress reports. Agreed that actions arising from the Plan would require to feed into the 2019-22 Strategic Plan. Agreed that no new or amended Directions required to be issued to NHS Lothian and/or Midlothian Council at this current time. 	<p>Chief Officer All</p> <p>Chief Officer</p> <p>Chief Officer</p> <p>Chief Officer</p>		

Report Title/Summary	Decision	Action Owner	Date to be Completed	Comments
The Recovery Plan was designed to enable the Partnership to meet the broader health and care needs of the Midlothian population in the continued presence of COVID, sitting alongside the Plans and timetables developed by NHS Lothian and Midlothian Council for the gradual resumption of their respective services.				
4.6 Clinical and Care Governance - Report by Chief Nurse The purpose of this report was to provide assurance to the Board as to the clinical and care governance arrangements within Midlothian, highlighting good practice and identifying any emerging issues or risks. It also set out proposals to develop a Clinical and Care Governance review dashboard which would show a summary/ overview of agreed reports on a single screen.	<ul style="list-style-type: none"> Noted and approved the content of this report. Noted the proposed development of a clinical and care governance dashboard 			
4.7 Re-modelling of Wards at Midlothian Community Hospital - Report by Chief Nurse The purpose of this report was to present an update to the Board regarding changes made to the wards at Midlothian Community Hospital which have been reconfigured to allow for a Red Covid ward and Green non-Covid wards. This will facilitate flow of patients from other hospitals and other settings while maintaining their safety and reducing the risk of infection transmission.	<ul style="list-style-type: none"> Noted and approved the content of the report 			

Report Title/Summary	Decision	Action Owner	Date to be Completed	Comments
<p>4.8 Midlothian HSCP Care Homes Briefing Paper – Report by Head of Primary Care and Older People’s Services</p> <p>The purpose of this report was to provide an update on the current situation, and an overview of the work to date, with Care homes in Midlothian and the enhanced response now required following the release of the Coronavirus (COVID-19): Clinical and practical guidance for adult care homes 15 May 2020 published by the Scottish Government and the amendments to the Coronavirus (COVID-19); a framework for decision making (15 May 2020). This work will continue to progress at pace agreeing and establishing local clinical governance arrangements, and overview of Care homes within Midlothian.</p> <p>In considering the report, the Board discussed the need to independently review as a matter of some urgency how Adult Care Homes had operated during the Covid-19 emergency in order to determine what had been successful and where lessons could be learned that would assist in dealing with such issues in the future.</p>	<ul style="list-style-type: none"> • Noted the update on current COVID-19 work within Older Adult Care Homes in Midlothian. • Noted the significant work undertaken by the HSCP team to adhere to related guidance at all times. • Agreed to the setting up of an urgent independent review to assist in understanding the requirements that will need to be taken into account in shaping future work to support Older Adult Care Homes in Midlothian. 	Head of Primary Care and Older People’s Services		
<p>4.9 COVID-19 - Test and Protect Briefing – Report by Head of Primary Care and Older People’s Services</p> <p>The purpose of this report was to provide an update on the work being undertaken to support the roll out of Test and Protect within Midlothian.</p>	<ul style="list-style-type: none"> • Noted the test and protect plan for Midlothian • Noted the significant work undertaken by the HSCP team to develop and implement this model • Noted the potential benefit to residents, staff and population in Midlothian 			

Report Title/Summary	Decision	Action Owner	Date to be Completed	Comments
Sederunt: Tricia Donald left the meeting at the conclusion of the foregoing item of business at 4.01pm				
4.10 Midlothian's response to Shielding – Report by Chief Social Work Officer The purpose of this report was to highlight the work undertaken within the HSCP to support the 3218 people within Midlothian identified as needing to 'shield'.	<ul style="list-style-type: none"> Noted the work undertaken to support people who are 'shielding' within Midlothian 			
4.11 COVID-19 Personal Protection Equipment - Update and Future Management – Report by Chief Officer The purpose of this report was to provide an update on the current situation with provision of Personal Protection Equipment (PPE) for staff and the requirement for planning into future use and provision as the COVID-19 situation progresses. The Board acknowledged the challenges presented in ensuring there were sufficient stocks of PPE and considered that this was an area where more could possibly be done to encourage local suppliers.	<ul style="list-style-type: none"> Noted the issues and update within the report Noted and welcomed the assurance given to the Board that HPS/NHS guidance had been followed at all times for all Health and Social Care Staff. 			

5. Private Reports

Exclusion of Members of the Public

In view of the nature of the business to be transacted, the Board agreed that the public be excluded from the meeting during discussion of the undernoted item, as contained in the Addendum hereto, as there might be disclosed exempt information as defined in paragraph 3 of Part I of Schedule 7A to the Local Government (Scotland) Act 1973:-

5.1 Covid-19 (Coronavirus) Related Data – Report by Chief Officer - Noted

6. Date of next meeting

The next meeting of the Midlothian Integration Joint Board would be held on Thursday 27 August 2020 at 2.00 pm. (**Action: All Members to Note**)

The meeting terminated at 4.27 pm.