

**MINUTES of MEETING of the MIDLOTHIAN COUNCIL** held in the Council

Chambers, Midlothian House, Buccleuch Street, Dalkeith on Tuesday, 4 February 2014, at 2.00pm.

**Present:-** Provost Wallace, Depute Provost Coventry and Councillors Baxter, Bennett, Boyes, Bryant, Constable, de Vink, Imrie, Johnstone, Milligan, Montgomery, Muirhead, Pottinger, Rosie, Russell and Thompson.

**Religious Representatives Present (Non Voting Observers for Education Business):-** Mrs Harkness and Mr V Bourne.

**Apology for Absence:-** Councillor Beattie.

**1 Order of Business**

The Clerk advised that :-

“Follow ” papers had been issued in respect of the following items of business,viz :-

Agenda Item No.15 – Bonnyrigg Leisure Centre – Report by Director, Education Communities and Economy; and

Agenda Item No.24 – Voluntary Severance and Early Retiral Policy and Scheme- Report by Head of Finance and Integrated Service Support.

An additional paper had been tabled by the SNP group, in respect of the following items of business, viz:-

Agenda Item No. 7 – Review of Committees and External Appointments .

The Provost further advised that he proposed to consider the following additional items of business as Item Nos. 3 and 4 hereof :-

Glasgow Police Helicopter Crash – Correspondence; and

Commonwealth Day, 10 March 2014 – Commonwealth Flag.

**2 Declarations of Interest**

There were no Declarations of Interest.

### **3 Police Helicopter Crash – Glasgow – 29 November 2013**

The Provost reported that, on behalf of the Council, he had sent letters of condolence to both Glasgow City Council and Police Scotland, following the Police helicopter crash in Glasgow on 29 November 2013 and that both parties had acknowledged the letters and thanked the Council for its expressions of sympathy.

#### **Decision**

To note the report.

### **4 Commonwealth Day, 10 March 2014 – Commonwealth Flag**

On behalf of the Council, the Provost received from Mr Richard Callander, Deputy Lord Lieutenant of Midlothian, the Commonwealth flag to be flown from Council buildings as part of the celebration of Commonwealth Day on 10 March 2014.

(Action: Head of Service (Governance and Projects))

### **5 Minutes of Council**

The Minutes of Meeting of Midlothian Council of 17 December 2013 were submitted and approved.

### **6 Other Meetings**

The undernoted Minutes of Meetings were submitted. The Council noted the Minutes and approved the recommendations contained therein:-

<b>Meeting</b>	<b>Date</b>
Cabinet	19 November 2013 (1) 19 November 2013 (2) 17 December 2013
Planning Committee	19 November 2013
General Purposes Committee	12 November 2013
Local Review Body	26 November 2013
Performance Review and Scrutiny Committee	22 October 2013 27 November 2013 (1) 27 November 2013 (2)
Audit Committee	29 October 2013
Safer Communities Board	17 September 2013

## **7 Leader of the Council's Response to Written Questions**

There were no written questions to the Leader of the Council

## **8 Notices of Motion**

### **(a) Professor Geoff Palmer**

There was submitted a Notice of Motion by Councillor Montgomery, countersigned by Councillor Bennett as follows:-

“ Midlothian Council congratulates Professor Geoff Palmer who was awarded the Freedom of Midlothian in 2011, on being knighted in the New Year's Honours List for his services to human rights, science and charity.”

Councillor Montgomery formally moved the motion and drew attention to Professor Palmer's achievements in each of the fields referred to above. Councillor Bennett formally seconded the motion, which the Council approved unanimously.

### **(b) Uniting a Family of Nations in Common Purpose - Commonwealth Day - 10 March 2014 - “Fly a Flag for the Commonwealth”**

There was submitted a Notice of Motion by Councillor Thompson, countersigned by Councillor Montgomery, as follows:-

*“We the undersigned, move that the Council resolve and do hereby resolve that the Council:-*

- (a) endorses support for an initiative aimed at uniting a Family of Nations in Common Purpose and invites the people of Midlothian to join in a nationwide celebration of Commonwealth Day on 10 March 2014;*
- (b) notes that a Special Flag had been presented on behalf of HRH Queen Elizabeth;*
- (c) endorses the action of the Director, Resources, in consultation with the Provost, in inviting the Lord Lieutenant or his representative, on behalf of Her Majesty the Queen, to attend this Meeting to present the Flag;*
- (d) agrees that, in unison with all local authorities throughout the United Kingdom, the Flag be raised at Midlothian House on the morning of 10 March 2014; and*
- (e) in recognition of the importance and legacy of the Commonwealth Games, agrees that the Commonwealth Flag be flown at Midlothian House for the duration of the Games.”*

Councillor Thompson formally moved the motion and highlighted the importance of the proposals having regard to the Commonwealth Games

being held in Scotland in 2014. Councillor Montgomery formally seconded the motion, which the Council approved unanimously.

**(c) Dalkeith and Monktonhall Colliery Brass Band**

There was submitted a Notice of Motion by Councillor Bennett countersigned by Councillor Russell as follows:-

*“Midlothian Council congratulates Dalkeith and Monktonhall Colliery Brass Band on being selected to play the Grimley Colliery Band in the stage production of 'Brassed Off' in the Kings Theatre, Edinburgh.*

*It is particularly fitting that the Band should be given this opportunity in the year marking the 30<sup>th</sup> Anniversary of the 1984/5 Miners' strike.”*

Councillor Bennett formally moved the motion. Councillor Russell formally seconded the motion, which the Council approved unanimously.

**(d) Support for Scotland's Families**

There was submitted a Notice of Motion by Councillor Constable, countersigned by Councillor Coventry as follows:-

*“Midlothian Council welcomes the Scottish Government's announcement that families and young people across Scotland will benefit from millions of pounds of additional funding to support free school meals and a significant expansion childcare provision, which will deliver:*

- *600 hours of free nursery education for all 2-year-olds in workless households, benefitting 8,800 children across Scotland – 15% of all 2 year olds – from August 2014;*
- *the extension of 600 hours of free childcare to 2-year-olds from the hardest pressed families in receipt of a range benefits, benefitting 15,400 children – 27% of 2 year olds – from August 2015;*
- *£3.5m in 2014-15 to support an additional 2,000 childcare workers;*
- *And, from January 2015, free school meals for all children in primaries 1-3, saving families £342 per child per year and benefitting approximately 3,049 pupils in the Midlothian Council area.*

*Midlothian Council notes that the Scottish Free School meals campaign is supported by EIS; STUC; UNISON; Children in Scotland; Church of Scotland; Save the Children; Child Poverty Action Group in Scotland; Poverty Alliance; One Parent Families Scotland; Shelter Scotland; Children 1st.*

*Midlothian Council is committed to delivering this package for families across Midlothian.”*

Councillor Constable moved the motion and highlighted the number of organisations which supported the Scottish Government's proposal. Councillor Coventry formally seconded the motion.

For the Labour Group, Councillor Muirhead advised that they also supported the aims of the motion but drew attention to the fact that the detailed implementation of the policy and the resources to support it had yet to be determined.

The Council approved the motion unanimously.

## 9 **Review of Committee and External Appointments**

With reference to paragraph 7 of the Minutes dated 17 December 2013, there was submitted report, dated 22 January 2014, by the Director, Resources, inviting the Council to review the current list of Committee and external appointments; to note the arrangements for payment of Senior Councillors allowances made under the Scheme of Councillors' Remuneration; and to consider any changes in these following Councillor Rosie's appointment to the Cabinet. The report also detailed the Portfolios allocated to cabinet members at the Cabinet's meeting on 14 January 2014.

There were also tabled proposals from the SNP group in respect of revisions to Committee and external appointments insofar as they related to the SNP group and their representation.

The Council agreed to suspend standing orders to allow consideration of the SNP block proposals.

### **Decision**

- (a) To approve the revised Committee and external appointments as shown in **Appendix I** hereto;
- (b) To agree that the Labour group, if it so desired, could submit revisions to Committee and external appointments insofar as they related to the Labour group and their representation, to a future meeting; and
- (c) To agree that having assumed the roles of Chair of both the General Purposes and Petitions Committees, Depute Provost Coventry, now be remunerated at Senior Councillor level.

(Action; (a) Legal and Secretariat Manager; (c) Head of Finance and Integrated Service Support)

## 10 **Midlothian Council Annual Audit 2012/13**

There was submitted report, dated October 2013, by the Council's External Auditors, (Grant Thornton UK), summarising the findings from their audit work

for the year 2012/13. The report highlighted that the Council's general fund balance was £14.083m, the uncommitted element of which was £6.402m, exceeding the £4m minimum target; there was a net overspend of £1.3m in 2012/13; there was a budget gap of £13.5m by 2016/17 and the lack of a robust and agreed plan for bridging the shortfall and uncertainty over Welfare Reform presented a significant risk to the Council's financial sustainability; the Council had worked well with partners to agree a shared vision for Midlothian, supported by shared priorities for future improvement within the Single Outcome Agreement; the Council had responded quickly and effectively in respect of structural reform including the integration of Health and Social Care and the reform of Police and Fire and Rescue Services; the Council could demonstrate improvements in performance in a number of service areas but outcome indicators within the Single Outcome Agreement continued to present a challenge and significant progress was required to improve (i) positive destinations for school leavers; (ii) aspects of housing services; (iii) economic development; and (iv) educational attainment; the Auditors supported the Council's plans to revise the Planning and Performance Management Framework; and encouraged the Council to consider its approach to self evaluation and learning from others to ensure that it continued to achieve Best Value. The report also highlighted no issues had been addressed in the audit of the Council's accounts and that the Auditor's opinion was unqualified.

### **Decision**

- (a) To note that a number of the issues raised by the External Auditors were addressed in reports to be considered later in the meeting;
- (b) To note that the Auditor's opinion on the accounts was unqualified; and
- (c) To otherwise note the report.

## **11 Legacy 2014 and Commonwealth Games 2014**

There was submitted report, dated 14 January 2014, by the Director, Resources, outlining the arrangements established to recognise the Legacy Year 2014. The report provided detailed information on Legacy 2014; Midlothian Council Legacy objectives; the Commonwealth Games 2014; and Homecoming 2014. In particular, the report highlighted sportscotland, in conjunction with other public bodies were promoting the adoption of "second teams", who would be participating in the Commonwealth Games, which would provide the opportunity for all 71 Teams, especially small teams with limited resources and little travelling support, to be supported by local partners, bringing the Games closer to local communities with mutual benefits between countries and local partners and which would enhance the Games experience for participating countries and local communities throughout Scotland. The second teams provisionally assigned to Midlothian were Pakistan and the Seychelles.

The report also highlighted that the Queen's Baton Relay for the Commonwealth Games would result in the baton being in Midlothian on 16 June 2014. The report incorporated a draft events schedule to support this event. The sum of £10,000 had been secured from EventScotland to fund a community event at Dalkeith Palace on 16 June 2014, which would be the finale to the Queen's Baton Relay Event. Staff costs in this regard would be met from existing budgets.

In respect of Legacy 2014, the report detailed the governance arrangements in regard to the management, organisation and promotion of events.

### **Decision**

- (a) To note the progress to date with arrangements for Commonwealth Baton Relay and associated events;
- (b) That the Director, Resources endeavour to include Danderhall in the route around Midlothian for the Queen's Baton Relay;
- (c) To note the ongoing review of traffic management arrangements relating to the Queens Baton Relay;
- (d) To note the working groups established and governance arrangements for Legacy 2014 and the Commonwealth Games 2014; and
- (e) To note that progress reports would be regularly submitted.

(Action: (b) Director, Resources)

## **12 Self Directed Support in Midlothian**

There was submitted report, dated 10 January 2014, by the Joint Director, Health and Social Care, providing an updated position on the implementation of Self Directed Support. The report explained that the Social Care (Self Directed Support) (Scotland) Act 2012, which would come into effect in April 2014, required a fundamental shift from how services were currently designed and delivered to one of increased client choice and control. The Act provided clients with a range of options on how their social care was delivered, other than just direct payments and empowered clients to decide how much ongoing control and responsibility they wanted over their own support arrangements. The Act therefore required the Council to offer the following options to clients, viz:-

- Option 1 direct payment
- Option 2 the person directs the available support
- Option 3 the local authority arranges the support
- Option 4 a mix of the above.

The report also explained that the new legislation affected both Adult and Social Care and Children and Families. Whilst some of the concepts were familiar in Adult and Social Care and Children Affected by Disabilities services, this was a completely new area for children, young people and their families known to the Locality teams and in receipt of family support services. In addition, first time carers would be entitled to receive self directed support in their own right. A Self Directed Support (SDS) Programme Board and delivery groups had therefore been established and were responsible for implementation of SDS. The Board contained representation from health and social care professionals, the voluntary sector, users and carers and would be supported by a user and carer reference group who would shape how SDS was delivered locally.

### **Decision**

(a) To note the report; and

(b) That the Joint Director, Health and Social Care arrange a briefing in order to provide more detailed information to elected members on SDS.

(Action: Joint Director, Health and Social Care).

## **13 Midlothian Health and Social Care Partnership – Progress Including Financial Scope**

There was submitted report, dated 16 January 2014, by the Joint Director, Health and Social Care, (i) providing the Council with an update on the establishment of Midlothian Health and Social Care Partnership and (ii) seeking the Council's approval for the scope of the Council's budget to be included in the resources to be delegated to the Midlothian Health and Social Care Partnership Board.

The report explained that during 2014 each Health and Social Care Partnership would be required to develop and consult upon both an Integration Plan and a Strategic Commissioning Plan. The Integration Plan would lay out how the NHS and the Council would work together to deliver those services which fell within the scope of the Partnership. Following formal approval by both Midlothian Council and NHS Lothian, the plan would be submitted to Scottish Government in early 2015 and upon approval the Partnership would be able to move to full implementation. This was a longer timescale than originally envisaged and as a consequence, the report proposed that the chairing arrangements for the Shadow Board be revised to allow Peter Johnston, NHS Lothian Non-Executive to be invited to continue in the chair for a further 12 months in order to ensure continuity over the formative shadow period. In addition it was now proposed that Criminal Justice fall within the remit of the Partnership in order to harness the synergies to be gained through strong links between the Health and Social Care service and both the Mental Health and Substance Misuse services. The report also drew attention to the fact that, whilst the initial focus of the Partnership was on addressing the needs of Adults and Older People, there was an increasing recognition that stronger inter-agency working was also



vital to the delivery of effective Children's Services. It was therefore proposed that Children's Services be included in Phase 2 of the partnership and that work be undertaken now to scope out which services would be included, with a view to inclusion in the Partnership from April 2016.

In terms of resources, the report proposed that the elements of the Adult and Social Care revenue budget detailed in the report and amounting to £35m (excluding central support costs and budgets) , be included in the resources, along with NHS Lothian budgets, to be allocated to the Midlothian Health and Social Care Partnership Board. The resources allocated would then be used by the Board to commission services from Midlothian Council and NHS Lothian. Work was therefore ongoing to develop a joint financial framework within which the Board would operate. Capital expenditure would remain outwith the resources being overseen by the Board. Council and Health staff would remain employees of their respective organisations.

### **Decision**

- (a) To approve, in principle, the scope of the budget to be included in the resources to be delegated to the Midlothian Health and Social Care Partnership Board as outlined in the report;
- (b) To authorise the Chief Executive, in conjunction with the Leader of the Council, to finalise the scope of Phase 1 services being delegated to the Board;
- (c) To note that the Integration Plan, which would include a detailed financial framework, would be the subject of future reports to Council during 2014;
- (d) To agree that the current Chair of the Shadow Board be invited to continue in that role, for a further 12 months until April 2015; and
- (e) To approve, in principle, the possible inclusion of both Children's Services and Criminal Justice Services in the Partnership's remit, at an appropriate time in the future.

(Action; Joint Director, Health and Social Care).

## **14 Welfare Reform Review 2013**

There was submitted report, dated 14 January 2014, by the Joint Director, Health and Social Care, providing the Council with an update on the key issues and which had impacted on the Council, relating to Welfare Reform following implementation of the Welfare Reform Act 2012 from 1 April 2013. The report highlighted that the loss of benefit income and the changes in housing benefit, together with the additional cost impacts of the transfer of duties to the Council, would result in unsustainable demands being placed on the Council and would have a negative effect on the sustainability of the local economy without further mitigation.

In particular, the report advised

- 1200 claimants were affected by the under-occupancy charge, (800 Midlothian Council tenants and 400 Registered Social Landlord tenants);
- There had been a 35% increase in rent arrears in the period 2 December 2012 to 1 December 2013, from £813,494 to £1,103,808. The level of arrears in terms of net rent due had also increased by 1.30% from 7.31% to 8.61% over the same period;
- It was estimated that arrears had increased by £105,000 since 1 April, 2013 due to non payment of the under-occupancy charge. The number of tenants in serious arrears of over £250.00 or 13 weeks had increased from 456 at 1 April 2013 to 660 at 1 December 2013.
- The DWP allocation for Discretionary Housing Payment (DHP) had been increased to £199,483 for 2013/14 . The Scottish Government had provided an additional amount of £236,818 which the Council could use to 'top up' DHP expenditure to an overall maximum overall limit of £438,708;
- As a result of the introduction of a benefits cap, 50 claimants entitlement to housing benefit had been reduced;
- As at 31 December 2013, 2,388 applications for assistance from the Scottish Welfare Fund had been received and £195,722 disbursed (£65,717 crisis grants, £134,005 community care grants);
- A number of initiatives had been introduced to assist families or individuals in dealing with reductions in benefit, including "Managing a Drop in Household Income"; "Help with Financial Planning"; "Responding to increased hardship"; in addition to other assistance provided by the Council by way of Community Learning and Development and Midlothian Training programmes;
- In partnership with Midlothian Financial Inclusion Network and Midlothian Churches, the possibility of hosting a community banking branch of Grand Central Savings (GCS) was being investigated. GCS was an independent charity using a standardised model of delivery, providing access to banking facilities, money advice and assistance to the most financially excluded in communities. In particular, the investigations centered on the introduction of The "HomeGuard" account

whereby a customer authorised GCS to hold a proportion of the Universal Credit the instant it is paid, to ensure essentials such as rent, council tax and other bills would be paid automatically.

The report also drew to the Council's attention that (i) the level of rent arrears, due to the introduction of the under-occupancy charge had increased and was estimated at about £14,000 per week, until Universal Credit was introduced, equating to an annual cost of £728,000 which would have a negative impact on the Housing Revenue Account (HRA) reserves; (ii) the under-occupancy charge had had a negative impact on the number of people placed in bed and breakfast due to the shortage of one bedroom properties in which to place clients; and (iii) the increase in the level of arrears, had placed significant pressure on the arrears recovery team. There was therefore a need to maintain staff at the existing level in order to meet demand in respect of Arrears Control and Welfare Advice.

### **Decision**

- (a) To note the update on the work undertaken to date related to Welfare Reform;
- (b) To note the resource implications and risks outlined in the report;
- (c) To agree that the temporary accommodation rents and service charges in Midlothian Council temporary accommodation for 2014/15 be frozen at 2012/13 levels in order to mitigate against the risks to the households identified at greatest risk;
- (d) To approve to the extension of 1 FTE Fixed Term Arrears Officer and 1 FTE Fixed Term Revenues Officer for one more year at costs to the General Fund of £26,125 and £22,383 respectively;
- (e) To approve the funding of 1 Financial Inclusion Officer contracted through Places for People for one year at a cost to the Housing Revenue Account of £42,917; and
- (f) To maintain the policy of non eviction in respect of arrears cases resulting from the under occupancy charge until such time as Universal Credit was introduced.

(Action: Joint Director, Health and Social Care)

### **Sederunt**

Councillor Boyes left the meeting during discussion on the foregoing item of business (3.10pm).

## **15 Review of Fees and Charges**

With reference to paragraph 11 of the Minutes dated 17 December 2013, there was submitted report, dated 24 January 2014, by the Director, Resources, advising of the recommendations of the Cross Party Working

Group in respect of a number of revised fees and charges. The Working Group had agreed on 21 January 2014, as follows:-

- That the Council's current Corporate Charging Strategy and Charging Framework be updated to reflect best practice as detailed in the Accounts Commission report *'How councils work: an improvement series for councillors and officers'* Charging for services: are you getting it right?"
- Revised Fees and Charges considered as being commercial in nature, be presented to the Council on 4 February 2014 Council , with remaining the non commercial fees and charges, largely community facilities being the subject of a separate report to the Council on March 2014; and
- That Officers present proposals on concessionary charges and a consistent approach to the application of concessions, along with harmonisation of charges proposals to the next Cross Party Working group.

The report accordingly incorporated the Working Groups recommendations in respect revised charges for services provided by the Commercial Operations; Customer Services; Adult and Community Care; and Housing and Community Safety Units, which would realise additional income of £60,000 in 2014/15 and £69,000 in a full year.

Following debate, Councillor Rosie, seconded by Councillor Constable, moved acceptance of the recommendations in the report i.e.

- (a) To approve, in principle, the revisions to fees and charges detailed in **Appendix II** hereto;
- (b) To note that the plans to undertake consultations with relevant service users; and
- (c) To note that a further report on this subject would be submitted to the Council.

As an amendment, Councillor Milligan, seconded by Councillor Muirhead, moved that there be no increase in charges for Telecare Services and that the charges under the Garden Assistance Programme be restricted to the annual rate of inflation.

On a vote being taken, seven voted for the amendment and nine for the motion, which accordingly became the decision of the meeting.

(Action: Director, Resources).

## **16 Community Covenant and UK Armed Forces within Midlothian**

There was submitted report, dated 14 January 2014, by the Director, Resources, advising that the Council as a signatory to the Community Covenant, had been invited by the Scottish Government Defence Policy Unit, , to reflect and act upon meeting the needs of the Armed Forces community across its area. The report therefore proposed to offer corporate rates to members of the Armed Forces when they signed up to Midlothian Council's, Fitness and Leisure Centres.

### **Decision**

- (a) To note that corporate rates of memberships would be offered to members of the Armed Forces and their families who would be eligible for a discounted membership when they sign up to Midlothian Council's Fitness and Leisure Centres; and
- (b) To note that two, three and four month membership options would be offered to service personnel to recognise the nature of Armed Forces deployments.

(Action: Head of Property and Facilities Management).

## **17 Bonnyrigg Leisure Centre - Update Report**

With reference to paragraph 12 of the Minutes dated 5 November 2013, there was submitted report, dated 28 January 2014, Director, Education, Communities and Economy, providing the Council with an update on progress in the consideration of proposals for the potential future use of the former Bonnyrigg Leisure Centre building. The report advised that by the deadline of 6 January 2014 for the submission of bids to take over the premises, two offers had been received, these being from (i) Bonnyrigg Centre Trust Ltd and (ii) Midlothian Fitness Academy. An Assessment Panel had therefore been constituted comprising the Council's Head of Finance; Head of Property and Facilities Management; Head of Communities and Economy; and an Associate Director (NHS Lothian) as a Community Planning Partner. The Panel had been asked to undertake a thorough assessment of the submitted bids including, as may be necessary, seeking further information and / or clarification from each bidder. It was intended to submit a report with recommendations to allow the Council to reach a final decision at its meeting on 25 March 2014. The report also drew attention to the fact that there remained an ongoing maintenance liability and therefore sought approval for a supplementary estimate of £7,000 in this respect for the period to 31 March 2014.

### **Decision**

- (a) To note that two bids had been received from parties seeking to take over and run activities from the former Bonnyrigg Leisure Centre;

- (b) That a full report on the assessment of these bids be submitted to the Council on 25 March 2014; and
- (c) To approve a supplementary estimate of £7,000 in respect of additional maintenance and security costs.

(Action: Director, Education Communities and Economy: (c) Head of Finance and Integrated Service Support)

## **18 Revenue Budget 2014/15**

There was submitted report, dated 23 January 2014, by the Head of Finance and Integrated Service Support, to providing the Council with a final update on the Revenue Budget for 2014/15 and presenting the final budget for approval. The report provided detailed information on the Scottish Government Grant Settlement; Cost of Services at Existing Levels; Fees and Charges; Bridging the Budget Shortfall; and Service Review savings. The proposed budget would result in a small reinstatement of reserves of £0.044 million.

### **Decision**

To approve the 2014/15 budget as summarised in **Appendix III** hereto.

(Action: Head of Finance and Integrated Service Support).

### **Adjournment and reconvention**

The meeting adjourned at 4.00 pm and reconvened at 4.10pm when there were present:-

Provost Wallace, Depute Provost Coventry and Councillors Baxter, Beattie, Bennett, Bryant, Constable, de Vink, Imrie, Johnstone, Milligan, Montgomery, Muirhead, Pottinger, Rosie, Russell and Thompson.

**Religious Representatives Present (Non Voting Observers for Education Business):-** Mrs Harkness and Mr V Bourne.

## **19 Financial Strategy 2015/16 and 2016/17**

There was submitted report, dated 28 January 2014, by the Head of Finance and Integrated Service Support, setting out the current position in respect of the development of a medium term Financial Strategy for the period to March 2017. The Financial Strategy incorporated the Council's Transformation Delivery Plan, which set out how the Council would deliver the transformation of current services and expenditure to focus the available resources on priority outcomes. The report highlighted that it was clear that over the coming years, all Councils would need to reposition themselves, through the

withdrawal and dilution of services and by having a greater emphasis on those members of society most disadvantaged and vulnerable.

The cost of providing existing services in their current form was expected to grow from £189.315 million to £201.7 million by 2016/17. Over the same period, income from Scottish Government and Council Tax was predicted to fall from £189.315 million to £188.954 million, giving rise to a predicted budget shortfall by 2016/17 of £12.746 million, or 6%.

The report provided detailed information on steps taken to address the 2014/15 budget gap; the projected budget shortfalls for 2015/16 and 2016/17; the Transformation Programme; Workforce Strategy; Local Government Staff Pay, Grading and Terms and Conditions; Asset Management; Borrowing Costs; Service Reviews; Efficiency; Possible Service Reductions; Focussing Resources to Key Priorities; and Reserves.

In respect of Business Transformation, the target savings were as follows:-

	<b>2015/16</b>	<b>2016/17</b>
	<b>£m</b>	<b>£m</b>
ISS	0.750	1.500
Energy Reduction	0.000	0.217
Customer Service	0.175	0.350
Income Maximisation/ Collection	0.150	0.150
School Clusters	0.150	0.300
Services to Communities	0.650	1.650
Externalisation/In- sourcing	0.500	1.000
Children's Services	0.350	0.700
<b>Totals</b>	<b>2.725</b>	<b>5.867</b>

In respect of General Fund Reserves, the report proposed to increase this to a minimum level of 4% of net expenditure or £8 million in order to provide a greater buffer against increased costs or delay or reduction in savings proposals.

The report advised that the elements set out within the report would make a significant contribution towards addressing the budget shortfalls. As the elements were further developed the Financial Strategy would be updated to fully reflect the emerging proposals. The current status of the strategy was as follows:-

	<b>2015/16</b>	<b>2016/17</b>
	<b>£m</b>	<b>£m</b>
Budget Shortfall	4.253	12.746
<b>Less Developed Strands:</b>		
Transformation Programme	2.725	5.867
Borrowing Costs	0.955	1.277
Service Reviews	0.300	0.600

Efficiency	0.900	1.800
<b>Projected Budget</b>	<b>(0.627)</b>	<b>3.202</b>
<b>Shortfall / (Surplus)</b>		

### Decision

- (a) To approve the Transformation Delivery Plan set out in the report and as shown at **Appendix IV** hereto;
- (b) That officials investigate the possibility of energy generation, in addition to energy conservation as a means of securing further savings efficiencies
- (c) To note and approve the other elements of the Financial Strategy set out in the report;
- (d) To approve a review of the existing Public/ Private Partnership contracts, and instruct the Director, Resources to progress this;
- (e) To receive regular reports providing an update on the Financial Strategy and delivery of planned savings;
- (f) To agree that the minimum prudent level of General Fund reserve be increased to £8 million;
- (g) To earmark a further £3m of reserves to provide for transformation and change costs;
- (h) To utilise £2.500 million of Capital Fund in 2013/14 to meet loans fund principal repayments; and
- (i) To utilise £6 million from the Capital Fund to contribute to the cost of Newbattle High School replacement.

(Action; Head of Finance Integrated Service Support/ Director, Resources).

## 20 Financial Monitoring 2013/14 – General Fund Revenue

There was submitted report, dated 16 January 2014, by the Head of Finance and Integrated Service Support providing information on the projected performance against revenue budget in 2013/14 and details of the material variances that were projected. The report advised that there was a projected net underspend of £1.264m on General Fund Services and the projected balance on the General Fund as at 31 March 2014 was be £8.332m of which £0.734m was earmarked for further Business Transformation work leaving the uncommitted reserve at £7.598 million.

### Decision

To note the report.



## **21 General Services Capital Plan 2013/14 - Quarter 3 Monitoring**

There was submitted report, dated 17 January 2014, by the Head of Finance and Integrated Service Support, providing Council with information on the projected performance against budget in respect of General Services Capital Plan 2013/14. The report advised that the budget for 2013/14 was £25.753 million; expenditure to date was £11.502 million; and the anticipated 2013/14 expenditure would be £24.033 million.

### **Decision**

To note the report.

## **22 General Services Capital Plan – Proposed Strategy**

There was submitted report, dated 20 January 2014, by the Head of Finance and Integrated Service Support, (i) Proposing a strategy to restrict the level of borrowing used to support the General Services Capital Plan, thereby maintaining debt outstanding at a maximum of current levels and as a consequence reducing the loan charges to revenue; (ii) Proposing a level of annual investment for the replacement or upgrading of current assets; (iii) inviting the Council to consider for approval new projects that had been identified; and (iv) identifying areas which were still being developed and which would require to be considered at a later date and prioritised within the available annual investment limits.

The report proposed that, going forward, the level of outstanding debt be capped at £114 million, which was the anticipated level at 31<sup>st</sup> March 2014. Thereafter, annual borrowing would be restricted to no more than the level of debt repayments within any year. The exception to this would be the borrowing already approved for the replacement of Newbattle High School, with the £7.276 million required in 2016/17 being in addition to the proposal. , By adopting the suggested cap on the level of borrowing, loans fund charges made to the revenue budget would be reduced by £1.227 million in 2016/17

The report provided detailed information on essential projects that had been identified to date along with a suggested level of investment within which to work; areas under development including the Education and Corporate ICT replacement programmes and the CCTV replacement programme.

### **Decision**

- (a) To note the level of outstanding debt and the growing pressure on the revenue budget of increasing loan charges;
- (b) To approve the proposal to cap the borrowing at the maximum level of the debt repayments, thereby maintaining the current level of debt outstanding;
- (c) To approve the additional borrowing required for Newbattle High School as being a variation to the proposed strategy;

- (d) To approve the requirement to temporarily increase borrowing to forward fund projects that will ultimately be funded by developer contributions;
- (e) To note the anticipated reduction in debt charges on the revenue budget of introducing the cap;
- (f) To approve the suggested block budgets for each of the identified areas included in **Appendix V** hereto;
- (g) To delegate the authority to the appropriate Head of Service to work in conjunction with the Head of Finance and Integrated Service Support to determine the project detail for each year's block budget;
- (h) To approve the following new capital projects, viz:-
  - St Andrews Primary School extension, including a supplementary revenue estimate of £0.060 million for temporary units;
  - Cornbank Nursery School extension;
  - Newtongrange primary School reconfiguration; and
  - Remediation of the Emily Bing site;
- (i) To note the ongoing work required to ascertain the full extent of the property investment priorities;
- (j) To note the projects in which were still under development and would be brought forward for consideration in due course.

(Action: Head of Finance and Integrated Service Support).

## **23 Housing Revenue Account -Revenue Account and Capital Plan 2013/14**

There was submitted report dated, 16 January 2014, by the Head of Finance and Integrated Service Support, providing the Council with a summary of expenditure and income to 20<sup>th</sup> December 2013 for the HRA Capital Plan and a projected outturn for both the Capital Plan and Revenue Account. The report advised that in respect of the revenue account, the projected outturn showed an overspend of £0.401 million resulting in a projected surplus of £2.379 million for the year and a projected reserve at 31<sup>st</sup> March 2014 of £17.052 million. In respect of the Capital Plan, £10.176 million had been spent to 20<sup>th</sup> December 2013 and actual spend for the year was projected to be £16.034 million.

## Decision

To note the report as summarised in **Appendices VI and VII** hereto.

### 24 **Housing Revenue Account - Capital Plan 2014/15 – 2016/17 and Revenue Budget 2014/15 – 2015/16**

There was submitted report dated, 13 January 2014, by the Head of Finance and Integrated Service Support, outlining revisions arising from a review of the Housing Revenue Account Capital Plan and the impact on the Revenue Budget. The report incorporated draft budgets in respect of both elements.

In respect of the Capital Plan, the report advised that the longer term financial projections showed that the overall investment for Phase 1 and Phase 2 new build properties of £168.356 million and in existing properties of £56 million was considered affordable with a rent increase of 6% per annum from 2014/15 – 2015/16 and average increases of 4% thereafter.

In respect of the Revenue Budget, financial projections confirmed that the HRA Revenue Budget could support the existing investment plans.

## Decision

- (a) To approve the revised HRA Capital Plan for 2014/15 to 2015/16 as detailed in **Appendix VIII** hereto;
- (b) That the capital plan be reviewed in due course to allow for a provision to be made for the upgrading of infrastructures within housing estates;
- (c) To approve the revised HRA Revenue Budget for 2014/15 and 2015/16 as detailed in **Appendix IX** hereto.

(Action: Head of Finance and Integrated Service Support).

### 25 **Treasury Management and Investment Strategy 2014/15 & Prudential Indicators**

There was submitted report dated, 23 December 2013, by the Head of Finance and Integrated Service Support, seeking the of Council's agreement to the Treasury Management and Annual Investment Strategies for 2014/15 and the Prudential and Treasury indicators contained within the report. A detailed document covering the Treasury Management and Investment Strategy for financial year 2014/15 was incorporated into report and provided, inter alia, information on the Capital Financing Requirement (CFR); Borrowing Strategy; and Investment Strategy/Instruments. In respect of Prudential Indicators, the report detailed the Indicators contained within the Prudential Code for Capital Finance in Local Authorities, which required that Councils could demonstrate that their Capital Plans were affordable, prudent and sustainable, taking into account the financial provisions made in current and

future Revenue Budgets; and that Treasury Management decisions were taken in accordance with good practice.

### **Decision**

- (a) To approve the Treasury Management and Investment Strategy for the 2014/15 financial year, as detailed in the report;
- (b) To approve the investment instruments detailed in the report;
- (c) To adopt the Prudential Indicators contained in the report;
- (d) To grant permission for total borrowing to be taken up to the Authorised Limit for Borrowing for 2016/17 of £336.7m, if market conditions indicated that this was prudent.

(Action: Head of Finance and Integrated Service Support).

## **26 Voluntary Severance and Early Retiral Policy and Scheme**

There was submitted report, dated 30 January 2014, by the Head of Finance and Integrated Service Support, seeking approval from Council for a new Voluntary Severance and Early Retiral (VSER) Policy, and to seek approval to apply a time limited, enhanced VSER Scheme. The report advised that the Policy had been updated to take into account the recommendations of an Audit Scotland Report entitled "Managing Early Departures from the Scottish Public Sector" and this was incorporated into the report.

The report also advised that the available statistics indicated that there continued to be low turnover levels in management, professional and administrative and support roles. It was therefore proposed to operate an enhanced and time limited VSER Scheme for a period of no more than three months beginning in March 2014. The only change from the Standard Scheme was the application of an Enhanced Severance Calculator which provided for a maximum of 66 weeks' severance payment as opposed to the maximum 30 weeks in the Standard Severance Calculator.

### **Decision**

- (a) To approve the Voluntary Severance and Early Retiral Policy as shown in **Appendix X** hereto;
- (b) To approve a time limited Enhanced Voluntary Severance and Early Retiral Scheme as set out in the report for a time limited period of no more than three months beginning in March 2014; and
- (c) To receive a report on the impact of the time limited Scheme.

(Head of Finance and Integrated Service Support)

## **Dissent**

The Labour Group (Councillors Bennett, Imrie, Milligan, Montgomery, Muirhead, Pottinger and Russell) asked for their dissent to the foregoing decision to be recorded.

### **27 Financial Comparison of School Projects delivered in the last ten years**

With reference to paragraph 4 of the Minutes of Meeting of the Performance, Review and Scrutiny Committee of 21 January 2014, there was submitted report, dated 23 January 2014, by the Head of Finance and Integrated Service Support, providing the Committee with an analysis and comparison of the costs of school replacement/improvement in the last ten years via Public Private Partnership DBFM; hubCo South East Scotland; traditional design, procurement and finance; and via developer contributions. The report explained in detail, the differences in the respective financial models; provided information on the financial model used in respect of each school project; the capital costs of new schools and the funding of those costs in respect of both Secondary and Primary schools; the capital cost comparisons based on the construction cost per square metre in respect of both High Schools and Primary Schools; the Scottish Government funding available in respect of each of the financial models; the cost of operational serviced provided for each project and the 30 year nominal cost for each of these; the overall cost to the Council of each project; and the overall cost to the public purse of each project.

## **Decision**

To note the report.

### **28 Single Fraud Investigation Service (SFIS) - Impact on Local Authority Fraud Investigations**

There was submitted report, dated 9 January 2014, by the Head of Finance and Integrated Service Support, providing information in relation plans by the Department for Work and Pensions (DWP) to form a Single Fraud Investigation Service (SFIS) and the impact this decision could have on the Council. The report advised that currently, HM Revenue and Customs (HMRC) had powers to investigate and prosecute Tax Credit fraud whilst the Department for Work and Pensions (DWP) and Local Authorities had powers to investigate and prosecute Social Security Benefit fraud. The Welfare Reform Act 2012 allowed these individual powers and functions to be aligned into a body that could investigate Social Security, Tax Credit and Universal Credit fraud. Accordingly, the Single Fraud Investigation Service (SFIS) had been established under the control of the DWP from 2013. Under the arrangements made, Social Security Benefit investigations would be carried out solely by the DWP and not by Local Authorities. Work was therefore underway by DWP to ascertain whether TUPE Regulations would apply to

Local Authority staff. The administration of Housing Benefit would remain with Local Authorities until Universal Credit was implemented by the DWP. However, the investigation of Housing Benefit would transfer to the DWP when SFIS became operational.

The administration of the Council Tax Reduction Scheme (previously Council Tax Benefit) remained the responsibility of Local Authorities as did the investigation of any fraud or loss in this scheme.

The introduction a Single Fraud Investigation Service (SFIS) as part of the DWP organisation was considered to be a risk to local intelligence being lost and fraud/loss being overlooked in the local community, due to the loss of investigative resource (s).

### **Decision**

- (a) To note the report, and
- (b) To receive further updates on the move to the Single Fraud Investigation Service in due course.

## **29 Positive Destinations for School Leavers**

There was submitted report, dated 28 January 2014, by the Chief Executive, informing the Council of the progress made by the Council and its' partners and current action being taken to address the issue of improving Positive Destinations for school leavers. The report advised that Midlothian had improved its performance on positive destinations by 3.8 % in the past year to a figure of 89.2%. The cumulative improvement since the economic downturn of 2008/9 was 10.8%. This five year figure was the largest improvement in this period of any Council in Scotland. However, despite this improvement Midlothian still ranked 30<sup>th</sup> out of 32 Councils in Scotland and the Council therefore still required to make further progress to reach an acceptable level of positive outcomes for school leavers. The report provided detailed information on short; medium and long term initiatives to address the issue.

### **Decision**

- (a) To note the progress that had been made by the Council and its partners in improving the number of positive school leaver destinations; and
- (b) To receive a further report on the evaluation of school actions to support positive destinations following the conclusion of the current evaluation visits programme scheduled to commence in February 2014.

(Action; Chief Executive)

### **30 Community Empowerment Bill Consultation - Response**

There was submitted report, dated 27 January 2014, by the Chief Executive, seeking approval of the terms of a response to the Scottish Government consultation on the Community Empowerment Bill, which had been, submitted by the deadline of 27<sup>th</sup> January 2014, as required but subject to final Council approval. The report therefore incorporated the response made.

#### **Decision**

To approve the response submitted on the Council's behalf, subject to the response to Question No.4 thereof (Community bodies - right of appeal to Ministers) being changed from "No" to "Yes".

#### **Sederunt**

Councillor Muirhead left the meeting during discussion of the foregoing item of business (5.40 pm).

The Meeting terminated at 5.45 pm.





**Appendix I**  
**(Relative to Paragraph 9)**

SNP block proposal for changes to Committee and External Appointments

<b>Name of body</b>	<b>SNP representation</b>
Audit Committee	Councillor Bryant  Councillor Thompson
Planning Committee	Councillor Bryant to adopt Chair as Portfolio Holder for Planning
Local Review Body	Councillor Constable  Councillor Rosie  Councillor Beattie  Councillor Bryant
Appeals Committee	Councillor Constable  Councillor Coventry  Councillor Rosie  Councillor Thompson  Councillor Wallace
General Purposes Committee	Councillor Coventry to adopt the Chair as Deputy Provost
Petitions Committee	Councillor Coventry to adopt the Chair as Deputy Provost

<b>Name of Body</b>	<b>SNP/Independent Representation</b>	<b>Comments</b>
Joint Authorities Concessionary Travel Scheme (JACTS)	Councillor Rosie	
Lothian Electoral Joint Committee	Councillor Coventry	

Pentland Hills Regional Park Joint Committee	Councillor Beattie Councillor Constable	
Borders Railway Joint Committee	Councillor Beattie Councillor Rosie	
A Consortium of Training for Community Education		No longer meets Council membership to be deleted
Alliance	Councillor Rosie (Voting) Councillor Wallace (Substitute)	
Association for Public Service Excellence	Councillor Wallace Councillor Rosie	
Dalkeith and District Arts Guild		Organisation is now called DAME. Clarification has been sought from DAME regarding Council appointees
Dalkeith CAB	Councillor Bryant Councillor Wallace	
Edinburgh and Lothians Greenspace Trust	Councillor Constable	
Family Reachout Project Mayfield Management Committee		Appointment deleted.
Gladhouse Reservoir Advisory Committee	Councillor de Vink	
Handicabs	Councillor Rosie	
Intowork		Appointment deleted
Lothian Buses (Observer on Board)		Appointment deleted – officers to attend.
Lothian Gypsy Travellers Liaison Committee		Appointment deleted
Lothian Refugee Forum		Appointment deleted
Mavisbank Trust	Councillor Beattie	

	Councillor Constable	
Mental Health Legal Representation Project		Appointment deleted
Midlothian Association of Play	Councillor Constable	
Rosyth Local Liaison Committee		Appointment deleted



**Appendix II**  
**(Relative to Paragraph 15)**

**Midlothian Council**  
**Proposed Fees and Charges 2014/15**

Description of Charge	Last increase date	Current Charge	Increase %		Actual Charge	Proposed Charge	Proposed Start date	Notes/Comments
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**Land and Countryside Services**

<b>Interment Fees (Residents)</b>								A 50% surcharge will apply to all interments which take place on a Saturday/Midlothian Council Public Holiday and after 12 noon on a Friday
Stillborn Child	Jan 11	no charge	0.00%		no charge	no charge	n/a	
Child under 5 years	Jan 11	£129.00	5.00%		£135.45	£135.45	Apr-14	
Child age 5 up to 18 years	Jan 11	£280.00	5.00%		£294.00	£294.00	Apr-14	
Person over 18 years	Jan 11	£465.00	5.00%		£488.25	£488.25	Apr-14	
Casket of Ashes	Jan 11	£168.00	0.00%		£168.00	£168.00	Apr-14	
Casket of Ashes (Depth of 4 feet or deeper)	Jan 11	£465.00	5.00%		£488.25	£488.25	Apr-14	
Body Organ (for Burial)	n/a	no charge	0.00%		no charge	no charge	n/a	
<b>Interment Fees (Non Residents)</b>								
Stillborn Child	Jan 11	£70.00	5.00%		£73.50	£73.50	Apr-14	
Child under 5 years	Jan 11	£190.00	5.00%		£199.50	£199.50	Apr-14	
Child age 5 up to 18 years	Jan 11	£420.00	5.00%		£441.00	£441.00	Apr-14	
Person over 18 years	Jan 11	£690.00	5.00%		£724.50	£724.50	Apr-14	
Casket of Ashes	Jan 11	£250.00	0.00%		£250.00	£250.00	n/a	
Casket of Ashes (Depth of 4 feet or deeper)	Jan 11	£690.00	5.00%		£724.50	£724.50	Apr-14	
Body Organ (for Burial)	n/a	no charge	0.00%		no charge	no charge	n/a	

<b>Purchase of Lairs (Residents)</b>							
Baby Area (Loanhead and Cockpen)	n/a	no charge	0.00%		no charge	no charge	n/a
Cremation Lair (Loanhead and Cockpen)	Jan 11	£262.50	0.00%		£262.50	£262.50	n/a
Lair	Jan 11	£488.50	5.00%		£512.93	£512.95	Apr-14
Woodland Lair (Cockpen and Rosewell)	Jan 11	£1,090.95	5.00%		£1,145.50	£1,145.50	Apr-14
Issue of Duplicate Lair Certificate	Jan 11	£58.00	5.00%		£60.90	£60.90	Apr-14
Transfer of Lair Certificate	Jan 11	£58.00	5.00%		£60.90	£60.90	Apr-14
<b>Purchase of Lairs (Non Residents)</b>							
Baby Area (Loanhead and Cockpen)	n/a	no charge	0.00%		no charge	no charge	n/a
Cremation Lair (Loanhead and Cockpen)	Jan 11	£395.00	0.00%		£395.00	£395.00	Apr-14
Lair	Jan 11	£735.00	5.00%		£771.75	£771.75	Apr-14
Woodland Lair (Cockpen and Rosewell)	Jan 11	£1,639.00	5.00%		£1,720.95	£1,720.95	Apr-14
Issue of Duplicate Lair Certificate	Jan 11	£86.00	5.00%		£90.30	£90.30	Apr-14
Transfer of Lair Certificate	Jan 11	£86.00	5.00%		£90.30	£90.30	Apr-14

### Land and Countryside (cont)

<b>Foundations for the Erection of a Monument (All)</b>							
Up to and including 3' (900mm)	Jan 11	£70.00	5.00%		£73.50	£73.50	Apr-14
Over 3' (900mm)	Jan 11	£134.40	5.00%		£141.12	£141.15	Apr-14
Kerb Markers etc which <u>do not</u> require a foundation	Jan 11	£70.00	5.00%		£73.50	£73.50	Apr-14
<b>Loanhead (New) Cemetery Plaques &amp; Kerb markers (All)</b>							
Plaque - Baby Garden	Jan 11	£240.00	0.00%		£160.00	£160.00	n/a
Plaque - Cremation Garden	Jan 11	£310.00	0.00%		£190.00	£190.00	n/a

A 50% surcharge will apply to all ground preparations for a foundation which take place on a Saturday/Midlothian Council Public

Kerb Markers etc which do not require a foundation	Jan 11	£622.00	0.00%		£622.00	£622.00	n/a	Holiday and after 12 noon on a Friday Charges for plaques have been reduced to reflect actual costs, and harmonised across cemeteries (see Cockpen New Cemetery)
<b>Cockpen New Cemetery</b>								
<b>Plaque - Memorial wall</b>	new charge	n/a	0.00%		£190.00	£190.00	n/a	Charges harmonised with those currently in place at Loanhead New Cemetery
Plaque - Baby Garden	new charge	n/a	0.00%		£160.00	£160.00	n/a	
<b>Dean Burn Allotments</b>								
Allotment Rental	Apr 06	£22.50	100.00%		£45.00	£45.00	Apr-14	Proposed increase of 100% again in 15/16, subsequent increases will be in line with CPI or 5%. Large increases proposed over next 2 years as price has been static for over 6 years

Gardening							
Grass Cutting - up to 60 square metres	Apr 09	£108.00	7.00%		£115.56	£115.60	Apr-14
Grass Cutting - up to 61 - 100 square metres	Apr 09	£120.00	7.00%		£128.40	£128.40	Apr-14
Grass Cutting - up to 101 - 150 square metres	Apr 09	£140.00	7.00%		£149.80	£149.80	Apr-14
Grass Cutting - up to 151 - 200 square metres	Apr 09	£160.00	7.00%		£171.20	£171.20	Apr-14
Grass Cutting - up to 201 - 300 square metres	Apr 09	£280.00	7.00%		£299.60	£299.60	Apr-14
Grass Cutting - up to 301 - 400 square metres	Apr 09	£395.00	7.00%		£422.65	£422.65	Apr-14
Grass Cutting - up to 401 - 500 square metres	Apr 09	£520.00	7.00%		£556.40	£556.40	Apr-14
Hedge Cutting - 5ft (height) 1-4m(length)	Apr 10	£30.00	50.00%		£45.00	£45.00	Apr-14
Hedge Cutting - 5ft (height) 100m(length)	Apr 10	£161.00	50.00%		£241.50	£241.50	Apr-14
Hedge Cutting - 5ft1" - 6ft (height) 1-4m(length)	Apr 10	£30.00	50.00%		£45.00	£45.00	Apr-14
Hedge Cutting - 5ft1" - 6ft (height) 100m(length)	Apr 10	£253.00	50.00%		£379.50	£379.50	Apr-14
Hedge Cutting - 6ft1" - 10ft (height) 1-4m(length)	Apr 10	£30.00	50.00%		£45.00	£45.00	Apr-14
Hedge Cutting - 6ft1" - 10ft (height) 100m(length)	Apr 10	£460.00	50.00%		£690.00	£690.00	Apr-14

For areas greater than 501 square metres, customers are provided with a quote. A 10% surcharge be added where access is restricted.

For hedges over 10ft [3 m] and a length greater than 100m, customer are provided with a quote. A 10% surcharge will be added where access is restricted.

## **Road Services**

<b>Permits</b>							
Property Enquiries	Apr 05	£40.00	5.00%		£42.00	£42.00	Apr-14
Property Enquiry adoption plan	Apr 05	£5.00	0.00%		£5.00	£5.00	n/a
Tables and Chairs up to 12 months (new application)	Apr 13	£120.00	5.00%		£126.00	£126.00	Apr-14
Tables and Chairs up to 12 months (renewal)	Apr 13	£90.00	5.00%		£94.50	£94.50	Apr-14



Tables and Chairs up to 6 months (new application)	Apr 13	£90.00	5.00%		£94.50	£94.50	Apr-14	
Tables and Chairs up to 6 months (renewal)	Apr 13	£60.00	5.00%		£63.00	£63.00	Apr-14	
Accident Data Retrievals	Apr 09	£22.96	0.00%		£22.96	£23.00	Apr-14	initial charge of £22.96 plus additional £22.96 per km, based on unit cost of Road Safety Technician
Temporary Traffic Regulation Order up to 5 days	May 13	£120.00	5.00%		£126.00	£126.00	Apr-14	An advertising charge will be applied in addition to standard charge
Temporary Traffic Regulation Order over 5 days	May 13	£120.00	5.00%		£126.00	£126.00	Apr-14	
I/H Marking	May 13	£50.00	5.00%		£52.50	£52.50	Apr-14	
Temporary Traffic Signals 3 way and over	new charge	n/a	n/a		£70.00	£70.00	Apr-14	
Cabin up to 3 months	May 13	£70.00	0.00%		£70.00	£70.00	tbc	Statutory charges, Council will be advised by Scottish Government when and by how much these charges can be increased in due course
Cabin up to 6 months	May 13	£105.00	0.00%		£105.00	£105.00	tbc	
Crane up to 3 months	May 13	£70.00	0.00%		£70.00	£70.00	tbc	
Excavations Minor Works up to 3 working days	May 13	£70.00	0.00%		£70.00	£70.00	tbc	
Excavations Standard Works 4 -10 working days	May 13	£105.00	0.00%		£105.00	£105.00	tbc	
Excavations - Major Works over 10 working days	May 13	£140.00	0.00%		£140.00	£140.00	tbc	
Footway Crossing up to 3 working days	May 13	£35.00	0.00%		£35.00	£35.00	tbc	
Hoarding up to 3 months	May 13	£70.00	0.00%		£70.00	£70.00	tbc	
Hoarding up to 6 months	May 13	£105.00	0.00%		£105.00	£105.00	tbc	
Hoist Access Tower up to 3 months	May 13	£35.00	0.00%		£35.00	£35.00	tbc	
Hoist Access Tower up to 6 months	May 13	£70.00	0.00%		£70.00	£70.00	tbc	

Materials/Road Occupation	May 13	£35.00	0.00%		£35.00	£35.00	tbc	
Mobile Crane up to 3 months	May 13	£35.00	0.00%		£35.00	£35.00	tbc	
Mobile Crane up to 6 months	May 13	£70.00	0.00%		£70.00	£70.00	tbc	
Scaffolding up to 3 months	May 13	£70.00	0.00%		£70.00	£70.00	tbc	
Scaffolding up to 6 months	May 13	£105.00	0.00%		£105.00	£105.00	tbc	
Skip up to 3 months	May 13	£35.00	0.00%		£35.00	£35.00	tbc	
Skip up to 6 months	May 13	£70.00	0.00%		£70.00	£70.00	tbc	
Storage Container up to 3 months	May 13	£70.00	0.00%		£70.00	£70.00	tbc	
Storage Container up to 6 months	May 13	£105.00	0.00%		£105.00	£105.00	tbc	
Transport Scotland Act Violations	May 13	£120.00	0.00%		£120.00	£120.00	tbc	
Transport Scotland Act Violations	May 13	£80.00	0.00%		£80.00	£80.00	tbc	
Utility Company Charges Sample Inspection	May 13	£33.00	0.00%		£33.00	£33.00	tbc	
Utility Company Charges Defect Inspection	May 13	£33.00	0.00%		£33.00	£33.00	tbc	

### Travel and Fleet Services

<b>Passenger Transport</b>								
Blue Badges	Apr 09	£20.00	0.00%		£20.00	£20.00	n/a	Statutory charge no change
Lost School Bus Pass	Apr 06	£10.00	0.00%		£10.00	£10.00	n/a	No change proposed
Non-entitled Travel School Bus Pass	Aug 12	£210.00	5.00%		£220.50	£220.50	Aug-14	

### Waste Services

<b>Trade Residual Waste and Charities</b>								
240 litre 1 per fortnight (Residual)	Apr 13	£99.09	10.00%		£109.00	£109.00	Apr-14	

240 litre 1 per week (Residual)	Apr 13	£198.17	10.00%		£217.99	£218.00	Apr-14	
240 litre 2 per week (Residual)	Apr 13	£396.35	10.00%		£435.99	£436.00	Apr-14	
360 litre 1 per fortnight (Residual)	Apr 13	£134.79	10.00%		£148.27	£148.30	Apr-14	
360 litre 1 per week (Residual)	Apr 13	£268.37	10.00%		£295.21	£295.25	Apr-14	
360 litre 2 per week (Residual)	Apr 13	£536.75	10.00%		£590.43	£590.45	Apr-14	
660 litre 1 per week (Residual)	Apr 13	£441.64	10.00%		£485.80	£485.80	Apr-14	
660 litre 2 per week (Residual)	Apr 13	£883.28	10.00%		£971.61	£971.65	Apr-14	
1100 litre 1 per week (Residual)	Apr 13	£694.15	10.00%		£763.57	£763.60	Apr-14	
1100 litre 2 per week (Residual)	Apr 13	£1,388.31	10.00%		£1,527.14	£1,527.15	Apr-14	
Ro-Ro box 1 per week (Residual)	Apr 13	£7,089.90	10.00%		£7,798.89	£7,798.90	Apr-14	
Ro-Ro box 2 per week (Residual)	Apr 13	£14,179.80	10.00%		£15,597.78	£15,597.80	Apr-14	
240 litre 1 per fortnight (Charity)	Apr 13	£65.11	10.00%		£71.62	£71.65	Apr-14	
240 litre 1 per week (Charity)	Apr 13	£130.22	10.00%		£143.24	£143.25	Apr-14	
240 litre 2 per week (Charity)	Apr 13	£260.47	10.00%		£286.52	£286.55	Apr-14	
360 litre 1 per fortnight (Charity)	Apr 13	£83.04	10.00%		£91.34	£91.35	Apr-14	
360 litre 1 per week (Charity)	Apr 13	£165.35	10.00%		£181.89	£181.90	Apr-14	
360 litre 2 per week (Charity)	Apr 13	£330.66	10.00%		£363.73	£363.75	Apr-14	
660 litre 1 per week (Charity)	Apr 13	£252.53	10.00%		£277.78	£277.80	Apr-14	
660 litre 2 per week (Charity)	Apr 13	£505.05	10.00%		£555.56	£555.60	Apr-14	
1100 litre 1 per week (Charity)	Apr 13	£383.88	10.00%		£422.27	£422.30	Apr-14	
1100 litre 2 per week (Charity)	Apr 13	£767.76	10.00%		£844.54	£844.55	Apr-14	
<b>Recycling Bins</b>								
240 litre 1 per fortnight	Apr 13	£44.89	10.00%		£49.38	£49.40	Apr-14	
240 litre 1 per week	Apr 13	£89.78	10.00%		£98.76	£98.80	Apr-14	
360 litre 1 per fortnight	Apr 13	£67.34	10.00%		£74.07	£74.10	Apr-14	
360 litre 1 per week	Apr 13	£134.68	10.00%		£148.15	£148.15	Apr-14	

660 litre 1 per week	Apr 13	£247.51	10.00%		£272.26	£272.30	Apr-14	
1100 litre 1 per week	Apr 13	£411.30	10.00%		£452.43	£452.45	Apr-14	

### **Waste Services (cont)**

<b>Bin Lease Charge</b>								
240 bin	Apr 13	£10.80	0.00%		£10.80	£10.80	n/a	
360 bin	Apr 13	£19.20	0.00%		£19.20	£19.20	n/a	
660 bin	Apr 13	£112.80	0.00%		£112.80	£112.80	n/a	
1100 bin	Apr 13	£116.40	0.00%		£116.40	£116.40	n/a	
Bulky Uplift	Apr 13	£20.00	0.00%		£20.00	£20.00	n/a	

### **Legal and Secretariat**

<b>Registrars</b>								
Marriage Notice Forms	Jan-11	£30.00	0.00%		£30.00	£30.00	Apr-14	Statutory Fees
Civil Partnership Registration Notice Forms	Jan-11	£30.00	0.00%		£30.00	£30.00	Apr-14	Statutory Fees
Marriage/Civil Partnership Certificate	Jan-11	£10.00	0.00%		£10.00	£10.00	Apr-14	Statutory Fees
Civil Marriage Fee - in office	Jan-11	£55.00	0.00%		£55.00	£55.00	Apr-14	Statutory Fees
Civil Partnership Ceremony Fee - in office	Jan-11	£55.00	0.00%		£55.00	£55.00	Apr-14	Statutory Fees
Religious Marriage	Jan-11	£70.00	0.00%		£70.00	£70.00	Apr-14	Statutory Fees
Civil Partnership Registration (no ceremony) - in office	Jan-11	£125.00	0.00%		£125.00	£125.00	Apr-14	Statutory Fees
Civil Ceremony (Saturday) - in office	Apr 12	£243.00	5.00%		£255.15	£255.15	Apr-14	includes statutory fees of £125
Civil Marriage - in office	Jan-11	£162.00	33.00%		£215.46	£215.50	Apr-14	includes statutory fees of £125
Civil Partnership Ceremony - in office	Jan-11	£162.00	33.00%		£215.46	£215.50	Apr-14	includes statutory fees of £125

Civil Marriage - at venue	Jan-11	£281.00	14.00%		£320.34	£320.35	Apr-14	
Civil Partnership - at venue	Jan-11	£281.00	14.00%		£320.34	£320.35	Apr-14	
Non Refundable Booking Fee	Jan-11	£37.00	8.00%		£39.96	£40.00	Apr-14	In addition to stated fee
Marriage/Civil Partnership Rehearsal - in office	Jan-11	£40.00	20.00%		£48.00	£48.00	Apr-14	increase to cover staff and travelling costs
Marriage/Civil Partnership Rehearsal - at venue	Jan-11	£100.00	0.00%		£100.00	£100.00	n/a	
Birth, Death, Marriage, Civil Partnership Extracts at time of registration	Jan-11	£10.00	0.00%		£10.00	£10.00	n/a	Statutory Fee
Birth, Death, Marriage, Civil Partnership Extracts after one month of registration	Jan-11	£15.00	0.00%		£15.00	£15.00	n/a	Includes Statutory fee £10.00
Birth, Death, Marriage, Civil Partnership Extracts after one month of registration - Priority Service	Jan-11	£20.00	0.00%		£20.00	£20.00	n/a	Includes Statutory fee £10.00
Public Holiday and Sunday Charge at Venue	new charge	£0.00	0.00%		£50.00	£50.00	Apr-14	

### **Civic Government etc**

Private Hire Car Licence First Year (includes cost of plates)	Apr 11	£244.00	6.00%		£258.64	£258.65	Apr-14	Based on recharge from City of Edinburgh plus administration time and plates (£20.00)
Private Hire Car Licence Renewal (includes cost of plates)	Apr 11	£266.00	6.00%		£281.96	£282.00	Apr-14	
Private Hire Car Licence Application Fee (initial application only)	Apr 11	£57.00	6.00%		£60.42	£60.45	Apr-14	

Taxi Licence Application Fee (initial application only)	Apr 11	£57.00	6.00%		£60.42	£60.45	Apr-14	Midlothian Taxi Operatives Association has requested no increase to these fees, fees are based on recharge from City of Edinburgh plus administration time and plates (£20.00)
Taxi Licence First Year ( includes cost of plates)	Apr 11	£250.00	6.00%		£265.00	£265.00	Apr-14	
Taxi Licence Renewal ( includes cost of plates)	Apr 11	£260.00	6.00%		£275.60	£275.60	Apr-14	
Special Events Application Fee (initial application only)	Apr 11	£57.00	6.00%		£60.42	£60.45	Apr-14	
Special Events First Year (includes cost of plates)	Apr 11	£244.00	6.00%		£258.64	£258.65	Apr-14	Based on recharge from City of Edinburgh plus administration time and plates (£20.00)
Special Events Renewal (includes cost of plates)	Apr 11	£260.00	6.00%		£275.60	£275.60	Apr-14	
Taxi Driver Licence First Year	Apr 11	£78.00	6.00%		£82.68	£82.70	Apr-14	
Taxi Driver Licence Renewal	Apr 11	£38.00	6.00%		£40.28	£40.30	Apr-14	
Private Hire Driver Licence First Year	Apr 11	£56.00	6.00%		£59.36	£59.40	Apr-14	
Private Hire Driver Licence Renewal	Apr 11	£38.00	6.00%		£40.28	£40.30	Apr-14	
Window Cleaner Licence First Year	Apr 11	£56.00	5.00%		£58.80	£58.80	Apr-14	
Window Cleaner Licence Renewal	Apr 11	£38.00	5.00%		£39.90	£39.90	Apr-14	
Street Trader Licence First Year (including vehicles)	Apr 11	£122.00	5.00%		£128.10	£128.10	Apr-14	
Street Trader Licence Renewal	Apr 11	£98.00	5.00%		£102.90	£102.90	Apr-14	
Wheelie Bin Cleaner Licence First Year	Apr 11	£110.00	5.00%		£115.50	£115.50	Apr-14	

Wheelie Bin Cleaner Licence Renewal	Apr 11	£79.00	5.00%		£82.95	£82.95	Apr-14	
Other Street Trader Licence First Year (requiring no inspections)	Apr 11	£57.00	5.00%		£59.85	£59.85	Apr-14	
Other Street Trader Licence Renewal (requiring no inspections)	Apr 11	£38.00	5.00%		£39.90	£39.90	Apr-14	
Public Entertainment Licence	Apr 11	£209.00	5.00%		£219.45	£219.45	Apr-14	
Public Entertainment Licence Renewal	Apr 11	£130.00	5.00%		£136.50	£136.50	Apr-14	
Public indoor Sports Entertainment Licence	new charge	£209.00	5.00%		£219.45	£219.45	Apr-14	
Public Indoor Sports Entertainment Licence Renewal	new charge	£130.00	5.00%		£136.50	£136.50	Apr-14	
Metal Dealer Licence	Apr 11	£209.00	5.00%		£219.45	£219.45	Apr-14	
Metal Dealer Licence Renewal	Apr 11	£130.00	5.00%		£136.50	£136.50	Apr-14	
Second Hand Dealer Licence	Apr 11	£232.00	5.00%		£243.60	£243.60	Apr-14	
Second Hand Dealer Licence Renewal	Apr 11	£147.00	5.00%		£154.35	£154.35	Apr-14	
Market Operator Licence	Apr 11	£232.00	5.00%		£243.60	£243.60	Apr-14	
Market Operator Licence Renewal	Apr 11	£147.00	5.00%		£154.35	£154.35	Apr-14	
Charity Car Boot Sales Licence		n/a	0.00%		n/a	n/a	n/a	
Late Hours Catering Licence	Apr 11	£209.00	5.00%		£219.45	£219.45	Apr-14	
Late Hours Catering Licence Renewal	Apr 11	£130.00	5.00%		£136.50	£136.50	Apr-14	
Tattooing/Skin Piercing Licence	Apr 11	£209.00	5.00%		£219.45	£219.45	Apr-14	

### **Civic Government Etc (cont)**

Tattooing/Skin Piercing Licence Renewal	Apr 11	£130.00	5.00%		£136.50	£136.50	Apr-14	
Hire Car Booking Office Licence (first application)	Apr 11	£220.00	5.00%		£231.00	£231.00	Apr-14	
Hire Car Booking Office Licence (renewal)	Apr 11	£220.00	5.00%		£231.00	£231.00	Apr-14	
Knife Dealers Licence	Apr 11	£226.00	5.00%		£237.30	£237.30	Apr-14	

Knife Dealers Licence Renewal	Sep 11	£144.00	5.00%		£151.20	£151.20	Apr-14	
Cosmetic Ear Piercing Licence	Apr 11	£101.00	5.00%		£106.05	£106.05	Apr-14	
Cosmetic Ear Piercing Licence Renewal	Apr 11	£101.00	5.00%		£106.05	£106.05	Apr-14	
Houses in Multiple Occupation Licence [up to 5 persons]	Apr 11	£208.00	5.00%		£218.40	£218.40	Apr-14	Subject to review in line with Building Control charging policy
Houses in Multiple Occupation Licence Renewal	Apr 11	£130.00	5.00%		£136.50	£136.50	Apr-14	
Houses in Multiple Occupation Licence [between 6 and 10 persons]	Apr 11	£266.00	5.00%		£279.30	£279.30	Apr-14	
Houses in Multiple Occupation Licence Renewal	Apr 11	£164.00	5.00%		£172.20	£172.20	Apr-14	
Houses in Multiple Occupation Licence [more than 10 persons]	Apr 11	£337.00	5.00%		£353.85	£353.85	Apr-14	
Houses in Multiple Occupation Licence Renewal	Apr 11	£210.00	5.00%		£220.50	£220.50	Apr-14	
Houses in Multiple Occupation Licence Change in Material Circumstances	new charge		n/a		£42.00	£42.00	Apr-14	
Itinerant Metal Dealer Licence	Apr 11	£78.00	5.00%		£81.90	£81.90	Apr-14	
Itinerant Metal Dealer Licence Renewal	Apr 11	£78.00	5.00%		£81.90	£81.90	Apr-14	
Sex Shop Licence Application (initial application only)	Apr 11	£163.00	5.00%		£171.15	£171.15	Apr-14	
Sex Shop Licence	Apr 11	£288.00	5.00%		£302.40	£302.40	Apr-14	
Temporary Licence	Apr 11	£94.00	5.00%		£98.70	£98.70	Apr-14	
Public Charitable Collection Permit	Apr 11	n/a	0.00%		n/a	n/a	n/a	
Second Hand Dealers Register	Apr 11	£6.00	0.00%		£6.00	£6.00	n/a	
Replacement Private Hire Car Disc	Apr 11	£11.00	9.00%		£11.99	£12.00	Apr-14	
Replacement Private Hire Car Plate	Apr 11	£9.00	0.00%		£9.00	£9.00	Apr-14	
Replacement Private Hire Car Bracket for Plate	Apr 11	£9.00	28.00%		£11.52	£11.55	Apr-14	
Replacement Taxi Plate - Front	Apr 11	£8.00	0.00%		£8.00	£8.00	n/a	
Replacement Taxi Plate - Rear	Apr 11	£10.00	0.00%		£10.00	£10.00	Apr-14	
Replacement Taxi Plate - Internal	Apr 11	£4.00	0.00%		£4.00	£4.00	n/a	



Copy Licence	Apr 11	£14.00	7.00%		£14.98	£15.00	Apr-14	
Copy Identification Card	Apr 11	£14.00	7.00%		£14.98	£15.00	Apr-14	
Taxi Adjust Licence Change of Vehicle : inspection Required (includes cost of plates)	Apr 11	£40.00	50.00%		£60.00	£60.00	Apr-14	Significant increase is due to the cost of plates now being included in this charge
Taxi Adjust Licence Change of Vehicle : No Inspection Required (includes cost of plates)	Apr 11	£22.00	23.00%		£27.06	£27.10	Apr-14	
Private Hire Car Adjust Licence Change of Vehicle (insp/inc plates)	Apr 11	£59.00	5.00%		£61.95	£61.95	Apr-14	
Private Hire Car Adjust Licence Change of Vehicle (no insp/inc plates)	Apr 11	£40.00	5.00%		£42.00	£42.00	Apr-14	
Adjust Licence Change of Vehicle at Renewal (Taxi and Private Hire Car)	Apr 11	n/a	0.00%		n/a	n/a	n/a	

### **Civic Government Etc (cont)**

Exemption - Metal Dealers only	Apr 11	£69.00	4.00%		£71.76	£71.80	Apr-14	
Cherished Registration Plate	Apr 11	£41.00	5.00%		£43.05	£43.05	Apr-14	
Certified Extract of Register	Apr 11	£14.00	7.00%		£14.98	£15.00	Apr-14	
Copy of Register	Apr 11	£65.00	5.00%		£68.25	£68.25	Apr-14	
Re-inspection Charge (Taxi and Private Hire Car)	Apr 11	£40.00	5.00%		£42.00	£42.00	Apr-14	
Cancellation of Inspection Appointment (Taxi and Private Hire Car)	Apr 11	£40.00	5.00%		£42.00	£42.00	Apr-14	
Post Red Sticker Examination (Taxi and Private Hire Car)	Apr 11	£40.00	5.00%		£42.00	£42.00	Apr-14	
Taxi Advertisement - Internal	Apr 11	£15.00	7.00%		£16.05	£16.05	Apr-14	
Taxi Advertisement - External	Apr 11	£41.00	5.00%		£43.05	£43.05	Apr-14	
Taxi Advertisement - Superside	Apr 11	£48.00	4.00%		£49.92	£49.95	Apr-14	
Taxi Advertisement - Full Livery	Apr 11	£82.00	5.00%		£86.10	£86.10	Apr-14	

Private Hire Car Advertisement	Apr 11	£41.00	5.00%		£43.05	£43.05	Apr-14	
Non-Statutory Enquiries (HMRC)	Apr 11	£57.00	5.00%		£59.85	£59.85	Apr-14	
Theatre	Apr 11	£148.00	5.00%		£155.40	£155.40	Apr-14	
Theatre Renewal	Apr 11	£78.00	5.00%		£81.90	£81.90	Apr-14	
Theatre Occasional (6 weeks)	Apr 11	£78.00	5.00%		£81.90	£81.90	Apr-14	
Theatre Transfer	Apr 11	£78.00	5.00%		£81.90	£81.90	Apr-14	
Hypnotism (not theatre or public entertainment venue)	Apr 11	£78.00	5.00%		£81.90	£81.90	Apr-14	
Performing Animals	Apr 11	£52.00	6.00%		£55.12	£55.15	Apr-14	
Zoo (inspection costs to be borne by applicant)	Apr 11	£45.00	4.00%		£46.80	£46.80	Apr-14	
Venison Dealer	Apr 11	£50.00	6.00%		£53.00	£53.00	Apr-14	
Cinema (annual)	Apr 11	£600.00	0.00%		£218.00	£218.00	Apr-14	Costs reduced, alignment with Regulatory Control Charges. Currently no Cinemas in Midlothian, therefore no effect on income
Cinema (month, maximum £218 any 1 year)	Apr 11	£200.00	0.00%		£42.00	£42.00	Apr-14	
Cinema Transfer	Apr 11	£120.00	0.00%		£42.00	£42.00	Apr-14	
Period Approval for Place of the Solemnisation of Marriages (3 years)	Apr 03	£300.00	5.00%		£315.00	£315.00	Apr-14	
Single Occasion for Place of the Solemnisation of Marriages	Apr 03	£225.00	5.00%		£236.25	£236.25	Apr-14	
Variation of Approval for Place of the Solemnisation of Marriages	Apr 03	£75.00	5.00%		£78.75	£78.75	Apr-14	

### Catering Services

<b>School Meals</b>								
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School Meals (primary schools)	Aug 13	£1.80	n/a		n/a	n/a	n/a	
School Meals (high schools)	Aug 13	£2.00	n/a		n/a	n/a	n/a	
School Meals (adult meals)	Aug 13	£2.50	n/a		n/a	n/a	n/a	

### **Planning and Building Control**

Planning Application Fees (variable according to development size)	Apr 10		0.00%		n/a	n/a	06-Apr-13	Minimum charge £192.00 - Maximum charge £19,100. Set by Scottish Government
Permission to Display an Advertisement	Apr 11	£160.00	0.00%		£160.00	£160.00	06-Apr-13	Set by Scottish Government
Property Enquiry	Apr 11	£60.00	0.00%		£60.00	£60.00	n/a	
Building Warrant (variable according to cost of works)	Apr 10	£0.00	0.00%		£0.00	£0.00	n/a	
Letter of Comfort	Apr 10	£130.00	0.00%		£130.00	£130.00	n/a	
Admin Fee (missive)	Apr 10	£175.00	0.00%		£175.00	£175.00	n/a	
Admin Fee (renewal)	Apr 10	£125.00	0.00%		£125.00	£125.00	n/a	
Sales Fee (hourly rate per member of staff)	Apr 10	£0.00	0.00%		£0.00	£0.00	n/a	
Survey Fee	Apr 10	£150.00	0.00%		£150.00	£150.00	n/a	
Management Fee	Apr 10	£250.00	0.00%		£250.00	£250.00	n/a	
Management Fee	Apr 10	£350.00	0.00%		£350.00	£350.00	n/a	
Midlothian Local Plan (adopted December 2008)	Apr 10	£15.50	0.00%		£15.50	£15.50	n/a	
Midlothian Local Plan (adopted December 2008)	Apr 10	£19.50	0.00%		£19.50	£19.50	n/a	
Report of Local Plan Inquiry into Objections to the Finalised Midlothian Local Plan (CD)	Apr 10	£1.00	0.00%		£1.00	£1.00	n/a	

Report of Local Plan Inquiry into Objections to the Finalised Midlothian Local Plan (CD)	Apr 10	£1.50	0.00%		£1.50	£1.50	n/a	
Landscape Capacity Study for Wind Turbine Development in Midlothian (CD)	Apr 10	£1.00	0.00%		£1.00	£1.00	n/a	
Landscape Capacity Study for Wind Turbine Development in Midlothian (CD)	Apr 10	£1.50	0.00%		£1.50	£1.50	n/a	
Edinburgh & the Lothian's Structure Plan 2015: Approved Written Statement	Apr 10	£5.00	0.00%		£5.00	£5.00	n/a	
Edinburgh & the Lothian's Structure Plan 2015: Approved Written Statement	Apr 10	£6.00	0.00%		£6.00	£6.00	n/a	
ELSP 2015: Supporting Statement	Apr 10	£5.00	0.00%		£5.00	£5.00	n/a	
ELSP 2015: Supporting Statement	Apr 10	£6.00	0.00%		£6.00	£6.00	n/a	
ELSP 2015: Action Plan Update	Apr 10	£5.00	0.00%		£5.00	£5.00	n/a	
ELSP 2015: Action Plan Update	Apr 10	£6.00	0.00%		£6.00	£6.00	n/a	
ELSP 2015: Action Plan	Apr 10	£5.00	0.00%		£5.00	£5.00	n/a	
ELSP 2015: Action Plan	Apr 10	£6.00	0.00%		£6.00	£6.00	n/a	
ELSP 2015: Baseline Monitoring Report	Apr 10	£5.00	0.00%		£5.00	£5.00	n/a	
ELSP 2015: Baseline Monitoring Report	Apr 10	£6.00	0.00%		£6.00	£6.00	n/a	
Midlothian Local Plan (MLP) superseded	Apr 10	£17.00	0.00%		£17.00	£17.00	n/a	
Midlothian Local Plan (MLP) superseded	Apr 10	£20.00	0.00%		£20.00	£20.00	n/a	
Shawfair Local Plan (SLP) superseded	Apr 10	£10.00	0.00%		£10.00	£10.00	n/a	
Shawfair Local Plan (SLP) superseded	Apr 10	£12.00	0.00%		£12.00	£12.00	n/a	
Standards for Development Roads (CD)	Apr 10	£1.00	0.00%		£1.00	£1.00	n/a	

### **Planning and Building Control (cont)**

Midlothian Local Biodiversity Action Plan	Apr 10	£19.50	0.00%		£19.50	£19.50	n/a	
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Midlothian Local Biodiversity Action Plan	Apr 10	£23.50	0.00%		£23.50	£23.50	n/a	
Midlothian Local Biodiversity Action Plan CD Rom version	Apr 10	£1.00	0.00%		£1.00	£1.00	n/a	
Midlothian Local Biodiversity Action Plan CD Rom version	Apr 10	£1.50	0.00%		£1.50	£1.50	n/a	

### **Environmental Health**

Rats/Mice initial visit	Jun 09	£29.50	5.00%		£30.98	£31.00	Apr-14	
Rats/Mice additional visits up to max of £50 (inc initial visit)	Jun 09	£5.25	14.00%		£5.99	£6.00	Apr-14	
Wasps/Bees - per visit	Jun 09	£29.50	5.00%		£30.98	£31.00	Apr-14	
Fleas - per visit	Jun 09	£29.50	5.00%		£30.98	£31.00	Apr-14	
Insects - per visit	Jun 09	£29.50	5.00%		£30.98	£31.00	Apr-14	
Petroleum Licence (up to 2,500 litres)	Apr 10	£42.00	0.00%		£42.00	£42.00	Apr-14	Statutory charge not envisaged these will increase
Petroleum Licence (2,500-50,00 litres)	Apr 10	£58.00	0.00%		£58.00	£58.00	Apr-14	
Petroleum Licence (over 50,000 litres)	Apr 10	£120.00	0.00%		£120.00	£120.00	Apr-14	
Petroleum Licence (Transfer of licence)	Apr 10	£8.00	0.00%		£8.00	£8.00	Apr-14	
Explosives Store Licence (Initial application)	Apr 10	£178.00	0.00%		£178.00	£178.00	Apr-14	
Explosives Store Licence (Renewal)	Apr 10	£83.00	0.00%		£83.00	£83.00	Apr-14	
Explosives Store Registration (Initial Registration)	Apr 10	£105.00	0.00%		£105.00	£105.00	Apr-14	
Explosives Store Registration (Renewal)	Apr 10	£52.00	0.00%		£52.00	£52.00	Apr-14	
Explosives Store Registration (Variation)	Apr 11	£35.00	0.00%		£35.00	£35.00	Apr-14	
Poisons Registration (Initial Registration)	Apr 11	£32.67	0.00%		£32.67	£32.70	Apr-14	
Poisons Registration (Re-registration)	Apr 11	£17.22	0.00%		£17.22	£17.20	Apr-14	
Weights and Measures Equipment Test Fees (weights example fee)	Apr 10	£5.75	4.00%		£5.98	£6.00	Apr-14	

Weights and Measures Equipment Test Fees (length example fee)	Apr 10	£8.40	7.00%		£8.99	£9.00	Apr-14	
Weights and Measures Equipment Test Fees (liquid capacity example fee)	Apr 10	£23.50	6.00%		£24.91	£24.90	Apr-14	
Weights and Measures Equipment Test Fees (certificate)	Apr 10	£34.00	6.00%		£36.04	£36.00	Apr-14	
Weights and Measures Equipment Testing (hourly rate)	Apr 10	£65.57	5.00%		£68.85	£68.85	Apr-14	
Weights and Measures Equipment Testing (50% out of hours surcharge)	Apr 10	£0.00			£0.00	£0.00	Apr-14	
Licence fees for animal boarding, dog breeding, dangerous wild animals and pet shops	Aug 09	£96.00	5.00%		£100.80	£100.80	Apr-14	
Riding establishments	Aug 09	£80.00	5.00%		£84.00	£84.00	Apr-14	For riding establishments - the fee due is our fee PLUS veterinary inspectors fee which is variable dependent on the number of horses etc to be inspected.
Immigration Certificate	Apr 10	£60.00	5.00%		£63.00	£63.00	Apr-14	

### **Landlord Fees**

Landlord Registration Fee - Principal (3 years)	Apr 10	£55.00	0.00%		£55.00	£55.00	n/a	Statutory charge
Landlord Registration Fee - Property (3 year per property)	Apr 10	£11.00	0.00%		£11.00	£11.00	n/a	Statutory charge

Landlord Registration Fee - Agent (3 years)	Apr 10	£55.00	0.00%		£55.00	£55.00	n/a	Statutory charge
Landlord Registration Fee - Charity (3 years)	Apr 10	£0.00	0.00%		£0.00	£0.00	n/a	Statutory charge
Landlord Registration Fee - HMO (3 years)	Apr 10	£0.00	0.00%		£0.00	£0.00	n/a	Statutory charge
Landlord Registration Fee - Multiple LA (3 years)	Apr 10	£27.50	0.00%		£27.50	£27.50	n/a	Statutory charge
Landlord Registration Fee - Multiple LA (3 years per property)	Apr 10	£11.00	0.00%		£11.00	£11.00	n/a	Statutory charge
Late Registration Fee (3 years)	Apr 10	£110.00	0.00%		£110.00	£110.00	n/a	Statutory charge
Late Registration Fee - Charity (3 years)	Apr 10	£55.00	0.00%		£55.00	£55.00	n/a	Statutory charge

### **Bonnyrigg District Heating Scheme**

Monthly heating charge	Mar 13	£98.58	-15.00%		£83.79	£83.79	n/a	Provisional freeze on charges until January 2015 - Paper to Council 19 March 2013
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### **Resources and Adult Care**

Homecare Charges per hour	Apr 13	£9.50	2.70%		£9.76	£9.80	Apr-14	Approved Dec 12
Housing Support per hour	Apr 13	£9.50	2.70%		£9.76	£9.80	Apr-14	Approved Dec 12
Telecare and Community Alarms (per week)	Apr 13	£2.00	2.70%		£2.05	£2.05	Apr-14	Approved Dec 12 - new charge
Day Centre Meals	Apr 10	£2.05	0.00%		£2.05	£2.05	Apr-14	

Care Home Charges	Apr 10	£0.00	0.00%		£0.00	£0.00	n/a	Financial assessment required, set in accordance with Scottish Government Guidance Annually in March
Day Centre Charges (Highbank - meals, per day)	Apr 10	£4.00	2.70%		£4.11	£4.15		
							Apr-14	St Davids, Broomhill Woodburn and Alzheimers removed as income goes to 3rd party



**Appendix III**  
**(Relative to Paragraph 18)**

## MIDLOTHIAN COUNCIL

## REVENUE BUDGET 2014/15 SUMMARY

	Budget 2014/15 £
SERVICE FUNCTION	
Management and Members Resources	1,201,399
Commercial Operations	15,124,338
Customer Services	11,523,741
Finance & Human Resources	5,185,030
Property & Facilities Management	13,491,889
Health and Social Care	
Adult and Community Care	38,162,522
Business Transformation	413,631
Housing and Community Safety	4,560,587
Education, Communities and Economy	
Children and Families	15,109,529
Communities and Support	5,497,763
Education	71,983,600
Planning & Development	1,827,427
Lothian Valuation Joint Board	555,551
Non Distributable Costs	2,628,036
GENERAL FUND SERVICES NET EXPENDITURE	187,265,043
Loans Charges	8,226,996
Investment Income	(701,706)
Business Transformation Targeted Savings	(1,685,000)
Centrally Held Budget Provisions	1,037,898
Allocations to Housing Revenue Account, Capital Account etc	(4,807,430)
NET EXPENDITURE	189,335,801
Utilisation / (Enhancement) of Reserves	(33,775)
Council Tax	38,815,576
Scottish Government Grant	150,554,000
TOTAL FUNDING	189,335,801



**Appendix IV**  
**(Relative to Paragraph 19)**

**Council Transformational Programme**

Area	Sponsor	Lead	Target Savings		Additional Information
<b>14/15 Programme</b>	Gary Fairley	Nancy Brown	<b>2014/15</b>	1.245	Service Reviews 0.381 Partnership Working 0.089 EWiM 0.165 Procurement 0.455 Maximising Attendance 0.155 1.245
<b>ISS</b>	Kenneth Lawrie	Gary Fairley/ Colin Anderson	<b>2014/15</b>	0.750	This project is to transform support services moving in to an integrated service support model. The core objectives are to improve support services by making them efficient and effective, reduce costs and improving career paths in support functions. The ISS project will be delivered in two phases, Phase one Consolidation, and Phase two, Customer First.
			<b>2015/16</b>	1.500	
			<b>2016/17</b>	2.250	
<b>Energy</b>	John Blair	Garry Sheret	<b>2015/16</b>	0	Review will examine areas of savings through identifying areas where the current £3.5m spend within the Council on fuel can be reduced. The purpose of the review is to: <ul style="list-style-type: none"> <li>• Deliver Energy reduction through switching off monitors/computers/lights/heating coupled with closing doors and windows</li> <li>• Replacement of plant/controls e.g. efficient lighting, boilers and controls;</li> <li>• Effective monitoring of summer/winter heating policy of our offices and schools to contribute towards efficiencies and</li> <li>• Work with grants/Sponsors to tap into all sources of monetary support for capital replacement products</li> </ul>
			<b>2016/17</b>	0.217	

Area	Sponsor	Lead	Target Savings		Additional Information
Customer Service	Mary Smith	Kevin Anderson	2015/16	0.175	The remit of this review is to moderate the Council's customer service approach
			2016/17	0.350	<p>and deliver a customer service provision that is responsive and adaptable to customer demands, to:</p> <ul style="list-style-type: none"> <li>• Understand our customer profile.</li> <li>• Provide efficient and effective customer contact points.</li> <li>• Channel shift action plan to understand and move customers towards lower cost interactions and close down costly channels,</li> </ul> <p>Review outcomes are likely to have positive impacts on performance and customer experience and lead to long term efficiencies and cost savings. This will also align to the review of Services to Communities to ensure we provide services which are targeted and focused on customers within our communities. Failure to progress and introduce identified changes will lead to continuing</p>
Income Maximisation	John Blair	TBC	2015/16	0.150	With the rise of social debt problems coupled with the challenges of economic downturn councils are now looking for new, socially responsible ways to maximise collection.
			2016/17	0.150	Current estimated debt owed to Midlothian is approx £3m. The purpose of this review is to ensure we proactively manage our cashflow across the Council. With increasing financial pressures from reductions in budgets and resources and ensuring collections processes are optimised this should ensure debt recovery is maximised. This is currently a significant challenge for Midlothian. The purpose of the review is to:
			2016/17	0.300	<ul style="list-style-type: none"> <li>• generate significant revenue rapidly</li> <li>• improve in year and aged debt collections performance</li> <li>• reduce operational and resource costs</li> <li>• ensure confidence and evidence revenue collection is optimised.</li> </ul>

Area	Sponsor	Lead	Target Savings		Additional Information
<b>School Clusters</b>	Mary Smith	Peter McNaughton	<b>2015/16</b>	0.150	The purpose of this review was initially to examine the potential for making best use of administration functions within the Secondary and Primary School provision. The approx spend on school administration is £2.3m.
					Following early discussion the review will now be extended to allow a review which takes into account a wider remit and budget provisions within schools.
<b>Services to Communities</b>	Eibhlin McHugh	Ian Johnson	<b>2015/16</b>	0.650	The scope of this review is about a fundamental re-evaluation of how the Council interacts, engages with, and support local communities in Midlothian incorporating; community planning, community capacity building, adult learning, employability and positive destinations. It is proposed that in future resources are aligned closely with the CPPS key priorities and as a consequence there would need to be transparency in targeting those specifically in need. The overall context should be one which seeks to build up the self-sustaining capacity of local communities and transform the relationship of the Council from provider to one of enabler. Initial focus to implement change would be on the further development of community planning, a structured approach to funding models being an essential feature and a rationalisation of the current portfolio of premises to deliver the most effective and efficient spread of facilities. The most significant risks relate to the overall impact of this fundamental change of approach to engaging with communities with the level of service provided more focussed and therefore reduced in its breadth from that currently in operation.
			<b>2016/17</b>	1.650	

Area	Sponsor	Lead	Target Savings		Additional Information
<b>Externalisation/ In-sourcing</b>	John Blair	TBC	<b>2015/16</b>	0.500	The purpose of this review is to examine all services provided by external providers and payments made to third parties, contractual or otherwise and will call for consideration of alternative service delivery models, including in-sourcing. This may result in changes which impact existing providers, including local businesses but it will allow us to ensure we continue to focus our spend and activities in right areas.
			<b>2016/17</b>	1.000	
<b>Children's Services</b>	Mary Smith	Joan Tranent	<b>2015/16</b>	0.350	Re-design of whole system approach to support children and young people remain within the local community. This will incorporate a consultation and communication programme across, services, local community groups, schools,
			<b>2016/17</b>	0.700	etc., This will involve shifting focus upstream to pre-school and school stages, thereby reducing the numbers of children and young people placed in outwith authority placements.

**Appendix V**  
**(Relative to Paragraph 22)**

**GENERAL SERVICES CAPITAL PLAN**  
**IDENTIFIED PROJECTS**

	<b>2014/15 Budget £'000</b>	<b>2015/16 Budget £'000</b>	<b>2016/17 Budget £'000</b>	<b>2017/18 Budget £'000</b>
Block Budget - Road Upgrades	1,000	1,000	1,000	1,000
Block Budget - Property Upgrades	1,000	1,000	1,000	1,000
Block Budget - VPRP	252	348	1,000	1,000
Block Budget - Street Lighting	0	0	1,000	1,000
St Andrews Primary extension	583	0	0	0
Cornbank Nursery extension	230	0	0	0
Newtongrange Primary reconfiguration	0	0	0	0
Emily Bing	13	0	0	0
<b>Total</b>	<b>3,078</b>	<b>2,348</b>	<b>4,000</b>	<b>4,000</b>

**Appendix VI**  
**(Relative to Paragraph 23)**

**MIDLOTHIAN COUNCIL****HOUSING REVENUE ACCOUNT 2013/14**

	<b>Revised Budget</b>	<b>Projected Outturn</b>	<b>Variation (Under)/Over</b>
<b>Average No of Houses</b>	<b>6,869</b>	<b>6,892</b>	<b>23</b>
	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>
<b>Repairs and Maintenance</b>			
Decant/Compensation	38	38	0
General Repairs	6,155	5,955	(200)
Grounds Maintenance	560	542	(18)
	<b>6,753</b>	<b>6,535</b>	<b>(218)</b>
<b>Administration and Management</b>	4,563	4,567	4
<b>Loan Charges</b>	6,990	7,014	24
<b>Other Expenses</b>	1,366	1,940	574
<b>TOTAL EXPENDITURE</b>	<b>19,672</b>	<b>20,056</b>	<b>384</b>
<b>Rents</b>			
Houses	(21,444)	(21,460)	(16)
Garages	(458)	(458)	0
Others	(550)	(517)	33
<b>TOTAL RENTS</b>	<b>(22,452)</b>	<b>(22,435)</b>	<b>17</b>
<b>NET EXPENDITURE/(INCOME)</b>	<b>(2,780)</b>	<b>(2,379)</b>	<b>401</b>
<b>BALANCE BROUGHT FORWARD</b>	<b>(14,673)</b>	<b>(14,673)</b>	<b>0</b>
<b>BALANCE CARRIED FORWARD</b>	<b>(17,453)</b>	<b>(17,052)</b>	<b>401</b>



**Appendix VII**  
**(Relative to Paragraph 23)**

**HOUSING REVENUE ACCOUNT CAPITAL PLAN 2013/14**

	Revised Budget	Actuals to 20/12/2013	Projected Outturn	Variation (Under)/Over
	£'000	£'000	£'000	£'000
<b>FUNDING</b>				
Net Receipts from Sales	1,635	1,288	1,638	3
Grants				0
-Mortgage to Rent	662	263	650	(12)
-Incentivising New Build Funding	60	248	248	188
Council Tax on Second Homes	109	0	109	0
Borrowing Required	16,466	8,377	13,389	(611)
<b>TOTAL AVAILABLE FUNDING</b>	<b>18,932</b>	<b>10,176</b>	<b>16,034</b>	<b>(432)</b>

	£'000	£'000	£'000	£'000
<b>APPROVED EXPENDITURE</b>				
New Build Houses Phase 1	201	201	225	24
New Build Houses Phase 2	4,798	3,606	4,798	0
Aids & Adaptations	332	404	500	168
Stabilisation Works	60	0	60	0
Environmental Improvements - McNeill Terrace	16	6	16	0
Homelessness - Mortgage to Rent	1,112	537	1,120	8
Scottish Housing Quality Standard				
-Kitchen Replacement	832	79	200	(632)
-Upgrade Central Heating Systems	1,309	680	1,309	0
-Sanitary Ware Replacement Programme	3,802	2,658	3,802	0
-SHQS Repairs	4,004	2,005	4,004	0
<b>Total Expenditure</b>	<b>16,466</b>	<b>10,176</b>	<b>16,034</b>	<b>(432)</b>

**Appendix VIII  
(Relative to Paragraph 24)**

**HOUSING REVENUE ACCOUNT CAPITAL PLAN 2014/15 -  
2016/17**

	<b>Budget 2014/15 £'000</b>	<b>Budget 2015/16 £'000</b>	<b>Budget 2016/17 £'000</b>
<b>FUNDING</b>			
Net Receipts from Sales	1,085	1,360	1,485
Grants			
-Mortgage to Rent Subsidy	650	650	650
Council Tax on Second Homes	112	115	118
Borrowing Required	13,859	25,713	15,345
<b>TOTAL AVAILABLE FUNDING</b>	<b>15,706</b>	<b>27,838</b>	<b>17,598</b>

	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>APPROVED EXPENDITURE</b>			
New Build Houses Phase 2	6,903	16,628	12,998
Aids & Adaptations	461	473	485
Energy Assistance	308	316	324
Stabilisation Works	62	64	66
Homelessness - Mortgage to Rent	1,120	1,120	1,120
Scottish Housing Quality Standard			
-Upgrade Central Heating Systems	1,308	1,365	1,413
-Kitchen Replacement Programme	0	0	0
-Sanitary Ware Replacement Programme	3,802	3,802	0
-Future Works	1,742	4,070	1,192
<b>Total Expenditure</b>	<b>15,706</b>	<b>27,838</b>	<b>17,598</b>

**Appendix IX**  
**(Relative to paragraph 24)**

**HOUSING REVENUE ACCOUNT REVENUE BUDGET 2014/15 - 2015/16**

	<b>2014/15 Proposed Budget</b>	<b>2015/16 Proposed Budget</b>
<b>Average No of Houses</b>	<b>6,892</b>	<b>6,908</b>
	<b>£000's</b>	<b>£000's</b>
<b>Repairs and Maintenance</b>		
General Repairs	5,852	6,079
Decant/Compensation	39	40
Grounds Maintenance	549	573
	<b>6,440</b>	<b>6,692</b>
<b>Administration and Management</b>	4,610	4,741
<b>Loan Charges</b>	8,071	9,102
<b>Other Expenses</b>	1,986	2,130
<b>TOTAL EXPENDITURE</b>	<b>21,107</b>	<b>22,665</b>
<b>Income</b>		
Houses Rents	22,304	23,856
Garages Rents	476	504
Other Income	507	537
<b>TOTAL RENTS</b>	<b>23,287</b>	<b>24,897</b>
<b>NET EXPENDITURE/(INCOME)</b>	<b>(2,180)</b>	<b>(2,232)</b>
<b>BALANCE BROUGHT FORWARD</b>	<b>(17,157)</b>	<b>(19,337)</b>
<b>BALANCE CARRIED FORWARD</b>	<b>(19,337)</b>	<b>(21,569)</b>



## Appendix X (Relative to paragraph 26)



### VOLUNTARY SEVERANCE & EARLY RETIRAL POLICY

#### 1 Introduction

- 1.1 Like all public sector organisations, the Council continues to face significant financial pressures. It is envisaged that the Voluntary Severance and Early Retiral (VSER) Policy will help streamline the workforce and facilitate organisational changes that are required as a result of these financial pressures.

#### 2 Aim

- 2.1 The Policy has been designed to:
- Realise savings by reducing salary and the associated oncosts to the Council
  - Align with service reviews to enable redeployment and complement the Mi Future programme which applies to Local Government employees.
  - Ensure that applications for VSER are treated fairly and are considered equitably against a set of appropriate criteria.

#### 3 Scope

- 3.1 The Policy applies to all permanent Midlothian Council employees with the exception of:
- Employees who have already resigned/given notice of a specified date for early retirement
  - Employees who are currently subject to formal procedures which might result in their dismissal
  - Employees on Fixed Term Contracts/externally funded posts
- 3.2 Only where a permanent recurrent financial saving is generated from an employee's departure may an application for VSER be approved.
- 3.3 The Council's no compulsory redundancy policy applies to all permanent employees. It should be noted that the Mi Future programme, including Switch, does not apply to teachers and those on SNCT terms and conditions.
- 3.4 Where this policy refers to £450, this and the current statutory amount for a week's pay is subject to change on instruction from the UK Government.

<b>4</b>	<b>VSER Benefits</b>
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## **4.1 Applications based on Standard Severance Payments**

4.1.1 VSER applications based on Standard Payments can be made at any time.

4.1.2 There are two categories of applicant. If approved for VSER, dependent on the individual's age and whether they are a member of the Lothian Pension Fund/Scottish Teachers Superannuation Scheme or not, these are:

- a) For employees who are either not in the pension scheme, have not already accessed their Local Government or Teacher's Scheme pension or are unable to access their pension yet due to scheme rules, a Voluntary Severance payment which is calculated using actual weekly wage (if the full time wage is under £450, uplifted to £450 per week pro rata if part-time), multiplied on the basis of the Standard Severance Calculator (Appendix 1). This provides for a maximum of 30 weeks severance payment.
- b) For employees who are able to or have already accessed their Local Government or Teachers Scheme pension a Voluntary Severance payment based on £450 per week (pro rata if part time) multiplied on the basis of the Standard Severance Calculator (Appendix 1), and immediate access to pension. This will be payment of a lump sum retirement amount and an annual pension. The Council will incur strain costs (raising the payback period to a maximum of five years will help to make cases more deliverable for those with higher strain costs). Subject to pension scheme regulations, the option will remain as in previous years for the employee to choose to forgo the severance payment (subject to some technical restrictions) and use this sum to buy added years service to enhance their pension.

4.1.3 After two years continuous service an employee on a fixed-term contract has the right in law to a statutory redundancy payment in the event the contract is not renewed and the post is being removed from the establishment.

## **4.2 Enhancements**

4.2.1 From time to time, the Council may decide to offer an Enhanced Scheme in order to achieve headcount reductions. Once application of the enhanced scheme is approved it provides to:

- a) For employees who are not in the pension scheme, have not already accessed their Local Government or Teachers Scheme pension or are unable to access their pension yet due to scheme rules, a Voluntary Severance payment which is calculated using actual weekly wage or £450\* per week (whichever is greater), pro rata to hours if part time, multiplied on the basis of the Enhanced Severance Calculator set out at herein. This provides for a maximum of 66 weeks, as opposed to the maximum 30 weeks in the Standard Severance Calculator.
- b) For employees who are able to access their Local Government or Teachers Scheme pension or have already done so, a Voluntary

Severance payment based on £450 per week (pro rata if part time) multiplied on the basis of the Enhanced Severance Calculator and immediate access to pension. This will be payment of a lump sum retirement amount and an annual pension. The Council will incur strain costs. Subject to pension scheme regulations, there is an option for the employee to forgo the severance payment (subject to some technical restrictions) and use this sum to buy added years service to enhance their pension.

## **5 Employees About to Enter Switch**

*This section does not apply to teachers*

- 5.1 Where an employee is displaced as a result of restructuring and is about to enter Switch, one of the following options will be available:
- a) For those employees who are able to access their Local Government Scheme pension, the enhanced terms set out in paragraph 4.2.1 a) (above) subject to approval of the business case
  - b) For those employees who are not able to access their pension or have already done so, a severance payment based on the Enhanced Severance Calculator (Appendix 2) subject to a minimum of 6 months gross salary.
- 5.2 This option will be time limited to one month from the point that it is confirmed to the employee that they are to enter Switch, thereafter the Standard Scheme would apply.

## **6 Decision Making**

- 6.1 Applications for VSER will be considered by the relevant Head of Service, and require the approval of the Chief Executive, relevant Director and Head of Finance and Integrated Service Support.
- 6.2 Proposals regarding VSER arrangements for Chief Officers (The Chief Executive and Directors) would require Council approval. Proposals regarding Heads of Service would be subject to Cabinet approval. These arrangements are consistent the authorisation levels for appointments to these posts as set out in Standing Orders Section 17.

6.3 In considering requests for VSER the Council will consider the following:

- i) Business Need: the post can be deleted in full or in part from the establishment, or the VSER allows for another post elsewhere in the Council to be deleted through the redeployment of another employee to the post from which the VSER applicant vacates.

or

- ii) Affordability: the cost of the VSER is cost-efficient, i.e. it results in a recurrent saving.

Therefore a financial assessment will be carried out for each case to:

- Identify the actual costs (including pension strain costs)
- Determine if these costs are affordable and can be met
- Establish the financial and service benefits
- Ensure that the payback of the cost is within 5 years.

- 6.4 The costs will be met from reserves and an appropriate budget adjustment made to reduce the service budget permanently. The approval of the VSER application will also result in a permanent change in the staffing establishment.

## **7 Restrictions on Staff being Re-employed**

- 7.1 Any employee who elects for VSER will not normally be employed in a similar capacity ie. a role requiring the same skill set or working in the same area as the original post by Midlothian Council for a minimum period of 6 months from the date of termination of employment.
- 7.2 Teaching staff may return to provide supply cover only when a gap of 24 hours has elapsed.
- 7.3 With the exception of teaching staff covered in 7.2 above, where the Council re-engages employees to whom they have paid a severance payment, within four weeks of their employment ending, all payments arising from the termination must be repaid if the employee wishes to retain continuity of employment. This protects employees' service for annual leave, sick pay entitlement and any future redundancy provision.

## **8 Appeal**

- 8.1 There will be no Right of Appeal or recourse to the Grievance Procedure/Grievance Procedure – Teachers against a decision not to approve VSER under this Policy.



**Head of Finance and Integrated Service Support**  
**4 February 2014**

## Midlothian Council

STANDARD SEVERANCE CALCULATOR																Service (Years)				
	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Age																				
18	1																			
19	1	1½																		
20	1	1½	2																	
21	1	1½	2	2½																
22	1	1½	2	2½	3															
23	1½	2	2½	3	3½	4														
24	2	2½	3	3½	4	4½	5													
25	2	3	3½	4	4½	5	5½	6												
26	2	3	4	4½	5	5½	6	6½	7											
27	2	3	4	5	5½	6	6½	7	7½	8										
28	2	3	4	5	6	6½	7	7½	8	8½	9									
29	2	3	4	5	6	7	7½	8	8½	9	9½	10								
30	2	3	4	5	6	7	8	8½	9	9½	10	10½	11							
31	2	3	4	5	6	7	8	9	9½	10	10½	11	11½	12						
32	2	3	4	5	6	7	8	9	10	10½	11	11½	12	12½	13					
33	2	3	4	5	6	7	8	9	10	11	11½	12	12½	13	13½	14				
34	2	3	4	5	6	7	8	9	10	11	12	12½	13	13½	14	14½	15			
35	2	3	4	5	6	7	8	9	10	11	12	13	13½	14	14½	15	15½	16		
36	2	3	4	5	6	7	8	9	10	11	12	13	14	14½	15	15½	16	16½	17	
37	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15½	16	16½	17	17½	
38	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16½	17	17½	18	
39	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	17½	18	18½	
40	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	18½	19	
41	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	19½	
42	2½	3½	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	
43	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
44	3	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	
45	3	4½	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
46	3	4½	6	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	
47	3	4½	6	7½	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
48	3	4½	6	7½	9	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½	
49	3	4½	6	7½	9	10½	12	13	14	15	16	17	18	19	20	21	22	23	24	
50	3	4½	6	7½	9	10½	12	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½	24½	
51	3	4½	6	7½	9	10½	12	13½	15	16	17	18	19	20	21	22	23	24	25	
52	3	4½	6	7½	9	10½	12	13½	15	16½	17½	18½	19½	20½	21½	22½	23½	24½	25½	
53	3	4½	6	7½	9	10½	12	13½	15	16½	18	19	20	21	22	23	24	25	26	
54	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	20½	21½	22½	23½	24½	25½	26½	
55	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22	23	24	25	26	27	
56	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	23½	24½	25½	26½	27½	
57	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25	26	27	28	
58	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	26½	27½	28½	
59	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28	29	
60	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	29½	
61*[2]	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	30	

61\* [2] – The same figures should be used when calculating the redundancy payment for a person aged 61 and above

**Midlothian Council**  
**ENHANCED SEVERANCE CALCULATOR**
**APPENDIX 2**

Service (Years)																			
	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Age																			
<a href="#">18</a>	2																		
19	2	3																	
20	2	3	4																
21	2	3	4	5½															
22	2	3	4	5½	7														
23	3	4	5½	7	8	9													
24	4	5½	7	8	9	10	11												
25	4	7	8	9	10	11	12	13											
26	4	7	9	10	11	12	13	14	15										
27	4	7	9	11	12	13	14	15	16½	18									
28	4	7	9	11	13	14	15	16½	18	19	20								
29	4	7	9	11	13	15	16½	18	19	20	21	22							
30	4	7	9	11	13	15	18	19	20	21	22	23	24						
31	4	7	9	11	13	15	18	20	21	22	23	24	25	26					
32	4	7	9	11	13	15	18	20	22	23	24	25	26	27½	29				
33	4	7	9	11	13	15	18	20	22	24	25	26	27½	29	30	31			
34	4	7	9	11	13	15	18	20	22	24	26	27½	29	30	31	32	33		
35	4	7	9	11	13	15	18	20	22	24	26	29	30	31	32	33	34	35	
36	4	7	9	11	13	15	18	20	22	24	26	29	31	32	33	34	35	36	37
37	4	7	9	11	13	15	18	20	22	24	26	29	31	33	34	35	36	37	38½
38	4	7	9	11	13	15	18	20	22	24	26	29	31	33	35	36	37	38½	40
39	4	7	9	11	13	15	18	20	22	24	26	29	31	33	35	37	38½	40	41
40	4	7	9	11	13	15	18	20	22	24	26	29	31	33	35	37	40	41	42
41	4	7	9	11	13	15	18	20	22	24	26	29	31	33	35	37	40	42	43
42	4	7	9	11	13	15	18	20	22	24	26	29	31	33	35	38½	41	43	45
43	7	9	11	13	15	18	20	22	24	26	29	31	33	35	35	40	42	44	46
44	7	10	12	14	16½	19	21	23	25	27½	30	32	34	36	38½	41	43	45	47
45	7	10	13	15	18	20	22	24	26	29	31	33	35	37	40	42	44	46	48
46	7	10	13	16½	19	21	23	25	27½	30	32	34	36	38½	41	43	45	47	49½
47	7	10	13	16½	20	22	24	26	29	31	33	35	37	40	42	44	46	48	51
48	7	10	13	16½	20	23	25	27½	30	32	34	36	38½	41	43	45	47	49½	52
49	7	10	13	16½	20	23	26	29	31	33	35	37	40	42	44	46	48	51	53
50	7	10	13	16½	20	23	26	30	32	34	36	38½	41	43	45	47	49½	52	54
51	7	10	13	16½	20	23	26	30	33	35	37	40	42	44	46	48	51	53	55
52	7	10	13	16½	20	23	26	30	33	35	38½	41	43	45	47	49½	52	54	56
53	7	10	13	16½	20	23	26	30	33	35	40	42	44	46	48	51	53	55	57
54	7	10	13	16½	20	23	26	30	33	35	40	43	45	47	49½	52	54	56	58
55	7	10	13	16½	20	23	26	30	33	35	40	43	46	48	51	53	55	57	59
56	7	10	13	16½	20	23	26	30	33	35	40	43	46	49½	52	54	56	58	60½
57	7	10	13	16½	20	23	26	30	33	35	40	43	46	49½	53	55	57	59	62
58	7	10	13	16½	20	23	26	30	33	35	40	43	46	49½	53	56	58	60½	63
59	7	10	13	16½	20	23	26	30	33	35	40	43	46	49½	53	56	59	62	64
60	7	10	13	16½	20	23	26	30	33	35	40	43	46	49½	53	56	59	63	65
<a href="#">61*[2]</a>	7	10	13	16½	20	23	26	30	33	35	40	43	46	49½	53	56	59	63	66

61\* [2] – The same figures should be used when calculating the redundancy payment for a person aged 61 and above