

Notice of meeting and agenda



Cabinet

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

Date: Tuesday, 12 January 2016

Time: 11:00

John Blair
Director, Resources

Contact:

Clerk Name: Gordon Aitken

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Further Information:

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

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

1 Welcome, Introductions and Apologies

2 Order of Business

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

3 Declaration of Interest

Members should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.

4 Public Items (Education Interest)

Minutes of Previous Meetings of Cabinet submitted for approval as a correct record

- | | | |
|-----------|---|----------------|
| 4a | Special Cabinet 17 November 2015 | 5 - 6 |
| 4b | Cabinet 17 November 2015 | 7 - 12 |
| 5 | Performance Reporting 201516 - Q2 - Education Services Report by Director Resources | 13 - 34 |
| 6 | Minutes of Education Appointment Committee of 10 December 2015 | 35 - 36 |
| 7 | Tyne Esk LEADER Programme 2014-20 Report by Director Education, Communities and Economy | 37 - 44 |

5 Public Items (No Education Interest)

- | | | |
|----------|---|----------------|
| 8 | Greenhouse Gas Emissions Arising from Business Use of Staff Motor Vehicles (Grey Fleet) Report by Head of Communities and Economy | 45 - 50 |
| 9 | Dog Control Report by Director Education, Communities and Economy | 51 - 58 |

6 Private Items (Education Interest)

7 Private Items (No Education Interest)

THE CABINET IS INVITED (A) TO CONSIDER RESOLVING TO DEAL WITH THE UNDERNOTED BUSINESS IN PRIVATE IN TERMS OF PARAGRAPH 6 OF PART 1 OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973 - THE RELEVANT REPORTS ARE THEREFORE NOT FOR PUBLICATION; AND (B) TO NOTE THAT NOTWITHSTANDING ANY SUCH RESOLUTION, INFORMATION MAY STILL REQUIRE TO BE RELEASED UNDER THE FREEDOM OF INFORMATION (SCOTLAND) ACT 2002 OR THE ENVIRONMENTAL INFORMATION REGULATIONS 2004

- 10a** Irrecoverable Sundry Debt Write-Off Report by Head of Finance and Integrated Service Support
- 10b** Irrecoverable Revenues Debt Write-Off Report by Head of Customer and Housing Services

MINUTES of SPECIAL MEETING of the MIDLOTHIAN COUNCIL CABINET held in the Council Chambers, Midlothian House, Buccleuch Street, Dalkeith on Tuesday, 17 November 2015 at 9.00 am.

Present:- Councillors Johnstone(Convener), Bryant, Constable, Parry and Rosie.

Apology:- Mr. V Bourne (Religious Representative).

1 Declarations of Interest

No declarations of interest were intimated.

2 2014/2015 Performance Reports – Quarter 2

There were submitted Performance Reports for 2014/15 in respect of Midlothian Council and the Plans for Customer and Housing Services; Adult Social Care; Children's Services; Communities and Economy; Education; Commercial Operations; Finance and Integrated Service Support; and Property and Facilities Management. Each report contained a summary of the progress in delivering Strategic Outcomes and a summary of emerging challenges and risks. Thereafter, the Cabinet received verbal updates in respect of each of the reports.

Decision

- (a) To note the higher than anticipated number of passengers utilising the recently opened Borders Railway;
- (b) To note the imminent commencement of the Food Waste collection service;
- (c) To note the positive work undertaken in respect of Anti Social Behaviour
- (d) To note that all tenants at Newbyres, Gorebridge had now been rehoused;
- (e) To note the positive effect of the Prison Project in reducing homelessness among released prisoners;
- (f) To note the gradual increase in the usage of the Community Hub, based at Mayfield library;
- (g) To note that the increase in the periods vacant houses remained void, was partly attributable to additional works undertaken to accommodate tenants relocated from Newbyres, Gorebridge;
- (h) To note the positive results in reducing re-offending;

- (i) To note that, in order to minimise the number of cases of delayed discharges from hospitals, short term measures using care Homes and the Community Hospital had been implemented;
- (j) To note the reduction in the number of children on the Child Protection Register;
- (k) To note the success of the Family resilience Project;
- (l) To note that two children were in secure accommodation;
- (m) To note that the existing informal arrangement with East Lothian Council in respect of Trading Standards Services would be formalised in early course;
- (n) To note that a response was anticipated from Network Rail in respect of the costs to reinstate damaged roads at Tynehead; and
- (o) To otherwise note the reports.

The meeting terminated at 09.50 am.

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

Chamber, Midlothian House, Buccleuch Street, Dalkeith on Tuesday, 17 November 2015 at 11.00am.

Present:- Councillors Johnstone (Convener), Constable, Bryant, Parry and Rosie.

Religious Representatives Present:- Mr V Bourne and Mrs M Harkness.

Apologies for Absence:- Rev R Halley.

1 Order of Business

The Clerk advised that an additional item of business namely "Amendment to Pupil Administration Policy: Admission to Early Learning and Childcare for 3 and 4 Year Old Children" had been circulated as dealt with at paragraph 5 below.

2 Declarations of Interest

No declarations of interest were intimated.

3 Minutes

The Minutes of the Meetings of the Cabinet of 6 October 2015 were submitted and approved as a correct record.

4 Creating and Developing Positive Destination Posts for Adults and Young People within Midlothian Council

There was submitted report, dated 8 October 2015, by the Director, Education, Communities and Economy identifying ways to increase employment opportunities within Midlothian Council for those who are unlikely to secure a positive destination.

The report advised that the aim was to introduce a model which:

- created a level playing field for young people applying for posts within the council.
- increase the number of young people who progressed to employment with Midlothian Council, especially those at risk of a negative destination including those who were looked after or accommodated.

The report also highlighted a Positive Destination Recruitment Model as shown below:-

Steps	Action
Step 1 Recruiting Managers	When a vacancy arises especially entry level posts consideration is given to creating a Positive Destination Post open to all adults and young people. However in the advert we would highlight that this

	<p>post is especially suitable for school leavers, women returners and long term unemployed. This would go straight to external advert</p> <p>The recruiting manager would make a decision to convert their post to a positive destination post starting on a lesser salary and using the overall budget for the post to include training.</p>
Step 2 Recruitment scrutiny and authorisation	The authorising post recruitment panel/DMT/CMT when reviewing all posts will consider if the post is suitable for conversion to a Positive Destination Post if the recruiting manager has not indicated this already.
Step 3 Post Advertised Externally	<p>Publicity emphasises that these positive destination posts would be especially suitable for school leavers, women returners and long term unemployed. .</p> <p>There would be a filtering question in the application process which would make anyone currently in full-time employment ineligible to apply.</p>
Step 4 Additional Support for Candidates	Pre application and interview support offered by Lifelong Learning and Employability LLE
Step 5 Interview Process	A strength based interview will not be used instead a literacy and numeracy test would be given and a different interview format used aimed at finding out about the motivation, potential and attitude of the person.
Step 6 Ongoing support if successful.	The new member of staff in a positive destination post would have access to relevant certificated training and access to a work coach identified by the recruiting manager. Forums would be set up for the positive destination post holders to meet and support each other on a monthly/bi monthly basis supported by LLE.

In addition a strategic target would be set for every service to have a set number or % of vacancies offered as Positive Destination Posts, monitored through quarterly performance monitoring. The Head of Education was heard in amplification of the report.

Decision

- (a) To approve the promotion and implementation of a systematic approach to the conversion of existing substantive posts to Positive Destination Posts taking into account the EQIA using divisional budgets; and
- (b) To set targets for the creation of a fixed number or percentage of Positive Destination vacancies in Midlothian Council to be converted annually and tracked through quarterly performance reporting.

(Action: Director, Education, Communities and Economy)

5 Creating and Developing Positive Destination Posts for Adults and Young People within Midlothian Council

With reference to paragraph 1 above, there was submitted a report dated 20 October 2015, by the Director, Education, Communities and Economy proposing an amendment to the Pupil Administration policy “Admission to Early Learning and Childcare for 3 and 4 year old children within schools and classes”.

The report highlighted that this proposal would allow additional entry dates to ensure children could start at an early learning and childcare centre the month after their third birthday. The Director, Education, Communities and Economy was heard in amplification of the report.

Decision

Cabinet agreed to offer commencement dates to children from the month after their 3rd birthday where there was capacity to do so.

(Action: Director, Education, Communities and Economy)

6 Midlothian Council Tenant Satisfaction Survey 2014

There was submitted a report by the Joint Director, Health and Social Care detailing the key findings of the Tenant Satisfaction Survey which had been undertaken during 2014. The Survey data formed part of the data requirements for the Annual Return of the Charter, which was submitted to the Scottish Housing Regulator and made available for all tenants. Survey results also assisted in the identification of areas where the Housing Service could be further improved.

All council tenants were sent a survey form to complete asking them their views on a number of areas including satisfaction with their home, the repairs service, their neighbourhood and the overall level of satisfaction with the Housing Service that they received. Survey results were also compared with that of previous years and benchmarked against other local authority landlord results. The Head of Customer and Housing Services was heard in amplification of the report.

Decision

- (a) To note the contents of the Report, and
- (b) To agree for the Report to be made available for feedback to tenants to consider actions to be developed to further improve tenant satisfaction amongst council tenants in Midlothian.

(Action: Head of Customer and Housing Services)

7 Housing Allocations Policy Review 2015

There was submitted report dated 4 November 2015 by the Director, Resources drawing to the Cabinet's attention recommendations by the Performance review and Scrutiny Committee in relation to the Housing Allocations Policy Review

The report advised that a report by the Director, Health and Social Care was considered by the Cabinet on 6 October 2015, when it was agreed, as follows:-

- a) To note the positive lettings outcomes following the review of the Housing Allocation Policy;
- b) To refer this report to the Performance, Review and Scrutiny Committee;
- c) To note that a review of the Housing Allocation Policy had commenced with a consultation exercise being undertaken to facilitate effective engagement with tenants and prospective tenants and other key stakeholders; and
- d) To note that a further Report would be presented to Cabinet following the consultation exercise which could recommend minor changes to the Housing Allocation Policy in order that it addresses local needs and takes account of the Housing (Scotland) Act 2014.

The Director's report was accordingly considered by the Performance, Review and Scrutiny Committee on 20 October 2015 and the Committee agreed to recommend to the Cabinet, as follows:-

That the consultation presently being undertaken be amended to seek views on:-

- (i) Greater priority being given to applicants for housing within the general needs category, who could establish a local connection and whose reason for relocation was to secure increased family support ; and
- (ii) Defining the Council's policy on re-housing or assisting in re-housing of those persons who had been evicted or removed from accommodation within Midlothian or elsewhere, as a result of anti-social behaviour.

The Head of Customer and Housing Services was heard in amplification of the report.

Decision

The Cabinet agreed to take no action on the recommendations of the Performance Review and Scrutiny Committee.

(Action: Head of Customer and Housing Services)

8 Proposed Abandonment of Protected A701 Road Realignment in Adopted Midlothian Local Plan

There was submitted report, dated 8 October 2015, by the Director, Education, Communities and Economy recommending to Cabinet that they agree to abandon the protected A701 realignment route as shown in the adopted Midlothian Local Plan 2008, and to recommend that Council approves the relevant change to that Plan. The Head of Communities and Economy was heard in amplification of the report.

Decision

- (a) To agree to abandon the protected route of the proposed A701 road realignment as shown and included in the adopted Midlothian Local Plan 2008; and
- (b) To recommend to Council that it formally approves the decision of Cabinet.

(Action: Head of Customer and Housing Services)

9 Submission to Scottish Government: Compliance with Climate Change Duties 2014/15

There was submitted report, dated 10 November 2015, by the Head of Communities and Economy advising Cabinet of the Council's statement of Compliance with Climate Change Duties for 2014/15 and recommending its submission to Scottish Government by the due date of 30 November 2015. The Head of Communities and Economy was heard in amplification of the report.

Decision

- (a) To approve the statement attached to the report on Compliance with the Public Bodies Climate Change Duties for 2014/15;
- (b) To approve the submission of that statement to Scottish Government by 30 November 2015; and
- (c) To refer this report to the Performance Review and Scrutiny Committee for its information.

(Action: Head of Customer and Housing Services)

The meeting terminated at 11.28pm.

2-440

Performance Reporting 2015/16 – Q2 – Education Services**Report by John Blair, Director, Resources****1 Purpose of Report**

The purpose of this report is to bring to the Cabinet's attention a revised performance report for Education Services in respect of quarter 2 for 2015/16.

2 Background

The performance report in question was originally considered by the Cabinet on 17 November 2015 and was subsequently referred to the Performance Review and Scrutiny Committee for its interest. Prior to consideration by the Performance Review and Scrutiny Committee however, an error was identified in the report. The Performance Review and Scrutiny Committee accordingly agreed to consider a revised report which was tabled at their meeting on 25 November 2015. However, the revised report now falls to be considered by the Cabinet.

3 Report Implications

These remain unchanged from those detailed in the original report.

4 Recommendation

The Cabinet is invited to scrutinise for its interest the attached report in respect of performance by Education Services for quarter 2 2015/16.

Date 3 December 2015**Report Contact:**

Name John Ward Tel No 0131 271 3158

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01. Progress in delivery of strategic outcomes

Q2 15/16: Quarter 2 reporting for Education focuses on Early Years, Setting the Strategic Direction, Learning and Teaching and Closing the Gap.

Service Priority 03: Ensure children have the best start in life by focusing on prevention and early intervention to address barriers to progress and deliver effective outcomes: Implementation of the Early Learning and Childcare provisions of the Children and Young People (Scotland) Act 2014 continues to be a priority. All centres now have Senior Childcare Development workers as a core part of their team. All centres have been fully staffed from August 2015 to ensure seamless, well supported transitions to our centres from home for all children. A publicity campaign over the summer months was used to increase awareness of availability of spaces for vulnerable two year olds. Take up continues to be slow but steady, which is consistent with the national picture. Building the Ambition, new policy guidance, has been launched in a training session with practitioners from settings supporting children from 0-5 years. A roadshow of further training opportunities will be rolled out across the council over this session.

The Early Years team is now complete with the appointment of a new Early Years Coordinator, Birth to three, and a new PEEP Coordinator.

The Early Years ambition is to establish integrated Family learning Centres in our 3 CPP areas. The vision is to build on existing capacity and maximise existing estate. The Woodburn Family Learning Centre will be the first of these to be ready and plans are well under way. Building work will start at the centre by the end of October and we hope to be ready to open in February 2016. This centre will have a multi agency approach, bringing together our partners in Midlothian Sure Start, Speech and Language therapy, Early learning and Childcare, Children's Services and Health. At the beginning of October a study visit took place to Pen Green in Corby, a renowned Family Learning Centre. This will further inform our practice as we move forward with this project.

Service Priority 04: Implement strategies for raising attainment and achievement of children and adults:
Setting the Strategic Direction: Closing the Gap is the Education Theme for the year ahead and the draft *Good to Great* Improvement Strategy has been shared with all Head Teachers and Managers in order to begin to create a coherent strategy which makes explicit our strategic direction to create a world-class education system here in Midlothian, committed to closing the attainment gap by placing high quality learning and teaching at the core of our work. The draft strategy is made up of three main ingredients:

- To adopt an evidence based practice approach to educational improvement based on the forensic use of data with clear improvements shared and understood by all
- To create a leadership culture of continuing professional development where systems thinking becomes a habit focussed on delivering improved outcomes for every child
- To embrace Jim Collin's *Good to Great* Strategy: keeping it simple through a commitment to continuous improvement delivering results that are always better than our previous best.

The theme of the Head Teacher Conference in Midlothian in October is *Closing the Gap* to ensure that we are all working together to deliver this key priority and this theme will be the continuous focus of our strategic direction as we move forward.

We are drawing on the 2007 and 2010 McKinsey Reports on the top performing school systems world-wide which state that the key levers for the creation of an excellent education system are three-fold:

- The quality of an education system cannot exceed the quality of its teachers
- The only way to improve outcomes is to improve pedagogy
- High performance requires every child to succeed.

Learning and Teaching: Building on the importance of improving pedagogy and investing in Teacher CPD, on 17th and 18th of August this year 520 teachers and leaders from across Midlothian and 150 support staff participated in professional learning about the Visible Learning approach. All primary teachers in Midlothian, along with a few secondary colleagues, engaged in the Visible Learning Plus Foundation Day and support staff were introduced to the Visible Learning approach by members of the Educational Psychology Service. Feedback from both strands of professional learning has been overwhelmingly positive.

Ken Muir (Director of the General Teaching Council for Scotland) set the context for the Visible Learning approach in terms of the Scottish attainment challenge, CfE and the importance of teacher professional development and reflected on how each of these strands contributes to developing a world class education system. Laura Kearney and Hill Gibb (both Visible Learning Consultants) took us through the day and introduced us to the key messages and concepts within the approach. The in-service days provided an excellent foundation for all primary schools to engage in collective dialogue about where they are in relation to the key messages and where they need to go next and what changes we need to make in order to improve the learning experiences for all Midlothian learners. The great advantage we have in Midlothian is the possibility for what Hattie calls “collective expertise” and as Laura said we are pioneers in Midlothian as we are the only authority in the UK taking this collective approach.

High Performance requires every child to succeed: During this quarter the Scottish Government published the draft National Improvement Framework and the Midlothian response to this framework was prepared in the form of a Council Paper for November Council. We have worked hard to analyse Curriculum for Excellence levels and Standardised test data by SIMD in order to track more closely SIMD 1 and 2 in particular in line with the expectations of the new Framework for the Broad General Education.

In September, the Insight local measure data was released for learners who sat examinations in the 2015 diet, this quarterly overview focuses on the average total tariff scores as part of our Closing the Gap strategy. Dealing with each stage in turn, this data tells us the following information and areas for improvement over the course of the year ahead:

S4 Average Total Tariff Scores:

Lowest 20% = This shows a fall of 15 tariff points and this is a priority moving forward with a target set of 127 to bring in line with our previous best

Middle 60% = This shows a fall of 40 tariff points and this is a priority moving forward with a target set of 375 to bring back in line with the virtual average

Highest 20% = This shows a fall of 63 tariff points and this is a priority moving forward with a target set of 615 to bring back in line with the virtual average

S5 Average Total Tariff Scores:

Lowest 20% = This shows an improvement of 12 tariff points on last year but is still lower than the virtual and national average.

Middle 60% = This shows a strong improvement of 100 tariff points and exceeds the virtual and national average

Highest 20% = This shows an improvement of 63 tariff points and exceeds the virtual and national average

S6 Average Total Tariff Scores:

Lowest 20% = This shows an improvement of 18 tariff points and is above the national pattern but below the virtual average. A target of 167 has been set to bring us in line with the Virtual average.

Middle 60% = This shows an improvement of 57 tariff points but is still below the virtual and national average. A target of 736 has been set in order to bring in line with the national average.

Highest 20% = This shows an improvement of 9 tariff points and exceeds the virtual and national average.

An Attainment report is being prepared for December Council which will include further detail on the new Insight Measures. The national benchmarking data will be available in late February and will be included in the quarter 4 report.

02. Emerging Challenges and Risks

Q2 15/16:

Ensuring that Midlothian Council meets Scottish Governments Commitment to maintaining teacher numbers and ratios in our schools and at the same time secures sufficient supply teachers which is currently a national issue.

Improving positive destinations and attendance are two key priorities moving forward. Implementing our commitment to *achieving better than our previous best*, three ambitious targets have been set in order to ensure continuous improvement: 95% positive destinations; 95.5% primary school attendance and 93% secondary school attendance.

Reporting on Positive Destinations changed in August 2015 to include participation measures for 16 – 19 year olds. We will monitor this closely during course of year and will realign our service to ensure that we not only work hard to improve the positive destinations of our school leavers but that we have sufficient learning pathways post school education to support young people aged 18 and 19 into positive and sustained destinations.

Following the update on the Education Bill to Council in August, there will be a further report on the new National Improvement Framework presented to Council in November. The new Bill calls for the reporting arrangements to be statutory. The roles and the responsibilities of the local authority within this Bill are: To work in partnership with the Scottish Government to support the development and implementation of the National Improvement Framework; To support and challenge schools to help all children to succeed and achieve the highest possible standards; To support teachers to access high quality professional learning opportunities; To make forensic use of school performance information to target support and intervention, fulfilling their statutory duties; To provide strong leadership and direction to schools and teachers to continually improve children's attainment; To ensure that the priorities are translated into local plans

Implementation of Named Person – We are working closely with our Schools/Health Partners/Scottish Government and SEEMIS/IT providers to ensure that we are well placed for implementation in August 2016.

Education PI summary









01.1 Outcomes and Customer Feedback

Priority	Indicator	2014/ 15	Q2 2014/ 15	Q1 2015/ 16	Q2 2015/16				Annual Target 2015/ 16	Feeder Data	Value
		Value	Value	Value	Value	Status	Note	Short Trend			
01. Provide an efficient complaints service	Number of complaints received (cumulative)	30	9	2	12		Q2 15/16: Only 1 complaint received in Q2.				
01. Provide an efficient complaints service	Average time in working days to respond to complaints at stage 1	3.57	2.38	1.5	3.67		Q2 15/16: On Target.		5	Number of complaints complete at Stage 1	3
										Number of working days for Stage 1 complaints to be Completed	11
01. Provide an efficient complaints service	Average time in working days to respond to complaints at stage 2	13	0	0	0		Q2 15/16: On Target. There were no stage 2 complaints completed during Q2.		20	Number of complaints complete at Stage 2	0
										Number of working days for Stage 2 complaints to be Completed	0
01. Provide an efficient complaints service	Percentage of complaints at stage 1 complete within 5 working days	85.71 %	87.5%	100%	66.67 %		Q2 15/16: On Target.		95%	Number of complaints complete at Stage 1	3
										Number of complaints at stage 1 responded to within 5 working days	2
01. Provide an efficient complaints service	Percentage of complaints at stage 2 complete within 20 working days	100%	100%		0%		Q2 15/16: On Target. There were no stage 2 complaints completed during Q2.		95%	Number of complaints complete at Stage 2	0
										Number of complaints at stage 2 responded to within 20 working days	0



01.2 Making the Best Use of our Resources

Priority	Indicator	2014/ 15	Q2 2014/ 15	Q1 2015/ 16	Q2 2015/16				Annual Target 2015/ 16	Feeder Data	Value
		Value	Value	Value	Value	Status	Note	Short Trend			
02. Manage budget effectively	Performance against revenue budget	N/A	N/A	£ 74.65 4 m	£ 72.50 8 m		Q2 15/16: Financial information for Q1, 15/16 which was reported to the Council in September 2015		£ 72.52 5 m		
04. Manage stress and absence	Average number of working days lost due to sickness absence (cumulative)	6.31	2.47	1.3	1.78		Q2 15/16: On target, a reduction in the same period last year		5.5	Number of days lost (cumulative)	2,836.52
										Average number of FTE in service (year to date)	1,594.76





01.3 Corporate Health




Priority	Indicator	2014/ 15	Q2 2014/ 15	Q1 2015/ 16	Q2 2015/16				Annual Target 2015/ 16	Feeder Data	Value
		Value	Value	Value	Value	Status	Note	Short Trend			
05. Complete all service priorities	% of service priorities on target / completed, of the total number	94.12 %	100%	100%	100%		Q2 15/16: On Target.		90%	Number of divisional & corporate priority actions	15
										Number of divisional & corporate priority actions on tgt/completed	15
06. Process invoices efficiently	% of invoices paid within 30 days of invoice receipt (cumulative)	96.18 %	96.52 %	94.51 %	94.88 %		Q2 15/16: On Target.		92%	Number received (cumulative)	2,052
										Number paid within 30 days (cumulative)	1,947
08. Improve PI performance	% of PIs that are on target/ have reached their target.	76%	65.39 %	63.64 %	54.55 %		Q2 15/16: Off Target. 6 of 11 indicators on target. There are a further 33 indicators which will be reported annually.		90%	Number on tgt/ tgt achieved	6
										Number of PI's	11
09. Control risk	% of high risks that have been reviewed in the last quarter	100%	100%	100%	0%		Q2 15/16: On Target - no high level risks.		100%	Number of high risks reviewed in the last quarter	0
										Number of high risks	0






01.4 Improving for the Future




Priority	Indicator	2014/ 15	Q2 2014/ 15	Q1 2015/ 16	Q2 2015/16				Annual Target 2015/ 16	Feeder Data	Value
		Value	Value	Value	Value	Status	Note	Short Trend			
10. Implement improvement plans	% of internal/external audit/BVR actions on target/ completed, of the total.	93.33 %	100%	0%	0%		Q2 15/16: Off Target. 2 outstanding actions will be addressed in Q3.		90%	Number of on tgt/ completed actions	0
										Number of outstanding actions	2

03. Service Priorities







Code	Priority	Action	Due Date	Icon	Progress	Comment & Planned Improvement Action
ED.SP.1.1	01. SMP GIRFEC - Deliver services to prevent the need for additional support, or provide it early.	Adopt a whole area focus on exclusions and attendance, with schools engaging with Pathways to Success, Family Resilience Project and the outreach work done from Dalkeith House	30-Jun-2016		50%	Q2 15/16: On Target. 3 year Attendance statistics show an improving trend.
ED.SP.1.2		Monitor each school's attendance monthly and intervene immediately to improve school attendance whenever it falls below the national average	30-Jun-2016		25%	Q2 15/16: On Target. 3 year Attendance statistics show an improving trend.
ED.SP.1.3		Establish a Family Learning Centre (FLC) model in Woodburn Primary school. Deliver a multi disciplinary approach involving ELCC Allied Health Professionals (AHP) and Life Long Learning and Employability and 3rd Sector partners.	31-Jul-2016		10%	Q2 15/16: On Target. Project group set up and has met on several occasions to write project plan. Plan in place for accommodation moves to begin over the summer.
ED.SP.3.1	03. SMP GIRFEC Improve the lives of children and young people by putting in place the changes being required by Scottish Government.	To increase the availability of Early Learning and Child Care (ELCC) for 2 year olds to meet the requirements of the Children and Young People (Scotland) Act from August 2015.	29-Jul-2016		50%	Q2 15/16: On Target. Review of present places and identification of centres and places available capacity increased to meet new criteria from August 2015. Publicity campaign over the summer months including social media.









Code	Priority	Action	Due Date	Icon	Progress	Comment & Planned Improvement Action
ED.SP.3.2	03. SMP GIRFEC Improve the lives of children and young people by putting in place the changes being required by Scottish Government.	Disseminate policy guidelines Building the Ambition, defining quality provision across the 0-5 workforce.	30-Jul-2016		50%	Q2 15/16: On Target. Continued awareness raising at Head Teacher meetings and NEG meetings. Roll out and roadshows in new session.
ED.SP.5.1	05. SMP GIRFEC - Raise the educational attainment and achievement of children and young people, including improving the numbers going on to positive destinations after leaving school	Increase attainment in literacy and numeracy at key stages	30-Jun-2016		50%	Q2 15/16: On Target. Training delivered in Aug 2015.
ED.SP.5.2		Learning and Teaching: Implement a range of strategies and interventions to improve the quality of learning and teaching, including Visible Learning approaches	30-Jun-2016		50%	<p>Q2 15/16: On Target (50%). On 17th and 18th of August 520 teachers and leaders from across Midlothian and 150 support staff participated in professional learning about the Visible Learning approach. All primary teachers in Midlothian along with a few secondary colleagues engaged in the Visible Learning Plus Foundation Day and support staff were introduced to the Visible Learning approach by members of the Educational Psychology Service. Feedback from both strands of professional learning has been overwhelmingly positive.</p> <p>Ken Muir set the context for the Visible Learning approach in terms of the Scottish attainment challenge, CfE and the importance of teacher professional development and reflected on how each of these strands contributes to developing a world class education system. Laura Kearney and Hill Gibb (both Visible Learning Consultants) took us through the day and introduced us to the key messages and concepts within the approach. The in-service days provided an excellent foundation for all primary schools to engage in collective dialogue about where they are in relation to the key messages and where they need to go next and what changes we need to make in order to improve the learning experiences for all Midlothian learners. The great advantage we have in Midlothian is the possibility for what Hattie calls collective expertise and as Laura said we are pioneers in Midlothian as we are the only authority in the UK taking a collective approach.</p>









Code	Priority	Action	Due Date	Icon	Progress	Comment & Planned Improvement Action
ED.SP.5.3	05. SMP GIRFEC - Raise the educational attainment and achievement of children and young people, including improving the numbers going on to positive destinations after leaving school	Curriculum: Implement a range of strategies to ensure breadth, application and challenge in Broad General Education which enables learners to compete in the global knowledge economy which requires a demand for high level 21st century skills	30-Jun-2016		50%	Q2 15/16: On Target (50%). Work continuing development of Significant Aspects of Learning. Midlothian identified as early adopter authority for Career Management skills focusing on BGE. New strategic Curriculum Group being established focusing on transition, skills and progression pathways in BGE.
ED.SP.5.4		Implement strategies for raising attainment in secondary schools delivering a high performance culture where every child has the opportunity to succeed	30-Jun-2016		50%	Q2 15/16: On Target. All secondary schools provided with their 2014/15 Insight reports and training provided in use of Insight tool in September 2015. Draft Strategic Direction entitled Good to Great has been launched with Head Teachers in August together with the theme for the year which is 'Closing the gap'.
ED.SP.5.5		Implement strategies to tackle disadvantage in order to raise attainment in secondary schools delivering a high performance culture where every child has the opportunity to succeed	31-Mar-2016		50%	Q2 15/16: On Target. Increased focus on supporting young people at risk of negative destinations and earlier intervention to tackle disadvantage. Increased use by schools of Insight tool to review Attainment vs Deprivation measures and analyse attainment in relation to Scottish Index of Multiple Deprivation. SIMD data also analysed for the Broad General Education with a focus on SIMD 1 and 2 in reading, writing and maths.
ED.SP.5.6		Positive Destinations: Implement the recommendations of Developing Young Workforce Report	30-Jun-2016		50%	Q2 15/16: On Target (50%). Funding proposals approved Sept 15 and tender documents being generated. Additional project proposal being sought. Key meetings held with SDS regarding Foundation Apprenticeships and being earlier adopters of the new career standard. New activity agreement staff recruited.
ED.SP.5.7		Implement the recommendations of Developing Young Workforce Report	30-Jun-2016		50%	Q2 15/16: On Target. Ongoing progress being made DMYWB established and eight key priorities being focused on over the next two years. Awareness raising with Head Teachers and NEG group. Head of Education set out the strategic direction with all secondary DHTs to ensure that we take proactive action to support school leavers who are at risk of entering a negative destination.









Code	Priority	Action	Due Date	Icon	Progress	Comment & Planned Improvement Action
ED.SP.5.8	05. SMP GIRFEC - Raise the educational attainment and achievement of children and young people, including improving the numbers going on to positive destinations after leaving school	Develop partnership strategies with local colleges to increase progression to further education	30-Jun-2016		50%	Q2 15/16: On target (50%). Summer Transition Project is ongoing with Edinburgh College, Edinburgh College actively contributing to youth pathways such as childcare. Additional meetings being held to explore foundation apprenticeships for 2016/2017.
ED.SP.5.9		Implement a range of strategies to ensure increased progression to higher education	30-Jun-2016		50%	Q2 15/16: On Target (50%). Ongoing work with LEAPS to ensure increased progression to Higher Education. Summer School programmes completed involving 20 Midlothian students. Mentoring programmes established for next session.
ED.SP.5.1 1		Ensure that all schools have effective systems in place for consulting and involving pupils and parents	30-Jun-2016		40%	Q2 15/16: On Target (50%). Plans in place pupils and parents to be involved in 6 secondary school VSE reviews and in many primary visits. Major consultation meetings for staff and pupils planned for October 2015 in relation to Digital Learning. Midlothian Education Advisory Group have met twice with the Cabinet Member of Education (includes representation from parent councils and secondary schools.)

03. Service Priorities









PI Code	Priority	PI	2014/15	Q2 2014/15	Q1 2015/16	Q2 2015/16				Annual Target 2015/16	Benchmark
			Value	Value	Value	Value	Status	Short Trend	Note		
CS.SP.2.3a	05. SMP GIRFEC - Raise the educational attainment and achievement of children and young people, including improving the numbers going on to positive destinations after leaving school	Percentage of Midlothian LAC & LAAC school leavers progressing to positive destinations	N/A	N/A	N/A	76%			Q2 15/16: Information from the 2013/14 Scottish Government report showed that 12/21 looked after leavers went on to positive destinations, rising to 16/21 on follow-up (76%).	75%	Scot Gov stats for 12/13 (different criteria) 27 looked after leavers, 74% initial, 63% follow-up
ED.SP.1.1a	01. SMP GIRFEC - Deliver services to prevent the need for additional support, or provide it early.	Total number of secondary school exclusions	365	134	110	143			Q2 15/16: On Target. (143) Exclusions data is scrutinised by Education Leadership Team and addressed with schools individually during visits and collectively through ASG meetings and Headteacher meetings.	322	423 (09/10); 476 (10/11); 469 (11/12); 323 (12/13); 422 (13/14); 365 (14/15)
ED.SP.1.1b	01. SMP GIRFEC - Deliver services to prevent the need for additional support, or provide it early.	Total number of primary school exclusions	86		20	61			Q2 15/16: Off target for Q2 (61). There have been a higher number of pupils being excluded in this quarter, this is not expected to be a trend but rather a specific set of factors not representative of other quarters	82	109 (09/10); 127 (10/11); 101 (11/12); 84 (12/13); 102 (13/14); 86 (14/15)









PI Code	Priority	PI	2014/15	Q2 2014/15	Q1 2015/16	Q2 2015/16				Annual Target 2015/16	Benchmark
			Value	Value	Value	Value	Status	Short Trend	Note		
ED.SP.1.2a	01. SMP GIRFEC - Deliver services to prevent the need for additional support, or provide it early.	Average secondary school attendance	91%	91.72%	88.92%	91.57%			Q2 15/16: Off Target. Attendance data is scrutinised by Education Leadership Team; raised with secondary schools individually and reasons for any drop identified.	93%	91.1% (09/10) 91.0% (10/11) 91.6% (11/12) 91.4% (12/13) 92.4% (13/14) 91.0% (14/15)
ED.SP.1.2b		Average primary school attendance	94.51%	95.03%	94.18%	95.64%			Q2 15/16: Off Target. Attendance data is scrutinised by Education Leadership Team; raised with schools individually and reasons for any drop identified.	95.5%	94.9% (09/10) 94.8% (10/11) 95.1% (11/12) 94.2% (12/13) 94.9% (13/14) 94.5% (14/15)
ED.SP.1.3a		% of parents report increased engagement in their child's learning as a result of the FLC	N/A	N/A	N/A	50%			Q2 15/16: On Target. The FL Centre at Woodburn PS is on target to open in Feb 2016. Multi agency commitment to delivering an early intervention family learning approach.	60%	
ED.SP.1.3b		Reduced Did Not Attend rate at AHP assessments	N/A	N/A	N/A	30%			Q2 15/16: On Target. EYC projects successful in early engagement of pre 3 children with SAL concerns. SALT service committed to co location in Woodburn FLC to support early identification and reduce DNA rates.	60%	











PI Code	Priority	PI	2014/15	Q2 2014/15	Q1 2015/16	Q2 2015/16				Annual Target 2015/16	Benchmark
			Value	Value	Value	Value	Status	Short Trend	Note		
ED.SP.3.1a	03. SMP GIRFEC Improve the lives of children and young people by putting in place the changes being required by Scottish Government.	Number of eligible 2 year olds in receipt of Early Learning and Child Care	N/A	N/A	N/A	80			Q2 15/16: Off Target. National and local low numbers reported from August 2015 as 2 year olds move on to EL&C place . Targeted social marketing campaign new leaflet / poster campaign and engagement with Health staff to identify families.	200	
ED.SP.3.2a		Percentage of staff in Early Learning and Child Care settings that are aware of the Building the Ambition guidelines.	N/A	N/A	N/A	50%			Q2 15/16: On Target. Launch event carried out and programme of training established. Sessions held with teachers and seniors and some practitioners on in service day.	100%	
ED.SP.3.2b		A quality improvement framework will be developed to assess engagement and impact	N/A	N/A	N/A	Yes			Q2 15/16: On Target. The framework has been developed and several visits have been made . Follow through CPD and practitioner action plans developed to track impact.	Yes	
ED.SP.5.1a	05. SMP GIRFEC - Raise the educational attainment and achievement of children and young people, including improving the numbers going on to positive destinations after leaving school	PIPS score (standardised) for Maths for Midlothian P1 Pupils at end of P1 year	51.74	N/A	N/A	N/A			Q2 15/16: Off Target though an improvement of 0.64 on the previous year's 51.1. New Target of 52.2 has been set to ensure continuous improvement by the end of 15/16.	52.2	51.4 (08/09) 50.1 (09/10) 51.0 (10/11) 52.0 (11/12) 51.5 (12/13) 51.1 (13/14) 51.7 (14/15)









PI Code	Priority	PI	2014/15	Q2 2014/15	Q1 2015/16	Q2 2015/16				Annual Target 2015/16	Benchmark
			Value	Value	Value	Value	Status	Short Trend	Note		
ED.SP.5.1b	05. SMP GIRFEC - Raise the educational attainment and achievement of children and young people, including improving the numbers going on to positive destinations after leaving school	PIPS score (standardised) for Reading for Midlothian P1 Pupils at end of P1 year	49.73	N/A	N/A	N/A			Q2 15/16: Off Target, a reduction compared to the previous year's 50.6. This data relates to pupils at end of school session 2014/15. Analysis of data has begun to allow support needs to be identified in line with the new National Improvement Framework.	52.1	51.9 (08/09) 50.1 (09/10) 50.1 (10/11) 51.3 (11/12) 51.5 (12/13) 50.6 (13/14) 49.7 (14/15)
ED.SP.5.1c		% Primary 7 pupils leaving primary school with reading age of 9.5+ years	87.8%	N/A	N/A	N/A			Q2 15/16: Off Target, but an increase of 0.4 on previous year. This data represents the pupils leaving school at the end of the 14/15 school session. Analysis of data has begun to allow support needs to be identified in line with the new National Improvement Framework.	89.3%	84.5% (07/08) 84.4% (08/09) 84.2% (09/10) 84.9% (10/11) 89.1% (11/12) 86.7% (12/13) 87.4% (13/14) 87.8 (14/15)
ED.SP.5.1d		Average standardised Maths score at Primary 7 as measured by Granada Learning (GL) assessments	96.6	N/A	N/A	N/A			Q2 15/16: On Target. This data represents the pupils in P7 during the 14/15 school session.	95.3	92.5 (08/09) 92.0 (09/10) 92.7 (10/11) 93.2 (11/12) 94.9 (12/13) 95.1 (13/14) 96.6 (14/15)
ED.SP.5.2a		Percentage of schools evaluated as good or better in QIs relating to learning & teaching	N/A	N/A	N/A	N/A			Q2 15/16: There were no QI inspections carried out in Q2.	100%	N/A







PI Code	Priority	PI	2014/15	Q2 2014/15	Q1 2015/16	Q2 2015/16				Annual Target 2015/16	Benchmark
			Value	Value	Value	Value	Status	Short Trend	Note		
ED.SP.5.2b	05. SMP GIRFEC - Raise the educational attainment and achievement of children and young people, including improving the numbers going on to positive destinations after leaving school	Percentage of Lifelong Learning & Employment establishment evaluated as good or better	N/A	N/A	N/A	N/A			Q2 15/16: There were no QI Inspections carried out in Q2.	100%	N/A
ED.SP.5.3a		Percentage of schools evaluated as good or better in QIs relating to Curriculum	N/A	N/A	N/A	N/A			Q2 15/16: There were no QI inspections carried out in Q2.	100%	N/A
ED.SP.5.4a		Increase the % of leavers (S4/S5/S6) who achieve Literacy and Numeracy at level 4+ (Insight National benchmarking measure)	78.9%	78.9%	N/A	N/A			Q2 15/16: Information from "Insight" National benchmarking data will be available in Q4.	82%	3 Yearly average 77.10% Midlothian; 77.6% Virtual comparator; 78.6% National average (Insight national benchmarking data)
ED.SP.5.4b		Increase the % of leavers (S4/S5/S6) who achieve Literacy and Numeracy at level 5+ (Insight National benchmarking measure)	51.38%	51.38%	N/A	N/A			Q2 15/16: Information from "Insight" National benchmarking data will be available in Q4.	53%	3 Yearly average: 48.6% Midlothian; 51.1% Virtual comparator; 53.5% National average (Insight national benchmarking data)

PI Code	Priority	PI	2014/15	Q2 2014/15	Q1 2015/16	Q2 2015/16				Annual Target 2015/16	Benchmark
			Value	Value	Value	Value	Status	Short Trend	Note		
ED.SP.5.4c	05. SMP GIRFEC - Raise the educational attainment and achievement of children and young people, including improving the numbers going on to positive destinations after leaving school	Increase the average total tariff score for lowest 20% of learners by the end of S4 to bring in line with the virtual comparator	127	127	N/A	112			Q2 15/16: Information from "Insight" local benchmarking data shows a fall of 15 tariff points and this is a priority moving forward with a target set of 127 to bring in line with our previous best.	127	3 Yearly average: 120 Midlothian; 124 Virtual; 111 National (Insight national benchmarking data)
ED.SP.5.4d		Increase the average total tariff score for middle 60% of learners by the end of S4 to bring in line with the virtual comparator	394	394	N/A	354			Q2 15/16: Information from "Insight" Local benchmarking data. This shows a fall of 40 tariff points and this is a priority moving forward with a target set of 375 to bring back in line with the virtual average.	375	3 Yearly average: 362 Midlothian; 374 Virtual; 359 National (Insight national benchmarking data)
ED.SP.5.4e		Increase the average total tariff score for highest 20% of learners by the end of S4 to bring in line with the virtual comparator	626	626	N/A	563			Q2 15/16: Information from "Insight" Local benchmarking data. This shows a fall of 63 tariff points and this is a priority moving forward with a target set of 615 to bring back in line with the virtual average.	615	3 Yearly average: 590 Midlothian; 615 Virtual; 600 National (Insight national benchmarking data)
ED.SP.5.4f		Increase the average total tariff score for lowest 20% of learners by the end of S5 to bring in line with the virtual comparator	131	131	N/A	143			Q2 15/16: Information from "Insight" Local benchmarking data. This shows an improvement of 12 tariff points on last year but is still lower than the virtual and national average.	145	3 Yearly average: 132 Midlothian; 169 Virtual; 145 National (Insight national benchmarking data)

PI Code	Priority	PI	2014/15	Q2 2014/15	Q1 2015/16	Q2 2015/16				Annual Target 2015/16	Benchmark
			Value	Value	Value	Value	Status	Short Trend	Note		
ED.SP.5.4g	05. SMP GIRFEC - Raise the educational attainment and achievement of children and young people, including improving the numbers going on to positive destinations after leaving school	Increase the average total tariff score for middle 60% of learners by the end of S5 to bring in line with the virtual comparator	543	543	N/A	643			Q2 15/16: Information from "Insight" Local benchmarking data. This shows an improvement of 100 tariff points and exceeds the virtual and national average.	639	3 Yearly average: 570 Midlothian; 639 Virtual; 596 National (Insight national benchmarking data)
ED.SP.5.4h		Increase the average total tariff score for highest 20% of learners by the end of S5 to bring in line with the virtual comparator	1,159	1,159	N/A	1,222			Q2 15/16: Information from "Insight" Local benchmarking data. This shows an improvement of 63 tariff points and exceeds the virtual and national average.	1,197	3 Yearly average: 1172 Midlothian; 1197 Virtual; 1179 National (Insight national benchmarking data)
ED.SP.5.4i		Increase the average total tariff score for lowest 20% of learners by the end of S6 to bring in line with the virtual comparator	119	119	N/A	137			Q2 15/16: Information from "Insight" National benchmarking data. This shows an improvement of 18 tariff points and the national pattern but below the virtual. An improvement target of 167 has been set to bring us in line with the Virtual average.	167	3 Yearly average: 127 Midlothian; 167 Virtual; 137 National (Insight national benchmarking data)
ED.SP.5.4j		Increase the average total tariff score for middle 60% of learners by the end of S6 to bring in line with the virtual comparator	635	635	N/A	692			Q2 15/16: Information from "Insight" National benchmarking data. This shows an improvement of 57 tariff points but is still below the virtual and national average. An improvement target of 736 has been set in order to bring in line with the national average.	736	3 Yearly average: 658 Midlothian; 806 Virtual; 736 National (Insight national benchmarking data)

PI Code	Priority	PI	2014/15	Q2 2014/15	Q1 2015/16	Q2 2015/16				Annual Target 2015/16	Benchmark
			Value	Value	Value	Value	Status	Short Trend	Note		
ED.SP.5.4k	05. SMP GIRFEC - Raise the educational attainment and achievement of children and young people, including improving the numbers going on to positive destinations after leaving school	Increase the average total tariff score for highest 20% of learners by the end of S6 to bring in line with the virtual comparator	1,703	1,703	N/A	1,712			Q2 15/16: Information from "Insight" National benchmarking data. This shows an improvement of 9 tariff points and exceeds the virtual and national average.	1,782	3 Yearly average: 1689 Midlothian; 1817 Virtual; 1782 National (Insight national benchmarking data)
ED.SP.5.4l		Increase the % of leavers (S4,5,6) in a positive destination in order to continue to exceed both the virtual and the national average	94.2%	94.2%	N/A	N/A			Q2 15/16: Information for S4,5+6 leavers have been combined. This national data will be available in Q4.	95%	3 Yearly average: 89.7% Midlothian 90.9% Virtual 91.5% National average (Insight national benchmarking data)
ED.SP.5.4o		Number of learners participating in Literacy & Numeracy	N/A	N/A	95	177			Q2 15/16: On Target. 16-25 year olds = 50 learners Over 25 year olds = 127 learners Total no of learners from Apr - September 2015= 177	169	161
ED.SP.5.4p		Number of learners participating in ESOL	N/A	N/A	62	108			Q2 15/16: Off Target. There were 46 attendees on ESOL projects in the 2nd quarter of 2015/16. This number is due to rise in Q3+4 as the school term is re-established.	234	229
ED.SP.5.5a		Breadth and depth for all candidates by the end of S4 - percentage with 5+ at Level 5	40.3%	40.3%	N/A	38.3%			Q2 15/16: Information from "Insight" National benchmarking data.	41.8%	2011-30.0 2012-32.0 2013-32.4 2014-40.3 2015-38.3 3yr avg-37.0

PI Code	Priority	PI	2014/15	Q2 2014/15	Q1 2015/16	Q2 2015/16				Annual Target 2015/16	Benchmark
			Value	Value	Value	Value	Status	Short Trend	Note		
ED.SP.5.5b	05. SMP GIRFEC - Raise the educational attainment and achievement of children and young people, including improving the numbers going on to positive destinations after leaving school	Breadth and depth for all candidates by the end of S5 - percentage with 3+ at Level 6	26.1%	26.1%	N/A	34.15%			Q2 15/16: Information from "Insight" National benchmarking data.	37%	2010-21.1 2011-24.3 2012-23.8 2013-26.6 2014-26.1 2015-34.15 3yr avg-28.9
ED.SP.5.5c		Breadth and depth for all candidates by the end of S6 - percentage with 3+ at Level 6	36.3%	36.3%	N/A	40.21%			Q2 15/16: Information from "Insight" National benchmarking data.	46%	2010-31.8 2011-31.3 2012-32.5 2013-35.9 2014-36.3 2015-40.21 3yr avg-37.5%
ED.SP.5.5d		% of SIMD deciles in which Leavers (S4,5 6) pupils' average tariff score is at or above the virtual comparator.	50%	50%	N/A	50%			Q2 15/16: Information from "Insight" National benchmarking data.	80%	80% 2009/10 20% 2010/11 40% 2011/12 20% 2012/13 50% 2013/14 (Insight national benchmarking data)
ED.SP.5.6a		Percentage of Midlothian school leavers progressing to positive destinations (initial SLDR survey)	93.9%	N/A	N/A	N/A			Q2 15/16: Data will be available December 2015	95%	85.2% (10/11) 85.4% (11/12) 89.2% (12/13) 93.9% (13/14)

PI Code	Priority	PI	2014/15	Q2 2014/15	Q1 2015/16	Q2 2015/16				Annual Target 2015/16	Benchmark
			Value	Value	Value	Value	Status	Short Trend	Note		
ED.SP.5.8a	05. SMP GIRFEC - Raise the educational attainment and achievement of children and young people, including improving the numbers going on to positive destinations after leaving school	Percentage of Midlothian school leavers progressing to further education (initial SLDR survey)	25.2%	N/A	N/A	N/A			Q2 15/16: Data not available at this point of the academic session.	26%	26.1% (10/11) 23.5% (11/12) 24.4% (12/13) 25.2% (13/14)
ED.SP.5.9a		Percentage of Midlothian school leavers progressing to higher education (initial SLDR survey)	28.8%	N/A	N/A	N/A			Q2 15/16: Data not available yet.	30%	29.8% (10/11) 31.6% (11/12) 29.3% (12/13) 28.8% (13/14)
ED.SP.5.11a		% of schools with effective systems in place (pupil/parent responses in schools survey & feedback via parent council chairs)	100%	N/A	100%	100%			Q2 15/16: On Target. A stakeholder survey has commenced in October 2015. Pupils and parents involved in 6 secondary school VSE reviews and in many primary visits. Midlothian Education Advisory Group established includes representation from parent councils and secondary schools.	80%	

05. Local Government Benchmarking Framework

PI Code	Priority	PI	2014/15	Q2 2014/15	Q1 2015/16	Q2 2015/16				Annual Target 2015/16	Benchmark
			Value	Value	Value	Value	Status	Short Trend	Note		
CHN1		Primary Education - Cost per pupil		N/A	N/A	Annual Indicator – will be reported in Q3					2013/14 Rank 17 (Third Quartile)
CHN2		Secondary Education - Cost per pupil		N/A	N/A	Annual Indicator – will be reported in Q3					Scottish Average £6426.89. 2013/14 Rank 14 (Second Quartile)
CHN3		Pre- Primary Education - Cost per pupil		N/A	N/A	Annual Indicator – will be reported in Q3					Scottish Average £2943.02. 2013/14 Rank 19 (Third Quartile)
CHN4		Percentage of S4 Pupils Gaining 5+ Awards at Level 5 (SOLACE)	37%	37%	N/A	Annual Indicator – will be reported in Q3					2012/13 Rank 28 Bottom Quartile
CHN5		Percentage of Pupils Gaining 5+ Awards at Level 6	25%	25%	N/A	Annual Indicator – will be reported in Q3					2013/14 Rank 27 (Bottom Quartile)
CHN6		Percentage of Pupils from Deprived Areas Gaining 5+ Awards at Level 5 (SIMD)		N/A	N/A	Annual Indicator – will be reported in Q3					2012/13 Rank 15 Second Quartile
CHN7		Percentage Pupils from Deprived Areas Gaining 5+ Awards at Level 6 (SIMD)		N/A	N/A	Annual Indicator – will be reported in Q3					2013/14 Rank 10 (Second Quartile)
CHN10		Percentage of Adults satisfied with local schools		N/A	N/A	Annual Indicator – will be reported in Q3					2013/14 Rank 25 (Bottom Quartile)
CHN11		Proportion of Pupils Entering Positive Destinations	93.9%	N/A	N/A	Annual Indicator – will be reported in Q3					2013/14 Rank 7 (TOP Quartile)

MINUTES of MEETING of the EDUCATION APPOINTMENT COMMITTEE held in the
Committee Room, Midlothian House Dalkeith on Thursday 10 December 2015 at
8.45am

Councillors Present:- Constable, Muirhead and Rosie.

Saltersgate School Parent Representatives Present:- Ms A Donaldson, Mrs L McCormack and Ms F Young.

Head Teacher (Chair):-

Ms F Hume.

In Attendance:- Mr D MacDonald (School Groups Manager)

Exclusion of Members of the Public

In view of the nature of the business to be transacted, the Committee agreed that the public be excluded from the meeting during discussion of the undernoted item, as contained in the Addendum hereto, as there might be disclosed exempt information as defined in paragraph 1 of Part I of Schedule 7A to the Local Government (Scotland) Act 1973:-

Appointment of Depute Head Teacher, Saltersgate School.

The meeting terminated at 9.30am.

Tyne Esk LEADER Programme 2014-20: Progress Report**Report by Director of Education, Communities and Economy****1. Purpose of Report**

- 1.1 The purpose of this report is to update Cabinet on the progress of the Tyne Esk Leader Programme 2014-20 following Scottish Government approval of the Local Development Strategy and Business Plan.

2. Background

- 2.1 The LEADER programme (an acronym in French meaning links between actions for the development of the rural economy) is one element of the Scotland Rural Development Programme 2014-2020 (SRDP) which aims to improve agriculture and promote economic and community development within rural areas of Scotland.
- 2.2 The LEADER Programme in Scotland and SRDP is part of the European Union (EU) Common Agricultural Policy (CAP) and is funded by the European Commission and the Scottish Government. LEADER is a bottom-up method of delivering support to communities for rural development. Grants are awarded by Local Action Groups (LAGs) to projects that support delivery of a Local Development Strategy.
- 2.3 The aim of LEADER is to increase support to local rural community and business networks, to build knowledge and skills and encourage innovation and cooperation in order to tackle local development objectives.

Scottish LEADER Programmes are expected to contribute to seven areas of activity;

- driving community action on climate change
- enhancing rural services and facilities, including transport initiatives
- enhancing natural/cultural heritage, tourism and leisure
- supporting food and drink initiatives (e.g. short supply chains, community food)
- building co-operation with other LAGs in Scotland, UK and Europe
- equal opportunities for all in our rural communities
- sustainable development of fisheries areas (for fisheries).

There are 21 LEADER Programmes in Scotland each run by a separate LAG.

- 2.4 The previous two LEADER Programmes (Leader + 2002-06 and LEADER 2007-13) have been administered by East Lothian Council as lead and have applied throughout the rural areas of Midlothian and East Lothian. Midlothian Council has supported these programmes as a key partner providing funding towards administration support and performing some key administration functions. Midlothian's elected member with the portfolio for Economic Development, supported by the Economic Development Manager has held a voting role on the LAG for these past two Programmes making decisions on funding allocations, project approvals and strategic priorities.

3. Arrangements for the New 2014-20 LEADER Programme

- 3.1 At the close of the 2007-2013 LEADER Programme it was proposed that Midlothian Council would pursue the role as lead Accountable Body for the new 2014-20 Programme. This decision was supported by the previous LAG and both Local Authorities.
- 3.2 Midlothian Council Economic Development staff have led the development of the new Tyne Esk LEADER Local Development Strategy (LDS) and Business Plan for the 2014-20 Programme in close partnership with colleagues from East Lothian Council. These two documents were submitted and approved by the Scottish Government in November 2015. (Copies of both documents have been placed in the Members' library).
- 3.3 Midlothian Council has received an indicative funding allocation from the Scottish Government of £3.4M to administer a LEADER Programme throughout the rural areas of Midlothian and East Lothian running until the end of 2020. This programme will deliver the priorities set in the Tyne Esk LEADER LDS. This LDS has been produced and agreed by the LAG and is the result of extensive public consultation. An associated Business Plan for the Programme has also been produced which sets out the processes and structure for the strategy delivery.
- 3.4 The Tyne Esk LAG for the new 2014-20 programme has 16 individual members. All were selected through a competitive process for their skills and areas of expertise which will enable delivery of the outcomes identified in the LDS. The LAG has a minimum 51-49% split between the non-public and public sector in line with Scottish Government guidance. The chair and vice chair have been elected through a democratic process.
- 3.5 The portfolio holder for Economic Development Cllr Jim Bryant is a voting member on the LAG, supported by the Economic Development Manager who can vote by proxy in Cllr Bryant's absence. This position is mirrored by counterparts from East Lothian Council. The remaining LAG members represent various industries and sectors from throughout East Lothian and Midlothian. Community planning officers from both Local Authorities have observer status on the group to strengthen the link between the LAG and the community planning function within each area.

4. Aims, Objectives and Funding

- 4.1 The approved Tyne Esk Local Development Strategy for LEADER has the following aims, objectives and themes. This was produced as a result of extensive public consultation and in consideration of existing neighbourhood plans and local strategies.

Aim

To strengthen our rural communities: economically, socially and environmentally.

Objectives

- To support our communities to be more inclusive, resilient and to flourish.
- To create/enhance conditions for business growth and set up.
- To support the local environment, natural and built, to add value to our communities and businesses in a sustainable way.

There are two overarching priorities: community development and co-operation; and economic development.

In order to help achieve these objectives three key development themes have been identified:

- Community, co-operation and cohesion.
- Economic development, including business development and local employment.
- Enhanced environment.

Grants will be awarded to projects that can successfully demonstrate a strong link to one or more of these themes and which consider the LEADER values of innovation and cooperation.

- 4.2 Within the Tyne Esk funding allocation of £3,490,769, the Scottish Government stipulate key areas of spending:

- Administration: Up to 25% of the budget to deliver and administer the programme. This includes staff costs. A small proportion of this will be used towards administration of the Forth Fisheries Programme which covers part of East Lothian and will be led by Scottish Borders Council.
- Farm Diversification: minimum 10% of budget allocation
- Rural Enterprise: minimum 10% of budget allocation to assist businesses and business activities.
- Cooperation Projects: minimum 10% of budget allocation for collaborative projects with other LEADER areas nationally or at European level.

This leaves a remaining 45% of the budget for the main local grants programme.

- 4.3 Working within the LEADER framework, the LAG has the capability to set and review spending priorities along with minimum and maximum levels of funding awards. LEADER has the capability to fund up to 100% of project costs if agreed through the LAG. At this time further guidance is awaited from the Scottish Government as to eligibility criteria for the Programme.
- 4.4 LEADER is a rural fund and has a maximum population threshold of 150,000. This means it would not have been possible for the whole of East and Midlothian to be included within the programme. Settlements over 10,000 are also ineligible unless a strong argument can be provided for inclusion, whilst in keeping within the 150,000 population limit.
- 4.5 The LAG proposed, and this has been accepted by the Scottish Government, that the areas to be included in the Tyne Esk LEADER programme 2014-2020 are:
- All of Midlothian with the exception of Dalkeith but including Dalkeith Country Park
 - All of East Lothian with the exception of Musselburgh West and parts of Musselburgh East (but including the Wallyford and Whitecraig areas)

It was felt the rural argument to support the inclusion of these areas was less strong and omission of both reduces the overall Tyne Esk population to slightly over 150,000. This has been accepted by the Scottish Government. This represents improved coverage from the 2007-13 LEADER Programme where in Midlothian, Penicuik was ineligible along with areas of Bonnyrigg and Lasswade.

- 4.6 On approval from the Scottish Government, Midlothian Council as Accountable Body has been issued with a Service Level Agreement (SLA). This details the relationship between the Council and the Scottish Government and also the requirements, responsibilities and accountabilities of each for the Programme period 2014-20. This SLA has been issued to all 21 Accountable Bodies delivering LEADER Programmes throughout Scotland. Spend on the Tyne Esk funding allocation cannot begin until this SLA is signed by both parties.
- 4.7 A separate Memorandum of Understanding will be drafted detailing the relationship, responsibilities and accountabilities between Midlothian Council and the LAG.

5. Report Implications

5.1 Resource

Within the Tyne Esk funding award, up to 25% of this can be designated towards administration costs. The LAG has stipulated within the Local Development Strategy and Business Plan that this allocation will be utilised in full in order to effectively perform the administration function.

This budget allows for the recruitment and employment of new staff members to administer the programme. Benchmarking against similar LEADER areas with similar budget allocations has identified the requirement for three new staffing positions; a LEADER Coordinator, Project Officer and Finance Support Officer. These staff members will be employed for the duration of the Programme until the end of 2020. They will be based within Midlothian Council's Economic Development Team, reporting to the Economic Development Manager. The full costs of employment including salaries, equipment and training will be met and claimed for within the administration budget of the Tyne Esk awarded LEADER allocation. In keeping with the conditions of funding, these positions will be advertised externally.

Staff members will be located within Fairfield House. Whilst all direct staffing costs will be reclaimed from the funding allocation, an amount of in-kind costs will be applicable to Midlothian Council. This includes indirect staffing costs such as provision of office accommodation, access to supplies and services such as telephone services, office supplies, IT support and HR services. As with all European programmes, there is set guidance on record keeping and maintaining audit trails which must be retained for a period of seven years following the closure of the programme. Acknowledgement to LEADER funding support must be made clear throughout the administration and promotion of the Programme.

The LEADER staff team, working alongside the LAG, will lead on the coordination, development and management of the Tyne Esk LEADER Programme. They will ensure the effective financial and compliance management of the Programme in line with requirements of the Service Level Agreement. At this time further guidance is awaited from the Scottish Government which includes information on claims and financial monitoring. The Scottish Government are introducing an on-line system to help the management of this.

In line with previous LEADER Programmes, funding is awarded retrospectively. This means all programme costs including grant projects must be initially met by Midlothian Council as Accountable Body and claimed retrospectively on production of appropriate evidence to show defrayment of payments from the bank. Repayment claims are likely to be made on a quarterly basis by the Scottish Government. Further guidance is awaited from the Scottish Government on this process.

Detailed within the SLA between Midlothian Council and the Scottish Government is the requirement for Midlothian Council as Accountable Body to provide an annual programme report. This should include a financial and internal audit report. There may be opportunity to purchase external services such as external audit utilising the allocated administration budget if this service cannot be provided in-house.

5.2 Risk

Considerable financial and human resource has been spent in the preparation of the Tyne Esk Local Development Strategy and Business Plan which has been approved by the Scottish Government. Withdrawal from the role as lead partner or Accountable Body would result in significant delay to the opening of the programme leaving the LAG to search for another suitable organisation to take on this function. The Programme cannot open nor spend be made until this structure is in place. Local authorities are best placed to take on this role as is the case in all but one of the twenty one Scottish LEADER areas. (The only non local authority Accountable Body is the Cairngorms National Park Authority).

The SLA between Midlothian Council and the Scottish Government setting out the requirement for both partners has been examined by Midlothian Council Legal Services and no major areas of concern have been raised.

The three new staff members forming the LEADER staff team will be key in the management of the programme, ensuring financial eligibility of spend and fulfilling the requirements of the SLA. Failure to deliver on areas within the Programme or SLA does pose some financial risk in terms of reclaiming or disallowance of expenditure. This is not unique to Tyne Esk LEADER or indeed any European funded programme. To deal with such instances and provide comfort to Local Authorities, COSLA are working alongside the Scottish Government to provide a mechanism for dispute resolution for matters legal, audit or financial in nature. However key to minimising this risk is ensuring correct systems and procedures are in place and staff and the LAG work competently within the LEADER guidance. The staffing resource of this Programme has also increased substantially from those previous to ensure effective administration.

The LEADER Programme in Scotland is subject to a national delay in opening, caused by a variety of external factors. Spend on the LEADER Programme is time limited with a requirement for budgets to be allocated by the end of 2019 and project spend reclaimed early 2020. Further delay in the opening of the Programme may result in remaining unallocated grant funding as applicants take time to develop project ideas. This could limit the level of grant funding awarded and therefore local community and business benefit. There is already a high level of public awareness and interest for this Programme with a number of expressions of interest submitted.

5.3 Single Midlothian Plan and Business Transformation

Themes addressed in this report:

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

5.4 Impact on Performance and Outcomes

The nature of the Tyne Esk LEADER Programme and Local Development Strategy accords across all the themes within the Single Midlothian Plan. It aligns strongly with the Midlothian Economic Recovery Plan, the key sectors and is in fact identified within the Recovery Plan as a key action or mechanism of support. The LEADER Local Development Strategy complements the work of the existing sixteen Midlothian Neighbourhood Plans and may be a potential method of support to aid project delivery. Community planning representation on the LAG helps to encourage collaboration and support for projects strategic in nature working towards achieving joint targets.

5.5 Adopting a Preventative Approach

The key aim of the Tyne Esk LEADER Programme and Local Development Strategy is to strengthen our rural communities: economically, socially and environmentally. Providing support to strengthen our communities and make them more resilient along with improving conditions for business growth and economic development will help to create a vibrant and successful local economy with the ability to positively address local issues and adapt to change.

5.6 Involving Communities and Other Stakeholders

An extensive programme of community and public consultation took place to help shape the Local Development Strategy. This included six open geographical sessions taking place throughout East Lothian and Midlothian Six targeted consultations were held with sector specific groups; farmers, social enterprises, small and medium sized businesses and young people. Opportunity to provide views and ideas was also available through an online survey. All sessions were advertised widely via local media, press, public notices, council websites, social media, chamber of commerce and the Federation of Small Businesses (FSB), and voluntary networks.

Building on the results of these specific local consultations have been the findings from the local action and neighbourhood planning processes conducted in each authority area; the Single Outcome Agreement for each area; also taking account of national and European priorities.

The LAG which includes representatives from both Local Authorities along with business, public and third sector have been involved throughout and directly contributed to the development of the Local Development Strategy. The LAG will be the key decision making body for the Tyne Esk LEADER Programme.

5.7 Ensuring Equalities

The Tyne Esk Local Development Strategy has been assessed against Midlothian Council and East Lothian Council's Combined Equalities Impact Assessment Framework. This has assessed the strategy as potentially providing a number of positive impacts for equalities groups including the following:

- Reduced isolation for older people through, among other things, intergenerational projects
- Access to affordable childcare, to help people take up employment
- Increased engagement/activities for young people
- Improved accessibility which is advantageous for varying forms of disabilities
- Improved employability including improved access to local employment through development of community transport schemes
- Financial and digital inclusion is a specific outcome and will help those in poverty or at risk of falling into it.

The only negative finding is that due to the fact that they are not rural areas, Dalkeith and Musselburgh in East Lothian are ineligible for the Programme. However there are alternative sources of funding to support improvements for groups within these areas.

5.8 Supporting Sustainable Development

The Local Development Strategy highlights the need to involve and mobilise rural communities, enhancing cohesion and building capacity. A key objective within this is to support the local environment, natural and built, to add value to our communities and businesses in a sustainable way. This will be embedded within all LEADER activity.

5.9 IT Issues

The Scottish Government will be rolling out an on-line system (LARCs) to ease the administration of the LEADER Programme. Users of this system must adhere to The Scottish Government's IT Security.

6.0 Recommendations

6.1 It is recommended that Cabinet:

- (1) notes the success of the bid for funding for the Tyne Esk LEADER Programme 2014-20, and the details of that funding and operational arrangements set out in this report; and
- (2) agrees that Midlothian Council will act as Accountable Body for the 2014-20 Tyne Esk LEADER Programme.

Date: 18th December 2015

Report Contact: Caroline Wight, Economic Development Officer,
Tel, 0131 271 3432, caroline.wight@midlothian.gov.uk

Background Papers:

Tyne Esk Local Development Strategy and Business Plan

Greenhouse Gas Emissions Arising From Business Use of Staff Motor Vehicles ('Grey Fleet')**Report by Ian Johnson, Head of Communities and Economy****1. Purpose of Report**

- 1.1 The purpose of this report is to brief Cabinet on the estimated levels of greenhouse gas emissions arising from business use of staff motor vehicles over recent years, to highlight possible reasons for the increasing levels of such emissions, and to advise on the intended response.

2. Background

- 2.1 Since 2007, all Scottish local authorities have been signatories to Scotland's Climate Change Declaration, publicly committing themselves to reducing greenhouse gas emissions, including through operational travel planning. Public body climate change activity became a statutory requirement in 2011 with the coming into force of "climate change duties" in the Climate Change (Scotland) Act 2009; amongst other things, a "public body must, in exercising its functions, act: in the way best calculated to contribute to the delivery of [Scotland's greenhouse gas emissions] targets."
- 2.2 At its meeting on 17 November 2015, Cabinet approved the Council's annual report on its climate change activities, for the 2014/15 period; agreed to submission of the report to the Scottish Government; and to its referral to the Performance Review & Scrutiny Committee ('PRS') for information.
- 2.3 Cabinet and PRS noted from the covering reports that greenhouse gas emissions arising from business use of staff motor vehicles (claimed business mileage only, assuming an 'average car') were estimated to have risen from 365 tCO_{2e} in 2006/7 to 423 tCO_{2e} in 2014/15. These reports explained that claimed business miles have been rising fairly consistently, from an estimated 1,192,457 miles in 2006/7 to 1,388,295 miles in 2014/15.
- 2.4 Both Cabinet and PRS (at its meeting on 24 November 2015) have requested further information on the estimated levels of greenhouse gas emissions arising from business use of staff motor vehicles, and an explanation of the possible reasons for the increasing levels of such emissions.
- 2.5 Business mileage claimed over the period 2007/8 to 2014/15 is as follows:

<i>Financial Year</i>	<i>Total Miles Claimed</i>
2007/8	1192457
2008/9	1165728
2009/10	1137228
2010/11	1146410
2011/12	1241424
2012/13	1307004
2013/14	1342322
2014/15	1388295

2.6 The proximate cause for increases in estimated levels of greenhouse gases from business use of staff motor vehicles is the above increase in business mileage, itself estimated as it is assumed to equate to the mileage in respect of which staff have made mileage allowance claims. The Head of Commercial Operations, through his responsibility for the Council's operational Travel Plan 2013-2017, has the relevant grey fleet remit, and has consulted heads of service on possible reasons for increases in claimed business mileage. Suggested reasons received to date include, in no particular order:

- Upturn in the economy/increasing Governmental expectations leading to an increase in development site inspections;
- Increasing demand for care in the home arrangements;
- Changes to the location of staff bases;
- Staff increasingly ensuring they claim in respect of all miles to which they are entitled.

2.7 Reducing the impact of the Council's business travel is a stated objective of the above travel plan. The Head of Commercial Operations will continue to implement and keep the plan under review with this objective in mind. As part of the latest stage of EWIM at Midlothian House, Dalkeith town centre staff are to be encouraged to make use of the available electric pool cars.

2.8 A recent Grey Fleet Review (the Executive Summary of which is appended to this report), commissioned by the Council from the Energy Saving Trust, will be the subject of a report to CMT by the Head of Commercial Operations, who intends to report periodically to Corporate Management Team and the Climate Change & Sustainable Development Group in respect of travel plan progress, including claimed business mileage levels.

3. Report Implications

3.1 Resource

There are no significant negative resource implications anticipated from the proposals in this report. The proposals in this report have the potential to realise cost-savings whilst maintaining effective service delivery.

3.2 Risk

Scottish Government guidance states that responsibility for compliance with the public bodies climate change duties rests with the

responsible body, which will run the risk of legal challenge or reputational damage if compliance cannot be demonstrated. Scottish Ministers may instruct investigations into compliance.

3.3 **Single Midlothian Plan and Business Transformation**

Themes addressed in this report:

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

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

The impact of unchecked climate change would be significant, including lower economic growth, properties and businesses at higher risk from flooding and extreme weather, higher prices and lower quality of life. Low Carbon Scotland – Meeting Our Emissions Reductions Targets 2013-2027 (June 2013) acknowledges that our economy's sustainability is dependent on a low carbon transition. Scotland's Economic Strategy (March 2015) acknowledges that in the decades to come, climate change will continue to be a key challenge that all economies face and will only increase in importance; and that the Scottish economy is well placed to benefit from the development of the low carbon economy.

3.5 **Impact on Performance and Outcomes**

Reducing Midlothian's greenhouse gas emissions is an outcome area for improvement in the Single Midlothian Plan 2015/16.

3.6 **Adopting a Preventative Approach**

The Scottish Parliament Finance Committee identified climate change as a major area of policy where preventative spending could have impact. The impacts of a changing climate are likely to fall hardest on the disadvantaged, for example in terms of higher energy bills and greater vulnerability to flooding.

3.7 **Involving Communities and Other Stakeholders**

Not applicable in respect of the proposals in this report.

3.8 **Ensuring Equalities**

No actions with 'people implications' are proposed that would necessitate Equalities Impact Assessment.

3.9 **Supporting Sustainable Development**

The Council's travel planning is an integral part of its climate change activity, in turn contributing to sustainable development.

3.10 IT Issues

There are no IT issues arising directly from this report.

4. Recommendations

It is recommended that Cabinet:

- (a) notes the content of this report; and
- (b) refers this report to the Performance Review and Scrutiny Committee for its information.

Date: 18 December 2015

Report Contact:

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brian.forsyth@midlothian.gov.uk

Background Papers: None

Executive Summary

2013/14 data shows that Midlothian Council has 4,954 grey fleet drivers using their own vehicles for council business, who submitted mileage claims for 1,388,295 miles. The grey fleet contributes heavily to the organisation's overall business travel costs and carbon emissions.

The cost to the organisation in mileage claims in 2013/14 was £624,732.75. This cost does not consider lost staff productivity time nor staff time associated with the administration of claims which are factors that should be taken into account when calculating the true cost of grey fleet travel. True costs will therefore be far in excess of the amount noted above.

Though much of the travel within the organisation can be seen as essential, it's accepted that there will be circumstances where alternatives to private car use should be prioritised. Through promotion of the travel hierarchy, increased pool car utilisation and encouraging managerial control of grey fleet mileage, Midlothian Council can expect to achieve a 10% reduction in grey fleet mileage and accompanying mileage costs (£62,473 p.a.). Any reduction in mileage will also lead to carbon savings and would complement the aims of the council under their Carbon Management Plan.

The first action in addressing the grey fleet should be a strong effort to eliminate those journeys which do not have to be made. Video and tele-conferencing facilities are available at a number of the council's sites and promotion of these services should be increased to make all staff fully aware of these options. We have dealt with many organisations where video conference (VC) equipment remains under-used and suggestions for addressing this are covered in the following chapters.

Introducing a strategy to eliminate unnecessary journeys and ensuring that essential journeys take place in the most cost-effective and environmentally friendly manner is the next step. Shifting employees out of grey fleet vehicles has traditionally been a problematic area across many organisations but by assigning grey fleet responsibility to a named person within the organisation, the strongest foundation for success can be laid. Immediate savings can be made by ensuring that no employees are using their own vehicles for journeys over 80 miles. In cases such as these it is more cost effective to use a hire car and national hire car organisations should be engaged with to procure favourable rates and gain access to low carbon hire cars, where available. More details about the break-even point can be found on page 14.

It is recommended that the default choice for all journeys is by public transport, wherever feasible. Promotion of Traveline Scotland to staff will allow them to find public transport routes for any location that they are travelling to. Although, it is acknowledged that public transport is very restrictive within the council area. As well as a likely cost benefit in terms of mileage claim reductions, the amount of lost productive time through driving (approx. 4338 working days per year across the organisation) will be subsequently reduced.

In addition to the significant amount of lost productivity there is a serious risk from a 'Duty of Care' perspective. The systems currently in place to ensure grey fleet drivers have valid driver licenses, MOTs and up-to-date insurance are seen to be sufficient to protect against potential Corporate Homicide Act 2007 breaches, if all procedures are being followed.

Midlothian Council Business Travel and Subsistence policy states;

“Where a driving licence or other paperwork check is required and the information is not provided by the due date, employees will be given up to one additional month to produce the documentation. Payment for any mileage claims during this period will be suspended. After two months, if the employee’s driving licence etc. has still not been produced, Midlothian Council will not pay any mileage claims suspended during that time and the employee may be subject to disciplinary action.”

However anecdotal evidence would suggest that checks are not carried out, this could be detrimental to the council if an accident resulting in a death or serious injury occurred whilst an employee was driving at work without the correct documentation.

Further to this, by undertaking a period of strict mileage claim auditing, the council can seek to eliminate “phantom mileage” claims. Various UK surveys have shown that over a quarter of grey fleet drivers have admitted to exaggerating mileage claims and whilst we have no specific evidence of this amongst the council, it can be seen to be inevitable in any large organisation.

Dog Control

Report by Mary Smith, Director, Education, Communities and Economy

1 Purpose of Report

This report is to provide Members with an update concerning the activities associated with dog control matters in Midlothian.

2 Background

2.1 Dog control matters fall into three broad categories

- i) Out of control dogs as regulated by The Control of Dogs (Scotland) Act 2010
- ii) Dog fouling as regulated by The Dog Fouling (Scotland) Act 2003
- iii) The licensing of dog boarders and dog breeders.

This paper will update members on matters i) and ii) above.

2.2 Out of control dogs, that is dogs which cause alarm or apprehensiveness to a “reasonable person”, are regulated under The Control of Dogs (Scotland) Act 2010. The Act focuses on an approach of tackling irresponsible dog ownership rather than restrictions on specific breeds. Throughout Midlothian the Council promotes more responsible dog ownership to ensure that dogs which may be out of control are brought and kept under control.

The 2010 Act is designed to highlight the dog owner responsibilities and provide measures to change the behaviour of dogs and their owners before a dog becomes dangerous. The Council aims to achieve this initially through constructive engagement in providing support and advice and targeting education opportunities. The Act does provide statutory powers e.g., Dog Control Notices, which are used in appropriate cases.

The Control of Dogs legislation came into force in February 2011. Complaints received by the Council continues to grow in number and complexity and range across dog on dog attack, dog on other animals e.g., horse /livestock and dog on person attack. In terms of the number of complaints received alleging that dogs are out of control the data is shown below.

Year	Reported cases re Out of Control dogs	Dog Control Notices Served
2011-12	23	1
2012-13	34	1

2013-14	57	7
2014-15	78	15
2015-16 up to November 15	42	4

Investigations into allegations concerning a dog being out of control can be complex and time consuming and require hours of research and surveillance to determine the appropriate outcome. Advice and information are always provided to the dog owner or, more formal action, in the form of the service of a Dog Control Notice (DCN), takes place if sufficient evidence can be gathered. A DCN requires the dog owner to bring and keep the dog under control and stipulates exactly which steps must be taken by the dog owner to achieve that; these may include formal training, micro chipping of the animal, neutering etc. It is currently intended that micro-chipping of all canines in Scotland will be required from April 2016.

The service of a DCN places a duty on the Council to enforce the Notice and monitor its effectiveness. Where failure to comply with a DCN is established the matter may be referred to the Procurator Fiscal with a view towards prosecution. A summary conviction for failure to comply can result in a fine up to £1000. On conviction of an offence the court may disqualify a person from owning or keeping a dog for a prescribed period of time, or, if the dog is considered dangerous, may make an order for the destruction of the dog.

Dangerous dog legislation which is enforced by Police Scotland also exists but this legislation triggers Police investigation where the dog is known to be dangerous e.g., where a previous attack or similar has occurred.

The numbers of Dog Control Notices, served on a yearly basis, are also shown in the table above.

The officer time required to deal with reported incidents regards out of control dogs has increased significantly since its introduction in 2011.

2.3 Dog Fouling

The Dog Fouling (Scotland) Act 2003 created an offence for any person responsible for a dog, not to remove immediately and dispose of appropriately any excrement after the dog has fouled.

Dog owners must clean up after the dog has fouled in any public open space. Open space includes pavements, footpaths, roads, parks, recreational pitches, cycle ways, communal land, backstairs, closes and any open land the public has access to, with the exception of agricultural land. Any fouling should be picked up and disposed of in a responsible manner by depositing it in the nearest dog waste bin, or litter bin, or domestic waste bin.

A number of the community consultations conducted to date raise concerns regards dog fouling on paths, footways and grassed areas. The public are concerned for a variety of reasons including the unpleasantness of coming into contact with dog dirt and also the potential health risks associated with it.

3 Dog Control Activities

- 3.1** The Environmental Health Service has two Environmental Wardens whose specific duties include a range of environmental matters; dog control, fly-tipping, littering, pest control etc. In addition the remainder of the Environmental Health staff are authorised to take enforcement action against dog fouling including the service of Fixed Penalty Notices (FPN).

Dog fouling remains a high priority given the views demonstrated by our local community through engagements such as Community Planning, Neighbourhood Planning and Council Housing tenancy surveys etc.

In 2011/12 the service commenced the current zero-tolerance to dog fouling campaign and since that date have used a variety of techniques to make people aware of the legislation, the health effects and the need to be responsible dog owners.

These include:

- Increasing the frequency of out of hours patrols with early morning and evening patrols, including at weekends, both covert and overt patrols.
- Educating dog owners as to their responsibilities.
- Taking enforcement action against offenders.
- Awareness talks to primary school children to commence education at an early age.
- Providing free dog bags from council offices, leisure centres, libraries, including the mobile library service and our more remote communities through a local establishment e.g., "corner shop"
- Dog waste bins are provided at various locations throughout Midlothian and these are maintained and emptied on a regular basis. Where problem areas are identified the bin provision has been reviewed and additional resources provided if appropriate. Where no specific dog waste bin is available dog owners have been re-educated to the fact that bagged dog waste may also dispose of in any public refuse bin or by taking it home and put it in their domestic rubbish bin. Since the start of this campaign the Midlothian Council has provided extra dog fouling bins at a number of "problem" locations.
- Erecting "No Fouling" signs.
- Using pathway stencils on busy walkways, particularly around some primary schools.
- Targeting stray dogs and educating the owners when they reclaim their pet(s).
- Introduction and support of the co-production initiative Green Dog Walkers.

3.2 Green Dog Walkers

In adopting the Green Dog Walkers scheme, an initiative developed by Falkirk Council, we set out to engage with community groups and volunteers, providing support and funding for the Green Dog Walkers armbands, pledge brochures and promotional items. To date we have 23 groups and 346 individuals who have either personally pledged to pick up after their own dogs or who encourage other dog owners in a non-confrontational manner to sign a pledge that they will pick up after their dog, carry extra dog bags and wear a green armband (or green collar on the dog) to signify that others can ask them for dog bags. Such community volunteers include school parent councils, community councils, youth clubs, sports clubs/ junior football clubs etc.

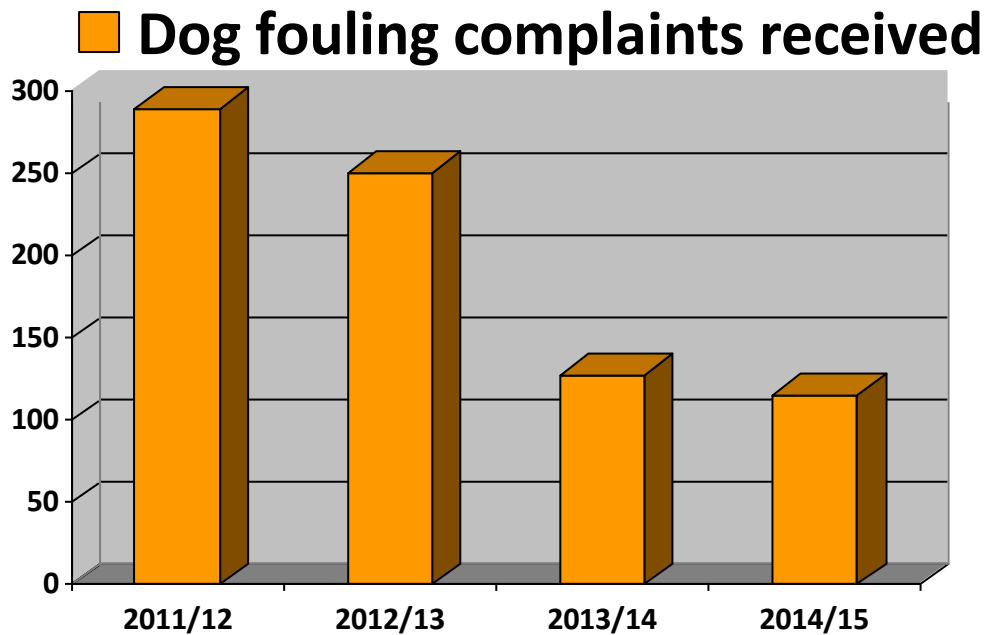
The campaign philosophy is to shift public attitudes so that it becomes socially unacceptable to leave dog fouling lying around. The scheme had been seen to work well when run by community groups (not seen by the public as 'enforcers') along with robust enforcement by local authority officers.

The activities undertaken principally around dedicated patrols, seeking to identify and issue fixed penalty notices to offenders but also seeking to engage with the dog walking community and educate and promote greater responsibility is summarised in the table below.

Year	No. of FPN served	No. of dedicated dog fouling patrols	Staff hours spent	Dogs seen on patrol	Dogs seen fouling	Owners seen picking up	Complaints received re dog fouling
2011/12							290
2012/13	24	559	555	7158	1269	1265	251
2013/14	25	576	547	8116	1628	1624	128
2014/15	15	327	321	5181	1120	1119	115

In particular it is worth noting the decline in the number of complaints Environmental Health receives regards dog fouling. As shown, in the table above and bar chart below, during the four year period between 2011/12 and 2014/15 there was a 60% reduction in complaint numbers. In real terms the percentage reduction in the levels of complaint per head of population is even greater if the growth in residential properties that has taken place over the four year period is considered.

Figures for the 2015/16 year indicate that the level of complaints may well be levelling out; a clear indication that further work is required to address the issue.



4. Report Implications

4.1 Resource

At present the dog control activities, including the continued support and promotion of the Green Dog Walkers scheme, is being managed within the current Environmental Health resources. Whilst there is no additional resource implications identified in this paper it is recognised that an increase in the dedicated staff resource to concentrate on dog control would be extremely beneficial in the furtherance of the progress already attained.

4.2 Risk

There are no defined major issues in risk management, although there is a risk that failure to continue with the programme may allow the situation to deteriorate and thereby lead to a Public Health nuisance.

4.3 Single Midlothian Plan and Business Transformation

Themes addressed in this report:

- X Community safety
- X Adult health, care and housing
- X Getting it right for every Midlothian child

4.4 Key Priorities within the Single Midlothian Plan

The success of the dog control programme plays a significant part in the quality of the environment we live and work in and is a contributory factor in terms of the commitment made by Midlothian Council and its Community Planning Partners regards early years and economic growth.

4.5 Impact on Performance and Outcomes

In 2011 at the commencement of the current campaign against dog fouling the Council set out to change the mindset of dog owners and walkers in Midlothian. UK research indicted that a typical quote from those who allow dog fouling, includes “everyone else is doing it so why not me?” Our aim was to convert that opinion to one of ‘everyone else clears up and so will I’.

Patrol statistics gathered show that approximately 93 percent of dog owners pick up. It is the 7% of irresponsible owners on whom we continue to concentrate our resources.

4.6 Adopting a Preventative Approach

Environmental Health will continue with our schools education programme as we consider that enforcement alone will never fully resolve the dog control issues we face rather early education for future prevention is the key.

4.7 Involving Communities and Other Stakeholders

We seek to engage with all interested parties, particularly local communities. A number of community based groups has provided suggestions and ideas for how the service may be improved and where possible these have been incorporated. Where incorporation of the suggestions has not been possible, for legal or other reasons, we have sought to inform the relevant individuals.

4.8 Ensuring Equalities

This report is only advising of recent and current activity. It is not proposing any changes to strategy or policy and does not therefore need to be assessed for equalities impact.

4.9 Supporting Sustainable Development

The dog control programme is designed to ensure the well-being of our population and visitors and seeks to provide a better quality of life for people in Midlothian through improvement in environmental conditions.

4.10 IT Issues

Our field officers are regularly subjected to significant verbal abuse or other threatening behaviour as a result of investigating dog control matters and other environmental offences. We are currently at the early stages of researching the potential for the provision of personal security cameras, similar to those used by Police Scotland or traffic regulators, with IT colleagues and Data Protection Officer.

5 Recommendations

It is recommended that Cabinet;

- i) notes progress made by the Environmental Health Service in addressing the issues of out of control dogs and dog fouling;
- ii) endorses the approach of seeking to use preventative measures to ensure that all dog owners recognise dog fouling as socially unacceptable; and
- iii) remits this report to the Performance, Review and Scrutiny Committee for information.

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