

# Minute of Meeting



## Cabinet

Date	Time	Venue
13 June 2017	11am	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith

### Present:

Councillor Milligan	Councillor Imrie
Councillor Curran	Councillor Muirhead
Councillor Hackett	

### Religious Representatives:

Mr V Bourne Rev.R. Halley Mr M Khan	
---	--

## 1 Apologies

---

1.1 No apologies had been received.

## 2 Order of Business

---

The Order of Business was as stated on the Agenda.

In light of the recent terrorist attacks in Manchester and London, the Chief Executive asked that the meeting hear from Rev.Ruth Halley and thereafter to stand to observe a minute silence in memory of the victims.

## 3 Declarations of interest

---

No declarations of interest were received.

## 4. Reports

---

Agenda No	Report Title	Presented by:
5.1	Membership and Terms of Reference	Director, Resources
<b>Outline of report and summary of discussion</b>		
<p>The report set out the membership and terms of reference of the Cabinet and invited consideration of the portfolios to be allocated to each of its elected Members.</p> <p>Councillor Milligan tabled for information the Portfolios to be allocated to each Member of the Cabinet.</p>		

Decision
<p>(a)To note the Membership and Terms of Reference of the Cabinet as detailed within the report;</p> <p>(b)To welcome Matin Khan as a newly appointed Religious Representative on the Cabinet whilst welcoming back both Vic Bourne and Ruth Halley; and</p> <p>(c)To approve the undernoted Cabinet Portfolio Holders:</p> <p>Cllr Derek Milligan –</p> <ul style="list-style-type: none"><li>• Finance and Integrated Support</li><li>• Property and Facilities Management</li><li>• Adult Services</li><li>• Primary Care and Older People's Services</li></ul> <p>Cllr Jim Muirhead –</p> <ul style="list-style-type: none"><li>• Education and Children's Services</li></ul> <p>Cllr Stephen Curran –</p> <ul style="list-style-type: none"><li>• Customer and Housing Services</li></ul>

Cllr John Hackett –

- Commercial Operations

Cllr Russell Imrie –

- Communities and Economy
- Zero Waste
- Strategic Transportation

**Action**

Director, Resources

Agenda No	Report Title	Presented by:
5.2	Inspection of Hawthorn Children and Families Centre	Head of Children's Services

**Outline of report and summary of discussion**

Based on the findings of this inspection the Care Inspectorate awarded the following grades:

Quality of Care and Support	Grade 6 – Excellent
Quality of Environment	Not assessed
Quality of Staffing	Grade 5 – Very Good
Quality of Management and Leadership	Not assessed

The Inspection Team noted the following strengths:

- They looked at the service's child protection policy and procedures and noted that staff received annual child protection training and were familiar with the processes to be followed. Staff were confident in their roles with regard to protecting and safeguarding children.
- The service offered a quality preventative service to protect the most vulnerable children across Midlothian.
- There was evidence that children received excellent support for their health and wellbeing needs from management and staff. Many children presented with complex needs and we evidenced that the staff were committed to providing a service which promoted positive outcomes.
- Staff demonstrated that they knew the personal care and support needs of individual children very well and responded in a caring and professional manner. Strong relationships with parents, children and other agencies had helped staff to develop strategies to support children's early learning additional support needs.
- Staff worked well as a team and the management team were visible within play rooms and active in their support of the staff.

The Inspection Team reported that the authority could do better in the following area:

- The service should continue to use the children's wellbeing indicators to describe and underpin some of the photographs and events displayed throughout the centre.

The Director, Education, Communities and Economy was heard in amplification of the report after which several Members as well as Vic Bourne congratulated all concerned with this very positive inspection report.

#### Decision

(a) To note the content of the inspection report;

(b) To pass this report to the Performance, Review and Scrutiny Committee for its consideration; and

(c) To congratulate the Management and staff connected with Hawthorn Children and Families Centre on the excellent work being carried out at the Centre.

#### Action

Director Education, Communities and Economy/ Head of Education

Agenda No	Report Title	Presented by:
5.3	Creating a World-Class Education System through Excellence and Equity: Attainment and Achievement Report, June 2017	Head of Education

#### Outline of report and summary of discussion

The report advised that further to the December Council Attainment Report outlining the local measures in respect of the 2015-16 examination diet, the purpose of this report is to provide an overview of secondary school examination attainment in session 2015-16 using the senior phase national benchmarking attainment measures, called 'Insight'. The report also provided an update on progress through the Broad General Education (P1-S3) including Curriculum for Excellence levels and Standardised Assessment data. In addition the report also celebrated a number of wider achievements across the education service.

The Head of Education was heard in amplification of the report.

#### Decision

(a) To congratulate Pupils, Staff and Parents on the significant improvements in performance outlined in this report;

(b) Note the next steps for improvement as outlined within the report: and

(c) Note that a Seminar on this subject would be held later within the year as previously agreed.

#### Action

Head of Education

Agenda No	Report Title	Presented by:
5.4	Proposal for Consideration in Corporately Endorsing/Adopting Meeting the Needs of Transgender Young People Guidance, from LGBT Youth Scotland.	Head of Education

#### Outline of report and summary of discussion

The report sought approval to adopt guidance as an example of good practice, and for the key principles to be incorporated into subsequent policy updates in Education.

The report highlighted that this guidance was based on the real experiences of transgender young people, and good practice approaches suggested by young people, teachers and youth workers. It is designed to enable teachers to gain confidence including transgender identified in their teaching, and supporting transgender learners in their schools. The Head of Education was heard in amplification of the report.

#### Decision

To endorse this guidance as good practice within Midlothian Schools.

#### Action

Head of Education

Agenda No	Report Title	Presented by:
5.5	School Session Dates for the Academic Year 2018/19	Head of Education

#### Outline of report and summary of discussion

The report advised that the authority was required to set school session dates each year with regard to statutory attendance. This requirement was undertaken a year in advance of a school academic year and agreed with parents, teaching unions and council etc.

Consultation had been undertaken with the appropriate teaching unions, schools and Parent Councils to draw up a scheme of session dates for Midlothian schools for the academic year 2018/19. The proposed scheme for 2018/19 was attached to the report as an appendix.

Officers from Edinburgh, East Lothian and Midlothian Councils had ensured that session dates were synchronised with neighbouring council areas wherever possible bearing in mind some differences in local holidays.

The Head of Education was heard in amplification of the report during which she advised that although these dates had been agreed by the Joint Secretaries of the Midlothian Negotiating Committee for Teachers, including Jim Glen the Local Assistant Secretary, the EIS nationally had since entered into a formal dispute with Midlothian Council on these dates due to a difference in interpretation of the proposed agreement.

Decision
<p>(a) To agree the school session dates for 2018/19 as set out in the report;</p> <p>(b) To note that discussions would continue with the EIS and that further update reports would be submitted to Cabinet as appropriate.</p>
Action
Head of Education

Agenda No	Report Title	Presented by:
5.6	Early Learning and Childcare – Expansion to 1140 hours – Blueprint Documents	Head of Education
Outline of report and summary of discussion		
<p>The report provided a summary of the blueprint documents recently published by the Scottish Government on the increase in the entitlement to free early learning and childcare for all three and four year olds and eligible two year olds from 600 to 1,140 hours per year by August 2020. It also provided an update on preparations being undertaken to facilitate this. The Head of Education was heard in amplification of the report.</p>		
Decision		
<p>(a) To note the legislative requirements and work undertaken to date;</p> <p>(b) That a Briefing on Early Years and School Estate Strategy would take place before the end of June with a Seminar for Elected Members prior to a report being presented to Council in September; and</p> <p>(c) To note that further reports would be submitted to Cabinet and Council as information was forthcoming from the Scottish Government regarding resource requirements.</p>		
Action		
Head of Education		

Agenda No	Report Title	Presented by:
6.1	Environmental Health Food Service Plan 2017/18	Director, Education, Communities and Economy
Outline of report and summary of discussion		
<p>The report advised of the Environmental Health Food Service Plan for 2017/2018 and recommended approval thereof. The Director, Education, Communities and Economy was heard in amplification of the report.</p>		
Decision		
To approve the Environmental Health Food Service Plan 2017/18.		
Action		
Director, Education, Communities and Economy		

Agenda No	Report Title	Presented by:
6.2	Professional Dog Walkers' Registration Scheme	Director, Education, Communities and Economy
<b>Outline of report and summary of discussion</b>		
The report sought approval for the introduction of a voluntary registration scheme for professional dog walkers in Midlothian. The Director, Education, Communities and Economy was heard in amplification of the report.		
<b>Decision</b>		
To continue consideration of this matter for a more detailed report encompassing the varied areas associated with the dog fouling/registration etc.		
<b>Action</b>		
Director, Education, Communities and Economy		

Agenda No	Report Title	Presented by:				
6.3	New Build Council Housing – Local Letting Initiative	Joint Director, Health and Social Care				
Outline of report and summary of discussion						
<p>The report proposed a Local Letting Initiative (LLI) to be used for the allocation of housing at Eastfield Farm Road, Penicuik. The report advised that in August 2014, Midlothian Council agreed to the development of 12 homes, designed to meet the needs of people with very complex needs, on the site which was previously the John Chant Centre at Eastfield Farm Road, Penicuik. These council houses were being built to meet the need for housing options for people with a learning disability and complex needs and would provide the best environment to support people whilst ensuring they can live in their own tenancy with dignity and privacy. This development had been specifically designed to meet the needs of these households and will reduce cost pressures on the General Fund by £0.590 per annum compared to the alternative care requirements in accommodating these households in mainstream accommodation.</p>						
<p><b>Table 1: Housing Mix at Complex Care Development, Eastfield Farm Road</b></p>						
<table><tr><th>Property Type</th><th>Number of Properties</th></tr><tr><td>1 Bed, 2 Person Ground Floor Property</td><td>12</td></tr></table>			Property Type	Number of Properties	1 Bed, 2 Person Ground Floor Property	12
Property Type	Number of Properties					
1 Bed, 2 Person Ground Floor Property	12					
<p>Following a procurement process, Richmond Fellowship had been appointed to provide supported living services to tenants living within the development.</p>						
<p>In order to allocate these units in a way that ensured that Housing Applicants in the most need were accommodated, a Complex Care Housing Allocation Panel had been established to agree which applicants with complex care needs would be allocated a property in this development. The Panel would recommend allocations for all lets and prioritise applicants based on assessed need, where it is determined that an individual’s support needs cannot be easily met in mainstream accommodation. The Joint Director, Health and Social Care was heard in</p>						

amplification of the report.
<b>Decision</b>
To approve a Local Letting Initiative as outlined in the report for the allocation of housing at Eastfield Farm Road, Penicuik.
<b>Action</b>
Joint Director, Health and Social Care

Agenda No	Report Title	Presented by:
6.4.1	Midlothian Council Annual Performance Report –2016-17	Chief Executive
<b>Outline of report and summary of discussion</b>		
The Annual Performance Report for Midlothian Council was submitted detailing the delivery of Midlothian Council's priorities through the Community Planning Partnership and the Single Midlothian Plan. The Council Transformation Strategy and Individual Service Plans outlined how Midlothian Council would deliver its contribution to the Single Midlothian Plan. The Chief Executive highlighted to the Cabinet the notable items and also the challenges going forward from the Report. and responded to questions raised by the members of the Cabinet.		
<b>Decision</b>		
To note the report.		
<b>Action</b>		
Chief Executive.		

Agenda No	Report Title	Presented by:
6.4.2	Adult Social Care	Chief Executive
<b>Outline of report and summary of discussion</b>		
The Annual Performance Report for Adult Social Care was submitted advising that the creation of a new Health and Care Partnership provided an opportunity to make significant change in how we deliver health and care services. The aim was to achieve this ambitious vision by changing the emphasis of services by being fully committed to the principles of reducing inequalities, promoting opportunities and eliminating discrimination in line with the Equality Act and Human Rights legislation. The Joint Director, Health and Social Care highlighted to the Cabinet the notable items and also the challenges going forward from the Report and responded to questions raised by the members of the Cabinet.		
<b>Decision</b>		
To note the report.		
<b>Action</b>		
Joint Director, Health and Social Care		



Agenda No	Report Title	Presented by:
6.4.3	Customer and Housing Services	Joint Director, Health and Social Care
<b>Outline of report and summary of discussion</b>		
<p>The Annual Performance Report for Customer and Housing Services was submitted advising that in adopting a Transformation approach, we have become more efficient and at the same time we have delivered changes resulting in improvements to the way we work, the services we deliver and the quality of life experienced by local people. These changes are evidenced in the delivery of new affordable homes and better outcomes through Customer &amp; Housing Services. The Head of Customer and Housing Services Care highlighted to the Cabinet the notable items and also the challenges going forward from the Report and responded to questions raised by the members of the Cabinet.</p>		
<b>Decision</b>		
To note the report.		
<b>Action</b>		
Joint Director, Health and Social Care		

Agenda No	Report Title	Presented by:
6.4.4	Children's Services	Director, Education, Communities and Economy
<b>Outline of report and summary of discussion</b>		
<p>The Annual Performance Report for Children's Services was submitted advising that over the past year they had committed to building a new service that was flexible and responsive within a spectrum of early intervention, effective and proportionate and ensuring the protection of every child and different ways of working to senior managers in order to help change and improve the services we provide. The service review was now complete with almost everyone in post and with staff ready to move to new premises at the end of May 2017. The Director, Education, Communities and Economy highlighted to the Cabinet the notable items and also the challenges going forward from the Report and responded to questions raised by the members of the Cabinet.</p>		
<b>Decision</b>		
To note the report.		
<b>Action</b>		
Director, Education, Communities and Economy		

Agenda No	Report Title	Presented by:
6.4.5	Communities and Economy	Director, Education, Communities and Economy

#### Outline of report and summary of discussion

The Annual Performance Report for Communities and Economy was submitted advising that the core aims and responsibilities for the Communities and Economy Service were as follows:

- Providing for optimal social, economic and physical environments for our communities.
- Growing the Midlothian economy through supporting new and expanding businesses, attracting inward investment, and promoting key employment sectors.
- Acting as a key driver in the development of our most disadvantaged communities.
- Maintaining high standards of public health, consumer confidence and public safety.
- Progress in 2016/17 can be summarised under four main areas; overall strategy, servicing communities, economic development, and service development/improvement.

The Director, Education, Communities and Economy highlighted to the Cabinet the notable items and also the challenges going forward from the Report and responded to questions raised by the members of the Cabinet.

#### Decision

To note the report.

#### Action

Director, Education, Communities and Economy

Agenda No	Report Title	Presented by:
6.4.6	Education	Head of Education

#### Outline of report and summary of discussion

The Annual Performance Report for Education was submitted advising that progress in delivery of strategic outcomes involved:

- Committed to the creation of a World-Class Education system through excellence and equity, the report for this quarter focuses on the summary of the year for the education service.
- The *Good to Great* Improvement Strategy was shared with all Head Teachers and Managers last session. As part of this strategy we are critically aware of the importance of excellent pedagogy, leadership, collaboration and collective responsibility. The core ingredients of the Good to Great strategy are:
- To adopt an evidence based practice approach to educational improvement based on the forensic use of data with clear improvements

<p>shared and understood by all</p> <ul style="list-style-type: none"> <li>• To create a leadership culture of continuing professional development where systems thinking becomes a habit focussed on delivering improved outcomes for every child</li> <li>• To embrace Jim Collin's <i>Good to Great</i> Strategy: keeping it simple through a commitment to continuous improvement delivering results that are always better than our previous best.</li> </ul> <p>The Head of Education highlighted to the Cabinet the notable items and also the challenges going forward from the Report and responded to questions raised by the members of the Cabinet.</p>
<b>Decision</b>
To note the report.
<b>Action</b>
Head of Education

Agenda No	Report Title	Presented by:
6.4.7	Commercial Operations	Director, Resources
<b>Outline of report and summary of discussion</b>		
The Annual Performance Report for Commercial Operations was submitted. The Director, Resources highlighted to the Cabinet the progress in the delivery of strategic outcomes and summary of the emerging challenges as detailed in the Report. Thereafter the Director, Resources responded to questions raised by the members of the Cabinet.		
<b>Decision</b>		
To note the report.		
<b>Action</b>		
Director, Education, Communities and Economy		

Agenda No	Report Title	Presented by:
6.4.8	Finance and Integrated Services	Director, Resources
<b>Outline of report and summary of discussion</b>		
The Annual Performance Report for Finance and Integrated Services was submitted. The Director, Resources highlighted to the Cabinet the progress in the delivery of strategic outcomes and summary of the emerging challenges as detailed in the Report. Thereafter the Director, Resources responded to questions raised by the members of the Cabinet.		
<b>Decision</b>		
To note the report.		
<b>Action</b>		
Director, Resources		

Agenda No	Report Title	Presented by:
6.4.9	Property and Facilities	Director, Resources
<b>Outline of report and summary of discussion</b>		
The Annual Performance Report for Property and Facilities was submitted. The Director, Resources highlighted to the Cabinet the progress in the delivery of strategic outcomes and summary of the emerging challenges as detailed in the Report. Thereafter the Director, Resources responded to questions raised by the members of the Cabinet.		
<b>Decision</b>		
To note the report.		
<b>Action</b>		
Director, Education, Communities and Economy		

Agenda No	Report Title	Presented by:
6.5	2015/16 Local Government Benchmarking Framework Results	Chief Executive
<b>Outline of report and summary of discussion</b>		
The report updated Cabinet on the Local Government Benchmarking Framework and to present an overview of the Council's performance against the indicators for 2015/16. The Chief Executive highlighted to the Cabinet the progress in the delivery of strategic outcomes and summary of the emerging challenges as detailed in the Report. Thereafter the Chief Executive responded to questions raised by the members of the Cabinet.		
<b>Decision</b>		
To note the report.		
<b>Action</b>		
Chief Executive		

### **Exclusion of Members of the Public**

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

Objections to Proposed Disabled Person's Parking Place Parking Bay at 2 Monksrig Road, Penicuik – Grant Permission for Parking Bay.

The Cabinet thereafter agreed to proceed as detailed in the Addendum hereto.

The meeting terminated at 12.55pm.