

Notice of Meeting and Agenda



Midlothian Council

Venue: As a consequence of the current public health restrictions, this will be a virtual meeting

Date: Tuesday, 16 June 2020

Time: 11:00

Executive Director : Place

Contact:

Clerk Name: Verona MacDonald

Clerk Telephone: 0131 271 3160

Clerk Email: verona.macdonald@midlothian.gov.uk

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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 Deputations

None

5 Minutes

Minute of Meeting of Midlothian Council of 11 February 2020, submitted for approval as a correct record and Minutes of Meetings for approval, noting, information and consideration of any recommendations contained therein (as per Minute Volume)

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8 Public Reports

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9 Private Reports

9.1	Critical Childcare and Vulnerable Children Provision - Report by Executive Director Children, Young People and Partnerships
9.2	Learning Estate Strategy Update - Report by Executive Director, Children, Young People and Partnerships
9.3	Standing Order 19.2 Decisions Private - Report by Chief Executive
9.4	Destination Hillend - Redevelopment of Midlothian Snowsports Centre - Report by Executive Director Place
9.5	Depot Site Location Review - Report by Executive Director Place
9.6	Industrial Unit Start Ups - Report by Executive Director Place

10 Date of Next Meeting

In accordance with the approved Schedule of Meeting dates - 25 August 2020

Midlothian Council Minute Volume



**Presented to the Meeting
of Midlothian Council
on Tuesday 16 June 2020**

1 Minutes of Meetings submitted for Approval

Midlothian Council 11 February 2020 **3 - 16**

2 Minutes of Meetings submitted for Consideration

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

Police, Fire and Rescue Board 18 November 2019 **17 - 22**

General Purposes Committee 19 November 2019 **23 - 30**

Business Transformation Steering Group 25 November 2019 **31 - 36**

Local Review Body 2 December 2019 **37 - 42**

Performance, Review and Scrutiny Committee 10 December 2019 **43 – 50**

Planning Committee 14 January 2020 **51 – 54**

Cabinet 21 January 2020 **55 – 60**

Business Transformation Steering Group 21 January 2020 **61 – 64**

Audit Committee 28 January 2020 **65 – 68**

Business Transformation Steering Group 3 February 2020 **69 – 74**

Business Transformation Steering Group 10 February 2020 **75 – 78**

3 Minutes of Meetings submitted for Information

Approved Minutes of Outside Organisations to which Council appoints representatives

Midlothian Integration Joint Board 5 December 2020 **79 - 90**

Seminars

Attainment and Achievement 23 January 2020 **91 - 94**

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Notice of Motion – Midlothian Council 16 June 2020

“Midlothian Council is extremely proud and appreciative to all the people in our communities who have worked tirelessly and helped in any and every way during this very worrying time of the Coronavirus Covid 19 pandemic. There is special thanks to many people – far too many to mention in this Motion. Council hopes this spirit of kindness and goodwill to all will continue in our communities”.

Motion Proposed and Seconded by –

Councillor Catherine Johnstone, Group Leader, SNP
Councillor Derek Milligan, Group Leader, Labour
Councillor Peter Smail, Group Leader, Conservative

3 June 2020

Midlothian Route Map through and out of the crisis**Report by the Corporate Management Team****Report for Decision****1 Recommendations**

Council is invited to approve the Midlothian Route Map Through and Out of the Crisis

2 Purpose of Report/Executive Summary

On 20th March at 3.30pm the Council moved to critical service delivery in response to the Covid-19 pandemic. The speed at which the Council responded to this pandemic resulted in a complete transformation of how the council works including remote working, digital by default and rapid response. This new route map seeks to both support recovery and to retain the best elements of transformation that took place in response to the pandemic, making these changes permanent to the way the Council delivers its services in order to build back better.

On 21 May, the Scottish Government published Scotland's Route Map through and out of the crisis. On 28 May, the First Minister announced the commencement of phase 1 and the Council implemented the steps agreed with Group Leaders on 28 April.

The route map for recovery through and out of the crisis is based on one overarching principle: in delivering services, whether commissioned internally or externally, that we keep our communities, our employees and our environment safe minimising exposure to Covid-19, or any other viruses, at the same time as meeting our commitment to being carbon neutral by 2030.

This document presents to Council the Midlothian Route Map in the form of four main phases and asks Council to approve the Route Map.

Date: 3 June 2020

Report Contact: Corporate Management Team

Verona.macdonald@midlothian.gov.uk

3 Background

On 16th March Group Leaders met to agree the arrangements which would be required in the event of a “lockdown” scenario in response to Covid-19. On 18 March 2020, the Midlothian Community Planning Partnership launched the #kindnessmidlothian campaign to ensure that a collective response was in place across all of the Community Planning Partners. At 3.30pm on 20 March 2020 the Council moved to critical service delivery in response to the Covid-19 pandemic. The response from Staff, Partners and our Community during this pandemic has been heroic with many staff also undertaking alternative duties in order to keep front-line services operational. The speed at which the Council has responded during this period of emergency measures has meant that the way Council services have been delivered have been dramatically transformed including digital approaches, remote working and rapid response action teams. On 21 May, the Scottish Government published Scotland’s Route Map Through and Out of the Crisis. On 28 May, the First Minister announced the commencement of phase 1 and the Council implemented the steps agreed with Group Leaders on 28 April.

The Midlothian route map for recovery through and out of the crisis seeks to both support recovery and to retain the best elements of transformation that took place in response to the pandemic and to make these permanent changes to the way the Council delivers its services in order to build back better. Based on the creation of a wellbeing economy, it is designed to achieve wellbeing and fairness for our people and the rest of nature. Our overarching principle is that in delivering services, whether commissioned internally or externally, that we keep our communities, our employees and our environment safe, minimising exposure to Covid-19, or any other viruses, at the same time as meeting our commitment to being carbon neutral by 2030.

Building on our 9 drivers for change, this strategy covers the following areas:

- Economic Renewal
- Accelerated Capital Programme
- Education Recovery Plan
- Hub and Spoke Place Service Delivery
- Health and Social Care “New Beginnings”
- Digital by default, remote working and carbon neutral by 2030 approaches to the workplace including active travel.

4 Report Implications (Resource, Digital and Risk)

4.1 Resource

Covid-19 continues to present financial challenges for the Council that are changing and emerging every day. A Financial Update report is also included on today's agenda which seeks to set out the current assessment of the impact together with a number of proposed actions to respond to the financial impact of the pandemic on the Council.

These actions are required in response to the initial costs of rapidly introducing new services, adopting alternative and innovative delivery methods required for statutory and critical services, support arrangements to communities across Midlothian and also as the impact and divergence from the current year budget continues to emerge.

The assessment of the financial consequences of the pandemic will also be influenced by national factors and decisions resulting in additional burdens and costs, most notably in relation the duration of each phase of the National Route map from lockdown to phase 4.

Accordingly the longer term additional costs, declining income, external funding implications and divergence from the approved budget may take a number of months to emerge and be fully understood.

It is recognised that there has been and will continue to be a divergence from the approved budget as a consequence of the pandemic and that the implementation of the measures set out in the Midlothian route map may bring further divergence, particular the implementation of the "Strategic Framework for Reopening Schools, Early Learning and Childcare Provision in Scotland" (The Framework).

In respect of the resources required to deliver The Framework and to ensure that delivery of the required changes is manageable and sustainable, The Framework states that an assessment will be made of any net additional costs that are expected to be incurred in relation to both schools and early learning and childcare setting and that The Scottish Government will work closely with Local Government to understand and address financing as work progresses.

4.2 Digital

Digital by default is at the core of this strategy. Significant steps have been taken to transform remote working during the Covid-19 Pandemic and now the Council aspires to be a leader in digital by default.

4.3 Risk

Failure to report these decisions would lead to a lack of governance to implement the strategic recovery phase.

4.4 Ensuring Equalities

The Midlothian Route Map will continue as far as is possible to reflect Midlothian Council's commitment to the ethos of the Equality Act 2010 with careful consideration of the interests of the most vulnerable in our

communities through the preparation of service specific Integrated Impact Assessments (IIAs) to examine the impact of our decisions in relation to equality, human rights, poverty, the economy and the environment. Individual IIA's, as appropriate, will inform the development stage of the activities identified in the route map and will be finalised to support any decision making required by Elected Members.

Service specific IIA's for those activities identified in the route map will be developed in order to demonstrate the Council's undertaking to clearly identify when the most vulnerable may be affected by changes in delivering services, and to work to develop where possible mitigating actions to reduce any further negative impacts where it is possible to do so with the resources at the Council's disposal. The mitigating actions will form part of the implementation of any changes when approved.

It is considered that these actions underline the Council's commitment in the Midlothian Equality Plan 2017 – 2021 to tackle inequality and promote inclusion within the limitations of the resources available. These actions will also allow the Council to create a wellbeing economy which will achieve wellbeing and fairness for people and the rest of nature.

4.4 Additional Report Implications

See Appendix A

APPENDIX A – Midlothian Route Map through and out of the crisis Report Implications

A.1 Key Priorities within the Single Midlothian Plan

The route map outlines the phases of service recovery and transformation which will underpin the Single Midlothian Plan.

A.2 Key Drivers for Change

Key drivers addressed in this report:

- ☒ Holistic Working
- ☒ Hub and Spoke
- ☒ Modern
- ☒ Sustainable
- ☒ Transformational
- ☒ Preventative
- ☒ Asset-based
- ☒ Continuous Improvement
- ☒ One size fits one
- ☐ None of the above

A.3 Key Delivery Streams

Key delivery streams addressed in this report:

- ☒ One Council Working with you, for you
- ☒ Preventative and Sustainable
- ☒ Efficient and Modern
- ☒ Innovative and Ambitious
- ☐ None of the above

A.4 Delivering Best Value

The report aims to deliver best value while implementing the 4 phase recovery plan.

A.5 Involving Communities and Other Stakeholders

The report outlines the main phases and has been based on feedback gathered during the “making a Difference” ideas consultation and the numerous strategic planning groups which have been taking place across the Directorates. In this next phase consultation will also be undertaken by NESTA. NESTA assisted with the 100 Day Mental Health Challenge which delivered transformational results.

A.6 Impact on Performance and Outcomes

The report aims to measure progress through outcomes.

A.7 Adopting a Preventative Approach

The report is based on the creation of a wellbeing economy which prioritises prevention, fairness for people, the economy and the environment.

A.8 Supporting Sustainable Development

This four phase route map aims to promote our commitment to being Carbon Neutral by 2030.

Midlothian's Route Map through and out of the crisis



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Council Leader foreword



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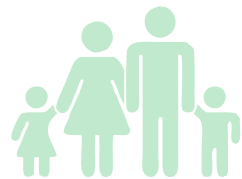
2. Our vision, mission and values



3. Priority actions



4. Wellbeing Economy and
Economic Renewal



5. Four Phase Route Map

Foreword

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In response to the Covid-19 emergency, Midlothian Council and its partners have had to speedily adapt to new and more flexible ways of working. Despite the many hardships the lockdown has, by necessity, imposed on individuals, our families and communities, we have worked hard to keep essential services operational.

The response from our Community Planning Partners including: council services, the NHS, our health and social care partners, the emergency services, the Armed Forces, businesses, community groups and volunteers, has been truly outstanding. Now, we need to work with you to plan for a new, very different future within the limited resources available.

It is clear that as we gradually and carefully leave lockdown, many of the enforced restrictions we have seen over the last few months will inevitably need to remain in place for some time to come. This means continuing to change the way we work - providing the support and protection our communities need; restoring and maintaining local services, and supporting our vital economic recovery in a sustainable way.

This document is a renewal plan for Midlothian. It sets out how the council intends to work with its partners and communities to put the necessary changes in place to help us recover from the pandemic and to meet the huge challenges we now face. Without underestimating the scale of the task ahead, our plan is one firmly founded on hope, ambition and the promise of a better future.

I hope that you will not only take the time to read about our plans as these develop but that you will contribute your own comments, questions and suggestions on this “new beginning” for Midlothian.



A handwritten signature in black ink, which appears to read "Derek Milligan". The signature is written in a cursive, flowing style.

Council Leader
Councillor Derek Milligan



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1. Introduction

On 20 March 2020 the council moved to critical service delivery in response to the Covid-19 Pandemic. The rapid response to this pandemic resulted in a complete transformation of how the council works, including remote working, digital transformation and rapid response. This new strategy seeks to both support recovery and to retain the best elements of the transformation which took place in response to Covid-19 and make these permanent changes to the way the council delivers its services

The Covid-19 crisis has created a very different way of working and rapid learning for Midlothian Council at all levels. This outbreak will end, but we need to change how we work: there are things we have paused or stopped doing, and many things we needed to do differently, and there are some things we have done that we haven't done before. Some of these changes reflect the restrictions the government has put in place to stop the spread of infection, while others are to allow us to continue running our operations while protecting all of us. We also recognise we can't do everything ourselves so we have partnered with others to help fulfil the role communities need of us.

The purpose of this document is to set out a flexible and iterative renewal plan by Midlothian Council, in association with partners, to recover from the Covid-19 pandemic. These are exceptionally trying times. We all face huge challenges, but we'll all come through not just intact, but strengthened and with the renewed trust of the people and communities we serve.

This much is certain: when we finally enter into the post-crisis period, the business and economic context will not have returned to its pre-crisis state. Executives preparing their organisations to succeed in the new normal must focus on what has changed and what remains basically the same for their customers, companies, and industries. The result will be an environment that, while different from the past, is no less rich in possibilities for those who are prepared.

McKinsey & Co.

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Caring for vulnerable residents, looking after key workers' children, liaising with our resilience partners, making sure bins are emptied and supporting local businesses and workers during the pandemic are just a few of the critical services we continue to deliver. This is all while adapting and responding to new and unforeseen challenges at considerable speed.

However, with evidence the virus is slowing, at least temporarily, we can embrace new opportunities after life in lockdown. This route map is not just about when you can expect buildings to reopen. It's about using our new knowledge, experiences and sense of shared endeavour to collaborate and think innovatively to reshape services around the needs of our citizens.

We all want to return to some kind of normality but we must keep everyone as safe as possible. So while focussing on hope, ambition and the promise of a better future, our renewal plan is firmly-founded on evidence around how and when to ease restrictions locally while keeping people safe.

In Chapter 5, you will find our approach mirrors the Scottish Government's route map, from the current Phase 1 when there remains a high risk the virus is not contained to Phase 4 when the virus is suppressed and no longer poses a significant risk to public health.

Our document indicates when you may gradually and carefully see a lifting of restrictions. For example, in line with national guidance, Stobhill Recycling Centre reopened in Phase 1, with physical distancing measures and a new traffic management system in place. With more outdoor activity permitted – such as being able to sit in the park, as long as physically distanced - Vogrie car park and toilets also reopened in Phase 1. Other services will take longer.

Some of our buildings and practices need to change to reflect new safety guidance. We are working hard for the return to school for children from the 12 August.

We do not specify dates and times for each phase of the route map, but will instead base future phasing on national guidance as well as local need.

Much of our decision making will, therefore, depend on the Scottish Government's three week reviews. It must meet specific criteria, including those set by the World Health Organisation (WHO), before speeding up or slowing down elements within each phase nationally.

The pandemic has cemented our vision of a greener, safer, sustainable, ambitious and thriving Midlothian underpinned by a wellbeing economy that puts its citizens and local service delivery at the heart of all decisions. Therefore, the Midlothian phases also reflect new ways of working from lessons learned from lockdown including redesigning services around 'digital by default' and 'remote working' solutions.

It won't be easy at times and we will all have to adapt. However, having witnessed staff, partner organisations, residents and communities pulling together for the common good during this terrible pandemic, we are confident that, with Midlothian's route map through and out of the crisis, we will emerge stronger, united and committed to an even better future.

2. Our vision, mission and values

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In delivering services, it is important to recognise people are our most important asset. Our people can deliver life-changing impacts for our communities. Therefore to maximise that positive impact it is imperative that we work as One Council by removing any institutional barriers and eliminating any silo working to enable the organisation to implement simple solutions that make a big difference. This means placing our citizens and communities at the centre of our daily work; growing our own talent and empowering our staff, thereby enabling Midlothian to fulfil its potential as a Great Place to Grow.

The Council is ambitious for the future of Midlothian. The Vision for Midlothian is a Great Place to Grow. The Community Planning Partnership has identified Carbon Neutral by 2030 as an overarching aim supported by 3 main priorities:

- Reducing inequalities in learning outcomes
- Reducing inequalities in health outcomes
- Reducing inequalities in economic circumstances

The Midlothian Community Planning Partnership continues to prioritise the available resources towards the delivery of the partnership's key priorities. We will also continue to build on our successes by our investment in a major capital building programme which will see record investment in much needed social housing, extra care housing, care homes and schools to meet the requirements of a fast-growing population.

Such a strategy is critical because the council is a busy place, carrying out many functions. Research shows that the very best organisations succeed because they know where to focus their attention. This strategy is therefore, our statement of intent - designed to focus investment and drive performance within a values-based organisation to best meet the needs of the individuals and communities we serve.



Care



Social Housing



Waste to Energy



Education



Carbon Neutral



Capital Programme

3. Priority actions

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Our strategy for recovery, as we continue to respond and emerge from this crisis, is based on the creation of a Wellbeing Economy, designed to achieve wellbeing, inclusion and fairness for our communities and to protect and enhance our environment.

Our overarching principle is that in delivering services, whether commissioned internally or externally, that we keep our communities, our employees and our environment safe minimising exposure to Covid-19, or any other harmful agent, at the same time as meeting our commitment to being carbon neutral by 2030.

Building on our 9 drivers for change, this strategy covers the following areas:

Holistic Working	Hub and Spoke	Modern	Sustainable	Transformational	Preventative	Asset Based	Continuous Improvement	One Size Fits One
<ul style="list-style-type: none"> One Council - joined up - Services All through support, minimising transition points 	<ul style="list-style-type: none"> Local by default supported by 4 Locality Place Teams Minimal services delivered centrally 	<ul style="list-style-type: none"> Digital by Default Place based front facing services Home working for those services able to be delivered at home Digital, rather than physical, attendance at meetings 	<ul style="list-style-type: none"> Climate Change commitment to be Carbon neutral by 2030 Minimising travel by committing to working as locally as possible 	<ul style="list-style-type: none"> This strand supports the delivery of the other 8 drivers for change 	<ul style="list-style-type: none"> Continued investment in early intervention and prevention as a priority 	<ul style="list-style-type: none"> Local by default Only retaining physical buildings where required Maximising opportunities for social housing solutions Eliminate homelessness 	<ul style="list-style-type: none"> Committed to achieving "better than our previous best" 	<ul style="list-style-type: none"> Our Citizens come first and are known as individuals and experience services appropriate to best meet their needs

Specifically we are prioritising the following interventions to support recovery:


- Economic Renewal
- Accelerated Capital Programme for Housing and the School Estate
- Education Recovery Plan
- Hub and Spoke Place Service Delivery
- Health and Social Care Transformation
- Digital by default, Remote working and Carbon Neutral by 2030 approaches to the workplace and active travel

The strategy is filled with hope and ambition to rebuild Midlothian following the global pandemic. It represents a significant shift for the council in order to help Midlothian deliver services which are digital

by default with services delivered at the most local level, within the resources available, and enabling those who can work remotely to continue to do so.

4. Wellbeing Economy and Economic Renewal

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Our Wellbeing Economy will create a more equal Midlothian where the environment and our communities prosper.

By focusing on, for example, creating sustainable business models including social enterprises, building social value into our procurement contracts and exploring alternative uses of our land for community benefits, we will tackle poverty and inequality and build a more resilient society.

But we can't do it alone. To be successful we must work with our communities and partner organisations, from the NHS to City Region Deal partners and local businesses.

We can all see the benefits our Wellbeing Economy can bring. Better health and potentially life expectancy for local people, net zero carbon emissions and improving attainment by giving our children the best start in life, are just a few.

Our Economic Renewal strategy has been developed to append the previously published Strategy for Growth 2020-25, with its four key pillars of innovation, inclusion, partnership working and ambition - all of which are aimed at continuing to make Midlothian 'a great, green place to grow'. We will work with our businesses to adapt, diversify, develop and grow and ensure local communities and workers have fairer jobs, pay and opportunities to train and progress. We will be encouraging people to support our businesses by spending locally and promoting the Midlothian brand.

The world is already facing a major recession, perhaps the biggest in centuries. It is vital, therefore, that we start now to build our local economy that is fairer, resilient, sustainable and puts the wellbeing of our communities and environment at its heart.

5. Four Phase Route Map

Midlothian Route Map Through and Out of the Crisis: in line with Scottish Government and Health advice

	PHASE 1 As lockdown phase with the following easing of measures:	PHASE 2 As previous with the following:	PHASE 3 As previous with the following:	PHASE 4 As previous with the following:
EPIDEMIC STATUS, INCLUDING CRITERIA, CONDITIONS AND MEASURES	<ul style="list-style-type: none"> Continue with the measures and controls across each work setting for social distancing, hygiene and appropriate PPE requirements in line with HPS Guidelines 	<ul style="list-style-type: none"> Continue with the measures and controls across each work setting for social distancing, hygiene and appropriate PPE requirements in line with HPS Guidelines 	<ul style="list-style-type: none"> Continue with the measures and controls across each work setting for social distancing, hygiene and appropriate PPE requirements in line with HPS Guidelines 	<ul style="list-style-type: none"> Continue with the measures and controls across each work setting for social distancing, hygiene and appropriate PPE requirements in line with HPS Guidelines
PROTECTIONS ADVISED IN EACH PHASE	<ul style="list-style-type: none"> Physical distancing requirements in place. Frequent handwashing and hygiene measures for all. Cough etiquette is maintained. Face coverings in enclosed public spaces, including public transport. 	<ul style="list-style-type: none"> Physical distancing requirements in place. Frequent handwashing and hygiene measures for all. Cough etiquette is maintained. Face coverings in enclosed public spaces, including public transport. 	<ul style="list-style-type: none"> Physical distancing requirements in place. Frequent handwashing and hygiene measures for all. Cough etiquette is maintained. Face coverings in enclosed public spaces, including public transport. 	<ul style="list-style-type: none"> Physical distancing requirements to be updated on scientific advice. Frequent handwashing and hygiene measures for all. Cough etiquette is maintained. Face coverings may be advised in enclosed public spaces, including public transport.
SEEING FAMILY AND FRIENDS	<ul style="list-style-type: none"> More outdoor activity permitted – such as being able to sit in the park, as long as physically distanced. Meeting up with another household outdoors, in small numbers, including in gardens, but with physical distancing required 	<ul style="list-style-type: none"> Able to meet with larger groups including family and friends outside with physical distancing. Meeting people from another household indoors with physical distancing and hygiene measures 	<ul style="list-style-type: none"> Able to meet with people from more than one household indoors with physical distancing and hygiene measures. 	<ul style="list-style-type: none"> Further relaxation on restrictions on gatherings. Continued importance of hygiene and public health emphasised.

5. Four Phase Route Map continued

	PHASE 1 As lockdown phase with the following easing of measures:	PHASE 2 As previous with the following:	PHASE 3 As previous with the following:	PHASE 4 As previous with the following:
GETTING AROUND	<ul style="list-style-type: none"> • Consistent with the reopening of workplaces set out in this phase, where home working is not possible businesses and organisations are encouraged to manage travel demand through staggered start times and flexible working patterns. • Permitted to travel short distances for outdoor leisure and exercise but advice to stay within a short distance of your local community (broadly within 5 miles) and travel by walk, wheel and cycle where possible. • International border health measures are introduced. 	<ul style="list-style-type: none"> • Consistent with the reopening of workplaces set out in this phase, where home working is not possible businesses and organisations are encouraged to manage travel demand through staggered start times and flexible working patterns. • People are permitted to drive locally for leisure purposes. • Public transport operating increased services but capacity still significantly limited to allow for physical distancing. Travel at peak times discouraged as far as possible. • May be geographical differences depending on circumstances 	<ul style="list-style-type: none"> • Can drive beyond local area for leisure and exercise purposes. • Public transport operating full services but capacity still significantly limited to allow for physical distancing. Travel at peak times discouraged as far as possible. • May be geographical differences depending on circumstances. 	<ul style="list-style-type: none"> • Public transport operating full service. • Physical distancing may remain in place.
CORE PRINCIPLES	Seek approval for: <ul style="list-style-type: none"> • Remote Working is the default position for those who can • All meetings, internal and external, to be carried out using virtual platforms • Carbon Neutral by 2030 principles including active travel options 	Implement: <ul style="list-style-type: none"> • Remote Working is the default position for those who can • All meetings, internal and external, to be carried out using virtual platforms • Carbon Neutral by 2030 principles including active travel options 	Extend the implementation of: <ul style="list-style-type: none"> • Remote Working is the default position for those who can • All meetings, internal and external, to be carried out using virtual platforms • Carbon Neutral by 2030 principles continue including active travel options • Hub and spoke service delivery implemented 	Continue to implement: <ul style="list-style-type: none"> • Remote Working is the default position for those who can • All meetings, internal and external, to be carried out using virtual platforms • Carbon Neutral by 2030 principles continue including active travel options • Hub and spoke service delivery implemented"

5. Four Phase Route Map continued

	PHASE 1 As lockdown phase with the following easing of measures:	PHASE 2 As previous with the following:	PHASE 3 As previous with the following:	PHASE 4 As previous with the following:
EDUCATION	<ul style="list-style-type: none"> • HTs co-ordinate with staff to plan for return of P1 and P7 pupils 22nd June. • Rota in place for staff and only attending when required to be in the building. • Planning for curriculum and blended learning in August. • Training for remote learning delivery and infection control • Continued organisation of learning spaces and setting up buildings for return • Transition for new P1 and S1 and enhanced transitions where safe and possible. • New arrangements for children of key workers and vulnerable pupils until re-opening of schools in August. • All schools take responsibility and plan for their own key workers and vulnerable pupils from re-opening of schools in August. • HR and emotional support for staff returning to school. • Continue with revised plans for catering, waste management, and school support staff. • Revised plan for Free School Meals agreed • Executive Director to meet with Chairs of Parent Councils to discuss the blended model • Develop revised early learning and childcare plan based on new national guidance 15th June • Expand the operation of a number of early years provisions across the authority area to provide critical childcare • Liaise with key curriculum delivery partners to determine curriculum delivery model in senior phase • Guidance on school trips, visitors to be disseminated. • Instrumental music instructors to test out virtual lessons • Planning with transport providers to marry transport operations with education delivery model • Travel Plan developed for each school and education setting 	<ul style="list-style-type: none"> • On-going support for identified vulnerable pupils • Continue with provision for children of key workers. • Continue and expand the operation of a number of early years provisions across the authority area to provide critical childcare • Develop contingency plans for a school closure • SQA results published and analysed • Planning with transport providers to marry transport operations with education delivery model • Travel Plan developed for each school and education setting 	<ul style="list-style-type: none"> • Teachers return prior to pupils starting on 12th August to support new employees, NQTs and those returning for the first time. • Pupils begin to return to school from 12th August • Re-opening of early learning and childcare within local authority settings • Places at each school and early learning and childcare settings will be limited to that determined by the operational maxima for that building • First priority for attendance will be vulnerable pupils and children of key workers. Remaining places then opened to pupil population on a rotation agreed by the school. • SQA appeals and re-coursing • Blended learning for pupils with mix of in-school teaching and home learning. • Emotional/Wellbeing support for pupils returning to school • Closure plan in place if virus status changes • Instrumental music instructors commence blended delivery model • Continue to review travel plans subject to planned changes to the education delivery model 	<ul style="list-style-type: none"> • Continued development of the primary, secondary and specialist provision curriculum offer • Dependent on virus status and latest scientific and government advice, the operational maxima for schools will be adjusted to allow more to attend. • Increasingly regular operation of schools and early learning and childcare settings whilst maintaining any required precautions • Maintenance of a responsive closure plan should a school or centre be connected to a virus outbreak. • Gradual relaxation of restrictions and additional measures around school transport, cleaning and catering. • Closure plan in place if virus status changes • Continue to review travel plans subject to planned changes to the education delivery model

5. Four Phase Route Map continued

	PHASE 1 As lockdown phase with the following easing of measures:	PHASE 2 As previous with the following:	PHASE 3 As previous with the following:	PHASE 4 As previous with the following:
CHILDREN & FAMILIES	<ul style="list-style-type: none"> • All staff continue to be in office on a rota basis • PPE is available for use by all staff when entering family homes or having direct contact with service users. • Statutory visits with families and those who are at risk shall be undertaken as per interim COVID-19 Guidance. • Visits to families who come into the system via duty shall be undertaken as per Covid-19 Guidance. • Case conference, reviews and statutory meetings shall be chaired and managed using virtual technology. • Children & Families Centre front door shall remain locked to control and monitor service user access to the building • Staff are not transporting children or families unless in an emergency. • Hawthorn transport is available in a mini bus with maximum 3 households sitting at a distance. The bus is cleaned between trips. • Hawthorn Family Learning Centre – will continue to offer support with limited numbers of children in a room, parents not entering the building and cleaning between sessions. • Residential – staff continue with 12 hour shifts and no visitors coming into the house 	<ul style="list-style-type: none"> • Staff continue to be in office on a rota basis • PPE is available for use by all staff when entering family homes or having direct contact with service users • Case conference, reviews and statutory meetings shall be chaired and managed using virtual technology. • Children & Families Centre front door shall remain locked so that the monitoring of service users into the building is controlled • Statutory visits with families and those who are at risk shall be undertaken as per interim COVID-19 Guidance. • Visits to families who come into the system via duty shall be undertaken as per Covid-19 Guidance. 	<ul style="list-style-type: none"> • Staff continue to be in office on a rota basis • PPE is available for use by all staff when entering family homes or having direct contact with service users • Case conference, reviews and statutory meetings shall be chaired and managed using virtual technology. • Children & Families Centre front door shall remain locked so that the monitoring of service users into the building is controlled • Hawthorn Family Learning Centre will opening up to parents and carers. 	<ul style="list-style-type: none"> • Staff continue to be in office on a rota basis • Case conference, reviews and statutory meetings shall be chaired and managed using virtual technology. • Children & Families Centre front door shall remain locked so that the monitoring of service users into the building is controlled. • Face to face visits to children & Young People out-with Midlothian to be undertaken.

5. Four Phase Route Map continued

	PHASE 1 As lockdown phase with the following easing of measures:	PHASE 2 As previous with the following:	PHASE 3 As previous with the following:	PHASE 4 As previous with the following:
COMMUNITIES AND LIFE LONG LEARNING	<ul style="list-style-type: none"> • Liaison with police re anti-social behaviour in terms of youth work • Work continues with vulnerable young adults (16-24) and adults with multiple barriers to employment (Focus Team) on a one to one basis. PAVE continuing to offer sessions to complete learning and gain awards. • Online learning and groups meetings for young people and adults - online platforms agreed, updated policies with staff training • Community resilience response, care for people group, local community resilience structure set up , food / medicines / social isolation – volunteer coordinating & training partnership working with third sector • Maintain community resilience with options of scaling up and down in relation to demand • Maintain Food Depot and supports to foodbanks 	<ul style="list-style-type: none"> • On line offer of youth work and adult learning • Delivery of alternative curriculum offers with schools and FE • Review of ICT requirements, physical site changes to expand learning offer • Employability and learning strategy developed , alongside economic recovery plan in partnership – youth Employability offer 150 S4/5 pupils out in place • Front facing service prioritised, list of locations for safe one to one spaces for range of services. • Digital improvements to allow on line access to adult learning , employability and youth work services • Employability services continue • Maintain community resilience with options of scaling up and down in relation to demand. • New projects to address social isolation for older people • Monitor food banks and food depot demand 	<ul style="list-style-type: none"> • Clear message on community use of buildings and phased opening per locality area with timetable 	<ul style="list-style-type: none"> • Adequate provision for community activities to be in place.

5. Four Phase Route Map continued

	PHASE 1 As lockdown phase with the following easing of measures:	PHASE 2 As previous with the following:	PHASE 3 As previous with the following:	PHASE 4 As previous with the following:
ADULT HEALTH AND SOCIAL CARE	<ul style="list-style-type: none"> • Critical services have already been provided although where possible using digital communication • Most mental health services have continued to be provided throughout albeit using different methods of delivery • All Midlothian GP practices are operating telephone triage, increased use of video consultations, with face to face appointments only when necessary • Essential GMS services only: urgent care, urgent blood testing, child immunisations, cancer referrals etc. • No dental/optometry services other than emergency at central NHS Lothian site • Limited services will be provided by dentists from Monday 1st June 2020 • Pharmacies are open, but with physical distancing restrictions on customers in shops. Greater reliance upon home delivery of prescriptions • More generally individual service managers and planning officers are beginning to plan for reinstating services, with infection control/physical distancing/technology considerations • Opticians open for urgent and essential eye-care • Care Homes visiting is by telephone or video-calls only, although in exceptional circumstances, face to face visits have been arranged. Digital technology is used to allow residents to have contact with families • Work is planned to enable people with learning disabilities who live in supported accommodation to have contact with their families • Plans will be developed to enable some family carers to receive some form of respite care where possible • Day services have been provided for people with learning disabilities whose needs are critical. Digital technology has been used creatively to provide support. This will continue, and where safe to do so, be extended • Justice services to increase number of face to face contacts. Further developments dependent upon when courts reopen 	<ul style="list-style-type: none"> • NHS Lothian Mobilisation Plan completed, which outlines the details including timescales of the resumption of core services • Dental practices will continue to provide restricted services for a number of months • Continue work through Care For People group to explore how we continue supporting people shielding beyond initial phase of COVID • Delivery of Intermediate Care Services will be redesigned to be more fit for purpose in terms of patient journeys, aiming to keep people in Midlothian where safe to do so • GP Practices will launch major publicity campaign using social media and postcards delivered throughout Midlothian. This will encourage greater self-management through use of NHS Inform. Access will continue to be weighted towards telephone and videoconferencing. • Additional GMS services added including screening. Ongoing development of key initiatives e.g. Community Treatment and Care Centre functions being expanded in some GP practices – this will include chronic disease monitoring. Flu vaccination plan rolled out • Care home visiting to be gradually reinstated in line with Scottish Government guidelines 	<ul style="list-style-type: none"> • See NHS Lothian Mobilisation Plan for details of resumption of core services • All community living services including group-based day services will be subject to risk assessment and redesign before reintroduction to ensure service user and staff safety • Care home visiting to be gradually reinstated in line with Scottish Government guidelines 	<ul style="list-style-type: none"> • Almost all facilities are operational again • Recovery Plan with detailed action plan now being implemented redesigning the delivery of health and care services • Digital technology will feature significantly in the new delivery models for reinstating services • Full visiting restored to Care Homes in line with Scottish Government guidelines

5. Four Phase Route Map continued

	PHASE 1 As lockdown phase with the following easing of measures:	PHASE 2 As previous with the following:	PHASE 3 As previous with the following:	PHASE 4 As previous with the following:
SPORT, CULTURE AND LEISURE FACILITIES INCLUDING COMMUNITY AND PUBLIC SPACES	<ul style="list-style-type: none"> • Sport and Leisure services remain closed, consideration to be given to open Hillend if safe distancing measures can be maintained. • Town centre patrols in place to ensure social distancing • Vogrie Country Park opened, car park and toilet facilities available. • Roslin Glen and Car Park Open 	<ul style="list-style-type: none"> • Sport and Leisure to look to open outdoor spaces to deliver alternative options for physical activity • Town centre patrols in place to ensure social distancing • Summer holiday child care options being planned with Education 	<ul style="list-style-type: none"> • Town centre patrols to ensure social distancing 	<ul style="list-style-type: none"> • Town centre patrols to ensure social distancing
SHOPPING, EATING AND DRINKING OUT	<p>As per Scottish Government Advice:</p> <ul style="list-style-type: none"> • Gradual re-opening of drive through food outlets. • Garden centres and plant nurseries can reopen with physical distancing. Associated cafes should not reopen at this stage except for takeaway. 	<p>As per Scottish Government Advice:</p> <ul style="list-style-type: none"> • Previously closed small retail units can reopen with physical distancing. • Outdoor markets with physical distancing, hygiene measures and controls on numbers of people within market. • Pubs and restaurants can open outdoor spaces with physical distancing and increased hygiene routines (within guidelines). 	<p>As per Scottish Government Advice:</p> <ul style="list-style-type: none"> • Larger retail can reopen with physical distancing. • Pubs and restaurants can open in indoor spaces with physical distancing and increased hygiene routines (within guidelines). • Personal retail services including hairdressers open (with distancing and hygiene.) 	<p>As per Scottish Government Advice:</p> <ul style="list-style-type: none"> • All open with improved public health advice. • Shop local still encouraged.

5. Four Phase Route Map continued

	PHASE 1 As lockdown phase with the following easing of measures:	PHASE 2 As previous with the following:	PHASE 3 As previous with the following:	PHASE 4 As previous with the following:
PLACE, GATHERINGS AND OCCASIONS	<ul style="list-style-type: none"> • No public gatherings permitted except for meetings of two households, outdoors and with physical distancing. • Statutory and critical services are provided sometimes through different work practice or methods. • Seek approval for the Economic Renewal Strategy including procurement update • Economic Renewal, Business Gateway and Tyne & Esk LEADER services continuing • Seek approval for the accelerated Capital Programme • Assist with the South East of Scotland Transport Transition Plan • Grass cutting for public amenity and open space to facilitate exercise and social distancing. Maintenance of pathways and road verges for public safety completed. • Support services preparation for education reopening; catering, cleaning, digital, transport. • Guidance and assistance provided by Environmental Health and Economic Development for reopening establishments. • Environmental Health Services restricted to public safety enforcement and COVID Test & Protect activities • Stobhill Household Waste Recycling Centre opened. • Waste Services fully operational • Planning services limited please refer to website • Trading standards limited please refer to website • Building Standards Services limited; enforcement and dangerous building work, virtual inspections. • House repairs and Non- Domestic Building repairs limited to emergencies and vacant property works. • Homeless Services operational • Revenues and Benefits services fully operational; rent costs and assistance, council tax reduction, Scottish welfare fund. • Active travel support for walking, cycling, wheeled travel • No viewing or meetings undertaken, alternative channel used where possible • Website maintained and enquiries through alternative channels. • Roads and construction works: phase 0-2 preparations in line with Scottish Government Guidance • Online Library Services available • Library Home Service for Shielding households 	<ul style="list-style-type: none"> • Implement the Economic Renewal Strategy including procurement update • Implement the Accelerated Capital Plan • Continue to assist with the South East of Scotland Transport Transition Plan • Grass cutting completed for public amenity and open space to facilitate exercise and social distancing. Maintenance of pathways and road verges for public safety completed. Weedkilling maintenance. • Guidance and assistance provided by Environmental Health and Economic Development and Trading Standards for reopening establishments. • Pest Control restart in external locations • Restart Air Quality testing • Public amenity and open space maintained to facilitate exercise and social distancing. • Registrar Services resumed with necessary measures in place. Venue options restricted, with <i>minimal number of attendees</i> • Recommence proactive debt recovery action for Council Tax, Rent and Sundry Debt • Commence Non- Domestic Rates billing • Roads, lighting and construction works: phase 1-2 in line with Scottish Government Guidance • House repairs and Non- Domestic Building repairs limited. • Site visits and External site meetings possible subject to improved public health advice • Virtual viewings & inspections for housing and non-domestic properties • Car parks fully opened • Library collection service 	<ul style="list-style-type: none"> • People can meet in extended groups subject to physical distancing • Continue to implement the Economic Renewal Strategy including procurement update • Continue to implement the accelerated Capital Plan • Continue to assist with the South East of Scotland Transport Transition Plan • Town centre patrols – social distancing checks • Registrar Services expanded with necessary measures in place. • Relaxation of restrictions to attendance at funerals, marriages and civil partnerships beyond “close family” • Housing market functioning. • Viewings and lettings in domestic and non- domestic sectors. Shared living services are subject to risk assessment and redesign to ensure service user and staff safety. • Pest Control restart in indoor locations • Roads, lighting and construction works: phase 2 -4 in line with Scottish Government Guidance • Site visits and External site meetings possible subject to improved public health advice • House repairs and Non- Domestic Building repairs resume. • Virtual viewings for housing and non-domestic properties • Lone working inspections with public health advice 	<ul style="list-style-type: none"> • Mass gatherings resume in line with public health advice • Continue to implement the Economic Renewal Strategy including procurement update • Continue to implement the accelerated Capital Plan • Continue to assist with the South East of Scotland Transport Transition Plan • Licensing & Permits services operational • Roads and construction works: phase 2 -4 in line with Scottish Government Guidance • Almost all facilities are operational again within the resources available • All ceremonies can take place, with necessary measures in place in line with Public Health Advice

**Midlothian Economic Renewal Strategy
Addendum to the Strategy for Growth 2020 - 25**

Report by Executive Director Place

Report for Decision

1 Recommendation

Council is recommended to:

- a. Approve the attached Economic Renewal Strategy as an addendum for the Economic Development Strategy for Growth 2020 – 25
- b. Agree to publish details of the Strategy in infographic format, with case-study examples

2 Purpose of Report/Executive Summary

In response to the COVID-19 pandemic, an addendum Economic Renewal Strategy has been prepared in consultation with key partners, which outlines the Council's ambitious approach to transition the local economy towards a new beginning.

Date: 01 June 2020

Report Contact:

Derek Oliver, Chief Officer Place

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3 Background

Midlothian Council published its Economic Development Strategy for Growth 2020-25 in December 2019 with the ambition to grow and transform the economy.

In response to the COVID-19 crisis, the Economic Renewal Strategy has been created as an addendum, with the key aims of:

- Projecting jobs and preserving business by utilising our place based partnership approach
- Mitigating the adverse economic impact on the local economy from COVID-19
- Taking advantage of the opportunities developing from COVID-19: stimulating entrepreneurship, upskilling and educating, addressing gaps in the market, changing the way we do business, aligning to customer behaviour
- Making Midlothian a great, green place to grow

4 Report Implications (Resource, Digital and Risk)

4.1 Resource

Captured within existing service establishments and resource.

4.2 Digital

None

4.3 Risk

Market analyses indicate that the Gross Domestic Product (GDP) of China, USA and Europe will likely contract by a third, large scale increases in unemployment and reductions in international trade. The developing world will experience unprecedented shocks to economies, with possibly 0.5 billion people forced into poverty. Widely considered the largest peacetime economic crisis the world has faced, the uncertainty caused by COVID-19 requires global thinking whilst acting locally. Failure to support local businesses will have an adverse impact on Midlothian's economy.

4.4 Ensuring Equalities (if required a separate IIA must be completed)

There are no direct equalities issues arising from this report.

4.4 Additional Report Implications

Appendices

Appendix A – Additional Report Implications

Appendix B – Background information

APPENDIX A – Report Implications

A.1 Key Priorities within the Single Midlothian Plan

Increasing economic activity within Midlothian, sustainable growth and improving opportunities for our people.

A.2 Key Drivers for Change

Key drivers addressed in this report:

- ☒ Holistic Working
- ☐ Hub and Spoke
- ☒ Modern
- ☒ Sustainable
- ☒ Transformational
- ☐ Preventative
- ☐ Asset-based
- ☐ Continuous Improvement
- ☐ One size fits one
- ☐ None of the above

A.3 Key Delivery Streams

Key delivery streams addressed in this report:

- ☒ One Council Working with you, for you
- ☐ Preventative and Sustainable
- ☒ Efficient and Modern
- ☒ Innovative and Ambitious
- ☐ None of the above

A.4 Delivering Best Value

The report does not directly impact on Delivering Best Value

A.5 Involving Communities and Other Stakeholders

Consultation was undertaken through the Community Planning Partnership and external key partners.

A.6 Impact on Performance and Outcomes

The report does not directly impact on Midlothian Council's performance and outcomes

A.7 Adopting a Preventative Approach

Not applicable

A.8 Supporting Sustainable Development

The Strategy encourages economic activity and supports local employment and procurement, whilst tackling the climate change agenda.

Midlothian Economic Renewal Addendum to the Strategy for Growth 2020-25

Background and context

Midlothian Council published its **Economic Development Strategy for Growth 2020-25** in December 2019 with the ambition to grow and transform the economy by taking and harnessing opportunity, identifying six strategic objectives:

1. To integrate Midlothian with the regional economy and promote the region internationally
2. To improve the skills landscape
3. To increase economic participation
4. To build on the success of our key sectors
5. To improve the vibrancy of our town centres and make them more environmentally friendly
6. To accelerate growth through infrastructure upgrades

These objectives and the Strategy's key priorities align with the Scottish Government's Economic Strategy, and Midlothian's Community Planning Partnership's vision of: '**Midlothian: a great place to grow**', and aligns closely with the Employability and Learning strategy developed under the Improving Opportunities for the people of Midlothian (IOM) arm of the partnership and approved at the community planning partnership board on 22 May.

Economic Impact and Background to Covid 19 – May 2020

Covid-19 has had a sudden and sustained impact on the Scottish, UK and global economies. Recent global economic impact analysis and policy responses to this crisis can be found at:

- [United Nations](#)
- [Organisation for Economic Cooperation](#)
- [World Economic Forum](#)

At a more local level, analysis of the impacts of the COVID 19 on the Scottish and UK economy can be found at:

- [Scottish Government](#)
- [Fraser of Allander Institute](#)
- [PWC](#)

These analyses tell us that the Gross Domestic Product (GDP) of China, USA and Europe will likely contract by a third, there will be large scale increases in unemployment, and reductions in international trade. The developing world will experience unprecedented shocks to their economies, with possibly 0.5 billion people forced into poverty. Widely considered the largest peacetime economic crisis the world has faced, the uncertainty caused by Covid-19 requires us to 'think globally, act locally'.

Midlothian's Economic Renewal

In order to facilitate business in the current climate, Midlothian is adopting a process of 'economic renewal'. The Council's approach differs from traditional approaches to economic recovery by acknowledging the economic landscape will operate in a 'new normal' post Covid-19. This will be a transformative process as opposed to a return to business as normal pre-Covid-19.

As we emerge from the current crisis, we will use our recently adopted **Economic Development Strategy for Growth 2020-25** and build upon its actions in this targeted **Economic Renewal Addendum** which outlines our ambitious approach to transition the local economy towards a new beginning.

Aim

- Project jobs and preserve business by utilising our place based partnership approach
- Mitigate the adverse economic impact on the local economy from Covid-19
- Take advantage of the opportunities developing from Covid-19: stimulate entrepreneurship, upskilling and education, address gaps in the market, change the way we do business, align to customer behaviour
- Make Midlothian a great, green place to grow

Key elements

- Build capacity in the public, private and third sectors to respond to and recover from impact
- Assess recovery needs and inform development of future strategy
- Implementation, monitoring and adjustment of plans and actions

Delivery partners

- Midlothian Council: Economic Development, Business Gateway and Business Regulatory Services including Planning and Building Standards, Trading Standards and Procurement
- Federation of Small Businesses
- National Farmers Union Scotland
- Midlothian and East Lothian Chamber of Commerce
- Skills Development Scotland (working jointly with IOM)
- The Edinburgh and South East Scotland City Region Deal
- The Third Sector interface plus local organisations (working jointly with IOM)
- The Further and Higher Education Sector in the City Region (working jointly with IOM)

- Scottish Enterprise
- Tourism representatives: Midlothian Tourism Forum /MBTAG/Visit Scotland/ Scottish Tourism Alliance
- Banks and other funding bodies

Progress

We will monitor the progress and impact of our actions regularly; ensuring to move quickly to adapt to a rapidly changing and, at times, unforeseen economic environment. This will be undertaken through the existing Sustainable Growth Theme of the CPP and led by the Council's Economic Development colleagues alongside a business-community focused board with business and third sector representatives. Monthly Sustainable Growth Partnership meetings with a focus on Economic Renewal will be ongoing with the aim to develop stronger links between external CPP partners identifying synergies. Joint membership of the IOM Employability and learning working group will ensure alignment of supply (learning, skills and training) with demand (business support, inward investment actions)

Targeted interventions

Offer of Scottish and UK Governments

Ensuring signposting to information, advice funds and loans available via www.FindBusinessSupport.gov.scot . This will promote awareness of, and access to, UK and Scottish Government business and third sector support. In addition, this will monitor the take up of such measures in Midlothian and cross reference this against the total number of businesses registered for Non Domestic Rates. **Specific grants include:**

- Business Support grants scheme
- Newly Self Employed Hardship Fund

The Edinburgh and South East Scotland City Region Deal (ESECRD)

The ESECRD is an effective governance vehicle for addressing issues of economic recovery across the region. It brings together all of the key component areas around the economy, including planning and transport. The remit extends from local authorities to the private business/commercial sector, the Higher and Further Education sector, and the third/voluntary sector; all within a strong democratic governance arrangement.

In the post Covid-19 economy, it is likely that higher levels of employment security and business survival will accrue from an acceleration in the building up of stronger local supply chains, and a more localised approach to procurement, especially by the public sector. This is particularly relevant to a regional (and Midlothian) economy that is so heavily dependent on SMEs, and will be picked up both regionally and locally through our Supplier Development Programme/ Business Gateway Midlothian.

Economic renewal in the context of ESECRD will ensure Midlothian's workforce benefits from a further acceleration of measures to upskill, particularly in the areas of digital, construction, and tourism.

ESECRD Transport Interventions

The context and primary influence on any post Covid-19 priority transport measures will be the shape and direction of the national and regional economic recovery. Certain economic sectors will take longer than others to recover, and working patterns will likely change, in some cases permanently. In the absence of rigorous data and trends, reasonable assumptions can be made regarding: increased levels of working from home, a more diverse and 'flatter' commuting pattern, as well as the potential risk of a higher proportion of car use as people shun public transport over infection concerns.

Recommendations from Midlothian Council via ESECRD to support the recovery in the most effective way, and to counter some of the potential negatives, include taking opportunities in this recovery phase to:

- Accelerate measures to encourage active travel and augment the attractiveness of public transport
- Explore temporary active travel schemes to reallocate road space for cyclists in some towns and cities
- Bring forward actions outlined in the City of Edinburgh Council Mobility Plan across the region, at an earlier date
- Whilst development of mass rapid transit routes and corridors is likely to be the longer term solution to many of our current difficulties of congestion, pollution etc, these can be expedited through the recovery phase
- Highlight opportunities for new and extended park and ride facilities (together with associated improved and more attractive public transport links) along the A720 City Bypass and elsewhere in the region.

Grants administered by Midlothian Council Economic Development Service:

- Economic Development Small business grants scheme to support diversification & growth costs
- Newly Self Employed Hardship scheme & firms suffering hardship fund £2,000 grant opens May 2020

Third Sector

- Third Sector Resilience Fund & The Wellbeing Fund

The Midlothian Offer

Delivered in partnership with The Community Planning Partnership's 'Sustainable Growth' stakeholders

- **Midlothian Business Gateway support will provide:**
 - 1:1 coaching sessions targeted to business & market need, diversification and opportunities, co-ordination to third sector support
 - Expert Help **Consultancy**, webinar creation, networking & surgeries, including:
 - **Financial assessment & recovery** – webinar & 121 support to businesses
 - **Local procurement and community benefit** – Client targeting/Supplier Development Programme webinar/workshop & 121 support (work with procurement team for forthcoming opportunities)
 - **Specialist surgeries** – legal, property, employment
 - **New Business Start Up**; focus on delivering 1:1 support to enable start-ups and entrepreneurship through business gateway. Align to the revised SDS regional skills assessment and new opportunities related to the digital sector, on-line service sector, and sustainable economy sector.

Through working with our Procurement colleagues we will: **Increase the number of local suppliers and businesses** from the base rate, and enhance the reach of the Supplier Development Programme and organise 'Meet the Buyer' events to deliver enhance our local business spend.

- **By accessing national Business Gateway** support our clients will benefit from:
 - Expert Help **Consultancy**, webinar learning networking & specialist surgeries, including:
 - **Financial assessment & recovery** – webinar & 121 support to businesses
 - **Specialist surgeries** – legal, property, employment
 - Entrepreneurial sessions partnership with **Princes Trust** and adviser contribution
- Our core **Economic Development** service will offer:
 - **Place based Economic Development** a cooperative asset based approach to community led economic development, all sector collaboration to improve local socio economic outcomes.
 - **Business Directory** – free online resource for all local businesses to register and promote their services
 - Our '**Locate in Midlothian**' website will host
 - **A Buy local campaign**
 - **Targeted messaging**, including an Investment Prospectus to highlight our local business/ community offer

- **Signposting** to commercial business development opportunities
- **Support for Digital Connectivity** facilitating Digital Scotland Superfast Broadband to increase bandwidths in Midlothian and reliability across the region to increase employee workplace flexibility.

Midlothian has currently 92.47%¹ of premises with Next Generation Access broadband coverage (NGA = > 24Mbps download speed). The Scottish Government has committed £600m to extending broadband coverage at speeds of 30 Mbit/s to 100% of premises in Scotland through its R100 programme by the end of 2021. However, there is some slippage in this timetable and it is now anticipated that the majority of the R100 deployment will be completed by the end of 2023 for the area defined as the 'central lot' for the purposes of the deployment contract, and by the summer of 2024 for the area defined as the 'south lot' in the procurement contract. Midlothian is mostly in the central lot area, but there is some of Midlothian in the south lot area also. It has recently been announced that the majority of the R100 deployment in the central and south lots will be full fibre with Gigabyte capability; and also that as an interim measure a voucher scheme will be launched later in 2020 to enable all premises to access Superfast speeds by the end of 2021² This will align with the existing Gigabit and Rural Gigabit Broadband Voucher Scheme currently available through the UK Government³

- **Partnership Action for Continuing Employment (PACE)** – delivered in conjunction with Skills Development Scotland. Led by employability group to deliver relevant PACE initiatives and improve awareness of the national PACE support service, with a specific focus on sectors and organisations where there have been large scale redundancies.
- **Upskilling and reskilling;** working as partners within the IOM's Employability and learning strategic group, with our further and higher education providers to promote their marketing/ communications and social media around targeting Midlothian school leavers and the unemployed.
- **Unemployment and welfare rights** - Ongoing engagement via the IOM's Employability and Learning Strategic group, chaired by Communities and Lifelong Learning Manager with feed in from key agencies i.e DWP, engage with claimants on self-employment; and BG to stimulate employer engagement for Midlothian Employer Offer

Make Midlothian a great, green place to grow by:

- **Sustainable travel options appraisal** –supporting our businesses to be flexible and **green** in their working patterns through BG coaching and advice; and working in conjunction with our HSCP, bus route providers to ensure social distancing is adhered to for the short term
- Launch the **Midlothian Carbon Charter** to support businesses to operate in an environmentally friendly way, and to become more energy and carbon efficient, realise financial savings, explore supply chain opportunities to support local and regional economy; and to recognise and celebrate business achievements.
- Target increased referrals **to Zero Waste Scotland/Resource Efficient Scotland for free environmental audits** for our business community and promote interest free loan funds and waste prevention grants towards a circular economy

¹ <https://labs.thinkbroadband.com/local/midlothian,S14000045>

² <https://www.gov.scot/publications/reaching-100-superfast-broadband-march-2020-update/>

³ <https://gigabitvoucher.culture.gov.uk/>

- **Agriculture** forms a large component of Midlothian's economy and Economic Development will:
 - Increase annual engagement to quarterly networking events to support thematic focus, diversification/environment and the farming supply chain
 - The Locate in Midlothian Website will also host a sub section dedicated to this farming and agriculture
 - Economic Development will work with Midlothian's farming community to explore and facilitate ways to increase local product distribution with the aim to reduce reliance on larger and fragile supply chains.
 - It is recognised that agriculture plays a significant role in local food production, but also it underpins the food and drink, and tourism sector, and is responsible for providing a wide range of 'public goods' such as biodiversity, landscape amenity value, flood prevention, and other environmental improvements. It is anticipated that going forward agriculture subsidies will continue to reflect these wider public goods.⁴
 - In addition, Midlothian is well represented on the retail side of horticulture (Dobbies Garden Centres, Pentland Plants, and the Secret Herb Garden to name three significant businesses). These are responsible for a significant level of employment. Consumer confidence and workable social distancing measures will be critical to ensure ongoing sustainability of this sector.
- **Tourism** is a significant sector in Midlothian and actions that supplement those identified in the Strategy for Growth 2020-25 include:
 - Development of a **domestic market strategy** by Midlothian and Borders Tourism Action Group (MBTAG) a **domestic market strategy** that will to drive domestic visitors to the area
 - **Rapid development of new Tourism Strategy** to align our offering to the target markets and develop marketing campaigns in partnership with MBTAG, Midlothian Tourism Forum & Visit Scotland to:
 - Rebuild the local economy and domestic markets
 - Develop the culture/ arts / heritage and outdoor local activity offer
 - Invest in facilities at heritage sites, signage, trails, café's, guide books; and small retail outlets associated with Council sites
 - Draw in audiences from the wider city region; build on the Midlothian festival sector: Science Festival, Penicuik Arts festival, Midfest
 - Support the National Mining Museum on their feasibility study funded by the Borders Railway Blueprint to deliver viable commercial assets – on the Border Rail line; three stops from Waverley station
 - Lobby for increased budget and resources for **area destination**, marketing and product development –**investment in local offer**
- **Economic Land Allocations** – Midlothian Council's economic land allocations and economic policy in relation to the development of land is set out in the Council's Midlothian Local Development Plan 2017 (MLDP).
 - In addition to supporting already established economic sites, business parks and industrial estates the MLDP allocates a further 122.4 hectares of economic land for employment uses.
 - These uses are to be predominantly business (offices) and industrial uses, with biotechnology uses at the Midlothian Science Zone.

⁴ <https://www.ruralpayments.org/>

- In response to changing economic circumstances, the Council will undertake a review of its economic land allocations with the potential of introducing increased flexibility to respond to market demand, changes in employment patterns and climate change.

Midlothian Business Regulatory Support Service

Going forward, we will take a more consolidated approach to business regulatory services with the message that Midlothian is open for business. This will provide a 'one stop shop' for advice and guidance whether on current operations or those looking to adapt or diversify to current and future markets and range across the full spectrum of businesses within Midlothian. The Business Regulatory Support Service (BRSS) is designed to enable business decisions, support increased productivity and contribute further to sustainable economic growth as outlined in the Council's Strategy for Growth 2020-25.

Created in response to Covid-19 and as a key enabler for economic renewal, BRSS will provide businesses with a single point of contact for advice on regulations, from food safety and licensing to planning and building standards. Accessible through Midlothian Business Gateway, the new service will facilitate businesses to adapt, diversify and develop post Covid-19. Regulation is an important part of the context within which businesses operate. It not only improves competitiveness, it plays an important role in ensuring the economic well-being of Midlothian and Scotland as a whole. It protects the vulnerable and the environment, promotes equality and will help raise our standards of service.



Example overview for a current food business looking to diversify into other areas of business:

Respond, Reset, Restart, Recovery

The SG four point model provides a clear flow of actions toward economic renewal, and mirrors the Council's ambition. **Responding** to the immediate crisis will be our first priority. Business Gateway Midlothian will channel client queries, signpost and assist with grant and loan funding; and provide clear advice and support for businesses in hardship. Through implementation of our new BRSS function, we will **reset** our key sectors, provide advice on essential activities and enable compliance with regulatory services. We will **restart** our economy safely by helping our business community, providing necessary support and employer engagement on re-employment in conjunction with our CPP delivery partners. We will work closely to monitor our local supply chain alongside SE to ensure local businesses come back on stream. All of which will renew and support economic **recovery** towards a more resilient, sustainable and inclusive future.

Midlothian's economic renewal will provide the essential infrastructure for economies of the future with the suitable diligence and flexibility to support the emergence of new business models, markets and opportunity.

Single Midlothian Plan 2020-21 – Report by Chief Executive**Report for Noting****1 Recommendations**

It is recommended that the Council

- Notes the publication Single Midlothian Plan 2020-21 to meet the legal requirements of the Community Empowerment Act
- notes the intention to revise this in light of the impact of Covid-19 by 30 September 2020

2 Purpose of Report/Executive Summary

The Community Planning Partnership (CPP) Board's thematic partnerships developed the attached annual plan, outcomes and indicators for 2020-21. The final draft was approved in March at Council and CPP Board. The attached plan, with outcomes and indicators, also functions as the strategic plan for Midlothian Council under which the service plans for Council services operate. The Council is asked to note the plan will now be revised due to the COVID pandemic.

Date: 2nd June 2020

Report Contact: Alasdair Mathers 0131 271 3438

Alasdair.mathers@midlothian.gov.uk

3 Background

The Community Planning Partnership established under the Local Government Act 2003, and strengthened legislatively by the Community Empowerment Act 2015, is required to publish a Local Outcomes Improvement Plan each year. This plan must set out what shared local outcomes the partners are pursuing within the outcomes framework established by the National Delivery Group for Community Planning.

- 3.1 The Midlothian Community Planning Partnership Board, is a statutory board, under the terms of the Community Empowerment Act 2015. Governance arrangements include elected member direct involvement in the partnership structures. The governance arrangements confirm the link between statutory boards for adult health and social care (Integration Joint Board IJB) and Community safety and justice board (CSJPB) and the CPP Board, There are also the three other thematic partnership groups: Getting It Right for Every Midlothian Child , with its statutory duty to deliver and integrated children and young people' plan; Improving Opportunities for the People of Midlothian with a remit for addressing inequality, increasing employability , and delivering the statutory duty to have a plan for community learning and development; and Sustainable Growth which brings together physical development planning with economic development , housing and environmental action.
- 3.2 The Council agreed in 2012/13 to adopt the Single Midlothian Plan as its strategic plan, and to require services to have regard to the outcomes set out in this when creating their annual service plans.
- 3.3 The Midlothian Local Outcomes Improvement plan, "The Single Midlothian Plan", uses an evidence based approach, underpinned by data, and a strategic assessment alongside public and stakeholder feedback arrangements to drive improvement in meeting the differing needs of local populations and client groups. It includes performance commitments leading to demonstrable improvements in people's lives; focuses upon reducing outcome gaps within populations and between areas; and promotes early intervention, co- production and preventative approaches aimed at reducing outcome inequalities. It also identifies priorities for interventions that include plans for prevention, integration and improvement to promote better partnership working and more effective use of public assets and resources.
- 3.4 This year the CPP board has extended its top priorities to include a shared commitment to address the climate emergency as set out in the motion adopted by the Council in December 2019, reaffirming this at its 25 February 2020 Board meeting.
- 3.5 The normal shared planning cycle of the partners is as follows:
 - **Annual revision of the Midlothian Profile:** **Jan–March**
(a comprehensive data set of information about the area, updated annually by the community planning research and information group)

- **Revision of the Strategic Assessment:** **April–June**
(a business planning and risk assessment process undertaken by the thematic partnerships)
- **Public engagement processes:** **July – Oct**
(citizens panel, and stakeholder engagement led by the community engagement sub group of the partnership)
- **Drafting of budgets and one year priorities:** **Oct – Dec**
(Each partner agency is able to use the priorities to contribute to their budget setting processes.)
- **Achieving formal approval of plans and budgets:** **Jan – April**

The COVID pandemic has significantly affected this cycle and the CPP Board is making adjustments to address this to prepare the 2021-22 plan.

3.6 Local Priorities

As a final part of this planning cycle, the CPP as a whole (delegates from public and private sector partner agencies, council, community councils , youth groups and third sector representatives) meets annually in November to debate progress and identify forward priorities.

The CPP agreed in 2018 to continue to focus on the following three priorities for the period 2019-22

- **Reducing the gap in learning outcomes**
- **Reducing the gap in health outcomes**
- **Reducing the gap in economic circumstances**

It is clear that these new priorities build on work previously undertaken within Midlothian. They recognise the importance of learning and attainment from early years through to positive destinations, the criticality of addressing health inequalities as set out in the Midlothian Integrated Joint Board's Integration Plan, and the significant negative impact of inequalities in economic circumstances and opportunity. Whilst developed locally they reflect the national priorities of addressing health inequality; closing the gap in learning and inclusive economic growth and the CPP has committed to working together to address these priorities. In recognition of the climate emergency declarations of Scottish Government and all 32 Councils in Scotland, the board has now added a 4th priority:

- **Reducing the partners' carbon emissions to net zero by 2030**

3.7 The three “approaches” - Preventive intervention; Changing access; Capacity building and co-production

The CPP Board is committed to the following ways to working.

Preventive intervention

The term prevention refers to the ways in which public services, including the voluntary sector (and citizens), can act now to prevent increased need for public services in future by helping people to retain their independence in the face of age, ill health, disability or other challenges; or to achieve self-supporting life circumstances requiring much reduced future public support by overcoming difficulties associated with poverty, unemployment, addiction or exposure to crime and related issues.

Building communities' capacity to manage their own affairs and co-production of public services with service users and communities

Working with communities of place, interest or need to plan, develop and maintain public services; potentially transferring some public assets to community ownership or management; co-designing with service users and their families.

Modernising where and how the public can access services

For example: making access local through shared public buildings; changing working hours; moving to online transactions, digital or telephone access; delivering a variety of services through community owned buildings.

3.8 Area targeting

For many years there has been a significant statistical gap between the outcomes for residents living in parts of the County and the average outcomes for Midlothian and Scotland as a whole. These areas have been identified nationally by Scottish Government by use of 7 sets of statistical data about living circumstances known as the Scottish Indicators of Multiple Deprivation (SIMD). The national approach is to recognise that areas which fall into the top 20% of SIMD and require a particular focus to reduce the gap between the outcomes for people in these communities and the Scottish averages. In Midlothian there are three communities within which there are concentrations of statistics which place parts of these areas in the top 20% of SIMD. Having a locality outcome improvement plan for these areas is a legal requirement in the Community Empowerment Act 2015.

These communities currently are:

- Dalkeith Central/Woodburn,
- Mayfield/Easthouses,
- Gorebridge.

New small areas have also emerged in the 2020 SIMD in Penicuik and Loanhead, and the board will give consideration to targeting these areas in future planning.

The CPP has set a clear shared target of closing the gap between the outcomes experienced in these parts of Midlothian and the average outcomes experienced by residents across the County. It is also recognised that there are areas of relative disadvantage in other communities across Midlothian and so closing the outcomes gap for

residents affected across all areas of the county is of primary importance.

This decision means that partners will work together to give priority to actions in these three geographies, developing ideas in partnership with local people and the community agencies they lead. Indicators of performance in use consider the outcomes gaps between local geographies and between Midlothian and Scotland averages

4 Report Implications

4.1 Resource

The Single Midlothian Plan for 2020-21 comprises outcome indicators agreed with Community Planning partners. The designated members of the CPP Board are now required by law under the Community Empowerment Act 2015 Section 9 (3) to provide joint resourcing of actions to improve agreed outcomes, and to jointly resource the CPP processes to enable community participation in decision making. In particular 5 core partners (Council, NHS, Fire, Police and Scottish Enterprise) must co-facilitate the arrangements for community planning.

The Council has already agreed to align its planning, both operational and financial, with the priorities in the Single Midlothian Plan; and service plans have been constructed to support the priorities set in the plan, within resource constraints. The Council has also piloted mechanisms for sharing of resource decisions with its communities by developing and piloting the process of participatory budgeting and is now piloting this approach for environmental budgets in the Dalkeith / Danderhall ward with the involvement of local elected members.

The impact of COVID pandemic means that there are now very serious financial impacts on the Council that will affect its ability to deliver the targets in the 2020-21 plan. To address this, the CPP Board agreed to a process of revision of targets for the current year by the 30 September half year performance reporting point.

4.2 Risk

The COVID 19 pandemic has seriously disrupted all aspects of life in Midlothian, adjusting the targets in the plan allows these impacts to be considered and new actions and targets set for the current year that reflect the new circumstances. Failure to make changes will leave a plan that is undeliverable.

4.3 Single Midlothian Plan and Business Transformation

Themes addressed in this report:

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

- ☒ Improving opportunities in Midlothian
- ☒ Sustainable growth
- ☒ Business transformation and Best Value
- ☐ None of the above

4.4 Key Priorities within the Single Midlothian Plan

The CPP has chosen to focus on four priorities:

- o Reducing the gap in learning outcomes
- o Reducing the gap in health outcomes
- o Reducing the gap in economic circumstances
- o Reducing the partners carbon emissions to net zero by 2030

This does not describe all the outcomes across the 5 strands of CPP activity, which are set out in the attached plan, but reflects the consensus on top priorities for improvement arrived at by partners through the annual planning cycle.

4.5 Impact on Performance and Outcomes

The Board and the Council have agreed to focus on the key priorities set out earlier in this report, and a dashboard of performance indicators gives the Board an overview of performance on these areas specifically including new climate emergency. The published plan now includes a statement enabling adjustments to be made to reflect the impact of the COVID pandemic, these changes are to be made by the 30 September but may in turn be affected by any further COVID resurgence leading to a repeat lockdown.

4.6 Localising Access / sharing decision making

The CPP has established an area targeting model to take forward co-decision making with local community agencies and partners as required by the Community Empowerment Act 2015. The remit of the priority areas partnership group is:

“To ensure the engagement of all relevant stakeholders and to oversee the development and implementation of local co-produced action plans to reduce the identified outcome gaps for residents in the defined priority areas”.

4.7 Involving Communities and Other Stakeholders

Consultation/ engagement on proposed priorities took place during the period June to September through community planning strategic groups their sub groups on specific topic areas, citizens’ panel, on line and in stakeholder meetings, and at the annual community planning day in November 2019. New engagement is underway to consult residents about priorities for the ‘new normal’ post COVID19.

4.8 Ensuring Equalities

Equalities issues are key and a separate section of the plan identifies the proposed specific improvement actions by partners for 2020-21, an impact assessment has been completed for the three year strategy for 2019-22

4.9 Supporting Sustainable Development

The necessary processes are in place to examine progress in agreeing the plan to ensure any requirements for a Strategic Environment Assessment are met.

5 Summary

This report presents the 2020-21 Single Midlothian Plan, which has now been published with a statement of intent to revise by 30 September in light of the COVID 19 pandemic impact.

Appendices

Appendix A – Additional Report Implications

Appendix B – Background information/Links

APPENDIX A – Report Implications

A.1 Key Priorities within the Single Midlothian Plan

Not applicable

A.2 Key Drivers for Change

Key drivers addressed in this report:

- ☒ Holistic Working
- ☐ Hub and Spoke
- ☐ Modern
- ☒ Sustainable
- ☒ Transformational
- ☒ Preventative
- ☒ Asset-based
- ☒ Continuous Improvement
- ☐ One size fits one
- ☐ None of the above

A.3 Key Delivery Streams

Key delivery streams addressed in this report:

- ☒ One Council Working with you, for you
- ☒ Preventative and Sustainable
- ☒ Efficient and Modern
- ☐ Innovative and Ambitious
- ☐ None of the above

A.4 Delivering Best Value

Best Value delivery is a core principle of community planning working arrangements

A.5 Involving Communities and Other Stakeholders

The SMP is a product of wide ranging community engagement processes

A.6 Impact on Performance and Outcomes

The report sets out the single shared plan for Midlothian developed with partners including outcomes, indicators targets and baselines that council service plans relate to

A.7 Adopting a Preventative Approach

Preventive approaches are a core approach of community planning partnership working

A.8 Supporting Sustainable Development

The CPP is committed to support the Council carbon neutral target

APPENDIX B**Background Papers/Resource Links (if applicable)**

Single Midlothian Plan final draft (appendix 1)

Midlothian

A Great Place to Grow

Midlothian

Community Planning Partnership

Single Midlothian Plan 2020-21

COMMUNICATING CLEARLY

We are happy to translate on request and provide information and publications in other formats, including Braille, tape or large print.

如有需要我們樂意提供翻譯本，和其他版本的資訊與刊物，包括盲人點字、錄音帶或大字體。

Zapewnimy tłumaczenie na żądanie oraz dostarczymy informacje i publikacje w innych formatach, w tym Braillem, na kasecie magnetofonowej lub dużym drukiem.

ਅਸੀਂ ਮੰਗ ਕਰਨ ਤੇ ਖੁਸ਼ੀ ਨਾਲ ਅਨੁਵਾਦ ਅਤੇ ਜਾਣਕਾਰੀ ਤੇ ਹੋਰ ਰੂਪ ਵਿੱਚ ਪ੍ਰਕਾਸ਼ਨ ਪ੍ਰਦਾਨ ਕਰਾਂਗੇ, ਜਿਨ੍ਹਾਂ ਵਿੱਚ ਬਰੇਲ, ਟੇਪ ਜਾਂ ਵੱਡੀ ਛਪਾਈ ਸ਼ਾਮਲ ਹਨ।

Körler için kabartma yazılar, kaset ve büyük nüshalar da dahil olmak üzere, istenilen bilgileri sağlamak ve tercüme etmekten memnuniyet duyarız.

اگر آپ چاہیں تو ہم خوشی سے آپ کو ترجمہ فراہم کر سکتے ہیں اور معلومات اور دستاویزات دیگر شکلوں میں مثلاً بریل (تین افراد کے لیے) بھرے ہوئے حروف کی لکھائی میں، ٹیپ پر یا بڑے حروف کی لکھائی میں فراہم کر سکتے ہیں۔

Contact 0131 270 7500 or email: enquiries@midlothian.gov.uk

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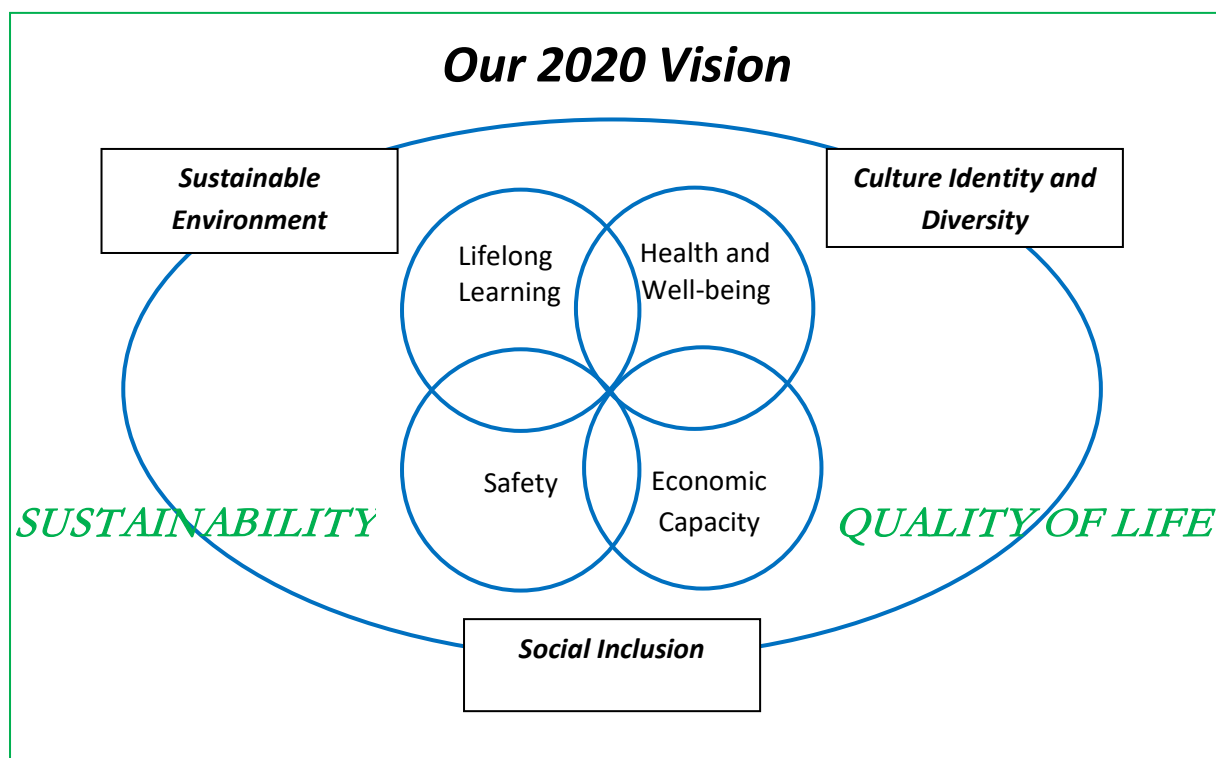
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SINGLE MIDLOTHIAN PLAN 2019-20

The local outcomes improvement plan for Midlothian

VISION

In 2003 the Community Planning Partners, after extensive public debate and engagement, set out a vision for the long term future of Midlothian up to 2020 based on 2 key principles of 'People' and 'Place'. This was spelt out as the following shared tasks:



- Improve quality of life for everyone; and
- Safeguard the resources we have today for future generations

This is the final year of the 2003-2020 vision and a new vision statement “map” will be prepared by the CPP this year for the 2020-2040 period using the work done by the Community Planning Partnership (CPP) Board in 2015/16: which encapsulated these concepts in a revised vision statement:

“Midlothian – A Great Place to Grow”

PURPOSE

Community Planning Partnerships (CPPs) draw together public sector assets, activities and resources, together with those of the voluntary and private sectors and local communities, to deliver a shared 'plan' that uses an evidence based approach to drive improvement in meeting the differing needs of local populations. CPPs have clear performance measures and make demonstrable improvements in people's lives, by reducing outcome gaps within populations and between areas, promoting preventative approaches that reduce demand for public services, and working with communities to increase their influence in decision making and managing their own needs.

PROCESS

The Midlothian CPP undertakes an annual data collection exercise, gathering together key available published data about the Midlothian area. The [Midlothian Profile](#) is produced by the Community Planning Research and Information Group, and is used by the CPP as the starting point for an annual "Strategic Assessment" of Midlothian.

A [Strategic Assessment](#) is a review of statistics, followed by a review of the political, social, economic, technological, environmental and legal (PESTEL) changes either currently or in the next immediate period affecting the area, followed by an assessment of the level of impact (business risk) that these are likely to have on the communities of Midlothian. The shared planning cycle of the partners is as follows:

Annual revision of the Midlothian Profile:	March - April
Revision of the Strategic Assessment:	April – June
Public engagement processes:	July – September
Drafting of budgets and one year priorities:	October – December
Achieving formal approval of plans and budgets:	January – March

MAP OF THE CPP AND ITS MAIN PRIORITIES



STRUCTURE

- The full structure of the CPP are all available on the Midlothian Council website at: [Community Planning web pages](#). This includes the remit and membership of each thematic group, sub-groups and sub-group action plans and governance documents.

The website also holds the following information:

- Community Empowerment Act guidance;
- Community asset transfer and participation request guidance the council's asset register;;
- A listing of contacts for and details of community accessible buildings by community council area and local community directories;
- Links to the 16 Community Councils;
- Neighbourhood plans and profiles (where these are in place and up to date);
- Masterplans for Newtongrange village centre and Stobhill;
- The 2019 Midlothian area data profile;
- The Midlothian Joint Strategic Assessment 2019;
- Child poverty action plan report 2019;
- Link to NHS Lothian strategic plan;
- CPP Board minutes;
- Citizens panel survey reports;
- Allotments, Food and Growing strategy 2020-2030;
- Link to the CPP Facebook page;
- Volunteering policy of Midlothian Council;
- The Corporate Parent strategy and a link to Midlothian Champions Group of care experienced young people;
- Community Action on Climate Change Federation of Community Council's report 2019 ,
- Midlothian Biodiversity action plan;
- Performance reports for the CPP and themes within this, including the statutory Community Justice annual report, Integration joint board annual report, Getting it Right for Every Midlothian Child annual report.

AREA TARGETING

The CPP is aware that for many years there has been a significant statistical gap between the life outcomes for residents living in some parts of the County and the average outcomes for Midlothian and for Scotland as a whole. These areas have been identified nationally by Scottish Government by use of seven sets of statistical data about living circumstances known as the Scottish Indicators of Multiple Deprivation (SIMD).

Examples of the gaps include poorer levels of employment; lower wage rates; lower average life expectancy and greater concentrations of people who are elderly or disabled; poorer access to physical amenities such as shops, health care, public spaces and play facilities; lower than average qualifications; higher levels of crime.

In Midlothian, there are three communities within which there are concentrations of statistics which place parts of these areas in the top 20% of SIMD (i.e. most deprived). These communities are Dalkeith Central/Woodburn; Mayfield/Easthouses and Gorebridge. The CPP has set a clear shared target of closing the gap between the life outcomes experienced in these parts of Midlothian, and the average life outcomes experienced by residents across the County.

Each of these areas must now by law (Community Empowerment (Scotland) Act 2015) also have a "Locality Outcome Improvement Plan" in which local residents have been actively engaged in creating the content with public bodies, responding to local needs and aspirations. The CPP's existing Neighbourhood planning arrangements fulfil this requirement with plans in place for Dalkeith/Woodburn and Gorebridge, and the Mayfield/Easthouses plan under revision with local residents but the existing plan still being delivered. The

2020 SIMD has also identified a datazone in Loanhead and one in Penicuik which also fall into the top 20%. In addition SIMD data indicates that there are individual features of other areas that fall into the top 20%, notably crime indicators and qualification level indicators.

LEGAL POSITION

In 2015 an Act of the Scottish Parliament was passed into law, significantly affecting the operations of the CPP.

The Community Empowerment (Scotland) Act (2015)

- CPPs have been made statutory (required by law) and new duties have been placed on public sector partners to play a full and active role in Community Planning. The Act makes clear that Community Planning is the process by which public bodies must work together and with community bodies to plan for, resource and provide services which improve local outcomes in the local authority area;
- The Act confirms that the role of a CPP is to prepare a plan for improving local outcomes, in consultation with community bodies and others. These outcomes are to be consistent with the national outcomes determined by the Scottish Ministers under Part 1 of the Act.
- The CPP must publish the plan, monitor progress being made and report annually on progress.
- The Act extends the list of key partners to include a wider range of public authorities, including Scottish Natural Heritage, Further Education Colleges, Skills Development Scotland, and the integrated health and care boards. Individual partners now have a legal duty to work collaboratively and to take into account the plan when setting their individual priorities, and to commit resources to delivery of the plan and report to the CPP on their contribution.
- The Scottish Government expects that all public sector organisations engage with communities and support their participation in setting priorities and in the design and delivery of services. Community bodies must in turn ensure that ensure they are open, inclusive and truly represent their communities.
- Where an appropriate community body, or a group of bodies, believes it could help to improve the outcome of a service, it is now entitled to make a request to a public body that delivers that service, asking to take part in a process to improve that outcome. The public body must agree to the request for dialogue unless there are reasonable grounds for refusal. If it refuses the request, it must explain the reasons.
- If a community body proposes to deliver a service itself, the public body will need to decide whether the community body has an appropriate corporate structure and the capacity to take on that role;
- The Act makes amendments to the community right to buy, making it easier for communities to define their community in a greater variety of ways. It gives the initiative to communities to identify unused public property they are interested in and place a duty on public authorities to agree to the request unless they can show reasonable grounds for refusal. Community bodies are able to approach public authorities for detailed information about a property they are interested in before making a formal request. There is more information on the [Community Asset Transfer](#) page on the Council's website.

EQUALITIES

The Community Planning Partnership is fully committed to ensuring the legislative requirements placed on all public service delivery agencies in the Equality Act are met. The partners have in place processes for equality impact assessment (IA) to monitor the potential impact of any changes in service planned individually or jointly. The impact assessment of this plan is published on the community planning pages of the Council website.

THE PLAN

The CPP undertook an engagement process in 2018/19 reviewing the core priorities for the next 3 years. Taking into consideration evidence about the comparative quality of life of people living in Midlothian, where it is clear that less well-off residents experience poorer health, have fewer or no choices in how they use low incomes, and where there is a proven relationship between these factors and their learning; the top three priorities for 2019-22 are:

- **Reducing the gap in learning outcomes**
- **Reducing the gap in health outcomes**
- **Reducing the gap in economic circumstances**

A fourth climate emergency top priority has now been added (see explanation below in the Climate Challenge section)

Reducing the partners carbon emissions to net zero by 2030

Safer Midlothian

The 2018 engagement process highlighted views of young people in particular that their safety in the community was a matter of concern to them. The CPP Board, CPP working group and GIRFEMC Board debated this issue and agreed to further investigate the nature of this concern, working with the GIRFEMC and Community Safety and Justice Partnership Board within the CPP to consider additional actions that will support children and young people.

This builds on the existing core of services such as the Mid and East Lothian Public Protection Unit, Children's Services, Schools' guidance, pupil support and behaviour management systems, youth work practice, adult health and social care work on addiction, youth justice service, the criminal justice social work team, police, fire and rescue, road safety staff, NHS staff in child health, the work of voluntary organisations such as women's aid, victim support and others who support young people affected by crime and violence.

The decision by Midlothian Council to cease the Council's community safety staff team as part of its budget cuts in 2018/19 but to continue to provide significant additional funding to the Police service (13 police officer posts are funded by the Council) has resulted in a review of the service level agreement with the Police regarding the duties of these posts. Some secondary schools now have a Police officer located on site.

In response to the three priorities, the five themes of Community Planning aim to achieve the following medium term outcomes (an "outcome" is a statement of how conditions will be, at the end of a process, and is a way for describing the culmination of a number of actions that can be measured) over the 3 year period

Climate Challenge

The Climate Change (Scotland) Act 2009 provides the legislative framework for climate change action in Scotland. It sets out mandatory targets to reduce greenhouse gas emissions by 42% by 2020 and by 80% by 2050 to support the transition to a sustainable low carbon economy, and defines annual emissions targets from 2010 to 2050. In 2018, the Climate Change (Scotland) Bill introduced proposed changes to the Act. It raised the Government's ambitions in respect of future emissions targets to 70% by 2030 and 90% by 2040 and introduced a new target for Scotland to reach net-zero emissions by 2045.

The annual CPP planning day in November 2019 focused on climate and sustainability issues. The elected members of Scottish Parliament and of Midlothian Council (and all other Councils in Scotland) have declared that a "Climate Emergency" exists and that this must be addressed by collective action to reduce carbon and other greenhouse gas emissions as part of the international effort to reduce the level of global temperature rise that is affecting the world's climate and ecosystems.

The CPP board at its January 2020 meeting agreed to make meeting the Climate Challenge a priority in its shared partnership work. The Board has set up a Climate Challenge partnership, built on and replacing the existing sustainable environment partnership to focus collective effort on building from existing commitments.

Emissions data for Midlothian is similar to the national picture, with transport being the largest source of CO2 emissions followed by Industry and Commercial and domestic sectors. Between 2005 and 2011 there has been a degree of fluctuation in total emissions but between 2012 and 2016 there has been a year on year reduction. However, Midlothian is the fastest growing local authority area in Scotland and much of that growth has come about in the last few years and principally as a result of major planned house building (Midlothian Local Development Plan 2017 (MLDP)) and inward migration. Emissions data for 2017 and 2018 is yet to be published. Over this period, house completions have continued to rise and therefore there is a chance that sectoral and/or total emissions may increase in either of each of these years. The scale of housing and economic development identified in the MLDP up to 2027 will present a significant challenge in terms of reducing emissions given the consequential increase in population and associated energy, travel and consumption demands arising from this growth.

Outcomes by the end of the 2021/22 budget year:

COMMUNITY JUSTICE 3 YEAR OUTCOMES

- Communities improve their understanding and participation in community justice
- Partners plan and deliver services in a more strategic and collaborative way
- People have better access to the services they require, including welfare, health and wellbeing, housing and employability
- Effective Interventions are delivered to prevent and reduce the risk of further offending
- Life chances are improved through needs, including health, financial inclusion, housing and safety being addressed
- People develop positive relationships and more opportunities to participate and contribute through education, employment and leisure activities
- Individual's resilience and capacity for change and self-management are enhanced

COMMUNITY SAFETY 3 YEAR OUTCOMES

- Fewer people are victims of crime, abuse or harm
- People feel safe in their neighbourhoods and homes
- Communities take a positive role in shaping their future

SUSTAINABLE GROWTH 3 YEAR OUTCOMES

- The local economy is more productive and inclusive
- Sustainable town centre regeneration is visible
- Midlothian Science Zone has developed, benefitting the local economy and community

In light of the Climate emergency, the Board has adopted a new outcome:

- **To be an 'earth friendly' partnership, resource aware and committed to working to support Scotland's net zero carbon ambition by 2045 (2030 in Midlothian)**

IMPROVING OPPORTUNITIES 3 YEAR OUTCOMES

- Poverty levels in Midlothian are reduced
- Health inequalities are reduced and the health of people in Midlothian is improved
- The public is informed and engaged in service development and delivery

GETTING IT RIGHT FOR EVERY MIDLOTHIAN CHILD 3 YEAR OUTCOMES

- All care experienced children and young people are being provided with quality services

- Children in their early years and their families are being supported to be healthy, to learn and to be resilient
- All Midlothian children and young people have access to timely and appropriate support
- Children and young people are supported to be healthy, happy and reach their potential
- Inequalities in learning outcomes have reduced

ADULT HEALTH AND CARE 3 YEAR OUTCOMES

People are able to look after and improve their own health and wellbeing and live in good health for longer
People, including those with disabilities/long term conditions or who are frail are able, wherever possible, to live independently and in their own home

Health and Social Care have contributed to reducing health inequalities

Unpaid carers are supported to look after their own health and wellbeing

ACTION PLANS FOR 2020/21

The priorities and actions for 2020/21 set out under the 5 themes of community planning are designed to improve life outcomes for the people of Midlothian. These one year priority actions are intended to take steps towards achieving the three year outcomes and long term vision of the partnership.

GETTING IT RIGHT FOR EVERY MIDLOTHIAN CHILD PRIORITIES for 2020/21

- Improving mental health and wellbeing of children and young people
- Closing the educational attainment gap between children from better off and disadvantaged families
- Managing risk taking behaviours by children and young people

COMMUNITY SAFETY PRIORITIES for 2020/21

- Reduce violent crime
- Reduce substance (alcohol and drug) misuse
- Reduce domestic abuse and protect women and girls

The Local Police plan sets out in detail the contribution being made by the Police to the safety of the public of Midlothian and is available on the Police Scotland website. The priorities below are shared by all CPP partners.

The Community Justice priorities for the year ahead mirror the three-year priorities mentioned in the chapter above.

SUSTAINABLE GROWTH PRIORITIES for 2020/21

- Support regeneration of Town Centres
- Deliver further affordable housing
- Grow Midlothian's key sectors and economic base
- Increase use of Renewable Energy, sustainable travel; and develop a Carbon Charter
- Develop and investment promotion website to harness opportunities and put Midlothian on the map
- Increase partnerships with the public, private and third sector

IMPROVING OPPORTUNITIES FOR PEOPLE IN MIDLOTHIAN PRIORITIES for 2020/21

- Reduce the number of children living in poverty
- Support people out of poverty and welfare dependency
- Reduce health inequalities

2020/21 ACTION PLANS

The following sections set out the work of the five thematic partnerships, beginning with a summary of the strategic assessment and then the detailed action plan for 2020-21

Please note that after completion of this plan for 2020-21, the COVID19 Pandemic has resulted in severe disruption. All planned 2020-21 targets and actions will be reviewed by the 5 thematic partnerships and are therefore subject to change as COVID19 circumstances dictate.

Adult Health and Social Care

1. MIDLOTHIAN HEALTH AND SOCIAL CARE PARTNERSHIP OVERVIEW



Midlothian Health and Social Care Partnership serves a population of 91,340, and is responsible for services that help adults live well and get support when they need it. Many voluntary sector and independent providers work with us to deliver the objectives of the Partnership, and while the Partnership is governed by the Integration Joint Board (IJB) it is also a thematic group of the **Midlothian Community Planning Partnership**.

From the 1st April 2020, the service areas of Sport and Leisure and Welfare Rights will transfer to the Partnership as part of the wider Midlothian Council Management Review. Both areas are closely linked to improving health and wellbeing with a focus on early intervention.

2. OUR VISION

Our vision is that everyone in Midlothian will have the right advice, care and support; in the right place; at the right time to lead long and healthy lives.



With the inclusion of Sport and Leisure and Welfare Rights in April 2020 work has begun to ensure these services are intrinsically linked to the Midlothian Health and Social Care Partnership Strategic Plan.

Sport and Leisure

Our vision is an active Midlothian where everyone benefits from sport. We will encourage and support individuals:

- To be physically active every day.
- Keep moving at home and at work.
- Take an active approach to getting around.
- Take part in sport because we see it being relevant to our lives.
- Be involved in ways that suit us.

By reducing barriers and encouraging inclusion we aim to increase the benefits of sport. For some of us, by taking part, for others, through our communities. An active Midlothian is one where people are encouraged to participate, progress and achieve in sport. At the same time people become more active and stay active.

Welfare Rights

Our vision is to support individuals in need of assistance by offering free, confidential, personalised and impartial advice on a wide range of financial matters, and take a preventative approach for identifying vulnerable individuals. We will work with and support individuals:

- To budget and maximise income.
- To check entitlements and get support making claims for benefits.
- To access advice about debts and help gain control of their finances.
- To assist with challenging and pursuing appeals.
- To address the financial consequences of adults with a diagnosis of cancer.

3. Our Values

We will achieve our ambitious vision by placing more importance and a greater proportion of our resources on our key values. This will not be achieved overnight; changes in the way in which health and care services are delivered take time.

- **Prevention:** You should be supported to take more responsibility for your health and wellbeing. We want to deal with the causes rather than the consequences of ill health wherever possible.
- **Independence, Choice & Control:** You should be able to manage your condition and control your support. We will support you to live independently at home and promote the principles of independent living and equality.
- **Support the person not just the condition:** Your support/treatment should consider key issues affecting your life as well as supporting you to manage your condition.
- **Recovery:** You should be supported to recover good health and independence as far as possible.
- **Coordinated Care:** Everyone who provides your care should be working together.
- **Local:** Your support should be provided as close to your home as possible and you should only go to hospital if you really have to. Much of this support is provided by families, neighbours and your local community. We will work in partnership with unpaid carers, volunteers and communities.
- **Public Protection:** You should feel safe at home and in your community.
- **Equality:** You should not be disadvantaged due to your ability, ethnicity or caring responsibilities. We will do everything we can to reduce health inequalities and respect your dignity and human rights in the planning of health and social care.
- **Evidence based decisions:** Services will be commissioned based on identified need. We will listen to people who use our services, and the people who care for them, working together to develop the services that are right for them.
- **Quality:** We will provide the highest quality health and care services, with a very strong emphasis upon improving the quality of services, responding to user feedback and internal and external audit.

4. Consultation and Engagement



Communication and engagement is fundamental in helping us to provide the right information, at the right time and in the right place, ensuring our services are led by listening to user feedback.

The Midlothian Health and Social Care Partnership's Communications Strategy for 2020-21 sets out:

- a) who we will communicate and engage with;
- b) our methods of communication and engagement;
- c) when we communicate and engage; and
- d) Guidelines for effective communication.

There is consultation activity led by our partners in Midlothian, for example a carer survey, and national consultation programmes such as the Scottish Governments Health and Care Experience Survey. This is carried out biannually to help understand more about the quality of health and social care services offered across Scotland and identify areas for improvement. The results on the 2019-20 Health and Care Experience Survey will be available later this year and will help us better understand people's experiences of their local health and social care services and caring responsibilities in Midlothian.

5. Our Key Successes in 2019-20



Our Midlothian Health and Social Care Partnership Annual Performance Report provides a sense of the depth and breadth of the work which contributes to our vision that the people in Midlothian should live well and get the care, advice and support they need at the right time. With the help of facts and figures, case studies and feedback from our communities the report highlights our key successes over the previous 12 months.

The 2019-20 Annual Report will be available in August 2020. The Report will be published online at <https://midlothian.gov.uk/mhscp>

6. Our Priority Areas

1. LONG TERM CONDITIONS

Cancer

- Explore ways to deliver treatments locally, in particular chemotherapy.
- Implement the new 'Improving Cancer Journey' to provide support to people after a diagnosis of cancer.

Respiratory Disease

- Reduce rates of smoking and support people to maintain a healthy weight.
- Strengthen partnership working with MERRIT, Marie Curie and Edinburgh Community Respiratory team.

Neurological Conditions

- Support people to live in their own homes by helping to explore housing options.
- Work with the Astley Ainslie hospital to explore ways to deliver in-patient and out-patient services locally.
- Review demand for services in light of introduction of free personal care for under 65s.

Stroke

- Reduce rates of smoking and support people to maintain a healthy weight.
- Look to develop ways of integrating rehabilitation into community services.
- Review our community based support by working with the Edinburgh Stroke Unit.

Diabetes & Obesity

- Support adults to maintain a healthy weight, especially those with pre-diabetes, e.g. through increased weight management services.
- Work collaboratively with other Partnerships in south east region of Scotland to increase services to tackle type 2 diabetes.

Sensory Impairment

- Improve awareness and understanding of sensory impairment among staff.
- Work with acute colleagues to detect vision and hearing loss early through clinics and checks.
- Work with acute colleagues to Provide services locally such as audiology maintenance clinics.

Palliative Care

- Strengthen choice and control through Anticipatory Care Plans, Power of Attorney arrangements and Adult Carer Support Plans.
- Improving services by training staff in care homes and consulting with families.

2. SERVICE USERS GROUPS

Older People (65+)

- Identify frail people and provide early intervention using GP, and health and social care data.
- Strengthen the Ageing Well project to help reduce isolation and promote activity.
- Strengthen systems to reduce numbers of people being delayed in hospital e.g. Flow hub.
- Through the development of Intermediate care services, improve the care planning system both to simplify and fully involve service users.

Mental Health

- Reshape the rehabilitation pathway.
- Enhance mental health services in Primary Care including the expansion of the Access Point.
- Review the use of mental health older people's beds in the Community Hospital and look to enhance community based supports.
- Refresh the local suicide prevention plan.

Physical Disability

- Plan for the implementation of changes to the Welfare Benefits system in Scotland.
- Plan for and deliver the provision of free personal care for under 65s.
- Contribute to the re-provision of Astley Ainslie Hospital including strengthening community based services.
- Continue to strengthen the provision and accessibility of information about services and supports.

Learning Disability

- Commission new build housing for people with learning disability using clustered models supported by technology enabled care.
- Implement a range of changes to the provision of day services including more local services and more age appropriate services.
- Develop community based services using Positive Behavioral Support for people with complex care needs.

Autism

- Introduce a local "Guide to Autism".
- Devise a mobile app to discover Midlothian through the eyes of people with complex needs.

Justice Service

- Providing people on Community Payback Orders with recognised qualifications through Unpaid Work staff becoming registered trainers.
- Supporting families through the Safe and Together service by working with perpetrators of domestic abuse.

Substance Misuse

- Improve services, especially for people with dual diagnosis of mental health and substance misuse, through the Recovery Hub.
- Increase the role in treatment and support services of people with lived experience.
- Increase employment opportunities for people in recovery by improving engagement in education, training and volunteering.

3. RESOURCES

Primary Care

- Increase capacity in GP practices.

Social Care Support

- Develop more joined up services e.g. the recovery hub; locality work and the learning disability team.
- Strengthen the approach to self-directed support.
- Fully implement new policies such as Fair Access to Care and new legislation including the Carers Act.

Hospitals

- Strengthen the pathway for people who present at acute hospital whose needs are more social in nature.
- Increase the role of Hospital at Home.
- Reduce the number of people whose discharge is delayed.
- Develop models of care that support reduces attendance at Accident/Emergency.

Carers

- Full implementation of provision of Adult Carer Support Plans.
- Provision of respite care and short breaks.
- Improve identification of 'hidden carers'.

Workforce

- Enable all staff to work in a more person-centered way with a stronger focus on prevention and recovery.
- Develop and implement forward looking action plans for each service area

Communities

- Develop a stronger locality based approach building on the work through the Penicuik Collaborative.
- Continue to have a focus upon the three areas of deprivation in Woodburn, Mayfield and Gorebridge.

Third Sector

- Explore the viability of establishing a Voluntary Sector Hub.
- Continue to develop stronger working relationships both operationally and in relation to service redesign.

Housing and Property

- Plan the development of a range of extra care housing schemes to support Midlothian residents to be cared for within Midlothian.

Technology Enabled Care (TEC)

- Improve our use of health and social care data to understand and respond to the needs of the population.
- Introduce TEC systems to lessen the need to travel into hospital for clinics and appointments.
- Use technology to help people remain at home for as long as possible.

7. Our Challenges

A growing and aging population

We are the second smallest Local Authority in mainland Scotland but the fastest growing. 12,000 new houses will be built in the next 3 years. This will pose challenges for all our health and social care services whilst also changing the face of some of the local communities. As people live for longer many more people will be living at home with frailty and/or dementia and/or multiple health conditions. An increasing number of people live on their own, and for some this will bring a risk of isolation.

Higher Rates of Long-Term Conditions

Managing long-term conditions is one of the biggest challenges facing health care services worldwide, with 60% of all deaths attributable to them. Midlothian has a higher incidence than the national prevalence of cancer, diabetes, depression, hypertension, chronic obstructive pulmonary disease and asthma. Older people are more susceptible to developing long-term conditions; most over 65s have two or more conditions and most over 75s have three or more conditions.

People living in areas of multiple deprivation are at particular risk with, for example, a much greater likelihood of early death from heart failure. They are also likely to develop 2 or more conditions 10-15 years earlier than people living in affluent areas. It is estimated that people with long-term conditions are twice as likely to be admitted to hospital and have a longer length of stay accounting for 80% of all GP visits and for 60% of hospital admissions.

High rates of mental health needs

Many mental health problems are preventable, and almost all are treatable, so people can either fully recover or manage their conditions successfully and live fulfilling healthy lives as far as possible. The incidence of mental health issues in Midlothian, while similar to the rest of Scotland, is a major concern. 19.7% of the population is on medication for anxiety, depression or psychosis. Living in poverty increases the likelihood of mental health problems but also mental health problems can lead to greater social exclusion and higher levels of poverty. People who have life-long mental illness are likely to die 15-20 years prematurely because of physical ill-health. The national Mental Health Strategy 2017-27 states that "Our guiding ambition for mental health is simple but, if realised, will change and save lives - that we must prevent and treat mental health problems with the same commitment, passion and drive as we do with physical health problems".

Our services are under pressure

People place a high value on being able to access effective health services when they need them. People expect to receive high quality care services when these are needed whether as a result of age, disability or long term health conditions. Yet there are a number of pressures on our services.

Financial pressures

Financial pressures on public services are severe with the difficulties facing national health services never far from the attention of the media. Locally the Council continues to face severe reductions in its overall budget but has sought to protect social care budgets from the level of cuts required in other services. There is no doubt that we need to do things differently: the traditional approach to delivering health and care services is no longer financially sustainable.

Workforce Pressures

Two of the main areas of concern to the public in recent times have been difficulties in accessing primary care and not always receiving care at home despite being assessed as in need of the service. Recruitment and retention is a growing problem in health and social care. There is a shortage of GPs; a significant proportion of District Nurses are nearing retirement; while care at home providers find it difficult to attract and keep care at home workers despite measures such as the living wage and guaranteed hours. The aging

population means these pressures will almost certainly increase. There is a clear need to plan ahead and find alternative solutions to ensure services are able to meet people's needs.

Family and other unpaid carers have always been vital to enabling older people and those with disability or longer term health conditions to manage their lives. It is essential that the increased emphasis on care at home does not put intolerable pressure on family carers; this is a risk if we fail to address the workforce challenges.

Acute hospitals

Acute hospitals are under huge pressure due to unsustainable demand and financial restrictions. We need to invest in community based alternatives that will minimise avoidable and inappropriate admissions and facilitate earlier discharge. By treating people closer to home, or in their own home we can support admission avoidance and improve patient outcomes.

8. Health Inequality across Midlothian

Health inequalities are the unfair and avoidable differences in people's health across social groups and between different groups.

The Midlothian Health and Social Care Partnership is increasing the focus on prevention and early intervention, planning service delivery according to greatest need where appropriate, and working to ensure our workforce understands inequality, its impact on people's health and wellbeing and how services should respond to this.

We work with our Community Planning Partnerships to draw together our assets, activities and resources, to reduce health inequalities and improve the health of people in Midlothian.

We have strong local communities in Midlothian and we harness the strengths they can bring to improving health and wellbeing. Voluntary organisations, volunteers, neighbours and extended families are all vital to helping people who are vulnerable to stay safe and well. Active, supportive communities are fundamental to a good quality of life for people vulnerable through age, illness or disability. It is important in addressing the harmful effects of social isolation which can lead to poorer physical and mental ill health and an increased risk of hospital or care home admission.

People affected by poverty and social disadvantage have poorer health and are more likely to die at a younger age than their neighbours with more resources. People also experience disadvantage through, gender, sexual orientation, social position, ethnic origin, geography, age and disability.

People living in some communities are more likely to be living in poorer health and to die younger with higher rates of cancer, stroke, diabetes and heart disease. People with disabilities are more likely to have lower educational achievements, higher rates of poverty and poorer health outcomes. Unpaid or family carers are more likely to experience emotional stress, anxiety, and fatigue. The impact of caring for others can significantly impact on their own physical health and wellbeing, finances and relationships.

9. Sustainability of Health and Social Care Services

The delivery of integrated care is fundamental in providing sustainable adult and social care services.

- We are working to develop efficient, effective and sustainable approaches to supporting our service users against the challenges we face.

- We are promoting healthy lifestyles and supporting people to manage their own health and live independently.

10. Climate Change Emergency

Midlothian Council passed a motion at its meeting of 17th December 2019 agreeing to declare a climate emergency that requires urgent action. The Health and Social Care Partnership is strongly committed to work in partnership and play its part in Midlothian Council's Climate Change Strategy and NHS Scotland's Climate Change Emergency Commitments.

The Board of NHS Lothian has identified the potential for a focus on environmental sustainability as a catalyst for innovation and redesigning clinical pathways and services, and there is active and ongoing engagement with general practices in Midlothian looking at the Royal College of General Practice's Green Impact tool and other actions. A comprehensive climate change action plan will be developed during 2020 by the Midlothian Health and Social Care Partnership.

11. Self-Assessment

Strategic Direction/Delivery

A range of activities were carried out 2018-19 in the preparation of our 2019-22 Strategic Plan. This included an updated Joint Needs Assessment and reflection on our performance and delivery of provision. This work provided the foundation for 18 discrete action plans for the period 2019-22.

Ministerial Strategic Group Improvement Plan

The Ministerial Steering Group (MSG) for Integrated Joint Boards reviewed progress on integration during 2018, and in March 2019 the Partnership completed an evidence based self-assessment matrix, based on the six key areas of improvement highlighted by Audit Scotland. Subsequent to this self-assessment we are in implementing an improvement Plan.

Scirocco Knowledge Exchange

We are participating in the Scirocco Exchange maturity assessment programme. This EU funded programme will assist us to self-assess the partnerships maturity around integration and participate in a knowledge exchange programme involving 8 European sites.

Staff Self-Evaluation

Health and social care staff participate in the annual iMatter programme. The annual survey covers how staff feel individually, as part of a team and as part of an organisation. 731 staff responded to the iMatter Survey, a response rate of 66%. The outcomes of this survey is considered by team managers in collaboration with team members identifying actions to be taken to address the key issues identified.

12. Financial Strategy



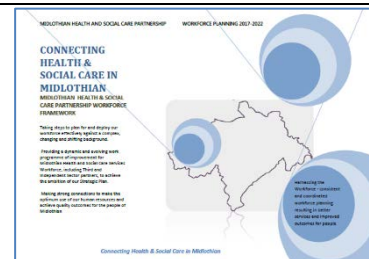
Financial Strategy
2019-22

September 2018

The Midlothian Health and Social Care Partnerships Financial Strategy articulates, in financial terms, how the strategic plan will be delivered whilst also outlining the measures that will be taken to reduce its costs and ensure that the IJB fulfills its responsibilities to the Midlothian population within the financial resources available. The [2019-22 Financial Strategy](#) was approved in September 2018, and a 5 year action plan in June 2019. The budget for Midlothian Council Adult Social Care services is managed directly by the Midlothian Health and Social Care Partnership, and details of the delegated funding to the Midlothian IJB will be available after February Council.

13. Workforce Plan

Consistent and coordinated workforce planning results in better services and improved outcomes for our service users. The Midlothian Health and Social Care Partnerships [Workforce Plan for 2017-22](#) brings together information about our workforce across all sectors of our partnership and recognises that workforce planning is a central corporate responsibility for NHS Lothian, Midlothian Council and the many voluntary and independent health and care providers which provide services in Midlothian. The Plan provides a strong foundation to build on, as integration progresses, and is currently being refreshed based on Scottish Government guidance.



14. Performance Reporting

Integrated Joint Board

Performance reports are presented to the Midlothian IJB and Midlothian Community Planning Partnership to monitor a core suite of national outcomes and data indicators monitoring change across the system of health and social care and to support the delivery of our strategic priorities. We have a legal requirement to publish an Annual Performance Report.

Discussions have begun on developing a tool that will help us effectively capture both quantitative and qualitative evidence, and support a consistent approach to data collection and reporting. The tool will enable us to better understand the multiple factors that influence change, and identify how all our services contribute to delivering our strategic outcomes and improving outcomes.

Reference Code	Adult Health and Care 2020-21						Ownership
	Actions	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Team
AHC - Isolation – Develop approaches to prevent or address isolation and reduce the detrimental impact on physical and mental health							
	Strengthen both formal and informal approaches to addressing isolation. This will involve working with voluntary organisations; local communities; and improving information about community resources.	31/3/21	The number of older people using local services, facilities and activities through participation in 1:1 or group sessions.	830	825	2017-18 825 2018-19 861 2019-20 tbc	Planning Older People MHSCP
AHC - Physical Activity - Contribute to the implementation of a local strategy by working with older people, people with disabilities and those at greatest risk of inequalities							
	Deliver Weight Management Programmes to help address and prevent obesity and type 2 diabetes.	31/3/21	Number of people referred to Weight Management Triage.	200	109	2015-16 109 2016-17 172 2017-18 159 2018-19 215 2019-20 tbc	Public Health/ Dietetics
	Work with Ageing Well to support older people.	31/3/21	Total number of people attending activity groups hosted by Ageing Well each year.	20,000	22,000	2018-19 22,000 2019-20 tbc	Ageing-Well
	Work with Midlothian Council Active Choices to support people with longer term health needs including Mental Health.	31/3/21	Number of people attending activity groups hosted by Midlothian Active Choices (MAC).	10,000	10,280	2018-19 10,280 2019-20 tbc	MAC, Sport and Leisure
		31/3/21	Number of people attending one to one sessions with Midlothian Active Choices.	950	900	2017-18 1,556 2018-19 984 2019-20 tbc	MAC, Sport and Leisure

Reference Code	Adult Health and Care 2020-21						Ownership
	Actions	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Team
AHC – Workforce – Support teams to work in an integrated way and address the workforce challenges including recruitment and retention of health and social care staff							
	Deliver bespoke training plan for the cross sector Scottish Government trauma training programme.	31/3/21	Number of people participated in level 1 awareness training.	400	0	new	L&D MHSCP
	Increase skills and knowledge of the CPP workforce in Midlothian in relation to suicide prevention.	31/03/21	Number of people attending suicide prevention training (Safe Talk or ASIST).	120	tbc	2019-20 tbc	Mental Health Lead MHSCP
			Number of organisations with representative(s) attending suicide prevention training.	10	tbc	2019-20 tbc	Mental Health Lead MHSCP
AHC - Financial Inclusion _ Work with MFIN to maximise income of people who are vulnerable or at particular risk of inequalities							
	Deliver Welfare Rights service to people with health care needs	31/03/21	Number of people supported with cancer.	250	250	2017-18 240 2018-19 316 2019-20 tbc	Welfare Rights Team
		31/03/21	Number of people supported with mental health needs.	250	140	2017-18 253 2018-19 360	

Reference Code	Adult Health and Care 2020-21						Ownership
	Actions	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Team
		31/03/21	Amount generated by the Welfare Rights Team	£3m		2016-17 £2.8m 2017-18 £3.4m 2018-19 £4.4m 19/20 tbc	
	Work with Red Cross to support people who are frail to access financial support available to them.	31/03/21	Additional benefit income to Midlothian residents identified as frail.	£150,000	£150,000	2019-20 tbc	Strategic Planning MHSCP
AHC – Health Inequalities - Develop a programme of work across agencies to reduce health inequalities in Midlothian							
	Deliver a holistic health assessment to people undertaking Unpaid Work Programme.	31/03/21	Number of people on Unpaid Work Programme attending at least one appointment with a nurse from the Community Health Inequalities Team (CHIT).	10	4	2019-20 4	Community Health Inequalities Team
	Contribute to Housing First for people with multiple and complex needs. This includes people who have a range of experiences including childhood and early years trauma, mental ill health, addictions as well as time spent in local authority care or prison. Housing First recognises that a safe, secure	31/03/21	Number of people supported through Housing First, receiving a service from adult health and social care.	10	tbc	2019-20 tbc	Planning Officer MHSCP

Reference Code	Adult Health and Care 2020-21						Ownership
	Actions	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Team
	home is the best base for recovery and for addressing any other life issues.						
	Deliver specialist employment project for people with mental health issues.	31/3/20	Number of people in employment following intensive intervention.	6	tbc	2019-20 tbc	Mental Health Lead MHSCP
	Work in partnership with Community Pharmacies to increase the 12 week quit rate through their services.	31/03/2021	Increase the 12 week quit rate in Midlothian Community Pharmacies	Increase to NHS Lothian average – 15% (<i>estimate based on partial data</i>).	13% (2019/20) (<i>estimate based on partial data</i> .)	13% (2018/19) 14% (2017/18) 16% (2016/17) 16% (2015/16)	
AHC – Engaging Communities							
	Work closely with local Libraries on the Midlothian Libraries Bibliotherapy Programme ‘Braw Blether’.	31/3/20	Number of people who engage with the service.	100	tbc	2019-20 tbc	Mental Health Lead MHSCP

Reference Code	Adult Health and Care 2020-21						Ownership
	Actions	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Team
	Effective and engaged dialogue with community members around local services and approaches that support health and wellbeing.	31/3/20	Number of consultation engagement events across the service areas e.g. older people, carers, learning disability etc.	5	5	NEW	MHSCP
	Effectively engage and attract community interest in health and social care by growing a social media platform.	31/3/21	Number of Facebook followers for MHSCP page.		0	NEW	MHSCP
	Work with Community Planning partners, in particular community & third sector partners to identify opportunities for integrated working that supports people to stay healthy and independent	31/03/21	Number of Voluntary Sector Forums.	3	3	3	L&D MHSCP
AHC – Support people to live at home							
	Train frontline staff on Housing Solutions to encourage earlier conversations about housing - focusing on staff who are often the first point of contact such as podiatrists practice nurses, and district nurses.	31/03/21	Number of staff trained.	80	50	2018-19 tbc	OT Team Leads, MHSCP

Reference Code	Adult Health and Care 2020-21						Ownership
	Actions	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Team
	Voluntary sector work with Primary Care to support people identified with mild frailty in order that they are able to stay well at home for longer.	31/03/21	Number of assessments for home adaptations by Red Cross Link Workers, as part of mild frailty assessment.	40	tbc	2019-20 tbc	Strategic Planning MHSCP
	Deliver support for carers that is personalised and builds on people's strengths and what matters to them.	31/3/21	Number of Carers receiving 1:1 support by VOCAL.	tbc	tbc	2019-20 tbc	Planning Carers MHSCP

COMMUNITY SAFETY AND JUSTICE PARTNERSHIP

Community Justice is the prevention of offending and supporting people to stop re-offending. It is the collection of individuals, agencies and services that work together to support, manage and supervise people who have committed offences, from the point of arrest, through prosecution, community disposal or custody and alternatives to these, until they are fully reintegrated into the community. Local communities and the third sector are a vital part of this process which aims to prevent and reduce further offending and the harm that it causes, to promote desistance, social inclusion, and citizenship.

Community Safety is essential to the quality of life of people in Midlothian. It is about ensuring everyone has the right to live in safe and secure communities, feeling safe and with reduced incidence of crime. The Partnership aims to support and manage offenders in the community in such a way as to reduce re-offending and arrange services so that offenders may access and use them. The Partnership's key aim is to ensure Midlothian is a safe place to live, grow up, work and visit. To achieve this aim the Partnership works towards the following outcomes:

- Fewer people are victims of crime, abuse or harm
- People feel safe in their neighbourhoods and homes
- Our communities take a positive role in shaping their future

The Community Safety Team was disbanded at the Council budget meeting on 12th February 2019. As such there was a review of all roles and responsibilities linked to the Community Safety Team. Co-ordination of the Community Safety and Justice Action Plan and Performance Indicators will continue. Community Safety partners will strive to ensure that Midlothian is a safe place to live, work, visit and grow by providing the local indicators to highlight improvements in safer communities.

Key Strategic documents

The Midlothian Community Safety & Justice Partnership produces a Strategic Assessment, which is a forward-looking and predictive document that provides an assessment of current local need. The assessment provides detailed analysis on the links between social and economic factors and reoffending, and presents an intelligence picture of community justice issues and challenges in the area. The assessment is produced primarily from analysis undertaken by the Midlothian Partnership Analyst with information gained from a wide variety of data sources, from both within and out with the CSJP including open source research in addition to internally recorded data. We will continue to make use of community justice analytical capacity in determining need and evaluation of current services, as well working with partners to deliver on and service the requirements of the national strategic outcomes improvement framework.

The Community Justice Outcomes Improvement Plan (CJOIP) has been developed in response to the Community Justice (Scotland) Act 2016 which came into effect on 1st April 2017. The Act brought planning for reducing offending and reoffending back to a local level where decisions can be made by people that know their area best. Using the detailed analysis and data capture contained in the strategic assessment, in addition to consultation and engagement with members of the public and community bodies, the second Midlothian Outcomes Improvement Plan is set to be published in April 2020. The plan sets out how the partnership will utilise systematic and collaborative approaches to deliver on the common structural and person-centred outcomes referred to as "nationally-determined outcomes" in the Community Justice (Scotland) Act 2016, which are common across Scotland and applicable at a local level.

The Midlothian Community Safety and Justice Strategy sets out how the partnership will work together to ensure Midlothian is a safe place to live. The strategy action plan ensures regular, organised, planned and integrated work to support individuals and families involved in offending to reduce this pattern through preventative approaches, early intervention and diversionary activity that focuses on community level problem solving. Due to the removal of the Community Safety team which incorporates the Resolution service the Community Safety strategy will now have to be comprehensively reviewed.

Priorities

Community Justice

The National Strategy for Community Justice highlights a strong evidence base that identifies the underlying causes of offending behaviour and those factors that can be a positive effect on attitudes and prevalence of future offending known as criminogenic needs. The complex needs that services support have been identified as Health, Education and Training, Availability of Suitable Housing, Mental Health, Relationships with Friends and Family, Employment, Substance Misuse, Financial Difficulties, and Attitudes to Offending. Priorities for the Midlothian Community Justice Partnership take into account the supports stated above and align to nationally determined outcomes:

- Communities improve their understanding and participation in community justice
- Partners plan and deliver services in a more strategic and collaborative way
- People have better access to the services they require, including welfare, health and wellbeing, housing and employability
- Effective Interventions are delivered to prevent and reduce the risk of further offending
- Life chances are improved through needs, including health, financial inclusion, housing and safety being addressed
- People develop positive relationships and more opportunities to participate and contribute through education, employment and leisure activities
- Individual's resilience and capacity for change and self-management are enhanced

Community Safety

The following three areas have been highlighted as priorities for 2020-21 in the Single Midlothian Plan. As stated earlier, the Community Safety and Justice strategy will have to be reviewed as a result of the removal of the Community Safety team. To this end the Community Safety and Justice Board will need to provide oversight of the Community Safety and Justice Strategy.

- Reduce violent crime (84%)
- Reduce substance (alcohol and drug) misuse (77%)
- Reduce domestic abuse and protect women and girls (68%)

Local Policing Plan

Police Scotland is a core partner in the delivery of Community Planning in Midlothian and under the terms of the Community Empowerment Act shares a new statutory duty to facilitate community planning with Scottish Fire and Rescue, Scottish Enterprise, NHS Lothian and Midlothian Council. Police Scotland has a legal duty to produce a local policing plan, which is available on the [Police Scotland website](#). Work is being carried out towards full integration of the local policing plan as part of the Single Midlothian Plan in the future.

Local Fire Service plan

The Scottish Fire and Rescue Service is a core partner in the delivery of Community Planning in Midlothian and under the terms of the Community Empowerment Act shares a new statutory duty to facilitate community planning with Scottish Enterprise, Police Scotland, NHS Lothian and Midlothian Council. The Local Fire and Rescue planning cycle was amended to match the 3 year cycle of the Single Midlothian plan, and the new Fire and Rescue plan will be developed alongside the next 3 year SMP cycle to allow for better connection and integration across the partnership. The current plan can be found here <https://www.firescotland.gov.uk/your-area/east/east-local-plans.aspx>

Ref Code	Community Safety and Justice 2020-21						Ownership
	Actions	Due Date	Performance Indicator	2020/21 Target	Baseline	Previous trend data	Lead Partner
Reduce Violent Crime							
	Work with partner agencies to prevent violent behaviour, manage violent offenders and develop a programme of interventions to reduce levels of violent crime	31/3/20	Number of violent crimes recorded by Police	Reduction in recorded violent crime	18/19 64 3yr avg 69	15/16: 56 16/17: 74 17/18: 68 18/19: 64	Police Scotland
Reduce Substance (Drug and Alcohol) Misuse							
	Undertake a range of communication and engagement activity regarding responsible alcohol consumption		Reduce the number of (all) alcohol related hospital stays (patients per 100,000 population)	Reduction in number of alcohol related hospital stays	18/19: 433.0 3-yr avg: 504.1	13/14: 545.2 14/15: 587.7 15/16: 563.0 16/17: 537.8 17/18: 541.6 18/19: 433.0	MELDAP (data source ISD)
	Develop substance misuse services to reduce immediate harm, future harm and promoting recovery	31/3/20	Increase the average weekly attendance at Horizons Cafe	75 per week	18/19: 75 3yr avg: xx	15/16: 65 16/17: no data 17/18: 70 18/19: 75	MELDAP
Reduce Domestic Abuse and Protect Women and Girls							
	Raise awareness of Violence Against Women and Girls with services and communities	31/3/20	% of repeat referrals to MARAC within one year	Within expected level for population 28%-40% (Safe Lives)	2016/17 41% (46)	17/18 33% (25) 18/19 33% (35)	Violence Against Women Delivery Group (VAWDG)
			Number of domestic abuse incidents recorded by the police	Sustain 3 year average	18/19: 1160 3yr avg: 1039	16/17: 978 17/18: 979 18/19: 1160	Police Scotland
			Proportion of men who successfully complete the Caledonian programme who do not have any crime reports	100%	100%	18/19: 100%	Justice Social Work

Ref Code	Community Safety and Justice 2020-21						Ownership
	Actions	Due Date	Performance Indicator	2020/21 Target	Baseline	Previous trend data	Lead Partner
			completed for domestic abuse in the following 12 months				
Outcome 1: Communities improve their understanding and participation in community justice							
	Ongoing engagement with local communities and business through social media - good news stories regarding CPOs and unpaid work beneficiaries.	Mar 2021	Number of combined followers on CSJP social media platforms (Facebook and Twitter).	Increase by 5%: 841	801	18/19: 801 17/18: 541	Community Justice
	Plan and deliver a seven day period of community justice mass advertising campaign focusing on case studies. This will highlight the link between education/training /employment, health inequalities, substance misuse, housing, positive attitudes, relationships and involvement in offending.	Dec 2020	7 days of CJ campaign completed.	Campaign completed.	New measure	New measure	Community Justice
	Set up a standalone input on community justice in the quarterly Midlothian Health and Social Care Partnership Newsletter	Mar 2021	CJ input in every Midlothian Health and Social Care Partnership Newsletter	Inputs published	New measure	New measure	Community Justice
	Publish a Community Justice E-learning toolkit for all Council staff.	Mar 2021	Percentage of relevant partnership staff completing e-toolkit	20%	New measure	New measure	Community Justice
	Redesign and develop measurable outcomes for beneficiaries of Unpaid Work Projects, and market online application form for unpaid work.	Mar 2021	Analysis of evaluation forms from beneficiaries of unpaid work. Increase positive feedback from beneficiaries.	80% of feedback from beneficiaries is positive	New measure	New measure	Justice Social Work
	Review and renew the Communication Action Plan for 2020-2023	Dec 2020	Communications Plan 2023-23 produced and signed off by Community Justice Board	Plan published	New measure	New measure	Community Justice
	Commitment from the Partnership to co-produce where possible	Mar 2021	Level of involvement of partners and service users in planning and delivering services	A level of co-production in new working	New measure	New measure	Community Justice
Outcome 2: Partners plan and deliver services in a more strategic and collaborative way							

Ref Code	Community Safety and Justice 2020-21						Ownership
	Actions	Due Date	Performance Indicator	2020/21 Target	Baseline	Previous trend data	Lead Partner
	Commitment from CJ partners to participate in self-evaluation using the Care Inspectorate template	Dec 2020	All statutory partners engage in the self-evaluation process by attending a workshop or completing an evaluation form.	70% of partners engage.	2019 - Only 2 partners attended self-evaluation workshop.	n/a	All
	Develop a shared vision for all partners.	Jun-20	Vision developed and clearly communicated	Vision designed and signed off by the CJ board	New measure	New measure	Community Justice
	Review membership and operation of Community Justice Board and Working Group	Oct-20	Qualitative data from partners	Review completed	New measure	New measure	Community Justice
	Develop the Alcohol Problem Solving Court in Midlothian building on working relationship between health, Justice services and third sector agencies.	Sep 2020	Number of assessments requested by the court	New service , target to be established in H1	New measure ,	New measure	Community Justice
	Encourage Midlothian Community Justice partners to support the Y2K 180 Project by delivering relevant input.	Mar 2021	Level of CJ partnership involvement in Y2K 180 project. Positive feedback from service users of the 180 project.	4	New measure	New measure	Community Justice/Y2K
Outcome 3: People have better access to the services they require, including welfare, health and wellbeing, housing and employability							
	Launch ALISS database of services for Midlothian to raise awareness and understanding of the range of community-based services that are available	Jun 2020	Number of Midlothian searches carried out on ALISS.	New service , Tracking only in year 1	New measure	New measure	Community Justice
	Publish free booklet - Community Justice directory for Midlothian.	Aug 2020	Free booklet published, distributed and marketed online.	Free booklet published, distributed	New measure	New measure	Community Justice

Ref Code	Community Safety and Justice 2020-21						Ownership
	Actions	Due Date	Performance Indicator	2020/21 Target	Baseline	Previous trend data	Lead Partner
				and marketed online			
	Implement 'Housing First' in Midlothian.	Dec 2020	Number of individuals in tenancies receiving a package of support	New service , target to be established in H1	New measure	New measure	Housing
	Build stronger links with Department of Work and Pensions, Welfare Rights and Skills Development Scotland and ensure better access to their services by creating drop-in clinics at Number 11	Dec-20	Clinics set up at Number 11	3	New measure	New measure	Community Justice
	Continue the No 11 Practitioners Forum and develop a protocol	Sep-20	Protocol developed and implemented.	Protocol developed and implemented.	New measure	New measure	Community Justice
	Create / develop an automatic referral process to third sector support agencies with a focus on males aged 18-26 with mental health and substance misuse issues (who are on CPOs)	Oct 2020	Number of referrals to the No. 11 Practitioners Forum	80% of relevant individuals on CPOs referred to Number 11 Practitioners Forum	New measure	New measure	Justice Social Work/ Community Justice
	Develop the Fresh Start worker's role within the wider justice context.	Mar 2021	Fresh Start worker involved in increased partnership working – qualitative. Number of people taking up the Fresh Start service	Increase by 10%	5	2017/18: 5	Change, Grow, Live
Outcome 4: Effective Interventions are delivered to prevent and reduce the risk of further offending							
	Redesign exit questionnaires for all individuals on Community Payback Orders to gain feedback on the service delivery of the justice team	Dec 2020	Annual analysis of completed questionnaires with findings used to inform future service delivery	Questionnaire redesigned	New measure	New measure	Justice Social Work
Outcome 5: Life chances are improved through needs, including health, financial inclusion, housing and safety being addressed							

Ref Code	Community Safety and Justice 2020-21						Ownership
	Actions	Due Date	Performance Indicator	2020/21 Target	Baseline	Previous trend data	Lead Partner
	Develop new ways to engage with and support younger people in substance misuse treatment services.	Mar 2021	Number of young people supported across Midlothian in substance misuse treatment services.	New approach , target to be established in H1	New measure	New measure	MELDAP
	Increase the range of substance misuse treatment and recovery interventions available for individuals and their families delivered through Number 11	Mar 2021	Number of new interventions being delivered at Number 11.	New service , target to be established in H1	New measure	New measure	MELDAP
	Develop the role of peer workers, volunteers and other MELDAP services within Number 11	Mar 2021	Number of peer workers and volunteers contributing to service delivery within Number 11.	New service , target to be established in H1	New measure	New measure	MELDAP
Outcome 6: People develop positive relationships and more opportunities to participate and contribute through education, employment and leisure activities							
	Implement the programme designed by Recruit with Conviction	Sep 2020	Number of representatives from relevant businesses (including Midlothian Council HR, Business Gateway) who attend recruit with conviction training.	3	New measure	New measure	Community Justice
	Use Midsafe money to fund a youth project with specifics around educating parents and family relationships.	Jun 2020	Evaluation of project after one year	Positive evaluation of project	New measure	New measure	Community Justice
Outcome 7: Individual's resilience and capacity for change and self-management are enhanced							
	Continue to develop the SPRING service	Mar 2021	Increase the number of referrals to SPRING service for women The number and percentage of women who attend Spring Service initial appointment who go on to engage with the	Increase by 5% each year Increase by 5% each year	18/19: 26 18/19: 48	18/19: 24 18/19: 45	SPRING

Ref Code	Community Safety and Justice 2020-21						Ownership
	Actions	Due Date	Performance Indicator	2020/21 Target	Baseline	Previous trend data	Lead Partner
			service for at least three months.				

GETTING IT RIGHT FOR EVERY MIDLOTHIAN CHILD (GIRFEMC)

NHS Lothian and Midlothian Council have a shared statutory responsibility for delivery of the GIRFEMC plan, which is the three year Integrated Children's Services Plan in Midlothian.

The Children and Young People's (Scotland) Act 2014 continues to provide the statutory framework for the delivery of children and young people's services. The GIRFEMC Board is fully committed to realising the children's rights approach to all of our work and making sure that we embed the principles of the United Nations Conventions on the Rights of the Child. A focus on reducing inequalities has been strengthened with the production of the Local Child Poverty Action Report as part of the Child Poverty (Scotland) Act 2017.

It is important to emphasise that, alongside the legal duty on these two public bodies, the voluntary sector and other community planning partners have a key role in the development of all aspects of the plan. It is also important to note that the three year outcomes for 2020-23 and priorities for action in 2020-21 have been directly informed by the views of over 500 children and young people, 1000 (citizens' panel) adults and over 200 staff.

The planning process is evidence based, using an annually updated data profile of Midlothian, performance information and a strategic assessment process led by the GIRFEMC Board.

Our three year ambition for the children and young people of Midlothian is that by the end of 2023 the following outcomes will be evident:

- 1. Increased numbers of children will be safe, healthy and resilient**
- 2. Increased numbers of children and young people will receive timely and effective support when they need it**
- 3. There will be reduced inequalities in learning**
- 4. Increased numbers of care experienced children and young people will receive timely and effective support when they need it**

The GIRFEMC plan identifies six one-year priorities for action in 2020-21:

- Increase support to children and young people affected by domestic abuse, parental alcohol or drug misuse**
- Increase the range of alternative services on offer to children and young people requiring support for their mental health**
- Reduce the proportion of children and young people living in households affected by poverty**
- Reduce the time taken to find permanent placements for children and young people looked after away from home**
- Increase the proportion of children and young people who feel safe in their homes, communities, schools and online**
- Reduce the educational attainment gap**

GIRFEMC has four sub-groups that manage the overall GIRFEMC work programmes and report into the GIRFEMC Board. These are:

1. Children and Young People's Mental Health(Including the Midlothian Early Action Plan(MEAP) lottery funded systems change project)
2. Vulnerable Children and Young People (including the Champions Board (care experienced young people , elected members and staff))
3. Strategic Oversight Attendance and Exclusions Group
4. Early Years.(Including the Early years expansion group and the Play strategy group)

The Voluntary Sector Forum's Children and Young People's Group supports all of the sub-groups to ensure that the services and priorities of the third sector inform the work of GIRFEMC.

Related plans

Elements of the work of other arms of the Community Planning Partnership, such as the work of the Child Poverty Working Group, and the 'Learning and Development in our Communities' plan feed into the work of GIRFEMC. Child Poverty reduction targets and actions, and the learning and development actions are led through the Improving Opportunities Midlothian (IOM) Community Planning Partnership Group.

A sub group of IOM on delivery of the Child Poverty Act requirements is well established. Annual reporting is in place. Poverty proofing the school day was successfully piloted with the support of the Communities and Lifelong Learning service by 11 schools in the priority areas 2018/19. Work continues to develop poverty proofing by all Midlothian schools. The Child poverty action plan focuses on 3 key drivers:

- **Increasing family income from employment**
- **Reducing costs of living**
- **Ensuring correct income from social security and benefits in kind**

The 'Learning and Development in Our Communities' plan has 5 outcomes; namely that by the end of plan period there will be evidence of:

- **Increased voice of learners and citizens influencing improvements in learning and development in our community**
- **Young people, adults and families being supported to improve their life chances through the development of skills for learning, life and work**
- **Partnership working having increased the number of young people securing and sustaining positive destinations and developing their careers**
- **Services being more responsive to the needs of equalities groups**
- **Sustained resources for community learning and development activity in the current difficult funding climate**

The GIRFEMC plan is also complimented by a separately published *Midlothian corporate parenting strategy and plan 2020 -2023*, which sets out the following priorities:

1. **Improve the health and wellbeing of our looked after children and young people**
2. **Improve access to alternative, permanent family where possible**
3. **Establish local housing and accommodation options for care leavers**
4. **Increase opportunities for looked after children young people and care leavers to access quality education, training and employment**
5. **Increase opportunities for looked after young people and care leavers to know their rights and develop confidence, using fun and innovate method**
6. **Improve the types of supports offered to looked after young people and care leavers who are involved with the criminal justice system**

Midlothian's GIRFEMC plan is further complimented by the *Violence against Women and Girls Improvement plan*, which is set against the National Equally Safe strategy and identifies the following priorities for children and their families affected by domestic abuse;

- 1. Our society embraces equality and mutual respect and rejects all forms of Violence against Women and Girls**
- 2. Women and girls thrive as equal citizens: socially, culturally, economically and politically**
- 3. Interventions are early and effective, preventing violence and maximising the safety and wellbeing of women, children and young people**
- 4. Men desist from all forms of Violence against Women and Girls and perpetrators of such violence receive a robust and effective response.**

Strategic Assessment 2019 summary

Significant long term reductions in public sector funding are particularly challenging for Midlothian. The current funding settlement from the Scottish Government does not reflect the unprecedented growth in population in Midlothian, the fastest growing local authority in Scotland. All GIRFEMC partners are committed to taking up the challenge of shifting resources to prevention and early intervention and to work closely together to align our resources to the outcomes that have been agreed.

The Education (Scotland) Act 2016 is a driver for reducing inequalities in our children's learning.

The National Improvement Framework published in 2016, sets out the vision and priorities for improving education in with a clear focus on raising standards and closing the poverty-related attainment gap, reducing exclusions and increasing attendance. This Scottish Government document sets out Scottish Government's expectations for schools:

*"The central purpose of this Government, as set out in our overarching National Performance Framework is to: create a more successful country with opportunities for all of Scotland to flourish, through increasing sustainable economic growth. Prominent among the set of 16 National Outcomes that support this central purpose is one which directly reflects the core objectives of Scottish education, as established through the development of Curriculum for Excellence. That is: **Ensuring that all our children and young people are equipped through their education to become successful learners, confident individuals, effective contributors and responsible citizens.** As this outcome indicates, we are committed to a Scotland in which all children and young people can realise their potential, regardless of their social background or learning needs, thereby developing the knowledge, skills and attributes they will need to flourish in life, learning and work."*

A new governance structure for Scottish Education has been introduced by Scottish Government. Local Authorities are required to work collaboratively in "Regional Improvement Collaboratives" with functions agreed by the Joint Steering Group on Regional Improvement Collaboratives for Education in September 2017. The South East Scotland region body has now been established and staff recruited.

The South East Improvement Collaborative (SEIC) has agreed to ensure a collaborative approach to:

- Raise attainment and achievement
- Help to deliver excellence and equity
- Develop work related to GIRFEC and tackling attainment inequity
- Share expertise across the Collaborative to effect change
- Maintain local democratic accountability
- Contribute to the growth of the regional economy

Contribute to relevant Edinburgh City Deal outcomes

The South East Improvement Collaborative Plan is based on analysis of available data leading to prioritisation of two initial areas of focus:

Improving attainment and achievement, including closing the attainment gap;
Quality Improvement in schools and early years' settings.

The 2019 plan can be found here:

<https://blogs.glowscotland.org.uk/glowblogs/public/seicollab/uploads/sites/7618/2019/09/12130644/Revised-SEIC-Plan-September-2019.pdf>

In Midlothian 25% of our children are living in poverty www.endchildpoverty.org.uk. Using the internationally accepted measure of families earning less than 50% average national income after housing costs (AHC). This is a good guide to the number of households who experience poverty. The cost of housing is unavoidable and essential and people's standard of living is dependent on the disposable incomes they have after paying for their housing. The £2.2 million Pupil Equity Fund, which provides direct funding to school heads based on the numbers of pupils entitled to free school meals in their school is a resource intended to help close the attainment gap between the most and least economically disadvantaged children and young people.

Commitments to reducing the educational attainment gap affecting these children and young people have to be balanced with the requirements for improving universal outcomes and meeting the needs of children and young people facing challenges because of disability or other additional support needs. In July 2018 Scottish Government announced funding through the Scottish Attainment Challenge to provide additional support for care experienced children and young people, to help improve their educational outcomes. A range of ideas have already been implemented such as having a Virtual Head Teacher for all looked after children, additional training for staff and bespoke packages of support for individuals.

Additional investment in early years through the legislative change to provide 1140 hours of funded early learning and childcare in 2020 for all 3 and 4 year olds and some 2 year olds, has been a significant challenge, requiring recruitment and training of over 200 additional staff, multi-agency delivery, quality assurance systems and an extensive capital building programme. The take up of early learning and childcare by children whose families meet the 2 year old funding eligibility criteria has increased. As of January 2020, all 2 years olds eligible for funded ELC have been offered the increased 1140 hours, ahead of the August roll out. Although there has been a wide range of parenting programmes delivered in Midlothian, increasing the number of parents accessing these programmes from most deprived SIMD areas has been challenging in the first half of 2019 /20. Family learning initiatives such as Peep and the Big Bedtime Read are embedded at most ELC settings. Family Learning centres are operational at 6 sites across Midlothian with named health visitor identified for each centre. Midlothian Sure Start and Midlothian Council are working in partnership to deliver Parents Involved in their Children's Learning (PICL) training under license from Pen Green Family Centre in Corby. This training has further developed the 'Family Learning' approach to Midlothian early years services in the private, public and third sectors.

In 2017, a group of people from the Midlothian Youth Platform carried out research on young people's views of mental health. The young person-led research inspired the GIRFMEC Board to change how we do things. In 2018, community partners worked together to secure £836,000 in funding from the Big Lottery Early Action fund, over five years. The project is about changing our system so that children, young people and young adults get the best possible mental health support and have the resilience to deal with life's challenges.

In January 2019, the Midlothian Early Action Project undertook three '100 Day Challenge' projects, in collaboration with Healthcare Improvement Scotland's Improvement Hub and Nesta (Innovation

Foundation). These projects involved trying out new ideas on effective, early action, aiming to change systems and approaches so that children, young people and young adults get the best possible mental health support and have the resilience to deal with life's challenges.

Care experienced children and young people, young carers, homeless young people, travellers, young offenders, and those living in our more deprived communities face significant disadvantages in health and life opportunities. They have the highest rates of severe chronic illness; the poorest diet; are the heaviest consumers of tobacco, alcohol, and illicit drugs; the highest rates of unintended teenage pregnancies and the lowest educational achievement. The number of children looked after in Midlothian has continuously declined since 2013. This coincides with plans implemented by Midlothian Council's Children's Services team specifically to reduce this number. There is no consistent pattern followed by the local authority areas in the SOLACE 'family' of which Midlothian is a part, suggesting that in this respect they see different circumstances surrounding looked after children and/or different strategies are employed to address them. In 2018 the Midlothian rate of 12.0 is below the Scottish national rate, for the fourth year. The rate of child protection registrations in Midlothian has decreased from a peak in 2011, reducing to 2.6 in 2018, which is below the national average of 2.9. The attainment level of Care Experienced Young People as measured by the % achieving Level 4 Literacy and Numeracy is below the performance target set for 2019-20 at the end of half one of the year. Although the % for looked after children is lower than the % achieved by all Midlothian pupils (82.76%), there has been a significant increase to 47.83% from 15.79% in 2018.

There were (2018/19) 1570 children between age 3 and 18 attending Midlothian schools who have been assessed as being affected by a disability. Of these, 706 had a learning disability, 154 were on the autism spectrum, 151 had a language or speech difficulty, 81 had both a learning and physical disability, 75 had a physical or motor impairment, 64 had both a learning disability and were on the Autism spectrum, 29 a visual impairment, 24 a hearing impairment, 15 other communication support needs and 271 Dyslexia.

National Records of Scotland estimates a 22% increase in the under 16 population in Midlothian by 2037, which will have a significant impact on demand for services, nurseries and schools, and caseload levels for staff, particularly if it takes time for the funding from Scottish Government to adjust to reflect the increases. To meet the rapid expansion of population in Midlothian, new schools have been built including Newbattle Community High School, Bilston Primary, Gore Glen Primary, Roslin Primary, and the multi-use Paradykes hub including Primary school, doctors' surgery, sports centre and swimming pool. New schools are being built in Bonnyrigg (Burnbrae and St Mary's) and will be required for Shawfair new town as it develops, and for Mayfield/ Easthouses. At high school level Lasswade is under pressure and the Council has achieved funding for a 'new build' school at Roslin on the A701 corridor to take account of the growth in Loanhead, where pupils' catchment school is Lasswade, along with current pupil growth in Bilston, Roslin and Penicuik. This will replace Beeslack High School in Penicuik which will then make use of a single High School when Penicuik High is upgraded. Replacements are also required for older buildings. A Learning Estate strategy has been developed to set out how these challenges will be addressed.

The importance of outdoor play is well evidenced as being important to children's health and wellbeing. Access to play areas that provide safe risk is an area to be developed further within Midlothian through the Play Strategy. Midlothian's first outdoor nursery also opened in Vogrie Country Park providing early learning and childcare places to 3 and 4 year olds.

The development of new methods of communication means that the use of websites and the full range of social media are essential to engage with, and keep safe, children and young people; particularly as they are often very skilled with the latest technology and social media. With the increasing use of technology and the

internet in the delivery of education and learning, and its role as a social enabler, it is important to address disadvantage so that all children and young people (particularly those who are vulnerable, such as those in care) have the equality of access that is crucial to gaining qualifications and employment and being socially involved.

Public Protection

The GIRFEMC Board has a shared endeavour to maximise the partnership to help keep all children and young people safe. The Joint East and Midlothian Public Protection service is a successful collaboration of two local authorities working together to identify and manage risk in an integrated 'lifespan' approach. The services include bringing together partners from multiple professions to manage child protection, adult support and protection, violence against women and children, and offender management. This holistic approach aims to promote safer communities and improve outcomes for those in need of support and protection. This year there continues to be a focus in Midlothian on reducing problematic risk taking behaviour and also to embed a set of core messages to help achieve this



Reference Code	Actions	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Managed by
GIRFEMC – Increased numbers of children will be safe, healthy and resilient (3 year outcome)							
Increase support to children and young people affected by domestic abuse, parental alcohol or drug misuse (1 year priority)							
.Increase the proportion of children and young people who feel safe in their homes, communities, schools and online(1 year priority)							
	Undertake a mapping of social and public mental health support for children, young people and young adults in Midlothian	31 December 2020	Strong evidence base for change	1 mapping exercise completed	0	0	Midlothian Early Action Partnership (MEAP)
	Engage children, young people, parents/carers and families in genuine participation, together co-designing a better mental health support system	31 March 2021	Increased participation of children, young people, parents/carers and families	200 or more children, young people, young adults, family members and carers participating in MEAP project activities	New measure	New measure	Midlothian Early Action Partnership (MEAP)
	Undertake Tests of Change that strengthen community-based support	31 March 2021	Children, young people and young adults get more timely and appropriate mental health support	Each Test of Change will have a comprehensive evaluation framework in place, with robust contribution and impact measures; these will vary depend on the size	New measure	New measure	Midlothian Early Action Partnership (MEAP)

				and nature of each Tests of Change			
	Continue to build confidence and knowledge in trusted adults through delivering training in Mental Health First Aid and raising awareness of tools that support good mental health	31 March 2021	Number of trusted adults who support children and young people trained	170 additional people trained	168	168 people trained during 2019, all of whom reported an increase in knowledge and confidence, to better support young people experiencing poor mental health and wellbeing	Midlothian Early Action Partnership (MEAP)
	Support parents/carers understanding of the benefits and risks associated with using technology with under 5s		Number of parents/carers that attend family learning opportunities related to digital technology	50 families	New Measure	New Measure	Early Years Subgroup
	Ensure children have a healthy start to life through adopting a holistic, early intervention and prevention approach. This includes supporting breastfeeding, improving nutrition, emotional wellbeing, parenting skills, healthy nutrition, oral health	31 March 2021	Percentages in the combined overweight and obese clinical thresholds at P1 below Clinical Lothian average	14.2% (Lothian average)	14.3%	16.3%	Early Years Subgroup
			Number of families with children in the early years engaged in healthy lifestyle family learning activities	100	New Measure	New Measure	Early Years Subgroup

	and a more active lifestyle.						
	Contribute to working with young people affected by domestic abuse, parental alcohol or drug misuse	31 March 2021	4 X P. Risk-Taking awareness raising events and	4	0	New measure	Vulnerable children and young people's group
			1 X evaluation	1	0	New measure	Vulnerable children and young people's group
	Develop and embed best practice to support pregnant women who smoke to quit.	31/03/2021 <i>(official figures published in Nov 2021)</i>	Increase the percentage of women identified as smoking at maternity booking who subsequently set a quit date with Midlothian's Quit your Way Service	Once service is established work towards a monthly engagement (quit date set) rate of 30%	11% (2019/20) <i>(estimate baseline based on partial data.)</i>	16.6% (2018/19)	Early Years Subgroup

Reference Code	Actions	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Managed by
GIRFEMC – Increased numbers of children and young people will receive timely and effective support when they need it (3 year priority)							
	Contribute to the proportion of children and young people who feel safe in their homes, communities, schools and online	31March 2021	SCRA offence ground referrals SCRA repeat referrals Disposal options	90% of actions on target	0	New measure	Vulnerable children and young people's group
			Feedback from children and young people, Midlothian youth platform , Pupil Councils and CEYP	80 % CYP report satisfaction with services	0	New measure / survey / focus group Mind of my Own responses	
	Work with partners to ensure that children in their early years receive appropriate services/timely interventions	31March 2021	Increased number of referrals to early years services that support children and their families	650	Baseline to be established	New measure	Early Years Subgroup
			Increased number of early years practitioners have attended GIRFEMC training	60	New Measure	New Measure	Early Years Subgroup
			Early Years practitioners have completed the level 1 trauma awareness training	100	New Measure	New Measure	Early Years Subgroup

Reference Code	Actions	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Managed by
GIRFEMC - There will be reduced inequalities in learning (3 year priority)							
Reduce the proportion of children and young people living in households affected by poverty (1 year priority)							
Reduce the educational attainment gap (1 year priority)							
	Ensure that all children and young people who live in households where they are undertaking a caring role are supported to get the right support.		Number of young carers who have a young carers statement	50	35	2019 data 136 young carers 35 YC Statement in 2019	Vulnerable children and young people's group
	Provide comprehensive support to families to maximise their income, increase their skills and access sustainable employment * shared target with IOM	31 March 2021	Number of instances of front line advice given	4500	4410	2019-20 4410	Citizens advice bureaux (CAB)
			Number of instances of specialist tribunal / appeal/ support given	700	750	2019-20 750	Council Welfare rights team (WRT) (reduced capacity by 1.2 FTE in 2019-20)
			Amount of household income gained	£3 million	£4.4 million	£4.4million 2018-19	WRT (reduced capacity by 1.2 FTE in 2019-20)
				£2.5million	£2.5 million	£2.5million 2019/20	CAB

		31 March 2021	Number of Intensive family support (IFS) families entering into an action agreement	10	0	New target	Intensive Family Support (IFS) programme – CLL and third sector partners
			IFS Participants no longer affected by debt as a barrier to social inclusion	10	0	New target	
			IFS Participants achieving positive outcomes (Employment and Education)	6	0	New target	
	Ensure all eligible children are able to take up a high quality early learning and childcare funded place	31 March 2021	Increase the percentage of children attending funded providers that are evaluated as good or better across all 4 care inspectorate evaluation themes	90%	83%	January 2020 – 83%	Early Years Subgroup
			Increase the number of eligible two year olds that are taking up their early learning and childcare entitlement	190	180 (2019/20 target)	2018/19 – 160 2019/20 – 180 (target)	Early Years Subgroup
			Ensure that all eligible children are able to access an 1140 hour funded ELC place	At least one 1140 hour place available in each of the 4 learning communities	New measure	New measure	Early Years Subgroup

			within their learning community				
	Create a Midlothian family learning strategy that encourages family members to learn together, with a focus on intergenerational learning, and enables parents to learn how to support their children's learning/development.	31 March 2021	Increase the number of practitioners trained in Parents Involved in their Children's Learning (PICL) approach	130	70	2019/20 – 70	Early Years Subgroup
			Increase number of families engaged in family learning activities	1000	TBC (2019/20 data)	2018/19 – 794	Early Years Subgroup
	Monitor and review the Corporate Parenting action plan	31 March 2021	% of CP actions are on target	95%	2019 data	2019/20 Corporate parenting Plan	Vulnerable children and young people's group
	Reduce or maintain the length of time it takes to find permanent placements for children and young people looked after away from home	31 March 2021	Length of time to permanence decision	95% have a permanence decision in 33 weeks	73% of these decisions was taken within 33 weeks	New measure	Vulnerable children and young people's group

Reference Code	Actions	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Managed by
GIRFEMC – Increased number of care experienced children and young people will receive timely and effective support when they need it (3 year priority)							
Reduce the time taken to find permanent placements for children and young people looked after away from home (1 year priority)							
	Monitor and evaluate the Permanence and Care Excellence (PACE) programme	31March 2021	Annual evaluation undertaken	1 annual evaluation report	New measure	New measure	Vulnerable children and young people's group
	Review the number of teenage pregnancies in CEYP population	31March 2021	Review of data completed	1 review completed	0	New measure	Vulnerable children and young people's group

IMPROVING OPPORTUNITIES FOR THE PEOPLE OF MIDLOTHIAN PARTNERSHIP (IOM PARTNERSHIP)

Improving Opportunities for People Midlothian Plan 2020/21

The long term aim of the IOM Partnership is to build resilient and empowered communities, and reduce poverty and inequalities.

IOM Partnership Strategic Needs Assessment 2019

The full 2019 strategic assessment can be found at:

https://www.midlothian.gov.uk/downloads/download/381/community_planning_-_strategic_assessment

There are 3200 workless households in Midlothian (11.6%) exactly the same as the Scottish average. Data for how many children live in such households is not available as the Office for National Statistics considers this data too small to be reliable

Gross weekly pay for full time workers, (based on residence rather than workplace) shows Midlothian residents earn on average £552.50 a week, Scottish average earnings for full time workers per week is £577.70, with a UK average of £587.00.

Midlothian residents earned on average £25.20 less than the Scottish average in 2019. In 2018 this gap was £28.00 less, in 2017 only £5.00 less, but in 2016 £29.00 less, and in 2015 £30 less. Lower wages have been a consistent feature for Midlothian residents since 2002 when the gap was £49.00, the peak gap was in 2008, the year of the global economic crisis when the wage gap rose to £61.90 lower than the Scottish average.

Unemployment in Midlothian has decreased overall between 2008 and 2019, from 2,200 to 1,500(3.2%), which is lower than the Scottish average figure of 3.9%. The unemployment rate for 18-24 year olds has fallen from 2015-16 (14%) to 4.4 % , just above the Scottish average of 4.3%. 93.9% of all 16-19 year olds are actively engaged, with 64 % participating in education, 27% in employment and 2.9% other training and development.

The proportion of school pupils entitled to free school meals is 37%, just below the Scottish average (38%). Around 11,600(21%).of people in Midlothian have work-limiting disabilities, which is in line with the Scottish average proportion.

There are 9,900 people in Midlothian who are economically inactive (18.1%) which is 4.3 % lower than the Scottish average. 2,300 out of these 9,900 local people indicate they wish a job.

The jobs density figure, which represents the ratio of total jobs to population aged 16-64 is 0.63 in Midlothian lower than the Scottish average figure of 0.82 ,. If the density figure was 1 then that would mean that there was one job for every working age person in Midlothian, so a density figure of 0.63 being lower than the Scottish figure means that there are fewer jobs available in Midlothian for residents than the Scottish average.

5200 (9.4%) people of working age in 2019 were claiming an 'out of work benefit', of whom 4010 were claiming a disability/ long term illness related benefit,490 job seekers allowance (a legacy benefit being replaced by Universal Credit) , 630 lone parent benefit and 940 carers allowance

IOM Priorities 2020/21

In light of the above strategic needs assessment, and as a result of the IOM Partnership undertaking a significant review of its strategic priorities, actions and associated performance measures during 2019/20, the following seven strategic priorities were agreed for 2020/21 and beyond:

The number of households in poverty across Midlothian is reduced
The number of children living in households in poverty is a reduced
Employers in Midlothian deliver fair work practices and offer the living wage
Participation measures for young people over 16 increase
The qualification levels of people in Midlothian increases
The annual turnover of third sector organisations and volunteering rates increases
Health inequalities for people in Midlothian are reduced

IOM Planning Framework 2020/21

The IOM Partnership Strategic Action Plan (see below) describes a range of strategic actions, which will help deliver these strategic priorities, and a range of measures against which progress can be judged. In addition to the Strategic Action Plan, the IOM Partnership also has responsibility for developing, implementing and evaluating a number of other plans, many of which are statutory in nature. These include:

The Learning and Development in our Communities Plan 2018-21 (a statutory plan under the Education Act) the full plan can be found here:

[https://www.midlothian.gov.uk/downloads/file/3084/learning_and_development_in_midlothian_communities - 3 year plan 2018-21](https://www.midlothian.gov.uk/downloads/file/3084/learning_and_development_in_midlothian_communities_-_3_year_plan_2018-21)

The action plan of Midlothian Financial Inclusion Network (MFIN)

The Child Poverty Plan, required as a result of the new Child Poverty Act

The Third Sector Strategy, including the action plan of Social Enterprise Action Midlothian (SEAM)

The Midlothian Food Growing and Allotment Strategy

The IOM Strategic Action Plan is also based on the medium term priorities for 2019-22 in the Single Midlothian Plan, and the priorities identified by the residents of Midlothian in the 2019 Citizens Panel Survey.

Community and Third Sector

Key to the delivery of IOM Partnership priorities within Midlothian is the community and voluntary sector. This diverse and creative range of groups and organisations is coordinated by Third Sector Interface Partnership. The Interface is made up of three organisations: Midlothian Voluntary Action (MVA), the Social Enterprise Alliance Midlothian (SEAM), and Volunteer Midlothian. The Interface is represented at the IOM Partnership. Individual community and third sector organisations are also represented at all levels of the community planning partnership in Midlothian. The Midlothian Third Sector Interface Partnership works across the strategic areas of:

- Volunteering
- Social Enterprise
- Third and community Sector support
- Empowering and engaging local voluntary action

Reference Code	IMPROVING OPPORTUNITIES PARTNERSHIP – STRATEGIC ACTIONS PLAN 2020/21						Ownership Team
	Actions	Due Date	Performance Indicator	Target	Baseline	Previous trend data	
IOM – The number of households in poverty across Midlothian is reduced							
IOM – The number of children living in poverty is reduced							
	Conduct a review of accessibility to Credit Unions for local people and feasibility of setting one up	31 March 2021	Pilot sessions run by Capital Credit Union to assess viability	3	New measure	New measure	IOM/Child poverty working group
	Provide comprehensive support to families to maximise their income, increase their skills and access sustainable employment	31 March 2021	Number of instances of front line advice given	4500	4410	2019-20 4410	Citizens advice bureaux (CAB)
			Number of instances of specialist tribunal / appeal/ support given	700	750	2019-20 750	Council Welfare rights team (WRT)
			Amount of household income gained	£3million	£4.4 million	£4.4million 2018-19	WRT (reduced capacity by 1.2 FTE)
				£2.5million	£2.5 million	£2.5million 2019/20	CAB
			Number of Intensive family support (IFS) families entering into an action agreement	10	0	New target	Intensive Family Support (IFS) programme – CLL and third
	IFS Participants no longer affected by debt as a barrier to social inclusion	10	0	New target			

			IFS Participants achieving positive outcomes (Employment and Education)	6	0	New target	sector partners
IMPROVING OPPORTUNITIES PARTNERSHIP – STRATEGIC ACTIONS PLAN 2020/21							
Reference Code	Actions	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Ownership Team
IOM - Employers in Midlothian deliver fair work practices and offer the living wage							
	Provide comprehensive support to families to maximise their income, increase their skills and access sustainable employment	31 March 2021	Mapping exercise to identify number of living wage employers, action plan developed	1	0	New measure	Child poverty working group
		31 March 2021	Work with procurement to include living wage requirements in community benefit clauses	1	0	New measure	Child poverty working group
IOM - Participation measures for young people over 16 increase							
	Support senior “Champions Board” to increase participation for young people on continuing or through care/aftercare	31 March 2021	Number of young people on MIS system	15	New measure	New measure	CLL/ Who cares Scotland
	Work with DMYW board to ensure 5 new priorities are delivered in Developing Midlothian’s Young Workforce (DMYW) Plan	31 March 2021	Number of priorities delivered	5	0	New measure	DMYW board
	Ensure that transitional support is offered to young people from p7 to S1 and then for S4, 5, 6 who are at risk of leaving school without a destination	31 March 2021	Youth work offer in each cluster at no cost to participants for p6-s1	4 youth clubs ,	4	4	CLL/Third sector/ schools
			NOLB offers made	40	new measure	New measure	CLL/ schools

			Unknown’s list average below 100	Under 100 average	108 average	New measure	CLL/ Skills Development Scotland
			PAVE programme numbers	56	50	50	CLL/schools
IOM - The qualification levels of people in Midlothian increases							
	Improve qualification levels for adults at levels SVQ1 and 4 and sustain qualifications levels at SVQ2 and 3	31/3/21	Increase qualification levels at SVQ 1 by 1%	84.2%	SVQ 1 – 83.2%	88.2% 2016 87.7% 2017 83.2% 2018	CLL/FE
		31/3/21	Increase qualifications at SVQ level 4 by 1%	40.6%	SVQ 4 – 39.6%	38.6%2016 42.0% 2017 39.6% 2018	CLL/FE/PTLM
		31/3/21	Decrease number of people with no qualifications by 0.5%	8.6%	No qualif. – 9.6%	6.4% 2016 7.2%2017 9.6% 2018	CLL/FE/
IOM - Third Sector organisations and volunteers have improved skills, resources, and knowledge to achieve positive change							
	Deliver one to one business support, information and training to around 300 third sector organisations and individuals per year.	31/3/21	Number of instances of assistance	300	300	New measure	TSI/CLL
	Deliver an annual TSI training programme, of 10 training events		Number of training events delivered	10	9	11 18/19 9 19/20	TSI/CLL
	Collaborate with Midlothian Council to deliver the 1 year actions in the revised Midlothian Third Sector Compact		Number of action in Compact implemented	8	New measure	New measure	TSI / Council

IOM - Health inequalities for people in Midlothian are reduced							
	Deliver actions to contribute to the whole system approach to type 2 diabetes prevention in Midlothian		Participate in workshop to prioritise and agree actions for change	1 workshop	0	New measure	IOM
			Provide quarterly update on progress in relation to action plan	4 updates	0	New measure	IOM
			Review and adapt plan once actions are completed (whole system working is an interactive process)	1 adapted plan in place embedding diabetes type 2 prevention	0	New measure	IOM
	Provide capacity building support to the Midlothian workforce to develop a prevention confident staff		Provide learning sessions to statutory and third sector partners increasing their knowledge and understanding of health inequalities	10	0	New measure	IOM

SUSTAINABLE GROWTH

The CPP merged into one theme three complementary dimensions of ‘promoting economic growth’; ‘ensuring a sustainable environment’; and ‘developing housing to meet communities’ needs’. It has been challenging bringing all three components together. These three components are the underpinning principles of planning legislation in Scotland. It was the view of the CPP that by aligning the structure of the CPP in this way there would be opportunities for improved links between the Community Planning and local development planning processes. Progress has been made in linking the outputs of neighbourhood planning to the development planning process. Early work has started on replacing of the Midlothian Local Development Plan (adopted 2017). However, the decision by Scottish Government in 2019 that SESplan 2 not be approved has left uncertainty over the future level of strategic housing and growth requirements in Midlothian.

New national Planning guidance and regulations are being prepared to help implement the new Planning (Scotland) Act 2019. Draft guidance is expected during 2020. A draft National Planning Framework no. 4 is expected to be published by Scottish Government in summer 2020. The new National Planning Framework, when finalised, will set out the development requirements for an area. The new Planning (Scotland) Act 2019 introduces the opportunity for Local Place Plans to be prepared by local communities for their area. They can set out a vision for an area, uses of land and aspirations for development. These plans need to conform the Local Development Plan but will not be part of the Local Development Plan. The Local Development Plan needs to take account of local place plans. The expectation and aspiration is that this further bring together community planning and development planning strengthening public engagement in the latter, and building on Community Empowerment Act principles.

Strategic development requirements in SESplan 1, and previous Structure Plans, have created significant development allocations, notably for new housing, in Midlothian. This has created rapid expansion in Midlothian across two development corridors (A701 and A7/A68) and the Shawfair area. The 2008/2009 financial crisis and previous infrastructure issues (particularly water and drainage) reduced the speed of new homes coming forward previous development allocations coming forward. In recent years the speed of delivery from these development sites has quickened. Therefore this, combined with delivery of housing sites from the more recent allocations in the Midlothian Local Development Plan (2017) has created very significant new housing development across Midlothian. It has meant Midlothian is and has been for a while the fastest growing Council area in Scotland.

The concerns of communities affected by this pace of change include:

- The need for rapid parallel investment in retail, health, education and community facilities to match the needs of the new population, including how the funds available from Developers are used to contribute to this
- Conservation of green space and natural environment,
- Improvements in the town centres of Midlothian small towns,
- Local sustainable transport links to employment, learning and health facilities
- Steps to integrate new and old communities into a common sense of place that strengthens the identities of each community.

Developing the Midlothian Economy

As Scotland's fastest growing local authority, Midlothian has both challenges and opportunities to meet to ensure the agenda for sustainable and inclusive growth. Over the course of the last year, the Council and its partners consulted with the public, private and third sectors widely through development of its Strategy for Growth 2020-25. The strategy seeks to grow and harness opportunities in partnership with the CPP and local business base, and to ensure inclusivity and sustainability is at the heart of its ambition.

Through ambitious actions and setting the standard by pioneering a Carbon Charter, it will encourage businesses to follow and embed sustainability in their actions and work with communities and developers to exploit sustainable energy solutions fit for our areas of the future. The Council and its partners seek to build on strengths and harness investments available through the Edinburgh and South East Scotland City Region Deal (ESESCR Deal) to deliver an enhanced infrastructure and pan city region to drive change. All of which will support our businesses to flourish, result in increased start-up activity and increased capacity for growth and which will continue to invite and capitalise on vital investment in our business community.

Putting Midlothian on the map is a key priority of developing the local economy. Midlothian is home to world-leading centres of excellence offering significant further opportunities for internationalisation and foreign direct investment – uplifting the local economy and creating new jobs. With the support of Scottish Development International, we seek to diversify our business base to thrive, grow and internationalise with the objective of increasing the number of Midlothian foreign direct investment (FDI) projects locating in Midlothian.

The impact of the referendum decision to leave the European Union is generally considered by economists to be negative in the short to medium term. Poorer economic conditions seem likely to result from the European Union exit decision and the loss of European funding after 2020 creates great uncertainty for public service budgeting and even more so in agricultural and associated industries. The lower value of the pound has reduced the cost of purchasing exported UK goods abroad, but increased the costs of importing goods/ raw materials purchased abroad. The public sector remains the largest employer in Midlothian with approximately 31% of the workforce and significant pressure to reduce the scale of public expenditure continues, there is considerable risk that further economic disruption caused by a still possible 'no deal' exit from the EU will make this worse.

The award of City Deal status to Midlothian alongside its City of Edinburgh, Lothian's, Borders and Fife Council partners offers one of the largest potential investment opportunities the area is likely to see in the next generation. Infrastructure projects and revenue projects have been approved across the 6 council's area, and are currently being developed. The primary aims are to grow the size and spread of the regional economy by way of accelerating growth, and to do so in a way that benefits all parts of the region including the more disadvantaged communities, thereby delivering inclusive growth across the region.

There is potential for the Midlothian area to gain substantially from the City Deal, despite it being the smallest local authority in the region. There are a number of factors that are relevant.

- a) Regional centrality: geographically Midlothian lies close to Edinburgh in the heart of the City Deal area, such that in addition to projects directly within its area, it also derives benefit from many other projects in close proximity.
- b) Socio-Economic Profile: the primary aim of the City Deal is to drive inclusive growth across the region such that its more disadvantaged communities can fully share in that economic growth. Midlothian contains a number of localities which in regional terms are particularly disadvantaged, and it would be expected that they could benefit notably from City Deal funded investment in skills, innovation, housing, employability and education.

c) Housing and Construction: the high costs of private sector housing combined with a relatively low income economy has resulted in significant unmet demand for affordable housing in Midlothian. These circumstances are likely to remain despite the previous and continuing significant contributions to the affordable sector being made through the Council's housing programme and planning agreements with private developers. Therefore, the provisions of the City Deal to increase the amount and rate of supply of affordable housing, although more limited in scope than the regional partner Councils had hoped for, should have a notably beneficial impact in Midlothian. A consequence of the buoyant construction sector in Midlothian, which is expected to remain so for at least the next 12 years, provides a basis for local training and employment opportunities through City Deal investment in skills and employability.

d) Easter Bush: the University of Edinburgh has a major programme of development at Easter Bush which will be augmented by a substantial level of direct City Deal funding under its data division innovation theme. This has particular benefits for Midlothian not only in terms of new employment opportunities at all levels, but also transport infrastructure new routes and upgrades

Unemployment in Midlothian has decreased overall between 2008 and 2019, from 2,200 to 1,500(3.2%), which is lower than the Scottish average figure of 3.9%. Full time workers earn £22.50 less than the Scottish average.

There were 2110 enterprises employing less than 10 people in Midlothian, in 2019, representing 87% of the total number of Midlothian enterprises. 275 Midlothian enterprises employed between 10 and 49 staff, 35 between 50 and 249 staff and 5 over 250 staff. An enterprise can be thought of as the overall business, made up of all the individual sites or workplaces. It is defined as the smallest combination of legal units (generally based on VAT and/or PAYE records) that has a certain degree of autonomy within an enterprise group.

By 2027 increased there are 2,400 new jobs forecast in key sectors such as construction and scientific research. It is likely that the steady increase in employment and earnings is a result of the rapid increase in population as the fastest growing local authority in Scotland. A concerted effort is needed to support people into well paid employment, the Employment, Learning Midlothian group will play a key role in driving forward this agenda.

The largest employment sectors in Midlothian in 2019 were wholesale/ retail- 19.4% (6000 employees), Education- 11.3% (3,500 employees), Health/ social work 11.3% (3,500 employees) , manufacturing 9.7% (3,000 employees) , Construction 8.1% (2500 employees) , public administration including defence 8.1% (2500 employees) and Professional/ scientific /technical 8.1% (2500 employees). By contrast Midlothian contains only 0.8 % financial and insurance sector (250 employees), 0.1% mining / quarrying (40)

At a national level, the Scottish Government (SG) Economic Strategy in sets out an overarching framework for a more competitive and a fairer Scotland. The national strategy is driven by the following four priorities:

- **Investing in our people and our infrastructure in a sustainable way**
- **Fostering a culture of innovation and research and development**
- **Promoting inclusive growth and creating opportunity through a fair and inclusive jobs market and regional cohesion**
- **Promoting Scotland on the international stage to boost trade and investment, influence and networks**

Priorities for 2020/21 are:

- Support for business; maximising the socio-economic benefits associated with growth, including development of our jet sectors and spin offs from the City Region Deal.
- Driving forward inclusive economic growth by working in partnership with stakeholders, and ensuring business community benefits in the supply chain to maximise opportunities for local people.
- Maximise opportunities for business development in Midlothian; looking to reduce the current trend of our migration for the jobs market and to promote the area's offer and harness inward investment potential.

City Region Deal

The Midlothian area is part of the Edinburgh and South East Scotland City Region "City Deal" bid. City Deal offers access to retrospective UK Treasury and Scottish Government investment if projects achieve specified economic impact levels. The Edinburgh City Region City Deal includes all Lothian's Councils, Fife, Scottish Borders and City of Edinburgh Councils. .Proposals affecting Midlothian directly include capital infrastructure investment to improve connectivity, with a focus on the Midlothian Science Zone; skills and learning investment in widening access to and achievement from further and higher education; support for public transport improvements -especially connections around the city bypass to improve links to employment in the wider travel to work area. A series of integrated employability and skills (IRES) programmes coordinated through IOM theme of the CPP have been initiated focussing on Housing and Construction Industries, Digital Development and Innovation, Recruitment and Skills pipeline development, transport access and labour market intelligence. These link to and support capital investments across the City Region including housing, science and digital research, transport infrastructure and cultural developments using Community benefit procurement and other methods to seek to ensure inclusive benefits accrue to the most disadvantaged residents for the CRD investments

NATURAL ENVIRONMENT

Production of a new Midlothian Local Biodiversity Action Plan (LBAP) was a delivered action for 2018/19. Delivery of LBAP actions continued in 2019/2020 and are programmed for this Single Midlothian Plan in 2020/21. It is very important that LBAP actions continue to be delivered by partners. One of the objectives of the Midlothian Local Biodiversity Action Plan is to engage the public in more biodiversity events to increase engagement with and understanding of biodiversity matters. This has been done in 2019/2020 and continues into 2020/2021. The Council's planning department has worked with partners on preparing Nature Conservation planning guidance. This document is expected to be adopted by the Council in 2020. It will be a material consideration in the assessment of planning applications.

The Midlothian Green Network Supplementary Guidance, prepared with partners and adopted by Midlothian Council in 2018, continues to support green and blue infrastructure and facilitate active travel in Midlothian. It was prepare as a requirement of the Midlothian Local Development Plan (2017).

ACTIVE TRAVEL

Active Travel, viewed as walking, cycling and now bus travel, is important for a range of environmental, health and recreational reasons. Its importance is increasing and is therefore a priority for a range of partners. This plan captures a very small amount of work occurring in this area and identifies were partners are working together in partnership. Active travel is increasingly important for the layout, location and connectivity of new development.

HOUSING IN MIDLOTHIAN

The key priorities for housing in Midlothian are increasing the supply of affordable housing and the addressing homelessness. There is a high need for affordable housing in the area, and this need is exacerbated by the projected population increase and by the already high levels of housing need, with around 4,500 applicants on the Housing List, and almost 1,000 homeless households.

Midlothian Council has worked in partnership with housing associations and house builders in Midlothian to develop a Strategic Housing Investment Plan covering the period 2019/20 – 2023/24. This provides details of new investment of 2,202 new affordable homes, including at least 1,000 additional council homes. To support this level of development a record level of affordable housing investment is being made by the Scottish Government (£25.9 million allocated to Midlothian during the last three years).

The Scottish Government established a Homelessness and Rough Sleeping Action Group (HARSAG) in 2017, which has made recommendations on ending rough sleeping and transforming the use of temporary accommodation through a Rapid Rehousing approach for homeless households, and also Housing First for people with complex needs.

Rapid rehousing is about taking a housing-led approach for rehousing people that have experienced homelessness, making sure they reach a settled housing option as quickly as possible rather than staying in temporary accommodation for too long. Transition to a rapid rehousing approach means that some local authorities and partners will have to redress the balance of housing and support options that are available, and how quickly they are accessed. Each local authority has been asked by the Scottish Government to prepare a Rapid Rehousing Transition Plan demonstrating how they will move to a rapid rehousing model over a term not longer than five years. This will need to demonstrate not only how homelessness demand will be addressed, but also how any backlog of demand from homeless households currently in temporary accommodation will be addressed.

This Rapid Rehousing Transition Plan for Midlothian has now been published and the identified actions for improvement will be a focus for Midlothian Council and a range of partners in order that more homeless people are able to access settled housing and the time spent in temporary accommodation is reduced

Reference Code	SUSTAINABLE GROWTH 2020/21						Ownership
	Actions	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Team
Support for business; maximising the socio-economic benefits of projects including the Borders Railway and infrastructure developments and spin offs from the City Region Deal.							
Driving forward inclusive economic growth by working in partnership with stakeholders, and ensuring business community benefits in the supply chain to maximise opportunities for local people.							
	Encourage innovation and continue to work with Business Gateway, Scottish Enterprise, and Scottish Development International endeavouring to maximise growth client potential for the region.	31/3/21	List of growth potential business created, up to date and in use	1 list created in use and up to date	0	0	Scottish Enterprise/ Midlothian Council
	Work with key groups of business start-ups to increase economic activity	31/3/21	Increase the number of business start-ups assisted	200	155	155	Business Gateway
	Review public services procurement arrangements to identify a baseline of local procurement from Midlothian businesses	01/12/20	Ensure alignment with Procurement strategy and promote Supplier Development Programme through bi-annual events	1 Baseline established First Biannual event held	To be established by November annually	0	Sustainable growth partners
	Deliver on the strategic objectives as set out in the Council's Strategy for Growth 2020-25 Report annually through the CPP's Sustainable Growth theme	31/3/21	80% of actions on target by end of 2021	80%	New Measure	0	Midlothian Council (lead) and Sustainable growth partners

	Increase take up of economic land supply along the Borders Rail corridor which comprises Shawfair, Dalkeith, Bonnyrigg, Rosewell, Newtongrange and Mayfield/Easthouses, Gorebridge, Pathhead)	31/3/21	% of hectares of available land in the corridor taken up. Reviewed through the LDP process and annual land audit. Annual Report on promotion of economic land as part of Borders Rail blueprint programme	Data Only	1.4%	1.4%	Midlothian Council and Landowners
Maximise opportunities for digital connectivity to exploit Midlothian's sustainable tourist offer and harness inward investment potential.							
	Work with Midlothian businesses and MBTAG to exploit local tourist offer and increase inter-regional connectivity.	31/3/21	Development and launch of 'Scotland Starts Here' phone app and digital campaign. Ongoing support provided to Midlothian Tourism Forum via Econ Dev	Increase update of listings on the SSH app/website by 25 Midlothian businesses Increase membership to MTF by 20 Midlothian businesses	New measure	New measure	Midlothian Council/MBTAG/ Business Community
	Create and develop a platform to showcase Midlothian's prospectus of employment land, opportunity, quality of life, and potential for sustainable growth and expansion.	31/3/21	Locate in Midlothian website commissioned and recruitment underway for a Digital Officer to support this		New measure	New measure	Midlothian Council/Business Community
SG Sustainable town centre regeneration(3 year outcome)							
Support regeneration of Town Centres (1year action)							
	Improve the viability, vitality and environmental quality of Penicuik Town Centre by; <ul style="list-style-type: none"> Continued implementation of the Penicuik Heritage 	31/3/21	Take up of grants by building owners for the repair and restoration of their buildings, including Scottish Government Town Centre Capital Fund	4 Annual Measure	2	2	Penicuik Heritage Regeneration Project Team/Midlothian Council

	Regeneration project (TH and CARS project) – need to secure funding from The Heritage Lottery Fund and Historic Environment Scotland Investing in the long term future of the Town Hall building						
SG Deliver LEADER projects (EU funding programme) (1 year action)							
	Encourage Tyne Esk LEADER Programme applications from Midlothian eligible areas	31/3/20	Percentage of LEADER funds allocated	80%	34%	17/18 34% 18/19 15.85%	Leader Action Group (LAG)
		31/3/20	Number of community facilities created	5	0	17/18 4 18/19 1	LAG
		31/3/20	Number of community facilities improved	5	0	17/18 0 18/19 0	LAG
SG - More social housing has been provided taking account of local demand(3 year outcome)							
SG - Homelessness has reduced, and people threatened with homelessness can access advice and support services(3 year outcome)							
SG - Deliver further affordable housing (1year action)							
	In partnership between the Council, Registered Social Landlords and private developers, deliver 339 new affordable homes	31/3/21	Number of new homes completed	339	New combined measure	New combined measure	MC Housing/ RSL's/ Developers

	Investigate accelerated development of affordable housing via use of innovative approaches and consequent economic benefit	31/3/20	Number of units currently under construction -	17	0	16/17: 80 17/18: 114 18/19: 0	Housing/ RSL's/ Developers
		31/3/20	Number of Units complete	1 - Annual Measure	20	16/17: 0 17/18: 114 18/19: 20	MC Housing/ RSL's/ Developers
	Develop 21 affordable housing properties to meet specialist needs	31/3/20	Number of other specialist provision housing units complete	1 Annual Measure	3	17/18 : 2 18/19: 3	MC Housing/ RSL's

SG - Environmental limits are better respected, especially in relation to waste, transport, climate change and biodiversity(3 year outcome)

SG Increase walking and cycling (1 year action)

	Undertake active travel promotional work - these will help address and prevent obesity and type 2 diabetes	31/3/21	Number of schools engaged in Smarter Choices programme	6	New measure	0	Midlothian Council/Midlothian Schools/ Living Streets/ Cycling Scotland
		31/3/21	Roll out electric bike sharing scheme at Eskbank train station and Dalkeith town centre	2 locations established	0	0	Midlothian Council/ Sustran
		31/3/21	Undertaking of nine day Outdoor Midlothian Festival in August 2020 – including walking and cycling	1 outdoor Midlothian festival takes place	New measure	0	Midlothian Council/ Community Groups and

							Individuals/Business
		31/3/21	Promotion of Dalkeith/Penicuik walking/cycle route for green flag status and environmental improvement	1 Green flag achieved for Dalkeith- Penicuik route	New measure	0	Midlothian Council/Community Groups and Individuals/Business
	Raise awareness of energy saving or fuel poverty advice and assistance schemes.	31/3/21	Increase the number of households accessing energy saving or fuel poverty advice and assistance schemes.	2,500	1,800 2013/14	16/17: 2449 17/18: 2583 18/19: 2131	MC Housing/ Third sector partners
SG - Environmental limits are better respected, especially in relation to waste, transport, climate change and biodiversity(3 year outcome)							
SG Promote Biodiversity (1 year action)							
	Promote the restoration and creation of pesticide free, flower rich habitats in the countryside and urban areas	31/3/21	Create at least 2000m ² per year of pollinator habitat	2000m ² per year of pollinator habitat	New measure	0	Midlothian Council/ Local Community
	Produce management plans for three Local Biodiversity Sites	31/3/21	Produce three site management plans	3	3	3	Midlothian Local Biodiversity Plan Partners

	Run workshops on promotion of biodiversity knowledge and enhancement, including workshops on the construction, installation, maintenance and monitoring of homes for wildlife in gardens and greenspaces	31/3/21	1 workshop per delivery partner (4 in total)	4	New measure	0	Midlothian Local Biodiversity Plan Partners
	Promote removal/ modification of fish barriers on the River North Esk	31/3/21	Remove or modify 1 barrier	1	New measure	0	SEPA, owners, communities and businesses supported by the Midlothian Biodiversity Partnership
SG - Environmental limits are better respected, especially in relation to waste, transport, climate change and biodiversity							
SG – Climate Change (1 year actions)							
	Establish a Climate Emergency group in the Midlothian Community Planning Partnership	31/3/21	Replace the current Sustainable Development theme “Environment” group	1 new group established	New measure	0	Midlothian Community Planning Partnership and associated members
	Investigate a Sustainable Growth Agreement (SGA) between Midlothian Council and SEPA	31/3/21	Investigation has occurred Midlothian Council and SEPA. Note: an SGA was produced in 2019 between the Council and SEPA for the Shawfair development area	1 SGA agreed	New measure	0	Midlothian Council and SEPA
	Investigate identifying tree coverage on community planning partners landholdings using appropriate software	31/3/21	Begin to identify tree coverage on land holdings of partners	Tree coverage record established	New measure	0	Midlothian Community Planning Partnership

EQUALITIES

Equality, Diversity and Human Rights are cross-cutting and underpin all that the Community Planning Partnership does, plans and provides. The Equality Act 2010 & Public Sector Equality Duty requires public organisations, both as an employer and in the planning and delivery of services to have due regard to the need to (1) eliminate unlawful discrimination, harassment and victimisation, (2) advance equality of opportunity and (3) foster good relations between people who share a protected characteristic and those who do not.

Success/failure to meet this overarching outcome will be reported on to the Community Planning Working Group and Board throughout 2020/21 and to the Equality & Human Rights Commission by 30 April 2021.

This year the equalities impacting actions of the partnership are embedded in and across the 5 themes rather than all being set out as a separate action plan template. Key actions that are intended to reduce inequalities affecting protected characteristics groups are:

Getting it Right for Every Midlothian Child

- Undertake a mapping of social and public mental health support for children, young people and young adults in Midlothian
- Engage children, young people, parents/carers and families in genuine participation, together co-designing a better mental health support system
- Undertake Tests of Change that strengthen community-based mental health support
- Continue to build confidence and knowledge in trusted adults through delivering training in Mental Health First Aid and raising awareness of tools that support good mental health
- Support parents/carers understanding of the benefits and risks associated with using technology with under 5s
- Ensure children have a healthy start to life through adopting a holistic, early intervention and prevention approach. This includes supporting breastfeeding, improving nutrition, emotional wellbeing, parenting skills, healthy nutrition, oral health and a more active lifestyle.
- Contribute to working with young people affected by domestic abuse, parental alcohol or drug misuse
- Develop and embed best practice to support pregnant women who smoke to quit.
- Contribute to the proportion of children and young people who feel safe in their homes, communities, schools and online
- Work with partners to ensure that children in their early years receive appropriate services/timely interventions
- Ensure that all children and young people who live in households where they are undertaking a caring role are supported to get the right support. Provide comprehensive support to families to maximise their income, increase their skills and access sustainable employment * (shared target with IOM)
- Ensure all eligible children are able to take up a high quality early learning and childcare funded place
- Create a Midlothian family learning strategy that encourages family members to learn together, with a focus on intergenerational learning, and enables parents to learn how to support their children's learning/development
- Monitor and review the Corporate Parenting action plan
- Reduce or maintain the length of time it takes to find permanent placements for children and young people looked after away from home
- Monitor and evaluate the Permanence and Care Excellence (PACE) programme
- Review the number of teenage pregnancies in CEYP population

Improving Opportunities for People of Midlothian

- Provide comprehensive support to families to maximise their income, increase their skills and access sustainable employment * (led by IOM -shared target with GIRFEMC)
- Conduct a review of accessibility to Credit Unions for local people and feasibility of setting one up
- Provide comprehensive support to families to maximise their income, increase their skills and access sustainable employment
- Support senior “Champions Board” to increase participation for young people on continuing or through care/aftercare
- Work with DMYW board to ensure 5 new priorities are delivered in Developing Midlothian’s Young Workforce (DMYW) Plan
- Ensure that transitional support is offered to young people from p7 to S1 and then for S4, 5, 6 who are at risk of leaving school without a destination

Adult Health & Care

Older People

- Identify frail people and provide early intervention using GP, and health and social care data.
- Strengthen the Ageing Well project to help reduce isolation and promote activity.
- Strengthen systems to reduce numbers of people being delayed in hospital e.g. Flow hub.
- Through the development of Intermediate care services, improve the care planning system both to simplify and fully involve service users.

Mental Health

- Reshape the rehabilitation pathway.
- Enhance mental health services in Primary Care including the expansion of the Access Point.
- Review the use of mental health older people’s beds in the Community Hospital and look to enhance community based supports.
- Refresh the local suicide prevention plan.

Physical Disability

- Plan for the implementation of changes to the Welfare Benefits system in Scotland.
- Plan for and deliver the provision of free personal care for under 65s.
- Contribute to the re-provision of Astley Ainslie Hospital including strengthening community based services.
- Continue to strengthen the provision and accessibility of information about services and supports.

Learning Disability

- Commission new build housing for people with learning disability using clustered models supported by technology enabled care.
- Implement a range of changes to the provision of day services including more local services and more age appropriate services.
- Develop community based services using Positive Behavioral Support for people with complex care needs

Autism

- Introduce a local “Guide to Autism”.
- Devise a mobile app to discover Midlothian through the eyes of people with complex needs.

Justice Service

- Supporting families through the Safe and Together service by working with perpetrators of domestic abuse.

Substance Misuse

- Improve services, especially for people with dual diagnosis of mental health and substance misuse, through the Recovery Hub.
- Increase the role in treatment and support services of people with lived experience.

- Increase employment opportunities for people in recovery by improving engagement in education, training and volunteering.

Sustainable Growth Action Plan

- Deliver on maximising projects through the Integrated Regional Employability Strategy(IRES) offer, to deliver jobs and training relevant to the skills base and needs of local employers.
- In partnership between the Council, Registered Social Landlords and private developers, deliver 339 new affordable homes
- Investigate accelerated development of affordable housing via use of innovative approaches and consequent economic benefit
- Develop 21 affordable housing properties to meet specialist needs
- Raise awareness of energy saving or fuel poverty advice and assistance schemes.

Safer Communities (Community Safety and Justice Partnership)

- Raise awareness of Violence against Women and Girls with services and communities
- Develop substance misuse services to reduce immediate harm, future harm and promoting recovery
- Launch ALISS database of services for Midlothian to raise awareness and understanding of the range of community-based services that are available
- Create / develop an automatic referral process to third sector support agencies with a focus on males aged 18-26 with mental health and substance misuse issues (who are on Community Payback Orders)
- Use Midsafe money to fund a youth project with specifics around educating parents and family relationships.
- Encourage Midlothian Community Justice partners to support the Y2K (youth work) 180 Project by delivering relevant input.
- Build stronger links with Department of Work and Pensions, Welfare Rights and Skills Development Scotland and ensure better access to their services by creating drop-in clinics at Number 11
- Implement 'Housing First' in Midlothian.
- Develop new ways to engage with and support younger people in substance misuse treatment services.
- Continue to develop the SPRING service (for women)

Reference Code	EQUALITIES 2020/21						Ownership
	Actions	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Managed by
	Contribute in terms of equality issues & initiatives to the Midlothian Equality Plan 2017-21	31/3/21	Evidence of equalities work/issues from 5 thematic partnership groups and sub groups is reflected in the minutes of these groups	5	5	None	Community Planning Working Group
	Address significant health inequalities relating to increased risk of type 2 diabetes in South Asian population	31/03/21	Number of health groups operating	1 men's group established to add to women's group	1 South Asian women's group established	0	CLL Equalities Engagement Officer/ MMCC/ Community Planning Partners
	Establish a pilot project which raises awareness of the environmental impact of period products and promotes "plastic-free periods" whilst recognising socio-economic barriers and addressing period poverty.	31/03/21	Increase the number of people accessing a more environmentally-friendly/ sustainable choice of period product.	20 people	New – Baseline to be set this year	New measure	Council Equalities Engagement Officer, Community Planning Partnership

Reference Code	EQUALITIES 2020/21						Ownership
	Actions	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Managed by
	Find opportunities for equalities characteristics groups to maximise influence by working together	31/03/20	Number of joint working actions undertaken (projects)	3 actions	3	3	CLL Equalities Engagement Officer/ Midlothian Peoples Equalities Group/
	Work in partnership to plan and prepare Midlothian LGBT+ PRIDE parade 2021	31/3/21	Funding secured, working group established and planning of event underway.	1 event planned	0	New measure	CLL Equalities Engagement Officer; CAB; MYPAS; Health in Mind; Community Planning Partners
	Increase community awareness of funeral planning and prevention of funeral poverty.	31/03/21	Awareness raising event , “ Good life , Good death , Good grief”	1 event held in year	2 events held in 2019/20	1 event in 2018/19	Faith Communities Partnership, CLL Equalities Engagement Officer, Community Planning Partners

Service Plans 2020/21**Report by Grace Vickers, Chief Executive****Report for Decision****1 Recommendation**

Midlothian Council is recommended to approve the 2020/21 Service Plans.

2 Purpose of Report

This report seeks approval for the Council's Service Plans for 2020/21.

While the Service Plans were produced pre- COVID pandemic, the impact on the programme of outcomes and potential cost implications are as yet unquantifiable, however, in outlining its partnership based approach the Council will contribute to mitigating the impacts of COVID-19 and setting out a positive future direction aimed at continuing to make Midlothian a 'Great Place to Grow'.

The council's partnership approach is being taken in conjunction with the Midlothian Community Planning Partnership to mobilise once COVID restrictions ease and be more collaborative and innovative. As well as the challenges presented the Service Plans remain relevant to the opportunities as they are presented and reported through the year.

Date: 2 June 2020

Report Contact: Elaine Johnston

Tel No: 0131 270 8926

elaine.johnston@midlothian.gov.uk

3 Background

3.1 Councils have a statutory duty to demonstrate continuous improvement on how they deliver services. This was introduced in the Local Government (Scotland) Act 2003 to ensure that we secure Best Value. Under this legislation each council is obliged to:

- Work with its partners to identify a clear set of priorities that respond to the needs of the local community and be organised to deliver those priorities.
- Meet and clearly demonstrate that it is meeting the community's needs.
- Operate in a way that drives continuous improvement in all of its activities.

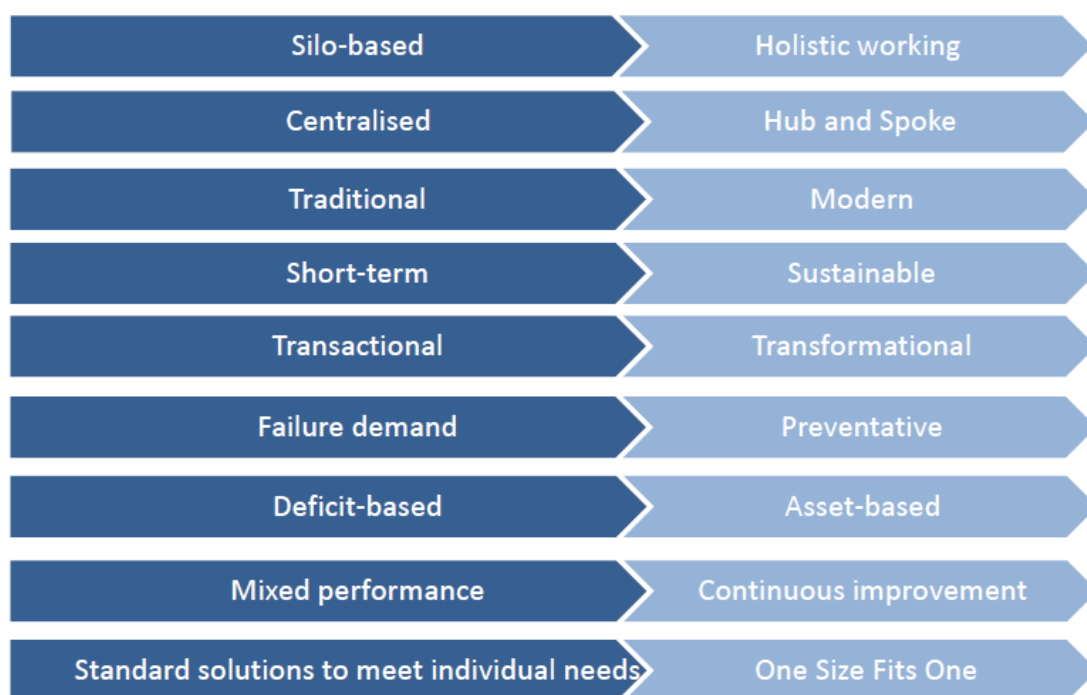
3.2 The Council delivers its priorities through the Community Planning Partnership and the Single Midlothian Plan.

Chief Officers have developed their service plans; managers and performance officers have been working together with community planning colleagues to ensure alignment between service priorities and SMP priorities.

3.3 The council has recognised the need for a strategic step change in the form of the development and agreement of a Medium Term Financial Strategy (MTFS), which sets out budget projections for the next three financial years together with the proposed resource allocation measure that will allow the Council to balance revenue budget for each financial year. The MTFS is set around the following four themes.

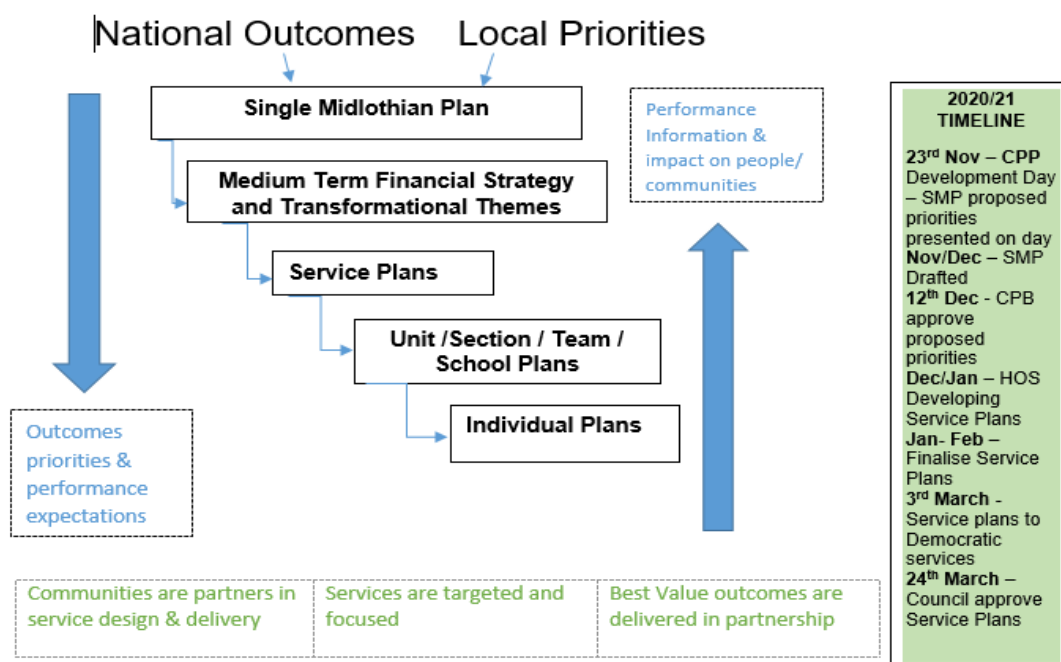
- **One Council - Working with You, For You** - is underpinned by a commitment to deliver a one council strategy which reduces silo working within services, increases cross party working at a political level and uses holistic approaches which place individuals and communities at the heart of our work.
- **Preventative and Sustainable** - responds to Communities telling us strongly that they want to live in a clean, carbon neutral environment with protected green spaces and improved environmentally friendly community transport options.
- **Efficient and Modern** - recognises that Midlothian Council needs to adapt to change by doing things differently to get improved results and increasing financial sustainability by addressing inefficiencies.
- **Innovative and Ambitious** - recognises our ambition for Midlothian and to make sure it is a great place to grow, now and in the future.

In addition to the above themes the following 9 key drivers for change will inform services moving forward to ensure we place citizens and communities at the heart of our daily work. The 9 key drivers are:



3.4 Figure 1 demonstrates the approach to alignment of the Councils planning process and service plans with the Single Midlothian Plan agreed with Community Planning Partners.

Figure 1



3.5 The service plans will be available in the electronic Elected Members' Library within the Committee Management Information System (CMIS).

4 Report Implications

4.1 Resource

Resource implications have been considered and identified during individual Service Plan development.

4.2 Digital

Specific IT issues are considered within individual Service Plans as appropriate.

4.3 Risk

This report seeks to ensure that the Council and partners have strategic and sustainable plans for future service delivery. Chief Officers will consider, on an ongoing basis, possible risk exposures to the successful achievement of all priorities.

4.4 Ensuring Equalities

Each service plan is subject to an Integrated Impact Assessment (IIA) which are available within the electronic Members' Library within CMIS.

4.5 Additional Report Implications (See Appendix A)

See Appendix A

Appendices

Appendix A – Additional Report Implications

Appendix B – Background information/Links

APPENDIX A – Report Implications

A.1 Key Priorities within the Single Midlothian Plan

The Single Midlothian Plan informs all Service Plan activity with a key requirement that all plans demonstrate the services contribution to the SMP outcomes and priorities.

A.2 Key Drivers for Change

Key drivers addressed in this report:

- ☐ Holistic Working
- ☐ Hub and Spoke
- ☐ Modern
- ☐ Sustainable
- ☐ Transformational
- ☐ Preventative
- ☐ Asset-based
- ☐ Continuous Improvement
- ☐ One size fits one
- ☐ None of the above

The Service Plans identify activities which deliver across the key drivers for change streams.

A.3 Key Delivery Streams

Key delivery streams addressed in this report:

- ☐ One Council Working with you, for you
- ☐ Preventative and Sustainable
- ☐ Efficient and Modern
- ☐ Innovative and Ambitious
- ☐ None of the above

The Service Plans identify activities which deliver across the key delivery streams.

A.4 Delivering Best Value

Service Plans demonstrate the services delivery of Best Value and provide the basis for ongoing oversight and management of Best Value duties.

A.5 Involving Communities and Other Stakeholders

Service Plans demonstrate the services contribution to the SMP outcomes and priorities and will provide the basis for ongoing performance management.

A.6 Impact on Performance and Outcomes

Service plans demonstrate the services contribution to the SMP outcomes and priorities and will provide the basis for ongoing performance management.

A.7 Adopting a Preventative Approach

All plans consider the adoption of a preventative approach to service delivery.

A.8 Supporting Sustainable Development

The development of the Single Midlothian Plan and Service Plans represents a robust approach to supporting sound planning of council services.

APPENDIX B

Background Papers/Resource Links

Background Papers:

- Service Plans 2020/21 including Integrated impact assessments (IIA's) (placed in the Members' Library within CMIS)

**Standing Order 19.2 Decisions
Report by Chief Executive**

Report for Noting

1 Recommendations

Council is invited to note the terms of this report.

2 Purpose of Report/Executive Summary

The purpose of this report is to advise the Council of the decisions taken since 16 March 2020 in terms of Standing Order 19.2.

Date: 4 June 2020
Report Contact:
Alan Turpie, Legal Services Manager
alan.turpie@midlothian.gov.uk

0131 271 3667

3 Background

3.1 Standing Order 19.2 states that:

“The Chief Executive, after discussion with the Leader of the Council, whom failing the Depute Leader of the Council, will have authority to take decisions where urgent or immediate action is required. Where such decision(s) is required, the Chief Executive will provide a report to the next available full Council meeting to inform the Council of such decision(s).”

3.2 The Chief Executive has made decisions on the following matters in terms of Standing Order 19.2 since it was agreed on 16 March 2020 to suspend meetings of the Council:

1. Localised Partnership Approach to COVID 19;
2. Delegation of General Purposes decisions;
3. COVID 19 Scottish Government Food Fund;
4. Midlothian Integrated Joint Board – Membership; and
5. Acquisition of Social Housing Units

All the above decisions were also discussed and approved at the weekly meetings held between the Chief Executive and the elected member Group Leaders.

3.3 Background reports and redacted notes of Meeting of Group Leaders which detail the terms of decisions 1 to 4 are contained in Appendix B to this report. The Background report and redacted note of Meeting of Group Leaders relevant to decision 5 contain commercially sensitive details of the terms of the acquisition and will therefore be reported to the Council as a private report in terms of paragraphs 6 and 8 of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973

4 Report Implications (Resource, Digital and Risk)

4.1 Resource

None

4.2 Digital

None

4.3 Risk

Failure to report these decisions would lead to a lack of governance.

4.4 Ensuring Equalities (if required a separate IIA must be completed)

This report does not recommend any change to policy or practice and therefore does not require an Equalities Impact Assessment.

4.4 Additional Report Implications See Appendix A

Appendices

Appendix A – Additional Report Implications

Appendix B – Background information/Links

APPENDIX A – Report Implications

A.1 Key Priorities within the Single Midlothian Plan

Not applicable

A.2 Key Drivers for Change

Key drivers addressed in this report:

- ☐ Holistic Working
- ☐ Hub and Spoke
- ☐ Modern
- ☐ Sustainable
- ☐ Transformational
- ☐ Preventative
- ☐ Asset-based
- ☐ Continuous Improvement
- ☐ One size fits one
- ☒ None of the above

A.3 Key Delivery Streams

Key delivery streams addressed in this report:

- ☐ One Council Working with you, for you
- ☐ Preventative and Sustainable
- ☐ Efficient and Modern
- ☐ Innovative and Ambitious
- ☒ None of the above

A.4 Delivering Best Value

The report does not directly impact on Delivering Best Value

A.5 Involving Communities and Other Stakeholders

The report does not directly relate to involving communities

A.6 Impact on Performance and Outcomes

The report does not directly impact on Midlothian Council's performance and outcomes

A.7 Adopting a Preventative Approach

Not applicable

A.8 Supporting Sustainable Development

Not applicable

APPENDIX B

Background Papers/Resource Links (if applicable)

Localised Partnership Approach to COVID 19;
Redacted note of Meeting of Group Leaders on 31.03.2020
Delegation of General Purposes decisions;
Redacted note of Meeting of Group Leaders on 14.04.2020 (2 decisions)
COVID 19 Scottish Government Food Fund;
Redacted note of Meeting of Group Leaders on 07.04.2020
Redacted note of Meeting of Group Leaders on 14.04.2020
Midlothian Integrated Joint Board Membership
Redacted note of Meeting of Group Leaders on 26.05.2020

Draft 2**Localised Partnership Approach to Covid-19.****Report by A Lang Strategic Service Redesign Manager (Services with communities)****1 Purpose of Report**

- 1.1** The purpose of this report is to secure agreement for the localised partnership approach to Covid19 which will complement the Council's services in relation to the Covid-19 related response.

Given the urgency of response which is required in relation to supporting communities with Covid-19 related assistance, it is important that this guidance helps communities rather than hinders them in helping those who require assistance with emergency food delivery, prescriptions and other Covid-19 related community issues.

It is important that the guidance also takes into account capacity of communities to respond including issues of isolation within different communities. There will be communities where there are a large number of people who are over the age of 70, those with identified underlying health issues, and those who are unwell (or who have a family member unwell) who are self-isolating. Under no circumstances should these groups be volunteering, as part of the Covid-19 response it is essential that these groups follow Government advice and self-isolate. However for some individuals in these categories it may be possible for them if they to coordinate activity from their homes remotely.

Therefore the fund proposed aims to provide support with the flexibility required to harness those individuals and groups who are well and can quickly help with food deliveries, collecting prescriptions and other Covid-19 related community issues as they develop.

2 Background

There is a need to ensure that those who cannot afford food are able to access this locally. Midlothian Council is directly supporting those in receipt of a clothing grant who are receiving free school meals through our Hubs and door to door delivery. However there are other local people who need assistance. Localised groups, who know their communities well, and have the capacity to respond will be well placed to work together to support those in need, complementing the work of Midlothian Council. Food banks, who are receiving additional funding from Midlothian Council, are continuing to help those access food who cannot afford food only. However the number of those who cannot afford food is growing. There needs to be discussion locally if groups

are supporting food delivery or production to those who cannot afford it with their local food bank to ensure there is alignment and does not affect current supply chains.

Those in need also include single people and families self-isolating who do not have any family or friends to deliver food or prescriptions to them. This is a key group in need of support so they do not have to break their isolation and put themselves and others at risk. For these groups no funding may be required for food directly as those that can pay would be expected to do so. Funding instead might be used for cleaning materials or petrol costs for those delivering food or medicine for example. In addition the lead group may be required to use discretion in relation to other issues for example pre-paid meters, although advice should be given to contact suppliers first and if not successful then consider support.

Currently in Midlothian there are no available slots for home delivery for supermarkets although there has been media articles in relation to essential packages home delivered by supermarkets and also protecting some time slots. This requires further investigation of how local people can sign up for these protected delivery slots if they are available locally.

Midlothian Council is also working hard to support those in the Covid-19 shielding category and this is being co-ordinated through the Care for People group. The estimated numbers of those in the shielding category at the time of writing this report have not been confirmed but we estimate that these could be between 2,500 and 3,000. The confirmed data is expected to be received in the next few days. As a health and social care partnership we will cross check Shielding data with local information held by partners where arrangements allow this.

The Council is also, through our CPP #kindnessmidlothian campaign, delivering postcards with offers of help to support those who are on the list to secure help with their wheelie bins which accounts for approximately 1,500 who are not in receipt of other social work care services. The council needs to prioritise its staff resource to these groups, vulnerable children, adults and those children who are attending our hubs. Hence why communities also need to add to the capacity to meet localised need and reduce travel to ensure we comply with social-isolation and social-distancing measures.

Electric cars for single use can also support community delivery thus reducing costs. Melville Housing Association have offered these free and are covering excesses for communities. Midlothian Council can also support use of electric car with key health safety measures in place. As part of the #kindnessmidlothian campaign, the Council will also be delivering the postcard outlining help available to those 12,500 single person households identified as those who received a single person discount for their council tax. Due to the numbers of people requiring support possibly over 17,000 we need to ensure this is a shared endeavour by our statutory and community partners to be able to meet estimated demand. It is also essential to build extra capacity to

cover for staff and volunteers when they fall unwell or when they need to self-isolate.

Midlothian Council is a central contact point for those not connected already in their communities. Individuals are contacting us to request support online and by phone. We have trained additional staff, who are working from home, responding to those contacting us on Midhelp and these requests are being sign-posted to help or where no help has yet been established the request will be co-ordinated through the CLL mail box. As a result we will have a way of targeting support to where it is required. A staff member has been assigned to each of the communities and they are matching the request to the services being provided by the council and localised groups.

As the public health emergency escalates, we need to ensure that communities have access to financial resources locally and work in partnership to effectively use those resources to match their local needs. We need to minimise the need for communities to travel and therefore using our local communities and hubs is essential.

Scottish Government has announced Resilience Funding for Local Authorities to utilise for communities. However we cannot wait for the finer detail to be received and we need to act now in response to this public health emergency in order to help those in most need.

Some communities already have in place individuals and groups who are responding. Where these are working well there is no intention to replace these and we propose to utilise this funding to also help these groups. Other communities may not have groups in place and the staff member allocated to those areas will require to co-ordinate volunteers and directly deliver food and prescriptions in order to ensure that we have the ability to respond.

At the moment we have more volunteers than there is demand for but it is anticipated that this will change very quickly and therefore we are in the process of recruiting more volunteers including help from responsible S5 and S6 students who are keen to get involved in helping with food shopping, collecting medicines or befriending the elderly using our digital platform Zoom.

Community Feedback to Date

Some of our community councils have partnered with other local anchor groups and these are progressing well in relation to providing food and prescriptions. Other communities have indicated they do not have capacity to assist due to age or underlying health conditions. For example Moorfoot has linked with a neighbouring community council area to overcome this. We welcome this approach as we only want individuals and groups to respond if they are well enough to do so. It is

essential that the over 70 group and those with identified underlying health conditions follow Government advice and self-isolate.

Some volunteers were concerned about insurance. The Community Councils have one insurance policy with Zurich. Zurich has confirmed if a risk assessment similar to Appendix two is conducted and a list of the names kept by the local community council; volunteers will be insured. Other groups such as Development Trusts may have insurance however they would need to check with their insurer and put any arrangements in place advised by their insurers.

Some community groups feel they are better placed than other groups/bodies to take on the services. We would encourage groups to work in partnership regardless of who holds the financial resource from Midlothian Council. The main point is that whoever holds the funding will take responsibility for accounting for it, ensuring they keep a list of volunteers, have checked their insurance, put in compliance arrangements and will require to complete a simple monthly return to their Midlothian Council community linked staff member. The lead group require to consider how they will access the money in their account to reduce risks, for example by cheque for bulk food vouchers, credit/debit card, online banking etc. to reduce health risks.

To comply with following the public pound statutory guidance financial transactions must be recorded and retained. It is important to remember that this is public money and requires to be properly accounted for. Internal and external audit within the council's normal scrutiny arrangements will be in place through and after this public emergency. We have reflected on feedback in relation to potential lead groups and the proportionate need of communities financially in relation to their size. Therefore a financial resource proposal to lead or shared lead groups is contained within Appendix one.

Following the Public Pound Code was published in 1996, jointly by the Accounts Commission and the Convention of Scottish Local Authorities. The objective of the code states that:

"It is important to ensure clear public accountability for public funds at the same time as supporting initiatives for securing quality local authority services in the most effective, efficient and economic manner. The principles of openness, integrity and accountability apply to all councils in their decisions on spending public money which are subject to public record and external audit. These principles should also apply to funds or other resources which are transferred by councils to arms-length bodies such as companies, trust and voluntary bodies."

Therefore in order to comply it is recommended that the Council:

- Publishes the names of the lead groups once they have agreed to accept the funding. In order for other groups to join with them

and access financial support if required through a receipt system. Similar to petty cash or equivalent.

- Monthly returns should be submitted to their link local authority worker.
- Records kept will be subject to both internal and external audit

Guidance to lead Partners

It is a basic principle for this approach that those who can afford to pay, pay for the food supplied, and those who cannot afford to pay for food do not. Delivery is free to all. Discretion will be required with a record being kept for decision making.

There are 4 main priorities as agreed at the care for people partnership meeting on 19 March:

- Food
- Medicines
- Money
- Social Isolation

Examples of how this funding could be used include (not an exhaustive list):

- Purchasing of food (food cards rather than cash and for only the most extreme cases where there is no other form of support available)
- Buying and cooking hot food for delivery where this is essential, note you would require to comply with statutory guidance. Food hygiene and certification etc. Local groups could also consider partnering with local cafés or restaurants if appropriate. This may change as guidance develops from Scottish Government. E.g. take away only or delivery.
- Collection and delivery of essential medicines
- Volunteer expenses for travel to deliver / pick up supplies
- Publicity/printing costs for local information about help available
- Linking people who have been made unemployed by COVID related closures to local opportunities.
- Any on line / telephone activities that support isolated people

This money is to be accounted for under the council normal grant regulations, so all purchases must be receipted, and normal financial governance rules followed under following the public pound guidance . CLL staff will advise on this as required. To be able to track expenditure to ensure arrangements in place are adequate and to meet the public pound a monthly return will be required. The lead groups accepting this offer will reply to sign and return the conditions of grant prior to payment.



conditions of
grant.doc

Keep Safe Whilst Volunteering Top 6

1. Decide if you are well enough to volunteer, adhering to Government advice on social-isolation, age and underlying health conditions.
2. Decide how you wish to help (- consider online, on the phone, deliveries)
3. Ensure social distancing at all times (2 meters apart)
4. Think about: food, money, medicine, general wellbeing, helping people stay connected and people's pets
5. Consider how you can reduce risks of you or others being taken advantage of (tell someone where you are, keep local and don't go into homes, protect the vulnerable)
6. It is important to emphasise that you are not alone- seek support if you need it from a local organised group, Volunteer Midlothian or Midlothian Council.

Detailed advice is available in the volunteering guide published by Volunteer Midlothian and national agencies.

Medicine Delivery (community groups)

Where community groups/members of the public want to deliver medication to their community there are a few things to consider:

The person receiving the medication will need to contact the pharmacy to give consent before the medication is collected (this will only need to be done once).

•The person collecting/delivering medication:

- will be asked to sign a confidentiality agreement at the pharmacy (this will only need to be done once)
- May be asked to show photographic ID.
- Is asked to witness the person retrieving their medication from the doorstep.

It would be sensible for a limited number of people to take on this role given the additional consent required

If a weekend call and no additional arrangements are in place for Covid 19 the current arrangements are if urgent welfare concerns that cannot wait until Monday would go to out of hours social work out of hours: 0800 731 6969. If non-urgent, email communities team with community support request: (Although due to necessity the call centre may be required to go to 24/7 in the future this will be monitored).

Support provided by:

- Adult Health and Social Care/Children Services (At the moment social welfare concerns would be 0131 271 3900 (adults) and 0131 271 3413 (children) (Monday - Thursday 9:00-17:00 and Friday 09:00-15:30).
- Midlothian Council Communities and Lifelong Learning service
- Contact centre email this address CLL@midlothian.gov.uk
- The Communities and lifelong learning service will coordinate a response either from them or community in relation to prescription collection and delivery, food, money and pets. This email box is actively checked and requests allocated Mon to Friday 8.00am - 6.00pm
- Volunteer Midlothian – (any prospective volunteers directed to Volunteer Midlothian) via email to info@volunteermidlothian.org.uk

CLL staff links

Penicuik	Paul Johnson	paul.johnson@midlothian.gov.uk
Bilston/Roslin	Rhona More	rhona.more@midlothian.gov.uk
Gorebridge	Gillian Cousin	gillian.cousin@midlothian.gov.uk
Dalkeith/Woodburn	Brian McGuff	brian.mcguff@midlothian.gov.uk
Mayfield	Richard Bryce	richard.bryce@midlothian.gov.uk
Newtongrange	Sandra Davidson	sandra.davidson@midlothian.gov.uk
Eskbank/Newbattle	Sharon Dalglish	sharon.dalglish@midlothian.gov.uk
Moorfoot	Janet Smith	janet.smith@midlothian.gov.uk
Tynewater	Sharon Armstrong	sharon.armstrong@midlothian.gov.uk
Howgate	Lesley Cairns	lesely.cairns@midlothian.gov.uk
Damhead	Alasdair MacQuarrie	alasdair.macquarrie@midlothian.gov.uk
Bonnyrigg/Lasswade	Catherine Duns	catherine.duns@midlothian.gov.uk
Poltonhall	Alistair McDonald	Alistair.mcdonald@midlothian.gov.uk
Rosewell	Gael Belton	gael.belton@midlothian.gov.uk
Loanhead	Julia Ellison	julia.ellsion@midlothian.gov.uk
Danderhall	Isabel Pattie	Isabel.pattie@midlothian.gov.uk



Volunteering
Guidance - 230320.c



Covid19 ML.docx

3 Report Implications

3.1 Resource

In order to provide financial support to a localised emergency approach, an initial sum of £140,000 is recommended distributed as outlined in appendix one. Following the public pound guidance should be adhered to, records maintained and submitted monthly. Internal and external audit arrangements will be put in place as per standard arrangements.

3.2 Risk

- That suggested lead groups will not wish to undertake the function and responsibilities – link council staff will support them or work to identify alternative lead or deliver the service directly.
- That lead groups will not work in partnership – link council staff will monitor this and address any issues if required
- That lead groups will not have capacity to delivery locally – the link council staff member will monitor this and put alternative arrangements in place if required.
- That lead groups will not maintain accurate records – guidance has been produced to make requirements clear and the link council staff member will scrutinise monthly submissions and address any issues.
- Safety protocols will not be followed – link council staff members have provided and will continue to provide guidance.

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

This localised emergency support approach will mainly support the Community Planning Partnership's of:

- Reducing the gap in health outcomes and ensure basics such as food and medication are accessible at a local level..

3.5 Impact on Performance and Outcomes

N/A

3.6 Adopting a Preventative Approach

This is a direct emergency preventative approach to reducing the spread of the virus and ensuring situations don't escalate in relation to lack of food and access to prescriptions.

3.7 Involving Communities and Other Stakeholders

Initial approach circulated and adapted in relation to feedback received from stakeholders including changes to lead groups, capacity and size of communities.

3.8 Ensuring Equalities

Those in our protected characteristic groups are most likely to benefit from the emergency services being provided locally.

3.9 Supporting Sustainable Development

In some communities this will increase their skills and abilities which in turn may influence how they support their community over time.

3.10 IT Issues

None although CLL staff and centralised council staff can facilitate meetings for communities using Zoom to support social isolation whilst enabling meetings for those with IT capacity.

4 Summary

This reports sets out a revised approach due to the feedback received from communities and stakeholders to ensure a Localised and Hub Partnership Approach to Covid 19 is in place to meet the requirements of those in need.

5 Recommendations

The Chief Executive in consultation with the Leader of the Council are recommended to note the need for a central and localised partnership approach and agree the following:

- ❖ Note the revised approach and the risk reducing measures.
- ❖ Approve the initial £140,000 as an emergency resource to lead groups as stated in appendix one, who will required to complete audit trails and monthly returns, unspent funds will be return on an agreed date.
- ❖ Approve criteria for lead groups to spend resource on.
- ❖ Publish the list on the council website to comply with following the public guideline and endorse the localised partnership approach.
- ❖ Instruct officers to investigate home delivery for those in protected groups with our local supermarkets.

Report Contact Name:

A Lang, 07880794040

Appendix One

<u>Area</u>	<u>CLL Contact</u>	<u>Resilience Contacts (or CC contact)</u>	<u>Suggested funding sum</u>
Bonnyrigg and Lasswade	Catherine Duns	Sam Elliot bonnyriggtrust@gmail.com	£10,000 – spilt £5,000 to BLCC and £5,000 to BCDT Will work with local churches / Mosque / BRFC
Dalkeith	Brian McGuff	Ann Stewart Kmchia admin@dalkeithcc.org.uk	£10,000 – will work with Churches, MARC , One Dalkeith
Damhead	Alasdair MacQuarrie	Joanne Gillies 'joanne.gillies@yahoo.co.uk' mobile	£5,000
Danderhall and District	Isabel Pattie	Chris Wood Danderhall Community Council: ddcommunitycouncil@gmail.com	£10,000 – will work with miners welfare
Eskbank/Newbattle	Sharon Dalglish	Robin Barclay ENCC Secretary	£10,000 – will work with One Dalkeith / Dalkeith CAB / Eskbank Residents association
Gorebridge	Gillian Cousin	Cath McGill gorebridgecommunitycouncil@gmail.com	£15,000- will include Moorfoot area support , working with GCDT, Gorebridge Cares

			and local church/ Trussell trust foodbank
Howgate	Lesley Cairns	Howgatecommunity council@gmail.com	£5,000 ,
Loanhead and District	Julia Ellison	loanheadcommunity@gmail.com	£10,000 will work with Loanhead Miners , LASC , local Churches
Mayfield	Richard Bryce	Judy Thomson (Mayfield CC) resilience@mayfieldandeasthouse scc.co.uk	£10,000- will work with MAEDT , Scene , Y2K and local churches , community club and Easthouses Miners welfare , Surestart
Moorfoot	Janet Smith	Mali Purkayastha malabika@btinternet.com	See Gorebridge
Newtongrange	Sandra Davidson	Jeremy Adderley secretary@newtongrange.org	£10,000- will work with Newbattle CLC management committee
Penicuik and District (including Auchendinny)	Paul Johnson	Penicuik Ambassadors (June Horne, Sweet Dignity and Penicuik CC) Police Scotland)	£10,000 Will work with the local foodbanks (3) , PCDDT . Penicuik Community alliance foodstore

			, Ladywood Centre , Glencorse associatio n , YM/YWC A
Poltonhall and Hopefield	Alistair McDonal d	Trish Sime , Bonnyrigg Rose Community Football Club trish@bonnyriggrose.org.uk	£10,000 Will work with Poltonhall and Hopefield CC, and churches
Rosewell and District	Gael Belton	Ann Montague rdcc@email.com	£10,000 Will work with RCDT and churches
Roslin and Bilston	Rhona More	shelleykay@homplc.co.uk	£10,000 WIL WORK WOTH Bilston Miners and churches
Tynewater (Pathhead, Cousland, Edgehead, Crichton)	Sharon Armstron g	Henry Gibson Tynewater henry.gibson@btinternet.com	£5,000 will work local village halls

Appendix Two Risk Assessment Template

Example Volunteer Risk Assessment for Coronavirus Activities Version 25/03/20

Activities covered by this Risk Assessment

Remember that these are only examples – if you are doing other activity update it here

This risk assessment covers the activities of people volunteering on behalf of Anytown Community Council in response to the Coronavirus pandemic. Activities include:

- Delivery of shopping to people who are unable to leave the house;
- Delivery of medicine to people who are unable to leave the house;
- Dog walking for people who are unable to leave the house.

Deliveries will be made by foot and by car, including the use of people's own vehicles.

Activities are being supported by a named contact at Midlothian Council, and we are being offered support from Volunteer Midlothian.

We are keeping informed of government guidance on responding to Coronavirus, and are amending our volunteer activity accordingly.

Page Break

Example Risk Assessment Table

The table below presents information on risks, probabilities (how likely it is), impacts (the effect it will have) and mitigating actions (what can be done to reduce the risk).

Remember that these are only examples – you may have identified other risks or feel that the probability/impact would differ for your organisation. Remember also that you must actually DO the mitigating actions you have identified!

Risk Area	Risk Description	Probability HIGH/ MEDIUM / LOW	Impact HIGH/ MEDIUM / LOW	Mitigating action	Responsibility
Complying with legislation	Volunteering does not comply with coronavirus policy	L	M	Volunteers undertake only essential work	CC /lead group
	Inappropriate volunteering with	L	H	CC are clear when PVGs are/aren't	CC /lead group

	vulnerable people			required and act accordingly	
	Confidential information is shared inappropriately	L	M	Any information should be stored securely (e.g. papers kept in a folder and locked cupboard, or on a password protected mobile device), and deleted as soon as is practicable.	CC & volunteers /lead group
	Volunteers are not insured adequately	L	H	Volunteer induction makes clear what activities can be done. All volunteers using own cars have updated their personal insurance	CC/lead group & volunteers
Health and safety	Volunteers might carry infection with no symptoms	M	H	All potential volunteers given induction with guidance on who can/can't volunteer. Guidance given to volunteers to wash hands and stay two meters apart	Volunteer
	Volunteers might not social distance enough	L	H	All potential volunteers given induction on health and safety. Guidance given to volunteers stay two meters apart	Volunteer
	Gatherings to organise and meetings	L	H	This will be avoided through use of virtual	CC /lead group

				meetings, conference phone calls, group text messaging	
	People needing support for health issues are not passed on appropriately	M	H	Volunteer induction tells volunteers the numbers to call if someone is unwell	CC/lead group & volunteers
	Food is prepared inappropriately.	L	M	Environmental Health will be consulted before any work on delivering prepared food is undertaken.	CC /lead group
Volunteers	Volunteers might burn out	M	H	All volunteers in their induction are given a named Volunteer Coordinator to support them and have contact details for them.	CC /lead group
	Volunteer numbers decrease as cases increase, lack of capacity	H	H	Situation will be monitored and reported to Council Link Officer if it is a risk	CC /lead group
Handling money	You might pass on virus via cash handling	L	M	Cash is put in envelope, wear disposable gloves	CC/lead group & volunteer
	Money could go missing	L	H	<ul style="list-style-type: none"> Always have 2 volunteers present if cash is involved, but remember to keep your distance 	CC /lead group & volunteers

				<p>from each other</p> <ul style="list-style-type: none"> • Only carry out cash transactions if you know the person • Ask people to pay the shop online in advance if possible 	
Car use	Pass virus in shared car use	L	H	Single person use	Volunteers
Dog walking	Risk of loss of control of dog / social contact / infection transmission	L	M	Only ask experienced dog owners to assist with this – keep social distance rules, keep dogs on own lead rather than pet owners lead wash regularly	Volunteers
Misuse of additional public funds	Government funds to support community resilience volunteering managed inappropriately	L	M	CC's will manage additional resources through normal governance systems run by treasurers and chairs. CLL staff will advise and support. Receipts and evidence will be kept and available for inspection.	CC /lead group
Fraudulent activities	Unscrupulous people use volunteering as cover to exploit	M	H	Volunteers will be given ID. CC's will work with CLL and Volunteer Centre to bring	CC /lead group

	people in difficulty		volunteers under a local delivery arrangements that include PVG/ CRB checks , and local supervision by CC's of activity being undertaken.	
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Appendix Three Following the Public Pound Code

Link:

https://www.google.co.uk/search?q=following+the+public+pound+guidance&sourceid=ie7&rls=com.microsoft:en-GB:IE-Address&ie=&oe=&safe=active&qws_rd=ssl#spf=1585412435335

Appendix Four – Community Guidance on Supports Available

Money	<p>Scottish Welfare Fund for Scottish Welfare fund Crisis or Welfare Grant 0131 270 5600 or online https://www.midlothian.gov.uk/downloads/download/18/the-scottish-welfare-fund-application-forms</p> <p>The Scottish Welfare Fund offer two types of grant:</p> <ul style="list-style-type: none"> • Crisis Grants may help if you are in crisis because of a disaster, like a fire or flood, or an emergency such as losing all your money or having to visit a sick child in hospital. • Community Care may help if you are about to leave care to live on your own in the community, or to help if you are struggling to provide a safe and secure home for your family. <p>Advice available from Telephone: 0131 271 3201 or Email: revenues.enquiries@midlothian.gov.uk</p>
	<p>Universal Credit – New applicants can get an immediate advance on their benefits https://www.gov.uk/universal-credit/get-an-advance-first-payment</p>
	<p>Fuel - Information and hardship advice</p> <p>Coronavirus - if you can't afford to top up because you're using more energy:</p> <ul style="list-style-type: none"> • Tell your supplier if you can't afford to pay for any extra energy you're using because you're having to stay at home. • This includes if you're ill with coronavirus or following guidance to stay at home and 'self-isolate'. • You'll find your supplier's contact details on their website or on your bill. <p>https://www.citizensadvice.org.uk/scotland/consumer/energy/energy-supply/get-help-paying-your-bills/grants-and-benefits-to-help-you-pay-your-energy-bills-s/</p>

Local Help	<p>Many areas / communities and Community Council are trying to help vulnerable / self –isolating people – please contact</p> <ul style="list-style-type: none"> • Midlothian Voluntary Action for advice and information. 4-6 White Hart St, Dalkeith EH22 1AE 0131 663 9471 • Or check your local Community council Facebook page or others e.g. Gorebridge Community Fridge or what's on in Dalkeith / Bonnyrigg etc. • Contact Midlothian Co-ordination on CLL@midlothian.gov.uk who are collating a list of local helpers across the authority. • Penicuik Ambassadors – led by June Horne of Sweet Dignity Charity in Penicuik now has a number of vetted ambassadors supporting areas across Penicuik. They aim to support the isolated and those in need with help with food, prescriptions and anything else required. Contact numbers are 07990 117700 (June Horne, Sweet Dignity) 07990117699 (Shona Hardie, Police Scotland) 			
Food	AREA	PROVIDER	Contact	
	<p>Dalkeith Area</p> <p>Will not provide food during school holiday periods e.g. Easter/summer as provision already been made for lunch packs</p>	<p>Dalkeith Storehouse including Danderhall, Woodburn & Pathhead.</p>	<p>Contact Children & Families for Advice on how to refer. 0131 271 3414</p> <p>Children & Families Midlothian Council</p> <p>Children & Families Centre</p> <p>7 Eskdail Court</p> <p>Dalkeith</p> <p>EH22 1AG</p>	<p>Will deliver same day or within 24 hours</p> <p>Please note when calling, any specifics e.g. washing powder / nappies etc.</p> <p>Will not provide food during school holiday periods e.g. Easter</p> <p>Families with children only</p>
	<p>Newbattle Area</p> <p>Will not provide food during school holiday periods e.g. Easter/summer as provision</p>	<p>Newbattle Storehouse Including :</p> <p>Mayfield Easthouses, Kippielaw, Newbattle and Newtongrange</p>	<p>Contact Children & Families for Advice on how to refer. 0131 271 3414</p>	<p>Will deliver same day or within 24 hours</p> <p>Please note when calling, any specifics e.g. washing powder / nappies etc.</p> <p>Families with children only</p>

	already been made for lunch packs			
	<p>Penicuik – Area:</p> <p>Including Roslin / Roswell/ Auchindinny/ Bilston etc.</p> <p>Will not provide food during school holiday periods e.g. Easter/summer as provision already been made for lunch packs</p>	<p>FoodStore@ PNK</p> <p>Penicuik North Kirk, 95 John Street, Penicuik,</p>	<p>Contact Children & Families for Advice on how to refer. 0131 271 3414</p>	<p>C&F or other referrer staff collection at Penicuik North Kirk at 2pm on Thursdays at Church hall (they do not deliver)</p> <p>Please note when calling, any specifics e.g. washing powder / nappies etc.</p> <p>Families with children only</p>
	<p>All areas</p> <p>Trussel Trust Gorebridge Church for all clients</p>	<p>Gorebridge Church</p> <p>Hunterfield Road, Gorebridge.</p>	<p>Phone mobile - 07789 173 276 (Janice) or 07597 359 910</p> <p>A referral must be made by an agency and no-one can self-refer.</p>	<p>Client collects:</p> <p>from Gorebridge Parish Church Tuesday, Thursday and Friday 10-2</p> <p>All population</p>
	Food Fact Friends	Penicuik & Woodburn	<p>Food bank in Penicuik - St Mungo's Church Hall Monday and Friday 10.30 till 1pm and Woodburn - MARC building on Woodburn Road Dalkeith Monday 3.30 - 5pm.</p>	<p>Referrals only no walk in service.</p> <p>Families can take the referral form with them or it can be sent to foodfactsfriends@gmail.com</p> <p>07507 697109 - All population</p>

	Rosewell Community Trust All clients		<p>Rosewell foodbank Opening times Monday & Thursday's - 17.00-19.00</p> <p>Food parcels can be dropped off at people homes if self-isolating.</p> <p>VENUE- ROSEWELL PARISH CHURCH HALL</p>	<p>Facebook link only Facebook.com/rosewellcoronavirus/ Personal message only</p>
	Bonnyrigg All clients		<p>Bonnyrigg Community Trust Shop High Street Bonnyrigg is now open as a foodbank</p> <p>Details on Bonnyrigg & Sherwood Community Trust web pages.</p>	<p>Facebook Pages Phone 0131 663 2555 Facebook.com/BonnyriggTrust Personal message only Or in person to the Shop</p>
	Penicuik Ambassadors All clients Food & other items		<p>Led by June Horne of Sweet Dignity Charity in Penicuik now has a number of vetted ambassadors supporting areas across Penicuik.</p> <p>They aim to support the isolated and those in need with help with food, prescriptions and anything else required.</p> <p>They are linking with various other agencies including local foodbanks</p>	<p>07990 117700 (June Horne, Sweet Dignity) 07990117699 (Shona Hardie, Police Scotland)</p>

Other supports: Gorebridge Church have closed their resource café on a Tuesday but still provide food for those in poverty. Gorebridge Beacon will continue their community fridge if there is food and have moved fridge to front door. If the door is open you can help yourself – if there is no food it will be locked.

Children & Families Emergency Support
Food - if all other options have been exhausted
For families with children in difficulties please contact Children & Families on 0131 271 3414

Children & Families, Midlothian Council
Midlothian Children & Families Centre
7 Eskdail Court, Dalkeith , EH22 1AG



Meeting of Group Leaders

Date	Time	Venue
31 March 2020	12.07 pm	Via Zoom

Present:

Councillor Milligan	Councillor Cassidy
Councillor Lay-Douglas	Councillor Smail

In attendance:

Dr Grace Vickers, Chief Executive	Verona MacDonald, Democratic Services Team Leader
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1. Apologies

None

2. Report

Report Title	Presented by:
Localised Partnership Approach to Covid-19	Chief Executive
Outline of report and summary of discussion	
The Chief Executive spoke to the terms of the report entitled "Localised Partnership Approach to Covid-19" circulated by email the previous day and appended hereto.	
Decision	
It was noted that the recommendations in the report were agreed by the Chief Executive in consultation with the Leader of the Council on 30 March 2020 with the following additional recommendations:-	

1. To double the funding allocated from £140,000 to £280,000. This will be applied in the following way:
 - The funding as listed in appendix 1 of the report will be issued with immediate effect
 - A second round of the funding (also listed in appendix 1) will again be issued on 6 April
 - That Bonnyrigg Community Council have agreed that their funding should be allocated to the Bonnyrigg Development Trust instead.
2. To supplement the funding already allocated to our foodbanks by allocating the following additional funding with immediate effect, and that the Council would offer additional volunteers to assist our foodbanks if required:
 - Dalkeith Storehouse £10,000
 - Newbattle Storehouse £10,000
 - FoodStore@PNK £10,000
 - Trussel Trust Gorebridge Church £20,000 as this is our largest foodbank and acts as a hub
 - Food Fact Friends Penicuik £10,000

3. Next Meeting

The next meeting is scheduled for 7 April 2020 at 12 noon

The meeting concluded at 1 pm

Item 8.5

"In exercise of the power granted to the Chief Executive by Standing Order 19.2, the Chief Executive, in consultation with the Leader of the Council makes the following Direction.

This Direction will operate from 30 March 2020 until a later written decision by the Chief Executive rescinding it.

Any Leader of one of the political groups in Midlothian Council or their substitute (any of whom are here referred to as "the Decision-Maker") may do any of the following things after consultation with any of

- the Executive Director, Place
- the Clerk
- the Legal Services Manager
- the Principal Solicitor (Court).
- the Principal Solicitor (Commercial).

The things that may be done by the Decision-Maker are:

1. to exercise all functions of the General Purposes Committee, and
2. to make any decision which would (if it was not for the Direction) ordinarily be made at a meeting of the Committee (such as the determination of an Application to grant or renew a Licence, Permission or other Consent).

These things may be done (including any necessary discussions before the doing of them) by email or telephone whether or not a hearing of parties would otherwise take place;

provided that where Objections or Representations have been made to an application to grant or renew a Licence, Permission or other Consent, the substance of those Objections or Representations must be communicated by email, telephone, letter or other means to the Applicants or Licence-Holders with an invitation to them to comment by any of these means, and the substance of any comments are communicated to the Decision-Maker before the function was exercised or decision made."



Meeting of Group Leaders

Date	Time	Venue
14 April 2020	12 noon	Via Zoom

Present:

Councillor Milligan	Councillor Muirhead
Councillor Alexander	Councillor Johnstone
Councillor Lay-Douglas	Councillor Smail

In attendance:

Dr Grace Vickers, Chief Executive	Verona MacDonald, Democratic Services Team Leader
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1. Apologies

None

2. Report

Report Title	Presented by:
Weekly report by the Chief Executive for period 6 to 12 April 2020	Chief Executive
Outline of report and summary of discussion	
<p>The Chief Executive presented the weekly report to Group Leaders, circulated in advance of the meeting and appended hereto. Discussion took place and arising therefrom the following points were noted:</p> <ul style="list-style-type: none">To note the content of the report;To note through Standing Order 19.2, that £446,000 has been allocated from the Food Fund to the 2020/21 budget;	

- | |
|---|
| <ul style="list-style-type: none">• To note the delegated arrangements for the General Purposes Committee |
| Decision |
| |

3. Next Meeting

The next meeting is scheduled for 21 April 2020 at 12 noon

The meeting concluded at 12.48 pm

Covid-19 – Scottish Government Food Fund**Report by Gary Fairley, Chief Officer Corporate Solutions****1 Purpose of Report**

1.1 This report seeks approval in accordance with Standing Order 19.2 to:

- a) Add the allocation of £446,000 of food funding to be distributed by Scottish Government to the 2020/21 budget;
- b) Meet the £63k payments to foodbanks and £280k for Localised Partnership grants from the food funding stream with the remaining £103k allocated towards the payment in lieu of free school meals for secondary pupils (and primary when in same household) estimated at £45k per four week period.

2 Background

2.1 The Cabinet Secretary for Communities and Local Government, Aileen Campbell MSP, announced a package of support to people in need on 18 March 2020. This included a £70m Food Fund expected to be allocated to Local Government.

2.2 On 6 April 2020 COSLA confirmed that £30m from the food fund would be passed to Local Authorities as detailed in the attached appendix. The correspondence of 6 April 2020 also confirmed the distribution of which Midlothian will receive £446,000.

3.0 Proposed Approach

3.1 To facilitate the effective and prompt utilisation of the funds to support people in need it is recommended that in accordance with Standing Order 19.2 that Dr Grace Vickers, Chief Executive in discussion with Council Leader, Councillor Derek Milligan:

- c) Add the allocation of £446,000 of food funding to be distributed by Scottish Government to the 2020/21 budget;
- d) Meet the £63k payments to foodbanks and £280k for Localised Partnership grants from the food funding stream with the remaining £103k allocated towards the payment in lieu of free school meals for secondary pupils (and primary when in same household) estimated at £45k per four week period.

4.0 Report Implications**4.1 Resources**

The Council will receive £446,000 from Scottish Government in 2020/21 which will be fully utilised. At this time the financial impact on the Council from the Covid-19 pandemic is unknown, however, arrangements are in place to capture costs and further reports will be presented to seek governance in respect of any other funding streams.

5.0 Risk

This report mitigates any governance risk regarding this funding stream.

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

6.0 Impact on Performance and Outcomes

The funding governance arrangements will support the key outcomes for our communities at this challenging time.

7.0 Adopting a Preventative Approach

The governance arrangements will help target resources quickly and so support prevention.

8.0 Involving Communities and Other Stakeholders

No consultation has been undertaken.

8.1 Ensuring Equalities

No assessment has been undertaken. Each funding initiative would need to consider further where an assessment was appropriate in the circumstances.

8.2 Supporting Sustainable Development

None.

8.3 IT Issues

None.

9.0 Recommendations

It is recommended that the Chief Executive, in discussion with the Leader of the Council, in accordance with Standing Order 19.2:

- a) Add the allocation of £446,000 of food funding to be distributed by Scottish Government to the 2020/21 budget;
- b) Meet the £63k payments to foodbanks and £280k for Localised Partnership grants from the food funding stream with the remaining £103k allocated towards the payment in lieu of free school meals for secondary pupils (and primary when in same household) estimated at £45k per four week period.

6 April 2020

Report Contact:

Gary Fairley

T. 0131 271 3110

E. Gary.Fairley@midlothian.gov.uk

Background Papers:

FOOD FUND: GUIDANCE TO LOCAL AUTHORITIES

This guidance is to assist local authorities to provide support to those otherwise unable to access food as a result of the COVID-19 pandemic using resources from the Food Fund, announced on 18th March 2020.

The guidance sets out background on key issues, people and communities at risk and the food funding package. It then provides guiding principles for putting responses in place and details reporting requirements. Annexes give further detail on individuals and communities at risk, community food infrastructure and public health advice.

Local authorities have flexibility in terms of how they choose to use the funding being provided – an initial £30m to support free school meal provision and people and communities at risk (non-shielded). This guidance is intended to support local partners in ensuring effective planning and delivery.

BACKGROUND

The COVID-19 pandemic has created additional barriers to accessing food for some households.

Food delivery is a key challenge. More people are relying on home delivery services in order to minimise social contact. This is particularly important for those who are at high risk and are required to stay at home. Demand has placed considerable pressure on these services. Some who live far from food retailers and do not have access to transport may be impacted by this too.

Many will have experienced worry about their income whilst non-essential sectors have needed to close. Most will be supported through UK-wide income protection programmes and social security entitlements, though some may need more immediate financial support. Some people who were already struggling with their income may have limited food reserved for longer periods of isolation.

Community food providers and food banks may be a source of food for some low income households, but these may not be able to operate a normal service at the current time.

Although there is no overall shortage of food and the sector has provided assurances that there will continue to be an equitable supply across Scotland, food is a key concern for households across the country.

The Food Fund

On 18 March, Cabinet Secretary for Communities and Local Government announced a £350 million package to support communities affected by COVID-19. <https://www.gov.scot/news/helping-communities-affected-by-covid-19/>

This includes a £70 million Food Fund to put in place support for those who would otherwise be unable to access food through the usual routes.

- £30m of the Food Fund is initially being made available to local authorities for structured public sector responses working with local resilience partnerships to support households who may experience barriers in accessing food. The response will likely need to involve a combination of support to access income and the provision of food. This will be kept under review to ascertain whether additional resource is required.
- Up to £30m has been set aside for a nationally procured programme to deliver food for those who are unable to leave their homes due to being at highest clinical risk, known as the shielded group.
- £10 million has been set aside for investment in third sector organisations that are responding to food insecurity both at a national and local level

Further investment has been made to complement this, including more than doubling the Scottish Welfare Fund and direct investment in community organisations. Further detail on funding for community groups is available at Annex B, and information on the Scottish Welfare Fund is available at: <https://www.mygov.scot/scottish-welfare-fund/apply-or-track-your-application/>

Allocation formulae for £30m of this investment, aimed at Free School Meal provision and non-shielded people at risk, have now been agreed with COSLA for distribution to local authorities.

Local partners

In order to reach the people most at risk, action will need to be coordinated by local authorities, usually via local resilience partnerships, and should involve people from all sectors, including community food organisations and local businesses. These sectors are collectively referred to as *local partners* in this guidance.

Households who may experience barriers in accessing food

Health barriers

- Those who are clinically at high risk and are required to stay at home, known as the shielded group.
- Those who have COVID-19 symptoms, or live with someone with symptoms, and are required to stay at home temporarily.
- Those who are vulnerable and are required to be particularly stringent in following social distancing. This includes people over 70 years old, those with a long-term health condition¹ (including chronic neurological conditions such as a learning disability), people who are pregnant and those who have a weakened immune system – including people who receive the flu jab for medical reasons.

Socio-economic barriers

-
- Those who are financially at risk, including families whose children are eligible for Free School Meals, low income households and those who have recently lost employment.
- Those who are marginalised, may have complex needs and may be less engaged with public services, including people who are homeless, those with substance dependencies, those with existing mental health problems, victims of domestic abuse, refugees, Asylum Seekers, those with No Recourse to Public Funds, Gypsy / Traveller Communities and minority ethnic communities. Thought should also be given to access to transport.

Some households may fall within multiple categories, further advice is provided in the detailed guidance.

¹ Further advice on long-term health conditions available at: <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-social-distancing>

GUIDING PRINCIPLES

A series of guiding principles has been developed to support local thinking about how funding can best be targeted and deployed. These principles are as follows:

- **Local flexibility** – a single response is unlikely to meet the varied needs as set out above. Local partners should be flexible and consider multiple approaches. It is advised that local authorities provide a clear contact point so that members of the public are able to self-identify as being in need of assistance.
- **Partnership working** – collaborative working across all sectors will be needed to avoid the duplication of effort and to meet demand. This will be key to supporting people who may not have engaged with statutory or community services before. Further information on community food organisations is available at Annex B.
- **Home delivery** – those who are unable to physically access food retailers will need supplies delivered to them. Local partners should consider ways of boosting the capacity of retail home delivery services.
- **Financial support** – consider cash or vouchers where practical for those that are financially struggling. Providing cash or vouchers may reduce pressure on the wider local partner response. It will be for local authorities to decide the suitability or otherwise of this approach in their communities, and together with community organisations make crisis support payments and determine need, taking a pragmatic approach.

The Department for Work and Pensions has advised that local welfare provision - such as financial and in-kind payments made by the local authority to help meet an immediate short term need arising out of an exceptional event or exceptional circumstances, and that requires to be met to avoid a risk to the well-being of an individual - will be disregarded when it comes to benefits. This means that a crisis cash payment, voucher or card provided by a local authority should not affect social security entitlement under the current circumstances.

Financial or other support made by third sector organisations is unlikely to affect entitlement except in the very unlikely event that these were accumulated (i.e. in the form of capital sums).

- **Dietary needs** - when designing local food provision, care should be taken to consider nutritional value, dietary requirements and the cultural appropriateness of food provided. Food Standards Scotland can be contacted for advice on locally-designed food provision to ascertain that this is broadly in line with the Eatwell Guide recommendations: dietpolicy@fss.scot
- **Whole household, whole need responses** – rather than targeting support at individuals, the needs of the whole household should be considered. This should consider the other essentials that may be required and for which support is offered through existing schemes such as fuel cards, period products, or social contact that respects social distancing guidelines.

This is an emergency situation but local partners will wish to ensure as far as possible that decisions taken in the coming weeks promote the dignity and choice of everyone in affected households. This is a key mechanism for upholding high standards of care.

Bringing community food organisations in to delivery can provide a range of benefits and enhance reach. Community food organisations are often vital sources of social contact and can still provide virtual support. Nourish Scotland and the Dignity Peer Network have produced advice on how to maintain dignity in community food provision:

www.nourishscotland.org/projects/dignity/

Reporting

Reporting will help the Scottish Government to monitor delivery across the country, understand the need and direct timely support to local areas. As noted, councils have flexibility in how they use the funding provided to meet essential food needs.

A short form to be completed monthly will be circulated separately. Local authorities are asked to provide information across the following 3 headings.

- Key activities delivered
- Estimated need and reach of these activities
- Key challenges



Meeting of Group Leaders

Date	Time	Venue
7 April 2020	1 pm	Via Zoom

Present:

Councillor Milligan	Councillor Cassidy
Councillor Johnstone	Councillor Lay-Douglas
Councillor Smail	

In attendance:

Dr Grace Vickers, Chief Executive	Verona MacDonald, Democratic Services Team Leader
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1. Apologies

None

2. Report

Report Title	Presented by:
Weekly report by the Chief Executive for period 30 March to 5 April 2020	Chief Executive
Outline of report and summary of discussion	
<p>The Chief Executive presented the weekly report to Group Leaders, circulated in advance of the meeting and appended hereto together with updated COVID Support Flow Chart and updated COVID Public Shielding Flow Chart. Discussion took place and it was agreed to note:</p> <ul style="list-style-type: none">the content of the report;	

- through Standing Order 19.2, £840,000 has been allocated from the Hardship Fund and the Food Fund to the 2020/21 budget;
- that authority has been delegated to the Corporate Incident Management Team (CIMT) to allocate this funding to specific service budgets to support the Council's response. The exception being that any grant schemes for partner providers will require approval by the Chief Executive in discussion with the Leader of the Council.

Decision

3. Next Meeting

The next meeting is scheduled for 14 April 2020 at 12 noon.

The meeting concluded at 2.00 pm

Midlothian Integrated Joint Board - Membership**Report by Alan Turpie, Monitoring Officer****1 Purpose of Report**

- 1.1** This report seeks to have the four Midlothian Council voting members and one of the Council's proxy members of the Midlothian Integrated Joint Board re-appointed with effect from 23 May 2020 until 30 September 2020 in accordance with Standing Order 19.2.

2 Background

- 2.1** On 23 May 2017, the Council agreed the following appointments to Midlothian Integrated Joint Board:

- Councillor Johnstone – Voting member
- Councillor Winchester – Voting member
- Councillor Milligan – Voting member
- Councillor Muirhead – Voting member
- Councillor Lay-Douglas – Proxy member

Each appointment was for period of three years and in terms of the appointment each member could be re-appointed for a further term of office. It should be noted that three further Councillors were subsequently also appointed as proxy members. These appointments are not due to expire on 22 May 2020 and they are not therefore included in this report.

- 2.2** In the normal course of events, this matter would have been considered at a full meeting of the Council prior to 22 May 2020. Following the suspension of Council meetings agreed by the Group Leaders on 16 March 2020, this has not proved possible and authority is therefore sought in terms of Standing Order 19.2 to re-appoint the existing members on the same basis as currently stands from 23 May 2020 to 30 September 2020 to ensure that the Council continues to be represented on the Midlothian Integrated Joint Board..

3.0 Proposed Approach

- 3.1** It is therefore recommended that, in accordance with Standing Order 19.2, Dr Grace Vickers, Chief Executive in discussion with Council Leader, Councillor Derek Milligan agrees that the following members be re-appointed to Midlothian Integrated Joint Board for the period from 23 May 2020 until 30 September 2020:

- Councillor Johnstone – Voting member
- Councillor Winchester – Voting member
- Councillor Milligan – Voting member
- Councillor Muirhead – Voting member
- Councillor Lay-Douglas – Proxy member.

4.1 Resources

There are no resource implications arising from this proposed use of Standing Order 19.2.

5.0 Risk

Should the appointments of the Voting members not be extended until 30 September 2020, Midlothian Council will be effectively disenfranchised in terms of the Midlothian Integrated Joint Board and elected members unable to take part in the decision making process of that body. This report ensures that members will continue to act as decision makers.

6.0 Single Midlothian Plan and Business Transformation

Issues 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
- X None of the above

7.0 Impact on Performance and Outcomes

There is no negative impact on Performance and Outcomes.

8.0 Adopting a Preventative Approach

This report does not affect the Preventative Approach

9.0 Involving Communities and Other Stakeholders

No consultation has been undertaken.

9.1 Ensuring Equalities

No assessment has been undertaken.

9.2 Supporting Sustainable Development

None.

9.3 IT Issues

None.

10.0 Recommendations

It is recommended that the Chief Executive, in discussion with the Leader of the Council, in accordance with Standing Order 19.2 agrees that the following members be re-appointed to Midlothian Integrated Joint Board for the period from 23 May 2020 until 30 September 2020:

- Councillor Johnstone – Voting member
- Councillor Winchester – Voting member
- Councillor Milligan – Voting member
- Councillor Muirhead – Voting member
- Councillor Lay-Douglas – Proxy member.

18 May 2020

Report Contact:

Alan Turpie

T. 0131 271 3667

E. alan.turpie@midlothian.gov.uk



Meeting of Group Leaders

Date	Time	Venue
26 May 2020	12.09 pm	Via Zoom

Present:

Councillor Milligan (left to join another meeting at 12.24pm)	Councillor Muirhead
Councillor Smail	Councillor Cassidy (left at 12.51 pm)

In attendance:

Dr Grace Vickers, Chief Executive	Kevin Anderson, Executive Director Place
	Verona MacDonald, Democratic Services Team Leader

1. Apologies

Councillors Johnstone and Lay-Douglas

2. Note of Meeting

The Note of Meeting held on 19 May 2020, circulated in advance of this meeting, was noted and approved.

3. Report

Report Title	Presented by:
Weekly report by the Chief Executive for period 19 to 25 May 2020	Chief Executive
Outline of report and summary of discussion	
<p>The Chief Executive presented the weekly report to Group Leaders, circulated in advance of the meeting and appended hereto (Appendix A) which included a report regarding a Standing Order 19.2 decision relating to membership of the Integration Joint Board. Discussion took place and arising therefrom:</p> <ul style="list-style-type: none">• The content of the report was noted;• Noted that through Standing Order 19.2, existing appointments to Midlothian Integration Joint Board due to expire have been re-appointed until 30 September 2020; <p>○</p>	

4. Next Meeting

The next meeting is scheduled for 2 June 2020 at 12 noon

Appendix –

A – Weekly report to Group Leaders

B - Acquisition of 27 properties for social rent at Wester Cowden, Dalkeith – Report by Chief Officer Place

The meeting concluded at 12.54 pm

**Resignation of Councillor Baird as a member of the Audit Committee
Report by Executive Director Place**

Report for Decision

1 Recommendations

Council is invited to fill the vacancy created by Councillor Baird's resignation from the Audit Committee.

2 Purpose of Report/Executive Summary

This report advises of the resignation of Councillor Baird as a member of the Audit Committee with effect from 12 March 2020 and invites the Council to appoint a replacement.

Date: 21 May 2020

Report Contact:

Verona MacDonald, Democratic Services Team Leader

Verona.macdonald@midlothian.gov.uk

0131 271 3161

3 Background

- 3.1** A letter dated 12 March 2020 (Appendix B) has been received from Councillor Baird intimating his resignation with immediate effect as a member of the Audit Committee.
- 3.2** Members will be aware the Audit Committee comprises 6 Elected Members, 2 from each of the 3 political parties represented on the Council. Councillor Baird held one of the 2 positions for the SNP Group of Councillors and in terms of the Council's Scheme of Administration, Members are invited to appoint a replacement for Councillor Baird from the remaining members of the SNP Group who are not currently a member of the Audit Committee.

4 Report Implications (Resource, Digital and Risk)

4.1 Resource

None

4.2 Digital

None

4.3 Risk

Failure to fill the vacancy would mean the requirements of the Scheme of Administration would not be met.

4.4 Ensuring Equalities (if required a separate IIA must be completed)

This report does not recommend any change to policy or practice and therefore does not require an Equalities Impact Assessment.

4.4 Additional Report Implications

See Appendix A

Appendices

Appendix A – Additional Report Implications

Appendix B – Background information/Links

1. Letter of 12 March 2020 from Councillor Baird

APPENDIX A – Report Implications

A.1 Key Priorities within the Single Midlothian Plan

Not applicable

A.2 Key Drivers for Change

Key drivers addressed in this report:

- ☐ Holistic Working
- ☐ Hub and Spoke
- ☐ Modern
- ☐ Sustainable
- ☐ Transformational
- ☐ Preventative
- ☐ Asset-based
- ☐ Continuous Improvement
- ☐ One size fits one
- ☒ None of the above

A.3 Key Delivery Streams

Key delivery streams addressed in this report:

- ☐ One Council Working with you, for you
- ☐ Preventative and Sustainable
- ☐ Efficient and Modern
- ☐ Innovative and Ambitious
- ☒ None of the above

A.4 Delivering Best Value

The report does not directly impact on Delivering Best Value

A.5 Involving Communities and Other Stakeholders

The report does not directly relate to involving communities

A.6 Impact on Performance and Outcomes

The report does not directly impact on Midlothian Council's performance and outcomes

A.7 Adopting a Preventative Approach

Not applicable

A.8 Supporting Sustainable Development

Not applicable

APPENDIX B

Background Papers/Resource Links (if applicable)

Letter of 12 March 2020 from Councillor Baird

*Councillor
Kenneth Baird*

Midlothian Council
Midlothian House
Buccleuch Street
Dalkeith
EH22 1DJ

Tel: 0131-271 3100

Mobile: 07557 150046

Item 8.6

SNP Group

Ward 5
Midlothian East

E-mail: kenneth.baird@midlothian.gov.uk

12 March 2020

Place Directorate
Midlothian Council
Midlothian House
DALKEITH
FAO Democratic Services

Dear Sirs

RESIGNATION FROM THE AUDIT COMMITTEE

I have not been able to attend recent meetings of the above Committee and feel it is more appropriate to allow a colleague who has been attending as a substitute Member to take my place. I understand the matter requires to be placed before the Council for consideration in relation to the filling of the position. Please therefore accept this letter as notice of my resignation from the Council's Audit Committee with immediate effect.

Yours faithfully



Councillor Kenneth Baird

Financial Monitoring 2019/20 – General Fund Revenue**Report by Gary Fairley, Chief Officer Corporate Solutions****Report for Decision****1 Recommendations**

It is recommended that Council:

- a) Note that work continues to secure further improvement in the underlying financial position of services, particularly within the Place Directorate where enhanced financial scrutiny arrangements have been implemented;
- b) Note that delivery plans for remaining areas of savings that remain behind schedule will be continue to be developed and delivered as part of the Medium Term Financial Strategy; and otherwise
- c) Note the contents of the report.

2 Purpose of Report/Executive Summary**2.1 Purpose of the Report**

The purpose of this report is to provide Council with information on performance against revenue budget in 2019/20, details of the material variances and the General Fund Balance.

Whilst the financial impact on the Council from COVID-19 will be significant and far reaching, this is considered elsewhere on today's agenda. Measures taken by the Council in response to the pandemic had only a small impact on financial performance against budget in 2019/20.

2.2 Executive Summary

Performance against budget for the year shows a net underspend of £0.102 million which is 0.05% of the revised budget. Material Movements from that reported to Council in February relate to Hopefield Resource Centre, Lothian Buses Dividend and costs of maintaining public buildings.

The net overspend in the Council's contribution to Midlothian Integration Joint Board (MIJB) will be met from MIJB reserves.

The General Fund Reserve at 31st March 2020 is £13.428 million comprising of £9.379 million earmarked for use in future financial years and a General Reserve of £4.049 million.

Date: 3rd June 2020

Report Contact: David Gladwin, Financial Services Manager.

Email: david.gladwin@midlothian.gov.uk

3 Background

3.1 Budget Performance

The budget performance figures shown in appendix 1 result in a net underspend of £0.102 million for the year which is 0.05% of the revised budget. The position deteriorated by £0.979 million from that reported to Council in February. Whilst, as expected, there are a number of swings between projections made during the financial year and the final position, many of these are relatively small with material movements which contribute to the overall movement from Q3 including the following:

- Recognising in the revenue account abortive capital costs of £0.436 million associated with the approved capital project for the Hopefield Resource Centre. Whilst Council still have to provide formal governance to cancel this project Senior Officers are currently working up alternative options on this basis;
- A rescinded dividend payment of £0.421 million in respect of the Council's shareholding in Lothian Buses. This was an early COVID-19 measure taken by the company; and
- An overspend on repairs, maintenance and associated design costs for public buildings (non-HRA) of £0.494 million. Backlogged and incomplete job costing information during the year rendered it impossible to make any accurate cost projections at Q3.

Although a net underspend is reported, the Chief Executive continues to be very clear in her message that service overspends represent an unacceptable position. The Chief Executive and the Chief Officer Corporate Solutions have implemented enhanced financial scrutiny arrangements for the Place Directorate. This includes establishment of a Budget Board to provide enhanced financial oversight and this supplements good practice in the People and Partnerships Directorate.

Detailed reviews of service areas that are most significantly overspent have taken place and relevant senior officers have been tasked to deliver at pace recovery actions. Clearly, the current situation has hampered progress with many of these actions but they remain a key part of the Council's financial strategy.

Section 3.2 of the report covers the position with the Midlothian Integration Joint Board. In addition to the three areas highlighted above the main areas of variance for the year for the remainder of Council services are outlined below:

Overspends

- a £2.391 million shortfall in delivering the package of £7.988 million of transformational, operational and service cost reductions and income generation measures as evidenced in detail in Appendix 2;
- Insurance settlements, actual or expected, in excess of budget by £0.311 million as a consequence of the volume and some

associated high values of claims on the Council received during the year.

These are partly offset by favourable movements totalling £3.722 million.

- Scottish Government funding for the teacher's pay award and for additional employer's superannuation costs for teachers exceeds the amount provided for in the budget by £0.405 million. Clarity in both areas emerged once the 2019/20 budget was set and in the case of teachers pensions this was only during Q2;
- The impact of operational control across the Council of £1.783 million. Strict vacancy control remains in place and elements of the underspend mitigate some of the shortfall shown above in delivering savings proposals;
- Homeless service charge income of £0.571 million for Pentland House. This was previously credited to the Housing Revenue Account;
- Developer contribution funding of £0.256 million which contributes to annual contractual payments for the Newbattle Digital Centre of Excellence;
- Planning and Building Warrant fee income of £0.307 million;
- Family placements for children of £0.400 million as a consequence of more cost effective solutions being implemented where possible.

Detailed information on material variances is contained in appendix 2 which identifies each variance, explains why it happened, outlines what action is being taken to control variances and details the impact of that action.

3.2 Delegation of resources to Midlothian Integration Joint Board

The approved budget provided for the allocation of £42.634 million to the Midlothian Integration Joint Board (MIJB) for the provision of delegated services.

The main areas of variance for the Adult Social Care element of MIJB are:

- The Community Care Resource Panel overspent by £1.112 million;
- Costs of £0.314 million in excess of budget for the Home Care service and Midlothian Enhanced Rapid Response and Intervention Team (MERRIT). A shortage of external supplier capacity continued to place pressure on internal resources; and
- Additional running costs for Care Homes for Older people of £0.156 million.

These are partly offset by some favourable movements:

- Vacant posts across areas of service of £0.346 million;

- Funding that is yet to be allocated to specific commitments of £0.256 million; and
- General running costs across services of £0.633 million.

In accordance with the Integration Scheme the The net overspend of £0.397 million will met from accumulated MIJB reserves.

3.3 Council Transformation Programme

In 2019/20 £0.291 million was applied to support the ongoing transformation programme. There are commitments of £0.458 million identified for future years.

3.4 General Fund Reserve

The General Fund as at 31 March 2020 is as follows:

	£ million	£ million
Reserve as at 1 April 2019		8.637
Less earmarked reserves utilised in 2019/20		(3.584)
General Reserve at 1 April 2019		5.053
<i>Planned movements in reserves</i>		
Supplementary Estimates	(0.490)	
Council Transformation Programme Costs (section 2.3)	(0.291)	
Severance Costs	(0.501)	
Non Domestic Rates Revaluation Appeals	0.938	
Other	(0.105)	
		(0.449)
Underspend per appendix 1		0.102
Budgets carried forward for use in 2020/21		8.722
General Fund Balance at 31 March 2020		13.428

In accordance with the Scheme of Devolved Budget Management services are able to carry forward budgets to the following financial year provided they meet defined criteria and are also approved by the Chief Officer Corporate Solutions.

In 19/20 £8.722 million of budget has been carried forward for use in 20/21. This figure is higher than customary as a consequence of the high value of ring-fenced Scottish Government Grant for Early Years expansion which accounts for £4.058 million. Further ring-fenced Scottish Government funding, including the Pupil Equity Fund, amounts to £1.718 million. There are £0.991 million of service grants for specific purposes carried forward along with service budgets of £1.955 million (including Devolved School Management). It should be noted that all these carried forward budgets are earmarked for specific use and further detail is provided at Appendix 3.

An element of the General Fund is earmarked for specific purposes and this is shown below:

	£ million
General Fund Balance at 31 March 2020	13.428
<i>Earmarked for specific purposes</i>	
Budgets carried forward and earmarked for use in 20/21	(8.722)
Budgets earmarked for Council Transformation	(0.458)
Enhancement to Reserves earmarked for training	(0.199)
General Reserve at 31 March 2020	4.049

The Reserves Strategy approved by Council on 12 February 2019 needs the Council to maintain an adequate level of General Reserve to provide a contingency for unforeseen or unplanned costs and that in the current financial context approve the adoption of 2% of net expenditure (excluding resources delegated to the IJB) to be considered a minimum. This equates to £3.3 million.

The General Reserve, whilst lower than the £5.059 million projected at Q3, remains above the minimum set in the Reserves Strategy but will only remain that way if there is no further adverse performance against budget or drawdown of reserves. Substantial pressure on the Reserve in 20/21 is inevitable if Scottish Government funding does not fully fund additional costs and lost income as a consequence of COVID-19.

4 Report Implications (Resource, Digital and Risk)

4.1 Resource

The performance against budget set out in this report presents the final position for 2019/20. Work continues within the Directorates to reduce areas of ongoing overspend and to progress the delivery of approved savings.

Whilst this report deals with financial issues there are no financial implications arising directly from it.

4.2 Digital

None

4.3 Risk

Section 95 of the Local Government (Scotland) Act 1973 requires all Local Authorities in Scotland to have adequate systems and controls in place to ensure the proper administration of their financial affairs.

The assessment of performance against budgets by services is underpinned by comprehensive financial management and budgetary control arrangements. These arrangements are central to the mitigation of financial risk.

Ensuring that adequate systems and controls are in place minimises the risk of significant variances arising, and where they do arise they help to ensure that they are identified and reported on and that appropriate and robust remedial action is taken.

The material variances detailed in appendix 2 highlight that the financial management and budgetary control arrangements require

continual review and enhancement if financial risk is to be effectively mitigated going forward.

4.4 Ensuring Equalities

This report does not recommend any change to policy or practice and therefore does not require an Equalities Impact Assessment.

Appendices

Appendix 1 – General Fund Overview 2019/20

Appendix 2 – Material Variances

Appendix 3 – Budgets Carried forward from 19/20 for use in 20/21

GENERAL FUND OVERVIEW 2019/20

Function	Approved Budget	Revised Budget Expenditure	Revised Budget Income	Revised Budget Net £	Outturn £	(Underspend) / Overspend £
Management and Members	1,664,177	2,040,174	(40,000)	2,000,174	2,009,589	9,416
<u>Education Communities and Economy</u>						
Children's Services	15,939,424	16,402,361	(431,058)	15,971,302	15,139,339	(831,963)
Communties and Economy	3,021,699	4,095,128	(2,302,133)	1,792,995	1,248,852	(544,143)
Education	94,319,873	106,751,254	(13,502,432)	93,248,822	93,248,822	0
<u>Health and Social Care</u>						
Midlothian Integration Joint Board - Adult Social Care - Delegated	42,652,072	62,026,220	(19,432,915)	42,593,305	42,593,305	0
Midlothian Integration Joint Board - Adult Social Care - Non-delegated	686,227	690,236	0	690,236	592,618	(97,618)
Customer and Housing Services	10,236,304	33,709,368	(23,351,529)	10,357,840	10,627,817	269,977
<u>Resources</u>						
Commercial Operations	12,905,451	17,153,089	(3,970,422)	13,182,667	13,306,914	124,247
Finance and Integrated Service Support	10,221,586	10,721,737	(408,915)	10,312,821	10,320,045	7,224
Properties and Facilities Management	14,021,429	21,886,911	(8,276,648)	13,610,263	14,848,592	1,238,329
Lothian Valuation Joint Board	534,441	534,441	0	534,441	548,517	14,076
Central Costs	310,315	259,096	0	259,096	345,584	86,488
Non Distributable Costs	1,338,436	1,619,542	0	1,619,542	1,532,252	(87,291)
GENERAL FUND SERVICES NET EXPENDITURE	207,851,434	277,889,556	(71,716,051)	206,173,505	206,362,248	188,743
Loan Charges	6,123,494	5,680,703	0	5,680,703	5,567,803	(112,900)
NDR Discretionary Relief	70,300	70,300	0	70,300	94,613	24,313
Investment Income	(406,420)	0	(406,420)	(406,420)	(51,939)	354,481
Savings Targets	(223,000)	(46,283)	0	(46,283)	0	46,283
Allocations to HRA, Capital Account etc.	(5,015,808)	(4,953,449)	0	(4,953,449)	(4,948,722)	4,727
	208,400,000	278,640,827	(72,122,471)	206,518,356	207,024,003	505,647
less Funding:						
Scottish Government Grant	(157,413,000)	0	(160,220,485)	160,220,485	160,625,277	(404,792)
Council Tax	(50,987,000)	0	(50,987,000)	50,987,000	51,189,423	(202,423)
Utilisation of Reserves	0	278,640,827	(283,329,956)	(4,689,129)	(4,790,697)	(101,568)

Financial Monitoring 2019/20 – General Fund Revenue – Material Variances**Management and Members**

Description of Variance	Reason for Variance	Quarter 1 £000	Quarter 2 £000	Quarter 3 £000	Quarter 4 £000	Additional information / Action taken
Employee Costs	One-off costs.	29	29	29	32	
Shared posts with East Lothian Council	A reduced requirement from East Lothian Council results in a lower than budgeted recharge.	12	12	12	23	Revised arrangements for shared services are part of the Medium Term Financial Strategy reported to Council in June 2019 and were further explained in detail to Council in December 2019.
Gross Overspend		41	41	41	55	
<i>Offset by:</i>						
Vacancies and performance factor		(16)	(16)	(20)	(46)	Vacancies and part vacancies held to partially offset pressures along with some windfall income for Internal Audit work for LEADER.
Net Overspend		25	25	21	9	

Education, Communities and Economy**Children's Services**

Description of Variance	Reason for Variance	Quarter 1 £000	Quarter 2 £000	Quarter 3 £000	Quarter 4 £000	Additional information / Action taken
Non-residential services commissioned and provided for Children with and without disabilities	Taxi costs for children without disabilities	36	28	6	(20)	A review of all taxi spend across Childrens Services and Education is underway. This will give a clearer picture of what is driving spend, what options exist for efficiencies and the outcome that taxis are only used when there is no other alternative available.
	Rent and allowances for throughcare and Continuing Care	0	28	57	48	Additional costs mainly relate to aftercare for clients aged 16 or over. This area of spend will increase

Description of Variance	Reason for Variance	Quarter 1 £000	Quarter 2 £000	Quarter 3 £000	Quarter 4 £000	Additional information / Action taken
	service users.					going forward and this is incorporated in the Medium Term Financial Strategy.
Gross Overspend		36	56	63	28	
<i>Offset by:</i>						
Family Placements	Placements previously with external agencies have now moved to Midlothian Carers resulting in a significant saving.	(183)	(361)	(366)	(323)	Whilst the number of children that are being accommodated have actually increased the vast majority of children are being cared for in Kinship Care Placements. At this stage it is too early to say if this is a growing trend but one that will continue to be monitored.
	Windfall income has been received for the provision of adoption placements to another Local Authority.	(38)	(38)	(25)	(117)	New inter-agency adoptions occurred during the latter part of the financial year.
Residential and Day Education Placement	There were fewer residential placements than provided for in the budget.	0	(192)	(93)	(77)	Individual placements can be both uncertain and expensive. Towards the end of Q4 there was an increase in the number of children aged 5-10 who have had multiple foster / adoption breakdowns. This resulted in an increase in residential placements.
Vacancies and performance factor	There is an underspend mainly resulting from vacant posts in the Early Intervention and Prevention service and also vacant day-time posts in the residential houses.	(119)	(171)	(195)	(264)	In anticipation of further savings targets in 2020/21 strict vacancy control is applied across the service in the context of maintaining essential staffing levels.
Other non-material variances	Miscellaneous over and underspends covering the remaining areas of the service budget.	(46)	(32)	(83)	(79)	Limited impact on frontline services.
Net Underspend		(350)	(738)	(699)	(832)	

Communities and Economy

Description of Variance	Reason for Variance	Quarter 1 £000	Quarter 2 £000	Quarter 3 £000	Quarter 4 £000	Additional information / Action taken
Pest Control and Trading Standards income targets	Legislative changes in Trading Standards over recent years have made income targets harder to achieve and there is a shortfall in achieving Pest Control income targets.	18	20	18	17	The achievability of income targets has been reviewed as part of the 2020/21 budget setting process.
Gross Overspend		18	20	18	17	
<i>Offset by:</i>						
Planning and Building Warrant Income	Income from Building Warrant and Planning applications is higher than budgeted.	(154)	(161)	(203)	(307)	A temporary Building Standards Inspector was appointed in January 2020 to ensure performance standards are maintained during a period of significant growth in housing development throughout Midlothian. This has been funded from additional income receipts in 2019-20. Planning income was in line with budget until the final quarter when significant receipts were received ahead of the Covid-19 lockdown being announced.
Vacancies and Performance Factor	The number of vacancies across the service exceeds the performance factor.	(62)	(125)	(144)	(144)	There are currently vacancies in Economic Development, Planning and Trading Standards. These vacancies are having an impact on service delivery which is being managed by the services. It has proved difficult to recruit to Planning Services, Trading Standards and Building Standards which is not just a local issue but down to a lack of experienced staff nationally.
Visit Scotland Funding	Scope of service and corresponding funding was not agreed during 19/20 resulting in a reduced annual contribution by the Council.	0	0	0	(27)	Discussion was to take place between Midlothian Council and Visit Scotland to confirm the scope of support and marketing provided through the council's annual contribution. Meetings were cancelled and have not yet been rescheduled therefore no contribution was paid in 2019-20.

Description of Variance	Reason for Variance	Quarter 1 £000	Quarter 2 £000	Quarter 3 £000	Quarter 4 £000	Additional information / Action taken
Digital platform for eplanning	Transition during 19/20 to a hosted platform reduced essential support costs for the outgoing solution.	0	0	0	(26)	
Income	Windfall income.	(9)	(9)	(19)	(23)	Income in excess of budget from various sources including private water grant, residential caravan parks and Landlord registrations.
Other non-material variances	Miscellaneous over and underspends covering the remaining areas of the service budget.	(40)	(10)	(29)	(34)	
Net Underspend		(247)	(285)	(377)	(544)	

Education

Description of Variance	Reason for Variance	Quarter 1 £000	Quarter 2 £000	Quarter 3 £000	Quarter 4 £000	Additional information / Action taken
Charging for Music Tuition	A projected under recovery on SQA charging to schools for Music tuition.	185	185	170	176	The position was considered by Business Transformation Steering Group with the agreed approach reported to Council on 1 st October 2019.
	The new charging policy expected to generate additional income.	62	62	74	(10)	Work has been undertaken to increase uptake and this continues.
Efficiency Target	An efficiency target of £1.279 million was budgeted for Education. To date £0.364 million has been achieved.	915	915	915	915	One-off underspends elsewhere in Education cover the remaining target in 2019/20. Options to deliver the target permanently are being explored.
Additional Support Needs contractual commitments	An unexpected increase in costs associated with Service Level Agreements with other Local Authorities.	0	0	0	157	For 20/21 there has been a change in provider for the Visual Impairment service and budgets have also been updated to reflect contractual commitments for other SLA's.

Description of Variance	Reason for Variance	Quarter 1 £000	Quarter 2 £000	Quarter 3 £000	Quarter 4 £000	Additional information / Action taken
Additional costs as a result of a PPP benchmarking exercise	The PPP contracts include a clause requiring retendered costs for soft Facilities Maintenance to be measured against a benchmark. This exercise resulted in an unexpected additional cost.	0	0	0	67	Updated contractual costs of PPP contracts have been reflected in the 20/21 budget.
Gross Overspend		1,162	1,162	1,159	1,305	
<i>Offset by:</i>						
Schools	Expenditure across schools in total is lower than budgeted and reflects a maximum 1% carry forward under the DSM Scheme.	(967)	(905)	(1,187)	(1,108)	The majority of the underspend in 19/20 is a result of in-year efficiencies and budgets held back to contribute to the overall efficiency target as shown above.
Vacancies and Performance Factor	There are a number of vacancies across the Education service.	(273)	(284)	(5)	(534)	Strict vacancy control in Central Education departments is applied with management action in place to minimise the impact on frontline service provision. The value of measures in place to mitigate the 2019/20 efficiency target is in excess of target and can partly contribute to 2020/21 mitigation whilst work continues to develop options for permanent delivery.
Home to School Transport	Costs are lower than budget provided.	0	0	0	(316)	A detailed review of the contractual commitments associated with all Home to School Transport is underway. Work is complete for primary and secondary transport but continues for those with Additional Support Needs. Until work is complete for each sector it is not possible to accurately project outturn costs.
Early Years	Work on expansion to 1,140 hours continues. Running costs of new and expanded premises was lower than budgeted.	0	0	0	(60)	Scottish Government Funding for expansion to 1,140 hours is ring-fenced and is carried forward into 20/21.
Other non-material variances	Miscellaneous over and underspends covering the remaining areas of the service	(57)	(77)	33	(170)	

Description of Variance	Reason for Variance	Quarter 1 £000	Quarter 2 £000	Quarter 3 £000	Quarter 4 £000	Additional information / Action taken
	budget.					
Net Underspend		(135)	(104)	0	(883)	
	Budgets Carried forward to 20/21 to partially offset service efficiency target whilst longer term deliver plans are being implemented.				883	
Adjusted Net Position					0	

Health and Social Care

In accordance with the Integration Scheme the Midlothian Integration Joint Board (MIJB) is required in the first instance to implement a recovery plan to address the any overspend thereafter any remaining overspend would fall to be met from accumulated MIJB reserves. Failing these measures any overspend would fall on the partners to fund. Accordingly the net overspend for 2019/20, after recovery actions, will be met from the MIJB reserve. The variances are noted below for information but are not taken into account in calculating the Council's reserves position.

Description of Variance	Reason for Variance	Quarter 1 £000	Quarter 2 £000	Quarter 3 £000	Quarter 4 £000	Additional information / Action taken
Community Care Resource Panel	There are significant demands for services across all demographic profiles. Work on reviews of packages of care continues. The number of young people coming through transitions with complex needs means that managing spend within budget remains challenging.	1,022	1,126	944	1,112	<p>The budget amounts to around £33 million, is heavily influenced by demand and subject to demographic pressures. Individual packages of care can be complex and can exceed £0.100 million per annum. As a consequence projections can be volatile.</p> <p>Processes have been implemented to ensure that reduced and ceased packages of care are properly reflected on Mosaic. This has led to more accurate information on which to determine projected spend.</p> <p>An upgrade of the Mosaic system, scheduled for June 2020, should lead to the freeing up of staff time. This will allow for more work to be done to ensure that data on in-year spend on care packages is further refined and therefore more accurate.</p> <p>Within the overall position there is a projected underspend within Older People's services of £1.725 million and a projected overspend within Adult Services of £2.837 million. The underspend within Older People's services offsets the overspend on Home Care (below) of £0.314 million.</p> <p>An element of new monies provided in 2019/20 is</p>

Description of Variance	Reason for Variance	Quarter 1 £000	Quarter 2 £000	Quarter 3 £000	Quarter 4 £000	Additional information / Action taken
						being used to support respite availability. New fieldwork service arrangements will ensure ongoing reviews and focus on the redesign of services.
Home Care / Midlothian Enhanced Rapid Response and Intervention Team (MERRIT)	Additional employee costs due to the volume of care packages being provided. There remains a shortage of external supplier capacity which results in continued pressure to address package of care requirements from internal resources. There is also relatively high absence over the whole service which is being managed in line with the maximising attendance policy.	365	470	350	314	This service supports the aspiration to shift the balance of care and support people to live in their own homes for as long as possible. The pressures on the budget are a reflection of the capacity issues within the external market, with additional demand currently met by the internal Home Care service. A focus on absence management has successfully reduced sickness absence levels, having a positive impact on the service. Plans in place include development of a locum bureau, running additional carer academies and fleet car use to reduce some travel costs. The overspend is offset by an underspend in the Older Peoples resource panel budget as shown above. This position supports a shift in the balance of care, keeping older people safe in their homes and community for as long as possible. A service review of MERRIT carers is ongoing which, through a new model of care, will support a reduction in "on-call" costs.
Care Homes for Older People	Overspend on staffing at Newbyres Care Home and Highbank Intermediate Care due to the requirement to cover rotas.	145	135	146	156	There continues to be a focus on absence management and development of a Locum Bureau.
Cowan Court Extra Care Housing	Overspend on care staff costs (£101k) offset by other	52	35	48	75	A staffing review was implemented from 1 st April 2020.

Description of Variance	Reason for Variance	Quarter 1 £000	Quarter 2 £000	Quarter 3 £000	Quarter 4 £000	Additional information / Action taken
	underspends within the service (£26k).					
Gross Overspend		1,584	1,766	1,488	1,657	
<i>Offset by:</i>						
Service User Income	Contributions from service users towards their care packages are now in line with budget.	(166)	(142)	(98)	2	No impact on frontline service.
Cherry Road/CAT Team/Shared Lives	Savings from vacancies within the CAT Team and Shared Lives and an underspend on supplies and services.	(152)	(155)	(196)	(184)	A service review is underway.
Fieldwork Staffing	Savings from vacancies within the Fieldwork service following the implementation of the Fieldwork service review.	(141)	(118)	(89)	(125)	Recruitment to posts is ongoing.
Public Protection	Scottish Government Funding provided specifically for Adult Support and Protection requirements. Some spend relevant to this funding is in the form of care packages and is met from the Resource Panel budget.	(120)	(146)	(146)	(213)	This underspend offsets care and support costs related to protection issues.
Joint Equipment Store / Aids and Adaptations	Spend for 2019/20 for both areas of spend is less than budgeted.	(91)	(96)	(133)	(194)	These are demand led budgets thus spend can be volatile.
Criminal Justice	An element of Scottish Government Funding is used to fund the management and administration of this service.	(67)	(67)	(59)	(27)	No impact on frontline service.
Planning Officers	There was a vacant Older People's Planning Officer post for part of the year.	(51)	(57)	(44)	(37)	This post is now filled.
Learning and Development	Delivery of some training has slipped into 2020/21.	0	0	0	(71)	No impact on frontline service and offsets the cost of essential cover for front-line staff with mandatory training requirements.

Description of Variance	Reason for Variance	Quarter 1 £000	Quarter 2 £000	Quarter 3 £000	Quarter 4 £000	Additional information / Action taken
Additional Social Care Funding	<p>The additional funding for 2019/20 with no specific commitments against it has offset the agreed savings target of £940k.</p> <p>The delivery of savings is overseen by the Midlothian Integration Joint Board, and forms part of a wider commitment to deliver a balanced budget. Going forward the use of additional funding will be consider by MIJB.</p>	90	(185)	(256)	(256)	
Other non-material variances	Miscellaneous over and underspends covering the remaining areas of the Adult and Social Care budget.	(68)	(134)	(140)	(155)	No impact on frontline service
Net Overspend		818	666	327	397	
	MIJB Recovery Plan / Reserves	(818)	(666)	(327)	(397)	
Adjusted Net Position		0	0	0	0	

Adult Social Care – Not Delegated to IJB

Description of Variance	Reason for Variance	Quarter 1 £000	Quarter 2 £000	Quarter 3 £000	Quarter 4 £000	Additional information / Action taken
Community Safety	Following the service review there are a number of roles not filled.	(84)	(90)	(112)	(98)	The Community Safety retained team element has now transitioned into the redesigned Community Safety and Justice Team.
Net Underspend		(84)	(90)	(112)	(98)	

Customer and Housing Services

Description of Variance	Reason for Variance	Quarter 1 £000	Quarter 2 £000	Quarter 3 £000	Quarter 4 £000	Additional information / Action taken
Homelessness – Savings Target Unachieved	Proposals are proceeding to convert properties in Jarnac Court and Loanhead Police Station into temporary HMO accommodation and other initiatives are being taken forward to reduce the requirement for Bed and Breakfast accommodation. These were not in place this financial year resulting in an overspend against budget.	240	240	240	225	Spend on Bed and Breakfast will be reduced through this approach. In addition there is provision within the HRA Capital Plan for new build temporary accommodation. The Tenancy Support contract for prevention and support services is being reviewed for cost effective options.
Revenues Service – Planned Savings	The outstanding delivery target is £306k. Slippage of achievement in 2019/20 can be partially offset by some one-off DWP monies and vacancies within the service.	172	172	144	126	A further review of the service has been proposed to see where additional savings can be made and shared service options, as reported to Council in December 2019, are being considered.
Customer Services Transformation Strand	An outstanding target from previous years of £0.177 million for the Customer Services Transformation strand was carried forward into 2019/20. None of this is achieved in 2019/20.	177	177	177	177	This target has been consumed into other areas of the Medium Term Financial Strategy.
Service Management – Planned Savings and Agreed efficiency target	A general efficiency target of £138k and the service management target of £71k have yet to be delivered. In 2019/20 this is partially offset by savings associated with the vacant Head of Service post.	157	152	157	195	A review of the service needs to be carried out to highlight where the savings can be made.
Homelessness accommodation	Demand for placements exceeds budget.	112	80	181	158	The budget provided for an average 36 B and B places per week. Average occupancy in 19/20 was 47 places. Out of area placements are no longer taking place.

Description of Variance	Reason for Variance	Quarter 1 £000	Quarter 2 £000	Quarter 3 £000	Quarter 4 £000	Additional information / Action taken
						<p>There are currently 38 temporary accommodation voids which have an average turnaround time of 70 days. This is a contributing factor to the increasing B and B spend.</p> <p>Increasing the support at Eastfield will help towards reducing the B and B spend. Implementation is now complete and a positive impact from this should be seen going forward.</p>
Housing Benefit Overpayments Provision	In 2018/19 a higher number and value of outstanding invoices relating to Housing Benefit overpayments was experienced giving rise to an increased bad debt provision. It is anticipated this will again be encountered in 2019/20 but to a lesser extent.	75	75	75	8	The level of Housing Benefit overpayments reduced in 2018/19 and continues to reduce in 2019/20.
Housing – Savings Target unachieved	Savings proposals are being developed but have been implemented in 2019/20.	57	57	57	57	It is planned to drive more Housing services on-line and through a range of digital services and platforms. Further transformation is required to develop and promote digital services to adopt a mobile first approach for online customers.
Homelessness Storage	Storage facilities provided for homeless households' furniture and goods.	33	0	0	(15)	Storage no longer provided for new homeless households unless there is a statutory duty. This explains the movement between Q1 and Q2.
Gross Overspend		1,023	953	1,031	931	
<i>Offset by:</i>						
Homelessness Service Charge Income	Service charge income for Pentland House is now allocated to the Homeless service rather than the Housing Revenue Account.	(202)	(402)	(402)	(571)	During the year an additional £370k was identified, part of this related to the increased support at Eastfield.
Customer Services Vacancies	There are still a number of posts to be filled following the recent review of the service.	(67)	(72)	(105)	(129)	Management action is in place to minimise any impact on frontline service provision.

Description of Variance	Reason for Variance	Quarter 1 £000	Quarter 2 £000	Quarter 3 £000	Quarter 4 £000	Additional information / Action taken
						The review of library opening hours as part of the 19/20 cost savings has now been agreed and implemented as of the 1 st October.
Other non-material variances	Miscellaneous over and underspends covering the remaining areas of the Customer and Housing Services budget.	(53)	(14)	(47)	39	No impact on frontline service.
Net Overspend		701	465	477	270	

Resources

Commercial Operations

Description of Variance	Reason for Variance	Quarter 1 £000	Quarter 2 £000	Quarter 3 £000	Quarter 4 £000	Additional information / Action taken
Land Services	Approved service reductions for reducing grass cutting standards and for reducing shrub bed maintenance have not yet been implemented.	100	100	100	100	The maintenance of floral displays at war memorials has been continued resulting in an overspend of £25,000. In addition grass maintenance standards were continued resulting in an overspend of £75,000.
	Income targets for activities and events at Vogrie Estate have not been achieved.	70	66	65	65	The 2020/21 budget has been updated to remove this proposal pending presentation of a currently drafted business plan to BTSG.
	Strict vacancy control and pursuit of income generating opportunities in excess of budgeted.			(155)	(218)	This mitigates the overspend.
Income from Burials	Income received from internments and purchase of lairs and monuments is considerably lower than recent years.	0	178	151	194	A further review of the service will take place as benchmarking of our charges demonstrates that these are at the higher level. More cremations are taking place and that facility is not available in Midlothian.
Roads Services	Winter Maintenance	0	0	0	123	Overnight frost was more frequent than normal in the early part of the winter season resulting in additional gritting.
Vehicle Repairs	There is an increased need to send vehicles to external contractors for repair due to internal vacancies and specialised technology.	0	120	145	122	Planned recruitment of apprentices will help change the overall skillset of the workforce which will reduce the need for external contractors.
	Vacant posts offsetting external costs.	0	(89)	(81)	(98)	

Description of Variance	Reason for Variance	Quarter 1 £000	Quarter 2 £000	Quarter 3 £000	Quarter 4 £000	Additional information / Action taken
Review of travel arrangements associated with the grey fleet.	A budget reduction of £150,000 in 2017/18 was approved but limited savings have been secured. To date £35k has been achieved.	115	115	115	115	This target has been removed from the Medium Term Financial Strategy.
Charges for Bins and Boxes	Income targets from charging new housing developers of £110k have been agreed. The outturn reflects completions as at 31 st March 2020.	102	102	102	78	There will be a time lag between receipt of income and provision of service which will make achievement of targets in early years more challenging. A review of deliverability is underway.
Charge for Commercial Waste at Stobhill Community Recycling Centre	An income generation target of £35k was approved for 2018/19 with a further £15k in 2019/20. Take-up of the new service has been minimal.	48	48	49	49	Uptake of the available service for non-domestic waste disposal from commercial activities is not being achieved. A review of deliverability is underway.
Waste Disposal Charges	Unbudgeted Charges from the Energy from waste contractor (FCC) relating to residual waste that cannot be treated in the plant and must be landfilled.	0	0	34	32	This situation is being explored in depth with FCC.
	A one-off credit due from reconciliation of the commissioning phase tonnages prior to full service commencement of the plant.	0	0	0	(156)	
	Other price and tonnage variances.	0	0	0	(22)	
Trade Waste	Shortfall in income from customers.	0	0	34	35	The external market is competitive making it difficult to attract and retain customers.
Bulky Uplift Income	Shortfall against approved income target.	19	15	15	22	The income budget is £96k of which £14k relates to an additional target in 2018/19.
Advertising on Council Vehicles	Achievement of the £15k target has slipped.	15	15	15	15	There are some interested parties following the Public Interest Notice. Work continues to try and secure the outstanding target and progress will be reported to BTSG in due course.

Description of Variance	Reason for Variance	Quarter 1 £000	Quarter 2 £000	Quarter 3 £000	Quarter 4 £000	Additional information / Action taken
Other non-material variances	Miscellaneous over and underspends covering the remaining areas of the Service.	139	114	122	(18)	This figure encapsulates a large number of minor variances with movement between Q3 and Q4 the result of ongoing financial discipline in a continued attempt to mitigate overspends elsewhere in the service.
Gross Overspend		608	784	711	438	
<i>Offset by:</i>						
Street Lighting Electricity	Consumption was lower than budgeted for.	0	(115)	(142)	(223)	The replacement of traditional lamps with LEDs through the capital program is resulting in reduced consumption of electricity.
Parking Fines / Parking Charges	Income from parking fines and paid parking generated more than provided for in the budget.	(101)	(118)	(118)	(123)	It remains to be seen if this will continue or if there will be behavioural changes which could reduce penalty income.
Commercial Operations Service Review	A savings target of £630k has been set. £272k has been delivered to date with reviews currently progressing. The shortfall in 2019/20 is offset by vacancies held whilst reviews evolve.	36	104	(51)	32	
Net Overspend		543	655	400	124	

Finance and Integrated Service Support

Description of Variance	Reason for Variance	Quarter 1 £000	Quarter 2 £000	Quarter 3 £000	Quarter 4 £000	Additional information / Action taken
Integrated Service Support Review	<p>The ISS savings to be achieved in 2019/20 total £1.110 million, £0.410 million from savings targets brought forward and a further £0.700 million from an increase in the savings targets agreed as part of the 2019/20 budget.</p> <p>During 2019/20 savings of £0.693 million were secured leaving a shortfall of £0.417 million.</p> <p>To offset slippage in delivery strict control of vacancies continues and exceeds the performance factor target by £0.466m.</p>	145	321	414	417	<p>The majority of posts held through vacancy control will crystallise into permanent savings at the conclusion of service reviews and will contribute to delivery plan targets.</p> <p>In addition to mitigating the shortfall through strict vacancy and spend control (as shown below) the delivery plan is constantly reviewed to identify further changes which can support the delivery of the £1.110 million target. This activity includes the deletion of vacant posts from the establishment, securing additional service income, delivery of further business process efficiencies and a zero base review of non-staffing budgets to secure financial discipline.</p> <p>Strict vacancy control is applied to complement delivery of the ISS review.</p>
Digital Licences	Moving to cloud based services has resulted in software charges previously met from capital now falling on the revenue budget. This	0	0	0	169	The anticipated impact of this service change has been incorporated into the 2020/21 base budget.

Description of Variance	Reason for Variance	Quarter 1 £000	Quarter 2 £000	Quarter 3 £000	Quarter 4 £000	Additional information / Action taken
	has been partially mitigated by financial discipline in the service.					
Other non-material variances	Miscellaneous over and underspends covering the remaining areas of the Finance and Integrated Service Support budget.	9	(29)	(35)	(113)	This figure encapsulates a large number of minor variances with movement between Q3 and Q4 the result of ongoing financial discipline.
Gross Overspend		32	64	21	7	

Properties and Facilities Management

Description of Variance	Reason for Variance	Quarter 1 £000	Quarter 2 £000	Quarter 3 £000	Quarter 4 £000	Additional information / Action taken
Repairs and Maintenance	A combination of productivity issues and incomplete job tickets.	0	0	0	406	A programme of change is scheduled through a service review with the cross party working group to redesign service operations which are efficient and sustainable.
Property Strategy / Construction	Costs incurred in feasibility work for projects that have no revenue or capital budget approved.	0	0	0	88	Consultant appointments which were ended and resulted in a review of the procurement strategy.
Hopefield Resource Centre	Costs incurred in respect of the capital project to construct a new Resource Centre are now considered abortive costs and must be written off to revenue This is offset by running costs which were anticipated to be incurred during 2019/20 in respect of the new facility	0 (77)	0 (77)	0 (77)	436 (77)	Alternative options for Depot provision are being worked on and will be reported to Council in due course.
Sport and Leisure Bottom up Review	Proposals to deliver the approved savings target are still being considered.	200	200	200	200	Service costs and structures have been reviewed in detail during the service review with viable proposals to deliver approved savings to be submitted to the cross-party working group.

Description of Variance	Reason for Variance	Quarter 1 £000	Quarter 2 £000	Quarter 3 £000	Quarter 4 £000	Additional information / Action taken
	In the meantime vacancies and the moratorium on non-essential spend offsets the in-year overspend.	0	(170)	(250)	(190)	
EWiM planned building closures	Evolving plans for buildings that were earmarked for sale or demolition as part of approved EWiM projects have resulted in anticipated revenue savings not materialising.	132	119	115	99	<p>Unbudgeted costs, mainly for Rates, relate to Dundas Buildings, Eskdaill Court, Jarnac Court and Penicuik Town Hall.</p> <p>The breakdown of these costs between buildings is as follows:</p> <ul style="list-style-type: none"> - Dundas Buildings - £35k; - Eskdaill Court - £33k; - Jarnac Court - £8k; and - Penicuik Town Hall - £23k. <p>The Council either continue to operate from these buildings or have plans to develop them.</p>
Catering – functions, Vending and office service	Net Costs exceed budget.	82	104	81	27	Income generation potential has been affected by the requirement for service cover due to difficulty in recruiting to School Catering vacancies. This has prevented expansion of external functions, events and the vending offering.
Catering Service	Vacancies are projected to result in an underspend of £200k.	0	(80)	(200)	(199)	Recruiting to and retaining staff within the service remains challenging.
	Efficiency target to be achieved by a review of the School meals offering.	0	0	0	63	Options for permanent delivery of this target are still being explored.
Energy Costs	Consumption for Newbattle Campus and Lasswade Campus exceed budget.	0	161	122	140	The 2020/21 base budget has been adjusted for these sites.

Description of Variance	Reason for Variance	Quarter 1 £000	Quarter 2 £000	Quarter 3 £000	Quarter 4 £000	Additional information / Action taken
	Other variances in price and consumption within the utilities budget.	0	0	0	19	Technical difficulties delayed implementation of some of the NDEE projects.
Non School Catering	Community cafes continue to struggle to achieve their net income targets.	71	53	50	55	More aggressive marketing took place prior to the summer period and has helped generate an improved position from the Q1 projection.
Holiday Clubs	Income targets of £50k have not been achieved. Holiday camp uptake for the summer was minimal.	50	50	50	50	A business case will be presented to BTSG in due course.
Sport and Leisure Management Review	A full year savings target of £152,000 was approved with £45,000 effective from 2019/20. The 2019/20 target is not achieved.	0	45	45	45	Following implementation of the new Executive Leadership team the Sport and Leisure Management review is progressing at pace and is projected to make a saving of approximately £0.200 million. Once this is in place delivery of remaining savings proposals will progress.
Property and Facilities Management Service Review	A savings target of £240k has been set. £110k has been delivered to date or is in place for 2019/20 with reviews currently progressing. The shortfall in 2019/20 is partially offset by vacancies held whilst reviews evolve.	39	7	119	82	Plans will be developed to implement the review 2020/21.
Energy Costs	Council approved a saving in energy costs in 2019/20 from closure of seven PPP primary schools during school holidays. This has been partially implemented.	18	18	18	18	This proposal is now removed from the Medium Term Financial Strategy.
Other non-material variances	Miscellaneous over and underspends covering the remaining areas of the Service.	40	(24)	28	(24)	
Net Overspend		632	483	378	1,238	

Other

Description of Variance	Reason for Variance	Quarter 1 £000	Quarter 2 £000	Quarter 3 £000	Quarter 4 £000	Additional Information / Action taken
Central Costs – Insurance	During Q1 there was a higher than usual volume of new and re-opened claims against the council. Some of these were high in value.	364	386	240	311	Claims are discussed at the Risk and Resilience Group to identify trends and possible mitigating measures. Training on defensibility of claims for services is planned. As insurers and loss adjusters review the detail of each claim it is possible that the provisions made will either reduce or disappear. This may ease pressure.
Investment Income – Lothian Buses Dividend	In light of COVID-19 challenges placed on Lothian Buses shareholders agreed to withhold the 19/20 planned dividend	0	0	0	421	On 23 rd April 2020 it was agreed to rescind the 19/20 Dividend payment.
Central Costs – Developer Contribution Funding	Developer contribution funding to be applied annually to reduce the Unitary Charge payment for Newbattle.	(256)	(256)	(256)	(256)	Clarity on the applicability of this funding occurred after the 2019/20 budget was set. This is now included in the Medium Term Financial Strategy.
Central Costs – One-off	Services commissioned in accordance with Standing Order 19.2 to support investigations and associated costs.	25	25	28	35	
Loan Charges	Re-phasing of the General Services Capital Plan results in lower financing costs of borrowing than provided for in the budget.	(267)	(416)	(373)	(113)	Borrowing costs are delayed but not avoided. Movement between Q3 and Q4 is principally as a consequence of a swing in relative share of interest costs between General Fund and HRA flowing from the approved calculation methodology.
Scottish Government Grant	Distribution of funding to cover teacher's pay inflation and also increased employers pension contributions exceeds the planning	(607)	(642)	(620)	(405)	The Teachers pay award was agreed after the 19/20 budget was set and there is new information from the government on funding the council will receive for Teachers pension changes.

	assumption when the budget was set.					Movement between Q3 and Q4 is a consequence of a timing issue between COVID-19 related costs being incurred and subsequently being funded from Government.
Council Tax Income	A continued growth in Band D equivalents results in a higher than budgeted Council Tax yield.	44	(73)	(143)	(202)	The continued growth in Band D equivalents is factored into Council Tax income budgets for future years.
Savings Targets	An income generation of £0.046 million was agreed in the 2018/19 budget. A business case for delivery is being developed.	46	46	46	46	

Budgets carried forward from 19/20 for use in 20/21**Scottish Government funding for designated use**

Brexit	49,000.00
Additional Support for Learning	288,000.00
Barclay Implementation	20,000.00
Children and Young People's Act	348,000.00
PEF	1,012,719.03
Early Years Expansion to 1,140 hours	4,057,535.30

Service grant funding requiring specified use

Smarter Choices Smarter Places	33,357.99
British Sign Language Translation	6,599.90
Switched on Fleets	55,006.95
Rapid Rehousing Transition Programme	173,000.00
Syrian VPR Refugee Scheme	116,409.52
Community Justice	11,265.69
Sport Scotland Funding for individual programmes	22,565.07
Penicuik Townscape Heritage Initiative	13,299.22
Period Poverty	8,262.10
Various schemes in Schools	157,603.40
Aging Well	25,271.32
South East Improvement Collaborative	53,630.03
Youth Music Initiative	133,139.30
School Counselling	32,500.00
Mental Health Framework	62,500.00
Millerhill Low Carbon District Heating Scheme	87,355.75

Service carry forwards

Childrens Services	99,566.82
Place Directorate	443,348.91
Communities & Economy	282,226.75
Education (including DSM)	1,104,076.57
Libraries	25,692.15

Total

Appendix 3

5,775,254.33

991,766.24

1,954,911.20

8,721,931.77

**Housing Revenue Account
Revenue and Capital Final Outturn 2019/20 and Capital Plan 2020/21 -
2024/25**

Report by Gary Fairley, Chief Officer, Corporate Solutions.

Report for Information

1 Recommendations

Council is recommended to note the contents of this report.

2 Purpose of Report/Executive Summary

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

- The final outturn position for 2019/20 for both the Housing Revenue Account (HRA) Capital Plan and the Revenue Account;
- A revised capital plan for 2020/21 to 2024/25 reflecting the carry forwards from 2019/20.

The summarised financial performance for 2019/20 is:

- Capital Investment in the year totalling £24.935 million;
- A net underspend of £0.923 million on the Revenue Account;
- An HRA reserve at 31st March 2020 of £44.396 million.

Date 21th May 2020

Report Contact:

Name Lisa Young Tel No 0131-271-3111

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3 Background

3.1 Capital Plan 2019/20

The Capital Plan reported to Council on 11th February 2020 allowed for investment of £30.139 million in 2019/20. Budget of £6.536 million will require to be carried forward from 2020/21, as shown in Appendix C due to:-

- Delays in the tendering process and various remediation works for Phase 2 and Phase 3 of New Social Housing of £0.229 million and £4.327 million respectively;
- Continuing Solar Panel Investigation works for Phase 1 New Social Housing of £0.078 million;
- Structural issues at Jarnac Court causing slippage in the refurbishment of the building of £0.466 million;
- General slippage on the Bonnyrigg District Heating Scheme Gas Meters Installation, Upgrade of Central Heating Systems and Scottish Housing Quality Standards (SHQS) Repairs of £1.3 million, £0.143 million and £0.737 million respectively.

Offset by:-

- General acceleration in the number of buybacks resulting in budget to be brought forward from 2020/21 of £0.744 million.

The underspend reported to Council 11th February 2020 was £0.224 million this has decreased by £1.556 million to an overspend of £1.332 million against the revised budget of £23.232 million, as shown in Appendix C. This is due to historic developer contributions for education provision initially being charged at a lower unit rate than they should have been of £1.666 million offset by slightly lower demand for disabled adaptations of £0.110 million.

The variations explained above result in an increase in borrowing against the budget of £11.549 million of £1.436 million for the year.

3.2 Revenue Account 2019/20

The projected underspend reported to Council on the 11th February 2020 was £0.997 million. This has decreased slightly by £0.074 million to £0.923 million, as shown in Appendix D. This is primarily due to:-

- Rent arrears due to be written off towards the end of last financial year have now been processed resulting in an overspend of £0.097 million;
- Lower level of rental income received against budget of £0.114 million.

Offset by

- Lower debt charges of £0.111 million due to earlier receipt of Scottish Government Grant for New Social Housing of £1.748 million and slippage in the Capital Programme.

The HRA reserve balance is £44.396 million at 31st March 2020. The longer-term financial projections demonstrate that the majority of this will be required to finance existing investment commitments to 2034/35.

3.3 Capital Plan 2020/21 – 2024/25

The capital plan has been updated to reflect the cross year movements from 2019/20 and is detailed in Appendix E. A fuller review of the Capital Plan and other potential investment plans will be completed over the summer and reported to Council later in the year.

4 Report Implications

4.1 Resource

There are no direct resource implications arising from this report.

4.2 Digital

There are no direct digital implications arising from this report.

4.3 Risk

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

Whilst the HRA reserve balance is £44.396 million at 31 March 2020, the longer-term financial projections demonstrate that the majority of this will be required to finance existing investment commitments.

4.4 Ensuring Equalities

There are no equality issues arising directly from this report.

4.4 Additional Resource Implications

See Appendix A.

Appendices

Appendix A – Additional Resource Implications

Appendix B – Background Information

Appendix C - Capital Plan 2019/20

Appendix D – Revenue Account 2019/20

Appendix E – Capital Plan 2020/21-2024/25

APPENDIX A – Report Implications

A.1 Key Priorities within the Single Midlothian Plan

Not applicable

A.2 Key Drivers for Change

Key drivers addressed in this report:

- ☐ Holistic Working
- ☐ Hub and Spoke
- ☐ Modern
- ☐ Sustainable
- ☐ Transformational
- ☐ Preventative
- ☐ Asset-based
- ☐ Continuous Improvement
- ☐ One size fits one
- ☒ None of the above

A.3 Key Delivery Streams

Key delivery streams addressed in this report:

- ☐ One Council Working with you, for you
- ☐ Preventative and Sustainable
- ☐ Efficient and Modern
- ☐ Innovative and Ambitious
- ☒ None of the above

A.4 Delivering Best Value

The report does not directly impact on Delivering Best Value

A.5 Involving Communities and Other Stakeholders

The report does not directly relate to involving communities

A.6 Impact on Performance and Outcomes

The report does not directly impact on Midlothian Council's performance and outcomes

A.7 Adopting a Preventative Approach

Not applicable

A.8 Supporting Sustainable Development

Not applicable

APPENDIX B**Background Papers/Resource Links (if applicable)**

HRA Capital Plan and Revenue Budget

HOUSING REVENUE ACCOUNT CAPITAL PLAN 2019/20

	Approved Budget 2019/20 £'000	Carry Forward to /from 2020/21 £'000	Revised Budget 2019/20 £'000	Final Outturn £'000	Variation (Under)/Over £'000
FUNDING					
Net Receipts from Sales	0	0	0	15	15
Grants					
-Incentivising New Build	6,824	1,748	8,572	8,572	0
-Mortgage to Rent	114	0	114	0	(114)
-Buy Backs Funding	1,720	(40)	1,680	1,680	0
Council Tax on Second Homes	79	0	79	74	(5)
Developer Contributions	1,609	0	1,609	1,609	0
Borrowing Required	19,793	(8,244)	11,549	12,985	1,436
TOTAL AVAILABLE FUNDING	30,139	(6,536)	23,603	24,935	1,332

	£'000	£'000	£'000	£'000	£'000
APPROVED EXPENDITURE					
New Build Houses Phase 1	102	(78)	24	1,392	1,368
New Build Houses Phase 2	1,290	(229)	1,061	1,359	298
New Build Houses Phase 3	14,222	(4,327)	9,895	9,895	0
Buy Backs	5,300	744	6,044	6,044	0
Aids & Adaptations	420	0	420	310	(110)
Homelessness - Mortgage to Rent	224	0	224	0	(224)
Homelessness - Temporary Accommodation Provision	700	(466)	234	234	0
Bonnyrigg District Heating Scheme Gas Meters	1,300	(1,300)	0	0	0
Scottish Housing Quality Standard					
-Upgrade Central Heating Systems	1,003	(143)	860	860	0
-SHQS Repairs	5,578	(737)	4,841	4,841	0
Total Expenditure	30,139	(6,536)	23,603	24,935	1,332

MIDLOTHIAN COUNCIL

Appendix D

HOUSING REVENUE ACCOUNT 2019/20

	Revised Budget	Projected Outturn	Variation (Under)/Over
Average No of Houses	6,972	6,989	17
	£000's	£000's	£000's
Repairs and Maintenance			
General Repairs	5,995	6,204	209
Decant/Compensation	82	24	(58)
Grounds Maintenance	706	727	21
	6,783	6,955	172
Administration and Management	4,998	4,949	(49)
Loan Charges	12,038	10,374	(1,664)
Other Expenses	3,232	3,299	67
TOTAL EXPENDITURE	27,051	25,577	(1,474)
Rents			
Houses	29,610	29,283	327
Garages	612	611	1
Others	1,218	995	223
TOTAL RENTS	31,440	30,889	551
NET EXPENDITURE/(INCOME)	(4,389)	(5,312)	(923)
BALANCE BROUGHT FORWARD	(39,084)	(39,084)	0
BALANCE CARRIED FORWARD	(43,473)	(44,396)	(923)

HOUSING REVENUE ACCOUNT CAPITAL PLAN 2020/21 - 2024/25

	Proposed Budget 2020/21 £'000	Proposed Budget 2021/22 £'000	Proposed Budget 2022/23 £'000	Proposed Budget 2023/24 £'000	Proposed Budget 2024/25 £'000
FUNDING					
Grants					
-Incentivising New Build	4,574	3,748	4,930	0	0
-Mortgage to Rent Subsidy	114	114	114	114	114
-Buy Backs Funding	720	0	0	0	0
Council Tax on Second Homes	81	83	85	87	89
Developer Contributions	0	0	0	0	0
Borrowing Required	82,175	60,230	20,294	14,392	14,075
TOTAL AVAILABLE FUNDING	87,664	64,175	25,423	14,593	14,278

	£'000	£'000	£'000	£'000	£'000
APPROVED EXPENDITURE					
New Build Houses Phase 1	78	0	0	0	0
New Build Houses Phase 2	11,791	5,860	271	0	0
New Build Houses Phase 3 & 4	58,179	48,534	17,572	6,492	6,492
Buy Back Properties	2,856		0	0	0
Aids & Adaptations	431	442	453	464	476
Homelessness - Mortgage to Rent	224	224	224	224	224
Bonnyrigg District Heating Scheme Boiler	1,300	0	0	0	0
Environmental and Fire Safety Improvements	2,000	2,000	2,000	2,000	2,000
Temporary Accommodation Provision	4,800	2,000	0	0	0
Scottish Housing Quality Standard					
-Upgrade Central Heating Systems	1,733	1,629	1,417	1,927	1,600
-Future Works	4,272	3,486	3,486	3,486	3,486
Total Expenditure	87,664	64,175	25,423	14,593	14,278

General Services Capital Plan 2019/20 Final Outturn

Report by Gary Fairley, Chief Officer, Corporate Solutions

Report for Decision

1 Recommendations

It is recommended that the Council:-

1. Note the General Services Capital Plan outturn position for 2019/20.
2. Endorse the additions to the General Services Capital Plan as set out in section 3.1;

2 Purpose of Report/Executive Summary

This report presents the final outturn for 2019/20 on the General Services Capital Plan.

Date: 8 June 2020

Report Contact:

Gary Thomson, Senior Accountant

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0131-271-3230

3 Background

3.1 New Projects presented for endorsement in the Plan

The following projects which were implemented in 2019/20 on the basis they were fully funded require to be formally included in the General Services Capital Plan:-

- **Low Emission Zone:** Projects to assist in lowering carbon emissions in the Lothians area – Upgrading Bus Shelters, Installation of Rapid Electric Vehicle Chargers, Toucan Cycleway Crossing, and the provision of Electric Pool Cars. £0.762 million expenditure budget, phased £0.740 million in 2019/20 and £0.022 million in 2020/21, fully funded by Scottish Government LEZ grant funding;
- **Electric Vehicles & Infrastructure:** Provision of Electric Vehicles and Infrastructure. Expenditure budget of £0.026 million in 2019/20, fully funded by Scottish Government Electric Vehicle/Infrastructure grant.

3.2 Expenditure

The latest 2019/20 General Services Capital Plan was approved by Council on 12 February 2019, with an expenditure budget of £37.642 million.

After reflecting the new projects as outlined in Section 3.1, and the rephasing of 2019/20 budgets to/from 2020/21 as shown in Tables 1 and 2 below, the final budget for the year is £34.123 million.

Table 1: Material rephasing of budgets from 2020/21 back to 2019/20

Project	2019/20 Budget £000's	2019/20 Actual £000's	Rephased Amount £000's	Notes
Street Lighting Upgrades	1,464	1,658	+194	The overall programme of works has been accelerated in addition to the replacement of two sets of traffic signals that had come to the end of their life.
Property Upgrades	645	730	+85	The renewal of the flat roof at Penicuik HS was brought forward increasing costs in 2019/20 by £161k. This was partially offset by slippage in other property upgrade projects
Danderhall Primary	6,367	6,917	+550	Prior to Covid-19, contractor had progressed on site quicker than expected
St. David's Early Years, Burnbrae Extension & Mayfield/St. Luke's Internal Alterations	794	1,120	+326	Overall programme across all 3 projects was quicker than anticipated, pre Covid-19.
Rosewell Development Trust	1,385	1,611	+226	Construction of Community building quicker than anticipated – all Council funding now released and grant funding claimed from Scottish Government
Others	1,411	1,460	+49	
Total	12,066	13,496	+1,430	

Appendix 1 contains detail on rephasing of budgets on a project by project basis.

Table 2: Material Rephasing of budgets from 2019/20 forward to 2020/21

Project	2019/20 Budget £000's	2019/20 Actual £000's	Rephased Amount £000's	Notes
Digital Services Asset Management Plan	1,668	979	-689	Planned projects are progressing with the majority of the expenditure expected to be incurred in 2020/21. In addition, there are other minor variances in the wider Digital Services Asset Management Plan.
St. Mary's & Burnbrae Early Years	9,309	8,625	-684	Final account signed off below original contract sum. Contingency value to be reviewed throughout defects period.
Woodburn Primary Extension	600	45	-555	Proposals currently on hold pending further review of pupil roll projections and capacities required
Highbank Intermediate Care Re-provisioning	500	38	-462	Delay to commencement of project and planning application being submitted due to Covid-19 and the potential for re-scoping some elements of the project
Vehicle & Plant Replacement Programme	1,980	1,520	-460	Covid 19 led to delayed delivery of items expected to be received close to the end of the financial year. 3 Roads vehicles with combined cost of £420k are included within this sum
Early Years Projects	442	66	-376	Delay in commencement of number of Early Years projects
Destination Hillend	656	300	-356	Rephasing of 2019/20 spend back to 2020/21 whilst overall programme is being reviewed
Town Centre Regeneration Fund	455	211	-244	The initial committed date set by Scottish Government for all expenditure to be legally committed was 31/03/2020 with all expenditure to be completed by 30/09/2020, so a projection of 50% of the total £910k expenditure to be incurred in 2019/20 was made. Scottish Government have now revised the timescale and extended both dates by a year, and Covid-19 has had an impact on all the projects, so therefore the majority of the expenditure will now be in the current (2020/21) financial year
King's Park Primary Extension	244	0	-244	Provisional sum in the capital plan – further review of scope & need required in order to progress this project
Easthouses Primary	500	301	-199	Design of project delayed and unable to be fully completed by end of financial year due to Covid-19.
Lawfield Primary	481	296	-185	Final costs for reduced scope will now be paid in 2020/21
A701 Campus	250	73	-177	Delay to project progressing whilst decision regarding site is finalised

Project	2019/20 Budget £000's	2019/20 Actual £000's	Rephased Amount £000's	Notes
32-38 Buccleuch Street Ground Floor	175	7	-168	The decision to use Passivhaus to align with the Council's zero carbon footprint aspiration, meant that there was a delay in the design of the flats on the 1 st , 2 nd and 3 rd floors of this building, which has had a knock-on impact of the programme of works for the Ground Floor. In addition, Covid-19 kicked in shortly thereafter and resulted in delays to several critical on-site surveys and careful consideration of the retail element of the proposals. This work is currently being undertaken and costed before a Planning application can be made
Area 23 Primary School	163	0	-163	Provisional sum in the capital plan – further review of scope & need required in order to progress this project
Shawfair Town Centre Land Purchase	150	0	-150	The purchase of land in Shawfair Town Centre has been delayed until 2020/21 due to the conditionality in the back-to-back agreement which is required with Shawfair LLP before the land transaction can settle. This includes the requirement to vary the Masterplan via a Section 42 application, modify the Section 75 agreement, amend the overage agreement which also requires City of Edinburgh Council's agreement.
Road Upgrades	1,554	1,411	-143	The onset and escalation of the Covid-19 pandemic reduced available resources to complete the remaining projects. All capital works underway at the time were stopped by the lockdown. In addition, two AIP projects in the original programme were not charged to the Roads Upgrade budget
Penicuik THI	350	231	-119	Timing of remainder of works has interdependencies with the Penicuik Town Hall works that are being funded by the Town Centre Regeneration Fund, which has led to delays in both projects (also as noted below)
Others	10,411	10,071	-340	
Total	29,888	24,174	-5,714	

Appendix 1 contains detail on rephasing of budgets on a project by project basis.

Actual expenditure in the year was £33.099 million, giving an underspend of £1.024 million against the rephased budget as detailed in Appendix 2.

This includes construction projects that are now either complete or are at a sufficiently advanced stage where the final outturn cost of the project can be reliably calculated and allow all, or a portion, of the remaining budget to be released. Table 3 below outlines the release of contingency for these projects.

Table 3: Project Under/Over Spends in 2019/20

Project	Rephased Project Budget 2019/20 £000's	Actual Outturn 2019/20 £000's	(Under)/ Over Spend 2019/20 £000's	Notes
Roslin Primary School	100	9	-91	Release of remaining £91k of project contingency now year-end defects period is fully complete
Paradykes Primary School	603	203	-400	Release of £400k of project contingency. £218k budget to be retained in 2020/21 for defects period that are non-contractor issues which will be carried out in-house (£50k) and balance is risk on M&E installation which needs further review (£168k)
Newbattle Community Campus	602	69	-533	Release of £533k of project contingency. £60k budget to be retained in 2020/21 for new furniture to be provided for the Digital Centre of Excellence.
Total	1,305	281	-1,024	

3.3 Funding

After adjusting for carry-forwards and the funding for the new projects as outlined in Section 3.1 above, the plan budgeted for funding of £23.538 million, as shown in Section 3.5.

Actual funding was £28.138 million, with the additional £4.600 million funding arising from detailed work on the level of developer contributions that could be applied to fund capital expenditure.

3.4 Borrowing

After adjusting for carry forwards and rephasing, the plan budgeted for in-year borrowing of £10.585 million.

Actual borrowing was £4.961 million. The reduction in borrowing reflects the net underspend in 2019/20 of £1.024 million as described in Section 3.2 and the additional £4.600 million of developer contribution funding as outlined in Section 3.3.

3.5 Summary

A summary of the final outturn position for 2019/20 is outlined in the table below.

Table 4: General Services Capital Plan Projected Performance against Budget 2019/20 – as at Quarter 3

Item	2019/20 Budget Q3 £000's	2019/20 Rephased Budget £000's	2019/20 Actual Outturn £000's	2019/20 Variance £000's	2019/20 Carry Forward £000's
Expenditure	37,642	34,123	33,099	-1,024	-4,284
Funding	23,900	23,538	28,138	4,600	-2,846
Borrowing Required	13,742	10,585	4,961	-5,624	

3.6 Capital Fund

The current un-earmarked balance on the Capital Fund is as follows:-

Item	Amount £000's
Balance at 01 April 2019	19,711
Capital Receipts transferred in year	3,894
Developer Contributions transferred in year	3,736
Insurance Receipt Applied to fund Burnbrae Early Years & St. Mary's Primary School replacement	-2,437
Balance at 31 March 2020	24,904
Committed to fund City Deal Projects	-7,694
Committed to support Capital Investment ¹	-10,037
Developer Contributions earmarked for specific purposes	-3,985
Available balance at 31 March 2020	3,188

4 Report Implications

4.1 Resource

The 2019/20 borrowing requirement has reduced from £13.742 million to £4.961 million, with the resultant impact on loan charges reported in the Financial Outturn 2019/20 – General Fund Revenue report presented elsewhere on today's agenda.

The reduction in borrowing in 2019/20 is largely due to rephasing of a number of projects, with expenditure subsequently carried forward / rephased into 2020/21. As such, any saving in loan charges in 2019/20 will largely be unwound in 2020/21 and 2021/22, once the capital expenditure relating to these projects is incurred.

In addition, there has been an application of an additional £4.600 million of developer contributions following more detailed work by officers, and a £1.016 million reduction in borrowing has been achieved through the release of contingencies for schools projects that are now either complete or sufficiently into their year-end defects period to allow the release of contingencies.

4.2 Digital

None.

4.3 Risk

The inherent risk in the Capital Plan is that projects will cost more than estimated thus resulting in additional borrowing. The monitoring procedures

¹ In total, £22.573 million is earmarked from the Capital Fund to support investment over the life of the capital plan (with the additional amount of £12.536 million fully funded from expected future receipts).

ensure that significant variations are reported at an early stage so that remedial action can be taken to mitigate this risk. The impact of Covid-19 is as yet unknown and will be reviewed by officers over the forthcoming period.

4.4 Ensuring Equalities

There are no equalities issues arising directly from this report.

4.5 Additional Report Implications

See Appendix A.

Background Papers:

Appendix 1: General Services Capital Plan 2019/20 Expenditure Outturn

Appendix A: Report Implications

A.1 Key Priorities within the Single Midlothian Plan

Not applicable.

A.2 Key Drivers for Change

A.3 Key Delivery Streams

Key delivery streams addressed in this report:

- ☐ One Council Working with you, for you
- ☒ Preventative and Sustainable
- ☐ Efficient and Modern
- ☐ Innovative and Ambitious
- ☐ None of the above

A.4 Delivering Best Value

The report does not directly impact on Delivering Best Value.

A.5 Involving Communities and Other Stakeholders

No external consultation has taken place on this report.

A.6 Impact on Performance and Outcomes

There are no issues arising directly from this report.

A.7 Adopting a Preventative Approach

Not applicable.

A.8 Supporting Sustainable Development

Not applicable.

Appendix 1: General Services Capital Plan 2019/20 Expenditure Outturn

	Rephased 2019/20 Budget Q3	Rephased 2019/20 Budget Outturn	2019/20 Actual Outturn	2019/20 Variance Outturn	2019/20 Carry Forward Outturn
GENERAL SERVICES CAPITAL PLAN 2019/20 Outturn	£000's	£000's	£000's	£000's	£000's
RESOURCES					
Finance & Integrated Service Support					
Newbattle Centre of Excellence	479	61	61	-	418
Business Applications	213	187	187	-	26
DS Corporate Solutions	105	45	45	-	61
Front Office - Hardware, Software & Services	396	438	438	-	(42)
Back Office - Hardware, Software & Services	200	44	44	-	155
Network, Software & Services	252	199	199	-	53
Schools - Hardware, Software & Services	236	192	192	-	44
Online Payments & Services	57	10	10	-	47
F&ISS Transactions	14	14	14	-	-
Civica Automation	55	8	8	-	47
Commercial Operations					
Street Lighting Upgrades	1,464	1,658	1,658	-	(194)
Footway & Footpath Network Upgrades	456	411	411	-	45
Road Upgrades	1,554	1,411	1,411	-	143
Cycling, Walking & Safer Streets Projects	172	168	168	-	4
Vehicle & Plant Replacement Programme	1,980	1,520	1,520	-	460
LEZ Electric Vehicles & Charging Points	-	26	26	-	-
LEZ Projects	-	740	740	-	-
Outdoor Play Equipment - Gorebridge	2	3	3	-	(1)
Arniston Park Synthetic Pitch	3	-	-	-	3
Cuiken Glen Paths & Woodland	-	0	0	-	(0)
Mauricewood Bing Cycling and Walking Path	4	4	4	-	(0)
Mauricewood Road Bus Shelter	13	9	9	-	4
Property & Facilities Management					
Stobhill Depot Upgrade	0	-	-	-	0
New Depot: EWIM Phase III	100	(410)	(410)	-	510
Property Upgrades	645	730	730	-	(85)
Property - Penicuik Astro Resurfacing	62	-	-	-	62
Shawfair Town Centre Land Purchase	150	-	-	-	150
Purchase of 49 Abbey Road, Dalkeith	6	-	-	-	6
Hillend Preparatory Works	49	79	79	-	(30)
Destination Hillend	656	300	300	-	356
32-38 Buccleuch Street Ground Floor Redevelopment	175	7	7	-	168
Leisure Management System (Legend)	20	4	4	-	16
Cashless Catering	68	106	106	-	(39)
Non-Domestic Energy Efficiency Projects	172	122	122	-	50
TOTAL RESOURCES	9,751	8,076	8,084	-	2,440

	Rephased 2019/20 Budget Q3 £000's	Rephased 2019/20 Budget Outturn £000's	2019/20 Actual Outturn £000's	2019/20 Variance Outturn £000's	2019/20 Carry Forward Outturn £000's
GENERAL SERVICES CAPITAL PLAN 2019/20					
Outturn					
EDUCATION, COMMUNITY AND ECONOMY					
Education - Early Years					
Gorebridge Development Trust - Early Years	57	5	5	-	52
Hawthornden Primary School	-	66	66	-	(66)
King's Park Primary School	-	5	5	-	(5)
Rosewell Primary School New Build	-	2	2	-	(2)
Roslin Primary School	-	1	1	-	(1)
Capital grants to partner providers	100	-	-	-	100
Mauricewood Primary School	50	0	0	-	50
Vogrie Outdoor Early Learning Centre	100	8	8	-	92
Penicuik Outdoor Early Learning Centre	10	-	-	-	10
Settings' kitchens	9	-	-	-	9
Scots Corner	55	-	-	-	55
Lasswade Primary School	50	5	5	-	45
Woodburn Primary School	45	-	-	-	45
Rosewell Primary School Alteration	-	42	42	-	(42)
Mount Esk Nursery School	20	-	-	-	20
Cuiken Primary School	3	-	-	-	3
St Andrew's Primary School	-	1	1	-	(1)
Education - Primary					
New Gorebridge North Primary	177	150	150	-	27
Paradykes Primary Replacement	821	603	203	(400)	218
Roslin Primary Replacement	100	100	9	(91)	-
New Hopefield Primary School	9,309	8,625	8,625	-	684
New Danderhall Primary hub	6,367	6,917	6,917	-	(550)
Cuiken Primary School Extension	1,748	1,202	1,202	-	546
Sacred Heart Primary School Extension	1,842	2,117	2,117	-	(275)
Lawfield Primary Extension	481	296	296	-	185
Easthouses Primary School inc. EY	500	301	301	-	199
Woodburn Primary extension (1 class plus)	100	8	8	-	92
Woodburn Primary 3 class & activity hall extension	500	38	38	-	462
Tynewater Primary School	10	-	-	-	10
Burnbrae Primary School GP Space	62	-	-	-	62
Education - Learning Estate Strategy					
Kings Park PS upgrade to existing building	244	-	-	-	244
Area 23 Primary School (Dalkeith/Easthouses)	163	-	-	-	163
Penicuik High School Refurbishment/Extension	31	-	-	-	31
Strathesk Primary one class extension	31	-	-	-	31
Education - Secondary					
Lasswade High School	14	14	14	-	-
Newbattle High School	331	602	69	(533)	(271)
A701 High School	250	73	73	-	177
Education - General					
Parent Pay	-	(7)	(7)	-	7
Saltergate Alterations Phase III - Playground Improvements	-	1	1	-	(1)
Saltergate Phase IV - Internal Alterations	31	19	19	-	12
Modular Units - Session 2017/18	329	476	476	-	(147)
St. David's EY, Burnbrae Extension, Mayfield Campus Alterations	794	1,120	1,120	-	(326)
Children's Services					
Economy					
Contaminated Land	77	62	62	-	15
Public Sector Housing Grants	280	225	225	-	55
Borders Rail - Economic Development Projects	20	-	-	-	20
East High Street Public Realm & Burns Monument	-	1	1	-	(1)
Gorebridge Connected	(19)	(21)	(21)	-	2
Penicuik THI	350	231	231	-	119
A701 & A702 Works	121	165	165	-	(44)
Communities					
Members Environmental Improvements	73	-	-	-	73
Participatory Budgets	90	-	-	-	90
Mayfield Town Centre Regeneration	20	-	-	-	20
Rosewell Development Trust	1,385	1,611	1,611	-	(226)
Gorebridge Community Cares	25	-	-	-	25
Town Centre Regeneration Fund	455	211	211	-	244
TOTAL EDUCATION, COMMUNITY AND ECONOMY	27,611	25,273	24,249	(1,024)	2,338
HEALTH AND SOCIAL CARE					
Adult & Social Care					
Assistive Technology	130	98	98	-	32
Homecare	28	-	-	-	28
Recovery Hub	555	559	559	-	(4)
Highbank Intermediate Care Reprovisioning	500	38	38	-	462
Customer & Housing Services					
TOTAL HEALTH AND SOCIAL CARE	1,213	694	694	-	518
COUNCIL TRANSFORMATION					
Purchase to Pay	2	1	1	-	1
TOTAL COUNCIL TRANSFORMATION	2	1	1	-	1
COST OF SALES					
Paradykes Cost of Sales	-	20	20	-	-
Newbattle High School	-	17	17	-	-
Hillend Land Sale Cost of Sales	-	34	34	-	-
TOTAL COST OF SALES	-	71	71	-	-
GENERAL SERVICES CAPITAL PLAN TOTAL	37,642	34,123	33,099	(1,024)	4,284

Financial Update**Report by Gary Fairley, Chief Officer Corporate Solutions****Report for Decision****1 Recommendations**

- a) Note the initial financial assessment completed of the potential revenue and capital consequences of the COVID-19 pandemic and emergency response along with the anticipated disruption to the Council's planned savings in 2020/21 as outlined in section 4 - 6 of the report.
- b) Note the update provided at section 8 of the funding that has been confirmed by the Scottish Government to support local government's response to COVID-19 and wider financial interventions made by the Scottish Government, some of which are being administered and delivered by local authorities on the Government's behalf.
- c) Note that the funding confirmed to date along with anticipated shares of as yet undistributed funding for the Council, is significantly less than the estimated net additional costs to the Council. Further, to note that in this current context it is expected that the Council's existing unallocated reserves will require to be deployed as part of the wider financial strategy developed in response to the COVID-19 emergency.
- d) Note that the Council is continuing to actively work with COSLA to support consistent financial reporting of the net additional costs to local authorities nationally of responding to the current pandemic to inform ongoing engagement with the Scottish Government over the requirement for further additional funding support and flexibilities to address the divergence from approved budgets.
- e) Note that the net financial impact of responding to the pandemic will continue to increase and develop more fully over coming months as the Government's route map place demands on Council services for support to local communities and for how services are delivered.
- f) Agree to the proposed actions outlined in section 9 of the report to prepare the Council for a mid-year reconsideration and revision of the 2020/21 budget and longer term financial strategy and to note that it would be intended that a full report be targeted for autumn in this regard.
- g) Note that further updates on the developing financial position and outlook will be provided to the Council on a regular basis as material developments emerge.

2 Purpose of Report/Executive Summary

The report outlines an initial estimate of the financial impact on the Council for the period to June 2020 arising from the COVID-19 pandemic. Members should note that as outlined in the report, the financial implications for the Council are changing and emerging every day as the impact and consequences of the pandemic both for Council services and for communities across Midlothian continue to evolve.

The financial and economic consequences of the pandemic are expected to be significant in the short term, with unprecedented financial interventions made by national governments to support the immediate COVID-19 response, the economy and businesses. Whilst there has been additional funding for Local Government this falls short of the initial financial impact as assessed by Councils and represents a small proportion of the overall additional funding commitments by governments. For Local Government costs continue to rise and of concern is the Cabinet Secretary for Finance's recent indication that Scottish Government have no further funds to allocate to Councils.

Despite both Governments interventions to support the economy, the economy across the UK and Scotland is experiencing the sharpest and deepest downturn in modern history and there is a growing concern that the period of recovery will not be as immediate as was first considered a possibility and could be more drawn out. The Bank of England's most analysis highlights uncertainty of being able to produce normal forecasts but has modelled a plausible economic scenario that would suggest that the lost economic output being recovered by circa summer 2021 based on an assumed gradual relaxation of restrictions from June to September. This however is far from certain and there is a recognised risk that the recovery from what will be the deepest of recessions, may take longer than this scenario and be accompanied by a degree longer lasting economic damage with some industries and sectors being more significantly affected and taking longer to recover than others.

This unprecedented economic turbulence and scale of required state intervention will inevitably have both short and longer term implications for public finances across the UK and Scotland which will require the Council to reconsider its existing 2020/21 budget and potentially fundamentally reassess its medium and longer term financial planning and investment programme as the full financial, economic and fiscal impact of the pandemic becomes clearer in the months ahead and indeed as the Council in response re-shapes its priorities moving forward.

Date: 05 June 2020

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3 Background

On 11 February 2020, Council agreed a balanced revenue budget for 2020/21 and a general services capital plan for 2020/21-2023/24. The Housing Revenue Account for 2020/21 and housing capital plan were also agreed. The general fund revenue budget agreed is underpinned by a range of approved savings measures totaling £4.461 million together with the achievement of the continuing savings agreed in prior years.

Since the approval of the budget, the COVID-19 pandemic has impacted significantly on the delivery of Council services and that of partners, as well as being required to mobilise a significant range of additional support services to communities and businesses across Midlothian.

This report provides an initial assessment of the financial implications and the divergence from the approved budget that are expected to emerge in relation predominantly to the immediate short term emergency response from the Council insofar as these can be known at this stage over the period to June 2020. The report also highlights the expectation that as we move forward over the coming months the financial consequence and divergence from the approved budget is likely to increase further as the Council's ongoing response continues and as the requirement to support communities and restart services through the phases of recovery are progressed.

Further, the report outlines that the unprecedented negative economic impact across the UK and Scotland arising from the necessary restrictions imposed by the public health measures taken to manage the pandemic on both society and the workings of the wider economy. This will push the medium to longer term outlook for the economy and public finances in both the UK and Scotland once again into a new period of uncharted and unprecedented territory, at a time when the long term influence of the 2008 financial crisis on public finances was reducing in scale and influence.

4 Revenue expenditure impacts for the Council

Given the pandemic's unprecedented impact on the Council's activities and communities, it is acknowledged that the full financial consequences for the Council, even in the short term, will only begin to emerge over time. It is apparent, that there is a significant divergence from the budget approved in February 2020 arising from the short term initial costs of rapidly introducing new services and support arrangements to communities across Midlothian, as well as from adapting and changing how the Council is required to operate. There is also expected to be longer term additional cost and declining income implications for the Council which could take a number of months to emerge and be fully understood.

The financial consequences of the pandemic for the Council will also be influenced by both local and national factors and decisions – most

notably in relation the duration of each phase of the route map from Lockdown to Phase 4.

For the purposes of this report an estimate of the potential additional costs for the Council for the period to the end of June 2020 reflecting the period of lockdown and phase 1 of the Scottish Government route map. Therefore, the costs of the current emergency arrangements are assumed to be in place for approximately three months since the lockdown arrangements began at the end of March. These estimates will continue to be subject to review and refinement; particularly as the timetable and approach to lifting restrictions becomes clear.

The tables 1 - 3 in Appendix 1 outline the main areas of direct additional expenditure, lost income and cost savings the Council is incurring as a result of the emergency arrangements. Please note that this excludes costs linked to Adult Health and Social Care provided via the Midlothian Integration Joint Board which is subject to separate cost tracking and funding discussions with the Scottish Government.

- Direct costs over the period to June are estimated to be at least £1.763 million focused predominantly on supporting the Council's direct response to the immediate emergency. This does not reflect any additional costs which will be incurred to secure the reopening of schools etc from August 2020 or the restart of over services over the remainder of the year.
- Loss of income due to the closedown period of circa £2.615 million. At this point in time this figure does not include any residual impact beyond June on Midlothian's Leisure and other facilities re-opening in line with the route map or being repurposed for schools. It is anticipated that any re-opening as part of phase 3 would be phased and behavioural impact is likely to result in a gradual as opposed to an immediate return of the public's participation levels and footfall at leisure facilities in particular.
- Savings of circa £474,000 million that will be achieved on some services, predominantly linked to the closure of buildings and facilities.
- Taken together the current net cost impact for the period to June 2020 is estimated to be at least £3.904 million. This overall level of net direct costs of managing the immediate response is expected to be broadly in proportion to the national position being coordinated via COSLA to support the ongoing engagement with the Scottish Government.

In addition to the direct net costs emerging from the Covid-19 response, Appendix 1 seeks in table 4 to set out the potential, consequential financial impacts that relate directly to the disruption on the Council, the wider community and economy. Financially this is expected to manifest itself predominantly in a divergence from the approved budget from lost Council Tax income, bad debt levels and delays to the delivery of planned savings. It is expected that in relation to each of these areas, the actual impact will take several months to

emerge over the course of 2020/21. At this stage, illustrative estimates are detailed in Appendix 1, outlining a credible scenario that could emerge over the course of the year. This scenario suggests a net financial divergence of circa £5.307 million against what the 2020/21 budget – the actual impact may clearly be more or less than this depending upon a wide range of influencing factors.

It is assumed that moving into 2021/22 the financial impact would to a degree regularise and return to normal financial planning levels in relation to council tax collection levels and the delivery of delayed savings. It is however expected that there would be a longer term economic scarring impact in relation to increased Council Tax reduction levels arising from increased unemployment and potentially subdued house building completions reflecting wider economic conditions and market uncertainty, similar to the economic fall-out from the financial crisis in 2008.

Taken together therefore, the overall net financial impact on the Council's revenue budget is estimated at this stage, to already be circa £9.2 million in 2020/21. This covers the costs and lost income for the period to the end of June together with the impact of the scenario's outlined above in respect of Council Tax and planned savings. In is inevitable there will be further divergence from the approved budget as further costs are incurred, as the loss of income continues through the four phases of the route map and as from the need for the Council to continue to provide significantly enhanced ongoing support arrangements, to facilitate the reopening of schools and as reopening of other facilities are phased in with social distancing in place. The costs above do not include other costs the Council is incurring in supporting the Midlothian's IJB, on the basis that it is assumed all of these costs will be recovered through the HSCP from the Scottish Government.

The figures above are subject to ongoing review and it is expected that they will increase – quite probably substantially – as new information comes to light and as the implications of the route map to phase four are assessed. It is recognised that there has been and will continue to be a divergence from the approved budget as a consequence of the pandemic and that the implementation of the measures set out in the Midlothian Route Map also on today's agenda may bring further divergence. Given the scale of this financial position, it is vital that

- a) The Council continues to support COSLA to pro-actively and positively engage with the Scottish Government, reflecting the overall seriousness of the financial position facing the Council both in the immediate and longer term.
- b) Urgently seeks to directly engage with Scottish Government, and
- c) Note that in the absence of a clear and unequivocal funding commitment or agreed funding flexibilities from Scottish Government the Council will, in addition to utilising available reserves, need to consider savings elsewhere in the 2020/21 budget to mitigate unfunded cost pressures and loss of income.

It should also be noted that the costs outlined above take no account of measures the Council may wish to put in place to support the economic recovery of the area over those already agreed as part of existing arrangements.

5 Delivery of Approved Revenue Savings

As outlined above, the 2020/21 budget is underpinned by over £8.8 million of savings, being those agreed by Council as part of the agreement of the Medium Term Financial Strategy and the continuing and full year effect of previous year's savings. In the financial analysis outlined in section 4 above, it has been assumed at this stage that the deliverability of these savings in 2020/21 as planned will be significantly disrupted and there will be a shortfall as a direct result of Covid-19 currently assessed at £3.137 million this financial year. Again this is an initial estimate and further slippage is anticipated. Fuller details are set out in appendix 3.

6 Capital Investment Plans

The Council agreed in February capital investment plans for housing and general services for the period 2020/21 to 2023/24 which included investment totaling £389 million. In the current financial year, it was planned that spend of £145 million would take place.

The short term cessation of construction sites and subsequent working restrictions once they re-open as part of the public health response to Covid-19 will impact on the Council's capital plan over 2020/21 and likely the medium term.

The full impact will not be fully understood for some months however it is anticipated there will be significant risk of substantial additional costs arising from live projects as the closedown and subsequent social distancing restrictions drive up costs of operating live construction sites and builds in unavoidable time delays and costs into the completion of projects.

An engagement exercise has already been commenced by officers which will seek to engage contractors early to achieve mutually agreeable adjustments to contract arrangements and avoid potentially expensive, disruptive and protracted legal disputes. In addition, the economic impact on the construction sector and supporting supply chains is anticipated to be significant and it is anticipated there will be increased risks of cost growth over the short to medium term from additional construction inflation which was not previously expected pre- Covid-19, along with significantly heightened risk of contractor failures as firms grapple with sustainably managing their way through the impact of the pandemic. This is expected to both delay the timing of planned procurement exercises as well as potentially result in higher costs than would have otherwise been expected.

There is also a need to review the risk exposure on specific projects particularly those which have a higher degree of commercial exposure including retail, leisure and tourism to assess if they remain viable.

The Council undertakes a number of Capital Works, both HRA and General Services from within its own workforce. Initial estimates indicate that costs of £1.634 million will be incurred in the period to June 2020 which would normally be charged to Capital projects on HRA and General Fund. The planning assumption is that these costs can still be charged to this programme but confirmation will be required from Auditors and others that this is appropriate. If these costs cannot be recharged then an alternative means of mitigation will need to be sought.

Developing a more complete understanding of such issues and risks is likely to take some time to achieve and at which point considerable ongoing uncertainty would be expected to remain over the medium term. However, the risks to the deliverability of the agreed capital plan within the financial envelope set prior to the pandemic would appear to be escalating, bringing into question the ability of the Council to deliver its infrastructure and housing investment plans and priorities as was envisaged prior to the pandemic. It is therefore likely, that as part of a revised financial strategy, the Council will be required to fundamentally re-assess both the affordability envelope of its capital investment plans, the associated rent strategy as well as the deliverability of it over previously planned timescales. It would appear at this stage, there is a significant risk that there will be a requirement for the Council to re-consider, reprioritise and re-shape the scale and timing of the capital investment plan that is currently approved. In doing so Council will need to balance these risks against the role public sector infrastructure projects will have in supporting the local economy.

7 HRA

Similar to the capital implications the Council is incurring costs that would normally be charged to the Housing Revenue Account, for the period to June 2020 these are estimated at £1.118 million and are mainly in respect of the Building Maintenance Service for property repairs. The planning assumption is that these costs can still be charged to the HRA but confirmation will be required from Auditors and others that that is appropriate. If these costs cannot be recharged then an alternative means of mitigation will need to be sought.

It is anticipated that there will be an impact on the collectability of HRA rents and an increase in the proportion of rent income met by Universal Credit and DHP. It will take time for the impact of the year to be more fully understood.

The Council will want to maintain and indeed accelerate its new build plans. To ensure that these plans continue to be affordable early consideration will need to be given to the next iteration of the rent strategy to ensure rents continue to be affordable and provide an

income stream to support the investment plans. Development of the next strategy will take place over the summer to inform proposals for consultation.

8 Funding

A summary of the additional funding outlined by the Scottish Government is provided in Appendix 2, detailing that in total circa £2.7 billion has been deployed by the Scottish Government to target a wide range of specific interventions in response to the pandemic. In addition the UK Government has committed billions to the Coronavirus Job Retention Scheme which support employees across the UK.

Of this additional funding deployed by Scottish Government only £235 million has so far been distributed to local government with an assumption of a further £25 million (to be provided for Council Tax reduction) yet to be distributed, providing in total circa £260 million to support services provided directly by local authorities, just under 10% of the overall funding deployed by the Scottish Government.

Of this, the Council expects to receive £3.900 million of the £235 million confirmed funding made available to directly support local government. This is significantly less than the estimated £9.2 million of net additional costs already identified as outlined in section 4 above and indeed only equates to the estimated net additional costs of the direct impact over the initial emergency response period through to the end of June (albeit note that this is expected to rise).

Following relaxations intimated by the Scottish Government, opportunities continue to be explored to allow the flexible redirection of other Scottish Government funding streams to assist in offsetting additional costs including Early Learning and Childcare expansion funding, Pupil Equity Funding and Attainment Challenge Funding as a means to partly assist in closing this funding gap. However significant elements of the ELC and PEF funding is already committed and so there is limited flexibility. At this stage it is anticipated that the additional payments to Partner Provider Nurseries can be met by redirecting £0.490 million from the Early Learning and Childcare expansion funding specific grant.

On 26th May the Cabinet Secretary for Finance intimated that there are no further funds to distribute to local government and this is of significant concern. In overall terms at this stage based on the funding distributed to date and in the absence of any further additional funding, the Council will be required to fully deploy its unallocated reserves as part of a wider financial strategy response to assist in addressing the divergence which has already occurred from the approved budget.

The final outturn for 2019/20 also on today's agenda highlights that the level of unallocated general fund reserves as at 31 March 2020, is £4.049 million with a further £1.500 million set aside to provide

additional capacity to drive transformational change at pace. Based on the current assessment and with no further interventions these are likely to be fully utilised as part of an overall financial strategy as outlined in section 9 below.

In addition, at present the Scottish Government has made no commitment to support increased capital costs that may be experienced from the disruption and this may be an area where local authorities will be asked to manage the overall financial impact through re-prioritisation and re-scheduling of investment plans. Indeed, at a national level both across Scotland and the UK, revisions to previously planned capital investment plans may be required as part of national budget revisions.

In contrast to the direct funding provision provided to local authorities, additional funding supports as outlined in tables 3 and 4 of Appendix 1 are being made available by the Scottish Government to provide a wide range of interventions across business and communities in Scotland including:-

- Local authorities acting on behalf of the Scottish Government to release the provision of circa £2.3 billion of financial supports through business grants (£1.2 billion), newly introduced non domestic rate reliefs (£1 billion), grants to newly self-employed individuals unable to access other Scottish and UK government support schemes (£34 million) as well as an enhanced provision provided via the existing Scottish Welfare Fund (extra £45 million).
- A further £150 million nationally is being made available for a range of community support delivered through national food arrangements as well as a charity and the third sector bodies.

9 2020/21 Budget and Financial Strategy Implications

Engagement will continue between COSLA and the Scottish Government in relation to further funding support and funding flexibilities for local government in response to not just the immediate emergency and the consequential impact on local authority finances, but also the additional demands that will arise from restarting services, particularly schools together with continuing to support local communities and businesses through the coming weeks and months as the country moves through to and beyond phase four of the Government's route map.

There remains the potential that the UK Government, similar to the already announced position from the Scottish Government, will over the course of the summer move towards announcing a mid-year revision to national budgets for 2020/21. Such revisions may be significant and will take into account:-

- The consequential costs of the rapid and unprecedented scale of financial measures that have been taken in the short term by both

the UK and Scottish Governments since the onset of Covid-19 to manage the public health response, support communities, support businesses and protect jobs and support the economy to be in a position to restart as quickly as possible,

- The significant revisions made to the economic outlooks at both a UK and Scottish level, both in terms of the unprecedented short term economic impact and the risks that the recovery may not be as immediate and may take longer than first envisaged with risk of longer term economic damage and scarring.
- In such a scenario, there remains the risk that revision to national level financial plans will not be restricted to merely financially accommodating, through for example additional unplanned borrowing, all of the significant spending that has been committed to by both Governments. There is a reasonable prospect that a revision process will involve a degree of re-prioritisation of spending as part of adjusting the 2020/21 budget and wider medium term financial plans. In such a scenario there is a material risk that this will result in direct implications for the Council's budget for 2020/21 and in addition impact, possibly substantially, on the Council's medium term financial outlook.

In this uncertain and rapidly developing national financial context, and the severity of the local position following the Cabinet Secretary's letter of 26th May there is a need for the Council to begin now to pro-actively progress developing a revised and responsive financial strategy to ensure the Council is able first and foremost to focus on maintaining financial stability in 2020/21. This will be a complex process, with limited clarity expected until firm announcements are made by the respective Governments later in the year.

Notwithstanding, it would be recommended that the Strategic Recovery Group begin to progress detailed preparatory work now and over the course of the summer to develop a range of key responses and options that will support the Council's considerations for a revised budget for 2020/21 and actions that will support a reframed longer term financial outlook. The objectives of the revised strategy will be to:

- Understand the implications, for local government in Scotland and the Council specifically, emerging from any revisions to the UK national budget and the confirmed summer revision to the Scottish Government budget that are announced over coming weeks and months.
- Support the Council to make financial decision post summer that are focused on securing financial stability in 2020/21 in response to the immediate financial implications that have emerged from Covid-19 and the changed financial context from that which existed when the 2020/21 budget was set.
- Support the managed adjustment of spending plans and redirection of financial resources to re-align them with revised priorities

identified by the Council as part of the Covid-19 response, and the phases of the recovery route map.

- Ensure the council's longer-term financial planning is appropriately adjusted and re-framed for what is likely to be a new phase of materially changed and uncertain financial outlook for public spending across the UK and Scotland.

10 Report Implications (Resource, Digital and Risk)

10.1 Resource

The report sets out a number of very significant financial implications for the Council in terms of its response to support individuals, families, businesses and communities deal with the effects of the pandemic. These implications are likely to fundamentally challenge the financial stability and sustainability of the Council in the short to medium term. Without further national government support or agreement on funding flexibilities significant and decisive action will be required by the Council over coming months to adjust the revenue and capital spending plans that were approved in February 2020.

10.2 Digital

Increased reliance and investment in digital solutions and digital first solutions will be a key element of future plans.

10.3 Risk

The report outlines risks to the financial position of the Council and therefore the ability of the Council to continue to deliver services in a financial sustainable manner.

10.4 Ensuring Equalities (if required a separate IIA must be completed)

As changes to existing plans are developed the assessment of the impact of these proposals in relation to their impact on equalities and human rights will be carried out. This will help to ensure wherever possible that there are no negative impacts on equality groups or potential for infringement of individuals' human rights from the any of the proposals.

10.5 Additional Report Implications

See Appendix A

Appendices

APPENDIX A – Report Implications

A.1 Key Priorities within the Single Midlothian Plan

The exiting financial plans support the delivery of the key priorities in the single Midlothian Plan. As the fuller impact on the Council of the pandemic are understood any changes in the availability and allocation of resources will need to be considered in parallel to the actions proposed to continue to delivery key priorities.

A.2 Key Drivers for Change

Key drivers addressed in this report:

- ☒ Holistic Working
- ☒ Hub and Spoke
- ☒ Modern
- ☒ Sustainable
- ☒ Transformational
- ☒ Preventative
- ☒ Asset-based
- ☒ Continuous Improvement
- ☒ One size fits one
- ☐ None of the above

A.3 Key Delivery Streams

Key delivery streams addressed in this report:

- ☒ One Council Working with you, for you
- ☒ Preventative and Sustainable
- ☒ Efficient and Modern
- ☒ Innovative and Ambitious
- ☐ None of the above

A.4 Delivering Best Value

The report does not directly impact on Delivering Best Value.

A.5 Involving Communities and Other Stakeholders

The development of the Medium Term Financial Strategy reflected a community consultation exercise carried out in 2019 which has also helped shape the drafting of the “Midlothian Promise” and the early development of the Council’s Longer Term Financial Strategy. As proposals are developed there will be a need for appropriate consultation.

In addition will continue to be engagement with the recognised Trade Unions on the financial position.

A.6 Impact on Performance and Outcomes

The Financial Strategy facilitates decision on how Council allocates and uses its available resources and as such has fundamental implications for service performance and outcomes. The impact of the pandemic will impact on the availability and allocation of resources in pursuit of key outcomes as set out in the Single Midlothian Plan for both the immediate and longer term and therefore the ability of the Council to continue to deliver services in a financial sustainable manner.

A.7 Adopting a Preventative Approach

Maintaining the effectiveness of the Financial Strategy will support the prioritisation of resources to support prevention.

A.8 Supporting Sustainable Development

There are no direct sustainability issues arising from this report and we will work to mitigate as far as feasible any sustainability issues which arise as a consequence of any of the changes to existing plans.

Appendix 1-3 financial tables

	£000s	Notes
Table 1 – immediate response costs		
Childcare for key workers	490	Cost expected to be met by EL&C specific grant flexibility
Supply teacher additional costs	300	Additional costs of supply teacher compensation over and above what would have been expected to be incurred to comply with national SNCT circular – initial estimate and requires review
Free school meals cash payments	165	Payments to Parents and Careers of Secondary pupils and Primary siblings in same household as well as Saltersgate. Met from Food Fund Allocation
Food & toiletries provision to vulnerable clients	353	Grants to Foodbanks and Community Groups. Partly met by Food Fund Allocation
Staff overtime/additional hours	45	Council wide based on costs estimated over 3 months – initial estimate prepared pre April payroll information
Staff PPE/cleaning	64	PPE for non IJB staff
ICT support	250	Rapid deployment of additional laptops, increased licenses, etc to facilitate greater home working- further costs expected
Other	90	Implementing social distancing measures on collection routes, plus increased household waste tonnage
Sub-total	1,763	

	£000s	Notes
Table 2 – income loss		
Sport & Leisure loss of income	1,110	Note covers the initial 3 months to June. Loss of income will continue beyond June and the needs assesment in light of the 21 May announcement
One Council services – fees and charges lost income	643	Wide range of sales, fees and charges loss due to lockdown arrangements eg letting, parking etc. Again only for period to June
Waste collection	157	Trade Waste and garden waste. Reintroduction of Garden waste will see income loss reduce bit overtime increase
Planning fees	255	
Lothian buses dividend	450	
Sub-total	2,615	

	£000s	Notes
Table 3 – savings from areas of reduced spend		
Reduced service provision – school meals	(191)	
Reduced service provision –other services	(165)	Predominantly energy savings
NDRI	(118)	Government reversed 1.6% increase which we had included in the 2020/21 budget
Sub-total	(474)	
Total additional costs (exc HSCP support)	3,904	

	Fund £000s	Notes
Table 4 – consequential costs		
Increase bad debts	170	For both sundry debt and previous years Council Tax recognised but not collected. At 31 3 2020 the Sundry Debt bad debt provision is £533,000 and Council Tax £19.976 million. Accordingly there is circ £1.200 million of Council Tax income recognised but not collected. Assuming 10% regression on Council Tax = £120,000. and an increase of 10% on sundry debt proviso = £50,000
Council Tax Band D buoyancy	300	As the fastest growing Council the 2020/21 reflected the additional Council tax income which would be generated from an increase in the number of properties liable for Council Tax. Lockdown and closure of the housing market has seen this buoyancy stagnate and for the period to June 2020 this is estimated to result in reduced income for the year of £300,000. The actual impact for the full year will be dependent on the housing market and building sites reopening and the extent to which developers seek to catch up on completions.
Council tax income – assumed loss 2020/21 based on circa 3% loss against budget	1,700	This remains significantly unpredictable and will take a number of months to become fully apparent. This estimated figure is in addition to the buoyancy impact and represents a doubling of the in-year non collection provision. Actual collection will ultimately be driven by the cumulative impact from a number of factors including: <ol style="list-style-type: none"> 1. Increased levels of CTR uptake reflecting increased eligibility flowing from higher unemployment levels. 2. Reduced in year collection rate reflecting financial difficulties experienced by liable parties along with the decision to temporarily suspended follow up activity. 3. The expectation of the need to increase the level of bad debt provision in closing the 2020/21 financial accounts to reflect the poorer recoverability of what will be a greater level of outstanding debt.
Delayed saving implementation 2020/21	3,137	Disruption and wider support arrangements required for Covid-19 will reduce significantly the council's ability to progress the MTFS and Midlothian's Change Programme. A detailed review of implementation will be required as the Covid-19 response over the coming months becomes clearer which may reduce this estimated delay in savings
consequential costs	5,307	
Overall Revenue Impact	9,211	

External funding confirmed to date

Table 1: Confirmed funding sources to support Council Services – Distribution confirmed	Purpose and uses of fund	Scotland-wide funding allocation £m	Midlothian allocation (where confirmed) £000	Notes
Hardship Fund	Barnett Consequentials of UK announcement to contribute to local authorities' own local resilience support and hardship plans; no associated reporting and to be deployed as councils see fit.	50.000	840	The main funding source against which the Council's non-Health and Social Care related additional costs and losses of income may be offset.
Local Government Barnett Consequentials	Barnet consequentials of UK funding to local authorities in England and Wales; commitment to pass on funding in full provided by Scottish Government Finance Secretary.	155.000	2,604	It has been confirmed this will be passed on to LG in Scotland and distribution agreed at COSLA Leaders 15/5/2020 Midlothian would expect to receive circa £2.6 million.
Food Fund	Support to organisations in the public, private and voluntary sectors to address issues of food insecurity, especially for older people, and families who may not be able to rely on free school meals.	30.000	446	Following agreement by COSLA Leaders, allocations of £30m of the fund (£15m for continuity in each of (i) FSM provision and (ii) food for vulnerable groups) have now been confirmed. It is anticipated that any direct costs of food distribution to vulnerable citizens as part of the "shielding" project will also be eligible for support.
Registration Services	To support additional costs of providing death registration services 7 days a week.	0.600	10	Funding distribution to be on the basis of population – exact amount tbc
		80.600	3,900	

Table 2: Confirmed funding sources to support Council Services – Undistributed				
Increased eligibility for Social Security Benefits and Council Tax Reduction Scheme	Supplementary funding to meet an anticipated increase in applications for the existing Council Tax Reduction Scheme and Scottish Social Security Benefits – no details have yet been released as to the split of the £50m between these two areas.	50.000	tbc	The element of the Fund provided in respect of CTRS remains to be confirmed and will be based on actual expenditure relative to existing funding provision
		205.000	tbc	

Table 3: Funding Administered and Deployed by Councils on behalf of the Scottish Government				
Business Support Fund	Targeted grants intend to help to protect jobs, prevent business closure and promote economic recovery. These complement other measures in place to support business, including the Coronavirus Job Retention Scheme.	1,188.000	11,360	80% of the total funding provided early April, a balancing payment will be made later in the year such that expenditure incurred and funding received should result in no net cost to councils. Figures shown is 80% funds actual allocated by SG
NDR Relief	100% relief in 2020/21 for retail, hospitality and tourism-based businesses.	950.000	TBC	The impact on Midlothian businesses will be confirmed once billing software has been adapted for these confirmed changes and revised billing produced for 2020/21.
Freezing of effective NDR poundage	Relief provided such that poundage maintained at 2019/20 levels.	50.000	TBC	
Hardship Fund for self-employed	The fund provides a one off £2,000 grant to newly self-employed individuals suffering hardship due to coronavirus and who fail to qualify for any existing UK or Scottish Government support measures	34.000	282	60% of the funding allocated to councils initially with the remainder held back to meet adjustments required to meet actual local demand.
Scottish Welfare Fund	Top-up of existing 2020/21 allocation to allow payment of additional Community Grants and Crisis Grants to those in immediate need, more than doubling the current level of the fund across Scotland; also includes sums to reflect relaxation of existing criteria to support those in “gig economy”.	45.000	326	Only £22m of the Scotland-wide funding has been allocated to date, based on the current SIMD-related methodology; the remaining £23m will be targeted to areas of greatest need, with distribution arrangements to be agreed. This funding is not available to offset council

				response costs. The Council has received £326,000 million from the initial £22 million distributed to date.
		2,267.000	11,968+	

Table 4: Funding distributed to other sectors to support Communities				
Food Fund	Set aside for a nationally procured programme to deliver food for those who are unable to leave their homes due to being at higher clinical risk, known as the shielded group.	30.000	n/a	
Food Fund	Set aside for investment in third sector organisations that are responding to food insecurity both at a national and local level.	10.000	n/a	
Third Sector Resilience Fund	Represents support to ensure the health and continued viability of the third sector organisations affected by cash flow and other problems, which have a key role to play in the overall national response.	20.000	n/a	
Wellbeing Fund	Support to charities and others who require additional capacity to work with at-risk people who may be worst affected by the crisis, including homeless people and those experiencing fuel poverty.	50.000	n/a	Funding will be provided directly to third sector.
Supporting Communities Fund	Funds used to support community efforts at a local level which will be vital to national resilience, including supporting people at risk because of age, isolation, carers, homeless people and asylum seekers and signposting people to sources of help such as applying for benefits.	40.000	n/a	Funding will be provided directly to community groups.
Unallocated Funding	Represents sums to be kept in reserve to allow swift and flexible responses to rapidly changing circumstances.	25.000	n/a	
		175.000	n/a	

Overall Total		2,727.600	15,868+	
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				As at 15/5/20		
Classification	Reference	Service Area	Description	Total Savings Target to 20/21	Anticipated Delivery in 20/21	Shortfall in Delivery in 20/21
2018/18 FYE	CW 4	Valuation Board	1% savings target	15,000	15,000	0
2018/18 FYE	CHS 2	Customer and Housing Services	Homelessness - Jarnac Court	62,500	0	62,500
2018/18 FYE	CO 1	Commercial Operations	Charge for bins and boxes	170,000	0	170,000
2018/18 FYE	PFM 5	Property and Facilities Management	Increasing the charging for school meals	120,000	40,000	80,000
2019/20 B2 - Transformation Programme	PFM 9	Entrepreneurial Council	Café Service Social Enterprise / Branding	40,000	10,000	30,000
2019/20 B2 - Transformation Programme	PFM 20	Entrepreneurial Council	Wrap around care provision - holiday club	75,000	0	75,000
2019/20 B2 - Transformation Programme	PFM 6	Shared Services	Catering Management	25,000	25,000	0
2019/20 B2 - Transformation Programme	CHS 4	Digital Lead	Libraries Service	100,000	100,000	0
2019/20 B2 - Transformation Programme	FISS 5	Workforce	Remove Regular Car Allowance	200,000	200,000	0
2019/20 B2 - Transformation Programme	FISS 6	Workforce	Remove the Car Lease Scheme	100,000	100,000	0
2019/20 C2 - Operational - February	ED 17C	Operational Costs	Reduction in PAVE Service	43,000	43,000	0
2019/20 C2 - Operational - February	ED 18	Operational Workforce	Remove the Management Information Officer Post LLE	21,000	21,000	0
2019/20 C2 - Operational - February	ED 20	Operational Workforce	Secondment temporary savings from LLE	46,000	46,000	0
2019/20 C2 - Operational - February	CE 7	Operational Workforce	Communities Team - Grade 8 Post	47,000	47,000	0
2019/20 C2 - Operational - February	CE 8	Operational Workforce	WRO post - Grade 9	53,000	53,000	0
2019/20 D5 - Education, Communities and Economy	WF 10	Policy Reductions	Reduce Central Education Management Staff	148,000	148,000	0
2019/20 D5 - Education, Communities and Economy	P 15	Policy Reductions	Re-design of Devolved School Management	361,000	361,000	0
2019/20 D5 - Education, Communities and Economy	WF 17A	Policy Reductions	LLE Service Reduction	67,000	67,000	0
2019/20 D5 - Education, Communities and Economy	F & C 19	Policy Reductions	Reduce Subsidy from School Lets	49,000		49,000
2019/20 D5 - Education, Communities and Economy	P 23	Policy Reductions	Reduction in the Psychological Service	70,000	70,000	0
2019/20 D5 - Education, Communities and Economy	P 27	Policy Reductions	Reduce LLE to only Statutory Provision	590,000	590,000	0
2019/20 D6 - Health and Social Care	P 6	Policy Reductions	Removal of Community Safety Team	180,000	180,000	0
2019/20 D7 - Resources	F & C 6	Policy Reductions	Introduce and / or increase car park charges	66,000	0	66,000
2019/20 D7 - Resources	ISS 18	Policy Reductions	Service Improvement Plans / Business Processes	250,000	100,000	150,000
2019/20 D7 - Resources	P 28	Policy Reductions	Cleaning non-Education Buildings reduced by 40%	65,000	0	65,000
2019/20 D7 - Resources	P 34	Policy Reductions	Sports Development - removal of Healthy Lifestyle Team	251,000	100,000	151,000
2019/20 D7 - Resources	P 37	Policy Reductions	Sport & Leisure Management Team	151,000	100,000	51,000
Bottom Up Review	CO 12	Bottom Up Review	Reduce Grass Cutting Standards	75,000	0	75,000
Bottom Up Review	CO 13	Bottom Up Review	Reduce Shrub Bed Maintenance	25,000	0	25,000
Undelivered 19/20 Efficiency Targets			Education (1920) / Others?	1,279,000	85,000	1,194,000
2019/20 and before savings still to complete				4,744,500	2,501,000	2,243,500
MTFS - Efficient and Modern	3	Council Wide	Senior Leadership Review	52,000	52,000	0
MTFS - Efficient and Modern	1	Place Directorate	Reduce Management Costs - 3rd and 4th Tiers	270,000	135,000	135,000
MTFS - Efficient and Modern	2	Council Wide	Reduce Management Costs - Automated and Digital	250,000	125,000	125,000
MTFS - Efficient and Modern	4	Council Wide	Digital First and Cashless Council	25,000	25,000	0
MTFS - Efficient and Modern	6	Childrens Services	Reduction of Early Intervention and Prevention Services	190,000	190,000	0
MTFS - Efficient and Modern	8	Council Wide	Digital Solutions	75,000	37,500	37,500
MTFS - Efficient and Modern	10	Council Wide	Digital Customers and Service Redesign	300,000	100,000	200,000

MTFS - Efficient and Modern	12 Education	Review DSM Allocations to Schools for Teachers and Absence Cover	1,022,000	300,000	722,000
MTFS - Efficient and Modern	16 Property and Facilities Management	Review Public Toilets	51,000	0	51,000
MTFS - Efficient and Modern	17 Property and Facilities Management	Reduce Cleaning in non-PPP Schools by 20%	167,000	0	167,000
MTFS - Efficient and Modern	19 Council Wide	Efficiency Savings target of 0.5%	804,000	500,000	304,000
MTFS - Innovative and Ambitious	24 Property and Facilities Management	Income Generation - Expand Catering / Function Service	30,000	0	30,000
MTFS - Innovative and Ambitious	28 Customer and Housing Services	Promotion of Wedding Services	20,000	0	20,000
MTFS - Innovative and Ambitious	30 MIJB	Reduced planned increase in resource allocation to MIJB	500,000	500,000	0
MTFS - One Council, Working with you, for you	36a Commercial Operations	Reduce Failure Demand - Waste	40,000	0	40,000
MTFS - One Council, Working with you, for you	38 Council Wide	Joint Working	500,000	250,000	250,000
MTFS - Preventative and Sustainable	40 Education	Grow Walking Buses and cycling schemes for 2-3 mile transport for secondary pupils	0	0	0
MTFS - Preventative and Sustainable	41 Education	Alternative Transport arrangements for ASL School Transport	30,000	0	30,000
MTFS - Preventative and Sustainable	42 Finance and ISS	Paperless Council - 30% reduction in print and copy volumes	90,000	90,000	0
MTFS - Preventative and Sustainable	43 Finance and ISS	Paperless Council - 30% reduction in central postage costs	45,000	45,000	0
2020/21 savings			4,461,000	2,349,500	2,111,500
		Risk Adjustment	-400,000	-400,000	0
			4,061,000	1,949,500	2,111,500
		Gross Total	8,805,500	4,450,500	4,355,000
		Previous years achived 70% (AS) (so reduce element recorded as COVID 19 in respect of 20/21 after risk adj)		-	1,218,000
		Slippage attributed to COVID 19 for COSLA Cost template			3,137,000

Midlothian Allotment and Food Growing Strategy 2020-30

Report by Kevin Anderson, Executive Director - Place

1 Recommendations

Council is recommended to:

- a) Approve the Midlothian Allotments and Food Growing Strategy 2020-30 and;
- b) Agree that the Midlothian Allotments and Food Growing Strategy 2020-30 will not have a significant environmental impact triggering the need for a formal Strategic Environmental Assessment; and
- c) Instruct the Executive Director - Place to undertake the required notification and advertisement advising that the Strategy will not have a significant environmental impact triggering the need for a formal Strategic Environmental Assessment.

2 Purpose of Report/Executive Summary

The purpose of this report is to seek Council's agreement to adopt the Midlothian Allotment and Food Growing Strategy 2020-30, by the Scottish Government's required deadline of April 2020.

2.1 Part 9 of the Community Empowerment (Scotland) Act 2015 (CESA 2015) places a duty on local authorities to publish a food growing strategy for its area by April 2020. The strategy must achieve the following objectives:

- a) Identify land for allotment sites and other areas of land that could be used by the community for food growing.
- b) Describe how we intend to increase provision of allotments and community food growing areas if there is an increase in demand.
- c) Explain how we will meet demand for new growing spaces in areas that experience socio-economic disadvantage.

2.2 There are a number of other administrative and operational duties placed on local authorities by Part 9 of the Act in respect of allotments and growing spaces not all of which are relevant to Midlothian at this time (See Appendix B).

- 2.3** In June 2019, the Scottish Government published guidance on how local authorities should undertake food growing strategies and this guidance has been followed.

Date: 02/06/2020

Report Contact: James Kinch

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3 Background

- 3.1** The Allotment and Food Growing Strategy 2020-30 (AFGS 2020-30) demonstrates how the council will deliver both the duties and the wider provisions contained within the Act in accordance with the Scottish Government's guidance on how to prepare such strategies.
- 3.2** The Strategy, and the implementation plan within it, have been written in consultation with the Allotment and Food Growing Steering Group, Growing Together Midlothian, Midlothian Food Alliance and members of the wider Community Planning Partnership. The strategy will be reviewed annually and a detailed review will be carried out after five years. The Allotment Strategy Steering Group will continue to monitor the strategy on an ongoing basis.
- 3.3** One of the most onerous requirements of the Act is the requirement to provide allotments close to where people live and that the number of people on the Allotment Waiting List must not be higher than 50% of the number of plots available. To meet this requirement, the Strategy cites the Midlothian Local Development Plan 2017 which indicates that developers may provide allotments in key large scale housing developments namely: at Bilston, Hopefield, Redheugh and Shawfair. It is anticipated that, if allotments are allocated at these sites, this should be sufficient to meet future demand under the terms of the Act.
- 3.4** The Act also requires that the Council identify other areas of land that could be used by "a community for the cultivation of vegetables, fruit, herbs or flowers". The Strategy includes an appendix listing potential open spaces within each settlement that could be used for community growing. Any proposals by local groups to use these spaces would be subject to an evaluation for suitability which would include consultation with relevant council departments and local elected members.
- 3.5** The Act stipulates that community growing spaces address issues of socio-economic disadvantage. The intended spread of allotments and community growing spaces across Midlothian proposed in the Strategy will improve access. Moreover, the development of community growing spaces by local groups will enable residents on low incomes to be involved in growing who might otherwise struggle with the cost of operating an allotment
- 3.6** The Strategy contains a number of actions for the Community Planning Partnership including Police Scotland, Scottish Fire and Rescue, NHS and Local Colleges. The Partnership has agreed both to promote, and make available, land for community growing.

- 3.7** The Strategy contains a number of other actions to ensure compliance with legislative requirements and to support other provisions contained within the Act. The Strategic Implementation Plan is contained in Appendix C.

4 Report Implications (Resource, Digital and Risk)

4.1 Resource

- 4.1.1** There are no resource implications resulting from the report at this stage. However the following financial issues may arise if new allotments are provided by developers:

- the council may be required to administer the allotments but this cost can be met from existing resources.
- there will be minor revenue cost for ongoing repairs and maintenance of the allotment site but this cost can be met from existing resources.

- 4.1.2** After 25-30 years perimeter security fencing around any emergent allotment sites will need to be replaced. The fencing type is modular and therefore could be done on a repair basis spreading the cost over 5-7 years approximately.

4.2 IT Issues

There are no IT issues consequent on this report.

4.3 Risk

The key risk is that the council does not comply with Part 9 of CESA15. The key duties and how they are being addressed to reduce risk is listed in the table below.

Section of CESA 15	Duty	Status	Risk
S.119	Preparation of food growing strategy by April 2020	Completed	Low
S.111	Maintain allotment waiting list	Ongoing standard procedure	Low
S.112	Provide allotments close to where people live	Provision planned in Strategy and Local Development Plan	Low
S.114	Provide access to all to allotments	Site design guide completed.	Low
S.115	Review Allotment Regulations	Completed	Low
S.120	Five Year Review of Allotment and Food Growing Strategy	Annual review and detailed review scheduled after five years	Low
S.121	Prepare annual allotments report and include financial breakdown.	Procedure in place and report template prepared for 2020.	Low

APPENDIX A – Report Implications

A.1 Key Priorities within the Single Midlothian Plan

Under the theme of Sustainable Growth, the Single Midlothian Plan 2019 identifies “investing in our people and our infrastructure in a sustainable way” as a key aim.

A.2 Key Drivers for Change

Key drivers addressed in this report:

- ☐ Holistic Working
- ☐ Hub and Spoke
- ☐ Modern
- ☐ Sustainable
- ☐ Transformational
- ☐ Preventative
- ☒ Asset-based
- ☐ Continuous Improvement
- ☐ One size fits one
- ☐ None of the above

A.3 Key Delivery Streams

Key delivery streams addressed in this report:

- ☒ One Council Working with you, for you
- ☒ Preventative and Sustainable
- ☐ Efficient and Modern
- ☐ Innovative and Ambitious
- ☐ None of the above

A.4 Delivering Best Value

The report does not directly impact on Delivering Best Value

A.5 Involving Communities and Other Stakeholders

Extensive consultation was undertaken on the draft Strategy. Key groups included the Midlothian Community Planning Partnership, local growing groups, allotment holders and applicants on the allotment waiting list for Deanburn in Penicuik.

The strategy was approved by the Community Planning Partnership Board on 16 January 2020.

In accordance with the Act, a review of this council’s allotment regulations was undertaken in December 2019 and a public notice was place in the Midlothian

Advertiser providing the public with opportunity to comment, however, no comments were received.

As required by the Environmental Assessment (Scotland) Act 2005, screening for likely significant environmental effects from the AFGS 2020-30 has been undertaken with the consultation authorities; Scottish Environment Protection Agency, Scottish Natural Heritage and Historic Environment Scotland. The consultation authorities agree with the Council's opinion that no such effects are likely.

The Council is now in a position to make a formal determination that no significant environmental effects are likely, thereby exempting the AFGS 2020-30 from any requirement for Strategic Environmental Assessment ('SEA').

The AFGS 2020-30 cannot be considered adopted until such a determination has taken place. The determination requires to be advertised in a local paper within 14 days of approval and copied to the consultation authorities.

A.6 Impact on Performance and Outcomes

Part 9 of the Community Empowerment (Scotland) Act 2015 is legislative and therefore the duties that are applicable to Midlothian Council must, where required, be implemented.

A.7 Adopting a Preventative Approach

By providing potential sites for allotments and community growing spaces opportunities will arise for improving: health and well-being; place and community; skills, learning and volunteering.

A.8 Supporting Sustainable Development

The Strategy will support opportunities for food growing, ensuring people have continued and improved opportunities for healthy living.

A.9 Ensuring Equalities

The strategy was subject to an Equalities Impact Assessment and Integrated Impact Assessment.

APPENDIX B

Part 9 of the Community Empowerment (Scotland) Act 2015 replaces the provisions within the Allotments (Scotland) Acts 1892, 1922 and 1950, which are repealed in their entirety.

Below is a summary of the key duties and powers drawn from Part 9 of the Act that apply to local authorities in respect of allotments and community growing spaces.

Section of CESA 15	Summary of Key Duties and Powers
S. 109 (4)	Provide access to and/or information about sites to disabled applicants
S.110	Offer allotments plots of no less than 250m ² unless specified by the applicant
S.111	Maintain an Allotment Waiting List
S.112	Provide allotments close to where people live (guidance indicates within 3 miles)
S.112 (1a)	Provide new allotments if the waiting list exceeds 50% of the total number of plots
S.112 (1b)	Provide new allotments if person is on Allotment Waiting List more than five years
S.114	Local authority must provide reasonable access to allotment tenants
S.115	New regulations must be prepared to accord with terms of the Act
S.116	Further provision on approval of regulations
S.117	Scottish Ministers to approve disposal of Council-owned allotment sites
S.118	Scottish Ministers to approve disposal of leased Council-owned allotment sites
S.119	Preparation of food growing strategy by April 2020
S.120	Food growing strategy to be published on website and reviewed after five years
S.121	Prepare annual allotments report and include financial breakdown
S.122	Power to remove unauthorised buildings from allotment sites
S.123	Power to delegate management of allotment sites
S.124 (1a)	Power to incur expenditure in promotion of allotments
S.124 (1b)	Power to incur expenditure for training for allotment holders and potential tenants
S.125	Requirement to provide free meeting space for allotment tenant groups
S.126	Requirements for termination of tenant's allotment leases
S.127	Procedures for resumption of allotment or allotment site by local authority
S.128	Procedures for notice of termination of allotment: sublease by local authority
S.129	Procedures for notice of termination: sublease by allotment association etc
S.130	Procedure for prohibition against assignation or subletting
S.131	Requirement to allow tenants to sell surplus produce
S.132	Arrangements for removal of items from allotment by tenant
S.133	Arrangements over compensation for disturbance to allotment tenant(s)
S.134	Procedure for compensation by tenant of allowing plot to deteriorate
S.135	Procedure for compensation to tenant for loss of crops
S.136	Procedure for set-off of compensation to tenant by local authority
S.137	Local authority must have due regard to published guidance in connection with Part 9 of the Act

Implementation Plan from the Midlothian Allotment and Food Growing Strategy 2020-2030

Action Number	Allotment and Food Growing Implementation Plan 2020-30						Ownership
	Actions	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Team
1	Include Provision of Allotments and Growing Spaces in Local Development Plan	2020 Onwards	Sites identified in Local Development Plan 2017	4 No. sites Identified in Local Plan	0	New target	Planning
3	Ensure Design and Location of Allotments is Compliant with Equalities Act, Meets Best Design Principles and is Suitable for Growing Food	2020	Design compliant when developer completes works	No sites fail standards	0	New Target	Land & Countryside Services
4	Prepare Allotment Plot Design Guide	2022	Production of design guidance	Design Guide contained in strategy document	1	New target	Land & Countryside Services
5	Undertake local consultation when new allotment sites are planned and advertise opportunity for plots to surrounding community	N/A	Consultation to be undertaken by developer and/or council before construction	Each site has a record of community engagement process and feedback is	0	New target	Land & Countryside Services

Action Number	Allotment and Food Growing Implementation Plan 2020-30						Ownership
	Actions	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Team
				seen to have been used			Planning Developer
6	Prepare biodiversity gardening leaflet for issue to new plotholders	2021	Distribute to all existing and new plotholders	1 leaflet prepared and number issued recorded	0	New target	Land & Countryside Services Business Support
7	Review of Waiting List Procedures to Ensure Compliance with CESA15	2020	Procedure approved	To have reviewed and updated 1st procedure document by June 2020	0	New target	Land & Countryside Services
8	Undertake Quarterly Reporting On Allotment Waiting List Times and Numbers to Monitor Risk of Breach of Statutory Thresholds	2020 onwards	Business Support to provide Land & Countryside Services with list of quarterly list of waiting times and alerts for any potential or actual breach of allotment provision under CESA15	1 waiting list with and information on potential breaches to be produced quarterly	0	New target	Business Support

Action Number	Allotment and Food Growing Implementation Plan 2020-30						Ownership
	Actions	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Team
9	Undertake Review of Allotment Regulations to Ensure Compliance with CESA 15	2020	Review Allotment Regulation in advance of March 2020	1st Review completed and published	0	New target	Land & Countryside Services
10	Prepare Plan for Consultation on Regulations	2020	Allotment Regulations to be consulted with key stakeholders and approved by Council	Regulations approved by March 2020	0	New target	Land & Countryside Services
11	Provide advice to emergent allotment associations on different models for involvement	Ongoing	Advice given as required	Record of advice given kept of instances of advice in year 1	0	New target	Land & Countryside Services
12	Midlothian Council to Identify Sites for Potential Use by Community Growing and Prepare Location Plan	March 2020	List of sites to be prepared.	Location plan completed and available on Council website	0	New target	Land & Countryside Services Planning

Action Number	Allotment and Food Growing Implementation Plan 2020-30						Ownership
	Actions	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Team
13	Community Planning Partnership (CPP) Partners including NHS, Police Scotland, Scottish Fire and Rescue, Edinburgh College, University of Edinburgh agree to make land on their estates available for community growing.	2022	List of potential sites from partnership to be prepared.	Location plan completed and available on CPP Facebook page and partners websites	0	New target	CPP
14	CPP Board to actively promote available land on their Estate for community growing in support of this strategy.	2022	Web page to be prepared on Council website with links to partners websites	1 Web page and links in place by March 2022	0	New target	CPP
15	CPP Board will issue guidance for groups who wish to undertake growing projects on their estate	2022	Guidance to be prepared and uploaded to website	Guidance available by March 2022	0	New target	CPP
16	CPP Board to actively promote benefits of community growing on website and link to land availability	2022	Web page as per Action 14 to promote benefits and list land available on their land.	Number of hits recorded on web page	0	New target	CPP
17	TSI to provide one to one support and networking opportunities to local community groups who are developing growing projects in Midlothian.	2020-2030	MVA to offer options for support	Number of instances of support delivered to be recorded	Insert Current number	New target	Midlothian Voluntary Action
18	The Midlothian Food Alliance and Growing Together Midlothian to work in partnership to support local communities and projects; increasing	ongoing	Report on partnership working: events, meetings, programmes of work	Sustainable and effective projects: increasing in	1	New target	Midlothian Food Alliance and Growing Together Midlothian

Action Number	Allotment and Food Growing Implementation Plan 2020-30						Ownership
	Actions	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Team
	communicating and promoting best practice			number and size			
19	TSI to collaborate with Social Farms and Gardens Scotland to seek funding to create and support a network of volunteer local growing champions who will act as advocates for community growing in Midlothian	2021	Funding application to be prepared and submitted.	1 funding bid per year	0	New target	Midlothian Voluntary Action
20	CPP will adopt and disseminate guide for community growing schemes that can be used in neighbourhoods and new housing estates.	2022	Guide as per Action 16 to be distributed to Community Council areas	Local area guides to sites and processes for adoption by March 2022	0	New target	CPP



EXECUTIVE SUMMARY

Midlothian's First Allotment and Food Growing Strategy for Midlothian 2020 – 2030



CONTENTS

Midlothian's First Allotment and Food Growing Strategy for Midlothian 2020 – 2030

1. Introduction
2. Impacts and Benefits of Community Food Growing
3. Legislative Context for Growing Spaces
4. Policy Context
5. Allotments and Community Food Growing in Midlothian
6. Objectives and Actions for Allotment Provision
7. Objectives and Actions for Community Growing Spaces
8. Implementation
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WHERE ARE WE NOW?

1. INTRODUCTION

The Community Empowerment (Scotland) Act 2015 (CESA 2015) places a duty on local authorities to publish a food growing strategy for its area. The strategy must achieve the following objectives:

- a) Identify land for allotment sites and other areas of land that could be used by the community for food growing.
- b) Describe how we intend to increase provision of allotments and community food growing areas if there is an increase in demand.
- c) How we will address demand for new growing spaces in areas that experience socio-economic disadvantage.

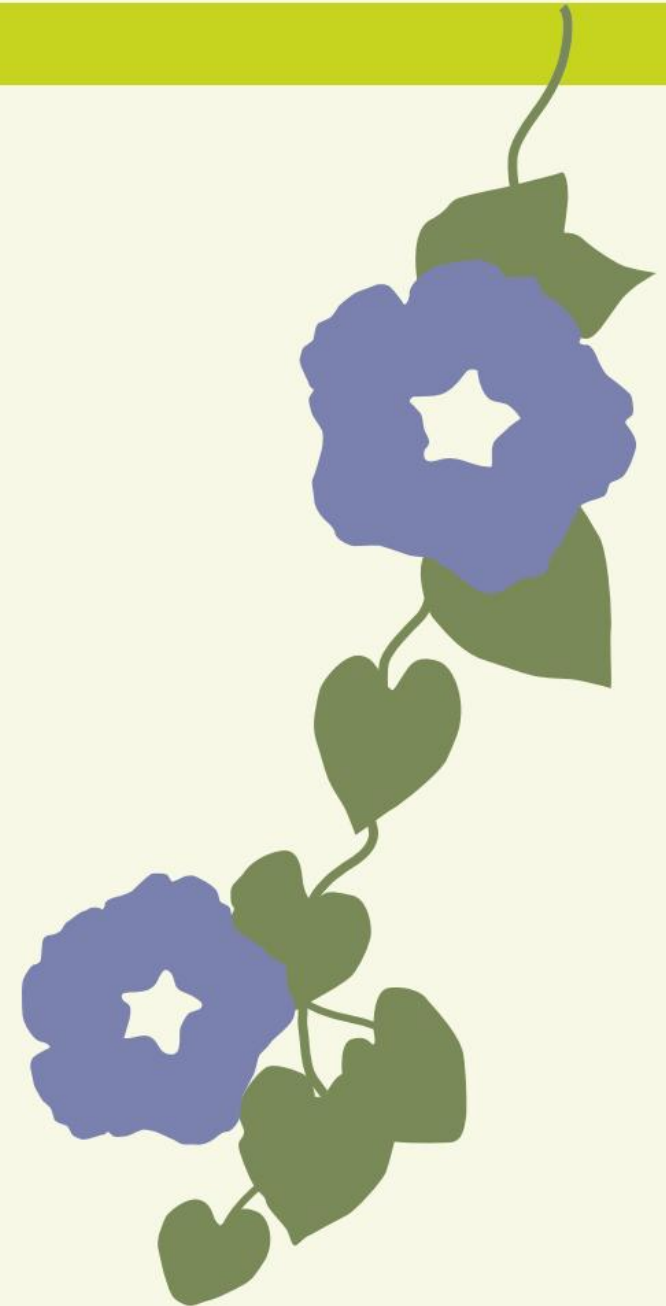
Scottish Government research and advice demonstrates that food growing provides opportunities for a **healthy lifestyle, sustainably and in a socially inclusive environment**.

The **physical and mental well-being benefits** from growing food are now well documented while supporting family budgets for people on low incomes.

The strategy also aims to set out the council's wider duties under the act including new legislation in respect of the council's management of allotments and approaches to the issue of food growing in the area more widely.

Midlothian, at the time of writing, is the fastest growing area in Scotland in terms of population (See Appendix1). This strategy seeks to provide opportunities for people to grow food for the benefit of family, friends and communities and, to develop the potential of supplying a local food chain for social and commercial uses as well as providing green areas for biodiversity.

This strategy and the implementation plan within it have been written in conjunction with the Allotment and Food Growing Steering Group, Growing Together Midlothian, Midlothian Food Alliance and members of the wider Community Planning Partnership. The strategy will be reviewed annually and a detailed review will be carried out after five years. The Allotment Strategy Steering Group will continue to monitor the strategy on an ongoing basis.





WHERE ARE WE NOW?

2. IMPACTS AND BENEFITS OF COMMUNITY FOOD GROWING

The Scottish Government provides comprehensive information and advice based on the latest research into the **benefits of food growing**. Below are some of the likely impacts and benefits to Midlothian resulting from a step change in community growing.

2.1 Health

People growing their own food will assist to provide improved diets. People acknowledge that they eat more healthily when they are involved in growing their own food¹.

Gardening activities can provide low-impact exercise and improve physical health. Many people find it easier to undertake this form of “occupational exercise” rather than more recognised forms of physical activity².

Growing plants can lower stress levels and offer mental health benefits particularly when situated within a supportive social environment. People in these conditions will often view the growing space as a “safe” space where they can relax and unwind from the stresses of other parts of their lives³.

2.2 Environmental

Community growing spaces can improve opportunities for wildlife to thrive. When these spaces are linked with other greenspaces, green corridors for wildlife can be created particularly if native hedging or pollinating shrubs are used in place of, or combined with, fencing⁴.

Community growing can mean enhanced space and habitat for wildlife. Planting to attract pollinators or companion planting on the grow-your-own site are simple but effective options to gardeners but there are many examples of positive steps taken on community growing sites to encourage biodiversity⁴.

The Pollinator Strategy for Scotland 2017-2027 sets out how Scotland can continue to be a place where pollinators thrive. Growing spaces will help to support

achieving the objectives of the plan.

Over the longer term, community growing has the potential to contribute to carbon reduction and environmental sustainability, by greening urban and semi-urban landscapes, reducing food miles, reducing packaging and food waste, and supporting sustainable agricultural practices. It also has a role in making people more aware of where their food comes from and can support behaviour change around food consumption. Community production is currently a very tiny part of our food economy, but championing and supporting local forms of growing can help support incremental change.

2.3 Economic

A 2011 social return on investment (SROI) study of community gardens has shown that for every £1 invested by funders, £3.56 of social value was returned. This study sought to measure benefits such as significant positive changes to stakeholders, including volunteers and local people, involved in or visiting community gardens⁵.

Community gardens and farms tend to spend grant money locally, through buying local goods and services, or by employing local people, and on occasions secure funding to employ staff or to pay volunteers’ expenses and therefore may help to bring in jobs to a local area⁶.

2.4 Place and Community

Community growing has a powerful role in place making and regeneration. An aesthetically-pleasing, biologically-diverse green environment can dramatically improve the way people feel about the place where they live. In both new and existing communities, community growing can give local residents a space and a shared activity through

which to build relationships and social capital.

A sense of community and fellowship can be fostered when people participate in food growing activities⁷. By creating social cohesion people feel that they can affect their local place to produce healthy food for friends, family, fellow growers and the wider community.

Access to community growing spaces can help to encourage more vulnerable people to get involved in local food-growing, and many growing spaces can evidence a reduction in isolation and loneliness for those taking part, for example through organised social activities such as dances and barbeques that occur periodically.

Community growing spaces can offer volunteering opportunities, events and festivals throughout the year⁸.

2.5 Skills, Learning and Volunteering

Food growing spaces provide a learning environment, where young and old can learn about a wide range of topics, including: skills to grow your own; food origins; cookery; climatology; biodiversity; recycling.

One of the eight Curriculum for Excellence areas allows children to learn about health and wellbeing matters to ensure that they acquire skills to live healthy, happy lives⁹.

Community gardening and growing are popular activities for people seeking to volunteer within their communities. Volunteering provides people with learning opportunities, a way to build their employability, a place to interact socially with others, and also mental and physical health benefits.



WHERE ARE WE NOW?

3. LEGISLATIVE CONTEXT FOR GROWING SPACES

3.1 Community Empowerment (Scotland) Act 2015 - Allotments

The key legislation affecting allotments is the **Community Empowerment (Scotland) Act 2015** which came into force on 17 June 2015. Section 9 of the Act attempts to simplify the law regarding allotments.

The key duties of the Act are that Local Authorities must:

- Seek permission from Scottish Ministers before they sell off land used for allotments or re-purpose such sites
- Report on their allotment provision annually
- Enforce regulations governing the use of council-owned allotments

The provisions of the 2015 Act relating to allotments seek to:

- Increase the number of allotments
- Increase the amount of land made available to communities to grow their own food
- Make it easier for communities to take over land for allotments and other “Grow Your Own” purposes
- Update and simplify existing allotments legislation

The main areas of new policy concerning the management of allotments include:

- The formal definition of an allotment
- A duty on local authorities to hold and maintain allotment waiting lists
- A duty on local authorities to provide allotments and to keep waiting lists below a set target
- A duty for local authorities to publish an annual report and produce a food growing strategy
- A duty for local authorities to produce new allotment regulations
- Protection of allotment sites from closure
- Allowing the sale of surplus produce

The Act places a duty on local authorities to provide allotment sites and in this respect is similar to the legislation it replaces. These allotment sites will be provided principally to people on the allotments waiting list. Allotment provision is demand led and the waiting list will record all those who want to let an allotment plot. The Act replaces the provisions within the Allotments (Scotland) Acts 1892, 1922 and 1950, which are repealed in their entirety.

3.2 Community Empowerment (Scotland) Act 2015 – Growing Spaces

In addition to the specific duty for the provision of allotments, CESA 15 gives community organisations, which may include growing groups, a range of new rights with regard to assets including land and buildings, and participation in the improvement, design and delivery of public services.

Part 3 of the Act allows community bodies to request to participate in the planning, improvement and delivery of public services. This may, for example, concern the use of lands in public ownership.

Part 4 extends the community’s right to buy land in public or private ownership from rural areas to all parts of Scotland. This enables appropriately-constituted and representative community bodies the first chance to buy land that the owner has decided to sell, or in some cases to force the sale of land that has been abandoned or neglected by its owner.

Part 5 creates the right for community organisations to request the transfer (through sale, lease or gift) of publically-owned assets (building or land). All public bodies are required to hold a register of assets and make this publically available.

The responsibility of the local authority iterated in Part 9 of CESA is in respect of growing spaces for communities is that the local authority must prepare a food growing strategy which should identify land within its area for the community to grow vegetables, fruit, herbs or flowers.



WHERE ARE WE NOW?

4 POLICY CONTEXT

The benefits of food growing outlined in Section 2 are supported by a range of policies that assist local authorities and local communities in delivering suitable environments for allotments and local community initiatives.

4.1 Midlothian Single Plan/Midlothian Community Planning Partnership

The Community planning partnership is one of the key drivers for shaping improvement to local communities in Midlothian. The **Single Plan** which has a three year cycle is signed up to by communities, the public and third sector bodies. The Single Plan has three clear top priorities for the partnership which are:

- Reducing the gap in learning outcomes
- Reducing the gap in health outcomes
- Reducing the gap in economic circumstances

This food and growing strategy will contribute to these top priorities and, specifically to the following wider outcomes:

- People are able to improve their own health and wellbeing and live in good health for longer
- Our communities take a positive role in shaping their future
- There is a reduction in inequality in health outcomes
- Citizens are engaged with service development and delivery
- Environmental limits are better respected, in relation to waste, transport, climate change and biodiversity
- Midlothian is an attractive place to live work and invest in

4.2 Scottish Planning Policy (2014)

This national policy seeks to make efficient use of land to deliver long-term benefits for the public while protecting and enhancing natural and cultural resources. Allotments and community growing spaces are part of the provisions towards the green network and will deliver healthier and flourishing local communities.

4.3 Midlothian Local Development Plan (2017)

Midlothian has a rapidly expanding population and providing places to grow becomes a priority if the council is to meet its duties for provision under CESA 15. To address this masterplans for large scale developments including Shawfair, Hopefield, Redheugh and Bilston will encourage the provision of allotments and community growing spaces.

4.4 Midlothian Open Space Strategy (2012)

The strategy is being rewritten and will be published in 2021. It will identify allotments as key open space within the overall provision. Due to the obligations under CESA 15, allotments and growing spaces will have a more important role in the new plan.

4.5 Midlothian Green Network Supplementary Guidance (2018)

Allotments and community growing spaces are an important feature of creating well-connected green spaces across the area. The green network will help to support off-road cycling and walking routes that connect key greenspaces such as allotments.

4.6 Scottish Allotment and Gardens Society (SAGS)

SAGS provide detailed guidance on all aspects of good **allotment site design** and have been instrumental in shaping **Part 9 of CESA 15** which relates to allotments and growing spaces.

4.7 Midlothian Community Planning Partnership Draft Food Statement

The Partnership will issue a statement on food growing in the emergent Single Plan 2020. The draft statement is:

"Midlothian residents have access to healthy affordable food and skills to grow and cook this. Produced both as sustainably and as close to the point of use as possible; and access to land on which to grow their own food either at home, in community gardens, civic planting, allotments or smallholdings. Local producers are valued. Links between communities, local producers and farmers are encouraged to help strengthen the Midlothian food economy, providing local employment, training and volunteering opportunities"



WHERE ARE WE NOW?

5 ALLOTMENTS AND FOOD GROWING IN MIDLOTHIAN

5.1 Deanburn Allotments in Penicuik

There is currently one council-owned allotment site in Midlothian which is located at Deanburn in Penicuik. The site has 12 full plots (ca 160m²) and 28 half-plots. For the last ten years only half-plots have been allocated to those on the allotment waiting list and it is likely that eventually the site will comprise nearly all half plots.

Midlothian Council administers the waiting list while managing and maintaining the site in partnership with the Deanburn Allotments Association whose purpose is, among other things, to streamline communications with the council. The association is also involved in plot inspections and undertakes various other tasks and projects that support plotholders and improve the running of the site.

The Council has regulations governing the plots which cover the basic do's and don'ts. There is a lease which plotholders are asked to sign and make payment before taking on a plot. The agreement is signed and payment made annually, and in advance, by plotholders who wish to retain their plot. The regulations and lease also provide a framework for sending improvement notices and termination of the tenancy following failure to properly cultivate and maintain a person's plot.

Over 81% of plotholders live in the Penicuik area with the remaining plotholders coming from Loanhead and Roslin with one each from Bonnyrigg and Lasswade. This indicates that the allotments are serving a population in the west of Midlothian.

Over the last 5 years the price of a plot has quadrupled. It was felt that plotholders were not growing food for reasons of poverty but for other reasons such as a healthy

lifestyle, a place to meet and knowing where vegetables come from. It was not felt that the plot price was a significant factor when choosing to have an allotment. The number of plotholders leaving the site following the price increases was negligible.

Full Plot £97.90/pa
Half Plot £47.85/pa

5.2 Types of Community Growing

Community-based or collective growing activity happens in different forms. Large, formal community gardens that are open to all members of the public are relatively resource-intensive and can be difficult to sustain for smaller volunteer-led organisations. Throughout Midlothian, community growing also takes place in the grounds of churches and public-sector buildings, schools and nurseries, small beds within public green spaces or parks, and properties owned or leased by charities or social enterprises.

Throughout Scotland, it has proven difficult for small-scale community gardens to become sustainable social enterprises. It is very challenging to produce and sell enough food to cover operating costs. Community gardens do form important parts of larger social enterprises, for example, **Locavore** in Glasgow, but these are much bigger operations with diversified income streams.

5.3 Current Community Food Growing Projects

There has been an increasing level of interest in community growing, gardening and related food activities in Midlothian over recent years, as demonstrated by the numbers of local organisations, charities and social enterprises that seek Third Sector Interface support for development of these projects. There are several grass-roots, volunteer-led community growing operations throughout the county, and a smaller number of community gardens with some element of staffing support. The staffed projects tend to be projects belonging to larger charities, development trusts or social enterprises.

Levels of financial investment to start and sustain community growing projects are low across the country. The sustainability of grass-roots gardens is a challenge, and for a variety of reasons including loss of funding and/or volunteers, some community gardens that had been established in the past have now ceased to exist or fallen into disuse.





WHERE ARE WE NOW?

5.4 Community Gardens

Established community gardens currently include:

- Cyrenians Midlothian Community Hospital Garden (Bonnyrigg)
- Glencorse Community Garden (Auchendinny)
- The Link Community Garden (Loanhead)
- Volunteer Midlothian garden Dalkeith Country Park

Newer gardens and growing operations include:

- Mayfield and Easthouses Development Trust (Mayfield Bowling Club)
- Gorebridge Development Trust garden (The Beacon, Gorebridge)
- Bilston Community Garden (by Bilston Primary School)
- Pathedible: small community orchard/beds (Pathhead)
- Bonnyrigg After School Club (by Woods Court, Bonnyrigg)

Food production levels across all of these vary seasonally and depending on investment and volunteer capacity (both in terms of time and expertise).

There are numerous other growing sites around Midlothian that are run by Third Sector organisations, social housing providers and schools/nurseries, with varying levels of activity and output.

5.5 Growing Together Midlothian Partnership

In 2017/18, Social Enterprise Alliance Midlothian (part of the Midlothian Third Sector Interface) collaborated with the Federation of City Farms and Community Gardens Scotland to support a new partnership of community growing groups in the area. This project, funded by the Scottish Government's Social Innovation Fund, sought to build a self-supporting network across all of the groups, so that they could share resources and expertise, and build sustainability through increased trading opportunities. Over a series of

meetings, community growers came together to identify their common aims and goals. These included:

1. Growing Community Growing – enabling our work, individually and together, to be more widespread, sustainable and successful.
2. Growing Community Enterprise – developing enterprises and income generation streams based around community growing, food and the environment.
3. Growing our Impact- through working more strategically, with strong partnerships in the third, private and public sectors.

Following the conclusion of the funded project, Growing Together Midlothian functions as a network of people and organisations who provide each other with peer-to-peer support and information, publicize each other's activities, and exchange knowledge. They engage with a variety of topics linked with community growing, including volunteering, community development, place-making, environment/climate and health. Through Growing Together Midlothian, community growers in Midlothian are now better linked both to each other and to local and national support bodies.

Growing Together Midlothian has an active Facebook page, maintained by the Third Sector Interface, and an information website. The project has brought a number of new growing groups into contact with the TSI and Social Farms and Gardens, and these are now accessing development support for their own operations. Relationships between the groups were built, and these continue to evolve in a range of ways.

5.6 Mapping Research

The Social Innovation Fund project included research to map the scale of community growing in Midlothian, as well as the motivations people have for getting involved, the types of activity within each project and the issues and challenges that projects face.

The research highlighted a number of key points:

- Food growing in itself is not the primary motivation for many of the volunteers or staff who informed the research. More people reported being motivated by the desire for increased social interaction and to improve their personal health and wellbeing.
- Participants feel that the greatest impacts of community growing are increased skills and learning and social inclusion. Increased production of local food ranked at the bottom of the list of impacts. This ~~is~~ suggests that the volume of food being produced remains small and that the process of community growing is currently of greater value than the product.
- As a result of the above, there is not yet a supply chain between local community-grown produce and retail or catering outlets.
- Securing the long-term sustainability of community gardens supported by grant funding is an ongoing challenge.
- To increase yield and sustainability, and to make an impact upon food poverty within Midlothian, the sector requires both community development support and hands-on horticultural expertise. Groups report that they have found it difficult to access the support they need or have not sought external support.
- Volunteers account for around 90% of the overall workforce within community growing projects in Midlothian.
- The greatest challenges that participants reported centred around difficulties with attracting/keeping volunteers or managing difficult ones, vandalism and theft and financial sustainability. Access to good quality land was seen to be less of a constraint than these issues.
- There are sometimes challenges posed by differing ambitions among volunteers.



WHERE DO WE WANT TO GET TO?

6 OBJECTIVES AND ACTIONS FOR ALLOTMENT PROVISION 2020-2030

6.1 Objective: Ensure adequate provision of allotments by assessing demand

Duties Under CESA15 to Meet Demand

The Community Empowerment Act requires that this council must ensure that:

- (a) the number of persons on the allotment waiting list is no more than one half of the total number of allotment plots owned and leased by the authority
- (b) a person entered on the waiting list does not remain on the list for a continuous period of more than 5 years.
- (c) the ~~council local~~ must take reasonable steps in regard to the desirability of making available allotments that are reasonably close to where people live.

Evaluating Future Allotment Demand

In terms of demographics there are in the region of 40,000 residential addresses in Midlothian. It is estimated, using GIS analytics, that around 1200 households do not have a garden, which equates to approximately 3% of residential dwellings. This means only a small percentage of Midlothian's residents may require an allotment based on access to garden ground.

The allotment waiting list for Deanburn currently stands at 5. With 28 half plots and 12 half plots, the average waiting time is around a year to eighteen months. For the last 5 years no-one has had to wait more than two years before being allocated a plot if they are prepared to take a plot at Deanburn. Only half plots are offered to those on the Waiting List.

The majority of those on the Waiting List live in the west side of Midlothian where access to Deanburn is closer. It is therefore understood that demand in the Penicuik area is being met. However, the council has not provided opportunities for

people to take up an allotment in other settlements. The Midlothian Council website only refers to the allotment site at Deanburn and therefore the real level of demand in other areas of the county cannot be easily assessed. If plots are demanded in areas other than Penicuik where there is currently no provision and we cannot provide plots we risk, under CESA 15, being in breach of the legislation.

It is also worth considering the nature of the demand. At least 85% of allotment holders have garden ground associated with their property. This means that it is unlikely that the reasons for people wishing to grow their own food is for reasons of poverty. It is likely therefore that allotmenting in Midlothian is largely a recreational pursuit.

There is therefore no simple way to determine future demand and assumptions for future provision. However, a key driver for allotment provision will be compliance with the CESA 15, which requires allotments are located close to where people live.

Additionally, there is a requirement under CESA 15 that all new plots will be no less than 250m² unless specified by the person requesting the allotment. This size of plot was rejected by most local authorities as being too large for all but the most zealous allotmenters. A consequence of this decision is that planners, house builders, developers and the council more widely must set-aside considerable areas of ground in order to create only few allotment plots at a given location which may impact detrimentally on the Council's ability to meet future demand.

It would be reasonable to assume that in the future the Council should consider having allotment sites in the east, south, central, and north parts of the council area in order to that there reasonable access from most of the urban settlements.

Meeting Demand Through New Housing Development

One of the key opportunities for the creation of new allotment sites will be as a consequence of new development. Masterplans for large scale developments including Shawfair, Hopefield, Redheugh and Bilston will give consideration to the provision of allotments. These locations, if they provide allotments, will give a good geographical spread across the council area. They will also provide allotments closer to where people live and, in particular, enable more people living in areas where there are socio-economic disadvantages better access to allotments than is currently the case.

Action 1: Include Provision of Allotments and Growing Spaces in Local Development Plan

Meeting Demand Through Council-owned Land Allocation

The Council has also searched for potential land on its existing estate. The search has yielded limited results. There are very few sites where allotments would be suitable. Further to this, the large size of individual plots required under CESA 15 means that the opportunity cost of land for allotments becomes largely unviable when only, for example, four plots can be accommodated and where the cost of construction will run into many tens of thousands of pounds.

Action 2: Produce List of Potential Sites for Allotments on Council-Owned Land



WHERE DO WE WANT TO GET TO?

6.2 Objective: Ensure New Allotments are Suitably Designed and Constructed

Design

Proposed allotment sites need to have more facilities than is the case with the existing site at Deanburn. It is critical therefore that the design of new allotments is fit for purpose and meets the council's obligations under equalities legislation for suitable accessibility.

A vital consideration in the location of sites will be to ensure the land being proposed is not contaminated. There is a recognised system for assessing whether land is suitable for growing foodstuff and is detailed in the Scottish Government Statutory Guidance. An environmental risk assess will normally be required which may include soil sampling and evaluation by a competent expert. Allied to the ground health will be the soil which must be analysed to ensure that it has the appropriate qualities for growing crops.

While plotholders are likely to prioritise access, good infrastructure and site security, the general public will prefer a design that creates an asset for the whole community and that is sensitive to the quality of the local landscape.

This is particularly important when it comes to security fencing or other boundary treatments which can be very conspicuous in new developments. Green weldmesh fencing augmented by judicious screening with shrubs has been used successfully at a number of facilities in order to create a more integrated and attractive boundary treatment.

While there are sound environmental reasons for encouraging access to the allotment on foot or bicycle, there will need to be vehicle access and parking for the benefit of plotholders with restricted mobility, and to enable deliveries of manure and other essentials.

Moreover, there will need to be consideration of issues such as toileting and power supply. The Scottish Allotments and Garden Society provides a very comprehensive [design guide](#) for the development and construction of allotments.

The planning and design of new allotments is therefore required to consider:

Ownership	Location & setting	Toilets
Landscaping	Accessibility	Parking
Number of plots,	Security,	Storage
Soils	Services	

Action 3 Ensure Design and Location of Allotments is Compliant with Equalities Act, Meets Best Design Principles and is Suitable for Growing Food Where Practicable. (See Appendix 3)

6.3 Objective: Allotment Plots Designed to Alter Size to Suit Customer's Needs

Plot Size

It is anticipated that the 250m² threshold size will be far too large for most users. Efforts will be made to design plots that are flexible so that a quarter (ca. 62.5m²) a half (ca. 125 m²) and three quarters (ca. 187.5m²) of the full size are available to those on the Waiting List. This is because it is the experience of this authority that most users cannot manage and maintain a plot of 250m².

This mean that the design of individual plots with an allotment must have the flexibility to offer smaller sizes of plot.

Action 4: Prepare Plot Design Guide

6.4 Objective: Ensure New Allotments Plots are Allocated Fairly and Support Local Need

Local Plots for Local People

When a potential area for a new allotment site is identified a consultation exercise will be undertaken. Local people will be encouraged to register for allotment plots and support development.

Action 5: Undertake Local Consultation When New Allotment Sites Are Planned and Advertise Opportunity for Plots to Surrounding Community

6.5 Objective: Ensuring Biodiversity is Promoted on Allotment Sites

Biodiversity

Although the primary purpose of allotment sites is to grow food they offer many other benefits and their contribution to supporting wildlife in urban areas can be significant. They form some of the best habitat mosaics and wildlife corridors, often linking up with parks, tracks, hedgerows and other greenspaces.

There are opportunities to improve biodiversity of an allotment site through suitable management of plots that encourage wildlife and to support plotholders. To enhance biodiversity on allotments each new plotholder will be issued with a leaflet on how to encourage wildlife but not compromising cultivation and maintenance standards (See Appendix 3).

Action 6: Prepare biodiversity gardening leaflet for issue to new plotholders



WHERE DO WE WANT TO GET TO?

6.6 Objective: Allotment Waiting List Must be Actively Managed and Maintained

Management of Allotment Waiting List

CESA 15 requires the council manages and maintains and allotment waiting list. The council already pro-actively manages its list. In order for us to do this effectively customers are requested to provide up to date contact details and those on the waiting list are contacted annually to check that they still have an interest in obtaining a plot.

Action 7: Review of Waiting List Procedures to Ensure Compliance with CESA15

6.7 Objective: Waiting List Number Must Kept Below Statutory Thresholds

Waiting List Numbers

CESA 15 places a duty on local authorities to take reasonable steps to ensure that the number of people on the Waiting List is not more than one half of the total number of allotment plots owned by the authority and that a person entered on the list does not remain on it for a continuous period of more than 5 years.

Action 8: Undertake Quarterly Reporting On Allotment Waiting List Times and Numbers to Monitor Risk of Breach of Statutory Thresholds

6.8 Objective: Ensure Allotment Regulations Approved for Council Plots

Allotment Regulations

The council already has regulations but it has reviewed these to ensure that respective responsibilities of plotholder's and the council are clear. This will help facilitate the smooth running of the allotments – see Appendix 5.

A key part of the review addresses plots which do not meet the required standard of cultivation and

maintenance. Currently the allotment holder is sent an improvement letter and given 21 days to rectify. The result of unsatisfactory improvement will be a final warning letter with 14 days to rectify the plot. Failure to rectify will result in a termination letter being sent making the plot vacant within 7 days. CESA 15 simplifies this process by indicating that after a warning letter is issued a month will be given to rectify the plot and if, after 4 weeks, there is insufficient improvement the lease can be terminated.

If there are mitigating circumstances such as illness, then consideration can be given to introducing extension. If no action is taken a termination letter is sent.

Although there is an appeal process against the termination the review process will give consideration to the requirement for at least 3 other allotment holders to support the appeal.

Action 9: Undertake Review of Allotment Regulations to Ensure Compliance with CESA 15

6.9 Objective: Ensure Proper Consultation on Regulations Is Carried Out

Allotment Regulations Further Procedure

Under CESA 15, at least one month before making regulations, the council must place an advertisement in at least one newspaper giving notice of our intention to make regulations. This exercise was undertaken in December 2019.

A final draft of the new regulations is included in Appendix 5.

The review process will include the following stages:

Prepare draft regulations	Strategy group
Legal screening	Midlothian Council
Consultation on draft regulations	Strategy Group
Analysis of consultation	Strategy Group
Revision of regulations	Strategy Group
Approval and adoption of regulations	Midlothian Council

Action 10: Prepare for Consultation on Regulations

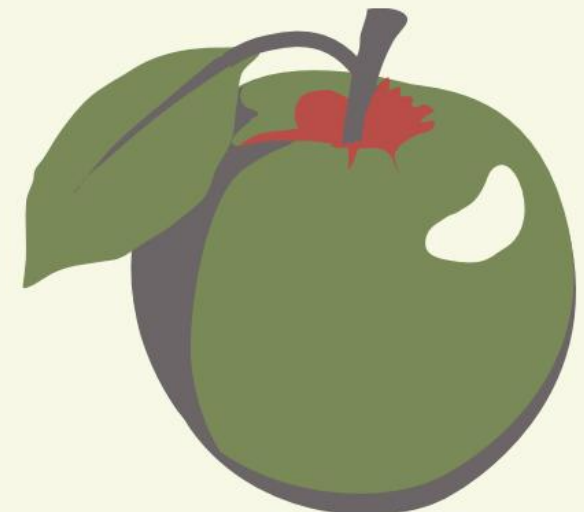
6.10 Objective: Management of Sites by Allotment Association

Management of Sites by Allotment Associations

To date the allotment association at Deanburn has been pro-active and assists with inspections and reporting issues to the council. It also sends email reminders to individuals when the condition of plots falls below the expected standard. This reduces the number of improvement notices the council has to send.

The council will be open to allotment committees and other legitimate bodies taking more responsibility for the management and maintenance of allotments where the public's access to such sites is safeguarded

Action 11: Provide advice to emergent allotment associations on different models for involvement





WHERE DO WE WANT TO GET TO?

6.11 Objective: Community Planning Partnership (CPP) to make land available for community growing

CPP Leadership for Community Growing

Demand for community growing land in Midlothian has varied over the last ten years. Demand is partly dependent on the level of grassroots activity. To date, requests to public bodies for community growing land have been on an ad-hoc basis.

However, in line with the principles of the CESA15 it is the role of all of Community Planning Partners to work collaboratively with community groups to enable sites in public ownership to be used for community growing. The types of land public bodies can offer to local groups might include:

- public parks and greenspaces
- school grounds
- land around health centres, police stations or other public buildings;
- vacant and derelict land
- town centre bedding areas

Given the potential demand for community growing sites, Midlothian Council now identified two potential sites in most of the key urban settlements including Newtongrange, Shawfair/Danderhall, Penicuik, Dalkeith, Bonnyrigg, Loanhead, Mayfield/Easthouses and Gorebridge. The smaller rural settlements such as Rosewell, Pathhead and Roslin one site has been identified in each for community growing – see Appendix 6.

Midlothian Development Plan has options to supply community growing spaces in major new housing

developments if allotments are not required thereby providing another route to meet demand if required. Community planning partners should follow good practice guidance set out by the Community Land Advisory Service (Scotland) when offering land to local groups.

It is a requirement of CESA 15 that community growing spaces address issues of socio-economic disadvantage. The three key settlements where there is socio-economic disadvantage as measured by the Scottish Indicators of Multiple Deprivation (SIMD) are in Dalkeith /Woodburn, Mayfield/ Easthouses and Gorebridge. There are also single datazones (areas of around 350 houses) in Loanhead and Poltonhall identified in the 2016 SIMD as facing difficulties. Council-owned growing spaces will be identified either within the areas of deprivation or close by where land suitability allows. Over 50% of Midlothian Households in poverty (measured by being in receipt of less than 50% of national average income after housing costs) are not in the SIMD identified areas, but spread across the settlements with higher concentrations of public sector tenancies and private rentals. The intended spread of allotments and community growing spaces across Midlothian will improve access. The development of community growing spaces will enable residents on low incomes to be involved in growing who might struggle with the cost of operating an allotment.

Action 12: Midlothian Council to Identify Sites for Potential Use by Community Growing and Prepare Location Plan

Action 13: CPP Partners including NHS, Police Scotland, Fire and Rescue, Edinburgh College and University of Edinburgh agree to make land on their estates available for community growing.

Action 14: CPP Board to actively promote available land on their estate for community growing in support of this strategy.

Action 15: CPP Board will issue guidance for groups who wish to undertake growing projects on their estate.

6.12 Objective: Community Planning Partnership to Promote Community Growing

Board to Champion Community Growing

The Community Planning Partnership recognises community growing as an activity that supports its key strategic objectives, supporting Midlothian's communities and achieving significant environmental benefits.

The Community Planning Partnership Board has a vital role to play not only in making land available but also as the lead in championing community growing.

The promotion of community growing to grass roots organisations will help to remove barriers to access land while at the same time raising awareness of the opportunities for local growing.

Action 16: CPP Board to actively promote benefits of community growing on website and link to land availability



WHERE DO WE WANT TO GET TO?

6.13 Objective: Provide Support to Local Growing Organisations

Support to Local Groups

Many groups who wish to undertake a growing project are embarking on the process for the first time. Midlothian Third Sector Interface (TSI) will provide one to one support for local groups in order to enable more success with the development and implementation, and will link groups with other national sources of support, such as Social Farms and Gardens Scotland

Action 17: TSI to provide one to one support and networking opportunities to local community groups who are developing growing projects in Midlothian.

6.14 Objective: Provide Support to Network of Growing Sites

Community Growing Networks

Growing Together Midlothian have identified there is potential to create a network of growing sites across Midlothian. These sites will create a biodiverse environment of edible and tasty sites (EATS) / landscapes' using under-used or derelict green spaces, including community orchards (native fruits), herbs, berries and wildflowers.

It was also identified that people need more access to the skills to grow in these spaces and therefore opportunities for people to learn are crucial to the development of the network.

Action 18 The Midlothian Food Alliance and Growing Together Midlothian to work in partnership to support local communities and projects; increasing communicating and promoting best practice

Action 19 TSI to collaborate with Social Farms and Gardens Scotland to seek funding to create and support a network of volunteer local growing champions who will act as advocates for community growing in Midlothian

6.15 Objective: Promote and Develop Different Types and Ways of Growing To Encourage Take Up

Promoting the Types of Growing Space and Different Ways of Growing Food

Growing Together Midlothian identified promotion and awareness raising as being integral to getting more people growing. There are many different **models for growing** ranging from allotments to community growing spaces through to orchards and edible hedgerows. (See Appendix 7)

By making the accessibility easier in terms of peoples knowledge and commitment required then it is felt the network will development more rapidly.

Action 20: CPP will adopt and disseminate guide for community growing schemes that can be used in neighbourhoods and new housing estates.





WHERE DO WE WANT TO GET TO?

7. Implementation Plan

Reference Code	Food and Growing action plan 2018-21						Ownership
	Actions	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Team
1	Include Provision of Allotments and Growing Spaces in Local Development Plan	2020 Onwards	Sites identified in Local Plan	4 sites Identified in Local Plan	0	New target	Planning
2	Ensure Design and Location of Allotments is Compliant with Equalities Act, Meets Best Design Principles and is Suitable for Growing Food	2020	Design compliant when developers complete works	No sites fail standards	0	New Target	L & C
3	Prepare Allotment Plot Design Guide	2022	Production of design guidance	Design Guide contained in strategy document	1	New target	L & C
4	Undertake local consultation when new allotment sites are planned and advertise opportunity for plots to surrounding community	N/A	Consultation to be undertaken by developer and/or council before construction	Each site has a record of community engagement process and feedback is seen to have been used	0	New target	L & C/ Planning Developer
5	Prepare biodiversity gardening leaflet for issue to new ploholders	2021	Distribute to all existing and new Ploholders	1 Leaflet prepared and number issued recorded	0	New target	L & C Business Support
6	Review of Waiting List Procedures to Ensure Compliance with CESA15	2020	Procedure approved	To have reviewed and updated 1 procedure document by June 2020	0	New target	L & C
7	Undertake Quarterly Reporting On Allotment Waiting List Times and Numbers to Monitor Risk of Breach of Statutory Thresholds	2020 onwards	Business Support to provide L & C with list of quarterly list of waiting times and Alerts for any potential or actual breach of allotment provision under CESA15	1 waiting list with and information on potential breaches to be produced quarterly	0	New target	Business Support
8	Undertake Review of Allotment Regulations to Ensure Compliance with CESA 15	2020	Review Allotment Regulation in advance of March 2020	1 Review completed and published	0	New target	
9	Prepare Plan for Consultation on Regulations	2020	Allotment Regulations to be consulted with key stakeholders and approved by Council	Regulations approved by March 2020	0	New target	L & C
10	Provide advice to emergent allotment associations on different models for involvement	Ongoing	Advice given as required	Record of advice given kept of instances of advice in year 1	0	New target	
11	Midlothian Council to Identify Sites for Potential Use by Community Growing and Prepare Location Plan	March 2020	List of sites to be prepared.	Location plan completed and available on Council website	0	New target	L & C Planning



WHERE DO WE WANT TO GET TO?

7. Implementation Plan continued...

Reference Code	Food and Growing action plan 2018-21						Ownership
	Actions	Due Date	Performance Indicator	Target	Baseline	Previous trend data	Team
12	CPP Partners including NHS, Police Scotland, Fire and Rescue, Edinburgh College, University of Edinburgh agree to make land on their estates available for community growing.	2022	List of potential sites from partnership to be prepared.	Location plan completed and available on CPP Facebook page and partners websites	0	New target	CPP
13	CPP Board to actively promote available land on their Estate for community growing in support of this strategy.	2022	Web page to be prepared on Council website with links to partners websites	1 Web page and links in place by March 2022	0	New target	CPP
14	CPP Board will issue guidance for groups who wish to undertake growing projects on their estate	2022	Guidance to be prepared and uploaded to website	Guidance available by March 2022	0	New target	CPP
15	CPP Board to actively promote benefits of community growing on website and link to land availability	2022	Web page as per Action 14 to promote benefits and list land available on their land.	Number of hits recorded on web page	0	New target	CPP
16	TSI to provide one to one support and networking opportunities to local community groups who are developing growing projects in Midlothian.	2020-2030	MVA to offer options for support	Number of instances of support delivered to be recorded	Insert Current number	New target	MVA
17	The Midlothian Food Alliance and Growing Together Midlothian to work in partnership to support local communities and projects; increasing communicating and promoting best practice	ongoing	Report on partnership working: events, meetings, programmes of work	Sustainable and effective projects: increasing in number and size		New target	MFA and GTM
18	TSI to collaborate with Social Farms and Gardens Scotland to seek funding to create and support a network of volunteer local growing champions who will act as advocates for community growing in Midlothian	2021	Funding application to be prepared and submitted	1 funding bid per year	0	New target	MVA
19	CPP will adopt and disseminate guide for community growing schemes that can be used in neighbourhoods and new housing estates.	2022	Guide as per Action 16 to be distributed to Community council areas	Local area guides to sites and processes for adoption by March 2022	0	New target	CPP



APPENDIX 1

PROFILE OF THE AREA

(A full annual data profile is available on the Council website 'Yourcommunity' pages at: www.midlothian.gov.uk/downloads/download/31/community_planning_structure_and_profile)

Midlothian is a small geographic area on the outskirts of the City of Edinburgh, characterised by small town and village settlements in a rural setting bounded by the Moorfoot and Pentland Hills at each side and bisected by the valleys of the rivers North and South Esk, which join in Dalkeith and flow to the Forth estuary at Musselburgh in East Lothian. The area has a history of agriculture and market gardens providing food for the Edinburgh urban population combined with heavy industry of mills and mines replaced gradually since the 1960s by increasing commuting settlement expansion to serve the Edinburgh labour market.

Midlothian's population in 2017 was estimated at 88,610 in the Mid-Year Populations estimates published by the National Records of Scotland (NRS), an increase of 5,423 on the Census 2011 estimate of 83,187, and a 6.51% increase on the 2001 Census record. Midlothian's population is growing. The most recent population projection predicts a population of 99,090 by 2027 (previously predicted as 93,672 by 2027). There is reason to believe due to planned development that the population will significantly exceed this prediction.

Overall, Midlothian has lower than Scottish average levels of social exclusion; however, geographic pockets of multiple deprivation remain, particularly in Dalkeith & Woodburn, Mayfield & Easthouses, and Gorebridge. In addition, two areas within Bonnyrigg and Loanhead also now emerging as areas of concern. Workers in Midlothian consistently earn less than the Scottish median earnings per week. Midlothian residents in 2015 earned on average £497.40 per week. This compares to the Scottish equivalent of £527.00.

It is estimated that there are at least 700 reasonably formal groups and organisations currently operating in Midlothian. This includes approximately 270 charities, plus local offshoots of national organisations. The Third Sector contributes hugely to local communities, e.g. supporting vulnerable people; providing services (both formal and informal); employing local people; purchasing local services and goods, and promoting social inclusion. 29% of the population currently volunteer each week in their community.



APPENDIX 2

Consultation and Stakeholder Engagement

COMMUNITY PLANNING BOARD

Alasdair Mathers, Midlothian Council	Grant McDougall, Skills Development Scotland
Alison McCallum, NHS Lothian	Jim Muirhead, Midlothian Council
Angus McCann, MIJB	Karen Leslie, Edinburgh Garrison HQ
Angus MacInnes, Police Scotland	Keith Barbour, The Business Partnership
Catherine Johnstone, Midlothian Council	Keith Fiskien, SEStran
Cathy Lailvaux, Midlothian Council	Kevin Anderson, Midlothian Council
Lieutenant Colonel Hugo Clark, Edinburgh Garrison HQ	Lesley Kelly, Midlothian Voluntary Action/Volunteer Midlothian
Dorothy Wright, Midlothian Council	Lothian Scottish Borders Command Support, Police Scotland
Elaine Morrison, Scottish Enterprise	Lynn Wilson, Midlothian Council
Frank Beattie, Scottish Enterprise	Malcolm Spaven, Federation of Community Council
Garry Clark, Federation of Small Businesses	Mary Smith, Midlothian Council
Gemma Gallacher, NHS Lothian	Michael Jeffrey, Edinburgh College
George Archibald, Chamber of Commerce	Morag Barrel , Midlothian Council
George Wilson, Midlothian Voluntary Action/Volunteer Midlothian	Penelope Curtis, Scottish Government
Gill Jardine, Department of Work and Pensions	Peter Smaill, Midlothian Council
Grace Vickers, Midlothian Council	Stephen Gourley, Fire Scotland

OTHER COMMUNITY AND GROWING ORGANISATIONS

Deanburn Allotments - waiting list and Deanburn Allotments ploholders



APPENDIX 3

Allotment and Food Growing Strategy 2020-30

Site and Plot Design Guide

Preamble

The design of allotments has moved on in the 40 years since the council's existing site at Deanburn was laid out. The Scottish Allotment and Gardens Society has prepared extensive guidance on the design of new allotments in its Scottish Allotments Design Guide. This appendix is a summary of the key requirements when proposing new allotment sites.

New allotment sites need to be designed to meet the needs of a range of individuals so that constraints on the opportunity to grow food are minimised. The design of new allotments must therefore be fit for purpose and must meet the council's obligations under Equalities legislation.

Ownership

Under normal circumstances, new allotment sites will be located on land owned by the council or, on land which is proposed for development by house-builders. In the strategy, the first of the new allotment sites will most likely be established by developers. Therefore agreements may need to be reached between the council with third parties regarding construction, management, maintenance and administration of the proposed site.

Site Location

A critical step when selecting a proposed site is to ensure it provides optimal conditions for growing food. An initial survey of the site should assess whether there are or, could in the future, be impediments to successful growth.

The site should not be near to tree plantations or hedge planting that overshadows plots within the allotment. The aspect of the site will best be south facing. A neutral

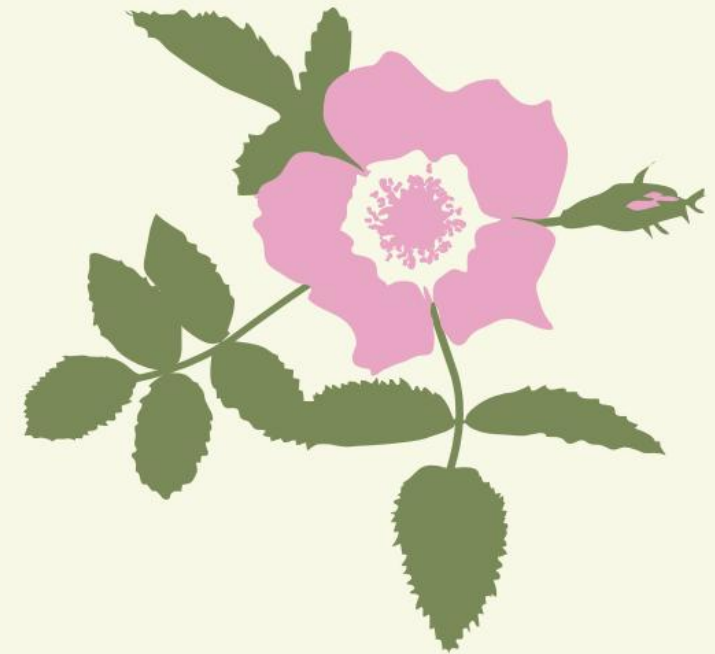
aspect will normally be fine but a north facing slope may not be acceptable. Drainage must be adequate and not waterlogged unless water mitigation measures are proposed.

The location of the site and the interior layout should be accessible to blue badge holders, wheelchair users and vehicles such as tractors for delivering materials.

The Community Empowerment (Scotland Act) Act 2015 Part 9 stipulates that those on allotment Waiting Lists must be offered a 250m² plot unless otherwise requested. Therefore the number of plots likely to be made available can be assessed using this size as a guide. See Figure 1 Indicative Allotment Layout below.

The location and size of site will also be determined by the requirement to provide:

- a secure communal storage unit such as wooden clad container accessible wheelchair users - the specific structure to be agreed with the council's planning service.
- a storage area near the site entrance to deposit materials such as manure and other bulky horticultural products required by plotholders and therefore space to manoeuvre vehicles such as a tractor to drop off these materials is essential.
- an adaptive plot with features such as raised beds should be located near the entrance when required.
- a 3m wide track through the site should vehicle and plant require access for maintenance purposes.
- car parking should be available within 50m of the site and a one or two bays suitable for disabled users should be located immediately adjacent to the allotment site.



Contamination Checks

The owner of the site has a responsibility to ensure the site is safe for use. One of the key safety issues is the suitability of the ground for growing foodstuffs.

An environmental risk assessment will normally be required which may include soil sampling and evaluation by a competent expert. Allied to the ground health will be the soil which must be analysed to ensure that it has the appropriate qualities for growing crops. An assessment for contaminated land should be conducted.

There is a recognised system for assessing whether land is suitable for growing foodstuffs and is detailed in the Scottish Government Statutory Guidance. An environmental risk assessment will normally be required which may include soil sampling and evaluation by a competent expert.



APPENDIX 3

Security

It is customary for allotment sites to be enclosed with security fencing. The recommended type of fencing will be 2.0m high green weldmesh (with anti-climb design) including a vehicle gate. The specific details would require to be agreed with the planning service.

The communal container will required to be secure and yet accessible to all plotholders.

Services

All sites will require a water supply with standpipes and tap compatible for fixing hoses. All plots should be no further than 30m from a standpipe.

Electricity is optional at sites although in certain circumstances will be desirable.

Toilets

If resources allow, it would be beneficial to all plotholders to have access to a compost toilet. This would require to be accessible to wheelchair users. (At the time of writing there are ongoing resource issues relating to the collection and processing of the waste produced. Therefore decisions on inclusion of toilets will be made during the design stage to clarify whether resources can be allocated to management of waste).

Plot Design

a) Plot Sizes

It is anticipated that the statutory 250m² plot size will be too large for most users to cultivate to the required standard. Full size plots must therefore be sufficiently flexible so they can be divided in to a quarter (ca. 62.5m²), half (ca.125 m²) and three quarters (ca. 187.5m²) plots. The outline design (Figure 1) illustrates how this may be achieved. Each full size plot should be divided into 4 subplots of equal size by formal paths to allow smaller size plots to be let.

b) Raised Beds

An area at the entrance to the site should be set aside for adaptive raised beds when the need arises. If raised beds become a requirement then the heights of the raised bed should be no more than 86cm. The depth at the sides should be no lower than 69cm unless the tray declines to the centre of the tray.

c) Structures

Consideration may be given to including a garden shed for each 250m² plot. The shed should be no larger than 2.5m (length) x 2.0m (high) x 2.0m (wide) Further sheds will not be permitted unless by agreement with the allotment administration. If a 250m² plot is subdivided, tool storage units no larger than 2.0 m (length) x 1.5 m (high) x 1.0m (wide) may be allowed per quarter plot.



Figure 1 - Indicative Allotment Layout

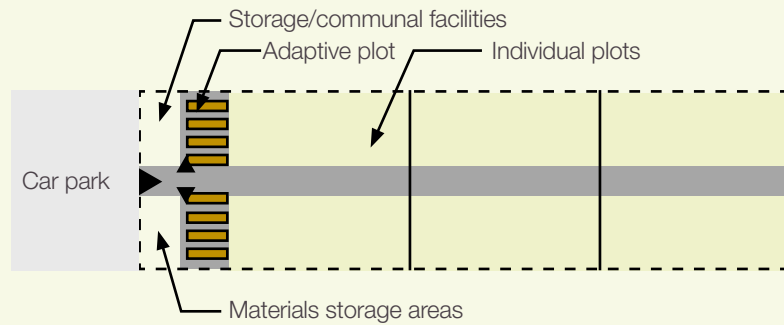
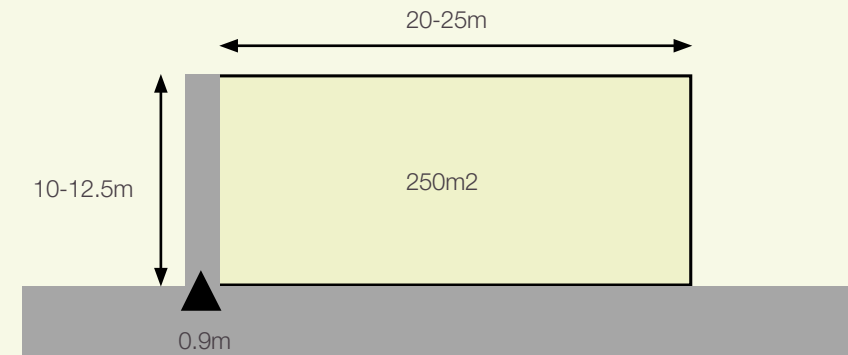
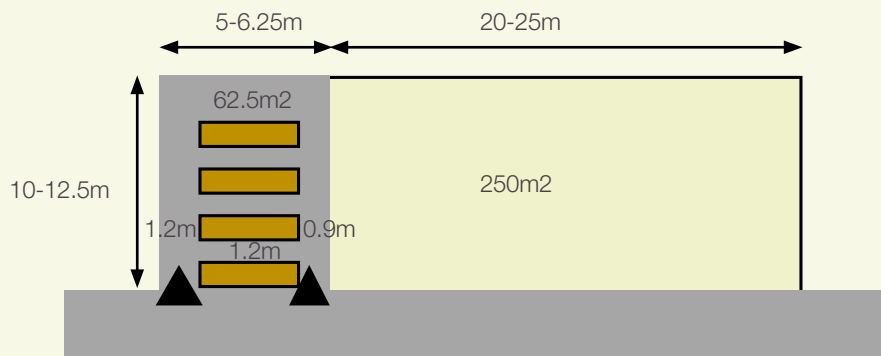
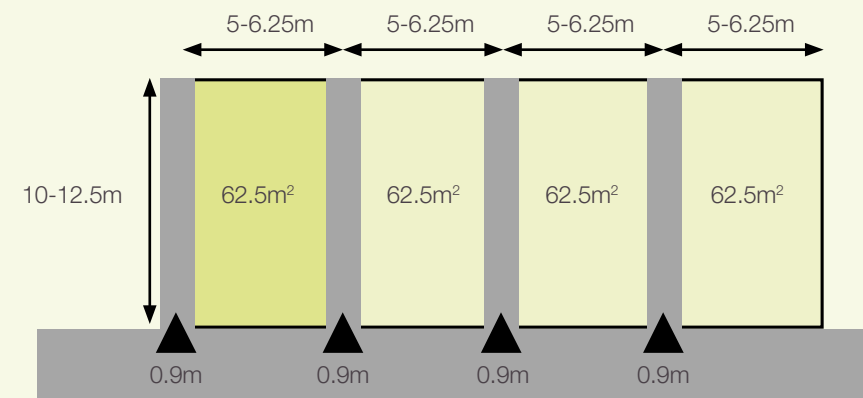
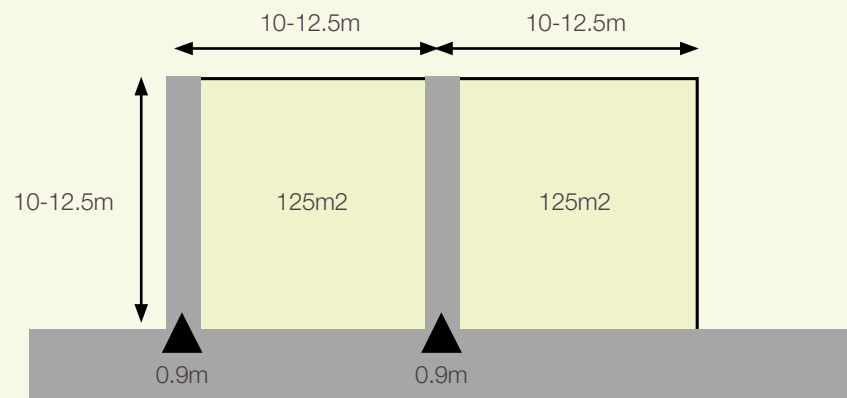


Figure 2 - Indicative Plot Layout Options

The drawings below indicate the proposed design for individual plots within the site to give flexibility and to enable the effective administration of plots in the likely event that plots are subdivided.







APPENDIX 4

Wildlife and allotments

Although the primary purpose of allotment sites is to grow food they offer many other benefits and their contribution to supporting wildlife in urban areas is significant. They form some of the best habitat mosaics and wildlife corridors, often linking up with parks, tracks, hedgerows, churchyards and rivers.

Plot-holders can help to support wildlife and ensure a balanced eco-system that will reduce pests and diseases and increase productivity by following some simple steps.

Tips for a wildlife friendly plot

- Reduce or eliminate use of chemicals, use companion planting and physical removal to combat pests such as aphids, slugs and sawfly
- Create habitats for wildlife; bee-boxes, hedgehog homes, log and stone piles for invertebrates, toads and slow worms who will also inhabit a compost heap
- Plant late, mid-season and early blooming nectar rich flowers to attract pollinators and beneficial insects all year round
- Make a pond, keep it ice free in winter by floating a ball on the top and ensure that it is safe for other plot-holders' children
- Feed birds through the winter and fit nesting boxes

Allotment sites can make communal efforts to be wildlife friendly by managing hedges appropriately and setting aside un-mown grassy areas to nurture insects and amphibians; a patch of nettles will provide both plant food and a breeding area for butterflies. Orchard areas managed in a traditional way provide potential breeding sites for many different species of wildlife.





Rules and Regulations for Allotment Plots on Council-Managed Land 2019

Midlothian Council ("the Council") has a statutory duty to provide allotments in terms of Part 9 of the Community Empowerment (Scotland) Act 2015 ("the 2015 Act"). These rules are made in support of this statutory function and to support those leasing allotment plots ("tenants") understand their responsibilities. Where there is a contradiction between these rules and the 2015 Act, the terms of the 2015 Act including any regulations ("Regulations") shall apply.

1 Allotment plot letting

- (a) For allotment plots on Council owned land, a request must be made in writing providing name, home address, personal telephone number and email address to business.services.support@midlothian.gov.uk or in writing to Business Support, Place Directorate, Midlothian Council, Midlothian House, 40-46 Buccleuch St, Dalkeith EH22 1DN or such other address as is publicised by the Council. Joint applications will not be accepted since the tenancy agreement will be in one person's name only. Any changes to these details and Business Support must be advised. Failure to provide up to date contact details could result in being removed from the Waiting List.
- (b) Tenants with particular needs, including those arising from disabilities, should advise the Business Support officer accordingly in order that the Landscape and Countryside Service can consider reasonable adjustments to have physical access to their allotment as necessary.
- (b) The Council will maintain the Waiting List and will offer available plots to the first person on the list based on what has been requested or the next available size. Applicants may remain on the list until the prescribed size of plot has been offered. However, if a valid offer is refused due to personal circumstances, applicants will be moved to the end of the waiting list if the five year time limit prescribed by the Community Empowerment (Scotland) Act 2015 will be or has been exceeded.
- (c) Allotment tenancies will be prioritised to residents, 18 years or over, who reside within the Midlothian Council area. Individuals who live outside or move outwith Midlothian Council shall be entitled to an allotment tenancy subject to the waiting list not being over the 5 year limit. While sharing of an allotment is acceptable the tenancy cannot be in joint names. Only one person can sign the tenancy and is responsible for adhering to these rules.
- (d) The Council reserves the right to inspect any allotment sites and records without giving prior notice to ensure that allotment plots are being managed in accordance with these rules.
- (e) All tenants are required to sign an agreement in terms of the Allotment Tenancy Agreement annexed hereto, in advance agreeing to lease an allotment plot for that year and the following years and that they shall adhere to these rules and any that may pertain to the particular allotment site and/or any Regulations.
- (f) The tenant shall ensure that any change of address or contact details are notified as soon as reasonably practicable to the Business Support Officer at the address specified in 1(a) above. The Council / Association shall not be held responsible for any losses resulting from a failure by a tenant to provide information.
- (g) Should an existing tenant wish to increase the size of his/her allotment plot he/she shall submit a new application form and will be added to the end of the waiting list of applicants wishing to let an allotment tenancy.
- (h) Any applicant who accepts a smaller allotment plot than 250m² will be removed from the Waiting List. Should the tenant wish a larger plot at a later date, a new request must be submitted to join the waiting list.
- (i) Where a person who has had an allotment tenancy previously terminated by the Council or Association makes an application for an allotment tenancy it shall be considered taking into account the circumstances of the previous termination and any Regulation that may apply at that time.
- (j) A tenant shall not be sub-let or share occupation of any part of his/her allotment plot with any other person.
- (l) If an allotment tenancy is terminated, there will be no refund made.



2 Charges

- (a) For Council managed allotment sites the annual subscription of the allotments will be due by 31 December each year. The annual subscription shall be set by the Council at its sole discretion.
- (b) The Council shall consider any subscription not paid in full within 30 days of the invoice date as an indication that the tenant of that allotment plot wishes to give up the allotment tenancy. Following a defined timescale, the Council shall be entitled to enter upon the allotment plot and remove all items and building or erections and make the allotment plot available for re-letting to another person
- (c) Changes to circumstances that affect your ability to pay, must be advised in writing to the Business Support Officer. The Council will review specific circumstances and offer support and guidance.
- (d) Annual subscriptions and any other charges that may be payable are subject to annual review and tenants will be notified of any increase in advance. To cover costs, charges are based on covering reasonable costs including administration, repairs, inspections, skips, deliveries and removals. Future major maintenance works and/or capital expenditure as well as tests to the market must also be covered.
- (e) When an allotment plot is allocated within a secure site, the combination padlock number will be issued to the tenant upon payment of a refundable deposit.
- (g) A concession in the rental for a plot is available to people who are unemployed.

3 Allotment plot management

- (a) All tenants shall be responsible for keeping their allotment plots in a clean and tidy condition at all times of year to the standard outlined in the rules and regulations at the Council's sole discretion. Allotment sites will be inspected by the Council and/or Association.
- (b) An allotment plot must be used for the sole purpose of growing vegetables, fruit and other produce and tenants may sell such produce grown (other than with a view to making a profit). At least 75% of individual allotment plots should be used for growing purposes.
- (c) All tenants shall be responsible for ensuring that weed growth is controlled and their allotment plots are cultivated by the end of April prior to the growing season all to a standard outlined in the rules and regulations at the Council's sole discretion, e.g. the allotment plot should either be: well underway in the process of being prepared for crops; in readiness for growing; or be well stocked with growing produce and seed heads should be removed before they set and pernicious weeds such as couch grass, ground elder, brambles or mares tail must be controlled.
- (d) A tenant shall be responsible for keeping the boundaries and paths adjacent to his/her allotment plot in a clean and tidy condition. Where a path is adjacent to two allotment plots, the respective tenants shall come to an agreement as to how it is to be kept clear of weeds and any obstructions failing which the Council or Association shall direct the tenants as to how this is to be done. The prior written consent of the Council and/or Association shall be obtained by a tenant regarding the location and size of any buildings to be erected within his/her allotment plot, which consent will not be unreasonably withheld if the

proposals do not unduly shade adjacent allotment plots or take up more than 25% of the said plot. It is recommended that sheds do not exceed 2.5m (length) x 2.0m (high) x 2.0m (wide). The Council or Association will be entitled to ask for whatever information it considers necessary in order to reach a decision as to whether such consent is to be given.

- (f) A tenant shall not allow trees on the allotment plot, with the exception of fruit trees which must be maintained within the allotment plot and which shall not grow into or cause shade to be cast on neighbouring allotment plots. Fruit bushes are permitted to be grown.
- (g) A tenant shall be responsible for ensuring that appropriate pest and disease control is carried out on the allotment plot.
- (h) A tenant must not allow his/her allotment plot to be used for the storage of glass, timber, refuse or any other material deemed unsuitable by the Council.
- (i) A tenant shall not do anything to adversely affect other allotment plots, including, but not limited to, spray damage, fertiliser run off, spreading/seeding weeds or any other activity that may cause damage and/or nuisance.
- (j) Crops, structures, etc on individual allotment plots are the responsibility of the tenant and the Council and/or Association shall not be liable for any incidents that take place and/or damage occurring to said items save where such incidents and/or damage are as a result of the actions of their employees or authorised representatives.
- (k) Tenants are encouraged to practice good housekeeping and sustainable practices, e.g. composting green waste on the allotment plot, the use of water butts for collecting water and responsible disposal of waste material.



APPENDIX 5

- (l) Where waste disposal facilities are provided, this is strictly for recyclable green garden waste only. Tenants are responsible for the removal of all other waste lawfully from their allotment plot by the following methods:
 - Suitable vegetable/green waste shall be composted within the allotment plot.
 - Other green waste should be disposed in green waste magazine (if provided).
 - If waste magazine is not provided, waste must be removed from allotment site by the tenant.
 - All non-compostable waste material must be removed from allotment site by the tenant.
 - Any breach of these conditions may be deemed as fly tipping and will result in the termination of a tenant's allotment tenancy.
- (m) Small scale burning using a closed vessel such as a chimenea is permitted however must be controlled and must not compromise adjacent allotment plots.
- (n) To increase sustainability and keep charges manageable, tenants are encouraged to harvest water within their allotment plots to supplement mains water provision where provided. It is not permitted to install additional water taps.
- (o) Where no mains water is provided, plot holders must harvest water within their allotment plot.
- (p) Tenants may sell (other than with a view to making a profit) surplus produce.

4 Structures and property

- (a) No greenhouse, polytunnel, shed or storage hut shall be erected on an allotment plot or in an allotment site by a tenant without the prior written consent from the Council who will advise of a suitable location to minimise or eradicate shading to other allotment plots. Caravans are not permitted on any allotment site.
- (b) Prior to the erection of a greenhouse, shed or other building / structure, the tenant shall provide construction details to the Council or Association for approval. Details shall include: type of structure; size of structure; height of structure; building materials; location on allotment plot (in order that it shall not result in any adverse effect on neighbouring allotment plots) and any other information considered necessary. It is recommended that sheds do not exceed 2.5m (length) x 2.0m (high) x 2.0m (wide).
- (c) Tenants are solely responsible for the safety and maintenance of any structure as well as boundary fences on their allotment plots. Tenants are not permitted to plant boundary hedges.
- (d) When any structure is to be demolished the tenant shall ensure that all waste materials are removed from the allotment plot and allotment site and disposed of lawfully.
- (e) No more than 10% of an allotment plot shall be used for non-growing structures including sheds, seating, glasshouses, storage without prior permission from the Council.
- (f) The plotholder shall indemnify the Council against all claims and liabilities which may be made against the Council arising directly or indirectly from any breach or

non-performance by the plotholder of his obligations under the Allotment Agreement or from any act, omission or negligence of the plotholder or any person acting expressly or implied with the authority of the plotholder in relation to the Plot or so arising from the presence of any of the plotholder's property and from the expenses of proceedings arising therefrom.

- (g) Midlothian Council and its employees cannot accept responsibility for any claims, loss or damage which may arise from using this facility, except so far as provided by statute.
- (h) Plotholders are responsible for the removal of any structures as requested by the Council following the end of a lease. Failure to do so, may result in charges being levied to cover the cost of any costs incurred by the Council.

5 Livestock

(a) Dogs are allowed on allotment sites. The tenant shall be responsible for keeping or, if not the owner, ensuring that the dogs are kept under control at all times and that they are kept on a lead.

(b) Tenants who bring their dogs on to or permit a visitor to bring dogs on to an allotment site are responsible for the safe disposal of any dog waste and for any damage that be caused by said dogs.

(c) Tenants shall not kennel animals/poultry overnight nor permit the same on any part of an allotment site.

(d) No livestock, including bees, shall be permitted on an allotment site without the written consent of the Council whose decision shall be final.



APPENDIX 5

6 Security and maintenance

- (a) All Tenants share responsibility for the security of an allotment site at all times and shall enter and leave the allotment site only through the authorised boundary gates. Children must be supervised by an appropriate adult at all times.
- (b) Each of the boundary gates of an allotment shall be padlocked and tenants shall lock these at all times on entering and leaving.
- (e) A tenant is responsible for the security of any greenhouse, shed, property etc, on his/her allotment plot.
- (f) Each tenant shall not enter an un-let allotment plot or one let to another person or remove any item or materials from said allotment plots.
- (g) Issues relating to general site maintenance on Council managed allotments must be reported to Landscape and Countryside Services landscape&countrysideenquiries@midlothian.gov.uk or via the Association where appropriate.

Monitoring, Plot Improvement and Termination

- (a) The council's allotment officer and/or administration and/or where appropriate, members of the Association shall be entitled to carry out general inspections (at their discretion) of all allotment plots. The purpose of these inspections will be to assess whether sufficient progress is being made to reach and maintain the agreed cultivation and maintenance standards, as well as noting any non-conformance of rules and regulations.
- (b) Tenants who fail to meet the required standards during the first three months of the lease commencing

shall be given a warning letter and if the plot is not rectified to the satisfaction of the council within four weeks will result in the allotment tenancy being terminated in accordance with these rules.

- (b) Tenants with leases of plots that commenced more than three months previously and who fail to meet the required standards will receive a first warning letter advising that issues must be rectified within one. Failure to rectify the matter within the one month period to the satisfaction of the Council will result in the allotment tenancy being terminated in accordance with these rules.
- (c) The tenant will be notified in writing to vacate their allotment plot within four weeks.
- (d) Tenants wishing to appeal against a termination should be submitted to the allotments administration within 7 days of the date on the termination letter giving reasons for the failure. Also required will be support for the contents of the appeal by at least 3 other allotment holders. A decision on the appeal will be made by the council within 21 days of submitting the appeal
- (e) The tenant shall remove any buildings, structures and produce belonging to the tenant within four ~~weeks of the~~.
- (f) ~~he~~ tenant is responsible for any remediation work or waste disposal and the costs thereof required to be undertaken by the Council and/or Association.
- (g) Any tenant who has been issued with two prior warnings within a 12 month rolling period and/ or in two out of the last three years will automatically have their allotment tenancy terminated on the third occasion.
- (h) Issues relating to a Tenant's gross misconduct such as theft or inappropriate behaviour will be referred to the Business Support Officer. In such circumstances the Council reserves the right to terminate the allotment tenancy.

- (i) In the event of any dispute regarding the interpretation of these rules, the matter shall be referred to the Land Resources Manager with the Land and Countryside Service. The Council shall have regard to the 2015 Act and any Regulations in arriving at its decision.

Notes to allotment plot holders

These rules are made to help ensure that every tenant gets the best results and enjoyment from his/her allotment plot. It is in the tenant's interests to ensure that these are adhered to.

For information and assistance, tenants are encouraged to join the onsite allotment association where one is provided and seek advice/guidance from other professional gardening bodies where appropriate. Additionally, the Council's Business Support Officer within Community & Enterprise Resources and/or the relevant management committee will be pleased to help with any queries you may have.

Holidays and illness

In the event of longer term holidays or illness, please notify the Business Support Officer or management committee in advance as there may be someone willing to tend your allotment plot in your absence. If you are unable to cultivate your allotment in accordance with the rules because of illness or personal difficulties, the Council will, where possible take personal situations into account. However, we are obliged to ensure that plots are being managed appropriately for the sake of neighbouring ploholders or those on the waiting list and any action can only be deferred for up to one calendar month to ensure that allotment plots do not fall into a poor state or have a detrimental impact on neighbouring plots. It is a tenant's responsibility to seek assistance to keep an allotment plot in an acceptable condition otherwise there is a risk of having the tenancy agreement terminated.



APPENDIX 6

LIST OF POTENTIAL COMMUNITY GROWING SITES ON COUNCIL-OWNED GROUND

		Existing	Available
Auchendinny	Auchenindinny Park	Yes	
Bilston	Park Avenue (adjacent to Car Park by {Primary School)	Yes	
Bonnyrigg/Lasswade	Dundas Road (rear of Cockpen Church Hall)	Yes	
Bonnyrigg/Lasswade	Waverly Park (adjacent to Cycle Path)		Yes
Bonnyrigg/Lasswade	Viewbank Park		Yes
Bonnyrigg/Lasswade	Poltonhall Recreational Ground		Yes
Cousland	Public Park		Yes
Dalkeith	Open space between James Lean Avenue/Woodburn Road		Yes
Dalkeith	Fairfield House Conservatory		Yes
Dalkeith	Waterfall Park (rear of Bruce Gardens0		Yes
Dalkeith	Riverside Park		
Dalkeith	Land between James Lean Avenue/Woodburn Road		Yes
Dalkeith	Waterfall Park (rear of Bruce Garden)		
Gorebridge	Engine Road (adjacent to Gore Complex)		Yes
Gorebridge	Auld Gala Park (adjacent to Orchard		Yes
Loanhead	Ramsey Bing		Yes
Loanhead	Burghlee Park		Yes
Mayfield/Easthouses	Former Bowling Green	Yes	
Mayfield/Easthouses	Mayfield Public Park		Yes
Mayfield/Easthouses	Open Space in Oak Place		Yes
Mayfield/Easthouses	Lothian Drive (Council-owned section)		Yes
Mayfield/Easthouses	Easthouses Park (by Bowling Green)		Yes
Newtongrange	Public Park		Yes
Pathhead	Open Space, Oxenford Drive (existing community orchard)	Yes	
Penicuik	Cornbank Open Space		Yes
Penicuik	Cuiken Glen (by Dykes Road)		Yes
Penicuik	Alderbanks (by Bridge Street)		Yes
Rosewell	Rosewell Park		Yes
Roslin	Open Space Between St Clair Cres and Minstrel Court		Yes
Roslin	Roslin Cemetery (for orchard only)		Yes
Shawfair/Danderhall	Provided by developer		Yes
Libraries	Land adjacent to libraries may be available for growing – contact Land and Countryside Service	N/A	N/A
Schools	This will require permission and agreement from Local Trust – many schools will not be suitable due to security.	N/A	N/A



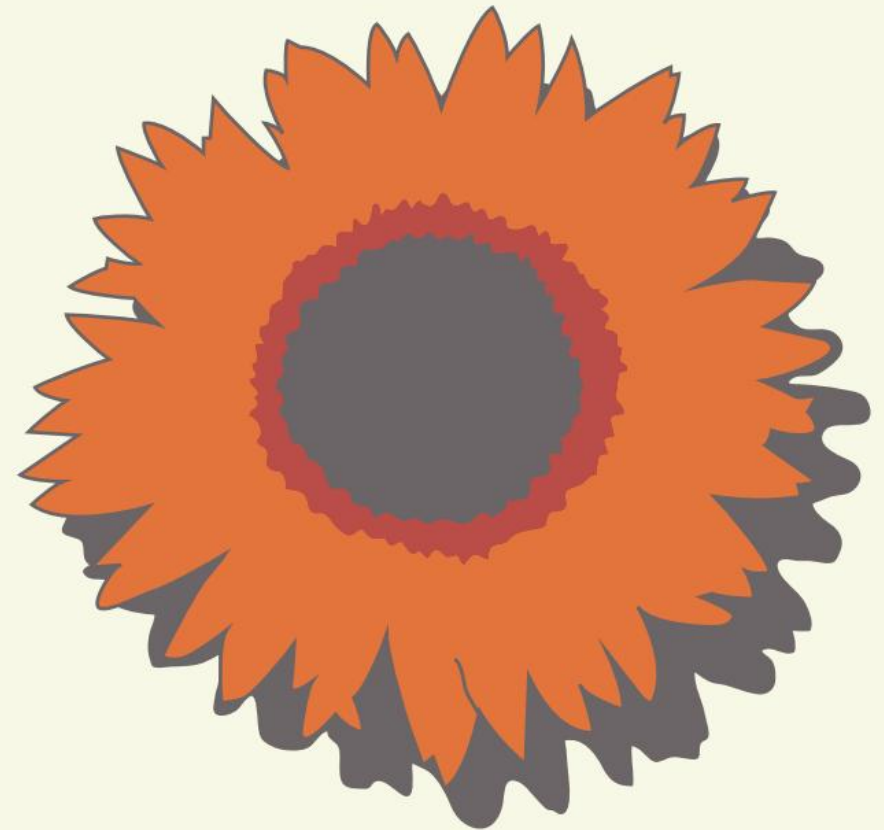
APPENDIX 7

Types of growing

- Allotments;
- Community growing spaces;
- Edible hedgerows;
- Green walls and roofs;
- Hydroponics/aquaponics;
- Orchards;
- Other forms of growing such as market gardens, peri-urban and urban farms run as social enterprises.

Growing sites

- Appropriate spaces for green roofs / green walls;
- Community establishments with open areas;
- Growing spaces in schools, hospitals, prisons, universities, colleges and other public areas;
- Indoor growing;
- Land which is due to undergo future development and may be suitable for “meanwhile use”;
- Landshare or gardenshare schemes;
- Non public sector land suitable for leasing (or purchase) from a private landowner;
- Places for beehives;
- Planters or containers in hard-landscaped areas;
- Suitable ‘street corner’ space;
- Unused or underused areas of land;





APPENDIX 8

Footnotes References

- 1 <https://link.springer.com/article/10.1007/s10460-016-9717-0>
- 2 https://ww2.rspb.org.uk/images/natural_fit_full_version_tcm9-133055.pdf
- 3 <https://link.springer.com/article/10.1007/s10460-016-9717-0>
- 4 <https://www.buglife.org.uk/sites/default/files/Buglife%20B-LINES%20-%20CREATE%20A%20BUZZ%20VEG%2024Jun2016%20ENG%20d2.pdf>
5. https://www.farmgarden.org.uk/system/files/gorgie_city_farm_sroi_assured.pdf
6. https://www.farmgarden.org.uk/system/files/true_value_report.pdf
7. https://www.farmgarden.org.uk/system/files/true_value_report.pdf
- 8 <http://www.growyourownsotland.info/case-studies/gorgie-city-farm>
- 9 <https://beta.gov.scot/policies/schools/wellbeing-in-schools>

School Session Dates for the Academic Years 2020/21 and 2021/22**Report by Executive Director Children, Young People & Partnerships****Report for Decision****1 Recommendations**

Council is requested to

- i. agree the amended school session dates for the academic year 2020/21;
- ii. agree the school session dates proposed for the academic year 2021/22.

2 Purpose of Report/Executive Summary

The authority is required to set school session dates each year with regard to statutory attendance.

As a result of the pandemic, the session dates previously agreed for 2020/21 need to be amended to facilitate starting in the week beginning 10th August, which has been set nationally. MNCT has agreed the adjusted session dates for 2020/21 which are attached to this report as Appendix B.

A scheme of session dates for Midlothian schools for the academic year 2021/22 was drawn up, which aligns closely with the dates set by neighbouring local authorities. Consultation was undertaken on these dates in February and MNCT agreed these dates on 2 June 2020. The proposed session dates for 2021/22 are attached to this report as Appendix C.

Date: 10 June 2020

Report Contact:

Sandra Banks, Resource Manager, Education

sandra.banks@midlothian.gov.uk

3 Background

As a result of the pandemic, the session dates previously agreed for 2020/21 need to be amended to facilitate starting in the week beginning 10th August, which has been set nationally. We had previously set a start date of Monday 17th August 2020 and an end of session date of Thursday 1st July 2021. To accommodate the earlier re-start we propose a start date of Monday 10th August and ending the 2020/21 school year on Friday 25th June. We will move the two in-service days planned for Monday 17th and Tuesday 18th August to Monday 10th and Tuesday 11th August. We propose to break for Christmas on Tuesday 22nd December. All other dates would remain as previously agreed. We have consulted union representatives on these adjusted session dates for 2020/21, which are attached to this report as Appendix B.

Proposed session dates were circulated and shared with schools, parent councils and union representatives in February to draw up a scheme of session dates for Midlothian schools for the academic year 2021/22. The proposed session dates for 2021/22 are attached to this report as Appendix C.

Officers from Edinburgh, East Lothian and Midlothian Councils endeavour to ensure we synchronise session dates with our neighbouring council areas wherever possible bearing in mind some differences in local holidays.

It is proposed that Midlothian will start the 2021/22 academic session on Monday 15th August, with pupils commencing on Wednesday 18th August, these dates are in line with dates already set for Edinburgh and East Lothian.

The proposed school session dates coincide with Edinburgh and East Lothian on the timing of four of the proposed in-service days and also the October, February and Easter breaks. Midlothian finishes one day earlier for the Christmas break. The last day of the Midlothian school session will be Thursday the 30th June 2022, this also aligns with East Lothian and Edinburgh.

On 2 June 2020 MNCT agreed the proposed session dates for 2021/22.

Midlothian will continue to undertake consultation with neighbouring authorities with the aim of maintaining alignment of school session dates for future years.

4 Report Implications (Resource, Digital and Risk)

4.1 Resource

None

4.2 Digital

None

4.3 Risk

By aligning with neighbouring authorities risk implications are mitigated with regard to pupil attendance at school.

4.4 Ensuring Equalities (if required a separate IIA must be completed)

This report does not recommend any change to policy or practice and therefore does not require an Equalities Impact Assessment.

4.4 Additional Report Implications

None

Appendices

Appendix A – Additional Report Implications

Appendix B – School Session Dates 2020/21

Appendix C – School Session Dates 2021/22

APPENDIX A – Report Implications

A.1 Key Priorities within the Single Midlothian Plan

Not applicable

A.2 Key Drivers for Change

Key drivers addressed in this report:

- ☐ Holistic Working
- ☐ Hub and Spoke
- ☐ Modern
- ☐ Sustainable
- ☐ Transformational
- ☐ Preventative
- ☐ Asset-based
- ☐ Continuous Improvement
- ☐ One size fits one
- ☒ None of the above

A.3 Key Delivery Streams

Key delivery streams addressed in this report:

- ☐ One Council Working with you, for you
- ☐ Preventative and Sustainable
- ☐ Efficient and Modern
- ☐ Innovative and Ambitious
- ☒ None of the above

A.4 Delivering Best Value

The report does not directly impact on Delivering Best Value

A.5 Involving Communities and Other Stakeholders

Proposed dates have been shared and feedback sought from establishments and parents and union representatives. Session dates where possible have been synchronised with the City of Edinburgh and East Lothian Council.

A.6 Impact on Performance and Outcomes

Session dates have been designed to maximise attendance by minimising the number of broken weeks for staff and pupils.

A.7 Adopting a Preventative Approach

Not applicable

A.8 Supporting Sustainable Development

This proposal takes into account the need to deliver an educational service across Midlothian which anticipates and acknowledges the needs and views of stakeholders.

**APPENDIX B
MIDLOTHIAN COUNCIL**

CHILDREN YOUNG PEOPLE & PARTNERSHIPS

School Session Dates 2020/21

TERM 1	Staff Resume	Monday **	10	August	2020
	Pupils Resume	Wednesday	12	August	2020
	Autumn Holiday	Friday Monday	18 21	September September	2020 2020
Mid Term	All Break	Friday	16	October	2020
	Staff Resume	Monday*	26	October	2020
	Pupils Resume	Tuesday	27	October	2020
	Term Ends	Tuesday	22	December	2020
TERM 2	All Resume	Wednesday	6	January	2021
Mid Term	All Break	Friday	5	February	2021
	Staff Resume	Monday*	15	February	2021
	Pupils Resume	Tuesday	16	February	2021
	Term Ends <i>Good Friday</i> <i>Easter Monday</i>	Thursday <i>2nd April</i> <i>5th April</i>	1	April	2021
TERM 3	All Resume	Tuesday	20	April	2021
	May Day Holiday	Monday	3	May	2021
	Victoria Day	Monday*	24	May	2021
	Term Ends	Friday	25	June	2021

*** Staff In-Service Days:** Monday 10th & Tuesday 11th August 2020
Monday 26th October 2020
Monday 15th February & Monday 24th May 2021

Start date for session 2021/22 is Monday, 16th August 2021

**APPENDIX C
MIDLOTHIAN COUNCIL**

CHILDREN YOUNG PEOPLE & PARTNERSHIPS

SCHOOL SESSION DATES 2021/22

TERM 1	Staff Resume	Monday **	16	August	2021
	Pupils Resume	Wednesday	18	August	2021
	Autumn Holiday	Monday	20	September	2021
Mid Term	All Break	Friday	15	October	2021
	Staff Resume	Monday*	25	October	2021
	Pupils Resume	Tuesday	26	October	2021
	Term Ends	Wednesday	22	December	2021
TERM 2	Staff Resume	Monday*	10	January	2022
	Pupils Resume	Tuesday	11	January	2022
Mid Term	All Break	Friday	11	February	2022
	All Resume	Monday	21	February	2022
	Term Ends	Friday	8	April	2022
	<i>Good Friday</i> <i>Easter Monday</i>	<i>15th April</i> <i>18th April</i>			
TERM 3	All Resume	Monday	25	April	2022
	May Day	Monday	2	May	2022
	Victoria Day	Monday*	23	May	2022
	Term Ends	Thursday	30	June	2022

***Staff In-Service Days:** Monday 16th & Tuesday 17th August 2021
Monday 25th October 2021
Monday 10th January 2022
Monday 23rd May 2022

Start date for session 2022/23 will be Monday, 15th August 2022

South East of Scotland Transport Transition Plan**Report by Ian Johnson, Head of Major Projects****Report for Decision****1 Recommendations**

Council is invited to note that:

- a) an operational South East of Scotland Transport Transition Group has been established in response to the letter issued by the Cabinet Secretary for Transport, Infrastructure and Connectivity (attached at Appendix 1); and
- b) the terms of reference for the Group have been drafted (attached at Appendix 2).

2 Purpose of Report/Executive Summary

On 22nd May the Cabinet Secretary for Transport, Infrastructure and Connectivity wrote to all Councils in order to outline plans for the direct engagement with local authorities in the Edinburgh and Glasgow City Regions. The letter makes clear the urgency and the scale of the public transport challenge which will require immediate joined up working to manage the operational interactions between the respective networks.

On 3rd June, the Edinburgh and South East of Scotland Transport Appraisal Board which includes representatives of Transport Scotland and SEStran met in order to map the way forward. It was agreed to establish the South East of Scotland Transport Transition Plan Group and to invite both Clackmannanshire and Falkirk to attend given their role in SEStran. Given the urgency of the transport challenge, the group will meet weekly in order to work together with Transport Scotland and SEStran to develop operational plans in response to the Covid-19 recovery.

3. Background

The letter attached to this report was sent by the Cabinet Secretary to Council Leaders and Chairs of Regional Planning Partnerships. It announces the preparation of a National Transport Transition Plan, preparation of which will be guided by a National Advisory Group. The letter notes the reduction in public transport capacity during the lockdown and, because of ongoing social distancing requirements, the certainty of such reduced capacity for an extended period of time. It therefore highlights the risk of increased car use, with consequent adverse impacts on congestion, air quality, and increased inequalities; and the need to counteract this through a 'green recovery'.

Moving on to the process of assessment and implementation of measures the letter refers specifically to the urgency and scale of the public transport challenges in the Edinburgh and Glasgow city regions, and notes that Transport Scotland will be looking to engage with local authorities and regional transport partnerships in those regions.

Further supporting information published by Scottish Government states the overall aim of the Plan:

“To operate a safe transport service, mitigating risks where possible for those using our transport network and for transport operators”. It goes on to set out the following objectives, to:

“inform passengers about when and how to safely access public transport; support management of travel demand, reinforcing broader messages on physical distancing and discouraging unnecessary travel; sustain behavioural changes, encouraging active travel options and staggering journeys to avoid peak times; and inform passengers and road users of busy areas and times to encourage alternative choices.”

Amongst the key issues it states the following:

“Public transport has an essential function in our society. We need to consider the impact on those who are most vulnerable and those who are most dependent on public transport and for accessing essential services.

There may be a tendency to use private cars when available due to the ability to physically distance. We need to ensure the adverse environmental and physical impacts are limited by promoting cycling, walking and wheeling where possible.”

In more detailed initial discussions at regional level with Transport Scotland the following matters were noted:

- Following the terms of the Cabinet Secretary’s letter, Transport Scotland considers that the broad membership of the Edinburgh and South East Scotland City Region Deal (ESESCRD) Transport Appraisal Board forms a basis for moving quickly to assess and instigate action within the region that contributes to the aim and objectives of the Transport Transition Plan; and involving all SEStran authorities in establishing the Transport Transition Plan Group.
- It will be the responsibility of the regional group to ensure full engagement with the transport operators in the region.
- Public transport capacity is expected to be between 10% and 25% of pre- Covid-19 levels for an extended period.
- Transport Scotland have commissioned consultants to gather data towards preparation of an overall ‘route map’, and the results will be shared with the regional group.

- Transport Scotland are also undertaking surveys of consumer confidence in public transport in order to assess the most effective interventions to support that.
- Promoting more and better active travel opportunities is an integral part of the Plan.
- There is a need for measures to be implemented quickly so as to contribute most effectively to the overall economic recovery which will follow the easing of restrictions.
- The National Advisory Group will meet regularly and will link closely with national organisations including CoSLA and SOLACE.

4. South East Scotland Regional Transport Transition Plan

The City Region Deal Transport Appraisal Board met on 3rd June to begin work on the regional Transport Transition Plan (TTP). By way of reminder, that Board is part of the City Region Deal governance structure, and comprises representatives from all of the City Deal partners as well as from Transport Scotland and the Regional Transport Partnership (SEStran). It is not a decision-making part of the City Region Deal governance structure. In taking forward the preparation and implementation of the regional TTP it was agreed to establish the Regional TTP Group and, for completeness, to invite Falkirk and Clackmannanshire Councils to join the Group. Engagement with operators of public transport in the region will be essential, and the well-established links to these operators can be readily used to ensure a collectively sound, focused and comprehensive approach. Meetings of the Group are being held on a weekly basis, with one of the first tasks being to agree a project plan of urgently required transport measures and interventions.

Survey work, modelling and analysis is being conducted by Transport Scotland and, together with data held by SEStran and partner Councils, can provide a robust basis upon which to identify priority actions. The full range of possible interventions has yet to be established. In broad terms there will be a need for measures that seek to flatten the peak periods of demand for travel, and those which maximise the supply and attractiveness of public transport as well as the opportunities for safe other modes of travel (walking and cycling) to reduce reliance upon, and discourage increased use of, the private car. By way of a few examples, measures to flatten demand could include encouragement of continued high levels of home working, and the varying of workplace operating hours. Measures to maximise public transport and active travel could include more road space given over to bus lanes on arterial routes, more 'bus gates', and extensions to existing, or temporary additional, park and ride sites.

The provisions of the regional TTP will also be aligned with the principles set out in current and emerging national, regional, and local transport strategies to mitigate the impact of climate change, and to ensure that improvements to the transport system recognise and seek to reduce inequalities in access to employment, education/training, and services.

If the TTP is to be effective in supporting the region's economic recovery from the impact of the Covid-19 restrictions it is essential that operational transport measures and interventions are prioritised and implemented quickly. Transport Scotland have advised that, where possible, they should be programmed for implementation over the next few weeks. This will therefore also require an ongoing communications strategy to inform and engage with communities, transport operators, and transport users.

5. Terms of Reference

A copy of the draft terms of reference prepared by Transport Scotland for the purposes and operation of the TTP Group, and which were considered at the meeting of the Group on 10th June are attached to this report at Appendix 2. They are due for consideration and approval by the City Region Deal Executive Board on 18th June; and any changes will be reported to the next available Council.

The Group is established as a vehicle for providing and sharing information and expertise, developing proposals and making recommendations. It is not a decision-making body and will not be able to commit partners collectively or individually in terms of policy and spending. Accordingly, it will be for partners to determine the extent of authority to be delegated to their representatives and their own internal decision-making and reporting procedures.

Given the need for urgency in response to the Covid-19 recovery the immediate short term measures which are expected to be proposed are essentially operational in nature. Accordingly, for this Council, they could form part of regular briefings of the Cabinet Spokesperson for Transport by the Director, Place; and with any concerns or other matters arising being referred back to the Transport Transition Plan Group.

6. Report Implications

Resources

There is no specifically allocated finance for the preparation or implementation of the TTP, although there are current funding streams within Transport Scotland that could be regarded as potential sources. Councils and partner organisations will also need to consider how best to

use existing operational budgets, including the potential pooling of finance.

Risk

If the TTP fails to address adequately the transport challenges posed by the impacts of the Covid-19 restrictions it will impair the ability of the national, regional and local economies to recover, with a particular impact on our more disadvantaged communities.

Single Midlothian Plan and Business Transformation

Innovations and changes to the transport system to mitigate the impacts of Covid-19 restrictions can be regarded either directly or indirectly to support the key principles of reducing inequalities in health, education, and economic outcomes within Midlothian.

Impact on Performance and Outcomes

The TTP will need to include provisions to measure the performance of transport interventions and the consequent impact on specified target outcomes.

Adopting a Preventative Approach

The transport interventions will require to be prioritised so as to contribute directly to minimising the adverse impacts of the Covid-19 restrictions.

Involving Communities and Other Stakeholders

The preparation of the TTP involves genuine engagement with all of the main regional transport providers and stakeholders. A robust communications strategy to inform communities and the travelling public will need to be a part of the TTP.

Ensuring Equalities

In the preparation of the National TTP as well as any contributory regional strategies, regard will need to be had to the statutory requirements of the equalities legislation, as well as such plans being demonstrable in their attention to the needs of those within the protected characteristics categories.

Supporting Sustainable Development

A central aim of the TTP is to maximise the availability and attractiveness of public transport and active travel modes, and thereby reduce the potential growth of private car use.

IT Issues

None

9th June 2020

Ian Johnson: Head of Major Projects

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Cabinet Secretary for Transport, Infrastructure and
Connectivity
Michael Matheson MSP



Scottish Government
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To Council Leaders & Regional Transport
Partnership Chairs

22 May 2020

Colleagues,

Transport Transition Plan Engagement

I would like to thank you and your Council for the significant work that you have undertaken during this unprecedented time to keep the local transport networks safe and operational.

During the Scottish Parliament Rural Economy and Connectivity Committee meeting on the 13 May 2020, I outlined our intention to set out how our Transport Transition Plan will support Scotland's people and businesses on our transition out of lockdown. Further detail can be found at <https://www.transport.gov.scot/news/cabinet-secretary-sets-out-latest-transport-response-to-covid-19-outbreak/>. This will be an evolving process and we will engage Local Authorities and Regional Transport Authorities as it develops.

We are drawing together evidence to inform our plan, however one clear and significant challenge is around public transport. During lock down demand for public transport has fallen by between 85 and 90 per cent against 'normal' since 23 March. As we move towards easing lock down measures operators are estimating that capacity will be between 10 and 25 per cent of 'normal' with the level of physical distancing required. There is a risk this will result in increased private car use, leading to congestion, poor air quality and increased transport inequalities, particularly for the 29 per cent of households in Scotland that do not have access to a car.

We continue to take action to stabilise the transport system and prepare for physical distancing. Further details on the action I have taken can be viewed at <https://www.transport.gov.scot/coronavirus-covid-19/>. A key focus of our on-going work is to ensure that we continue to support a green recovery to deliver our Climate Change commitments and reduce inequalities.

As our national work continues I know you will also be leading your local and regional transport planning responses, in line with your transport responsibilities, which I recognise will be central to the success of the transition. I would encourage you to continue to take a cross boundary approach with your neighbouring authorities where needed.

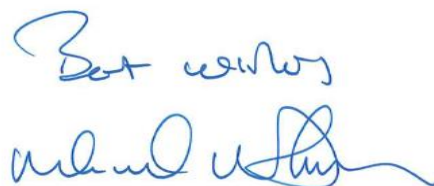
While we have already been working closely, there will be a continuing need for collaboration to align approaches across our respective transport networks. I therefore intend to include within the Transport Transition Plan a statement on how we continue to engage with local authorities, regional transport partnerships and operators to operationalise the measures across Scotland. I would therefore ask you to consider what Transport Scotland input you may require in relation to your own transition transport planning. Please forward this to Amy Phillips (Amy.Phillips@transport.gov.scot) at Transport Scotland in the first instance.

Our engagement to date has reflected the differing challenges across the country, such as the on-going ferry operation discussions we have held with Island Authorities from start of the crisis. In the short term, Transport Scotland is also looking to engage directly with the local authorities in the Edinburgh and Glasgow city regions at an operational officer level. The urgency and scale of the public transport challenge in these areas requires immediate joined up working to manage the operational interactions between the respective networks for which we are responsible.

We are not seeking to underplay the challenges across rural areas of Scotland, other cities and areas of the country. We value Local Authorities' consideration in this regard, therefore I have asked for a Transport Transition Plan National Advisory Group to be set up with proposed membership to include representatives from COSLA, SOLACE, RTPs, SCOTS and other selected members.

We have held on-going discussions with COSLA, SOLACE, RTPs and SCOTS since the start of the emergency and will continue engagement on the Transport Transition Plan in the coming weeks as outlined above.

We look forward to engaging on our respective plans as we rise to the collective transport challenges as we safely transition out of lockdown to the new normal.



MICHAEL MATHESON

Purpose

1. To align approaches and share knowledge of national, regional and local transport planning activity to safely increase capacity across the transport system and manage demand in our journey along Scotland's route map through and out of the crisis. This will include broader considerations relating to equality impacts and consideration of tailoring measures, for example to specific geographies and sectors.

Draft Terms of Reference

2. The Group will:
 - a) consider regional, local and national transport as it applies in the travel to work area with a focus on issues within and on approaches to city centres to assist in Transport Scotland's evolving Transport Transition Plan;
 - b) focus on increases in travel demand and capacity in line with the second National Transport Strategy sustainable travel hierarchy and interactions between modes as appropriate while considering the four harms set out in *COVID-19: A Framework for Decision Making (23 April 2020)*;
 - c) identify regionally specific and cross-cutting issues, challenges and opportunities associated with increasing travel demand and capacity;
 - d) collectively engage to address these as and where appropriate;
 - e) input consideration of regional equality issues as per due regard to the need to eliminate discrimination and advance equality of opportunity;
 - f) input into scenario planning and provide advice on whether proposed scenarios or policy interventions appropriately and effectively reflect the operational requirements of the transport system from the regional perspective;
 - g) work together on key transport messaging and communication strategies to support the recovery and build confidence in the public transport system;
 - h) offer insight and feedback from those delivering services and measures to input into government decision making;
 - i) review and challenge material to support the response produced by Transport Scotland/Scottish Government, sectoral bodies and/or others; and
 - j) continue to bring together expertise and data in the monitoring of networks as we transition out of lockdown; and
 - k) advise Transport Scotland on the readiness of transport sectors to manage increased demand/service provision as appropriate.

3. Confidentiality

As the Group may be asked for its views on proposals that are still in development, and which have not yet been made available to the public, all discussions and material will be confidential.

Papers may be shared with named individuals who are not members of the group with the prior agreement of the co-chairs.

4. Conduct

Members of the group are expected to contribute their expertise as independent members and not to promote the interests of one organisation or sector. Members are asked to challenge assumptions and scenarios and should, likewise, expect to be challenged by other members of the group however this will be done respectfully.

5. Membership

- The City of Edinburgh Council
- Clackmannanshire Council
- East Lothian Council
- Falkirk Council
- Fife Council
- Midlothian Council
- Scottish Borders Council
- West Lothian Council
- SEStran
- Transport Scotland
- Public Transport Operators to be invited as required and agreed with the co-chairs.
- Other representatives can be invited with prior agreement of the co-chairs.

6. Secretariat

The secretariat function will be provided by the Edinburgh and South East Scotland City Region Deal Project Management Office.

Frequency of meetings to be confirmed, however it is anticipated that meetings will initially be held once or twice weekly, with the first taking place on the week commencing 1 June. Shorter, *ad hoc* meetings with selected members could take place more frequently depending on the requirement and speed of decision making that is required.

Frequency, role, remit and need for the group by all partners to be reviewed every two weeks.

The secretariat will aim to provide papers a day in advance but this may not be possible due to the speed at which work is commissioned and the need for quick turnaround.

The names and roles of all of those attending should be submitted to the secretariat in advance to enable a roll call at the start of each meeting and for the record, including any substitutions to agreed representatives.

7. Chairs

It is proposed that Grace Vickers, as Chair of the Edinburgh City Region Deal Transport Appraisal Board, and Alison Irvine, Transport Scotland Co-Chair, noting that these are bespoke and sit alongside, but separate to, the City Region Regional Transport Working and other Transport Groups.