

# Notice of meeting and agenda



## Midlothian Council

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

**Date:** Tuesday, 20 December 2016

**Time:** 14:00 - 17:00

**John Blair**  
**Director of Resources**

**Contact:**

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**Further Information:**

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

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

## **1 Welcome, Introductions and Apologies**

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Including any apologies from Members who are unable to attend

## **2 Order of Business**

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

## **3 Declarations of Interest**

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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**

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No deputations received for consideration

## **5 Minutes of Previous Meeting**

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### **5.1 Minutes of meetings submitted for approval as a correct record:**

Note of Meeting of Midlothian Council of 8 November 2016 **5 - 22**

PRIVATE - Addendum to Minute of Meeting of Midlothian Council held on Tuesday 8 November 2016

### **5.2 Minutes of meetings for noting and consideration of any recommendations:**

Minute of Meeting of Cabinet of 11 October 2016 **23 - 28**

PRIVATE - Addendum to Minute of Meeting of Cabinet of 11 October 2016

Minute of Meeting of General Purposes Committee held on 4 October 2016 **29 - 30**

PRIVATE - Addendum to Minute of Meeting of General Purposes Committee held on 4 October 2016

Minute of Meeting of Performance Review and Scrutiny Committee held on 6 September 2016 **31 - 34**

Minute of Meeting of Special Performance Review and Scrutiny Committee held on 7 September 2016 **35 - 40**

Minute of Meeting of Special Performance Review and Scrutiny Committee held on 7 September 2016 pm	<b>41 - 44</b>
Minute of Meeting of Local Review Body held on 25 October 2016	<b>45 - 52</b>
Minute of Meeting of Police and Fire and Rescue Board held on 23 August 2016	<b>53 - 60</b>
Minute of Meeting of Midlothian Integration Joint Board held on 27 October 2016	<b>61 - 66</b>
PRIVATE - Addendum to Minute of Meeting of Midlothian Integration Joint Board held on 27 October 2016	

## **6 Questions to the Council Leader**

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No questions received for consideration

## **7 Motions**

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- 7.1** Notice of motion - moved by Councillor Bennett and seconded by Councillor Rosie
- 7.2** Notice of motion - moved by Councillor Parry and seconded by Councillor Constable
- 7.3** Notice of motion - moved by Councillor Constable and seconded by Councillor Muirhead
- 7.4** Notice of motion - moved by Councillor de Vink and seconded by Councillor Baxter
- 7.5** Notice of motion - moved by Councillor Muirhead and seconded by Councillor Imrie

## **8 Public Reports**

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- 8.1** Council Administration Changes - Report by Director, Resources **77 - 78**
- 8.2** Midlothian Council Elections 2017 - Report by Chief Executive **79 - 108**
- 8.3** TO FOLLOW - Review of United Kingdom Parliament Constituencies in Scotland by the Boundary Commission for Scotland – Report by Chief Executive **109 - 110**
- 8.4** Council Tax on Long Term Empty Properties - Report by Joint Director, Health and Social Care **111 - 120**
- 8.5** Financial Strategy 2017-18 to 2020-21 - Report by Head of Finance and Integrated Service Support **121 - 240**

<b>8.6</b>	Midlothian Strategic Housing Investment Plan 2017-18 – 2021- 22 - Report by Joint Director, Health and Social Care	<b>241 - 246</b>
<b>8.7</b>	Midlothian Council Small Grants Allocation 2017 to 2018 - Report by Director, Education, Communities and Economy	<b>247 - 290</b>
<b>8.8</b>	Participatory Budgeting - Report by Head of Communities and Economy	<b>291 - 296</b>
<b>8.9</b>	World-Class Secondary School Provision for Penicuik & A701 Corridor - Report by Director, Education, Communities and Economy	<b>297 - 308</b>
<b>8.10</b>	Midlothian Council response to the Education Governance Review - Report by Head of Education	<b>309 - 326</b>
<b>8.11</b>	School Estate Capacity and Pupil Intake Limits - School Session 2017-18 - Report by Director, Education, Communities and Economy	<b>327 - 336</b>
<b>8.12</b>	Gore Glen Bing - Report by Head of Commercial Operations	<b>337 - 344</b>
<b>8.13</b>	Creating a World-Class Education System - Examination Attainment 2016 - Report by Head of Education	<b>345 - 356</b>

## **9 Private Reports**

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

<b>9.1</b>	Structural Safety of Midlothian Schools - Report by Director, Resources
<b>9.2</b>	Purchase of 49 Abbey Road Dalkeith - Report by Head of Property and Facilities Management
<b>9.3</b>	Purchase of 31 Jarnac Court Dalkeith - Report by Head of Property and Facilities Management

# Minute of Meeting



## Midlothian Council

Date	Time	Venue
8 November 2016	2pm	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith

### Present:

Provost Wallace	Depute Provost Coventry
Councillor Johnstone – Leader of the Council	Councillor Constable – Depute Leader of the Council
Councillor Baxter	Councillor Beattie
Councillor Bennett	Councillor Bryant
Councillor de Vink	Councillor Imrie
Councillor Milligan	Councillor Montgomery
Councillor Muirhead	Councillor Parry
Councillor Pottinger	Councillor Rosie
Councillor Russell	Councillor Young

### Religious Representatives (Non-voting observers for Education Business):

Mr V. Bourne	
Mrs M. Harkness	

### In attendance:

James Ledgerwood – Scotrail	Lindley Kirkpatrick – Scotrail
Andy Miller - Scotrail	Paul Dossett – Grant Thornton

## **1. Apologies**

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- 1.1 It was noted that apologies had been received from Rev. Ruth Halley.

## **2. Order of Business**

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- 2.1 The order of business was confirmed as outlined in the agenda that had been circulated with the following amendments:

The Provost had agreed that the presentations to be given by Scotrail and Grant Thornton (items 8.1 and 8.2 respectively) would be heard after item 6 on the agenda.

The Provost further agreed that a counter motion, moved by Councillor Montgomery and seconded by Councillor Imrie) would be heard as part of the discussion of item 7.1.

The Provost further agreed that an emergency motion moved by Councillor Bennett and seconded by Councillor Parry would be heard as item 7.3.

The Provost further agreed that an emergency motion moved by Councillor Johnstone and seconded by Councillor Coventry would be heard as item 7.4.

The Provost further agreed that an additional paper that had been circulated to Members would be heard as part of the discussion of item 9.2.

## **3. Declarations of interest**

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- 3.1 The Provost requested that any Elected Member who had to declare an interest in a particular item to do so as the item arose.

## **4. Deputations**

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- 4.1 It was noted that no deputations had been received for consideration at this meeting.

## **5. Minutes of Previous Meetings**

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- 5.1 The minutes of the meeting of Midlothian Council on 27 September 2016 were then submitted for approval. Councillor Milligan requested that a further meeting was convened with the short life working group in relation to the revised Council Standing Orders. Further Councillor Milligan asked for clarification in relation to the process for counter motions which the Monitoring Officer duly provided. Following this the Council agreed to Councillor Milligan's proposal for the short life working group to be reconvened and consequently approved the minute as a correct record so moved by Councillor Parry and seconded by Councillor Constable.

- 5.2 The minutes of the Cabinet meeting of 30 August 2016 were presented to the Council for noting and consideration of any recommendations therein.

The minutes of the Special Cabinet meeting of 30 August 2016 were presented to the Council for noting and consideration of any recommendations therein.

The minutes of the Audit Committee of 21 June 2016 were presented to the Council for noting and consideration of any recommendations therein.

The minutes of the Local Review Body meeting of 7 June 2016 were presented to the Council for noting and consideration of any recommendations therein.

The minutes of the Local Review Body meeting of 6 September 2016 were presented to the Council for noting and consideration of any recommendations therein.

The minutes of the Planning Committee meeting of 31 May 2016 were presented to the Council for noting and consideration of any recommendations therein.

The minutes of the General Purposes Committee meeting of 24 May 2016 were presented to the Council for noting and consideration of any recommendations therein.

The minutes of the General Purposes Committee meeting of 23 August 2016 were presented to the Council for noting and consideration of any recommendations therein.

The minutes of the Petitions Committee meeting of 24 March 2015 were presented to the Council for noting and consideration of any recommendations therein.

## 6. Questions to the Leader of the Council

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- 6.1 It was noted that no questions had been submitted to the Leader for consideration.

## 7. Notices of Motions

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Motion No.	Motion Title	Proposed by:	Seconded by:
7.1	<b>Sky Lanterns/ Chinese Lanterns</b>	<b>Councillor de Vink</b>	<b>Councillor Bryant</b>

### Motion:

*The National Farmers Union Scotland represents over 8,500 farmers and crofters from across Scotland, and is seeking Council support to improve the safety in the countryside.*

*Sky lanterns, also known as Chinese lanterns, can cause untold harm and*

*damage not only to the environment, but also to animals and can cause fires on farms and crofts too.*

*To date, eight local authorities in Scotland have banned the use of sky lanterns and or helium balloon release on council-owned land, and the National Farmers Union Scotland are working to urge other councils to follow suit and help to make farms, crofts, and wider countryside safer.*

*The lanterns are constructed from paper with a wire or wooden frame and contain a lighted candle. Whilst seemingly innocent as they are released they can pose a fire hazard to stacks of straw, woodland and farm buildings and amount to litter when they return to the ground. If they land within livestock fields, or amongst crops grown for livestock feed, the wires risk being ingested by livestock and have been seen to cause great harm and suffering to animals.*

*Given the damage that Chinese lanterns can cause to the environment, property and animals, National Farmers Union Scotland would like to see greater public awareness of these risks. The Union believes that it is the responsibility of councils, to publicly recognise these risks by banning the use of Sky Lanterns on council owned property and at council run events.*

*On behalf of the National Farmers Union Scotland, we ask Midlothian Council to follow the example of other councils within Scotland and take similar measures to demonstrate and also take responsibility towards the environment, property and animal welfare seriously by supporting a ban of sky lanterns within our area.*

#### **Summary of discussion**

Councillor de Vink was heard moving the motion and providing some further background to the reasons for him doing so.

Councillor Bryant was then in support of the motion.

Councillor Montgomery then moved an addendum to the motion which had been circulated previously as a notice of counter motion and provided his reasons for so moving.

The notice read as per the motion that had been moved by Councillor de Vink with the exception that the paragraph was removed and replaced by:

*Midlothian Council agrees to follow the example of other councils within Scotland and take similar measures to demonstrate taking responsibility towards the environment, property and animal welfare seriously by supporting a ban on sky lanterns within our area.*

*In addition to the aforementioned Council agrees to include banning fireworks from being set off from Council land except for organised/licensed displays.*

Councillor Imrie was heard seconding the notice of counter motion.

Councillor Parry requested clarification in relation to the definition of 'Council Land' which the Monitoring Officer suggested to the Movers and Seconders of the Motion and Counter Motion to mean 'non domestic properties.' This definition was accepted by all Movers and Seconders.



Then Council then accepted the motion as amended.

#### Decision

The Council agreed to a ban of sky lanterns within the Midlothian area and further agreed to ban fireworks being set off from Council land (non domestic land) except for organised/licensed displays.

#### Action

Motion No.	Motion Title	Proposed by:	Seconded by:
<b>7.2</b>	<b>Policing in Midlothian</b>	<b>Councillor Russell</b>	<b>Councillor Muirhead</b>

#### Motion:

*The recent escalation of anti social behaviour issues in the centre of Dalkeith, where large groups of youths have caused significant distress to residents and damage to business premises, cannot be tolerated.*

*From this and recent incidents in other communities across Midlothian it is clear that the police locally are struggling to cope with the increasing demands placed upon them.*

*Council believes that the cuts to the funding for the CAT teams in this year's budget is making police response to such incidents, and their ability to proactively target youth disorder, more difficult and that this will only get worse when the full cuts to the CAT teams come into force in April.*

*Council therefore agrees to withdraw the plans to remove funding for the CAT teams planned for April 2017 and to restore funding for the cuts already made.*

#### Summary of discussion

The Council heard from Councillor Russell who formally moved the motion given the specific issues and impact within Dalkeith.

The Council then heard from Councillor Muirhead who formally seconded the motion and provided his reasoning for doing so – specifically in relation to the impact that was already being witnessed as a result of the reduction of the Community Access Team and quoted statistics that were due to be presented to the Police and Fire and Rescue Board for consideration.

Councillor Parry was then heard moving that no action be taken on the motion and further suggested there was no evidence to support the motion along with the fact there was no account as to where the spend was to come from in relation to re-instating the Community Action Team.

Councillor Johnstone seconded Councillor Parry's motion to take on action on the motion.

Following a brief further discussion, the Council voted on the motion.

8 Councillors voted in favour of the motion and 8 Councillors voted for the direct negative at which point the Provost cast his second vote and voted for the direct negative to the motion..

#### Decision

The Council agreed to take no action on the motion.

Motion No.	Motion Title	Proposed by:	Seconded by:
<b>7.3</b>	<b>Public Inquiry into Policing in Scotland during the 1984-85 Miners Strike</b>	<b>Councillor Bennett</b>	<b>Councillor Parry</b>

#### Motion:

*Midlothian Council repeats its request made in March 2015 to the Scottish Government for a public inquiry into policing in Scotland during the 1984-85 miners strike.*

*While the Orgreave Campaigners continue to be denied their right to the truth, this is an opportunity for the Scottish Government to allow the miners in the Lothians and across Scotland who were wrongfully arrested and convicted to get the justice that it believes they deserve and to strengthen the Orgreave Campaigners in their continued fight for justice.*

*Midlothian Council realises that as a first step endeavours should be made for an application to the Scottish Criminal Cases Review Commission, however, notes that to date no applications have been made.*

#### Summary of discussion

The Council heard from Councillor Bennett who presented the motion and further from Councillor Parry who seconded the motion.

During the discussion in relation to the motion, the Council agreed to writing to the Scottish Government to express the sentiments of the Council.

#### Decision

The Council agreed to write to the Scottish Government to express the sentiments of the Council and to request a public inquiry into the policing in Scotland during the 1984-85 miners strike.

#### Action

Democratic Services/ Member Services

Motion No.	Motion Title	Proposed by:	Seconded by:
<b>7.4</b>	<b>Closure of Glencorse Barracks</b>	<b>Councillor Johnstone</b>	<b>Councillor Coventry</b>

**Motion:**

*That this Council notes with concern the announced closure of 8 out of 22 military sites in Scotland including the army barracks at Glencorse; notes that there was no consultation over this closure which will have serious consequences for the local economy; considers that this must be a body blow to the service personnel, their families and civilian staff at the barracks; further considers that the purported “saving “ of £140 million to the MOD from these closures pales into insignificance when measured against the replacement cost of Trident running into £250 billion; calls upon the UK Government to rescind this decision callously made in the very week Scotland and the rest of the UK remembers those servicemen and women who died in our wars.*

**Summary of discussion**

The Council heard from Councillor Johnstone who moved the motion and confirmed her reasoning for doing so.

Following this Councillor Coventry was heard formally seconding the motion and confirming his reasons for doing so.

Councillor Montgomery was also heard in support of the motion.

**Decision**

The Council agreed to write to the UK Government calling upon them to rescind the decision to close Glencorse Barracks.

**Action**

Democratic Services/ Member Services

## 8. Reports

Agenda No.	Report Title	Presented by:
<b>8.1</b>	<b>Presentation to Elected Members by Scotrail</b>	<b>James Ledgerwood; Lindley Kirkpatrick and Andy Miller</b>

**Outline of report and summary of discussion**

The Chief Executive welcomed and introduced the representatives from Scotrail who subsequently gave a short presentation in relation to the first year of operation of the Borders Railway.

The presentation included commentary on the performance of the Borders Railway during its first year of operation and further provided information on the future improvement plan and investment.

Following this Members were provided with the opportunity to ask questions of the representatives.

Councillor Young requested further information in relation to the provision of carriages to counter the overcrowding issue at peak times and further also asked what actions were in place to deal with the reported reliability issues.

Andy Miller confirmed that the reliability issues were taken very seriously and the performance of the Borders Railway is currently being reviewed on a weekly basis. Coupled with this he provided further detail in relation to the axle counter issue and the radiators on the Class 158 trains and further the actions that Scotrail were taking to remedy these issues.

In relation to the carriage capacity James Ledgerwood provided further detail in relation to the actions that were being taken which is a wider ranging issue across Scotland and confirmed that further detail would be available in due course.

Councillor Muirhead then requested information in relation as to what makes the Borders Railway a challenging service to operate and further as to whether the issues that the Borders Railway is currently facing are wider ranging issues or are they peculiar to the Borders Railway.

Andy Miller confirmed that the axle counter issue was peculiar to the Borders Railway and the radiator issue is one related to the type of unit that is being operated. He further confirmed that the work that was being carried out at the moment would help to resolve these issues on the Borders Railway.

Councillor Baxter then requested further information in relation to the ticket machines that were used in stations and some of the issues that had been experienced by his constituents using the ticket machines.

James Ledgerwood confirmed that the ticket machines were constantly being upgraded and confirmed he would be happy to discuss any individual issues with the Councillor.

Councillor Pottinger was then heard raising his concerns in relation to the failure rate of the service. Further the Councillor queried whether the failure rate included the industrial action that had been taken by Scotrail staff. The Councillor concluded by raising a question in relation to the future proofing of the service.

Andy Milller confirmed how the official statistics in relation to the line performance were calculated and further that the Borders Railway is currently operating at a 84.7% success rate which was 5% lower than the national average. He also confirmed that the performance issues as a result of the industrial action were included within the performance statistics.

Councillor Imrie then asked for further detail in relation to the response to passenger growth and why the projections were not more responsive to the passenger rate.

James Ledgerwood confirmed that the passenger rate was significantly higher than originally projected and further Scotrail were taking account of the variations and implications of this. He concluded that Scotrail were committed to working with local stakeholders to provide the best possible service.

Councillor Beattie was then heard confirming that she had heard as many positive as negative comments from her constituents in relation to the Borders Railway and further asked for clarification as to what is being done now to deal with the single biggest criticism of overcrowding.

James Ledgerwood confirmed that Scotrail are working hard to target areas where overcrowding is identified and would hope to see some improvements in the near future.

Councillor de Vink then expressed his disappointment in the service particularly in relation to the passenger volumes.

James Ledgerwood confirmed that the passenger predictions were based on Transport Scotland figures and Scotrail are working with Transport Scotland in relation to the impact of the actual volumes.

Councillor Milligan then spoke of the Railway as a critical aspect of the house building programme in Midlothian and further that the issue of reliability was key. The Councillor then expressed his concern in relation to the impact of further growth in the area and the impact on the service requirements as a result of this projected growth.

James Ledgerwood confirmed that Scotrail are working closely with the Council in relation to areas of growth within Midlothian.

Councillor Parry requested clarity as to whether the train service was being aligned to the provision of other public transport in Midlothian to which James Ledgerwood confirmed that Scotrail were working in partnership to provide an integrated transport solution for Midlothian.

Councillor Russell requested further information in relation to the provision of better lighting within Eskbank station to which James Ledgerwood confirmed that he would take forward as a specific action.

Report No.	Report Title	Presented by:
<b>8.2</b>	<b>Presentation to Elected Members by Grant Thornton – Annual Report to Elected Members and the Controller of Audit for Finance</b>	<b>Paul Dossett</b>

#### Outline of report and summary of discussion

Paul Dossett commenced his presentation by thanking Officers and Members for their support to the Audit process. Further he confirmed that the report which was presented to Members had been submitted to the Audit Committee on 25 September 2016.

Paul Dossett then confirmed that the 2015/16 Audit had demonstrated a good year for the Council and that Grant Thornton had signed an unqualified opinion on the accounts on 25 September 2016. He further confirmed that good progress had been made in relation to the Integration Joint Board; the work being done in

relation to modernising the pay scheme was important work in relation to workforce modernisation and as such these strategies were important to support dealing with the challenges facing all Scottish Local Authorities.

He further confirmed that the Council's reserves were in a good position by comparison to other Local Authorities.

However, the Council holistically has not had the best record of delivering savings which is an area that will now require focus given the challenges being faced by the Council.

The Chief Executive then recognised the good work of Grant Thornton over the past five years that they have acted as the Council's external auditors and thanked them for their work.

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Report No.	Report Title	Presented by:
<b>8.3</b>	<b>Review of United Kingdom Parliament Constituencies in Scotland by the Boundary Commission for Scotland</b>	<b>Chief Executive</b>

#### Outline of report and summary of discussion

The Council heard from the Chief Executive who presented a report dated 20 October 2016 which outlined the Boundary Commissions initial proposals for UK Parliamentary Constituencies in Scotland which were published on 20 October 2016 for a twelve week public consultation period lasting until 11 January 2017.

The Chief Executive further outlined the criteria in relation to the review of the Parliamentary Constituencies and confirmed the impact to the Midlothian area.

Councillor Parry was heard in support of a response being prepared and suggested that comments were collected to reflect the views of the Elected Members both from within the Chamber as a result of the debate and through further discussion.

Councillor Johnstone was then heard in support of Councillor Parry's suggestion.

#### Decision

The Council agreed to:

- a) Respond to the initial proposals of the Boundary Commission for Scotland in its 2018 Review of Parliamentary Constituencies.

#### Action

Chief Executive

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Report No.	Report Title	Presented by:
<b>8.4</b>	<b>Financial Strategy 2017/18 to 2021/22</b> Page 14 of 356	<b>Head of Finance and Integrated Service Support</b>

### Outline of report and summary of discussion

The Council heard from the Head of Finance and Integrated Service Support who presented a report which provided the Council with an update on the Financial Strategy encompassing the years 2017/18 to 2021/22 which included:

- An update Scottish Government Grant timing and prospects;
- Updated budget projections for 2017/18 to 2021/22;
- A sensitivity analysis reflecting the potential impact of different scenarios;
- An assessment of the indicative level of resources which would be provided to the Midlothian Integration Joint Board in 2017/18;
- An update on the existing and proposed change programmes aimed at addressing the projected budget shortfalls;
- An update on reserves.

Councillor Parry proposed that the recommendations within the report were accepted and further extended an invite to all Councillors to an open dialogue in relation to the budget proposals.

Councillor Bryant supported Councillor Parry's recommendations.

Councillor Milligan thanked the Chief Executive for the financial information that had been supplied to Elected Members and asked for a commitment from Council Officers to continue the dialogue with Elected Members in respect of the budget proposals. Further Councillor Milligan commented on the Council Tax arrangements for Midlothian as a result of the Scottish Government's revised financial model. In conclusion Councillor Milligan proposed that the Council write to the Scottish Government to demand that monies raised through Council Tax remain within the Local Authorities where the Council Tax is raised.

Councillor Muirhead seconded Councillor Milligan's proposals.

Following this a vote was taken in relation to the proposed amendment to which 10 Councillors voted for the amendment and 8 voted against therefore the amendment was included in the decision of the Council.

### Decision

The Council agreed to:

- a) Note the update in respect of the Scottish Government Grant Settlement as set out in section 2 of the report;
- b) Note the updated projected cost of services, key assumptions and resultant budget shortfalls as set out in section 3 of the report and continue to endorse the key assumptions on which the budget projections are based;
- c) Note the continuing uncertainties and the potential impact of differing scenarios as set out in section 6 of the report;
- d) Note the indicative level of resources which would be provided to the Midlothian Integration Joint Board to deliver the Strategic Plan as set out in section 7 of the report;



- e) Note the role the current and developing strands of the Change Programme , including the development of savings options and relevant impact on the Financial Strategy as set out in tables 5 and 6 contained within the report;
- f) Note that the strands of the Change Programme will provide the means to identify options to address projected budget shortfalls;
- g) Note that the updated projections at this time indicate that a budget gap of £6.027 million for 2017/18 rising to £ 31.962 million by 2021/22, though these are heavily dependent on the assumptions detailed in the report;
- h) Write to the Scottish Government to demand that all monies raised through Council Tax remain within the Local Authorities where the Council Tax is raised; and
- i) Otherwise note the contents of the report.

<b>Action</b>
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Chief Executive/Head of Finance and Integrated Service Support
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### Sederunt – At this point the Provost called a ten minute recess

Report No.	Report Title	Presented by:
<b>8.5</b>	<b>Financial Monitoring 2016 -17 – General Fund Revenue</b>	<b>Head of Finance and Integrated Service Support</b>

<b>Outline of report and summary of discussion</b>
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The Council heard from the Head of Finance and Integrated Service Support who presented a report which provided the Council with information on the performance against revenue budget in 2016/17 and the details of the material variances.

Councillor moved that the recommendations in the report were accepted and Councillor Bryant seconded this.

<b>Decision</b>
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The Council agreed to:

- a) Note the content of the report

Report No.	Report Title	Presented by:
<b>8.6</b>	<b>Treasury Management Mid-Year Review Report 2016/17</b>	<b>Head of Finance and Integrated Service Support</b>

<b>Outline of report and summary of discussion</b>
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The Council heard from the Head of Finance and Integrated Service Support who presented a report which sought to inform Members of the Treasury Management activity undertaken during the first half of 2016/17, the forecast activity for the second half of 2016/17, and provide an update in relation to the Prudential Indicators for 2016/17.

Councillor Parry moved that the recommendations contained within the report were accepted. This was seconded by Councillor Bryant.

Councillor Baxter requested further detail in relation to whether the Council had any deposits with Deutsche Bank and the Head of Finance and Integrated Service Support confirmed he would provide the Councillor with the information.

Councillor Milligan expressed his congratulations to the Finance Team for their work in relation to managing the Council's borrowing requirement.

#### Decision

The Council agreed to:

- a) Note the report and the treasury activity undertaken in the period to 07 October 2016, as outlined in Section 4 of the report;
- b) Note the forecast activity during the second-half of the year as outlined in Section 5 of the report;
- c) Approve the revisions to the Prudential Indicators in Section 6 of the report.

#### Action

Head of Finance and Integrated Service Support

Report No.	Report Title	Presented by:
<b>8.7</b>	<b>General Services Capital Plan 2016-17 to 2020-21</b>	<b>Head of Finance and Integrated Service Support</b>

#### Outline of report and summary of discussion

The Council heard from the Head of Finance and Integrated Service Support who presented a report which provided the Council with information on the projected performance of the General Services Capital Plan against budget for 2016/17.

Councillor Parry moved that the recommendations contained with the report were accepted which was seconded by Councillor Bryant.

#### Decision

The Council agreed to:

- a) Note the General Services Capital Plan Quarter 2 monitoring position for 2016/17;
- b) Approve the following projects as outlined in Table 2 of the report in Section 2.2 to be added to the General Services Capital Plan: (a) Inspiring Learning Spaces, (b) GoreGlen & Bilston Primary Schools

Digital Services, and (c) Mayfield Park Amenities.

#### Action

Head of Finance and Integrated Service Support

Report No.	Report Title	Presented by:
<b>8.8</b>	<b>Housing Revenue Account</b>	<b>Head of Finance and Integrated Service Support</b>

#### Outline of report and summary of discussion

The Council heard from the Head of Finance and Integrated Service Support who presented a report which provided the Council with a summary of expenditure and income to 23 September 2016 for the Capital Plan and a projected outturn for both the Housing Revenue Account and Capital Plan for 2016/17.

Councillor Parry moved that the recommendations contained in the report were accepted which was seconded by Councillor Bryant.

#### Decision

The Council agreed to:

- a) Note the content of the report.

Report No.	Report Title	Presented by:
<b>8.9</b>	<b>Impact of Exiting the European Union</b>	<b>Chief Executive</b>

#### Outline of report and summary of discussion

The Council heard from the Chief Executive who presented a report setting out the initial assessment of the impact on Midlothian of the decision to leave the European Union. The report presented focused on the loss of European Union grant aid with the further questions of economic and social policy impact to be considered at a later stage when it is clearer what the new relationship with the European Union will be.

Councillors de Vink, Bryant and Parry spoke in relation to their concerns in relation to the potential impact of exiting the European Union.

Following this short discussion the Council agreed to approve the recommendations contained in the report.

**Decision**

The Council agreed to:

- a) Note this initial analysis of the potential impacts on Midlothian of the UK leaving the European Union;
- b) Note the need for the Council to continue to monitor the impact on Midlothian as the future position clarifies, assembling the relevant data and evidence and using this as appropriate to lobby the UK and /or Scottish Governments in respect of any particular identified interests either on its own part or through COSLA; and
- c) Request further reports to Council as appropriate in due course.

**Action**

Chief Executive

Report No.	Report Title	Presented by:
<b>8.10</b>	<b>Chief Social Work Officer Annual Report 2015-16.</b>	<b>Chief Social Work Officer</b>

**Outline of report and summary of discussion**

The Council heard from the Chief Social Work Officer who presented the annual report of the Chief Social Work Officer on the statutory work undertaken on the Council's behalf. The report also provided the Council with an overview of regulation and inspection, workforce issues and significant social policy themes current over the past year.

Councillor Johnstone highlighted that Midlothian and East Lothian Council were leading the way in Public Protection which was a good example of how a shared service approach can work. Further Councillor Johnstone highlighted the work of the Early Intervention service within Children's Social Work and concluded by congratulating the newly qualified social workers within Midlothian. Following this Councillor Johnstone moved that the recommendations were approved by Council. Councillor Bryant seconded the motion.

Councillor Milligan highlighted the budgetary concerns particularly in relation to Homecare packages and the workforce requirements for these. Further Councillor Milligan then asked the Chief Social Work Officer if she felt she had the support from the Corporate Management Team in relation to these challenges to which the Chief Social Work Officer confirmed she had and further highlighted some of the opportunities as a result of Integration.

Councillor Russell highlighted the positive benefit of joint working particularly in relation to Mental Health provision. Further Councillor Russell enquired as to the location of the proposed recovery hub to which the Joint Director, Health and Social Care confirmed that the proposals were at an early stage with no confirmation of a location.

**Decision**

The Council:

- a) Agreed the Chief Social Work Officer's Annual Report for 2015-16; and
- b) Agreed that the Chief Social Work Officer should place a copy of the annual report on the Council website.

#### Action

Chief Social Work Officer.

Report No.	Report Title	Presented by:
<b>8.11</b>	<b>Community Payback Order Annual Report 2015-16</b>	<b>Joint Director, Health and Social Care</b>

#### Outline of report and summary of discussion

The Council heard from the Joint Director, Health and Social Care who presented the Community Payback Order Annual Report 2015-16.

Councillor Johnstone moved that the recommendations were accepted and this was seconded by Councillor Bryant.

#### Decision

The Council agreed to:

- a) Note the content of the Community Payback Order Annual Report 2015/16.

Report No.	Report Title	Presented by:
<b>8.12</b>	<b>Extra Care Housing</b>	<b>Joint Director, Health and Social Care</b>

#### Outline of report and summary of discussion

The Council heard from the Joint Director, Health and Social Care who presented a report seeking agreement to the development of extra care housing provision including through Phase 3 Housing Programme.

Councillor Johnstone moved that the recommendations were approved by the Council.

Councillor de Vink suggested that a different approach should be taken in relation to the care for the elderly and spoke particularly of a different model of care.

Councillor Rosie seconded Councillor Johnstone's motion and supported Councillor de Vink's comments.

Councillor Muirhead asked whether any further progress had been made in relation to Councillor de Vink's suggestion and the Joint Director, Health and Social Care confirmed that Midlothian would be happy to consider this further.

**Decision**

The Council agreed:

- a) To note the range of developments in housing which support the health and care agenda;
- b) In principle to the proposal to include extra care housing in the Phase 3 Housing Programme; and
- c) In principle to the objective of providing some form of extra care housing for older people in all communities in Midlothian.

**Action**

Joint Director, Health and Social Care

Report No.	Report Title	Presented by:
<b>8.13</b>	<b>East Lothian and Midlothian Public Protection Committee Annual Report 2015/16</b>	<b>Head of Adult Social Care</b>

**Outline of report and summary of discussion**

The Council heard from the Head of Adult Social Care who presented the report which highlighted the progress of the East Lothian and Midlothian Public Protection Committee in 2015/16.

Councillor Johnstone moved that the recommendations in the report were accepted which was seconded by Councillor Bryant.

**Decision**

The Council agreed to:

- a) Note the report and the progress made by the East and Midlothian Public Protection Committee during 2015/16

Report No.	Report Title	Presented by:
<b>8.14</b>	<b>Scottish Social Security Consultation Response</b>	<b>Director, Education, Communities and Economy</b>

**Outline of report and summary of discussion**

The Council heard from the Director, Education, Communities and Economy who presented the report which sought to provide the Council with the background to the Scottish Government's initial consultation on proposed Scottish social security legislation, and to request that the Council notes the response submitted by the community planning partnership.

Councillor Parry noted that the response was in her opinion extremely well thought out and was reflective of her own views and moved that recommendations were approved following which the Council approved the recommendations.

#### Decision

The Council agreed to:

- a) Note the response by the community planning partnership.

## 9. Exclusion of Members of the Public

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

- (a) Midlothian and Edinburgh Zero Waste Parc Project Update – report by Director Resources – approved
- (b) Head Teacher Appointments – For Approval by Midlothian Council – presented by Director, Education, Communities and Economy - approved

# Minute of Meeting



## Cabinet

Date	Time	Venue
11 October 2016	11am	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith

### Present:

Councillor Johnstone	Councillor Bryant
Councillor Parry	Councillor Constable
Councillor Rosie	

### Religious Representatives:

Mr V Bourne Rev. Ruth Halley	
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## 1 Apologies

- 1.1 Apologies received for Mrs M Harkness.

## 2 Order of Business

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

## 3 Declarations of interest

No declarations of interest were received.

## 4 Minutes of Previous Meetings

The Minutes of the Meetings of the Cabinet of 30 August 2016 were submitted and approved as correct records.

## Reports

Agenda No	Report Title	Presented by:
5.1	<b>Inspection of Mauricewood Primary School and Nursery Class</b>	<b>Director Education, Communities and Economy</b>

### Outline of report and summary of discussion

The report detailed the outcome of the inspection carried out by HM Inspectorate of Education and the Care Commission which was communicated in their letter dated 30 August 2016.

Mauricewood Primary School was inspected on the week beginning 16 May 2016. The report was published on 30 August 2016 and has been distributed to all Elected Members and Church Representatives on the Cabinet for their information.

Following inspection, the Scottish Government gathered evaluations of five core quality indicators to keep track of how well all Scottish Early, Learning and Childcare settings and schools were doing. Noted below are the evaluations for Mauricewood Primary School and Nursery Class:

#### Primary School

Improvements in Performance	Good
Learners' Experiences	Good
Meeting Learning Needs	Very Good

#### Nursery Class

Improvements in Performance	Very Good
Childrens' Experiences	Very Good
Meeting Learning Needs	Good



### Primary School and Nursery Class

The Curriculum	Good
Improvement through self-evaluation	Satisfactory

The following particular strengths were indicated by the inspection team:

- The supportive and inclusive ethos where children are happy, polite, settled and enjoy learning together.
- Staff who are keen to improve their professional practice in order to improve children's learning and achievement.
- The flexible approaches taken by staff to meet the range of social, emotional and learning needs of children.
- Highly motivated nursery children who are actively engaged in making decisions about their learning.

The following areas for improvement were agreed between HMIE, the Nursery and the Education service:

- Continue to develop the curriculum to provide progression in all aspects of learning.
- Continue to improve approaches to assessing and tracking children's learning, helping them to understand their own progress and achievements.
- Improve approaches to school self-evaluation with a clear focus on improving outcomes for children.

HMIE had concluded that they were satisfied with the overall quality of provision. They were confident that the school's self-evaluation processes were leading to improvements. As a result, HMIE would make no further evaluative visits in connection with this inspection. The local authority would carry out a follow up inspection to review the progress with the action plan with a specific focus on self-evaluation and would report back within 2 years of the date of the initial inspection report. Mary Smith was heard in amplification of this report during which she introduced Mrs Judith Mathers, Head Teacher, Mauricewood Primary School who provided Members with further information on the background to this Inspection.

Several Members along with Mr Bourne were heard highlighting that this was an outstanding Inspection report and congratulating all involved.

### Decision

- (a) To note the content of the inspection report;
- (b) To pass this report to the Performance, Review and Scrutiny Committee for its consideration; and
- (c) To congratulate the pupils, parents, carers and staff connected with Mauricewood Primary School and Nursery Class on the key highlighted within the report.

### Action

Director Education, Communities and Economy

Agenda No	Report Title	Presented by:
5.2	<b>Delivering Excellence and Equity in Scottish Education: A delivery plan for Scotland</b>	<b>Director Education, Communities and Economy</b>

#### Outline of report and summary of discussion

The report introduced the Scottish Government's *Delivering Excellence and Equity in Scottish Education: a delivery plan for Scotland* to Cabinet. The report drew particular attention to the Scottish Government consultation called *Empowering teachers, parents and communities to achieve excellence and equity in education: A Governance Review* which was launched on 13 September 2016 and closes on 6 January 2017. The report outlined the arrangements for the proposed local consultation period for Midlothian in order to ensure that the Council (i) raised the profile of the ongoing review; (ii) sought the views of local stakeholders; and (iii) prepared a co-ordinated Midlothian response to the ongoing consultation. In order to achieve this, the report requested approval of the recommendations contained therein. Mary Smith was heard in amplification of the report

#### Decision

- (a) To co-ordinate a series of consultation events in Midlothian in order to raise the profile and to seek the views of local stakeholders on the Scottish Government consultation called *Empowering teachers, parents and communities to achieve excellence and equity in education: A Governance Review*
- (b) To present a seminar to elected members at the end of November 2016 outlining the outcome of the Midlothian Consultation on the Education Governance Review;
- (c) To present the final consultation response to Council in December 2016; and
- (d) To note the on-going work in Midlothian to reduce inequalities and the strategic intent to create a World-Class Education System through Excellence and Equity.

#### Action

Director Education, Communities and Economy

Agenda No	Report Title	Presented by:
6.1	Carbon Management Plan 2013-2016 Final Report	<b>Head of Property and Facilities Management</b>

#### Outline of report and summary of discussion

The purpose of the report was to advise Members of the outcome 2013 to 2016 Carbon Management Plan and the Councils position at the conclusion of this.

The Carbon Management Plan 2013 - 2016 was initiated with the target of achieving a 25% reduction in carbon emissions based on the 2006/7 Carbon output tonnage of 27,237CO<sub>2e</sub>. This equated to a target tonnage reduction of 8,800 tonnes CO<sub>2e</sub> over the period.

During the plan period, actions were taken to reduce carbon emissions potentially in the areas of Building Energy, Street Lighting, Fleet Transport and Waste Management. The final report which was attached as an Appendix to the report confirmed that the Council had exceeded its target and achieved a CO<sub>2</sub> emissions tonnage of 11,035 tonnes or 31% reduction. The Head of Property and Facilities Management was heard in amplification of the report.

#### Decision

- (a) To note the outcome of the 2013-2016 Carbon Management plan and that the plans targets had been exceeded; and
- (b) To note that a new Carbon Management Plan was currently being prepared and would be presented to a future Council meeting.

#### Action

Head of Property and Facilities Management

Agenda No	Report Title	Presented by:
6.2	<b>Lothian Joint Health Protection Plan 2016- 2018</b>	<b>Director Education, Communities and Economy</b>

#### Outline of report and summary of discussion

The report requested Cabinet to approve the Lothian Joint Health Protection Plan (JHPP) for the period 2016/2018. A copy of the Plan had been made available in the Members' Library.

The Plan had been developed through a consultative process via a working group comprising NHS Lothian's Director of Public Health and Health Policy, a Consultant in Public Health Medicine and the Chief Officer(s) Environmental Health of the City of Edinburgh, East Lothian, Midlothian and West Lothian Councils. The plan aimed to:

- Provide clarity about which agency and persons had overall responsibility in protecting the public health.
- Ensure preparedness and enhance co-operation among agencies in combating major emergencies, for example bioterrorism and lessons from Severe Acute Respiratory Syndrome (SARS).
- Resolve gaps and uncertainties in the adequacy of statutory powers that might be required for communicable disease control particularly for emerging hazards, for example early interventions in avian or pandemic flu.
- Update the principles and concepts underpinning public health legislation for the twenty-first century to reflect changes in public health ethics and values, new scientific developments and the response to globalisation.

Edel Ryan was heard in amplification of the report.

#### Decision

- (a) To approve the Lothian Joint Health Protection Plan(JHPP) 2016/18, and
- (b) Remits the JHPP to the Chief Executive to sign off on behalf of Midlothian Council.

#### Action

Edel Ryan

#### Exclusion of Members of the Public

In view of the nature of the business to be transacted, the Cabinet agreed that the public be excluded from the meeting during discussion of the undernoted item, as contained in the Addendum hereto, as there might be disclosed exempt information as defined in paragraph 11 of Part I of Schedule 7A to the Local Government (Scotland) Act 1973:-

Inquorate Meeting of the Joint Consultative Group of 10 May 2016 – Noted

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

The meeting terminated at 11.25am.

# Minute of Meeting



## General Purposes Committee

Date	Time	Venue
4 October 2016	2 pm	Council Chamber

### Present:

Councillor Andrew Coventry (Chair)	Councillor Baxter
Councillor Bennett	Councillor Bryant
Councillor Constable	Councillor Johnstone
Councillor Muirhead	Councillor Parry
Councillor Pottinger	Councillor Rosie
Councillor Russell	Councillor Young
Councillor Wallace	

### In attendance:

Alan Turpie	Legal Services Manager
Inspector Smith	Police Scotland
Verona MacDonald	Democratic Services Team Leader

## 1. Apologies

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1.1 Apologies were received from Councillors Beattie, Imrie, Milligan and Montgomery.

## 2. Order of Business

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2.1 The order of business was confirmed as outlined in the agenda circulated.

### 3. Declarations of interest

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There were no Declarations of Interest intimated.

### 4. Minutes of Previous Meetings

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4.1 On the Motion of Councillor Rosie, seconded by Councillor Johnstone, the Minutes of Meeting of 23 August 2016 were approved as a correct record.

### 5. Public Reports

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It was noted that there were no public reports for consideration.

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

**In view of the nature of the business to be transacted, the Committee agreed that the public be excluded from the meeting during discussion of the undernoted items, as contained in the Addendum hereto, as there might be disclosed exempt information as defined in paragraphs 1 and 14 of Part I of Schedule 7A to the Local Government (Scotland) Act 1973:-**

- 6.1 Trusts and Bequests Update – Report by Director, Resources
- 6.2 Application for a Private Hire Car Driver's Licence – W. McKinney
- 6.3 Application for a Private Hire Car Driver's Licence – D. Denton
- 6.4 Application for a Private Hire Car Licence – D. Denton

The Meeting terminated at 2.55 pm

# Minute of Meeting



## Performance, Review and Scrutiny Committee

Date	Time	Venue
6 September 2016	11.00am	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith

### Present:

Councillor Milligan (Chair)	
Councillor Baxter	Councillor Coventry
Councillor de Vink	Councillor Imrie
Councillor Muirhead	Councillor Pottinger
Councillor Wallace	

### Also in Attendance:

Kenneth Lawrie	Chief Executive
John Blair	Director Resources
Grace Vickers	Head of Education
Janet Ritchie	Democratic Services Officer

## 1 Apologies

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Apologies received from Councillors Bennett, Montgomery, Russell and Young

## 2 Order of Business

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The order of Business was as set out on the Agenda

## 3 Declarations of interest

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No declarations of interest were intimated.

## 4 Minutes of Previous Meetings

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The minutes of the following meetings were submitted and approved as a correct record:

- 4.1 Performance, Review and Scrutiny Committee of 26 April 2016
- 4.2 Special Performance, Review and Scrutiny Committee of 8 June 2016 (1)
- 4.3 Special Performance, Review and Scrutiny Committee of 8 June 2016 (2)

## 5 Public Reports

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Agenda No	Title	Submitted by:
<b>5.1</b>	<b>Inspection of Mayfield Nursery</b>	<b>Director Resources</b>

### Outline and summary of item

With reference to the Minutes of the Cabinet dated 30 August 2016, there was submitted a report by Director of Education, Communities and Economy dated 29 July 2016 providing members with an outline of the outcomes of the Inspection carried out by the HM Inspectorate of Education and the Care Commission which was communicated in their letter dated 28 June 2016.

The Head of Education presented the Report to the members highlighting the findings of this Inspection and the excellent grades awarded by the Care Inspectorate to Mayfield Nursery school including the 'ICan' Speech, Language and Communication Unit.

HMIE concluded that they were satisfied with the overall quality of provision and were confident that the Nursery's self-evaluation processes are leading to improvements. As a result, HMIE will make no further evaluative visits in connection with this inspection.

Thereafter various Members of the Committee commented on the outstanding Inspection Report and congratulated all involved in this wonderful achievement.



**Decision**

- To note the content of the Inspection report.
- To congratulate the pupils, parents and staff connected with Mayfield Nursery School on the excellent report.

**Action**

Head of Education

**Agenda No****Title****Submitted by:****5.2****Agency Staff****Director Resources****Outline and summary of item**

With reference to the Minutes of the Special Performance Review and Scrutiny Committee dated 8 June 2016, during consideration of the Quarter Four 2015/16 report on Adult and Social Care the Committee requested a report on Agency Staff employed across the Council. The Director of Resources submitted a report dated 29 August 2016 advising the Committee on the Agency Staff utilised by the Council in the provision of services.

The Director of Resources presented the report to the Committee highlighting the main points within the report. Thereafter the Chief Executive and Director Resources answered questions raised by Members.

**Decision**

- a) to note content of the report
- b) The Director Resources to submit this report along with the comments raised by members to a future meeting of the Low Pay Working group

**Action**

Director Resources

Agenda No	Title	Submitted by:
<b>5.3</b>	<b>Zero Hours Contract and the Living Wage</b>	<b>Director Resources</b>

#### Outline and summary of item

With reference to the Minutes of the Special Performance Review and Scrutiny Committee dated 8 June 2016, during consideration of the Quarter Four 2015/16 report on Adult and Social Care the Committee requested a report on Zero Hours Contracts and the Living Wage paid by the Council. The Director of Resources submitted a report dated 29 August 2016 advising the Committee on the use of Zero hours Contracts by the Council in the provision of services.

The Director of Resources presented the Report to the members highlighting the main points within the Report and thereafter answered questions raised by Members.

#### Decision

- (a) To note the content of the Report

#### Action

Director Resources

The meeting terminated at 11.40 am

# Minute of Meeting



## Special Performance, Review and Scrutiny Committee

Date	Time	Venue
7 September 2016	11am	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith

### Present:

Councillor Milligan (Chair)	Councillor Baxter
Councillor Imrie	Councillor Muirhead
Councillor Pottinger	Councillor Russell
Councillor Wallace	

### In attendance:

Kenneth Lawrie	Chief Executive
Grace Vickers	Head of Education
Alison White	Head of Adult and Social Care
Kevin Anderson	Head of Housing and Customer Services
Joan Tranent	Head of Children's Services
Ian Johnson	Head of Communities and Economy
Janet Ritchie	Democratic Service Officer

## 1 Apologies

It was noted that apologies had been received from Councillors Bennett, Coventry, de Vink, Montgomery and Young.

## 2 Order of Business

The order of business was agreed with the Chair and amended as detailed below.

## 3 Declarations of interest

No declarations of interest were intimated.

## 4 Public Reports

Report No.	Report Title	Presented by:
4.6	Education Performance Report Q1 2016/17	The Head of Education

### Outline of report and summary of discussion

The Head of Education presented the Quarter 1 2016/17 Performance Report for Education to the Committee highlighting that this quarter concentrates on the strategic direction for 2016/17 to create a world-class education system here in Midlothian focussing on four main priorities: Early Years; Sustained Positive Destinations; Lifelong Learning and Employability and the implementation of the Children and Young People (Scotland) Act 2014.

The Emerging Challenges and Risks highlighted included: implementation of the Named Person; securing Teacher Numbers; Implementation of the New Education (Scotland) Act 2015 and to continue to progress Delivering Excellence and the budget savings required over the course of 2016/17 and beyond.

Thereafter the Head of Education responded to comments and questions raised by Member's which included:

- The delay in the implementation of the Named Person by the Scottish Government.
- The roll out of the Dashboard to Head Teachers which will allow them to monitor attendance and performance issues as well as management.
- An explanation on the data showing 'off target' for the 'eligible two year olds'.
- The early years, 3-5 year olds and the increase in the hours provided and how this can be achieved.

### Decision

- To note the positive report.

Report No.	Report Title	Presented by:
4.1	Midlothian Council Performance Report Q1 2016/17	The Chief Executive

#### Outline of report and summary of discussion

The Chief Executive presented the Quarter 1 2016/17 Performance Report for Midlothian Council to the Committee highlighting the three top priorities for 2016-19, a summary of the emerging challenges as detailed in the report and also reported that Midlothian has its highest recorded sustained positive destinations to date and is 1.0% higher than the national average.

The 2015/16 plan year saw the end of a 3 year cycle of prioritising working together to improve outcomes for young people leaving school, improve lives of children in early years and their families, and improve the local economy. These priorities will continue to be further developed in 2016-19.

The Community Planning Partnership undertook a review and engagement process in 2015/16 resulting in changed priorities for the next three years 2016-19. Taking into consideration evidence about the comparative quality of life of people living in Midlothian, it is clear that less well off residents experience poorer health, have fewer or no choices in how they use low incomes, and also that there is a proven relationship between these factors and their learning. As a result the top three priorities for 2016-19 are:

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

Thereafter the Chief Executive responded to comments and questions raised by Members which included:

- Issues around the Borders Railway.
- The financial challenges and the governance and timetable as agreed at the June Council.
- 'Shaping our Future' consultation document.

#### Decision

- To note the report

Report No.	Report Title	Presented by:
4.2	Adult Health and Social Care Performance Report Quarter 1 2016/17	The Head of Adult and Social Care

#### Outline of report and summary of discussion

The Head of Adult and Social Care presented the Quarter 1 2016/17 Performance Report for Adult Health and Social Care to the Committee highlighting the change in local management with two joint Heads of Service with responsibility for Primary Care and Older People, and Adult Services.

The Head of Adult and Social Care provided details on the progress in key areas and a summary of the emerging challenges as detailed in the Report and thereafter responded to comments and questions raised by Member's which included:

- The reduction in funding for Alcohol and Substance Misuse across the Service and how this is getting addressed.
- The Recovery Cafe and Health Centre pilot work and the support this provides.
- Funding across the service and a small core group pulling together all information on this funding and looking at what areas need to be developed.

#### Decision

- To provide feedback at the next meeting on the analysis of the funding across the service.
- To otherwise note the report

#### Action

Head of Adult and Social Care

Report No.	Report Title	Presented by:
4.3	Customer and Housing Services Performance Report Q1 2016/17	The Head of Customer and Housing Services

#### Outline of report and summary of discussion

The Head of Customer and Housing Services presented the Quarter 1 2016/17 Performance Report for Customer and Housing Services to the Committee highlighting the progress in the delivery of strategic outcomes and a summary of the emerging challenges as detailed in the Report.

Thereafter the Head of Customer and Housing Services responded to comments and questions raised by Member's around the issues regarding homelessness and accommodation.

#### Decision

- To note the report

Report No.	Report Title	Presented by:
4.4	Children's Services Performance Report Quarter 1 2016/17	The Head of Children's Services

#### Outline of report and summary of discussion

The Head of Children's Services presented the Quarter 1 2016/17 Performance Report for Children's Services to the Committee highlighting the key priorities including the progress of the Children Services review and informing the Committee that Midlothian has been successful in being selected as only one of four test sites within Scotland to join the Permanence and Care Excellence Programme (PACE).

The Head of Children's Services also provided a summary of the emerging challenges as detailed in the Report.

#### Decision

- To note the report.

Report No.	Report Title	Presented by:
4.5	Communities and Economy Performance Report Quarter 1 2016/17	The Head of Communities and Economy

#### Outline of report and summary of discussion

The Head of Communities and Economy presented the Quarter 1 2016/17 Performance Report for Communities and Economy highlighting to the Committee the progress in the delivery of strategic outcomes and summary of the emerging challenges as detailed in the Report.

Thereafter the Head of Communities and Economy responded to comments and questions raised by Member's including:

- EU Leader programme and the commitment on finance.
- Broadband providers

#### Decision

- To note the report

## 5 Private Reports

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No private business submitted to this meeting.

The meeting terminated at 12:55





# Minute of Meeting



## Special Performance, Review and Scrutiny Committee

Date	Time	Venue
7 September 2016	2 pm	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith

### Present:

Councillor Milligan (Chair)	Councillor Baxter
Councillor Imrie	Councillor Muirhead
Councillor Pottinger	Councillor Russell
Councillor Wallace	

### In attendance:

Garry Sheret	Head of Property and Facilities Management
Trevor Docherty	Travel and Fleet Services Manager
Gary Fairley	Head of Integrated Service Support
Janet Ritchie	Democratic Services Officer

## 1 Apologies

It was noted that apologies had been received from Councillors Bennett, Coventry, de Vink, Montgomery and Young.

## 2 Order of Business

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

## 3 Declarations of interest

No declarations of interest were intimated.

## 4 Public Reports

Report No.	Report Title	Presented by:
4.1	Commercial Operations Performance Report Q1 2016/17	Travel and Fleet Service Manager

### Outline of report and summary of discussion

The Travel and Fleet Service Manager presented the Quarter 1 2016/17 Performance Report for Commercial Operations highlighting to the Committee the main points and the emerging challenges as detailed in the report.

Thereafter the Head of Commercial Operations responded to comments and questions raised by Members which included:

- The challenges around waste management.
- The Midlothian tourist bus and the work undertaken to increase the uptake of this service.
- The damage to Elginhaugh bridge parapet and the timescale for the repairs.
- The additional funding from the Scottish Government for further electric vehicle charging points.

### Decision

- To note the report.

Report No.	Report Title	Presented by:
4.2	Finance and Integrated Service Support Performance Report Quarter 1 2016/17	Head of Integrated Service Support

**Outline of report and summary of discussion**

The Head of Integrated Service Support presented the Quarter 1 2016/17 Performance Report for Integrated Service Support highlighting to the Committee that the strategic focus continues to be that of delivering transformational change and provided a brief outline of the successes achieved in the first quarter and a summary of the emerging challenges.

**Decision**

- To note the report.

Report No.	Report Title	Presented by:
4.3	Property and Facilities Management Performance Report Quarter 1 2016/17	Head of Property and Facilities

**Outline of report and summary of discussion**

The Head of Property and Facilities presented the Quarter 1 2016/17 Performance Report for Property and Facilities Management to the Committee highlighting some key points from the report and a summary of the emerging challenges.

Thereafter the Head of Property and Facilities responded to comments and questions raised by the Members which included:

- The challenges faced through the loss of income due to free swimming for school children during holiday periods whilst also recognising the benefits.
- The 100% of housing stock meeting the Scottish Housing Quality Standard criteria.
- The energy efficiency fund and the criteria for this.

**Decision**

- To provide a comparison on the income from adults and children using the pools last year and this year including the use of cafes, vending machines etc.
- To otherwise note the report

**Action**

Head of Property and Facilities

## 5 Private Reports

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No private business submitted to this meeting.

The meeting terminated at 14:30



# Minute of Meeting



## Local Review Body

Date	Time	Venue
25 October 2016	2.00pm	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith

### Present:

Councillor Bryant (Chair)	Councillor Baxter
Councillor Beattie	Councillor Milligan
Councillor Montgomery	Councillor Rosie

## 1 Apologies

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Apologies received from Councillors Bennett, Constable, de Vink and Imrie.

## 2 Order of Business

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

## 3 Declarations of interest

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No declarations of interest were received.

## 4 Minutes of Previous Meetings

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The Minutes of Meeting of 6 September 2016 were submitted and approved as a correct record.

## 5 Reports

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Agenda No	Report Title	Presented by:
5.1	Decision Notice – 47 Arthur View Terrace, Danderhall [16/00213/DPP]	Peter Arnsdorf

### Executive Summary of Report

With reference to paragraph 5.6 of the Minutes of 6 September 2016, there was submitted a copy of the Local Review Body decision notice upholding a review request from Mr A Anderson, 62 Donibristle Gardens, Dalgety Bay, Fife, seeking on behalf of his client Mr J Raeburn, a review of the decision of the Planning Authority to refuse planning permission (16/00213/DPP, refused on 27 April 2016) for the erection of a two storey and a single storey extension at 47 Arthur View Terrace, Danderhall and granting planning permission subject to conditions.

### Decision

To note the LRB decision notice.

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Agenda No	Report Title	Presented by:
5.2	Decision Notice – Lothian Cottage, Lothian Bridge, Dalkeith [16/00193/DPP]	Peter Arnsdorf

### Executive Summary of Report

With reference to paragraph 5.7 of the Minutes of 6 September 2016, there was submitted a copy of the Local Review Body decision notice upholding a review request from Cockburn's Consultants, 29 Ryehill Terrace, Edinburgh, seeking on behalf of their client Mr S Alexander, a review of the decision of the Planning Authority to refuse planning permission (16/00193/DPP, refused on 16 May 2016) for the erection of a two storey and a single storey extension at Lothian Cottage, Lothian Bridge, Dalkeith and granting planning permission subject to conditions.

### Decision

To note the LRB decision notice.

### Eligibility to Participate in Debate

In considering the following item of business, only those LRB Members who had attended the site visits on 3 September 2012 and had attended the subsequent LRB meeting on 4 September 2012 participated in the review process, namely Councillors Bryant, Baxter, Beattie and Milligan.

Councillors Montgomery and Rosie whilst present during the debate had been unable to attend the site visit/previous meeting and accordingly did not actively participate in the proceedings.

Agenda No	Report Title	Presented by:
5.3	Notice of Review Request Considered at a Previous Meeting – Land to South of Hilltown House, Woolmet, Dalkeith [12/00111/DPP]	Peter Arnsdorf

### Executive Summary of Report

With reference to paragraph 5(a) of the Minutes of 4 September 2012, there was submitted report, dated 11 October 2016, by the Head of Communities and Economy providing an update regarding the review request from Mr and Mrs P Spoors per RSM Tenon, Unit 1, Calder Close, Calder Park. Wakefield for the erection of four dwellinghouses at Land to the South of Hilltown House, Woolmet, Dalkeith.

The report reminded Members that the LRB had agreed to uphold the review request and where minded to grant planning permission, subject to suitable conditions, and the prior signing of a legal agreement to secure developer contributions towards, education provision, children's play provision and the Borders Rail line.

The report advised that despite repeated requests over the past four years, a legal agreement with the applicants to secure the required developer contributions had still not been concluded

#### Summary of Discussion

Having heard from the Planning Adviser, the LRB discussed the position that had been reached and the possible options available to take matters forward.

#### Decision

That the applicants be given a further 3 months to conclude the legal agreement. But if the legal agreement was not concluded then to dismiss the review and refuse planning permission for the reasons outlined in the planning officer's decision.

#### Action

Head of Communities and Economy

#### Eligibility to Participate in Debate

In considering the following items of business, only those LRB Members who had attended the site visits on Monday 24 October 2016 participated in the review process, namely Councillors Baxter, Beattie, Milligan, Montgomery and Rosie.

Councillors Bryant whilst present during the debate had been unable to attend the site visit and accordingly did not actively participate in consideration of the review requests, although he did remain in the Chair.

Agenda No	Report Title	Presented by:
5.4	Notice of Review Requests Considered for the First Time – (a) 2 Lamb's Pend, Penicuik [16/00474/DPP]	Peter Arnsdorf

#### Executive Summary of Report

There was submitted report, dated 11 October 2016, by the Head of Communities and Economy regarding an application from Mr D Thomson, 22 Sill Haugh, Fountainhall, Scottish Borders seeking a review of the decision of the Planning Authority to refuse planning permission (16/00474/DPP, refused on 2 September 2016) for the Change of Use from Office (Class 4) to Residential (Class 9) to form 5 Flatted Dwellings and Associated External Alterations at 2 Lamb's Pend, Penicuik.



Accompanying the Notice of Review Form and supporting statement, which were appended to the report, was a copy of the report of handling thereon, together with a copy of the decision notice.

The Local Review Body had made an unaccompanied visit to the site on Monday 24 October 2016.

### Summary of Discussion

Having heard from the Planning Adviser, the LRB gave careful consideration to the merits of the case based on all the written information provided. In particular, the LRB discussed the potential impact that the proposed development was likely to have on the neighbourhood, car parking and the materials to be used externally.

### Decision

To agreed to uphold the review request, and grant planning permission for the following reason:

*The proposed change of use and alterations to the building, are compatible with its location and the host building and will not have a detrimental impact on neighbouring and nearby properties or land users. Furthermore, bringing a vacant building back into use would help revitalise an area of Penicuik which is in need of investment.*

subject to:-

(i) the prior signing of a legal agreement to secure contributions towards education provision and children's play provision; and

(ii) the following condition:-

1. Prior to the commencement of development, the following details shall be submitted to and approved in writing by the Planning Authority:

- a) Details and samples of all proposed wall materials; and
- b) Details of the colour and materials of the door hereby approved.

**Reason:** *These details were not submitted with the original application; in order to ensure that these details are in keeping with and do not detract from the character and appearance of the surrounding Conservation Area.*

The LRB further agreed that the legal agreement should be concluded prior to the issuing of the LRB decision and that in the event that the legal agreement was not concluded within a 6 month time period to sanction refusal of permission for the reasons outlined in the planning officer's decision.

### Action

Head of Communities and Economy

Agenda No	Report Title	Presented by:
5.5	(b) Grange Dell Lodge, Penicuik [16/00470DPP]	Peter Arnsdorf

#### Executive Summary of Report

There was submitted report, dated 11 October 2016, by the Head of Communities and Economy regarding an application from Alan Hardie Architect, Suite 4, Dundas House, Westfield Park, Eskbank (16/00470/DPP, refused on 16 August 2016) for the Subdivision of Single Dwellinghouse to form Two Dwellinghouses and Associated Extension and Alterations at Grange Dell Lodge, Penicuik.

Accompanying the Notice of Review Form and supporting statement, which were appended to the report, was a copy of the report of handling thereon, together with a copy of the decision notice.

The Local Review Body had made an unaccompanied visit to the site on Monday 24 October 2016.

#### Summary of Discussion

Having heard from the Planning Adviser, the LRB then gave careful consideration to the merits of the case based on all the written information provided. In this particular instance, it was felt that notwithstanding the policy position, on balance the individual circumstances of the application site meant that the proposed subdivision and alterations would be acceptable however, particular care require to be taken to ensure that the design and the materials used in construction were in keeping with the character of the existing property.

#### Decision

To agreed to uphold the review request, and grant planning permission for the following reason:

*The subdivision of the dwellinghouse into two residential units, by means of the change of use and the scale, form and design of the alterations/extension, is compatible with its countryside location. Furthermore the proposed development does not detrimentally affect the amenity of the adjoining property or affect the openness of the countryside. For the stated reasons it is considered that these material considerations outweigh the policy objection on this occasion.*

subject to the following conditions:-

1. All the external walling and roofing materials and the window frame and glazing details on the proposed extension/alterations shall match those on the existing building in terms of the material used and the colour and form of that material. If any other material is proposed no development shall take place until such material has been approved in writing by the Local Planning Authority.

**Reason:** To ensure the quality of the development is enhanced by the use of quality materials to reflect its setting in accordance with policy DP1 of the Midlothian Local Plan and national planning guidance and advice.

2. The boundary treatment of the additional house hereby approved, including the division between the existing and proposed houses, shall comprise of native hedgerow maintained to a height no lower than 1.5 metres (once established). The hedgerow shall be planted within six months of the date of the works being completed or prior to the new house being occupied, whichever is the earlier date. Any hedging removed, dying, severely damaged or becoming seriously diseased within five years of planting shall be replaced in the following planting season by trees or shrubs of a size and species similar to those originally required.

**Reason:** To protect the character and amenity of the surrounding rural area through the use of appropriate boundary treatments rather than timber fencing or inappropriate landscaping which would be of a more suburban character.

<b>Action</b>
Head of Communities and Economy

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The meeting terminated at 2.27pm.



# Minute of Meeting



## Police and Fire and Rescue Board

Date	Time	Venue
23 August 2016	11am	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith

### Present:

Councillor Baxter	Councillor Montgomery
Councillor Parry	Councillor de Vink

### In attendance:

Kevin Anderson – Head of Customer and Housing Services	Rosie Kendall – Community Safety Manager
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Chief Superintendent Ivor Marshall (Police Scotland)	Chief Inspector Kenny Simpson (Police Scotland)
David Farries – Local Senior Officer (Scottish Fire and Rescue Service)	Steve Gourlay – Group Manager (Scottish Fire and Rescue Service)
Bryan Rodgers (Police Scotland)	

## 1. Welcome, Introductions and Apologies

- 1.1 It was noted that apologies had been received from Councillors Muirhead and Wallace.

## 2. Order of Business

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

## 3. Declarations of interest

- 3.1 No declarations of interest were noted.

## 4. Minutes of Previous Meetings

- 4.1 The minutes of the Police and Fire and Rescue Board meeting of 24 May 2016 were submitted and approved as a correct record so moved by Councillor Baxter and seconded by Councillor Montgomery.
- 4.2 David Farries requested that the minutes were amended to reflect 'Scottish Fire and Rescue Service'.

## 5. Reports

Agenda No.	Report Title	Presented by:
<b>5.1</b>	<b>Local Plan Performance Report</b>	<b>Scottish Fire and Rescue Service</b>

### Outline of report and summary of discussion

The Board heard from David Farries from Scottish Fire and Rescue Service who presented the performance report for Midlothian which had been circulated with the agenda. Following which David Farries introduced Steve Gourlay who presented the prevention activity element of the report which had been circulated.

The Board then heard from Councillor Parry who wished to reaffirm her commitment for the Scottish Fire and Rescue Service and the Council to work together to support the prevention criteria. Further Councillor Parry queried some of the performance information within the presentation including detail in respect of the false alarms and the cost of these to the Fire and Rescue Service and whether there are any penalties that can be applied to this type of call out.

David Farries provided answers to these questions which included confirmation that research in England had shown that the average false alarm call out carried with it a cost of approximately £2,000 which wasn't only attributable to the cost to the service but also to businesses. Further David Farries confirmed that there was no legislative framework to impose any penalties and the focus was on engagement with the communities in relation to false alarms.

Councillor Baxter then requested further information in relation to home visits and whether there was ever any need to go back to properties following these visits and further requested comment on the budgetary pressures within the Scottish Fire and Rescue Service.

David Farries confirmed that there is a revisit schedule in relation to home fire safety visits, however highlighted that the current system needs reviewed as too much time is spent on visits that are unnecessary. Further he confirmed that the general rule is that there are no revisits unless the Service are invited back. In relation to budgetary pressures, David Farries confirmed that there are pressures and this gives rise to redesigning services and working closely with partners. He further commented that the prevention criteria was an increasing area of work for the Service.

Councillor de Vink then asked whether visits could be made to schools in the for final year students in relation to road safety.

David Farries confirmed that the pilot programme had been for an intended audience at Edinburgh College for a target audience. Further he confirmed that the Service continues to work with schools in relation to road and fire safety.

Councillor Montgomery then sought clarification on the operational model within Penicuik specifically in relation to the day duty system and the potential impact to home fire safety visits.

David Farries responded by giving the context of the duty system in Penicuik and further reinforced that home fire safety visits are a priority particularly for vulnerable people in Penicuik.

#### Decision

The Board agreed:

- a) To note the content of the report.

Report No.	Report Title	Presented by:
<b>5.2</b>	<b>Local Fire Plan Development</b>	<b>Scottish Fire and Rescue Service</b>

#### Outline of report and summary of discussion

The Board heard from David Farries who presented the report on the Local Fire Plan Development which requested that the Board approve the proposal to extend the current Midlothian Local Fire Plan until December 2017 and approve the proposed timeline in relation to developing the Midlothian Local Fire Plan. This would align with the Community Planning schedule and support better co-ordination of the planning processes.

Councillor Parry moved that the recommendations in the report were accepted and this was seconded by Councillor Baxter.

**Decision**

The Board agreed to:-

- a) Note the content of the report;
- b) Approve the proposal to extend the current Midlothian Local Fire Plan until December 2017; and
- c) Approve the proposed timeline to develop the next iteration of the Midlothian Local Fire Plan.

**Action**

Scottish Fire and Rescue

Report No.	Report Title	Presented by:
<b>5.3</b>	<b>Scrutiny Report April 2016-June 2016</b>	<b>Police Scotland</b>

**Outline of report and summary of discussion**

The Board heard initially from Ivor Marshall who presented the national strategic position of Police Scotland including confirmation of the appointments within the national executive. Further he provided an update in relation to the position in respect of national priorities.

Following this the Board heard from Kenny Simpson who presented the Scrutiny Report for Midlothian.

Councillor Parry commented that she felt that overall the report was a really positive picture but noted her disappointment at the lower detection rate for domestic abuse, particularly in light of the impact to families and other agencies and emphasised her view that this was a vitally important area of work. Coupled with this Councillor Parry then sought clarification as to how bold Police Scotland were being in Midlothian in relation to the prevention agenda and addressing attitudes and behaviours including work being done with you people. Councillor Parry also wished to record her praise for the work being carried out by Police Scotland in Midlothian which included feedback from other partner agencies.

In response Kenny Simpson confirmed that the response to domestic abuse had massively improved and anyone that comes forward in relation to domestic abuse is afforded every support including support from partner agencies. In relation to working with young people, Kenny Simpson confirmed that work is already being done within schools through national programmes and this is in place in Midlothian.

Councillor Baxter wished to record his thanks to Police Scotland for their involvement in the Bonnyrigg Problem Solving Partnership and confirmed that he had referred constituents to the group. Further Councillor Baxter sought clarification on the introduction of additional speed cameras in the area which Kenny Simpson confirmed he would provide when this work had been fully ratified.

Councillor Montgomery sought clarification in relation to the role of the Community Action Team in relation to the performance of the police and asked for comment on the impact when the Community Action Team are no longer in place.



Kenny Simpson confirmed there would be an impact on the work of Police Scotland in Midlothian and it is his role to ensure that Police Scotland works smarter with partners and the communities to ensure they maintain the enhanced level of delivery in Midlothian.

Councillor Parry then asked for clarification in relation to the substance misuse aspect of the report and further requested information in light of the recent discussions within the Licensing Board in relation to alcohol related issues in Midlothian. Kenny Simpson confirmed that there was a correlation to the demand for Police support and the number of licensed premises and further confirmed it was his responsibility to ensure that his Officers are deployed in the most efficient way to prevent issues. Coupled with this, he confirmed that work was ongoing including with licensees to support the prevention agenda.

Rosie Kendall confirmed that, in relation to licensing, an overprovision statement had been in place for over two years. Further she confirmed that this had been recently reviewed and in particular for Dalkeith confirmed was still overprovided. Further she confirmed that the Licensing Forum and the Community Safety Partnership are working with local retailers to encourage responsible retailing.

Councillor Parry then moved that the Police and Fire and Rescue Board should write to the Licensing Board to convey what the Police and Fire and Rescue Board see as factors they should consider when applying the overprovision policy given the high demand for professional resources in relation to this issue. This was seconded by Councillor de Vink.

Councillor de Vink was then heard in relation to his concerns about housebreaking specifically where a house is broken into when the residents are there.

Kenny Simpson confirmed that there were specialist resources in place in relation to dealing with this complex issue. Further he confirmed that this was a real priority for his Officers.

#### Decision

Following a brief discussion, the Board agreed:

- a) To note the content of the report; and
- b) To write to the Licensing Board to convey what the Police and Fire and Rescue Board see as factors they should consider when applying the overprovision policy.

#### Action

Chair, Police and Fire and Rescue Board

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Report No.	Report Title	Presented by:
<b>5.4</b>	<b>Midlothian Community Policing Team</b> Page 57 of 356	<b>Police Scotland</b>

**Outline of report and summary of discussion**

The Board heard from Kenny Simpson who presented the performance report in relation to the Midlothian Community Policing Team.

Councillor Montgomery was then heard confirming his concerns in relation to sustaining the level of performance of Police Scotland in Midlothian when the Community Action Team funding is withdrawn.

Kenny Simpson acknowledged the concerns and re-affirmed that it was his responsibility to maintain the level of performance with the resources available to him.

**Decision**

Following the discussion, the Board agreed to:

- a) Note the content of the report

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Report No.	Report Title	Presented by:
<b>5.5</b>	<b>Police Scotland Budget Considerations</b>	<b>Police Scotland</b>

**Outline of report and summary of discussion**

The Board heard initially from Ivor Marshall who provided the context of the Police Scotland budget considerations and the challenges facing Police Scotland as a result of the financial challenges in the public sector and confirmed the purpose of this item was to gain feedback from the Board in relation to the budget considerations. Further he spoke of the focus on flattening the operational structure.

Councillors Parry and Montgomery requested confirmation in relation to what feedback was being requested and further that they felt there was insufficient information to feedback on.

Further Councillor Montgomery highlighted that previously there was a dialogue between the Police and the Council in respect of budget allocations.

Ivor Marshall confirmed that the scrutiny of the Police Scotland budget is at a national level and confirmed the areas that he had control over from a budgetary perspective. Further he confirmed there is no overtime ban in the division controlled by him and overtime is managed in a prudent way.

In relation to Officer numbers, Ivor Marshall confirmed that at a divisional level he has 924 Officers available at his disposal which are deployed in a dynamic and demand led way.

Councillor de Vink commented that he was pleased to see Police Scotland attending Community Council meetings in Midlothian and the positive changes as a result of this.

Following this Bryan Rodgers presented the Divisional prevention and tackling inequalities blueprint which has been designed to enhance service delivery and deliver the Police Scotland responsibilities as a result of the Community Empowerment (Scotland) Act 2015. As a result of this from a Midlothian perspective, Bryan Rodgers confirmed that the proposal was to change the current remit of the co-located Officers to one of community planning with community safety as one aspect of their work. Further the proposed changes would result in the staffing compliment changing from one Sergeant and two Constables to three Constables that would continue to be co-located with the Council's agreement.

Councillor Parry sought reassurance that as a result of the proposed changes the relationship between Police Scotland the Council is maintained.

Bryan Rodgers confirmed that the vision to increase co-production and develop the relationship. Further he confirmed that one of the posts is funded by Midlothian Council through a Service Level Agreement and this would continue. Rosie Kendall then provided additional clarification in relation to the posts including their roles and line management arrangements.

#### Decision

The Board agreed to:

- a) Note the content of the report; and
- b) Receive further information from Police Scotland prior to making further comment on the proposals; and
- c) Receive confirmation from Police Scotland in relation to the timescales required for comment

#### Action

Police Scotland

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The date of the next meeting is 15 November 2016.



# Minute of Meeting



## Midlothian Integration Joint Board

Date	Time	Venue
Thursday 27 October 2016	2pm	Conference Room, Melville Housing, The Corn Exchange, 200 High Street, Dalkeith, EH22 1AZ.

### Present (voting members):

Cllr Catherine Johnstone (Chair)	Alex Joyce
Cllr Bob Constable	Alison McCallum
Cllr Derek Milligan	John Oates
Cllr Bryan Pottinger	

### Present (non voting members):

Eibhlin McHugh (Chief Officer)	Alison White (Chief Social Work Officer)
David King (Chief Finance Officer)	Hamish Reid (GP/Clinical Director)
Caroline Myles (Chief Nurse)	Patsy Eccles (Staff side representative)
Marlene Gill (User/Carer)	Ruth McCabe (Third Sector)

### In attendance:

Colin Briggs (Associate Director, Strategic Planning, NHS Lothian)	Jamie Megaw (Strategic Programme Manager)
Mike Broadway (Clerk)	

### Apologies:

Peter Johnston (Vice Chair)	Dave Caesar (Medical Practitioner)
Aileen Currie (Staff side representative)	Margaret Kane (User/Carer)

# Midlothian Integration Joint Board

Thursday 27 October 2016

## 1. Welcome and introductions

The Chair, Catherine Johnstone, welcomed everyone to the Meeting of the Midlothian Integration Joint Board, in particular Colin Briggs, Associate Director, Strategic Planning, NHS Lothian.

## 2. Order of Business

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

## 3. Declarations of interest

No declarations of interest were received.

## 4. Minutes of Previous Meetings

The following Minutes of Meetings of the Midlothian Integration Joint Board were submitted and approved as correct records:

- Thursday 18 August 2016; and
- Thursday 15 September 2016.

## 5. Public Reports

Report No.	Report Title	Presented by:
5.1	NHS Lothian Hospital Plan	Colin Briggs

### Executive Summary of Report

Colin Briggs, Associate Director, Strategic Planning, NHS Lothian provided the Board with a briefing on the development of the Lothian Hospital Plan.

### Summary of discussion

The Board in discussing the proposed Plan welcomed the potential opportunities that it presented to adopt a different approach towards the provision of functions delegated to the IJBs but delivered in NHS Lothian Hospitals. It was noted that the intention was to present the proposed Plan to the NHS Board in December, following which there would be a period of public consultation.

### Decision

**The Board thanked Colin Briggs for his presentation.**

Report No.	Report Title	Presented by:
5.2	Financial Assurance 2016/17	David King

# Midlothian Integration Joint Board

Thursday 27 October 2016

## Executive Summary of Report

This report concerned the development of the MIJB's financial strategy and laid out the principles behind redesigning the delivery of services moving from specialist and institutional based services to a more generalist and community based model. The report explained that such a strategy would require a fundamental review of the current services and how they used their resources, which would in turn inform the transformation of services and deliver the efficiencies to allow the IJB to achieve its strategic goals. The Financial Strategy and the Strategic Plan would then work together to ensure the long term sustainability of health and care services in Midlothian.

## Summary of discussion

The Chief Finance Officer in presenting the report highlighted that the real challenge for the MIJB was to deliver the national outcomes for its population within the financial resources available given that these resources were reducing in real terms and that the demand for the MIJB's functions were likely to increase in the coming years. The Board, in discussing the need for change, acknowledged the budgetary and demographic pressures that were likely to be faced, and the importance of working closely with NHS Lothian and Midlothian Council on a tripartite basis going forward.

## Decision

### The Board:

- **Noted the contents of the report;**
- **Agreed the approach to the development of the MIJB's financial strategy as detailed in the report;**
- **Agreed, in principle, the MIJB's lead role in the financial planning process for its delegated functions including the governance around any 'recovery' and efficiency plans; and**
- **Agreed that in 2017/18 the financial planning process would move to being a tripartite process with its two operational partners - NHS Lothian and Midlothian Council**

Report No.	Report Title	Presented by:
5.3	Update on Primary Care Developments in Midlothian	Jamie Megaw

## Executive Summary of Report

This report updated the MIJB on a number of developments within primary care and specifically General Practice in Midlothian.

## Summary of discussion

The Board, having heard from the Strategic Programme Manager, welcomed the

# Midlothian Integration Joint Board

Thursday 27 October 2016

developments that were taking place and acknowledged that they should hopefully go a long way to helping to address the current situation. It was acknowledged that given the projected growth for the area and also the anticipated changing population demographics, in order to ensure the longer term sustainability of the position, further work was likely to be required.

## Decision

### The Board:

- **Noted progress to establish a new practice in Newtongrange and the financial implications for the IJB**
- **Noted progress to establish the Midlothian Quality Cluster**
- **Noted the allocation of Midlothian Primary Care Transformation funding**
- **Noted the planned response to the national review on primary care out of hours services**
- **Noted and approved the proposal to develop a strategic programme and plan for primary care in Midlothian.**

Report No.	Report Title	Presented by:
5.4	Chief Officer's Report	Eibhlin McHugh

## Executive Summary of Report

This report provided a summary of the key issues which had arisen over the past two months in health and social care, highlighting in particular service pressures as well as some recent service developments.

The report also recommended that John Oates, Non-Executive member of NHS Lothian be appointed as a member of the Midlothian IJB Audit and Risk Committee, replacing Alison McCallum, who had previously attended on a temporary basis.

## Decision

### The Board:

- **Noted the issues raised in the report;**
- **Agreed to approve the appointment of John Oates, Non-Executive member of NHS Lothian as a member of the Midlothian IJB Audit and Risk Committee; and**
- **Agreed to record thanks to Alison McCallum for her contributions to the work of the MIJB Audit and Risk Committee.**

Report No.	Report Title	Presented by:
5.5	Health and Social Care Services: Quality Improvement	Hamish Reid



# Midlothian Integration Joint Board

Thursday 27 October 2016

## Executive Summary of Report

This report explained the changing approach to maintaining an overview of quality in health and care. A new structure, called the Midlothian Quality Improvement Team, had been put in place to identify areas of service delivery which required attention and make proposals regarding improvements. The report also made recommendations about how the MIJB would be kept informed about key issues of concern

## Summary of discussion

Having heard from the Clinical Director, the Board discussed the proposals and the scope for user/carer and third sector representatives to be more involved in the quality improvement process.

## Decision

### The Board:

- To note and approve the establishment of the reformed QIT;
- To note the 2015/16 QIT annual report;
- To approve the future assurance model for QIT; and
- To approve the proposals for keeping the MIJB informed of the work of the QIT.

Report No.	Report Title	Presented by:
5.6	Directions	Eibhlin McHugh

## Executive Summary of Report

This report provided a summary of the progress made by Midlothian Council and NHS Lothian in delivering the Directions set by the MIJB for 2016-17. The Directions were intended to provide further clarity about the key changes which need to be made in the delivery of health and care services in Midlothian as laid out in the Strategic Plan.

## Summary of discussion

Having heard from the Chief Social Work Officer, the Board discussed the good progress that was being made in relation to the development of complex care housing and support; the expansion of wellbeing services; and the provision of mental health advice services. While timescales had slipped, plans for the reprovision of Liberton Hospital beds to Midlothian Community Hospital and enhanced community services were clear and robust. The provision of care home and care at home services had proved particularly difficult in the first 6 months of the year with a serious impact on delayed discharge, however a new Direction had been issued to Midlothian Council to undertake a full review of care at home.

# Midlothian Integration Joint Board

Thursday 27 October 2016

## Decision

### The Board:

- **Note the progress made in achieving the Directions as outlined in the report.**

## 6. Private Reports

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

Performance Information – Noted.

## 7. Any other business

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No additional business had been notified to the Chair in advance

## 8. Date of next meeting

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

- Thursday 17<sup>th</sup> November 2016      2pm      Development Workshop –  
Liberton/Midlothian Community  
Hospital Developments
- Thursday 1<sup>st</sup> December 2016      2pm      **Midlothian Integration Joint Board**

The meeting terminated at 4.27 pm.

**Midlothian Council  
20 December 2016**

**Notice of Motion**

**Mineworkers Pension Scheme fund surpluses**

Midlothian Council views with concern the injustice whereby the Treasury receives 50% of surpluses from the Mineworkers Pension Scheme, accumulating so far to over £3billion, a sum taken from people and communities that are least able to afford it and one that is out of all proportion to the risk covered, and calls for independent scrutiny by the Public Accounts Committee to address this unfair arrangement.

Moved:



Councillor Alex Bennett

Seconded:



Councillor Derek Rosie

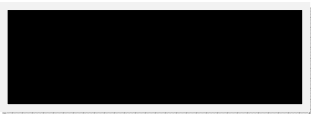




## **Motion to Midlothian Council**

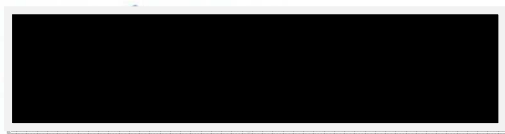
"The Council calls upon the UK Government to make fair transitional state pension arrangements for all women born on or after 6th April 1951, who have unfairly borne the burden of the increase to the State Pension Age (SPA) with lack of appropriate notification."

### **Proposed:**



**Councillor Kelly Parry**

### **Seconded:**



**Councillor Bob Constable**



Midlothian Council  
20<sup>th</sup> December 2016

**Notice of Motion**

Midlothian Council would like to congratulate our Children's Services Department in winning the Policy Development Award for Framework for Permanence from the Scottish Public Services Awards 2016.

The Council would like to thank the staff for their hard work and commitment to this very worthwhile project.

**Proposed by**



**Cllr Bob Constable**

**Seconded by**



**Cllr Jim Muirhead**





**Motion to Midlothian Council  
20<sup>th</sup> December 2016**

Item 7.4

Council notes the intention of the Scottish Government to raise the Council Tax charges for bands E to H from April 2017; that the additional income expected from Midlothian properties will be around £1.7 million and that of this around £1.2 million will be redistributed by the Scottish Government outside of Midlothian and in accordance with national priorities.

Midlothian Council regrets the fact that this is the first time in the history of local taxation since the introduction of the poor law in 1579 that local taxation has been appropriated for national spending priorities and believes that Council Tax raised in Midlothian should be spent in Midlothian, according to the priorities set by this council.

Midlothian Council applauds the stance taken by the Convention of Scottish Local Authorities (CoSLA) in opposing the Scottish Government's proposals and instructs the Council Leader to write to CoSLA on our behalf, offering it Midlothian Council's full support in its endeavours.

Proposed

Councillor Peter de Vink

Seconded

Councillor Ian Baxter



# Midlothian Council

## Labour Group

Item 7.5



**Midlothian Council**  
**20 December 2016**

### **Notice of Motion**

Council believes that it is vital that the administration of Midlothian Council, and particularly its leadership, place the interests of Midlothian people ahead of Party Political affiliations.

It is with dismay that we hear from Councillor de Vink, that Councillor Johnstone, the Leader of Midlothian Council, reneged on a commitment she had made to him to write to the Scottish Government expressing Midlothian Council's opposition to the way that Scottish Government plans to take the income generated from the increases in Council tax levels for those living in homes in bands E to H, to fund national spending priorities.

This in itself is bad enough, but the reason given for not following through on her commitment was the more damning aspect and confirms that Councillor Johnstone is not fit to hold the position of Leader of our Council.

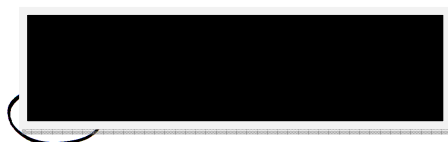
Councillor de Vink has revealed that Councillor Johnstone's reason for not sending the letter was that she *"did not wish Midlothian to be the only SNP controlled Council to criticise the Scottish Government"*.

This lays bare the truth that this administration is not prepared to stand up for the people of Midlothian unless it accords with the interests of the SNP Government and their Party bosses.

For these reasons Council believes that Councillor Johnstone is not fit to lead this Council or to defend the interests of Midlothian people, particularly when they conflict with the perceived interests of her own party.

We therefore consider that this Council no longer has confidence in Councillor Johnstone as its Leader and agrees to remove her from this position with immediate effect.

Moved:



**COUNCILLOR JIM MUIRHEAD**

Seconded:



**COUNCILLOR RUSSELL IMRIE**

## **Council Administration Changes**

### **Report by John Blair, Director, Resources**

#### **1 Purpose of Report**

The purpose of this report is to confirm the position in relation to the Council's Governance arrangements following the termination of the Council Administration's Coalition agreement. .

#### **2 Background**

- 2.1** On 9 November 2016, the Council Administration confirmed in writing to the Chief Executive that the Council Administration's Coalition agreement between the SNP Group and Councillor de Vink had been terminated and therefore Councillor de Vink would no longer be part of the Council's Administration.
- 2.2** Following this announcement, Council Officers have completed a review of the impact on the Council's existing Governance arrangements specifically in respect to the membership of the various committees set up under the Scheme of Administration.
- 2.3** Within the current Scheme of Administration Councillor de Vink holds membership of the Local Review Body and the Audit Committee by virtue of being part of the Coalition Administration. Despite the termination of the Coalition Agreement, Councillor de Vink does not cease to be a member of these bodies automatically but would need to be removed by decision of the Council. In any event, it is still appropriate for Councillor de Vink to hold membership of the Local Review Body and Audit Committee. This is based on the fact that the current membership of these bodies includes all political parties and therefore it is appropriate that Councillor de Vink retain his position. Therefore from a political balance perspective, there is no requirement to ask for any further nominations to the Local Review Body or the Audit Committee.
- 2.4** The change to the Council Administration has no impact on the current Elected Member representation on Outside Bodies.
- 2.5** As a result of this review, Council Officers have concluded that there is no requirement to alter the membership of any of the Committees within the Scheme of Administration.

#### **3 Report Implications**

##### **3.1 Resource Implications**

There are no Resource implications in relation to this report.

##### **3.2 Risk Implications**

There are no risk implications in relation to this report.

### **3.3 Policy Implications**

#### **Strategy**

There are no strategy implications arising from this report.

#### **Consultation**

No consultations have been undertaken in connection with this report.

#### **Equalities**

An equalities impact assessment is not required in connection with this report.

#### **Sustainability**

There are no sustainability implications arising from this report.

### **4 Recommendation**

The Council is recommended to:

- (a) Note the position in relation to the Council's Governance arrangements as a result of the termination of the Council Administration's Coalition agreement.

**8 December 2016**

Report Contact:

**Kyle Clark-Hay**

**Tel No 0131 270 5796**

[Kyle.Clark-Hay@midlothian.gov.uk](mailto:Kyle.Clark-Hay@midlothian.gov.uk)

**Midlothian Council Elections – Thursday, 4 May 2017****Report by Chief Executive****1 Purpose of Report**

The purpose of this report is to update Members on the arrangements currently being made for the Midlothian Council Elections to be held on Thursday, 4 May 2017. The proposals in the report, if agreed, will enable the Returning Officer to deliver and properly staff these Elections.

**2 Key Details****2.1 Election Framework**

Minor changes to election legislation have been made by The Scottish Parliament with the key legislation – ‘*The Scottish Local Government Elections Order 2011*’ – remaining in place but updated to reflect the franchise for 16 and 17 year olds.

To ensure consistency and a ‘best practice’ approach to the delivery of the elections throughout Scotland the Convenor of the Electoral Management Board for Scotland is using her statutory powers to issue guidance and formal directions to Returning Officers.

**2.2 Notice of Election**

The Notice of Election will be published on Monday, 13 March 2017 and candidates have from Tuesday, 14 March 2017 until **4.00 pm on Wednesday, 29 March 2017** to lodge their nomination papers at the Election Office, Midlothian House, Buccleuch Street, Dalkeith.

(Note – It is intended that a briefing meeting for potential election candidates and their agents will be held Tuesday, 6 March 2017 at 4.00 pm in the Council Chambers, Midlothian House at which advance hard copies of the nomination pack will be available.)

Key documents for the elections will be posted on the Council’s web site including the ‘Notice of Election’, ‘Election Timetable’, ‘Scheme of Polling Districts and Polling Places’ (including electoral ward maps), ‘Administrative Arrangements for Candidates and their Agents’, ‘Notice of Poll’, etc. (The nomination forms will be available online at [www.midlothian.gov.uk/elections](http://www.midlothian.gov.uk/elections) by Monday, 6 March 2017.)

**2.3/**

## **2.3 Electoral Arrangements**

In terms of the Local Governance (Scotland) Act 2004, the Election will be contested using the single transferable vote. In Midlothian there will be six electoral wards each returning three Councillors.

The Local Boundary Commission for Scotland's 'Fifth Statutory Review of Electoral Arrangements - Final Recommendations' – accepted by Scottish Ministers - makes only one alteration to the existing electoral ward boundaries which is primarily in respect of the street 'Gladstone's Gait' and corrects an anomaly by moving the approximately 150 electors at that location from Ward No 5 - Midlothian East to Ward No 2 - Bonnyrigg. This amendment will come into effect on Thursday, 4 May 2017.

The Council, on 17 December 2013, approved the Scheme of Polling Districts and Polling Places to be used. This Scheme has operated successfully since then although there have been minor changes which have had to be made by using powers delegated to the Chief Executive to cover certain situations which have arisen eg - the non availability of a privately owned premise or the relocation of a school. The next formal statutory review is not due to be commenced until 2018/19. The only change proposed from the current scheme is to replace the former Bilston Infant Annex with the new Bilston Primary School and this has been done using powers delegated to the Chief Executive.

## **2.4 Electoral Registration**

The closing date for applications for inclusion in the Register of Electors for the 4 May Elections is Monday, 17 April 2017 at midnight. The easiest way to register is to go on line at [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote). Registration forms are also available from the Lothian Valuation Joint Board.

## **2.5 Poll Cards**

The current target date for the release of the Poll Cards by the Council's printers to the Royal Mail is Tuesday, 14 March 2017 and will be delivered by second class post.

## **2.6 Postal Votes**

The deadline for applications for postal votes is 5.00 pm on Tuesday, 18 April 2017 at the Electoral Registration Office, Lothian Joint Valuation Board, 17A South Gyle Crescent, Edinburgh **or** Midlothian House Reception, Buccleuch Street, Dalkeith.

The main issue of Postal Ballot Papers is expected to be released to the Royal Mail on Thursday, 13 April 2017 and delivered by first class post. As in previous elections/referendums a ballot box will be available at Midlothian House Reception Desk to receive any postal packs that are returned by hand. On polling day postal packs can be returned by hand to any polling station in the Midlothian Council area.

The/



The opening of the returned Postal Ballot Envelopes and the verification of the Postal Vote Identifiers will take place in the Committee Room, Midlothian House on a daily basis (Mondays to Fridays) with a provisional commencement date of Tuesday, 18 April 2017.

The reissue of 'lost' postal ballot papers can now be made immediately (as opposed to the previous 4/5 days before polling day provision). However, the Returning Officer may refuse to issue another postal ballot paper if he/she considers that it is reasonable for the voter to allow further time for delivery of the documents.

## **2.7 Voter Awareness and Participation**

Legislation places a duty on the Electoral Registration Officer and the Returning Officer to encourage electoral participation. In this regard various initiatives will take place within Midlothian including a prominent election presence on [www.midlothian.gov.uk](http://www.midlothian.gov.uk), the use of short films on the Council's YouTube site, social media and other outreach initiatives to augment the national campaign to be run by the Electoral Commission on behalf of the Scottish Government.

The Electoral Commission will promote initially voter registration and then voter information (and in particular the need to improve voter understanding of the STV system).

Their campaign includes, multi media advertising (TV, digital and radio) and an information booklet with a strong 'how to vote' element distributed to all households in Scotland via a door drop.

In addition, as the franchise for the local government elections in Scotland covers 16 and 17 year olds, this age group will be particularly targeted. The Electoral Commission will be repeating their very successful school initiative *#ReadyToVote* with a *#ReadyToVote toolkit* and *#ReadyToVote resources* for schools and youth organisations to use. The digital and social media elements of the campaign are currently being updated.

The Head of Education is involved in ensuring that a number of initiatives are being taken forward including visits to High Schools by the Electoral Registration Officer's staff to maximise registration, the holding of mock elections, etc.

## **2.8 Political Publicity at the Election**

Council policy is that the fixing of bills, banners, etc to any part of a polling place, ie walls, railings, fences, etc is not be allowed. Bills on 'A' Boards and similar free standing signs would normally be allowed on the pavements outside a polling place provided that they were positioned so as not to cause any obstruction to pedestrian or vehicular traffic.

This/

This permission, of course, does not prevent the police taking any necessary action to prevent obstruction of public roads and footpaths.

In addition, the Returning Officer has agreed in the past, that at certain polling places where there are public areas such as a car park or pedestrian area which was being used concurrently by the public for purposes other than for the election/referendum or was remote from the main polling station entrance be designated as being '*outwith the polling place*'.

The above has generally worked successfully and therefore for the Council Elections it is proposed that the above practices be continued.

In regard to political/posters/banners on Council lighting columns/street furniture, etc it is Council policy to prohibit this.

In addition, elected members are reminded that on 9 February 2016 the Council agreed the Pre Election Period (purdah) guidance to be enforced during an election period. For information a copy of that guidance is attached as an appendix hereto. For the purposes of this election the pre-election period starts on Monday 13 March 2017.

## **2.9 Candidates' Election Expenses**

There has been a further update to the expenses limit allowed by election candidates (The Representation of the People (Variation of Limit of Candidates' Local Government Election Expenses) (Scotland) Order 2016).

The maximum permitted expenditure is now £740 plus 6p per elector. However, where there are two joint candidates the limit is reduced by a quarter for each candidate or if more than two by one-third for each.

## **2.10 Polling Day**

The hours of poll will be from 7.00 am to 10.00 pm.

The deadline for applying for the replacement of lost or a spoiled ballot paper is 5.00 pm.

The latest time for the Electoral Registration Officer to receive new applications to vote by proxy on the grounds of medical emergency only is 5.00 pm.

The Electoral Registration Officer has powers to correct a clerical error in her Register up to 9.00 pm.

## **2.11 Counting of Votes**

This will take place in the Main Sports Hall at The Lasswade Centre, Eskdale Drive, Bonnyrigg. The count will commence on Friday, 5 May 2017 at 9.00 am.

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The Count is an electronic count using electronic scanners to scan the ballot papers. The main contractor for the provision, installation and supervision of the e-count equipment is CGI who have been appointed in a national contract awarded by The Scottish Government. The sub contractors include Idox, Dacoli and Rathmor.

Training for the staff to be employed at the Midlothian Count is also being provided by CGI and its sub contractors.

It is anticipated that the Candidates and their Agents will have the opportunity of attending a briefing and demonstration session at The Lasswade Centre after the contractors have set up and tested the count equipment. This is likely to be held on the Tuesday afternoon or the Wednesday morning before the poll.

## **2.12 Staffing**

It is intended to resource the elections using the bank of staff that has been established over recent elections and referendums. Payments for election duties which include the polling, postal and count staff would be at similar levels to that made at recent Council By-Elections and also the Scottish Parliament Election and the EU Referendum held earlier this year.

## **3 Report Implications**

### **3.1 Resource**

The cost of the Local Government Elections will fall on the Council and provision has been made in the Council's budget for this expenditure. (Note: Costs which are directly attributable to the e-count will be met by the Scottish Government in terms of their contract with CGI.)

### **3.2 Risk**

The election is being conducted using the Electoral Commission recommended project planning approach, accompanied by a comprehensive Risk Plan which has been produced on the basis of in-depth risk analysis.

### **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/**

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

Not applicable.

### **3.5 Impact on Performance and Outcomes**

Not applicable.

### **3.6 Adopting a Preventative Approach**

Not applicable

### **3.7 Involving Communities and Other Stakeholders**

As part of this election there will be a Communications Plan which will target encouraging voter registration and participation in the voting process.

### **3.8 Ensuring Equalities**

The equalities guidelines as outlined by the Electoral Commission are being observed.

### **3.9 Supporting Sustainable Development**

There are no sustainability issues arising from this report.

### **3.10 IT Issues**

The Council's Digital Services Unit has allocated appropriate staff resources to deliver the elections and in particular the postal vote verifications.

The IT requirements for the counting of votes are the responsibility of CGI in terms of its contract with the Scottish Government.

## **4 Recommendations**

The Council is recommended:

- (a) To approve and note for its interest the arrangements for the forthcoming Midlothian Council Elections to be held on Thursday, 4 May 2017; and
- (b) To authorise the Chief Executive, as Returning Officer, to make the appropriate financial arrangements and to authorise payments in respect of the Midlothian Council Elections.

**8 December 2016<sub>v2</sub>**

**Report Contact: Allan R Brown, Elections Officer**

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[allan.brown@midlothian.gov.uk](mailto:allan.brown@midlothian.gov.uk)

**Background Papers/**

**Background Papers:**

- Election Timetable for the Midlothian Council Returning Officer and his Election Project Team
- The Scottish Local Government Elections Order 2011
- The Scottish Local Government Elections Amendment (No2) Order 2016
- The Representation of the People (Variation of Limit of Candidates' Local Government Election Expenses) (Scotland) Order 2016
- The Representation of the People (Absent Voting at Local Government Elections) (Scotland) Amendment Regulations 2016
- The Representation of the People (Postal Voting for Local Government Elections) (Scotland) Amendment Regulations 2016





## Appendix

### PRE-ELECTION PERIOD GUIDANCE – MIDLOTHIAN COUNCIL

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## 1. Applicability

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### *Elections / referendums*

These guidance notes apply to all elections: local government, Scottish parliament, UK parliament and European parliament. Some provisions also apply to by-elections (discussed in section 5). The guidance will also apply to referendums. In the case of Referendums, references in this guidance to political parties and candidates should be interpreted as referring to Designated Organisations, Permitted Participants and campaigners as appropriate.

Where there may be specific issues relating to particular elections these are covered in the notes.

### *Timescales*

Although the formal pre-election period begins with the issuing of the notice of election, care should be taken in the few days immediately before this to avoid any potential perception of political partiality.

### *'Independent' organisations*

Care should be taken to ensure that projects, initiatives or organisations funded by an authority do not create the potential for allegations that public money is being used in support of a party or candidate. This is likely to be less of an issue where funding is general, as opposed to funding for, say, communications activity by an organisation.



## 2. Key points

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**While there are some specific areas that required detailed advice, the essence of this guidance is:**

- **Council staff must discharge their duties in a politically neutral way at all times.**
- **There is particular sensitivity around this political neutrality in the run-up to an election.**
- **Particular care needs to be taken to ensure that any events, publicity or other communications are politically neutral.**
- **Council facilities and resources must not be used in support of a political party or election candidate.**
- **Councillors, if standing as a candidate in any election, are still entitled to use Council facilities and resources whilst acting on constituency business.**
- **Unless otherwise stated, it should be assumed that normal Council business will continue.**
- **Unless otherwise covered by this guidance, staff should respond positively to requests for information or advice from parties or candidates.**

### 3. Background and timing

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What is the pre-election period?

**It is the period between the announcement of an election and the date of the election. It is generally taken to be from the publication of the notice of election until polling day, inclusive of both days. This is the definition referred to in the Code of Recommended Practice on Local Government Publicity, which guides local authorities on fulfilling the requirements of section 2 of the Local Government Act 1986.**

**The main significance of the pre-election period is in the need for heightened sensitivity, to ensure that public resources are not used in any way that might influence the result of an election.**

**The pre-election period has commonly been known as ‘purdah’. However, this is felt by some to be an inappropriate term because of its cultural and religious origins in referring to the separation of women from men.**

Timing of the pre-election period

**Local authorities have some discretion on the exact timing of the publication of the notice of election, although it needs to be within a timeframe which is set out in legislation according to individual elections.**

**The section of a local authority responsible for elections management should communicate to its elected members and staff the date of the pre-election period. It is usually helpful if this is done several months in advance to help with event and other planning.**

**In some authorities, convention – although not law – means that the pre-election period is effectively observed a few days before it officially begins.**

**It is worth noting that the civil service tends to use the date of dissolution of parliament as the beginning of its pre-election period, as opposed to the notice of election. This convention derives from UK parliament election dates previously not being fixed. However, all elections now follow a timetable which is set out in legislation in advance. This can lead to the UK and Scottish governments, and their agencies, using different pre-election period dates however.**

## Legal and other obligations

**Local authorities are prohibited by section 2 of the Local Government Act 1986 from publishing any material which appears to be designed to affect public support for a political party. Publicity is defined very widely. It includes 'any communication, in whatever form, addressed to the public at large or to a section of the public.'**

**The Council also has duties under common law to taxpayers which prohibit the use of public funds and the activities of Council officers where the Council is not fulfilling its statutory functions. Unless otherwise specified in this guidance, any support given to political parties or election candidates is very likely to breach this obligation.**

**For the avoidance of doubt, it should be noted that these duties apply at all times but the implementation is particularly sensitive during the pre-election period.**

**Staff and elected members also have obligations under their respective codes of conduct.**

**Between the time of publication of a notice of an election and polling day, publicity should not be issued which deals with controversial issues, or which reports views or policies in a way that identifies them with individual members and groups of members.**

**The following publicity activities should therefore not take place during the formal election campaign period -**

- **Any proactive media releases/ media activity, including photocalls, involving cabinet portfolio holders, election candidates or elected members or mentioning any political party.**
- **The publication of any Council material(with the exception of election-related materials) that identifies, in any way, an election candidate or a political party.**

**Reactive media inquiries are business as usual and may involve the relevant cabinet portfolio holder.**

**Any other activities will require to be considered in terms of the legislation and the Code of Conduct.**

#### 4. Premises

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##### *Definition*

**Council premises can include schools, offices, depots, stores and care homes where access is generally controlled or limited.**

**It can also include other spaces which might generally be open to the public but where there is an element of control, e.g. leisure centres and parks.**

**In this context, it is not taken to include public roads and pavements.**

Use as offices and for public meetings

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**The Local Government Act 1986 prevents local authorities from allowing Council premises to be used to promote support for a political party. However, there are some exceptions.**

**An authority may allow political parties to rent Council owned premises for use as offices, where such facilities are provided on a first-come, first-served basis on normal commercial terms.**

**Under the Representation of the People Act 1983 parties or candidates are entitled to use a school room for a public meeting in a Council run school within the candidate's constituency. The let will be free of charge, but the Council is entitled to be reimbursed for heating, lighting and other utilities, as well for any damage caused to the room by the let.**

**Candidates or their agents are required to give reasonable notice and any booking should not interfere with existing arrangements such as prior bookings or school hours.**

**In terms of the Representation of the People Act 1983, the Council must also prepare and keep for each constituency which is wholly or partly in its area, a list of rooms in school premises and a list of "meeting rooms" which candidates are entitled to use. Candidates are also entitled to inspect a list of these rooms. The list is attached as an appendix to this guidance.**

**During a referendum, "Designated Organisations" may also use these rooms on the same basis as above during the 28 day period prior to the Referendum in terms of schedule 12 of the Political Parties, Elections and Referendums Act 2000**

## Visits to Council premises by candidates

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As the election approaches, candidates may wish to visit Council premises to meet residents, e.g. in residential homes, or to be seen within the area, or to become more familiar with Council facilities. The Council has previously allowed such visits subject to management rules but it has now been decided that, subject to the exceptions listed below, no candidate shall be allowed to visit Council premises from the date of nomination until the close of poll.

This moratorium will not apply however in the following circumstances:

- Premises rented by the Council to third parties on a commercial basis where entry shall be at the discretion of the tenant
- School rooms and other meeting rooms made available to candidates in terms of the Representation of the People Act 1983
- Visits at the invitation of a resident to their room in a Council residential home or hostel
- Visits to Council premises for business and Council meetings; and
- Any activity in a Council managed public open space which has been approved by the Chief Executive (or his nominee).
- Visits to Council premises by an elected member whilst acting in that capacity

## Use of Council premises for publicity

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### *Visits by candidates*

The media may request the use of a council establishment to highlight a general aspect of the election. This may or may not involve election candidates or parties. The decision on whether to agree or not to such media requests will be taken by the relevant Director in consultation with Communications and Marketing.

In reaching their decision, the Director should consider if such use by the media will favour one particular candidate or party, any sensitivities around the particular venue and its users, and the possible staff resource implications. Whatever decision is reached, it should be equally applied to all parties and candidates.

If the media is involved in a visit, employees must not be photographed, recorded or televised with prospective candidates. The consent of clients or service users must be sought and not assumed. The Council has media relations consent forms in place for situations where the people involved are under 16 or deemed to be vulnerable adults, and consent in these situations must be recorded and retained as per normal practice for media consents. The Director(s) will be advised on this aspect by Communications and Marketing.

An individual who lives in a Council residential home or hostel has a right, as an elector, to invite candidates and the media into their own room.

### *Visits by politicians other than candidates*

It is likely to be permissible for a sitting politician, who is not affected by a forthcoming election, to visit Council premises and seek publicity for this. However, any candidates should not have a formal role at such events and Council staff should not facilitate any publicity involving election candidates, e.g. interview requests or photo opportunities.

Please note that a visit by an elected member of the Council, even if a candidate in the election, on constituency business should always be permitted.

### *Visits to Schools*

The franchise for the Local Government Election on 4<sup>th</sup> May 2017 has been extended to 16 and 17 year olds. Accordingly, unless otherwise approved by the Director, Education, Communities and Economy, no visits by politicians, candidates or campaigners will be permitted to secondary schools during teaching time in the pre-election period for that election.

### *Party political broadcasts*

Council premises should not be used for the filming of party political broadcasts.

Candidate's posters and other advertising

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**Political posters are not permitted on streetlights, other street furniture (e.g. traffic lights, railings and benches) and roads (including verges, central reservations and roundabouts).**

**The Council will not object to A Boards being placed on the pavement outside polling stations on the day of poll provided these boards do not obstruct the public right of passage. The question of whether an obstruction is being caused will be a matter for Lothian and Borders Police.**

**Party political or campaigning material should not be placed on notice boards or displayed in Council buildings. This will include, for the avoidance of doubt, the display of materials visible in the windows of all offices in Council buildings, including those made available for use by elected members.**

**Surgery notices**

**Sitting MPs, MSPs, MEPs and councillors may have surgery notices displayed in Council premises. These can continue to be displayed during the pre-election period providing it is the usual notice which is being displayed.**

**There is one exception to this rule: sitting politicians for a particular election who no longer hold office once the notice of election is published whose posters must be removed. For example, an MP ceases to be an MP in the pre-election period for the UK Parliament elections and should have their posters removed. Other sitting politicians may continue to publicise their surgeries and, in particular as Councillors remain in post until the day of poll for a local government election any such posters should not be removed.**

## 5. Publicity

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### General

**As the definition of publicity is very broad, and any content subject to interpretation, each situation has to be discussed on its own merits. Publicity can cover news releases, publications, events, photos and videos. It also includes online and social media communications as well as ‘traditional’ publicity.**

**In determining whether publicity should be allowed, the main factors to take into account are:**

- **The content and style of the material.**
- **The time and circumstances of the publication.**
- **The likely effect of the material on those to whom it is directed.**
- **Whether the material promotes or opposes a point of view on a question of political controversy which is specifically identifiable as the view of one political party but not the other.**
- **Whether to not the material contains references to any political party or to person identified with a political party.**
- **Where the material is part of a campaign, the effect that the campaign appears to be designed to achieve.**
- **The extent to which any activity is ‘business as usual’ or where the timing might be beyond the reasonable control of the authority.**

**The key test is whether a particular act can be perceived as seeking to influence public opinion or to promote the public image of a particular candidate, or group of candidates (whether or not they are existing members).**

### Specific points on local government elections

**Public statements (reactive and proactive) may need to quote the relevant councillor responsible for a particular portfolio. Great care should be taken to ensure that any content is clearly and directly relevant to the service or issue being discussed and reflects an agreed Council decision or policy. It must not be a general comment on the position or achievements of the sitting administration.**

**Any Council newspapers or newsletters should not be published during the pre-election period. Routine publications advising on council services, such as Tonezones or the Midlothian Snowsports Centre at Hillend, may be published during the pre-election period.**

**It is worth noting that councillors remain as councillors until the day of poll for a local government election.**



## Opening ceremonies or other events

**Official openings or events, whether or not specifically designed to attract publicity, should not take place during the pre-election period before a local government election. Any variation on this must be agreed by the relevant Director and be justified on the grounds of exceptional unavoidable and/or unforeseen circumstances.**

## Media requests

**In general, media requests for general filming or photo opportunities around elections should be treated as they would be normally. The only issue that would arise is if there is any question of the media outlet taking a particular stance that may be, or may be perceived to be, in favour of one party or candidate.**

**Requests to organise or cover hustings events would normally be permissible on the basis that they are open to all relevant candidates. In the case of broadcasters, there are strict rules that apply to maintain political neutrality and an authority should assume that the broadcaster concerned will meet its own obligations in this regard.**

## By-elections

**Particular care should be taken to avoid any publicity in the ward or constituency affected by a by-election during the period after the notice of election has been issued.**

**Depending on the circumstances, it may also be appropriate to stop normal Council publicity on the day before and the day of polling.**

## Referendums

**The Council may not publish any promotional material relating to a referendum within a period of 28 days prior to the referendum polling date in terms of section 125 of the Political Parties, Elections and Referendums Act 2000. This restriction is on all material regardless of political content or neutrality.**

In terms of that Act, publish is defined as “make available to the public at large, or any section of the public, in whatever form and by whatever means.” “Promotional Material” is also widely defined as material which:

- Provides general information about the referendum
- Deals with any of the issues on which the referendum is being held
- Puts any argument for or against any issue on the referendum or
- Is designed to encourage voting at the referendum.

Schools and other educational establishments may wish to teach pupils about the EU and the terms of the Referendum and this should not be affected by the prohibition, Head Teachers and heads of other educational establishments should however seek clearance and guidance from the Director, Education, Communities and Economy if they receive requests for Referendum related activities from outside bodies before agreeing to them.

## Social Media

The Council hosts a number of social media profiles. Nothing will be permitted on any of these pages to promote political messages, support for a particular candidate(s) or any other political content. Any such messages, whether posted by or on behalf of the Council or by third parties, will be removed.

Councillors will be entitled at all times, including during the pre-election period, to post any political content or viewpoint on their own social media accounts even if the account refers to the Councillor as an elected member. It is only the use of the Council's social media for electioneering purposes that is prohibited by this guidance.

## 6. Other issues

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### Staff candidature

**If a Council employee in a political restricted post wishes to stand for election (whether to the Council, Scottish parliament, UK parliament or European parliament) they must resign their post.**

**A Council employee not in a politically restricted post may stand for election to the Council without resigning their post.**

### Staff - other political activity

**Staff in politically restricted posts should not undertake any political activity at any time.**

**Staff in posts that are not politically restricted may carry out political activity. However, if they are a witness for any election-related documents or otherwise personally involved in support for a particular party or candidate, they must not be involved with polling or counting.**

### Working relationships between staff and councillors

**Some employees may have a close working relationship with councillors. It is important that this close working relationship is not compromised in any way. If an employee is asked by a councillor to provide assistance with a matter which is clearly party political or which does not have a clear link with the work of the Council, they should politely refuse and inform the councillor that they are referring the matter to their line manager for guidance. This rule also applies if a councillor seeks assistance of behalf of a candidate in the elections.**

### Use of Council facilities and resources by councillors

**Facilities and resources provided by the Council for councillors to help them carry out their duties must never be used for party political or campaigning activities. This includes computer equipment, telephones, stationery and secretarial support. This is not an exhaustive list and councillors should check if they are not sure what is appropriate.**

**Communications by councillors to their constituents come within the definition of publicity detailed above, except where they are in response to particular issues initiated by their own constituents. Use of Council facilities for unsolicited mailings during this period should be made with extreme caution. To avoid any suggestion that actions may be motivated by the forthcoming elections, councillors should not issue communications to constituents in a form or style which they have not used before.**

Freedom of Information requests

**There are no implications for FOI or other information requests covered by legislation. These should be handled as normal.**

## 7. Questions and answers

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**The following are examples of issues which have arisen previously. It must be remembered that the final advice will turn on the exact circumstances and these FAQs are only given to provide an indication of the type of issues you should be considering. They are not a substitute for specific, detailed advice.**

1. A controversial item is on the agenda for a meeting of the Council or a Committee which will be held during the pre-election period. Should consideration of the item be postponed until after the election?  
**No. The work of the Council should continue and the item should be considered.**
  
2. A school has been approached by a candidate in the forthcoming election who wishes to meet pupils and have a general discussion with them about topics of concern to them. Is it okay to allow the visit?  
**No, this does not constitute “business as usual” and as such the visit will come under the moratorium in terms of section 4**
  
3. Officers have been asked to attend an event to give advice on Council services. Is this okay?  
**Whether or not it would be appropriate for officers to attend would depend on the nature of the event, who was running it and when it is being held. If the event is associated with a particular political party and is being held during (or a day or two before the beginning of) the pre-election period then officers should not attend. If it is being held outwith this period, then you would have to decide whether the event was designed to affect support for one political party. If so, then again officers should not attend.**
  
4. Is it okay for an election candidate to take photographs outside a Council office or facility?  
**This should not be encouraged but cannot be prevented. Candidates and officials should be aware that photography in and around schools is controlled, as any existing parental consent, whether express or implied, in relation to photographs taken for school purposes cannot be regarded as extending to the use of photographs in connection with any political campaigning.**
  
5. **What do I do if a candidate/political party refuses to accept my decision?**  
Contact your Director, who can discuss the issues raised with the Chief Executive and let you and the candidate/party know the outcome of these discussions.
  
6. A candidate turns up at Council premises for a pre-arranged business meeting but there are media following them. Should the media be allowed in?  
**No. This is allowing a council facility to be used for a party political activity.**

7. A public consultation meeting is scheduled during the pre-election period as part of the formal planning process for a new school. Can it go ahead?  
**Yes. This is both normal business and there are significant costs attached to any delay.**
  
8. A party wants to use a council-managed public space for their campaign launch. Should it be allowed?  
**There is a convention that certain public spaces are used for campaign activity. It is generally acceptable for these to take place so long as the events are limited, e.g. around 1 hour and that there is equal opportunity for all parties or candidates to use them. The council resource/effort in facilitating these should also be minimal, e.g. enabling access to a space.**
  
9. The council was intending to facilitate a debate on an important issue to our area. Should it be cancelled?  
**The debate must be open to participation by all parties and candidates, and it may be advisable to limit the media participation (e.g. reactive rather than proactive). With those caveats, it could go ahead, but thought would still need to be given to whether or not the issue at hand was likely to be particularly divisive along party lines.**
  
10. A councillor wants to give their view on a matter debated at committee to the media. Is this allowed?  
**Any councillor at any time is at liberty to do this. The tests are whether they are using council resources to do so and, if so, whether the view is (or could be perceived to be) political in nature.**
  
11. A charity which receives funding from the council has taken an advert in a political party's newsletter. Is this allowed?  
**There are two relevant issues here: what is the council's funding for (e.g. a general grant or for a specific purpose such as communications) and what is the advert for (e.g. notice of an event or self-promotion)? Generally, this is a low-risk activity so long as there is nothing overtly political about the organisation's activity or its advert.**
  
12. There is an event scheduled for the launch of a new service. Can local councillors be invited? And what about other politicians?  
**Such events are generally very inadvisable before a local government election and should be avoided before other elections. If the latter, local councillors can be invited, although this should be avoided if one of the councillors is a candidate. If the Director has agreed the event can go ahead, then all candidates for that ward should be invited.**
  
13. We want to highlight a new initiative. Can the relevant cabinet member be involved?  
**No. Proactive publicity of this kind can go ahead without elected member involvement. We will use a service user or manager in these circumstances.**

- 14** A partner organisation has asked to use a council venue for the launch of an initiative. A minister will be attending and significant media presence is expected. Can we facilitate this?

**Yes. Hiring of council venues is business as usual.**

## 8. Contacts and further information

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General advice on pre-election period guidance

**Alan Turpie, Legal Services Manager, [alan.turpie@midlothian.gov.uk](mailto:alan.turpie@midlothian.gov.uk), 0131 271 3667**



# List of Schools & Rooms for Election Meetings

Schedule 5 and Sections 95 & 96 of the Representation of the People Act 1983, as amended

Revision – 17 October 2016 v1

## (A) List of Rooms in School Premises

### 1 (i) Primary Schools

<b>Bilston</b>	<b>Park Avenue, Bilston, Roslin</b>
<b>*Bonnyrigg</b>	<b>Cockpen Road, Bonnyrigg</b>
<b>Burnbrae</b>	<b>144 Burnbrae Road, Bonnyrigg.</b>
<b>Cornbank St James</b>	<b>34 Marchburn Drive, Penicuik</b>
<b>Cuiken</b>	<b>150 Cuiken Terrace, Penicuik</b>
<b>Danderhall</b>	<b>59 Edmonstone Road, Danderhall</b>
<b>Glencorse</b>	<b>Graham's Road, Milton Bridge, Penicuik</b>
<b>Gorebridge</b>	<b>2C Barleyknowe Lane, Gorebridge</b>
<b>Gore Glen</b>	<b>Whitehouse Way, Gorebridge</b>
<b>Hawthornden</b>	<b>Polton Avenue Road, Bonnyrigg</b>
<b>King's Park</b>	<b>20 Croft Street, Dalkeith</b>
<b>Lasswade</b>	<b>7A Pendreich Drive, Bonnyrigg</b>
<b>**Lawfield</b>	<b>26 Lawfield Road, Mayfield</b>
<b>Mauricewood</b>	<b>11 Muirhead Place, Greenlaw Mains, Penicuik</b>
<b>Mayfield</b>	<b>Stone Avenue, Mayfield</b>
<b>Moorfoot</b>	<b>41 Borthwick Castle Road, North Middleton</b>
<b>Newtongrange</b>	<b>Sixth Street, Newtongrange</b>
<b>Paradykes</b>	<b>3 Mayburn Walk, Loanhead</b>
<b>Rosewell</b>	<b>85 Carnethie Street, Rosewell</b>
<b>Roslin</b>	<b>8 Pentland View Place, Roslin</b>
<b>Sacred Heart</b>	<b>Crockett Gardens, Penicuik</b>
<b>St Andrew's</b>	<b>Gowkshill, Gorebridge</b>
<b>St David's RC</b>	<b>Kippelaw, Lauder Road, Dalkeith</b>

<b>St Luke's RC</b>	<b>Stone Avenue, Mayfield</b>
<b>*Loanhead &amp; St Margaret's RC Primary Schools Campus</b>	<b>36 Edgefield Road, Loanhead</b>
<b>St Mary's RC</b>	<b>62A Polton Street, Bonnyrigg</b>
<b>St Matthew's RC</b>	<b>32 Carnethie Street, Rosewell</b>
<b>**Stobhill</b>	<b>1 Bonnybank Road,, Gorebridge</b>
<b>*Strathesk</b>	<b>4 Eastfield Farm Road, Penicuik</b>
<b>*Tynewater</b>	<b>32 Crichton Road, Pathhead</b>
<b>Woodburn</b>	<b>5 Cousland Road, Dalkeith</b>

## (ii) Secondary Schools

<b>Beeslack Community High School</b>	<b>Edinburgh Road, Penicuik</b>	<b>01968 678060</b>
<b>Dalkeith Schools Community Campus</b>	<b>Cousland Road, Dalkeith</b>	<b>0131 660 0268</b>
<b>The Lasswade Centre (Lasswade High School)</b>	<b>Eskdale Drive, Bonnyrigg</b>	<b>0131 271 4530</b>
<b>Newbattle Community High School</b>	<b>64 Easthouses Road, Dalkeith</b>	<b>0131 663 4191</b>
<b>Penicuik High School</b>	<b>39A Carlops Road, Penicuik</b>	<b>01968 674165</b>

In respect of primary schools marked \*\*, all enquiries regarding their availability and bookings thereof should be made with Isobel Arundel, Senior Support Assistant, Newbattle Cluster, Lawfield Primary School, 26 Lawfield Road, Mayfield, EH22 5BB – Telephone 0131 270 5698 and marked\* Barbara Wilson, Senior Support Assistant, Penicuik High School, 39a Carlops Road, Penicuik, EH26 9EP – Telephone 01968 664114.

In respect of all other primary schools, all enquiries and bookings thereof should be made with Mhairi MacLennan, School Lets, Education and Children's Services Division, Midlothian Council, Fairfield House, 8 Lothian Road, Dalkeith – Telephone 0131 271 3705 (Fax 0131 271 3751).

In respect of Dalkeith Schools Community Campus, all enquiries and bookings thereof should be made with the BAM FM Office, 4 Cousland Road, Dalkeith EH22 2PS - Telephone 0131 660 0268.

In respect of other secondary schools, all enquiries regarding their availability and bookings thereof should be made direct to the relevant school office.

**(B) List of Meeting Rooms**


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The following premises are available for meetings. The relevant booking telephone number is shown.

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<b>Poltonhall Recreation Ground</b>	<b>0131 663 7579</b>
<b>Rosewell Pavilion</b>	<b>0131 663 7579</b>
<b>Waverley Park Pavilion</b>	<b>01875 821739</b>
<b>King George V Park Pavilion, Bonnyrigg</b>	<b>0131 663 7579</b>
<b>Penicuik Town Hall</b>	<b>01968 664061</b>
<b>Roslin Community Hall</b>	<b>0131 440 0293</b>
<b>Loanhead Leisure Centre</b>	<b>0131 440 4516</b>
<b>Bilston Pavilion</b>	<b>0131 440 4516</b>
<b>Danderhall Community Centre</b>	<b>0131 663 9280</b>
<b>Danderhall Pavilion</b>	<b>0131 663 9280</b>
<b>King's Park Pavilion, Dalkeith</b>	<b>0131 663 2219</b>
<b>Pathhead Pavilion</b>	<b>0131 663 2219</b>
<b>Newtongrange Leisure Centre</b>	<b>0131 663 4276</b>
<b>Mayfield Leisure Centre</b>	<b>0131 663 2219</b>
<b>Gorebridge Leisure Centre</b>	<b>01875 821739</b>
<b>Birkenside Pavilion</b>	<b>01875 821739</b>
<b>Dalkeith Arts Centre</b>	<b>0131 271 3982</b>



**'TO FOLLOW' report insert**

Review of United Kingdom Parliament Constituencies in Scotland by the Boundary  
Commission for Scotland – Report by Chief Executive



## **Council Tax on Long Term Empty Properties.**

### **Report by Eibhlin McHugh, Joint Director, Health and Social Care**

#### **1. Purpose of the Report**

- 1.1** The report outlines the background of the discretionary powers and the current position within Midlothian Council regarding discounts and exemptions applied to long term empty dwellings.
- 1.2** Empty properties are a wasted asset that can be costly to both the owner and the local community; they can deteriorate rapidly and become targets for vandalism or crime, and can have a negative impact on the appearance of a street and the values and saleability of neighbouring properties. Also, empty homes can cost owners thousands of pounds each year through continuing Council Tax, liabilities, Insurance, security (e.g. boarding up windows) and maintenance. Bringing homes back into use not only saves these costs to the owner, it also provides rental income or a lump sum through sale. With 4,846 households currently on the Council's Housing List it is recognised that making use of empty homes could help address the need for more affordable housing in Midlothian.
- 1.3** The purpose is to summarise the powers to increase Council Tax on long term empty dwellings up to a maximum of 200% and the positive financial impact from implementing the change which is being captured as part of the 2017/18 Financial Strategy planning process.

#### **2. Background**

- 2.1** In 2005 the Scottish Government passed regulations to enhance discretionary powers allowing Councils to vary discounts awarded to long term empty dwellings and second homes between 10% and 50%. This discretion was implemented in Midlothian Council from 1 April 2005, resulting in a 90% Council Tax charge to long term empty properties. The increased income generated from charging more than 50% is ring-fenced for affordable housing and a return is submitted to Scottish Government in March each year.
- 2.2** On 1 April 2013 the discretionary powers were enhanced and allow for local authorities to charge up to a maximum of 200% on long term empty dwellings. Currently these dwellings in Midlothian receive a 90% charge.

- 2.3** Under the new legislation, any new income received through reducing the discount on long term empty properties below the previous 10% limit and by increasing Council Tax is not ring-fenced, and can be used as the local authority sees fit.
- 2.4** There will be no effect on the central Government grant as long-term empty properties are counted as half a dwelling in the calculation of the Council Tax base and this remains unchanged.
- 2.5** The enhanced powers relate to only long term empty properties and owners with second homes will not be affected by this change.
- 2.6** The powers define what constitutes a second home as one which has been lived in for a period of at least 25 days in any rolling 12 month period.
- 2.7** Owners will still be able to claim existing mandatory discounts and exemptions under the Council Tax (Exempt Dwelling) (Scotland) Order 1997. However where the property is no longer eligible for the exemption, but remains unoccupied it will become eligible for the Council Tax increase after the property has been empty for one year from the date it became unoccupied.
- 2.8** Homes that are being marketed for sale or let will be exempt from the Council Tax increase until they have been unoccupied for two years or more. These homes will remain liable for Council Tax and will attract a discount of between 50% and 10%. New build properties are also exempt from the increase if they are genuinely being marketed for sale or let at a realistic price.
- 2.9** The legislation gives local authorities discretion to vary the council tax charged for different cases where it considers it appropriate to do so. This could include charging different rates according to the area the dwelling is located in or the length of time the dwelling has been unoccupied. This is intended to recognise that different pressures and factors will affect different areas. However these discretionary powers should not be used to vary Council Tax charges in a way that gives more favourable treatment to an unoccupied social rented dwelling. It should be noted that there are currently no social rented properties in Midlothian that are long term empty in Midlothian so these will most often be privately owned properties.
- 2.10** Although implementation of these powers will raise additional revenues for Midlothian Council, it is not the overriding aim of the policy, which is to encourage owners of long term empty properties to bring these back into use. It is anticipated income will decline as more properties are brought back into use.

### **3 Other Local Authorities Experience**

The experience of a number of local authorities that have implemented the new discretionary powers revealed the following.

- 3.1** Additional set-up and ongoing costs were incurred that were offset against



the income raised.

- 3.2 Significant numbers of people deliberately evade the charge, which is addressed in different ways including the employment of enforcement officers and use of penalty charges.
- 3.3 Information on the recovery level for the additional charge under the new legislation indicates a level of approximately 80%.
- 3.4 There is movement of properties back into the rental and homeowner markets, which has an impact on the projected recovery levels. Experience in other authorities suggests that revenues plateau when between 40% and 50% of the initial number of properties are removed from long term empty status.
- 3.5 The Local Authorities have experienced a substantial rise in valuation appeals and activities.

#### 4 Existing Treatment of Unoccupied Properties in Midlothian

- 4.1 In accordance with the provisions of existing legislation and policies previously agreed by Members, unoccupied domestic properties may be entitled a reduction. Amongst the reductions to which they may be entitled are:
  - a) **properties which are unoccupied and unfurnished:** an entitlement to six months" exemption from the date of last occupation, followed by six months" entitlement to fifty per cent discount, followed by ten per cent discount;
  - b) **properties which are unoccupied and furnished:** ten per cent discount;
  - c) **properties which are holiday homes:** ten per cent discount;
  - d) **properties which are undergoing repairs or structural alteration:** an entitlement to twelve months exemption from the date of last occupation, followed by ten per cent discount;
  - e) **properties which are in need of repair at purchase:** an entitlement to six months fifty per cent discount from the date of purchase, followed by ten per cent discount.

There is also provision within legislation for a property to be exempted from the payment of Council Tax if it satisfies statutory criteria (e.g. a property which was formerly occupied by an agricultural worker, a property which was occupied by a person now in receipt of residential care, or a property which was last occupied by a person who is now deceased and whose estate is not subject to a grant of confirmation, etc.).

Midlothian Council does not currently collect all the detail necessary to apply a levy and applicable exemptions in accordance with the updated powers. A

data gathering and cleansing exercise would be progressed to ensure the levy is correctly applied on implementation and continue thereafter.

- 4.2** The projected Council Tax revenue position has been based on removal of the 10% discount and the application of a 200% levy. An interrogation of the Council Tax database in the course of the preparation of this report recorded that as at 1 April, 2016, Council Tax was levied on 38,973 dwellings.
- 4.3** The property figures are based on 2015 figures. Some work has been carried out to identify those properties that fall into the long term empty category as defined by the legislation.
- 4.4** The financial figures are based on 2015-16 figures and are high-end estimates as the results of the data gathering and the potential increased charges are likely to reduce the numbers significantly. Assuming an 80% recovery level, income of £320,624 would be generated, however this is not sustainable in the longer term as properties would be brought back into use.
- 4.5** £300,000 has been included as part of the measures to address the 2017/18 budget gap as reported elsewhere on today's agenda in the Financial Strategy 2017/18 to 2021/22 report. This sum allows budget for implementation plus lower than anticipated income from discretionary powers. If any higher savings were realised initially this would be dealt with through normal financial monitoring procedures.
- 4.6** It is likely that the increase in revenue will decline over time as more properties are brought back into use and this is reflected in the financial strategy projections. However it is difficult to project if the number would be affected by the percentage at which the levy is set.
- 4.7** Additional resources will be required to deal with ensuing enquiries, for staff training and to monitor and review the system. There will be costs associated with this and potentially for enhancement to the Council Tax system which will be paid from the additional income generated.
- 4.8** The regulations allow for a civil penalty of £500 per breach. Consideration should be given to Midlothian Council enforcing the penalty against any owner who deliberately fails to provide information, fails to report a relevant change of circumstances, or knowingly provides information that is incorrect.
- 4.9** In the interests of providing Council Taxpayers with an adequate period of notice and permitting the council's Revenues Services sufficient time to implement any change, it is proposed that any change come into force on 1 April 2017.

## **5 Report Implications**

### **5.1 Resource**

The financial implications are set out above in Section 4. Resource would be providing within existing Finance and Revenues services for the preparatory works required to implement the new policy including.

- Conducting a data gathering exercise
- Conducting a data cleansing exercise
- Developing processes to ensure the correct application of levies on an ongoing basis
- Developing a 'discretionary' policy
- Developing monitoring procedures
- Developing a communications campaign to give owners notice ahead of the levy

The additional income generated if the proposals are approved assist in addressing the budget gap for 2017/18 and are reflected in the Financial Strategy 2017/18 to 2021/22 also on today's agenda.

### **5.2 Risk**

The proposals in this report are to enable the Council to apply the regulations and utilise discretionary powers now that steps have been taken and are on-going to enable implementation on 1st April 2017.

It is likely that the exercise of any statutory powers which increase the amount due to be paid may as a consequence result in some taxpayers trying to avoid payment. This will create an increased workload for the council which will make Council Tax collection more difficult and thereby more expensive. The impact of this will be seen in an increase in the cost of collection, as additional recovery measures require to be taken to collect arrears. This may also impact adversely on collection rates,

### **5.3 Key Priorities within the Single Midlothian Plan**

Midlothian Council and its Community Planning Partners have made a commitment to treat the following areas as key priorities under the Single Midlothian Plan:

- ☐ Early years and reducing child poverty
- ☐ Economic Growth and Business Support
- ☐ Positive destinations for young people.

The provisions of this new legislation, in encouraging the owners of long-term empty properties to bring them back into use, helps to fulfil the objectives of the council's Local Housing Strategy (LHS). This strategy recognises that there can be a number of reasons why properties are empty (e.g. a property may be empty because it is in a poor state of repair and the owner cannot afford the

cost of the repairs, or it may be empty because the owner cannot sell it on the market due to limited demand) and may therefore need more than the levy of an additional Council Tax charge to successfully bring it back into occupation.

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

#### **5.4 Equalities**

An Equality Impact Assessment was carried out as part of the Scottish Government's consultation exercise. This demonstrated no negative impact on any particular equality group; indeed, the aim of this policy to increase available housing is likely to provide positive effects.

#### **5.5 Acting Sustainably**

The aim of this policy, to increase available housing, is likely to provide positive effects in respect of economic, social or environmental matters.

#### **5.6 Impact on Performance and Outcomes**

The recommendations in this Report impact positively upon achieving the following Local Housing Strategy outcomes:

No direct carbon emissions impacts arise as a result of this report.

#### **5.7 Adopting a Preventative Approach**

The change aims to reduce the number of empty properties subject to Council Tax which should encourage the rental, sale or change of use to lets for current empty properties including those in rural areas. This is likely to create a positive influence on the availability and affordability of properties within rural areas with consequential benefits to the relevant communities.

#### **5.8 Involving Communities and Other Stakeholders**

Finance Services, Revenues Services and Housing Services have been consulted and their comments have been incorporated into the final report. The proposal was included in the public consultation exercise *Shaping our Future* with a significant majority of over 82% in favour.

#### **5.9 Ensuring Equalities**

An Equality Impact Assessment was carried out as part of the Scottish Government's consultation exercise. This demonstrated no negative impact

on any particular equality; indeed, the aim of this policy, to increase available housing, is likely to provide positive effects.

### **5.10 Supporting Sustainable Development**

The aim of this policy is to increase available housing and is likely to provide positive effects in respect of economic, social or environmental matters.

Since empty homes impact negatively on the community and the surrounding homes, investing and bringing back empty homes will:

- Ensure the well-being and provide a better quality of life for people living in surrounding properties whilst also improving the natural and built environment;
- Help free up time and costs by Police and Environmental Health Services.
- Ensure that Midlothian remains an attractive place of choice for living and working.

### **5.11 IT Issues**

There are no IT issues.

## **6 Summary**

The general aims and principles of the Scottish Government's proposals to allow local authorities to levy an additional charge on long-term empty properties facilitates the raising of additional revenue and may, as the Scottish Government intends, act as an incentive to encourage owners of these properties to bring them back into use.

The liability of an owner of an unoccupied domestic property for the payment of Council Tax is established by primary legislation. This legislation makes provision for an unoccupied property to receive an award of fifty per cent discount, which would remain in place until there is a change in the property circumstances.

The Scottish Government subsequently introduced legislation permitting local authorities to reduce to a minimum of ten per cent the discount awarded on long term-empty properties and second homes.

Additional income raised by implementation of this measure is "ring-fenced" for the provision of affordable housing.

On 1 April 2013 the discretionary powers were enhanced and allow for local authorities to charge up to a maximum of 200% on long term empty dwellings. Currently these dwellings receive a 90% charge. Additional income raised by this measure is not ring fenced and can be spent on any council priority.

The report proposes an additional Council Tax Charge on long-term empty properties from 1 April, 2017.

## 7 Recommendation

It is recommended to Council to approve:

- a) A levy of 200% to be applied on council tax charges for domestic properties that meet the long term empty property criteria.
- b) That a civil penalty of £500 is imposed for non-compliance with the requirement to disclose relevant information on property status.
- c) Discretion to modify different classes of dwellings exempt from the additional charge is delegated to the Director Resources to be used in exceptional circumstances on a case by case basis.
- d) The implementation date will be from 1 April 2017.

**Date:** 22 November 2016

**Report Contact**

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**Background Papers:**

Guidance on Local Authority Discretion to Reduce Council Tax Discount on Second and Long-Term unoccupied homes; and Apply an Increase to Long-Term Unoccupied Homes. Scottish Government 21 May 2013

<http://www.gov.scot/Resource/0042/00423158.pdf>

[http://www.legislation.gov.uk/ssi/2013/45/pdfs/ssi\\_20130045\\_en.pdf](http://www.legislation.gov.uk/ssi/2013/45/pdfs/ssi_20130045_en.pdf)







## **Financial Strategy 2017/18 to 2021/22**

### **Report by Gary Fairley, Head of Finance and Integrated Service Support**

#### **1 Purpose of Report**

This report provides Council with an update on the Financial Strategy encompassing the years 2017/18 to 2021/22 and incorporates the results from the Shaping our Future Consultation.

It includes:-

- An update on Scottish Government Grant;
- Updated budget projections for 2017/18 to 2021/22;
- A sensitivity analysis reflecting the potential impact of different pay and grant settlement scenarios;
- An update on the resources to be provided to the Midlothian Integration Joint Board in 2017/18;
- Ratification of the 2017/18 budget contribution to SESplan;
- The results from the Shaping our Future consultation;
- Savings proposals from the Strategic Leadership Group;
- An update on the strands of the change programme;
- An update on reserves.

#### **2 Background**

The core objective of the Financial Strategy is that of securing the Council's continued financial sustainability during what is expected to be an ongoing period of financial constraint coupled with continuing service demand pressures and increasing customer expectations.

On 8 November 2016 Council was provided with an updated assessment of projected budgets shortfalls through to 2021/22 which, based on the assumptions set out in that report, projected a budget shortfall for 2017/18 of £10.018 million rising to £40.981 million. Encompassing the savings targets for the change programme and assuming a 3% per annum increase in Council Tax resulted in a remaining budget gap to be addressed of £6.027 million for 2017/18 rising to £31.962 million in 2021/22.

#### **3 Scottish Government Grant Settlement**

The UK Government's Autumn Statement for 2016 was published on 23 November 2016 along with the latest Office for Budget Responsibility Economic and Fiscal Outlook. The Barnett formula related consequential from the last UK budget and the Autumn Statement mean that the Scottish block budget will receive extra funds over the next three years compared to what was outlined in last year's draft UK budget 2016-17.

Despite the Barnett consequential there is continued uncertainty as regards the prospects for the 2017/18 Local Government Grant settlement. The main causes of this uncertainty revolve around how Scottish Government might utilise its borrowing powers and new tax powers, the degree of protection offered to the NHS, public sector pay policy and both Council Tax and Non Domestic rates policy.

Publication of the Scottish Government's budget for 2017/18 and the associated grant settlement is expected to be made after this report has been published on the 15 December 2016. Given the impact the grant settlement will have on the projections set out in this report Council will be provided with a verbal update on the settlement and the initial assessment of its implications for the Council's 2017/18 budget. The full implications will be set out in the Financial Strategy report to Council on 7 February 2017 where Council has agreed to determine its 2017/18 budget and Council Tax levels.

Although the grant settlement will only be for 2017/18 it will have an impact on the projections for future years and as such will significantly influence the timing of and the extent to which Council has to reshape and reduce service budgets in order to maintain financial sustainability.

The projections set out in the tables which follow continue to be based on the central planning assumption, adopted on 27 September 2016, of a £1 million reduction per annum (equivalent to a 3.5% real terms reduction) in Government Grant support with specific conditions and direction of resources continuing to be a feature of future years grant settlements.

In advance of the Autumn Statement the indications from commentators were that the prospects for the 2017/18 grant settlement and also that for later years remained challenging. In addition COSLA recently sought information from Councils to assess what the impact of a range of grant reduction scenarios might be including that of a 5% cash reduction. These both serve to reinforce the degree of the uncertainty at the time of writing this report. To demonstrate the potential impact of a more severe cut in grant the sensitivity analysis set out in section 6 below also incorporates a scenario based on a 5% cash reduction.

It is stressed that the grant figures set out in table 1 below are projections.

The budget shortfalls set out in table 1 are based on the current Band D Council Tax of £1,210 and reflect the additional income from an increase in the number of properties together with the anticipated income generated by the reform of Council Tax as set out in the Financial Strategy report on 27 September 2016.

As previously reported the additional income arising from reform is expected to be removed from the general grant provided to Councils. The majority of which will be used to fund an Attainment Fund of £100 million nationally, to be distributed directly to Schools based on free school meals eligibility.

As previously reported and based on “*A plan for Scotland 2016 -17, Government’s Programme of Government*” it is expected that Scottish Government will include conditions in the 2017/18 grant settlement, continuing over the term of the current Parliament, to cap the annual increase for Council Tax at 3%. For Midlothian a 3% increase is estimated to generate £1.254 million for 2017/18 rising to £1.334 million by 2021/22 and would result in Band D Council Tax rising to £1,246 in 2017/18 and to £1,403 by 2021/22. Given the grant prospects set out in section 3 of this report the Financial Strategy incorporates a 3% increase per annum to address the projected budget shortfalls.

Government have also indicated their intention to abolish the Council Tax discount for second homes. Proposals in this respect are considered elsewhere on today’s agenda and contribute to addressing the projected budget gaps.

## 5 Cost of Services

The assessment of the projected cost of services for 2017/18 to 2021/22 set out in this report reflects the latest information available.

The projected cost of services for 2017/18 has increase from that set out in the update provided to the Business Transformation Steering Group on 28 November 2016. The increase is attributable to waste disposal costs and additional pressures identified for Through Care as detailed in table 3 below. These changes increase the projected budget shortfall for 2017/18 to £10.933 million, an increase of £0.915 from the shortfall previously reported.

Table 2 provides an analysis of the principal year on year budget changes which include the following key assumptions and cost drivers:

- Pay inflation of 1% per annum. The Local Government Workers Trade Unions have submitted a one year pay claim for 2017/18 of a flat £1,000 per annum across all grades. For Midlothian this equates to 4.5% and an indicative cost of £3.5 million, £2.700 million more than reflected in table 2. The claim is unaffordable in the current financial climate and COSLA is formulating it’s response;
- The cost of the Review of Pay and Grading and subsequent incremental pay progression;
- The impact of Pension Reform and anticipated changes in the Council’s contribution towards employee pensions costs;

- That the Apprenticeship Levy of 0.5% of the pay bill equating to £0.500 million, is compensated by additional grant or other funding to offset its impact. Doubt still remains as to whether Councils will receive funding support to offset this;
- Contractual inflation linked to existing contractual conditions, many of which mirror pay inflation assumptions;
- An initial provision for future years costs of maintain pay levels for procured care services at or above the living wage;
- The impact of current demand for services;
- The demographic impact on the future demand for services;
- The additional cost of delivering the statutory 25 hours of teacher contact each week in primary schools;
- Borrowing costs related to capital investment decisions based on future interest rate forecasts provided by the Council's Treasury Advisers;
- Any new government policy requiring budgetary growth will be fully funded through increased Scottish Government grant;
- Council Tax income continues to grow in line with previous trends and planned future housing growth.

Work will continue through the remainder of the budget cycle to review and update the projections with a final budget for 2017/18 presented to Council on 7 February 2017.

The projected budget shortfalls reflecting the assumptions set out in sections 3 to 5 are therefore as follows:-

**Table 1: Budget Shortfalls 2017/18 to 2021/22– 20 December 2016**

	2017/18	2018/19	2019/20	2020/21	2021/22
	£m	£m	£m	£m	£m
Cost of Services	203.346	210.783	218.988	226.686	234.259
Less: Council Tax	(43.450)	(44.100)	(44.750)	(45.400)	(46.050)
Less: Scottish Government Grant	(148.816)	(147.816)	(146.816)	(145.816)	(144.816)
<b>Budget Shortfall</b>	<b>11.080</b>	<b>18.867</b>	<b>27.422</b>	<b>35.470</b>	<b>43.393</b>

The budget shortfall in 2017/18 equates to 5.4% of the net cost of services and is projected to rise to 18.5% by 2021/22.

As Council is aware, significant elements of the budget are either fixed or are challenging to change for a number of reasons including:-

- Historic decisions, for example, loan charges and unitary charge contractual payments;
- Specific conditions, for example the maintenance of teacher numbers and teacher pupil ratio; and
- Growing demand for services through demographic pressures.

These elements of the budget equate to £112 million in 2017/18 and are projected to rise to £140 million by 2021/22. Consequently the budget shortfall expressed as a percentage of the remainder of the budget equates to 12% for 2017/18 potentially rising to 46% for 2021/22.

Whilst the projected cost of service provision, Council Tax and Scottish Government grant has been projected forward until 2021/22 these are very much indicative projections especially so for the later years, and will undoubtedly change. The projections are based on the continuation of the existing service delivery and funding arrangements for Local Government both of which Scottish Government has indicated its intention to review during the term of the current Parliament.

However the projections do provide Council with an assessment of the key factors which influence income and expenditure and the overall impact of these on the Council's financial position for future years. Critically they highlight the extent of the challenge ahead for the term of the next Council and the extent to which service provision will have to be transformed.

It is stressed that the cost of services set out in table 1 above and the analysis set out in table 2 are projections based on an analysis of a range of information sources. The projections and planning assumptions on which they are based will be updated and reported to Council as new information becomes available with a final budget for 2017/18 presented to Council on 7 February 2017.

The budget shortfalls set out in table 1 arise for the following reasons:

**Table 2: Analysis of Shortfalls – 20 December 2016**

	2017/18	2018/19	2019/20	2020/21	2021/22
	£m	£m	£m	£m	£m
Opening Shortfall / (surplus)	<b>2.668</b>	<b>11.080</b>	<b>18.867</b>	<b>27.422</b>	<b>35.470</b>
Pay Inflation and Progression	2.350	1.893	2.344	2.297	2.451
Pensions Reform	0.350	0.000	0.000	0.000	0.000
Pension Contributions	0.000	0.450	0.450	0.450	0.000
Contractual Inflation	0.465	0.547	0.637	0.571	0.652
Demographics: Care	1.120	1.040	1.040	1.040	1.040
Demographics: School Rolls	2.098	2.260	2.770	2.798	3.083
Demographics: Thorough Care	0.600	0.000	0.000	0.000	0.000
25 Hours in Primary Schools	0.160	0.090	0.000	0.000	0.000
Demand pressures: Children	0.000	0.324	0.024	0.024	0.024
School Estate Investment	0.311	0.381	1.126	0.033	0.036
Waste Disposal Costs	0.320	0.213	(0.285)	0.125	0.125
Non Domestic Rates	0.128	0.132	0.135	0.138	1.142
Borrowing Costs	0.997	(0.003)	(0.089)	0.123	(0.007)
Scottish Government Grant					
- Council Tax Reform	1.700	0.000	0.000	0.000	0.000
- Reduction	1.000	1.000	1.000	1.000	1.000
Council Tax Income	(2.850)	(0.650)	(0.650)	(0.650)	(0.650)
Other Movements	(0.337)	0.110	0.053	0.099	(0.973)
<b>Totals</b>	<b>11.080</b>	<b>18.867</b>	<b>27.422</b>	<b>35.470</b>	<b>43.393</b>

The principal movement from the figures set out in the 8 November 2016 report are as follows.

**Table 3: Movement from 27 September 2016 – 20 December 2016**

	2017/18	2018/19	2019/20	2020/21	2021/22
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	£m	£m	£m	£m	£m
<b>Shortfalls 8 Nov 2016</b>	<b>10.018</b>	<b>17.355</b>	<b>25.460</b>	<b>33.058</b>	<b>40.981</b>
Pension Contributions	0.000	0.450	0.900	1.350	1.350
Demographics: Thorough Care	0.600	0.600	0.600	0.600	0.600
Waste Disposal Costs	0.271	0.271	0.271	0.271	0.271
Other Movements	0.191	0.191	0.191	0.191	0.191
<b>Shortfalls 20 Dec 2016</b>	<b>11.080</b>	<b>18.867</b>	<b>27.422</b>	<b>35.470</b>	<b>43.393</b>

## 6 Sensitivity Analysis

Given the level of uncertainty associated with the 2017/18 grant settlement and outstanding pay awards table 4 provides a sensitivity analysis reflecting the potential impact of different scenarios/outcomes for these two key aspects of the budget.

Scenario 1, a more optimistic scenario which continues to assume a 1% pay award in each of the years but with cash flat grant settlement. Otherwise all other assumptions remain as set out in section 3.

Scenario 2, a more pessimistic scenario which assumes a 4.5% pay award for Local Government staff and 2% for Teachers in 2017/18 reducing to 2% for all staff in later years. It continues to assume a £1 million reduction in government grant.

Scenario 3, reflecting a challenging grant settlement, it continues to assume a 1% pay award in each of the years together with a £5 million reduction in government grant in 2017/18 and £2 million reduction thereafter.

**Table 4: Sensitivity Analysis – 20 December 2016**

	2017/18	2018/19	2019/20	2020/21	2021/22
	£m	£m	£m	£m	£m
<b>Scenario 1</b>					
Central Assumption	11.080	18.867	27.422	35.470	43.393
Cash Flat Government Grant	(1.000)	(2.000)	(3.000)	(4.000)	(5.000)
<b>Amended Shortfall</b>	<b>10.080</b>	<b>16.867</b>	<b>24.422</b>	<b>31.470</b>	<b>38.393</b>
<b>Scenario 2</b>					
Central Assumption	11.080	18.867	27.422	35.470	43.393
Revised Pay Award Assumption	3.600	5.500	7.400	9.300	11.200
<b>Amended Shortfall</b>	<b>14.680</b>	<b>24.367</b>	<b>34.822</b>	<b>44.770</b>	<b>54.593</b>

	2017/18	2018/19	2019/20	2020/21	2021/22
	£m	£m	£m	£m	£m
<b>Scenario 3</b>					
Central Assumption	11.080	18.867	27.422	35.470	43.393
Revised Government					

Grant	4.000	5.000	6.000	7.000	8.000
<b>Amended Shortfall</b>	<b>15.080</b>	<b>23.867</b>	<b>33.422</b>	<b>42.470</b>	<b>51.393</b>

As the scenarios demonstrate any changes, particularly from the central planning assumption for government grant will have a dramatic effect on the projected budget shortfalls.

## **7 Midlothian Integration Joint Board**

The indicative allocation has increased since that reported on 8 November 2016, reflecting the additional costs identified for Thorough Care of £0.600 million. This gives rise to an indicative allocation to the Integrated Joint Board (IJB) for 2017/18 at this time of £37.526 million. The savings proposals set out in section 10 will have no material impact on this allocation.

The Chief Officer and Chief Financial Officer of the IJB are supporting the IJB to develop its 2017/18 Financial Plan and the Directions it will issue to the Council and NHS Lothian within the context of the indicative allocations from the Council and NHS Lothian.

## **8 Ratification of SESPlan Contribution**

The Council is one of the six constituent Councils that comprise the Strategic Development Planning Authority for Edinburgh and South East Scotland.

Since its inception in 2007 all member Councils have made an annual contribution to fund the operation of SESplan. Under the terms of the SESplan constitution and financial rules, each Council has to ratify by the end of the calendar year the budget decision of the SESplan Joint Committee including the funding contributions for the following financial year. On 28th November 2016 the Joint Committee agreed that member council contributions for 2017/18 would remain unchanged at £46,550.

The Joint Committee also agreed to review the level of council contributions in March 2017, but confirmed that the product of that review would not increase the sum agreed on 28th November 2016. Accordingly, Council is asked to ratify a budget contribution of £46,550 to SESplan for the financial year 2017/18, as well as the SESplan Joint Committee budget report and draft minute of 28th November 2016, copies of which have been placed in the Members' Library.

## **9 Shaping our Future**

The 'Shaping our Future' public consultation carried out during 2016 provided an opportunity to gauge public opinion on potential service changes in response to the projected budget position. The savings proposals from the Strategic Leadership Group set out in this report have taken cognisance of the consultation, whilst



recognising its limitations in terms of the scale of the response and its reliability as a measure of public views.

Launched in February 2016, the consultation has comprised the following phases:

Feb/March	Public information campaign on budget challenges and early consultation on service priorities
April/ May	Citizens' Panel consulted on Shaping our Future priority areas/ possible savings
May/ Aug	Consultation with local groups/ group discussions, including residents groups, voluntary groups, Federation of Community Councils and Neighbourhood Planning groups
Oct – Nov	Launch of 'Choices for Change' consultation paper and public survey on possible service changes/ savings

The Council received 1,713 individual and group responses during the different phases of the Shaping our Future consultation. This includes 609 responses to the Citizens' Panel Survey and 486 responses to the 'Choices for Change' consultation in the latter part of the year, which set out a number of service related proposals. A summary of the findings from the consultation is set out in Appendix 1.

The 'Choices for Change' consultation indicated that roads and street lighting were seen as a particular area of concern, whilst education was seen as a key priority area, alongside preventative work and early intervention in health and social care and children's services to reduce future year costs

A number of questions on 'Shaping our Future' were included in the Spring 2016 Citizens' Panel questionnaire.

The top 3 ways in which Panel respondents indicated that they would like to achieve savings through transforming how services are delivered and by finding new and better ways of working are as follows:

- "Merge services or functions to save on administration and management costs"
- "Increase savings from the joint approach to procurement of goods and services"
- "Better use of properties, including co-locating services, disposing of properties which are in poor condition, transferring management/ ownership of community spaces/buildings to community groups"

The issues that respondents are least likely to select as a priority are:

- "Buy more services from the private or voluntary sectors"
- "Make appropriate use of temporary or interim job positions"

Just over three quarters (77%) of respondents said that they "would accept the Council closing some operational properties to protect and develop others." A further 74% said that they "would accept additional charges for some services if this would protect essential services." Just over half (58%) said that they "would be willing to pay more Council tax to help protect public services in Midlothian".



More detailed information about the public consultation work, including comments received from residents and local groups has been made available in the Members' Library.

## **10 Change Programme**

The strands of work that are necessary to address the projected budget shortfalls represent a change programme, encompassing:-

- The Delivering Excellence programme;
- The delivery of savings approved in 2016/17 and the continued control over expenditure in the current year;
- The Transformation Programme;
- The EWiM programme;
- An updated Capital Strategy and Reserves Strategy;
- Operational savings encompassing financial discipline measures;
- The development of further savings options for 2017/18 and beyond.

### **10.1 Delivering Excellence**

The Delivering Excellence framework supports the repositioning of services to ensure they have a greater emphasis on and achieve better outcomes for those most disadvantaged and vulnerable in the community. The framework focuses on reshaping service delivery as the most sustainable way to address the financial and service challenges and maintain financial sustainability.

The framework sets out an approach that provides the means to:

- Realise savings of the scale and magnitude required and to continue to deliver high quality services by engaging staff, partners, stakeholders and citizens to determine the nature of service delivery, the level of service standards and the method of delivering these services;
- To perform successfully in this environment, the Council will require to forward plan for the period beyond known financial settlements, to prioritise the services to be delivered and to clearly identify those services which will no longer be funded or indeed provided or may be provided through alternative mechanisms or approaches; and
- To ensure that there is achievement of the outcomes and priorities of the Council and Community Planning Partners.

The savings proposals set out in sections 10.5 and 10.6 below have emerged from the focussed Delivering Excellence activity which has taken place over the earlier part of the year. In addition to identifying savings proposals to reduce the 2017/18 budget gap it has also identified key transformational activities which it is anticipated can generate savings in future years. These are summarised in table 5, or where they relate to the existing transformation programme they have been reflected in table 6 included in section 10.2 – Transformation Programme.

As each strand is developed proposals will be presented to The Business Transformation Steering Group for their consideration and direction and then to Council.

**Table 5: Delivering Excellence – Emerging Projects – 20 December 2016**

	2018/19	2019/20	2020/21	2021/22
	£m	£m	£m	£m
Asset Management	0.078	0.500	2.650	2.650
Waste Services	0.400	0.400	0.400	0.400
Destination Hillend	0.000	1.000	1.000	1.000
Others	0.070	0.284	0.284	0.284
<b>Totals</b>	<b>0.548</b>	<b>2.184</b>	<b>4.334</b>	<b>4.334</b>

## 10.2 Transformation Programme

The existing Transformation Programme has been and continues to be central to the delivery of sustainable change and delivery of the Council's Financial Strategy. It remains a major focus with a continued drive towards delivering on the agreed outcomes and targets. The future year's savings targets incorporated in the Financial Strategy are derived from those set out in the Council Transformation Programme update reports to Business Transformation Steering Group (BTSG) revised to incorporate the transformational activity as outlined in section 10.1 and are set out in table 6 below.

**Table 6: Council Transformation Programme Additional Savings – 20 December 2016**

	2017/18	2018/19	2019/20	2020/21	2021/22
	£m	£m	£m	£m	£m
Children's Services	0.532	0.806	0.867	0.867	0.867
Services to Communities	0.200	1.050	1.050	1.050	1.050
Education	0.329	0.755	0.790	0.790	0.790
Customer Service	0.175	0.175	0.175	0.175	0.175
Health & Social Care	1.555	2.555	2.555	2.555	2.555
<b>Totals</b>	<b>2.791</b>	<b>5.341</b>	<b>5.437</b>	<b>5.437</b>	<b>5.437</b>

The savings targets set out in table 6 exclude those already reflected in the 2016/17 approved budget and are predicated on the outcomes of the reviews and any subsequent decisions taken by Council and so remain indicative.

## 10.3 Asset Management

The position remains as reported on 28 June 2016.

## 10.4 Capital Strategy and Reserves Strategy

The position remains as reported on 8 November 2016.

## 10.5 Operational Savings

The budget projections set out in tables 1 and 2 already reflect the operational savings reported in previous year's budgets.

In addition appendix 2 summarises further operational savings which have been identified by the Strategic Leadership Group. These total £2.021 million in 2017/18 rising to £3.139 million by 2019/20.

## **10.6 Savings Options**

Taking cognisance of the extent of the projected savings required for 2017/18 and the continued challenge for later years the Chief Executive instructed each Director to bring forward as a minimum savings options of £5 million, £15 million in total, for consideration by the Strategic Leadership Group in September 2016.

On 25 October 2016 a working draft of the options developed by the Strategic Leadership Group, and which amounted to approximately £16 million, was provided to the Leader of the Council, Councillor Johnstone, the Leader of the Labour Group, Councillor Milligan and also Councillor Baxter. A copy was also subsequently provided to Councillor de Vink.

In addition to the future years savings targets set out in section 10.1 and 10.2 and the operational savings set out in section 10.5 the Strategic Leadership Group presented its savings proposals to Business Transformation Steering Group on 28 November 2016 as set out in Appendix 3a and 3b. These total £2.406 million in 2017/18 rising to £4.678 million by 2021/22. Business Transformation Steering Group noted that the proposals would be presented to Council on 20 December 2016 for consideration in accordance with the timetable agreed by Council on 28 June 2016.

## **10.7 Fees and Charges**

In addition to the specific proposals in respect of fees and charges included in the savings options set out in 10.6 the Strategic Leadership Group's proposals include an inflationary increase for a wider range of fees and charges and also proposals for a number of new fees and charges as detailed in appendix 4. These are estimated to generate an addition £0.100 million in 2017/18. An assessment of inflationary increases for later years would potentially generate a further £0.200 million by 2021/22.

## **10.8 Summary of Financial Strategy**

The updated projections incorporating the impact of the various strands of the Financial Strategy and assuming a 3% per annum increases in Council Tax are set out in table 7 below. The position also reflects the proposals in respect of Council Tax on second homes elsewhere on today's agenda. The change programme set out above reduces the remaining budget gap for 2017/18 to £2.115 million.

Subject to the impact of the grant settlement and any further movements in the 2017/18 budget this remaining gap would require to be met by the utilisation of reserves.

**Table 7: Financial Strategy 2017/18 to 2021/22 – 20 December 2016**

	2017/18	2018/19	2019/20	2020/21	2021/22
	£m	£m	£m	£m	£m
Budget Shortfall Table 1	11.080	18.867	27.422	35.470	43.393
<b>Less: Change Programme</b>					
Delivering Excellence 10.1	-	(0.548)	(2.184)	(4.334)	(4.334)
Transformation Programme 10.2	(2.791)	(5.341)	(5.437)	(5.437)	(5.437)
Asset Management 10.3	0.000	0.000	(0.288)	(0.288)	(0.288)
Operational Savings 10.5	(2.021)	(3.029)	(3.139)	(3.139)	(3.139)
Savings Options 10.6	(2.406)	(2.960)	(3.208)	(4.078)	(4.678)
Fees and Charges 10.7	(0.100)	(0.180)	(0.240)	(0.280)	(0.300)
<b>Other Proposals</b>					
Council Tax Increase	(1.254)	(2.528)	(3.823)	(5.138)	(6.472)
Council Tax on Second Homes	(0.300)	(0.250)	(0.200)	(0.200)	(0.200)
<b>Remaining Budget Gap</b>	<b>2.208</b>	<b>4.031</b>	<b>8.903</b>	<b>12.576</b>	<b>18.545</b>

As part of the development and consideration of the proposals recommended by the Strategic Leadership Group all Heads of Service have provided assurance to me, as Section 95 Officer, that the savings proposals which will be incorporated in 2017/18 are achievable. It is stressed however that ultimately the achievement of savings will be dependent on decisions taken by Council.

## **11 Governance and Timetable**

Each element of the Financial Strategy continues to have clear governance in place to ensure the timely delivery of the work stream, with proposals being reported through Business Transformation Steering Group and then to Council as appropriate.

Members are reminded that Council has a duty as set out in Section 93 of the Local Government Finance Act 1992 (as amended) to set its Council Tax and a balanced budget for the following financial year commencing 1 April by 11 March.

Accordingly the budget timetable, agreed by Council on 28 June 2016, provides for consideration of savings options at today's meeting. The timetable also provides for a further report to Council on 7 February 2017 setting out the final budget position for 2017/18 and will include recommendations in respect of Council Tax and balancing the budget for 2017/18.

Furthermore members are also reminded that in terms of Section 112 of the Local Government Finance Act 1992 (as amended) it is an offence to participate in any vote in respect of setting Council Tax where the member has unpaid Council Tax.

Members are required to disclose the fact this section of the act applies to them and not vote on any question with respect to the matter.

## 12 Focussing Resources to Key Priorities

The Financial Strategy is designed to ensure that available resources are as far as possible targeted on delivery of improved outcomes, particularly against the key priorities of:-

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

The Midlothian Community Planning Partnership continues to prioritise the available resources towards the delivery of the partnerships key priorities and the Financial Strategy sets out for partners the parameters the Council is working within and provides a means to better facilitate the sharing of budget and resource planning information.

The Change programme, incorporating the Delivering Excellence framework and Transformation Programme, is central to ensuring that resources are directed towards the priorities set out in the Midlothian Single Plan. The development activity for the 2017/18 budget has ensured that as far as possible the resultant budget, reflecting the savings outlined in section 10, will be focussed on delivery of the Council's key priorities.

## 13 Reserves

The projected position for General Fund Reserves remains as reported on 8 November 2016 as set out in table 8 below.

As indicated in section 10 based on the position pre grant settlement the recommendations in this report, if approved, would leave a remaining budget gap of £2.208 million in 2017/18. In the absence of any further changes this would fall to be met by the utilisation of reserves which would reduce the contingency level of General Fund Reserve to £7.137 million which would equate to 3.7% of projected net expenditure for 2017/18.

**Table 8: Available General Fund Reserve 31 March 2017 – 20 November 2016**

	£million
<b>General Fund Balance at 31 March 2017</b>	<b>13.672</b>
<i>Earmarked for specific purposes</i>	
Approved contingency level of General Fund Reserve ( <i>note</i> )	(8.000)
Earmarked for Council Transformation ( <i>note</i> )	(4.300)
Borders Rail Economic Development	

Opportunities	(0.027)
<b>Available General Reserve at 31 March 2017</b>	<b>1.345</b>

***Note** – On 27 September 2016 Council approved the level of contingency reserve and earmarked a further £4.000 million for Transformation but reserved the right to revisit these decisions again during the 2017/18 budget setting cycle given the continued uncertainty in respect of the grant settlement.*

## **14 Report Implications**

### **14.1 Resources**

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

### **14.2 Risk**

Within any financial projections, there are a number of inherent assumptions in arriving at figures and budget provisions and therefore risks that may be faced if costs change or new pressures emerge. The following key risks and issues are highlighted in the context of this report:

- The economic outlook and decision by Scottish Government on future years grant settlements and grant distribution;
- Given the nature of the savings options incorporated in the budget proposals the increase risk of non-delivery or late delivery of planned savings, including those arising from reductions in the staffing establishment;
- Outstanding pay award settlements and the implications of the National Living Wage for external service providers;
- The impact of the wider economic climate on range of factors including: inflation, interest rates, employment, tax and income levels and service demands;
- Cost pressures exceeding budget estimates;
- The impact of Universal Credit, and potential pension changes;
- Council's ability to secure a share of the funds collected by the Apprenticeship Levy to offset the cost to the Council;
- The costs of implementation of national policies varying from the resources provided by Government; and
- Unplanned capital investment requirements and associated cost.

The Financial Strategy aims to mitigate a number of these risks by setting out the key assumptions on which forward plans are based, and through the Change Programme activities, setting out the early identification of future saving proposals.

### **14.3 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

#### **14.4 Impact on Performance and Outcomes**

The Financial Strategy is central to the way Council allocates and uses its available resources and as such has fundamental implications for service performance and outcomes. The budget projections indicate that in 2021/22 the Council will have available in the region of £191 million for the provision of services and the pursuit of key outcomes as set out in the Single Midlothian Plan.

#### **14.5 Adopting a Preventative Approach**

Whilst the proposals in this report do not directly impact on the adoption of a preventative approach, an effective Financial Strategy in turn allows resources to be prioritised to support prevention.

#### **14.6 Involving Communities and Other Stakeholders**

Shaping our Future, the consultation strand of the Delivering Excellence framework, has been a key aspect of informing the community and other stakeholders of the financial and service challenges and included consultation on a range of options as the change programme developed.

In addition, there continues to be engagement with the recognised Trade Unions on the Council's financial position and service challenges.

#### **14.7 Ensuring Equalities**

Whilst the financial strategy and the supporting proposals have been developed within the context of ensuring that resources are directed towards key priorities, Midlothian Council is committed to the ethos of the Equality Act 2010 and has considered the interests of the most vulnerable in our communities through equality impact assessment for all the budget proposals.

EQIAs have been prepared and published on the Council website for each of the savings proposals set out in appendix 3. An overarching EQIA encompassing the revenue budget for 2017/18 as set out in table 7 is attached as appendix 5. This will be updated for the 7 February 2017 report when Council will be asked to determine its 2017/18 budget and Council Tax.

#### **14.8 Supporting Sustainable Development**

There are no direct sustainability issues arising from this report.

#### **14.9 IT Issues**

There are no direct IT implications arising from this report.

### **15 Summary**

The report provides:-

- An update on Scottish Government Grant;
- Updated budget projections for 2017/18 to 2021/22;
- A sensitivity analysis reflecting the potential impact of different pay and grant settlement scenarios;
- An update on the resources to be provided to the Midlothian Integration Joint Board in 2017/18;
- For ratification of the 2017/18 budget contribution to SESplan;



- The results from the Shaping our Future consultation;
- Savings proposals from the Strategic Leadership Group;
- An update on the other strands of the change programme;
- An update on reserves.

## 16 Recommendations

Council is recommended to:-

- Note that a verbal update in respect of the Scottish Government Grant Settlement, due on 15 December 2016, will be provided to Council;
- Note the updated projected cost of services, key assumptions and resultant budget shortfalls as set out in section 3;
- Note the continuing uncertainties and the potential impact as outlined in the differing scenarios as set out in section 6;
- Ratify a budget contribution of £46,550 to SESplan for the financial year 2017/18, as well as the SESplan Joint Committee budget report and draft minute of 28th November 2016, copies of which have been placed in the Members' Library;
- Note the results of the Shaping our Future consultation as summarised in section 9 and detailed in appendix 1;
- Note the addition of savings targets for Delivering Excellence activity of £0.548 million in 2018/19 rising to £4.334 million in 2021/22 as set out in table 5 and the revised Transformation Programme savings targets of £2.791 million in 2017/18 rising to £5.437 million in 2021/22 as set out in table 6;
- Note the operational savings set out in section 10.5 and detailed in appendix 2 of £2.021 million in 2017/18 rising to £3.139 million in 2021/22;
- Consider the Strategic Leadership Group's savings proposals as set out in section 10.6 and detailed in appendix 3a and 3b of £2.406 million in 2017/18 rising to £4.678 million in 2021/22;
- Consider the proposed increases to fees and charges and proposed new fees and charges as set out in section 10.7 and detailed in Appendix 4 which generate an additional £0.100 million for 2017/18;
- In considering recommendations h) and i) also consider the contents of the draft EQIA set out in appendix 5;
- Note that based on the assumptions detail in the report and subject to approval of the proposals in respect of Council Tax on second homes and recommendations h) and i) above the Strategic Leadership Group proposals reduce the remaining budget gap for 2017/18 to £2.208 million;



- l) Note that a further report will be presented to Council on 7 February 2017 to enable Council to determine a budget for 2017/18, including any utilisation of reserves, and to set Council Tax levels for the year commencing on 1 April 2017.
- m) Otherwise note the contents of the report.

**Date** 12 December 2016

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# Shaping our Future

## **Choices for Change**

### **Paper A\***

Summary findings of the public consultation  
on service changes and savings options 2016

[www.midlothian.gov.uk/shapingourfuture](http://www.midlothian.gov.uk/shapingourfuture)

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**\*This report (Paper A) is one of three and summarises the main consultation findings. Supplementary papers are also available with the full results of the Shaping our Future consultation:**

***Paper B: Choices for Change Public Opinion Survey and Citizens' Panel Results 2016***

***Paper C: List of individual comments received from residents and joint responses received from local groups – Shaping our Future 2016***

# About the consultation

## Shaping our Future

The Shaping our Future campaign was launched in February 2016 in response to the financial pressures and other challenges facing the Council. The aim was to let local people have their say on spending priorities, service changes and savings options.

Unlike traditional local authority budget consultations, which normally take place over a relatively short period in the lead up to the budget setting, Shaping our Future was planned to run over a ten month period\*, with two distinct phases based on the need to inform, consult and engage with our communities.

Phase 1 (Feb-Mar and May-Sept 2016)*	
Aim	Actions
Inform residents, community groups, partners and other stakeholders about the scale of the Council's budget challenge.	Shaping our Future campaign launched in local media, on council website, on social media, posters and banners.
Set out the need for the Council to work in new ways to be able to meet future service demands.	'Have Your Say' email account set up and public comment cards distributed.
Set out ways in which the Council has already taken action to reduce costs and transform services.	Information provided directly to 30 local groups and on our behalf by MVA (voluntary organisations' umbrella group) to over 100 voluntary organisations.
Consult residents and community groups on service priorities and seek their suggestions on new ways of working, making savings and generating income.	Offer of group discussions for local groups with members of Senior Management Team attending. Meetings held with Federation of Community Councils, Midlothian People's Equality Group, Neighbourhood Planning umbrella group, residents and carers groups.
	Easy Read guide to Shaping our Future produced in consultation with local People First group.
	Easy Read 'infographics' factsheets produced setting out 'Our budget challenge' and 'How we spend your money'.

*\* There was a moratorium on campaign publicity during the Scottish Parliamentary Election (purdah) period from mid-March to early May 2016.*

Phase 2 (Oct-Nov 2016)	
Aim	Actions
<p>Produce a more detailed series of options for service changes/ savings covering each of the Council's key service areas, to go out to public consultation.</p> <p>Produce detailed options for a separate consultation covering Libraries and Customer Services.</p> <p>Seek suggestions from residents, local groups and partners on new ways of working, making savings and generating income.</p>	<p>'Choices for Change' consultation paper and opinion survey published (Oct-Nov 2016).</p> <p>'Shaping our Future – Libraries and Customer Services' consultation paper and survey published (Oct-Nov 2016).</p> <p>'Choices for Change' publicised in newspaper articles, newspaper adverts, local radio news, local radio interview, web content, on social media, and new-style posters and comment cards in libraries and other council facilities.</p> <p>Over 100 local groups and organisations advised directly of Phase 2 consultation and notification distributed through Midlothian Voluntary Action (MVA) umbrella group.</p>

# Breakdown of responses

<b>Shaping our Future – Phases 1 and 2</b>	
<b>Total number of individual and group responses received during both phases of the campaign from February to November 2016</b> (including emails, letters, comment cards, citizens' panel returns and survey responses)	<b>1,713</b>
<b>Survey responses received in the phase 2, 'Choices for Change' consultation</b> (number of completed public opinion surveys from October to November 2016)	<b>486</b>
<b>Those received as part of Citizens' Panel survey</b> (spring 2016)	<b>609</b>
<b>Number of local groups and voluntary organisations contacted during the consultation period.</b> Some of these groups held specific discussions on Shaping our Future and their feedback has been included in the consultation findings	<b>c.130</b>
<b>Survey responses received in the separate, phase 2, Libraries and Customer Services consultation</b> (completed public opinion surveys from October to November 2016)	<b>447</b>
<b>Total number of additional public comments, suggestions made to save money; ideas to transform services or stated preferences for spending priorities</b> (excluding comments received with the Libraries and Customer Services surveys)	<b>1,059</b>
<b>Money saving ideas and comments received to date from employees as part of the internal engagement campaign</b> – running in parallel with 'Shaping our Future'. (Figure not included in the total number of public responses above)	<b>120</b>

## Responses to Choices for Change survey (Oct-Nov 2016)

- Of the 484 responses received to the Choices for Change consultation, the greatest number came from Penicuik, Bonnyrigg, Gorebridge, Dalkeith and Newtongrange.
- 65% of respondents were female and 32% male. (3% preferred not to say.)
- More than 98% described themselves as White Scottish, White British or White other. Just under 2% were from other ethnic groups.
- 69% were employed full- or part-time. 7.49% were self employed and 12.39% retired. 1.44% were unemployed.
- 79.5% were homeowners and 15.73% lived in rented accommodation.

A full breakdown of answers to questions on respondents' backgrounds is included in supplementary Paper B: *Choices for Change Public Opinion Survey and Citizens' Panel Results 2016*

# Summary of key findings

## Choices for Change survey (Oct-Nov 2016)

The following is a summary of key findings based on service area. Most additional comments/ concerns included with individual survey responses (listed in supplementary Paper C) related to waste collection, education, roads, and sport and leisure. These additional comments largely reinforced the opinions expressed below.

### Education

- Investment in education is seen as a priority with nearly 86% of respondents agreeing or strongly agreeing.
- Nearly 54% agreed that we should review our legislative requirement to provide transport to high schools.
- Over 48% agreed that we should review charges for (musical) instrumental tuition with 29% disagreeing.
- Over 51% agreed/ strongly agreed that we should review the provision and cost of school meals. Around a third disagreed or strongly disagreed.
- Over 85% of respondents agreed that we should extend existing schools or build larger primary schools to address a growing pupil population.

### Health and social care

- Nearly 84% of respondents agreed that we should reduce the demand on social care by developing preventative approaches within communities, to support people to live independently for as long as possible.
- Nearly 63% disagreed/ strongly disagreed with the option of increasing charges for personal care and housing support. 19% agreed/ strongly agreed.
- 57% disagreed/ strongly disagreed with introducing charges for transport to day centres and day services. Just over a quarter agreed/ strongly agreed.



## **Children's services**

- Nearly 79% agreed that we should reduce demand in Children's Services by continuing to develop early intervention and preventative approaches which achieve greater efficiency, both in working practices and use of resources.

## **Property and facilities management**

- Nearly 85% agreed that we should review how we manage facilities services in our larger schools and community hubs.
- More than 72% agreed that we should explore opportunities to generate income from selling goods and services.

## **General support services**

- Nearly 56% of respondents agreed that we should continue to review and make savings to support services, staffing and accommodation.

## **Street cleaning, waste collection and disposal**

- 57% disagreed with reducing the frequency or charging for the green garden waste service. A third agreed/ strongly agreed with this option.
- 60% disagreed/ strongly disagreed with reducing the frequency of grey bin (general household waste) collections from fortnightly to every 3 weeks. 34% agreed/ strongly agreed.

## **Roads maintenance and street lighting**

- There was significant disagreement with the idea of reducing spending on roads. Almost 85% disagreed, 43% of them disagreeing strongly.
- Around 80% were also against reducing the amount spent on winter gritting and snow clearing. 43% strongly disagreed and over 36% disagreed.

## **Communities and economic development**

- 60% disagreed/ strongly disagreed with reducing grants to local groups. 34% strongly disagreed compared to only 5% who strongly agreed.
- Respondents were evenly split on reducing contributions to organisations who support business and tourism – around 37% agreed and 37% disagreed with over a quarter having no strong opinion.

## **Sport and leisure**

- Just over 50% agreed with increasing leisure charges by up to 10%. 45% disagreed.
- 61% agreed that inefficient and ageing leisure facilities should be closed. 25% disagreed.
- 50% supported a review of leisure centre opening hours with over 20% disagreeing.
- There was more of an even split on reviewing concessionary charges for sports and leisure. 42% agreed and 37% disagreed.

## **Travel and fleet services**

- A review of bus and supported travel grants was supported by 39% of respondents with 40% disagreeing.
- Over 40% disagreed that the taxi card and 'ring and go' services should be removed. 30% agreed and nearly 30% had no strong opinion.

## **Parks and open spaces**

- Nearly 40% agreed that we should end our contribution to the Pentland Hills Regional Park and over 35% disagreed. Around a quarter had no strong opinion.
- 45% were against reducing the number of grass areas cut regularly with 36% agreeing.
- There was an even split on removing underused playing fields. 41% agreed and the same number disagreed. However, 19% disagreed strongly compared to 10% who strongly agreed.

## **Planning and building standards**

- 46% disagreed with the option of ending agreements to secure expert advice on archaeology and biodiversity with 24% agreeing. Nearly 30% had no strong opinion.

## **Council Tax**

- Over 80% agreed that we could increase income by charging more for long-term empty properties.
- 58% supported a 3% increase in Council Tax – 32% agreeing and 26% strongly agreeing. Around a third disagreed, 22% of them strongly.

## **Community safety**

- Nearly 56% agreed that we should change to a co-located partnership for community safety with our partners. 28% had no strong opinion.
- 71% agreed that we should carry out a complete review of how we provide community safety services.

## **Housing and homelessness**

- 90% agreed that we should take people out of bed and breakfast accommodation and place them in purchased houses or other converted properties.
- 90% agreed that we should sell underused garage sites or make alternative use of them.

## **Citizens' Panel findings (April 2016)**

Key questions on 'Shaping our Future' were included in the Spring 2016 Citizens' Panel questionnaire, sent to a representative sample of 998 Midlothian residents and resulting in a 61% response rate.

- 77% of respondents said that they "would accept the Council closing some operational properties to protect and develop others"
- 74% said that they "would accept additional charges for some services if this would protect essential services."
- 58% said that they "would be willing to pay more Council Tax to help protect public services in Midlothian."
- The top money saving option from those presented was to "merge services or functions to save on administration and management costs".
- The second preference was to "increase savings from the joint approach to procurement of goods and services" and the third was to make "better use of

properties, including co-locating services, disposing of properties which are in poor condition, transferring management/ ownership of community spaces/buildings to community groups”.

- The issue that respondents were least likely to select as a priority was to “buy more services from the private or voluntary sectors”.
- Overall, 83% of respondents stated that the information provided within the supplementary panel questionnaire “Shaping Our Future” was useful.

### **Local group discussions (May-Sept 2016)**

- Over the spring and summer of 2016, we engaged directly with around 30 local groups – distributing campaign materials and encouraging local group discussions. The Chief Executive and Directors also attended some of these meetings to make presentations and to answer questions relating to the Shaping our Future consultation. Contact was made with organisations including tenant and residents’ groups, the Federation of Community Councils, equalities groups, disabilities groups, mental health groups, carers’ groups and Neighbourhood Planning groups.
- The Midlothian voluntary organisation umbrella group, the MVA, also circulated campaign materials on our behalf to over 100 groups including the Voluntary Providers’ Forum; the Voluntary Sector Forum; the Voluntary Sector Children & Young People sub-group, and a wide range of local voluntary organisations.
- The following groups accepted an invitation from members of the Senior Management Team to attend discussions on the Council’s budget challenge and the Shaping our Future consultation:
  - Midlothian People’s Equality Group
  - Midlothian Federation of Community Councils
  - Midlothian-wide Neighbourhood Planning Group
  - Cowan Court Tenants’ Group

In addition, the following also held discussions and/ or submitted a group response:

- Orchard Centre Services (Health in Mind)
- Forward Mid (disabled people’s organisation)
- Midlothian Financial Inclusion Network
- People First Dalkeith Group

The detailed feedback from these group discussions and other group responses appear in supplementary Paper C: *List of individual comments received from residents and joint responses received from local groups – Shaping our Future 2016*.

### **Summary of group responses**

- Protecting the most vulnerable in our communities was seen as a priority. There was strong opposition to increasing charges for social care services and transport to day centres and day services.
- Concerns were raised about the future of the welfare rights advice service and other services supporting the most vulnerable and disadvantaged in our communities.
- The importance of volunteers and voluntary groups in the life of our communities was highlighted, with the need for the Council to provide appropriate financial and other support to these groups.
- A number of the groups emphasised the need for the Council to be open and transparent in communicating, consulting and engaging with its communities, and for its services to be more 'joined up' in responding to and working with community groups.
- The Midlothian-wide Neighbourhood Planning group made specific suggestions around revenue raising, including the idea of a local Lottery.
- The amount of new house building in the area and the challenge of providing the appropriate infrastructure was also a concern.
- The importance of local libraries and the services they provide was emphasised by a number of group members.

### **Comments received in Phase 1 of consultation (Feb-Sept 2016)**

- It proved difficult to engage the public during the early phase of the campaign when we asked them very broad questions about service priorities, how they would save money, what they would do differently, etc. Publicity for the campaign was also held back during the election campaign period (mid-March to early May 2016), due to legal restrictions. As a result, the initial response in the short 'pre-purdah' period (early February to mid-March) was slow, with comments and suggestions relating for the most part to transport, parking and environmental issues and concerns about the amount of new house building in the area.

- By way of contrast, where the Council made specific spending decisions around the 2016/ 17 budget in early March (mostly relating to increased charges) the number of comments (albeit mainly negative) increased markedly, most of these on social media.
- Similarly, when the more detailed 'Choices for Change' consultation papers and public surveys were launched in late September 2016, public interest rose. In addition to the survey responses themselves, there was an increase in separate comments received through social media, comment cards, by letter and email.

## **Libraries and Customer Services survey**

A separate Libraries and Customer Services consultation ran in parallel with the main Choices for Change survey from early October to mid November 2016 and attracted 447 returns. The results of the public opinion survey will form a separate report to be presented to the Council's Customer Services Project Board in December 2016.

## **Employee consultation and engagement**

An employee engagement campaign was launched by the Chief Executive in early October 2016 to encourage staff to contribute ideas for saving money and improving services. The 'Tell Ken' campaign will run until the end of the year, and has received an encouraging response to date, with well over 100 ideas submitted. Details of the best ideas will be published early in 2017 and further engagement activity is planned with the development of the Council's new Internal Communications and Engagement Strategy.

# Next steps

## Reporting to Council

The findings of the Shaping our Future consultation 2016 will be reported to a meeting of Midlothian Council on 20 December 2016, and will form an appendix to the financial management report presented to the Council at that meeting. The findings will be used in discussions leading to the Council setting its budget for 2017/18 and in considering options for service transformation and forward budget planning for 2018/19 and beyond.

The findings of the separate 'Shaping our Future - Libraries and Customer Services' consultation will be presented to the Council's Customer Services project Board in December 2016.

## Further consultation and engagement

The Council plans further public consultation on service transformation and budget saving proposals as these emerge as part of the wider communications and engagement strategies which will be developed during 2017. A second phase consultation is also planned on proposals for service redesign in Libraries and Customer Services.

The Shaping our Future campaign will remain in place during the early part of 2017, with residents and local groups able to submit comments or suggestions at any time up until mid-March. The future of the campaign will be reviewed, and other public consultation options considered, following the local council elections in May 2017.

More information on the Council's budget challenge and updates on Shaping our Future can be found at [www.midlothian.gov.uk/shapingourfuture](http://www.midlothian.gov.uk/shapingourfuture)

Comments and suggestions can be forwarded by email to [HaveYourSay@midlothian.gov.uk](mailto:HaveYourSay@midlothian.gov.uk) or in writing to Have Your Say, Communications and Marketing, Midlothian Council, Midlothian House, Buccleuch Street, Dalkeith EH22 1DN.





**SUMMARY 2017/18 BUDGET SAVINGS PROPOSALS - OPERATIONAL**  
**09/12/2016**

**Appendix 2**

	INCREMENTAL						CUMULATIVE						Staffing FTE 2017/18
	2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m	2021/22 £m	TOTAL £m	2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m	2021/22 £m	TOTAL £m	
<b>EDUCATION, COMMUNITIES &amp; ECONOMY</b>													
Communities and Economy	0.037	0.037	0.000	0.000	0.000	0.074	0.037	0.074	0.074	0.074	0.074	0.074	1.0
Childrens Services	0.081	0.000	0.000	0.000	0.000	0.081	0.081	0.081	0.081	0.081	0.081	0.081	2.0
Education	0.215	0.000	0.000	0.000	0.000	0.215	0.215	0.215	0.215	0.215	0.215	0.215	0.0
<b>SUB TOTAL</b>	<b>0.333</b>	<b>0.037</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.370</b>	<b>0.333</b>	<b>0.370</b>	<b>0.370</b>	<b>0.370</b>	<b>0.370</b>	<b>0.370</b>	<b>3.0</b>
<b>HEALTH AND SOCIAL CARE</b>													
Health & Social Care	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.0
Customer and Housing Services	0.000	0.200	0.000	0.000	0.000	0.200	0.000	0.200	0.200	0.200	0.200	0.200	0.0
<b>SUB TOTAL</b>	<b>0.000</b>	<b>0.200</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.200</b>	<b>0.000</b>	<b>0.200</b>	<b>0.200</b>	<b>0.200</b>	<b>0.200</b>	<b>0.200</b>	<b>0.0</b>
<b>RESOURCES</b>													
Commercial Operations	0.325	0.000	0.000	0.000	0.000	0.325	0.325	0.325	0.325	0.325	0.325	0.325	0.0
Finance & ISS	0.905	0.423	0.000	0.000	0.000	1.328	0.905	1.328	1.328	1.328	1.328	1.328	26.0
Property & Facilities	0.458	0.348	0.110	0.000	0.000	0.916	0.458	0.806	0.916	0.916	0.916	0.916	8.0
<b>SUB TOTAL</b>	<b>1.688</b>	<b>0.771</b>	<b>0.110</b>	<b>0.000</b>	<b>0.000</b>	<b>2.569</b>	<b>1.688</b>	<b>2.459</b>	<b>2.569</b>	<b>2.569</b>	<b>2.569</b>	<b>2.569</b>	<b>34.0</b>
<b>TOTAL</b>	<b>2.021</b>	<b>1.008</b>	<b>0.110</b>	<b>0.000</b>	<b>0.000</b>	<b>3.139</b>	<b>2.021</b>	<b>3.029</b>	<b>3.139</b>	<b>3.139</b>	<b>3.139</b>	<b>3.139</b>	<b>37.0</b>

EDUCATION, COMMUNITIES & ECONOMY 2017/18 BUDGET SAVINGS PROPOSALS - OPERATIONAL

Appendix 2

PROPOSAL		INCREMENTAL						CUMULATIVE						Staffing FTE 2017/18
NUMBER	DESCRIPTION	2017/18	2018/19	2019/20	2020/21	2021/22	TOTAL	2017/18	2018/19	2019/20	2020/21	2021/22	TOTAL	
		£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	
COMMUNITIES & ECONOMY														
1	Merger of Communities & Economic Development Team	0.037	0.037	0.000	0.000	0.000	0.074	0.037	0.074	0.074	0.074	0.074	0.074	1.0
	Total	0.037	0.037	0.000	0.000	0.000	0.074	0.037	0.074	0.074	0.074	0.074	0.074	1.0
CHILDRENS SERVICES														
2	Review of Family Support Staff	0.081	0.000	0.000	0.000	0.000	0.081	0.081	0.081	0.081	0.081	0.081	0.081	2.0
	Total	0.081	0.000	0.000	0.000	0.000	0.081	0.081	0.081	0.081	0.081	0.081	0.081	2.0
EDUCATION														
3	Reduce central curriculum budget	0.050	0.000	0.000	0.000	0.000	0.050	0.050	0.050	0.050	0.050	0.050	0.050	-
4	Reduce central training budget	0.015	0.000	0.000	0.000	0.000	0.015	0.015	0.015	0.015	0.015	0.015	0.015	-
5	Mini-service Reviews within Education	0.150	0.000	0.000	0.000	0.000	0.150	0.150	0.150	0.150	0.150	0.150	0.150	-
	Total	0.215	0.000	0.000	0.000	0.000	0.215	0.215	0.215	0.215	0.215	0.215	0.215	0.0
	Education, Communities & Economy Total	0.333	0.037	0.000	0.000	0.000	0.370	0.333	0.370	0.370	0.370	0.370	0.370	3.0
		0.333	0.037	0.000	0.000	0.000	0.370	0.333	0.370	0.370	0.370	0.370	0.370	3.0

## HEALTH AND SOCIAL CARE 2017/18 BUDGET SAVINGS PROPOSALS - OPERATIONAL

## Appendix 2

PROPOSAL NUMBER      DESCRIPTION		INCREMENTAL					CUMULATIVE							Staffing FTE 2017/18
		2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m	2021/22 £m	TOTAL £m	2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m	2021/22 £m	TOTAL £m	
HEALTH & SOCIAL CARE														
	-	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-
	Total	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.0
CUSTOMER & HOUSING SERVICES														
6	Revenues Services Review	0.000	0.200	0.000	0.000	0.000	0.200	0.000	0.200	0.200	0.200	0.200	0.200	-
	Total	0.000	0.200	0.000	0.000	0.000	0.200	0.000	0.200	0.200	0.200	0.200	0.200	0.0
	Health & Social Care Total	0.000	0.200	0.000	0.000	0.000	0.200	0.000	0.200	0.200	0.200	0.200	0.200	0.0
		0.000	0.200	0.000	0.000	0.000	0.200	0.000	0.200	0.200	0.200	0.200	0.200	0.0

RESOURCES 2017/18 BUDGET SAVINGS PROPOSALS - OPERATIONAL

Appendix 2

		INCREMENTAL						CUMULATIVE						Staffing
PROPOSAL NUMBER	DESCRIPTION	2017/18	2018/19	2019/20	2020/21	2021/22	TOTAL	2017/18	2018/19	2019/20	2020/21	2021/22	TOTAL	FTE
		£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	2017/18
COMMERCIAL OPERATIONS														
7	Reduce play areas and rights of ways budgets	0.030	0.000	0.000	0.000	0.000	0.030	0.030	0.030	0.030	0.030	0.030	0.030	0.0
8	Reduce bus shelter maintenance	0.030	0.000	0.000	0.000	0.000	0.030	0.030	0.030	0.030	0.030	0.030	0.030	0.0
9	Increase sale of Health and Safety training courses	0.015	0.000	0.000	0.000	0.000	0.015	0.015	0.015	0.015	0.015	0.015	0.015	0.0
10	Commercial Operations Service Review	0.250	0.000	0.000	0.000	0.000	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.0
	Total	0.325	0.000	0.000	0.000	0.000	0.325	0.325	0.325	0.325	0.325	0.325	0.325	0.0
FINANCE & ISS														
11	Service Review - Business Transformation/Quality & Assurance and Planning & Performance teams	0.150	0.153	0.000	0.000	0.000	0.303	0.150	0.303	0.303	0.303	0.303	0.303	10.0
12	Vacant Posts (Grade 4 -8) - Freeze (Business Services)	0.087	0.000	0.000	0.000	0.000	0.087	0.087	0.087	0.087	0.087	0.087	0.087	3.0
13	Vacant Posts Balance	0.006	0.000	0.000	0.000	0.000	0.006	0.006	0.006	0.006	0.006	0.006	0.006	0.0
14	Rationalisation of Support Services (OD/HR)	0.028	0.000	0.000	0.000	0.000	0.028	0.028	0.028	0.028	0.028	0.028	0.028	1.0
15	Rationalisation of Support Services (E&R)	0.028	0.000	0.000	0.000	0.000	0.028	0.028	0.028	0.028	0.028	0.028	0.028	1.0
16	Removal of Vacant Material Planner Post (Procurement & Stores)	0.020	0.000	0.000	0.000	0.000	0.020	0.020	0.020	0.020	0.020	0.020	0.020	1.0
17	Consolidate Stores (Fleet)	0.023	0.000	0.000	0.000	0.000	0.023	0.023	0.023	0.023	0.023	0.023	0.023	1.0
18	Technology Changes: Digital Services and Supplies	0.090	0.000	0.000	0.000	0.000	0.090	0.090	0.090	0.090	0.090	0.090	0.090	0.0
19	Procurement Rebates SXL Contracts	0.060	0.000	0.000	0.000	0.000	0.060	0.060	0.060	0.060	0.060	0.060	0.060	0.0
20	Internalise Arrears Court actions- Customer and Housing Services (Legal Services)	0.030	0.000	0.000	0.000	0.000	0.030	0.030	0.030	0.030	0.030	0.030	0.030	0.0
21	Amend Treasury Strategy as a consequence of BREXIT	0.133	0.020	0.000	0.000	0.000	0.153	0.133	0.153	0.153	0.153	0.153	0.153	0.0
22	Finance and Integrated Service Support Review - Additional savings targets	0.250	0.250	0.000	0.000	0.000	0.500	0.250	0.500	0.500	0.500	0.500	0.500	9.0
	Total	0.905	0.423	0.000	0.000	0.000	1.328	0.905	1.328	1.328	1.328	1.328	1.328	26.0
PROPERTY & FACILITIES														
23	Review staffing owing to declining meal numbers at Dalkeith Schools Campus	0.024	0.016	0.000	0.000	0.000	0.040	0.024	0.040	0.040	0.040	0.040	0.040	1.0
24	Reduce waste in plates and cutlery in school dining halls	0.000	0.010	0.000	0.000	0.000	0.010	0.000	0.010	0.010	0.010	0.010	0.010	-
25	Increase staff vending and trolley prices	0.019	0.000	0.000	0.000	0.000	0.019	0.019	0.019	0.019	0.019	0.019	0.019	-
26	Merge Janitorial with Sport and Leisure staff in Hubs	0.000	0.122	0.000	0.000	0.000	0.122	0.000	0.122	0.122	0.122	0.122	0.122	-
27	Review of Facilities Management Officers	0.040	0.000	0.000	0.000	0.000	0.040	0.040	0.040	0.040	0.040	0.040	0.040	1.0
28	Review Sport and Leisure staffing	0.100	0.000	0.000	0.000	0.000	0.100	0.100	0.100	0.100	0.100	0.100	0.100	3.0

29	Maximise use of contractual entitlement in PPP facilities	0.010	0.000	0.000	0.000	0.000	0.010	0.010	0.010	0.010	0.010	0.010	0.010	-
30	Review of Property Assets staffing	0.020	0.000	0.000	0.000	0.000	0.020	0.020	0.020	0.020	0.020	0.020	0.020	1.0
31	Reduce drainage charging	0.020	0.000	0.000	0.000	0.000	0.020	0.020	0.020	0.020	0.020	0.020	0.020	-
32	Review water metering arrangements	0.020	0.000	0.000	0.000	0.000	0.020	0.020	0.020	0.020	0.020	0.020	0.020	-
33	SALEX funding for energy saving initiatives	0.020	0.000	0.000	0.000	0.000	0.020	0.020	0.020	0.020	0.020	0.020	0.020	-
34	Rent new depot space to Independent Stores partnership	0.000	0.020	0.000	0.000	0.000	0.020	0.000	0.020	0.020	0.020	0.020	0.020	-
35	Bespoke joinery through Independent Stores	0.000	0.020	0.000	0.000	0.000	0.020	0.000	0.020	0.020	0.020	0.020	0.020	-
36	Staff consolidation due to reduced locations at new Depot	0.000	0.060	0.000	0.000	0.000	0.060	0.000	0.060	0.060	0.060	0.060	0.060	-
37	Earlier closure of Penicuik Town Hall	0.030	0.000	0.000	0.000	0.000	0.030	0.030	0.030	0.030	0.030	0.030	0.030	-
38	Earlier closure of Library Headquarters	0.070	0.000	0.000	0.000	0.000	0.070	0.070	0.070	0.070	0.070	0.070	0.070	-
39	Creation of IJB Hub at St Andrew's Street	0.000	0.100	0.100	0.000	0.000	0.200	0.000	0.100	0.200	0.200	0.200	0.200	-
40	Introduce Soft Play facility at Penicuik Centre	0.000	0.000	0.010	0.000	0.000	0.010	0.000	0.000	0.010	0.010	0.010	0.010	-
41	Introduce Energy Management Systems to control use remotely	0.025	0.000	0.000	0.000	0.000	0.025	0.025	0.025	0.025	0.025	0.025	0.025	-
42	Property and Facilities Management Service Review	0.060	0.000	0.000	0.000	0.000	0.060	0.060	0.060	0.060	0.060	0.060	0.060	2.0
	<b>Total</b>	<b>0.458</b>	<b>0.348</b>	<b>0.110</b>	<b>0.000</b>	<b>0.000</b>	<b>0.916</b>	<b>0.458</b>	<b>0.806</b>	<b>0.916</b>	<b>0.916</b>	<b>0.916</b>	<b>0.916</b>	<b>8.0</b>
	<b>Resources Total</b>	<b>1.688</b>	<b>0.771</b>	<b>0.110</b>	<b>0.000</b>	<b>0.000</b>	<b>2.569</b>	<b>1.688</b>	<b>2.459</b>	<b>2.569</b>	<b>2.569</b>	<b>2.569</b>	<b>2.569</b>	<b>34.0</b>



**SUMMARY 2017/18 BUDGET SAVINGS PROPOSALS - POLICY**  
**09/12/2016**

Appendix 3a

	INCREMENTAL						CUMULATIVE						Staffing FTE
	2017/18	2018/19	2019/20	2020/21	2021/22	TOTAL	2017/18	2018/19	2019/20	2020/21	2021/22	TOTAL	2017/18
	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	
<b>EDUCATION, COMMUNITIES &amp; ECONOMY</b>													
Communities and Economy	0.066	0.000	0.000	0.000	0.000	0.066	0.066	0.066	0.066	0.066	0.066	0.066	0.0
Childrens Services	0.332	0.082	0.248	0.860	0.610	2.132	0.332	0.414	0.662	1.522	2.132	2.132	0.0
Education	0.376	0.094	0.000	0.000	0.000	0.470	0.376	0.470	0.470	0.470	0.470	0.470	0.0
<b>SUB TOTAL</b>	<b>0.774</b>	<b>0.176</b>	<b>0.248</b>	<b>0.860</b>	<b>0.610</b>	<b>2.668</b>	<b>0.774</b>	<b>0.950</b>	<b>1.198</b>	<b>2.058</b>	<b>2.668</b>	<b>2.668</b>	<b>0.0</b>
<b>HEALTH AND SOCIAL CARE</b>													
Health & Social Care	0.100	0.000	0.000	0.000	0.000	0.100	0.100	0.100	0.100	0.100	0.100	0.100	0.0
Customer and Housing Services	0.030	0.230	0.000	0.000	0.000	0.260	0.030	0.260	0.260	0.260	0.260	0.260	1.0
<b>SUB TOTAL</b>	<b>0.130</b>	<b>0.230</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.360</b>	<b>0.130</b>	<b>0.360</b>	<b>0.360</b>	<b>0.360</b>	<b>0.360</b>	<b>0.360</b>	<b>1.0</b>
<b>RESOURCES</b>													
Commercial Operations	0.909	0.024	0.000	0.000	0.000	0.933	0.909	0.933	0.933	0.933	0.933	0.933	13.4
Finance & ISS	0.040	0.010	0.000	0.000	0.000	0.050	0.040	0.050	0.050	0.050	0.050	0.050	0.0
Property & Facilities	0.553	0.114	0.000	0.000	0.000	0.667	0.553	0.667	0.667	0.667	0.667	0.667	3.0
<b>SUB TOTAL</b>	<b>1.502</b>	<b>0.148</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>1.650</b>	<b>1.502</b>	<b>1.650</b>	<b>1.650</b>	<b>1.650</b>	<b>1.650</b>	<b>1.650</b>	<b>16.4</b>
<b>TOTAL</b>	<b>2.406</b>	<b>0.554</b>	<b>0.248</b>	<b>0.860</b>	<b>0.610</b>	<b>4.678</b>	<b>2.406</b>	<b>2.960</b>	<b>3.208</b>	<b>4.068</b>	<b>4.678</b>	<b>4.678</b>	<b>17.4</b>
<b>Green</b>	2.193	0.304	0.248	0.860	0.610	4.215	2.193	2.497	2.745	3.605	4.215	4.215	10.8
<b>Amber</b>	0.213	0.250	0.000	0.000	0.000	0.463	0.213	0.463	0.463	0.463	0.463	0.463	6.6
	<b>2.406</b>	<b>0.554</b>	<b>0.248</b>	<b>0.860</b>	<b>0.610</b>	<b>4.678</b>	<b>2.406</b>	<b>2.960</b>	<b>3.208</b>	<b>4.068</b>	<b>4.678</b>	<b>4.678</b>	<b>17.4</b>

PROPOSAL		RAG Category	INCREMENTAL						CUMULATIVE						Staffing FTE 2017/18	
NUMBER	DESCRIPTION		2017/18	2018/19	2019/20	2020/21	2021/22	TOTAL	2017/18	2018/19	2019/20	2020/21	2021/22	TOTAL		
			£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m		
COMMUNITIES & ECONOMY																
1	Cease Funding from Midlothian Business Partnership	G	0.036	0.000	0.000	0.000	0.000	0.036	0.036	0.036	0.036	0.036	0.036	0.036	-	
2	Charging for S.75 Legal Agreement monitoring	G	0.030	0.000	0.000	0.000	0.000	0.030	0.030	0.030	0.030	0.030	0.030	0.030	-	
	Total		0.066	0.000	0.000	0.000	0.000	0.066	0.066	0.066	0.066	0.066	0.066	0.066	0.0	
CHILDREN SERVICES																
3	MARG Savings Projections for Planned Transformational Jour	G	0.214	0.047	0.234	0.777	0.466	1.738	0.214	0.261	0.495	1.272	1.738	1.738	-	
4	External Foster Placement	G	0.118	0.035	0.014	0.083	0.144	0.394	0.118	0.153	0.167	0.250	0.394	0.394	-	
	Total		0.332	0.082	0.248	0.860	0.610	2.132	0.332	0.414	0.662	1.522	2.132	2.132	0.0	
EDUCATION																
5	Re-introduce charging for instrumental tuition	G	0.120	0.000	0.000	0.000	0.000	0.120	0.120	0.120	0.120	0.120	0.120	0.120	-	
6	Reduce budgets Devolved to School Management (DSM)	G	0.156	0.094	0.000	0.000	0.000	0.250	0.156	0.250	0.250	0.250	0.250	0.250	-	
7	Review of inclusion	G	0.100	0.000	0.000	0.000	0.000	0.100	0.100	0.100	0.100	0.100	0.100	0.100	-	
	Total		0.376	0.094	0.000	0.000	0.000	0.470	0.376	0.470	0.470	0.470	0.470	0.470	0.0	
	Education, Communities & Economy Total		0.774	0.176	0.248	0.860	0.610	2.668	0.774	0.950	1.198	2.058	2.668	2.668	0.0	
	Green		0.774	0.176	0.248	0.860	0.610	2.668	0.774	0.950	1.198	2.058	2.668	2.668	0.0	
	Amber		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.0	
			0.774	0.176	0.248	0.860	0.610	2.668	0.774	0.950	1.198	2.058	2.668	2.668	0.0	



## HEALTH AND SOCIAL CARE 2017/18 BUDGET SAVINGS PROPOSALS - POLICY

Appendix 3a

PROPOSAL NUMBER		DESCRIPTION	RAG Category	INCREMENTAL					CUMULATIVE						Staffing FTE 2017/18
				2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m	2021/22 £m	TOTAL £m	2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m	2021/22 £m	
HEALTH & SOCIAL CARE															
8	Increase Income from Charges	G	0.100	0.000	0.000	0.000	0.000	0.100	0.100	0.100	0.100	0.100	0.100	0.100	-
	Total		0.100	0.000	0.000	0.000	0.000	0.100	0.100	0.100	0.100	0.100	0.100	0.100	0.0
CUSTOMER & HOUSING SERVICES															
9	Community Safety Service Review	A	0.030	0.230	0.000	0.000	0.000	0.260	0.030	0.260	0.260	0.260	0.260	0.260	1.0
	Total		0.030	0.230	0.000	0.000	0.000	0.260	0.030	0.260	0.260	0.260	0.260	0.260	1.0
	Health & Social Care Total		0.130	0.230	0.000	0.000	0.000	0.360	0.130	0.360	0.360	0.360	0.360	0.360	1.0
	Green		0.100	0.000	0.000	0.000	0.000	0.100	0.100	0.100	0.100	0.100	0.100	0.100	0.0
	Amber		0.030	0.230	0.000	0.000	0.000	0.260	0.030	0.260	0.260	0.260	0.260	0.260	1.0
			0.130	0.230	0.000	0.000	0.000	0.360	0.130	0.360	0.360	0.360	0.360	0.360	1.0

PROPOSAL NUMBER	DESCRIPTION	RAG Category	INCREMENTAL					CUMULATIVE						Staffing FTE 2017/18	
			2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m	2021/22 £m	TOTAL £m	2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m	2021/22 £m		TOTAL £m
COMMERCIAL OPERATIONS															
10	Review spending on road maintenance - Capitalising saving for 2017/18 only	G	0.200	0.000	0.000	0.000	0.000	0.200	0.200	0.200	0.200	0.200	0.200	0.200	-
11	Review spending on winter maintenance	G	0.090	0.000	0.000	0.000	0.000	0.090	0.090	0.090	0.090	0.090	0.090	0.090	1.5
12	Review flood prevention study works programme	G	0.041	0.000	0.000	0.000	0.000	0.041	0.041	0.041	0.041	0.041	0.041	0.041	-
13	Close Penicuik Recycling Centre	A	0.100	0.000	0.000	0.000	0.000	0.100	0.100	0.100	0.100	0.100	0.100	0.100	2.5
14	Increase trade waste charges	G	0.030	0.000	0.000	0.000	0.000	0.030	0.030	0.030	0.030	0.030	0.030	0.030	-
15	Cease direct provision of Garden Assistance Programme	G	0.020	0.000	0.000	0.000	0.000	0.020	0.020	0.020	0.020	0.020	0.020	0.020	2.0
16	Review financial contribution to Pentland Hills Regional Park	A	0.020	0.000	0.000	0.000	0.000	0.020	0.020	0.020	0.020	0.020	0.020	0.020	1.0
17	Review grass cutting standards	G	0.060	0.000	0.000	0.000	0.000	0.060	0.060	0.060	0.060	0.060	0.060	0.060	1.0
18	Review number of football pitches	A	0.010	0.000	0.000	0.000	0.000	0.010	0.010	0.010	0.010	0.010	0.010	0.010	0.1
19	Review Christmas light funding	G	0.060	0.000	0.000	0.000	0.000	0.060	0.060	0.060	0.060	0.060	0.060	0.060	0.8
20	Review providing hanging baskets, planters and flower beds	G	0.050	0.000	0.000	0.000	0.000	0.050	0.050	0.050	0.050	0.050	0.050	0.050	2.0
21	Explore closure of Vogrie Golf Course	G	0.030	0.000	0.000	0.000	0.000	0.030	0.030	0.030	0.030	0.030	0.030	0.030	2.5
22	Increase walking distance to school from 2 miles to 3 miles	G	0.038	0.024	0.000	0.000	0.000	0.062	0.038	0.062	0.062	0.062	0.062	0.062	-
23	Cease ring and go services	G	0.010	0.000	0.000	0.000	0.000	0.010	0.010	0.010	0.010	0.010	0.010	0.010	-
24	Review travel arrangements for grey fleet	G	0.150	0.000	0.000	0.000	0.000	0.150	0.150	0.150	0.150	0.150	0.150	0.150	-
	Total		0.909	0.024	0.000	0.000	0.000	0.933	0.909	0.933	0.933	0.933	0.933	0.933	13.4
FINANCE & ISS															
25	Legal Fees - Licensing	G	0.030	0.000	0.000	0.000	0.000	0.030	0.030	0.030	0.030	0.030	0.030	0.030	0.0
26	Curator’s Fees (Legal Services)	G	0.010	0.010	0.000	0.000	0.000	0.020	0.010	0.020	0.020	0.020	0.020	0.020	0.0
	Total		0.040	0.010	0.000	0.000	0.000	0.050	0.040	0.050	0.050	0.050	0.050	0.050	0.0
PROPERTY & FACILITIES															
27	Review provision of free Primary 7 transition visit meals	A	0.006	0.000	0.000	0.000	0.000	0.006	0.006	0.006	0.006	0.006	0.006	0.006	-
28	Increase school meals by 15p per day	G	0.050	0.034	0.000	0.000	0.000	0.084	0.050	0.084	0.084	0.084	0.084	0.084	-
29	Reduce Primary 1 to 3 free fruit to once a week	A	0.017	0.000	0.000	0.000	0.000	0.017	0.017	0.017	0.017	0.017	0.017	0.017	-
30	Review Public Toilet Provision	G	0.100	0.000	0.000	0.000	0.000	0.100	0.100	0.100	0.100	0.100	0.100	0.100	1.0
31	Reduce opening hours during low usage periods at leisure centres	A	0.030	0.020	0.000	0.000	0.000	0.050	0.030	0.050	0.050	0.050	0.050	0.050	2.0
32	Increase Sport and Leisure charges by 10%	G	0.350	0.000	0.000	0.000	0.000	0.350	0.350	0.350	0.350	0.350	0.350	0.350	-
33	Review of PPP Contracts	G	0.000	0.060	0.000	0.000	0.000	0.060	0.000	0.060	0.060	0.060	0.060	0.060	-
	Total		0.553	0.114	0.000	0.000	0.000	0.667	0.553	0.667	0.667	0.667	0.667	0.667	3.0
	Resources Total		1.502	0.148	0.000	0.000	0.000	1.650	1.502	1.650	1.650	1.650	1.650	1.650	16.4

Green
Amber

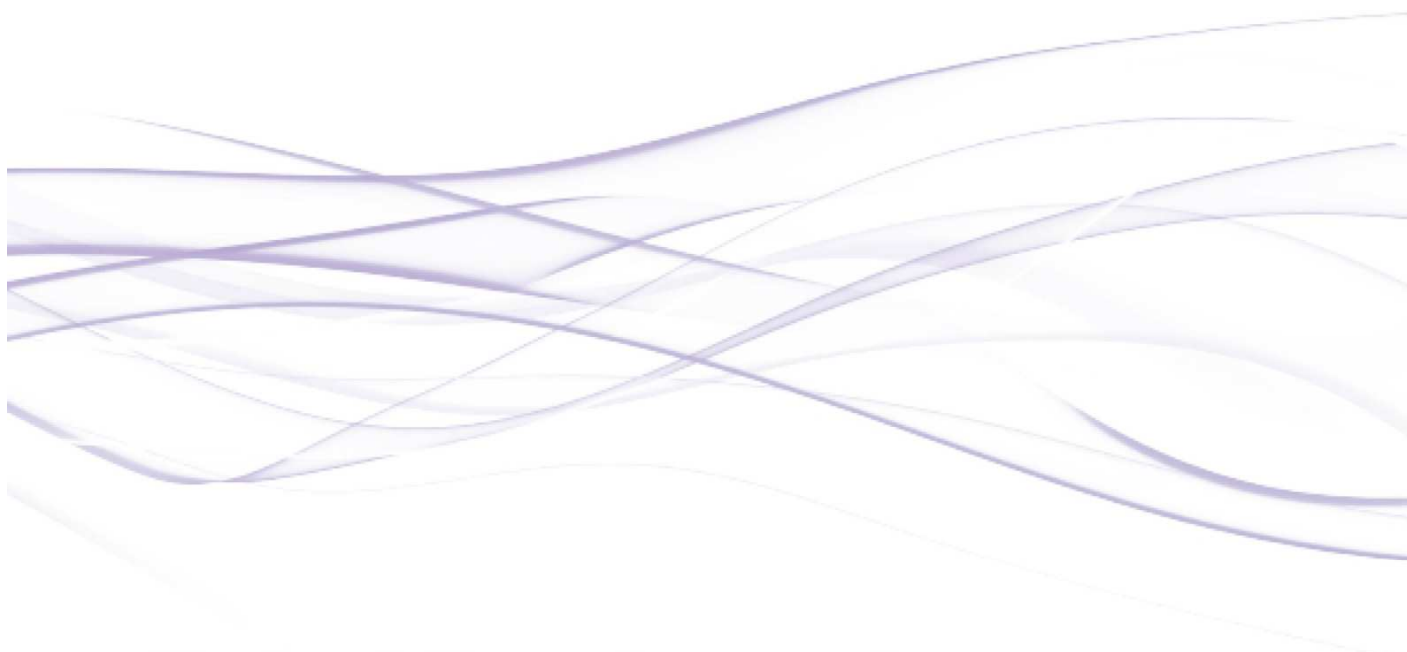
1.319	0.128	0.000	0.000	0.000	1.447	1.319	1.447	1.447	1.447	1.447	1.447	10.8
0.183	0.020	0.000	0.000	0.000	0.203	0.183	0.203	0.203	0.203	0.203	0.203	5.6
<b>1.502</b>	<b>0.148</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>1.650</b>	<b>1.502</b>	<b>1.650</b>	<b>1.650</b>	<b>1.650</b>	<b>1.650</b>	<b>1.650</b>	<b>16.4</b>





# Shaping our Future

## **Choices for Change**



### **Budget Overview and Savings Proposals 2017/2018**

[www.midlothian.gov.uk/shapingourfuture](http://www.midlothian.gov.uk/shapingourfuture)

# How we spend your money

## 2016/17



### Where the money comes from 2016/17

Nearly 80% of council funding comes in the form of a Grant from the Scottish Government

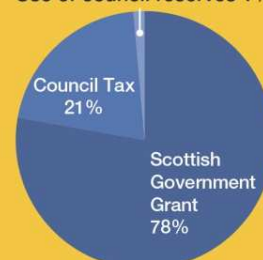
Use of Council reserves **£2.7m** (1%)

Council Tax **£40.6m** (21%)

Scottish Government Grant **£151.5m** (78%)

**Total Funding: £194.8m**

Use of council reserves 1%



Recharges, targeted savings and other income - **£7.2m**

[www.midlothian.gov.uk/shapingourfuture](http://www.midlothian.gov.uk/shapingourfuture)

## Our budget challenge

The scale of the financial challenge facing the public sector continues to grow. The impact of anticipated funding cuts on Council services across Midlothian will be substantial - particularly when we are also faced with the challenges of a growing and ageing population and the increasing demand for services that this will bring.

So far, we have made savings by reshaping the council and changing the way we work. Savings since 2010 total £24.8 million with £9.9 million of this delivered in 2015/16 and 2016/17. This has been achieved by reducing the number of managers and staff we employ, reducing our offices and other property needs and changing the way we buy services. However, continuing with changes like these will not be enough on their own.

For Midlothian Council, the reduction in government funding for next financial year, 2017/18 is expected to create a budget shortfall of £11.080m. On current estimates, this is expected to reach £43.393m by 2020/21. In responding to this challenge The Council's has developed a change programme incorporating a number of initiatives are aimed at bridging this shortfall. This includes increasing Council Tax by the maximum 3% per annum expected to be allowed by the Scottish Government.

This paper provides an overview of the proposed changes in services that require to be made to for 2017/18 and which reduce the projected budget gap for future years as part of the strategy to maintain financial sustainability.

The Service proposals set out in this document have been developed across all Council services and are being recommended by the Strategic Leadership Group of Council officers to elected members on 20 December 2016. Work continues in relation to the change programme required for 2018/19 and beyond which will be subject to considerable further scrutiny and analysis by officers and elected members.

For each of the Service proposals set out in this document an Equalities Impact Assessment has been prepared and is published online. The deliverability and risk assessment for each proposal has also been identified using the following scale:

<b>GREEN</b>	Little or no risk with minimal impact on service provision
<b>AMBER</b>	Increased risk with likely impact on service provision

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Meeting the Budget Challenge - 2017/18 and Future Years	5
Budget Saving Proposals Summary	8
Proposal Templates	10

## Shaping our Future – Consultation Update

The 'Shaping our Future' public consultation carried out during 2016 (ending in mid November) inform the final proposals presented to Council in December and are included as an appendix to the Financial Strategy Report which can be accessed via the following link:

### Consultation Findings Report (Appendix 1)

Launched in February 2016, the consultation has comprised the following phases:

Feb/ March	Public information campaign on budget challenges and early consultation on service priorities
April/ May	Citizens' Panel consulted on Shaping our Future priority areas/ possible savings
May/ Aug	Consultation with local groups/ group discussions, including residents groups, voluntary groups, Federation of Community Councils and Neighbourhood Planning groups
Sept – Nov	Launch of 'Choices for Change' consultation paper and public survey on possible service changes/ savings Launch of separate Libraries and Customer Services consultation paper and public survey on service changes/ savings

The Shaping our Future campaign was launched in February 2016 in response to the financial pressures and other challenges facing the Council. The aim was to let local people have their say on spending priorities, service changes and savings options.



## Meeting the budget challenge

### How will this be achieved?

As noted previously the scale of the financial challenge facing the public sector continues to grow. For Midlothian Council, the reduction in government funding for 2017/18 is expected to create a budget shortfall of £11.080m. On current estimates, this is expected to reach £43.393 by 2020/21.

**Table 1: Budget Shortfalls 2017/18 to 2021/22– 20 December 2016**

	2017/18	2018/19	2019/20	2020/21	2021/22
	£m	£m	£m	£m	£m
Cost of Services	203.346	210.783	218.988	226.686	234.259
Less: Council Tax	(43.450)	(44.100)	(44.750)	(45.400)	(46.050)
Less: Scottish Government Grant	(148.816)	(147.816)	(146.816)	(145.816)	(144.816)
<b>Budget Shortfall</b>	<b>11.080</b>	<b>18.867</b>	<b>27.422</b>	<b>35.470</b>	<b>43.393</b>

The budget shortfall in 2017/18 equates to 5.4% of the net cost of services and is projected to rise to 18.5% by 2021/22. It is important to note that significant elements of the budget are either fixed or are challenging to change for a number of reasons including:-

- Historic decisions, for example, loan charges and unitary charge contractual payments;
- Specific conditions, for example the maintenance of teacher numbers and teacher pupil ratio; and
- Growing demand for services through demographic pressures.

These elements of the budget equate to £112 million in 2017/18 and are projected to rise to £140 million by 2021/22. Consequently the budget shortfall expressed as a percentage of the remainder of the budget equates to 12% for 2017/18 potentially rising to 46% for 2021/22.

In responding to this challenge The Council's has developed a change programme incorporating a number of initiatives are aimed at bridging this shortfall. This includes increasing Council Tax by the maximum 3% per annum expected to be allowed by the Scottish Government.

The latest update of the Financial Strategy considered by Council on 20 December 2016 expanded the strands of work that are necessary to address the projected budget shortfalls and represent an expanded change programme, encompassing:-

- The Delivering Excellence programme as set out in table 2;
- The delivery of savings approved in 2016/17 and the continued control over expenditure in the current year;
- The Transformation programme as set out in table 3 ;
- The EWiM programme;
- An updated Capital Strategy and Reserves Strategy;
- Operational savings encompassing financial discipline measures;
- The development of further savings options for 2017/18 and beyond.

**Table 2: Delivering Excellence – Emerging Projects**

	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Asset Management	0.078	0.500	2.650	2.650
Waste Services	0.400	0.400	0.400	0.400
Destination Hillend	0.000	1.000	1.000	1.000
Others	0.070	0.284	0.284	0.284
<b>Totals</b>	<b>0.548</b>	<b>2.184</b>	<b>4.334</b>	<b>4.334</b>

**Table 3: Council Transformation Programme**

<b>Transformation Programme</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Children's Services	0.532	0.806	0.867	0.867	0.867
Services to Communities	0.200	1.050	1.050	1.050	1.050
Education	0.329	0.755	0.790	0.790	0.790
Customer Service	0.175	0.175	0.175	0.175	0.175
Health & Social Care	1.555	2.555	2.555	2.555	2.555
<b>Totals</b>	<b>2.791</b>	<b>5.341</b>	<b>5.437</b>	<b>5.437</b>	<b>5.437</b>

Operational savings have been identified by the Strategic Leadership Group as part of the current budget activity and these total £2.021 million in 2017/18 rising to £3.139 million by 2019/20.

Service savings proposals of £2.406 million in 2017/18 rising to £4.678 million are set out in the following pages. These will be progressed alongside the existing work strands already approved by the Council and also proposals to increase fees and charges together with the emerging work strands noted above.

The overall position incorporating the proposals on the following pages is as set out in table 4.

**Table 4: Financial Strategy 2017/18 to 2021/22**

	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Budget Shortfall (Table 1)	11.080	18.867	27.422	35.470	43.393
<b>Less:</b>					
Change Programme Strands					
Delivering Excellence (Table 2)	-	(0.548)	(2.184)	(4.334)	(4.334)
Transformation Programme (Table 3)	(2.791)	(5.341)	(5.437)	(5.437)	(5.437)
Asset Management	0.000	0.000	(0.288)	(0.288)	(0.288)
Operational Savings	(2.021)	(3.029)	(3.139)	(3.139)	(3.139)
Savings Options (as set out on following pages)	(2.406)	(2.960)	(3.208)	(4.068)	(4.678)
Fees and Charges	(0.100)	(0.180)	(0.240)	(0.280)	(0.300)
<b>Other Proposals</b>					
Council Tax Increase	(1.254)	(2.528)	(3.823)	(5.138)	(6.472)
Council Tax on Second Homes	(0.300)	(0.250)	(0.200)	(0.200)	(0.200)
<b>Remaining Budget Gap</b>	<b>2.208</b>	<b>4.031</b>	<b>8.903</b>	<b>12.576</b>	<b>18.545</b>

## Budget Saving Proposals - Summary

Education, Communities and Economy		2017/18	Future Years	Page No.
<b>Communities and Economy</b>				
1	Cease funding for Midlothian Business Partnership	0.036	0.000	10
2	Charging for S.75 Legal Agreement Monitoring	0.030	0.000	11
	<b>Total Communities and Economy</b>	<b>0.066</b>	<b>0.000</b>	
<b>Children's Services</b>				
3	MARG Savings Projections for Planned Transformational Journey	0.214	1.524	12
4	External Foster Placement Savings Projections for Planned Transformational Journey	0.118	0.276	14
	<b>Total Children's Services</b>	<b>0.332</b>	<b>1.800</b>	
<b>Education</b>				
5	Re-introduce charging for instrumental tuition	0.120	0.000	16
6	Review budgets devolved to school management (DSM)	0.156	0.094	17
7	Undertake review of inclusion	0.100	0.000	18
	<b>Total Education</b>	<b>0.376</b>	<b>0.094</b>	
	<b>Total Education, Communities and Economy</b>	<b>0.774</b>	<b>1.894</b>	
<b>Health and Social Care</b>				
<b>Adult Health and Social Care</b>				
8	Increase Income from Charges	0.100	0.000	19
	<b>Total Adult Health and Social Care</b>	<b>0.100</b>	<b>0.000</b>	
<b>Customer and Housing Services</b>				
9	Community Safety Service Review	0.030	0.230	20
	<b>Total Customer and Housing Services</b>	<b>0.030</b>	<b>0.230</b>	
	<b>Total Health and Social Care</b>	<b>0.130</b>	<b>0.230</b>	
<b>Resources</b>				
<b>Commercial Operations</b>				
10	Review spending on road maintenance – capitalising savings for 2017/18 only	0.200	0.000	21
11	Review spending on winter maintenance	0.090	0.000	22
12	Review flood prevention works programme	0.041	0.000	23
13	Close Penicuik Recycling Centre	0.100	0.000	24
14	Increase trade waste charges	0.030	0.000	25
15	Cease direct provision of Garden Assistance Programme	0.020	0.000	26
16	Review financial contribution to Pentland Hills Regional Park	0.020	0.000	27
17	Review grass cutting standards	0.060	0.000	28
18	Review number of football pitches	0.010	0.000	29
19	Review Christmas light funding	0.060	0.000	30
20	Review providing hanging baskets, planters and flower beds	0.050	0.000	31
21	Explore closure of Vogrie Golf course subject to wider review	0.030	0.000	32
22	Increase walking distance to school from 2 miles to 3 miles where safer routes allow	0.038	0.024	33
23	Cease Ring and Go Service	0.010	0.000	34

24	Review travel arrangements for grey fleet	0.150	0.000	35
	<b>Total Commercial Operations</b>	<b>0.929</b>	<b>0.024</b>	
	<b>Finance and Integrated Service Support</b>			
25	Increase Legal Fees – Licensing (Scotland) Act 2005	0.030	0.000	36
26	Introduce Curator's Fees – Legal Services	0.010	0.010	37
	<b>Total Finance and Integrated Service Support</b>	<b>0.040</b>	<b>0.010</b>	
	<b>Property &amp; Facilities Management</b>			
27	Review provision of free Primary 7 transition visit meals	0.006	0.000	38
28	Increase school meals by 15p per day	0.050	0.034	39
29	Reduce Primary 1 to 3 free fruit to once a week (currently twice per week)	0.017	0.000	40
30	Review Public Toilet Provision	0.100	0.000	41
31	Explore reducing opening hours during low usage periods at leisure centres	0.030	0.020	42
32	Increase Sport and Leisure charges by 10%	0.350	0.000	43
33	Review of PPP Contracts	0.000	0.060	44
	<b>Total Property and Facilities Management</b>	<b>0.553</b>	<b>0.114</b>	
	<b>Total Resources</b>	<b>1.522</b>	<b>0.148</b>	

# Proposal Templates

## 1. Cease Funding for Midlothian Business Partnership

<b>Directorate</b>	Education, Communities and Economy
<b>Service Area</b>	Communities and Economy
<b>Operational Proposal</b>	
<b>Policy Proposal</b>	Cease Funding for Midlothian Business Partnership
<b>Category</b>	Green

<b>Forecast Savings</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>Total</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Incremental savings	0.036	0.000	0.000	0.036
Cumulative savings	0.036	0.036	0.036	0.036

### Description of Savings Proposals

The Council is a significant funder of the Midlothian Business Partnership (MBP), which has a membership of businesses throughout Midlothian and East Lothian. Funding is by a service level agreement on an annual basis. The MBP promotes the business profile of the area, and is active in business support and promoting employability.

### Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA

Economic development and business support remains a key priority in regenerating the Midlothian economy and supporting local communities. Whilst the MBP does not have an exclusive role, it is a significant element of that overall agenda. To mitigate potential impact the Council's current review of its Economic Development Service aims to ensure that there remains strong support for driving economic development and business growth in Midlothian; including a continued close liaison with the Midlothian Business Partnership.

2. Charging for s.75 Legal Agreement monitoring	
Directorate	Education, Communities and Economy
Service Area	Communities and Economy
Operational Proposal	
Policy Proposal	Charging for s.75 Legal Agreement monitoring
Category	Green

Forecast Savings	2017-18	2018-19	2019-20	Total
	£m	£m	£m	£m
Incremental savings	0.030	0.000	0.000	0.030
Cumulative savings	0.030	0.030	0.030	0.030

#### Description of Savings Proposals

The Council's Planning Service concludes Section 75 legal planning agreements on a regular basis with developers/applicants/landowners. These agreements invariably include provisions that require monitoring by staff. It would be appropriate to levy a charge for this monitoring work, to be paid by the signatories to the agreement. A number of other local authorities have successfully introduced such schemes.

#### Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA

None.

### 3. MARG Savings Projections for Planned Transformational Journey

<b>Directorate</b>	Education, Communities and Economy
<b>Service Area</b>	Children's Services - MARG
<b>Operational Proposal</b>	
<b>Policy Proposal</b>	MARG (Multi Agency Resource Group) Savings Projections for Planned Transformational Journey
<b>Category</b>	Green

Forecast Savings	2017-18	2018-19	2019/20	2020/21	2021/22	Total
	£m	£m	£m	£m	£m	£m
Incremental savings	0.214	0.047	0.234	0.777	0.466	1.738
Cumulative savings	0.214	0.261	0.495	1.272	1.738	1.738

#### Description of Savings Proposals

The Multi-agency Resource Group (MARG) is a monthly meeting that currently considers all requests for external residential placements. Whilst most of these placements are for residential schools, secure care also falls within the remit of this group.

Over the years the budget situation has reduced as we have attempted to stop 'exporting' our young people to out-with Midlothian placements that do not evidence better outcomes in the longer term.

In 2011/12 expenditure on MARG placements was £4.665m, however if we exclude secure placements expenditure it was £4.373 million. As you will note we have significantly reduced this budget and projecting forward if we commit to no new placements we can reduce the budget even further. This will however require a great deal of partnership working and creativity around how we manage some of our most challenging young people within our own communities.

	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Full year forecast based on current commitments (excluding secure placements)	£2,660,690	£2,446,729	£2,399,647	£2,166,058	£1,389,075	£922,987
Year-on-year reduction in forecast		-£213,961	-£47,082	-£233,589	-£776,983	-£466,088



expenditure						
Potential cumulative saving		-£213,961	-£261,043	-£494,632	£1,271,615	£1,737,703

\* Assumes no new placements

**Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA**

We will need to liaise with partner agencies such as Education, Health, Police Scotland and the children's hearing system so that we all commit to maintaining young people within Midlothian regardless of the challenges they pose. There needs to be a long term commitment to this approach especially when we are dealing with young people who pose a level of high risk behaviours either to themselves or others in the community.

4. External Foster Placement Savings Projections for Planned Transformational Journey	
Directorate	Education, Communities and Economy
Service Area	Children's Services
Operational Proposal	
Policy Proposal	External Foster Placement Savings Projections for Planned Transformational Journey
Category	Green

Forecast Savings	2017-18	2018-19	2019/20	2020/21	2021/22	Total
	£m	£m	£m	£m	£m	£m
Incremental savings	0.118	0.035	0.014	0.083	0.144	0.394
Cumulative savings	0.118	0.153	0.167	0.250	0.394	0.394

#### Description of Savings Proposals

	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Forecast expenditure assuming placements cease at age 18	1,277,680	1,160,311	1,074,702	919,878	801,598	670,721
Year-on-year movement in forecast		-117,370	-85,609	-154,823	-118,280	-130,877
Cumulative saving		-117,370	-202,979	-357,802	-476,082	-606,959

	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Forecast expenditure assuming placements cease at age 21	1,277,680	1,257,458	1,257,458	1,243,619	1,160,311	1,063,008

Year-on-year movement in forecast		-20,222	0	-13,839	-83,309	-97,303
Cumulative saving		-20,222	-20,222	-34,061	-117,370	-214,672

	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Forecast expenditure looking at social worker assumptions and including other local authority placements	1,363,133	1,244,945	1,210,135	1,196,296	1,112,988	969,467
Year-on-year movement in forecast		-118,187	-34,810	-13,839	-83,309	-143,521
Cumulative saving		-118,187	-152,998	-166,837	-250,145	-393,666

As you will note our current expenditure on external foster placement is very high. We have and continue to review each placement regularly however we refuse to terminate a child's foster placement because of a financial gain. We are committed to trying to reduce the number of placement we use going forward and have developed an ongoing advertising campaign to try and boost our own foster care placements within Midlothian.

The above final figures more accurately reflects where we believe through further analysis what the actual savings will be year on year.

**Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA**

New legislation means that our young people are entitled to remain in foster care until the age of 21. Above we have calculated what this means from a budget perspective for the young people leaving at 18 and 21 so that you can see the potential savings as we progress.

### 5. Re-introduce charging for instrumental tuition

<b>Directorate</b>	Education, Communities and Economy
<b>Service Area</b>	Education
<b>Operational Proposal</b>	
<b>Policy Proposal</b>	Re-introduce charging for instrumental tuition
<b>Category</b>	Green

<b>Forecast Savings</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019/20</b>	<b>Total</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Incremental savings	0.120	0.000	0.000	0.120
Cumulative savings	0.120	0.120	0.120	0.120

### Description of Savings Proposals

Re-introduce charging for instrumental tuition from 1 April 2017

### Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA

The reintroduction of charges for instrumental tuition will reduce the cost of providing the service to pupils in Midlothian, thereby avoiding/reducing the potential need for reductions in the level of service provided.

The Improvement Service's 2015 report on Instrumental Music Services found that 24 out of 32 local authorities charged, with the average charge of £184 per pupil per year for group tuition, including instrument hire. It also found "there is no statistically significant correlation between the variation of tuition fees and the percentage of pupils who took instrumental music tuition across local authorities in Scotland".

The reinstatement of the Free School Meals/Clothing Grant relief from charges, along with the bursary scheme, would offset the effect of reintroducing charges upon children from more disadvantaged backgrounds.

## 6. Review budgets Devolved to School Management (DSM)

<b>Directorate</b>	Education, Communities and Economy
<b>Service Area</b>	Education
<b>Operational Proposal</b>	
<b>Policy Proposal</b>	Review budgets Devolved to School Management (DSM)
<b>Category</b>	Green

<b>Forecast Savings</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019/20</b>	<b>Total</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Incremental savings	0.156	0.094	0.000	0.250
Cumulative savings	0.156	0.250	0.250	0.250

### Description of Savings Proposals

Undertake a review of the scheme of Devolved School Management (DSM) with a view to finding further savings.

The total DSM budget is £50 million of which 88% is “fixed” - teachers £38 million; childcare workers & learning assistants £6 million; leaving approximately £6 million from which to find savings.

Schools could deliver a saving by making further reductions in administrative and support staff. The total budget for local government workers in schools excluding childcare workers and learning assistants is just under £5 million. A reduction of £250,000 equates to 5% which comes on top of the reduction of £550,000 in local government workers delivered in 2014/15.

To deliver a £250,000 saving, school staff contracts would need to be renegotiated e.g. the working hours of a staff member currently working 25 hours per week would be reduced to 20 hours per week with proportionate compensation for loss of earnings.

### Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA

This type of reduction in administrative and support budgets for schools unless accompanied by process efficiencies could lead to teachers having to perform more non teaching duties in their non class contact time.

The Scottish Government recently produced a national report about reducing non teaching tasks for teachers and Midlothian was classed as a ‘2’ – work has been carried out but more is required to ensure teachers administrative tasks are minimal.

7. Review of inclusion	
Directorate	Education, Communities and Economy
Service Area	Education
Operational Proposal	
Policy Proposal	Review of inclusion
Category	Green

Forecast Savings	2017-18	2018-19	2019/20	Total
	£m	£m	£m	£m
Incremental savings	0.100	0.000	0.000	0.100
Cumulative savings	0.100	0.100	0.100	0.100

Description of Savings Proposals
Undertake a review of Inclusion with the aim of improving the service and outcomes for pupils with additional support needs attending school in Midlothian, with a consequent reduction in the burden on the MARG budget. One less pupil on placement outwith Midlothian would save approximately £120,000 per annum. The current budget of the Inclusion Service is £1.9 million and it is proposed to set a savings target of £100,000 for the review of Inclusion.

Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA
<p>This will need to be carefully balanced to meet the needs of GIRFEC, the Equalities Act and the new Education Act.</p> <p>Shifting services towards prevention and early intervention has been shown to result in both improved outcomes for children and their families and in long-term savings for the Council and other public services. Prevention and early intervention is very much in line with the principles of Getting it Right for Every Child (GIRFEC) and the other provisions of the Children and Young People (Scotland) Act 2014.</p> <p>A carefully considered review of Inclusion has the potential to achieve both these outcomes.</p>

## 8. Increase Income from Charges

<b>Directorate</b>	Health & Social Care
<b>Service Area</b>	Adult Social Care
<b>Operational Proposal</b>	
<b>Policy Proposal</b>	Increase Income from Charges
<b>Category</b>	Green

<b>Forecast Savings</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019/20</b>	<b>Total</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Incremental savings	0.100	0.000	0.000	0.100
Cumulative savings	0.100	0.100	0.100	0.100

### Description of Savings Proposals

Charges for personal care for people under 65yrs and for housing support could be increased. People may decide do without the service leaving them at greater risk (£36,000)

Charges could be introduced for transport to day centres and day services (£64,000)

Introduction of new charges and increasing of existing charges were included within the public consultation, the response suggested that whilst some were in favour of this proposal more were against. The question within the consultation did not highlight that people are financially assessed and it depends upon individual financial circumstances as to what people are asked to contribute.

### Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA

Further work would need to be undertaken to ensure that people were accessing the full range of benefits that they are entitled to.

EQUiA noted outcomes for disability and age are monitored.

## 9. Community Safety Service Review

<b>Directorate</b>	Health & Social Care
<b>Service Area</b>	Customer & Housing Services
<b>Operational Proposal</b>	
<b>Policy Proposal</b>	Community Safety Service Review
<b>Category</b>	Amber

<b>Forecast Savings</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019/20</b>	<b>Total</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Incremental savings	0.030	0.230	0.000	0.260
Cumulative savings	0.030	0.260	0.260	0.260

### Description of Savings Proposals

A review of the Community Safety service is proposed as changes in the Community Safety and Justice Partnership alignment to the new national objectives will allow management of these 2 separate service teams to be combined in 2017. A redesign of the services will determine current areas of service, and development into those that contribute to reducing reoffending.

### Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA

There has been a sustained reduction in the crime rate, incidence of fire events and anti-social behaviour over the past 5 years. The council continues to work closely with partner agencies to reduce costs and integrate services in working with the Police, Fire and other services and will explore the option of providing services from one central location in Midlothian, working collaboratively to address areas of high cost failure demand.

The *Shaping our Future* public consultation exercise detailed the sustained reduction in crime and anti social behaviour in Midlothian, and survey feedback supported a Community Safety Service Review.

EQiA noted outcomes for Race, Sex, Sexual Orientation and Religion/Belief are monitored.



10. Review spending on road maintenance – Capitalising saving for 2017/18 only	
Directorate	Resources
Service Area	Commercial Operations - Roads
Operational Proposal	
Policy Proposal	Review spending on road maintenance – Capitalising saving for 2017/18 only
Category	Green

Forecast Savings	2017-18	2018-19	2019/20	Total
	£m	£m	£m	£m
Incremental savings	0.200	0.000	0.000	0.200
Cumulative savings	0.200	0.200	0.200	0.200

Description of Savings Proposals
<p>This proposal seeks to reduce the revenue money available to spend on road maintenance. However, this is to be offset by a similar increase in capital spend. This follows a strong rejection of this proposal through the public consultation exercise.</p> <p>This will limit the ability to respond to minor repairs but should not in itself have a significant impact on the condition of the road network.</p> <p>However, due to pressure on the capital budget, whilst the revenue reduction is permanent, the capital injection is for one year initially.</p>

Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA
<p>The condition of the road network which has remained in a steady state for the last five years may deteriorate slightly. In addition there is a potential for an increase in claims and less likelihood of defending insurance claims robustly.</p> <p>A recent audit of the road maintenance function indicated that there is currently a £1 million gap in terms of what is required to continue to maintain the steady state position. However this is not borne out by recent surveys.</p>

### 11. Review spending on winter maintenance

<b>Directorate</b>	Resources
<b>Service Area</b>	Commercial Operations - Roads
<b>Operational Proposal</b>	
<b>Policy Proposal</b>	Review spending on winter maintenance
<b>Category</b>	Green

<b>Forecast Savings</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019/20</b>	<b>Total</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Incremental savings	0.090	0.000	0.000	0.090
Cumulative savings	0.090	0.090	0.090	0.090

#### Description of Savings Proposals

This proposal seeks to reduce the money available to spend on winter maintenance. This will include reducing the number of hand crews to clear snow (normally based on seven days per year) and replace with mini tractors. This proposal also includes a reduction in the number of staff on standby.

The public consultation provided strong disagreement to reduce winter maintenance. The current proposals outline a different way of delivering the service rather than a reduction.

#### Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA

Whilst the initial response will be slower the provision of mini tractors will allow a more sustainable snow clearing service to be provided.

## 12. Review flood prevention study works programme

<b>Directorate</b>	Resources
<b>Service Area</b>	Commercial Operations - Roads
<b>Operational Proposal</b>	
<b>Policy Proposal</b>	Review flood prevention study works programme
<b>Category</b>	Green

<b>Forecast Savings</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019/20</b>	<b>Total</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Incremental savings	0.041	0.000	0.000	0.041
Cumulative savings	0.041	0.041	0.041	0.041

### Description of Savings Proposals

Remove the budget to carry out flood prevention studies. This will have no impact on the service which addresses flooding incidents as they occur on the ground.

### Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA

Midlothian has limited identified flood risk areas. However, the legislation requires the Council to model watercourses and carry out flood risk studies in due course to confirm what risks there are.

Initial work has been commissioned in 2016/17 which will address any immediate concerns.

### 13. Close Penicuik Recycling Centre

<b>Directorate</b>	Resources
<b>Service Area</b>	Commercial Operations - Waste
<b>Operational Proposal</b>	
<b>Policy Proposal</b>	Close Penicuik Recycling Centre
<b>Category</b>	Amber

<b>Forecast Savings</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019/20</b>	<b>Total</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Incremental savings	0.100	0.000	0.000	0.100
Cumulative savings	0.100	0.100	0.100	0.100

#### Description of Savings Proposals

The service is currently progressing a planning application to enhance this facility. This is likely to cost (subject to approval) in the order of £0.5 million to complete. This proposal seeks to review the facility which would negate the need to enhance and allow for the savings noted if the facility was closed.

The majority of this saving is due to the reduction in staffing, but also includes ongoing maintenance and operating costs.

#### Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA

If the facility was closed customers would require bringing their waste to Stobhill, which is a modern fit for purpose facility. However, for those customers who reside in the West side of Midlothian this would result in additional travel and potentially an increase in fly tipping.

14. Increase trade waste charges	
Directorate	Resources
Service Area	Commercial Operations - Waste
Operational Proposal	
Policy Proposal	Increase trade waste charges
Category	Green

Forecast Savings	2017-18	2018-19	2019/20	Total
	£m	£m	£m	£m
Incremental savings	0.030	0.000	0.000	0.030
Cumulative savings	0.030	0.030	0.030	0.030

Description of Savings Proposals
<p>This proposal seeks to introduce an increased charge for trade waste customers across Midlothian (including internal customers) of 15%. This increase is proposed to ensure that the service covers increased staffing costs and is required to break even.</p> <p>The Council is facing a substantial increase in recycling disposal charges in addition to the recent increase in low pay.</p>

Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA
<p>This would be an above inflation increase which may result in a loss of customers if they believe the private sector can offer a more cost effective service.</p>

**15. Cease direct provision of Garden Assistance Programme**

<b>Directorate</b>	Resources
<b>Service Area</b>	Commercial Operations - Land and Countryside
<b>Operational Proposal</b>	
<b>Policy Proposal</b>	Cease direct provision of Garden Assistance Programme
<b>Category</b>	Green

<b>Forecast Savings</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019/20</b>	<b>Total</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Incremental savings	0.020	0.000	0.000	0.020
Cumulative savings	0.020	0.020	0.020	0.020

**Description of Savings Proposals**

This proposal is to stop the Garden Assistance Programme which provides a grass cutting and hedge cutting service to residents across Midlothian.

Currently the gap between income and the cost of providing the service is £20,000 per annum despite a substantial increase in productivity year on year.

The number of customers has declined steadily over a period of years, as a consequence of customers using alternate arrangements.

**Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA**

Historically this service has been subsidised to allow a service to be delivered to customers (mainly the elderly) to allow the opportunity to have their gardens maintained. If the service were stopped, customers would be advised of suitable other providers who could carry out this service. Generally local providers can provide a service at circa £15 per hour.

**16. Review financial contribution to Pentland Hills Regional Park**

<b>Directorate</b>	Resources
<b>Service Area</b>	Commercial Operations - Land and Countryside
<b>Operational Proposal</b>	
<b>Policy Proposal</b>	Review financial contribution to Pentland Hills Regional Park
<b>Category</b>	Amber

<b>Forecast Savings</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019/20</b>	<b>Total</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Incremental savings	0.020	0.000	0.000	0.020
Cumulative savings	0.020	0.020	0.020	0.020

**Description of Savings Proposals**

The Council currently co-funds with City of Edinburgh Council the Ranger and associated services to manage the Pentland Hills Park. This proposal seeks to review the funding arrangement with a target saving of £20,000.

**Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA**

Whilst surveys indicate that users are predominantly from the City of Edinburgh area there is a legal agreement in place which may make it difficult to completely withdraw funding. Any funding reduction would therefore require being subject to discussion and negotiation.

**17. Review grass cutting standards**

<b>Directorate</b>	Resources
<b>Service Area</b>	Commercial Operations - Land and Countryside
<b>Operational Proposal</b>	
<b>Policy Proposal</b>	Review grass cutting standards
<b>Category</b>	Green

<b>Forecast Savings</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019/20</b>	<b>Total</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Incremental savings	0.060	0.000	0.000	0.060
Cumulative savings	0.060	0.060	0.060	0.060

**Description of Savings Proposals**

Currently grass in many of the amenity areas is cut using cylinder grass cutting machinery. This proposal seeks to introduce rotary cutting machinery which does not produce the same quality of cut but can be done more quickly and can cut higher grass levels.

This would require an investment of £120k for the purchase of new machinery.

**Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA**

This change has been effected in a number of locations over the past few months with no adverse comment. However, if this was to be rolled out generally it may see a rise in complaints as the quality of cut is dependent on prevailing weather conditions e.g. rain.



**18. Review number of football pitches**

<b>Directorate</b>	Resources
<b>Service Area</b>	Commercial Operations - Land and Countryside
<b>Operational Proposal</b>	
<b>Policy Proposal</b>	Review number of football pitches
<b>Category</b>	Amber

<b>Forecast Savings</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019/20</b>	<b>Total</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Incremental savings	0.010	0.000	0.000	0.010
Cumulative savings	0.010	0.010	0.010	0.010

**Description of Savings Proposals**

Midlothian currently has 55 grass football pitches available, some of which are used very sparingly. This proposal seeks to have 5 pitches converted to woodland areas thereby reducing the need for ongoing maintenance.

**Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA**

Users of the pitches identified as part of this proposal will object to their removal. A study is currently being looked at across Midlothian in relation to sports pitches and their use in addition to considering whether there is an option to introduce more astro/hybrid pitches with floodlighting which would allow for greater use with fewer facilities.

### 19. Review Christmas light funding

<b>Directorate</b>	Resources
<b>Service Area</b>	Commercial Operations - Land and Countryside
<b>Operational Proposal</b>	
<b>Policy Proposal</b>	Review Christmas light funding
<b>Category</b>	Green

<b>Forecast Savings</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019/20</b>	<b>Total</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Incremental savings	0.060	0.000	0.000	0.060
Cumulative savings	0.060	0.060	0.060	0.060

#### Description of Savings Proposals

This proposal seeks to review all funding for the provision, erection and dismantling of Christmas lights, trees, etc. This will require a specific focus on promoting greater community involvement for the erection, maintenance and dismantling of the lights, etc. The alternative is where the local community provide funding to allow this to continue to be carried out by the service.

#### Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA

This service has been provided for many years with the supply of lights increasing year on year. Some communities e.g. Bonnyrigg and Penicuik have raised funds for new lights but generally the erection and dismantling has been carried out by the Council. Some Council's e.g. Scottish Borders have greater community involvement and this is a positive option to pursue.

**20. Review providing hanging baskets, planters and flower beds**

<b>Directorate</b>	Resources
<b>Service Area</b>	Commercial Operations - Land and Countryside
<b>Operational Proposal</b>	
<b>Policy Proposal</b>	Review providing hanging baskets, planters and flower beds
<b>Category</b>	Green

<b>Forecast Savings</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019/20</b>	<b>Total</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Incremental savings	0.050	0.000	0.000	0.050
Cumulative savings	0.050	0.050	0.050	0.050

**Description of Savings Proposals**

This proposal is to review the production of flowers at Vogrie nursery and to review the locations where the Council provide flowers at locations within Midlothian making best use of the available resource which would see a 50% reduction in the flowers actually set out and maintained.

**Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA**

This will impact the visual appearance across Midlothian. There would also be a concern if sufficient consideration was not given to the displays where the Council have five green flags awarded to the main parks across Midlothian which could put the awards at risk.

21. Explore closure of Vogrie Golf Course subject to wider review	
Directorate	Resources
Service Area	Commercial Operations - Land & Countryside
Operational Proposal	
Policy Proposal	Explore closure of Vogrie Golf Course subject to wider review
Category	Green

Forecast Savings	2017-18	2018-19	2019/20	Total
	£m	£m	£m	£m
Incremental savings	0.030	0.000	0.000	0.030
Cumulative savings	0.030	0.030	0.030	0.030

#### Description of Savings Proposals

The proposal is to close Vogrie Golf Course and thereafter maintain the area in line with other areas in the park. However this is subject to the wider review of Vogrie Country Park.

Despite attempts to increase patronage this has proved unsuccessful. This is a situation mirrored across the golfing world where courses have removed joining fees, introduced various payment options and offer on an ad hoc basis cheap golf and still struggle to attract players.

The gap between income and maintenance costs is £30,000 per annum despite substantial productivity increases year on year.

In addition to a reduction of temporary staff there would be a reduction in permanent staff by one at £20,000.

#### Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA

Whilst the loss of this facility will impact on the community there are similar nine hole facilities in Midlothian. Indeed many of the eighteen hole courses are offering very competitive prices for a full round.

**22. Increase walking distance to school from 2 miles to 3 miles where safer routes allow**

<b>Directorate</b>	Resources
<b>Service Area</b>	Commercial Operations - Travel and Fleet Services
<b>Operational Proposal</b>	
<b>Policy Proposal</b>	Increase walking distance to school from 2 miles to 3 miles where safer routes allow
<b>Category</b>	Green

<b>Forecast Savings</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019/20</b>	<b>Total</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Incremental savings	0.038	0.024	0.000	0.062
Cumulative savings	0.038	0.062	0.062	0.062

**Description of Savings Proposals**

This proposal would see the distance high school children would walk to school increased from 2 miles to 3 miles before transport would be provided.

The legislation requires an authority to provide transport over 3 miles. Midlothian Council has adopted a position for both primary (where the legislative limit is 2 miles) and high schools, at 2 miles for many years.

**Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA**

This proposal would only be introduced where there was a safe walking route to the school concerned.

It is likely that there would be an increase in the number of children driven to school.

### 23. Cease ring and go services

<b>Directorate</b>	Resources
<b>Service Area</b>	Commercial Operations - Travel and Fleet Services
<b>Operational Proposal</b>	
<b>Policy Proposal</b>	Cease ring and go services
<b>Category</b>	Green

<b>Forecast Savings</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019/20</b>	<b>Total</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Incremental savings (2)	0.010	0.000	0.000	0.010
Cumulative savings (2)	0.010	0.010	0.010	0.010

#### Description of Savings Proposals

This proposal would see the loss of services which allow people who live in remote areas to travel and access public transport.

Ring and Go is a service provided by taxi operators where users who live in remote areas and have no direct access to public transport would be subsidised when using a taxi to the nearest public transport point. This proposal would affect users in the Cousland area as other schemes are largely subsidised by developer contributions.

#### Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA

The service loss would be particularly felt by those on low incomes, the elderly and the disabled and may be the only way for these groups to travel and thereby lead a full life.

**24. Review travel arrangements for grey fleet**

<b>Directorate</b>	Resources
<b>Service Area</b>	Commercial Operations - Travel and Fleet Services
<b>Operational Proposal</b>	
<b>Policy Proposal</b>	Review travel arrangements for grey fleet
<b>Category</b>	Green

<b>Forecast Savings</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019/20</b>	<b>Total</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Incremental savings	0.150	0.000	0.000	0.150
Cumulative savings	0.150	0.150	0.150	0.150

**Description of Savings Proposals**

This proposal is about changing the way that Midlothian Council staff carry out their activities and travel on behalf of the authority.

A reduction in private car use would have the twin benefit of a saving contribution to the budget gap and reduced vehicle emissions.

**Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA**

There would be an emphasis on greater use of video conferencing, etc, public transport use, internal transport and robust monitoring of private car use with a hierarchy in place to reduce private car use. In addition it would see a greater use of pool vehicles.

**25. Increase Legal Fees - Licensing (Scotland) Act 2005**

<b>Directorate</b>	Resources
<b>Service Area</b>	Finance and Integrated Service Support - Legal Services
<b>Operational Proposal</b>	
<b>Policy Proposal</b>	Increase Legal Fees - Licensing (Scotland) Act 2005
<b>Category</b>	Green

<b>Forecast Savings</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>Total</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Incremental savings	0.030	0.000	0.000	0.030
Cumulative savings	0.030	0.030	0.030	0.030

**Description of Savings Proposals**

In terms of the Licensing (Scotland) Act 2005, the level of fees set by the Licensing Board should more or less meet the cost of providing the service. The fees were set in 2008 at 70% of the maximum fee level permitted by the Scottish Government. The fees have not been increased since then unlike in all neighbouring authorities. The costs of providing the service included the costs of the licensing administrative officers but did not reflect the proportion of time spent by legal staff working directly on licensing matters; a proportion which has been increasing since the internal reorganisation in 2014. It is therefore proposed that a proportion of legal salaries to be re-allocated to licensing to reflect actual support and legal time spent on licensing. Increased cost to licensing budget to be met through increased fees in line with statutory obligations. Any increase in fees would be restricted to the amount required to meet the true cost of providing the service and annual fees.

**Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA**

As the proposed change is intended to reflect the current position there should be no impact on service outcomes. An EQiA has been carried out to ensure there will not be a negative impact on any equalities groups within the service users.



## 26. Introduce Curator's Fees - Legal Services

<b>Directorate</b>	Resources
<b>Service Area</b>	Finance and Integrated Service Support - Legal Services
<b>Operational Proposal</b>	
<b>Policy Proposal</b>	Introduce Curator's Fees - Legal Services
<b>Category</b>	Green

<b>Forecast Savings</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>Total</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Incremental savings	0.010	0.010	0.000	0.020
Cumulative savings	0.010	0.020	0.020	0.020

### Description of Savings Proposals

The Council does not currently operate a framework panel of solicitors and social workers who can be appointed to provide reports in social work cases (curators). At present, such curators are appointed by the court with no input from the Council. Midlothian Council, in a joint working initiative with East Lothian and Edinburgh Councils, has agreed to draw up a panel of curators to be appointed on new terms and conditions with set fee levels. The introduction of set fee for work of curators appointed by sheriff court for social work cases but paid for through legal/social work budgets will reduce the cost of court actions. There are currently no fee limits (although these may be audited by the court), Set fees would reduce these costs.

There is currently a recruitment campaign for curators to join the framework panel. This will widen the pool of available curators and open the role to social workers and family lawyers as well as more experienced court solicitors.

### Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA

The newly curators will lack the experience of the small group currently used by the courts. Accordingly, they will require support, training and mentoring whilst they gain the necessary experience. By widening the pool of potential curators, it is hoped this will allow different perspectives to be included in court reports. An EQiA has been carried out to ensure there will be no negative impact on service users from this proposal.

**27. Review provision of free Primary 7 transition visit meals**

<b>Directorate</b>	Resources
<b>Service Area</b>	Property and Facilities Management - Catering
<b>Operational Proposal</b>	
<b>Policy Proposal</b>	Review provision of free Primary 7 transition visit meals
<b>Category</b>	Amber

<b>Forecast Savings</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>Total</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Incremental savings	0.006	0.000	0.000	0.006
Cumulative savings	0.006	0.006	0.006	0.006

**Description of Savings Proposals**

Reduced costs of providing additional free meals to visiting Primary 7 pupils prior to going to High School for the first time. Primary 7 pupils would be expected to pay for their meals similar to other pupils. Those entitled to free school meals would be unaffected.

**Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA**

Cash collection at point of service will slow service down. The reduced promotion of High School meals to the visiting Primary 7 pupils may have an effect on future uptake.

**28. Increase school meals by 15p per day**

<b>Directorate</b>	Resources
<b>Service Area</b>	Property and Facilities Management - Catering
<b>Operational Proposal</b>	
<b>Policy Proposal</b>	Increase school meals by 15p per day
<b>Category</b>	Green

<b>Forecast Savings</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>Total</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Incremental savings	0.050	0.034	0.000	0.084
Cumulative savings	0.050	0.084	0.084	0.084

**Description of Savings Proposals**

Increased income from an average of 15p per pupil per day. School meal charges have not been increased for 3 years. Free school meal entitlement would not be affected.

Current prices of £2 (High School) and £1.80 (Primary School) would increase to £2.15 and £1.95 respectively.

**Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA**

There is a possibility of a drop in school meal uptake which currently is in the top quartile of all Scottish Local Authorities and could damage the Council's reputation.

<b>29. Reduce Primary 1 to 3 free fruit to once a week (currently twice per week)</b>	
<b>Directorate</b>	Resources
<b>Service Area</b>	Property and Facilities Management - Catering
<b>Operational Proposal</b>	
<b>Policy Proposal</b>	Reduce Primary 1 to 3 free fruit to once a week (currently twice per week)
<b>Category</b>	Amber

<b>Forecast Savings</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>Total</b>
	£m	£m	£m	£m
Incremental savings	0.017	0.000	0.000	0.017
Cumulative savings	0.017	0.017	0.017	0.017

#### **Description of Savings Proposals**

Reduced costs from the reduction of free fruit provision to Primary 1-3 pupils. Currently this service is provided twice a week. It is proposed to reduce this to once a week.

#### **Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA**

This would have an impact on the Council's Healthy Living agenda.

30. Review Public Toilet Provision	
Directorate	Resources
Service Area	Property and Facilities Management - Facilities
Operational Proposal	
Policy Proposal	Review Public Toilet Provision
Category	Green

Forecast Savings	2017/18	2018/19	2019/20	Total
	£m	£m	£m	£m
Incremental savings	0.100	0.000	0.000	0.100
Cumulative savings	0.100	0.100	0.100	0.100

Description of Savings Proposals
<p>Reduce staff/utilities costs by closing public toilets in Penicuik, Loanhead, Gorebridge, Bonnyrigg and Dalkeith. These facilities are becoming more of a liability with increased vandalism and misuse in recent years resulting in higher maintenance costs.</p> <p>The full saving is predicated on either disposal or demolition of the existing properties.</p>

Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA
<p>Alternative toilets are available in leisure centres, libraries and local arrangements should be explored with businesses in town centres.</p>

**31. Explore reducing opening hours during low usage periods at leisure centres**

<b>Directorate</b>	Resources
<b>Service Area</b>	Property and Facilities Management – Sport and Leisure
<b>Operational Proposal</b>	
<b>Policy Proposal</b>	Explore reducing opening hours during low usage periods at leisure centres
<b>Category</b>	Amber

<b>Forecast Savings</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>Total</b>
	£m	£m	£m	£m
Incremental savings	0.030	0.020	0.000	0.050
Cumulative savings	0.030	0.050	0.050	0.050

**Description of Savings Proposals**

Reduced staff / utilities costs as a result of limiting opening hours to high usage periods in Council standalone centres. This would follow a period of observation and consultation and require a timetabling exercise to re-organise the few existing bookings during these low usage periods.

**Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA**

Loss of custom could arise from the limiting of opening hours but this would only affect the few who visit during the low usage periods. This would be mitigated where possible by offering alternatives.

**32. Increase Sport and Leisure charges by 10%**

<b>Directorate</b>	Resources
<b>Service Area</b>	Property and Facilities Management – Sport and Leisure
<b>Operational Proposal</b>	
<b>Policy Proposal</b>	Increase Sport and Leisure charges by 10%
<b>Category</b>	Green

<b>Forecast Savings</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>Total</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Incremental savings	0.350	0.000	0.000	0.350
Cumulative savings	0.350	0.350	0.350	0.350

**Description of Savings Proposals**

Income generation from a 10% charges increase across all Sport and Leisure facilities, classes etc.

**Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA**

Loss of custom may occur due to clients seeking alternatives or not participating.  
Local clubs and organisations would also be impacted by this proposal.

33. Review of PPP Contracts	
Directorate	Resources
Service Area	Property and Facilities Management – PPP Management
Operational Proposal	Review of PPP Contracts
Policy Proposal	
Category	Green

Forecast Savings	2017/18	2018/19	2019/20	Total
	£m	£m	£m	£m
Incremental savings	0.000	0.060	0.000	0.060
Cumulative savings	0.000	0.060	0.060	0.060

Description of Savings Proposals
<p>As the original contract specification was agreed approximately 10 years ago a review requires to be undertaken to ensure the contract continues to be relevant to current needs/standards. This should allow areas of non use/over specifications to be reduced accordingly thus varying the unitary charge.</p>

Potential impact on service outcomes and any mitigating actions proposed. This should take into account, where applicable, relevant strategic, service plan or community planning outcomes. Include EQUiA
<p>Contractual objections from PPP provider may well arise.</p>



Description of charge	Last Increase	Current Item charge	3.5 Increase %	Rounded Amount	Proposed start date	Comments	Notes
UPDATED FRIDAY 9TH DECEMBER 2016							Note: Actual % increases will vary due to roundings.
Customer and Housing Services							
Library Service and Misc							
Overdue fines	Apr-16	£0.05	100.00%	£0.10	Apr-17	Benchmarked with other library authorities	Harmonised charge across all Council services/outlets
Requests	Apr-16	£0.55	-100.00%	£0.00	Apr-17	Charges removed as part of customer incentive during change to library opening hours Apr 17	
Inter Library Loans	Apr-16	£2.10	100.00%	£4.20	Apr-17	Benchmarked with other library authorities	
CD Hire	Apr-16	£0.25	25.00%	£0.30	Apr-17	In line with Scottish average	
DVD (fiction)/per day	Apr-16	£1.05	5.00%	£1.10	Apr-17		
Printing (black and white)	Apr-16	£0.05	100.00%	£0.10	Apr-17	In line with Scottish average	
Printing (colour)	Apr-16	£0.55	5.00%	£0.60	Apr-17		
Photocopies (A4 black and white)/per sheet	Apr-16	£0.10	0.00%	£0.10	Apr-17	In line with Scottish average	
Photocopies (A3 black and white)/per sheet	Apr-16	£0.20	0.00%	£0.20	Apr-17		
Photocopies (A4 black and white)/10 or more sheets per sheet	Apr-16	£0.10	0.00%	£0.10	Apr-17		
Photocopies (A3 black and white)/10 or more sheets per sheet	Apr-16	£0.20	0.00%	£0.20	Apr-17		
Photocopies (A4 colour)/per sheet	Apr-16	£0.55	5.00%	£0.60	Apr-17		
Photocopies (A3 colour)/per sheet	Apr-16	£1.05	5.00%	£1.10	Apr-17		
Photocopies (A4 colour)/10 or more sheets	Apr-16	£0.40	5.00%	£0.40	Apr-17		
Photocopies (A3 colour)/10 or more sheets	Apr-16	£0.85	5.00%	£0.85	Apr-17		
Laminating (A4 per sheet)	Apr-16	£0.20	200.00%	£0.60	Apr-17	Charges increased to harmonise with laminating of A3 sheet	
Laminating (A3 per sheet)	Apr-16	£0.55	5.00%	£0.60	Apr-17		
Lost Membership card	Apr-16	£1.05	5.00%	£1.10	Apr-17		
Fax Sending (UK per sheet)	Apr-16	£1.05	5.00%	£1.10	Apr-17		Maximum £3.00
Fax Sending(Europe per sheet)	Apr-16	£1.60	5.00%	£1.70	Apr-17		Maximum £3.00
Fax Sending(International per sheet)	Apr-16	£2.10	5.00%	£2.20	Apr-17		Maximum £4.00
Fax Receiving - all	Apr-16	£1.05	5.00%	£1.10	Apr-17		
Scanning	Apr-16	£1.05	5.00%	£1.10	Apr-17		
Production of pre-scanned image	Apr-16	£0.55	5.00%	£0.60	Apr-17		
Scan to CD	Apr-16	£2.10	5.00%	£2.20	Apr-17		CD provided by Council
Pre scanned image on CD	Apr-16	£1.60	5.00%	£1.70	Apr-17		CD provided by Council
Use of image for publication per image (Commercial)	Apr-16	£26.50	5.00%	£28.00	Apr-17		
Use of image for publication per image (Academic)	Apr-16	£16.00	5.00%	£17.00	Apr-17		
Use of image for publication per image (Local History Societies)	Apr-16	£0.00	n/a	£0.00	Apr-17		Work in Partnership
USB Flash drives - Determined by cost	Apr-16	£5.25	5.00%	£5.50	Apr-17		
Scotland People Vouchers	Apr-16	£5.80	0.00%	£5.80	Apr-17	Statutory charge	
Scotland people Vouchers	Apr-16	£7.00	0.00%	£7.00	Apr-17	Statutory charge	
Registrars							
Marriage Notice Forms	Apr-16	£30.00	0.00%	£30.00	Apr-17	Statutory charge	
Civil Partnership Registration Notice Forms	Apr-16	£30.00	0.00%	£30.00	Apr-17	Statutory charge	
Marriage/Civil Partnership Certificate	Apr-16	£10.00	0.00%	£10.00	Apr-17	Statutory charge	
Civil Marriage Fee - in office	Apr-16	£55.00	0.00%	£55.00	Apr-17	Statutory charge	
Civil Partnership Ceremony Fee - in office	Apr-16	£55.00	0.00%	£55.00	Apr-17	Statutory charge	
Religious Marriage	Apr-16	£70.00	0.00%	£70.00	Apr-17	Statutory charge	
Civil Partnership Registration (no ceremony) - in office	Apr-16	£125.00	0.00%	£125.00	Apr-17	Statutory charge	
Civil Marriage Registration - (ceremony) - in office - no guests	Apr-16	£125.00	0.00%	£125.00	Apr-17	Statutory charge	
Civil Ceremony (Saturday) - in office	Apr-16	£268.00	5.00%	£281.00	Apr-17	Includes statutory charges of £125	
Civil Marriage - in office	Apr-16	£226.50	5.00%	£238.00	Apr-17	Includes statutory charges of £125	
Civil Partnership Ceremony - in office	Apr-16	£226.50	5.00%	£238.00	Apr-17	Includes statutory charges of £125	

Description of charge	Last Increase	Current charge	Increase %	Rounded Amount	Proposed start date	Comments	Notes
<b>UPDATED FRIDAY 9TH DECEMBER 2016</b>							Note: Actual % increases will vary due to roundings.
Civil Marriage - at venue	Apr-16	£336.50	5.00%	£353.00	Apr-17		
Civil Partnership - at venue	Apr-16	£336.50	5.00%	£353.00	Apr-17		
Non Refundable Booking Fee	Apr-16	£42.00	5.00%	£44.00	Apr-17	In addition to stated fee	
Marriage/Civil Partnership Rehearsal - in office	Apr-16	£50.50	5.00%	£53.00	Apr-17		
Marriage/Civil Partnership Rehearsal - at venue	Apr-16	£105.00	5.00%	£110.00	Apr-17		
Birth, Death, Marriage, Civil Partnership Extracts at time of registration	Apr-16	£10.00	0.00%	£10.00	Apr-17	Statutory charge	
Birth, Death, Marriage, Civil Partnership Extracts after one month of registration	Apr-16	£15.00	5.00%	£16.00	Apr-17	Includes Statutory charge £10.00	
Postage charge for Birth, Death, Marriage, Civil Partnership Extracts after one month of registration	Apr-16	£1.00	5.00%	£1.00	Apr-17		
Birth, Death, Marriage, Civil Partnership Extracts after one month of registration - Priority Service	Apr-16	£20.00	5.00%	£21.00	Apr-17	Includes Statutory charge £10.00	
Public Holiday and Sunday Charge at Venue	Apr-16	£50.00	5.00%	£53.00	Apr-17		
Citizenship Ceremony (if individual ceremony requested)	Apr-16	£60.00	5.00%	£63.00	Apr-17		
Civil Partnership to a Same Sex Marriage Conversion	Apr-16	£30.00	5.00%	£32.00	Apr-17		
Risk Assessment undertaken by Registrar	Apr-16	£50.00	5.00%	£53.00	Apr-17		
Baby naming ceremony	Apr-16	£250.00	5.00%	£263.00	Apr-17	Based on existing ceremony fees minus statutory fees due no legal requirements for this ceremony	
Renewal of vows	Apr-16	£250.00	5.00%	£263.00	Apr-17	Based on existing ceremony fees minus statutory fees due no legal requirements for this ceremony	

<b>Adult and Social Care</b>							
<b>Resources and Adult Care</b>							
Homecare Charges per hour	Jul-16	£10.28	5.00%	£10.80	Apr-17	Financial assessment determines cost with a maximum charge.	
Housing Support per hour	Jul-16	£10.28	5.00%	£10.80	Apr-17	Financial assessment determines cost with a maximum charge	
Telecare and Community Alarms (per week)	Jul-16	£3.00	5.00%	£3.15	Apr-17		
Day Centre Meals (Cherry Road/CAT)	Jul-16	£2.15	7.00%	£2.30	Apr-17	Ensures service costs are met. Financial assessment determines cost with a maximum charge	
Care Home Charges	Jul-16	£0.00	n/a	n/a	Apr-17	Financial assessment required, set in accordance with Scottish Government Guidance Annually in March	
Day Centre Charges (Highbank - meals, per day)	Jul-16	£4.35	-15.00%	£3.70	Apr-17	Ensures equality of charges for all day service users. St David's, Broomhill Woodburn and Alzheimer's removed as income goes to 3rd party	
Transport - Highbank	New	£0.00	0.00%	£3.50	Apr-17	Ensure equality of charges for all day service users	
Transport -all other (per journey)	New	£0.00	0.00%	£1.00	Apr-17		
Adult day centre (per day)	New	£0.00	0.00%	£3.00	Apr-17	Financial assessment determines cost with a maximum charge	

<b>Education</b>							
<b>Lasswade High School (Evening classes)</b>							
Day Classes	Apr-11	£0.00	n/a	£0.00	Apr-17		
<b>Highers 3 terms</b>							
Adult Evening Classes	Aug-16	£199.50	0.00%	£199.50	Aug-17	No increase as these are priority classes to secure higher paid work and need to be affordable as a key means to higher education	

Description of charge	Last Increase	Current charge	Increase %	Rounded Amount	Proposed start date	Comments	Notes
<b>UPDATED FRIDAY 9TH DECEMBER 2016</b>							Note: Actual % increases will vary due to roundings.
Under 18 Evening Classes	Aug-16	£104.00	1.00%	£105.00	Aug-17	1% increase only to support increased attainment agenda	
Retired Evening Classes	Aug-16	£91.50	14.75%	£105.00	Aug-17	Increased to align with under 18 rate	
Concessions Evening Classes	Aug-16	£37.00	8.10%	£40.00	Aug-17	Introduce more consistent charging	
<b>Non Certificated 10 weeks</b>							
Adult Evening Classes	Aug-16	£64.50	5.00%	£68.00	Aug-17		
Under 18 Evening Classes	Aug-16	£33.00	0.00%	£33.00	Aug-17	No increases to align with retired rate	
Retired Evening Classes	Aug-16	£28.50	15.00%	£33.00	Aug-17	Increased to align with under 18 rate	
Concessions Evening Classes	Aug-16	£12.00	8.00%	£13.00	Aug-17		
<b>Non Certificated 20 weeks</b>							
Adult Evening Classes	Aug-16	£76.00	5.00%	£80.00	Aug-17		
Under 18 Evening Classes	Aug-16	£38.00	0.00%	£38.00	Aug-17	No increases to align with retired rate	
Retired Evening Classes	Aug-16	£34.00	11.00%	£38.00	Aug-17	Increased to align with under 18 rate	
Concessions Evening Classes	Aug-16	£14.00	6.00%	£15.00	Aug-17		
<b>SQA Units 30 weeks</b>							
Adult Evening Classes	Aug-16	£132.50	5.00%	£140.00	Aug-17		
Under 18 Evening Classes	Aug-16	£66.50	-2.00%	£65.00	Aug-17	Decreased to align with retired rate	
Retired Evening Classes	Aug-16	£59.00	10.00%	£65.00	Aug-17	Increased to align with under 18 rate	
Concessions Evening Classes	Aug-16	£34.00	6.00%	£36.00	Aug-17		
<b>Non Certificated 25 weeks</b>							
Adult Evening Classes	Aug-16	£82.00	5.00%	£85.00	Aug-17		
Under 18 Evening Classes	Aug-16	£41.00	-2.00%	£40.00	Aug-17	Decreased to align with retired rate	
Retired Evening Classes	Aug-16	£36.00	10.00%	£40.00	Aug-17	Increased to align with under 18 rate	
Concessions Evening Classes	Aug-16	£15.00	6.00%	£16.00	Aug-17		
<b>Beeslack High School - Classes</b>							
Computing/per class	Aug-16	£6.50	5.00%	£6.80	Aug-17		
Stained Glass/per class	Aug-16	£6.50	5.00%	£6.80	Aug-17		
Dressmaking/per class	Aug-16	£6.50	5.00%	£6.80	Aug-17		
Language Classes/per class	Aug-16	£6.50	5.00%	£6.80	Aug-17		
Jewellery Making/per class	Aug-15	£6.50	5.00%	£6.80	Aug-17		
Upholstery/per class	Aug-15	£6.50	5.00%	£6.80	Aug-17		
<b>Highers 3 terms</b>							
Adult Evening Classes	Aug-16	£199.50	0.00%	£199.50	Aug-17	No increase as these are priority classes to secure higher paid work and need to be affordable as a key means to higher education	
Beeslack Pupil/Students current fees	Aug-16	£88.50	1.00%	£90.00	Aug-17		
SQA Module nats	Aug-16	£80.00	5.00%	£85.00	Aug-17		
Retired Evening Classes	Aug-16	£62.00	13.00%	£70.00	Aug-17	Will be gradually increased to align with under 18 rate	
Exam Fee	Aug-14	£37.50	0.00%	£37.50	Aug-17	Statutory charge - set by SQA	
<b>Lifelong Learning &amp; Employability classes</b>							
Code A Highers	Aug-16	£199.50	0.00%	£199.50	Aug-17	No increase as these are priority classes to secure higher paid work and need to be affordable as a key means to higher education	
Code A (Under 18/DLA)	Aug-16	£100.00	5.00%	£105.00	Aug-17		
Code A (Retired)	Aug-16	£88.00	20.00%	£105.00	Aug-17	Increased to align with under 18 rate	
Code A (Concession)	Aug-16	£35.00	14.00%	£40.00	Aug-17	Will be gradually increased to align with under 18 rate	
Code B - 16 weeks at 2.5 hours	Aug-16	£129.00	3.00%	£133.00	Aug-17		
Code B (Under 18/DLA)	Aug-16	£65.00	0.00%	£65.00	Aug-17	No increases to align with retired rate	
Code B (Retired)	Aug-16	£57.00	6.00%	£60.00	Aug-17	Will be gradually increase to align with under 18 rate	
Code B (Concession)	Aug-16	£17.00	8.10%	£18.50	Aug-17	Increased as more than 20 weeks and mainly hobby based	

Description of charge	Last Increase	Current charge	Increase %	Rounded Amount	Proposed start date	Comments	Notes
<b>UPDATED FRIDAY 9TH DECEMBER 2016</b>							Note: Actual % increases will vary due to roundings.
Code C - 10 weeks at 2 hours	Aug-16	£65.00	5.00%	£68.00	Aug-17		
Code C (Under 18/DLA)	Aug-16	£32.50	5.00%	£34.00	Aug-17		
Code C (Retired)	Aug-16	£28.50	14.75%	£33.00	Aug-17	Will be gradually increase to align with under 18 rate	
Code C (Concession)	Aug-16	£11.50	13.00%	£13.00	Aug-17	Introduce more consistent charging	
Code D 25 weeks at 2 hours	Aug-16	£82.00	3.00%	£85.00	Aug-17		
Code D (Under 18/DLA)	Aug-16	£41.00	2.00%	£41.50	Aug-17	Increased by 2% to align with retired rate	
Code D (Retired)	Aug-16	£36.00	14.75%	£41.50	Aug-17	Increased to align with under 18 rate	
Code D (Concession)	Aug-16	£14.50	4.00%	£15.00	Aug-17		
Code E - 10 weeks at 1.5 hours	Aug-16	£58.50	3.00%	£60.00	Aug-17		
Code E (Under 18/DLA)	Aug-16	£28.50	2.00%	£29.00	Aug-17	Increased by 2% to align with retired rate	
Code E (Retired)	Aug-16	£24.50	18.00%	£29.00	Aug-17	Increased to align with under 18 rate	
Code E (Concession)	Aug-16	£11.50	8.10%	£13.00	Aug-17	Introduce more consistent charging	
Code F 10 weeks at 1 hour	Aug-16	£32.50	5.00%	£35.00	Aug-17		
Code F (under 18/DLA)	Aug-16	£16.25	-7.00%	£15.00	Aug-17	Decreased to align with retired rate	
Code F(Retired)	Aug-16	£14.50	5.00%	£15.00	Aug-17	Increased to align with under 18 rate	
Code F (Concession)	Aug-16	£11.50	13.00%	£13.00	Aug-17	Increased to Introduce more consistent charging	
Code G - weekend or half day provision 4 hours in total	Aug-16	£21.00	19.00%	£25.00	Aug-17		
Code G (Under 18/DLA)	Aug-16	£21.00	19.00%	£25.00	Aug-17		
Code G (Retired)	Aug-16	£21.00	19.00%	£25.00	Aug-17		
Code G (Concession)	Aug-16	£21.00	19.00%	£25.00	Aug-17		
Code H 4 hours over 2 weeks tasters in targeted areas	Aug-16	£15.75	-4.76%	£15.00	Aug-17	Charges decreased as Low paid rate for targeted areas	
Code H (Under 18/DLA)	Aug-16	£15.75	-4.76%	£15.00	Aug-17		
Code H (Retired)	Aug-16	£15.75	-4.76%	£15.00	Aug-17		
Code H (Concession)	Aug-16	£15.00	0.00%	£15.00	Aug-17	No changes to introduce more consistent charging	
Code I	Aug-16	£55.48	5.00%	£60.00	Aug-17		
Code I (Under 18/DLA)	Aug-16	£27.74	-9.00%	£25.00	Aug-17	Decreased to align with retired rate	
Code I (Retired)	Aug-16	£21.80	14.00%	£25.00	Aug-17	Will be increased over time to under 18 rate	
Code I (Concession)	Aug-16	£10.90	10.00%	£12.00	Aug-17	Increased to Introduce more consistent charging	

<b>Beeslack High School - Leisure</b>							
Fitness Suite/per hour	Aug-16	£2.00	5.00%	£2.10	Aug-17	Facilites charged at a lower rate than leisure services due to current conditions of facilites.	
Fitness Suite/per month	Aug-16	£12.00	5.00%	£12.60	Aug-17		
Fitness Suite/per year	Aug-16	£59.00	5.00%	£62.00	Aug-17		
Fitness Suite/per hour - concession	Aug-16	£1.00	5.00%	£1.05	Aug-17		
Fitness Suite/per hour - adult group hire	Aug-16	£16.00	5.00%	£16.80	Aug-17		
Fitness Suite/per hour - junior group hire	Aug-16	£13.00	5.00%	£13.70	Aug-17		
Tennis Courts/per hour	Aug-16	£13.50	5.00%	£14.20	Aug-17		
Swimming pool/per hour (weekdays)	Aug-16	£33.00	5.00%	£34.70	Aug-17		
Swimming pool/per hour - concession (weekdays)	Aug-16	£20.00	5.00%	£21.00	Aug-17		
Swimming pool/per hour (weekends)	Aug-16	£64.00	5.00%	£67.00	Aug-17		
Swimming pool/per hour - concession (weekends)	Aug-16	£38.00	5.00%	£40.00	Aug-17		
Leisure Swim/per hour	Aug-16	£3.45	5.00%	£3.60	Aug-17		
Swimming instruction/per hour - adults	Aug-16	£5.00	5.00%	£5.30	Aug-17		
Swimming instruction/per hour - children	Aug-16	£5.00	5.00%	£5.30	Aug-17		
NPLQ/per course	Aug-16	£214.10	10.00%	£235.00	Aug-17	Increase applied to harmonise with Leisure services	
Summer Activities per session	Aug-16	£5.00	4.00%	£5.20	Aug-17		
Fun Athletics/per hour	Aug-16	£5.00	4.00%	£5.20	Aug-17		
Yoga/per 2 hours	Aug-16	£6.50	5.00%	£6.80	Aug-17		

<b>Newbattle Community High School - Leisure</b>							
Swimming pool/per hour	Aug-16	£29.00	5.00%	£30.50	Aug-17		



Description of charge	Last Increase	Current charge	Increase %	Rounded Amount	Proposed start date	Comments	Notes
<b>UPDATED FRIDAY 9TH DECEMBER 2016</b>							Note: Actual % increases will vary due to roundings.
Swimming pool/per hour - concession	Aug-16	£17.00	5.00%	£17.90	Aug-17		
O Zone/per hour	Aug-16	£11.00	5.00%	£11.50	Aug-17		
O Zone/per hour - concession	Aug-16	£7.00	5.00%	£7.40	Aug-17		

<b>Communities &amp; Economy</b>							
<b>Planning and Building Control</b>							
Planning Application Fees (variable according to development size)	Nov-14	n/a	0.00%	n/a	n/a	Minimum charge £202.00 - Maximum charge £20,055. Set by Scottish Government	
Permission to Display an Advertisement	Nov-14	£202.00	0.00%	£202.00	n/a	Set by Scottish Government	
Property Enquiry	Apr-16	£90.00	0.00%	£90.00	Apr-17	Costs inline with other local authorities	
Letter of Comfort (building warrant obtained, completion certificate not obtained)	Apr-16	£170.00	5.00%	£179.00	Apr-17		
Letter of Comfort (no building warrant obtained)	Apr-16	£300.00	5.00%	£315.00	Apr-17		
Search building standards electronic and paper records for single entry relating specifically to the work detailed on application form (Standard)	Apr-16	£30.00	5.00%	£32.00	Apr-17		
Search building standards electronic and paper records for single entry relating specifically to the work detailed on application form (Express)	Apr-16	£90.00	5.00%	£95.00	Apr-17		
Copy of document, plan, etc from Part 2 of the Building Standards Register held electronically or within a file (No drawings provided) - (Standard)	Apr-16	£30.00	5.00%	£32.00	Apr-17		
Copy of document, plan, etc from Part 2 of the Building Standards Register held electronically or within a file (No drawings provided) - (Express)	Apr-16	£90.00	5.00%	£95.00	Apr-17		
Copy of document, plan, etc from Part 2 of the Building Standards Register held electronically or within a file (drawings provided) - (Standard)	Apr-16	£70.00	5.00%	£74.00	Apr-17		
Copy of document, plan, etc from Part 2 of the Building Standards Register held electronically or within a file (drawings provided) - (Express)	Apr-16	£210.00	5.00%	£221.00	Apr-17		
Request for written confirmation from Building Standards that a proposal is exempt from the Standards or exempt from requiring Building Warrant	Apr-16	£50.00	5.00%	£53.00	Apr-17		
Costs involved in administrating on site works following issue of a dangerous or defective building notice.( surveyor/administrative charge)	Apr-16	£60.00	5.00%	£63.00	Apr-17		
Admin Fee (missive)	Apr-16	£263.00	0.00%	£263.00	Apr-17	Set by Scottish Government regulations	
Admin Fee (renewal)	Apr-16	£188.00	0.00%	£188.00	Apr-17	Set by Scottish Government regulations	
Survey Fee	Apr-16	£225.00	0.00%	£225.00	Apr-17	Set by Scottish Government regulations	
Management Fee	Apr-16	£375.00	0.00%	£375.00	Apr-17	Set by Scottish Government regulations	
Management Fee	Apr-16	£525.00	0.00%	£525.00	Apr-17	Set by Scottish Government regulations	
Midlothian Local Plan (adopted December 2008)	Apr-16	£24.00	5.00%	£25.00	Apr-17		
Midlothian Local Plan (adopted December 2008)	Apr-16	£24.00	5.00%	£25.00	Apr-17		
Report of Local Plan Inquiry into Objections to the Finalised Midlothian Local Plan (CD)	Apr-16	£1.50	5.00%	£1.60	Apr-17		
Report of Local Plan Inquiry into Objections to the Finalised Midlothian Local Plan (CD)	Apr-16	£2.30	5.00%	£2.50	Apr-17		
Landscape Capacity Study for Wind Turbine Development in Midlothian (CD)	Apr-16	£1.50	5.00%	£1.60	Apr-17		

Description of charge	Last Increase	Current charge	Increase %	Rounded Amount	Proposed start date	Comments	Notes
<b>UPDATED FRIDAY 9TH DECEMBER 2016</b>							Note: Actual % increases will vary due to roundings.
Landscape Capacity Study for Wind Turbine Development in Midlothian (CD)	Apr-16	£2.30	5.00%	£2.50	Apr-17		
Edinburgh & the Lothian's Structure Plan 2015: Approved Written Statement	Apr-16	£7.50	5.00%	£8.00	Apr-17		
Edinburgh & the Lothian's Structure Plan 2015: Approved Written Statement	Apr-16	£9.00	5.00%	£9.50	Apr-17		
ELSP 2015: Supporting Statement	Apr-16	£7.50	5.00%	£8.00	Apr-17		
ELSP 2015: Supporting Statement	Apr-16	£9.00	5.00%	£9.50	Apr-17		
ELSP 2015: Action Plan Update	Apr-16	£7.50	5.00%	£8.00	Apr-17		
ELSP 2015: Action Plan Update	Apr-16	£9.00	5.00%	£9.50	Apr-17		
ELSP 2015: Action Plan	Apr-16	£7.50	5.00%	£8.00	Apr-17		
ELSP 2015: Action Plan	Apr-16	£9.00	5.00%	£9.50	Apr-17		
ELSP 2015: Baseline Monitoring Report	Apr-16	£7.50	5.00%	£8.00	Apr-17		
ELSP 2015: Baseline Monitoring Report	Apr-16	£9.00	5.00%	£9.50	Apr-17		
Midlothian Local Plan (MLP) superseded	Apr-16	£26.00	5.00%	£27.00	Apr-17		
Midlothian Local Plan (MLP) superseded	Apr-16	£30.00	5.00%	£32.00	Apr-17		
Shawfair Local Plan (SLP) superseded	Apr-16	£15.00	5.00%	£16.00	Apr-17		
Shawfair Local Plan (SLP) superseded	Apr-16	£18.00	5.00%	£19.00	Apr-17		
Standards for Development Roads (CD)	Apr-16	£1.50	5.00%	£1.60	Apr-17		
Midlothian Local Biodiversity Action Plan	Apr-16	£29.50	5.00%	£31.00	Apr-17		
Midlothian Local Biodiversity Action Plan	Apr-16	£35.50	5.00%	£37.00	Apr-17		
Midlothian Local Biodiversity Action Plan CD Rom version	Apr-16	£1.50	5.00%	£1.60	Apr-17		
Midlothian Local Biodiversity Action Plan CD Rom version	Apr-16	£2.30	5.00%	£2.50	Apr-17		

<b>Landlord fees</b>							
Landlord Registration Fee - Principal (3 years)	Apr-10	£55.00	0.00%	£55.00	Apr-17	Statutory charge	
Landlord Registration Fee - Property (3 year per property)	Apr-10	£11.00	0.00%	£11.00	Apr-17	Statutory charge	
Landlord Registration Fee - Agent (3 years)	Apr-10	£55.00	0.00%	£55.00	Apr-17	Statutory charge	
Landlord Registration Fee - Charity (3 years)	Apr-10	£0.00	0.00%	£0.00	Apr-17	Statutory charge	
Landlord Registration Fee - HMO (3 years)	Apr-10	£0.00	0.00%	£0.00	Apr-17	Statutory charge	
Landlord Registration Fee - Multiple LA (3 years)	Apr-10	£27.50	0.00%	£27.50	Apr-17	Statutory charge	
Landlord Registration Fee - Multiple LA (3 years per property)	Apr-10	£11.00	0.00%	£11.00	Apr-17	Statutory charge	
Late Registration Fee (3 years)	Apr-10	£110.00	0.00%	£110.00	Apr-17	Statutory charge	
Late Registration Fee - Charity (3 years)	Apr-10	£55.00	0.00%	£55.00	Apr-17	Statutory charge	

<b>Environmental Health</b>							
Rats/Mice initial visit	Apr-16	£63.00	5.00%	£66.15	Apr-17	Ensures contribution to cost of service	
Wasps/Bees - per visit	Apr-16	£39.20	5.00%	£41.15	Apr-17		
Fleas - per visit	Apr-16	£39.20	5.00%	£41.15	Apr-17		
Insects - per visit (other than bedbugs)	Apr-16	£39.20	5.00%	£41.15	Apr-17		
Bedbugs	Apr-16	£63.00	5.00%	£66.15	Apr-17		
Licence fees for animal boarding, dog breeding, dangerous wild animals and pet shops	Apr-16	£106.00	5.00%	£111.00	Apr-17	Introduces more consistent charging across the service & ensures the cost of the service are met	Note this charge is now + Plus Vets fees (at first licence OR in event of complaint/ compliance concerns where specialist report required at renewal of licence) Vet fees vary.

Description of charge	Last Increase	Current charge	Increase %	Rounded Amount	Proposed start date	Comments	Notes
<b>UPDATED FRIDAY 9TH DECEMBER 2016</b>							Note: Actual % increases will vary due to roundings.
Riding establishments	Apr-16	£88.50	25.00%	£111.00	Apr-17	Introduces more consistent charging across the service & ensures the cost of the service are met	This annual licensing fee has previously and continues to be PLUS Vets fees. Vet fees vary
Immigration certificates	Apr-16	£66.50	5.00%	£70.00	Apr-17	Ensures cost of service are met	

Trading Standards							
Petroleum Licence (up to 2,500 litres)	Apr-16	£42.00	0.00%	£42.00	Apr-17	Statutory charge	New charges usually set in April, but no increases in past couple of years
Petroleum Licence (2,500-50,00 litres)	Apr-16	£58.00	0.00%	£58.00	Apr-17	Statutory charge	
Petroleum Licence (over 50,000 litres)	Apr-16	£120.00	0.00%	£120.00	Apr-17	Statutory charge	
Petroleum Licence (Transfer of licence)	Apr-16	£8.00	0.00%	£8.00	Apr-17	Statutory charge	
Explosives Store Licence (Initial application)	Apr-16	£178.00	0.00%	£178.00	Apr-17	Statutory charge	
Explosives Store Licence (Renewal)	Apr-16	£83.00	0.00%	£83.00	Apr-17	Statutory charge	
Explosives Store Registration (Initial Registration)	Apr-16	£105.00	0.00%	£105.00	Apr-17	Statutory charge	
Explosives Store Registration (Renewal)	Apr-16	£52.00	0.00%	£52.00	Apr-17	Statutory charge	
Explosives Store Registration (Variation)	Apr-16	£35.00	0.00%	£35.00	Apr-17	Statutory charge	
Weights and Measures Equipment Test Fees (weights fee)	Apr-16	£6.30	5.00%	£6.60	Apr-17		For other weights
Weights and Measures Equipment Test Fees (weights fee)	Apr-16	£8.40	5.00%	£8.80	Apr-17		For weights exceeding 5kg or not exceeding 500mg
Weights and Measures Equipment Test Fees (length fee)	Apr-16	£8.80	5.00%	£9.25	Apr-17		
Weights and Measures Equipment Test Fees (liquid capacity	Apr-16	£24.70	5.00%	£25.95	Apr-17		
Weights and Measures Equipment Test Fees (certificate)	Apr-16	£35.70	5.00%	£37.50	Apr-17		
Weights and Measures Equipment Testing (hourly rate)	Apr-16	£69.00	5.00%	£72.50	Apr-17		

Property & Facilities Management							
Healthy Living Services							
Harmonised pitches Charges - ALL Midlothian Facilities per hour - Standard Charge							
11 a-side-pitch grass pitch	Aug-16	£13.50	10.00%	£14.90	Aug-17		
7-a-side grass pitch	Aug-16	£7.50	10.00%	£8.30	Aug-17		
Off pitch training area - grass	Aug-16	£11.00	10.00%	£12.00	Aug-17		
11-a-side 3G pitch	Aug-16	£28.00	10.00%	£31.00	Aug-17		
7-a-side 3G pitch	Aug-16	£24.00	10.00%	£26.50	Aug-17		
5-a-side 3G pitch	Aug-16	£18.50	10.00%	£20.50	Aug-17		
11-a-side astro turf pitch	Aug-16	£11.60	10.00%	£12.80	Aug-17		
7-a-side astro turf pitch	Aug-16	£9.70	10.00%	£10.70	Aug-17		
5-a-side astro turf pitch	Aug-16	£25.50	10.00%	£28.00	Aug-17		
Changing Rooms for matches only	Aug-16	£4.30	10.00%	£4.70	Aug-17		
Cricket Pitch	Aug-16	£54.50	10.00%	£60.00	Aug-17		
Running Track	Aug-16	£15.50	10.00%	£17.00	Aug-17		
Harmonised Hall Charges - ALL Midlothian Facilities per hour - Standard Charge							
Class rooms/meeting rooms (0 - 60 sqm)	Aug-16	£9.70	10.00%	£10.70	Aug-17	Concessions will be applied in accordance with the Concessions Policy	
Small Hall (61 - 300 sqm)	Aug-16	£21.00	10.00%	£23.00	Aug-17		
Medium Hall (301 - 600sqm)	Aug-16	£36.00	10.00%	£40.00	Aug-17		
Large Hall (601 + sqm)	Aug-16	£72.00	10.00%	£79.00	Aug-17		

Tonezone Membership							
Platinum:							
Individual	Apr-16	£43.90	10.00%	£48.30	Apr-17		
Joint	Apr-16	£77.65	10.00%	£85.40	Apr-17		
Corporate	Apr-16	£35.45	10.00%	£39.00	Apr-17		

Description of charge	Last Increase	Current charge	Increase %	Rounded Amount	Proposed start date	Comments	Notes
<b>UPDATED FRIDAY 9TH DECEMBER 2016</b>							Note: Actual % increases will vary due to roundings.
Student	Apr-16	£26.00	10.00%	£28.60	Apr-17		
Junior	Apr-16	£22.00	10.00%	£24.20	Apr-17		
<b>Gold:</b>							
Individual	Apr-16	£38.50	10.00%	£42.40	Apr-17		
Joint	Apr-16	£68.50	10.00%	£75.35	Apr-17		
Corporate	Apr-16	£30.00	10.00%	£33.00	Apr-17		
Student	Apr-16	£22.50	10.00%	£24.75	Apr-17		
Junior	Apr-16	£19.40	10.00%	£21.35	Apr-17		
<b>Silver:</b>							
Individual	Apr-16	£30.00	10.00%	£33.00	Apr-17		
Joint	Apr-16	£53.50	10.00%	£58.90	Apr-17		
Corporate	Apr-16	£24.10	10.00%	£26.50	Apr-17		
Student	Apr-16	£20.40	10.00%	£22.50	Apr-17		
Junior	Apr-16	£18.40	10.00%	£20.30	Apr-17		
<b>Bronze:</b>							
Individual	Apr-16	£27.00	10.00%	£29.70	Apr-17		
Joint	Apr-16	£48.00	10.00%	£53.00	Apr-17		
Corporate	Apr-16	£22.00	10.00%	£24.20	Apr-17		
Student	Apr-16	£16.50	10.00%	£18.00	Apr-17		
Junior	Apr-16	£15.50	10.00%	£17.00	Apr-17		
<b>Active Golden Years:</b>							
Individual	Apr-16	£14.60	10.00%	£16.00	Apr-17		
Joint	Apr-16	£23.40	10.00%	£25.80	Apr-17		
<b>Teenzone:</b>							
Individual	Apr-16	£14.50	10.00%	£15.95	Apr-17		
<b>Joining fee:</b>							
Individual	Apr-16	£29.00	10.00%	£31.90	Apr-17		
Joint	Apr-16	£40.60	10.00%	£44.70	Apr-17		
Student/Junior/Teenzone	Apr-16	£10.30	10.00%	£11.30	Apr-17		
<b>Leisure Centre facilities</b>							
Tonezone access	Apr-16	£6.00	10.00%	£6.60	Apr-17		
Tonezone access (concession)	Apr-16	£3.65	10.00%	£4.00	Apr-17		
Swim	Apr-16	£4.00	10.00%	£4.40	Apr-17		
Swim (concession)	Apr-16	£2.10	10.00%	£2.30	Apr-17		
Family Swim	Apr-16	£10.90	10.00%	£12.00	Apr-17		
Health Suite	Apr-16	£6.25	10.00%	£6.90	Apr-17		
Health Suite (concession)	Apr-16	£3.65	10.00%	£4.00	Apr-17		
Sauna	Apr-16	£4.65	10.00%	£5.15	Apr-17		
Sauna (concession)	Apr-16	£2.95	10.00%	£3.25	Apr-17		
Swim + Health suite or sauna	Apr-16	£7.25	10.00%	£8.00	Apr-17		
Swim + Health suite or sauna (concession)	Apr-16	£4.40	10.00%	£4.85	Apr-17		
Badminton (per court)	Apr-16	£9.45	10.00%	£10.40	Apr-17		
Badminton (per court) (concession)	Apr-16	£5.35	10.00%	£5.90	Apr-17		
Squash Court	Apr-16	£8.65	10.00%	£9.50	Apr-17		
Squash Court (concession)	Apr-16	£4.60	10.00%	£5.00	Apr-17		
Table Tennis (per table)	Apr-16	£4.30	10.00%	£4.75	Apr-17		
Table Tennis (per table) (concession)	Apr-16	£2.95	10.00%	£3.25	Apr-17		
BTS class	Apr-16	£5.55	10.00%	£6.10	Apr-17		
BTS class (concession)	Apr-16	£4.20	10.00%	£4.65	Apr-17		
Fitness Class/Activity class	Apr-16	£5.10	10.00%	£5.60	Apr-17		
Fitness Class/Activity class (concession)	Apr-16	£3.30	10.00%	£3.65	Apr-17		
Aquafit Class	Apr-16	£4.90	10.00%	£5.40	Apr-17		
Aquafit Class (concession)	Apr-16	£3.30	10.00%	£3.65	Apr-17		
NPLQ/per course	Apr-14	£214.10	10.00%	£235.00	Apr-16		



Description of charge	Last Increase	Current charge	Increase %	Rounded Amount	Proposed start date	Comments	Notes
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NPLQ/per course (concession)	Apr-14	£186.85	10.00%	£205.00	Apr-16		
Tonezone Induction	Apr-16	£15.00	10.00%	£16.50	Apr-17		
Tonezone Induction (concession)	Apr-16	£10.00	10.00%	£11.00	Apr-17		
Over 60's off peak activity	Apr-16	£2.00	10.00%	£2.20	Apr-17		

<b>Snowsports Centre</b>							
<b>Ski/Snowboarding Instruction</b>							
Open Fast Track Skiing/Snowboarding (2 hours)	Aug-16	£31.50	10.00%	£34.65	Aug-17		
Open Fast Track Skiing/Snowboarding (2 hours) concession	Aug-16	£21.00	10.00%	£23.10	Aug-17		
Open Learn to ski/snowboard in a day (over 8's) (5 hours)	Aug-16	£99.00	10.00%	£109.00	Aug-17		
Open taster 4/5/6 year olds (1 hour) concession	Aug-16	£12.00	10.00%	£13.20	Aug-17		
Race Training Group ski or snowboard with poles (1 hour)	Aug-16	£174.00	10.00%	£191.00	Aug-17		
Race Training Group ski or snowboard with poles (1 hour) concession	Aug-16	£124.00	10.00%	£136.00	Aug-17		
LSRA trainee – 1.5 hour session, concession	Aug-16	£11.20	10.00%	£12.35	Aug-17		
LSRA warm up (per hour). Concession	Aug-16	£3.80	10.00%	£4.20	Aug-17		
Private Ski/ Snowboarding Group (1 hours)	Aug-16	£150.00	10.00%	£165.00	Aug-17		
Private Ski/ Snowboarding Group (1 hours), concession	Aug-16	£105.00	10.00%	£115.00	Aug-17		
Private Ski/ Snowboarding Group (1.5 hours)	Aug-16	£195.00	10.00%	£215.00	Aug-17		
Private Ski/ Snowboarding Group (1.5 hours), concession	Aug-16	£135.00	10.00%	£149.00	Aug-17		
Private Ski/ Snowboarding Group (2 hours)	Aug-16	£224.00	10.00%	£246.00	Aug-17		
Private Ski/ Snowboarding Group (2 hours), concession	Aug-16	£148.00	10.00%	£163.00	Aug-17		
Private Lesson - 1 Hour (1 person)	Aug-16	£48.20	10.00%	£53.00	Aug-17		
Private Lesson - 1 Hour (1 extra person) + £15.00	Aug-16	£63.00	10.00%	£69.00	Aug-17		
Private Lesson - 1 Hour ( 2 extra persons Max) + £30.00	Aug-16	£78.00	10.00%	£86.00	Aug-17		
Private Lesson - 1.5 Hours (1 Person)	Aug-16	£68.50	10.00%	£75.50	Aug-17		
Private Lesson - 1.5 Hours (1 extra person) +£20.00	Aug-16	£88.00	10.00%	£97.00	Aug-17		
Private Lesson - 1.5 Hours (2 extra persons Max) +£40.00	Aug-16	£108.50	10.00%	£119.50	Aug-17		
Private Lesson - 2 Hours (1 Person)	Aug-16	£84.50	10.00%	£93.00	Aug-17		
Private Lesson - 2 Hours (1 extra person) +£22.00	Aug-16	£107.00	10.00%	£118.00	Aug-17		
Private Lesson - 2 Hours (2 extra persons Max) +£44.00	Aug-16	£128.00	10.00%	£141.00	Aug-17		
Family Lesson - 1.5 Hours (2 Adult + 2 Junior)	Aug-16	£109.00	10.00%	£120.00	Aug-17		
Family Lesson - One extra junior, maximum add on.	Aug-16	£20.00	10.00%	£22.00	Aug-17		
Adult ski and snowboarding course (4 days x 2 hour sessions)	Aug-16	£100.00	10.00%	£110.00	Aug-17		
Junior Ski or Snowboard Camp (5 days x 2.5 hour sessions)	Aug-16	£102.00	10.00%	£112.00	Aug-17		
Junior ski or Snowboard school 4 days x (3 hour sessions)	Aug-16	£103.00	10.00%	£113.00	Aug-17		
Kinder Ski School (4 x 1 hour sessions for ages 4/5)	Aug-16	£49.00	10.00%	£54.00	Aug-17		
Kinder Ski Camp (5 x 1 hour sessions for ages 4/5)	Aug-16	£62.00	10.00%	£68.00	Aug-17		
Super sliders Class/Sunday sliders/Super racers (2hrs)	Aug-16	£12.75	10.00%	£14.00	Aug-17		
Mini Sliders (1 hr)	Aug-16	£6.40	10.00%	£7.00	Aug-17		
Ladies Morning (1.5hrs)	Aug-16	£14.95	10.00%	£16.50	Aug-17		
Freestyle Academy (2hrs)	Aug-16	£12.50	10.00%	£13.75	Aug-17		
BASI course (per day) (Adult)	Aug-16	£12.00	10.00%	£13.00	Aug-17		
BASI course (per day) (Junior)	Aug-16	£8.00	10.00%	£9.00	Aug-17		
<b>Practice Skiing/Snowboarding</b>							
Nursery Slope (price for first hour)	Aug-16	£7.50	10.00%	£8.30	Aug-17		
Nursery Slope (price for first hour) concession	Aug-16	£5.00	10.00%	£5.50	Aug-17		
Nursery Slope (price for additional hour)	Aug-16	£3.85	10.00%	£4.30	Aug-17		

Description of charge	Last Increase	Current charge	Increase %	Rounded Amount	Proposed start date	Comments	Notes
<b>UPDATED FRIDAY 9TH DECEMBER 2016</b>							Note: Actual % increases will vary due to roundings.
Nursery Slope (price for additional hour) concession	Aug-16	£2.80	10.00%	£3.00	Aug-17		
Main Slopes (price for first hour)	Aug-16	£12.00	10.00%	£13.20	Aug-17		
Main Slopes (price for first hour) concession	Aug-16	£8.00	10.00%	£8.80	Aug-17		
Additional hour/post lesson/Instruction (not available to schools programme customers)	Aug-16	£5.50	10.00%	£6.00	Aug-17		
Additional hour/post lesson/Instruction (not available to schools programme customers) - concession	Aug-16	£3.80	10.00%	£4.00	Aug-17		
Weekly Ticket (7 day)	Aug-16	£70.00	10.00%	£77.00	Aug-17		
Weekly Ticket (7 day) concession	Aug-16	£47.00	10.00%	£52.00	Aug-17		
3 Month Season Ticket (3 months from date of purchase)	Aug-16	£220.00	10.00%	£242.00	Aug-17		
3 Month Season Ticket (3 months from date of purchase) concession	Aug-16	£143.00	10.00%	£157.00	Aug-17		
<b>Chairlift</b>							
1 Return Journey	Aug-16	£2.00	10.00%	£2.20	Aug-17		
Special Family Ticket (2 adults, 2 children)	Aug-16	£7.50	10.00%	£8.50	Aug-17		
Paraglide (per 5 journeys)	Aug-16	£7.25	10.00%	£8.00	Aug-17		
<b>Events</b>							
Entry Peak time	Aug-16	£15.60	10.00%	£17.20	Aug-17		
Entry off peak time	Aug-16	£11.75	10.00%	£13.00	Aug-17		
Slalom poles	Aug-16	£116.50	10.00%	£128.00	Aug-17		
Race Timing Facilities	Aug-16	£106.50	10.00%	£117.00	Aug-17		
Hire freestyle rails	Aug-16	£155.00	10.00%	£170.50	Aug-17		
First aider	Aug-16	£56.00	10.00%	£62.00	Aug-17		£62.00 with multiplier between 0.75 and 3.0
Race timing facilities operator	Aug-16	£56.00	10.00%	£62.00	Aug-17		
Course setter – per hour	Aug-16	£56.00	10.00%	£62.00	Aug-17		
Race Control (start) official – per hour	Aug-16	£56.00	10.00%	£62.00	Aug-17		
Meeting Room - per hour	Apr-16	£21.00	10.00%	£23.00	Aug-17	Charge increased with harmonisation model for all council facilities	
General Admission Fee – per person	Aug-16	£3.00	10.00%	£3.30	Aug-17		
General Admission Fee – per person (pre sale)	Aug-16	£2.50	10.00%	£2.75	Aug-17		
Booking & Administration Fee – major event	Aug-16	n/a	10.00%	n/a	Aug-17		Charge varies - min charge of £275.00 max charge of £1000.00
Full Centre event hire	Aug-16	n/a	10.00%	n/a	Aug-17		Price on application
Bar Pitch	Aug-16	n/a	10.00%	n/a	Aug-17		Charge varies - min charge of £275.00 max charge of £515.00
Additional Bar Pitch	Aug-16	n/a	10.00%	n/a	Aug-17		Charge varies - min charge of £110.00 max charge of £260.00
Catering Pitch	Aug-16	n/a	10.00%	n/a	Aug-17		Charge varies - min charge of £270.00 max charge of £515.00
Additional Catering Pitch	Aug-16	n/a	10.00%	n/a	Aug-17		Charge varies - min charge of £110.00 max charge of £260.00
Photocopying/printing per sheet	Aug-16	£0.10	10.00%	n/a	Aug-17		
<b>Education Ski Charges</b>							
Schools Tuition – Midlothian 1.5 hours per pupil	Aug-16	£6.40	10.00%	£7.00	Aug-17		
Schools Tuition – Midlothian (After School) 1.5 hours per pupil	Aug-16	£6.40	10.00%	£7.00	Aug-17		
Schools Tuition – Non Midlothian 1.5 hours per pupil	Aug-16	£8.00	10.00%	£8.80	Aug-17		
Schools Tuition – Non Midlothian (After School) 1.5 hours per pupil	Aug-16	£8.50	10.00%	£9.50	Aug-17		
3 hour session per pupil – Midlothian	Aug-16	£9.75	10.00%	£10.75	Aug-17		
	Aug-16	£12.00	10.00%	£13.20	Aug-17		
Teachers In-Service Course – per hour	Aug-16	£8.00	10.00%	£8.80	Aug-17		
<b>Tubing</b>							

Description of charge	Last Increase	Current charge	Increase %	Rounded Amount	Proposed start date	Comments	Notes
<b>UPDATED FRIDAY 9TH DECEMBER 2016</b>							Note: Actual % increases will vary due to roundings.
Tubing Parties/person Junior (4-12 year olds)	Aug-16	£12.50	10.00%	£13.75	Aug-17		
Tubing parties/person	Aug-16	£14.50	10.00%	£16.00	Aug-17		
Pay n play tubing (1 hour) (junior)	Aug-16	£8.00	10.00%	£8.80	Aug-17		
Pay n play tubing (1 hour) (adult)	Aug-16	£10.00	10.00%	£11.00	Aug-17		
Pay n play tubing (hour)) (2 Adults+ 3 Juniors)	Aug-16	£35.00	10.00%	£38.50	Aug-17		
<b>Miscellaneous Charges</b>							
Notice board advertising – per item, per month	Aug-16	£7.00	10.00%	£7.70	Aug-17		
Replacement locker key	Aug-16	£3.00	10.00%	£3.30	Aug-17		
Shadowing (shadow 35 hours)	Aug-16	£55.00	10.00%	£60.50	Aug-17		

<b>Catering Services</b>							
<b>School Meals</b>							
School Meals (primary schools)	Aug-14	£1.80	8.00%	£1.95	Aug-17		
School Meals (high schools)	Aug-14	£2.00	7.50%	£2.15	Aug-17		
School Meals (adult meals)	Aug-14	£2.50	6.00%	£2.65	Aug-17		

<b>Bonnyrigg District Heating Scheme</b>							
Monthly heating charge	Mar-13	£83.79	0.00%	£83.79	n/a	Charges frozen due to surplus, this will be reviewed early next year.	

Commercial							
Landscaping & Countryside Services							
Interment Fees (Residents)							
Stillborn Child	n/a	no charge	0.00%	£0.00	n/a	Increases are to allow the charges to be set at the Scottish average over a three year period.  A 50% surcharge will apply to all interments which take place on a Saturday/Midlothian Council Public Holiday.	
Child under 5 years	Apr-16	£154.00	14.00%	£176.00	Apr-17		
Child age 5 up to 18 years	Apr-16	£335.00	14.00%	£382.00	Apr-17		
Person over 18 years	Apr-16	£556.00	14.00%	£634.00	Apr-17		
Casket of Ashes	Apr-16	£190.00	14.00%	£217.00	Apr-17		
Casket of Ashes (Depth of 4 feet or deeper)	Apr-16	£556.00	14.00%	£634.00	Apr-17		
Body Organ (for Burial)	n/a	no charge	0.00%	£0.00	n/a		
Interment Fees (Non Residents)							
Stillborn Child	Apr-16	£84.00	14.00%	£96.00	Apr-17	Increases are to allow the charges to be set at the Scottish average over a three year period.  A 50% surcharge will apply to all interments which take place on a Saturday/Midlothian Council Public Holiday.	
Child under 5 years	Apr-16	£227.00	14.00%	£259.00	Apr-17		
Child age 5 up to 18 years	Apr-16	£503.00	14.00%	£573.00	Apr-17		
Person over 18 years	Apr-16	£826.00	14.00%	£942.00	Apr-17		
Casket of Ashes	Apr-16	£285.00	14.00%	£325.00	Apr-17		
Casket of Ashes (Depth of 4 feet or deeper)	Apr-16	£826.00	14.00%	£942.00	Apr-17		
Body Organ (for Burial)	n/a	no charge	0.00%	£0.00	n/a		
Purchase of Lairs (Residents)							
Baby Area (Loanhead and Cockpen)	n/a	no charge	0.00%	£0.00	n/a	Increases are to allow the charges to be set at the Scottish average over a three year period.	
Cremation Lair (Loanhead and Cockpen)	n/a	£300.00	14.00%	£342.00	Apr-17		
Lair	Apr-16	£585.00	14.00%	£667.00	Apr-17		
Woodland Lair (Cockpen and Rosewell)	Apr-16	£1,305.00	14.00%	£1,488.00	Apr-17		
Issue of Duplicate Lair Certificate	Apr-16	£69.00	14.00%	£79.00	Apr-17		
Transfer of Lair Certificate	Apr-16	£69.00	14.00%	£79.00	Apr-17		
Purchase of Lairs (Non Residents)							
Baby Area (Loanhead and Cockpen)	n/a	no charge	0.00%	£0.00	n/a	Increases are to allow the charges to be set at the Scottish average over a three year period.	
Cremation Lair (Loanhead and Cockpen)	Apr-16	£450.00	14.00%	£513.00	Apr-17		
Lair	Apr-16	£880.00	14.00%	£1,003.00	Apr-17		
Woodland Lair (Cockpen and Rosewell)	Apr-16	£1,962.00	14.00%	£2,237.00	Apr-17		
Issue of Duplicate Lair Certificate	Apr-16	£103.00	14.00%	£117.00	Apr-17		
Transfer of Lair Certificate	Apr-16	£103.00	14.00%	£117.00	Apr-17		
Foundations for the Erection of a Monument (All)							

Description of charge	Last Increase	Current charge	Increase %	Rounded Amount	Proposed start date	Comments	Notes
UPDATED FRIDAY 9TH DECEMBER 2016							Note: Actual % increases will vary due to roundings.
Up to and including 3' (900mm)	Apr-16	£84.00	14.00%	£96.00	Apr-17	Increases are to allow the charges to be set at the Scottish average over a three year period.	
Over 3' (900mm)	Apr-16	£160.00	14.00%	£182.00	Apr-17		
Kerb Markers etc which do not require a foundation	Apr-16	£84.00	14.00%	£96.00	Apr-17		
Loanhead (New) Cemetery Plaques & Kerb markers (All)							
Plaque - Baby Garden	Jan-11	£160.00	14.00%	£182.00	n/a	A 50% surcharge will apply to all ground preparations for a foundation which takes place on a Saturday/Midlothian Council Public Holiday.	
Plaque - Cremation Garden	Jan-11	£190.00	14.00%	£217.00	n/a		
Kerb Markers etc which do not require a foundation	Jan-11	£622.00	14.00%	£709.00	n/a		
Cockpen New Cemetery							
Plaque - Memorial wall	n/a	£190.00	14.00%	£217.00	n/a		
Plaque - Baby Garden	n/a	£160.00	14.00%	£182.00	n/a		
Dean Burn Allotments							
Allotment Rental	Apr-16	£50.00	78.00%	£89.00	Apr-17	Benchmarked against other private organisations	
Gardening							
Grass Cutting - up to 60 square metres	Apr-16	£162.00	5.00%	£170.00	Apr-17	Charges set at a level that allows the service to fully meet the cost of providing the service.	For areas greater than 501 square metres, customers are provided with a quote. A 10% surcharge will be added where access is restricted.
Grass Cutting - up to 61 - 100 square metres	Apr-16	£180.00	5.00%	£189.00	Apr-17		
Grass Cutting - up to 101 - 150 square metres	Apr-16	£210.00	5.00%	£221.00	Apr-17		
Grass Cutting - up to 151 - 200 square metres	Apr-16	£240.00	5.00%	£252.00	Apr-17		
Grass Cutting - up to 201 - 300 square metres	Apr-16	£420.00	5.00%	£441.00	Apr-17		
Grass Cutting - up to 301 - 400 square metres	Apr-16	£592.00	5.00%	£622.00	Apr-17		
Grass Cutting - up to 401 - 500 square metres	Apr-16	£779.00	5.00%	£818.00	Apr-17		
Hedge Cutting - 5ft (height) 1-4m(length)	Apr-16	£77.00	50.00%	£116.00	Apr-17		For hedges over 10ft [3m] and a length greater than 100m, customer are provided with a quote. A 10% surcharge will be added where access is restricted.
Hedge Cutting - 5ft (height) 100m(length)	Apr-16	£411.00	50.00%	£617.00	Apr-17		
Hedge Cutting - 5ft1" - 6ft (height) 1-4m(length)	Apr-16	£77.00	50.00%	£116.00	Apr-17		
Hedge Cutting - 5ft1" - 6ft (height) 100m(length)	Apr-16	£645.00	50.00%	£968.00	Apr-17		
Hedge Cutting - 6ft1" - 10ft (height) 1-4m(length)	Apr-16	£77.00	50.00%	£116.00	Apr-17		
Hedge Cutting - 6ft1" - 10ft (height) 100m(length)	Apr-16	£1,173.00	50.00%	£1,760.00	Apr-17		
Green Fees and Events							
Green Fees - Adult (Weekdays)	Apr-11	£9.50	5.00%	£10.00	Apr-17		
Green Fees - Adult (Weekend)	Apr-11	£10.50	5.00%	£11.00	Apr-17		
Green Fees - Child (Weekdays)	Apr-11	£3.30	5.00%	£3.50	Apr-17		
Green Fees - Child (Weekend)	Apr-11	£4.90	5.00%	£5.10	Apr-17		
Green Fees - Resident (Senior Citizen - Weekday)	Apr-11	£4.40	5.00%	£4.60	Apr-17		
Green Fees - Non Resident (Senior Citizen - Weekday)	Apr-11	£4.40	5.00%	£4.60	Apr-17		
Green Fess - Senior Citizen (All - Weekend)	Apr-11	£7.80	5.00%	£8.20	Apr-17		
Green Fees - Access to Midlothian Cardholder	Apr-11	£0.00	0.00%	£0.00	Apr-17		
Golf Season Ticket - Adult	New	£195.00	0.00%	£195.00	Apr-17	New charge to be introduced in line with other Local Authorities.	
Golf Season Ticket - Senior Citizen	New	£165.00	0.00%	£165.00	Apr-17		
Golf Season Ticket - Child	New	£66.00	0.00%	£66.00	Apr-17		
Barbeques - up to 15 people	Apr-09	£13.00	5.00%	£13.70	Apr-17		
Barbeques - 16 - 30 people	Apr-09	£26.00	5.00%	£27.30	Apr-17		
Barbeques - 31 - 45 people	Apr-09	£38.00	5.00%	£39.90	Apr-17		
Barbeques - 46 - 60 people	Apr-09	£51.00	5.00%	£53.60	Apr-17		
Events field - per hour	Apr-09	£9.35	167.00%	£25.00	Apr-17	Charges benchmarked with other authorities	
Events field - per day	Apr-09	£65.65	128.00%	£150.00	Apr-17		
Events field - per weekend	Apr-09	£124.50	121.00%	£275.00	Apr-17		
Events field - over night	Apr-15	£125.00	140.00%	£300.00	Apr-17		
Fairgrounds - up to 10 shows/stands per day	Apr-09	£34.00	10.00%	£37.40	Apr-17	Charges benchmarked with other authorities	
Fairgrounds - up to 10 shows/stands per week	Apr-09	£232.00	10.00%	£255.20	Apr-17		
Fairgrounds - up to 10 shows/stands admin fee	Apr-09	£99.00	10.00%	£108.90	Apr-17		
Fairgrounds - up to 10 shows/stands surety	Apr-09	£807.00	10.00%	£887.70	Apr-17		
Fairgrounds - 11 - 20 shows/ stands per day	Apr-09	£67.00	10.00%	£73.70	Apr-17		
Fairgrounds - 11 - 20 shows/stands per week	Apr-09	£463.00	10.00%	£509.30	Apr-17		
Fairgrounds - 11 - 20 shows/stands admin fee	Apr-09	£99.00	10.00%	£108.90	Apr-17		



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Fairgrounds - 11 - 20 shows/stands surety	Apr-09	£1,614.00	10.00%	£1,775.40	Apr-17		
Fairgrounds - over 20 shows/stands per day	Apr-09	£110.00	10.00%	£121.00	Apr-17		
Fairgrounds - over 20 shows/stands per week	Apr-09	£764.00	10.00%	£840.40	Apr-17		
Fairgrounds - over 20 shows/stands admin fee	Apr-09	£196.00	10.00%	£215.60	Apr-17		
Fairgrounds - over 20 shows/stands surety	Apr-09	£3,229.00	10.00%	£3,551.90	Apr-17		
Car Park	Apr-09	£1.00	0.00%	£1.00	Apr-17	Charges benchmarked with other authorities	
Circus Less than 1200 sq metres daily	Apr-15	£34.00	194.00%	£100.00	Apr-17		
Less than 1200 sq metres weekly	Apr-15	£232.00	115.00%	£500.00	Apr-17		
Less than 1200 sq metres Admin	Apr-15	£99.00	10.00%	£108.90	Apr-17		
Less than 1200 sq metres Surety	Apr-15	£807.00	0.00%	£807.00	Apr-17		
Circus Between 1201 and 1400 sq metres Daily	Apr-15	£67.00	124.00%	£150.00	Apr-17		
Between 1201 and 1400 sq metres Weekly	Apr-15	£463.00	116.00%	£1,000.00	Apr-17		
Between 1201 and 1400 sq metres Admin	Apr-15	£99.00	10.00%	£108.90	Apr-17		
Between 1201 and 1400 sq metres Surety	Apr-15	£1,614.00	0.00%	£1,614.00	Apr-17		
Circus Over 1400 sq metres daily	Apr-15	£110.00	127.00%	£250.00	Apr-17		
Over 1400 sq metres weekly	Apr-15	£764.00	96.00%	£1,500.00	Apr-17		
Over 1400 sq metres Admin	Apr-15	£196.00	10.00%	£215.60	Apr-17		
Over 1400 sq metres Surety	Apr-15	£3,229.00	0.00%	£3,229.00	Apr-17		
Vogrie House overnight rental	Apr-15	£500.00	0.00%	£500.00	Apr-17		

<b>Road Services</b>							
<b>Permits</b>							
Property Enquiries	Apr-16	£42.00	7.00%	£45.00	Apr-17	Charges are aligned with average prices charged by other authorities.	
Property Enquiry adoption plan	Apr-16	£5.00	0.00%	£5.00	Apr-17	Charges are aligned with average prices charged by other authorities.	
Tables and Chairs up to 12 months (new application)	Apr-16	£126.00	19.00%	£150.00	Apr-17	Charges are aligned with average prices charged by other authorities.	
Tables and Chairs up to 12 months (renewal)	Apr-16	£95.00	5.00%	£100.00	Apr-17	Charges are aligned with average prices charged by other authorities.	
Tables and Chairs up to 6 months (new application)	Apr-16	£95.00	5.00%	£100.00	Apr-17	Charges are aligned with average prices charged by other authorities.	
Tables and Chairs up to 6 months (renewal)	Apr-16	£63.00	11.00%	£70.00	Apr-17	Charges are aligned with average prices charged by other authorities.	
Accident Data Retrievals	Apr-16	£25.00	0.00%	£25.00	Apr-17	Charges are aligned with average prices charged by other authorities.	Initial charge of £25.00 plus additional £25.00 per km, based on unit cost of staff time
Temporary Traffic Regulation Order up to 5 days	Apr-16	£200.00	100.00%	£400.00	Apr-17	Charges are aligned with average prices charged by other authorities.	
Temporary Traffic Regulation Order up to 5 days (Amendment request after permit processed or extension to issued permit)	Apr-16	£200.00	100.00%	£400.00	Apr-17	Charges cover the additional cost of providing the service	
Temporary Traffic Regulation Order over 5 days + legal notice	Apr-16	£400.00	87.00%	£750.00	Apr-17	Charges are aligned with average prices charged by other authorities.	
Temporary Traffic Regulation Order over 5 days + legal notice (Amendment request after permit processed or extension to issued permit)	Apr-16	£400.00	87.00%	£750.00	Apr-17	Charges cover the additional cost of providing the service	
Temporary Traffic Signals 2 way - non public utility	Apr-16	£40.00	87.00%	£75.00	Apr-17	Charges are aligned with average prices charged by other authorities.	
Temporary Traffic Signals 2 way - non public utility (Amendment request after permit processed or extension to issued permit)	Apr-16	£40.00	87.00%	£75.00	Apr-17	Charges cover the additional cost of providing the service	
Temporary Traffic Signals 3 way and over	Apr-16	£70.00	7.00%	£75.00	Apr-17	Charges are aligned with average prices charged by other authorities.	

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Temporary Traffic Signals 3 way and over (Amendment request after permit processed or extension to issued permit)	Apr-16	£70.00	7.00%	£75.00	Apr-17	Charges cover the additional cost of providing the service	
Cabin / Storage container	Apr-16	£120.00	4.00%	£125.00	Apr-17	Charges are aligned with average prices charged by other authorities.	
Cabin / Storage container (Amendment request after permit processed or extension to issued permit)	Apr-16	£36.00	38.00%	£50.00	Apr-17	Charges increased to cover the additional cost of providing the service	
Crane	Apr-16	£75.00	6.00%	£80.00	Apr-17	Charges are aligned with average prices charged by other authorities.	
Crane (Amendment request after permit processed or extension to issued permit)	Apr-16	£36.00	38.00%	£50.00		Charges increased to cover the additional cost of providing the service	
Excavations Minor Works up to 3 working days	Apr-16	£75.00	87.00%	£140.00	Apr-17	Charges are aligned with average prices charged by other authorities.	
Excavations Minor Works up to 3 working days (Early start request)	Apr-16	£36.00	677.00%	£280.00	Apr-17	Charges increased to cover the additional cost of providing the service	
Excavations Minor Works up to 3 working days (Amendment request after permit processed or extension to issued permit)	Apr-16	£36.00	38.00%	£50.00	Apr-17	Charges increased to cover the additional cost of providing the service	
Excavations Standard Works 4 -10 working days	Apr-16	£110.00	64.00%	£180.00	Apr-17	Charges are aligned with average prices charged by other authorities.	
Excavations Standard Works 4 -10 working days (Early start request)	Apr-16	£36.00	900.00%	£360.00	Apr-17	Charges increased to cover the additional cost of providing the service	
Excavations Standard Works 4 -10 working days (Amendment request after permit processed or extension to issued permit)	Apr-16	£36.00	38.00%	£50.00	Apr-17	Charges increased to cover the additional cost of providing the service	
Excavations - Major Works over 10 working days	Apr-16	£150.00	67.00%	£250.00	Apr-17	Charges are aligned with average prices charged by other authorities.	
Excavations - Major Works over 10 working days (Early start request)	Apr-16	£36.00	1288.00%	£500.00	Apr-17	Charges increased to cover the additional cost of providing the service	
Excavations - Major Works over 10 working days (Amendment request after permit processed or extension to issued permit)	Apr-16	£36.00	38.00%	£50.00	Apr-17	Charges increased to cover the additional cost of providing the service	
Footway Crossing up to 3 working days	Apr-16	£40.00	12.00%	£45.00	Apr-17	Charges are aligned with average prices charged by other authorities.	
Footway Crossing up to 3 working days (Amendment request after permit processed or extension to issued permit)	Apr-16	£36.00	39.00%	£45.00	Apr-17	Charges increased to cover the additional cost of providing the service	
Hoarding	Apr-16	£120.00	4.00%	£125.00	Apr-17	Charges are aligned with average prices charged by other authorities.	
Hoarding (Amendment request after permit processed or extension to issued permit)	Apr-16	£36.00	247.00%	£50.00	Apr-17	Charges increased to cover the additional cost of providing the service	
Hoist Access Tower	Apr-16	£40.00	12.00%	£45.00	Apr-17	Charges are aligned with average prices charged by other authorities.	
Hoist Access Tower (Amendment request after permit processed or extension to issued permit)	Apr-16	£36.00	39.00%	£45.00	Apr-17	Charges increased to cover the additional cost of providing the service	
Materials/Road Occupation	Apr-16	£40.00	12.00%	£45.00	Apr-17	Charges are aligned with average prices charged by other authorities.	
Materials/Road Occupation (Amendment request after permit processed or extension to issued permit)	Apr-16	£36.00	39.00%	£45.00	Apr-17	Charges increased to cover the additional cost of providing the service	
Mobile Crane	Apr-16	£40.00	12.00%	£45.00	Apr-17	Charges are aligned with average prices charged by other authorities.	
Mobile Crane (Amendment request after permit processed or extension to issued permit)	Apr-16	£36.00	39.00%	£45.00	Apr-17	Charges increased to cover the additional cost of providing the service	
Scaffolding	Apr-16	£120.00	8.00%	£130.00	Apr-17	Charges are aligned with average prices charged by other authorities.	
Scaffolding (Amendment request after permit processed or extension to issued permit)	Apr-16	£36.00	261.00%	£50.00	Apr-17	Charges increased to cover the additional cost of providing the service	
Skip	Apr-16	£40.00	12.00%	£45.00	Apr-17	Charges are aligned with average prices charged by other authorities.	

Description of charge	Last Increase	Current charge	Increase %	Rounded Amount	Proposed start date	Comments	Notes
<b>UPDATED FRIDAY 9TH DECEMBER 2016</b>							Note: Actual % increases will vary due to roundings.
Skip (Amendment request after permit processed or extension to issued permit)	Apr-16	£36.00	39.00%	£45.00	Apr-17	Charges increased to cover the additional cost of providing the service	
Access Protection Marking	Apr-16	£62.40	12.00%	£70.00	Apr-17	Charges are aligned with average prices charged by other authorities.	
Transport Scotland Act Violations	Apr-16	£120.00	0.00%	£120.00	Apr-17	Statutory charge	Paid 30 plus days
Transport Scotland Act Violations	Apr-16	£80.00	0.00%	£80.00	Apr-17	Statutory charge	Paid within 29 days (discounted)
Utility Company Charges Sample Inspection	Apr-16	£36.00	0.00%	£36.00	Apr-17	Statutory charge	
Utility Company Charges Defect Inspection	Apr-16	£36.00	0.00%	£36.00	Apr-17	Statutory charge	

<b>Travel and Fleet services</b>							
<b>Passenger Transport</b>							
Blue Badges	Apr-09	£20.00	0.00%	£20.00	Apr-17	Statutory cap is £20	
Lost School Bus Pass	Apr-06	£10.00	0.00%	£10.00	Apr-17	Limited uptake	
Non-entitled Travel School Bus Pass	Aug-16	£220.50	6.00%	£235.00	Apr-17	Benchmarked with other local authorities	

<b>Waste Services</b>							
<b>Trade Residual Waste and Charities</b>							
240 litre 1 per fortnight (Residual)	Apr-16	£120.00	15.00%	£138.00	Apr-17		
240 litre 1 per week (Residual)	Apr-16	£240.00	15.00%	£276.00	Apr-17		
240 litre 2 per week (Residual)	Apr-16	£480.00	15.00%	£552.00	Apr-17		
360 litre 1 per fortnight (Residual)	Apr-16	£163.00	15.00%	£187.00	Apr-17		
360 litre 1 per week (Residual)	Apr-16	£325.00	15.00%	£374.00	Apr-17		
360 litre 2 per week (Residual)	Apr-16	£649.00	15.00%	£746.00	Apr-17		
660 litre 1 per week (Residual)	Apr-16	£535.00	15.00%	£615.00	Apr-17		
660 litre 2 per week (Residual)	Apr-16	£1,069.00	15.00%	£1,229.00	Apr-17		
1100 litre 1 per week (Residual)	Apr-16	£840.00	15.00%	£966.00	Apr-17		
1100 litre 2 per week (Residual)	Apr-16	£1,680.00	15.00%	£1,932.00	Apr-17		
Ro-Ro box 1 per week (Residual)	Apr-16	£8,579.00	15.00%	£9,866.00	Apr-17		
Ro-Ro box 2 per week (Residual)	Apr-16	£17,158.00	15.00%	£19,732.00	Apr-17		
240 litre 1 per fortnight (Charity)	Apr-16	£79.00	15.00%	£91.00	Apr-17		
240 litre 1 per week (Charity)	Apr-16	£157.00	15.00%	£181.00	Apr-17		
240 litre 2 per week (Charity)	Apr-16	£316.00	15.00%	£363.00	Apr-17		
360 litre 1 per fortnight (Charity)	Apr-16	£100.00	15.00%	£115.00	Apr-17		
360 litre 1 per week (Charity)	Apr-16	£200.00	15.00%	£230.00	Apr-17		
360 litre 2 per week (Charity)	Apr-16	£400.00	15.00%	£460.00	Apr-17		
660 litre 1 per week (Charity)	Apr-16	£306.00	15.00%	£352.00	Apr-17		
660 litre 2 per week (Charity)	Apr-16	£612.00	15.00%	£704.00	Apr-17		
1100 litre 1 per week (Charity)	Apr-16	£464.00	15.00%	£534.00	Apr-17		
1100 litre 2 per week (Charity)	Apr-16	£930.00	15.00%	£1,070.00	Apr-17		
<b>Recycling Bins</b>							
240 litre 1 per fortnight	Apr-16	£54.00	15.00%	£62.00	Apr-17		
240 litre 1 per week	Apr-16	£109.00	15.00%	£125.00	Apr-17		
360 litre 1 per fortnight	Apr-16	£81.00	15.00%	£93.00	Apr-17		
360 litre 1 per week	Apr-16	£163.00	15.00%	£187.00	Apr-17		
660 litre 1 per week	Apr-16	£299.00	15.00%	£344.00	Apr-17		
1100 litre 1 per week	Apr-16	£497.00	15.00%	£572.00	Apr-17		
<b>Bin Lease Charge</b>							
240 bin	Apr-16	£11.88	15.00%	£14.00	Apr-17		
360 bin	Apr-16	£21.12	15.00%	£24.00	Apr-17		
660 bin	Apr-16	£124.08	15.00%	£143.00	Apr-17		
1100 bin	Apr-16	£128.04	15.00%	£147.00	Apr-17		
Bulky Uplift	Apr-16	£20.00	5.00%	£21.00	Apr-17		

Description of charge	Last Increase	Current charge	Increase %	Rounded Amount	Proposed start date	Comments	Notes
<b>UPDATED FRIDAY 9TH DECEMBER 2016</b>							Note: Actual % increases will vary due to roundings.
<b>Finance and ISS</b>							
<b>Civic Government</b>							
Taxi Driver 1st Application	Apr-14	£87.00	5.00%	£91.00	Apr-17	1. Application and renewal fees for licences should reflect cost to the Council of processing the same which limits the ability to increase fees.  2. Where applicants can apply for 1, 2 or 3 year licences, fees for 2 and 3 year licences are based on 95% and 90% of cost of 1 year licence respectively.	
Taxi Driver Licence Renewal 1 year	Apr-16	£42.00	5.00%	£44.00	Apr-17		
Taxi Driver Licence Renewal 2 years (2 x £44.00 - 5%)	Apr-16	£80.00	5.00%	£84.00	Apr-17		
Taxi Driver Licence Renewal 3 years (3 x £44.00 - 10%)	Apr-16	£113.00	5.00%	£119.00	Apr-17		
Private Hire Care Driver 1st Application	Apr-14	£63.00	5.00%	£66.00	Apr-17		
Private Hire Car Driver Licence Renewal 1 year	Apr-16	£42.00	5.00%	£44.00	Apr-17		
Private Hire Car Driver Licence Renewal 2 years (2 x £44.00 - 5%)	Apr-16	£80.00	5.00%	£84.00	Apr-17		
Private Hire Car Driver Licence Renewal 3 years (3 x £44.00 - 10%)	Apr-16	£113.00	5.00%	£119.00	Apr-17		
Private Hire Car Licence (application) (1st fee)	Apr-16	£63.00	5.00%	£66.00	Apr-17		
Private Hire Car Licence (application) (2nd fee) (Inc cost of plates)	Apr-16	£272.00	5.00%	£285.00	Apr-17		
Private Hire Car Licence Renewal	Apr-16	£290.00	5.00%	£305.00	Apr-17		
Taxi Licence (application) (1st fee)	Apr-16	£63.00	5.00%	£66.00	Apr-17		
Taxi Licence (application) (2nd fee)	Apr-16	£280.00	5.00%	£295.00	Apr-17		
Taxi Licence Renewal (Inc cost of plates)	Apr-16	£290.00	5.00%	£305.00	Apr-17		
Special Events (application) (1st fee)	Apr-16	£63.00	5.00%	£66.00	Apr-17		
Special Events (application) (2nd fee)	Apr-16	£272.00	5.00%	£285.00	Apr-17		
Special Events Renewal (Inc cost of plates)	Apr-16	£290.00	5.00%	£305.00	Apr-17		
Window Cleaner Licence 1 year (application)	Apr-16	£63.00	5.00%	£66.00	Apr-17		
Window Cleaner Renewal Licence 1 year	Apr-16	£42.00	5.00%	£44.00	Apr-17		
Window Cleaner Renewal Licence 2 years (2 x £44.00- 5%)	Apr-16	£80.00	5.00%	£84.00	Apr-17		
Window Cleaner Renewal Licence 3 years (3 x £44.00 - 10%)	Apr-16	£113.00	5.00%	£119.00	Apr-17		
Street Trader Licence (application) (Incl Vehicles)	Apr-16	£135.00	5.00%	£142.00	Apr-17		
Street Trader Licence (Renewal) (Incl Vehicles)	Apr-16	£108.00	5.00%	£113.00	Apr-17		
Street Trader Licence (Renewal) (Two Years) (Incl Vehicles)	Apr-16	£155.00	5.00%	£163.00	Apr-17		
Street Trader Licence (Renewal) (Three Years) (Incl Vehicles)	Apr-16	£220.00	5.00%	£231.00	Apr-17		
Wheelie Bin Cleaner Licence (application) (less examination element)	Apr-16	£122.00	5.00%	£128.00	Apr-17		
Wheelie Bin Cleaner Licence (Renewal) (less examination element)	Apr-16	£88.00	5.00%	£92.00	Apr-17		
Wheelie Bin Cleaner Licence - Renewal (two years)	Apr-16	£145.00	5.00%	£152.00	Apr-17		
Wheelie Bin Cleaner Licence (Renewal) (three years)	Apr-16	£207.00	5.00%	£217.00	Apr-17		
Other Street Trader Licence (application) (no inspection)	Apr-16	£63.00	5.00%	£66.00	Apr-17		
Other Street Trader Licence (Renewal) (no inspection)	Apr-16	£42.00	5.00%	£44.00	Apr-17		
Other Street Trader Licence Year 2 (no inspection) -5%	Apr-16	£80.00	5.00%	£84.00	Apr-17		
Other Street Trader Licence Year 3 (no inspection) -10%	Apr-16	£113.00	5.00%	£119.00	Apr-17		
Public Entertainment Licence (3 years)	Apr-16	£230.00	5.00%	£242.00	Apr-17		
Public Entertainment Licence Renewal (3 years)	Apr-16	£144.00	5.00%	£151.00	Apr-17		
Public indoor Sports Entertainment Licence (3 years)	Apr-16	£230.00	5.00%	£242.00	Apr-17		
Public Indoor Sports Entertainment Licence Renewal (3 years)	Apr-16	£144.00	5.00%	£151.00	Apr-17		
Public Indoor Sports Entertainment Licence - Variation	Apr-16	£44.00	5.00%	£46.00	Apr-17		
Metal Dealer Licence (3 years)	Apr-16	£230.00	5.00%	£242.00	Apr-17		
Metal Dealer Licence Renewal (3 years)	Apr-16	£144.00	5.00%	£151.00	Apr-17		
Second Hand Dealer Licence (3 years)	Apr-16	£256.00	5.00%	£269.00	Apr-17		
Second Hand Dealer Licence Renewal (3 years)	Apr-16	£163.00	5.00%	£171.00	Apr-17		
Second Hand Car Dealer Licence (3 years)	Apr-16	£256.00	5.00%	£267.00	Apr-17		
Second Hand Car Dealer Licence Renewal (3 years)	Apr-16	£163.00	5.00%	£172.00	Apr-17		
Market Operator Licence (3 years)	Apr-16	£256.00	5.00%	£269.00	Apr-17		



Description of charge	Last Increase	Current charge	Increase %	Rounded Amount	Proposed start date	Comments	Notes
<b>UPDATED FRIDAY 9TH DECEMBER 2016</b>							Note: Actual % increases will vary due to roundings.
Market Operator Licence Renewal (3 years)	Apr-16	£163.00	5.00%	£171.00	Apr-17		
Charity Car Boot Sales Licence	n/a	£0.00	0.00%	£0.00	Apr-17	No charge levied at present as charity	
Late Hours Catering Licence (3 years)	Apr-16	£230.00	5.00%	£242.00	Apr-17		
Late Hours Catering Licence Renewal (3 years)	Apr-16	£144.00	5.00%	£151.00	Apr-17		
Tattooing/Skin Piercing Licence (3 years)	Apr-16	£230.00	5.00%	£242.00	Apr-17		
Tattooing/Skin Piercing Licence Renewal (3 years)	Apr-16	£144.00	5.00%	£151.00	Apr-17		
Hire Car Booking Office Licence (first application)	Apr-16	£243.00	5.00%	£255.00	Apr-17		
Hire Car Booking Office Licence (renewal)	Apr-16	£243.00	5.00%	£255.00	Apr-17		
Knife Dealers Licence (3 years)	Apr-16	£250.00	5.00%	£263.00	Apr-17		
Knife Dealers Licence Renewal (3 years)	Apr-16	£160.00	5.00%	£168.00	Apr-17		
Cosmetic Ear Piercing Licence (3 years)	Apr-16	£112.00	5.00%	£118.00	Apr-17		
Cosmetic Ear Piercing Licence Renewal (3 Years)	Apr-16	£112.00	5.00%	£118.00	Apr-17		
Houses in Multiple Occupation Licence (application) [up to 5 persons]	Apr-16	£230.00	5.00%	£242.00	Apr-17		
Houses in Multiple Occupation Licence Renewal [up to 5 persons]	Apr-16	£144.00	5.00%	£151.00	Apr-17		
Houses in Multiple Occupation Licence (application) [between 6 and 10 persons]	Apr-16	£294.00	5.00%	£309.00	Apr-17		
Houses in Multiple Occupation Licence Renewal [between 6 and 10 persons]	Apr-16	£181.00	5.00%	£190.00	Apr-17		
Houses in Multiple Occupation Licence [more than 10 persons]	Apr-16	£372.00	5.00%	£390.00	Apr-17		
Houses in Multiple Occupation Licence Renewal [more than 10 persons]	Apr-16	£232.00	5.00%	£244.00	Apr-17		
Houses in Multiple Occupation Licence Change in Material Circumstances	Apr-16	£45.00	5.00%	£47.00	Apr-17		
Itinerant Metal Dealer Licence	Apr-16	£86.00	5.00%	£90.00	Apr-17		
Itinerant Metal Dealer Licence Renewal	Apr-16	£86.00	5.00%	£90.00	Apr-17		
Sex Shop Licence Application (application) 1 year	Apr-16	£180.00	5.00%	£189.00	Apr-17		
Sex Shop Licence Renewal (3 years)	Apr-16	£318.00	5.00%	£334.00	Apr-17		
Temporary Licence (Including public entertainment)	Apr-16	£104.00	5.00%	£109.00	Apr-17		
Public Charitable Collection Permit	n/a	£0.00	0.00%	£0.00	Apr-17	No charge levied at present as charity	
Second Hand Dealers Register	Apr-16	£80.00	5.00%	£84.00	Apr-17		Discretionary charge
Second Hand Dealers log book	New	£10.00	0.00%	£10.00	Apr-17		Discretionary charge
Replacement Private Hire Car Disc	Apr-16	£25.00	5.00%	£26.00	Apr-17		Discretionary charge
Replacement Private Hire Car Plate	Apr-16	£25.00	5.00%	£26.00	Apr-17		Discretionary charge
Replacement Private Hire Car Bracket for Plate	Apr-16	£25.00	5.00%	£26.00	Apr-17		Discretionary charge
Replacement Taxi Plate - Front	Apr-16	£25.00	5.00%	£26.00	Apr-17		Discretionary charge
Replacement Taxi Plate - Rear	Apr-16	£25.00	5.00%	£26.00	Apr-17		Discretionary charge
Replacement Taxi Plate - Internal	Apr-16	£25.00	5.00%	£26.00	Apr-17		Discretionary charge
Copy Licence	Apr-16	£25.00	5.00%	£26.00	Apr-17		Discretionary charge
Copy Identification Card	Apr-16	£25.00	5.00%	£26.00	Apr-17		Discretionary charge
Taxi Adjust Licence Change of Vehicle : inspection Required (includes cost of plates)	Apr-16	£65.00	5.00%	£68.00	Apr-17		
Taxi Adjust Licence Change of Vehicle : No Inspection Required (includes cost of plates)	Apr-16	£29.00	5.00%	£30.00	Apr-17		
Private Hire Car Adjust Licence Change of Vehicle (insp/inc plates)	Apr-16	£65.00	5.00%	£68.00	Apr-17		
Private Hire Car Adjust Licence Change of Vehicle (no insp/inc plates)	Apr-16	£29.00	5.00%	£30.00	Apr-17		
Exemption - Metal Dealers only	Apr-16	£75.00	5.00%	£79.00	Apr-17		
Cherished Registration Plate	Apr-16	£45.00	5.00%	£47.00	Apr-17		

Description of charge	Last Increase	Current charge	Increase %	Rounded Amount	Proposed start date	Comments	Notes
<b>UPDATED FRIDAY 9TH DECEMBER 2016</b>							Note: Actual % increases will vary due to roundings.
Certified Extract of Register	Apr-16	£25.00	5.00%	£26.00	Apr-17		Discretionary charge
Copy of Register	Apr-16	£80.00	5.00%	£84.00	Apr-17		Discretionary charge
Re-inspection Charge (Taxi and Private Hire Car)	Apr-16	£44.00	5.00%	£46.00	Apr-17		
Cancellation of Inspection Appointment (Taxi and Private Hire Car)	Apr-16	£44.00	5.00%	£46.00	Apr-17		
Post Red Sticker Examination (Taxi and Private Hire Car)	Apr-16	£44.00	5.00%	£46.00	Apr-17		
Taxi Advertisement - Internal	Apr-16	£17.00	5.00%	£18.00	Apr-17		
Taxi Advertisement - External	Apr-16	£45.00	5.00%	£47.00	Apr-17		
Taxi Advertisement - Superside	Apr-16	£52.00	5.00%	£55.00	Apr-17		
Taxi Advertisement - Full Livery	Apr-16	£90.00	5.00%	£95.00	Apr-17		
Private Hire Car Advertisement	Apr-16	£45.00	5.00%	£47.00	Apr-17		
Theatre 1 year	Apr-16	£164.00	n/a	n/a	Apr-17	deregulated activity - no longer required	
Theatre Renewal 1 year	Apr-16	£86.00	n/a	n/a	Apr-17	deregulated activity - no longer required	
Theatre Occasional (6 weeks)	Apr-16	£86.00	n/a	n/a	Apr-17	deregulated activity - no longer required	
Theatre Transfer	Apr-16	£86.00	n/a	n/a	Apr-17	deregulated activity - no longer required	
Hypnotism (not theatre or public entertainment venue)	Apr-16	£86.00	5.00%	£90.00	Apr-17		
Performing Animals	Apr-16	£58.00	5.00%	£61.00	Apr-17		
Zoo (inspection costs to be borne by applicant)	Apr-16	£50.00	5.00%	£53.00	Apr-17		
Venison Dealer	Apr-16	£56.00	n/a	n/a	Apr-17	deregulated activity - no longer required	
Cinema 1 year	Apr-16	£230.00	5.00%	£242.00	Apr-17		
Cinema Occasional	Apr-16	£44.00	5.00%	£46.00	Apr-17		
Cinema Transfer	Apr-16	£44.00	5.00%	£46.00	Apr-17		



**Overview Equality Impact Assessment (EqIA)**  
**on**  
**Midlothian Council**  
**Budget**  
**2017/18**

**08 December 2016**



**Midlothian Council**

**Equality Impact Assessment (EqIA) on Midlothian Council Budget**

**2016/2017**

Budget Proposal:  Operational  Policy	List from Grid in Appendix 1 attached.
Directorate and service area	List as detailed above

Overview of Budget Investment through the Financial Strategy	The core objective of the Financial Strategy 2017/18 to 2021/22 is that of securing the Council's continued financial sustainability during what is expected to be an ongoing period of financial constraint coupled with continuing service demand pressures and increasing customer expectations.
Completion Date	08 December 2016
Lead officer	Gary Fairley

### Aims and Objectives

The public sector continues to face significant service delivery challenges due to reduced income streams, funding constraints, inflationary cost pressures and additional legislative burdens. Demand for public services in Midlothian continues to increase as a consequence of changes in the size and profile of the county's population with greater numbers of young and older people, those in poor economic situations, and those with disabilities be they physical, sensory, mental health or learning disabilities. The Council must continue to prioritise expenditure on public services which prevent negative outcomes for those within its communities whilst securing maximum benefit from all available resources. Accordingly, it is prudent that significant savings and cuts are made over the coming years and projected budget shortfalls stemmed. This will allow the Council to maintain its financial sustainability and also to ensure that all within its communities, irrespective of protected characteristics, (age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation plus in Midlothian poor socio-economic circumstances), are not unlawfully discriminated against, and that equality of opportunity and advancement of good relations is upheld between those who have a protected characteristic and those who do not.

1. Does the proposed budget affect people?

Yes

☒

No

☐

2. What is/are the reason(s) for your proposed budget savings?

On 8 November 2016 Council was provided with an updated assessment of projected budgets shortfalls through to 2021/22 which, based on the assumptions set out in that report, projected a budget shortfall for 2017/18 of £10.018 million rising to £40.7981 million . Encompassing the savings targets for the change programme and assuming a 3% per annum increase in Council Tax resulted in a remaining budget gap to be addressed of £6.027 million for 2017/18 rising to £31.962 million in 2021/22.

Scottish Government grant accounts for 80% of external funding. As in previous years the prospects for and the timing of future years grant settlements are a major factor which dominates the financial projections set out in the Financial Strategy 2017/18 to 2021/22 . The Grant Settlement, which will be published on the 15 December 2016, continues to dominate the 2017/18 budget setting cycle. Council will be provided by a verbal update on the settlement announcement and the full implications will be set out in the Financial Strategy report to Council on 7 February 2017 where Council has agreed to determine its 2017/18 budget and Council Tax levels.

In addition whilst the grant settlement will only be for 2017/18 it will have an impact on medium term plans and as such will significantly influence the timing of and the extent to which Council has to reshape and reduce service budgets in order to maintain financial sustainability.

### 3. Impact

Which of the protected characteristics\* will the proposed budget savings have an impact upon?

Equality Target Group*	Positive Impact	Negative Impact	Relevant evidence/ information
Age			Overall Grid in Appendix 1 attached.
Disability			
Gender Reassignment			
Marriage & Civil Partnership			
Pregnancy and maternity			
Race			
Religion or Belief			
Sex			
Sexual Orientation			

#### 4. Overall Impact of Budget

Each budget proposal has been subjected to an Equality Impact Assessment. The overall grid (Appendix 1) details the protected characteristics which are considered to be most likely to be affected in a potentially negative way. The overall grid includes the currently non-enacted 10<sup>th</sup> protected characteristic of socio-economic deprivation which Midlothian Council voluntarily considers. It is understood that this 10<sup>th</sup> protected characteristic will be enacted in 2017 by the Scottish Government.

In no proposal area has any unlawful negative impact been identified, and where possible reduction/removal of services will be monitored to establish the actual affect to those within our communities.

#### 5. How will the implementation of proposed budget savings be communicated to those affected by any changes?

Information will be available on the Council's web site and communicated to affected businesses/customers/service users by letter, email, etc. In addition, information documents, as required, can and will be made available in different formats and languages on request. If an individual or group require this information in another language or format, then they should email [equalities@midlothian.gov.uk](mailto:equalities@midlothian.gov.uk) or telephone the Equality, Diversity & Human Rights Officer on 0131 271 3658.

#### 6. How will you monitor the impact of the changes proposed? When is the budget due to be reviewed?

Changes will be monitored through Covalent, the council's performance management system, discussion groups and forums, fees and charges income, and various other methods detailed in the individual equality impact assessments.

The overall budget is reviewed on an annual basis.



7. Please use the space below to detail any other matters arising from the Equality Impact Assessment (EqIA) process.

If available, mitigating actions for each of the proposals have been outlined in the individual equality impact assessments.

Where no mitigating actions are possible it is considered that any negative effects are not unlawful and are justifiable on a benchmarking/inflationary basis.

Midlothian Council is committed to the ethos of the Equality Act 2010 and has considered this through equality impact assessment of all its budget proposals. For proposals being decided upon on 20 December 2016 the relevant Equality Impact Assessments have been published as legislation requires.

Please send an electronic copy of completed forms to [lesley.crozier@midlothian.gov.uk](mailto:lesley.crozier@midlothian.gov.uk)

## APPENDIX 1 - OVERVIEW EQUALITY ASSESSMENT GRID

Service	Budget Saving Proposals - <u>Operational &amp; Policy</u>	Protected Characteristics									
		Age	Disability	Gender re-assignment	Marriage & Civil Partnership	Pregnancy & Maternity	Race	Religion or belief	Sex	Sexual Orientation	Socio-economic deprivation
<b>Commercial Operations</b>											
	Service Review - operational proposal										
<b>Roads</b>											
	Review Spending on Roads Maintenance Capitalising saving for 2017/18 only - policy proposal	√	√								√
	Review Winter Maintenance Spend - policy proposal	√	√								√
	Review Flood Prevention Work - policy proposal	√	√								√
<b>Waste</b>											
	Close Penicuik Recycling Centre - policy proposal	√	√				√				√
	Increase Trade Waste Charges - policy proposal										√
<b>Land &amp; Countryside Services</b>											
	Cease direct provision of the Garden Assistance Programme - policy proposal	√	√								√
	Review the financial contribution to the Pentland Hills - policy proposal										√
	Review grass cutting standards - policy proposal										√
	Review number of football pitches - policy proposal	√	√								
	Review Christmas light funding - policy proposal	√				√					
	Review providing hanging baskets, planters and flower beds - policy proposal										

## APPENDIX 1 - OVERVIEW EQUALITY ASSESSMENT GRID

Service	Budget Saving Proposals - <u>Operational &amp; Policy</u>	Protected Characteristics									
		Age	Disability	Gender re-assignment	Marriage & Civil Partnership	Pregnancy & Maternity	Race	Religion or belief	Sex	Sexual Orientation	Socio-economic deprivation
	Explore Closure Vogrie golf course - policy proposal										
	Reduce play area & right of way budgets - operational proposal	√	√			√					√
<b>Travel &amp; Fleet Services</b>											
	Increase walking distance for High School children from two to three miles - policy proposal										√
	Cease the Ring & Go services - policy proposal	√	√			√	√				√
	Review travel arrangements for Grey Fleet - policy proposal		√								√
	Reduce bus shelter maintenance - operational proposal	√	√			√	√				√
	Increase sale of Health & Safety training courses - operational proposal										
<b>Communities and Economy</b>											
	Merger of Communities & Economic Development Teams - operational proposal										√
	Cease funding from the Midlothian Business Partnership - policy proposal	√	√						√		√
	Charging for Section 75 Legal Agreement Monitoring - policy proposal										√

## APPENDIX 1 - OVERVIEW EQUALITY ASSESSMENT GRID

Service	Budget Saving Proposals - <u>Operational &amp; Policy</u>	Protected Characteristics									
		Age	Disability	Gender re-assignment	Marriage & Civil Partnership	Pregnancy & Maternity	Race	Religion or belief	Sex	Sexual Orientation	Socio-economic deprivation
<b>Customer &amp; Housing Services</b>											
	Community Safety Service Review 2017 - policy proposal	√	√	√			√	√	√	√	
	Revenues Service Review 2017 - operational proposal										
<b>Education</b>											
	Re-introduce charging for instrumental tuition - policy proposal	√	√				√				√
	Reduce central curriculum budget - operational proposal								√		√
	Reduce central training budget - operational proposal										√
	Reduce budgets Devolved to School Management (DSM) - policy proposal	√							√		√
	Review of Inclusion Policy - policy proposal	√	√								√
	Mini Service Reviews within Education - operational proposal										
<b>Finance</b>											
	Review 1 - BT/Q&S/PPT - operational proposal										
	Vacant Posts (Grade 4 - 8) - Freeze (Business Services) - operational proposal										
	Vacant Posts Balance - operational proposal										
	Rationalisation of Support Services (OD/HR) - operational proposal										
	Rationalisation of Support Services (E&R) - operational proposal										

## APPENDIX 1 - OVERVIEW EQUALITY ASSESSMENT GRID

Service	Budget Saving Proposals - <u>Operational &amp; Policy</u>	Protected Characteristics									
		Age	Disability	Gender re-assignment	Marriage & Civil Partnership	Pregnancy & Maternity	Race	Religion or belief	Sex	Sexual Orientation	Socio-economic deprivation
	Removal of Vacant Material Planner Post(Procurement & Stores) - operational proposal										
	Consolidate Stores (Fleet) - operational proposal										
	Technology Changes: Digital Services & Supplies - operational proposal										
	Procurement Rebates SXL Contracts - operational proposal										
	Internalise Arrears Court actions - Customer & Housing Services (Legal Services) - operational proposal										
	Amend Treasury Strategy as a consequence of BREXIT - operational proposal										
	F&ISS Review - Staff Reduction Target of 7% - operational proposal										
<b>Legal Services</b>											
	Curators' Fees - policy proposal										
	Legal Fees - Licensing - policy proposal	√	√								√
<b>Property &amp; Facilities Management</b>											
<b>Catering</b>											
	Review kitchen staff due to dropping numbers at Dalkeith Campus - operational proposal	√	√						√		√
	Review provision of free P7 transition visit meals - policy proposal										

## APPENDIX 1 - OVERVIEW EQUALITY ASSESSMENT GRID

Service	Budget Saving Proposals - <u>Operational &amp; Policy</u>	Protected Characteristics									
		Age	Disability	Gender re-assignment	Marriage & Civil Partnership	Pregnancy & Maternity	Race	Religion or belief	Sex	Sexual Orientation	Socio-economic deprivation
	Increase school meals by 15 pence - policy proposal										
	Reduce P1 - P3 free fruit to once a week - policy proposal										√
	Reduce waste in plates/cutlery - operational proposal										
	Increase vending/trolley prices - operational proposal		√								√
	Review public toilet provision - policy proposal	√	√			√					
<b>Facilities</b>											
	Merge janitorial S & L staff in Hubs - operational proposal										
	Review FM Officers from two to one (dependent on shared primary school janitors) - operational proposal	√	√								√
<b>Building Services</b>											
<b>Sport &amp; Leisure</b>											
	Review Sport & Leisure staffing - operational proposal	√	√						√		√
	Reduce opening hours during low usage periods at leisure centres - policy proposal	√	√						√		√
	Introduce soft play at Penicuik Centre - operational proposal										
	Increase Sport and Leisure charges by 10% - policy proposal	√	√				√		√		√
<b>PPP Management</b>											
	Maximise use of contractual entitlement in PPP core hours - operational proposal	√	√								
	Review of PPP Contracts - policy proposal										
<b>Property Assets</b>											

## APPENDIX 1 - OVERVIEW EQUALITY ASSESSMENT GRID

Service	Budget Saving Proposals - <u>Operational &amp; Policy</u>	Protected Characteristics									
		Age	Disability	Gender re-assignment	Marriage & Civil Partnership	Pregnancy & Maternity	Race	Religion or belief	Sex	Sexual Orientation	Socio-economic deprivation
	Introduce Energy Management Systems to control heating / power use remotely - operational proposal										
	Mini service review - operational proposal	√	√						√		√
	Reduce drainage charging by utilising soakaways / SUDS ponds - operational proposal	√	√				√		√		√
	Review water metering arrangements to downsize meters, reducing charges - operational proposal	√	√				√		√		√
	SALEX funding for energy saving initiatives eg lighting, pool covers etc - operational proposal	√	√				√		√		√
<b>EWIM</b>											
	Independent Stores partnership renting new depot space - operational proposal	√	√				√		√		√
	Bespoke joinery through Independent Stores - operational proposal	√	√				√		√		√
	Property & Facilities Management Service Review - operational proposal										
	Staff consolidation due to reduced locations at new depot - operational proposal	√	√				√		√		√
	Earlier closure of Penicuik Town Hall and Library HQ - operational proposal	√	√				√		√		√
	Creation of IJB Hub at St Andrew's Street - operational proposal	√	√				√		√		√

## APPENDIX 1 - OVERVIEW EQUALITY ASSESSMENT GRID

Service	Budget Saving Proposals - <u>Operational &amp; Policy</u>	Protected Characteristics									
		Age	Disability	Gender re-assignment	Marriage & Civil Partnership	Pregnancy & Maternity	Race	Religion or belief	Sex	Sexual Orientation	Socio-economic deprivation
<b>Children's Services</b>											
	Review of Family Support Staff (2%)	√	√				√		√		√
	Reduction in purchase of external foster care placements - policy proposal	√									√
	Multi-Agency Resource Group (MARG) - policy proposal	√									√
<b>Health &amp; Social Care</b>	Increase Income from Charges - policy proposal	√	√	√			√		√	√	√



**Midlothian Strategic Housing Investment Plan 2017/18 – 2021/22****Report by Eibhlin McHugh, Joint Director, Health & Social Care****1 Purpose of Report**

This Report summarises the key points set out in Midlothian's Strategic Housing Investment Plan 2017/18 – 2021/22 which details the priorities for the investment in new affordable housing in Midlothian.

**2. Background**

- 2.1** The Scottish Government requires that all local authorities prepare a Strategic Housing Investment Plan (SHIP) every two years that identifies the main investment priorities for affordable housing. The SHIP sets out the Council's approach to promoting affordable housing investment and meeting housing supply targets identified in the SESplan.
- 2.2** The SHIP acknowledges that there has been significant achievements in the investment of affordable housing in Midlothian. Since 2006, when Midlothian Council began developing new council housing, a total of 2,414 affordable or subsidised housing options have been delivered in Midlothian, significantly increasing the supply of affordable housing.
- 2.3** Despite the considerable level of investment, the SHIP identifies that there is a requirement to increase the supply of affordable housing in all areas of Midlothian in order to meet demand from the growing number of households in housing need.
- 2.4** In the SHIP sites have been identified and prioritised for future affordable housing investment in Midlothian which could deliver 1,441 new affordable homes. This is a significant increase in development from the previous SHIP 2015/16 - 2019/20 which identified developments for 672 units. There are a number of reasons for this significant increase:
- (i) The Scottish Government has announced a target of 50,000 new affordable homes in Scotland and substantially increased the Housing budget to £3 Billion during the lifetime of the current Parliament.
  - (ii) The Scottish Government has raised the level of funding allocated to each affordable home built, meaning the Council and RSLs have to borrow less to fund development.
  - (iii) Midlothian Council has committed to a 3<sup>rd</sup> phase of new council housing development.

- (iv) The property market has recovered from the financial crisis of 2008 and more sites are being developed which have affordable housing policy obligations.

**2.5** The SHIP has identified 47 sites for affordable housing development across the following tenures:

- 475 units will be Council new housing.
- 30 units will be Council purchases bought on the open market which will be rented as council housing
- 598 units will be RSL Social Rented housing
- 245 units will be RSL Mid Market rent.
- 93 units will be RSL Shared Equity
- A total of 115 units will be built as specialist provision, such as Extra Care Housing.

**2.6** Section 6 in the SHIP shows how sites have been prioritised for development. No development is considered as a low priority and priorities may change in later years. Sites and numbers are subject to change and many are dependent on planning approval. The total number of new homes completed will be dependent on site availability, the Council's Affordable Housing Policy and the availability of grant funding and private finance.

**2.7** As noted earlier, the Scottish Government has increased the allocation of grant funding. In Midlothian in 2014/15 the total level of grant funding for affordable rented housing was £3.78 Million. In 2015/16 this increased by 70% to £6.44. Million and this higher level of funding is likely to be maintained for several years. This increase in subsidy will help to support development of the 16 proposed sites for the 2<sup>nd</sup> and 3<sup>rd</sup> phases of new council housing as well as RSL development. Officers have been advised by the Scottish Government that if further projects are identified an increased level of grant funding could be made available for Midlothian.

**2.8** It is therefore proposed that in addition to funding new build council housing development the Housing section also undertakes a programme of purchasing 30 homes on the open market for use as council housing. Purchases would be undertaken mainly in areas where there has been few affordable homes built in recent years.

### **3. Edinburgh and South East Scotland City Region Deal**

The City Region Deal will accelerate housing delivery across the region with an ambition to more than double housing delivery rates over the investment period. In particular the ambition is to ensure a significant acceleration in affordable and low cost market housing, aligned to Scottish Government targets and an Inclusive Growth agenda.

An opportunity exists to create a construction pipeline at scale to support capital investment in regional Small and Medium Sized Enterprises, linked to the work of the Low Carbon Construction Centre and wider low carbon innovation activity, and to help

address fuel poverty across the region. In addition there is an ambition to increase the number of new developments that are made internet-ready as part of their construction, along with a recognition of the need to ensure that the online facilities and experience across the region are improved.

There are a number of interconnected elements to the housing ask including: an increased level of affordable housing grant; a housing infrastructure fund; and a number of additional powers to facilitate house building activity.

## **4. Report Implications**

### **4.1 Resource**

Elected members have already approved funding for the 2<sup>nd</sup> and 3<sup>rd</sup> phase of the new Council house building programme. An additional £3.3Million will be required to undertake a programme of 30 open market purchases. Long term financial modelling demonstrates that the Housing Revenue Account can sustain this extra investment.

### **4.2 Risk**

If the Council does not support the development of new affordable housing, the level of housing need will increase with negative consequences for the community.

### **4.3 Single Midlothian Plan and Business Transformation**

Themes addressed in this report:

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

This Strategy aligns with Midlothian's Single Outcome Agreement and with corporate priorities in the Health & Social Care Directorate.

### **4.4 Impact on Performance and Outcomes**

The SHIP supports the following Local Housing Strategy Outcomes, these are:

- Households have improved housing options across all tenures.
- Homeless households and those threatened with homelessness are able to access support and advice services and all unintentionally homeless households will be able to access settled accommodation.
- The condition of housing across all tenures is improved.

- The needs of households with particular needs will be addressed and all households will have equal access to housing and housing services.
- Housing in all tenures will be more energy efficient and fewer households will live in or be at risk of fuel poverty.

#### **4.5 Adopting a Preventative Approach**

Setting out a programme for development in the SHIP enables the investment of affordable housing to be carried out in a balanced approach in order that any investment takes into account the needs of the community. This includes those with particular needs such as Extra Care Housing for older people or those Complex Physical or Learning Disabilities where provision of suitable housing would require less resourcing in comparison to traditional models of care.

#### **4.6 Involving Communities and Other Stakeholders**

Extensive consultation was carried out for the LHS involving the input of key stakeholders, including local organisations such as housing associations and private landlords as well as the wider community. During consultation, it was widely recognised that investment in affordable housing was a key Local Housing Strategy priority. Further consultation on affordable housing issues will take place during 2017 as part of the development of Midlothian's new Local Housing Strategy. In addition, RSLs have worked closely with Council Officers to agree on the content of the SHIP.

#### **4.7 Ensuring Equalities**

An equalities impact assessment has been completed for the SHIP. No negative consequences were identified and specific actions within the SHIP are recognised as having positive outcomes for equality groups, such as those with a disability and the elderly.

#### **4.8 Supporting Sustainable Development**

An SEA Pre Screening was undertaken in respect of the Strategy, which established that a full screening was not required. In addition, good practice in relation to energy efficiency and sustainability is highlighted in the document.

#### **4.9 IT Issues**

None

### **5 Recommendations**

It is recommended that Council:

- a) Approves submission of the Strategic Housing Investment Plan 2017/18 – 2021/22 to the Scottish Government.
- b) Agrees to a programme of 30 additional open market purchases of properties for use as council housing.

**Date:** 22 November 2016

**Report Contact:**

**Name :** Kevin Anderson, Head of Customer & Housing Services

**Tel No:** 0131 271 3615

**Email:** [kevin.anderson@midlothian.gov.uk](mailto:kevin.anderson@midlothian.gov.uk)

**Background Papers:**

**Strategic Housing Investment Plan 2017/18 – 2021/22 – previously circulated to Members and available in the Member's Library**



## **Midlothian Council Small Grants Allocation 2017/18**

### **Report by Dr Mary Smith, Director Education, Communities and Economy**

#### **1 Purpose of Report**

This report is asking the Council to approve the recommendations of the Small Grants Programme for the funding of Third Sector organisations in 2017/18.

#### **2 Background**

**2.1** In June 2014 the Council approved a set of recommendations following a review of Council grants (part of the wider review of Services to Communities). That wider review was prompted by a need to focus on the areas of greatest need for the Council's resources and services, to ensure that a more focused approach, driving efficiencies in seeking opportunities for financial savings. Overall the financial savings approved by Council was to achieve a recurring saving of circa. £500,000 by 2018, a reduction of 34% over a three year period.

**2.2** For 2017/18 the Small Grants Programme has an annual budget allocation of £150,000 and funds individual projects up to £3,000. The Small Grants Programme is made up of four separate funding streams. Each stream has an allocated budget and set criteria for assessment by an independent scoring panel. The streams are:

- i) Developing Communities, including Community Councils;
- ii) Employability, Learning, and Training
- iii) Health and Physical Activity
- iv) Poverty

**2.3** On 15 December 2015 Council agreed that Gala Day funding of circa. £10,000 is considered as a separate funding stream outwith the Small Grants Programme: and the Head of Commercial Operations to be responsible for the future management of Gala Day funding.

**2.4** During April and May 2015 an evaluation was undertaken with existing Small Grants Programme recipients. The purpose of the evaluation was to seek feedback with a view to improving the programme. A key feature of the feedback was that the application and monitoring forms were too lengthy, onerous and complicated to complete. In response the application and monitoring forms have been shortened and simplified – **see Appendix 1.**

- 2.5** On 28 June 2016 Council agreed to allocate the £40,000 annual Poverty Stream to the targeted areas of Dalkeith/Woodburn, Mayfield / Easthouses and Gorebridge in 2017/18 small grant round and beyond, using a participatory decision making process and gave governance for officers to use this money to apply for external funding. The Communities Team is developing a participatory budgeting programme for the targeted areas for 2017/18 and has secured an additional £10,000 from NHS Lothian to support this work. Due to the actions agreed in Section 2.3 and 2.5, the Small Grants fund available to apply for was £100,000.
- 2.6** Between August and October 2016 a small grants communication plan was delivered to promote the programme. This promotion included adverts in the local press, a social media campaign, correspondence to existing grant recipients, communication via Third Sector networks, and drop-in grant surgeries in Dalkeith, Gorebridge, Penicuik, Mayfield and Bonnyrigg – **see Appendix 2.**

### **3 Report Implications**

#### **3.1 Resource**

From the overall budget of £100,000 the Small Grants Programme recommended the following allocation for each of the grants streams;

<b>Grant Stream</b>	<b>Budget</b>	<b>Requested</b>	<b>Awarded</b>
Developing Communities	30,000	104,391	33,000
Community Councils	10,000	16,954	9,998
Employability, Learning and Training	20,000	24,673	14,264
Health and Physical Activity	40,000	120,626	42,701
<b>Total</b>	<b>100,000</b>	<b>266,644</b>	<b>99,963</b>

During the assessment process the lead officers for each grant stream accepted that there may need to be some movement across grant streams, depending on the quality and quantity of the applications. It was also acknowledged that a number of projects met the criteria of more than one funding stream. The Employability, Learning and Training stream had the lowest levels of applications and the grant stream leads agreed that the unallocated £5,736 would be redistributed to the Health and Physical Activity and Developing Communities Streams. In redistributing this money an assessment was made against the Employability, Learning and Training criteria and a reallocation was proposed accordingly.

A full breakdown of the organisations, funding by Community Council area and proposed awards is available in **Appendix 3.**

#### **3.2 Risk**

The Review of Council Grants has been risk assessed and these risks are included in the Council's Risk Register. The Small Grants Programme provides financial support to a range of local organisations, many of whom are struggling financially because of a reduction in Council core funding, and reductions in money available from other external funders. The risks for these organisations include losing staff and volunteers, closure, increased pressure to fundraise from other sources, and loss of external funding leverage. The Small Grants Programme helps to mitigate these risks.



### **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 (SMP)**

The SMP has directly informed the criteria used to assess and award all of the small grant applications for 2017/18.

### **3.5 Impact on Performance and Outcomes**

The proposed small grants allocation will require monitoring to see if the desired outcomes for each grant stream are demonstrably being achieved. The existing robust monitoring processes will help ensure that the allocation of small grants will support the outcomes identified in the SMP.

### **3.6 Adopting a Preventative Approach**

Prevention is a key part of the criteria for all grant streams. All applications were carefully assessed by the scoring panels against this criterion.

### **3.7 Involving Communities and Other Stakeholders**

The review of Council Grants used a co-production approach with the Third Sector. Many of the criteria and processes in the Small Grants Programme have been informed by this process. The Voluntary Sector Forum nominated the Assistant Manager at Midlothian Voluntary Action (MVA), to take on an advisory role as part of the Small Grants Programme, but she was not directly involved in the scoring. MVA provided valuable support and advice to Third Sector organisations during the application period.

### **3.8 Ensuring Equalities**

A full Equality Impact Assessment (EQIA) was undertaken as part of the Council's review of grants in 2014. The approved recommendations are now embedded in the three year small grants programme. The grants panels carefully assess the applications against the Council's equality duties. The funded organisations are required to monitor equalities and take positive action to promote access for equality groups.

A further Equalities Impact Assessment was completed on the 24 August 2016. The assessment concluded that the Small Grant Programme is compliant with the Council's Equalities Duties and will have a positive impact on equalities groups in Midlothian. **See Appendix 4.**

### **3.9 Supporting Sustainable Development**

The Small Grants Programme funding will help maintain the Voluntary and Third Sector in Midlothian. With reductions in statutory funding, the Voluntary and Third Sector has an increasingly important role in developing communities, reducing inequalities, and addressing social isolation.

## **4 Summary**

- 4.1** The Small Grants Programme 2017/18 is a key part of the overall Council's contribution to Voluntary and Third Sector organisations. The programme has been promoted across the sector, and scoring panels have carefully assessed all the applications against the Council agreed criteria. The Gala day funding has been taken out of the competitive grants programme for 2017/18 in recognition of their unique contribution to community life in Midlothian. The poverty stream has been reallocated to the priority areas, allowing officers to use this resource to attract additional external funding and use a participatory methodology in the decision making process. The administrative processes have been improved following feedback from the Third Sector. The Small Grants Programme continues to support local organisations across Midlothian.

## **5 Recommendations**

- 5.1** It is recommended that Council:
- i) approves the recommended grant awards as set out in Appendix 1 of this report (subject to meeting the appropriate conditions of grant); and
  - ii) acknowledges the significant contribution the Voluntary and Third Sector makes to communities across Midlothian.

**Date** 30 November 2016

**Report Contact:** Stephen Bermingham, Senior Communities Officer  
Tel No. 0131 271 3338 [stephen.bermingham@midlothian.gov.uk](mailto:stephen.bermingham@midlothian.gov.uk)





### **Small Grants Evaluation – May 2016**

Of the 92 email addresses the questionnaire was issued to we received 37 responses, a 40% response rate. Of these returns 13 were from the Developing Communities strand, 7 did not receive or did not apply for a grant in 16/17, 6 were from the Health and Physical Activity stream, 4 from the Gala days, 3 from the Community Councils, 1 from the Employability Learning and Training stream and the remaining had received grants across streams.

The most popular way of finding out about the grants was word of mouth

How did you find out about the Midlothian Council Small Grants Scheme?	
Word of mouth	32%
Midlothian Council Website	22%
Previously received grant	19%
Midlothian Voluntary Action (MVA)	14%
Contacted directly by the council	11%
Advert in local press	3%

Of the 37 returns 9 left the question about needing support blank, of those who did answer the top 3 contacts for help were MVA, attending a drop in grant surgery and Midlothian Council.

The ease of the application process was rated an average **6**, with 1 being easy, 5 being just right and 10 being too difficult.

Suggested improvements for the application process:

The application form did not seem to "fit" us as a Gala day parade, which is why I called for confirmation of which parts to fill in. I was advised that the forms were to be changed for next year, but there had not been time to change the content for this year. I was advised to complete it "as best as we could". This must have been acceptable as the grant was received.
Make it easier to understand
Possibly condense the form.
Process was just right and the support our volunteer received from Midlothian Council was excellent.
Some of the sections seem a bit repetitive; but I am used to filling in science grant forms so perhaps I should expect this. There is a lot of guesswork involved, looking forward at expected costs and income!
My computer Samsung tablet did not download the form properly so the result was a bit messy. I do not have signature option so eventually had to work with a paper copy.
It's too laborious and time consuming, it needs to be made much simpler.
Not sure how it could be made easier
Simpler, with less details required, particularly if funding has been granted previously.
This needs to go back to how the grant system and form worked before for small, medium, large galadays
less project driven questions for charities who get running cost support
More notice about the availability of the grant would be useful
Introduce an 'application reference number'. As there are lots of different streams and organisations potentially applying for more than one grant stream, providing a reference number to each application (when processed internally) and on any external communication sent out to grant

awarded organisations will ensure when discussing different projects/reporting, that reports and discussions are linked to the correct application.
---

Make the form filling shorter/easier it put the process online
--

The ease of the monitoring process was rated an average 5.5, with 1 being easy, 5 being just right and 10 being too difficult.

Suggested improvements on the monitoring process:

Have not had to do anything regarding monitoring as yet
---

Instructions need to be clearer regarding proof of receipts. I emailed scanned copies through per the instructions and then was informed copies would require to be posted.
---

The monitoring process for our small grant was adjusted as appropriate for the amount we received.
--

Just keep the forms as simple as possible. We are a very small recipient, although very grateful, so spending hours on a form can be frustrating.
---

I completed a form again in paper format. It would have been easier to start with paper forms.
--

I've no idea what the monitoring process is. Once my application was submitted there was no transparency on progress or process. Zero communication.
--

Once you understand the monitoring process you get it.
--

Simpler, shorter, without the requirement to send invoices & receipts. Happy to have a personal visit to the Club, to show what we do & where our funding goes!
---

Send a copy of the grant application with the request for information about monitoring
--

Not enough time was given. A courtesy email ahead of the official email giving organisations approx. 2 weeks to complete would have been greatly appreciated. Although the reporting was relatively simple there will always be external factors coming into play; other deadlines, staff absence etc.
--

Any other comments:

I am chair of the parade organising committee and my details were on the application. We had been advised that the grant was to be paid directly into our bank and the bank details were confirmed on a form issued by the Council which required two committee members signatures. However the grant arrived by cheque to my home address. This survey, however, was sent to the previous chairman, who passed it on to me.
--

The only observation was that the form is lengthy. That said the more information you have about the application then a more informed decision can be made on it. This is essential for the decision to be impartial as to what the application is for rather than for whom..
---

The application form is a bit off putting
---

The application process whilst we found reasonable may prove off-putting to some organisations, it may be helpful if it could be condensed/simplified in some way.
--

Very disappointed we didn't get a grant this year.
--

Thank you!
------------

These whole procedures would be easier with paper forms as the majority of my time was spent with the problems of compatibility I encountered. We are not all 25 years old!
---

The overall form filling process was too time consuming and based on our experience we decided it wasn't worth the effort applying for a grant the following year. From speaking to other local organisations many decided the same. Also, our organisation only received payment of our grant today due to the cheque being sent to the wrong address and no communication from the council throughout, 18 months after grant application was submitted. Not even a message advising we had been awarded the grant. The whole process was not transparent and seems to be designed to put
--

people, mostly volunteers giving up their own time, off from applying. Wholesale changes are hopefully being planned.
It would be good for council to see the projects at work
We really appreciate all the support given to CETC by Midlothian Council. It means we can continue to offer first class & highly qualified trampoline & DMT coaching to children, young people, & adults in Midlothian & the surrounding areas, and also provide coaching & judging opportunities for all ages. Thank you.
The scheme seems to be working well. You are not asking for information beyond that required for robust accountability for expenditure of public money.
While appreciate that you have to ensure that funds end up in the right hands. It was a lot of effort. To bring all the information together to suit the criteria
The system I feel is too complex and why fix a system that had been working for galadays
Provided requested Bank details for bank transfer but payment was by cheque as in prior years. Not an issue.
Generally happy with the process
Thank you for your assistance
As long as I get help with it

Issues to be looked at by the Communities Team:

- The form (length and clarity of what is asked for)
- Check the contact details for Penicuik on Parade (survey was emailed to previous chairman, provided bank details but got a cheque)
- Procedure for receipts (instructed scanned copies were okay then requested to post originals)
- Can paper applications be used?
- Bonnyrigg Rose FC (arrange meeting to discuss process, never received note of award, cheque sent to wrong address, questioning transparency of process etc)
- Midlothian World History Society (provided bank details but were sent a cheque)
- More advance notice for request of monitoring form
- MC to visit and see the work of some of the projects





# **Midlothian Council Small Grants Programme Communications Plan**

July 2016

# Background

Midlothian Council Small Grants Programme supports local projects aimed at improving the quality of life of people living in Midlothian.

Grant applications for 2017/18 open from 29 August 2016 and close on 7 October 2016. Applications, for grants of up to £3000 are available under three separate streams:

- Developing Communities
- Employability, Learning and Training
- Health and Physical Activities

## Purpose

This communication plan sets out how Midlothian Council will promote the 2017/18 Small Grants Programme to prospective applicants to ensure effective communication and engagement.

# Communication's Plan Objectives

- Increase uptake by promoting the Small Grants, and the availability of financial support from its different funding streams, to as wide a range of Midlothian community groups, charities and social enterprises as possible.
- Raise general awareness of the Small Grants programme and demonstrate their value in supporting specific projects and improving outcomes across Midlothian.
- Encourage and support applications from communities that experience high levels of disadvantage and have been underrepresented in previous funding rounds.

## Key messages

- The aim of the Small Grants Programme is to provide funding for local projects aimed at improving the quality of life of people living in Midlothian communities. A community can either mean a geographical area or a community of interest.
- Applications, for grants of up to £3000, can be submitted by community groups, charities or social enterprises.
- There are three funding streams and applications can be made to more than one funding stream.

*Gala day funding for 2017/18 is not provided by the Small Grants Programme but is now administered by the Resource Directorate – correspondence will be sent to organisers explaining the process for allocation.*

- Applications for 2017/18 must be submitted between 29 August and 7 October 2016.

# Target Audiences

- Community groups
- Charities
- Local residents
- Third sector groups
- Social enterprises
- Faith groups
- Partner organisations
- Specific interest groups

# Communications Approach

- Revise design and content of advert/ poster to make it more eye-catching and accessible
- Simplify grant application form
- Illustrate value of Small Grants Programme to groups/ communities by using examples of previous successful applications
- Use mix of media channels including local press and community radio
- Place greater emphasis on use of social media with regular posts during application period
- Ensure publicity emphasises the support available to local groups in the form of further information and assistance in completing applications, generating ideas and developing new groups
- Disseminate information as widely as possible through existing networks, council contacts, previous applicants and partner organisations

## Evaluation

The success of this communications plan will be evaluated after the closing date, based on the number of responses received and on feedback from local groups and individuals on publicity and the application process. We will continue to collate recipients feedback to ensure lessons are learnt and processes can be improved.

# Key communications activities

What	How	Who	Why	When
Launch fund applications	Launch press release/ photo Council website Local press Evening News Local radio Community websites Social media Direct mailings to local groups Posters distributed	Communications and Marketing/ Communities Team /MVA	Promote funding scheme and encourage applications	W/B 29 August
Press advert	Midlothian Advertiser	Communications and Marketing	Promote funding scheme and encourage applications	7 September 2016
Social Media campaign	Twitter and Facebook	Communications and Marketing	Promote funding scheme and encourage applications	Weekly reminders from 5 Sept
Workshop sessions Penicuik 14 Sept 2-4 Bonnyrigg 20 Sept 2-4 Dalkeith 13 Sept 5-7 Gorebridge 27 Sept 5-7 Mayfield 7 Sept 5-7	Invitations to local groups	MVA/ Communities Team	To increase local uptake, especially in priority areas	Sept 2016
Profile success of previously funded projects	Press/ web article and photo	Communications and Marketing	Promote funding scheme through positive examples to encourage applications	W/B 12 September
Reminder that application closing date is approaching	Web Local media Social media Local radio	Communications and Marketing	Reminder	W/B 26 September
Applications close	Social media	Communications and Marketing	Final reminder	Thursday 6 Oct [Closing date

Developing Communities Small Grant 2017/18				
Organisation	Application Summary	Amount Requested £	Amount Awarded £	What was funded/Condition of funding
Alzheimer's Scotland	Core staff costs and management fee to work with Midlothian Joint health and Social Care to create a new group	£ 2,596.58	£ -	Not applicable
Amuse Me Playgroup	Core running costs	£ 3,000.00	£ 750.00	Contribution towards running costs
Beeslack Family Disabled Club	Core running costs including tutors expenses	£ 2,911.70	£ 2,234.00	Contribution towards running costs
Bilston Senior Youth Club (10-15 year old)	Equipment for youth group	£ 789.00	£ 267.00	Part funding of equipment to share across youth groups
Bilston Youth Club (5-10 year old)	Equipment for youth group	£ 889.00	£ 270.00	Part funding of equipment to share across youth groups
Bonnyrigg & Lasswade Local History Society	Core running costs	£ 585.00	£ 210.00	Contribution towards rent and insurance
Bonnyrigg Playgroup	Core running costs	£ 3,000.00	£ 750.00	Contribution towards running costs
Bonnyrigg Senior Social Club	Core costs including travel and venue hire	£ 1,683.00	£ 800.00	Contribution towards venue and travel costs
Borthwick SWRI	Running costs including outings	£ 500.00	£ 300.00	Contribution towards venue and travel costs
Carrington Village Hall Association	Ongoing operating and maintenance expenses	£ 400.00	£ 400.00	Contribution towards operating and maintenance costs
Cousland Majority Group	Core running costs including venue and outings	£ 220.00	£ 220.00	Contribution towards running costs
Cousland Smiddy Trust	Core running costs	£ 2,350.00	£ 400.00	Contribution towards running costs
Dalkeith History Society	Running costs including insurance	£ 736.94	£ 200.00	Contribution towards running costs
Dalkeith Horticultural Society	Contribution towards core costs for event including venue	£ 630.00	£ 300.00	Contribution towards annual event
Dalkeith Singers	Costs of ongoing rehearsals & concerts	£ 3,000.00	£ 750.00	Contribution towards running costs
Danderhall & Newton Old Peoples Welfare	Social evenings and outings	£ 2,000.00	£ 400.00	Contribution towards core costs
Danderhall Playgroup	Core running costs	£ 3,000.00	£ 750.00	Contribution towards running costs
Edgehead Village Committee	Running community events, garden improvements	£ 920.00	£ 260.00	Village day expenses and insurance
Edinburgh & Lothian's Regional Equality Council	Cost to support a programme of Hate Crime awareness. Wages etc	£ 2,879.20	£ 2,000.00	Need to liaise with Council Equality Engagement Officer and Police. Will fund face to face work and will require an evaluation after initial pilot.
Edinburgh Rape Crisis Centre	Cover the costs of venue hire in Midlothian	£ 2,900.00	£ 900.00	Will cover travel and office costs. Need to liaise with NHS Lothian and Council staff to help find a free venue to cover support sessions.
Gorebridge Community Cares (Auld Gala Park)	Celebration event for the opening of Auld Gala Park	£ 1,500.00	£ 500.00	Contribution towards celebration event
Gorebridge Community Cares (Santa Event)	Community Christmas event and activities	£ 1,475.00	£ 750.00	Part funding towards Christmas event
Gorebridge Community Development Trust	Costs of employing a part-time finance officer	£ 3,000.00	£ -	Not applicable
Gorebridge Opportunities Ltd	Salary costs and accounting fees for youth group	£ 3,000.00	£ 1,050.00	To fund 50% of salary costs but not accounting fees
Grandparents Parenting Again & Kinship Carers	Staff costs for a Peer Support Worker	£ 3,000.00	£ 2,000.00	Partial funding of peer support worker costs
LASC Childcare Services Ltd	Core costs and equipment	£ 2,750.00	£ 500.00	Will part fund outdoor equipment only
Little Seedlings Playgroup	New equipment, craft materials & outings	£ 2,859.00	£ 750.00	Contribution towards running costs
Loanhead Community Dev Association	Costs of equipment & community events	£ 2,074.00	£ 190.00	Will fund welcome packs and high visibility vests only.
Loanhead Community Learning Association	To run a weekly pilot project for older people. Volunteer costs etc	£ 2,900.00	£ -	Not applicable

Organisation	Application Summary	Amount Requested £	Amount Awarded £	What was funded/Condition of funding
Mayfield & Easthouses Development Trust	Funding for equipment for the kitchen to ensure that the Recover Cafe continues to run	£ 2,090.00	£ 2,000.00	Require them to source kitchen appliances from MARC and will provide support from Communities Team
Mayfield & Easthouses Y2K Project	Salary costs and drop in resources e.g./ snacks, games etc	£ 3,000.00	£ -	Not applicable
Mayfield PS Parent Council	To purchase outside tables & chairs	£ 2,800.00	£ -	Not applicable
Midlothian Association of Play	Staff costs and overheads to set up a professional play forum	£ 2,061.00	£ -	Not applicable
Midlothian Community Artists	Running costs including materials	£ 166.00	£ 166.00	Contribution towards running costs
Midlothian Community Media Association	Core costs for running a community local radio station	£ 3,000.00	£ 2,000.00	Contribution towards licence costs
Midlothian Muslim Community Centre	Funding for stair lift and social event	£ 3,000.00	£ 500.00	Contribution towards consultation. Needs to work alongside Equalities Engagement Officer.
Midlothian World History Society	Venue hire and expenses	£ 200.00	£ 200.00	Contribution towards running costs
MidSafe	Funding for items to help continue to keep people safe e.g./reflective items, grabbers	£ 948.99	£ -	Not applicable
Newbattle Community Nursery	Nursery starter packs for families / early years	£ 2,981.00	£ 600.00	Will provide funding for 50 packs of clothes and waterproofs to enable outdoor play
Newbattle Handicapped Club	Running costs including outings	£ 200.00	£ 200.00	Contribution towards running costs
No 1739 (2nd Midlothian) Squadron, ATC	Assistance with cost of PC/materials for training	£ 150.00	£ 150.00	Contribution towards PC and training materials
Pathhead Scottish Women's Institute	Help with rent costs and financial assistance towards 100th year anniversary	£ 700.00	£ 200.00	Contribution towards hall hire only.
Pathhead Youth Project	Staff and equipment to teach young people about garden design & maintenance	£ 2,546.00	£ 1,773.00	Will provide Communities Team Support. Want to maintain split between equipment and staffing costs.
Penicuik Community Arts Association	Contribute towards the running cost of the building, hire artists and making repairs	£ 3,000.00	£ 500.00	Contribution towards running costs
Penicuik Folk Club	Running costs, advertising, venue costs & related expenses	£ 150.00	£ 150.00	Contribution towards running costs
Penicuik Silver Band	Core running costs	£ 3,000.00	£ 1,250.00	Contribution towards running costs
Penicuik Twinning Association	Contribution towards an exchange visit with L'Isle Sur La Sorgue Twinning Association in 2017	£ 2,130.00	£ 400.00	Contribution towards disability access costs only.
Penicuik Youth Band	Core running costs	£ 3,000.00	£ 750.00	Contribution towards running costs
Pentlands Scottish Women's Institute	Core running costs including outings	£ 850.00	£ 200.00	Contribution towards running costs
Poltonhall Scottish Pensioners Association	Transport & entertainment costs. Coach for annual outing	£ 1,010.00	£ 560.00	Will cover travel costs only.
Rosewell Development Trust	Staff costs & volunteer expenses for community programme	£ 3,000.00	£ 1,500.00	Contribution towards community programme.
St David's Brass Band	Core running costs	£ 3,000.00	£ 750.00	Contribution towards running costs
The Crescent Playgroup	Core running costs including staff and equipment	£ 3,000.00	£ 750.00	Contribution towards running costs
The Wednesday Group	Core costs including venue and refreshments for a social forum for Older People	£ 860.00	£ 500.00	To cover venue hire.
<b>TOTAL</b>		<b>£ 104,391.41</b>	<b>£ 33,000.00</b>	



**DC Community Council Small Grant 2017/18**

Organisation	Application Summary	Amount Requested £	Amount Awarded £	What was funded/Condition of funding
Mayfield & Easthouses Community Council	General running costs	£ 300.00	£ 300.00	General running costs
Howgate Community Council	General running costs	£ 270.00	£ 270.00	General running costs
Newtongrange Community Council	General running costs, remembrance wreath, provision of defibrillator	£ 1,872.14	£ 361.00	General running costs and remembrance wreath. Withdrew request for defibrillator.
Loanhead & District Community Council	General running costs	£ 300.00	£ 300.00	General running costs
Damhead & District Community Council	General running costs, litter picks, deliver actions in neighbourhood plan, notice board.	£ 700.00	£ 700.00	General running costs, litter picks, deliver actions in neighbourhood plan, notice board.
Penicuik & District Community Council	General running costs, remembrance wreath, citizen of the year, Christmas fare.	£ 705.00	£ 705.00	General running costs, remembrance wreath, citizen of the year, Christmas fare.
Poltonhall & District Community Council	General running costs, expenses, remembrance wreath, advertising.	£ 1,295.00	£ 886.00	General running costs, expenses, remembrance wreath but not funding advertising. Will provide Communities Officer support to help with promotion.
Eskbank & Newbattle Community Council	General running costs	£ 300.00	£ 300.00	General running costs
Rosewell & District Community Council	General running costs, reconditioned PC, broadband,	£ 782.56	£ 782.00	
Gorebridge Community Council	General running costs	£ 300.00	£ 300.00	
Moorfoot Community Council	General running costs	£ 300.00	£ 300.00	
Roslin & Bilston Community Council	General running costs	£ 4,750.00	£ 300.00	
Bonnyrigg & Lasswade Community Council	General running costs, remembrance wreath, contingency, insurance, publicity.	£ 679.20	£ 544.00	General running costs, remembrance wreath, publicity. Not funding contingency or insurance as cover already provided. Will provide
Dalkeith & District Community Council	General running costs, capacity building events, survey leaflet, neighbourhood planning, notice board.	£ 1,800.00	£ 1,350.00	General running costs, capacity building events, neighbourhood planning, notice board. Will provide Communities Officer support to
Danderhall & District Community Council	General running costs	£ 300.00	£ 300.00	General running costs
Federation of Community Council	Running costs, notice boards, community planning workshop.	£ 2,000.00	£ 2,000.00	Running costs, notice boards, community planning workshop.
Tynewater Community Council	Running Costs	£ 300.00	£ 300.00	General running costs
<b>Total</b>		<b>£ 16,953.90</b>	<b>£ 9,998.00</b>	



Health and Physical Activity Small Grants 2017/18				
Organisation	Application Summary	Amount Requested £	Amount Awarded £	What was funded/Condition of funding
St Bernard's Midlothian	Training Facility / Venue Hire during winter months. Poor application with very little information.	£ 2,710.00	£ 800.00	Partial Funding due to over subscription of grant stream.
Easthouses Lily MWFC	Funding for building works. Not applicable for this grant stream	£ 3,000.00	£ -	Does not meet criteria.
Rosewell Lunch Club/Development Trust	Short break Holiday / respite during summer months	£ 3,000.00	£ -	Does not meet criteria.
Lasswade Athletics & Fitness Club	coach education, volunteer training, Run Jump Throw programme and Coach Travel.	£ 3,000.00	£ 1,250.00	Funding towards Coach Education and Volunteer training.
Penicuik Athletic Youth FC	Cost of Portable Goals, facility Hire and coach education.	£ 3,000.00	£ 2,000.00	Funding for Portable Goals only.
Rosewell Lunch Club/Development Trust	Transport to and from Lunch club for 50 weeks.	£ 1,200.00	£ 800.00	Partial Funding due to over subscription of grant stream.
St David's Bradbury Day Centre	Part time passenger assistant for four hours per day	£ 3,000.00	£ 1,000.00	Partial Funding due to over subscription of grant stream.
Lasswade High School PHAB Club	General running and activity costs	£ 600.00	£ 300.00	Partial Funding due to over subscription of grant stream.
Bonnyrigg Rose FC	AED Machine, wall bracket and signage	£ 1,198.65	£ 1,198.00	
Midlothian Association of Play	Play worker salaries, Travel Costs, Stationary / Postage.	£ 2,579.00	£ 1,600.00	Partial Funding due to over subscription of grant stream.
Midlothian Indoor Bowling Club Juniors	New Bowls, Transport, Catering and Trophies.	£ 3,000.00	£ 420.00	Funding for three sets of children's bowls only.
Penicuik Athletic Football Club	Winter training facility costs, Training equipment, registration/ insurance costs and admin costs.	£ 2,965.00	£ 2,965.00	Full Funding
Music in Hospitals Scotland	Four live musical performances including fees, travel and subsistence/ admin costs for musicians.	£ 864.00	£ -	Does not meet criteria.
Play Base Scio	Three Resources Boxes, Music, CDs and Publications, support materials.	£ 2,621.00	£ 750.00	Funding for Playbox only.
The Glencorse Association	Space Hire, Baby and child foster Aid course facilitator fees, Printing , framing and books.	£ 1,771.00	£ 731.00	Partial Funding due to over subscription of grant stream.
Danderhall Over 60's Club	Hall Hire, Replace Bowling Mat and New age Curling set.	£ 2,352.00	£ 1,652.00	For Bowling Mat and New age Curling set.
Arniston Rangers Youth FC	Training Kit and Rain Jackets for team, Clothing so not eligible.	£ 1,800.00	£ -	Clothing so not eligible.
Beeslack Family Disabled Club	Tutor Costs	£ 2,847.76	£ 1,000.00	Partial Funding due to over subscription of grant stream.
Beeslack Lifesaving Club	Coaches expenses, RLSS membership, Mini bus hire and Venue Hire	£ 1,653.50	£ 800.00	Not to be used for mini bus hire.
Bonnyrigg Rose Athletic Junior FC	Training Facilities Assistance and Grounds Maintenance.	£ 3,000.00	£ 2,000.00	Funding for Training facility hire only. Not To be used for Ground Maintenance costs.
Dalkeith Rugby Football Club	Equipment , Training and Team Development	£ 3,000.00	£ 1,000.00	Partial Funding due to over subscription of grant stream.
Danderhall Lunch & Social Club	Transport , Entertainers, Insurance, Club Expenses and Hall hire	£ 3,000.00	£ 1,500.00	Contribution toward transport costs only
Gorebridge Walkers	Graphic Design and 1,000 leaflets, Map Design and Project expenses.	£ 2,250.00	£ 500.00	Partial Funding due to over subscription of grant stream.
Horizons Recovery Cafe	Rent	£ 3,000.00	£ 2,000.00	Partial Funding due to over subscription of grant stream.
Loanhead Community Learning Association	Tutor costs, Ingredients, Equipment, Linen, Table Cloths, Cutlery, Dishes.	£ 2,800.00	£ 600.00	Funding for Food only.
Midlothian Amateur Boxing & Fitness Club	Transport - Mini Bus purchase	£ 3,000.00	£ 500.00	Partial Funding due to over subscription of grant stream.
Midlothian Financial Inclusion Network	Staff Costs, Food Basket Costs	£ 2,972.00	£ 200.00	Funding to be used for food baskets only.

Organisation	Application Summary	Amount Requested £	Amount Awarded £	What was funded/Condition of funding
Midlothian Food bank	Assistant Manager Salary	£ 3,000.00	£ 1,500.00	Partial Funding due to over subscription of grant stream.
Midlothian People's Equality Group	Music and dance performance, master of ceremonies, promotion of event and decorations.	£ 1,860.00	£ 600.00	Partial Funding due to over subscription of grant stream.
Pathhead Youth Project	Hire of Mini bus, Midas training, youth worker wages, photocopying, hall hire, dance teacher art instructor and discretionary subsidy fund.	£ 2,404.80	£ 535.00	Funding to be used for Midas Training, Hall Hire and Discretionary subsidy fund.
Play Therapy Base Ltd	Consultation sessions and play kits.	£ 3,000.00	£ 800.00	Partial Funding due to over subscription of grant stream.
Touchdown UK	Game Shirts, Youth Footballs, Junior Footballs, Momentum shoulder pads and Target training nets	£ 2,914.19	£ 650.00	To be used to purchase Footballs and Training nets only.
City of Edinburgh Trampoline Club	Hall Hire, Rocker Rollers for under and over 8 years, Folding Mini Ramp, Air Beam Fitness Wheel package.	£ 3,000.00	£ 850.00	Partial Funding due to over subscription of grant stream.
Cyrenians	Expert to lead workshops, Willow, weed matting, Fruit tree cordon, posts wire, trellis, materials and story board.	£ 2,900.00	£ 300.00	Partial Funding due to over subscription of grant stream.
Lasswade Thistle FC	Training, game and equipment cost	£ 3,000.00	£ 1,000.00	To Be used for pitch hire and first aid kits.
Mayfield & Easthouses Development Trust	First Aid Kits, Gardening equipment, volunteer expenses, admin and management.	£ 2,155.00	£ 1,200.00	Partial Funding due to over subscription of grant stream.
Midlothian Sure Start	Muddy Play Resources, Staff Costs and Transport,	£ 1,400.00	£ 1,400.00	Partial Funding due to over subscription of grant stream.
Family Reach-out	Taster project to encourage indoor outdoor pursuit	£ 2,250.00	£ -	Not sustainable project
Midlothian Swimming Club	Starting Block x 2 and Pool hire for two meets.	£ 3,000.00	£ 1,300.00	Funding to be used for 2 x starting blocks only.
Newtongrange Star FC	Materials to refurbish build existing storage facility into a gym.	£ 2,600.00	£ -	This grant stream does not fund build/ refurbish projects.
Alive & Kicking	Facility hire, project manager Costa, admin, advertising, pitch hire, insurance and equipment.	£ 2,800.00	£ 1,000.00	Partial Funding due to over subscription of grant stream.
Bonnyrigg After School Club	Supply and install tar area and fencing	£ 3,000.00	£ -	Building works is not part of this grant stream
Dalkeith Thistle Junior FC	Winter training, Travel costs, Coach Development and community engagement.	£ 3,000.00	£ 3,000.00	
Pathhead & District Horticultural Society	Hire of hall and tables for flower show.	£ 613.00	£ -	Did not meet criteria
Pink Ladies 1st	Art workshop, Craft workshop and Brunch club.	£ 2,840.00	£ 800.00	Funding to be used for Craft club only.
Woodburn Women's Health & Motivation	Rent, Pilates Chairs, Pilates Equipment, Pilates instructor and other therapists.	£ 2,135.00	£ 400.00	Partial Funding due to over subscription of grant stream.
Bonnyrigg & Lasswade Community Council	Doble Rower, open day launch for new outdoor gym and small signs and pathway markings to add further virtual stations.	£ 2,820.00	£ 650.00	Funding for small signs and pathway markings to add further virtual station only.
Lasswade Gymnastics Club	Coaching Courses	£ 1,300.00	£ 650.00	Partial Funding due to over subscription of grant stream.
Eskvale Hockey Club	Tournament fees, kit costs, travel costs, coach equipment and junior balls.	£ 2,450.00	£ 500.00	Partial Funding due to over subscription of grant stream.
<b>TOTAL</b>		<b>£ 120,625.90</b>	<b>£ 42,701.00</b>	

Employment, Learning and Training Small Grants 2017/18				
Organisation	Application Summary	Amount Requested £	Amount Awarded £	What was funded/Condition of funding
No 1739 (2nd Midlothian) Squadron, ATC	Broadband connection for access to training site for cadets	£ 600.00	£ 600.00	Business line rental for one year
Lasswade High School PHAB Club	Contribution towards cookery classes to increase independent living skills	£ 500.00	£ 500.00	Part costs of tutor for cooking lessons
Midlothian Association of Play	MAP Play Conference and Training	£ 2,897.00	£ 900.00	Workshop leaders for conference
1st Danderhall Brownies	Contribution to running costs	£ 400.00	£ 400.00	Cost of training books for badge work and contribution towards let costs
LINKnet Mentoring Limited	Staff salary and volunteer costs	£ 2,900.00	£ -	N/A
Lothian Ringing Group	Equipment to ring birds	£ 1,012.00	£ -	N/A
Beeslack Family Disabled Group	Co-ordinator costs to oversee project and support volunteers	£ 2,250.92	£ 2,250.92	Co-ordinator costs for overall project development and support to volunteers
Cyrenians	Pop up employment info and advice	£ 3,000.00	£ 3,000.00	Equipment and marketing costs to set up Midlothian pop up shop to increase employability advice and opportunities
Loanhead Community Learning Association	Hard landscaping tutor costs	£ 3,000.00	£ -	N/A
Gorebridge Community Development Trust	Setting up community drama project	£ 3,000.00	£ 3,000.00	Sessional drama specialist, writer and cost of production
The Girls' Brigade, Edinburgh & Midlothian	Leadership training for guides	£ 680.00	£ 680.00	Training course fees, volunteer expenses and materials
Mayfield & Easthouses Y2K Project	To provide one day affordable or no cost gardening service to local residents by trainees	£ 2,933.00	£ 2,933.00	Additional/replacement gardening equipment, training and supervision costs, vol expenses and free garden waste disposal
Play Therapy Base Ltd	Building partition wall in existing base	£ 1,500.00	£ -	N/A
Total		£ 24,672.92	£ 14,263.92	



Organisation	Application Summary	Amount Requested £	Amount Awarded £	What was funded/Condition of funding	Community Council Area
Lasswade High School PHAB Club	Contribution towards cookery classes to increase independent living skills	£ 500.00	£ 500.00	Part costs of tutor for cooking lessons	Bonnyrigg & Lasswade
Bonnyrigg Rose FC	AED Machine, wall bracket and signage	£ 1,198.65	£ 1,198.00		Bonnyrigg and Lasswade
Amuse Me Playgroup	Core running costs	3000.00	£750.00	Contribution towards running costs	Bonnyrigg and Lasswade
Bonnyrigg & Lasswade Community Council	Double Rower, open day launch for new outdoor gym and small signs and pathway markings to add further virtual stations.	£ 2,820.00	£ 650.00	Funding for small signs and pathway markings to add further virtual station only.	Bonnyrigg and Lasswade
Lasswade Gymnastics Club	Coaching Courses	£ 1,300.00	£ 650.00	Partial Funding due to over subscription of grant stream.	Bonnyrigg and Lasswade
Lasswade Athletics & Fitness Club	Jump Throw programme and Coach Travel.	£ 3,000.00	£ 1,250.00	Funding towards Coach Education and Volunteer training.	Bonnyrigg and Lasswade
Bonnyrigg After School Club	Supply and install tar area and fencing	£ 3,000.00	£ -	Building works is not part of this grant stream	Bonnyrigg and Lasswade
Bonnyrigg Rose Athletic Junior FC	Training Facilities Assistance and Grounds Maintenance.	£ 3,000.00	£ 2,000.00	Funding for training facility hire only. Not to be used for ground maintenance costs.	Bonnyrigg and Lasswade
Lasswade Thistle FC	Training, game and equipment cost	£ 3,000.00	£ 1,000.00	To Be used for pitch hire and first aid kits.	Bonnyrigg and Lasswade
Bonnyrigg & Lasswade Local History Society	Core running costs	585.00	£210.00	Contribution towards rent and insurance	Bonnyrigg and Lasswade
Bonnyrigg Playgroup	Core running costs	3000.00	£750.00	Contribution towards running costs	Bonnyrigg and Lasswade
Bonnyrigg Senior Social Club	Core costs including travel and venue hire	£1,683.00	£800.00	Contribution towards venue and travel costs	Bonnyrigg and Lasswade

Bonnyrigg & Lasswade Community Council	General running costs, remembrance wreath, contingency, insurance, publicity.	£ 679.20	£ 544.00	General running costs, remembrance wreath, publicity. Not funding contingency or insurance as cover already provided. Will provide Community Officer support.	Bonnyrigg and Lasswade
Lasswade High School PHAB Club	General running and activity costs	£ 600.00	£ 300.00	Partial Funding due to over subscription of grant stream.	Bonnyrigg and Lasswade
	<b>TOTALS</b>	<b>£ 27,365.85</b>	<b>£ 10,602.00</b>		
St David's Brass Band	Core running costs	3000.00	£750.00	Contribution towards running costs	Dalkeith
Dalkeith Rugby Football Club	Equipment , Training and Team Development	£ 3,000.00	£ 1,000.00	Partial Funding due to over subscription of grant stream.	Dalkeith
Pink Ladies 1st	Art workshop, Craft workshop and Brunch club.	£ 2,840.00	£ 800.00	Funding to be used for Craft club only.	Dalkeith
Woodburn Women's Health & Motivation	Rent, Pilates Chairs, Pilates Equipment, Pilates instructor and other therapists.	£ 2,135.00	£ 400.00	Partial Funding due to over subscription of grant stream.	Dalkeith
Dalkeith Thistle Junior FC	Winter training, Travel costs, Coach Development and community engagement.	£ 3,000.00	£ 3,000.00		Dalkeith
Dalkeith & District Community Council	General running costs, capacity building events, survey leaflet, neighbourhood planning, notice board.	£ 1,800.00	£ 1,350.00	General running costs, capacity building events, neighbourhood planning, notice board. Will provide Communities Officer support to ensure effective spend. Survey already covered under different	Dalkeith
	<b>TOTALS</b>	<b>£ 15,775.00</b>	<b>£ 7,300.00</b>		



Damhead & District Community Council	General running costs, litter picks, deliver actions in neighbourhood plan, notice board.	£ 700.00	£ 700.00	General running costs, litter picks, deliver actions in neighbourhood plan, notice board.	Damhead
	<b>TOTALS</b>	<b>£ 700.00</b>	<b>£ 700.00</b>		
Danderhall & District Community Council	General running costs	£ 300.00	£ 300.00	General running costs	Danderhall
Danderhall & Newton Old Peoples Welfare	Social evenings and outings	2000.00	£400.00	Contribution towards core costs	Danderhall
Danderhall Playgroup	Core running costs	3000.00	£750.00	Contribution towards running costs	Danderhall
1st Danderhall Brownies	Contribution to running costs	£ 400.00	£ 400.00	Cost of training books for badge work and contribution towards let costs	Danderhall
Danderhall Over 60's Club	Hall Hire, Replace Bowling Mat and New age Curling set.	£ 2,352.00	£ 1,652.00	For Bowling Mat and New age Curling set.	Danderhall
Danderhall Lunch & Social Club	Transport , Entertainers, Insurance, Club Expenses and Hall hire	£ 3,000.00	£ 1,500.00	Contribution toward transport costs only	Danderhall
	<b>TOTALS</b>	<b>£ 11,052.00</b>	<b>£ 5,002.00</b>		
Eskbank & Newbattle Community Council	General running costs	£ 300.00	£ 300.00	General running costs	Eskbank & Newbattle
The Crescent Playgroup	Core running costs including staff and equipment	3000.00	£750.00	Contribution towards running costs	Eskbank and Newbattle

	<b>TOTALS</b>	<b>3300.00</b>	<b>£1,050.00</b>		
Gorebridge Community Cares (Auld Gala Park)	Celebration event for the opening of Auld Gala Park	1500.00	£500.00	Contribution towards celebration event	Gorebridge
Gorebridge Community Cares (Santa Event)	Community Christmas event and activities	1475.00	£750.00	Part funding towards Christmas event	Gorebridge
Gorebridge Community Development Trust	Costs of employing a part-time finance officer	3000.00	£0.00	Not applicable	Gorebridge
Gorebridge Opportunities Ltd	Salary costs and accounting fees for youth group	3000.00	£1,050.00	To fund 50% of salary costs but not accounting fees	Gorebridge
Arniston Rangers Youth FC	Training Kit and Rain Jackets for team, Clothing so not eligible.	£ 1,800.00	£ -	Clothing so not eligible.	Gorebridge
Gorebridge Community Council	General running costs	£ 300.00	£ 300.00		Gorebridge
Gorebridge Community Development Trust	Setting up community drama project	£ 3,000.00	£ 3,000.00	Sessional drama specialist, writer and cost of production	Gorebridge
Gorebridge Walkers	Graphic Design and 1,000 leaflets, Map Design and Project expenses.	£ 2,250.00	£ 500.00	Partial Funding due to over subscription of grant stream.	Gorebridge
	<b>TOTALS</b>	<b>£ 16,325.00</b>	<b>£ 6,100.00</b>		
Howgate Community Council	General running costs	£ 270.00	£ 270.00	General running costs	Howgate
	<b>TOTALS</b>	<b>£ 270.00</b>	<b>£ 270.00</b>		
Loanhead Community Dev Association	Costs of equipment & community events	2074.00	£190.00	Will fund welcome packs and high visibility vests only	Loanhead

Loanhead Community Learning Association	To run a weekly pilot project for older people. Volunteer costs etc	2900.00	£0.00	Not applicable	Loanhead
Loanhead Community Learning Association	Tutor costs, Ingredients, Equipment, Linen, Table Cloths, Cutlery, Dishes.	£ 2,800.00	£ 600.00	Funding for Food only.	Loanhead
Loanhead & District Community Council	General running costs	£ 300.00	£ 300.00	General running costs	Loanhead
Loanhead Community Learning Association	Hard landscaping tutor costs	£ 3,000.00	£ -	N/A	Loanhead
	<b>TOTALS</b>	<b>£ 11,074.00</b>	<b>£ 1,090.00</b>		
Little Seedlings Playgroup	New equipment, craft materials & outings	2859.00	£750.00	Contribution towards running costs	Mayfield and Easthouses
Easthouses Lily MWFC	Funding for building works. Not applicable for this grant stream	£ 3,000.00	£ -	Does not meet criteria.	Mayfield and Easthouses
Mayfield & Easthouses Development Trust	First Aid Kits, Gardening equipment, volunteer expenses, utilities admin and management.	£ 2,155.00	£ 1,200.00	Partial Funding due to over subscription of grant stream.	Mayfield and Easthouses
Mayfield & Easthouses Development Trust	Funding for equipment for the kitchen to ensure that the Recover Cafe continues to run	2090.00	£1,000.00	Require them to source kitchen appliances from MARC and will provide support from Communities Team	Mayfield and Easthouses
Family Reach-out	Taster project to encourage indoor outdoor pursuit	£ 2,250.00	£ -	Not sustainable project	Mayfield and Easthouses
Newbattle Handicapped Club	Running costs including outings	200.00	£200.00	Contribution towards running costs	Mayfield and Easthouses
Mayfield & Easthouses Y2K Project	Salary costs and drop in resources e.g./ snacks, games etc	3000.00	£0.00	Not applicable	Mayfield and Easthouses
Mayfield PS Parent Council	To purchase outside tables & chairs	2800.00	£0.00	Not applicable	Mayfield and Easthouses

Mayfield & Easthouses Community Council	General running costs	£ 300.00	£ 300.00	General running costs	Mayfield and Easthouses
Mayfield & Easthouses Y2K Project	To provide one day affordable or no cost gardening service to local residents by trainees	£ 2,933.00	£ 2,933.00	Additional/replacement gardening equipment, training and supervision costs, vol expenses and free garden waste disposal	Mayfield and Easthouses
Touchdown UK	Game Shirts, Youth Footballs, Junior Footballs, Momentum shoulder pads and Target training nets	£ 2,914.19	£ 650.00	To be used to purchase Footballs and Training nets only.	Mayfield and Easthouses
	<b>TOTALS</b>	<b>£ 24,501.19</b>	<b>£ 7,033.00</b>		
Alzheimer's Scotland	Core staff costs and management fee to work with Midlothian Joint health and Social Care to create a new group	2596.58	£0.00	Not applicable	Midlothian wide
Beeslack Family Disabled Club	Core running costs including tutors expenses	2911.70	£1,734.00	Contribution towards running costs	Midlothian wide
Dalkeith History Society	Running costs including insurance	736.94	£200.00	Contribution towards running costs	Midlothian wide
Dalkeith Horticultural Society	Contribution towards core costs for event including venue	630.00	£300.00	Contribution towards annual event	Midlothian wide
Dalkeith Singers	Costs of ongoing rehearsals & concerts	3000.00	£750.00	Contribution towards running costs	Midlothian wide
Edinburgh & Lothian Regional Equality Council	Cost to support a programme of Hate Crime awareness. Wages etc	2879.20	£2,000.00	Need to liaise with Council Equality Engagement Officer and Police. Will fund face to face work and will require an evaluation after initial pilot.	Midlothian wide
Edinburgh Rape Crisis Centre	Cover the costs of venue hire in Midlothian	2900.00	£900.00	Will cover travel and office costs. Need to liaise with NHS Lothian and Council staff to help find a free venue to cover support sessions.	Midlothian wide

Grandparents Parenting Again & Kinship Carers	Staff costs for a Peer Support Worker	3000.00	£2,000.00	Partial funding of peer support worker costs	Midlothian wide
Midlothian Association of Play	Staff costs and overheads to set up a professional play forum	2061.00	£0.00	Not applicable	Midlothian wide
Midlothian Community Media Association	Core costs for running a community local radio station	3000.00	£1,500.00	Contribution towards licence costs	Midlothian wide
Midlothian Muslim Community Centre	Funding for stair lift and social event	3000.00	£500.00	Needs to work alongside Equalities Engagement Officer.	Midlothian wide
Midlothian World History Society	Venue hire and expenses	200.00	£200.00	Contribution towards running costs	Midlothian wide
Midlothian People's Equality Group	Music and dance performance, master of ceremonies, promotion of event and decorations.	£ 1,860.00	£ 600.00	Partial Funding due to over subscription of grant stream.	Midlothian Wide
MidSafe	Funding for items to help continue to keep people safe e.g./reflective items, grabbers	948.99	£0.00	Not applicable	Midlothian wide
The Wednesday Group	Core costs including venue and refreshments	860.00	£500.00	To cover venue hire	Midlothian Wide
Federation of Community Council	Running costs, notice boards, community planning workshop.	£ 2,000.00	£ 2,000.00	Running costs, notice boards, community planning workshop.	Midlothian wide
Midlothian Swimming Club	Starting Block x 2 and Pool hire for two meets.	£ 3,000.00	£ 1,300.00	Funding to be used for 2 x starting blocks only.	Midlothian Wide
Play Therapy Base Ltd	Consultation sessions and play kits.	£ 3,000.00	£ 800.00	Partial Funding due to over subscription of grant stream.	Midlothian Wide
Midlothian Association of Play	MAP Play Conference and Training	£ 2,897.00	£ 900.00	Workshop leaders for conference	Midlothian wide
Midlothian Financial Inclusion Network	Staff Costs, Food Basket Costs	£ 2,972.00	£ 200.00	Funding to be used for food baskets only.	Midlothian Wide
LINKnet Mentoring Limited	Staff salary and volunteer costs	£ 2,900.00	£ -	N/A	Midlothian wide

Cyrenians	Pop up employment info and advice	£ 3,000.00	£ 3,000.00	Equipment and marketing costs to set up Midlothian pop up shop to increase employability advice and opportunities	Midlothian wide
The Girls' Brigade, Edinburgh & Midlothian	Leadership training for guides	£ 680.00	£ 680.00	Training course fees, volunteer expenses and materials	Midlothian wide
Play Therapy Base Ltd	Building partition wall in existing base	£ 1,500.00	£ -	N/A	Midlothian wide
Midlothian Amateur Boxing & Fitness Club	Transport - Mini Bus purchase	£ 3,000.00	£ 500.00	Partial Funding due to over subscription of grant stream.	Midlothian Wide
St Bernard's Midlothian	winter months. Poor application with very little information.	£ 2,710.00	£ 800.00	Partial Funding due to over subscription of grant stream.	Midlothian wide
Beeslack Family Disabled Club	Tutor Costs	£ 2,847.76	£ 1,000.00	Partial Funding due to over subscription of grant stream.	Midlothian Wide
Music in Hospitals Scotland	fees, travel and subsistence/ admin costs for musicians.	£ 864.00	£ -	Does not meet criteria.	Midlothian wide
PlayBase Scio	Three Resources Boxes, Music, CDs and Publications, support materials.	£ 2,621.00	£ 750.00	Funding for Playbox only.	Midlothian wide
Beeslack Family Disabled Group	Co-ordinator costs to oversee project and support volunteers	£ 2,250.92	£ 2,250.92	Co-ordinator costs for overall project development and support to volunteers	Midlothian Wide
Beeslack Lifesaving Club	Coaches expenses, RLSS membership, Mini bus hire and Venue Hire	£ 1,653.50	£ 800.00	Not to be used for mini bus hire.	Midlothian wide
Horizons Recovery Cafe	Rent	£ 3,000.00	£ 2,000.00	Partial Funding due to over subscription of grant stream.	Midlothian Wide
Midlothian Foodbank	Assistant Manager Salary	£ 3,000.00	£ 1,500.00	Partial Funding due to over subscription of grant stream.	Midlothian Wide
City of Edinburgh Trampoline Club	Hall Hire, Rocker Rollers for under and over 8 years, Folding Mini Ramp, Air Beam Fitness Wheel package.	£ 3,000.00	£ 850.00	Partial Funding due to over subscription of grant stream.	Midlothian wide
Midlothian Sure Start	Muddy Play Resources, Staff Costs and Transport,	£ 1,400.00	£ 1,400.00	Partial Funding due to over subscription of grant stream.	Midlothian wide

Midlothian Association of Play	Play worker salaries, Travel Costs, Stationary / Postage.	£ 2,579.00	£ 1,600.00	Partial Funding due to over subscription of grant stream.	Midlothian wide
Midlothian Community Artists	Running costs including materials	166.00	£166.00	Contribution towards running costs	Midlothian Wide
Midlothian Indoor Bowling Club Juniors	New Bowls, Transport, Catering and Trophies.	£ 3,000.00	£ 420.00	Funding for three sets of children's bowls only.	Midlothian wide
	<b>TOTALS</b>	<b>£ 84,625.59</b>	<b>£ 34,100.92</b>		
Moorfoot Community Council	General running costs	£ 300.00	£ 300.00		Moorfoot
Borthwick SWRI	Running costs including outings	500.00	£300.00	Contribution towards venue and travel costs	Moorfoot
Carrington Village Hall Association	Ongoing operating and maintenance expenses	400.00	£400.00	Contribution towards operating and maintenance costs	Moorfoot
	<b>TOTALS</b>	<b>£ 1,200.00</b>	<b>£ 1,000.00</b>		
Newbattle Community Nursery	Nursery starter packs for families / early years	2981.00	£600.00	Will provide funding for 50 packs of clothes and waterproofs to enable outdoor play	Newtongrange
St David's Bradbury Day Centre	Part time passenger assistant for four hours per day	£ 3,000.00	£ 1,000.00	Partial Funding due to over subscription of grant stream.	Newtongrange
Newtongrange Community Council	General running costs, remembrance wreath, provision of defibrillator	£ 1,872.14	£ 361.00	General running costs and remembrance wreath. Withdrew request for defibrillator.	Newtongrange
No 1739 (2nd Midlothian) Squadron, ATC	Assistance with cost of PC/materials for training	150.00	£150.00	Contribution towards PC and training materials	Newtongrange
No 1739 (2nd Midlothian) Squadron, ATC	Broadband connection for access to training site for cadets	£ 600.00	£ 600.00	Business line rental for one year	Newtongrange

Cyrenians	Expert to lead workshops, Willow, weed matting, Fruit tree cordon, posts wire , trellis, materials and story board.	£ 2,900.00	£ 300.00	Partial Funding due to over subscription of grant stream.	Newtongrange
Newtongrange Star FC	Materials to refurbish build existing storage facility into a gym.	£ 2,600.00	£ -	This grant stream does not fund build/ refurbish projects.	Newtongrange
	<b>TOTALS</b>	<b>£ 14,103.14</b>	<b>£ 3,011.00</b>		
Alive & Kicking	Facility hire, project manager costa, admin, advertising, pitch hire, insurance and equipment.	£ 2,800.00	£ 1,000.00	Partial Funding due to over subscription of grant stream.	Pathhead
Pathhead Youth Project	Hire of Mini bus, Midas training, youth worker wages, photocopying, hall hire, dance teacher art instructor and	£ 2,404.80	£ 535.00	Funding to be used for Midas Training, Hall Hire and Discretionary subsidy fund.	Pathhead
	<b>TOTALS</b>	<b>£ 5,204.80</b>	<b>£ 1,535.00</b>		
Penicuik Community Arts Association	the building, hire artists and making repairs	3000.00	£500.00	Contribution towards running costs	Penicuik
Penicuik Folk Club	Running costs, advertising, venue costs & related expenses	150.00	£150.00	Contribution towards running costs	Penicuik
Penicuik Silver Band	Core running costs	3000.00	£750.00	Contribution towards running costs	Penicuik
Penicuik Twinning Association	with L'Isle Sur La Sorgue Twinning Association in 2017	2130.00	£400.00	Contribution towards disability access costs only.	Penicuik
Penicuik Youth Band	Core running costs	3000.00	£750.00	Contribution towards running costs	Penicuik
Pentlands Scottish Women's Institute	Core running costs including outings	850.00	£200.00	Contribution towards running costs	Penicuik



Penicuik & District Community Council	General running costs, remembrance wreath, citizen of the year, Christmas fare.	£ 705.00	£ 705.00	General running costs, remembrance wreath, citizen of the year, Christmas fare.	Penicuik
Penicuik Athletic Youth FC	Cost of Portable Goals, facility Hire and coach education.	£ 3,000.00	£ 2,000.00	Funding for Portable Goals only.	Penicuik
The Glencorse Association	Space Hire, Baby and child First Aid course facilitator fees, Printing , framing and books.	£ 1,771.00	£ 731.00	Partial Funding due to over subscription of grant stream.	Penicuik
Penicuik Athletic Football Club	Winter training facility costs, Training equipment, registration/ insurance costs and admin costs.	£ 2,965.00	£ 2,965.00	Full Funding	Penicuik
	<b>TOTALS</b>	<b>£ 20,571.00</b>	<b>£ 9,151.00</b>		
Poltonhall & District Community Council	General running costs, expenses, remembrance wreath, advertising.	£ 1,295.00	£ 886.00	General running costs, expenses, remembrance wreath but not funding advertising. Will provide Communities Officer support to help with promotion.	Poltonhall
Poltonhall Scottish Pensioners Association	Transport & entertainment costs. Coach for annual outing	1010.00	£560.00	Will cover travel costs only.	Poltonhall
Eskvale Hockey Club	Tournament fees, kit costs, travel costs, coach equipment and junior balls.	£ 2,450.00	£ 500.00	Partial Funding due to over subscription of grant stream.	Poltonhall
	<b>TOTALS</b>	<b>£ 4,755.00</b>	<b>£ 1,946.00</b>		
Rosewell & District Community Council	General running costs, reconditioned PC, broadband,	£ 782.56	£ 782.00		Rosewell

Rosewell Lunch Club/Development Trust	Short break Holiday / respite during summer months	£ 3,000.00	£ -	Does not meet criteria.	Rosewell
Rosewell Lunch Club/Development Trust	Transport to and from Lunch club for 50 weeks.	£ 1,200.00	£ 800.00	Partial Funding due to over subscription of grant stream.	Rosewell
Rosewell Development Trust	Staff costs & volunteer expenses for community programme	3000.00	£1,500.00	Contribution towards community programme	Roswell
	<b>TOTALS</b>	<b>7982.56</b>	<b>£3,082.00</b>		
Roslin & Bilston Community Council	General running costs	£ 4,750.00	£ 300.00		Roslin and Bilston
Bilston Senior Youth Club (10-15 year old)	Equipment for youth group	789.00	£267.00	Part funding of equipment to share across youth groups	Roslin and Bilston
Bilston Youth Club (5-10 year old)	Equipment for youth group	889.00	£270.00	Part funding of equipment to share across youth groups	Roslin and Bilston
LASC Childcare Services Ltd	Core costs and equipment	2750.00	£500.00	Will part fund outdoor equipment only	Roslin and Bilston
	<b>TOTALS</b>	<b>£ 9,178.00</b>	<b>£ 1,337.00</b>		
Cousland Majority Group	Core running costs including venue and outings	220.00	£220.00	Contribution towards running costs	Tynewater
Cousland Smiddy Trust	Core running costs	2350.00	£400.00	Contribution towards running costs	Tynewater
Pathhead & District Horticultural Society	Hire of hall and tables for flower show.	£ 613.00	£ -	Did not meet criteria	Tynewater
Pathhead Youth Project	Hire of mini bus, midas training, youth worker wages, photocopying, hall hire, dance teacher art instructor and discretionary subsidy fund.	£ 2,404.80	£ 535.00	Funding to be used for Midas Training, Hall Hire and Discretionary subsidy fund.	Tynewater
Edgehead Village Committee	Running community events, garden improvements	920.00	£260.00	Village day expenses and insurance	Tynewater

Pathhead Scottish Women's Institute	Help with rent costs and financial assistance towards 100th year anniversary	700.00	£200.00	Contribution towards hall hire only.	Tynewater
Pathhead Youth Project	Staff and equipment to teach young people about garden design & maintenance	2546.00	£1,273.00	Will provide Communities Team Support. Want to maintain split between equipment and staffing costs.	Tynewater
Tynewater Community Council	Running Costs	£ 300.00	£ 300.00	General running costs	Tynewater
Lothian Ringing Group	Equipment to ring birds	£ 1,012.00	£ -	N/A	Tynewater
<b>TOTALS</b>		<b>£11,065.80</b>	<b>£3,188.00</b>		



# Midlothian Council Equality Impact Assessment Form

Item 8.7



Information published by Midlothian Council can be provided on request in many of the community languages e.g. Cantonese, Punjabi, Urdu and also in large print, Braille, or audio tape. For more information please contact Midlothian Council on 0131 270 7500.

## Lead contact:

Stephen Bermingham

## **Section A: Introduction**

### **1. Title of policy, procedure or function being assessed**

Small Grants Allocation 2017-18

### **2. Divisions/organisations/groups involved in doing this Equality Impact Assessment**

Communities and Economy / Communities Team

### **3. Date started:**

23 August 2016

### **Date completed:**

24 August 2016

## **Section B: Information**

### **4. Please describe the Policy, Procedure or Function you are impact assessing**

#### **Small Grants 2017-18**

The Small Grants fund is managed by the Council's Communities Team. Applications are welcome from community groups, charities or social enterprises. In order to apply they must be constituted and have a bank account. They can apply for a small grant of up to £3000

Groups can apply from 3 streams: Developing Communities, Employability, Learning, and Training, Health and Physical Activity

The aim is to:

- To support voluntary and community sector infrastructure. This means organisations that provide development support to the voluntary and community sector
- To strengthen communities by:
  - supporting activities designed to develop socially excluded communities or access to services for those communities, or
  - providing information, advice, or advocacy, or
  - supporting new and emerging communities, or
  - supporting organisations that have a specific role

**5. What information and consultation data do you have to inform your assessment? What does it tell you?**

- Review of policies of other local authorities

You need to answer item 5 so that a member of the public will understand it

**6. Do you need more information or more consultation/engagement data?**

- Do you need anything more:
  - i. to do this Equality Impact Assessment (EQIA)
  - ii. to monitor or assess, in future, the impact of the policy/procedure or function you are EQIAing on people with different equalities characteristics
- Lack of data is not a sufficient reason to conclude there is no impact. It is insufficient to state that a policy will affect everyone equally without having considered the different barriers some people may encounter.

No

**Section C: Assessment**

Midlothian Council equality impact assesses on **all** of the characteristics in the shaded area below, so you should consider all of these in your assessment. If you want, you can consider other groups as well.

**Race** (this includes ethnic or national origins, colour and nationality)

**Disability** (e.g. physical disabilities, sensory impairments, learning disabilities, mental health conditions or long-term illnesses)

**Sex**(male/female)

**Age** (all ages)

**Sexual Orientation** (gay man, gay woman/lesbian, bisexual, heterosexual/straight)

**Religion or belief** (including having no religion or belief)

**Pregnancy and maternity** (having just had a baby or being pregnant)

**Gender reassignment** or transgender status (a person who is proposing to undergo is undergoing or has undergone a process to change their sex)

**Marriage and Civil Partnership**

**People experiencing poverty or at risk of poverty:** (poverty may be simply defined as not having enough money to meet one's basic daily needs or to have the things that most people in the UK take for granted).

**As you answer questions 7i. to 7iv. over the page:**

**a) Think about the policy, practice or function you are assessing and**

- people with the above characteristics
- people associated with them (e.g. a parent or carer)
- people mistakenly assumed to have the above characteristics

Remember to consider impacts on staff as well as communities and customers.

Continued.../

**b) Consider whether the above people are likely to have different needs, or be affected in different ways by what you are doing/proposing. e.g.**

- People may need, or benefit from, information provided in a particular format, like large print or easy read.
- A queuing system which relies on people standing for long periods will make it very difficult for some people to use the service.
- Charging more for a service is likely to affect people from several of the groups in the shaded area above, as on average they have a lower income.
- Targeting an area of high poverty could leave people experiencing poverty outside the area even worse off in comparison

**c) Consider the General Equality Duty requirements to pay due regard to the need to:**

- eliminate discrimination, victimization, harassment or other local conduct that is prohibited under the Equality Act 2010 in relation to the characteristics listed in shaded area at the top of this page (except poverty)
- advance equality of opportunity between and foster good relations between people who share a characteristic in the shaded area and those who do not (except marriage and civil partnership and poverty)

**7i. Note any positive impacts on the above equalities groups**

- The Council has set a total budget of **£150,000** to fund this Small Grants programme. £10,000 of this sum is supporting local Gala Days
- Equalities groups will be targeted in terms of supporting their participation and access to the Small Grants programme.
- Midlothian Council links with equalities groups will be strengthened.

**7ii. Note any negative impacts on equalities groups**

- In terms of access to funding, barriers **may** exist for certain groups. In the first instance, communications on how to apply for funding will need to be accessible, taking into account potential language barriers, visual impairments and accessible forms of communication i.e. not restricting to one format such as advertising on the Council website. All communications will clearly state that they can be made in varied accessible formats.
- Similarly, support for groups wishing to access funding needs to be made available by way of assistance with completing documentation, especially relevant where English is not someone's first language or when an applicant has a learning disability. Community Officers will offer community based meetings (through funding surgeries or individual meetings to support potential applicants. Language support will be provided if required.
- Access to the grants surgeries, for all attendees, will to be at a time or in an accessible location that will maximise, as far a possible turnout and participation.

**7iii. How significant would this negative impact be and what kind of numbers would be affected?**

- Planning, preparation and implementation will include measures to reduce any potential negative effects of the Small Grants programme (see section 7iv)

**7iv. Note any opportunities for making a positive impact on equalities groups.**

- The Small Grants programme will be fully inclusive and will involve a range of methods to encourage local groups to apply. An example of this would be the potential engagement and capacity building of Midlothian Peoples Equality Group to support applications by the groups they represent
- The Small Grants programme has potential positive benefits for both sexes, as it is fully inclusive.
- The Small Grants programme process will ensure that people with disabilities will be able to apply for locality grant funding.
- The Small Grants programme is fully inclusive of all age groups.
- The Small Grants programme is fully inclusive irrespective of a person's religion or belief
- The Small Grants programme is fully inclusive irrespective of a sexual orientation
- The Small Grants programme is fully inclusive irrespective of marital status and civil partnership.
- The Small Grants programme is fully transgender inclusive.
- All protected characteristics are will be positively impacted by the Small Grants programme and in particular Race (you can't say this unless you change the wording to sections 7 ii and iii) and Disability.
- All protected characteristics will benefit positively in terms of health benefits from having access to funding which supports wellbeing.
- The Small Grants programme will strengthen Council's relationships and outreach effort with communities.
- If people (on behalf of their groups) are supported to make applications to the Small Grants programme they may feel empowered to take positive action themselves, support other members within their community



## **Section D: Actions and Outcomes**

Questions 8 and 9 below ask about actions, which have been taken, or will be taken **as a result** of this Equality Impact Assessment (EQIA). Any pre-existing actions should be included in earlier sections.

### **8. Note any actions you will be taking as a result of this EQIA:**

Think about what you can do to:

- minimise or remove any negative impacts, and
- maximise the opportunities for positive impacts

- The suitability of building access for Grant Surgeries will be considered.
- A Communications Strategy has been formulated, agreed, and passed at Directorate level.
- Scheduling of grants surgeries will be considered so as not to clash with any periods of religious observance (in so far as this is possible)
- Upon request, grant application forms will be created in a range of languages
- Support will be given for group members with visual impairments
- There are 5 Communities Officers who, with support from the Council's Equalities Engagement Officer, will support groups with the Small Grants application process.
- The specific engagement work, detailed above, will focus on ensuring particular effort is taken to engage individuals and groups who experience particular barriers to participation.

### **Please note any actions you have already taken as a result of this EQIA here.**

- Team review of potential grant applicants to ensure that equalities groups have information and capability to apply

### **9. How will you track/monitor that the actions you mentioned in 8. have been achieved?**

e.g. by adding them to a work plan, service plan etc.

- Communities Team Work Plan
- Monitoring and Evaluation Assessment of grant applicants

### **10. If you have decided not to take any action, please note why this is, and any justification, here.**

A significant negative impact, even if it affects only a small number of people, should be addressed.

### **12. Is a more detailed assessment recommended?**

No

Version: EQIA Form V1.3 29 March 12



## **Participatory Budgeting**

### **Report by Ian Johnson, Head of Communities and Economy**

#### **1 Purpose of Report**

The purpose of this report is to recommend that from the 1 April 2017 Councillors Environmental funds be allocated using a Participatory Budgeting (PB) approach.

#### **2 Background**

- 2.1** PB reflects the legislative requirements of the Community Empowerment Act (2015). The Act provides new regulatory powers for the Scottish Government to require Public Authorities to facilitate public involvement in decision making, including having a say on the allocation of resources. This is consistent with Scottish Government policy to empower local communities and develop alternative ways of funding services.
- 2.2** PB is a consultative model that involves setting up a steering group of local community members and organisations and empowering the steering group to define the process and criteria within the limits of the budget. The public then decide how the money is allocated.
- 2.3** A paper on PB was submitted to Council in March 2015. The paper provided an overview of current PB activities across Scotland and sought approval to host a seminar with Elected Members and for officers to pilot a PB project in April 2016. A briefing was sent to Elected Members in September 2015 and a structured discussion was delivered by PB Partners to elected members in December 2015, where elected members discussed the options, issues and challenges of PB.
- 2.4** Midlothian Council's Communities Team successfully delivered a pilot project in Mayfield and Easthouses between March and May 2016. The aim of the project was to fund projects that will help families who are struggling financially. The Scottish Community Development Centre independently evaluated this pilot.
- 2.5** A paper was presented to Council on 16 August 2016 where elected members approved a recommendation that instructed officers "to discuss further with elected members how they could most effectively distribute a proportion or all of their environmental budgets using a PB approach".
- 2.6** All members were invited to discuss participatory budgeting. Consequent to those discussions this report proposes that from the 1 April 2017 Councillor Environmental funds should be allocated using a PB approach.

### **3 Resources**

- 3.1** The Scottish Government has set a target for Councils that at least 1% of their overall budgets is spent using PB. Further information on the Scottish Government's approach to resourcing PB can be found on their [website](#).
- 3.2** In 2015/16 Midlothian Council allocated £35,000 to PB. This represents 0.018% of the Council's revenue budget. This money has attracted additional match funding of £38,900 giving a total spend of £73,900. Details of that spend were reported to Council in August 2016. In addition to the recommendations in this report, the Services to Communities Board officers will seek to identify existing budgets that could potentially be made available for PB.
- 3.3** A paper "Prioritising Targeted Areas in the Small Grants Programme" was considered by Council on 28 June 2016. Council agreed to allocate the £40,000 Small Grants Poverty fund to the targeted areas of Dalkeith/Woodburn, Mayfield/Easthouses and Gorebridge in the 2017/18 grant round and beyond, using a PB decision making process.
- 3.4** The annual recurring capital budget totals £180,000 (£10,000 per Councillor). That allocation per Member is proposed to remain for the 2017/18 financial year with the proposal that it is spent using a PB approach. All disbursements made using these funds will require to accord with the Council's Capital Expenditure guidance. It is therefore proposed that Elected Members use a PB approach in the spending of their environmental funds.
- 3.5** Where members have unspent allocation funding from previous years, it is proposed that where possible such sums are also invested through a PB approach.

### **4 Risk**

- 4.1** PB approaches do come with a degree of risk. Empowering communities to take decisions about funding allocations limits the control that funders and other decision makers have. Individuals and groups that are promoting a particular project can be unhappy with the process, especially if they do not get the outcome that they had hoped for.
- 4.2** Running effective PB programmes requires a significant amount of human resources; however, this does help staff make connections with people and community groups that they may not otherwise connect with. Officers support the steering group to develop fair and transparent processes. Use of external evaluators assists in managing risk and identifying learning. The Communities Team would use their experience of running successful PB programmes to ensure that PB is a transparent and open process.
- 4.3** Systems and processes need to be in place to ensure resources are appropriately allocated and reported. The risks are limited when the levels of funding are relatively small; however, they increase if funding levels go up. These risks exist in all grant allocations.
- 4.4** The distribution of the Environmental Grants using PB will comply with the Councils' Following the Public Pound requirements.

## **5 Single Midlothian Plan and Business Transformation**

Themes addressed in this report:

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

### **5.1 Key Priorities within the Single Midlothian Plan (SMP)**

The Council approved position of prioritising targeted areas in the small grants programme by reallocating the Poverty Stream to the targeted areas and the small-scale PB projects in Midlothian, has provided additional resources for the three priority areas of the Council in order to support the Single Midlothian Plan top three priorities of closing the outcome gap in health, learning, and economic circumstances.

### **5.2 Adopting a Preventative Approach**

The Christie Commission Report of the Commission on the Future Delivery of Public Services (2011) made it clear that “reforms must aim to empower individuals and communities receiving public services by involving them in the design and delivery of the services they use”. In addition the report notes that “we must prioritise expenditure on public services which prevent negative outcomes from arising”. PB is an example of supporting local people to design projects and allocate funding. This is an example of adopting a preventative approach.

### **5.3 Involving Communities and other Stakeholders**

PB is recognised internationally as a way for local people to have a direct say in how and where public funds can be used to address local needs.

### **5.4 Ensuring Equalities**

The PB projects in Midlothian have focused on areas of high deprivation. Community consultation and outreach work have helped to engage people who would otherwise not be involved in local decision making. Providing additional resources in areas with higher levels of poverty provides evidence of Positive Action under the Equalities Act (2010).

A PB Equality Impact Assessment was completed on 17 August 2016. The assessment concluded that PB was compliant with the Council's Equalities Duties and helps strengthen equalities groups in Midlothian.

### **5.5 Sustainability**

The Scottish Government requires Local Authorities to embed PB as part of their active citizenship agenda. The reallocation of Environmental funds demonstrates a sustainable organisational commitment to PB.

## **6 Summary**

PB reflects the Scottish Government's approach to increase community engagement in public authority decision making. PB helps connect staff with 'harder to reach' groups, and can empower communities to take an active interest in how budgets are allocated. The Communities Team have the skills and experience to support the delivery of high quality PB programmes. PB provides an opportunity to apply for external funding and support disadvantaged communities. Distributing Environmental funds using a PB approach demonstrates a transparent approach to the allocation of public resources.

## **7 Recommendations**

It is recommended that Council:

- i) notes the policy approach of the Scottish Government to empower communities to participate in decisions on the allocation of public resources;
- ii) agrees that the environmental funds allocated to each Councillor for the 2017/18 and subsequent financial years are to be spent using a participatory budgeting approach, and in accord with the Council's Capital Expenditure Guidance; and
- iii) instructs officers to prepare more detailed guidance on good practice in the operation of participatory budgeting.

**Date 25 November 2016**

**Report Contact:**

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Stephen Bermingham, Senior Communities Officer

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**World-Class Secondary School Provision for Penicuik & A701 Corridor****Report by Mary Smith, Director, Education, Communities and Economy****1 Purpose of Report**

- 1.1 The purpose of this report is to provide Council with an update on the feedback received from the pre consultation meetings held in September, further to a report to Council of December 2015 which stated that informal consultation would be undertaken on the options for secondary schools to serve the A701 corridor and Penicuik to include a 'centre for excellence' for Science, and that a report on the way forward would be brought to Council in the course of 2016.
- 1.2 Approval is being sought to provide pupils in the Loanhead settlement with the option of transport to Beeslack Community High School.

**2 Background**

- 2.1 Many of the settlements served by Beeslack, Lasswade and Penicuik High Schools have been expanding and more house building is scheduled to take place. This means a review of non-denominational secondary school provision in the area is needed to make sure the schools are in the right locations with sufficient capacity to meet the needs of a growing population and to ensure that learning spaces are equipped for the delivery of a world-class 21st Century education.

These high schools serve Bonnyrigg, Penicuik and the A701 corridor, including the settlements of Bilston, Loanhead, Rosewell, Roslin and the surrounding area.

Lasswade High School is a modern, recently built school which opened in 2013. This school is now at capacity and the number of pupils is forecast to increase significantly over the years ahead. Beeslack and Penicuik High Schools are older buildings dating from 1984 and 1937 respectively. Although more recently the number of pupils attending has been falling, the roll projection forecast shows a rise to levels which will exceed their current capacities.

- 2.2 The review of secondary school provision for Penicuik and along the A701 provides an opportunity to consider how to create world-class innovative learning spaces across all the high schools, explore opportunities to build learning partnerships with a wide range of partners creating opportunities, drawing on the very best international research in order to deliver world-class learning facilities and programmes for 21<sup>st</sup> Century Learners.

These developments provide potential opportunities to work in partnership with organisations at the Bush and Pentland Science Park to create a STEM corridor along the A701 which would be home to a centre of excellence for Science, Technology, Engineering and Maths.

2.3 The current forecast and roll capacity for each of the secondary schools is:

	2016 Pupil Census Students by Stage							Capacity	Occupancy	Roll Forecast 2040
	S1	S2	S3	S4	S5	S6	Total			
Beeslack	106	120	107	125	120	77	655	860	76.2%	1,070
Lasswade	300	297	287	256	223	163	1526	1,480	103.1%	2,267
Penicuik	99	117	100	98	85	55	554	945	58.6%	1,073
<b>Total</b>	<b>505</b>	<b>534</b>	<b>494</b>	<b>479</b>	<b>428</b>	<b>295</b>	<b>2,735</b>	3,285	83.4%	4,410

The primary schools associated with these secondary schools are:

Beeslack High School	Lasswade High School	Penicuik High School
Bilston Primary	Bonnyrigg Primary	Cornbank Primary
Glencorse Primary	Burnbrae Primary	Cuiken Primary
Mauricewood Primary	Hawthornden Primary	Strathesk Primary
Roslin Primary	Lasswade Primary	
	Loanhead Primary	
	Paradykes Primary	
	Rosewell Primary	

Although not part of the Penicuik Associated Schools Group (ASG), the majority of pupils attending Sacred Heart Primary School choose to attend a secondary school in Penicuik. In the last two years all 22 P7 pupils have chosen to go to either Penicuik High School or Beeslack Community High School.

2.4 **Lasswade High School** is currently at its capacity of 1,480 pupils and occupies a site which could accommodate up to a maximum of 2,000 pupils. The planned house building in this area will result in an estimated roll of 2,267 by 2040, exceeding the maximum site capacity. As a result the catchment needs to be reduced or additional land acquired to expand the site. The work carried out to date indicates that it would not be feasible to expand the site therefore if the catchment area for Lasswade is not reduced, catchment pupils will have to be refused places.

The Council's policy on allocating places at schools sets out that where catchment pupils are refused, the pupils refused would be those who live furthest away from the school by safe route. The distance by road from Lasswade High School to Paradykes Primary School is approximately half a mile further than the distance to Rosewell Primary School, therefore the restriction on catchment pupils would impact first upon pupils living in Loanhead and then potentially Rosewell.

The current road links between Rosewell and the A701 corridor are not suitable for large volumes of traffic and the option to cycle or walk is not ideal either, so consideration of Rosewell being associated with a secondary school on the A701 corridor is not being taken forward at this point. This may be revisited in the future if transport links improve and the number of pupils attending Lasswade High School is forecast to exceed the capacity of the school site.

- 2.5 **Beeslack Community High School** has a falling roll, but current projections based on new and existing housing indicate that the roll will grow to exceed its current capacity of 860.

The school lies 1 mile from Penicuik High School and is on a site which could accommodate 2,800 pupils. The existing building needs significant refurbishment but the design of the building makes this difficult. Beeslack Community High School receives a number of placing requests from Loanhead Primary School pupils who currently pay for transport to the school as it is not within their catchment.

- 2.6 **Penicuik High School** roll has settled and is also set to grow to exceed its current capacity of 945.

The school lies 1 mile from Beeslack High School and has a maximum site capacity of 1,800 pupils. The original building is a category B listed and needs refurbishment, later additions need replacement. The school site includes the playing fields to the south west of the school, on the other side of Carlops Road.

- 2.7 **The A701 corridor**, in particular the section between Penicuik and the Edinburgh City Bypass, is one of the main communication links through Midlothian and provides good links with the settlements along its length. The settlement of Auchendinny, Bilston, Loanhead and Roslin are set to expand considerably in the future.

This section of the A701 corridor lies in the Midlothian West Ward which includes these settlements as well as the settlement at Rosewell. There is currently no secondary school located within the ward boundary of Midlothian West.

A spirit of community exists already between the school communities in Loanhead, Bilston and Roslin – one example of this is shared after school club arrangements.

A school sited in the A701 corridor would be in a central location to serve both large and small communities in the surrounding area. It would also be in close proximity to the Bush and Pentland Science Park, providing an excellent opportunity to build partnerships with academic and business organisations and enhance senior phase opportunities for pupils by creating a vibrant world-class STEM corridor.

There is significant interest in establishing a new school in this area as a Centre of Excellence for Science and this proposal forms part of the City Deal funding bid under the Skills and Innovation work-stream. There have been positive early discussions with the University of Edinburgh as a potential partner for the proposed Centre of Excellence in Science, which would provide students with access to a world class educational resource.

The identification of a suitable site, however, is a critical component of any funding proposal, which means that it is essential for the Council to identify a site at the earliest possible date. This will allow the Council to develop a funding proposal for a new school on the A701 corridor in anticipation of the Scottish Government releasing funding for school estates.

- 2.8 When feedback was last sought on the right size for a secondary school it was clear that parents in general preferred smaller schools of up to 1,000 pupils, but not so small that there would be limitations on subject choice offered to pupils. When pupils reach senior phase they choose the subjects they want to pursue from options provided to them by the school. As there are a minimum numbers of pupils required for each subject to be viable to run, the smaller the numbers of pupils at the school, the smaller the range of subjects which can be offered.

It is being considered that Midlothian adopts a preferred model of secondary schools with roll between 750 and 1,800 pupils and that a minimum of 600 pupils is necessary to continue to offer a sustainable subject choice for senior phase pupils.

The 2015 School Estate Statistics show that only 2 out of 361 secondary schools have a roll of over 1,800 pupils; St Ninian's In East Renfrewshire with 1,801 pupils and Holyrood in Glasgow City with 2,064 pupils.

### 3. Informal Consultation

#### 3.1 Options

##### 3.1.1 The options consulted on were:

##### **Option 1 - Status quo:**

Extend Lasswade High School, refurbish and extend Beeslack and Penicuik High Schools, make no change to catchment areas associated with each secondary school.

The number of pupils is forecast to exceed the capacity of all three schools by 2027, with Lasswade reaching 2,267 in 2040 compared to current capacity of 1,480.

Option 1	Census 2016	Forecast					Capacity	Max. Site Capacity
		2020	2025	2030	2035	2040		
Lasswade HS	1,526	1,585	1,670	1,975	2,205	2,267	1,480	2,000
Beeslack HS	655	491	513	756	980	1,070	860	2,800
Penicuik HS	554	701	851	989	1,062	1,073	945	1,800

##### **Option 2 - Status quo but move the Loanhead settlement into the catchment for Beeslack High School:**

Extend Lasswade High School, refurbish and extend Beeslack and Penicuik High Schools, associate Loanhead & Paradykes Primary Schools with Beeslack.

Reduces the roll forecast at Lasswade High School to 1,809 pupils in 2040.  
Beeslack's current location may not be ideal for pupils from the Loanhead area travelling to the school on foot or by bicycle.

Option 2	Census 2016	Forecast					Capacity	Max. Site Capacity
		2020	2025	2030	2035	2040		
Lasswade HS	1,526	1,261	1,315	1,558	1,750	1,809	1,480	2,000
Beeslack HS	655	828	860	1,181	1,440	1,530	860	2,800
Penicuik HS	554	701	851	989	1,062	1,073	945	1,800

**Option 3 - Replace Beeslack High School on a new site along the A701 corridor and refurbish and extend Penicuik High School to serve the Penicuik area:**

Build a new secondary school on the A701 corridor to serve the Bilston, Glencorse, Loanhead and Roslin areas. Extend Lasswade High School. Refurbish and extend Penicuik High School to serve the Penicuik area including Mauricewood.

This reduces the roll forecast at Lasswade High School to 1,809 pupils in 2040.

For this option to be viable a suitable site on the A701 corridor needs to be secured.

Option 3	Census 2016	Forecast				
		2020	2025	2030	2035	2040
Lasswade HS	1,526	1,261	1,315	1,558	1,750	1,809
A701 Corridor HS	655	577	641	910	1,126	1,215
Penicuik HS	554	938	1,078	1,253	1,370	1,387

**Option 4 - Combine Beeslack High School and Penicuik High Schools into a new school on the A701 corridor and rezone the Loanhead settlement to the new school:**

Build a new secondary school on the A701 Corridor for a combined Beeslack and Penicuik High School, including Loanhead & Paradykes Primary Schools. Extend Lasswade High School.

This reduces the roll forecast at Lasswade High School to 1,809 pupils in 2040.

The combined school of Beeslack and Penicuik including Loanhead would have a roll forecast of 2,601 pupils by 2040.

The new school could be built on the Beeslack site or on a new site to be acquired elsewhere on the A701 Corridor. The Penicuik High School site is too small for a school this size.

There has been previous negative feedback from the public to a proposal to merge Beeslack and Penicuik High Schools, albeit the proposal at that time was to operate the school split across the two school sites.

Option 4	Census 2016	Forecast				
		2020	2025	2030	2035	2040
Lasswade HS excluding Loanhead	1,526	1,261	1,315	1,558	1,750	1,809
A701 & Penicuik combined	1,209	1,515	1,719	2,163	2,496	2,601

**Option 5 - Combine Beeslack and Penicuik High Schools on A701 Corridor site. Loanhead area remains associated with Lasswade High School:**

Build a new secondary school on the A701 Corridor for a combined Beeslack and Penicuik High School. Extend Lasswade High School; Loanhead & Paradykes remain part of Lasswade Associated School Group.

Lasswade High School roll forecast would reach 2,267 pupils by 2040 compared to current capacity of 1,480, which would exceed the maximum site capacity of 2,000 pupils.

A combined Beeslack and Penicuik school would have a roll forecast of 2,143 pupils by 2040.

Option 5	Census 2016	Forecast				
		2020	2025	2030	2035	2040
Lasswade HS (no change)	1,526	1,585	1,670	1,975	2,205	2,267
Beeslack & Penicuik combined	1,209	1,192	1,364	1,746	2,042	2,143

### 3.2 Feedback

- 3.2.1 Two public consultation meetings were held to discuss the rationale and proposals and to give residents an opportunity to come up with further ideas and to express their opinions. Feedback forms were issued to those attending and the information pack and feedback forms were made available through the council's web pages.
- 3.2.2 The meetings were well attended with approximately 70 people attending over the 2 evenings. The meetings raised several issues and concerns from those who attended. Some of the major concerns were around the safe routes to school, particularly in options 2, 3, 4 and 5 and adding pressure to an already busy trunk road, the A701. It was also noted that Loanhead area pupils currently have to pay for transport if they choose to go to Beeslack High School.

People also voiced their concerns about a super school (very large school) being too big with pupils losing their identity. It was also felt that some pupils coming from our smaller primaries already find the transition to secondary school a daunting experience, to make the secondary school even larger could make the transition more challenging.

The point was also raised that although savings could be made through reducing administration and management by building a super school, that pupils in the middle

achieving bracket could be disadvantaged because it was assumed teachers would only know the top and bottom 10% achieving children in the school. Super schools operate across the world in urban areas, however it was noted that Midlothian is not a high density area. There was support for a secondary school remaining in Penicuik.

- 3.2.3 The public meetings also allowed an opportunity for attendees to choose their preferred option. The twenty five responses provided the following results:

Option		Preferred
1.	Status quo: extend all three schools on current sites.	0
2.	Status quo but move Loanhead & Paradykes to Beeslack High School: extend all three schools on current sites.	5
3.	Replace Beeslack High School on a new site on the A701 corridor to serve Bilston, Glencorse, Loanhead and Roslin areas. Extend Lasswade High School. Refurbish and extend Penicuik High School to serve the Penicuik area, including Mauricewood.	18
4.	Build a new secondary school on the A701 corridor for a combined Beeslack and Penicuik High School, including Loanhead and Paradykes Schools. Extend Lasswade High School.	0
5.	Build a new school for a combined Beeslack and Penicuik High School on the A701 corridor. Lasswade High School is extended and Loanhead and Paradykes remain associated with Lasswade High School.	2

- 3.2.4 Fifteen feedback forms were received along with four e-mailed responses. A similar theme to the meetings was evident and the main concerns were safe routes to schools and the loss of a secondary school in Penicuik if a super school option were to be adopted. Comments were also made referring to the school roll at Lasswade exceeding capacity and that options one, two and five would not solve this problem in the long term. It was also felt that a super school would be far too large and impersonal and would remove schools from the communities they serve.

The fifteen completed surveys and e-mail responses provided the following results:



Option		Like	Don't know	Dislike
1.	Status quo: extend all three schools on current sites.	6	1	9
2.	Status quo but move Loanhead & Paradykes to Beeslack High School: extend all three schools on current sites.	5	6	5
3.	Replace Beeslack High School on a new site on the A701 corridor to serve Bilston, Glencorse, Loanhead and Roslin areas. Extend Lasswade High School. Refurbish and extend Penicuik High School to serve the Penicuik area, including Mauricewood.	13	0	4
4.	Build a new secondary school on the A701 Corridor for a combined Beeslack and Penicuik High School, including Loanhead and Paradykes Schools. Extend Lasswade High School.	0	0	15
5.	Build a new school for a combined Beeslack and Penicuik High School on the A701 Corridor. Lasswade High School is extended and Loanhead and Paradykes remain associated with Lasswade High School.	0	0	15

### 3.3 Ideas put forward from Consultations

#### 3.3.1 The following suggestions were raised through the consultation process:

- Use current Beeslack site for a Penicuik secondary school.
- Build a further secondary school in Bilston to serve Auchendinny, Bilston, Loanhead and Roslin i.e. in addition to Beeslack and Penicuik.
- To include community and/or leisure facilities within a new school.
- To provide an ASN/ASD provision in a refurbished Penicuik High School.
- Create an American style 'middle school' to serve the 10-14 year old age bracket.

These suggestions will be considered as the options for the A701 corridor are progressed.

### 3.4 Informal Consultation Summary

From the responses received and the feedback provided at the meetings option 3 was significantly more favoured and least disliked. Option 2, which includes moving the Loanhead settlement to Beeslack's catchment area, was second most favoured and least disliked. Options 4 and 5 were significantly more disliked than any of the other options.

There was a strong feeling that Penicuik should retain a secondary school, located within the settlement. Any new build along the A701 would need to have significant consideration given to transport links along the A701. The idea of Centres of Excellence was received very positively and was seen as an exciting opportunity for the children of Midlothian.



## **4. Items to be Progressed**

### **4.1 Site Options**

In order for options 3, 4 and 5 to be viable a suitable site needs to be identified along the A701 to accommodate a school of the size required. We project the site capacity would need to allow for 2,600 pupils.

Discussions have been held with the University of Edinburgh who have indicated a willingness to consider releasing an area of greenfield land within Easter Bush, adjacent to Seafield Moor Road and the Pentland Field Business Park. This would enhance the opportunities to build partnerships with academic and business organisations and allow the development of senior phase opportunities given the close proximity to the University.

Consideration has also been given to a site off the Gowkley Moss Roundabout adjacent to the A701 and Roslin Bing. However concerns have been expressed regarding the loss of agricultural land and coalescence of settlements each side of the A701.

A potential site – *Emily/Ramsay* Bing - to the north of the current Loanhead and St Margaret's Primary School has also been suggested and considered. This is a sloping site of made up contaminated land which, whilst it would be possible to develop would be expensive to remediate and service. In addition the location of the site is difficult to access and could lead to significant congestion within the area.

The site of the current Beeslack High School does have site capacity large enough to accommodate a bigger secondary school, but this would be in the wrong location to serve the Loanhead area.

### **4.2 Home to School Transport**

Lasswade High School's pupil roll is over its stated capacity of 1,480. To alleviate some of this pressure it is proposed to offer parents residing in Loanhead the option of home to school transport to Beeslack. This would remove the barrier of the cost of transport, enhance parental choice and encourage parents to make a placing request for their child/ren to attend Beeslack.

To put this into effect within the timescale of the 2017 pupil placement process, at the start of January a letter would be sent to all parents residing in Loanhead whose child/ren will commence S1 in August 2017. The letter will inform them that the Council will provide transport from Loanhead to Beeslack if they opt to make a placing request to attend Beeslack.

## **5 Report Implications**

### **5.1 Resource**

The provision of transport from Loanhead to Beeslack may result in an additional cost to the Council. Depending on the number and size of busses or bus passes required. This is estimated to be in the region of £15,770 to £26,790 per annum. As pupils being transported to Beeslack would otherwise be transported to Lasswade much of the costs, dependent on efficiencies, would be offset by savings. Should this offer of transport not be made transport may well be required in any case for pupils who cannot be accommodated at Lasswade High School and are then placed at Beeslack.

If the offer of transport is successful it will allow the Council more time before additional capacity is required to be provided at Lasswade.

## 5.2 Risk

Offering transport to Beeslack for pupils from Loanhead will reduce the risk of having insufficient capacity at Lasswade for catchment pupils and placing requests in to the school.

## 5.3 Single Midlothian Plan and Business Transformation

Themes addressed in this report:

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

This work is a part of the Single Midlothian Plan's key priority of Reducing the Gap in Learning Outcomes.

## 5.4 Impact on Performance and Outcomes

The provision of high quality secondary schools suitable for the current and future delivery of education, with sustainable school rolls, supports work towards the Single Midlothian Plan's key priority of reducing the gap in learning outcomes and presents every child with the opportunity to attend the school which serves their community. By supporting improvement in pupil attainment and achievement, and hence positive destinations, it also contributes to reducing gaps in economic circumstances and health.

## 5.5 Adopting a Preventative Approach

Reducing the gap in learning outcomes is a preventative contribution to work towards reducing gaps in economic circumstances and health.

## 5.6 Involving Communities and Other Stakeholders

The pre consultation process has included consultation with parents, staff and community representatives.

## 5.7 Ensuring Equalities

An EQIA has been carried out on the proposal to provide home to school transport from Loanhead to Beeslack High School.

## 5.8 Supporting Sustainable Development

The proposals take into account the need to deliver fit for purpose, sustainable (for both now and the future) secondary schools through the design and use of appropriate and sustainable facilities and infrastructure.

## 5.9 IT Issues

There are no IT issues arising from this report.

## 6 Recommendations

It is recommended that Council:

- Note the feedback from the informal consultations.
- Approve the provision of free home to school transport for Loanhead area pupils wishing to attend Beeslack High School.
- Note the ongoing discussions with Edinburgh University regarding building partnerships with academic and business organisations and on securing a suitable site for a secondary school in the A701 corridor.
- Note the need for the Council to develop a funding proposal for a new school in the A701 corridor in anticipation of Scottish Government releasing funding for school estates. A potential site in Midlothian West Ward should, therefore, be identified at the earliest possible date.
- Request a further report be submitted to Council in due course for approval of formal consultation on the provision of secondary school education in the A701 corridor.

Date: 29 November 2016

### **Report Contact:**

Sandra Banks, Resource Manager, Education Tel No 0131 271 3727  
[sandra.banks@midlothian.gov.uk](mailto:sandra.banks@midlothian.gov.uk)



**Midlothian Council response to the Education Governance Review:  
*Empowering teachers, parents and communities to achieve excellence  
and equity in education*****Report by Dr Grace Vickers, Head of Education****1. Purpose of the Report**

The purpose of this report is to present the final Midlothian Council consultation response to the Scottish Government's consultation called *Empowering teachers, parents and communities to achieve excellence and equity in education: A Governance Review* which was launched on 13 September 2016 and closes on 6 January 2017. A full copy of the Midlothian Council response is filed in appendix 1.

**2. Background**

The delivery plan for Education, published by the Scottish Government on 28 June 2016, is presented in four main sections:

- A relentless focus on closing the attainment gap.
- A curriculum which delivers for children and teachers.
- Empowering our teachers, headteachers, practitioners, parents, communities, children and young people.
- A clear focus on improvement.

The rationale for the delivery plan is to address the significant challenges which face Scottish Education. The delivery plan acknowledges it is still the case that where a child is from, where they live and their family circumstances still have a disproportionate impact on their chance of success. The delivery plan highlights that "despite some progress over the last decade, a pupil from the 20 per cent least deprived areas of Scotland is almost twice as likely as one from the 20 per cent most deprived areas to leave school with a qualification at SCQF 6 or better" (2016: 3). Each section of the delivery plan includes an overview of the ambition and a series of 86 actions in total that the Scottish Government will implement in order to deliver the overall ambition.

The Midlothian Council Cabinet report dated 11 October 2016, presented in detail each part of the delivery plan. Within section 2.3 of the Cabinet report, attention was drawn to the ongoing Scottish Government consultation on the Governance Review for Education to enable a wide range of stakeholders to share their view on how Education in Scotland is run, including who should take decisions in relation to the education of children and young people, and how funding can be made fairer. The consultation also asks about the support teachers and practitioners need to do their jobs well and how this can be improved. Further information on the national consultation can be located by clicking on the following link: <https://consult.scotland.gov.uk/empowering-schools/a-governance-review>.

As agreed by Cabinet on 11 October 2016, the following actions were undertaken in response to this national consultation:

- A series of consultation events in Midlothian took place with Parent Council Chairs and Head Teachers in order to raise the profile and to seek the views of our local stakeholders on the Scottish Government consultation called *Empowering teachers, parents and communities to achieve excellence and equity in education: A Governance Review* <https://consult.scotland.gov.uk/empowering-schools/a-governance-review>
- A seminar with elected members took place on 21 November 2016 outlining the ongoing Midlothian Consultation on the Education Governance Review.
- The Midlothian Survey, which closed on 30 November, was also launched and the outcome of this survey forms the basis of the Midlothian Council response which can be found in appendix 1 and a full copy of the Education Governance Review has been circulated to Members electronically and copies are available in the Members' Library.

## 2.1 The outcome of the Midlothian Survey

In total forty-nine people responded to the survey. In addition, the 32 Primary Head Teachers submitted a group response and the 6 secondary Head Teachers submitted a group response. In total there were fourteen fully completed responses. A summary of respondents is shown in table 1:

Respondent	Completed	
	Initial question	responses
Member of staff	20	5
	24	4
Parent/carer	5	3
Group (2 CPP, 2 CC, 1 PC)		
Primary Head Teacher group response	1	1
Secondary Head Teacher group response	1	1
<b>Grand Total</b>	<b>51</b>	<b>14</b>

Table 1: Summary of respondents

It should also be noted that separate responses will also be submitted by a range of other bodies including SOLACE, COSLA, ADES, the individual Trade Unions and Religious Representatives.

Overall, Midlothian is in agreement with the national endeavour to close the poverty related attainment gap. The Council is also broadly in agreement with the ambition and the key principles. However, it remains unclear what educational benefit this governance review seeks to achieve. In line with COSLA, we have serious concerns about the premise of this governance review and the flawed assumptions which are fundamental the document; that schools are not currently empowered to make decisions about individual learning and school life, that regional collaboration does not currently occur. We also know that schools alone cannot tackle poverty and disadvantage and we believe that this requires a full council approach. Key themes have emerged throughout including the challenges of recruiting suitably qualified teachers, the lack of supply and the Devolved School Management Scheme (DSM).

A number of concerns were raised by Parent Council Chairs, the Education Advisory Group and the Head Teacher Executive on the lack of detail stated in the consultation document which makes it challenging to answer the large number of open questions contained within the national survey. Therefore Midlothian, as part of their response, request more detail and clarity on what is actually being proposed. Overall, this lack of detail in the consultation document and the complex open questions may have resulted in a low response rate to both the Midlothian consultation and consequently may be the same in terms of response rate to the national survey. It should be noted that more respondents started the questionnaire than completed the questionnaire.

A full copy of the final Midlothian Council consultation response which will be submitted to the Scottish Government is filed in appendix 1.

### **3 Report Implications**

#### **3.1 Resource**

The resource to deliver the pace of change within the delivery plan will be challenging. We have already experienced an increased resource demand through the number of on-going consultations, response to a number of requests for data and data checking exercises for the upload of pupil level data. In addition, at very short notice each local authority were expected to participate in a CfE workload review at the beginning of term and ADES sought an extension to enable local authorities to verify and provide further evidence to reports where local authority performance was being evaluated in terms of their approaches to reducing workload demands and tackling bureaucracy. The most significant resource implications of the delivery plan are contained within section 3: Empowering our teachers, headteachers, practitioners, parents, communities, children and young people. In September, the results of the Financial Review of the Early Learning and Childcare sector were published and this review explored the expenditure on funded childcare to enable us to better predict the cost implications of different delivery models as we move towards the forthcoming expansion to 1140 hours by 2020. In addition, the launch of the Governance Review on 11 September alongside the Programme for Government will examine the system changes required to deliver the Scottish Government's commitments to empower schools, decentralise management and the support through the encouragement of school clusters and creation of new educational regions and will implement any proposals arising from the Governance and Parental Involvement reviews at the earliest opportunity. In particular the Scottish Government will support the development and expansion of school clusters and increased regional working throughout 2017-18.

Alongside the Governance review, the Scottish Government will begin to develop proposals for a fair and transparent national funding formula immediately and will listen to the views of teachers, parents, system leaders, local authorities and communities through the Governance Review. Building on the responses to this review the Scottish Government will consult on proposals for a funding formula in March 2017. This will build on the approach being adopted for the Scottish Attainment Challenge, where £100 million will go direct to headteachers from April 2017. The ongoing growth of Gaelic Medium Education in schools through the implementation of new rights for parents and by providing more resources for teachers and learners, by February 2017 will also have resource implications for Midlothian and there is ongoing dialogue with ADES to explore the best method to deliver this aim.

Finally, the Scottish Government believe that “legal responsibilities for delivering education and raising standards in our schools sit largely with education authorities, not with the schools and teachers that teach our children and young people every day. The Scottish Government intends to address this imbalance by extending to individual schools responsibilities that currently sit with local authorities and will introduce a new Education Bill in the second year of this Parliament. Building on the responses to the Governance and Parental Involvement reviews, a consultation on a Bill will be held early in 2017” (2016: 11). It is the position of ADES that Headteachers are officers of the Council and as such the current legal responsibilities for raising standards in schools is a shared responsibility as the role of the headteacher is a dual one – to lead and manage their school and to be an officer of the Council.

### **3.2 Risk**

The Cabinet report dated 11 October 2016, highlighted the following risks: we welcome the relentless focus on closing the attainment gap in Education but we recognise that this requires a total Midlothian approach; although the delivery plan clearly states in the opening ambition statement that in order to close the attainment gap “our efforts must also extend beyond the classroom and across our communities and wider public services if we are to succeed in our ambition” (2016: 4); the delivery plan then continues with a narrow focus on the school level leavers without recognition of the critical role that other services including the Community Planning Partnerships and the third sector play in supporting education to close the poverty related attainment gap.

The proposed changes to governance structures which will be consulted on early in 2017 is maybe challenging to Local Authorities as the delivery plan clearly states a commitment to regional working although there is little detail within the delivery plan to establish what this may look like. ADES is already committed to working together and sharing best practice on a regional basis and this way of working does not require the proposed legislative change suggested. If we are all to focus on the national endeavour to close the poverty related attainment gap then we should be focussing on what delivers improved outcomes rather than a review of structural governance arrangements. Caution should also be applied to the reference of funding directly to schools with an enhanced role for central government related to the attainment challenge, the role of Education Scotland, standardised testing and the transparency of attainment data proposed to be published on a school by school basis on Parent Zone similar to what is in place at present for the Senior Phase qualifications through Insight. We need to question the role of the Local Authority in these changes.

### **3.3 Single Midlothian Plan and Business Transformation**

The ambition in the delivery plan is already clearly embedded in the Single Midlothian Plan – reducing inequalities. Last year the transformation project on Early Years was concluded in order to ensure that we have a strong foundation from which to plan for the delivery of 1140 hours by 2020. 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**

GIRFEC 5: Our people will be successful learners, confident individuals, effective contributors and responsible citizens.

### **3.5 Impact on Performance and Outcomes**

To close the gap by improving 'attainment versus deprivation' and 'attainment for all' outcomes for children and young people.

### **3.6 Adopting a Preventative Approach**

This report aims to take preventative action in order to close the attainment versus deprivation gap by implementing key policies and programmes which are designed to target support to children and young people from disadvantaged communities.

### **3.7 Involving Communities and Other Stakeholders**

This report presents the final Midlothian Council response to the Governance Review following a series of events and an online survey with key stakeholders.

### **3.8 Ensuring Equalities**

The recommendations in this report should continue to promote equity of attainment for disadvantaged children and support the steps being taken towards narrowing the attainment gap.

### **3.9 Supporting Sustainable Development**

There are no impacts arising directly from this report.

### **3.10 IT Issues**

Ongoing dialogue is taking place with SEEMiS and Digital Services to ensure that we are on target for the ongoing data collection in line with the guidance on the National Improvement Framework.

## **4 Recommendations**

Council is requested to approve the following:

- To note the content of the report; and
- To agree that the formal Midlothian Council consultation response contained in appendix 1 be submitted to the Scottish Government before 6<sup>th</sup> January 2017.

**06 December 2016**

**Report Contact:**

**Name: Dr Grace Vickers, Head of Education Tel No 0131 271 3719**

**[julie.currie@midlothian.gov.uk](mailto:julie.currie@midlothian.gov.uk)**

## **Supporting Papers for on-going reviews in Scottish Education:**

Standards in Scotland's Schools Act (2000):

[http://www.legislation.gov.uk/asp/2000/6/pdfs/asp\\_20000006\\_en.pdf](http://www.legislation.gov.uk/asp/2000/6/pdfs/asp_20000006_en.pdf)

Statutory Guidance: Standards in Scotland's Schools etc. Act 2000: Scottish

Government Consultation: <https://consult.scotland.gov.uk/strategy-and-performance-unit/statutory-guidance>

Education (Scotland) Act 2016:

[http://www.legislation.gov.uk/asp/2016/8/pdfs/asp\\_20160008\\_en.pdf](http://www.legislation.gov.uk/asp/2016/8/pdfs/asp_20160008_en.pdf)

Updated guidance on Chapter 3 of the Standards in Scotland Schools Act, August 2016: <http://www.gov.scot/Publications/2016/08/5386/4>

Scottish Schools (Parental Involvement) Act 2006 by the National Parent Forum of Scotland: <http://www.gov.scot/Resource/Doc/148166/0039411.pdf>

Financial Review of Early Learning and Childcare in Scotland: the current landscape (Scottish Government; September 2016):

<http://www.gov.scot/Resource/0050/00506148.pdf>

Empowering teachers, parents and communities to achieve excellence and equity in education: A Governance Review: <https://consult.scotland.gov.uk/empowering-schools/a-governance-review>





## Empowering teachers, parents and communities to achieve Excellence and Equity in Education A Governance Review

### RESPONDENT INFORMATION FORM

**Please Note** this form **must** be returned with your response.

Are you responding as an individual or an organisation?

- ☐ Individual  
☒ Organisation

Full name or organisation's name

Midlothian Council

Phone number

0131 271 3718

Address

Midlothian Council

Midlothian House

Postcode

EH 22 3ZG

Email

The Scottish Government would like your permission to publish your consultation response.  
Please indicate your publishing preference:

- ☒ Publish response with name  
☐ Publish response only (anonymous)  
☐ Do not publish response

We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise?

- ☒ Yes  
☐ No

# QUESTIONNAIRE

## Question 1

What are the strengths of the current governance arrangements of Scottish education?

### Comments

The responses to the 17 questions in this response have been collated on behalf of the respondents to the survey completed as part of the Midlothian Council consultation on the Education Governance Review.

There are many strengths of the current education system in Scotland. The recent report *Improving Schools in Scotland: an OECD Perspective* recognised core strengths of education delivery; schools are inclusive, students are resilient and attainment levels are increasing. It also highlighted the positive progress which has been made on a system-wide basis to lessens bureaucracy and support learning and teaching.

In our recent survey staff, parents and community groups cited the following key strengths:

- The local authority is already locally responsive with Councils having devolved budget and responsibility, involving parent councils and linking with communities.
- The Local Authority and CPP have overview and provide consistency, fairness and equality.
- Parent Councils involvement in school audits and participating in appointments by being part of the interview panels is welcome and overall parents reporting that they are involved in helping their child to learn
- Managing transition from Primary to Secondary in Midlothian is to be commended.
- DSM allows Head Teachers some flexibility to meet the school's needs.
- Teachers can be wonderful, dedicated and inspiring but school performance depends on high quality leadership .

Head Teachers felt that the following were key strengths of the current governance arrangements:

- Parent/Carer voice is heard, valued and expectation is that schools build meaningful relationships with families and support family learning
- Authorities are accountable as opposed to on a school by school basis
- Provision of early education is a key strength
- Safeguarding procedures
- Principles of GIRFEC
- Self improvement is guided by HGIOS and National Improvement Framework
- Scottish curriculum is skills based and is linked to life and the world of work
- Professional standards help to measure teacher performance
- Staff within Education Scotland use international research to guide policy and practice
- The role that national agencies play and their contribution to the support the development and delivery of education. In particular, the requirement for all teachers in Scotland to be registered with the GTCs, meeting national agreed standards. Participating in professional update maintains a higher standard of professionalism in teaching.
- Overall it was felt that the current system allows for a good understanding of local issues and in some cases the opportunity to change policy and direction relatively quickly.
- The strength of Scotland as a small country is the efficacy of national negotiating arrangements e.g. SNCT which we would want to maintain as well as a more equitable funding formula for all schools across Scotland. Current arrangements for local authorities to fulfil a range of legal responsibilities should be maintained to ensure efficiency.

## Question 2

What are the barriers within the current governance arrangements to achieving the vision of excellence and equity for all?

### Comments

Midlothian council recognises that there are significant barriers to addressing the issue of poverty and equity. We are wholly committed to this national endeavour but recognise that schools cannot tackle this on their own. We agree that a whole system approach is essential. The Christie principles of prevention and early intervention mean that synergy between all components of learning from pre-school all the way through a child/ young person's journey is crucial. This will require all services, including the health service, to work together for a more equal society in order to deliver excellence and equity for all young people.

However there are a number of barriers within the current governance arrangements which include:

- The national issue of a lack of suitably qualified teachers, particularly supply teachers
- The difficult financial environment in which councils and schools deliver education cannot be ignored and although cuts have led to restructuring of these services, the support at a local authority level continues to be welcomed particularly in supporting the most vulnerable. Collective savings could not be achieved at a school level to the current extent and there is a risk that dilution in the role of local authorities in providing these functions could also lead to a system which lacks equity. Devolving decision-making further may mean that school management teams see things differently resulting in a lack of cohesion and Midlothian Council would welcome more clarity on what is actually being proposed in the Governance Review.
- We agree that there is a need to engage parents and carers from lower income groups, e.g. through parent councils, but that would not be compatible with increasing governance responsibilities of the councils. Parents welcome being involved in their child's learning but do not necessarily wish to take on further responsibilities for school budgets, etc and increased accountability.
- Midlothian welcomes the opportunity for schools to know families well before children start nursery which will help tackle the poverty-attainment issues in the year group 0-3.
- Some systems are overly bureaucratic and Midlothian is committed to tackling bureaucracy
- Agencies are sometimes working in isolation and we would welcome a more joined-up approach in particular with health and the police.

### Question 3

Should the above key principles underpin our approach to reform? Are there other principles which should be applied?

#### Comments

Midlothian Council is in general agreement with the key principles cited in the Governance Review:

- Focused on improving outcomes, and support the delivery of excellence and equity for children and young people
- Meet the needs of all of our children and young people, no matter where they live or their family circumstances
- Support and empower children and young people, parents, teachers, practitioners and communities
- Be supported by a simple and transparent funding system to ensure the maximum public benefit and best value for money
- Support children and young people to make smooth transitions into formal learning, through school and into further education, training or employment

However, we remain unclear on what the educational benefit this governance review seeks to achieve. The Council recognises the importance of the early years and research tells us that educational inequalities start before formal education and therefore targeting support to close the poverty gap in 0-4yrs is of critical importance.

On the whole School leaders in Midlothian welcome the collaborative approach but caution against the use and publication of national test results. There was also concern raised that decisions taken at school level could lead to large variation in approaches and therefore further clarification on what the proposed 'simple and transparent funding system' would look like in practice in order to meet the needs of all our children and young people, no matter where they live or their family circumstances. Consistent access to Health Visitors, outside agencies and Additional Support Needs specialists are an important part of the funding formula together with positive inclusion of parents/carers. Therefore any proposed changes need to have clearly identified the needs particularly for our most disadvantaged communities in order to reduce health inequalities, improve income and aspirations and this work should remain the responsibility of local council and their local communities.

### Question 4

What changes to governance arrangements are required to support decisions about children's learning and school life being taken at school level?

#### Comments

Schools welcome the idea of a proposed 'simple and transparent funding system' but more clarity is sought on what this would look like to ensure that budget could be utilised to implement new developments which are designed to improve outcomes and meet the needs of all pupils. However, it is also recognised that any further devolution of financial responsibility would also require training.

Schools welcome the tackling bureaucracy agenda and the reduction in levels of reporting is welcome however we caution against the publication of test results using 'experimental data'. The strength of Scotland as a small country is the efficacy of national negotiating arrangements e.g. SNCT which we would want to maintain as well as a more equitable funding formula for all schools across Scotland. Current arrangements for local authorities to fulfil a range of legal responsibilities should be maintained to ensure efficiency.

The national DSM statutory guidelines should be fully implemented at school level to enable local decision making about how best to achieve excellence and equity.



### Question 5

What services and support should be delivered by schools? What responsibilities should be devolved to teachers and headteachers to enable this? You may wish to provide examples of decisions currently taken by teachers or headteachers and decisions which cannot currently be made at school level.

#### Comments

The best interest of children and young people should be the primary consideration with an emphasis on providing the highest quality of learning and teaching. Head Teachers believe that the core business of delivering Learning and Teaching should remain with schools. If additional administrative functions were devolved to schools then schools would require additional resources to manage this e.g. a business manager.

Linked to transparent and fair funding, schools would welcome more detail on this as this may provide a solution to enhancing the current arrangements for staffing (including; school structures, promoted posts and administrative support) and the job-sizing toolkit which is currently under review. However, it is recognised that within the governance review there is a risk that a culture of competing demands result in schools having increased responsibility for managing complex staffing and budget issues. There is also concern that more decision-making at school level may lead to less equity rather than a more equitable system.

Schools would welcome the ability to increase access to play therapists and more health visitors in order to meet the local needs of pupils but would welcome further assurance that the proposed 'simple and transparent funding system' will result in an increase in funding but this is not clearly stated in the Governance Review documentation.

### Question 6

How can children, parents, communities, employers, colleges, universities and others play a stronger role in school life? What actions should be taken to support this?

#### Comments

Midlothian highly values the strong partnership working which is currently in place and should remain largely unchanged. There are existing frameworks for parental involvement which provide opportunity for schools to engage with parents and we recognise the importance of finding new ways to work as there is always scope to look at new ways to increase the involvement of the other partners listed to play a stronger role in school life and local communities. **t. For example extending the**

Involving pupil councils in decision making is also welcome and this already happens in our schools. Parent Councils have good links but there was concern that people do not have the capacity to play a stronger role. Strengthening the governance role of parent councils could help improve community engagement provided does not alienate by taking too much time as that would not be compatible with increasing governance responsibilities of the councils. Parents welcome being involved in their child's learning but do not necessarily wish to take on further responsibilities for school budgets, etc and increased accountability.

Our strong links with our faith communities and the positive impact of this work is a key strength in Midlothian.

In Midlothian, communities are already fully involved and youth forums flourish, employers provide work experience and apprenticeships and there are good links with further education, although this could be improved by sharing best practice.

### Question 7

How can the governance arrangements support more community-led early learning and childcare provision particularly in remote and rural areas?

#### Comments

We believe that the existing local authority provision, if appropriately funded, is best placed to deliver Early Learning and Childcare. Midlothian feel that schools should be at the heart of local communities, we have very strong links with our communities and we believe that we deliver the best results when we all work together to support learning with the best solution being delivered at the most local level. We agree that the emphasis on early education is essential in our national endeavour to close the poverty-related attainment gap but also recognise that any provision for early learning and childcare should be of a high quality and although we welcome the commitment to 1140hrs, we also recognise the workforce and property challenge that this brings and therefore early confirmation of funding streams would be welcome. The close geographical proximity provided by local governance, including the vital role of local Councillors is particularly important in the co-ordination and support of early years provision.

### Question 8

How can effective collaboration amongst teachers and practitioners be further encouraged and incentivised?

#### Comments

Working collaboratively produces positive outcomes towards improving the lives of children, young people and families. The principle of the self improving partnerships and collaboration between schools has proved to be successful and schools welcome the opportunity to look outwards and to share best practice with other professionals, across learning communities and with other practitioners out with education. However, the time and opportunity for this to be truly effective is limited and additional time allocated for opportunities to collaborate with partners would be welcome but in order to achieve this a solution to the supply issue would be essential. More flexible in-service dates would also be useful which could allow schools to choose timings of sessions and support agencies working with smaller groups. The principle of strengthening 3-18 cluster working is supported, however, in practice there is a wide variation of effective experiences. It is also important to note that any future collaborations could be at risk by the focus on publishing school by school attainment data which could then promote a culture of competition rather than one of collaboration.

### Question 9

What services and support functions could be provided more effectively through clusters of schools working together with partners?

#### Comments

The meaning of what constitutes a 'cluster' is not defined clearly within the Governance Review documentation. Schools already work within their natural groupings and the idea of clusters of schools is not new nor is the idea of working effectively with partners. Protected time for sharing ideas and practices with other establishments would be welcome as this could help to further improve key transition points. Clusters could share training opportunities, data gathering, monitoring and quality improvement approaches.

Midlothian Council believe that strong support systems are based locally. In Midlothian clusters of schools already have access to devolved ASN budgets. The complexity of GIRFEC and ASN demands require significant expert inputs from 3-18. We strongly believe that a range of services should be available at local level to ensure that the needs of the young people are met efficiently as well as effectively.

### Question 10

What services or functions are best delivered at a regional level? This may include functions or services currently delivered at a local or a national level.

#### Comments

What constitutes 'at a regional level' is not clearly defined in the Governance Review documentation. Local authorities currently engage in collaboration and across the country there is cross-border and cross-interest collaboration. Moving forward, our local authority would keenly engage in further collaboration but within a framework which supports improved outcomes for children and young people and therefore we do not subscribe to the approach that regions should be set entities but rather a common sense approach with a shared purpose. We would welcome the grouping of a number of local authorities into a regional approach if this could deliver improved approaches in terms of administrative functions e.g. Human Resource management and Finance and there could be important merit in sharing quality improvement, subject specific advisors and in the commissioning of ASN and specialist services at the regional level. We do not support the idea of an additional accountability layer if the regional level means the creation of regional boards. However, we would warmly welcome regional approaches which focus on collaborative approaches to raising attainment and closing the poverty related attainment gap as this would allow for the development of specialist expertise from a larger pool which could be available if we are to work much more closely together.

The survey cited some examples of what could be delivered at the regional level:

- Co-operative links between services such as Health and the Police
- Opportunities for sharing best practice, quality improvement and subject specific support
- Whole area services e.g. Speech and language – contract in as a regional bit but then tier down to local posts who are aware and responsive to community needs
- Collaborative training e.g. conferences which can command nationally important speakers
- Staffing overview for deployment across wider area especially for supply
- Sharing of translation services and other specialist services

### Question 11

What factors should be considered when establishing new educational regions?

#### Comments

What constitutes 'at a regional level' is not clearly defined in the Governance Review documentation. As well as no clear definition, there is no clear Educational benefit to establishing educational regions within the content of the Governance review and therefore more clarity and detail is required. There is the potential risk that decision making will be even further from schools and communities. Identities of established villages, towns and communities are often strong and should be the starting point for community engagement rather than the regional level and concern was raised in terms of equity and also competing local governance arrangements which are currently in place. Therefore, it would be important that a regional organisation had a clear understanding of local needs. We support the principle of sharing services where this would lead to improved outcomes for learners and would welcome collaborative approaches to sharing practice and clearly the need to operate in a geographic area of reasonable size to enable collaborative working is paramount although we recognise that rural Scotland will face bigger challenges.

## Question 12

What services or support functions should be delivered at a national level?

### Comments

Overall, what currently is delivered at the national level should remain. However there may be merit in considering what a National staffing formula could look like and the possibility of establishing a national payroll for teachers. It would be important to stress that any national staffing formula should also take into consideration the circumstances and challenges that face individual schools.

## Question 13

How should governance support teacher education and professional learning in order to build the professional capacity we need?

### Comments

Currently one of the main challenges facing education is the ability to recruit and retain suitably qualified supply teachers, teachers and school leaders. Any changes made to the governance of Scottish Education should ensure that school leaders are provided with the greatest opportunity to make the biggest difference to the children and young people and to value an important workforce therefore we would welcome further investment in workforce planning. This is an area which we would welcome further dialogue as a much improved workforce planning strategy needs to be developed with urgency because of the current shortage of staff across Scotland. We support the provision of increased teacher training places to be made available for the number of applicants who wish to choose a career in teaching in order to meet the current demand which exists within the system as shown by the number of current vacancies across Scotland.

Continuing Professional Learning is currently delivered in a variety of ways by a variety of providers and the shift towards a greater expectation of teachers to enhance their professionalism through professional update and GTC standards are welcomed. It is vital that due consideration is given to teacher workload and current contractual arrangements when organising opportunities for professional collaboration and learning.

## Question 14

Should the funding formula for schools be guided by the principles that it should support excellence and equity, be fair, simple, transparent, predictable and deliver value for money? Should other principles be used to inform the design of the formula?

### Comments

Supporting excellence and equity are key and we support the aspiration to create a funding formula which supports excellence and equity, is fair, simple, transparent, predictable and delivers value for money but there is a lack of detail in the Governance review. Therefore we would welcome further detail about the proposed models which are being considered. It is also essential that any proposed funding formula takes into account variations in needs, levels of deprivation, collaborative working, size and other criteria to ensure equity for all young people is essential.

### Question 15

What further controls over funding should be devolved to school level?

#### Comments

- The Christie principles of prevention and early intervention mean that synergy between all components of learning from pre-school all the way through a child/ young person's journey is crucial. This will require all services, including the health service, to work together for a more equal society in order to deliver excellence and equity for all young people. We do not propose an increase in controls over funding but simply a formula which delivers the right resource at the right time for all of our children and young people. The difficult financial environment in which councils and schools deliver education cannot be ignored and although cuts have led to restructuring of these services, the support at a local authority level continues to be welcomed particularly in supporting the most vulnerable.

### Question 16

How could the accountability arrangements for education be improved?

#### Comments

There are inherent tensions in the Governance Review paper between the 'clear objective to devolve decision making and funding to teachers, schools, parents' and ensuring that teachers and schools have the 'flexibility and freedom to teach'. The current model for accountability is appropriate and proportionate and therefore we do not support increased accountability or bureaucracy at school level. Head teachers and teachers are already empowered in driving school improvement to suit the needs of their schools, however this is a huge challenge when there is a lack of supply and suitably qualified teachers.

### Question 17

Is there anything else you would like to add regarding the governance of education in Scotland?

#### Comments

In Midlothian we are committed to providing the highest quality of learning and positive outcomes for our learners and we welcome the opportunity to review the current systems in place with a view to improve these. Currently one of the main challenges facing education is the ability to recruit suitably qualified supply teachers, teachers and school leaders. Any changes made to the governance of Scottish Education should ensure that school leaders are provided with the greatest opportunity to make the biggest difference to the children and young people and therefore we would welcome further investment in workforce planning.



## **School Estate Capacity and Pupil Intake Limits - School Session 2017/18**

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

#### **1 Purpose of Report**

This report provides Council with an update on the school estate capacity and informs Council of the pupil intake limits required for the school session starting in August 2017 and the implications for pupil placement.

#### **2 Background**

The pressure on schools' capacities in the 2016/17 school session was reported to Council on 22 March 2016. That report noted officers' intention to cap the pupil intake of August 2016 for Burnbrae, Cuiken, King's Park, Lawfield, St Andrew's, St David's, St Luke's, Stobhill and Tynewater Primary Schools and Lasswade High School.

Pupil enrolment for the 2017/18 school session is now underway and schools will complete the registration of catchment pupils in the first week of December. The closing date for receipt of placing requests is 15 March 2017 and decisions on those requests will be made and communicated to parents/carers during April. The placing request appeal panel will meet in May to consider appeals in respect of placing requests which have been refused.

The progress of house building in parts of Midlothian is generating significant growth in pupil numbers. This combined with parental placing requests for certain schools with limited capacity means that pupil intake limits are required in order to ensure that places are available for pupils to be able to attend their catchment primary school.

The Council's approach to pupil placement is to ensure there is a place for every pupil at their catchment school and to grant placing requests for siblings whenever this is possible.

#### **3 Intake August 2017**

- 3.1 A full list of primary schools showing Primary 1 (P1) capacity and numbers of P1 catchment pupils for August 2017 is included in Appendix 1. Secondary 1 (S1) capacity and numbers of S1 catchment pupils for August 2017 is included in Appendix 2. The September 2016 census figures are included in Appendix 3.

For August 2017, the schools where the number of P1 pupils residing in their catchment exceeds the P1 capacity include Burnbrae, Danderhall, Hawthornden, King's Park, Lasswade, Lawfield, Newtongrange, Sacred Heart, St Andrew's, St David's, St Luke's, Stobhill, Strathesk and Woodburn Primary Schools. In addition the primary schools which are expected to experience pressure on intake in respect of placing requests for August 2017 include Bonnyrigg, Cuiken, Mayfield, and Tynewater Primary Schools.

The 2017 pupil enrolment process is at an early stage, the full extent of the pressure on each school's capacity will not be known until mid March which is the closing date for receipt of placing requests and by which time decisions will have been taken about deferred entry.

Intake limits based on schools' P1 intake capacity will be applied as necessary in order to prevent primary schools from becoming overcrowded. Table 1 outlines the intake limit for each of the primary schools:

Table 1: The primary schools for which intake limits will be applied are:

<b>School</b>	<b>P1 intake limit</b>
Bonnyrigg	63 pupils
Burnbrae	75 pupils
Cuiken	42 pupils
Hawthornden	60 pupils
King's Park	70 pupils
Lasswade	50 pupils
Lawfield	60 pupils
Mayfield	50 pupils
Newtongrange	56 pupils
Sacred Heart	15 pupils
St Andrew's	25 pupils
St David's	30 pupils
St Luke's	33 pupils
Stobhill	30 pupils
Strathesk	60 pupils
Tynewater	30 pupils
Woodburn	90 pupils

- 3.2 The number of P1 pupils residing in the Burnbrae catchment is over 90. The construction of the new school building at the former Hopefield Primary School site is planned to be completed by August 2018. It is proposed to allocate this additional primary school capacity to Burnbrae Primary School and thereby enable the school to plan its intake on the basis of growing into a four-stream school. Referring to the overall capacity of Burnbrae, there is sufficient classroom space to accommodate three P1 classes in August 2017 which would increase their P1 intake limit to 75 pupils. This would also give sufficient spaces across the five Bonnyrigg primary schools to accommodate all catchment pupils resident in the area.

Council is requested to designate the non-denominational primary school to be built on the site of the former Hopefield Primary School to be part of Burnbrae Primary School.

The agreed strategy for the provision of primary school places for the wider Bonnyrigg area to support delivery of the proposed Local Development Plan is to extend Lasswade Primary School. Following May Council a feasibility study was undertaken on expanding the capacity at Lasswade to 3 stream and concluded that it is not feasible to provide a larger primary school on the current school site, due to ground conditions and the design of the existing school. Officers are working on identifying an alternative viable location for an extended



Lasswade Primary School, which includes engaging in discussions with land owners and housing developers in the area.

- 3.3 Primary school capacity in Mayfield is provided through Lawfield and Mayfield Primary Schools each with 13 classes (just under 2 streams) and St Luke's with 8 classes (1 stream). There is considerable new housing development within the current catchment areas of Lawfield and Mayfield Primary Schools which is estimated to increase pupil numbers to 400 pre-school and 1,400 primary aged pupils. Projections show that additional primary school capacity is needed for the Mayfield area by 2019. It had been planned that the housing developments in Mayfield would deliver a new primary school in South Mayfield. However development on the major Mayfield site has not commenced and shows no sign of doing so. Meantime smaller housing developments have been progressed and social housing developments have been completed with the consequent impact on pupil numbers.

The requirement for 1,400 primary school places can be met by 3 two-stream schools and 1 denominational school or 2 three-stream schools and 1 denominational school. Both scenarios require a site to be safeguarded and officers have identified part of the current Newbattle High School grounds as the best option. The Business Transformation Board has agreed to safeguard this site and has authorised officers to progress the planning and procurement of additional primary school capacity for Mayfield.

Council is requested to note plans to progress the planning and procurement of additional primary school capacity for Mayfield and the decision to safeguard part of the current Newbattle High School site for this purpose.

- 3.4 Primary school capacity in Dalkeith is provided through King's Park Primary School with 18 classes (2.5 streams), Woodburn Primary School with 22 classes (3 stream) and St David's with 7 classes (1 less than 1 stream). There is considerable new housing development in Dalkeith which is estimated to increase pupil numbers to 500 pre-school and 1,900 primary aged pupils. Projections show additional capacity is needed for the Dalkeith area by 2019.

The requirement for 1,900 primary school places will require 2 three-stream schools, 1 two stream school and 1 denominational school. Some additional capacity can be provided by way of extensions to King's Park and St David's Primary Schools, however most of the additional school capacity will need to be provided by creating a third non denominational primary school to serve Dalkeith, for which a suitable site needs to be identified. There have been early discussions with representatives of Buccleuch Property giving consideration to the possibility of locating a school on one of their sites. A feasibility study on options for expanding capacity at King's Park Primary School has been carried out. A separate report on this agenda requests the authority to purchase the gas board land at 49 Abbey Road which is required to provide enhanced school facilities. Officers will progress plans to expand capacity at King's Park and to secure a suitable location for a third non denominational primary school in Dalkeith in order to progress the planning and procurement of this school.

Council is requested to note plans to progress the planning and procurement of additional primary school capacity for Dalkeith.

- 3.5 In secondary schools pressure is being experienced at Lasswade High School and as a result the S1 intake limit of 300 pupils that is in place for Lasswade High School will continue to apply in 2017.

As in previous years pupil intake for August 2017 will be assessed regularly, ensuring effective management of the pupil placement process.

## 4 Emerging Issues

There are a number of emerging issues presenting, including the Scottish Government's commitment to increase the number of hours of free early learning and childcare from 600 per year to 1,140 by 2020, the recent and projected rapid and substantial increase in the population of Midlothian, transformational change in the delivery of education and the New Generation Learning Spaces that will enable it to flourish, the review of Midlothian's Inclusion Policy for children with additional support needs, the Centres of Excellence model for senior phase education and proposals on the Council's preferred size of primary and secondary schools to ensure they are sustainable. These emerging issues will be addressed in the Learning Estate Strategy that is being developed.

Council is requested to note the development of a Learning Estate Strategy, to be submitted to Council in summer 2017, supporting the implementation of the Midlothian Local Development Plan. This strategy will be implemented through the Delivery Plan for the School Estate 2017-2047.

## 5 Report implications

### 5.1 Resource

There are no additional resource requirements arising directly as a consequence of this report.

### 5.2 Risk

There is a risk that the Council will not have a place for every pupil at their catchment school which is mitigated by the application of limits on pupil intake and the other work being undertaken to put in place additional capacity in Bonnyrigg, Mayfield and Dalkeith etc.

### 5.3 Single Midlothian Plan and Business Transformation

Themes addressed in this report:

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

### 5.4 Key Priorities within the Single Midlothian Plan

Key priority: Reducing the gap in learning outcomes.

GIRFEMC outcomes: Children and young people are supported to be healthy, happy and reach their potential; Inequalities in learning outcomes have reduced.

### 5.5 Impact on Performance and Outcomes

The aim of this paper supports the priority to reduce the inequalities in learning outcomes by improving the quality of learning and teaching, leading to raised levels of achievement and attainment, by providing every child with the opportunity to attend school in their local community

### 5.6 Adopting a Preventative Approach

The Council's approach to pupil placement adopts a preventative approach by maximising the opportunities for pupils to attend school in their local community.

### 5.7 Involving Communities and Other Stakeholders

This report informs Council of the potential impact on communities arising from pressure on school places.

### 5.8 **Ensuring Equalities**

This paper informs Council of the impact of managing pupil admissions in line with national and local policy and procedure. The paper proposes no change to existing policy and procedure used and accordingly, no Equality Impact Assessment is required.

### 5.9 **Supporting Sustainable Development**

The sustainability issues relating to this report relate to the sufficiency of schools places particularly in areas of housing development, the provision of additional capacity is being taken forward via the Delivery Plan for the School Estate coupled with the School Catchment Review Programme.

### 5.10 **IT Issues**

There are no IT issues arising directly as a result of this report.

## 6 **Recommendations**

Council is requested to:

- a) Designate the non-denominational primary school to be built on the site of the former Hopefield Primary School to be part of Burnbrae Primary School;
- b) Note the following:
  - The intention to cap Primary 1 intake as shown in table 1.
  - The intake limit for Lasswade High School remains in place for August 2017
  - The work to identify a viable location for an enlarged Lasswade Primary School
  - Plans to progress additional primary school capacity for Mayfield and the decision to safeguard part of the current Newbattle High School site for this purpose.
  - Plans to progress the planning and procurement of additional primary school capacity for Dalkeith
  - The development of a Learning Estate Strategy.
- c) Otherwise, note content of report.

**29 November 2016**

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### **Background Papers:**

- Appendix 1 Projected Primary Catchment Pupil Numbers – August 2017
- Appendix 2 Projected Secondary Catchment Pupil Numbers – August 2017
- Appendix 3 Pupil Census 2016 and School Capacities

## Appendix 1

## Projected Primary Catchment Pupil Numbers – August 2017

School Name	P1 capacity	Total catchment	Estimated deferrals	Estimated net placing requests	Net Total
Bonnyrigg Primary School	63	51	6	15	60
Burnbrae Primary School	63	94	3	-16	75
Hawthornden Primary School	50	66	3	-3	60
Lasswade Primary School	50	56	7	5	54
St Mary's RC Primary School	25	16	1	0	15
	<b>251</b>	<b>283</b>	<b>20</b>	<b>1</b>	<b>264</b>
Rosewell Primary School	25	15	0	1	16
St Matthew's RC Primary School	10	10	0	0	10
	<b>35</b>	<b>25</b>	<b>0</b>	<b>1</b>	<b>26</b>
Bilston Primary School	25	23	0	-2	21
Roslin Primary School	25	22	2	3	23
Loanhead Primary School	25	23	3	5	25
Paradykes Primary School	38	40	3	-1	36
St Margaret's RC Primary School	14	7	1	0	6
	<b>127</b>	<b>115</b>	<b>9</b>	<b>5</b>	<b>111</b>
Cornbank St James Primary School	50	36	4	6	38
Cuiken Primary School	42	38	1	1	38
Glencorse Primary School	11	8	1	-1	6
Mauricewood Primary School	60	35	2	8	41
Strathesk Primary School	60	54	4	-6	44
Sacred Heart RC Primary School	18	25	1	-5	19
	<b>241</b>	<b>196</b>	<b>13</b>	<b>3</b>	<b>186</b>
Moorfoot Primary School	14	12	2	2	12
Newtongrange Primary School	56	60	5	1	56
Gore Glen Primary School	60	30	0	-10	20
Gorebridge Primary School	60	41	3	7	45
Stobhill Primary School	30	33	1	-2	30
St Andrew's RC Primary School	25	25	2	4	27
	<b>245</b>	<b>201</b>	<b>13</b>	<b>2</b>	<b>190</b>
Danderhall Primary School	42	50	4	-1	45
King's Park Primary School	70	78	7	0	71
Woodburn Primary School	90	108	4	-5	99
Tynewater Primary School	30	23	2	4	25
St David's RC Primary School	30	27	2	0	25
	<b>262</b>	<b>286</b>	<b>19</b>	<b>-2</b>	<b>265</b>
Lawfield Primary School	60	80	8	-8	64
Mayfield Primary School	50	46	4	2	44
St Luke's RC Primary School	33	34	3	0	31
	<b>143</b>	<b>160</b>	<b>15</b>	<b>-6</b>	<b>139</b>
<b>Total</b>	<b>1,304</b>	<b>1,266</b>	<b>89</b>	<b>4</b>	<b>1,181</b>

## Notes

P1 capacity in the table is based on 25 pupils per class, this can be increased by allocating an additional teacher to that class.

P1 capacity for a school operating with composite classes is dependent on the number of other pupils attending later stages (P2 to P7).

## Appendix 2

## Projected Secondary Catchment Pupil Numbers – August 2017

	<b>S1 capacity</b>	<b>Catchment pupils</b>
Beeslack Community High School	180	82
Dalkeith High School	210	194
Lasswade High School Centre	300	268
Newbattle High School	210	201
Penicuik High School	190	84
St David's RC High School	190	128
<b>Total</b>	<b>1,280</b>	<b>957</b>

## Appendix 3

## Pupil Census 2016

School Name	P1	P2	P3	P4	P5	P6	P7	Total Roll	Capacity	Occupancy
Bilston	15	13	9	9	10	5	--	61	242	25%
Bonnyrigg	57	60	63	57	63	66	65	431	459	94%
Burnbrae	66	58	58	54	45	35	32	348	459	76%
Cornbank	33	36	23	33	46	40	27	238	342	70%
Cuiken	38	30	27	38	31	26	38	228	267	85%
Danderhall	34	39	40	39	26	40	35	253	317	80%
Glencorse	3	5	4	2	6	5	--	25	100	25%
Gore Glen	20	5	9	5	5	5	1	50	459	11%
Gorebridge	39	56	52	35	40	40	51	313	459	68%
Hawthornden	49	52	35	45	53	49	61	344	434	79%
Kings Park	70	73	72	60	62	61	79	477	530	90%
Lasswade	44	57	49	56	50	60	63	379	367	103%
Lawfield	56	55	51	26	42	41	25	296	367	81%
Loanhead	26	23	28	26	28	31	31	193	217	89%
Mauricewood	51	37	53	57	57	55	41	351	484	73%
Mayfield	43	49	46	32	45	25	24	264	367	72%
Moorfoot	14	14	10	14	16	15	8	91	100	91%
Newtongrange	53	52	55	56	43	48	42	349	414	84%
Paradykes	39	41	30	47	29	46	28	260	342	76%
Rosewell	16	21	24	12	19	16	10	118	203	58%
Roslin	23	25	25	23	22	32	24	174	317	55%
Sacred Heart	18	23	19	17	13	18	11	119	125	95%
St Andrew's	26	19	25	25	22	18	24	159	199	80%
St David's	28	30	30	29	29	27	27	200	206	97%
St Luke's	34	21	25	22	35	24	23	184	242	76%
St Margaret's	12	9	12	5	10	7	8	63	100	63%
St Mary's	14	22	22	15	26	24	19	142	263	54%
St Matthew's	4	7	6	5	1	6	2	31	75	41%
Stobhill	30	30	30	26	32	21	25	194	242	80%
Strathesk	51	53	41	49	51	48	39	332	434	76%
Tynewater	27	28	20	23	27	22	22	169	242	70%
Woodburn	71	70	68	64	56	55	51	435	676	64%
<b>Total</b>	<b>1,104</b>	<b>1,113</b>	<b>1,061</b>	<b>1,006</b>	<b>1,040</b>	<b>1,011</b>	<b>936</b>	<b>7,271</b>	<b>13,438</b>	<b>54%</b>

Secondary School Name	Student Stage Breakdown						Total Roll	Capacity	Occupancy
	S1	S2	S3	S4	S5	S6			
Beeslack	106	120	107	125	120	77	655	860	76%
Dalkeith	160	110	145	154	123	83	775	1,050	74%
Lasswade	300	297	287	256	223	163	1,526	1,480	103%
Newbattle	191	147	152	171	144	101	906	1,050	86%
Penicuik	99	117	100	98	85	55	554	945	59%
St David's	111	103	83	97	106	71	571	945	60%
<b>Total</b>	<b>967</b>	<b>894</b>	<b>874</b>	<b>901</b>	<b>801</b>	<b>550</b>	<b>4,987</b>	<b>6,330</b>	<b>79%</b>

Special School Name	Roll	Capacity	Occupancy
Saltersgate	120	124	97%
<b>Total</b>	<b>12,378</b>	<b>19,892</b>	<b>62%</b>







## **Gore Glen Bing**

### **Report by Ricky Moffat, Head of Commercial Operations**

#### **1 Purpose of Report**

The purpose of this report is to advise Council on the current situation and cost of the necessary physical works for making safe the burning bing at Gore Glen located by Gorebridge.

#### **2 Background**

- 2.1 Gore Glen comprises of 43.7 hectares of amenity land situated on the west side of Gorebridge and is bisected by the A7 road. The Kirkhill Tip (see Plan as appendix 1) lies to the west of the A7 and comprises around 2 hectares of largely mine waste. The Borders rail line is located around 100m to the west of the burning area.
- 2.2 In 1978, the Gore Glen was redesignated to amenity land by Lothian Region Landscape Development Unit for the purpose of public use and recreation. Trees were planted along with a path network, car park and picnic area. The site was handed to Midlothian District Council in 1985.
- 2.3 Burning of the bing, at the Kirkhill Tip has occurred sporadically over the last twenty years, notably in the period 1997 and in 2003.
- 2.4 In February 2016, burning ground was recorded at a small area of the Kirkhill Tip which forms part of Gore Glen Woodland Park and the Scottish Fire and Rescue Service attended the site along with Council officers. However it was determined that no substantive measures were required at this time.
- 2.5 Measures were taken to protect the public by preventing access. The burning area was monitored by Council officers on a regular basis and there was no increase in the burning. Initial advice was also sought from specialist engineering consultants.
- 2.6 In October 2016 following high winds and heavy rainfall, conditions which can exacerbate burning spoil heaps, it was reported that the burning area had expanded significantly.
- 2.7 Recent advice from Legal Services indicates that the Coal Authority may some responsibility for the bing's remediation. In this regard officers from Environmental Health have written to the Coal Authority seeking a determination of responsibility.

### 3 Remediation Options

- 3.1 A report was commissioned by Land and Countryside Service from the Coal Authority's and the principal findings from the report on the burning bing are as follows:

*"It was only possible to gauge the extent of the burning area at the surface level of the Kirkhill Tip, as readings at depth could not be undertaken and specialist drilling equipment would be required to probe deeper. However as this would be a hazardous operation it is discounted.*

*It is clear from the survey of the tip surface that the fire is spreading in multiple directions which is an indicator of sub-surface activity; however, the extent of such activity cannot be defined until major earthworks are carried out.*

*Following the survey, the Coal Authority experts are hopeful that the heating is contained within the top 2m or 3m of the spoil heap material, **however it must be emphasised that until general excavation has taken place, the full extent of the heating cannot be fully ascertained**".*

- 3.2.1 Based on the above findings the Coal Authority's report considered five options to be considered to make the site safe.

Option A - Excavation trench	An excavated trench with grout filled curtain surrounding the burning area.  <b>Feasibility:</b> The Coal Authority do not consider that this would be achievable due the depths involved.
Option B - Do nothing	Do nothing and let the fire burn itself out - this would probably take many years.  <b>Feasibility:</b> There is a risk from this option of a potential safety hazard to the adjacent road. In addition, two coal seam outcrops in this vicinity exist beneath the tip and if the heating was to spread into these, there could be wide reaching effects on the stability of the adjacent railway line. There is potential for ongoing emissions which could have a negative impact on the environment. On-going security of the site and loss of a public amenity would be long-term consideration.
Option C - Inert natural	Smothering the burning area with inert material i.e. clays.  <b>Feasibility:</b> In the Coal Authority's experience this would not extinguish the fire completely and would merely smoulder for a long period.
Option D - Grouting	Grout injection to the bing.  <b>Feasibility:</b> The Coal Authority do not recommend this course of action due to the explosive nature of the feature when liquids are introduced.
Option E - General excavation	General excavation of the heated area and removal of the material to a prepared location and allowed to cool.  <b>Feasibility:</b> This is the only sure method of eliminating the burning and source of the heat which has a degree of confidence. It is, however, to be noted that there is no guarantee that further heating outbreaks can be eliminated at separate locations within Kirkhill Tip, as the cause of the current fire could be attributed to spontaneous combustion as at other tip sites.

- 3.3 The Coal Authority recommends Option E as being the only sure method of eliminating the heating and that the burning area is excavated to determine the extent of the burning material, thus preventing the fire spreading to the underlying coal seams and affecting transport infrastructure, i.e. road and railway.
- 3.4 The Coal Authority advises that Option E will significantly lower the risk of further burning outbreaks in the area and will see the removal of soil to a depth of 2-3 metres. The material will be removed to a remote site where it can be allowed to cool down.

During the earthworks, officers from the Coal Authority will be able to determine if the fire has penetrated deeper into the ground and if further excavations will be required.

The project would be managed by the Coal Authority who will oversee the construction of the works to their completion under the direction of the Council. Due to the nature of the work, a senior member of the Coal Authority Public Safety and Subsidence team will provide the majority of site attendance and Project Management.

The Coal Authority will subcontract the physical works to one of its framework contractors and will manage the internal tender process.

The Coal Authority will liaise with Midlothian Council at regular intervals to provide updates on progress and have allowed for progress to be communicated via regular emails and attendance at meetings by its Project Manager.

- 3.5 Midlothian Council is working closely with the Coal Authority to ensure measures are taken to mitigate the risk to public safety.

## **4 Report Implications**

### **4.1 Resource**

- 4.1.1 The Coal Authority has advised costs below are for budgetary purposes only. Further refinement of costs will only be possible by completing a tender process. However, due to the emergency nature of the works it is inevitable there will be a degree of risk. If appointed to oversee and Project Manage the works, the Coal Authority would seek to obtain best value from its framework suppliers/contractors and provide best value for management of the works. It will include supplying its staff at government-to-government rates.
- 4.1.2 The Coal Authority recommends that a budget of £270,000 be allowed to carry out the works. Whilst there is some contingency in the rate build up this will only cover the works as described above (see Appendix 2).

The time allowed for these works is approximately 7 weeks, if upon completion of this it is discovered that the burning area has reached un-anticipated depths, 2-3m below existing ground level, then further investigative and remedial works would be required. The extent of any such works are unknown at this juncture, therefore cannot be quantified at this stage.

- 4.1.3 Environmental Health Officers have requested that the Coal Authority demonstrate that it has no responsibility for any of the costs of remediation. The issue of their responsibility in this respect is currently being pursued by Environmental Health and the Council's Legal Services. If the Coal Authority is found to be liable for any of costs, the budget would be amended accordingly.
- 4.1.4 Funds of £86,000 remain in the existing provision for Contaminated Land and therefore a further £184,000 will require to be included to the 2016/17 capital plan.

## **4.2 Risk**

- 4.2.1 The Coal Authority recommends Option E is progressed as this option will mitigate against further risks presented by the burning bing. By removing the burning area completely, this will remove the risk of serious injury or death. It should be noted that the Coal Authority cannot guarantee there will be no further outbreaks of burning due to spontaneous combustion at other locations on the bing. Further to this, Option E will minimise any long-term risk to either the Borders Rail and/or the A7 from this burning area. Other considerations are that risk due to ongoing emissions and the loss of amenity at Gore Glen Woodland Park will be minimised.
- 4.2.2 Financial risks will be controlled by adherence to procurement procedures and appropriate project management measures. As outlined in Section 4.1.2, if the burning has reached a depth not anticipated by the Coal Authority a re-evaluation of the budget cost will be required and a further report be presented to Council.
- 4.2.3 The physical risks arising from this project will be managed through risk assessments, safe methods of working and appropriate insurances.

## **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 project will contribute to the long-term outcomes under the Single Plan theme of Sustainable Growth which is for, *visitors and residents to benefit from Midlothian's quality of environment* as a consequence of the improvements outlined in the respective plans.

There will also be contributions to LO 24 which seeks to improve aspects of local amenity.

#### **4.5 Impact on Performance and Outcomes**

The Corporate Risk Register records the risks presented by the bing and these risks will be reduced to the minimum possible for this site.

#### **4.6 Adopting a Preventative Approach**

The risks to public safety from this current area of burning will be reduced to a negligible level following successful implementation of the proposed works. The possible risks to key transport corridors associated with this area of burning would become negligible if Option E, i.e. general excavation is pursued and the bing is not left to burn.

Additionally, remediation of the burning area will restore public access to a greenspace near to where people live without the need to use a car.

#### **4.7 Involving Communities and Other Stakeholders**

Council officers have advised the key agencies including Transport Scotland, Network Rail and Scottish Gas Networks and continues to liaise with these bodies as required. The Coal Authority has also had meetings with Transport Scotland and Network Rail

Local elected members were advised of the issues along with local schools and community groups.

The Emergency services are aware of the situation.

#### **4.8 Ensuring Equalities**

There are no equalities issues in relation to remediation and reinstatement of an existing site.

#### **4.9 Supporting Sustainable Development**

The project supports a component of the Councils Single Plan under the Sustainable Growth theme as described in Section 4.4.

#### **4.10 IT Issues**

There are no IT issues associated with any aspect of this project.

### **5 Recommendations**

It is recommended that Council:-

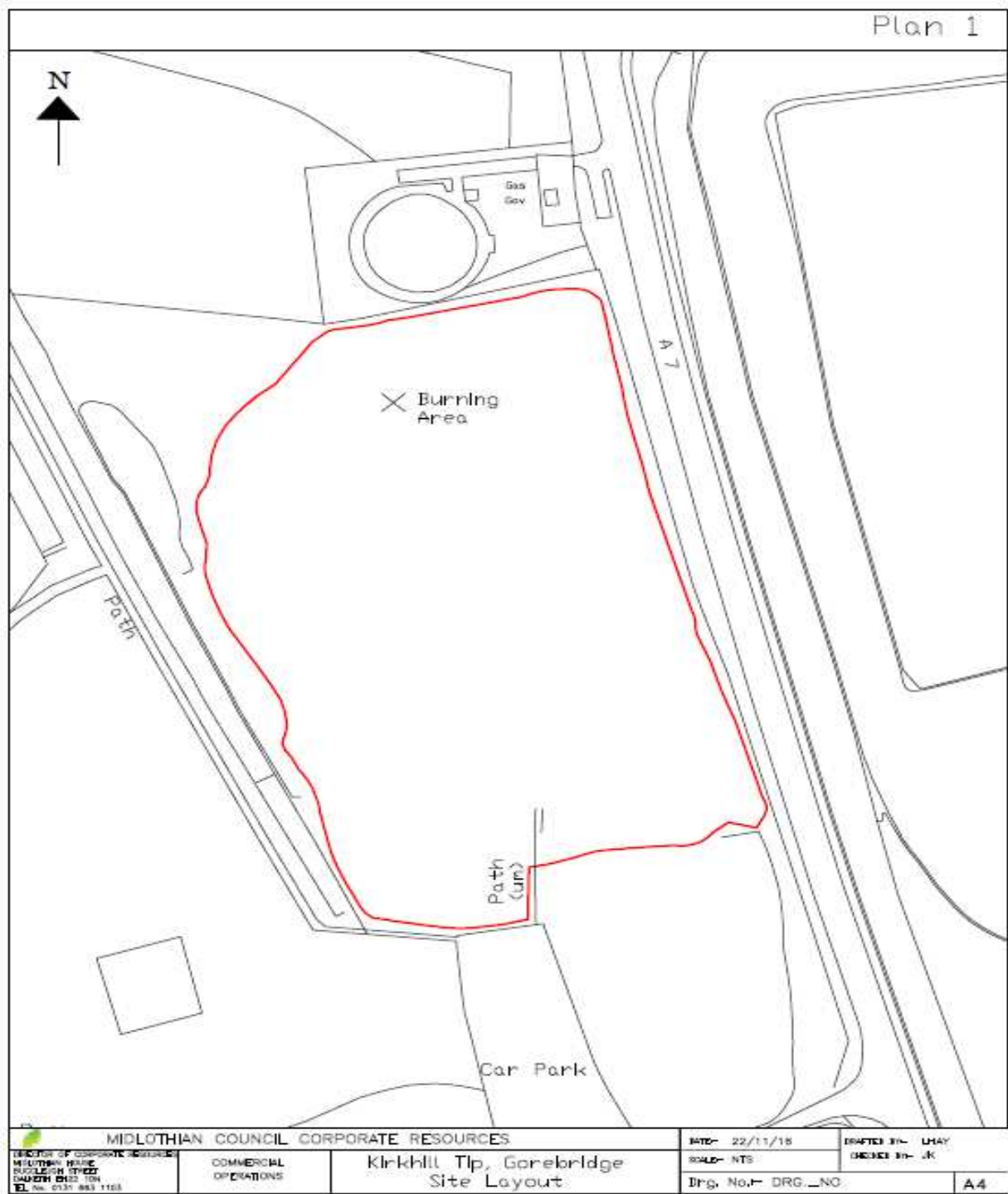
- (a) Note the contents of the report and the project management by the Coal Authority;
- (b) Recommend Council approve the addition of £184,000 to the 2016/17 capital plan (subject to their being no legal obligation on the Coal Authority to contribute to the costs of the works proposed). This would have minimal impact on loan charges in 2016/17 and 2017/18 charges would be adjusted accordingly; and
- (c) Note that further reports will be submitted as required by Director, Resources.

29 November 2016

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[james.kinch@midlothian.gov.uk](mailto:james.kinch@midlothian.gov.uk)

**MIDLOTHIAN COUNCIL  
RESOURCES DIRECTORATE**

**GORE GLEN BING**



## Costs to Remediate Kirkhill Tip, Gorebridge

## APPENDIX 2

Physical Works			Budget Costs	
ITEM	QUANTITY	VOLUME	RATE	AMOUNT
GENERAL ITEMS				8000.00
SECURITY				8000.00
MOBILIZE				1500.00
REMOVE TREES				EXCLUDED
FORM STOCKPILE AREA FOR CLAY				1500.00
FORM HAUL ROAD UP TO THE WORKING AREA	1000	m2	4.00	4000.00
FORM HAUL ROAD FROM WORKING AREA TO LAY DOWN	500	m2	7.00	3500.00
LEVEL OUT LAY DOWN AREA	3600	m2	1.50	5400.00
MAINTAIN HAUL ROAD, BORROW PITS ETC				5000.00
LOAD HAUL & SPREAD CLAY BASE TO LAY DOWN AREA	1080	m3	45.00	48600.00
DEMOBILIZE				1500.00
MOBILIZE inc SLR EXCAVATOR				2000.00
HERAS PANELS WITH DUST SCREEN	50	m	10.00	500.00
EXCAVATE, HAUL AWAY & DOZE BURNING MATERIAL	1500	m3	12.00	18000.00
WATER SPRAYING IN ATTENDANCE				
REINSTATE SLOPE				3000.00
LOAD HAUL AND SPREAD CLAY CAPPING	1080	m3	45.00	48600.00
REINSTATE HAUL ROAD	2500	m2	1.00	2500.00
DEMOBILIZE				2000.00
<b>Sub total</b>				<b>163600.00</b>
<b>Other items</b>				
FEES - COAL AUTHORITY				<b>40000.00</b>
RISK VALUE 20%				<b>32800.00</b>
CONTINGENCY 20%				<b>32800.00</b>
<b>Total</b>				<b>269200.00</b>



**Creating a World-Class Education System: Examination Attainment 2016****Report by Dr Grace Vickers, Head of Education****1 Purpose of Report**

Further to the National Improvement Framework report which was presented to Council on 3 November 2015 and the May 2016 Council Report on the national benchmarking attainment measures, the purpose of this report is to provide an overview of secondary school examination attainment in session 2015-16 using the senior phase local benchmarking attainment measures, called 'Insight'.

**2 Background**

In session 2013-14, the new senior phase benchmarking attainment measures, called 'Insight', were implemented replacing the former Standard tables and charts (STACS). The new measures provide a broader and deeper picture of how young people are progressing in our secondary schools and includes a wide range of new qualifications including vocational and wider achievement awards.

The new measure also provides important data on the performance of young people in different contexts in order to help focus our improvement targets towards closing the attainment gap. The new measures report on the performance and progress of two main cohorts of students: the National Benchmarking measures report on the progress and performance of the summer leavers cohort from S4, S5 and S6 and the Local Benchmarking measures report on the progress and performance of the students who have continued their education in S4, S5 and S6. There are four Benchmarking Measures used to report on the progress and performance of students: Improving Attainment in Literacy and Numeracy; Increasing Post-School Participation; Improving Attainment for All; and Attainment versus Deprivation. To compliment the data provided by these Benchmarking Measures, Insight also provides Breadth and Depth Course measures which are used to provide data on the percentage of pupils gaining awards at specific levels by the end of each year stage. This data, when used in conjunction with the Benchmarking Measures, provides a richer picture of the progress and performance of Midlothian students.

## 2.1 Improving Attainment in Literacy and Numeracy

### 2.1.1 The percentage of pupils attaining literacy and numeracy at SCQF level 4 and SCQF level 5 by the end of S4:

Level 4: S4 stage	2014	2015	2016
Midlothian	81.66	81.38	84.34
Virtual Comparator	80.31	84.51	83.91
National	77.38	82.63	83.08
Level 5: S4 stage			
Midlothian	33.87	36.72	52.92
Virtual Comparator	41.5	45.48	48.71
National	37.64	43.51	47.57

*Table 1: Improving attainment in literacy and numeracy outcomes for S4  
(Source: Insight September 2016)*

Table 1 shows an improving pattern in literacy and numeracy at levels 4 and 5:

- Attainment in level 4 Literacy and Numeracy shows an improvement of 2.96% when compared with last year. Attainment is now above both the virtual comparator and national levels.
- Attainment in level 5 Literacy and Numeracy shows an improvement of 16.2% when compared with the previous year. Attainment is now above the virtual comparator and the national average.

Next steps for improvement: To continue to ensure that literacy and numeracy at levels 4 and 5 remain above the virtual comparator and national average.

### 2.1.2 The percentage of pupils attaining literacy and numeracy at SCQF level 4 and SCQF level 5 by the end of S5:

Level 4: S5 stage	2014	2015	2016
Midlothian	84.28	91.26	90.35
Virtual Comparator	84.18	90.1	92.38
National	84.62	89.65	91.83
Level 5: S5 stage			
Midlothian	53.44	66.32	62.59
Virtual Comparator	57.6	65.83	69.6
National	57.04	64.92	68.2

*Table 2: Improving attainment in literacy and numeracy outcomes for S5  
(Source: Insight September 2016)*

Table 2 shows a one year dip in literacy and numeracy at levels 4 and 5 by the end of S5:

- Attainment in level 4 Literacy and Numeracy shows a one year decline of 0.91% when compared with last year. Attainment for literacy and numeracy by the end of S5 in 2016 is below both the virtual comparator and national levels.
- Attainment in level 5 Literacy and Numeracy shows a one year decline of 3.73%. Attainment in 2016 for literacy and numeracy by the end of S5 is below the virtual comparator and the national average.

Next steps for improvement: To focus on improving outcomes at level 4 and 5 literacy and numeracy by the end of S5 in order to bring in line with the virtual comparator and national average.

### 2.1.3 The percentage of pupils attaining literacy and numeracy at SCQF level 4 and SCQF level 5 by the end of S6:

Level 4: S6 stage	2014	2015	2016
Midlothian	71.47	76.92	85.03
Virtual Comparator	80.92	82.88	88.17
National	76.41	78.58	84.76
Level 5: S6 stage			
Midlothian	46.05	50.56	60.45
Virtual Comparator	55.98	58.65	64.93
National	51.33	53.57	61.21

*Table 3: Improving attainment in literacy and numeracy outcomes for S6  
(Source: Insight September 2016)*

Table 3 shows a significant improvement in literacy and numeracy by the end of S6:

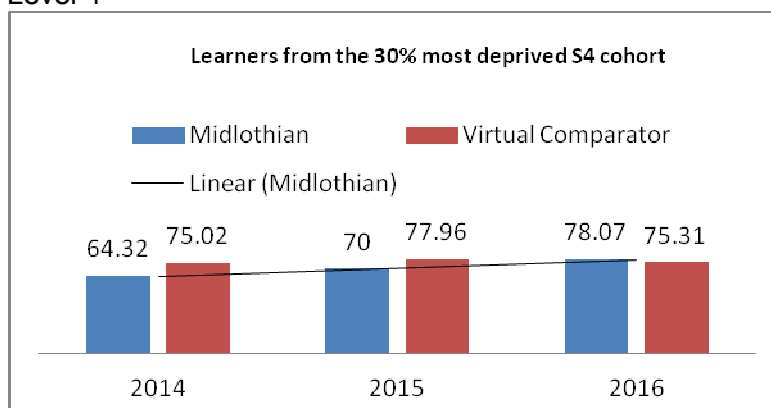
- Attainment in level 4 Literacy and Numeracy shows an 8.11% improvement when compared with the previous year. Attainment for literacy and numeracy by the end of S6 in 2016 is above the national average but below the virtual comparator.
- Attainment in level 5 Literacy and Numeracy shows a 9.89% improvement when compared with the previous year. Attainment in 2016 for literacy and numeracy by the end of S6 is below the virtual comparator and the national average.

Next steps for improvement: To focus on improving outcomes at level 4 and 5 literacy and numeracy by the end of S6 in order to bring in line with the virtual comparator at level 4 and to bring in line with the virtual comparator and national average for level 5.

### 2.1.4 How do we know if we are closing the poverty related attainment gap in Literacy and Numeracy?

This following measures show how the 30% most deprived learners by the end of S4 are progressing compared to the virtual comparator in literacy and numeracy.

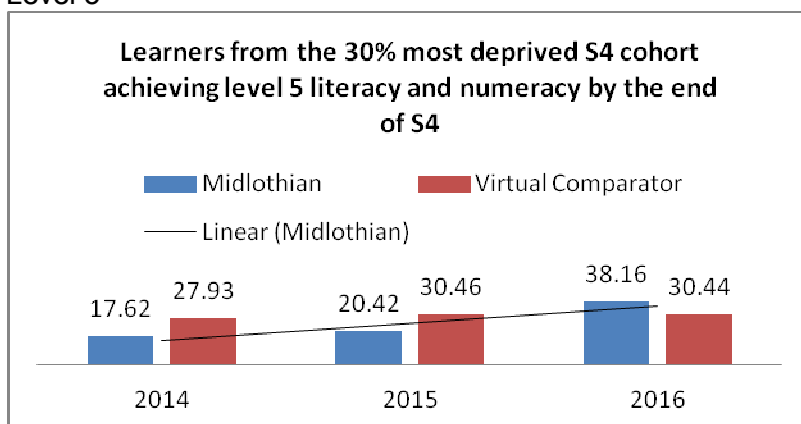
#### Level 4



*Figure 1: Literacy and Numeracy Outcomes by the end of S4 for the 30% most deprived learners at Level 4*

Figure 1 shows a three year improvement trend for Literacy and Numeracy at level 4 for the 30% most deprived learners by the end of S4. Attainment in 2016 is now above both the virtual and the national average. Attainment at this level in 2016 is 8.07% higher than the previous year.

## Level 5



*Figure 2: Literacy and Numeracy Outcomes by the end of S4 for the 30% most deprived learners at Level 5.*

Figure 2 shows a three year improvement trend for Literacy and Numeracy at level 5 for the 30% most deprived learners by the end of S4. Attainment in 2016 is now above both the virtual and the national average with attainment at level 5 in 2016 being more than double the percentage achieved in 2014.

## 2.2 Improving Attainment for All:

### 2.2.1 The average total tariff score of pupils based on the attainment of the lowest 20%, middle 60% and highest 20% by the end of S4:

S4	Lowest 20%	Middle 60%	Highest 20%
Midlothian	122	377	555
Virtual Comparator	119	379	600
National	114	372	592

*Table 4: Improving Attainment for All by the end of S4  
(Source: Insight September 2016)*

Table 4 relates to the total tariff points gained in Midlothian by the lowest performing 20%, the middle performing 60% and the highest performing 20%. Each qualification attained by pupils is allocated a tariff score by the Scottish Qualifications Authority (SQA). The highest performing 20% of students attain higher tariff scores as they tend to stay on to S6, completing more courses, and passing courses at higher levels.

Table 4 shows the following for Midlothian by the end of S4:

- Total tariff scores for the lowest performing 20% by the end of S4 is above both the virtual comparator and the national average.
- Total tariff scores for the middle performing 60% by the end of S4 is above the national average but below the virtual comparator by 2 tariff points.
- Total tariff scores for the highest performing 20% by the end of S4 is below the virtual comparator and the national average.

Next steps for Improvement: Using this new data, we aim to focus on closing the gap which has emerged for each cohort with a particular emphasis on the middle 60% to bring in line with the virtual comparator and the highest performing 20% which show the largest gap between the virtual and the national comparator data.

## 2.2.2 The average total tariff score of pupils based on the attainment of the lowest 20%, middle 60% and highest 20% by the end of S5:

S5	Lowest 20%	Middle 60%	Highest 20%
Midlothian	126	571	1135
Virtual Comparator	171	670	1172
National	149	640	1169

*Table 5: Improving Attainment for All by the end of S5  
(Source: Insight September 2016)*

Table 5 shows the following for Midlothian by the end of S5:

- Total tariff scores for the lowest performing 20% by the end of S5 is below both the virtual comparator and the national average.
- Total tariff scores for the middle performing 60% by the end of S5 is below the virtual comparator and the national average.
- Total tariff scores for the highest performing 20% by the end of S5 is below the virtual comparator and the national average.

Next steps for Improvement: Using this new data, we aim to focus on closing the gap which has emerged for each cohort with a particular emphasis on the lowest 20%, middle 60% and highest 20% in order to bring in line with the virtual comparator and the national comparator data by the end of S5.

## 2.2.3 The average total tariff score of pupils based on the attainment of the lowest 20%, middle 60% and highest 20% by the end of S6:

S6	Lowest 20%	Middle 60%	Highest 20%
Midlothian	438	1191	2031
Virtual Comparator	510	1205	1967
National	476	1174	1943

*Table 6: Improving Attainment for All by the end of S6  
(Source: Insight September 2016)*

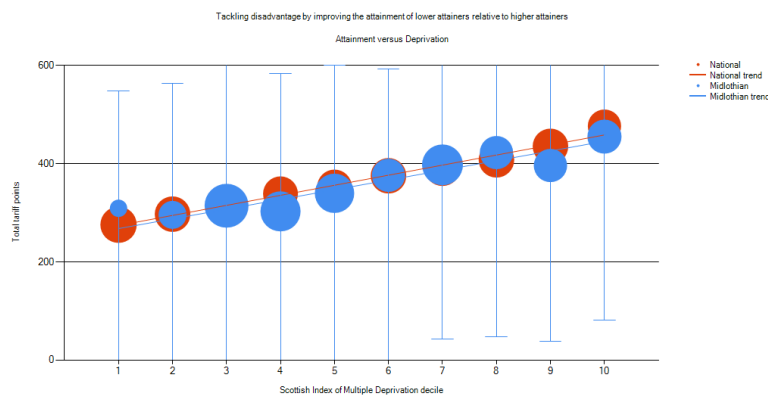
Table 6 shows the following for Midlothian by the end of S6:

- Total tariff scores for the lowest performing 20% by the end of S6 is below the national average and the virtual comparator.
- Total tariff scores for the middle performing 60% by the end of S6 is above the national average but below the virtual comparator.
- Total tariff scores for the highest performing 20% by the end of S6 is above the virtual comparator and the national average.

Next steps for Improvement: To bring in line with the virtual comparator for the lowest 20% and the middle 60% by the end of S6.

## 2.3 Attainment versus deprivation: tackling disadvantaged by improving the attainment of lower attaining pupils relative to higher attaining pupils based on the average total tariff score of pupils, by decile, using the Scottish Index of Multiple Deprivation (SIMD).

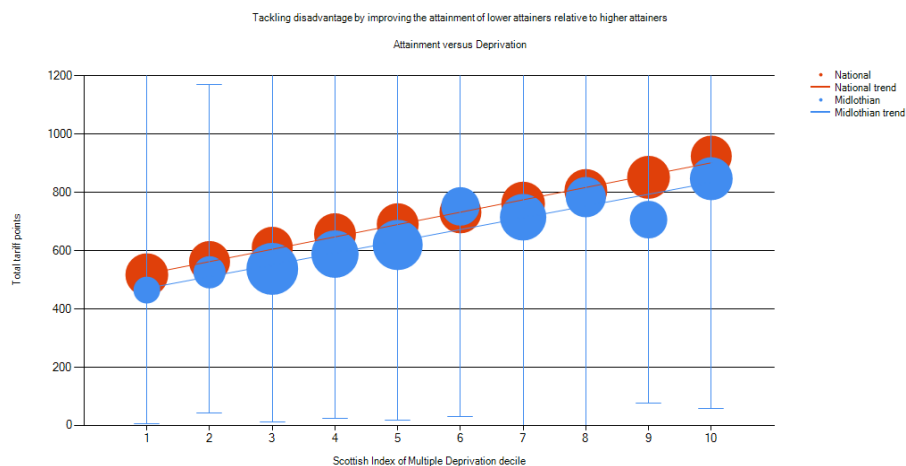
### 2.3.1 Attainment versus Deprivation by the end of S4:



*Figure 3: Attainment versus Deprivation by the end of S4  
(Source: Insight September 2016)*

Figure 3 presents the data for attainment versus deprivation by the end of S4. The discs represent the relative performance of Midlothian school leavers in each SIMD decile compared to the virtual comparator group. The size of the disc gives a visual indication of the number of students in each decile. The gradient of the line indicates the relative level of attainment versus deprivation for Midlothian school leavers. In 2015/16, decile 4 and 9 is lower than national establishment.

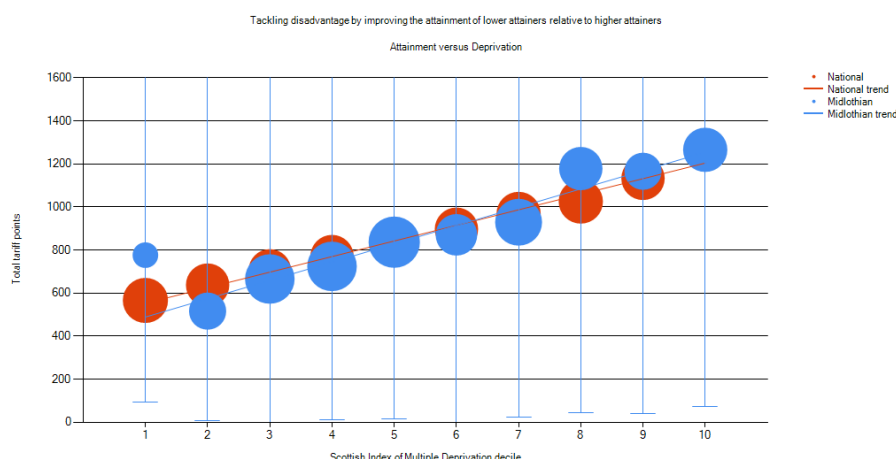
### 2.3.2 Attainment versus deprivation by the end of S5:



*Figure 4: Attainment Versus Deprivation by the end of S5  
(Source: Insight September 2016)*

Figure 4 presents the data for attainment versus deprivation by the end of S5. In 2015/16, decile 9 is much lower than the national establishment. In deciles 1, 3, 4, 5 and 7 performance is lower than the national establishment.

### 2.3.3 Attainment versus Deprivation by the end of S6:



**Figure 5: Attainment Versus Deprivation by the end of S6**  
(Source: Insight September 2016)

Figure 5 presents the data for attainment versus deprivation by the end of S6. In 2015/16, decile 1 is much greater than the national establishment. Decile 2 is much lower than the national establishment and decile 8 is greater than the national establishment.

Next steps for improvement:

- To further improve attainment in deciles 4 and 9 by the end of S4.
- To further improve attainment in deciles 1, 3, 4, 5, 7 and 9 by the end of S5.
- To further improve attainment in decile 2 by the end of S6.
- To continue to share best practice across the six Secondary Schools in order to ensure robust tracking and monitoring arrangements are in place to both support and challenge further improvements in attainment and to continue to close the attainment related poverty gap.

### 2.4 Breadth and Depth Measures:

To compliment the data provided by the Benchmarking Measures, Insight also provides course measures. In this report the Breadth and Depth Course measure is used to provide data on the percentage of pupils gaining awards at specific levels by the end of each year stage. This data, when used in conjunction with Benchmarking Measures, provides a richer picture of the progress and performance of Midlothian students.

The Breadth and Depth measures provided in this report are similar to the traditional attainment measures as follows: percentage of pupils attaining five or more awards at SCQF level 3, level 4 and level 5 or better by the end of S4; percentage of pupils attaining one, three or five awards or more at SCQF level 6 or better by the end of S5; percentage of pupils attaining one, three or five or more awards at SCQF level 6 or better by the end of S6; and one or more awards at SCQF level 7 by the end of S6.

### 2.4.1 Breadth and Depth Measures

Attainment by the end of S4			Level 3	Level 4	Level 5
5 or more	Midlothian	2012	90.30%	77.10%	32.00%
		2013	90.30%	79.00%	32.40%
		2014	90.60%	83.40%	40.30%
		2015	88.10%	83.60%	38.30%
		2016	90.40%	83.00%	44.30%
		3 yr avg	89.70%	82.00%	37.00%
		4 yr trend	0.00%	1.50%	3.10%
5 or more	Virtual Comparator	2012	91.00%	79.50%	35.60%
		2013	91.20%	80.80%	38.70%
		2014	85.80%	80.90%	42.30%
		2015	84.40%	79.50%	44.50%
		2016	83.60%	78.90%	46.20%
		3 yr avg	84.60%	79.80%	44.30%
		4 yr trend	-1.90%	-0.20%	2.60%

*Table 7: Breadth and Depth measures by the end of S4  
(Source: Insight September 2016)*

Table 7 shows a positive three year average for levels 3 and 4 by the end of S4 when compared to the virtual comparator. In 2016, there was a 6% improvement in five or more qualifications at level 5 by the end of S4 but despite this significant improvement in attainment this indicator still remains below the virtual comparator.

Next steps for improvement: To further improve attainment at level 5 by the end of S4.

### 2.4.2 Breadth and Depth Measures by the end of S5:

Level 6 qualifications		Midlothian	Virtual Comparator
1 or more	2012	44.10%	50.90%
	2013	45.50%	52.40%
	2014	48.50%	56.90%
	2015	55.30%	61.10%
	2016	51.30%	62.00%
	3 yr avg	51.70%	60.00%
	4 yr	1.80%	2.80%
3 or more	2012	23.80%	31.20%
	2013	26.60%	31.60%
	2014	26.10%	36.40%
	2015	34.20%	40.60%
	2016	30.80%	41.10%
	3 yr avg	30.30%	39.40%
	4 yr	1.70%	2.50%
5 or more	2012	8.80%	13.60%
	2013	10.10%	13.60%
	2014	12.10%	18.40%
	2015	17.00%	20.30%
	2016	12.30%	19.10%
	3 yr avg	13.80%	19.30%
	4 yr	0.90%	1.40%

*Table 8: Breadth and Depth Measures by the end of S5 stage (Source: Insight September 2016)*



Table 8 shows a positive 4 year trend for all measures. However the virtual comparator is improving at a faster rate.

Next steps for improvement: To focus on attainment by the end of S5 in order to bring in line with the virtual comparator.

### 2.4.3 Breadth and Depth Measures by the end of S6:

Level 6 qualifications			Midlothian	Virtual comparator
1 or more	Midlothian	2012	49.70%	55.30%
		2013	52.90%	58.20%
		2014	50.70%	60.90%
		2015	55.10%	63.60%
		2016	60.30%	66.10%
		3 yr avg	55.40%	63.50%
		4 yr trend	2.60%	2.70%
3 or more	Midlothian	2012	32.50%	40.40%
		2013	35.90%	43.40%
		2014	36.30%	45.60%
		2015	40.20%	48.30%
		2016	43.90%	50.70%
		3 yr avg	40.10%	48.20%
		4 yr trend	2.90%	2.60%
5 or more	Midlothian	2012	20.40%	26.80%
		2013	21.40%	30.10%
		2014	26.20%	31.60%
		2015	24.00%	34.10%
		2016	24.00%	36.40%
		3 yr avg	24.70%	34.00%
		4 yr trend	0.90%	2.40%
Level 7 qualifications			Midlothian	Virtual comparator
1 or more	Midlothian	2012	15.80%	17.60%
		2013	16.20%	19.00%
		2014	16.90%	20.00%
		2015	16.10%	21.80%
		2016	20.30%	23.20%
		3 yr avg	17.80%	21.70%
		4 yr trend	1.10%	1.40%

*Table 9: Breadth and Depth Measures by the end of S6  
(Source: Insight September 2016)*

Table 9 shows a positive four year trend across all measures and some important improvements including: 5.2% improvement in one or more qualifications at level 6; 3.7% improvement in three or more qualifications at level 6; and 4.2% improvement in one or more qualifications at level 7 by the end of S6. Despite these significant improvements, attainment remains lower than the virtual comparator by the end of S6.

Next steps for improvement: To continue to focus on attainment by the end of S6 in order to bring in line with the virtual comparator.

### **3 Report Implications**

#### **3.1 Resource**

The Education Leadership Teams, all Head Teachers and staff are committed to closing the attainment gap and this will remain a key priority as we move forward.

#### **3.2 Risk**

Addressing Inequalities by closing the attainment gap is of significant importance in order to improve the life chances of children and young people in our care.

#### **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**

Girfec 5: Our people will be successful learners, confident individuals, effective contributors and responsible citizens.

#### **3.5 Impact on Performance and Outcomes**

To close the gap by improving 'attainment versus deprivation' and 'attainment for all' outcomes for children and young people.

#### **3.6 Adopting a Preventative Approach**

The Education (Scotland) Act 2016 aims to take preventative action in order to close the attainment versus deprivation gap by implementing key policies and programmes which are designed to target support to children and young people from disadvantaged communities. This 2016 Attainment Report highlights our commitment to closing the attainment gap which complements the strategies employed by Midlothian which were highlighted in the National Improvement Framework report which was presented to Council on 3 November 2015.

#### **3.7 Involving Communities and Other Stakeholders**

All Head Teachers update their Parent Councils on progress in terms of attainment and all schools publish their Standards and Quality reports for Parents and other stakeholders.

#### **3.8 Ensuring Equalities**

The recommendations in this report should continue to promote equity of attainment for disadvantaged children and support the steps being taken towards narrowing the attainment gap by imposing duties on education authorities and the Scottish Ministers in relation to reducing pupils' inequalities of educational outcome together with a duty to report on progress.

#### **3.9 Supporting Sustainable Development**

There are no impacts arising directly from this report.

#### **3.10 IT Issues**

There are no IT issues identified arising directly from this report.

## **4 Recommendations**

Council is recommended:

- To note the significant improvements in performance outlined in this report;
- To note the next steps for improvement;
- To note that the Council has previously agreed to holding an annual seminar in December to outline progress in raising attainment; and
- To note that the Council has previously agreed to receiving a report in May and December each year outlining progress made in raising attainment in Midlothian.

**Date 28 November 2016**

**Report Contact:**

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