

# Notice of meeting and agenda



## Midlothian Council

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

**Date:** Tuesday, 22 March 2016

**Time:** 14:00 - TBC

**John Blair**  
Director of Resources

**Contact:**

Clerk Name: Kyle Clark-Hay

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

**Further Information:**

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

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

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

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Including any apologies received 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 during 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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- 4.1** Deputation - Request from Lothian Mineworkers Convalescent Home Trust

## **5 Minutes of Previous Meeting**

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- 5.1** Note of meeting of Midlothian Council of 9 February 2016 (circulated) - submitted for approval as a correct record.
- 5.2** Note of meeting of Midlothian Council of 8 March 2016 (circulated) - submitted for approval as a correct record.
- 5.3** Minutes of meetings - for noting and consideration of any recommendations

<b>Meeting</b>	<b>Date of Meeting</b>
Cabinet	12 January 2016
Cabinet	9 February 2016
Planning Committee	12 January 2016
General Purposes Committee	5 January 2016
Appeals Committee	29 July 2015
Local Review Body	19 January 2016
Performance, Review and Scrutiny Committee	24 November 2015
Performance, Review and Scrutiny Committee	25 November 2015
Performance, Review and Scrutiny Committee	25 November 2015
Performance, Review and Scrutiny Committee	19 and 27 January 2016
Audit Committee	8 December 2015

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

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- 6.1 Questions to the Leader of the Council 22 March 2016 - Report by Director, Resources

## **7 Motions**

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- 7.1 Notice of motion by Councillor Johnstone and countersigned by Councillor Constable
- 7.2 Notice of motion moved by Councillor Ian Baxter and countersigned by Councillor Andrew Coventry
- 7.3 Notice of motion moved by Councillor Russell Imrie and countersigned by Councillor Bryan Pottinger

## **8 Public Reports**

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|-----|-------------------------------------------------------------------------------------------------------------------------|---------|
| 8.1 | Single Midlothian Plan 2016-17 - Report by Chief Executive                                                              | 13 - 36 |
| 8.2 | Service Plans 2016-17 Report by Chief Executive                                                                         | 37 - 40 |
| 8.3 | Lothian Buses - City of Edinburgh Council request for Extra Ordinary Dividend - Report by Head of Commercial Operations | 41 - 50 |
| 8.4 | Household Waste Charter - Report by Head of Commercial Operations                                                       | 51 - 56 |
| 8.5 | Protocol for Webcasting and Audiocasting Council Meetings - Report by Director Resources                                | 57 - 62 |
| 8.6 | Pupil Intake Limits - School Session 2016-17 - Report by Director, Education, Communities and Economy                   | 63 - 68 |
| 8.7 | Naming the New Primary Schools in Bilston and North Gorebridge - Report by Director, Education, Communities and Economy | 69 - 80 |

## **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 PARAGRAPH 8 OF PART 1 OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973 - THE RELEVANT REPORTS ARE THEREFORE NOT FOR PUBLICATION; AND (B) TO NOTE THAT NOTWITHSTANDING ANY SUCH RESOLUTION, INFORMATION MAY STILL REQUIRE TO BE RELEASED UNDER THE FREEDOM OF INFORMATION (SCOTLAND) ACT 2002 OR THE ENVIRONMENTAL INFORMATION REGULATIONS 2004

- 9.1 Zero Waste - Midlothian and Edinburgh Residual Waste Treatment Project - Report by Director, Resources



## **Written Questions to Leader of the Council**

Report by John Blair, Director, Resources

### **1 Questions to the Leader of the Council**

In terms of Standing Order 4.2(viii), the following written questions have been received:

(a) Question from Councillor Baxter: -

Given that the Midlothian Council Corporate Climate Change Strategy, approved by the Cabinet on 22nd April 2014:

- a) contains a vision that "greenhouse gas emissions and the impacts of, and risks from, a changing climate are integral to decisions about our estate, operation and service delivery; and in our work with our partners, communities and businesses."
- b) has an objective "To ensure that the Council continues to lead by example on the climate change agenda",

to ask the Council Leader,

- i. If she will confirm that the Council is a member of the Industrial Communities Alliance;
- ii. What membership fee has been paid by the Council to the Industrial Communities Alliance in the last three years;
- iii. Whether she considers the Council's Corporate Climate Change Strategy mission and objectives to be compatible with membership of an organisation that last month proposed extending the life of coal-fired power stations and reducing the level of taxation on coal-fired electricity generation?

### **2 Recommendation**

The Leader of the Council is invited to respond to the questions.

**12 March 2016**

**Kyle Clark-Hay      Tel: 0131 270 5796**  
**Kyle.Clark-Hay@midlothian.gov.uk**



## **Motion to Midlothian Council**

Midlothian Council recognises that the Scottish Government have recently launched a recruitment drive to attract more junior doctors to live and work in Scotland. Additionally, recognises that across Scotland, funding for territorial health boards will rise by an average of 5.5% next year. Furthermore, acknowledge that the Scottish Government are investing an additional £250m to support the integration of health and social care between health boards and councils.

Request that Midlothian Council continue to work in partnership and note the work carried out for local residents, taking a proactive approach and working with our partners in the Scottish Government and Lothian National Health Board Lothian.

Proposed



Cllr Catherine Johnstone

Seconded



Cllr Bob Constable





**Motion to Midlothian Council  
Tuesday 22<sup>nd</sup> March 2016**

**Midlothian Council notes:**

- that considerable efforts have been made both by this Council and others across Scotland to tackle litter, to improve recycling, and to reduce waste, but that there is still significant room for improvement in these areas;
- that the Scottish Government has recently consulted on the introduction of a deposit return system for single-use drinks containers;
- that well-designed deposit return systems have achieved return rates of around 95% in places such as Norway, the Netherlands, and Michigan, and between 84% and 99% in Sweden;
- that use of these systems is spreading around the world, with Lithuania's system starting on 1st February 2016, and New South Wales set to join in July 2017;
- that Local Government New South Wales supported deposit return, in part because it would reduce their recycling costs by 40%;
- that a recent report commissioned by Zero Waste Scotland indicated that a deposit return system for Scotland could save local authorities £13m annually on litter and waste costs;
- that the same report noted that additional work should be done to determine how a deposit return system could work most effectively in Scotland alongside the services provided by local authorities.

**Council thus agrees:**

- to send a letter from the Council Leader to the Cabinet Secretary for Rural Affairs, Food and Environment, supporting the principle of a deposit return system for Scotland, and urging him to involve local authorities in the design of a system which works efficiently alongside local authority waste management services;
- to work with other Scottish local authorities where possible to support a well-designed deposit return system, prioritising a reduction in littering, improvements to recycling rates, ease of use for consumers and small businesses, reductions in the volume of household waste and waste collected from public bins, and the delivery of cost savings to local taxpayers.

**Proposed:**

.....  


Councillor Ian Baxter

**Seconded:**

.....  


Councillor Andrew Coventry



# Midlothian Council

## Labour Group

Item 7.3



**Midlothian Council**  
**Tuesday 22 March 2016**

### **Notice of Motion**

In light of the invaluable service it offers to former mineworkers, their families and friends and any other Lothians resident in need of respite, Council agrees to reinstate the previous Service Level Agreement with the Lothian Mineworkers Convalescent Home Trust.

Council also agrees, within a 12 month period, that officers should prepare a report on 'Value for Money' on this agreement in terms of the benefits to the citizens of Midlothian using this facility.

*Moved*



**Councillor Russell Imrie**

*Seconded*



**Councillor Bryan Pottinger**



**Single Midlothian Plan 2016-17****Report by Kenneth Lawrie, Chief Executive****1 Purpose of Report**

The Community Planning Partnership (CPP) Board approved the attached 3 year summary plan, outcomes and indicators at its meeting of 11 February, and will consider the full Single Midlothian Plan at the Board meeting of 21 April 2016. This report to Council seeks endorsement of the attached summary plan, outcomes and indicators, and their adoption as the strategic plan for Midlothian Council under which the service plans for Council services will operate.

**2 Background**

The Community Planning Partnership established under the Local Government Act 2003, and now strengthened legislatively by the Community Empowerment Act 2015, is required to submit a Local Outcomes Improvement Plan (replacing the former Single Outcome Agreement ) each year to the Scottish Government. This plan must set out what shared local outcomes the partners are pursuing within the outcomes framework established by the National Delivery Group for Community Planning led by Scottish Ministers and including COSLA, SOLACE, Accounts Commission and Improvement Service representation.

**2.1** The Midlothian Community Planning Partnership Board, in which the Council is a leading partner, will this year become a statutory board, under the terms of the Community Empowerment Act 2015. Key requirements of the Act in respect of community planning are set out in appendix 1. The Council agreed in 2012/13 to adopt the Single Midlothian Plan as its strategic plan, and to require services to have regard to the outcomes set out in this when creating their annual service plans .

**2.2** Community Planning Partnerships (CPPs) are required under the new Act to mobilise public sector assets, activities and resources, together with those of the voluntary and private sectors and local communities, to deliver a shared plan to improve outcomes in Midlothian. This document is now referred to in the Act as the Local Outcomes Improvement Plan .The Midlothian version of this, the Single Midlothian Plan, uses an evidence based approach, underpinned by data, to drive improvement in meeting the differing needs of local populations and client groups. It includes performance commitments leading to demonstrable improvements in people's lives; focuses upon reducing outcome gaps within populations and between areas; and promotes early intervention, co- production and preventative approaches aimed at reducing outcome inequalities. It also identifies priorities for interventions that include plans for prevention, integration and improvement to promote better partnership working and more effective use of public assets and resources.

**2.3** The shared planning cycle of the partners is as follows:

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

## **2.4 Local Priorities**

As a final part of this planning cycle, the CPP as a whole (130 delegates from public and private sector partner agencies, council, community councils and third sector representatives) met in November 2015 and debated what this evidence indicated and how we could develop further the previous three priorities of early years/child poverty; positive destinations for young people; and economic growth.

The CPP conference recommended the partnership focus on three priorities for the period 2016-19.:

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

It is clear that these new priorities build on work previously undertaken within Midlothian. They recognise the importance of learning and attainment from early years through to positive destinations, the criticality of addressing health inequalities as set out in the Midlothian Integrated Joint Board's Strategic Plan, and the significant negative impact of inequalities in economic circumstances and opportunity. Whilst developed locally they reflect the national priorities of addressing health inequality; closing the gap in learning and inclusive economic development and the CPP has committed to working together to address these priorities.

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

At the beginning of 2012-13 Midlothian Council initiated a project to consider how it should reshape its values and its operating systems. This project, known as the “Future Models of Service Delivery”, was the subject of public engagement alongside the CPP's engagement processes, seeking views on partnership priorities. The recommendations from this were approved by the Council in January 2013. Agreement was reached by all partners to adopt, as far as possible in their context, the same three principles as appropriate ways for local public services to develop. These three ways are:

### **Preventive intervention**

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

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

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

### **Shifting where and how the public can access services**

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

## **2.6 Area targeting**

At the 2013 annual planning event the CPP agreed that in future it will add a further dimension to how it sets priorities. For many years there has been a significant statistical gap between the outcomes for residents living in parts of the County and the average outcomes for Midlothian and Scotland as a whole.

These areas have been identified nationally by Scottish Government by use of 7 sets of statistical data about living circumstances known as the Scottish Indicators of Multiple Deprivation (SIMD). The national approach is to recognise that areas which fall into the top 20% of SIMD and require a particular focus to reduce the gap between the outcomes for people in these communities and the Scottish averages. In Midlothian there are three communities within which there are concentrations of statistics which place parts of these areas in the top 20% of SIMD.

These communities are:

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

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

This decision means that partners will work together to give priority to actions in these three geographies, developing ideas in partnership with local people and the community agencies they lead.

Indicators of performance will in future consider the outcomes gaps between local geographies and between Midlothian and Scotland averages

### **3 Report Implications**

#### **3.1 Resource**

The summary Single Midlothian Plan for 2016-19 comprises outcome indicators agreed with Community Planning partners. The designated members of the CPP Board are now required by law under the Community Empowerment Act 2015 Section 9 (3) to provide joint resourcing of actions to improve agreed outcomes, and to jointly resource the CPP processes to enable community participation in decision making.

The Council has already agreed to align its planning, both operational and financial, with the priorities in the Single Midlothian Plan; and service plans have been constructed to support the priorities set in the plan, within the resource constraints affecting the Council.

The Council has also piloted mechanisms for sharing of resource decisions with its communities by developing and piloting the process of participatory budgeting as previously reported to Council in November 2015

#### **3.2 Risk**

By ensuring that appropriate, measurable outcome indicators are in the Plan, the Partnership is in a better position to ensure it is working effectively towards improving quality of life in Midlothian.

#### **3.3 Single Midlothian Plan and Business Transformation**

Themes addressed in this report:

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

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

The CPP has chosen to focus on three priorities:

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



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

Whilst being clear about the focus on the council's contribution to these three key outcomes, Council service plans will also demonstrate links to the wider set of shared outcomes and statutory requirements.

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

The Plan outlines how the Community Planning partnership will deliver our priorities for Midlothian and therefore contribute to the achievement of the 15 national outcomes outlined by Scottish Government

Performance management reports are produced every six months, and enable the contributions of partners to be seen. The Board and the Council have agreed to focus on the three key priorities set out earlier in this report, and a dashboard of performance indicators has been developed to give the Board an overview of performance on these three areas specifically.

### **3.5 Localising Access / sharing decision making**

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

“To ensure the engagement of all relevant stakeholders and to oversee the development and implementation of local co-produced action plans to reduce the identified outcome gaps for residents in Dalkeith/Woodburn, Mayfield/ Easthouses and Gorebridge”.

The group has so far reached

- Agreement that evidence indicates key gaps in outcomes in these areas are in :
  - Educational attainment for all ages
  - Economic Circumstances
  - Health
- Agreement to adopt and encourage the following approaches
  - Listening to service users and communities
  - Listening to front line services staff and managers
  - Seeking change in how we do things
  - Building new approaches that work
  - Respecting experience and evidence
- Agreement that the approach would not:
  - Direct people to follow a 'single model' of practice
  - Duplicate good work already being done
  - Create new administrative burdens
  - Put short term funding in that disappears
  - Expect quick unachievable results

- Agreement to promoting these key concepts
  - Staff co-producing with service users & communities
  - Testing impacts of changes and rolling out ideas
  - Using existing partnership resources

Recognition that access to high quality, rapidly responding, locally accessible services that prevent escalation of issues for residents is core to success in closing the outcomes gap

So far, area targeting has resulted in:

- Participatory budgeting – an approach where decision making on use of resources is shared with local residents being piloted in Dalkeith Centre/Woodburn, co – financed by the Council and Coalfield Regeneration Trust ; funding has been achieved to continue this approach in Mayfield co- financed by Scottish Government . Gorebridge undertook this approach with only CRT funding last year resulting in a new neighbourhood plan.
- A Local ‘contact centre’ has been developed by the Council in Mayfield Library
- A Family Learning Centre has been collaboratively developed in Woodburn,
- NHS, Council and Third sector collaborated on the delivery of welfare rights support in Newbattle Group practice ,
- Gorebridge Community Development Trust and Council are collaborating to deliver a community ‘Hub’ in Gorebridge ,
- Surestart and Council collaborated to relocate Surestart provisions in Gorebridge and Woodburn,
- Council and Midlothian Financial Inclusion Network collaborated to pilot support for claimants making on line claims in Gorebridge library ,
- A wide range of positive destinations actions targeted on Newbattle High School have seen its positive destinations outcomes rise continuously.
- Mainstream budgets have also begun to be prioritised- for example, schools use the Scottish Indicators of Multiple Deprivation to weight some staffing budgets towards schools in these areas,
- The Communities team is allocating 66% of its total staff resource to the three target areas,
- The Lifelong Learning and Employability service similarly allocates resources weighted to these areas.

### **3.6 Involving Communities and Other Stakeholders**

Consultation/ engagement on proposed priorities took place during the period June to September through community planning strategic groups their sub groups on specific topic areas, citizens' panel, on line and in stakeholder meetings, and at the annual community planning day in November 2015.

### **3.7 Ensuring Equalities**

Equalities issues are key and a separate section of the plan identifies the proposed specific improvement actions by partners for 2016-17. Each theme has also considered the implications of their work through an impact assessment

### **3.8 Supporting Sustainable Development**

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

### **3.9 IT Issues**

There are no specific IT issues

## **4 Summary**

This report presents the updated Single Midlothian Plan.

## **5 Recommendations**

It is recommended that Council

- i notes the legal requirements of the Community Empowerment Act as set out in appendix 1;
- ii approves and endorses the summary Single Midlothian Plan 2016-17 (appendix 2) as the strategic document for council service planning.

### **Report Contact:**

Alasdair Mathers Tel No 0131 271 3438

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### **Background Papers:**

**Appendix 1** - Community Empowerment Act extract

**Appendix 2** -Single Midlothian Plan summary;

## **Appendix 1` Community Empowerment Scotland Act 2015 –Extracts setting out planning requirements**

### **“2. Planning**

Each local authority and the persons listed in schedule 1 must carry out planning for the area of the local authority for the purpose mentioned in subsection (2) (community planning).

**(2)** The purpose is improvement in the achievement of outcomes resulting from, or contributed to by, the provision of services delivered by or on behalf of the local authority or the persons listed in schedule 1.

**(2A)** in carrying out community planning, the local authority and the persons listed in schedule 1 must—

- (a) Participate with each other, and
- (b) Participate with any community body (as mentioned in paragraph (c) of subsection (5)) in such a way as to enable that body to participate in community planning to the extent mentioned in that paragraph...

**(3)** Outcomes of the type mentioned in subsection (2) (local outcomes) must be consistent with the national outcomes determined under section 1(1) or revised under section 25 2(4) (a).

**(4)** In carrying out the functions conferred on them by this Part in relation to the area of a local authority—

- (a) The local authority for the area and the persons listed in schedule 1 are collectively referred to in this Part as a —community planning partnership and
- (b) The authority and each such person is referred to in this Part as a —community planning partner.

**(5).** Local outcomes improvement plan

Each community planning partnership must—

- (a) Consider which community bodies are likely to be able to contribute to community planning having regard in particular to which of those bodies represent the interests of persons who experience inequalities of outcome which result from socio-economic disadvantage,
- (b) Make all reasonable efforts to secure the participation of those community bodies in community planning, and
- (c) to the extent (if any) that those community bodies wish to participate in community planning, take such steps as are reasonable to enable the community bodies to participate in community planning to that extent”

**(8)** In this section, —community bodies in relation to a community planning partnership, means bodies, whether or not formally constituted, established for purposes which consist of or include that of promoting or improving the interests of any communities (however described) resident or otherwise present in the area of the local authority for which the community planning partnership is carrying out community planning.

#### **4A Socio-economic inequalities**

In carrying out functions conferred by this Part, a community planning partnership must act with a view to reducing inequalities of outcome which result from socio-economic disadvantage unless the partnership considers that it would be inappropriate to do so.

#### **5 Local outcomes improvement plan**

- (1) Each community planning partnership must prepare and publish a local outcomes improvement plan.
- (2) A local outcomes improvement plan is a plan setting out—
  - (a) Local outcomes to which priority is to be given by the community planning partnership with a view to improving the achievement of the outcomes,
  - (b) A description of the proposed improvement in the achievement of the outcomes,
  - (c) The period within which the proposed improvement is to be achieved, and
  - (d) A description of the needs and circumstances of persons residing in the area of the local authority to which the plan relates.
- (3) In preparing a local outcomes improvement plan, a community planning partnership must consult— 30
  - (a) Such community bodies as it considers appropriate, and
  - (b) Such other persons as it considers appropriate.
- (4) Before publishing a local outcomes improvement plan, the community planning partnership must take account of —
  - (a) Any representations received by it...
  - (b) The needs and circumstances of persons residing in the area of the local authority to which the plan relates.

#### **7A Localities:**

- (1) Each community planning partnership must, for the purposes of this Part, divide the area of the local authority into smaller areas.
- (2) The smaller areas mentioned in subsection (1) (—localities) must be of such type or description as may be specified by the Scottish Ministers by regulations.
- (3) Having carried out the duty under subsection (1), the community planning partnership must identify each locality in which persons residing there experience significantly poorer outcomes which result from socio-economic disadvantage than—
  - (a) Those experienced by persons residing in other localities within the area of the local authority, or
  - (b) Those experienced generally by persons residing in Scotland.
- (4) In carrying out the duty under subsection (3), a community planning partnership must take account of the needs and circumstances of persons residing in the area of the local authority.
- (5) Regulations under subsection (2) may specify areas of a type or description subject to any conditions specified in the regulations.
- (6) The Scottish Ministers may by regulations specify that localities within the area of a local authority must each be of the same type or description as may be specified in regulations under subsection (2).

(7) In this section, references to the area of a local authority mean, in relation to a community planning partnership, the area of the local authority for which the partnership is carrying out community planning.

### **7b. Locality plan**

- (1) Each community planning partnership must prepare and publish a locality plan for each locality identified by it by virtue of section 7A (3).
- (2) A community planning partnership may prepare and publish a locality plan for any other locality within the area of the local authority for which it is carrying out community planning.
- (3) A locality plan is a plan setting out for the purposes of the locality to which the plan relates
  - (a) local outcomes to which priority is to be given by the community planning partnership with a view to improving the achievement of the outcomes in the locality,
  - (b) A description of the proposed improvement in the achievement of the outcomes, and
  - (c) The period within which the proposed improvement is to be achieved.
- (4) In preparing a locality plan, a community planning partnership must consult—
  - (a) Such community bodies as it considers appropriate, and
  - (b) Such other persons as it considers appropriate

## **8. Governance**

- (1) For the area of each local authority, each person mentioned in subsection (2) must—
- (2) must—
  - (a) Facilitate community planning,
  - (b) Take reasonable steps to ensure that the community planning partnership carries out its functions under this Part efficiently and effectively.

The persons are—

- (a) The local authority,
- (b) The Health Board constituted under section 2(1)(a) of the National Health Service 5 (Scotland) Act 1978 whose area includes, or is the same as, the area of the local authority...
- (d) The chief constable of the Police Service of Scotland,
- (e) The Scottish Fire and Rescue Service,
- (f) Scottish Enterprise.

## **9 Community planning partners: duties**

- (1) Despite the duties imposed on community planning partners by this Part, a community planning partnership may agree—
  - (a) That a particular community planning partner need not comply with a duty in relation to a particular local outcome, or
  - (b) That a particular community planning partner need comply with a duty in relation to a particular local outcome only to such extent as may be so agreed.
- (2) Each community planning partner must co-operate with the other community planning partners in carrying out community planning.

- (3) Each community planning partner must, in relation to a community planning partnership, contribute such funds, staff and other resources as the community planning partnership considers appropriate
- (a) With a view to improving, or contributing to an improvement in, the achievement of each local outcome referred to in section 5(2) (a), and
  - (b) For the purpose of securing the participation of the community bodies mentioned in section 4(5) (a) in community planning.
- (4) Each community planning partner must provide such information to the community 35 planning partnership about the local outcomes referred to in section 5(2) (a) as the community planning partnership may request.
- (5) Each community planning partner must, in carrying out its functions, take account of the local outcomes improvement plan published under section 5 or, as the case may be, section 6(5)".





## SINGLE MIDLOTHIAN PLAN 2016-17

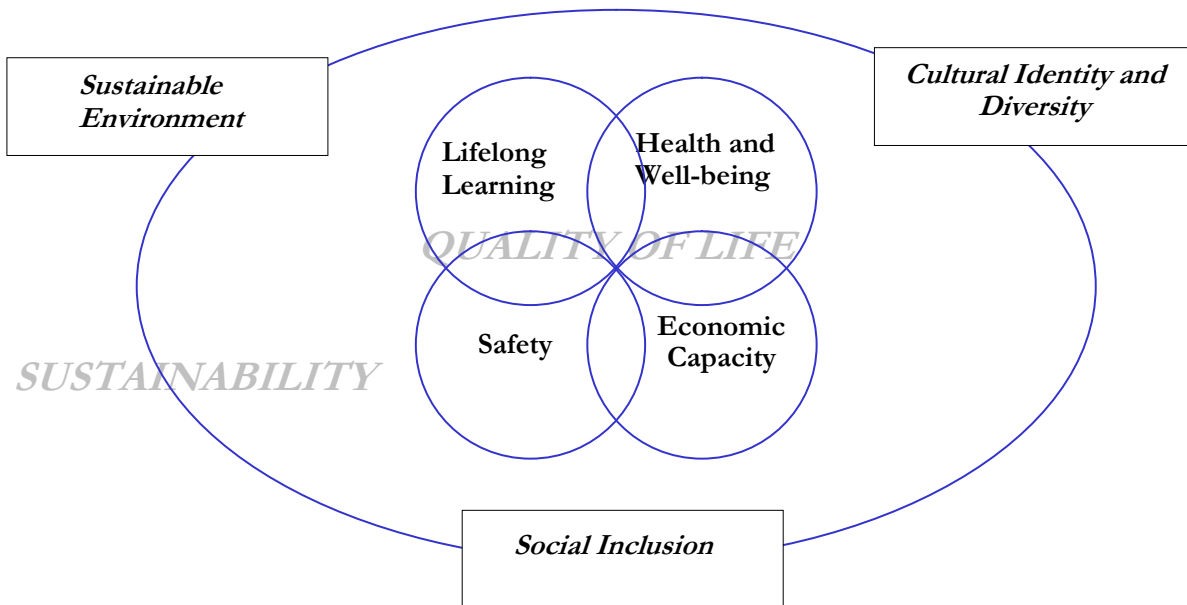
### SUMMARY

#### VISION

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

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

### Our 2020 Vision



The CPP Board has encapsulated these in its revised vision:

## Midlothian – A Great Place to Grow

## PURPOSE

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

## PROCESS

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

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

The shared planning cycle of the partners is as follows:

Annual revision of the Midlothian Profile:

January – March

Revision of the Strategic Assessment:

April – June

Public engagement processes:

July – September

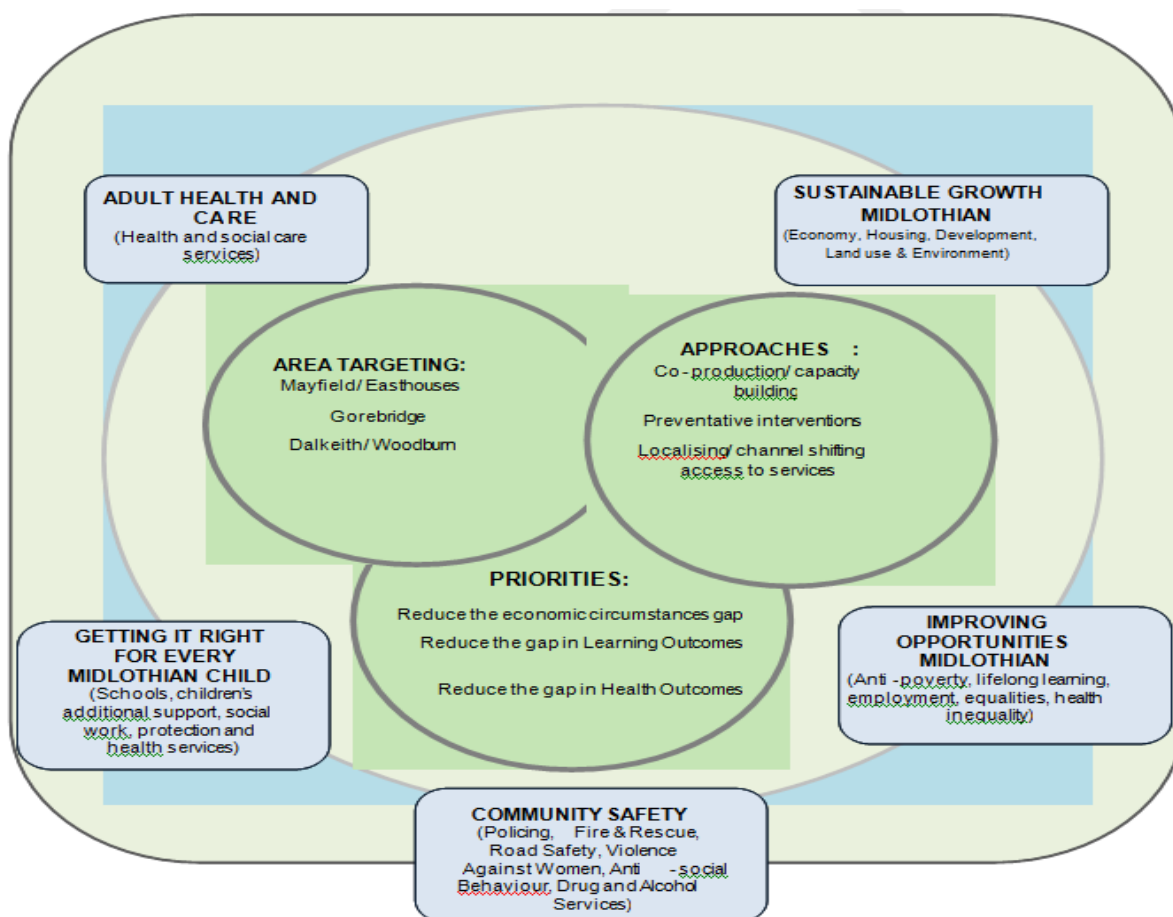
Drafting of budgets and one year priorities:

October – December

Achieving formal approval of plans and budgets:

January – March

## MAP OF THE CPP AND ITS MAIN PRIORITIES



## STRUCTURE

The full structures of the CPP, including remits

- membership of each thematic group
- governance documents
- sub groups
- and sub group action plans

are all available on the Midlothian Council website at:

- [Community Planning web pages](#)

The current partnership structure can be accessed by following the link below

- [Community Planning Structure](#)
- [Community Planning Board membership list](#)
- [Community Planning Working Group membership list](#)

## AREA TARGETING

The CPP is aware that for many years there has been a significant statistical gap between the life outcomes for residents living in parts of the County and the average outcomes for Midlothian and for Scotland as a whole. These areas have been identified nationally by Scottish Government by use of 7 sets of statistical data about living circumstances known as the Scottish Indicators of Multiple Deprivation (SIMD).

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

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

## LEGAL CHANGES

In 2015- a new act was passed into law, significantly affecting the operations of the CPP.

### **The Community Empowerment (Scotland) Act (2015)**

- CPPs have been made statutory (required by law) and new duties have been placed on public sector partners to play a full and active role in Community Planning. The Act makes clear that Community Planning is the process by which public bodies must work together and with community bodies to plan for, resource and provide services which improve local outcomes in the local authority area;
- It confirms that the role of a CPP is to prepare a plan for improving local outcomes, in consultation with community bodies and others. These outcomes are to be consistent with the national outcomes determined by the Scottish Ministers under Part 1 of the Act
- The CPP must publish the plan, monitor progress being made and report annually on progress.
- The Bill extends the list of key partners to include a wider range of public authorities, including Scottish Natural Heritage, FE Colleges, Skills Development Scotland, and the new integrated health and care boards. Individual partners will have a duty to work collaboratively and to take into account the plan when setting their individual priorities, and are also expected to commit resources to delivery of the plan and report to the CPP on their contribution;
- The Scottish Government expects that all public sector organisations engage with communities and support their participation in setting priorities and in the design and delivery of services. Community bodies must in turn ensure that ensure they are open, inclusive and truly represent their communities;
- Where an appropriate community body, or a group of bodies, believes it could help to improve the outcome of a service, it will be able to make a request to a public body that delivers that service, asking to take part in a

process to improve that outcome. The public body must agree to the request for dialogue unless there are reasonable grounds for refusal. If it refuses the request, it must explain the reasons;

- If a community body proposes to deliver a service itself, the public body will need to decide whether the community body has an appropriate corporate structure and the capacity to take on that role;
- The Act will make amendments to the community right to buy, making it easier for communities to define their community in a greater variety of ways. It will give the initiative to communities to identify property they are interested in and place a duty on public authorities to agree to the request unless they can show reasonable grounds for refusal. Community bodies will be able to approach public authorities for detailed information about a property they are interested in before making a formal request.

## **EQUALITIES**

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

## **THE PLAN**

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. The CPP 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, where it is clear that less well off residents experience poorer health, have fewer or no choices in how they use low incomes, and where there is a proven relationship between these factors and their learning; the top three priorities for 2016-19 are:

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

More widely, the five themes of community planning have agreed shared outcomes to work towards.

**These outcomes are that, by the end of the 2019/20 budget year**

### **Adult Health and Care**

- People are able to look after and improve their own health and wellbeing and live in good health for longer
- People, including those with disabilities/long term conditions or are frail are able wherever possible, to live independently and in their own home.
- Health and Social Care have contributed to reducing health inequalities.
- Unpaid carers are supported to look after their own health and wellbeing

### **Community Safety**

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

### **Getting it Right for Every Midlothian Child**

- Children in their early years and their families are being supported to be healthy, to learn and to be resilient
- All Midlothian children and young people are being offered access to timely and appropriate support through the named person service -
- All care experienced children and young people are being provided with quality services
- Children and young people are supported to be healthy, happy and reach their potential
- Inequalities in learning outcomes have reduced

### **Improving Opportunities for the People of Midlothian**

- Poverty levels in Midlothian are lower than the Scottish average

- Midlothian residents are successful learners and young people go on to positive destinations when they leave learning
- There is a reduction in inequality in health outcomes
- Citizens are engaged with service development and delivery

### **Sustainable Growth**

- New jobs and businesses are located in Midlothian
- Midlothian's economic growth rate consistently outperforms the Scottish average
- Midlothian is an attractive place to live work and invest in
- The gap between average earnings of those living and working in Midlothian and the Scottish average has decreased
- Environmental limits are better respected, in relation to waste, transport, climate change and biodiversity
- More social housing has been provided taking account of local demand
- Homelessness has reduced and people threatened with homelessness can access advice and support services

The following priorities and actions for 2016-17 are set out under the 5 themes of community planning, and are designed to improve life outcomes for the people of Midlothian. They are one year steps towards a three year and ten year set of improvements which can be seen in the full version of the plan.

### **ADULT HEALTH AND CARE**

Priority	Action
Staying Healthy and Preventing Injury, Illness and Disability	Actions will be inserted when agreed by Integration Joint Board
Enabling People to Recover or Live Well with their Long-term Condition or Disability	Actions will be inserted when agreed by Integration Joint Board
Addressing Health Inequalities	Actions will be inserted when agreed by Integration Joint Board
Reshaping Services to meet Changing Demand including an Increasing and Ageing Population	Actions will be inserted when agreed by Integration Joint Board

### **COMMUNITY SAFETY AND JUSTICE**

Priority	Action
Alcohol and Drugs Misuse	<ul style="list-style-type: none"> <li>• Encourage responsible alcohol retailing in Midlothian via positive interventions</li> <li>• Increase number of individuals engaging in prevention, treatment and recovery orientated Services</li> <li>• Undertake a range of proactive communication and engagement activity regarding responsible alcohol consumption</li> </ul>
Gender based harm (including domestic abuse)	<ul style="list-style-type: none"> <li>• Increase multiagency working to improve the safety of high risk victims of domestic abuse</li> <li>• Increase enforcement action against domestic and sexual offenders</li> <li>• Deliver the Caledonian system</li> <li>• Increase awareness of violence against women</li> <li>• Effective risk management of registered sex offenders</li> </ul>

Community Justice (Reducing Future Offending)	<ul style="list-style-type: none"> <li>• Develop a local strategic plan for improving Community Justice outcomes</li> <li>• Community payback orders are completed satisfactorily</li> <li>• Develop a sustainability plan for the SPRING service</li> </ul>
Crimes of dishonesty	<ul style="list-style-type: none"> <li>• Target prolific house breakers and thieves through ASBOs and CRASBOs, working in partnership with the ASBVO group.</li> <li>• Work in partnership to raise public awareness of crime prevention through campaigns and crime prevention initiatives</li> <li>• Take partnership preventative action and respond to information provided about possible scam victims</li> </ul>

#### GETTING IT RIGHT FOR EVERY MIDLOTHIAN CHILD

Priority	Action
Children experience settled and stable alternative family placements arrangements	Systems are in place to support earlier permanence decision-making
Increase the numbers of care experienced young people accessing education, employment and training	<p>Implement the recommendations from Developing Midlothian's Young workforce strategy</p> <p>Prioritise the educational needs of care experienced young people as part of inclusion</p>
Family Learning Approach	Deliver Family Learning Centres and approach with a focus on the 3 Community Planning Partnership priority areas
27-30 month developmental checks	<p>Analyse data and target key groups to increase uptake of 27-30 month health checks.</p> <p>Develop systems to transfer the results of the 27 month Child Health Check to children's Early Learning and Childcare setting.</p>
Developmental milestones & learning outcomes	<p>Complete review of evidence available/establish process to monitor proportion of children achieving expected developmental milestones by Primary 1.</p> <p>Establish joint education/raising attainment for all evidence base/process to monitor proportion of children achieving expected developmental milestones &amp; learning outcomes by Primary 4</p>
Develop clear processes and procedures to ensure a single point of contact (Named Person) for all Midlothian children;	<p>Deliver training for education will focus on embedding GIRFEC processes and language, 5 Practitioners Questions, National Practice Model, Wellbeing Concerns Forms, and Resilience Matrix. Subsequent generic training packages for Health/Educ/Welfare staff for the following: - Named Persons Role/Children and Young Persons Plan/Lead Professional Role/Well Being Indicators</p> <p>Portals' Group develop processes and procedures for sharing information securely between services.</p>
Partners share information that is likely to be relevant to the Named Person's function with a child's Named Person.	Ensure appropriate governance is put in place to support the proportionate sharing of information between relevant partners.

<p>Our ambition is to create a world-class Education system in Midlothian. In line with the National Improvement Framework, our priorities are to:</p> <p>Improve attainment, particularly in literacy and numeracy;</p> <p>Close the attainment gap between the most and least disadvantaged children;</p> <p>Improve children and young people's health and wellbeing;</p> <p>Improve employability skills and sustained, positive school leaver destinations for all young people;</p>	<p>Continue to implement Visible Learning in order to create assessment capable learners</p> <p>Track the progress of all pupils through the broad general education ensuring that support is proactive and flexible to meet the needs of all learners</p> <p>Improve attendance</p> <p>Reduce exclusions</p> <p>Further improve leadership at all levels</p> <p>Build a centres of excellence approach to the delivery of the senior phase</p> <p>Implement HGIOS4 and work with schools to support them towards the target of achieving at least 5 'good' evaluations in HMIE Inspections</p> <p>Implement the new Education (Scotland) Act 2015</p>
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### IMPROVING OPPORTUNITIES FOR THE PEOPLE OF MIDLOTHIAN

Priority	Action
<p><b><u>Poverty levels in Midlothian are lower than the Scottish average</u></b></p> <ul style="list-style-type: none"> <li>• Support people out of poverty and welfare dependency</li> <li>• Improve access to welfare advice through local and targeted provision</li> </ul>	<ul style="list-style-type: none"> <li>• Provide high quality and localised welfare advice and support, targeted at the areas with the highest levels of poverty</li> <li>• Support claimants through the appeals process</li> <li>• Develop a child poverty measurement framework so poverty levels can be tracked over time</li> <li>• Provide short term support to people experiencing significant hardship. This will include practical interventions including access to food banks; travel vouchers and trial energy vouchers for those experiencing fuel poverty.</li> <li>• Provide training to front line workers on the Welfare Reform Act so they can provide high quality support to people experiencing poverty.</li> <li>• Develop the area targeting programme and demonstrate evidence of additional resources (financial and human) for the areas with the highest levels of poverty.</li> </ul>
<p><b><u>Midlothian residents are successful learners and young people go on to positive destinations</u></b></p> <ul style="list-style-type: none"> <li>• Increase qualifications gained by adults of working age</li> <li>• Increase Positive Destinations for young people</li> <li>• Increase access to digital services for adults</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver the actions identified in the Delivering Midlothian Young Workforce Action Plan</li> <li>• Deliver the actions identified in Midlothian's Volunteer Strategy to maintain a higher level of volunteering opportunities than the Scottish average</li> <li>• Deliver the actions identified in Midlothian Adult Learning Partnership so that qualification levels are improved at all levels (NVQ1-4).</li> <li>• Provided targeted learning opportunities for Midlothian residents to reduce the number with no qualifications at all.</li> <li>• Increase access and support to digital services, particularly, in the areas with the lowest levels of IT literacy.</li> </ul>

<p><b><u>There is a reduction in inequality in health outcomes</u></b></p> <ul style="list-style-type: none"> <li>• Reduce health inequalities and improve the health of people in Midlothian</li> </ul>	<ul style="list-style-type: none"> <li>• Work with local organisations to improve the provision of person centred health and wellbeing assessments.</li> <li>• Improve the knowledge and skills of the local workforce in relation to health inequalities, health literacy and money matters.</li> <li>• Increase the uptake of benefits such as the Healthy Start vouchers</li> <li>• Provide support to health topic programmes, such as sexual health, physical activity and healthy eating.</li> <li>• Increase availability of support for those who experience mild to moderate mental health issues.</li> <li>• Support the area targeting programme to ensure that health inequalities are central to the planning and delivery.</li> </ul>
<p><b><u>Citizens are engaged with service development and delivery</u></b></p>	<ul style="list-style-type: none"> <li>• Complete Neighbourhood Plans in all of the 16 Community Council areas. Agree a schedule of Neighbourhood Plan reviews.</li> <li>• Provide support to Third Sector and community groups, increase the capacity of Community Councils to involve a wide cross section of the community</li> <li>• Undertake the Citizens Panel survey as a way of informing service development and delivery</li> <li>• Test new approaches to funding that enable more community involvement in budgeting decisions.</li> <li>• Provide bespoke support and training to social enterprises and establish new social enterprises that reflect the social needs of Midlothian.</li> <li>• Establish clear processes for community groups to make access the CPP decision making as part of the Community Empowerment Act.</li> </ul>

## **SUSTAINABLE GROWTH**

Priority	Actions
<p>Maximise the economic and environmental benefits to Midlothian and its communities from the reopening of the Borders Rail Line.</p>	<p>Prepare an attractive portfolio of inward investment sites and premises.</p> <p>Develop strong links with Visit Scotland and the Midlothian tourist sector.</p> <p>Prepare and promote a series of economic development and related environmental schemes for 'Blueprint' funding.</p>



Refresh and update the Midlothian Economic Development strategy.	<p>Recognise and account for changes in the economic climate in Midlothian, new opportunities and challenges, and changes of policy.</p> <p>Provide greater emphasis on links to the education and skills agendas.</p>
Work with partner Councils to achieve a City Deal with funding from the UK and Scottish Governments to accelerate economic growth and reduce inequalities in the Edinburgh City Region area.	<p>Participate in preparation of final bid submission to Governments.</p> <p>Participate in shaping that bid through active involvement in the workstream groups on housing, infrastructure/economic modelling, and skills/innovation.</p> <p>Take the lead in developing the regional economic strategy through the work of the Regional Partnership workstream group.</p> <p>Define clearly and promote the specific outcomes/projects for Midlothian, including setting priorities.</p>
Maximise the benefits provided by the Leader EU funding programme to improve the agricultural and rural economies of Midlothian	<p>Set up and appoint the support team to administer the Programme.</p> <p>Engage with local community groups and others to promote and assist in the preparation of prospective bids for funding, including the identification of match funding sources.</p>
Reduce, reuse and recycle our waste	Complete Zero Waste Parc
Promote and develop sustainable travel and transport that benefits our health and the environment	To be confirmed
Address climate change	<p>Progress management of climate risks in accordance with Adaptation Scotland's Five Steps to Managing Your Climate Risks</p> <p>Commence work on an EU Covenant Sustainable Energy Action Plan or equivalent</p>
Ensure that the Strategic Development Plan provides a relevant and robust planning framework for the delivery of sustainable economic growth in Midlothian.	<p>Engage fully with partner Councils in the preparation of the Proposed Plan.</p> <p>Ensure sound policy wording on the key sections relating to economy and environment in the Plan</p>

	<p>Ensure that the Action Programme provides a sound basis for project implementation in Midlothian.</p>
Provide an up to date statement of planning proposals and policies which can secure sustainable economic growth, meeting housing need, and preserving/enhancing built and natural heritage	<p>Complete the remaining stages of statutory Local Development Plan preparation.</p> <p>Prepare an Action Programme that aligns closely with the CPP's wider economic and environmental priorities.</p>
Protect and improve our historic buildings/ environment and town centres	<p>Maintain progress on the Gorebridge Conservation Area Scheme (CARS)</p> <p>By</p> <ul style="list-style-type: none"> <li>• Provision of historic building grants for eligible buildings identified in the conservation area on Main Street and Newbyres Hall.</li> <li>• Public realm improvements to the area adjacent to Newbyres Hall.</li> <li>• Training, education and awareness raising programme with the local community</li> </ul> <p>Support and promote action to improve the viability, vitality and environmental quality of Penicuik Town Centre.</p> <ul style="list-style-type: none"> <li>• Build upon the setting up of the Business Improvement District and support the implementation of activities.</li> <li>• Secure the long term future of the Town Hall building.</li> <li>• Bid for Townscape Heritage Initiative status and funding, as well as Conservation Area Regeneration Scheme status and funding</li> </ul>
Recognise and help safeguard important biodiversity features in Midlothian that are not subject to international or national nature conservation designations	<p>Develop and deliver the Midlothian Green Network</p> <ul style="list-style-type: none"> <li>• Identify a Midlothian Green Network in draft supplementary guidance for public consultation.</li> <li>• Secure and deliver components of the green network through new development, Council work programmes, and where relevant from accessing external funding sources.</li> <li>• Safeguard the green network through the application of the policy frameworks of the Midlothian Local Plan (2008) and the emerging Midlothian Local Development Plan.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain the Midlothian Local Biodiversity Site Steering Group and Local Biodiversity Site system. In particular the assessment and review process of local biodiversity sites.</li> <li>• Taking account of these sites in the application of the policy frameworks of the Midlothian Local Plan (2008) and the emerging Midlothian Local Development Plan.</li> </ul>
Provide more social housing taking account of local demand	In partnership between Council , RSL and private developers, deliver 100 new homes, including 100 Council and 65 RSL
	Investigate accelerated development growth via innovative approaches including the City Deal.
	Develop Housing to meet specialist provision needs
Prevent homelessness. Ensure people threatened with homelessness can access advice and support	Increase the support to young people through the Youth Homelessness Prevention Service
	Launch online housing options advice toolkit to improve the availability of tailored information and advice.
	Reduce bed and breakfast accommodation use by 50% by 2017.
	Deliver "Leaving Home" education programme in schools
	Increase the number of households accessing energy saving or fuel advice and assistance schemes from baseline of 1800 in 2013/14

## EQUALITIES

Priority	Action
Embed Equalities Issues within Community Planning activity	Develop more holistic ethnic, religion, LGBT, & Gypsy Traveller profiles, as well as contact with and understanding of these groups
	Develop community engagement, involvement and consultation practices so that all protected characteristic groups are included in service planning & delivery exercises
	Initiate and be part of reducing hate crime exercises that affect those within protected characteristic groups especially disability, race, religion and LGBT
	Mainstream Impact Assessments Council& Community Planning partner-wide
	Continue to address all prejudiced based bullying/ discrimination/inappropriate behaviour in our schools and colleges
	Support employers to work at making their workforces more representative of the Midlothian population profile as well as

	eradicating discrimination & fostering good relations
	Develop the role of Neighbourhood planning groups in creating and sustaining inclusive communities

## Service Plans 2016/17

### Report by Kenneth Lawrie, Chief Executive

#### 1 Purpose of Report

This report seeks approval for the Council's Service Plans for 2016/17.

#### 2 Background

##### 2.1 The Scottish Government Guidance on achieving Best Value outlines:

- That objectives and targets in mission statements, strategies and plans are realistic and achievable, are matched to financial and other resources and are explicitly translated into clear responsibilities for implementation.
- That the authority's financial, human and operational resources are matched to its priorities through the integration of its service and budget planning process.

##### 2.2 Council and community planning partners agreed in 2012 to integrate the Single Outcome Agreement, Midlothian Community Plan and the Council's Corporate Strategy into a single document – the Single Midlothian Plan (SMP).

##### 2.3 Heads of Service have developed their service plans. Managers and performance officers have been working together with community planning colleagues to ensure alignment between service priorities and SMP priorities.

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



Figure 1.

- 2.5** The service plans have been circulated to Councillors by e-mail together with an offer to provide printed copies to any member who would like to have these. In addition, copies of the service plans have been placed in the Members' Library.

### **3 Report Implications**

#### **3.1 Resource**

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

#### **3.2 Risk**

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

#### **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**

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

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

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

#### **3.5 Adopting a Preventative Approach**

As a core Future Model principal all plans consider the adoption of a preventative approach to service delivery.

#### **3.6 Involving Communities and Other Stakeholders**

The priorities set out in the SMP were arrived at as part of a wider consultation exercise and therefore are reflected in the Service Plans.

#### **3.7 Ensuring Equalities**

Each service plan is subject to an Equality Impact Assessment (EqIA) and are available within the Members' Library.

#### **3.8 Supporting Sustainable Development**

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

### **3.9 IT Issues**

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

## **4 Recommendations**

Midlothian Council is asked to:

- i. Approve the 2016/17 Service Plans

**Date 23 February 2016**

**Report Contact:** Marina Miller

Tel No: 0131 271 3783

[marina.miller@midlothian.gov.uk](mailto:marina.miller@midlothian.gov.uk)

### **Background Papers:**

- Service Plans 2016/17 (in the Members' Library)
- Equality impact assessments (EqIA's) of service plans 2016/17 (in the Members' Library)





**Lothian Buses - City of Edinburgh Council Request for Extraordinary Dividend****Report by Ricky Moffat, Head of Commercial Operations****1 Purpose of Report**

Council will be aware following recent reporting in the press, a request made by City of Edinburgh Council to Lothian Buses to consider the possibility of an extraordinary dividend of £20 million over the period 2017 – 2020.

The purpose of this report is to advise Council of the concerns raised directly with Lothian Buses on the potential impacts this proposal by the majority shareholder may have on the bus company and specifically what effect this could have on services within the Midlothian area.

**2 Background**

- 2.1** At the City of Edinburgh Council meeting on 19 November 2015 a report on the Edinburgh Tram extension was considered which raised the possibility of an extraordinary dividend of £20m being received from Lothian Buses during the period of the next business plan covering the period 2017 - 2020. In considering this report City of Edinburgh Council approved a motion which instructed the Chief Executive, City of Edinburgh Council to;

“write to Lothian Buses to request details of any impacts such an extraordinary dividend would make on their future transport strategy, fleet modernisation plans, the likelihood of future fare increases, loss of other transport initiatives (hidden opportunity costs), and the confidence or otherwise of their ability to ensure the company can continue to meet its liabilities”.

- 2.2** In response to this request Kenneth Lawrie, Chief Executive wrote to Jim McFarlane, Chairman and Interim General Manager of Lothian Buses (Appendix 1) outlining the Council’s concerns which a dividend could potentially have on the delivery of bus services within Midlothian.
- 2.3** In his response via e-mail (Appendix 2) Jim McFarlane confirmed that similar concerns had been raised by East Lothian Council. In this response reference is made to a meeting of the Lothian Buses Regional Sub-Group where senior officials from Lothian Buses would outline how the company would respond to City of Edinburgh Councils request for an extraordinary dividend. Jim McFarlane also further confirmed Lothian Buses commitment to fleet investment and its network of services.

- 2.4 This meeting of the Regional Sub-Group took place on Thursday 21 January 2016 in Haddington. Each of the minority shareholders Midlothian Council, West Lothian Council and East Lothian Council expressed their serious concerns that the impact of meeting City of Edinburgh Council's request for an extraordinary dividend could have on the provision of services within their respective Council areas. Lothian Buses officials acknowledged these concerns and whilst they were unable at this stage to confirm what impact this request may or may not have on rural or landward bus services they did confirm that meeting this request for an extraordinary dividend would be extremely challenging.
- 2.5 The members of the Sub Regional Group requested that Lothian Buses arrange for further meetings when additional information was available.

### **3 Report Implications**

#### **3.1 Resource**

There are no direct resource implications as a consequence of this report.

However, there is a concern that in future, Lothian Buses may have to reconsider services within Midlothian which prove challenging to operate commercially.

#### **3.2 Risk**

The risk to the Council is the potential impact on services within the Midlothian Council area. Any reduction in services would impact on people who travel for leisure or work purposes.

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

There is no direct impact on performance and outcomes as a consequence of this report.

### **3.5 Adopting a Preventative Approach**

By raising the Council's concerns directly with Lothian Buses there is an opportunity to ensure that future service provision is not compromised as a consequence of the request from City of Edinburgh Council for an extraordinary dividend.

### **3.6 Involving Communities and Other Stakeholders**

Discussions at this stage have involved Lothian Buses, and East Lothian and West Lothian Councils.

### **3.7 Ensuring Equalities**

At this time there are no equality issues. However if services were to be affected there would be a need to consider this issue at that time.

### **3.8 Supporting Sustainable Development**

The provision of suitable bus services is fundamental to ensuring that sustainable transport is available for the travelling public in Midlothian.

Any restrictions on current and potentially future services would impact on Midlothian's vision as a thriving and growing area.

### **3.9 IT Issues**

There are no direct IT issues as a result of this report.

## **4.0 Summary**

This report is bringing to Councils attention the concerns relating to the request from City of Edinburgh Councils request to Lothian Buses for an extraordinary dividend of £20m over the period 2017 – 2020. These concerns have been relayed directly to Lothian Buses who in turn acknowledge these concerns and have undertaken to keep the Council advised of progress on this issue.

## **5.0 Recommendations**

Council is requested to:-

- Note the request from City of Edinburgh Council to Lothian Buses for an extraordinary dividend over the period 2017 – 2020 to be considered.
- Note that concern has been raised directly with Lothian Buses in terms of the potential impact this could have on service delivery in Midlothian.

- Note Lothian Buses commitment to continued fleet investment and its network of services.
- Agree that the Director Resources will provide a further update report when information is available.

**29 February 2016**

**Report Contact:** Ricky Moffat  
ricky.moffat@midlothian.gov.uk

Tel No 0131 561 5306

**Background Papers**

**Midlothian Council**  
Midlothian House  
Buccleuch Street  
Dalkeith  
EH22 1DN

Chief Executive  
Kenneth Lawrie

Midlothian

21 December 2015

Mr Jim MacFarlane  
Chairman and Interim General Manager  
Lothian Buses Ltd  
55 Annandale Street  
Edinburgh  
EH7 4AZ



Dear Jim

**Majority Shareholder Dividend**

Further to recent media information and your response to my colleague Ricky Moffat regarding the request from City of Edinburgh Council for consideration to be given for an extraordinary dividend of £20 million over the next three years, I feel it is necessary that I write to formally raise and record the Council's concerns.

It was always Midlothian Council's understanding that Lothian Buses and the Edinburgh trams were two separate companies and would operate this way. The recent announcements suggest that one is increasingly dependent on the other in terms of its future strategic direction and this can only be to the detriment of Lothian Buses' future and areas outlying from Edinburgh.

Over the last few years Lothian Buses have made significant and noticeable improvements to customer services and vehicles. I am concerned that should you proceed with the above there may be a negative impact on buses used in the Midlothian area, and also the airport links and tourist buses. Overall, it is feared that in trying to meet the wishes of the City of Edinburgh Council this may come at a cost to the public transport users within Midlothian. As you are aware Midlothian residents are very reliant on the services provided by Lothian Buses.

Whilst I am aware that the Sub Regional Board meets in January, I would be happy to host a meeting at a mutually convenient time to discuss this particular issue as and when you were in a position to share pertinent and relevant information.

Yours sincerely

Kenneth Lawrie  
Chief Executive

Your Ref:  
Our Ref: KL/lb

Tel 0131 271 3002  
Fax 0131 271 3014  
[www.midlothian.gov.uk](http://www.midlothian.gov.uk)

**From:** McFarlane, Jim  
**Sent:** 13 January 2016 16:55  
**To:** Kenneth Lawrie; Lorraine Brown  
**Cc:** Strachan, Norman; Serafini, Nigel; Boyd, Sarah; Susan Deacon; Ricky Moffat; Dalglish, Ian  
**Subject:** CEC Extraordinary Dividend Request  
**Attachments:** 5.1.2 LB299 GM Report CEC Letter 20 Nov.pdf; 5.1.3 LB299 GM Report 30 Nov JMcF Letter to CEC.pdf; 576 - Chairman's Message.pdf

Dear Ken,

I received your letter early last week expressing concern on behalf of Midlothian Council that CEC's request for an extraordinary dividend £20m from LB may have an adverse impact on fares and our services in Midlothian. I understand these concerns and you may be aware that similar concerns have been received from East Lothian Council during recent meetings with their officers.

I would be very happy to come out to Midlothian Council to discuss the matter in the near future and it is our intention that the matter be discussed at next week's Lothian Buses Regional Sub-Group. Unfortunately since I am now in holiday I will not be present next week but senior LB executive colleagues who will be present will be able to explain how we intend to deal with the CEC request. Susan Deacon who will Chair the meeting is also very clear on the LB Board position.

In the meantime I attach the correspondence that has passed between CEC's Chief Executive and myself on the Matter. Also attached is a message that I conveyed to all LB staff pre-Christmas. As you will appreciate the CEC request has also generated concern within our workforce and my message quite deliberately stresses our continuing commitment to fleet investment and our network of services.

If you wish to make arrangements for me to visit Midlothian Council my PA Ashlea Meikle will be able to identify suitable dates in my absence.

With Best Regards

Jim

**Jim McFarlane**  
**Chairman & Interim General Manager**

**Lothian Buses Ltd**  
**55 Annandale Street**  
**Edinburgh**  
**EH7 4AZ**



Jim McFarlane  
Chair  
Lothian Buses  
Annandale Street  
Edinburgh  
EH7 4AZ

Our Ref: AK/dh

Your Ref:

Date: 20 November 2015

Dear Jim

#### Majority Shareholder Dividend Expectations

I refer to the Lothian Buses / City of Edinburgh Council budget consultation meeting held on 10 November 2015 at which it was requested that the majority shareholder confirm in writing its dividend expectations for the next 3-year business plan.

As approved by Council on 22 October the Council is budgeting for a dividend of £6m per annum starting from 2016 financial year. An annual increase in dividend in line with the Retail Price Index should be assumed for subsequent years.

At the Council meeting on 19 November a report on the Edinburgh Tram Extension was considered which raised the possibility of an extraordinary dividend of £20m being received from Lothian Buses during the period of the next business plan. In considering this report Council approved a motion which instructed the Chief Executive to:

'write to Lothian Buses to request details of any impacts such an extraordinary dividend would make on their future transport strategy, fleet modernisation plans, the likelihood of future fare increases, loss of other transport initiatives (hidden opportunity costs), and the confidence or otherwise of their ability to ensure the company can continue to meet its liabilities'.

Council has requested that a further report on the Tram Extension be considered at its meeting on 10 December. In order that report deadlines can be met, I would be grateful if you could provide an initial response to the issues raised above by Monday, 30 November.

Yours sincerely

A handwritten signature in black ink, appearing to read "A Kerr".

**ANDREW KERR**  
Chief Executive

Andrew Kerr, Chief Executive

Waverley Court, 4 East Market Street, Edinburgh EH8 8BG Tel 0131 469 3002 andrew.kerr@edinburgh.gov.uk





Our Ref: JMcF/GL

30 November 2015

Andrew Kerr  
Chief Executive  
The City of Edinburgh Council  
Waverley Court  
4 East Market Street  
EDINBURGH  
EH8 8BG

**Lothian Buses Limited**  
Annandale Street,  
Edinburgh, EH7 4AZ  
T: 0131 554 4494  
F: 0131 554 3942  
lothianbuses.com  
Registered in Scotland No. 96849  
Vat No. 793 0906 27

Dear Andrew,

I am responding to your letter of 20 November 2015.

First of all I appreciate having clarity in regard to the Council's annual dividend expectations over the next three years. This will assist the company with its future business planning.

I also note to Council's request, now confirmed that the company consider the possibility of a further extraordinary dividend of £20m over the period 2017-2020.

The extent to which the company can meet this additional dividend request will be factored in the financial modelling that we intend to undertake in support of the 2017-2020 strategic plan that will be submitted to the Council in September 2016.

The company respects the right of the Council as majority shareholder to make this extraordinary dividend request. Equally the council will acknowledge that the company can only make annual or extraordinary dividend payments if it has the financial strength to do so having first taken into account the ongoing cash flow requirements of the business.

Yours sincerely



Jim McFarlane  
Chairman & General Manager



## Staff Notice



# Lothian Buses

Jim McFarlane  
Chairman  
Lothian Buses  
55 Annandale Street  
Edinburgh  
EH7 4AZ

## Chairman's Message

As we approach the festive season and the end of the Company's financial year, I want to share with you a number of important elements of news.

Most importantly in relation to business performance, I am delighted to be able to say that 2015 has been another year of achievement for Lothian Buses. Although we did not quite meet our ambitious target of 120 million passenger journeys we are on course to exceed 118 million which was a record breaking total for 2014. Revenues from these passenger journeys together with prudent management of our costs also means that the company will complete the year in a healthy profitable position.

Other elements of our 2015 achievements have been reported before but some merit re-statement:-

- 40 new hybrid double deck vehicles introduced into our fleet.
- A complete replacement of our Airlink fleet with low emission euro 6 vehicles. The 12 former Airlink vehicles have also been refurbished and introduced into Lothian Country Buses routes 104 and 113 to meet growing passenger numbers.
- Passenger survey returns which position Lothian Buses at the top of the UK passenger satisfaction ratings with the company rated No. 1 for passenger value for money.
- 10 new engineering apprentices recruited.
- Every single bus that we presented for an MOT passed! For the first time our success rate was a remarkable 100%. The average across the UK bus industry is 75%.

In recognition of all of this the Lothian Buses Board at its meeting last Thursday expressed huge appreciation for the part staff played in delivering our 2015 achievements and asked that I convey this to you. In doing so the Board also acknowledged the challenges that are faced on a day to day basis in dealing with increasing traffic disruption as well as the additional work of supporting events and demonstrations – so a very big thank you to everyone for your part in so successfully keeping the city moving and for the significant contribution this makes to the Edinburgh economy.

Reflecting the positive state of our business the Board at its meeting last week also approved an ambitious budget for 2016. The Board is determined that the business does not stand still. Going into next year opportunities to expand our network of services will continue to be investigated. We will replace our on-bus ticketing equipment and continue with fleet investment including the complete replacement of the Edinburgh Bus Tours fleet. We hope to continue our successful partnership with the Scottish Government's Green Bus Fund. We also intend to progress plans for the creation of a new training facility at Longstone Depot.

Most importantly 2016 will see the arrival of a new Lothian Buses Managing Director, Richard Hall, following his recent appointment. Richard has considerable bus industry experience and is currently Managing Director for RATP in London where he leads 3700 people across 11 sites operating services for Transport for London as well as having a responsibility for the development of a commercial bus and coach operation which launched in 2015. A press announcement on Richard's appointment will be made in the next 24 hours alongside announcements regarding the new Chief Executive of Transport for Edinburgh and the new General Manager of Edinburgh Trams.

I am sure all of you will welcome Richard into the business when he arrives next March. Also new to the business is recently arrived Interim HR Director, Simon Allbutt. Meanwhile, Gareth Jones, Corporate Communications Manager, will leave with our best wishes in January to take up a new role with Camden Council in London.

Finally, my very best wishes for Christmas and the New Year to all of you and your families.

Jim

SN15/576  
22 December 2015



## Household Waste Charter

### Report by Ricky Moffat, Head of Commercial Operations

#### 1 Purpose of Report

At its meeting of 9 February 2016 Council were provided with an update on the Household Recycling Charter for Scotland.

Further to this a meeting was held on the 25 February 2016 with senior officials from Zero Waste Scotland to discuss the Household recycling Charter and the potential benefits for Midlothian and its residents.

As a consequence Council is being asked to sign up to the Charter which will allow a detailed analysis of its waste collections to be carried out to provide options for due consideration in the future.

Historic recycling performance is as follows:-

Year	Recycling Rate
2012	45.29%
2013	42.34%
2014	46.92%
2015	47.85%

#### 2 Background

**2.1** The Household Recycling Charter for Scotland is a collaborative piece of work recommended by the Zero Waste Task Force which was agreed by COSLA leaders on the 28 August 2015. The Charter sets out 21 key principles and referred to the development of a Code of Practice that establishes the key principles required in the collection of waste materials. A copy of the Household Recycling Charter for Scotland is appended to this report.

Accordingly Scotland has two cornerstone documents that aim to deliver consistency in the delivery of waste and recycling services across Scotland with the intention of;

- Stimulating inward investment and subsequent job creation in recycling and reprocessing industries.
- Retaining and enhancing existing jobs in waste collection industry.
- Generating and retaining the best collective value from waste streams whilst increasing recycling rates across Scotland.
- Providing Councils with a strong voice in the procurement market and enabling local authorities to manage market conditions to their collective advantage.
- Demonstrate the innovative thinking resulting from empowering Local Government to develop solutions.

## 2.2 Zero Waste Scotland Meeting

At the discussion with Zero Waste Scotland on 25 February 2016 it was explained that there was a desire by Zero Waste Scotland to ensure a level of consistent waste collections across Scotland. This primarily focuses on separate paper/card, plastic/metal/carton and glass collections to maximise the value from these materials. In addition the approach to waste collections should consider collection cycles and bin sizes for other waste streams. However, there would always be a need to consider local issues and as a consequence there is the likelihood of local variations across Scotland.

The key point was made that both signature to the Charter and implementation of the Code of Practice are voluntary and that councils will not be committed to implementing non-cost effective services.

Following signature of the Charter, councils will be able to access support from Zero Waste Scotland to develop a transition plan that will scope out the cost-effective changes required to move to the system detailed in the Code of Practice. Councils will then be further supported to develop an implementation plan which will detail the timescales and scope of the necessary changes, together with the expected cost profile.

It was also confirmed at the meeting that Zero Waste Scotland that they would support the Council in looking at options to consider how best to process its dry recyclate material.

## 2.3 Signing of the Charter

If Midlothian Council were to sign up to the Household Waste Charter Zero Waste Scotland outlined the following timescale of events;

Event	Timescale
Midlothian Council provide base collection data	Six weeks
Scenario planning/option appraisal	Four to six months
Council report	Four weeks
Funding application	Six weeks
Vehicle/container delivery	TBA
Implement new arrangements	TBA

## 2.4 Governance

The following is an extract from a recent COSLA report on the expected governance of the Household Waste Charter project;

*“It is important that, as councils sign the Charter and begin the work of identifying how best to implement the Code of Practice, we adopt the necessary controls and scrutiny to ensure that the high-level strategic approach is maintained and that focus is rigorously kept on the overall benefits to both Scotland and local government.*

*The proposed approach described below represents the expected process, although this is not yet formally adopted and so members’ comments are welcome.*

*As described above, following signature of the Charter the next step is the development of an implementation plan, with the support of Zero Waste Scotland.*

*A working group will be convened in order to scrutinise each implementation plan, checking its compliance with the Code of Practice and ensuring that cross-council issues and opportunities are identified. This group will be largely concerned with technical issues and will not have the final responsibility for approving the implementation plan. It will likely consist of a core group of waste managers, together with COSLA, Scottish Government and ZWS representation, similar to the group which developed the Code of Practice.*

*Clearly, the financial implications of each implementation plan will need to be addressed, and suitable funding streams identified. It is not considered appropriate for the working group to have this responsibility. Instead, it is suggested that COSLA and the Scottish Government work together to address this issue and, assuming that a suitable solution can be found, councils be given an in-principle offer, subject to final ratification of the implementation plan. It should be noted that the Scottish Government has indicated its intent to support this initiative and recognises that funding has to form part of this support.*

*Following development of the implementation plan, and the in-principle offer of funding, the plans will be scrutinised by a high-level, strategic oversight panel. The purpose of this panel will be to offer strategic challenge, ensuring that plans across Scotland are joined-up, consistent and achievable. In addition, the panel will investigate the integration of the plans with the third-sector and with the support on offer from external stakeholders.*

*Membership of this strategic oversight panel is yet to be fully defined but is likely to comprise senior representatives from COSLA, the Scottish Government, ZWS, SOLACE, SEPA and CIWM together with a representative from the third sector and from the Packaging Recycling Group Scotland (PRGS) who have offered strategic and financial support to the implementation of the Charter and Code of Practice. There has been a very strong steer from the DES Executive Group that this panel should be chaired by COSLA, in order to maintain local government ownership of the initiative.*

*This panel will ensure that implementation plans are considered within the wider Scottish context of developing and promoting the circular economy and that they are designed to achieve the overall aims and benefits identified by the Zero Waste Taskforce. They will identify strategic opportunities for co-operation between councils or for consistent approaches and advise on integrated strategic communications.*

*Following scrutiny by this strategic panel, and assuming their approval, the specific funding required will be released and councils can begin implementation.*

*To assist with identifying total likely funding required, and the profile of this funding over future years, councils are encouraged to develop transition plans at the earliest opportunity, even in situations where they are unlikely to begin the actual implementation of any changes for a few years. This will help all funding partners to develop appropriate funding streams and budgets."*

### **3 Report Implications**

#### **3.1 Resource**

As outlined in the table in 2.3 the time required to evaluate the various existing and proposed waste collection systems is in the region of 10 months. However Zero Waste Scotland will have provide resources necessary to carry out this work with support from Midlothian Council officers.

As such any staff costs for Midlothian Council will be met from existing resources.

Recommendations that arise from this work will be reported back to Council in due course. Crucially however, Council are not bound to introduce any changes to its collection systems.

If Council does agree to introduce changes as a result of the review a bid would be made to Zero Waste Scotland for financial support to introduce these changes which would contribute towards the capital costs e.g. vehicles and containers.

### **3.2 Risk**

There is no risk to the Council in signing up to the Household Waste Charter having to introduce changes to its collection systems.

However, given the challenging budget position facing the Council it is prudent to examine waste collection systems to determine if there is a more cost effective way of delivering these services particularly in light of the recent introduction of a food waste service resulting in reduced waste remaining in the residual bin.

Council are aware of recent issues with dry recyclate material. Part of the work which would be carried out in conjunction with Zero Waste Scotland is to look at material processing arrangements and to examine what options are available, perhaps in partnership with other local authorities to provide a sustainable processing solution.

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

One of the main drivers behind the Household Waste Charter is to generate and retain the best collective value from waste streams whilst increasing recycling rates across Scotland.

Following the recent introduction of a food waste collection service it is a prudent time to review the various collection systems both from a budget perspective and how best to further increase material for recycling including options for reducing the capacity for residual waste.

By the end of 2016 the Council will have a recycling rate of over 50% with potential changes allowing it to work towards a rate of 60%.

Additionally evaluating options for the processing of dry recylate material will allow Council to be provided with options for a more sustainable long term option for treatment of this waste stream.

### **3.5 Adopting a Preventative Approach**

By reviewing the various waste streams Council will be best placed to consider the optimum collection systems to maximise its recycling rate.

### **3.6 Involving Communities and Other Stakeholders**

An initial meeting has been held with Zero Waste Scotland to outline the support available should the Council sign up to the Household Waste Charter.

At this meeting it was suggested that a small working group comprising of officers, Zero Waste Scotland and up to 4 elected members could meet to consider the potential options prior to presenting these to full Council.

### **3.7 Ensuring Equalities**

There are no equality issues identified as a result of this report.

### **3.8 Supporting Sustainable Development**

The collection and processing of the various collections diverts valuable resources from landfill per year. Recycling is therefore a key cornerstone towards the Zero Waste vision in Midlothian.

Reviewing its collection systems will allow Council the opportunity to consider the optimum collection systems to maximise its diversion from landfill.

### **3.9 IT Issues**

There are no direct IT issues as a result of this report.

## **4.0 Summary**

This report seeks Council approval to sign up to the Household Waste Charter. Whilst not committing the Council to make changes it will;

- Attract support to review the various waste collection services,
- Provide a range of options for consideration,
- Allow an opportunity to submit a bid for funding support should it wish to introduce changes,
- Attract support to review dry recycling processing options.



## 5.0 Recommendations

Council is requested to:-

- Agree to sign up to the Household Waste Charter;
- Nominate up to four elected members to participate in a working group to consider potential collection options;
- Instruct the Director Resources to come forward with a report in due course outlining the recommendations of the working group for consideration by the Council.

**2 March 2016**

**Report Contact:** Ricky Moffat  
ricky.moffat@midlothian.gov.uk

Tel No 0131 561 5306

**Background Papers**



## **Protocol for Webcasting and Audiocasting Council Meetings**

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

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

The purpose of this report is to seek Council approval for the proposed protocol for webcasting and audiocasting Council meetings (contained in appendix 1).

#### **2 Background**

**2.1** Currently most of the Council meetings are audiocast which acts as a verbatim account of the meeting. At its meeting of 15 December 2015, the Council agreed to introduce webcasting to all meetings of the Council and Cabinet.

**2.2** Following the decision of the Council on 15 December 2015, a protocol has been drafted (appendix 1) to provide clarity in respect of how these systems will operate to support the democratic function of the Council.

**2.3** The Council are recommended to approve the protocol contained in appendix 1.

#### **3 Report Implications**

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

There are no Resource implications in relation to this report.

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

By not providing a protocol in relation to the operation of webcasting and audiocasting, the Council may run the risk of being challenged in relation to the use of these systems and the information contained in them.

##### **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 Recommendations**

The Council is invited to:

- (a) Approve the Protocol for Webcasting and Audiocasting Council Meetings as contained in appendix 1.

#### **Appendices:**

Appendix 1 – Webcasting and Audiocasting Council Meetings in  
Midlothian Council - Protocol

**29 February 2016**

Report Contact:

**Kyle Clark-Hay**

**Tel No 0131 270 5796**

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



## **Webcasting and Audiocasting Council Meetings in Midlothian Council**

### **Protocol**

March 2016

## Webcasting and Audiocasting Council Meetings in Midlothian Council

### Background

A key strand of the Democratic Service strategy for Midlothian Council, is the development and use of technology to further enhance communities' participation in the democratic process of the Council.

Currently most of the Council meetings are audiocast which acts as a verbatim account of the meeting.

At its meeting of 15 December 2015, Midlothian Council agreed to introduce webcasting to all meetings of the Council and Cabinet.

Webcasting and audiocasting Council meetings provides an opportunity for communities to access and view the meetings that they have an interest in. Webcasting in particular provides members of the public the opportunity to view meetings as they happen without having to necessarily attend in person.

It should be noted that webcasting and audiocasting Council meetings does not replace the formal record of the meeting and the decisions made. The only formal record of any Council meeting within Midlothian Council is its minutes and agendas which are required to be retained in line with Council's document retention schedule and will be the official method of recording decisions of the Council. Equally so the Council retains the right not to make public any recording (whether via webcast or audiocast).

### Protocol

#### Operating Procedure for Webcasting and Audiocasting

At the start of each meeting an announcement will be made to the effect that the meeting is being recorded either via webcast or audiocast. Also it will be confirmed that the Chair retains the right to terminate or suspend the webcast or audiocast of the meeting in accordance with this protocol. This will be confirmed by the Chair making one of the following statements depending on the recording method.

For webcast,

*"Welcome to this meeting of the \*\*\*\*\* Committee which will be broadcast live to the internet.*

*I would like to remind everyone present that this meeting will be broadcast live to the internet, will be stored as part of the Council's webcast archive and will be capable of repeated viewing. I have the discretion to terminate or suspend filming if, in my opinion, allowing filming to continue would prejudice the proceedings of the meeting. Equally so, items that are heard in private or items whereby the public publication of the webcast may interfere with the debate, then these areas of the webcast will not be made available to the public. Members are reminded that the cameras are activated by the sound system and that they must switch on microphones when speaking and off when finished speaking."*

For audiocast,

*Welcome to this meeting of the \*\*\*\*\* Committee which will be audio recorded. I would like to remind everyone present that this meeting will be audio recorded and may be available to the public via the internet, will be stored as part of the Council's audiocast archive and will be capable of repeated listening. I have the discretion to terminate or suspend the recording if, in my opinion, allowing recording to continue would prejudice the proceedings of the meeting. Equally so, items that are heard in private or items whereby the public publication of the audiocast may interfere with the debate, then these areas of the audiocast will not be made available to the public. Members are reminded that they must switch on microphones when speaking and off when finished speaking."*

Webcasts and audiocasts will only commence at the beginning of a meeting when the Chair opens the meeting and will finish when the meeting is closed.

The Chair has the discretion to terminate or suspend the webcast or audiocast if in their opinion continuing to webcast or audiocast would prejudice the proceedings of the meeting. Circumstances that could lead to the suspension or termination of the webcast or audiocast include public disturbance or other suspension of the meeting or the potential infringement of the rights of any individual.

No exempt or confidential agenda items shall be webcast and if audiocast, will only be available to authorised Council Officers and Elected Members. Equally no part of any meeting will be webcast and if audiocast, will only be available to authorised Council Officers and Elected Members, after the Council or committee has voted to exclude the press and public because there is likely to be disclosure of exempt or confidential information.

At all times the Council retains the right not to publish part or the whole of any webcast or audiocast where doing so may interfere with the normal business of the Council or committee.

Anything that is outside of the scope of the meeting will not be webcast or audiocast. This will include reaction shots, walkouts etc. In such situations the webcast operator will change the recording view to the Chair and in the case of audiocast, this may be removed from the recording.

Editing of content of either a webcast or audiocast may also be undertaken if there is a legal reason e.g. confidential information inadvertently being disclosed or in exceptional circumstances e.g. where an attendee is taken ill.

In the event of obscenities being shouted, the sound will be muted either in live or during post production.

Children under the age of 16 will not be filmed.

Guidance will be issued to attendees at a meeting confirming this protocol and further setting the expectations of anyone who will be addressing the meeting.

Guidance will also be issued and available confirming the protocol to any members of the public who might be in attendance at a public meeting.

The Council owns the copyright to webcast and audiocast content.

Anyone who is concerned about any webcast or audiocast should raise their concerns with the Director, Resources.

## **Signage**

The following signage should be displayed outside and inside the Council Chamber and on each agenda:

### **WEBCASTING/AUDIOCASTING NOTICE**

Please note: this meeting may be filmed and/or audio recorded for live and/or subsequent broadcast/ review via the Council's internet site. At the commencement of the meeting, the Chair will confirm if all or part of the meeting is being recorded.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during the recording will be retained in accordance with the Council's published policy.

Generally the public seating areas will not be filmed. However, by entering the Council Chamber and using the public seating area, you are consenting to being recorded and to the possible use of those images and sound recordings for webcasting, audiocasting or training purposes.

If you have any queries regarding this, please contact Democratic Services on 0131 270 7500 or [Democratic.Services@midlothian.gov.uk](mailto:Democratic.Services@midlothian.gov.uk)

**Pupil Intake Limits - School Session 2016/17****Report by Mary Smith, Director, Education, Communities and Economy****1 Purpose of Report**

This report informs Council of the pupil intake limits required for the school session starting in August 2016 and the implications for placing requests.

**2 Background**

Pupil enrolment for the 2016/17 school session is underway. The closing date for receipt of placing requests is 15<sup>th</sup> March 2016 and decisions on those requests will be made and communicated to parents/carers during April. The placing request appeal panel will meet on 20<sup>th</sup> May to consider appeals in respect of placing requests which have been refused.

The progress of house building in parts of Midlothian is generating growth in pupil numbers. This combined with the popularity of certain schools with limited capacity means that pupil intake limits are needed to ensure places are available for pupils to be able to attend school in their locality.

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 possible. For the August 2016 intake it may not be possible to maintain this position for all schools.

**3 Intake August 2016**

A full list of primary schools showing P1 capacity and projected numbers of P1 pupils is included in Appendix 1. The schools which are experiencing pressure on intake for August 2016 and where placing requests may be refused include Burnbrae, Cuiken, King's Park, Lawfield, St Andrew's, St David's, St Luke's, Stobhill and Tynewater Primary Schools.

The schools where the number of P1 pupils wishing to attend their catchment school exceeds the P1 capacity includes Burnbrae, Cuiken, Lawfield, St Andrew's, St David's and St Luke's Primary Schools. The Schools Catchment Review Programme as reported to Council on 15 December 2015, contains plans to increase primary school capacity in these areas but it will be at least two years before it comes available.

From August 2016 the following primary school intake limits will be applied:

Burnbrae	63 pupils
Cuiken	42 pupils
King's Park	70 pupils
Lawfield	60 pupils
St Andrew's	25 pupils
St David's	30 pupils
St Luke's	33 pupils
Stobhill	30 pupils
Tynewater	30 pupils

In secondary schools pressure is being experienced at Lasswade High School due to the net number of placing requests received. Over the past 4 years the percentage of those requesting places at Lasswade has risen from 9% to 20% of catchment pupils. The current number of catchment S1 pupils for Lasswade is 267; the net number of placing request for August 2016 is 54, giving a projected roll of 321.

	Aug-16	Aug-15	Aug-14	Aug-13
<b>Placing Requests In From</b>				
Newbattle	27	30	23	13
Dalkeith	29	13	12	15
St David's	10	24	25	11
Pencuik				1
Outwith	1			
	<u>67</u>	<u>67</u>	<u>60</u>	<u>40</u>
<b>Placing Requests Out To</b>				
Beeslack	11	14	13	12
Dalkeith	1	1	3	
Newbattle	1			1
Penicuik			2	
St David's			3	1
Private/Other Authority			3	5
	<u>13</u>	<u>15</u>	<u>24</u>	<u>19</u>
Net Placing Requests	54	52	36	21
S1 Cohort	<u>267</u>	<u>247</u>	<u>246</u>	<u>238</u>
Total S1 Pupils	<u>321</u>	<u>299</u>	<u>282</u>	<u>259</u>
Net Placing Requests as % of Cohort	20%	21%	15%	9%

The majority of placing requests received from pupils attending Roman Catholic primary schools reside in Lasswade's catchment area:

Aug 16	Aug 15	Aug 14	Aug 13
7	21	20	9

From August 2016 an intake limit of 300 pupils will apply for Lasswade High School with five of those places reserved for pupils moving to live in the area. It is anticipated that placing requests from those with siblings already attending will be granted and that approximately 30 placing requests will be refused.

## 4 Report implications

### 4.1 Resource

There are no additional resource requirements arising directly as a consequence of this report.

### 4.2 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.



#### **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**

Girfec 5: Our people will be successful learners, confident individuals, effective contributors and responsible citizens.

#### **4.5 Impact on Performance and Outcomes**

The aim of this paper supports the priority to improve 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

#### **4.6 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.

#### **4.7 Involving Communities and Other Stakeholders**

This report informs Council of the potential impact on communities arising from pressure on school places.

#### **4.8 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.

#### **4.9 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 School Catchment Review Programme.

#### **4.10 IT Issues**

There are no IT issues arising directly as a result of this report.

## **5 Recommendations**

### **Council is requested to:**

- a) Note the content of this report.
- b) Note the intention to cap P1 & S1 intake limits for August 2016 for the following schools:  
Burnbrae, Cuiken, Kings Park, Lawfield, St Andrew's, St David's, St Luke's, Stobhill and  
Tynewater Primary Schools;  
Lasswade High School

**1 March 2016**

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### **Appendix 1 Projected Primary Intake – August 2016**

## Appendix 1

## Projected Primary Intake – August 2016

School Name	Registered	Not Yet Registered	Deferrals	Total Catchment	Placing Request In	PR in from Outwith Midlothian	PR Out	Projected P1	P1 Capacity
Bilston	17	1	0	18	0	0	3	15	25
Bonnyrigg	54	0	9	45	16	1	7	55	60
Burnbrae	88	4	12	80	12	1	14	79	60
Cornbank St James	36	0	6	30	8	0	5	33	50
Cuiken	44	0	2	42	11	2	8	47	33
Danderhall	33	0	3	30	0	3	1	32	40
Glencorse	12	1	1	12	4	0	8	8	11
Gorebridge	46	1	4	43	8	0	10	41	60
Hawthornden	52	0	2	50	4	0	9	45	50
King's Park	62	0	4	58	16	0	2	72	70
Lasswade	44	0	6	38	9	1	6	42	50
Lawfield	68	6	4	70	4	0	17	57	50
Loanhead	31	0	2	29	2	4	7	28	25
Mauricewood	39	0	2	37	24	0	7	54	60
Mayfield	37	3	3	37	12	0	7	42	50
Moorfoot	15	0	3	12	4	0	0	16	14
Newtongrange	53	2	4	51	5	0	8	48	60
North Gorebridge	21	0	0	21	5	0	8	18	25
Paradykes	35	0	5	30	10	1	1	40	38
Rosewell	15	1	0	16	1	0	1	16	25
Roslin	25	0	2	23	2	0	0	25	25
Sacred Heart	23	0	2	21	0	0	4	17	18
St Andrew's	29	0	1	28	5	0	3	30	25
St David's	44	0	2	42	1	0	11	32	30
St Luke's	45	0	5	40	0	0	10	30	30
St Margaret's	10	0	1	9	1	3	1	12	14
St Mary's	11	0	1	10	1	0	0	11	25
St Matthew's	5	0	0	5	0	0	1	4	10
Stobhill	28	0	0	28	12	0	5	35	30
Strathesk	67	0	2	65	3	0	20	48	50
Tynewater	20	1	1	20	9	2	1	30	25
Woodburn	80	3	4	79	5	0	8	76	90
	<b>1,189</b>	<b>23</b>	<b>93</b>	<b>1,119</b>	<b>194</b>	<b>18</b>	<b>193</b>	<b>1,138</b>	<b>1,228</b>

## Notes

The projected P1 numbers are as of 26 February and will change following finalisation of registration and decisions on placing requests.

P1 capacity for a 7-class school is 25 pupils, 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).



**Naming the New Primary Schools in Bilston and North Gorebridge**  
**Report by Mary Smith, Director, Education, Communities and Economy****1 Purpose of Report**

To advise Council on the process and outcome of naming the new primary schools in Bilston and North Gorebridge and the community engagement with the decision-making process.

**2 Background**

New primary schools will be opening in August 2016 in Bilston and north Gorebridge. Naming Challenge sessions were held with pupils and their parents/carers to devise suggestions for the names of the new schools. For Bilston this included all pupils currently attending the Bilston Annexe and those attending Roslin Primary School who will be transferring to the new school. For Gorebridge this included pupils who will be attending the new school along with pupils from other Gorebridge primary schools, assisted by four pupils from Newbattle High School. In total around 75 pupils and 18 parents/carers were involved in the Naming Challenges.

At the end of the sessions pupils and parents shortlisted the names down to their five favourites.

The shortlisted names for Bilston were:

Bilston Primary  
Bilston Glen Primary  
Castlelaw Primary  
Pentland Primary  
Rainbow Primary

The shortlisted names for north Gorebridge were:

Arniston Primary  
Arniston Park Primary  
Gore Glen Primary  
Pentland View Primary  
Whitehouse Primary

Pupils and local people were asked to vote on the names at libraries and online and the vote was open for two weeks in February. The vote was publicised through schools and nurseries, libraries, the Council website and local press. Respondents were asked to rate the shortlisted names for each school from 1 to 5, with 1 their most favourite and 5 their least favourite. Respondents were also asked for their age group and area of residence.

Through this document the “all respondents” group includes those from residents of the area local to the school being considered.

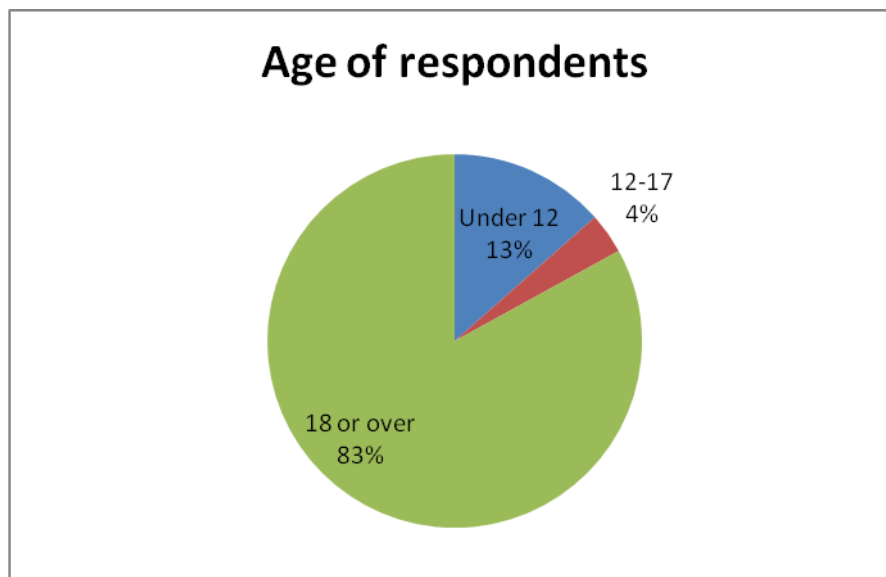
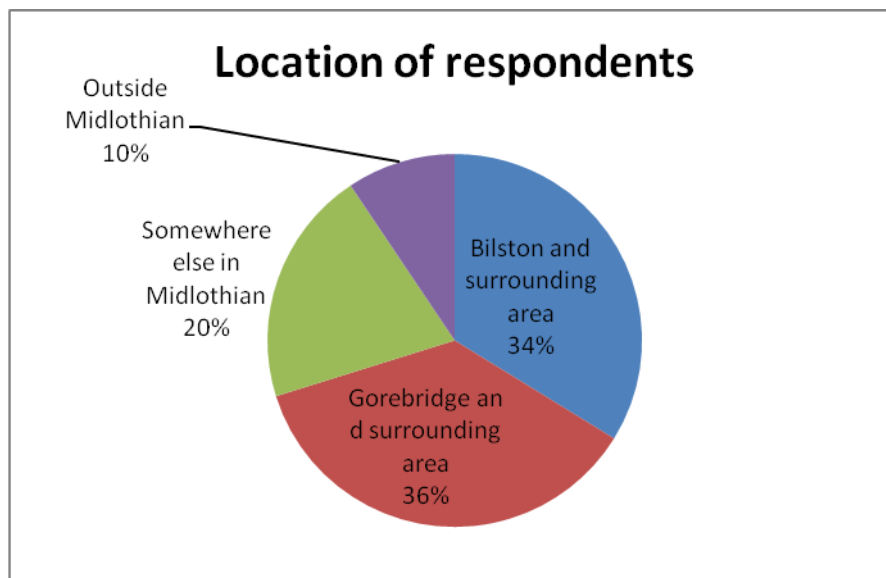
When the outcome of the vote was considered, the first step was to establish whether there was a clear winner where the all respondents group and local residents agree. A clear winner is one where both the local residents and the all respondents group have rated the same name as most favourite, with that name receiving few least favourite rating from local residents.

Where there is no clear winner the name with the greatest number of least favourite votes by local residents will be removed from the shortlist and the vote percentages will be re-set amongst the four remaining names.

This process will be repeated until a clear winner emerges.

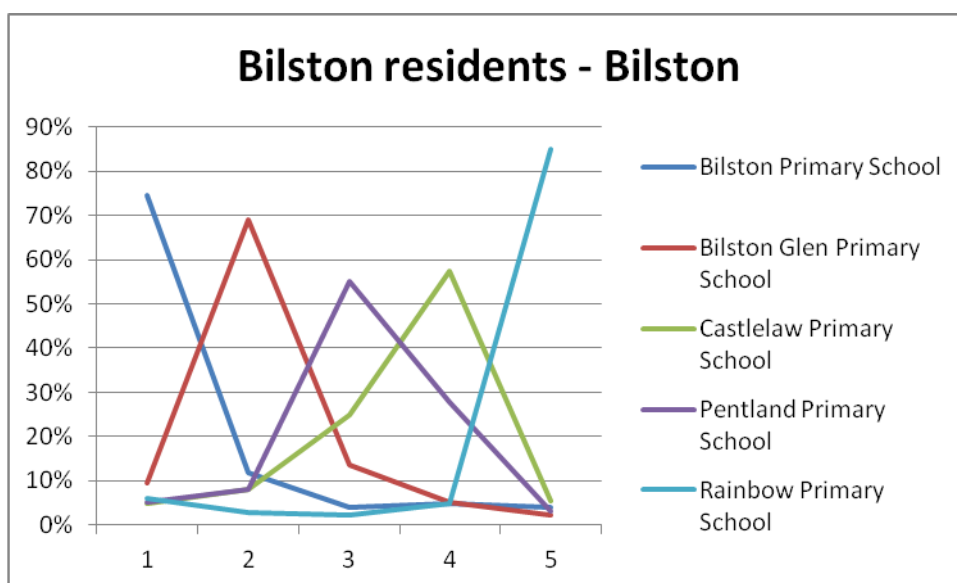
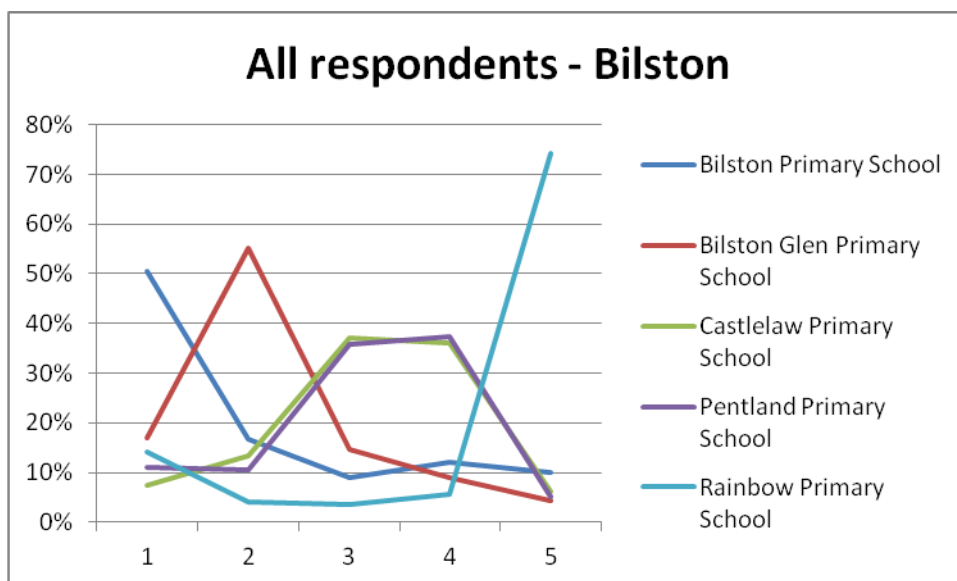
### 3 Outcome of the vote

Almost 900 votes were received, with 34% (298 respondents) advising they were from Bilston and the surrounding area, 36% (321) from Gorebridge and the surrounding area, 20% (180) from elsewhere in Midlothian and the rest unspecified. 13% were under 12, 4% aged 12 to 17 and 83% 18 and over.



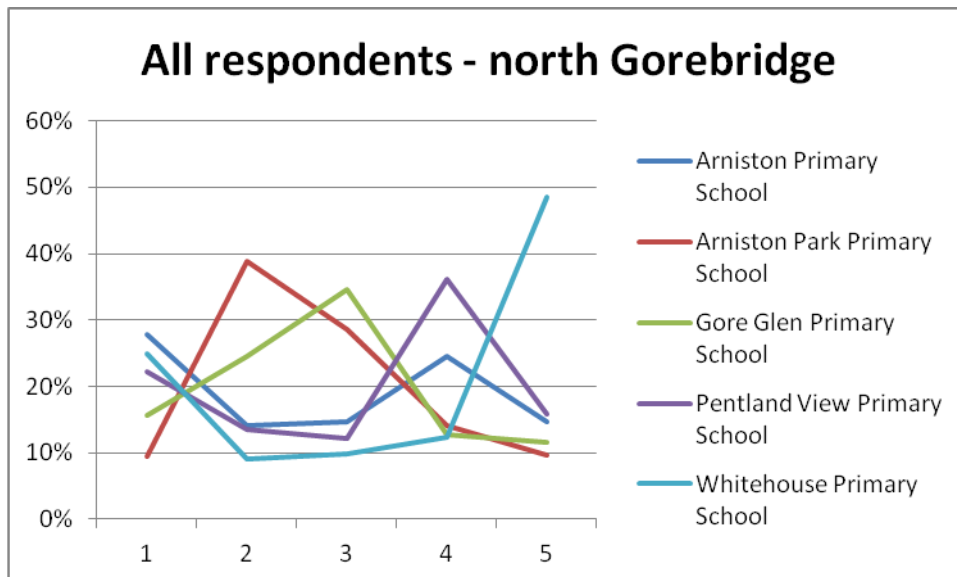
### Bilston

As shown in the next two graphs, over half of all respondents and three quarters of respondents from Bilston rated Bilston as their most favourite name. In addition, it had a low number of 4 and 5 ratings. Bilston Primary School is therefore the clear winner for this school.

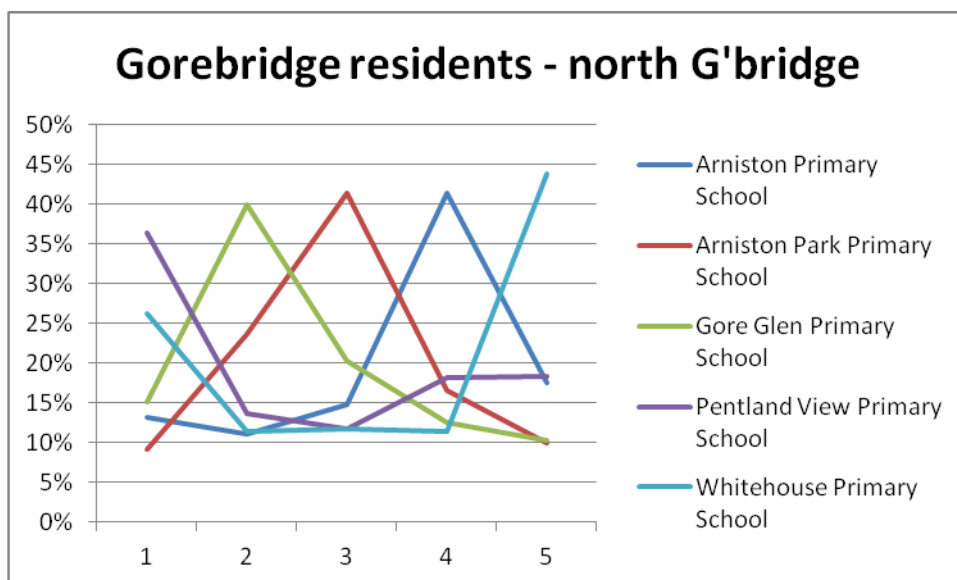


### North Gorebridge

The ratings for the shortlisted names for north Gorebridge by all respondents were more evenly distributed across the options, with Arniston, Whitehouse and Pentland View receiving a similar number of most favourite ratings - although Whitehouse was rated least favourite by almost half of the respondents. Arniston Park and Gore Glen received a high proportion of second and third favourite ratings and very few 4 and 5 ratings.

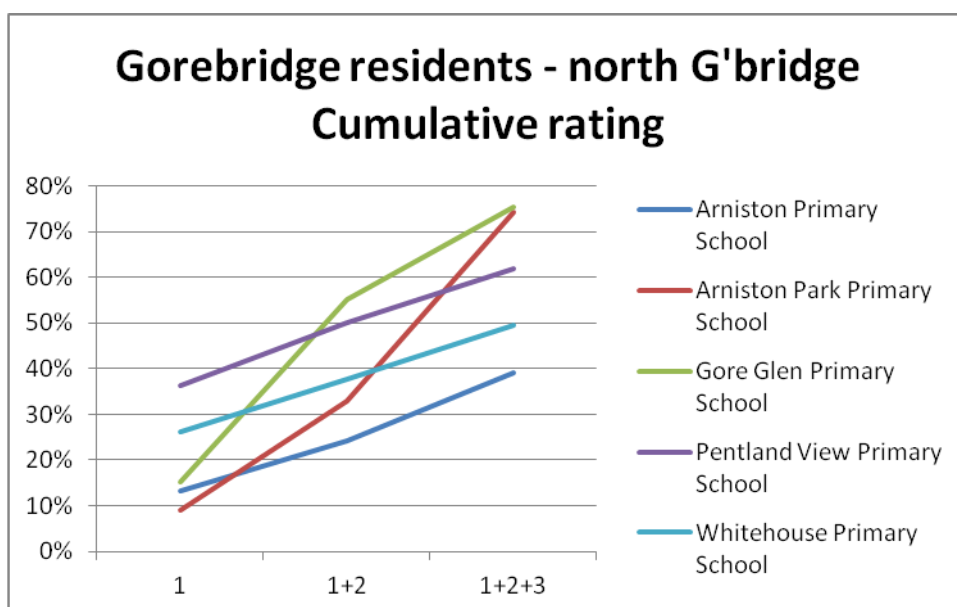
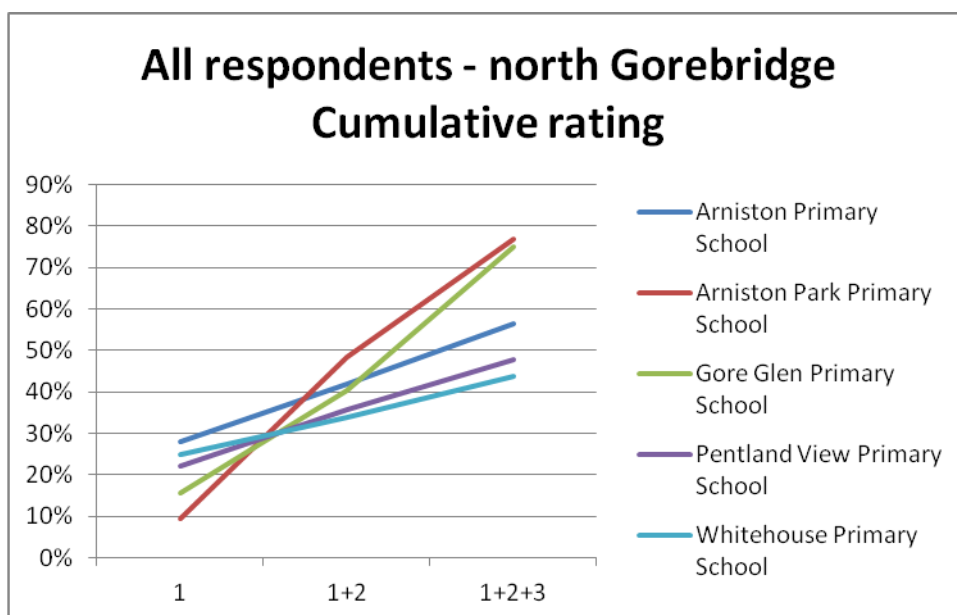


In contrast to the graph above, Gorebridge residents gave Pentland View the highest number of most favourite votes, followed by Whitehouse. Whitehouse again got a high number of least favourite ratings and Gore Glen and Arniston Park again received a high proportion of second and third favourite ratings and very few 4 and 5 ratings.



When the most favourite ratings are added to the second and third favourite ratings a picture develops of which names gained widespread support, although there is still a difference in the preferred names between local residents and the all respondents group.





As there is not a match in favourite between all respondents and Gorebridge residents further analysis is required. Applying a system of proportional representation whereby the name with the greatest number of least favourite votes is discounted, Whitehouse is removed from the shortlist and the ratings percentages re-evaluated. This process is repeated, removing Pentland View and then Arniston and leaving two names: Arniston Park and Gore Glen. More information and graphs of these stages are given in the Appendix.

At this fourth stage Gore Glen emerges as the balanced favourite name for local residents and all respondents.

Returning to the original graph of all respondents, Gore Glen did not gain a high percentage of most favourite ratings however 41% of all respondents rated it as their most or second favourite (narrowly in third place) and it was a close second lowest for 4 and 5 ratings.

In the original table for Gorebridge residents, Gore Glen again did not score highly for most favourite, however it was the highest when first and second favourite were combined and received the lowest 4 and 5 ratings.

Following the decision making process outlined in section 2 has arrived at a choice of name which combines the preferences of the local residents with those of the community of Midlothian as a whole, one which found widespread approval: Gore Glen Primary School.

## **5 Report Implications**

### **5.1 Resource**

The naming of the primary schools does not have any resource implications.

### **5.2 Risk**

The naming of the primary schools does not have any direct risk implications.

There are no other primary, secondary or special schools in Scotland called Gore Glen. The school with the closest name is our own Gorebridge Primary School.

The implications of having two schools of similar name in close geographical proximity must be considered. There is, however, a clear distinction between the names and children, parents, carers, staff and members of the community will be clear regarding the different schools. The main risk of confusion would relate to deliveries, where use of the postcode will reduce this to a very occasional occurrence that will diminish as the school becomes established.

It should be noted that there are a large number of schools across Scotland with more similar or even identical names. For example there are 22 St Mary's Primary Schools, with a number of local authorities having more than one.

### **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**

The choice of names for the primary schools does not relate to the key priorities within the Single Midlothian Plan.

### **5.5 Impact on Performance and Outcomes**

The choice of names for the primary schools does not impact upon performance and outcomes.

### **5.6 Adopting a Preventative Approach**

The choice of names for the primary schools is not connected to the preventative approach.

## **5.7 Involving Communities and Other Stakeholders**

The names for the new primary schools were proposed and shortlisted by pupils and their parents/carers from the communities which the new schools will serve. The vote was open to children, parents/carers, community groups and the wider community, with publicity sent out to schools, nurseries, community councils and libraries, along with news articles on the Council's website and in local press. When conducting the analysis of the votes additional weight was given to the views of the local communities that the schools will serve.

## **5.8 Ensuring Equalities**

There are no equality implications of naming the new primary schools.

## **5.9 Supporting Sustainable Development**

There are no sustainable development implications of the choice of names for the new primary schools.

## **5.10 IT Issues**

No IT implications have been identified from choice of names for the new primary schools.

## **6 Recommendations**

Council is requested to:

1. Note that the new primary school in Bilston will be named Bilston Primary School;
2. Note that the new primary school in north Gorebridge will be named Gore Glen Primary School.

**01 March 2016**

**Report Contact:**

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## Appendix

### First Stage – all names

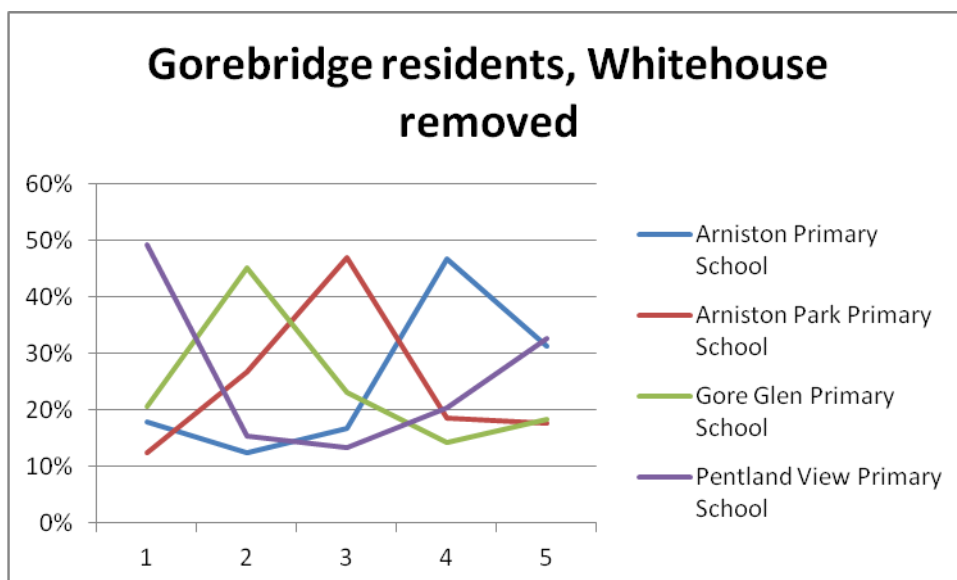
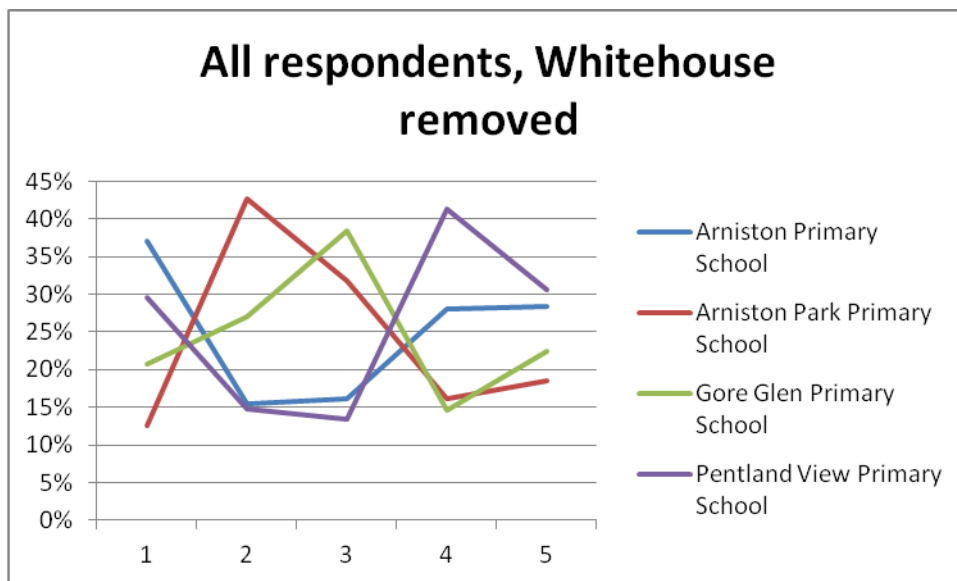
#### All respondents

	Arniston Primary School	Arniston Park Primary School	Gore Glen Primary School	Pentland View Primary School	Whitehouse Primary School
1	28%	9%	16%	22%	25%
2	14%	39%	25%	13%	9%
3	15%	29%	35%	12%	10%
4	25%	14%	13%	36%	12%
5	15%	10%	12%	16%	48%

#### Gorebridge residents

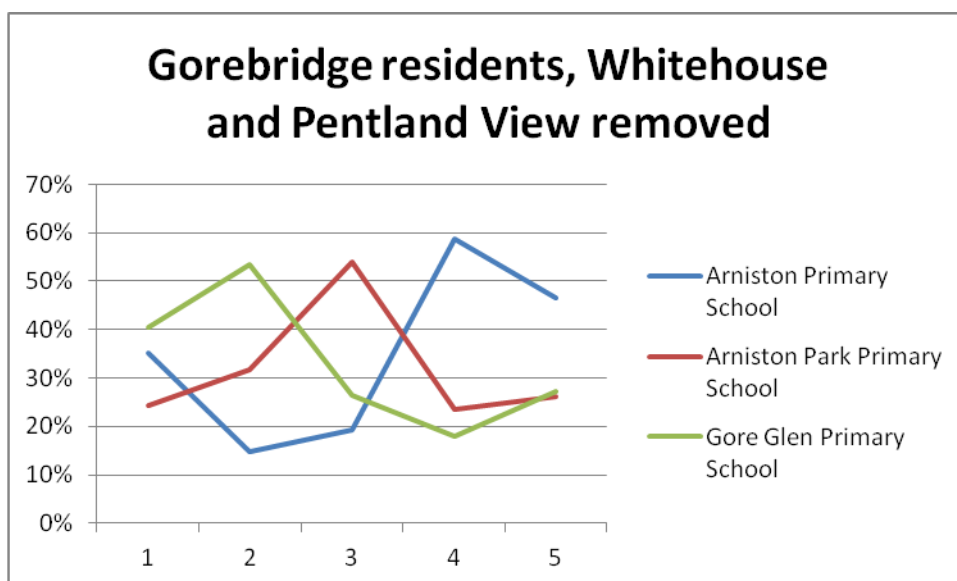
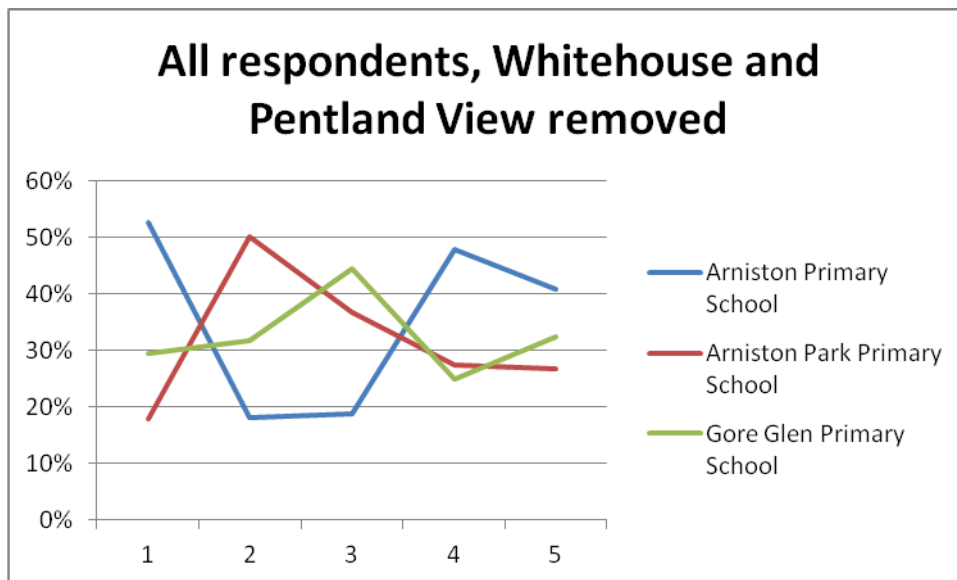
	Arniston Primary School	Arniston Park Primary School	Gore Glen Primary School	Pentland View Primary School	Whitehouse Primary School
1	13%	9%	15%	36%	26%
2	11%	24%	40%	14%	11%
3	15%	41%	20%	12%	12%
4	41%	17%	13%	18%	11%
5	18%	10%	10%	18%	44%

## Second Stage – Whitehouse Removed



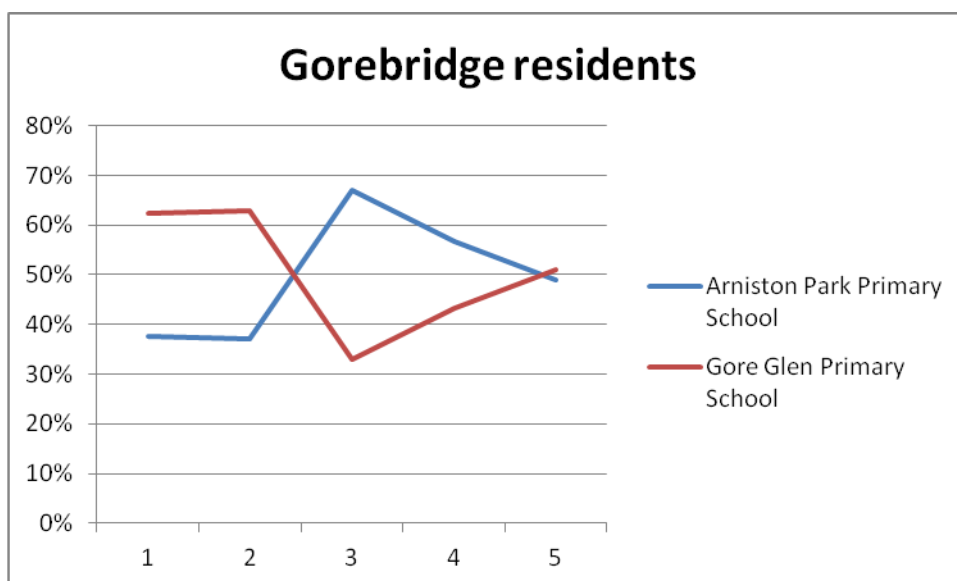
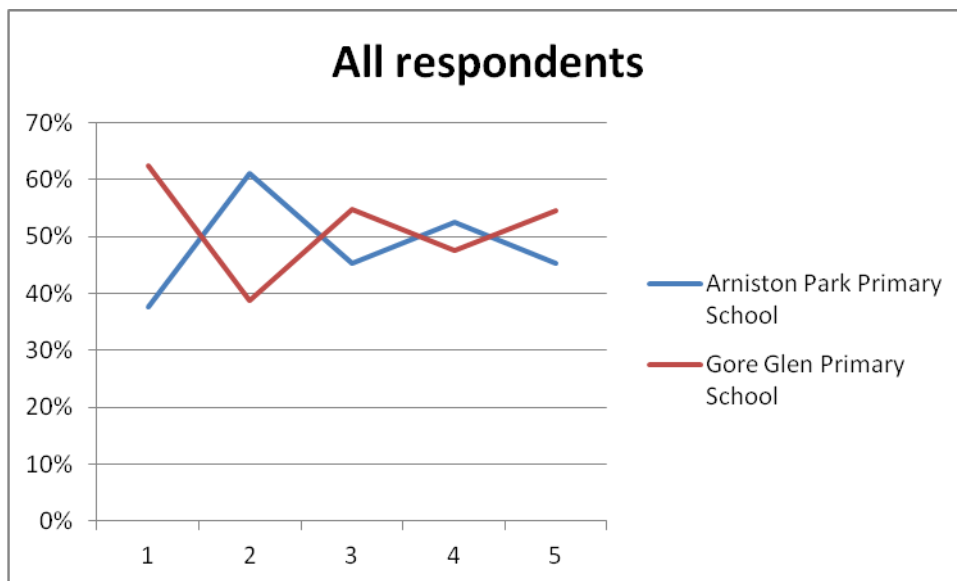
### Third stage – Whitehouse and Pentland View Removed

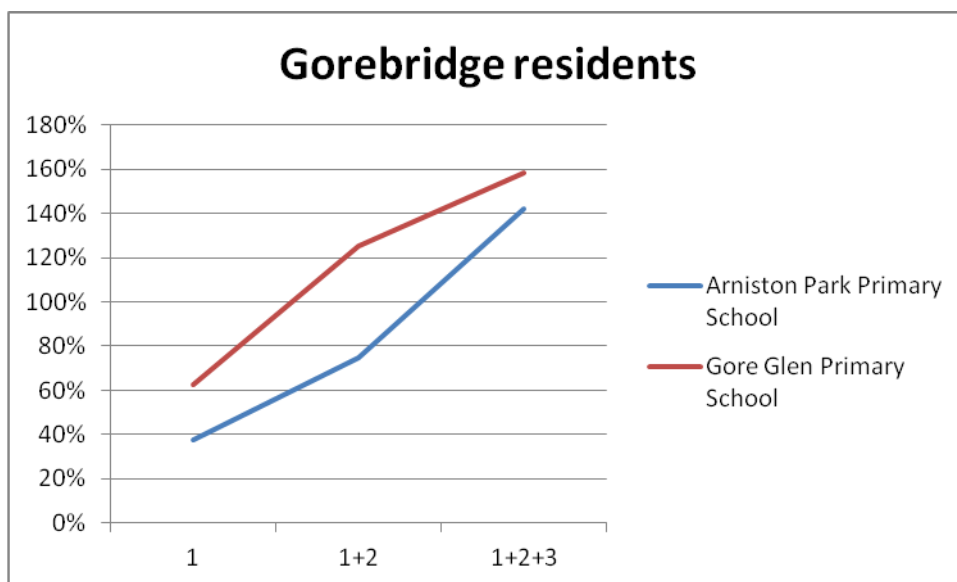
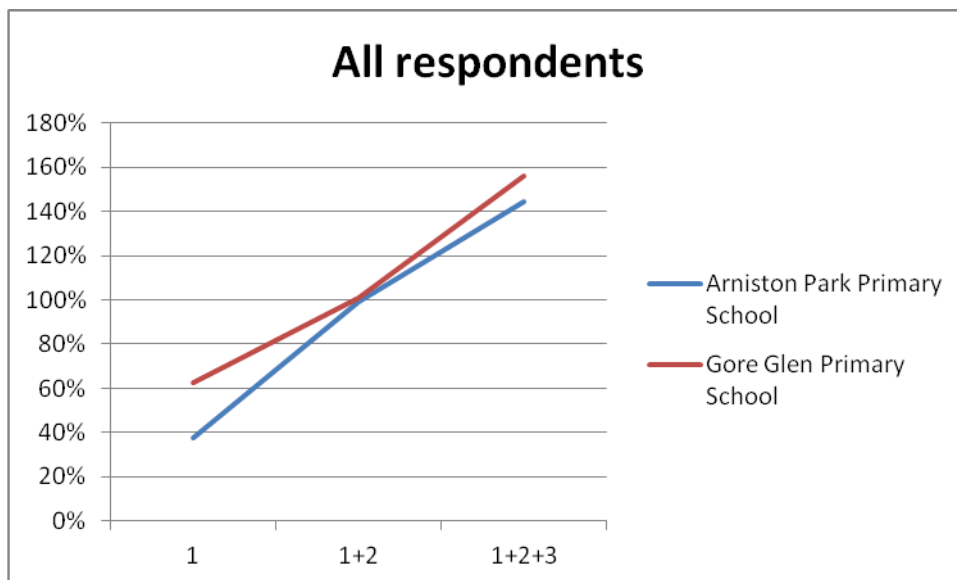
Following the re-evaluation Arniston is highest rated by all respondents and Pentland View is highest rated by Gorebridge residents. Pentland View, however, received the highest proportion of least favourite ratings from both groups and is therefore removed from the shortlist.



#### Fourth Stage – Whitehouse, Pentland View and Arniston Removed

Although Arniston was highly rated by the all respondents group it was not the most highly rated by local residents and received the highest number of 4 and 5 ratings from both groups, it is therefore removed from the shortlist leaving two names: Arniston Park and Gore Glen.





At this fourth stage Gore Glen has the highest most favourite, 1+2 and 1+2+3 rating by both all respondents and Gorebridge residents. Although it has more 5 ratings it has fewer 4 ratings, plus at this point the number of 4 and 5 ratings is considerably fewer than 2 and 3 ratings therefore less weight should be accorded to them. At this stage Gore Glen emerges as the balanced favourite name for local residents and all respondents.