

**MINUTES of MEETING of the MIDLOTHIAN COUNCIL** held in the Council Chambers, Midlothian House, Buccleuch Street, Dalkeith on Tuesday, 17 December 2013, at 2.00pm.

**Present:-** Provost Wallace, Depute Provost Rosie and Councillors Baxter, Beattie, Bennett, Boyes, Bryant, Constable, Coventry, de Vink, Imrie, Johnstone, Milligan, Montgomery, Muirhead, Pottinger, Russell and Thompson.

**Religious Representatives Present (Non Voting Observers for Education Business):-** Mrs Harkness and Mr V Bourne.

## **1 Order of Business**

The Clerk advised that :-

“Follow ” papers had been issued in respect of the following items of business, viz :-

- Item No. 10 – Report by Director, Resources on 20mph Limit Strategy;
- Item No. 16 – Report by Chief Executive on the Review of Polling Districts and Polling Places ; and

Additional papers had been tabled in respect of the following items of business, viz:-

- Item No. 6A – E-mail from Leader of the Council to the Chief Executive in respect of Appointments under Standing Orders/ Scheme of Administration, which the Provost had ruled as urgent in view of the need for clear political leadership at a time when the Council was facing a range of important challenges and the need to ensure that there was no delay in filling the roles in question ; and
- Item No. 13 - Labour Group amendment in respect of the Revenue Budget 2014/15.

## **2 Declarations of Interest**

There were no Declarations of Interest.

## **3 Minutes of Council**

The Minutes of Meeting of Midlothian Council of 5 and 19 November 2013 and 3 December 2013 were approved.

Arising from paragraph 16 of the Minutes of 5 November 2013 and in relation to Mavisbank House, the Council agreed to advise the Trustees of Mavisbank House that whilst the Council could not commit finance to the restoration project, the Council remained supportive of efforts to restore the building and grounds.

(Action: Head of Planning and Development)

#### **4 Other Meetings**

The undernoted Minutes of Meetings of Committees were submitted. The Council noted the Minutes and approved the recommendations contained therein:-

<b>Meeting</b>	<b>Date</b>
Cabinet	8 October 2013
Planning Committee	8 October 2013
General Purposes Committee	1 October 2013
Local Review Body	3 September 2013
Audit Committee	17 September 2013

#### **5 Leader of the Council's Response to Written Questions**

There were no written questions to the Leader of the Council.

#### **6 Notices Of Motion**

**(a)** There was submitted a Notice of motion by Councillor Bennett, countersigned by Councillor Montgomery as follows :-

##### **Nelson Mandela**

*"Midlothian Council pays tribute to the late Nelson Mandela. This man's courage, dignity, forgiveness and leadership not only resulted in the end of the apartheid regime in South Africa but will ensure his place in history as a great statesman and an inspirational example of humanity at its best."*

Councillor Bennett formally moved the motion and drew attention to a number of issues relating to Nelson Mandela including the fact that he had received the freedom of Midlothian from the former Midlothian District Council. Councillor Montgomery formally seconded the motion, which the Council approved unanimously.

The Council thereafter observed a minutes silence as a mark of respect to Nelson Mandela.

(b)/

(b) There was submitted a Notice of Motion by Councillor Russell, seconded by Councillor Beattie, as follows:-

**Midlothian Community Concert Band**

*“Midlothian Council recognises the excellent opportunity offered to the musicians in our communities by the Midlothian Community Concert Band. Only three years since this was started by Midlothian's Instrumental Music Service to provide an ensemble to school leavers, the success of this band can be recognised in a number of ways. Its membership numbers have grown to over 60, it is attended by a host of musicians, not just school leavers, representing intergenerational activity and most notably the Band has been awarded a Silver Award in their first ever National Concert Band Festival. All these achievements are worthwhile in their own right and we congratulate the Band for such progress in a short period and commend their activity, and their Award, at Council today.”*

Councillor Russell formally moved the motion and drew attention to the substantial progress made by the band in such a short period. Councillor Beattie formally seconded the motion, which the Council approved unanimously.

(c) There was submitted a Notice of Motion by Councillor Beattie, seconded by Councillor Russell, as follows:-

**Celebrate Midlothian**

*“Midlothian Council recognises the hard work and dedication of our staff. The second year of the Celebrate Midlothian Awards is testament to this recognition where we saw over 120 nominations put forward from across our organisation. We would like to congratulate the 21 teams and individuals who were shortlisted and to commend those who won at the awards ceremony on 28 November 2013.”*

Councillor Beattie formally moved the motion and drew attention to the commitment of many members of staff who provided vital services to the community. Councillor Russell formally seconded the motion, which the Council approved unanimously.

(d) There was submitted a Notice of Motion by Councillor de Vink, seconded by Councillor Thompson, as follows:-

**Scotland's Future**

*“This Council welcomes the publication of 'Scotland's Future' and recognises the significant benefits independence could bring to Midlothian. We call for a seminar of Midlothian Council in early 2014 to afford a Council-wide discussion about the scope of these benefits.”*

Councillor de Vink formally moved the motion and expressed the view that a debate of the subject matter would be beneficial to the Council. Councillor Thompson formally seconded the motion.

Prior to debate, Councillor Imrie, on a point of order, asked for clarification on whether the Notice of Motion could competently be debated and if carried, whether the seminar it sought could be competently held, if the subject matter was deemed to be a political activity in support of a political party.

The Depute Monitoring Officer advised that the publication "Scotland's Future" was a Scottish Government white paper which had been issued for consultation purposes and which could have an effect on the Council's duties and the discharge of those duties in future years. It was therefore competent for the Council to consider and debate the Notice of Motion.

Following debate, Councillor Milligan, seconded by Councillor Muirhead, moved an amendment that no action be taken.

Prior to a vote being taken, the Labour Group called for a roll call vote.

The Council accordingly voted in the matter as follows:-

For the amendment:- Councillors Bennett, Boyes, Imrie, Milligan, Montgomery, Muirhead, Pottinger, and Russell; and

For the Motion:- Councillors Baxter, Beattie, Bryant, Constable, Coventry, de Vink, Johnstone, Rosie, Thompson and Wallace.

The motion was therefore declared carried by ten votes to eight and became the decision of the Council.

(Action: Legal and Secretariat Manager).

## **7 Appointments under Standing Orders/Scheme of Administration**

There was tabled an e-mail, dated 16 December 2013, from councillor Thompson, the Leader of the Council, presenting, on behalf of the Administration, the following block proposals, which were seconded by Councillor Constable, in respect of Cabinet Membership and the post of Depute Provost; and proposing that the Council review all Committee and external appointments at its meeting scheduled for 4 February 2014:-

*"I would seek Council approval to the following block proposals -*

*1. That in addition to the Leader and Deputy Leader, the cabinet comprise;*

*Cllr Jim Bryant*

*Cllr Catherine Johnstone*

*Cllr Derek Rosie*

*2. As a result of Cllr Rosie's appointment to Cabinet, the resulting vacancy as Depute Provost be filled by Cllr Andrew Coventry.*

*3. I would ask Council to note that Cabinet Portfolios will be as follows;*

*Cllr Owen Thompson – Finance and Integrated Service Support with Customer and Housing*

*Cllr Bob Constable – Education*

*Cllr Jim Bryant – Communities & Economy*

*Cllr Catherine Johnstone – Children's Services with Adult and Social Care*

*Cllr Derek Rosie – Commercial Services with Property and Facilities Management*

*These roles will, in the main, align to the proposed Head's of Service Roles as agreed at the Special Council meeting on 3<sup>rd</sup> December although there will be some exceptions to this principle.*

*In addition to the above I would request Council review all committee and external appointments at it's first meeting in the new year."*

After debate, 10 members assented to the proposals as submitted.

#### **Decision**

- (i) To approve the recommended membership of the Cabinet;
- (ii) To approve the appointment of Councillor Coventry as Depute Provost;
- (iii) To note that the appointment of Cabinet Portfolio holders was a matter for the Cabinet to determine; and
- (iv) To review all Committee and external appointments at its meeting scheduled for 4 February 2014.

(Action: Legal and Secretariat Manager)

### **8 Midlothian Council Annual Audit Report 2012/13**

The was submitted the Midlothian Council Annual Audit Report 2012/13, dated October 2013, from the External Auditors.( Grant Thorburn UK LLP).

#### **Decision**

To continue consideration of the report until 4 February 2014.

(Action: Legal and Secretariat Manager).

### **9 Code of Corporate Governance**

There was submitted report, dated 1 November 2013, by the Head of Customer Services, proposing a revised Code of Corporate Governance for 2013/14 and seeking the Council's approval thereof. The report incorporated

(i) a self assessment of the Council's governance arrangements; and (ii) a revised Code of Corporate Governance which had been updated to reflect the results of the self assessment and included an improvement action plan.

### **Decision**

To approve the revised Code of Corporate Governance.

(Action: Head of Customer Services).

## **10 Information Security – PSN (Public Sector Network) Compliance**

There was submitted report, dated 6 November 2013, by the Head of Customer Services, providing a summary overview of the IT security changes that would need to be made to maintain ongoing compliance with the mandatory Cabinet Office PSN (Public Sector Network) Code of Connection, formerly known as the GSX (Government Secure Extranet), and the implications of these changes on the Council's operations.

The report explained that all UK councils were able to connect to other government agencies through the Public Sector Network (PSN) which facilitated the processing for Births, Deaths and Marriages; information exchange with the DWP; Blue Badge registration; Tell us Once: Criminal History; and Delayed Discharge application access, plus secure email communication with the NHS, Police and Central Government. To maintain the security and availability of the network and to protect connected parties, agencies were obliged to adhere to a Code of Connection (CoCo) which detailed the baseline requirements to be applied in terms of IT operations and security arrangements. This was essential to maintain accountability and trust between those sharing information. As a result of some organisations never reaching the minimum security standard and increased cyber security threats, the Cabinet Office had changed the IT operation requirements in May 2013 and introduced a 'Zero Tolerance' compliance approach. The result was more controls and the automatic disconnection of non compliant organisations.

The Cabinet Office had determined that it was no longer permissible to use personal devices to access PSN connected systems or PSN originated data. This meant that all non-Council equipment (personal PC's, tablets & phones) would no longer be permitted to connect to the Councils corporate network and associated services. The report listed those services directly impacted by this decision. Further Cabinet Office controls included the requirement for all those accessing PSN services or PSN originated to meet the Baseline Personnel Security Standard which would result in an estimated initial 100 employees requiring a basic PVG check. The Cabinet Office was also expected to issue further advice and it was anticipated that this would increase the number of PVG checks needed.

It had been anticipated that the Council's PSN compliance would subsist until April 2014 which would have allowed time for a number of changes which were known to be required to be implemented. The timescale that had been proposed to the Cabinet Office was for these services to be switched off around mid January 2014. Negotiations were ongoing with Cabinet Office in relation to these revised timescales and a business case was being presented.

Technical solutions open to the Council, included accessing email and calendar information from Council procured Smartphone \ Blackberry and access to the business critical applications inclusive of files and folders and intranet by Council procured and encrypted laptop. The capital cost of meeting the requirements of the Cabinet office was £173,600 in 2013/14 and the revenue costs were £16,630 in 2013/14 and £35,156 per annum thereafter. In addition, there was a necessity to provide an Access Point Network to support the current iPhone deployment and to prevent current solution being non compliant with latest Cabinet Office guidance. The estimated capital costs of this aspect was £10,000 in 2013/14. The revenue cost in 2013/14 was £12,000 and £12,000 per annum thereafter.

### **Decision**

- (a) To note the requirement to remove all remote access to Outlook Web Access from personal (unmanaged) devices e.g. home PC's etc.; all e-mail active sync to staff and Councillor personal iPads and Smartphones; and remote access to Citrix hosted applications from all personal (unmanaged) devices e.g. home pc's etc;
- (b) To note that the likely switch-off date for the remote services referred to in (a) was likely to be no later than mid-January 2014;
- (c) To note the need for the introduction of mandatory Personal Baseline Security Standard checks for employees accessing PSN hosted systems or PSN originated data with effect from 1 April 2014;
- (d) To note the costs for smartphones, blackberries and council laptops and the proposal to re-prioritise the approved pc replacement programme within the General Services Capital Plan to accommodate the PSN requirements;
- (e) To note the requirement to upgrade the access point network to support the current i-phone deployment;
- (f) To approve additional expenditure £10,000 for Access Point Network in the 2013/14 General Services Capital Plan;
- (g) To approve a supplementary estimate of £28,360 in 2013/14 for additional revenue costs and an ongoing budget of £47,156 from 2014/15 to cover annual maintenance costs to ensure PSN compliance;
- (h) To note that further security changes may be needed to meet Cabinet Office PSN requirements and that additional reports would be submitted as required; and
- (i) That on completion of the necessary works, an account be rendered to the Cabinet Office for reimbursement of the costs.

(Action: Head of Customer Services).

## 10 20 mph Limit Strategy

There was submitted, report dated 12 December 2013, by the Director, Resources, presenting a strategy in respect of introducing 20 mph speed limit zones in Midlothian and outlining the funding implications for the first stages of implementation. The report advised that Scottish government guidance was that 20mph zones should be introduced to change drivers' behaviour and improve the walking and cycling environment. Further advice was due to be developed by Transport Scotland in conjunction with the Society of Chief Officers of Transportation in Scotland (SCOTS). The report also advised that preliminary work had been undertaken to develop a strategy for the introduction of 20 mph zones but that it was considered prudent to await the advice being developed by Transport Scotland before finalising the strategy for Council's consideration.

### Decision

- (a) To note that work was continuing to develop a strategy for the introduction of 20 mph areas and would be the subject of a further report following receipt of advice from Transport Scotland; and
- (b) That the Director, Resources arrange a seminar of Council to discuss the introduction of 20 mph areas when the draft strategy was available.

(Action: Director, Resources)

## 11 Review of Fees and Charges

There was submitted, report dated 5 December 2013, by the Director, Resources, proposing revised Fees and Charges for 2014/15. The revised fees and charges had been endorsed by Business Transformation Steering Group on 3 December 2013. The revised charges would, if approved, generate income of £69,800 in 2014/15 and provide additional annual income of £175,200. The report also proposed that Service Directors would consult with relevant groups and organisations on the impact to the proposed charges where applicable. The report also drew to the Council's attention to a report published by the accounts Commission entitled "*Charging for Services: are you getting it right*" which contained a number of key points for action and recommended that Councils consider these to assess current working practices and identify areas where there was scope for improvement.

### Decision

- (a) To refer the report to a cross party working group to examine the proposals in detail and to report back in early course; and
- (b) To note that the anticipated additional income proposed by the report had been included in the draft budget for 2014/15 and that a failure to approve increases would result in small budget deficit, which would need to be met from reserves.

(Action: Director, Resources).

## **12 Zero Waste: Midlothian and Edinburgh Residual Waste Treatment - Progress Report**

There was submitted report, dated 26 November 2013, by the Director, Resources, advising that the residual waste procurement was proceeding well and there was a high level of confidence that final tenders would provide a solution that met the Partner Councils' requirements, was value for money and affordable. The report provided detailed information on the business case for the project; governance arrangements; the Memorandum of Understanding between The City of Edinburgh Council and Midlothian Council; the affordability of the project; and the procurement plan which anticipated final tenders being submitted in January 2014; the appointment of a preferred bidder in May 2014 and contract close post October 2014.

### **Decision**

- (a) To note the progress in procuring residual waste treatment facilities;
- (b) To note that a Memorandum of Understanding between the City of Edinburgh and Midlothian Council had been concluded;
- (c) To note that there was a high level of confidence that final tenders would provide a solution that met the Partner Council's requirements, was value for money and affordable; and
- (d) To note that a further report would be submitted in Spring 2014 providing a comparison of the cost of treatment against existing budgets and recommending the appointment of a preferred bidder if this was deemed value for money and affordable.

(Action: Director, Resources).

## **12 Revenue Budget 2014/15 to 2016/17**

There was submitted report, dated 10 December 2013, by the Head of Finance and Human Resources, providing the Council with a further update on the Revenue Budget for 2014/15 to 2016/17 and in particular:

- An update on the local government finance settlement;
- The latest budget projections for the three financial years 2014/15 to 2016/17 together with the assumptions which underpinned these projections;
- An update on the savings targets attached to the Council Transformation Programme;
- Final proposals to address the budget shortfall for 2014/15; and
- An update on reserves.

The Head of Finance and Human Resources advised that the Scottish Government Grant settlement for 2014/15 was £144.62m which was largely as anticipated and had not impacted on the budget preparation. The difference between this figure and the budget report related to funds still to be allocated by the Scottish Government

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The report also advised that:-

- (i) Budget projections were based on a continuing Council Tax freeze, which was a condition of the Scottish Government grant settlement;
- (ii) The cost of services was based on a number of assumptions on cost and income, including inflationary and other cost pressures and demographic cost pressures;
- (iv) In respect of the 2014/15 budget, the Strategic Leadership Group had identified for further savings of £0.527m, which were individually detailed in the report; Council Transformation Programme savings were £1.995m; and Service Review savings were £0.381m, which if all were agreed and taking cognisance of the earlier decision in respect of Fees and Charges, would result in a small budget deficit of £0.026m;
- (v) In the event that the savings for 2014/15 were implemented, the projected budget shortfalls for 2015/16 and 2016/17 were £4.087m and £12.65m respectively;
- (vi) The projected uncommitted General Reserve at 31 March 2014 was £7.529m which would be decreased by £0.026m if the savings proposals outlined in the report were adopted;
- (vii) A final report on the Revenue Budget for 2014/15 would be submitted to the Council on 4 February 2014; and
- (viii) Each of the savings proposals detailed in the report had been individually assessed and there were no equality implications arising from the proposals. An Equality Impact Assessment was incorporated into the report.

Thereafter, Councillor Bryant, seconded by Councillor Thompson, moved adoption of the recommendations contained in the report, viz :-

- (a) To approve the savings proposals set out in the report ;*
- (b) To approve a further £0.050 million per annum for roads maintenance in the General Services Capital Plan, rather than in the revenue budget;*
- (c) To receive a final service by service budget statement for 2014/15 on 4 February 2014, reflecting the grant settlement; and*
- (d) To note that the gap between projected service expenditure and the available income was predicted to rise by a further £4.0 million in 2015/16 and again by a further £8.6 million in 2016/17, a cumulative shortfall of £12.6 million by March 2017.*

As an amendment, Councillor Milligan, seconded by Councillor Muirhead, moved as follows:-

*“Midlothian Labour Group is proposing the following amendments to the Revenue budget 2014/15 papers before Council today.*

*As we indicated in last year's budget discussions, over the last few years of the previous administration many steps were taken through the business transformation programme to review structures and staffing levels in a number of areas of the council.*

*Some areas were not included within that programme due to their involvement in a number of key issues that the council was dealing with at the time.*

*HR, and Business Transformation & CIT were not reviewed because of the requirement to deal with the implementation of a number of significant programmes including Equal pay, Single Status, Modernising Midlothian and a number of major audits including Best Value and community planning.*

*Despite our suggestions that these areas be considered by the Council at that time, these reviews still have not been carried out. The Labour group still feels that as these programmes have been embedded and we have less staff to manage, a review of these areas is now required and that targets for achieving savings in these areas should be given and consequential adjustments be made to the budget.*

*Another area we would wish to be reviewed is Communications. The Budget Report proposes no change to the number of issues of Midlothian News, currently 6. We propose that Midlothian News should be cancelled completely. There would also as a result be the requirement for less staff in this section.*

*The savings made by carrying out these reviews should be used to avoid some of the cuts that have been proposed that effect front line services and also to remove some charges that we believe were incorrectly levied last year on our most vulnerable residents.*

*The savings, detailed in **Appendix 1** would result in 25% savings targets in Business Transformation & CIT and HR sections, and 50% in PR plus the complete cancellation of the Midlothian News. This would save £483,118 to be used to fund the following.*

- *Removal of the charges for Life Line Alarms at a cost of £181,000*
- *Reinstatement of the proposals to cut the number of learning assistants at a cost of £204,269*
- *Reinstatement of the proposed cuts to crossing patrols at a cost of £38,480*
- *Cancel proposed changes to re-cycling centre opening hours at a cost of £15,000*
- *Reverse removal of noise wardens to protect police resources at a cost of £27,800*

*The changes proposed by the Labour Group would shift the burden of cuts away from some of the most vulnerable groups and place it onto internal*

*Council processes and would deliver an additional surplus of £16,209 for transfer to reserve.”*

Following debate, seven voted for the amendment and 10 for the motion, which accordingly became the decision of the meeting.

(Action: Head of Finance and Human Resources)

### **13 General Services Capital Plan 2013/14 to 2017/18**

There was submitted report , dated 3 December 2014, by the Head of Finance and Human Resources presenting an updated capital plan for 2013/14 to 2017/18. The report explained that the expenditure profiles included in **Appendix II** hereto reflected the current position, with the only change since the last report to Council on 5<sup>th</sup> November 2013 being the inclusion of £0.760 million for site services to the Midlothian and Edinburgh Residual Waste Treatment at Millerhill, which had previously been omitted, although this expenditure had been approved by Council on 27 March 2012. Overall the revised approved expenditure budget was £66.893 million over the life of the plan.

#### **Decision**

To note the report.

### **14 Commission on Local Democracy**

There was submitted report, dated 9 December 2013, by the Chief Executive, inviting the Council to consider and approve a response to the Commission on Local Democracy which had been established to look at what democracy in Scotland might look like, whatever the result of the independence referendum in September 2014. The report explained that the Commission was seeking views and suggestions about what happened in local democracy now, and what the future of local democracy might be. A questionnaire in this respect had been sent to a wide range of agencies, including all Councils and the report therefore incorporated a draft response thereto.

#### **Decision**

To approve the draft response as contained in the report.

(Action: Chief Executive)

### **15 Review of Scheme of Polling Districts and Polling Places 2013**

There was submitted report, dated 12 December 2013, by the Chief Executive, inviting the Council to agree a new Scheme of Polling Districts and Polling Places after taking into consideration the representations received, including those of the Returning Officer. The report explained that The Electoral Registration and Administration Act 2013 introduced a change to the timing of compulsory reviews of UK Parliamentary Polling Districts and Places which required local authorities to undertake a Statutory Polling District and Polling Place Review within the period 1 October 2013 and 31

January 2015 inclusive and every five years thereafter. In view of the impending European Parliamentary Elections and the Referendum, both to be held in 2014, it was considered best practice that the Review be carried out now. The timescale complemented the new electoral register which must be published by 10 March 2014. The format for the Review was laid down by the Act and included a period of public consultation which had commenced on 1 November 2013 and had now been completed. The report incorporated a response from the Returning Officer on polling arrangements.

The report proposed that the polling arrangements in respect of Electoral Wards No 1 – Penicuik; No 4 – Midlothian West; and No 6 – Midlothian South remain unchanged. In respect of Electoral Ward No. 2- Bonnyrigg, the report proposed that in view of the fact that the former Bonnyrigg Leisure Centre was now unavailable and the continuing access problem for people with a disability at St Mary's RC Primary School, that polling stations be provided at Lasswade pavilion ; Lasswade High Centre; Lasswade Primary School; Bonnyrigg Primary School; and Burnbrae Primary School. In respect of Electoral Ward No.3 – Dalkeith, the report proposed that all electors in Woodburn Avenue, Dalkeith, vote in future at St. David's RC Primary School and that apart from this amendment all the existing polling district boundaries remain unaltered.

The report also advised that as a result of the public consultation seven consultation responses (the Co Chairs of Kings Park Primary Parent Council and six individuals) had been submitted, asking for the use of King's Park Primary School for polling purposes to be discontinued. (Electoral Wards No. 3 – Dalkeith and No.5 – Mayfield East). All had been made on the basis that the use of the school for polling purposes disrupted the children's education and six of them were made on the need for parents to make extra provision for child care on election days. Copies of the consultation responses were incorporated into the report. The report drew attention to the guidance of the Electoral Commission on the provision of polling stations which emphasised the need to provide polling places on the basis of the needs of the elector. The report included an assessment of the alternative polling venues suggested by the respondents to the consultation, which concluded that none of the venues were of a size suitable for the requirement to provide either a four or a three station polling place. At most there were varying degrees of difficulty in regard to access for people with a disability. Some were in private ownership and therefore there was a risk that they might not always be available on a polling day. If these venues were to be used, the polling districts for both Wards would require to be split and four polling places established rather than the current one.

In respect of Electoral Ward No.5 – Midlothian East , the report drew attention to the fact that Electoral Registration Officer had placed 139 electors, in new housing at Gladstone's Gait, Bonnyrigg, in error in the Electoral Register for Ward No 2 – Bonnyrigg, instead of Electoral Ward No - 5 Midlothian East. The Electoral Registration Officer has advised that she would be correcting this error when the new register was published (by 10 March 2014). However, as currently the nearest polling place for these Ward No 5 electors was King's Park Primary School, Dalkeith, it was proposed that their designated Polling Place be Bonnyrigg Primary School where special arrangements would be made for them to vote in a ballot box for Electoral Ward No 5 - Midlothian East.

## Decision

- (a) To adopt the current Scheme of Polling Districts and Places with the following revisions:-
  - (i) Electoral Ward No 2 – Bonnyrigg:– That the Polling Districts and Polling Places be as detailed in the Map and Table in the Annex to the Returning Officer’s response to the consultation;
  - (ii) Electoral Ward No 3 – Dalkeith:– That all electors in Woodburn Avenue, Dalkeith, vote in future at St. David’s RC Primary School and the Polling Districts MN3C and MN3D be adjusted accordingly;
  - (iii) Electoral Wards No - 3 Dalkeith and No - 5 Midlothian East:– That Kings Park Primary School, Dalkeith continue to be used as a Polling Place for electors in MN3B and MN5A; and
  - (iv) Electoral Ward No 5 – Midlothian East:–
    - (1) That provision be made for the electors in Gladstone’s Gait, Bonnyrigg to vote at Bonnyrigg Primary School in a new Polling District (MN5H); and
    - (2) That representations be made to the Local Government Boundary Commission for Scotland, at the appropriate time as part of the Fifth General Review of Electoral Arrangements in Scotland (to be in place for the 2017 Council Elections), that these electors be included in the Bonnyrigg electoral area;
- (b) Agree to carry out the statutory procedures, in liaison with the Electoral Registration Officer, to publish the revised Scheme of Polling Arrangements to take effect from 10 March 2014; and
- (c) To remit to the Chief Executive to continue to liaise with political representatives for Scheme revisions.

(Action: Chief Executive)

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Councillor Russell left the meeting at this stage (4.10 pm)

## 16 Exclusion of Members of the Public

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

- Report of Seminar of Midlothian Council of 26 November 2013 on the Community Asset Transfer Policy – approved.

The meeting terminated at 4.20pm.



**Appendix I**  
**(relative to paragraph 12)**

Detail of Budget Adjustments proposed by Labour Group

Current Budget provision for HR, Communications and Business Transformation & CIT

	Human Resources	Communications	Business Transformation & CIT
Salaries and Wages	£ 1,025,294.00	£ 224,684.00	£ 301,479.00
Superannuation	£ 169,744.00	£ 40,086.00	£ 51,580.00
National Insurance	£ 69,049.00	£ 17,435.00	£ 24,777.00
Allowances	£ 3,060.00	£ 2,081.00	£ 2,390.00
Indirect Employee Costs	£ -	£ -	£ -
	£ 1,267,147.00	£ 284,286.00	£ 380,226.00
<b>FTE</b>	<b>38.72</b>	<b>8.46</b>	<b>8.97</b>
Transport Costs	£ 6,394.00	£ 2,478.00	£ 1,563.00
Supplies and Services	£ 265,994.00	£ 87,480.00	£ 26,341.00
Third Party Payments	£ 3,000.00	£ 344.00	£ 5,500.00
Income	£ 48,674.00	£ 13,000.00	£ -
	£ 226,714.00	£ 77,302.00	£ 33,404.00
<b>Total</b>	<b>£ 1,493,861.00</b>	<b>£ 361,588.00</b>	<b>£ 413,630.00</b>

**Full Year Savings from Proposed Review**

Review HR with a target saving of 25%	£ 373,465.00	£ -	£ -
Cancel all issues of Midlothian News	£ -	£ 35,000.00	£ -
Review Communications with a target saving of 50% Excluding Midlothian News Cancellation	£ -	£ 163,294.00	£ -
Review Business Transformation & CIT with a target saving of 25%	£ -	£ -	£ 103,408.00
<b>Total Savings Proposed</b>	<b>£ 373,465.00</b>	<b>£ 198,294.00</b>	<b>£ 103,408.00</b>
<b>Total Full Year Effect of Savings</b>			<b>£ 675,167.00</b>
<b>Savings for 2014/15 reflecting vacancies and fixed term appointments</b>	<b>£ 261,426.00</b>	<b>£ 149,306.00</b>	<b>£ 72,386</b>
			<b>£ 483,118.00</b>

**To Pay For**

Reinstate Learning Assistants Cut	£	204,629.00	
Reinstatement of proposed cuts to crossing patrols (fye 79,960)	£	38,480.00	
Cancel Changes to Recycling opening hours	£	15,000.00	
Remove Charges for Life Line Alarms	£	181,000.00	
Reverse Removal of Noise Wardens, Protecting Police resources	£	27,800.00	
Total cost of Labour Group Amendments			£ 466,909.00
Surplus to Reserves			£ 16,209.00
Surplus in later Years			£ 169,778.00

**Appendix II**  
**(Relative to paragraph 13)**

**GENERAL SERVICES CAPITAL PLAN****2013/14 to 2017/18****APPROVED PROJECTS**

	2013/14	2014/15	2015/16	2016/17	2017/18	Total Project
	Budget	Budget	Budget	Budget	Budget	Budget
	£'000	£'000	£'000	£'000	£'000	£'000
<b>RESOURCES</b>						
<b>Customer Services</b>						
Corporate IT Asset Upgrades	909	777	250	0	0	2477
Anti-Virus Upgrades	0	75	85	0	0	160
Disaster Recovery	0	40	0	0	0	40
Internet Connection	0	20	20	0	0	60
Server Replacement	125	125	125	0	0	375
New ITMIS - Service Improvement	0	150	0	0	0	150
Cabling and Power - Midlothian House & Fairfield House	200	0	0	0	0	200
IT Data Encryption	27	0	0	0	0	60
IT PCI Compliance	44	0	0	0	0	68
IT Antivirus Software	4	0	0	0	0	65
IT UPS Devices	40	0	0	0	0	40
IT Air Conditioning Upgrade	15	0	0	0	0	15
Midlothian Website Development	13	0	0	0	0	126
<b>Commercial Operations</b>						
Lighting Upgrades	969	1,085	1,073	0	0	3,443
Road Upgrades	1,056	0	0	0	0	1,500
Structural Road Surveys	6	0	0	0	0	50
A6106 Lugton	1,772	0	0	0	0	1,894
Millerhill access road works	302	0	0	0	0	380
Purchase of Land at Millerhill	203	0	0	0	0	248
Millerhill Site Services	76	684	0	0	0	760
Beeslack High School Safer Routes to School	55	0	0	0	0	228
Cycling, Walking & Safer Streets Projects	126	127	112	95	95	555
Ironmills Park Steps	10	0	0	0	0	10
New recycling facility - Penicuik	1,359	0	0	0	0	1,380
Waste Collection Vehicles	1,036	270	270	100	555	3,791
Food Waste Collection	0	0	653	0	0	653
Vehicle & Plant Replacement Programme	1624	1459	435	0	0	5,512
<b>Property &amp; Facilities</b>						
Stobhill Depot Upgrade	569	0	0	0	0	624
Property Upgrades	759	0	0	0	0	759
<b>TOTAL RESOURCES</b>	<b>11,299</b>	<b>4,812</b>	<b>3,023</b>	<b>195</b>	<b>650</b>	

**EDUCATION, COMMUNITY AND ECONOMY****Primary**

Burnbrae	445	0	0	0	0	2,574
Bilston	250	1450	3200	1,260	300	6,460
Gorebridge North	250	750	1160	3400	700	6,260
Rosewell Extension	1,005	120	0	0	0	1135
Lasswade Roof	327	0	0	0	0	350
Paradykes Roof	125	0	0	0	0	125
Kings Park PS Classroom conversion	11	0	0	0	0	11
Newtongrange Playground	18	0	0	0	0	18

**Secondary**

Lasswade High School	6,933	459	0	0	0	37,041
Newbattle High School - Preparatory Works	30	0	0	0	0	65
Newbattle High School - Construction	640	983	16,392	0	0	27,003
Saltersgate Security	13	0	0	0	0	50

**General**

IT Development	1,000	306	0	0	0	1,691
PPP1 Land Acquisition	27	0	0	0	0	27
Penicuik Synthetic Pitch	23	0	0	0	0	373

**Children and Families**

Eastfield Childrens Unit	19	0	0	0	0	299
Woodburn Childrens Unit	96	0	0	0	0	311

**Planning & Development**

Jarnac Court Regeneration	16	0	0	0	0	160
Environmental Improvements	400	534	180	180	180	1474
Demolition Costs	27	0	0	0	0	628
Property Asset Management System	18	0	0	0	0	105
Feasibility & Site Investigation - Barleyknowe	9	0	0	0	0	35
Install Geogrid - Barleyknowe Lane	0	63	0	0	0	63

**TOTAL EDUCATION, COMMUNITY AND ECONOMY**

11,682	4,665	20,932	4,840	1,180
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**HEALTH AND SOCIAL CARE**

Penicuik Care Home Hub	928	0	0	0	0	2,400
Penicuik Care Home Hub - Fit Out	150	0	0	0	0	150
Assistive Technology	150	150	150	150	150	753
Travelling Peoples Site Upgrade	83	0	0	0	0	83
Highbank Old Peoples Home Mechanical Sluices	18	0	0	0	0	18
IT System	37	0	0	0	0	235

**TOTAL HEALTH AND SOCIAL CARE**

1,366	150	150	150	150
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**BUSINESS TRANSFORMATION**

Purchase to Pay	88	0	0	0	0	150
Property Services Review	0	43	0	0	0	317
Mobile and Flexible Working	17	0	0	0	0	122
EDRMS	415	0	0	0	0	416
EWiM	608	0	0	0	0	608
Midlothian House 3rd Floor	1	0	0	0	0	42
Unallocated	277	200	0	0	0	477
<b>TOTAL BUSINESS TRANSFORMATION</b>	<b>1,406</b>	<b>243</b>	<b>0</b>	<b>0</b>	<b>0</b>	

<b>GENERAL SERVICES CAPITAL PLAN TOTAL</b>	<b>25,753</b>	<b>9,870</b>	<b>24,105</b>	<b>5,185</b>	<b>1,980</b>	
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