

Midlothian Council Minute Volume



**Presented to the Meeting
of Midlothian Council
on Tuesday, 24 March 2020**

1 Minutes of Meetings submitted for Approval

Midlothian Council 11 February 2020 3 - 14

2 Minutes of Meetings submitted for Consideration

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

Police and Fire and Rescue Board 18 November 2019 15 - 20

General Purposes Committee 19 November 2019 21 - 24

Business Transformation Steering Group 25 November 2019

Local Review Body 2 December 2019 25 - 30

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Planning Committee 14 January 2020 3 - 4

Cabinet 21 January 2020 3 - 6

Business Transformation Steering Group 21 January 2020

Audit Committee 28 January 2020 - 0

Business Transformation Steering Group 3 February 2020

Business Transformation Steering Group 10 February 2020

3 Minutes of Meetings submitted for Information

Approved Minutes of Outside Organisations to which Council appoints representatives

Midlothian Integration Joint Board 5 December 2019 - 60

Seminars

Attainment and Achievement 23 January 2020

Car Parking 30 January 2020

Minute of Meeting



Midlothian Council

Date	Time	Venue
11 February 2020	11am	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith

Present:

Provost Smaill (Chair)	Depute Provost Russell
Councillor Milligan – Council Leader	Councillor Muirhead – Depute Council Leader
Councillor Alexander	Councillor Cassidy
Councillor Curran	Councillor Hackett
Councillor Hardie	Councillor Imrie
Councillor Johnstone	Councillor Lay-Douglas
Councillor Munro	Councillor Wallace
Councillor Winchester	

In attendance:

Dr Grace Vickers, Chief Executive	Kevin Anderson, Executive Director Place
Morag Barrow, Joint Director, Health and Social Care	Fiona Robertson, Executive Director Children, Young People & Partnerships
Mary Smith, Director, Education, Communities and Economy	Gary Fairley, Chief Officer Corporate Solutions
Mike Broadway, Democratic Services Officer	Verona MacDonald, Democratic Services Team Leader
Alan Turpie, Monitoring Officer	

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

Mr V. Bourne (present for public matters only)	Mrs E. Morton (present for public matters only)
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1. Welcome and Apologies for Absence

The Provost welcomed everyone to the meeting and made specific mention of Fiona Robertson, Executive Director Children, Young People and Partnerships who was attending her first meeting of the Council. He advised of the recent death of a former Provost, David Smith. He paid tribute to Mr Smith and handed over to the Depute

Provost. The Depute Provost paid tribute to Mr Smith's long service to local government. A minute's silence was then observed for the former Provost, David Smith.

Thereafter, apologies were intimated on behalf of Councillors Baird, McCall and Parry.

2. Order of Business

The Democratic Services Team Leader confirmed the order of business was as per the agenda circulated and that Item 8.1 was withdrawn.

3. Declarations of interest

None intimated.

4. Deputations

None received.

5. Minutes of Previous Meetings

5.1 When considering the Minute of meeting of Midlothian Council which took place on 17 December 2019, (a) Councillor Imrie provided an update regarding Mavisbank House whereby he advised a presentation by the Landmark Trust and Historic Scotland had been favourably received by the Judgement Panel and; (b) Councillor Hackett, in relation to the Motion – Climate Emergency, commented about the importance of it given the impact climate change was having across the world and in particular he mentioned the recent bushfires in Australia. The Minute was subsequently unanimously approved and the Provost was authorised to sign it as a true record of the meeting.

5.2 The following Minutes were previously circulated to Members for approval, noting, information and consideration of any recommendations contained therein:

Meeting	Date of Meeting
Special Cabinet	24 June 2019
Performance, Review and Scrutiny Committee	17 September 2019
Planning Committee	19 November 2019
Cabinet	26 November 2019
Audit Committee	3 December 2019
Appointments Committee	16 December 2019

6. Questions to the Leader of the Council

None received.

7. Notices of Motions

Motion No.	Motion Title	Proposed by:	Seconded by:
7.1	Launch of ALISS	Councillor Smail	Councillor Russell
Motion:			
<p>The Motion was in the following terms:-</p> <p><i>“Council congratulates the Community Safety and Justice Working Group on the launch of ALISS, the Midlothian element of the Local Information System for Scotland. It is the most developed platform of its type to be launched so far in Scotland.</i></p> <p><i>ALISS is a comprehensive one-stop-shop for citizens’ enquiries relating to support service across housing, welfare health and community resources. It uses postcodes to focus on the relevant assistance.</i></p> <p><i>Councillors and staff are encouraged to use the website link - www.aliss.org “</i></p>			
Summary of discussion			
Councillor Smail spoke to the terms of the Motion with copies of an example of the information provided on the website being circulated to Members. Councillor Russell was heard in support.			
Decision			
The Motion was unanimously approved			

8. Reports

Report No.	Report Title	Presented by:
8.1	Best Value Assurance – Improvement Action Plan Update	Chief Executive
<p>The Council heard from the Chief Executive who spoke to the terms of a report which provided an update on the Improvement Action Plan put in place following publication of the Best Value Assurance report by the Accounts Commission on 4 July 2019 and presented to Council on 20 August 2019.</p>		
Decision		
<p>The Council unanimously agreed to note:-</p> <p>(a) the updated Best Value Improvement Action Plan and;</p> <p>(b) a further progress report will be presented to the June meeting</p>		
Action		
Chief Executive		

Report No.	Report Title	Presented by:
8.2	Medium Term Financial Strategy – 2020-21 Budget	Chief Officer Corporate Solutions
Outline of report and summary of discussion		
<p>The Council heard from the Chief Officer Corporate Solutions who spoke to the terms of a report dated 3 February 2020 circulated separately from the agenda document pack and a supplementary report dated 10 February 2020 circulated after the meeting of the Business Transformation Steering Group (BTSG) the previous day. He advised the main report provided a summary relating to the approval of the Medium Term Financial Strategy (M</p>		

the BTSG. He further advised the supplementary report provided an update on the Scottish Government grant settlement and its impact on the 2020/21 budget and MTFS. In particular he highlighted that whereas the Scottish Government Public Finance Minister in her letter to COSLA dated 6 February 2020, had stated the grant settlement was a real terms increase, COSLA had pointed out it equated to a 1% reduction in core revenue funding and 17% reduction in capital funding. He further noted Appendix 3 to the main report provided a breakdown of proposed Service budgets and allocation to the Integration Joint Board for 2020/21 and Appendix 4 the proposed Council Tax.

The Council Leader, Councillor Milligan acknowledged the amount of work by officers to pull everything together and the joint party working undertaken by the BTSG towards agreeing the MTFS. He noted work still had to be done by officers in light of budget reductions and increases in demand for services. He advised of the urgent need to address income generation and the challenges ahead being the fastest growing local authority in Scotland.

Councillor Cassidy reiterated the acknowledgements made by the Council Leader and in particular commended the Chief Officer Corporate Solutions and his team for the work they have undertaken.

Discussion then took place regarding the impact of reductions in the Education budget with the Director, Education, Communities and Economy reminding Members that when the budget had been set for the current year, she had indicated the reduction in the DSM budget equated to the removal of 42 teacher posts and whereas given rising school rolls the actual numbers of teachers would not decrease, the challenge was to look at better delivery methods. She also confirmed the Service was looking at alternative methods of school transport including a reduction in the number of taxis used and exploring Young Scot cards being used by pupils for bus travel. Councillor Alexander commented that digital linkage between schools would be preferable instead of pupils having to travel. The Executive Director Children, Young People and Partnerships advised a group had been formed and it was at the early stages of investigating the use of virtual technology to deliver course work across sites.

During the course of the above discussion, the Provost and Councillor Muirhead paid tribute to the Director, Education, Communities and Economy and wished her well for her imminent retirement.

Decision

The Council considered the terms of both reports together with the overarching EQIA published and thereafter unanimously:-

- (a) noted the update in respect of net cost of services, resource allocation measures and Scottish Government grant and individual Council grant settlements;
- (b) noted the revision in the resource allocation measures as highlighted in Appendix 2a to the main report;
- (c) approved the exceptions outlined in Section 4.2 of the main report in respect of fees and charges and agreed these be subject to separate reports during the year;
- (d) approved the Service budgets for 2020/21 as set out in Appendix 3 to the supplementary report;

- (e) approved the allocation of £45.496 million to the Integration Joint Board for 2020/21 in respect of delegated services and in doing so noted that the uplift for demographic pressures should not be considered to be recurring funding;
- (f) set a Band D Council Tax of £1409 for 2020/21 as set out in Appendix 2 to the supplementary report and;
- (g) noted that by applying the maximum Council Tax flexibility of 4.84% in 2020/21, the remaining gap for 2021/22 is now estimated to be in the region of £3.5 million, rising to £9.7 million for 2022/23.

Action

Chief Executive; Executive Directors and Joint Director; Chief Officer Corporate Solutions

Report No.	Report Title	Presented by:
8.3	Financial Monitoring 2019/20 – General Fund Revenue	Head of Finance and Integrated Service Support
Outline of report and summary of discussion		
<p>The Council heard from the Chief Officer Corporate Solutions who spoke to the terms of a report which provided information on performance against revenue budget in 2019/20, details of the material variances and a projection of the General Fund balance.</p> <p>The Council Leader in moving the report recommendations, noted that the non-filling of vacancies had contributed largely to the improvement in the budget position and it was crucial as the Council moved forward for managers to have access to up-to-date budget figures.</p> <p>Councillor Cassidy then requested a short summary of the background relating to Council reserves. The Chief Officer Corporate Solutions advised that unallocated reserves had been inherited in 1996 from the region and district Councils and the unallocated reserve is a recognition of the range of risks carried by the Council where provision is made to mitigate the risks. He further advised the reserve figure included a small element to allow transformation to proceed. Councillor Hackett gave an example of the use of unallocated reserves whereby prior to standing for election, he had undertaken a review of the winter maintenance budget and noted in 9 of the 11 previous years the budget was overspent due to bad weather. During each of the 9 years reserves would have been used. The Council Leader provided further examples to Members of the use of reserves of £3 million in 2010 for winter maintenance, a fire at Lasswade High School and the replacement of refuse vehicles following a major fire at the depot. He emphasised the importance to the Council of having an amount set aside to use in such cases.</p>		
Decision		
<p>The Council noted the content of the report and:-</p> <ul style="list-style-type: none"> (a) work continues to secure further improvement in the underlying financial position and that the non-essential vacancy freeze and moratorium on non-essential spend remain in place; (b) delivery plans for remaining areas of savings that remain behind schedule will be developed during Quarter 4 and; (c) the enhanced financial scrutiny arrangements for the Place Directorate 		
Action		
Chief Officer Corporate Solutions Page 7 of 60		

Report No.	Report Title	Presented by:
8.4	Housing Revenue Account – Revenue Budget and Capital Plan 2019/20	Chief Officer Corporate Solutions
Outline of report and summary of discussion		
The Council heard from the Chief Officer Corporate Solutions who spoke to the terms of the report which provided a summary of expenditure and income to 27 December 2019 for the Capital Plan and a projected outturn for both the Housing Revenue Account (HRA) and Capital Plan for 2019/20.		
Decision		
The Council noted the summarised projected financial performance for 2019/20 as follows:- (a) capital expenditure of £29.915 million; (b) a net underspend of £0.997 million on the Revenue account and; (c) an HRA reserve projection at 31 March 2020 of £39.313 million		
Action		
Chief Officer Corporate Solutions		

Report No.	Report Title	Presented by:
8.5	General Services Capital Plan 2019/20 Quarter 3 Monitoring and 2020/21 to 2023/24 Budgets	Chief Officer Corporate Solutions
Outline of report and summary of discussion		
The Council heard from the Chief Officer Corporate Solutions who spoke to the terms of a report which provided (i) an update of the General Services Capital Plan incorporating information on further additions to the Capital Plan for approval (at Section 2); (ii) information on the projected performance against budget for 2019/20 (Section 3); (iii) forecast expenditure and income for the General Services Capital Plan for 2019/20 through to 2023/24 (at Section 4) and; an update on the Capital fund (Section 5).		
Decision		
The Council unanimously agreed to approve the:- (a) addition of the projects listed in Section 2.1 of the report to the General Services Capital Plan: (i) A701 High School and (ii) Low Emission Zone: Edinburgh and Midlothian; (b) addition of the 9 Learning Estate Strategy projects totalling £57.779 million of capital expenditure listed in Section 2.2 of the report to the General Services Capital Plan in principle, with each to be subject to a Gateway Review report presented to the Capital Plan and Asset Management Board in order to receive a recommendation for full approval in the General Services Capital Plan; (c) inclusion of the Roslin Wheeled Sports Facility, as outlined in Section 2.3, to the General Services Capital Plan; (d) adjustment to the digital and customer service led project budgets and the Penicuik THI project budget as outlined in Section 2.4 of the report and; (e) revised expenditure and funding levels in the General Services Capital Plan 2019/20 to 2023/24 (as shown in appendices 1 and 2 to the report)		
Action		
Chief Officer Corporate Solutions		

Sederunt: Prior to the following item, Councillor Hardie left the meeting room

Report No.	Report Title	Presented by:
8.6	Capital Investment Strategy – Update	Chief Officer Corporate Solutions
Outline of report and summary of discussion		
<p>The Council heard from the Chief Officer Corporate Solutions who spoke to the terms of a report providing an update of the Capital Investment Strategy setting out the longer term investment which supports delivery of the Single Midlothian Plan and Local Development Plan.</p> <p>Councillor Johnstone in noting the Strategy was extremely ambitious enquired as to whether any assurances were being given by officers as to the timeous completion. Mr Fairley in agreeing the Strategy was ambitious advised the biggest risk was securing funding. He further advised the Strategy was not a static document and he would continue to report back to the Council periodically.</p>		
Decision		
<p>The Council noted the terms of the report and unanimously agreed to:-</p> <ul style="list-style-type: none"> (a) adopt the updated Capital Investment Strategy attached as Appendix 1 to the report; (b) note the areas of further development as outlined in the report; (c) note the Strategy incorporates projects with an estimated total value of £925 million, £561 million for General Fund, as summarised in Appendix 2 and £264 million for HRA, as summarised in Appendix 3; (d) note work continues to address the affordability of the Strategy for General Fund services over the 10 year life of the plan. This work is led by the Capital Plan and Asset Management Board with oversight provided by recent revisions to the remit of the Business Transformation Steering Group and; (e) note it is difficult to fully anticipate the local authority environment over such a long period so the later years of the Strategy represents aspiration and expectation rather than certainty particularly given the affordability gap for the projects currently identified and costed. 		
Action		
Chief Officer Corporate Solutions		

Report No.	Report Title	Presented by:
8.7	Treasury Management and Investment Strategy 2020/21 and Prudential Indicators	Chief Officer Corporate Solutions
Outline of report and summary of discussion		
<p>The Council heard from the Chief Officer Corporate Solutions who spoke to the terms of a report which sought agreement to the Treasury Management and Annual Investment Strategies for 2020/21, the Prudential and Treasury indicators contained therein and the approach to the statutory repayment of loans fund advances. He noted that scrutiny was undertaken on the Council's behalf by the Audit Committee on 28 January 2020.</p>		
Decision		
<p>The Council unanimously:-</p> <ul style="list-style-type: none"> (a) approved the Treasury Management and Investment Strategy for the 2020/21 financial year, as detailed in Section 2 of the report; (b) approved the list of permitted investments outlined in Appendix 2; (c) adopted the Prudential Indicators contained in Appendix 3 of the report; (d) approved an adjustment to the authorised limit for borrowing to £551,806 million (as shown in Section 3 of the report), provided market conditions indicate this to be prudent; 		

<p>(e) noted the policy to repay loans fund advances for the asset classes outlined in Table 5 in Section 4.2(a) will be to use the “Asset Life” method, using an annuity approach with an interest rate equating to the in-year loans fund rate;</p> <p>(f) noted the policy to repay loans fund advances as outlined in Section 4.2(a) will be applied both prospectively and retrospectively to all loans fund advances made since 31 March 1996 and;</p> <p>(g) noted the policy to repay loans fund advances for all other asset classes will be the “Statutory method” as outlined in Section 4.2(b), using an annuity approach with an interest rate equating to the in-year loans fund rate.</p>
Action
Chief Officer Corporate Solutions

Sederunt: Prior to the following item, Councillor Lay-Douglas left the room

Report No.	Report Title	Presented by:
8.8	Gorebridge Connected – Project Update	Director, Education, Communities and Economy
Outline of report and summary of discussion		
<p>The Council heard from the Director, Education, Communities and Economy who spoke to the terms of a report which provided an update on the Gorebridge Connected project and set out what the project has delivered and how much money has been spent on the project and how the expenditure on the project will be funded.</p> <p>Councillor Johnstone, with regard to the unused developer contributions noted in the report, enquired as to which organisations could benefit from this. The Director, Education, Communities and Economy advised preliminary discussion in this regard had taken place with emphasis on projects which would meet the criteria for funding. After further discussion including contributions by Councillors Muirhead and Munro as to what funding could be used for, it was agreed that discussion in relation to projects which could benefit from the funding would include the 3 Midlothian South Ward Councillors.</p>		
Decision		
<p>The Council noted the content of the report and in particular -</p> <ul style="list-style-type: none"> (a) the Hunter Square public realm enhancement and Link Project (heritage trail) components of the Gorebridge Connected project are complete and were delivered £0.163 million (26%) under the £0.618 million budget; (b) the costs, set out in paragraph 4.1 of the report, expended on the 3 components of the Gorebridge Connected project; (c) work has stopped on Gorebridge Connected, including the station restoration project, and it will now be removed from the Council’s General Services Capital Plan. However, the Council remains in contact with the building’s owners, Network Rail, regarding the future of the former Gorebridge train station building; (d) no construction contract has been let for the restoration of the former station building and no lease for the building has been signed between the Council and Network Rail; (e) Scottish Government Borders Railway Blueprint Programme money will be used to fund in full the costs incurred on the 3 strands of the Gorebridge Connected project; (f) the withdrawal of Leader (£199,981) and Railway Heritage Trust (£135,000) funding; (g) £0.125 million of prudential borrowing currently allocated to the project is no longer required; 		

<p>(h) Council officers will explore whether remaining Scottish Government Blueprint funding (£513,000) can be used for other projects in Gorebridge and;</p> <p>(i) that there are £0.150 million of Developer Contributions that have not been applied to the Gorebridge Connected project and can be used to support future projects in Gorebridge and agreed discussion regarding what the funding could be used for would include the 3 Midlothian South Ward Councillors</p>
Action
Director, Education, Communities and Economy

Report No.	Report Title	Presented by:
8.9	Strategic Development Plan for Edinburgh and South East Scotland (SESplan): Ratification of 2020/21 Operating Budget	Director, Education, Communities and Economy
Outline of report and summary of discussion		
The Council heard from the Director, Education, Communities and Economy who spoke to the terms of the report which presented the Minute of the SESplan Joint Committee meeting of 25 November 2019 and sought ratification for the SESplan operating budget for 2020/21.		
Decision		
<p>The Council:-</p> <p>(a) noted the Minute of the SESplan Joint Committee of 25 November 2019;</p> <p>(b) noted the updated forecast expenditure of £18,064 against the approved SESplan operating budget for 2019/20 and;</p> <p>(c) ratified the 2020/21 SESplan operating budget of £84,000 (funded from SESplan reserves – with a nil contribution from member authorities)</p>		
Action		
Director, Education, Communities and Economy		

Report No.	Report Title	Presented by:
8.10	Edinburgh and South East Scotland City Region Deal: Regional Growth Framework Elected Members Oversight Committee	Chief Executive
Outline of report and summary of discussion		
The Council heard from the Chief Executive who spoke to the terms of a report which sought the appointment of 2 Members to sit on the Edinburgh and South East Scotland City Region Deal Regional Growth Framework Elected Members' Oversight Committee.		
Decision		
<p>The Council agreed to:</p> <p>(a) appoint the Council's 2 current representatives on the Regional Planning Partnership (SESplan) Joint Committee and the Regional Transport Partnership (SEStran) Board, namely, Councillors Imrie and Smail, to represent Midlothian Council on the Regional Growth Framework Elected Members Oversight Committee and;</p> <p>(b) require regular update reports on the progress of the preparation of the Regional Growth Framework as well as progress on the City Region Deal.</p>		
Action		
Chief Executive; Executive Director Place		

Sederunt: Councillors Hardie and Lay-Douglas re-entered the meeting at 12.10 pm just prior to the following item

Report No.	Report Title	Presented by:
8.11	Glyphosate Weed Killer and the alternatives	
Outline of report and summary of discussion		
As noted above, the report was withdrawn		

Report No.	Report Title	Presented by:
8.12	Council House Building Programme – Progress Update February 2020	Executive Director Place
Outline of report and summary of discussion		
<p>The Council heard from the Executive Director Place who spoke to the terms of a report which provided an update on the status of the overall housing programme on approved sites and proposed new sites and other initiatives for target delivery.</p> <p>Councillor Curran welcomed the development at the former Dalkeith High School site and requested that if an opportunity occurred to bring any part of the programme forward, finance dependent, this be done. He further noted some of the vacant lock-up garages mentioned in Section 2.9 of the report may be suitable for use by small businesses starting up. He further noted Stephen Clark, Group Manager, Housing Services was leaving the Council and paid tribute to the assistance he had provided to him and wished him every success in the future.</p> <p>Councillor Johnstone enquired as to whether the building programme addressed current demand for social housing including whether it would clear the waiting list. The Executive Director Place advised it would not clear the waiting list. The Council Leader advised it would still leave a large number seeking accommodation because there was approximately 4500 on the waiting list. He further advised the Council was close to a cap on the ability to increase rents to meet the cost of building houses. He further enquired as to whether some capital money could be spent on making some of the vacant lock-up garages suitable for small business start-ups and suggested a report in this regard be considered by the Business Transformation Steering Group. Mr Anderson confirmed some vacant garages had been used for storage and he was happy to take the suggestion forward.</p> <p>Councillor Johnstone noted that money set-aside for Rent to Mortgage schemes had not been used and wonder whether this could be diverted elsewhere. Mr Anderson advised there had been a reduction in the demand for this and whilst the Council would wish to still have provision for this, he could look at alternative ways to use the resource or some of it. Councillor Hackett asked for a timescale in relation to the Mayfield project. Mr Anderson advised a contract for demolition was out to tender and he would get back to Councillor Hackett in this regard.</p>		
Decision		
<p>The Council noted:-</p> <ul style="list-style-type: none"> (a) the content of the report and progress made on Phases 2 to 4; (b) the new sites proposed to complete Phase 3 and Phase 4; (c) the proposals to acquire houses from private developers and; (d) agreed to a consultation on the proposed changes to rents for temporary accommodation and lock-up garages. 		
Action		
Executive Director Place		

9 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 exempt information as defined in Part I of Schedule 7A to the Local Government (Scotland) Act 1973:-

9.1 Millerhill Low Carbon District Heating Project Preferred Bidder Appointment for Energy Partners – Report by Executive Director Place

9.2 Acquisition of land in Shawfair Town Centre from Network Rail - Report by Executive Director Place

Dr Mary Smith, Director, Education Communities and Economy – The Provost reiterated his thanks on behalf of the Council to the contribution made by Mrs Smith and wished her a happy retirement.

The meeting concluded at 12.30 pm.



Police and Fire and Rescue Board

Date	Time	Venue
18 November 2019	11.05am	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith

Present:

Councillor Curran (Chair)	Councillor McCall
Councillor Muirhead	Councillor Munro
Councillor Smail	

In attendance:

Midlothian Council Verona MacDonald, Democratic Services Team Leader	Alison White, Head of Adult Services
Police Scotland Chief Superintendent John McKenzie	Chief Inspector Arron Clinkscales Chief Inspector Jocelyn O'Connor
Scottish Fire and Rescue Service Stephen Gourlay, Area Commander	Andy Anderson, Group Commander

1. Welcome, Introduction and Apologies

The Chair welcomed all to the meeting. An apology for absence was intimated on behalf of Councillor Parry.

2. Order of Business

The Chair advised the order of business was as per the agenda circulated.

3. Declarations of interest

No declarations of interest were intimated.

4. Minute of Previous Meeting

The Minute of Meeting of 26 August 2019 was unanimously approved and the Chair was authorised to sign it as a correct record.

5. Public Reports

Agenda No.	Report Title	Presented by:
5.1.1	Fire and Rescue Service – Scrutiny Report Quarter 2 2019 - 2020	Scottish Fire and Rescue Service
Outline of report and summary of discussion		
<p>Stephen Gourlay by way of an update advised of a few matters worthy of noting:-</p> <p>(i) job titles changed from Area Manager to Area Commander and Group Manager to Group Commander. He introduced Lynn Bruce recently appointed to provide assistance to the team;</p> <p>(ii) negotiations regarding pay and conditions – he hoped this would be settled soon;</p> <p>(iii) Bonfire period – the work undertaken by the Fire Service and partner agencies in the run up to bonfire night had been worthwhile and there were no reported attacks on firefighters across the East of Scotland;</p> <p>(iv) Dalkeith Fire Station – remedial work undertaken has brought the building back to relatively normal service. Future options remain to be considered but will be reported back through the Board at that time.</p> <p>Mr Gourlay also introduced Andy Anderson the new Group Commander, who was welcomed by the Chair.</p> <p>Mr Anderson then provided a summary of the Quarter 2 report. He noted the overall performance ratings therein were for the last 5 years. He noted the reduction in comparison to Quarter 1 in accidental dwelling fires but the figure had increased by 5 from the same quarter last year. He explained the majority of these fires related to single occupancy households with the main cause being cooking. He advised the Service would focus on the cause in their prevention strategies. He further noted only 9 of the properties had smoke detectors with only 4 working. With regard to fire safety visits he noted 224 had been carried out so far during the current reporting year. Referring to deliberate fires he advised the figure was slightly less than the previous year with 82% being secondary fires in the open and therefore affecting premises with an insurance valuation. He noted the Service had attended 11 road traffic collisions, an increase of one and</p>		

that Midlothian was above the Scottish and East of Scotland average. Finally, he noted the increase in referrals via external partners engaging with the public.

Questions were then put by Members. The Chair having noted that of the 9 houses with smoke detectors fitted only 4 were working asked for the reason. Mr Gourlay advised the Service did not record this but assured the Board officers prior to leaving premises would ensure detectors were fitted and working and would also provide advice to the occupants with regard to maintenance.

Councillor Muirhead enquired about responses from householders regarding fire safety visits carried out in the vicinity of premises affected by fire. Mr Gourlay advised the Service was pro-active insofar as ensuring properties in the vicinity of properties affected by fire are visited by officers with a view to checking whether they have fire safety measures in place. He commented that householders in the vicinity of these properties are more likely to be responsive to advice given by officers. Councillor Smaill commented that the figure for road traffic incidents did appear to be quite high and asked if the A68 was a factor. Mr Gourlay advised the A68 will have a number of casualties but generally the Service was called to high speed incidents where there was a requirement to cut people out of vehicles. He suggested this point was perhaps better answered by the Police. Councillor Smaill then enquired whether the Fire Service had been consulted by the Council regarding the refurbishment works being carried out at Jarnac Court, Dalkeith or provided advice in relation to the building being unoccupied. Mr Gourlay advised he was unaware of this but the Service would be happy to provide advice.

Decision

The Board noted the content of the report

Report No.	Report Title	Presented by:
5.2.3	Police Scotland Midlothian Area Command Quarter 2 report 2019 - 2020	Police Scotland
Outline of report and summary of discussion		
<p>Chief Superintendent McKenzie addressed the Board. He referred to matters of significant change expected over the next couple of months namely (a) the introduction of the contact assessment model anticipated by March 2020 which formed part of a separate presentation to the Board later in the meeting; (b) roll out of mobile devices to officers by February 2020. This will result in officers being able to check anything currently done at a station whilst out in the community. He advised Police visibility in the community should increase as a result of officers not requiring to go back to stations; (c) Brexit – the Force Reserve would continue and he will report back to the next meeting; (d) People trafficking – the incident in Essex had raised the profile with an increase across the Lothians of potential people trafficking which included young Vietnamese people coming forward seeking assistance and (e) Bonfires – similar to the Fire and Rescue Service, work undertaken prior to bonfire night had been worthwhile and the Police welcomed the introduction of legislation to control the sale of fireworks which they consider will make a significant contribution in future years. He then handed over to Chief Inspector Clinkscales who went through the terms of the quarter 2 report.</p> <p>Chief Inspector Clinkscales advised there continued to be high demand on the Service in the areas of mental health and missing people. Regarding missing people he note an increase from the previous year. He provided information relating to work undertaken by the Police to bring the figure down. He stated that without the work of the Community Action Team the figures in the quarter report would be much different. He summarised the number of incidents attended by the Team under the 6 key performance indicators.</p>		

Councillor Muirhead with regard to the 94% compliance with curfew conditions checked by the Community Action Team, suggested it may be worthwhile checking the compliance figure when the Team was formed. Chief Superintendent McKenzie confirmed he would have a look at this.

Councillor Smaill enquired whether the removal of the Community Justice teams in the Council had had an adverse effect on Police resources. Chief Inspector Clinkscales advised the Community Action Teams had experienced an increase in neighbour disputes which they had dealt with because there was nobody else in place to do this.

Decision

The Board noted the content of the report.

Agenda No.	Report Title	Presented by:
5.2.1	Letter from Scottish Police Authority dated 26 September 2019 – Strategic Police Plan Refresh	Alison White
Outline of report and summary of discussion		
<p>The Head of Adult Services drew attention to the terms of the letter of 26 September 2019 from the Scottish Police Authority advising of the Scottish Government's consultation, open to 4 October 2019, regarding a proposed revision to the Strategic Policing Priorities. She advised that in consultation with the Chair of the Board, she had submitted a response to the Scottish Government prior to the closing date. She further advised that the Scottish Police Authority, in their aforementioned letter, was seeking views on the key strategic challenges and opportunities for the improvement of policing in Scotland which should be considered as part of the revision of the Strategic Police Plan. She advised comments required to be submitted by 22 November. She further advised she had drafted a response and would include comments individual Board Members had therein. She asked that Members who wished to contribute to the consultation forward their comments to her.</p>		
<p>The Board noted:-</p> <ul style="list-style-type: none"> (a) a response had been sent by the Head of Adult Services to the Scottish Government; (b) a draft response has been prepared by the Head of Adult Services to the Scottish Police Authority's consultation and; (c) any Board Member who wished to contribute to the consultation, should forward their comments to the Head of Adult Services for inclusion in the response she will send on behalf of the Board 		

Agenda No.	Report Title	Presented by:
5.2.2	Presentation – new Contact Assessment Model	Chief Inspector J. O'Connor
Outline of report and summary of discussion		
<p>Chief Inspector Jocelyn O'Connor spoke to the terms of a presentation detailing changes being implemented in relation to the contact assessment model which covered all contact from the public for assistance from the Police. She explained the new model is designed to ensure each call receives a more focused approach instead of a standardised response. She noted the new model was due to be rolled out across the Lothians by the end of March 2020.</p>		

Thereafter, Chief Inspector O'Connor responded to questions from Board Members.
The Board noted the changes being implemented with the introduction of the new Contact Assessment Model

The meeting terminated at 12.50 pm.

Minute of Meeting



General Purposes Committee

Date	Time	Venue
19 November 2019	10.00 am	Council Chamber, Midlothian House, Buccleuch Street, Dalkeith

Present:

Councillor Smaill (Chair)	Councillor Alexander
Councillor Baird (up to Item 6.1)	Councillor Curran
Councillor Hackett	Councillor Hardie
Councillor Imrie	Councillor Johnstone
Councillor Lay-Douglas	Councillor McCall
Councillor Muirhead	Councillor Munro
Councillor Russell	

In attendance:

Alan Turpie, Legal Services Manager	Verona MacDonald, Democratic Services Team Leader
Inspector J. Morrison, Police Scotland	Sergeant John Fortune, Police Scotland
Andy King, Senior Enforcement Officer, Midlothian Council	Alan Heatley, Roads Services, Midlothian Council (for Item 6.4 only)
Edel Ryan, Environmental Health Manager, Midlothian Council (for Item 5.2 only)	

1. Apologies

Apologies for absence were received for Councillors Cassidy, Milligan, Parry, Wallace and Winchester.

2. Order of Business

The order of business was as set out on the Agenda. It was noted that the Chair had accepted a late report for consideration under Item 5 and that this was due to the urgency to consider a proposed change to a procedure affecting over 150 applications for landlord registration.

The Chair advised the Legal Services Manager also wished to raise an additional matter relating to a consultation process and this would also be done at Item 5.

3. Declarations of interest

Councillor Curran indicated he would be declaring an interest in the applications on the agenda relating to private hire and taxis on the basis of his business interests in the taxi trade. Councillor McCall advised she would be declaring an interest in the additional item relating to landlord registration because she is a landlord of one property.

4. Minute of Previous Meeting

Following consideration, the full Minute of the Meeting held on 8 October 2019 was unanimously approved and the Chair was authorised to sign as a correct record of the meeting.

5. Public Reports

Sederunt: Prior to the following matter, Councillor Curran, having previously intimated a declaration of interest, left the meeting

Proposed Public Consultation – Setting of a limit on the number of Private Hire Licences and Review of Taxi Fares

The Legal Services Manager advised that at a recent meeting with members of the private hire trade discussion had taken place with regard to the setting of a limit on the number of private hire licences granted. He further noted the requirement in terms of the legislation for a review of taxi fares. He sought guidance from the Committee as to whether they would wish him to provide a report noting the need for a public consultation or whether they were content that the public consultation proceed with a report thereafter.

Following a brief discussion, it was unanimously agreed that the Legal Services Manager proceed with arrangements for the public consultation and report back to the January 2020 meeting on the findings.

5.1 Private Hire Cars – Passenger Capacity – Continued from previous meeting for attendance of the Taxi Examiner

The Chair reminded Members of the decision at the last meeting to invite the Taxi Examiner to attend the meeting with regard to how passenger capacity numbers for private hire vehicles is calculated with particular reference to vehicles which have fold away seats in the rear luggage space. He noted Mr Robert Grieve of the Taxi Examination Centre was present and invited him to address the meeting. Mr Grieve advised he had been a senior examiner for over 5 years. It had become apparent vehicles with fold away seats only suitable for children or very small people had previously been licensed to include the use of these seats in the overall capacity set for the vehicle. He explained each vehicle presented for inspection is checked and this includes the type and size of the seats. The majority of fold away seats fitted in vehicles are small and close to the floor and designed for families with small children. He explained that adults have difficulties getting in and out of fold away seats and when the seats are used the vehicle would then breach the terms of the Council's standard conditions which include the need for luggage space. He stated that had not failed a vehicle which had been previously passed and had not reduced the passenger capacity in these vehicles. He had however provided advice to the operators of the vehicles that, when they changed the vehicle, they should be aware that any new vehicle presented for examination would not meet the terms of the standard conditions. He confirmed the same rule is in force in respect of vehicles licensed by City of Edinburgh and West Lothian Councils. Councillor Imrie enquired what would happen if an operator used the fold away seats to accommodate passengers. Mr Grieve advised that the operator would be in breach of the terms of the licence which specifies the maximum number of passengers which can be accommodate in the vehicle. Councillor Hackett enquired whether the change to the assessment for passenger capacity is notified to operators. Mr Grieve advised that operators do check with the Taxi Examination Centre prior to purchasing new vehicles and are told which vehicles are suitable. Councillor Johnstone asked whether there was a published criteria for anyone thinking about coming into the private hire trade which stipulated things such as seat size and leg room. Mr Grieve advised that neither formed part of the Council's standard conditions but that there was a requirement to have space for luggage and if this was not available this was a breach of the licence. Councillor Muirhead advised that the decision to change the passenger capacity criteria did not come through the Committee but it has been viewed as a policy change and there should be criteria available for potential holders of these licences. Mr Grieve agreed that there was a need for an urgent review of the conditions and that they needed to be more specific. Councillor Hackett asked how different Midlothian's conditions were to the other 2 Councils who used the Taxi Examination Centre. Mr Grieve confirmed that the 3 Councils had very different standard conditions. Councillor Muirhead suggested that the way forward was to enter into dialogue with the other 2 Councils with a view to having one set of conditions relating to the 3 Councils. The Chair suggested that a comparison exercise be undertaken to see if the conditions could become more standard across the 3 Councils. Mr Turpie agreed to take the matter forward as part of the overall review of the standard conditions. Mr Grieve then asked for clarification as to what he should do in the interim relating to assessing passenger capacity. The Committee unanimously agreed that it was a matter for the Examination Centre to determine the suitability of vehicles including passenger capacity.

Sederunt: Prior to the following item, Councillor McCall, having previously declared an interest left the meeting. Councillor Curran re-entered the meeting

5.2 Landlord Registration – Report by Director, Education, Communities and Economy

The Chair referred to the report circulated separately from the agenda with regard to a change in the procedure for landlord registration applications including renewal applications.

Edel Ryan, Environmental Health Manager spoke to the terms of the report and advised that the current arrangements had been in place since approved by the Committee on 1 April 2014. However, following changes within the Council including the deletion of the Community Safety Team, a new mechanism to determine landlord registration applications required to be adopted. She explained that the Private Rented Housing (Scotland) Act 2011 had amended the original legislation – Antisocial Behaviour etc (Scotland) Act 2004, whereby local authorities could only exercise the right to require a criminal record certificate to be provided by the applicant if there is “reasonable grounds to suspect that the information provided within an application for entry in the Register is or has become inaccurate”. She further noted that the Scottish Government guidance states that in the absence of negative information or legitimate concerns about an applicant, an application should be approved without further scrutiny and that this was in the spirit of the legislation which provided for a means to identify and deal with the worst landlords but not to place every landlord under an initial presumption of unfitness. It was therefore proposed that the fit and proper person checks will be undertaken by the Environmental Health and Trading Standards teams and where any concerns are raised about an applicant, these cases only will be referred to Police Scotland for consideration. She further confirmed that in response to an amendment in the statutory guidance a new range of detailed checks will be introduced for 10% of applications in relation to “prescribed information”. This check will enable further scrutiny of the applicant’s compliance with general aspects of the legislation. A further report in this regard will be submitted to a future meeting of the Committee.

Questions were then put by Councillors Imrie and Johnstone and answered by Mrs Ryan.

Thereafter, the Committee unanimously agreed the new procedure of internal checks in relation to all new and renewal applications by Environmental Health and Trading Standards, with referral to Police Scotland where information may raise concern about a new applicant or an existing landlord.

Exclusion of Members of the Public

In view of the nature of the business to be transacted, the Committee agreed that the public be excluded from the meeting during discussion of the undernoted item, as contained in the Addendum hereto, as there might be disclosed exempt information as defined in paragraphs 3, 6 and 14 of Part I of Schedule 7A to the Local Government (Scotland) Act 1973:-

- 6.1 Application for a Second Hand Car Dealer’s Licence – M. Ali
- 6.2 Application for a Private Hire Car Driver’s Licence – E. Harvie
- 6.3 Application for a Second Hand Dealer’s Licence – B. McCallum
- 6.4 Application for a Street Trader’s Licence – S. McKenzie

The meeting terminated at 11.35 am

Minute of Meeting



Local Review Body

Date	Time	Venue
Monday 2 December 2019	1.00pm	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith

Present:

Councillor Imrie (Chair)	Councillor Alexander
Councillor Cassidy	Councillor Muirhead

In Attendance:

Peter Arnsdorf, Planning Manager	Mike Broadway, Democratic Services Officer

1 Apologies

Apologies for absence were received from Councillors Baird, Curran, Lay-Douglas, Milligan, Munro and Smaill.

2 Order of Business

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

3 Declarations of interest

No declarations of interest were received.

4 Minutes of Previous Meetings

The Minutes of Meeting of 22 October 2019 was submitted and approved as a correct record.

5 Reports

Agenda No	Report Title	Presented by:
5.1	Decision Notice – 16 Lady Brae, Gorebridge (18/00759/S42).	Peter Arnsdorf
Executive Summary of Report		
With reference to paragraph 5.2 of the Minutes of 22 October 2019, there was submitted a copy of the Local Review Body decision notice upholding a review request from Mark Skinner, City Access Scaffolding Ltd, 16 Lady Brae, Gorebridge seeking, a review of the decision of the Planning Authority to refuse planning permission (19/00247/DPP, refused on 31 May 2019) the erection of a temporary building at that address and granting planning permission subject to conditions.		
Decision		
To note the LRB decision notice.		

Eligibility to Participate in Debate
In considering the following items of business, all the LRB Members present had attended the site visits and so participated in the review process.

Agenda No	Report Title	Presented by:
5.2	Notice of Review Request Considered for the First Time – 19 George Drive, Loanhead (19/00563/DPP).	Peter Arnsdorf

Executive Summary of Report

There was submitted report dated 21 November 2019 by the Director, Education, Communities and Economy, regarding an application from David Paton Building Consultancy, 13 High Street, Loanhead seeking, on behalf of their client Mr T Dick, a review of the decision of the Planning Authority to grant planning permission (19/00563/DPP, granted on 21 August 2019) subject to condition for the extension to dwellinghouse at 19 George Drive, Loanhead, requesting removal of the condition.

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

The Local Review Body had made an unaccompanied visit to the site on Monday 2 December 2019.

Summary of Discussion

Having heard from the Planning Advisor, the LRB then gave careful consideration to the merits of the case based on all the written information provided. In discussing the reasons for the condition, the LRB acknowledged that this was in accordance with the normal practice to require use of matching materials on extensions. In this particular instance however, the LRB where of the view that given the particular circumstances, the scale and location of the proposed extension meant that it was, on balance unlikely to have a significantly detrimental impact on the amenity of the neighbouring properties if the condition requiring the use of matching materials was removed.

Decision

After further discussion, the LRB agreed to uphold the review request, and grant planning permission for the following reason:

The proposed roof design on the extension, by nature of its size, the proposed materials and its partial screening by the boundary hedge, does not undermine the amenity of the local area, nor is it detrimental to the character of the existing building and as such the condition on the original decision requiring the form and materials of the roof to match the existing extension is not required. The proposed development accords with the Midlothian Local Development Plan 2017.

Action

Planning Manager

Agenda No	Report Title	Presented by:
5.3	Notice of Review Request Considered for the First Time – 26 Bellerophon Drive, Penicuik (19/00211/DPP).	Peter Arnsdorf

Executive Summary of Report

There was submitted report, dated 21 November 2019 by the Director, Education, Communities and Economy, regarding an application from Kevin Smith Architectural Technologist, 10 Halfway Avenue, Luton seeking on behalf of their client Mr H Rodgers, a review of the decision of the Planning Authority to refuse planning permission (19/00211/DPP, refused on 10 July 2019) for the installation of replacement windows (retrospective) at 26 Bellerophon Drive, Penicuik.

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

The Local Review Body had made an unaccompanied visit to the site on Monday 2 December 2019.

Summary of Discussion

Having heard from the Planning Advisor, the LRB then gave careful consideration to the merits of the case based on all the written information provided. In discussing the proposed development and the reasons for its refusal, the LRB considered the potential impact that permitting the use of UPVC in a Conservation Area would have in Policy terms and in terms of setting a precedent. It being noted that in terms of consistency a similar case in close proximity to the current application site and within the same conservation area had recently been refused planning permission. The general feeling was that if the use of UPVC was to be permitted in conservation areas then it should be as a result of a review of the current policy. With regards the current application, the retrospective nature of the application was remarked upon as was the fact that previous planning permission has expressly prohibited the use of UPVC.

After further discussion, Councillor Muirhead, seconded by Councillor Imrie, moved to dismiss the review request, and uphold the decision to refuse planning permission for the reasons detailed in the case officer's report.

As an amendment, Councillor Cassidy, seconded by Councillor Alexander, moved to uphold the review request, and grant planning permission.

On a vote being taken, two Members voted for the motion and two for the amendment. There being an equality of votes, the Chair in terms of Standing Order 11.2(iv) exercised his casting vote in favour of the motion, which accordingly became the decision of the meeting.

Decision

The LRB agreed to dismiss the review request, and uphold the decision to refuse planning permission for the following reasons:

1. *The introduction of uPVC framed windows fails to preserve or enhance the character or appearance of the conservation area or the application dwelling, resulting in a significant adverse impact on the character and appearance of the conservation area, which is contrary to policies ENV19 and DEV2 of the adopted Midlothian Local Development Plan and Historic Environment Scotland policy and guidance.*

2. *Approval of the proposed scheme would be contrary to a recent Local Review Body decision on a similar case in close proximity to the application site and within the same conservation area. There are no overriding material considerations to outweigh the recent decision of the Local Review Body.*

Action
Planning Manager

The meeting terminated at 1.20 pm.

Minute of Meeting



Performance, Review and Scrutiny Committee

Date	Time	Venue
10 December 2019	11.00am	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith

Present:

Councillor Johnstone	Chair
Councillor Alexander	
Councillor Cassidy	
Councillor Munro	
Councillor Wallace	

Also in Attendance:

Grace Vickers	Chief Executive
Kevin Anderson	Executive Director: Place
Mary Smith	Director Education, Communities and Economy
Morag Barrow	Joint Director, Health and Social Care
Joan Tranent	Chief Officer, Children's Services, Partnerships and Communities
Simon Bain	Housing Services Manager
Janet Ritchie	Democratic Services Officer

1 Apologies

Apologies were received from Councillor Hardie, Councillor Lay-Douglas, Councillor McCall, Councillor Smaill and Councillor Winchester.

2 Order of Business

The Order of Business was as set out in the Agenda.

3 Declarations of Interest

No declarations of interest were intimated.

4 Minutes of Previous Meetings

The minute of the meeting of 17 September 2019 was submitted and approved as a correct record.

Councillor Johnstone highlighted that at the last meeting she had requested for additional information on the number of educational need 'Good to be 2' children getting early learning and also an update on Saltersgate playground works. Mary Smith confirmed that the 'Good to be 2' information was included within the Education report, however she would provide this information to Councillor Johnstone.

5 Public Reports

Agenda No	Title	Presented by:
5.1	Adult and Social Care Q2 Performance Report	Joint Director Health and Social Care
Outline and summary of item		
The Q2 Performance Report 2019/20 for Adult Social Care provided a summary of the progress in the delivery of strategic outcomes and a summary of the Challenges and Risks.		
The Joint Director in presenting this report highlighted the positive progress of some of the key outcomes and the main challenges for this service following which various Members of the Committee commented on this being a good report and in particular Improving the Cancer Journey Programme.		
Decision		
The Performance Review and Scrutiny Committee in noting the content of the report congratulated the Service on this report.		

Agenda No	Title	Presented by:
5.2	Children's Services Q2 Performance Report	Chief Officer, Children's Services, Partnerships and Communities
Outline and summary of item		
<p>The Q2 Performance Report 2019/20 for Children's Services provided a summary of the progress in the delivery of strategic outcomes and a summary of the Challenges and Risks.</p> <p>The Chief Officer in presenting this report highlighted some of the key outcomes contained within the report and some of the main challenges.</p>		
Decision		
<p>The Performance Review and Scrutiny Committee on noting the content of the report, praised the staff on the high standard of work.</p>		

Agenda No	Title	Presented by:
5.3	Commercial Operations Q2 Performance Report	Executive Director: Place
Outline and summary of item		
<p>The Q2 Performance Report 2019/20 for Commercial Operations provided a summary of the progress in the delivery of strategic outcomes and a summary of the Challenges and Risks.</p> <p>The Executive Director in presenting this report highlighted some of the key outcomes contained within the report and some of the main challenges for this service.</p> <p>Thereafter he responded to questions and comments raised by Members of the Committee and confirmed that he would provide feedback to the relevant Councillors regarding issues raised around the support provided to gardening groups and also the problems with pot holes and the gully in Roslin Glen.</p>		
Decision		
<p>The Performance Review and Scrutiny Committee noted the content of the report and that feedback would be provided on the issues raised.</p>		
Action		
<p>Executive Director: Place</p>		

Agenda No	Title	Presented by:
5.4	Communities and Economy Q2 Performance Report	Director Education, Communities and Economy
Outline and summary of item		
<p>The Q2 Performance Report 2019/20 for Communities and Economy provided a summary of the progress in the delivery of strategic outcomes and a summary of the Challenges and Risks.</p> <p>The Director in presenting the report highlighted some of the key outcomes contained within the report and the main challenges for these services in particular the vacancies within Planning and Building Control.</p> <p>Thereafter she responded to questions and comments raised by Members of the Committee which included Landlord registrations and the Council's role in this as well as the process for allocating funds from the Town Centre Capital Fund and the clear criteria which had to be followed when allocating this money. The Director advised that she was happy to have further discussion with Councillors on this matter if required.</p>		
Decision		
The Performance Review and Scrutiny Committee noted the content of the report.		

Agenda No	Title	Presented by:
5.5	Customer and Housing Services Q2 Performance Report	The Housing Services Manager
Outline and summary of item		
<p>The Q2 Performance Report 2019/20 for Customer and Housing Services provided a summary of the progress in the delivery of strategic outcomes and a summary of the Challenges and Risks.</p> <p>The Housing Services Manager in presenting this report highlighted some of the main outcomes as detailed in the report in particular he mentioned that detailed proposals had been developed in respect of the Council Allocation Policy and that this had been discussed at a Seminar on 26 November 2019, he also highlighted some of the main challenges for this service.</p> <p>Thereafter he responded to Members questions and comments which included the turnaround of properties and the issues faced when tenants do not maintain their properties and gardens and the impact this has for future tenants.</p>		
Decision		
The Performance Review and Scrutiny Committee noted the content of the report.		
Action		
The Housing Services Manager		

Agenda No	Title	Presented by:
5.6	Education Q2 Performance Report	Chief Officer, Children's Services, Partnerships and Communities
Outline and summary of item		
<p>The Q2 Performance Report 2019/20 for Education provided a summary of the progress in the delivery of strategic outcomes and a summary of the Challenges and Risks.</p> <p>The Chief Officer in presenting this report highlighted some of the key outcomes contained within the report and the main challenges for this service.</p>		
Decision		
The Performance Review and Scrutiny Committee in noting the content of the report, congratulated staff on the work with young people.		

Agenda No	Title	Presented by:
5.7	Finance and Integrated Service Support Q2 Performance Report	Executive Director: Place
Outline and summary of item		
<p>The Q2 Performance Report 2019/20 for Finance and Integrated Service Support provided a summary of the progress in the delivery of strategic outcomes and a summary of the Challenges and Risks.</p> <p>The Executive Director in presenting this report highlighted some of the key outcomes contained within the report and main challenges for this service.</p>		
Decision		
The Performance Review and Scrutiny Committee noted the content of the report.		

Agenda No	Title	Presented by:
5.8	Property and Facilities Management Q2 Performance Report	Executive Director: Place
Outline and summary of item		
<p>The Q2 Performance Report 2019/20 for Property and Facilities Management provided a summary of the progress in the delivery of strategic outcomes and a summary of the Challenges and Risks.</p> <p>The Executive Director in presenting this report highlighted some of the key successes achieved and some of the main challenges for these services.</p>		
Decision		
The Performance Review and Scrutiny Committee noted the content of the report.		

Agenda No	Title	Presented by:
5.9	Midlothian Council Q2 Performance Report	Chief Executive
Outline and summary of item		
<p>The Quarter 2 Performance Report 2019/20 for Midlothian Council details the delivery of Midlothian Council's priorities through the Community Planning Partnership and the Single Midlothian Plan. The Council Change and Transformation programme and individual Service Plans outline how Midlothian Council will deliver its contribution to the Single Midlothian Plan.</p> <p>The report highlighted the top three priorities for 2019-22:</p> <ul style="list-style-type: none"> • Reducing inequalities in learning outcomes • Reducing inequalities in health outcomes • Reducing inequalities in economic circumstances <p>The Chief Executive in presenting this report highlighted the 9 Key Drivers for reshaping our services and the Medium Term Financial Strategy 4 themes which emerged from the public consultation exercise.</p> <ul style="list-style-type: none"> • One Council – Working with You, For You • Preventative and Sustainable • Efficient and Modern • Innovative and Ambitious <p>The Chief Executive also provided update on the new Senior Leadership Review and an example of the sharing of excellent practice across the Council in the Customer Service Excellence Standard. After outlining the main sections of the report the Chief Executive thanked Alasdair Mathers and his team for organising a productive Community Planning Partnership Development Day in November.</p>		
Decision		
The Performance Review and Scrutiny Committee noted the content of the report.		

Agenda No	Title	Presented by:
5.10	Balanced Scorecard Indicators Half Year Report 2019/20	Chief Executive
Outline and summary of item		
<p>The report was presented using the Balanced Scorecard approach. The four Balanced Scorecard perspectives and key areas of focus were detailed within the report along with the associated key indicators drawn from across the Councils services.</p>		

In presenting the report The Chief Executive highlighted the main sections of the report and provided a brief update on the performance indicators which were off target.

Decision

The Performance Review and Scrutiny Committee noted the content of the report.

Agenda No	Report Title	Presented by:
5.14	Midlothian Council Statutory Report to Scottish Ministers on Public Bodies Climate Change Duties 2018/19	Director, Education, Communities and Economy
Outline of report and summary of discussion		
<p>The purpose of the report was to inform Cabinet and Performance Review and Scrutiny Committee of the Council's statement of compliance with Climate Change Duties for 2018/19, a copy of which was available in the CMIS Member's Library and to recommend its submission to Scottish Government by the due date of 29 November 2019.</p> <p>The Director, Education, Communities and Economy presented this report to the Committee highlighting the main sections contained within the report and the recommendations as outlined in section 5 of the report.</p>		
Decision		
<p>The Performance Review and Scrutiny Committee noted:</p> <ul style="list-style-type: none">(a) That the proposed report was the Council's Report on Compliance with the Public Bodies Climate Change Duties for 2018/19;(b) That the submission was returned to Scottish Ministers by 29 November 2019.		

6 Private Reports

No private reports were submitted for discussion.

7 Date of Next Meeting

The next meeting will be held on Tuesday 4 February 2019 at 11 am.

The meeting terminated at 12.07 pm

Minute of Meeting



Planning Committee

Date	Time	Venue
14 January 2020	1.00 pm	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith

Present:

Councillor Imrie (Chair)	Councillor Alexander
Councillor Cassidy	Councillor Curran
Councillor Hackett	Councillor Hardie
Councillor Lay-Douglas	Councillor McCall
Councillor Milligan	Councillor Munro
Councillor Smail	Councillor Winchester

In Attendance:

Mary Smith	Director, Education, Communities and Economy
Peter Arnsdorf	Planning Manager
Alan Turpie	Legal Services Manager
Janet Ritchie	Democratic Services Officer

1. Apologies

Apologies for absence were intimated on behalf of Councillors Johnstone, Muirhead and Russell.

2. Order of Business

The order of business was as outlined in the agenda.

3. Declarations of interest

No declarations of interest were intimated at this stage of the proceedings.

4. Minutes of Previous Meetings

The Minute of Meeting of 19 November 2019 was submitted and approved as a correct record.

5. Reports

Agenda No	Report Title	Presented by:
5.1	Major Developments: Applications Currently Being Assessed and Other Developments at Pre-Application Stage	Peter Arnsdorf
Outline of report and summary of discussion		
There was submitted a report dated 7 January 2020 by the Director, Education, Communities and Economy updating the Committee with regard to 'major' planning applications, formal pre-application consultations by prospective applicants, and the expected programme of applications due for reporting to the Committee.		
The current position with regard to 'major' planning applications and formal pre-application consultations by prospective applicants were outlined in Appendices A and B attached to the report.		
Decision		
The Committee noted the major planning application proposals which were likely to be considered by the Committee in 2020 and the updates for each of the applications.		
Action		
Planning Manager		

Agenda No	Report Title	Presented by:
5.2	Appeals and Local Review Body Decisions	Peter Arnsdorf

Outline of report and summary of discussion
There was submitted a report dated 7 January 2020 by the Director, Education, Communities and Economy informing the Committee of two notices of review determined by the Local Review Body (LRB) at its meeting in December 2019 and advising that there were no Scottish Government appeal decisions to report to the Committee.
Decision
The Committee noted the decisions made by the Local Review Body at its meeting in December 2019.
Action
Planning Manager

Agenda No	Report Title	Presented by:
5.3	Application For Planning Permission 19/00763/DPP, for the erection of a Primary School and Nursery; Formation of a multi use games area (MUGA), Car Parking and associated works on part of the former Newbattle High School site, Easthouses Road, Easthouses	Peter Arnsdorf
Outline of report and summary of discussion		
<p>There was submitted report, dated 7 January 2020, by the Director, Education Communities and Economy concerning the above application.</p> <p>The Planning Manager provided a brief outline of the proposed development and thereafter responded to questions and comments raised by the Committee with regards to car parking in the area including road safety, issues of flooding and developer's contributions to improve the access to Easthouses Park. The Planning Manager confirmed that several of the issues raised by Members were covered within the conditions of the planning application but he would review any points which were not and take any necessary action.</p>		
Decision		
<p>The Committee agreed to grant planning permission for the following reason:</p> <p><i>The site is located within the settlement boundary of Easthouses and on a site with an established educational and community use and as such there is presumption in favour of an appropriate educational use development. The proposed detailed scheme of development in terms of its layout, form, design and landscape framework is acceptable and as such accords with development plan policies. The presumption for development is not outweighed by any other material considerations.</i></p> <p>Subject to the conditions as detailed within the report.</p>		
Action		
Planning Manager		

6. Private Reports

No private business was discussed.

7. Date of Next Meeting

The next meeting will be held on Tuesday 25 February 2020.

The meeting terminated at 1. 08 pm

Minute of Meeting



Cabinet

Date	Time	Venue
21 January 2020	11.00 am	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith

Present:

Councillor Milligan - Convener	
Councillor Muirhead – Depute Convener	
Councillor Curran	
Councillor Imrie	
Councillor Hackett	

Religious Representatives:

Mrs Elizabeth Morton	
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1 Apologies

Apologies had been received for Vic Bourne.

2 Order of Business

The Clerk advised of an Additional Report entitled "Draft Orders and Environmental Statement - A720 Sheriffhall Roundabout - Report by Executive Director: Place" which the Convener had ruled as urgent due to the need to make an early decision, which was considered as Item No 5.2.

3 Declarations of interest

No declarations of interest were received.

4 Minutes of Previous Meetings

The Minute of the Meeting of the Cabinet held on 26 November 2019 was submitted and approved as a correct record.

5. Reports

Agenda No.	Report Title	Presented by:
5.1	Town Centre Capital Fund 2019/20	Mary Smith
Outline of report and summary of discussion		
<p>The purpose of the report was to provide updated information in relation to Midlothian's allocation of £910k from the Scottish Government's Town Centre Capital Fund (TCCF).</p> <p>In particular, the report sought approval for delegated authority to officers to redistribute funds from the next highest scoring and deliverable project as determined by the panel. This would allow for full commitment of the TCCF's funds, and for Gorebridge Community Cares to be allocated £27k towards a component of their application. In addition, should any further monies become available, officers be granted delegated authority to reallocate to previous applicants, providing they meet the deliverability criteria. This would ensure no monies were returned to the Scottish Government. The Director, Education, Communities and Economy was heard in amplification of the report.</p>		
Decision		
<p>(a) To note the guidelines and timescales of the funding as previously agreed at Council;</p> <p>(b) To approve the redistribution of funds from the next highest scoring and deliverable project as determined by the approval panel. This would allow for full commitment of the TCCF's funds, and for Gorebridge Community Cares to be allocated £27,000 towards a component of their application, namely a training kitchen and boiler.</p> <p>(c) To agree that if further monies become available, officers be granted delegated authority to reallocate to previous applicants, providing they met the deliverability criteria. This would ensure no monies were returned to the Scottish Government.</p>		
Action		
Director, Education, Communities and Economy		

Agenda No.	Report Title	Presented by:
5.2	Draft Orders and Environmental Statement- A720 Sheriffhall Roundabout	Executive Director: Place
Outline of report and summary of discussion		
<p>The purpose of the report was advise that the 'Draft Orders and Environmental Statement' for the proposed A720 Sheriffhall Roundabout Scheme were published on 4 December 2019. A response had been drafted and was contained within an Appendix to the report, which if agreed would be submitted to Transport Scotland by the closing date of the consultation period on 31 January 2020.</p> <p>The Executive Director: Place was heard in amplification of the report after which there was a general discussion on the content of the report.</p>		
Decision		
That the response attached to the report be submitted to Transport Scotland by the deadline for consultation of 31 January 2020.		
Action		
Executive Director: Place		

Exclusion of Members of the Public

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

Agenda No	Report Title	Presented by:
6.1	Objections to Proposed Traffic Order R5.3.37: Double Yellow Line (24 hour) Waiting Restrictions on B7006 Main Street, Roslin	Executive Director: Place
Decision		
<p>(a) To note the objections and representations received in relation to this proposal;</p> <p>(b) To endorse the view of Officers that the proposed measures were necessary for the effective operation of the road network and for road safety, and</p> <p>(c) To otherwise authorise the Making of Traffic Regulation Order R5.3.37.</p>		

The meeting terminated at 11.17am.

Minute of Meeting



Audit Committee

Date	Time	Venue
Tuesday 28 January 2020	11.00 am	Council Chambers, Midlothian House, Dalkeith, EH22 1DN

Present:

Councillor Smaill (Chair)
Councillor Hardie
Councillor Milligan
Councillor Muirhead
Councillor Alexander (Substitute)
Councillor Cassidy (Substitute)
Peter de Vink (Independent Member)

In attendance:

Grace Vickers	Chief Executive
Kevin Anderson	Executive Director Place
Fiona Robertson	Executive Director Children, Young People and Partnerships
Mary Smith	Director of Education, Communities and Economy
Gary Fairley	Chief Officer Corporate Solutions
Alison White	Chief Social Work Officer
Grace Scanlin	Ernst and Young, External Auditors
Jill Stacey	Chief Internal Auditor
Mike Broadway	Democratic Services Officer

1. Welcome and Apologies

- 1.1 Apologies were received from Mike Ramsay (Independent Chair), Councillors Baird and Parry, and Stephen Reid, External Auditor, EY.
- 1.2 In the absence of Mike Ramsay, the Independent Chair, Councillor Smaill took the Chair which had previously been agreed at the Audit Committee at its meeting on 3 December 2019.

2. Order of Business

The order of business was as set on the Agenda.

3. Declarations of interest

No declarations of interest were received.

4. Minutes of Previous Meetings

- 4.1 The minute of 3 December 2019 was submitted and approved as a correct record.
- 4.2 The Action log was submitted and the following agreed:

‘Internal Audit Recommendations’ - To note an update from the Chief Internal Auditor.

5. Public Reports

Report No.	Report Title	Submitted by:
5.1	Treasury Management and Investment Strategy 2020/21 & Prudential Indicators	Chief Officer Corporate Solutions
Outline of report and summary of discussion		
<p>A draft of the Treasury Management and Investment Strategy 2020/21 & Prudential Indicators report was being presented today to Audit Committee.</p> <p>The report was presented in draft and subject to ongoing work as confirmation had not yet been received of the capital grant settlement figure and it was not therefore possible to finalise the budget position at this time. Notwithstanding this, scrutiny of the key areas/principles could still be carried out by Audit Committee and any comments included in the final report to Council. The purpose of the final report would be to seek the agreement of Council to the Treasury Management and Annual Investment Strategies for 2020/21, the Prudential and Treasury indicators contained therein, and the approach to the statutory repayment of loans fund advances.</p> <p>The Chief Officer Corporate Solutions, having highlighted the main sections contained within the report and confirmed to the Committee that this report was written for Council and presented to the Audit Committee for comments, responded to questions raised by Members of the Committee. In particular, the Committee discussed – the potential benefits from lower borrowing rates; how these could possibly be used to the benefit of the Council; the possibility of</p>		

accelerating the capital programme; the processes for the monitoring of capital projects; and how the Council compared to other Councils with regards borrowing
Decision
The Audit Committee, having commented on this draft report, noted that the final report and strategy would be presented to Council for approval on 11 February 2020.
Action
Chief Officer Corporate Solutions

Report No.	Report Title	Submitted by:
5.2	Internal Audit Work to December 2019	Chief Internal Auditor
Outline of report and summary of discussion		
<p>The purpose of this report was to provide members of the Audit Committee with details of the recent work carried out by Internal Audit and the findings and recommended audit actions agreed by Management to improve internal controls and governance arrangements.</p> <p>The Chief Internal Auditor drew Members' attention to the Executive Summary of the final Internal Audit assurance reports issued, including audit objective, findings, good practice and recommendations (where appropriate), and the Chief Internal Auditor's independent and objective opinion on the adequacy of the control environment and governance arrangements within each audit area, which was shown in Appendix 1 to the report.</p> <p>The Committee, in discussing the report, acknowledged the progress being made, in particular, that:-</p> <ul style="list-style-type: none"> • Underfunded legislative changes were being picked up through the BTSG as a standing item. • Limited assurance in respect of void timescales was being addressed through more robust monitoring/processing of the turnaround of properties. 		
Decision		
<p>Thereafter, follow further questions to the Officers, the Audit Committee:</p> <ul style="list-style-type: none"> • Noted the final assurance reports issued in the period from 2 November to 31 December 2019 associated with the delivery of the approved Internal Audit Annual Plan 2019/20; and • Acknowledged the assurance provided on internal controls and governance arrangements in place for the areas covered by this Internal Audit work. 		
Action		
Internal Audit		

Report No.	Report Title	Submitted by:
5.3	Audit Scotland Report: Local Government in Scotland: Financial Overview 2018-19 (Audit Scotland, December 2019)	Chief Officer Corporate Solutions
Outline of report and summary of discussion		
<p>There was a report presented to the Audit Committee by the Chief Officer Corporate Solutions providing the Audit Committee with a summary of the Audit Scotland report, 'Local government in Scotland: Financial Overview 2018/19' and the Council's position in relation to the report's findings and a link to this full report was provided in the report.</p> <p>The Chief Officer Corporate Solutions highlighted the key messages contained within the report. Thereafter he responded to questions and comments raised by Members of the Committee.</p> <p>Members of the Committee raised their concerns with regards to the Scottish Government revenue funding not keeping pace with inflation and the impact this would have on services. The impact of the increase in the value of pension liabilities as a result of the impact of the McCloud case.</p>		
Decision		
The Audit Committee noted the Audit Scotland report and the position of Midlothian Council in relation to the report's key messages		

6. Private Reports

No private business was discussed.

7. Date of Next Meeting

The next meeting will be held on Tuesday 10 March 2020 at 11.00 am.

The meeting terminated at 11.52 pm

Minute of Meeting



Midlothian Integration Joint Board

Date	Time	Venue
Thursday 5 December 2019	2.30pm	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith, EH22 1DN.

Present (voting members):

Cllr Catherine Johnstone (Chair)	Carolyn Hirst (Vice Chair)
Cllr Jim Muirhead	Angus McCann
Cllr Derek Milligan	

Present (non-voting members):

Morag Barrow (Chief Officer)	Claire Flanagan (Chief Finance Officer)
Alison White (Chief Social Work Officer)	Caroline Myles (Chief Nurse)
Wanda Fairgrieve (Staff side representative)	James Hill (Staff side representative)
Keith Chapman (User/Carer)	Pam Russell (User/Carer)

In attendance:

Jill Stacey (Chief Internal Auditor)	Mairi Simpson (Integration Manager)
Jamie Megaw (Strategic Programme Manager)	Martin Bonnar (Substance Misuse Strategy Manager)
Anthea Fraser (Service Manager, Older People East)	Mike Broadway (Clerk)

Apologies:

Cllr Pauline Winchester	Tricia Donald
Alex Joyce	Hamish Reid (GP/Clinical Director)
Fiona Huffer (Head of Dietetics)	Ewan Aitken (Third Sector)

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1. Welcome and introductions

The Chair, Catherine Johnstone, welcomed everyone to this meeting of the Midlothian Integration Joint Board, following which there was a round of introductions.

2. Order of Business

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

It was however, agreed to take agenda items 5.4 – Vision paper for Care at Home; and 5.5 – Finance Update as the first two items of public business in order to allow colleagues who were in attendance to present these items, the opportunity to leave at their conclusion.

Additionally, the Board endorsed the Chair's decision to accept as urgent, due to the Board's interest in the matter, an additional item of business - 5.8 Scirocco Exchange: Self-Assessment of the Health and Social Care Partnership's Maturity in Relation to Integrated Care – which would be dealt with as the final item of public business.

3. Declarations of interest

No declarations of interest were received.

4. Minutes of Previous Meetings

- 4.1 The Minutes of Meeting of the Midlothian Integration Joint Board held on 10 October 2019 were submitted and approved as a correct record.
- 4.2 A Rolling Action Log – December 2019 was submitted.

Thereafter, the Board, having received updates on the various action points detailed therein, agreed:-

- (a) to close off completed actions with the exception of those actions whose expected completion date had not yet passed;
- (b) to note that the 6 monthly update on progress against delivery of the Midlothian IJB Directions 2019-20 was included as part of today's agenda; and
- (c) to note that the quarterly update on progress against delivery of the Transformation Programme would be included as part of the February Board meeting agenda.

(Action: Chief Officer/Chief Finance Officer/Clerk)

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5. Public Reports

Report No.	Report Title	Presented by:
5.4	Vision paper for Care at Home.	Anthea Fraser
Executive Summary of Report		
<p>The purpose of this report was to present for the Board's consideration a Vision paper setting out an approach and strategic plan to deliver person centred locality based care and support to disabled and older people in Midlothian.</p> <p>The report highlighted that In recent years the multiple pressures impacting on Health and Social Care services had been well reported on in national, local and web-based media. These pressures were growing and had been exacerbated through the implementation of economic austerity measures following the Global economic crisis and through a changing, ageing population.</p> <p>Midlothian Health and Social Care Partnership through strategic planning and transformational change programs had been developing and implementing changes to meet this challenge to manage the increasing demands whilst delivering high standards of care and support.</p> <p>The care at home service aimed to be an integrated, person centred and locality based model ensuring individual outcomes were identified at the onset of assessment to develop care and support plans to meet assessed need.</p>		
Summary of discussion		
<p>The Board, having heard from Anthea Fraser, Service Manager, Older People East, who explained the proposals in some detail and thereafter responded to Members' questions and comments, discussed the proposed Vision and acknowledged the importance of delivering changes that ensured people got the right support at the right time by the right service.</p> <p>In response to concerns regarding the ability to successfully deliver all the necessary components required to support the envisaged strategic transformation plans, Anthea sought to reassure Members by explaining that a number of work streams were already under way to improve recruitment and retention both in-house and within the commissioned services were pilot block contracts had been put in place that appeared to be working well. Collaborative and partnership working were being developed alongside the introduction of workforce planning strategies designed to nurture a multi-skilled front-line workforce capable of delivering the required services. This was seen as the start of a process and there would be on-going dialogue with the Board as the proposals progressed and developed.</p>		
Decision		
<p>After further discussion and questions to Officers, the Board:</p> <ul style="list-style-type: none"> • Welcomed the draft Vision as a good starting point to the delivery of more holistic care at home in Midlothian; and 		

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- **Noted that whilst informal consultation would continue to take place on a regular basis through care plan reviews and service improvements, a further round of formal public consultation was being planned for the spring of 2020.**

Action

Chief Officer

Report No.	Report Title	Presented by:
5.5	Finance Update– Quarter 2 2019/20 & Financial Outlook for 2020/21	Claire Flanagan

Executive Summary of Report

This report laid out the results of the MIJB's partner's (Midlothian Council and NHS Lothian) quarter two financial reviews, considered how this impacted on the projected financial position for the IJB for 2019/20 and provided a first look at the draft financial outlook for 2020/21 and the underlying recurrent challenges facing the financial position of the MIJB, allowing refinement of the rolling five year financial plan.

The report advise that these forecasts projected that the health 'arm' of the MIJB would be underspent and the social care 'arm' of the MIJB would be overspent, although in balance through recovery actions.

Summary of discussion

Having heard from Claire Flanagan, Chief Finance Officer, who responded to Members' questions and comments, the Board in reviewing the financial position acknowledged the challenging financial landscape and the importance of the ongoing dialogue with both NHS Lothian and Midlothian Council.

Decision

After further discussion, the Board:

- **Noted the position as laid out in the report for the quarter two financial reviews for 2019/20 ; and**
- **Noted the challenging draft financial outlook for 2020/21.**

Action

Chief Finance Officer

Report No.	Report Title	Presented by:
5.1	Chief Officer Report	Morag Barrow

Executive Summary of Report

This report provided a summary of the key service pressures and service developments which had occurred during the previous months in health and social care, highlighting in particular a number of key activities, as well as looking ahead at future developments.

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Summary of discussion

The Board heard from Morag Barrow (Chief Officer), who highlighted in particular the following –

- Update on the progress being made on the delivery of the NHS Lothian Recovery Plan, following the decision by Scottish Government to place NHS Lothian on Level 3 of Performance Escalation matrix.
- An update on the Workforce in particular the appointment of Grace Cowan as the new Head of Service for Older People and Primary Care
- Health Visiting and School Nursing would be included as part of an inspection of Children's services early in the new year; a formal Clinical and Care Governance report would be included as part of the IJB agenda from February 2020 onwards. Caroline Myles (Chief Nurse) would be leading on this for the Midlothian HSCP.
- Midlothian Health and Social Care Partnership had been successful in securing additional funding for two new projects.
- Keith Chapman had successfully completed 3 years in post as Service User representative and was eligible for re-appointment.
- In line with the recommendation by External Auditors (EY), from the recent external audit review of IJB annual accounts 2018/19, a review of the frequency of meetings had taken place, which was presented for consideration and discussion.

Decision

After further discussion and questions to the Chief Officer, the Board:-

- **Noted the issues and updates raised in the report.**
- **Agreed to thank Keith Chapman for his contributions to the work of the IJB and to re-appoint him as MIJB Service User Representative for a further 3 years;**
- **Noted plans to bring a formal Clinical and Care Governance report to future Board meetings starting February 2020; and**
- **Agreed not to adjust the current meeting frequency, but to keep the position under review should further issues arise, and to explore the possible creation on an annual business plan that set out key dates, etc.**

Action

Chief Officer

Report No.	Report Title	Presented by:
5.2	IJB Improvement Goals Progress	Jamie Megaw

Executive Summary of Report

With reference to paragraph 5.4 of the Minutes of 14 February 2019, there was submitted a report updating the Board on performance and improvement towards achieving the Local Improvement Goals set by the MIJB based on the indicators recommended by the Ministerial Strategic Group for Health and Community Care.

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Summary of discussion

Having heard from Jamie Megaw, Strategic Programme Manager, who responded to Members' questions and comments, the Board in considering the current progress against the local improvement goals acknowledged that results remained mixed and that there were a broad range of factors that had contributed to this. The inclusion of information about performance in Midlothian against the Core Suite of Indicators was welcomed as it allowed performance to be compared against other IJBs in Scotland.

The sustained increase in Emergency Department attendances since February 2019 was discussed, it being noted that this reflected a national trend, which had seen a growing pressure on ED's generally due in large part to increased accessibility, and a perceived decline in accessibility of GP services. In terms of coping with 'spikes' in demand, work was currently ongoing to help services better manage and respond to changes in demand, but as with many initiatives it took time for the benefits to feed through.

Decision

After further discussion, the Board:-

- **Noted the current performance across the improvement goals.**
- **Noted the inclusion of further information about performance in Midlothian against the Core Suite of Indicators.**

Action

Chief Officer/Strategic Programme Manager

Report No.	Report Title	Presented by:
5.3	Directions	Mairi Simpson

Executive Summary of Report

With reference to paragraph 5.1 of the Minutes of 29 March 2018, there was submitted a report providing a summary of the progress made by Midlothian Council and NHS Lothian in delivering the Directions set by the MIJB for 2019-20. These Directions were intended to provide further clarity about service delivery to support the delivery of health and care services as laid out in the Strategic Plan 2019-22.

Summary of discussion

Having heard from Integration Manager, Mairi Simpson who responded to Members' questions and comments, the Board considered the progress that had been made and the emerging challenges that remained to be addressed, and discussed the need to continue to challenge existing ways of delivering health and care services. The importance of ensuring that any changes were proportionate and maximised outcomes within the resources available was acknowledged, it being accepted that services required to be provided in the most appropriate setting be that in the community or via an acute hospital setting.

Decision

After further discussion, the Board -

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- noted the progress made in achieving the Directions as outlined in the Appendix to the report;
- noted plans to explore the development of improved performance indicators to better monitor progress; and
- noted, that although no formal follow-up communication was considered to be necessary at this time, dialogue with Midlothian Council and NHS Lothian would continue.

Action

Chief Officer

Report No.	Report Title	Presented by:
5.6	MELDAP (Mid and East Lothian Drug and Alcohol Partnership) Annual Report 2018/19	Alison White/Martin Bonnar

Executive Summary of Report

The purpose of this report was to present the 2018-2019 Annual Report of Mid and East Lothian Drug and Alcohol Partnership (MELDAP).

The report explained that the Annual Report provided a summary of the actions undertaken by MELDAP during 2018/19 to meet Scottish Government and Ministerial Priorities.

Summary of discussion

The Board, having heard from Alison White, Head of Adult and Social Care, and Martin Bonnar, Substance Misuse Strategy Manager, who responded to Members questions and comments, discussed the work undertaken by MELDAP in Midlothian, and whether given the apparent growth in drug and alcohol dependence in recent years, the changes of approach went far enough in addressing what was acknowledged to be a complex issue; the opportunity to explore this further through a briefing for Members was welcomed

Decision

The Board, after further discussion:

- **Noted the MELDAP Annual Report;**
- **Noted the achievements of the Midlothian and East Lothian Drugs and Alcohol Partnership [MELDAP] and its services; and**
- **Noted plans for a Members briefing.**

Action

Head of Adult and Social Care/Substance Misuse Strategy Manager

Report No.	Report Title	Presented by:
5.7	Annual Report of the Chief Social Work Officer 2018-19	Alison White

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Executive Summary of Report
The purpose of this report was to provide the MIJB with the Annual Report of the Chief Social Work Officer (CSWO) on the statutory work undertaken on Midlothian Councils' behalf. It also provided an overview of regulation and inspection, workforce issues and significant social policy themes over the past year.
Summary of discussion
Having heard from Chief Social Work Officer, Alison White who responded to Members' questions and comments, the Board welcomed the Chief Social Work Officer's Annual Report.
Decision
<p>After further discussion, the Board noted:</p> <ul style="list-style-type: none"> • the Chief Social Work Officer's Annual Report for 2017-18; and • that a copy of the Annual Report would be placed on the Council website.
Action
Chief Social Work Officer

Report No.	Report Title	Presented by:
5.8	Scirocco Exchange: Self-Assessment of the Health and Social Care Partnership's Maturity in Relation to Integrated Care	Mairi Simpson
Executive Summary of Report		
<p>With reference to paragraph 5.5 of the Minutes of the MIJB Audit and Risk Committee of 5 September 2019, there was submitted a report the purpose of which was to summarise details of the Scirocco Exchange programme and examine the rational for Midlothian Health & Social Care Partnership's proposed participation.</p> <p>The report explained that the EU funded programme would assist the Partnership to self-assess its maturity around integration and participate in a knowledge exchange programme involving 8 European sites. It would also support the Partnership in its ambition for continuous improvement around health and social care integration.</p>		
Summary of discussion		
Having heard from Mairi Simpson, Integration Manager, who responded to Members questions and comments, the Committee in discussing the Scirocco Programme, acknowledged that the main resource implication was staff time and that whilst outwith the anticipated timelines it should still be possible to benefit from the programme.		
Decision		
After further discussion, the Board welcomed the proposal and agreed to note the intention of Midlothian Health & Social Care Partnership to engage in the Scirocco knowledge exchange programme.		
Action		
Chief Officer/Integration Manager		

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6. Private Reports

Exclusion of Members of the Public

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

Report No.	Report Title	Presented by:
5.11	Multi Agency Public Protection Arrangements (MAPPA) Annual Report 2017/18	Alison White
Decision		
The Board: <ul style="list-style-type: none"> Noted the content of the Annual Report. 		

7. Date of next meeting

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

- Thursday 16 January 2020 2pm Development Workshop
- Thursday 13 February 2020 2pm Midlothian Integration Joint Board

(Action: All Members to Note)

The meeting terminated at 4.16 pm.

