Notice of Meeting and Agenda

Cabinet

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

Date: **Tuesday, 09 April 2019**

Time: **11:00**

Director, Resources

Contact:

Clerk Name: Gordon Aitken
Clerk Telephone: 0131 271 3159
Clerk Email: gordon.aitken@midlothian.gov.uk

Further Information:

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1 Welcome, Introductions and Apologies

2 Order of Business

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

3 Declaration of Interest

Members should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.

4 Minute of Previous Meeting

4.1 Minute of Meeting of the Cabinet of 26 February 2019 — 5 - 12

5 Public Reports

5.1 Inspection of Hawthorn Family Learning Centre - Report by Head of Children's Services — 13 - 22

5.2 School Session Dates for the Academic Year 2020/21 - Report by Acting Head of Education — 23 - 26

5.3 Early Learning and Childcare Expansion Update and Admission Policy - Report by Director, Education, Communities and Economy — 27 - 50

5.4 Procurement and Commercial Improvement Programme - Report by Head of Finance and Integrated Service Support — 51 - 68

5.5 New Build Council Housing – Local Letting Initiative - Report by Joint Director Health and Social Care — 69 - 72

5.6 Midlothian Active Travel Strategy - Report by Acting Director, Resources. — 73 - 152

Exclusion of Members of the Public

(A) TO CONSIDER RESOLVING TO DEAL WITH THE UNDERNOTED BUSINESS IN PRIVATE IN TERMS OF PARAGRAPHS 6 AND 11 OF PART 1 OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973 - THE RELEVANT REPORTS ARE THEREFORE NOT FOR PUBLICATION; AND
(B) TO NOTE THAT NOTWITHSTANDING ANY SUCH RESOLUTION, INFORMATION MAY STILL REQUIRE TO BE RELEASED UNDER THE FREEDOM OF INFORMATION (SCOTLAND) ACT 2002 OR THE ENVIRONMENTAL INFORMATION REGULATIONS 2004.

6 Private Reports

6.1 Minute of Meeting of the Joint Consultative Group of 5 February 2019

- 11. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office-holders under, the authority

6.2 Irrecoverable Debt Write-Off - Report by Acting Head of Customer and Housing Services

- 6. Information relating to the financial or business affairs of any particular person (other than the authority).

7 Date of Next Meeting

The next meeting will be held on Tuesday 21 May 2019 at 11.00am

Minute of Meeting

Cabinet
Tuesday 9 April 2019
Item No.4.1

Midlothian

Cabinet

Date	Time	Venue
26 February 2019	11.00 am	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith

Present:

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

Religious Representatives:

Mr Vic Bourne	
Mrs Elizabeth Morton	

1 Apologies

No apologies had been received.

2 Order of Business

The Order of Business was as detailed on the Agenda.

3 Declarations of interest

No declarations of interest were received.

4 Minutes of Previous Meetings

The Minutes of Meeting of the Cabinet held on 15 January 2019 were submitted and approved as a correct record.

5. Reports

Agenda No.	Report Title	Presented by:
5.1	Inspection of Paradykes Primary School and Nursery Class	Director, Education, Communities and Economy

Outline of report and summary of discussion

This report outlined the outcome of the inspection carried out by Education Scotland which was communicated in their letter dated 22 January 2019.

Following inspection, Education Scotland gathered evaluations of the core quality indicators to keep track of how well all Scottish Early, Learning and Childcare settings and schools were doing. The visit had a specific focus on raising attainment and achievement and how the school was addressing the need to close the equity gap; and the quality of teaching, learning and assessment. This inspection was a full version, meaning that QIs 1.3, 3.1 and 3.2 were a key focus. Education Scotland published a statement about the confidence they had in the school's capacity for improvement. Noted below are the evaluations for Paradykes Primary School and Nursery Class:

School

QI 1.3 Self-evaluation for self-improvement	Good
QI 2.3 Learning, Teaching and Assessment	Good
QI 3.1 Ensuring Wellbeing, Equality and Inclusion	Good
QI 3.2 Raising attainment and achievement	Satisfactory

Nursery Class

QI 1.3 Self-evaluation for self-improvement	Good
QI 2.3 Learning, Teaching and Assessment	Good
QI 3.1 Ensuring Wellbeing, Equality and Inclusion	Very Good
QI 3.2 Securing Children's Progress	Good

The inspection team found the following strengths in the school's work:

- The effective leadership of the Head Teacher together with the depute Head Teacher in creating a caring and inclusive ethos. The welcoming

environment where, staff, partners, parents and children feel valued.

- The energetic children who value play, were keen to be actively involved and take increasing responsibility for their learning.
- The school's capacity to continually improve through strong teamwork between teachers, practitioners, support staff and partners.
- The clear understanding of the needs of children and their families leading to children's readiness to learn and improved wellbeing.

The following areas for improvement were identified and discussed with the Head Teacher and a representative from Midlothian Council:

- Continue to develop robust approaches to assessment leading to consistency in high quality learning and teaching.
- Continue to evaluate the school's improvement initiatives and raise attainment and achievement for all.

The report advised that a Schools Group Manager would continue to directly support the school to improve attainment and achievement in particular. This action would also be in the school's improvement plan and would be monitored through the quality assurance process. The Director, Education, Communities and Economy was heard in amplification of the report.

Decision

(a)To note the content of the inspection report;

(b)To congratulate the staff, pupils and parents on the positive outcome of this inspection;

(c)To note the key strengths outlined in the report.

(d)To note the significant areas for improvement;

(e)To note that Education Scotland would not return to the school with regard to this particular inspection.

(f)To pass the report to the Performance, Review and Scrutiny Committee for its consideration.

Action

Director, Education, Communities and Economy

Agenda No	Report Title	Presented by:
5.2	Adult Social Care Quarter 2 Performance Report 2018/19	Joint Director, Health and Social Care

Outline of report and summary of discussion

The Quarter 3 Performance Report 2018/19 for Adult Social Care was submitted. The Joint Director, Health and Social Care highlighted to the Cabinet the progress in the delivery of strategic outcomes and summary of the emerging challenges as detailed within the report and thereafter answered questions raised by elected Members.

Decision

To note the content of the report.

Agenda No	Report Title	Presented by:
5.3	Children's Services Quarter 3 Performance Report 2018/19	Director, Education, Communities and Economy

Outline of report and summary of discussion

The Quarter 3 2018/19 Performance Report for Children's Services was submitted. The Director, Education, Communities and Economy highlighted to the Cabinet the progress in the delivery of strategic outcomes and summary of the emerging challenges as detailed within the report. She also advised that certain information with regard to the Risk Evaluations had not been detailed within the report but assured Members that this would be resolved for the Q4 report. Thereafter she answered questions raised by elected Members.

Decision

(a)That the details with regard to the Risk Evaluations which had been omitted from the report be circulated to Cabinet Members; and

(b) To otherwise note the content of the report.

Action

Director, Education, Communities and Economy

Agenda No	Report Title	Presented by:
5.4	Customer and Housing Services Quarter 3 Performance Report 2018/19	Joint Director, Health and Social Care

Outline of report and summary of discussion

The Quarter 3 Performance Report 2018/19 for Customer and Housing Services was submitted. The Joint Director, Health and Social Care highlighted to the Cabinet the progress in the delivery of strategic outcomes and summary of the emerging challenges as detailed within the report and thereafter along with the Acting Director, Resources answered questions raised by elected Members.

Decision

To note the content of the report.

Agenda No	Report Title	Presented by:
5.5	Communities and Economy Quarter 3 Performance Report 2018/19	Director, Education, Communities and Economy

Outline of report and summary of discussion

The Quarter 3 Performance Report 2018/19 for Communities and Economy was submitted. The Director, Education, Communities and Economy highlighted the progress in the delivery of strategic outcomes and summary of the emerging challenges as detailed within the report and thereafter answered questions raised by elected Members.

Decision

(a)To note the recent appointment of Ann Marie Macaskill as the Economic Development Manager; and (b) To otherwise note the content of the report.

Agenda No	Report Title	Presented by:
5.6	Education Q3 Performance Report 2018/19	Director, Education, Communities and Economy
Outline of report and summary of discussion		
The Quarter 3 Performance Report 2018/19 for Education was submitted. The highlighted to the Cabinet the progress in the delivery of strategic outcomes and summary of the emerging challenges as detailed within the report. Thereafter the Director, Education, Communities and Economy responded to questions and comments raised by members during which she agreed to continue to appraise Members on the risks associated with the area of School Capacities/Catchment Areas/Demand for Pupil Places.		
Decision		
To note the content of the report.		
Action		
Director, Education, Communities and Economy		

Agenda No	Report Title	Presented by:
5.7	Commercial Operations Q3 Performance Report 2018/19	Acting Director, Resources
Outline of report and summary of discussion		
The Quarter 3 Performance Report 2018/19 for Commercial Operations was submitted. The Acting Director, Resources highlighted the progress in the delivery of strategic outcomes and summary of the emerging challenges as detailed within the report and thereafter answered questions raised by elected Members during which he agreed to provide Cabinet Members with the current number of households that had taken up the option of having a Brown Bin.		
Decision		
To note the content of the report.		
Action		
Acting Director, Resources		

Agenda No	Report Title	Presented by:
5.8	Finance and Integrated Service Support Quarter 3 Performance Report 2017/18	Acting Director, Resources
Outline of report and summary of discussion		
The Quarter 3 Performance Report 2018/19 for Finance and Integrated Service Support was submitted. The Acting Director, Resources highlighted to the Cabinet the progress in the delivery of strategic outcomes and summary of the emerging challenges as detailed within the report and thereafter answered questions raised by elected Members.		
Decision		
To note the content of the report.		

Agenda No	Report Title	Presented by:
5.9	Property and Facilities Management Quarter 3 Performance Report 2018/19	Acting Director, Resources
Outline of report and summary of discussion		
The Quarter 3 Performance Report 2018/19 for Properties and Facilities Management was submitted. The Acting Director, Resources highlighted to the Cabinet the progress in the delivery of strategic outcomes and summary of the emerging challenges as detailed in the Report. Thereafter the Acting Director Resources responded to questions and comments raised by members of the Cabinet.		
Decision		
To note the content of the report.		
Action		
Acting Director, Resources		

Agenda No	Report Title	Presented by:
5.10	Midlothian Council Quarter 3 Performance Report 2018/19	Chief Executive
Outline of report and summary of discussion		
The Quarter 3 Performance Report 2018/19 for Midlothian Council was submitted detailing the delivery of Midlothian Council's priorities through the Community Planning Partnership and the Single Midlothian Plan. The Council Transformation Strategy and Individual Service Plans outlined how Midlothian Council would deliver its contribution to the Single Midlothian Plan. The Chief Executive highlighted the progress made since the Q2 report and thereafter answered questions raised by elected Members.		
Decision		
To note the content of the report.		

Agenda No	Report Title	Presented by:
5.11	2017/18 Local Government Benchmarking Results	Chief Executive
Outline of report and summary of discussion		
The purpose of the report was to provide the Local Government Benchmarking Framework (LGBF) overview of the Council's performance against the indicators for 2017/18 as detailed within an Appendix to the report. The Chief Executive was heard in amplification of the report.		
Decision		
To note the report.		

Agenda No	Report Title	Presented by:
5.12	UK Exit from the European Union	Risk Manager
Outline of report and summary of discussion		
The purpose of the report was to highlight the current national position in preparation for a no deal exit from the European Union and to set out the urgent next steps Midlothian Council would need to progress. The Risk Manager was heard in amplification of the report.		
Decision		
To note the report.		

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 items, as contained in the Addendum hereto, as there might be disclosed exempt information as defined in paragraphs 1, 6 and11 of Part I of Schedule 7A to the Local Government (Scotland) Act 1973:-

Agenda No	Report Title
6.1	Minutes of Meeting of the Midlothian Joint Consultative Group of 13 December 2018
Decision	
Cabinet noted the Minutes of Meeting of the Midlothian Joint Consultative Group of 13 December 2018	

Agenda No	Report Title	Presented by:
6.2	Minute of Education Appointment Committee of 25 January 2019 – Head Teacher, Paradykes Primary School	Acting Director, Resources
Decision		
Cabinet noted the appointment of G Grangle as detailed in the report.		

Agenda No	Report Title	Presented by:
6.3	Minute of Education Appointment Committee of 25 January 2019 – Head Teacher, Moorfoot Primary School	Acting Director, Resources
Decision		
Cabinet noted the appointment of J Dagger as detailed in the report.		

Agenda No	Report Title	Presented by:
6.4	Irrecoverable Debt Write-Off	Acting Head of Customer & Housing Services
Decision		
To continue this item to the next meeting in order to receive further information.		

The meeting terminated at 1.00pm.

Inspection of Hawthorn Family Learning Centre

Report by Joan Tranent, Head of Children's Services

1 Purpose of Report

This report outlines the outcome of the above unannounced inspection as carried out by the Care Inspectorate in November 2018.

2 Background

2.1 Hawthorn Family Learning Centre is based in Mayfield. The service is registered to provide a care service to a maximum of 48 children aged from birth to eight years and an outreach service to families in their own home. The main purpose of the service is to work with the most vulnerable children, in partnership with their parents/carers. The centre also works with children with severe and complex needs. The centre aims to meet the principles of GRIFEC, Scotland's national approach to improving outcomes and wellbeing for children by offering the right help at the right time from the right people.

2.2 The Care Inspectorate is the independent scrutiny and improvement body for care and children's services and they inspect every registered care service, and local authority social work departments on a regular basis to make sure that providers are meeting standards required and are working to improve the quality of care for everyone. Every time they inspect these services they produce an inspection report.

2.3 Based on the findings of this inspection the Care Inspectorate awarded the following grades:

Quality of Care and Support	Grade 6 – Excellent
Quality of Environment	Grade 5 – Very Good
Quality of Staffing	Not assessed
Quality of Management and Leadership	Not assessed

The report and grades represent the Care Inspectorate assessment of the quality of the areas of performance which were examined during the unannounced inspection.

2.4 The Inspection Team noted the following strengths:

- A considerable strength of the experienced and well qualified staff team was their ability to work together sharing the joint goals of supporting children to reach their potential and of empowering families.
- Well established links with support services together with confident staff who were experienced in identifying when children would benefit from additional support, led to timeous referrals.
- Staff had built strong positive attachments with children and care was taken to ensure that when children moved into and on from the service this was done with full regard to their specific needs and was not rushed, contributing to children feeling secure and confident.
- Staff respected children and supported their independence by reviewing the layout of the playrooms so that children could move around freely.
- Staff were kind and caring in all of their interactions with children which helped the very young children to experience a sense of achievement and self-worth.

2.5 The Inspection Team reported that the authority could do better in the following area:

The manager and staff should continue to make the changes identified to the environment ensuring that it meets the needs of the younger age group. This statement was around the 2 year olds moving into a bigger at the time of the Inspection, and there were a few finishing touches still required to be done to the room. These have now been completed.

2.6 The Care Inspectorate concluded that Hawthorn Family Learning Centre continues to maintain the excellent level of care and learning opportunities offered to all children and families.

3 Report Implications

3.1 Resource

There are no resource implications arising from this Inspection Report.

3.2 Risk

The Care Inspectorate regulate all care services in Scotland using the National Care Standards, set out by the Scottish Government, as a benchmark for how each type of service should perform. These standards are the minimum that children and young people should expect when using care services.

If the standards are not being fully met, the Care Inspectorate would note this in the inspection report and require the service manager to address these. The Care Inspectorate could impose an additional condition on the service's registration if the provider persistently, substantially or seriously fails to meet the standards or breaches a regulation. They also have the power to issue an improvement notice detailing the required improvement to be made and the timescale for this.

Monitoring, review and evaluation of progress by officers in Children and Families is the control measure in place to reduce the risk of failure of the care services and to demonstrate their capacity to improve.

3.3 Single Midlothian Plan and Business Transformation

Themes addressed in this report:

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

3.4 Impact on Performance and Outcomes

Performance and outcomes will continue to be measured through the monitoring, review and evaluation process.

3.5 Adopting a Preventative Approach

The Centre will continue to improve its work in line with its improvement plan and the Education, Communities and Economy Division will continue to challenge and support the Centre in relation to developing and implementing a range of quality improvement strategies.

3.6 Involving Communities and Other Stakeholders

As part of their inspection process the Care Inspectorate sent out 19 questionnaires to the service to give to parents and carers who used the Centre. Five completed questionnaires were returned

The Inspectors also met with parents and carers during the course of the inspection and spoke to a range of staff.

Copies of the report have been made available to Elected Members, parents/carers of children in the Centre, staff and other interested parties.

3.7 Ensuring Equalities

The Centre's Improvement Plan is screened for equality implications. There was no requirement for an action plan following the Inspection as there were no identified requirements or recommendations.

3.8 Supporting Sustainable Development

The Centre's Improvement Plan allows for sustainable development and improvement.

3.9 IT Issues

There are no IT issues arising from this report.

4 Recommendations

Cabinet is asked to:

(i) note the content of the inspection report;

(ii) pass this report to the Performance, Review and Scrutiny Committee for its consideration;

(iii) Congratulate the Management and staff connected with Hawthorn Family Learning Centre on the excellent work being carried out at the Centre.

20th February 2019

Report Contact:
Joan Tranent Tel No 0131 271 3418
joan.tranent@midlothian.gov.uk

Background Papers:
Care Services Inspection Report dated 23rd November 2018

Hawthorn Family Learning Centre
Day Care of Children

2f Bogwood Road
Mayfield
Dalkeith
EH22 5DQ

Telephone: 0131 271 3116

Type of inspection:
Unannounced

Completed on:
23 November 2018

Service provided by:
Midlothian Council

Service provider number:
SP2003002602

Service no:
CS2003015176

About the service

Hawthorn Children and Families Centre was previously registered with the Care Commission and transferred its registration to the Care Inspectorate on 1 April 2011. The service is registered to provide a care service to maximum of 48 children per day aged between birth and eight years.

The accommodation consisted of a large playroom which has been sectioned off to provide two play areas, a garden which is accessed directly from the playroom, a baby room, soft play area, a range of meeting rooms, family room, staff room, kitchens and toilets.

The aims and objectives of the nursery have been shared with families using the service and include the following;

"To ensure that children's needs and safety are paramount in the nursery.
To take account of children's needs and create an appropriate environment to meet these needs. To work in partnership with parents/carers in an open and honest way."

We check services are meeting the principles of Getting it Right for Every Child (also known as GIRFEC), Scotland's national approach to improving outcomes and wellbeing for children by offering the right help at the right time from the right people. It supports them and their parent(s) to work with the services that can help them. There are eight wellbeing indicators at the heart of GIRFEC: safe, healthy, achieving, nurtured, active, respected, responsible and included.

What people told us

All of the children attending the service were under three years of age and too young to express a view on the service they received. However we saw that they were relaxed and confident in the care of staff.

Before the inspection took place we sent 19 Care Standards Questionnaires to the service for distribution to families using the service. Five of these were returned to us before the inspection took place. All of the families who returned questionnaires told us they strongly agreed or agreed with the statement "Overall I am happy with the quality of care my child receives in this service." In addition we spoke to some parents as they picked up their children and looked at comments in the services' own comments book. The following representative comments were made:

"My child really likes coming and it's helped me to socialize."

"They're very good at giving my child extra time to support a health condition."

"I've had a lot of really useful support from the manager and from my key worker which has made a big difference to me. I feel they do understand my concerns and listen to me."

"I've enjoyed the PEEP sessions the atmosphere is very relaxed and friendly."

"Hawthorn has been an amazing support to me and my children. My life has been a nightmare and truthfully if I didn't have Hawthorn my life would have gone right upside down again. Hawthorn has been my rock, without them I would have failed again."

"Absolutely loved the raising children with confidence course."

"Coffee morning for Dads - I had a great morning and it was good talking to each other."

All of the comments raised during the inspection were discussed with the manager.

Self assessment

We did not ask the service to complete a self assessment in advance of the inspection. During the inspection we spoke to staff about their understanding of the services improvement plan and quality assurance procedures. We were satisfied with the information we received which was confirmed by our findings.

From this inspection we graded this service as:

Quality of care and support	6 - Excellent
Quality of environment	5 - Very Good
Quality of staffing	not assessed
Quality of management and leadership	not assessed

What the service does well

A considerable strength of the experienced and well qualified staff team was their ability to work together sharing the joint goals of supporting children to reach their potential and of empowering families. They were sensitive to families individual needs and had developed a nurturing environment built on trust and respect. This allowed honest and open conversations to take place and put children's wellbeing at the heart of all they did.

Well established links with support services together with confident staff who were experienced in identifying when children would benefit from additional support led to timeous referrals. This supported positive outcomes for children by ensuring the care and support they received was tailored to their needs.

Staff had built strong positive attachments with children. They understood the value of well managed transitions in helping children to manage change and develop resilience. Care was taken to ensure that when children moved into and on from the service this was done with full regard to their specific needs and was not rushed. This contributed to children feeling secure and confident.

Staff were kind and caring in all of their interactions with children. Their enabling attitude and belief in children allowed then to achieved a balance of support and encouragement through considered intervention into children's play and exploration. This helped these very young children to experience a sense of achievement and self worth.

A recent review of the service resulted in the family centre focusing on providing care and support to children under three years old. The manager talked us through the work taking place to ensure that the well equipped environment and plentiful resources continued to meet the needs of younger children.

Staff respected children and supported their independence by reviewing the layout of the playrooms so that children could move around freely making independent choices about what they wanted to play with. They used their observations of individual children's interests and their understanding of child development to create a supportive nurturing environment where children's interests were reflected in all areas. Recent changes to the

environment included a large walk in sand tray, the addition of small cosy spaces where children could rest and feel secure, and an increased use of natural materials supporting imaginative play.

The main playroom opened directly into the garden allowing most children to move freely between the playroom and garden. Where this was not possible children were frequently asked and reminded that they could play outdoors. A covered patio meant that children could choose to play outdoors in most weathers. The wide range of natural materials and loose parts supported risky play. We saw children creating structures to play in and on challenging their bodies and increasing in their skills and confidence.

What the service could do better

The manager and staff should continue to make the changes identified to the environment ensuring that it meets the needs of a younger age group. We will follow this up at the next inspection.

Requirements

Number of requirements: 0

Recommendations

Number of recommendations: 0

Complaints

There have been no complaints upheld since the last inspection. Details of any older upheld complaints are published at www.careinspectorate.com.

Inspection and grading history

Date	Type	Gradings	
20 Mar 2017	Unannounced	Care and support Environment Staffing Management and leadership	6 - Excellent Not assessed 5 - Very good Not assessed
23 Jan 2015	Unannounced	Care and support Environment Staffing Management and leadership	6 - Excellent 5 - Very good 5 - Very good 5 - Very good

Date	Type	Gradings	
18 Jan 2013	Unannounced	Care and support Environment Staffing Management and leadership	6 - Excellent 5 - Very good 6 - Excellent 5 - Very good
7 Jun 2010	Unannounced	Care and support Environment Staffing Management and leadership	6 - Excellent Not assessed 6 - Excellent Not assessed
23 Jul 2009	Unannounced	Care and support Environment Staffing Management and leadership	6 - Excellent 6 - Excellent 5 - Very good 6 - Excellent
9 Jul 2008	Unannounced	Care and support Environment Staffing Management and leadership	5 - Very good 5 - Very good 5 - Very good 5 - Very good

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Midlothian

Cabinet
Tuesday 9 April 2019
Item No 5.2

School Session Dates for the Academic Year 2020/21

Report by Maria Lloyd, Acting Head of Education

1 Introduction

The authority is required to set school session dates each year with regard to statutory attendance. The purpose of this report is to obtain the agreement of Cabinet for the proposed session dates for the 2020/21 academic year.

2 Background

Consultation has been undertaken with the appropriate teaching unions, schools and Parent Councils to draw up a scheme of session dates for Midlothian schools for the academic year 2020/21. The proposed scheme is attached to this report as Appendix 1.

Officers from Edinburgh, East Lothian and Midlothian Councils endeavour to ensure we synchronise session dates with our neighbouring council areas wherever possible bearing in mind some differences in local holidays.

City of Edinburgh has already consulted and published school session dates for 2020/21 and 2021/22, East Lothian propose to take their dates to their Education Committee in March, the 2020/21school session dates proposed for Midlothian have been set to align with these as far as possible.

The school session dates proposed for 2020/21 coincide with both Edinburgh and East Lothian on the timing of the return to school in August and on the timing of the October, Christmas, February and Easter breaks. The last day of the school session will be Thursday 1st July 2021 in Midlothian compared with Friday 2nd July in Edinburgh and East Lothian.

3 Report Implications

3.1 Resource

There are no resource issues arising from this report.

3.2 Risk

By aligning with neighbouring authorities risk implications are mitigated with regard to pupil attendance at school.

3.3 Single Midlothian Plan and Business Transformation

Themes addressed in this report:

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

3.4 Impact on Performance and Outcomes

Session dates have been designed to maximise attendance by minimising the number of broken weeks for staff and pupils.

3.5 Adopting a Preventative Approach

Not applicable

3.6 Involving Communities and Other Stakeholders

Discussions have been held with the appropriate teaching unions and school establishments and efforts have been made to synchronise session dates with the City of Edinburgh and East Lothian Council as far as possible.

3.7 Ensuring Equalities

The proposed report will have a neutral effect on equalities groups.

3.8 Supporting Sustainable Development

This proposal takes into account the need to deliver an educational service across Midlothian which anticipates and acknowledges the needs and views of stakeholders.

3.9 IT Issues

There are no IT issues arising from this report.

4 Recommendation

Cabinet is recommended to agree the school session dates for 2020/21 as set out in the attached appendix.

Sandra Banks
Tel No: 0131 271 3727
E-mail sandra.banks@midlothian.gov.uk

Background Papers: Appendix 1 – School Session Dates 2020/2021

Appendix 1

MIDLOTHIAN COUNCIL

EDUCATION, COMMUNITIES AND ECONOMY

SCHOOL SESSION DATES 2020 /21

TERM 1	Staff Resume	Monday **	17	August	2020
	Pupils Resume	Wednesday	19	August	2020
	Autumn Holiday	Friday	18	September	2020
		Monday	21	September	2020
Mid Term	All Break	Friday	16	October	2020
	Staff Resume	Monday*	26	October	2020
	Pupils Resume	Tuesday	27	October	2020
	Term Ends	Wednesday	23	December	2020
TERM 2	All Resume	Wednesday	6	January	2021
Mid Term	All Break	Friday	5	February	2021
	Staff Resume	Monday*	15	February	2021
	Pupils Resume	Tuesday	16	February	2021
	Term Ends	Thursday	1	April	2021
	Good Friday	*2nd April*			
	Easter Monday	*5th April*			
TERM 3	All Resume	Tuesday	20	April	2021
	May Day Holiday	Monday	3	May	2021
	Victoria Day	Monday*	24	May	2021
	Term Ends	Thursday	1	July	2021

*** Staff In-Service Days:** Monday 17th & Tuesday 18th August 2020, Monday 26th October 2020, Monday 15th February 2021 & Monday 24th May 2021

Early Learning and Childcare Expansion Update and Admission Policy

Report by Dr Mary Smith, Director, Education, Communities and Economy

1 Purpose of Report

1.1 The purpose of this report is to provide an update on progress with the expansion in early learning and childcare (ELC) to 1140 hours, advise of an increase in the hourly rate paid to funded providers, advise of the council becoming a signatory to the national position statement on outdoor learning, and recommend a change in the council's admission policy with effect from academic year 2019/20 so that children born between March and August become entitled to a place from August.

2 Background

2.1 The Children & Young People (Scotland) Act 2014 increased the number of hours of free early learning and childcare provided to parents and carers from 475 hours per year to 600 hours and introduced an entitlement for certain 2 year olds, both in 2014. The further increase to 1,140 hours has not yet been set in legislation however the Scottish Government has committed to the expansion, to be fully implemented by August 2020. Previous reports to Cabinet and Council have set out the changes and challenges to the council in implementing the expansion as well the funding distribution to Midlothian from the Scottish Government, which was detailed in the paper 2020 Vision for Early Years, Early Learning and Childcare Expansion Plan presented to the June 2018 Council.

3 1140 Hours Expansion Progress

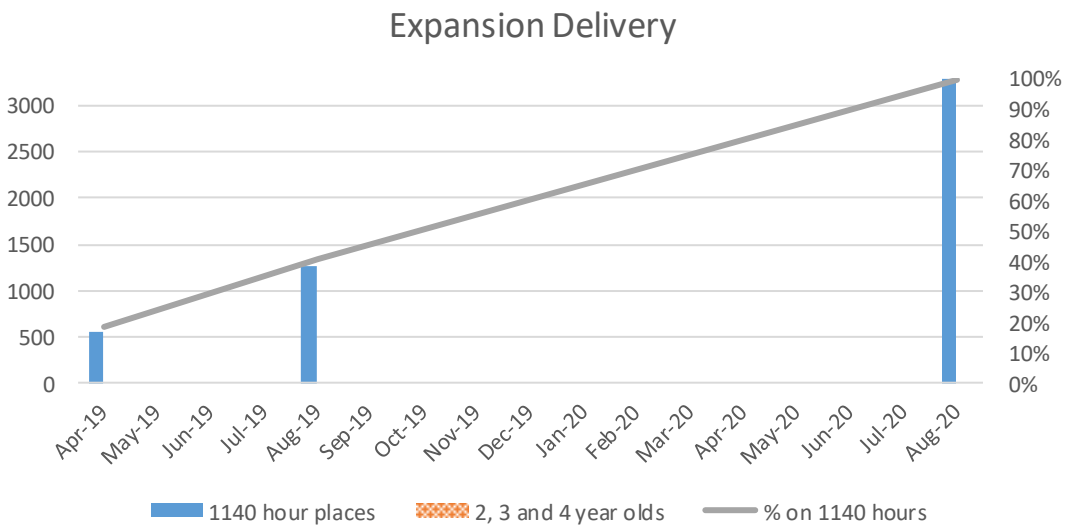
3.1 Planning for the expansion is embedded within the Learning Estate Strategy to ensure a joined-up approach and enable maximum efficiency, as well as aligning short term plans with long term strategy. Considerable progress has been made towards implementing the increase in hours, although much work remains to be done.

3.2 As the transition towards all places becoming 1140 hours progresses it is important that the impact of providing 1140 hour places at a council setting is considered in a wider context as the successful delivery of the expansion programme requires all funded providers: council settings; childminders; private and voluntary settings. The 1140 hour places are clearly attractive to parents who are or would have to pay for hours above the current 600, therefore care must be taken to balance the number of 1140 hour places across all types of ELC provider in an area to avoid all parents moving to, for example, a council setting resulting in a voluntary provider becoming financially unsustainable.

3.3 The council is now in the fourth phase of piloting expanded hours places and the learning from each phase is shared with settings in the next phase to assist them in their preparations, as well as the support provided by the central early years team. In addition to expanded hours places at council settings, funded provider settings have been commissioned to provide 155 places and 18 children are topping up to 1140 hours with childminders. 1140 hour places are allocated in line with criteria which prioritise children in order of need.

3.4 The table and graph below set out progress towards implementation in Midlothian, detailing the number of places that will be delivered by April 2019 and the number planned to be delivered in August 2019. This is in line with the Scottish Government's expectation that if they are on track towards successfully delivering the expansion, local authorities should have achieved 40% of places as 1140 hours by August 2019.

	April 2019	**August 2019**
Children receiving ELC	**2,995**	**3,145**
1140 hour places - council	**392**	**946**
1140 hour places – funded provider settings and childminders	**169**	**328**
% of places which are 1140 hours	**19%**	**41%**



3.5 There are constraints that limit the ability to make more 1140 hour places available during academic year 2019/20, including:

- At sessional council settings, one 1140 hour place replaces two 600 hour places
- The legislative requirement to have 600 hour places available remains
- A number of projects are in progress which will deliver additional physical capacity from 2020 (Burnbrae Early, St Mary's, Danderhall and Sacred Heart Primary Schools etc.)
- The lead in time to change a council setting from sessional to all year – consultation with staff, recruitment etc.
- The expansion in funded providers' capacity enabled by the capital grants scheme projects will be delivered through the year
- The Modern Apprentices training and staff recruitment is phased in (in line with the capacity to deliver training and mentoring)
- Ongoing work to bring more childminders in to partnership with the council
- The funding provided by the Scottish Government

3.6 The capital grant scheme for funded providers is due to be launched very shortly. This will make £1.5m available to providers to expand their capacities in readiness for 2020.

3.7 Preparations are ongoing for the first two council outdoor early learning and childcare settings. The first will be opened in Vogrie Country Park and sites being explored for the second in the west of the county. The General Services Capital Plan (GSCP) includes a provisional budget of £200k for each outdoor setting and reports for each project will be submitted to Council for full approval in the GSCP.

3.8 It is intended to implement central administration of admissions to ELC with effect from August 2020. This will enable the allocation of places and hence staffing to be done centrally to achieve effective resource planning for the year as well as enhancing the information available to parents on the availability of delivery models and places in their area. Rather than the rolling application and waiting list process that is currently in place, parents will register by a certain point in the year for the children coming in to ELC the following year, similar to the process for Primary 1 registration.

3.9 The hourly rate paid to funded providers in Midlothian for 3 and 4 year old places has remained at £3.70 for a number of years. In addition to the impact of inflation since this was last revised, one of the conditions to become a funded provider is that all staff delivering 1140 hours must be paid at least the real living wage. During the transition to full implementation parents may move their children to settings where 1140 hour places are available and this may reduce the number of hours parents pay for, which will impact upon the business model of providers. In recognition of these factors and the need to ensure the sustainability of funded provider settings and childminders during the transition to full 1140 hours, this rate will be increased to £4.50 per hour.

3.10 All providers of funded early learning and childcare will be subject to the same National Standard and must receive inspection ratings of Good or above from the Care Inspectorate. As a result, parents can be assured that their children will receive the same quality of ELC no matter which provider they choose. This is an important message for parents as, with the reduction in the number of children who can be accommodated in many council settings as a result of the increase in hours, children will transition in to Primary 1 from a variety of funded providers. The traditional expectation of children attending a school setting for their pre-school year will no longer apply as parents will be choosing a provider for the model of delivery that best suits their needs.

3.11 In the financial template submitted to the Scottish Government the council's own population projections were used to estimate the number of children entitled to places and hence the cost of expansion. The paper 2020 Vision for Early Years, Early Learning and Childcare Expansion Plan presented to Council 26 June 2018 set out the funding distribution from the Scottish Government as a result of the financial template. This distribution is less than the council's estimate due to the Government's use of National Records for Scotland's population forecast for Midlothian. The additional funding for the implementation of 1140 hours is ring-fenced but it is expected that when 1140 hours becomes "business as usual" it will become part of the Grant Aided Expenditure (GAE) process by which the Scottish Government distributes revenue funding to local authorities.

3.12 GAE is the needs-based methodology used to allocate the pre-determined Spending Review funding totals equitably amongst local authorities. It is important to note that the individual service GAE allocations are not budgets or spending targets, but are simply an allocation methodology designed to distribute the overall levels of resources to be made available. They are not intended to be used by local authorities to allocate resources. The decisions about the amounts allocated to individual services are made entirely by the local authority on the basis of local needs, having first fulfilled its statutory obligations and the jointly agreed set of national and local priorities.

3.13 The figures calculated for each local authority by the GAE changes each year in response to changes in local authorities' characteristics including demographics and population. The data used is the most recently available which means that there is a delay in changes having an impact upon the GAE calculation.

3.14 The GAE and the Special Islands Needs Allowance feed in to the calculation of the final General Revenue Grant (GRG) amount which is given to local authorities. The GRG includes a funding floor which protects against large year on year changes. This funding floor limits the drop in funding to local authorities which would receive less under the GAE, but as a corollary it limits the increase to local authorities which would receive more. As a result local authorities where circumstances change which would increase their funding, such as an increase in level of deprivation or a growing population, will have the rate of funding increase slowed down and spread over a number of years.

4 Entitlement Start Date

4.1 Legislation sets out that children become entitled to early learning and childcare, broadly speaking, from the term following their third birthday, or second birthday for those eligible for a Good Time to be 2 (GTTB2) place. To be eligible for a GTTB2 place the child must either be looked after or their family has a low income, such as being in receipt of Universal Credit. The table below is from the mygov.scot website and includes information on the number of terms of ELC children are entitled to.

Start and end dates

The date you can start claiming funded early learning and childcare depends on your child's birthday.

If your child's birthday is on or between these dates	They will be eligible from these school terms	Total number of terms for 3 and 4 year olds	Your child will start school at this age
1 March – 31 August	August (autumn term) that year	6 terms	5 years and 0-6 months
1 September -31 December	January (spring term) following their birthday	5 terms (you can request another 3 terms in a deferred year)	4 years and 8-11 months or, 5 years and 8-11 months if deferred
1 January – last day February	March/April (summer term) following their birthday	4 terms (you are entitled to another 3 terms in a deferred year if requested)	4 years and 6-7 months; or, 5 years and 6-7 months if deferred

4.2 The statutory guidance to the Children and Young People (Scotland) Act 2014 provides local authorities with discretionary powers to bring forwards children's start dates. It encourages commencing closer to children's third birthdays to support longer term aims to increase the amount of ELC where there is capacity within the system.

4.3 Following challenges by parents on the length of time some children have to wait after their third birthday before they can start ELC, e.g. if a child becomes 3 years old in September they may not start until January, CMT decided in October 2015 to change Midlothian's Pupil Administration Policy:

> *To offer commencement dates to children from the month after their 3rd birthday where there is capacity to do so.*

4.4 This means that children eligible to start ELC do not have a delay in doing so for longer than two months, apart from time over the summer break. It also reduced the number of children starting at one time, for example only three months' birthdays started in August rather than 6 under the legislation. The education service budget provided for full staffing within council ELC settings therefore for places within council settings the additional demand was met within the existing service budget. The admission policy is available on the council's website:
https://www.midlothian.gov.uk/download/downloads/id/950/admissions_to_early_learning_and_childcare.pdf

5 Expansion to 1140 Hours

5.1 The expansion to 1140 hours will require more staff and physical capacity across all providers, whether they be council, private or voluntary, and these are two of the key challenges and risks to the council's successful implementation of the expansion to 1140 hours. In order to deliver the expansion the council is recruiting staff, increasing the capacity of settings and working with funded provider settings and childminders to increase their capacity. All local authorities across Scotland are recruiting staff at this time in order to build their workforce for the expansion.

5.2 The policy of granting places from the month following a child's birthday throughout the year grants children born in March and April a place during the academic year prior to their legislative entitlement. This is at the point in the year when the greatest number of children are receiving ELC and as a result increases the number of staff and physical capacity that is required.

5.3 As a rough guide, there are 1,200 children of each year of age in Midlothian, or 100 born in each month. The "month following" policy granting places to March and April birthdays equates to 200 additional children being entitled in May and June. Under 1140 hours this will require 200 additional registered places and 25 additional staff across all ELC providers. This would incur additional expenditure which is not included in the Scottish Government's funding for expansion. Currently around 80% of children take up places at council settings. If this continued under 1140 hours building an additional 160 council places would require £2.784m (using the same assumptions as the Financial Template) and 20 additional Childcare Development Workers would require £0.546m per annum (staff to child ratio is 1:8 for sessions of more than 4 hours).

5.4 Granting entitlement to March and April birthdays from the month following therefore increases the challenge to successful implementation of the expansion and increases the risk that the council will be unable to meet its legislative duty.

5.5 For the remainder of the year granting places from the month following does not increase the capacity or staff required at council settings as staff are employed on permanent year-round contracts. It also slightly reduces the disparity in the number of sessions that children receive, based on their birthday month.

5.6 At funded providers the position is more complex. The month following start date results in additional children receiving funded ELC throughout the year, at a cost to the council. In terms of the peak number of children and hence staffing and capacity requirements, some of these children will already be at the provider, paid for by their parents, so the additional staff and capacity is not clear-cut.

6 Hybrid Start Date

6.1 It is recommended that the admission policy is revised with effect from academic year 2019/20 so that children turning 3 from March to August start from August and that the rest of the year continue with the month following. Two year olds would remain month following for the whole year: these are children from more disadvantaged backgrounds therefore retaining the month following policy throughout the year aligns with the Community Planning Partnership's key priority to reduce the gap in learning outcomes.

6.2 3 and 4 year olds born from March to August would be entitled to 6 sessions of ELC: their legislative entitlement. It would, however, reduce the peak number of children at council settings, therefore reducing the physical capacity that must be added as part of the expansion and reducing the number of additional staff that must be recruited and trained.

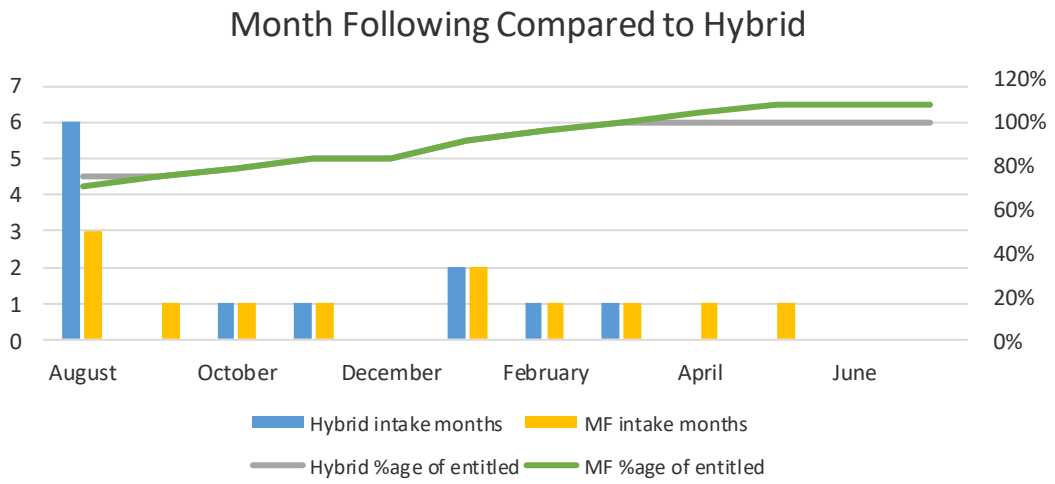
Birth date	**Total number of terms for 3 and 4 year olds**		
	Legislation	Month following	Hybrid
1 March – 30 April	6 terms	6+ terms	6 terms
1 May – 31 August	6 terms	6 terms	6 terms
1 September – 31 December	5 terms	5+ terms	5+ terms
1 January – last day February*	4 terms	4+ terms	4+ terms

* These children can start school aged 4½

6.3 The delay in ELC start date for March and April birthdays would apply to funded provider places too. All Good Time to be 2 children receive their ELC through funded providers rather than council settings, therefore a delay in commencing their entitlement to a 3 year old place will mean they continue to be entitled to a GTTB2 place for longer, for which a higher hourly rate is paid. As a result the net effect of changing the start date to the recommendation is relatively balanced as the reduction in payments due to the later start of three year olds will be offset by Good Time to be 2 children remaining for longer, although the precise balance will be impacted by the take up rate of two year olds which is variable.

6.4 The hybrid start date will increase the number of children commencing ELC in August and as a result ELC providers will need to enhance their transition planning and consider extending the period over which children phase in to ELC.

6.5 The following graph compares the month following start date policy with the hybrid policy. It shows the number of birthday months commencing ELC through the year as columns (left axis) and the percentage of legislatively entitled children taking up a place as lines (right axis). Where the month following line goes above 100% this is the point at which additional capacity and staff are required, over and above that required by the legislation.



7 Start Dates: the National Picture

7.1 Of the 27 other local authorities where the 2 year old entitlement start date policy could be found, only one starts March and April birthdays prior to August. This is Angus Council where children born between the first of March and the last day of the Easter holiday start on the first day of the summer term (after Easter).

7.2 The start date policies for 3 year olds was found for all 31 other local authorities and only two start March and April birthdays prior to August. They are Angus, where the policy is the same as for 2 year olds, and Glasgow where children start from the beginning of the term in which they turn 3.

7.3 This analysis demonstrates that reverting to starting children turning 3 in March and April in August will align Midlothian with the policies of almost all other local authorities in Scotland.

8 Scotland's Outdoor Play & Learning Coalition Position Statement

8.1 The Scottish Government and Inspiring Scotland, along with a range of organisations, have signed up to a national position statement to make playing and learning outdoors an everyday activity for Scotland's children and young people. The statement asserts the health, wellbeing and educational benefits of playing and learning outdoors and commits signatories to help widen access to natural and communal spaces and to enriching urban spaces for children and families to play in.

8.2 The position statement sets out principles that align with the ethos of Midlothian Council's Early Years therefore the council has become a signatory to the position statement.

The press release about the statement is here:
https://www.inspiringscotland.org.uk/news/tv-presenter-signs-outdoor-play-pledge-play-guide-launched/
And the position statement itself is available here:
https://www.inspiringscotland.org.uk/wp-content/uploads/2019/03/Scotlands-Coalition-for-Outdoor-Play-and-Learning-Position-Statement.pdf

9 Financial Information

9.1 The funding provided by the Scottish Government for the implementation of 1140 hours was detailed in the paper 2020 Vision for Early Years, Early Learning and Childcare Expansion Plan to Council 26 June 2018. The expenditure discussed in this paper will be funded through this.

10 Resource Implications

10.1 The resource implications are discussed earlier in this paper.

11 Risk

11.1 The increase in the hourly rate paid to funded provider settings and childminders will strengthen their sustainability during the transition to 1140 hours, reducing the risk that the council is unable to meet its legislative requirement to have 600 hour places available in 2019/20 and 1140 hour places in 2020/21.

11.2 The recommendation to alter Midlothian's admission policy will reduce the risk to the successful implementation of 1140 hours.

12 Single Midlothian Plan and Business Transformation

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

13 Key Priorities within the Single Midlothian Plan

The expansion is relevant to all of the GIRFEMC outcomes for 2017/18 to 2019/20:

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

a. Impact on Performance and Outcomes

The expansion will impact upon all five of the GIRFEMC outcomes.

b. Adopting a Preventative Approach

The provision of high quality, flexible, accessible and affordable Early Learning and Childcare is by its very nature preventative, and sets the foundation upon which future outcomes for the children as they grow up and progress through the education system and then onto adulthood are based.

c. **Involving Communities and Other Stakeholders**

The change in policy will be communicated to stakeholders through the early years and expansion newsletters as well as being embedded in the publicity that will be undertaken as part of the change to central administration of admissions, giving all parties the greatest possible notice of the change. As the recommendation is to change the policy with effect from academic year 2019/20 the publicity will be timed to avoid any confusion for parents of children who turn three in March and April 2019 and will be entitled to ELC in April and May 2019, prior to the policy change coming in to effect.

d. Ensuring Equalities

An Integrated Impact Assessment has been carried out and found that the hybrid start date will have a greater negative impact upon a small number of single parents, who are predominantly female, who have children born in March and April, however it will comply with the legislation on entitlement start date and will reduce the risk of the council not complying with the requirement to implement 1140 hours. Continuing with the month following policy for Good Time to be 2 will reduce this small number of parents negatively impacted as those with lower incomes will be entitled to a GTTB2 place and will continue to be entitled until their 3 year old place starts.

e. Supporting Sustainable Development

The current policy of month following start dates applies an additional demand upon the council resources, capacity and staffing that is not required by the legislation. The recommendation will remove this additional demand and support more sustainable implementation of the expanded hours.

The increase in hourly rate paid to funded providers for 600 hour places during academic year 2019/20 will support their sustainability and development as the transition to 1140 hours progresses.

f. **IT Issues**
No IT implications.

14 Recommendations

It is requested that Cabinet:

a. Note the progress towards implementation of the expansion to 1140 hours of early learning and childcare.
b. Note the increase in hourly rate for 3 and 4 year old 600 hour places at funded provider settings and childminders to £4.50 from August 2019.
c. Revise the admission policy to the hybrid model with effect from academic year 2019/20, whereby children who turn three between March and August become entitled to an early learning and childcare place from August and children born in the remaining months (with the exception of November, who start in January) become entitled from the month following their birthday.
d. Note that Midlothian Council has become a signatory to Scotland's Outdoor Play & Learning Coalition Position Statement.
e. Pass this report to Council for noting.

Date: 27 March 2019

Report Contact:
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Background Papers:

Admission to Early Learning and Childcare for 3 and 4 year olds
Amendment to Pupil Administration Policy - CMT – 20151028

2020 Vision for Early Years, Early Learning and Childcare Expansion Plan presented to Cabinet on 10 October 2017

2020 Vision for Early Years, Early Learning and Childcare Expansion Plan presented to Cabinet 10 March 2018

2020 Vision for Early Years, Early Learning and Childcare Expansion Plan to Council 26 June 2018

Integrated Impact Assessment Form

Promoting Equality, Human Rights and Sustainability

East Lothian Council

Midlothian

Integrated Impact Assessment Form

Promoting Equality, Human Rights and Sustainability

Title of Policy/ Proposal	Early Learning and Childcare Expansion Update and Admission Policy
Completion Date	26/03/2019
Completed by	Magnus Inglis
Lead officer	Julie Fox

Type of Initiative:

Policy/Strategy x

Programme/Plan ☐ New or Proposed ☐

Project ☐ Changing/Updated x

Service ☐ Review or existing ☐

Function ☐

Other ……..

1. Briefly describe the policy/proposal you are assessing.

This report updates Cabinet on progress towards the implementation of 1140 hours Early Learning and Childcare (ELC) from August 2020, advises of an increase in the hourly rate paid to funded providers, advises that the council has become a signatory to an outdoor learning position statement, and recommends a change in the admission policy.

The first three elements provide updates to Cabinet and are therefore not included in this assessment. This IIA will consider the recommended change to the admission policy.

2. What will change as a result of this policy?

The recommendation is to change the ELC admission policy to a hybrid model so that children born between March and August will become entitled to a place from August. The existing month following policy starts children born in March and April in April and May respectively and as a result they receive more than 6 terms of ELC, whereas children born in other months receive a maximum of 6 terms. The recommended change will mean children born in these two months will wait longer for their ELC to start and will receive fewer months of ELC.

The legislation, however, sets out that children born in March and April become entitled from August so the change would align Midlothian's policy for these birth months with the legislation.

Birth date	Total number of terms for 3 and 4 year olds		
	Legislation	Month following	Hybrid
1 March – 30 April	6 terms	6+ terms	6 terms
1 May – 31 August	6 terms	6 terms	6 terms
1 September – 31 December	5 terms	5+ terms	5+ terms
1 January – last day February	4 terms	4+ terms	4+ terms

As the March and April born children receive more than 6 terms of ELC and start in the summer term, they increase the number of children entitled to places at the time when the greatest number of children are entitled. This means that more places and more staff are required than is necessary to meet the legislative duty. In order to deliver the expansion in hours to 1140 the council and funded providers are recruiting staff and creating more physical capacity therefore continuing with the month following policy for March and April birthdays will increase the risk to the successful implementation of expansion.

3. Do I need to undertake an Integrated Impact Assessment?

High Relevance	**Yes/no**

1. The policy/ proposal has consequences for or affects people	Yes
2. The policy/proposal has potential to make a significant impact on equality	No
3. The policy/ proposal has the potential to make a significant impact on the economy and the delivery of economic outcomes	Yes
4. The policy/proposal is likely to have a significant environmental impact	No
Low Relevance	
5. The policy/proposal has little relevance to equality	Yes
6. The policy/proposal has negligible impact on the economy	No
7. The policy/proposal has no/ minimal impact on the environment	Yes
If you have identified low relevance please give a brief description of your reasoning here and send it to your Head of Service to record.	

If you have answered yes to 1, 2, or 3 above, please proceed to complete the Integrated Impact Assessment.

If you have identified that your project will have a significant environmental impact (4), you will need to consider whether you need to complete a Strategic Environmental Assessment.

4. What information/data/ consultation have you used to inform the policy to date?

Evidence	Comments: what does the evidence tell you?
Data on populations in need	There are approximately 1,200 children of each year of age in Midlothian, or 100 per month. This means that the current policy would increase the number of ELC places and staff required to successfully deliver the expansion by 200 places and 25 staff.
Data on service uptake/access	Not all 3 year olds take up their ELC entitlement however it is a relatively small proportion who do not, and the recommended change in the policy will only apply to two months of birthdays out of the year, or 16.7% of children.
Data on quality/outcomes	High quality ELC has a positive impact upon outcomes for children.
Research/literature evidence	As per above.
Service user experience information	The change to month following in 2015 came in part as a result of feedback from parents and carers about the delay between March and April birthdays not becoming entitled to an ELC place until August. The education service budget provided for full staffing within council ELC settings therefore for places within council settings the additional demand was met within the existing service budget.
Consultation **and involvement** findings	As discussed above, the change to month following was as a result of feedback from parents and carers. Discussions with funded providers has identified that the month following policy causes some complications in calculating entitlement and funding, and hence the amount billed to parents and carers.

Good practice guidelines	The statutory guidance for the Children and Young People (Scotland) Act 2014 gives local authorities discretion to grant entitlement earlier than the legislation sets out and encourages this where it will support longer term aims to increase the amount of ELC provision for all children, where there is capacity in the system. While there is much uncertainty about how and where parents and carers will take up the increased hours, the key challenges to successfully delivering the expansion are increasing capacity through physical capacity and staffing capacity.
Other (please specify)	
Is any further information required? How will you gather this?	No.

5. How does the policy meet the different needs of groups in the community?

	Issues identified and how the strategy addresses these

Equality Groups	
Older people, people in the middle years,	No disproportionate benefit or detriment identified.
Young people and children	The recommendation will reduce the number of months of ELC that children born in March and April to the legislative requirement of 6 terms. They will remain entitled to more hours of ELC than children born in September to February. Overall, however, this change will reduce the risk to successful delivery of the expansion, potentially benefitting all children entitled to ELC.
Women, men and transgender people (includes issues relating to pregnancy and maternity)	The recommendation may have a greater impact upon single parent families with children of ELC age who were born in March and April, and single parents are predominantly female. As discussed previously, these children will still be entitled to the legislative requirement of 6 terms, which is greater than half of all children. As looked after children and those from families with lower incomes are entitled to Good Time to be 2 (GTTB2) places the later entitlement to a 3 year old place will not affect them, further reducing the number of children affected by the recommendation – particularly those children most in need.
Disabled people (includes physical disability, learning disability, sensory impairment, long-term medical conditions, mental health problems)	As discussed at the last group, children entitled to GTTB2 places, for which there is discretion to include children with additional support needs, will not be affected by the recommendation.
Minority ethnic people (includes Gypsy/Travellers, migrant workers,	As per the discussion at Disabled

non-English speakers) □ Refugees and asylum seekers □ People with different religions or beliefs (includes people with no religion or belief) □ Lesbian, gay, bisexual and heterosexual people □ People who are unmarried, married or in a civil partnership	people. As per the discussion at Disabled people. No disproportionate benefit or detriment identified. No disproportionate benefit or detriment identified. No disproportionate benefit or detriment identified.

Those vulnerable to falling into poverty ☐ Unemployed ☐ People on benefits ☐ Single Parents and vulnerable families ☐ Pensioners ☐ Looked after children ☐ Those leaving care settings (including children and young people and those with illness) ☐ Homeless people ☐ Carers (including young carers) ☐ Those involved in the community justice system ☐ Those living in the most deprived communities (bottom 20% SIMD areas) ☐ People misusing services ☐ People with low literacy/numeracy ☐ Others e.g. veterans, students	The recommendation will delay the entitlement to a 3 year old place for children born in March and April, which may delay their parent's or carer's ability to study, train or enter/increase hours of employment. In many cases these parents and carers (particularly those vulnerable to falling into poverty) will be entitled to a GTTB2 place which means the recommendation will not affect them. The recommendation will reduce the risk to meeting the requirements of expansion, thereby potentially benefiting all children.
Geographical communities ☐ Rural/ semi rural communities ☐ Urban Communities ☐ Coastal communities	The recommendation will not disproportionately impact upon any type of geographical community.

6. **Are there any other factors which will affect the way this policy impacts on the community or staff groups?**

Not identified.

7. **Is any part of this policy/ service to be carried out wholly or partly by contractors?**

   If yes, how have you included equality and human rights considerations into the contract?

Yes, funded provider early learning and childcare settings and childminders will deliver ELC. The recommendation will not require alteration to the existing equality and human rights aspects of the contract.

8. **Have you considered how you will communicate information about this policy or policy change to those affected e.g. to those with hearing loss, speech impairment or English as a second language?**

If implemented, the change to the policy will be publicised through newsletters to staff, parents and carers and funded providers, as well being incorporated into publicity for the centralised administration of admissions.

Information published by Midlothian Council can be provided on request in many of the community languages and also in large print, Braille, audio tape or BSL. For more information, please contact the Equality, Diversity and Human Rights Officer on 0131 271 3658 or equalities@midlothian.gov.uk

9. **Please consider how your policy will impact on each of the following?**

Objectives	**Comments**
Equality and Human rights	
Promotes / advances equality of opportunity e.g. improves access to and quality of services, status	The recommendation will even out the number of terms that children are entitled to (excepting deferrals), limiting the maximum to 6 terms for those born between March and August, while continuing to offer month following start dates for children born in the rest of the year. The start date for those entitled to to Good Time to be 2 places will remain the same.

Promotes good relations within and between people with protected characteristics and tackles harassment	The recommendation is not anticipated to positively or negatively impact upon this objective.
Promotes participation, inclusion, dignity and self control over decisions	The recommendation is not anticipated to positively or negatively impact upon this objective.
Builds family support networks, resilience and community capacity	The recommendation is not anticipated to positively or negatively impact upon this objective.
Reduces crime and fear of crime	The recommendation is not anticipated to positively or negatively impact upon this objective.
Promotes healthier lifestyles including • diet and nutrition, • sexual health, • substance misuse • Exercise and physical activity. • Lifeskills	The recommendation is not anticipated to positively or negatively impact upon this objective. As an aside, meals will be provided to children under 1140 hours. These will follow guidance from the Scottish Government on nutrition.
Environmental	
Reduce greenhouse gas (GHG) emissions in East Lothian/Midlothian (including carbon management)	The recommendation is not anticipated to positively or negatively impact upon the environmental objectives, other than reducing the amount of additional physical capacity that is required to implement the expansion in hours – i.e. requiring fewer building projects.
Plan for future climate change	
Pollution: air/ water/ soil/ noise	
Protect coastal and inland waters	

Enhance biodiversity	
Encourage resource efficiency (energy, water, materials and minerals)	
Public Safety: Minimise waste generation/ infection control/ accidental injury /fire risk	
Reduce need to travel / promote sustainable forms or transport	
Improves the physical environment e.g. housing quality, public and green space	
Economic	
Maximises income and /or reduces income inequality	The recommendation will mean that the entitlement start date of children born in March and April will become August, rather than April and March respectively. This will have an impact upon these families' training, study and work opportunities or will mean paying for childcare for longer, however families on low income will be entitled to a Good Time to be 2 place and will be unaffected by the recommendation.
Helps young people into positive destinations	
Supports local business	
Helps people to access jobs (both paid and unpaid)	
Improving literacy and numeracy	
Improves working conditions, including equal pay	
Improves local employment opportunities	

10. Action Plan

Identified negative impact	Mitigating circumstances	Mitigating actions	Timeline	Responsible person
The hybrid start date will have a greater negative impact upon a small number of single parents, who are predominantly female, who have children born in March and April.	The recommendation will comply with the legislation on entitlement start date and will reduce the risk of the council not complying with the requirement to implement 1140 hours. Continuing with the month following policy for Good Time to be 2 will reduce this small number of parents negatively impacted as those with lower incomes will be entitled to a GTTB2 place and will continue to be entitled until their 3 year old place starts.	Publicising the change in policy and linking it to GTTB2 information, and incorporating it into the publicity regarding the centralisation of admission administration.	Following the change in policy and during the publicity regarding the centralisation of admission administration.	Julie Fox

11. Sign off by Head of Service

Name

Date

Procurement and Commercial Improvement Programme

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

1 Purpose of Report

This report is to provide Cabinet with an update in relation to the Council's 2018 Procurement and Commercial Improvement Programme (PCIP).

2 Background

2.1 The PCIP replaced the Procurement Capability Assessment (PCA) model previously used by the Scottish Government to promote the sharing of best practice and continuous improvement in procurement across the Scottish Public Sector. The new regime will continue to assess public sector organisations by reviewing and auditing evidence on how the organisation has delivered its procurement.

2.2 Some key changes between the PCIP and the PCA are:

- Organisation can submit some key evidence 6 weeks in advance of their PCIP assessment date;
- The PCIP has a new question set and is scored in bands from F1-F11 (the highest score being F1);
- Individual percentage scores will be given to each organisation but these will not be shared with other organisations;
- There are three models of the PCIP; Full, Medium and Lite assessments; and
- The model that the organisation will be assessed against is dependent on spend and number of contracts delivered.

The Scottish Government have been clear that the PCIP is not comparable to the PCA and that previous scores from the PCA should not be used as a target for the 2019 assessment. The question set is more demanding and challenges organisations at the top level of procurement delivery.

2.3 The PCIP encompasses four key areas of review which are as follows;

- Procurement leadership and governance
- Procurement development and tender;
- Contracting processes; and

- Purchase processes.

2.4 Scotland Excel works with local authorities in reviewing and assessing procurement and commercial competence under this model. This is achieved through Scotland Excel reviewing and scoring each question using the documented evidence provided. A range of scores are then applied across categories shown above, with a total score awarded on the assessment day.

3 Assessment and Outcome

3.1 The 2018 Midlothian Council PCIP took place on 11 December 2018 and the Council opted for a focussed assessment using the Full assessment model question set.

3.2 The Scotland Excel PCIP review team examined evidence in advance of this date. Amongst other evidence, the Council submitted sample contracts from a range of contracts including Social Care and Construction contracts, and from these Scotland Excel select four contracts to conduct an in-depth review.

3.3 The PCIP is not a mandatory assessment and it may transpire that some Councils will not take part in the PCIP due to other competing priorities. However, Midlothian Council have taken part, and the output of the assessment will be used by the Procurement Team as a tool for continuous improvement to further develop the Procurement Improvement Plan to ensure the promotion and delivery of efficient, effective procurement.

3.4 For 2018 The Council achieved a score of **66%** which places Midlothian in the banding (F2) with regards to procurement performance according to Scottish Government banding, depicted in the table below.

Performance Band	**% Score**
F1	>70%
F2	66<>69%
F3	61<>65%
F4	56<>60%
F5	51<>55%
F6	46<>50%
F7	41<>45%
F8	36<>40%
F9	31<>35%
F10	26<>30%
F11	20<>25%

3.5 The next round of PCIP assessments are due to take place in 2021, a targeted area for further improvement, at the next PCIP is expected to be Contact and Supplier Management (subject to the assessing the resources required to deliver sustainable improvement in this area). An

improvement in this area should enable the Council to achieve the highest banding of F1 at the next PCIP assessment.

3.6 Attached for member's interest is the formal notification from Scotland Excel received on 8th February 2018 together with the more detailed PCIP focused assessment report.

4 Report Implications

4.1 Resource

There are no direct resource implications as a result of this report

4.2 Risk

No risks have been identified.

4.3 Single Midlothian Plan and Business Transformation

Themes addressed in this report:

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

4.4 Impact on Performance and Outcomes

This report does not impact Midlothian Councils and wider partners performance and outcomes

4.5 Adopting a Preventative Approach

This report does not impact actions and plans in place to adopt a preventative approach

4.6 Involving Communities and Other Stakeholders

No consultation was required in the development of this report.

4.7 Ensuring Equalities

There is no equality issues associated with this report.

4.8 Supporting Sustainable Development

There is no sustainability issues associated with this report.

4.9 IT Issues

There are no IT issues arising from this report

5 Recommendations

It is recommended that Cabinet;-

a) Note the Council's PCIP assessment outcome for the 2018 assessment.

b) Refer this report to Audit Committee for its interest.

04/03/2019

Report Contact:

Name: Gary Fairley Tel No: 0131 271 3110
gary.fairley@midlothian.gov.uk

Background Papers:
Appendix – Scotland Excel letter and slidepack

Email: Julie.welsh@scotland-excel.org.uk
Tel: 0141 618 7450
Date: 8th February 2019

Dr Grace Vickers
Chief Executive
Midlothian Council

Dear Grace

I am writing to give you some initial feedback from the Midlothian Council Procurement and Commercial Improvement Programme (PCIP) assessment which took place on 11th December 2018.

I'd like to start by expressing our sincere thanks to Iain and the team for their hospitality on the day. The team were extremely well prepared and thoroughly professional throughout the process.

Your Council accepted the opportunity to undertake a "Focussed Assessment" which concentrated on a narrower scope of questions to recognise specific areas of improvement identified since the 2016/17 PCIP.

I am delighted to confirm your score was 66% this year. This places Midlothian Council in the banding (F2) with regards to procurement performance according to the Scottish Government bandings, depicted in the table below. This demonstrates an improvement from 61% in 2016/17.

Performance Band	% Score
F1	>70%
F2	66<>69%
F3	61<>65%
F4	56<>60%
F5	51<>55%
F6	46<>50%
F7	41<>45%
F8	36<>40%
F9	31<>35%
F10	26<>30%
F11	20<>25%
F12/Non-Conformance	>19%

CIPS CORPORATE CERTIFICATION Standard Award Number: 0417 – Valid to: 04/2021
INVESTORS IN PEOPLE
disability confident EMPLOYER

Renfrewshire House
Cotton Street, Paisley PA1 1AR
Tel: 0300 300 1200
Email: contactus@scotland-excel.org.uk
Web: www.scotland-excelorg.uk

We were encouraged that Iain and the team were able to demonstrate a number of improvements in the organisation's performance from the previous assessment. Moving forward, it is apparent that the team has a clear understanding of what is required to allow them to continue on an upward curve of development, whilst maintaining current high performance.

The PCIP identified a number of areas where Midlothian Council is performing strongly, such as:

- Procurement Influence
- Learning and Skills: Capability and Skills
- Risk Management

We also identified a small number of areas where there may be some room for further improvement, such as:

- Lessons Learned
- Contract and Supplier Management (Assessment was not submitted in this area but it may be considered as a future opportunity for improvement)
- Procurement Process Automation (Assessment was not submitted in this area but it may be considered as a future opportunity for improvement)

As we are all aware Local Authorities continue to face significant challenges in delivering services and one of these challenges is to maintain the support and continued investment in strategic procurement. Scotland Excel are committed to providing every assistance we can to help you in this regard. Once the PCIPs have been completed across the sector we will undertake analysis and disseminate the findings in order to highlight key areas where we feel that together we can drive future improvement.

Yours sincerely

Julie Welsh Director
Scotland Excel

Midlothian Council

PCIP Focused Report February 2019

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Introduction

On 11th December 2018, Scotland Excel carried out a focused Procurement and Commercial Improvement Programme (PCIP) assessment of Midlothian Council as part of the second round of such assessments of local authorities in Scotland.

The 18/19 assessment required the Councils to submit a full score for each question but request reassessment only in areas where they had focused improvement activity.

This document sets out:

- The questions reassessed and change in score.
- The key strengths and opportunities for development that the assessors identified from the PCIP self-assessment
- Qualitative narrative that identifies positive changes in local practice.

Supporting you to improve

As the national centre of expertise local government procurement, Scotland Excel is responsible for working with Scottish councils to improve procurement performance and practice. Working across the sector, and with individual councils, we can provide a range of support.

Support can include:

Workshops and masterclasses – *covering a range of issues identified as key challenges across the sector, including input from experts and practitioners.*

Accredited work based learning and development – *delivered in person and online through the Scotland Excel Academy (academy.scotland-excel.org.uk)*

Tailored change support *– bespoke change support, delivered by our Business Change Project Managers, to enable the change you need.*

Overview of PCIP

The Procurement and Commercial Improvement Programme (PCIP) was introduced in 2015. The focus of PCIP is on the policies and procedures driving procurement performance and, more importantly, the results they deliver.

The focused PCIP has no maximum or minimum number of questions. Nominations for re-assessment are led by the Council and confirmed by the assessment team at Scotland Excel.

Scoring system

The PCIP consists of 24 questions divided into four sections which cover the breadth of procurement activity. Each question is worth a possible four marks. A breakdown of each section is shown below:

Section	Number of questions	Marks available
Leadership and Governance	10	40
Development and Tender	6	24
Contract	5	20
Key Purchasing Processes	3	12

Full Assessment Performance Bandings

Current Performance Band	% Score
F1	>70%
F2	66<>69%
F3	61<>65%
F4	56<>60%
F5	51<>55%
F6	46<>50%
F7	41<>45%
F8	36<>40%
F9	31<>35%
F10	26<>30%
F11	20<>25%
F12/Non-Conformance	>19%

A note on the assessment approach and judgments

Scotland Excel assessors have made the judgements and recommendations in this report based on evidence presented to them by your council, either in the form of documentation or verbal evidence.

PCIP is not an audit. Restraints on time and resources, coupled with a desire to ensure a proportionate approach to the assessments, mean it is not possible for assessors to independently verify the evidence submitted as part of the pre-assessment, dashboard, or assessment day. Instead, evidence is assessed in good faith with the onus on the council to be open and transparent.

Summary of overall performance

Summary of performance

Midlothian Council received an overall score of 66%, placing it in the Band F2. The council nominated the following questions from each section and this indicates the differentiation between the 16/17 and 18/19 assessment score.

Section 1	Question Area	16/17	18/19
1.2	Procurement Influence	3	4
1.5	Learning and Skills: Capability and Skills	3.5	4
1.6	Internal Control Systems	2.5	3
1.7	Risk Management	1.5	3

Section 3	Question Area	16/17	18/19
3.5	Lessons Learned	1.5	2.5

Areas of Positive Practice and Opportunities for Improvement

PCIP Section	Positive Practice	Opportunities for Improvement
1. Leadership and Governance	• Service Delivery Framework demonstrates good practice in consideration of "in house" v "outsourced" decision making • Evidence collaboration with neighbouring Local Authorities • "Making Performance Matter" Competency Framework provides good foundations for staff development • 5 year Training and Development Strategy and Annual Training Plan for staff • Regular Audit and spot checks of procurement • Corporate Risk Register managed through performance management software • Multi-agency Serious Organised Crime action plan	• Commercial Acumen and Continuous Improvement (Not Assessed)
2. Development and Tender	• No questions in this section were put forward for reassessment	• Spend Analysis, Strategy Development and Implementation and Exit Strategies (Not Assessed)
3. Contract	• Central Lessons Learned Log • Evidence of a consistent approach to internal Post Tender Review • Quality Assurance spot checks by Procurement Manager	• Implementation of Independent Project Reviews out wtih procurement team • Contract and Supplier Management (Not Assessed)
4. Key Purchasing Processes	• No questions in this section were put forward for reassessment	• Procurement Process Automation (Not Assessed)

Section 1: Leadership and Governance

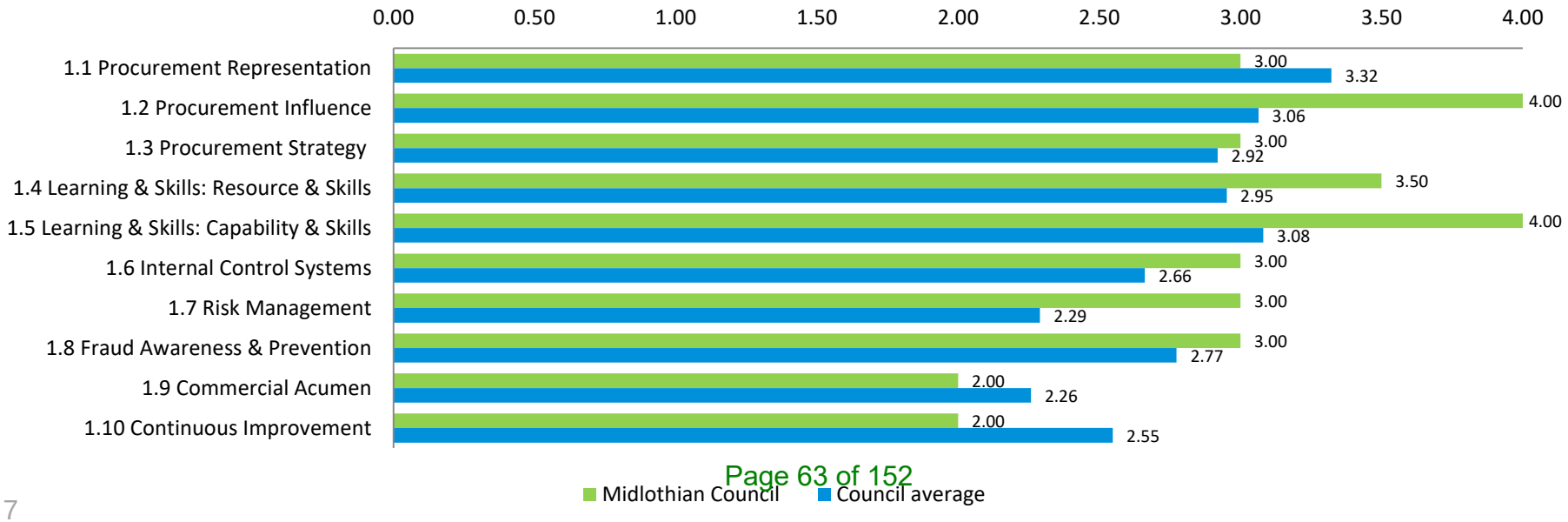
This section focuses on the leadership, management and governance of procurement within the organisation. In particular it looks at:

- The strategic importance of procurement to the organisation
- How procurement functions influence organisational strategy and support the organisation to achieve its aims
- How procurement functions influence external spend
- How procurement functions are managed, developed and continuously improved
- How the organisation manages risks and counters fraud in procurement
- The organisation's commercial competence and how this drives best value for public money

Key points to note on Section 1

- **The Council highlighted questions 1.2 Procurement Influence, 1.5 Learning and Skills: Capability and Skills, 1.6 Internal Control Systems, 1.7 Risk Management and 1.8 Fraud Awareness and Prevention to be re-assessed.**
- **Assessment was not requested for questions 1.1, 1.3, 1.4, 1.8, 1.9 and 1.10 and they may be considered as future opportunities for improvement.**

Midlothian Council 2018/19 v All Council Average 2016/17 PCIP



Section 2: Development and Tender

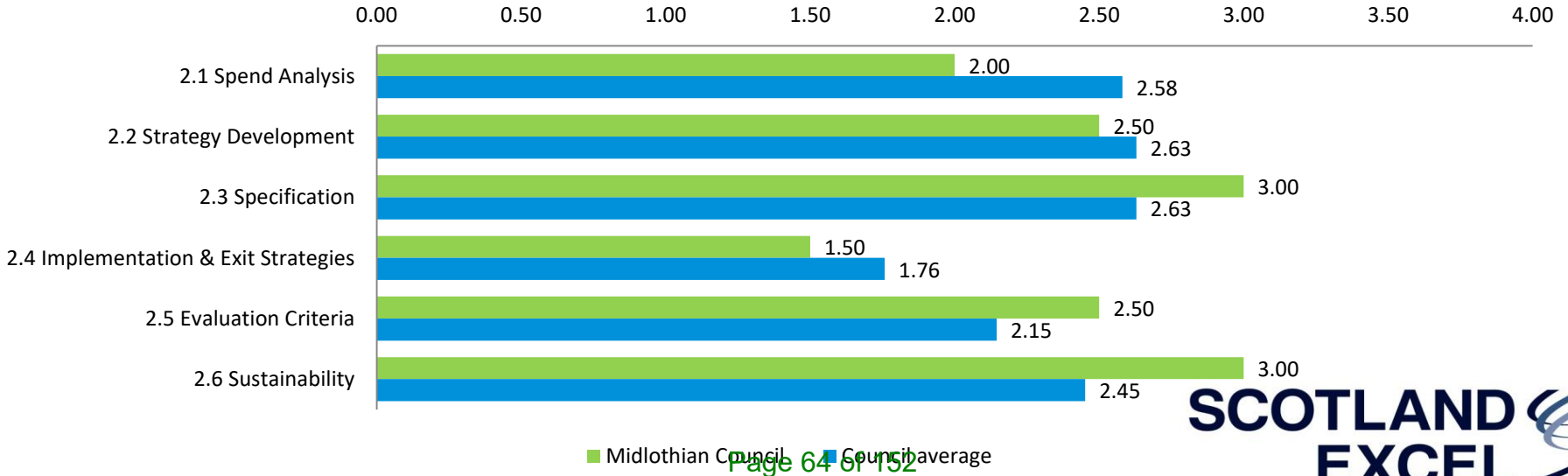
This section focuses on the organisation's approach to developing and tendering contracts to achieve value for money and other benefits. In particular it focuses on:

- How understanding and analysis of spend is used to drive best value and collaboration
- How commodity strategies and specifications are developed
- How contracts are implemented and exited
- How tenders are evaluated to ensure efficiency and effectiveness in delivery
- How environmental, social and economic sustainability are factored into the procurement process

Key points to note on Section 2

- **The council did not request any questions for reassessment in this section which may be considered as a future opportunity for improvement.**

Midlothian Council 2018/19 v All Council Average 2016/17 PCIP



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Section 3: Contract

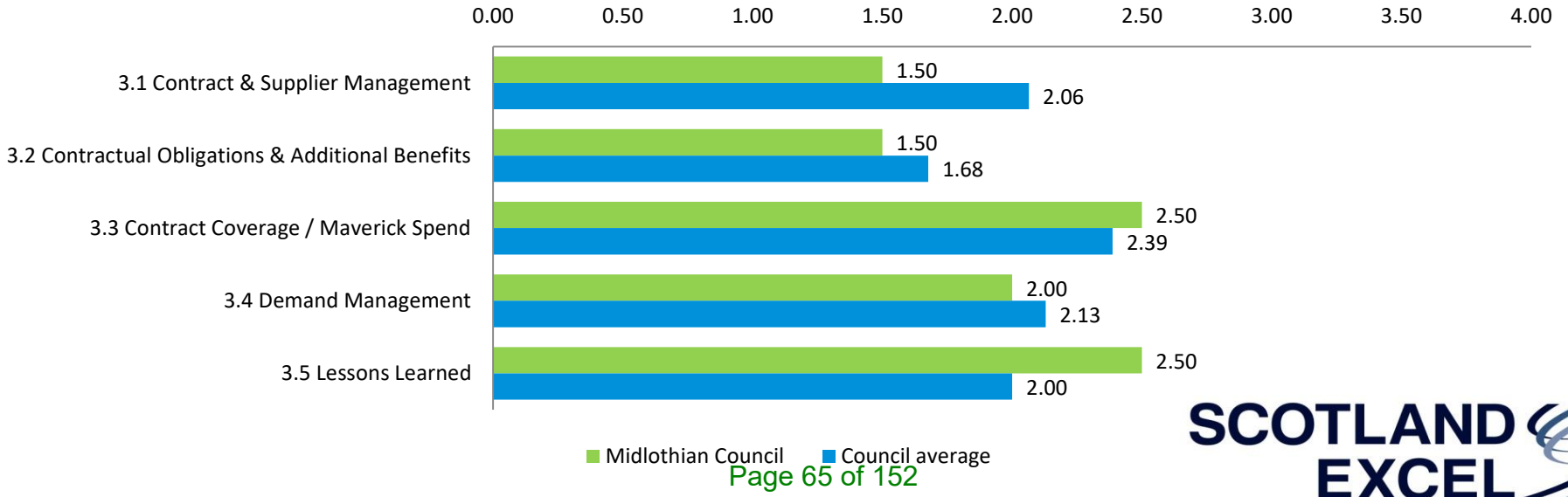
This section focuses on the effectiveness of contract and supplier management. In particular it looks at:

- The organisation's approach to contract and supplier management and the benefits they derive from it
- How effective the organisation has been at working with suppliers throughout the lifetime of the contract to derive additional benefits
- How the organisation works to reduce maverick (off contract) spend
- Demand management
- How the organisation captures and utilises lessons learned from procurement

Key points to note on Section 3

- **The council highlighted 3.5 Lessons Learned Contract to be reassessed.**
- **Assessment was not requested for question 3.1 Contract and Supplier Management, 3.2 Contractual Obligations, 3.3 Contract Coverage/Maverick Spend and 3.4 Demand Management and these may be considered as future opportunities for improvement.**

Midlothian Council 2018/19 v All Council Average 2016/17 PCIP



Section 4: Key procurement processes

This section focuses on the key purchasing and logistical processes which underpin effective procurement. In particular, it looks at:

- The effectiveness of P2P processes
- How the organisation manages stocks and logistics to achieve best value
- How the organisation is implementing process automation (e.g. e-Procurement) and the effectiveness of its ICT strategy for procurement

Please note: Question 4.2 relates to sophisticated stock-holding and logistics arrangements which are not required by local authorities. To account for this in comparisons with other sectors, local authorities were awarded double marks for this question, up to a total of 4 marks.

Key points to note on Section 4

- **The council did not request any questions for reassessment in this section which may be considered as a future opportunity for improvement.**

Midlothian Council 2018/19 v All Council Average 2016/17 PCIP

Further information

PCIP assessment information

The assessment team were:

- Scott Gibson
- Sarah Morrison

Third round of PCIPs

It is proposed that all organisations will undertake a third assessment by June 2021. Scotland Excel will be in touch in due course.

In the meantime Council's will be expected to maintain or improve levels of performance.

Further information on PCIP

You can find out more about PCIP on the Procurement Journey website here:

https://www.procurementjourney.scot/node/221/

Contact details

For support and further information, please contact your account manager:

Your account manager: Sarah Morrison
T: 07535517641
E: Sarah.Morrison@scotland-excel.org.uk

Further information about Scotland Excel

To find out more about Scotland Excel, please visit our website:

www.scotland-excel.org.uk

Midlothian

Cabinet
Tuesday 9 April 2019
Item No 5.5

New Build Council Housing – Local Letting Initiative

Report by Allister Short, Joint Director, Health and Social Care

1. Purpose of the Report

1.1 This Report proposes a Local Letting Initiative (LLI) to be used for the allocation of housing at Woodburn Terrace, Dalkeith.

2. Background

2.1 In May 2016 Midlothian Council revised it's Housing Allocation Policy. As part of the changes it was proposed that a Local Letting Inititative will be developed for each new build housing site prior to the allocation of properties. It is important that we make best use of our housing stock, which includes how these are allocated. Scottish Government guidance requires that houses are let in a way that gives reasonable preference to those in greatest housing need, which makes best use of the available stock and helps to sustain communities.

2.2 The Scottish Government publication "Social Housing Allocations – A Practice Guide" refers to Local Lettings Initiatives, noting that legislation allows Registered Social Landlords to operate separate allocations policies for different parts of their stock. However, a Local Lettings Initiative cannot take into account:

(i) how long a household has been resident in the area
(ii) previous rent arrears which are no longer outstanding
(iii) age of applicant
(iv) income of applicant
(v) ownership of property (this is subject to change shortly as part of the Housing (Scotland) Act (2014)

2.3 Midlothian Council has previously used a Transfer Led Local Lettings Initiative to allocate new build housing in communities. This helped to create a vacancy chain whereby transfer tenants would be able to move into a new build property and their existing home could be reallocated to an applicant on the Housing List. However, the 2011 Inspection Report of the Scottish Housing Regulator noted using this method meant that sometimes the Council did not always allocate properties through its LLI to households with a recognised housing need. Consequently LLIs for new build properties must clearly address housing need.

2.4 Table 1 shows the total housing mix of the development. It shows that 10 properties are being built on this site which are estimated to be completed in June 2019.

Table 1: Housing Mix at Woodburn Terrace, Dalkeith

Property Type	Number of Properties
1 Bed, 2 Person Tenement Flat	6
2 Bed, 3 Person Cottage Flat	4
Total	10

2.5 In order to allocate these units in a way that ensures a balanced and sustainable community it is recommended that the following criteria are used to allocate the first let of these units. The Housing Services team will allocate properties in the following order of priority until all properties have been allocated:

(i) Allocate to existing council housing tenants who are on the General Needs List and are resident in the Dalkeith area.

(ii) Allocate to Homeless and General Needs List Applicants who have chosen Dalkeith as one of their area choices whilst ensuring that, of the total allocations for this development, a target of 60% of the homes at this development are allocated to households who were resident in Dalkeith as of March 2019.

To ensure sustainability of tenancies properties will be allocated to households on the Housing List who do not have a history of anti-social behaviour.

3 Report Implications

3.1 Resource

There are no resource implications within this Report.

3.2 Risk

If the Council does not take into account the views of stakeholders and the analysis of letting outcomes in relation to the Housing Allocation Policy and Local Letting Initiatives it will fail to take into consideration local needs which could have negative consequences for the community.

In addition, there is a risk to the Council where the Housing Allocation Policy does not comply with legislation or guidance from the Scottish Housing Regulator. Further guidance concerning how the Housing (Scotland) Act 2014 impacts upon housing allocation policy and practice is due to be published.

3.3 Key Priorities within the Single Midlothian Plan

The themes addressed in this report impact on the delivery of the Single Midlothian Plan outcome measures in homelessness and stable and balanced communities. Early intervention and tackling inequalities are key priorities for Midlothian Council and the Community Planning Partnership and these proposals meet those objectives.

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

3.4 Impact on Performance and Outcomes

The core aim in the revised Allocation Policy is to offer applicants to Midlothian Council flexibility in the type and location of housing they wish to apply for. A key strength of the management of council housing in Midlothian is tenancy sustainment and introducing a Local Letting Initiative for new build developments will ensure a sustainable community.

3.5 Adopting a Preventative Approach

The policy is based on a clear framework for prioritising applicants based on housing need and the reasonable preference criteria set out in legislation and aims to provide affordable, quality housing for people in need. The Council's Housing Allocation Policy will be reviewed during 2019.

3.6 Involving Communities and Other Stakeholders

The use of Local Lettings Initiatives for new build housing was recommended as part of the revisions to Midlothian Council's Housing Allocation Policy which was revised in May 2016. The key elements of the Local Letting Initiative for this development are consistent with the aims of the Policy. Consultation was carried out with service stakeholders, including Social Work Adult Care, Children and Families and Legal and Audit services in relation to this report. External consultation had also been carried out with the Registered Tenant Groups and Registered Social Landlords in Midlothian, the Housing Association Forum, tenancy support agencies, Midlothian Disability Access Panel, Shelter and the Armed Forces Covenant Liaison Officer.

Midlothian Council's Housing Allocation Policy and the Local Letting Initiative for this development will both be published documents which are available for tenants and housing list applicants to view.

3.7 Ensuring Equalities

The revised Housing Allocation Policy was subject to a full Equality Impact Assessment in accordance with the Council's Equalities Schemes to ensure equality of opportunity. The policy ensures that discriminatory practices and procedures are eliminated and that the needs of women, ethnic minorities, people with disabilities and other target groups are assessed. The duties required of local authorities when letting their houses are set out in the Housing (Scotland) Act 1987 and the Housing (Scotland) Act 2001.

3.8 Supporting Sustainable Development

Not Applicable

3.9 IT Issues

Not Applicable

4 Recommendation

It is recommended that Cabinet:

a) Approve a Local Letting Initiative outlined in Section 2.5 of this Report for the allocation of housing at Woodburn Terrace, Dalkeith to ensure the creation of a sustainable, balanced community.

Date: February 2019
Report Contact: Stephen Clark, Housing Planning and Performance Manager
Tel No. 0131 271 3506
Email: stephen.clark@midlothian.gov.uk

Midlothian Active Travel Strategy

Report by Kevin Anderson, Acting Director, Resources

1 Purpose of Report

The purpose of this report is to seek agreement for the adoption of the Midlothian Active Travel Strategy.

2 Background

2.1 Increasing the number of journeys made by foot or by bicycle helps achieve many local and national outcomes and aligns well with policy objectives for improving health, creating better places for people, tackling congestion and pollution, and increasing access to jobs and services. National, regional and local plans provide a framework to work towards achieving these outcomes and increasing active travel levels. These include the National Walking Strategy and Cycling Action Plan for Scotland (CAPS), as well as the Single Midlothian Plan and the Midlothian Local Development Plan, all of which this strategy aims to support.

2.2 A pre-draft consultation was conducted for 5 weeks from 26 September 2016 until 30 October 2016. 82 responses were received from the online survey from the general public and other stakeholders. A workshop took place at Lasswade Centre on 13 December 2016 giving an opportunity to community councils to share their views on active travel in Midlothian. Plans and feedback forms were provided and responses from 12 members representing 8 community councils were recorded. A further 412 responses from an earlier cycling consultation from 2014 have been taken into account for the development of the strategy.

2.3 A draft document was published and a further consultation was held for six weeks between 7 August 2018 and 18 September 2018. Copies of the strategy were also available for viewing at local libraries and Midlothian House. 55 responses from members of the public and stakeholders were received.

3 Report Implications

3.1 Resource

The funding for this project came from various sources as part of a larger sustainable travel project. Future resources associated with the strategy will include the preparation of funding applications, feasibility studies and management of construction projects relating to the strategy.

3.2 Risk

There is no risk associated with this policy.

3.3 Single Midlothian Plan and Business Transformation

Themes addressed in this report:

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

3.4 Key Priorities within the Single Midlothian Plan

Increase sustainable travel, improve children and young people's health and wellbeing, reduce health inequalities.

3.5 Impact on Performance and Outcomes

A positive impact on traffic levels, pollution and health.

3.6 Adopting a Preventative Approach

Ensuring active travel measure are in place reduces future local health and care service demand, as well as future carriageway congestion.

3.7 Involving Communities and Other Stakeholders

Two rounds of public and stakeholder consultation which shaped the development of the strategy were held. The nature of responses received included:

- Support for the action plan set in the strategy and the proposed and aspirational routes.
- Comments regarding the need for more segregated cycling infrastructure and the need to improve particular junctions.
- Review of speed limits, specifically the introduction of 20mph in town centres.
- Segregated cycling infrastructure should be in place along main roads as opposed to advisory cycle lanes.
- Working collaboratively with neighbouring local authorities especially City of Edinburgh Council on improving cross-county routes.
- The need to maintain active travel routes regularly, especially in autumn and winter months.
- The need for active travel paths to be fully accessible by mobility scooters, wheelchairs and buggies.
- Many comments about the need for segregated cycling infrastructure along the A701, A702, A703 and improvements to the Hillend and Straiton junctions.
- The need for segregated active travel routes in the vicinity of Sheriffhall roundabout.

- Eskbank Toll regarded as a barrier to cycling and the call for active travel infrastructure along the A7.
- Safe cycling routes from Gorebridge, Newtongrange to Dalkeith, Bonnyrigg and Edinburgh.

3.8 Ensuring Equalities

An Equality Impact Assessment has been prepared for the strategy.

3.9 Supporting Sustainable Development

Walking and cycling are environmentally, socially and economically sustainable.

3.10 IT Issues

There are no IT issues associated with this report.

4 Recommendations

Cabinet is asked to adopt the Midlothian Active Travel Strategy.

20 February 2019

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Background Papers:

- **Appendix 1: Midlothian Active Travel Strategy (attached)**
- **Appendix 2: Equality Impact Assessment (attached)**

Midlothian
Active Travel Strategy

2018 - 2021

Midlothian

Midlothian

December 2018

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Introduction

Situated south of Edinburgh in the south-eastern part of Scotland, Midlothian offers great opportunities for people wishing to explore the outdoors by active modes of transport. Walking and cycling are the best ways of enjoying the landscape in Midlothian, a landscape shaped by glaciers and rivers over the past 2 million years. Today, valleys carved by rivers since the last glacial period dominate Midlothian's landscape, most notably the North Esk and South Esk, which converge to form the River Esk northeast of Dalkeith. The heritage, scenery and history of Midlothian can be enjoyed on over 220 miles of paths linking towns with rural areas and a variety of historic attractions and settlements.

With a current population of approximately 88,000, Midlothian has seen an increase in population and housing in recent years. Midlothian is therefore an evolving area with a growing population and economy, and providing a sustainable transport network should be at the heart of this growth. This constitutes an opportunity to collaborate with developers on creating new walking and cycling paths which integrate with the existing network. Midlothian has great potential to be developed as an attractive place where walking and cycling are the normal choices of travel.

Active travel generally encompasses cycling and walking, but also other 'active' modes of travel such as scooting. It provides a real alternative for short, local car journeys and commuting. Creating active travel infrastructure is key for providing an alternative for those wishing to walk or cycle locally. In order to increase opportunities, campaigns promoting the use of paths have to accompany infrastructure development.

Midlothian Council is promoting and encouraging walking and cycling, however, there is not currently a strategy available to coordinate these initiatives and activities. The purpose of this strategy is to provide a framework of objectives for investment, to identify the improvements required to deliver a comprehensive and well-connected network and to guide future active travel infrastructure and promotional initiatives.

The strategy also aims to encourage and enable safer walking and cycling environments in Midlothian. Creating suitable environments for walking and cycling can improve the health and wellbeing of our community and lead to numerous benefits. This document sets out how Midlothian Council plans to achieve its goals for providing a safe and accessible environment for walking and cycling.

'Our vision is to create a safe and convenient environment for walking and cycling in Midlothian, promoting an active travel culture where there are safe and convenient walking and cycling choices for all Midlothian residents and visitors, with active travel being the normal choice for everyday journeys'

Policy Context

This section summarises key policies which set the context for the development of Midlothian's Active Travel Strategy. These national, regional and local documents provide a framework to work towards achieving strategic aims and increasing active travel levels in the council area. Encouraging walking and cycling helps achieve the aims of a number of national, regional and local policies, and the strategy will aim to work towards supporting these policies.

NATIONAL POLICY	
Cycling Action Plan for Scotland (CAPS) (2013)	Let's Get Scotland Walking - National Walking Strategy (2014)
• Sets out a vision to increase everyday journeys travelled by bike in Scotland, with a target of 10% to be achieved by 2020 • Promotes partnership working, setting out 19 actions on how to achieve this vision • Presents a series of case studies with a focus on infrastructure, integration and road safety	• Aims to create a culture of walking with better walking environments and to enable easy, convenient independent mobility for everyone in Scotland. • Seeks to encourage everyday walking, either for recreation, health or walking to work
A long term vision for active travel in Scotland 2030 (2014)	National Transport Strategy (2016)
• Sets out an ideal outlook on how Scotland could look if more people were using walking and cycling for short, everyday journeys • Presents the benefits of active travel, along with insights into future infrastructure and planning, and how Scotland could be exemplar in terms of changing behaviour and creating and active travel culture.	• Identifies three key strategic outcomes, including tackling congestion and improving journey times and connections, reducing emissions and tackling climate change, as well as providing better quality services and value for money or alternative to car use. • Scottish Government is promoting new practices that deliver efficiencies by optimising the wider benefits that can be delivered from transport, especially walking and cycling.

REGIONAL POLICY

SEStran Regional Transport Strategy 2015-2025 refresh (2015)

- Encourages the promotion of active travel, particularly the use of awareness campaigns to increase use of sustainable transport, as well as cross-boundary active travel measures.
- Objectives to promote more sustainable travel, to contribute to the reduction of greenhouse gases, to increase the proportion of walking and cycling trips by 5%, to contribute to meeting national air quality targets and reduce the impact of transport noise

LOCAL POLICY

Midlothian Transport Strategy (2007)

The strategy lists 16 key walking and cycling interventions, which include:

- maintaining the existing network of roads and footways
- improving pedestrian links
- improving, extending and maintaining the cycle network
- ensuring that all new developments are planned and developed to be easily accessible on foot and by bike
- improving personal security for pedestrians and improve safety on the streets
- improving safety generally and of children cycling to school and encourage cycling from an early age
- encourage walking from an early age by improving safety of pedestrian routes to school
- promote the benefits of walking and cycling to the wider community
- provide opportunities for increased participation and involvement of local cycle interest groups

Midlothian Core Paths Plan (2009)

- The Core Paths Plan was produced by Midlothian Council in collaboration with the public, landowners, statutory agencies and the Midlothian Access Forum in order to fulfil the obligations of the Land Reform (Scotland) Act 2003 which introduced this new duty for Scottish Councils.

- It shows a system of paths "sufficient for the purpose of giving the public reasonable access throughout the area", and are anything from a tarmac path to a grassy field margin, are signposted and subject to protection through the planning system wherever possible and amended only in exceptional circumstances.

- Core paths cater to a wide range of users including walkers, cyclists and horse riders, however, not all core paths are suitable for each type of user.

LOCAL POLICY

Single Midlothian Plan (2016)

- The plan sets out a number of priorities and actions for Midlothian, including outcomes for sustainable growth.
- Aims to promote and develop sustainable travel and transport that benefits our health and environment, including implementing the council's adopted travel plan by reducing the adverse impacts of travel within Midlothian, most particularly car travel, by 31 march 2017.
- Develop travel plan measures which benefits joint working, SEStran, public transport operators and support staff in active travel

Midlothian Tourism Action Plan (2016)

- The plan sets out priorities to promote and encourage tourism in Midlothian, including cycle tourism.
- Key actions for the action plan include encouraging local attractions, food and drink providers to become cycle friendly; exploring opportunities for improved marketing and branding of existing routes; supporting collaboration between neighbouring towns/villages for improved connectivity and route development; help improve the perception of cycling in Midlothian by increasing digital information availability.

Midlothian Local Development Plan (2017)

- Aims to promote the development of an active travel network within and between Midlothian's communities, safeguard former railway lines that could be redeveloped as active travel routes and provide policy support for potential cross-boundary connections with neighbouring authority areas.
- Policy TRAN 1 which relates to sustainable transport, seeks to promote the development of an active travel network and give priority to walking, cycling and public transport initiatives.
- Policy TRAN 2 referring to transport network interventions aims to tackle cycling and walking issues through infrastructure improvements to complement the Borders Railway.
- Aims to promote active travel by connecting places for recreational and daily travel by walking and cycling

Midlothian Council Travel Plan (2017)

- Aims to reduce the adverse impacts of travel, particularly car travel, associated with the activities undertaken by Midlothian Council in the provision of its services.

- Aims to promote and improve access and facilities which support and encourage those accessing Midlothian Council services to do so by remote means, on foot, by bicycle and by public transport.

- The objectives set include a journey to work target of 10% by foot (from 6%), 4% by bicycle (from 3%), 12% by public transport (from 10%), 10% by car (passenger) (from 8%) and 65% by car (driver) (from 69%).

LOCAL POLICY
Midlothian Green Network Supplementary Guidance (2018)
• The purpose of the guidance is to safeguard and promote green space links between and wildlife corridors in and around new and existing developments. • The guidance provides specific functions in support of active travel routes, sustainable water management, habitats and connections between habitats, and improving the quality of place for residents and visitors

The benefits of active travel

Being active can bring a great number of benefits both for the individual and for the community as a whole. Walking and cycling are easy, low-cost and pleasant ways of commuting, visiting local facilities and enjoying a day out.

Research shows that increased active travel levels can help promote health, environmental, economic and social benefits. The council recognises active travel as an easy and convenient way of building physical activity into one's daily routine. Some of the benefits of active travel are presented here, classified into three main categories.

Health

NHS data suggests that increasing overall levels of physical activity through walking and cycling can reduce the risk of coronary heart disease, stroke, certain types of cancer and type 2 diabetes, as well as keeping the musculoskeletal system healthy.

Evidence from research also suggests a link between obesity levels and travel behaviour in adults, indicating that countries with highest levels of active travel have the lowest levels of obesity.[1] Walking and cycling can also promote mental wellbeing, studies showing that physical activity can overcome depression and anxiety. Many people are experiencing busy working schedules and find it difficult to include physical activity into their daily routines. Walking and cycling are great ways of doing just that, whether commuting, shopping or visiting local facilities.

Economic

At the individual level, walking and cycling are low-cost alternatives to motorised transport modes, especially car use. Walking is the most popular leisure activity in Scotland and research shows that over 50% of overseas visitors went for a walk in the countryside. Midlothian has a wide range of countryside paths and parks linked to local tourist attractions.

On a local level, walking and cycling can benefit the economy in urban areas due to increased levels of walking leading to increased footfall in local retail shops. Active travel can bring a major contribution for local town centres, supporting the local economy in a cleaner, quieter and environmentally-friendly way.

A study of the use of the local path network in Dunkeld and Birnan, Perthshire, showed that the estimated income generated by the local path network supported up to 15 FTE jobs.[2] Cycling to work has also been found to be linked with reduced absenteeism and increased productivity.

Environmental & Social

Walking and cycling are pollution-free modes of transport. Increasing levels of walking and cycling through reducing car use, especially for commuting, would translate in a decrease of greenhouse gas emissions thus improving local air quality levels. Walking and cycling

require less road space per traveller compared to other modes of transport, thus reducing congestion and noise levels.

Walking and cycling can provide an opportunity for social interaction. Joining a local walking or cycling club can be fun and allows for a better appreciation of the local rural and urban environments. Research shows that people who cycle are regarded to be the most satisfied transport users.[3]

'Walking or cycling to work can save you money and bring amazing health benefits'

Overview of active travel in Midlothian

Out and About Midlothian

The council-led 'Out and About Midlothian' initiative, funded by Paths for All through the 'Smarter Choices, Smarter Places' programme, aims to encourage walking and cycling in Midlothian.

For 2015/16, the project focused on towns linked to the new Borders Railway. A series of walking and cycling maps were produced to provide an overview of walking and cycling paths. These cover the areas of Danderhall, Dalkeith, Bonnyrigg, Eskbank, Newtongrange, Mayfield and Gorebridge.

The maps are available electronically on the council's website, and paper copies were also distributed to local libraries, railway stations and council offices, as well as at local events held in 2016. Free bike lights and pedometers were also distributed with the aim of increase cycle safety and encourage people to keep track of their daily steps, calories burnt and distance travelled. A new series of similar walking and cycling maps were produced in 2017 for Penicuik, Loanhead, Roslin and Rosewell areas.

The Borders Railway opened up new opportunities for people in Midlothian to travel to Edinburgh and the Scottish Borders. Having been reopened in 2015, the new railway stations at Shawfair, Eskbank, Newtongrange and Gorebridge provide an alternative of travelling in the area.

Interactive touch-screen consoles have been installed at the four Midlothian railway stations and one console in Dalkeith Library. The consoles allow users to access local maps, visitor information and live travel information. The maps include walking and cycling paths, health walks, as well as countryside walks and cycles throughout the county.

Out and about
Midlothian

Midlothian Council undertook baseline and follow-up surveys aimed to explore users' travel patterns at Shawfair, Eskbank, Newtongrange and Gorebridge railway stations. As well as providing data regarding travel modes used to get to the railway station from home, the survey allowed participants to contribute with feedback by providing general comments or suggestions, as well as state any issues they might have encountered when travelling to the stations.

Promotional campaigns encouraging walking and cycling ran throughout 2016, 2017 and 2018, with the aim of increasing active

travel levels to and from the stations. The campaigns included events, route promotion, as well as bus and station advertising.

The latest follow-up survey in 2017 found that the number of people using active travel modes to travel to the railway station has increased. Cycling levels increased for Eskbank station (+4.4%), Newtongrange (+2.9%) and Gorebridge (+5.8%), while walking levels increased by 11% for Eskbank station and 5.9% for Newtongrange station. Car journey showed a decrease of 8.4% and 6.1% for Eskbank and Newtongrange, respectively.

Walking Festival

2017 marked the 10th anniversary of Midlothian's Walking Festival, held annually in August and organised by Midlothian Council's Ranger Service. The festival caters for people of all ages and offers free led walks, nordic walking and canicross.

There are usually about 20 walks spanning over four days, led by volunteers and rangers. In 2017 the festival was held between 11-14 August and included three full days of cycling activities in Bonnyrigg, Dalkeith and Penicuik. It was the most successful festival since its inception, with over 640 people taking part in 29 events. Midlothian Council is planning on developing the festival into something bigger over the following years, with more outdoor activities which include walking and cycling.

Community groups supporting and promoting active travel in Midlothian

Gorebridge Community Development Trust's Going Green for Gorebridge will work in Gorebridge and Midlothian to reduce local carbon emissions by helping people make greener travel choices. The project will focus on swapping car journeys for walking and cycling, in particular for travel to Gorebridge railway station. The project will also improve and develop a local path network that links to schools, shops, health centre, work places and public transport stops

Midlothian Cycling Club is a local bike club which covers all aspects of cycling including mountain bike, cross and road cycling. The club also hosts active kids sessions and is dedicated to encouraging the next generation of cyclists by developing their skills and confidence. Regular local rides are held mid-week and during weekends, with longer rides over the summer.

Penicuik Cycling and Penicuik First ran a very successful week-long programme of cycling activities in Penicuik in September 2016. This was part of European Mobility week 2016 and funding was secured by Penicuik First. RUTS and 3Sixty Display Team delivered various aspects of the event. Penicuik First and Penicuik Cycling will continue to create more similar events in Penicuik and encourage people to get on their bikes.

Edinburgh College Students' Association (ECSA) is a charity representing over 19,000 students from more than 100 countries attending Edinburgh College. Active travel is one of their priority objectives for 2018/19, which involves engaging with students through cycling and walking events, campaigns, and training in order to help reduce their travel-related carbon emissions. Edinburgh College have a campus in Midlothian located in Eskbank.

Workplace Engagement

Midlothian Council is a Cycle Friendly Employer recognised by an award from Cycling Scotland and carries out in-house training with all Council HGV and PSV drivers to make them aware of cyclists whilst driving. The current fleet of HGV vehicles is due to be modified to include an audible warning when turning left and all new HGV and PSV vehicles will be fitted with radar to detect cyclists.

The Council holds monthly led walks and cycles for staff and recently won a bid to increase cycle parking and gear storage at its headquarters in Dalkeith. A pilot project focused on Midlothian Council staff commenced in 2017, with the aim of increasing staff walking and cycling levels to work. The project provides frequent bike repair sessions, personalised travel planning, cycling skills workshops and travel packs to raise awareness of available active travel routes and increase cycling confidence. It is hoped that the initiative will expand to other organisations in Midlothian in 2018.

New development travel packs

With an increasing number of new housing developments across Midlothian, it is important that new residents are aware of all sustainable transport options within their area. The aim of the pack is to reduce car trips in favour of walking, cycling and public transport. Each pack contains:

- Leaflet showing walking, cycling and public transport information and map for the area
- Local walking and cycling map covering the wider area
- Bus and/or rail timetables relating to the services available in the area
- Link to survey and feedback form

The project will gather information about new residents' previous and current travel habits, including main mode of transport for short trips, shopping, work and education. Through the survey we will also be able to find out if the pack supported travel mode shifts to sustainable transport and allow residents to provide feedback regarding walking, cycling and public transport in Midlothian. The results of the campaign, along with future active travel statistics will allow the council to decide whether similar projects are worth implementing in the future.

Midlothian Access Forum is an independent body established under the Land Reform (Scotland) Act 2003. The forum provides advice, promotes access and helps with producing the Core Paths Plan. The forum appoints representatives from recreational user groups, land-owning organisations and government bodies to help provide balance when dealing with access related matters.

School engagement

Travel plans

Each Midlothian school has a travel plan which aims to encourage pupils and staff to walk, cycle or scoot more often. Midlothian currently has 17 Cycle Friendly Primary Schools, 1 SEN Cycle Friendly School and 4 Cycle Friendly Secondary Schools with cycle clubs established at the schools.

Also in 2014, Midlothian achieved 87% on-road Bikeability training figures, compared to 63% in 2013. The on-road training is carried out with primary 6 children and is undertaken by a member of staff or volunteer. The Scottish average for this type of training is 38%. The new Newbattle High School will have extensive connecting cycle routes and cycle facilities.

Bikeability

Bikeability is a cycling scheme that aims to give pupils the confidence to cycle safely on the road, and to encourage them to continue doing so as adults.

Bikeability Scotland is managed by Cycling Scotland, the national organisation for cycling promotion. Seventeen Midlothian primary schools have delivered the scheme so far, and the aim is to encourage more schools to get involved.

Annual inter-school walk

Midlothian Council holds an annual inter-school walk during Walk to School week every May, when pupils accompanied by school and council staff, walk to their neighbouring schools in order to promote walking as an alternative travel mode.

This is also a good opportunity for pupils to get to know their local area. The Council also supports the initiative by offering school wall charts, stickers and posters to promote the event.

Beeslack High-School Cycling Festival

Beeslack High School in Penicuik had a successful bid for funding from the Commonwealth Games Legacy Fund for a cycle track and skills areas within its grounds. The work was completed in 2015 and was officially opened on 8 June 2015.

The high-school grounds also host the annual Midlothian Bike Festival for primary school pupils, with the aim of promoting cycling, increasing pupils' understanding of using gears, brakes and riding a course, as well as providing the opportunity to compete in the sport of cycling. The latest festival saw over 250 pupils attend in 2017.

Road safety

Road crash statistics

During the past five years there has been an overall decrease in walking and cycling casualties, even though the number of cyclists on the road has generally increased. Between 2012 and 2016 there have been an average of 4.5 KSI accidents per year involving cyclists or pedestrians, a 28% decrease from the previous five year period when there were an average of 6.3 per year.

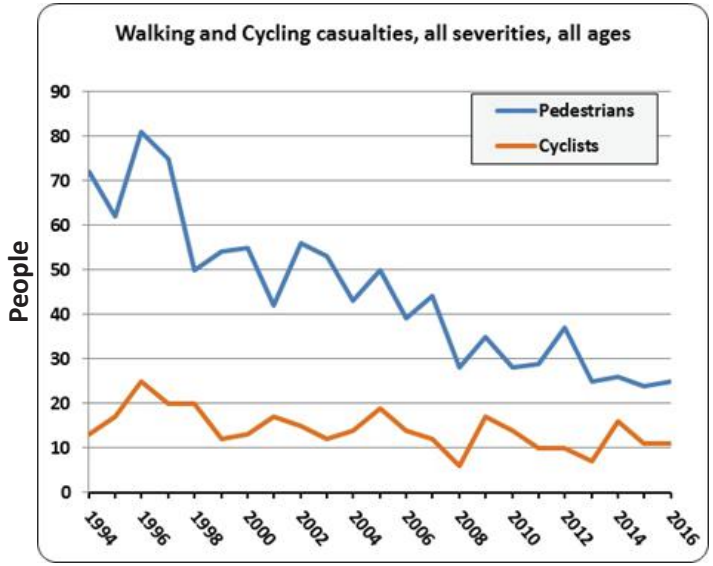


Fig. 1 Walking and cycling casualties, all severities, all ages, 1994-2016

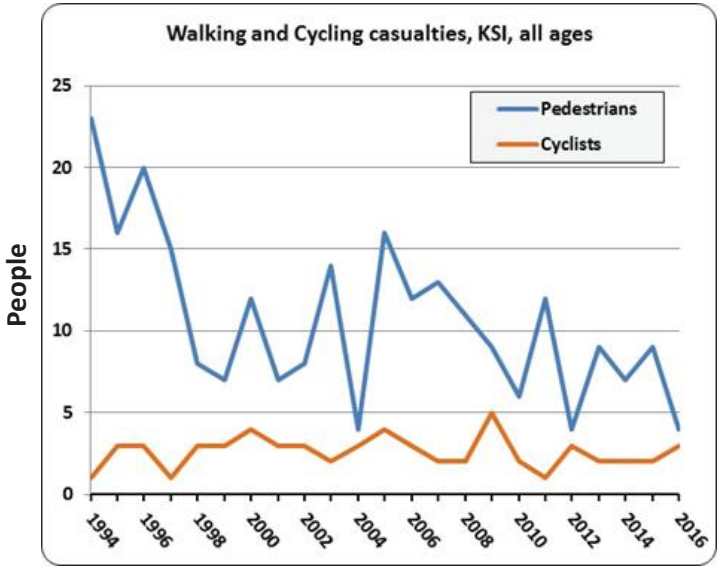


Fig. 2 Walking and cycling casualties, killed or seriously injured, all ages, 1994-2016

Pedestrians, cyclists and horse riders are recognised as 'vulnerable' road users and one of the key issues which deter potential cyclists from using the roads is road safety.

Safety on the road is one of our top priorities in terms of active travel. During the last few years, the council has implemented a series of measures in an effort to reduce road casualties in Midlothian.

Road safety measures

Physical

Midlothian Council has implemented a series of physical measures to make cycling safer and increase driver awareness. Cycle lanes, toucan crossings, zebra crossings with parallel cyclist crossing and advance stop lines have been introduced and it is proposed to increase these facilities when funds are available and if the traffic signal installation is appropriate to accommodate these.

There are currently on-road cycle lanes along the A701 in Penicuik, Milton Bridge, Bilston and Straiton, the B6392 from Eskbank to Melville Castle entrance, and in Shawfair/Danderhall along the A7. Advance stop lines have been introduced at a number of traffic light installations in Bonnyrigg, Penicuik, Loanhead, Straiton and Auchendinny.

Speed reduction

High-speed traffic presents a safety hazard to cyclists. This was addressed on a number of routes in Bonnyrigg, Penicuik, Loanhead, Gorebridge, Dalkeith and Milton Bridge. There are currently 20mph zones in most towns and some villages, most of which are situated outside primary schools and nurseries in order to increase road safety in these areas. Reduced speeds can improve safety for all users. Midlothian Council is committed to implementing traffic calming at locations where accidents and vehicle speeds are a cause for concern.

Other walking and cycling safety measures

Four of Midlothian Council's refuse collection vehicles were fitted with the Cyclear system. The system includes a 'cycle disk' at the back of the lorry which illuminates when the vehicle is turning left. An audible warning is followed, announcing the driver's intention. A third safety measure involves sensors which detect cyclists or pedestrians moving from the rear of the vehicle to the front left side.

All new council HGV and PSV vehicles will be fitted with the system. Midlothian was the first local authority to implement such a system, with the aim of increasing cyclists' and drivers' awareness and providing a safety measure designed to avoid accidents. Additionally, in-house cyclist awareness training is provided to all HGV and PSV drivers.

Road safety at schools

Kerbcraft

Kerbcraft is a child pedestrian training scheme developed in Glasgow by Professor James Thomson at the University of Strathclyde. Kerbcraft uses practical training methods for pupils to improve their kerbside skills and raise their awareness of traffic, with parent volunteers acting as trainers for the activity. The training is conducted with small groups of children and helps develop their observational skills and decision-making process. The training consists of three phases, which are:

1. Finding a safe place to cross
2. Crossing between parked cars
3. Crossing at junctions

Midlothian Council has been promoting the initiative in order to increase awareness and safety among children. An annual co-ordinator training day also takes place around February each year.

Park Smart and JRSOs (Junior Road Safety Officers)

Bonnyrigg, Cornbank, Cuiken, Lasswade, Newtongrange, Paradykes, St. David's and St. Matthew's Tynewater Primary Schools all held

successful Park Smart campaigns during 2016/2017, in order to address issues of parking on zig-zag lines. Junior Road Safety Officers (JRSOs) from Bonnyrigg Primary School also organised a banner design competition to discourage school gate parking with a personalised message.

The Council has also recently purchased banners to discourage parking on these lines, such as the one shown in the image below.

Give Me Cycle Space

The 'Give everyone cycle space' ran by Cycling Scotland was launched in 2010 and was aimed at drivers, parents and children, and promoted a safety consideration message of giving enough space to cyclists when overtaking. The campaign was supported in Midlothian through local school based activities, complemented by Bikeability Scotland cycle training.

Safe Routes to School

Midlothian Council is working closely with primary schools in order to promote walking and cycling to school and road safety. All schools produce a travel plan every second year and are consulted about road safety in their area.

One recent project promoting road safety at school involved installing polyurethane bollards resembling children in uniform at Mayfield Primary School. The aim of this initiative is to raise drivers' awareness and improve safety at the junction of Stone Avenue, Stone Crescent, Sycamore Road and Beechgrove Road. The majority of schools have a 'Safe Routes to School' leaflet distrbuted and shows recommended

pupil routes to the school, as well as the location of controlled crossings and crossing guides.

The latest leaflet (Fig. 3) was produced for Paradykes Primary School and features a comprehensive map showing the length of time it would take for pupils and parents to travel actively to school.

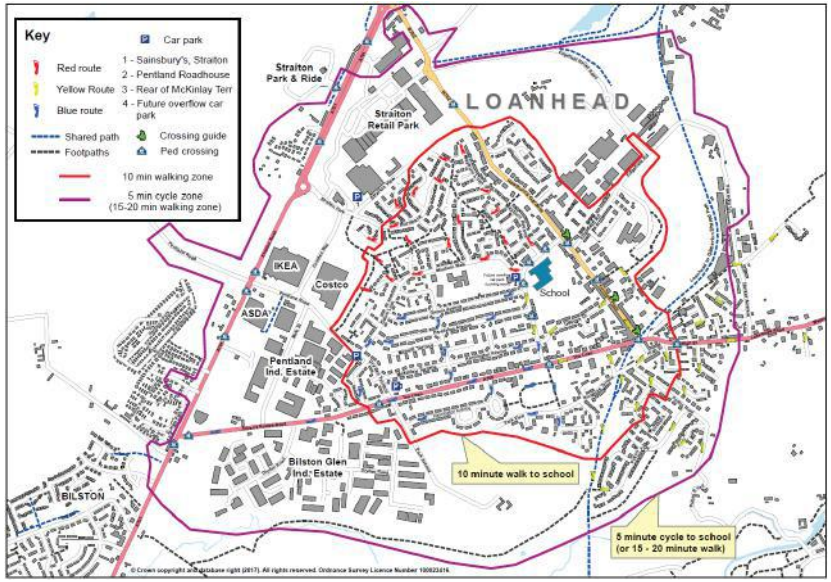


Fig. 3 Paradykes Primary School travel map

Cycle training

Midlothian Council successfully bid for the services of two I-Bike officers from Sustrans. The I-Bike initiative commenced in 2015 with an initial focus on the Newbattle and Lasswade High School clusters. The I-Bike officers integrated with the High Schools and several feeder primary schools to raise the profile of cycling in the schools. Main activities include led rides and walks, bicycle maintenance sessions, Bikeability Scotland training and 'learn to ride' sessions.

During 2017-18 the project focused on Dalkeith and Penicuik High-School clusters, with support offered to some of the schools from the previous year. The success of the project can be measured by the overall increase in active travel to school and decrease in driven figures.

The Council's aim is to continue to seek match-funding for the initiative so that more schools across Midlothian can benefit from the tailored active travel activities.

Walking and cycling tourism

Research by Sustrans shows that tourism and leisure cycling on the National Cycle Network contribute over £650m to the UK economy annually,[4] while data from Visit Scotland shows that walking holidays contribute up to £1.26b to the Scottish economy alone.[5]

Midlothian has great potential in becoming an attractive cycling and walking tourism destination, especially after the re-opening of the Borders Railway. The Scottish Tourism Economic Assessment Monitor (STEAM) showed an overall increase of 6.8% in visitor spend for the first half of 2016, compared to the same period in 2015 when the railway was not operational.

Rosslyn Chapel and The National Mining Museum Scotland have become the first two visitor attractions in the Lothians to achieve the Cyclists Welcome award from Visit Scotland.

Recently, the Paper Mill restaurant in Lasswade has become the first restaurant in the Edinburgh & Lothians area to gain the Cyclists Welcome Award from Visit Scotland.

Midlothian Tourism Forum has also recently published its second edition of 'Cycle Midlothian!' leaflet, detailing cafes, restaurants, visitor attractions and cycle shops, cycle engineers and hirers who are keen to attract more visitors and customers who use bicycles. The potential to build on existing programmes and initiatives can lead to significant investment.

Horse riding

Horse riding is a popular activity in Midlothian. There are a variety of bridleways that can be explored across Midlothian, with different routes offering an opportunity to explore local countryside, historic and natural sites. For more information regarding all the main bridle-ways please visit

https://www.midlothian.gov.uk/info/200226/walking_and_cycling/438/horse_riding

It is important that vulnerable road users such as pedestrians, cyclists and equestrians share paths responsibly. The 'Code of conduct for horse riders and cyclists' created by The British Horse Society provides a good overview of guidelines that should be taken into consideration when sharing paths with equestrian users.

Funding

Most of the funding allocated to active travel in Midlothian is external. During 2016-2017, Midlothian Council committed approximately £480,000 for walking and cycling infrastructure and promotion. The main sources of funding for active travel initiatives were from Sustrans' Community Links programme, Cycling, Walking and Safer Streets (CWSS), Support Plus from Cycling Scotland and Smarter Choices, Smarter Places programmes, the latter both funded by the Scottish Government.

Sources of additional and match-funding included SEStran, the regional transport partnership for south-east Scotland, and developer contributions. The Council is determined to continue bidding for grant and match-funding in order to improve infrastructure and promote the benefits relating to active travel.

Infrastructure

Research shows that investment in active travel infrastructure has positive impacts for people and the places where they live. The growth of the cycling and walking network will create a safer and more accessible active travel environment in Midlothian.

Midlothian has a variety of urban and rural routes suitable for walking and cycling. However, there are topographic, financial, land ownership and road network constraints which form a barrier to planning new infrastructure.

This strategy will aim to provide a framework of solutions to address the need for new and improved active travel infrastructure and to overcome some of the barriers to walking and cycling.

Active travel infrastructure in Midlothian

Core paths *(paths or adopted minor roads, or pavements, with restricted or regulated access for motorised vehicles; cater to all users)*

The Land Reform (Scotland) Act 2003 provided statutory access rights to most land in Scotland for walkers, cyclists and horse riders. The Midlothian Core Paths Plan came into effect as a consequence of the Act and provides an overview of all core paths in Midlothian.

Although not all core paths are suitable for all user groups, these provide for people of all abilities. All core paths are signposted accordingly in Midlothian. The council's Core Paths Plan and associated maps can be found on the council's dedicated active travel page at www.midlothian.gov.uk/walking-and-cycling.

Multi-user paths *(designated for walking, cycling, horse-riding and other non-motorised access) and* ***Cycleways*** *(designated for walking and cycling access)*

Midlothian has a wide range of walking and cycling paths connecting local towns with the countryside and neighbouring local authorities. There are currently four segregated multi-user paths and cycleways that cross into adjoining local authority areas, with planning permission from Midlothian Council for another cross-border route from Roslin to Peebles.

There are an increasing number of multi-user paths within Midlothian with examples at Gilmerton Road, Cowden, Lugton Brae, the Bush, Milton Bridge, Easthouses Road, Dalhousie Road, Eskbank and Hopefield, Bonnyrigg. Many larger new developments have multi-user paths, increasing the overall length of segregated walking and cycling facilities as part of the active travel network. All cycleways are signposted accordingly in Midlothian. Local walking and cycling maps can be found on the council's dedicated active travel page at www.midlothian.gov.uk/walking-and-cycling.

On-road cycle lanes

There are currently approximately 15 kilometres of on-road cycle lanes in Midlothian, including the A701 from Penicuik, the A7 from Sheriffhall Roundabout to the City of Edinburgh boundary and Eskbank Roundabout to Elginhaugh.

Quiet routes

Similar to the 'QuietRoutes' initiative in Edinburgh, a network of quiet routes will be developed in order to provide an alternative for walking

and cycling around Midlothian. The aim is to signpost and map routes which can be used by users of all abilities in order to avoid major roads with heavy traffic within the county. The routes will follow existing paths within the walking and cycling network, as well as roads with speed limits of maximum 30mph.

Cycle parking

Cycle parking is currently available in every Midlothian town centre, at every school and leisure centre. Covered cycle parking is also available at every railway station in Midlothian. The aim is to increase the number of bicycle parking spaces in town centres and at local facilities.

Cross-border network

Existing cross-border routes

NCN Route 1 - Newcastle to Edinburgh (Coast to Castles) (25km)

The Coast to Castles route passes through Midlothian on quiet roads from the Borders via the Granites, northwards towards Middleton, Temple, Carrington and Bonnyrigg. The route becomes mainly off-road in Bonnyrigg and continues towards Dalkeith campus. The route then continues towards Whitecraig in East Lothian and connects into Musselburgh and Edinburgh.

NCN Route 196 - Penicuik to East Lothian via Dalkeith (16km)

A 16km cycleway (mostly segregated) begins at Valleyfield in Penicuik and extends eastwards through Auchendinny, Roslin Glen, Rosewell, Bonnyrigg, Eskbank and Dalkeith. The route also connects to Haddington via the Pencaitland cycleway. Part of the former route from Hardengreen to Sheriffhall has been severed by the Borders Railway, and an alternative route via Eskbank/Newbattle is in place.

Eskbank to Gilmerton (3.5km)

A combination of on-road cycle lanes along Melville Road and segregated cycleway along GIlmerton Road connects with the existing cycleway along Gilmerton Road in Edinburgh.

Roslin to Shawfair (7km)

A 3.5km segregated cycleway begins at Roslin and extends northwards via Loanhead to Gilmerton. The path was recently extended to Shawfair using a disused railway line, thus completing an important commuter and leisure link.

Cross-border network development

MIdlothian shares council borders with Edinburgh, East Lothian and Scottish Borders councils. Within the SEStran area, Midlothian has one of the highest percentage of cross-border cycle commuting at 1.3% of cross-border modeshare (same as East Lothian).

A 2015 strategic report by SEStran assessed cross-boundary cycling routes wth neighbouring local authorities. The main findings of the assessment concluded that gaps and barriers exist mainly between Midlothian and Edinburgh. These include Sheriffhall roundabout, poor connectivity between Bonnyrigg and Edinburgh, lack of connectivity to Bush Estate, incomplete provision along A701 and lack of connectivity with the Scottish Borders.

Other measures set out in the report have been resolved, such as the extension of the aforementioned Roslin to Shawfair path which ended abruptly at Lasswade Road.

Midlothian Council has taken into consideration the recommendations of the report by SEStran. Many of the recommended changes to the infrastructure reflect the council's aims to provide a better connected cycling network with bordering local authorities.

Development control and active travel

Well-designed streets within new housing developments can provide a more inclusive environment for pedestrians and cyclists. Walking and cycling should be encouraged in all new developments through the design of the network, provision of cycle parking and filtered permeability.

All new developments in Midlothian are based on the policy statement for street design in Scotland, 'Designing Streets'.[6] The document promotes a design-led method to planning streets, rather than a standard-based approach. Walking and cycling are therefore key parts of the design process.

The Council has its own safeguarded routes and development aspirations that want to be achieved. In terms of active travel, the Council aims to abide by several key considerations when consulted regarding new streets layouts, such as:

- Street user hierarchy should consider pedestrians first and private motor vehicles last
- Street design should be inclusive, providing for all people regardless of age or ability
- Design should be used to influence driver behaviour to reduce vehicle speed to levels that are appropriate for the local context and deliver safe streets for all
- Street furniture should be located for maximum benefit and to reduce pedestrian obstruction
- Street design should provide good connectivity for all modes of movement and for all groups
- Junctions should be designed with the considerations of the needs of pedestrians first
- Street layouts should be configured to allow walkable access to local amenities for all street users
- Streets should allow for and encourage social interaction
- Street patterns should be fully integrated with surrounding networks to provide flexibility and accommodate changes in built and social environments (Designing Streets guide)

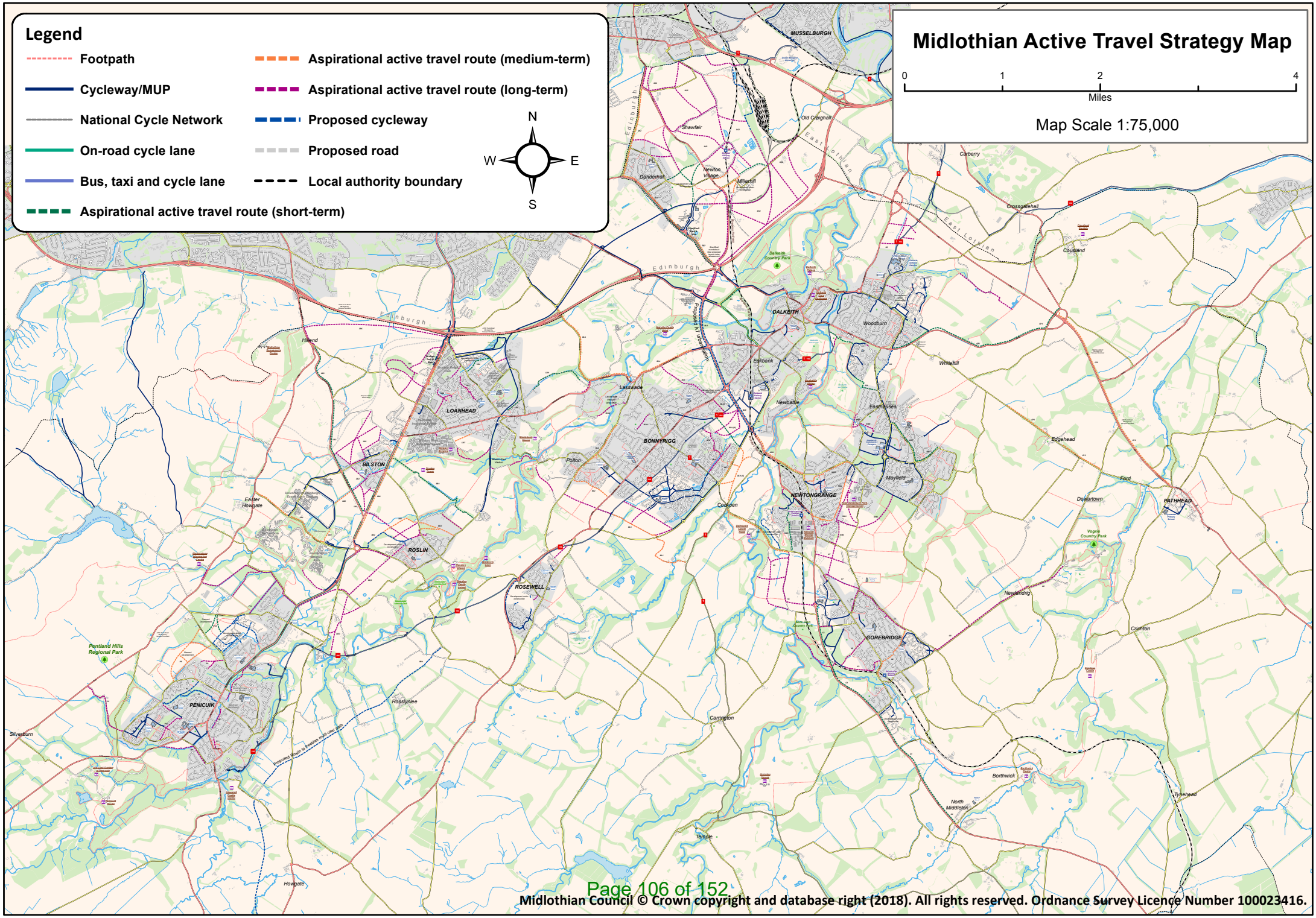
In terms of linking existing paths, a design exercise takes place before new developments are approved. This allows planners to verify the feasibility of linking into the existing network. New development sites can provide new through routes for pedestrians and cyclists and can address missing links between communities.

Many new developments provide the opportunity of linking future paths with newly built ones, as is the case, for example, with the cycle-way along the Bonnyrigg by-pass which ends as you exit the urban extent towards Rosewell.

Midlothian Council will continue to investigate and where possible provide dedicated off-road walking and cycling paths. However, prioritisation is required in terms of infrastructure connections within the county.

Strategic active travel maps have been created for each town in order to outline and provide a better understanding of proposed and potential paths. Many of the aspirational paths shown on the map are already existing core paths and therefore pedestrians, cyclists and horse-riders can access them. However, some may not be suitable for cycling or horse-riding at the moment due to terrain or path width. Cycling and horse-riding on these paths is the responsibility of individual users and means respecting each other's rights and sharing responsibly.

The strategic paths shown on the following maps are colour-coded based on their priority level (short-term up to 2021, medium-term up to 2028 and long-term thereafter). These indicative timescales reflect decisions made through internal, stakeholder and public consultations. The paths marked as 'proposed' are either consented or under construction, while 'MUP' stands for 'multi-user path' and caters for all non-motorised users which includes walking, cycling and horse-riding.



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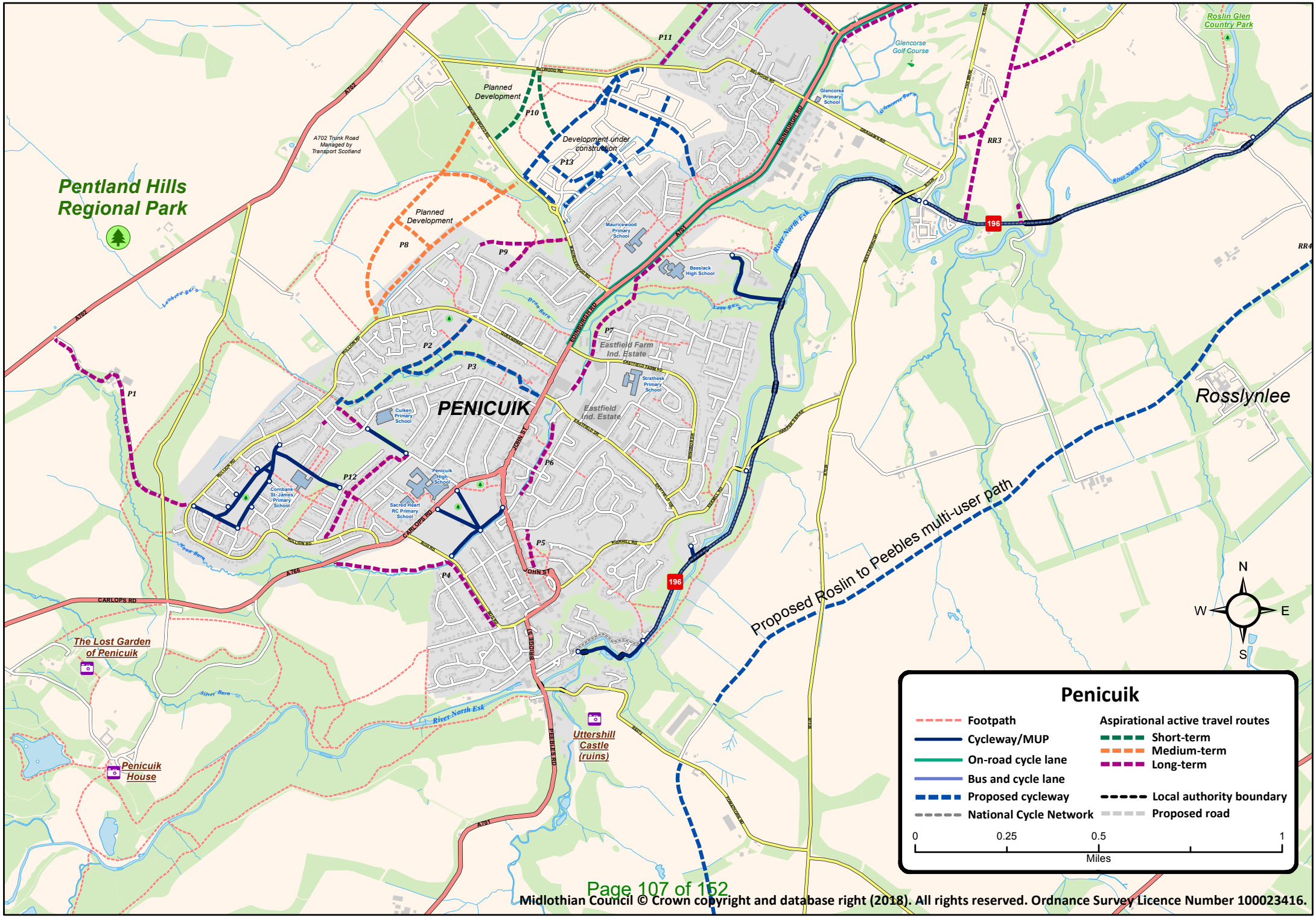

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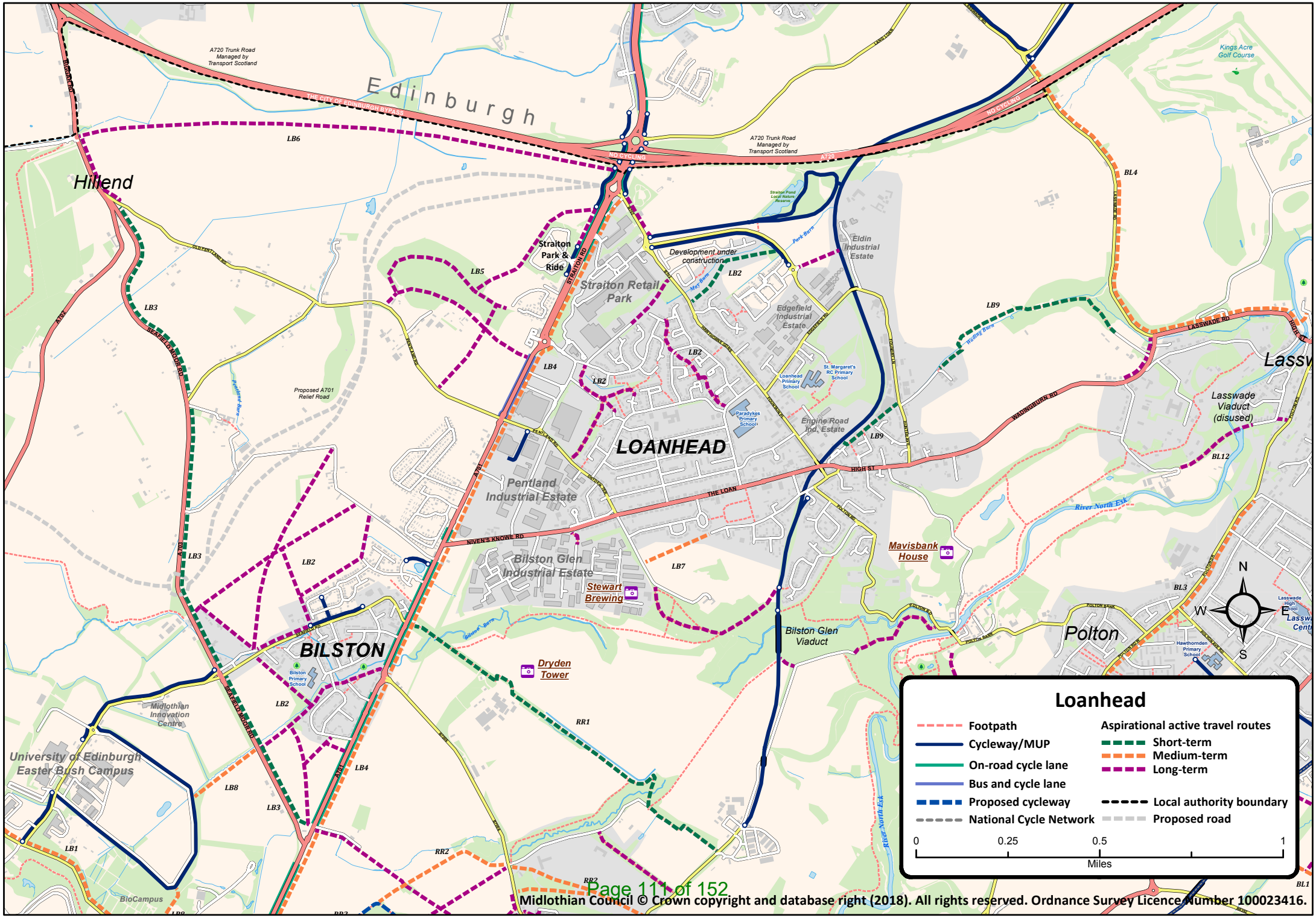
Area	Identified route for development	Existing infrastructure	Identified solutions	Outcome	Priority
PENICUIK	Connection between Rullion Road and A702 (P1)	Off-road track, unsurfaced, suitable for rambling and mountain biking	Re-surfacing and signing	Improved connectivity between Penicuik and the A702	Long-term
	Connection between Rulion Road and Queensway via Cuiken Terrace and Brunstane Gardens (P2)	Pedestrian-only path, partly surfaced	Widening and re-surfacing (as required) of existing paths	Improved cycling connectivity and increased road safety	Medium-term
	Cuiken Burn path link to Edinburgh Road (P3)	Pedestrian-only path, partly surfaced	Widening and re-surfacing (as required) of existing paths	Improved cycling connectivity and increased road safety	Short-term
	Connection between Broomhill Road and Carlops Road via Bog Road and along Loan Burn (P4)	Pedestrian-only path, surfaced along Bog Road, unsurfaced along Cuiken Burn	Widening and re-surfacing (as required) of existing paths	Improved connectivity within Penicuik	Medium-term

Area	Identified route for development	Existing infrastructure	Identified solutions	Outcome	Priority
PENICUIK	Connection between St. Kentigern Way and Eskhill (P5)	Pedestrian-only path, surfaced	Widening of existing path	Improved connectivity within Penicuik town centre; increased road safety	Short-term
	Connection between Loanburn and East-field Drive along Cuiken Burn (P6)	Pedestrian-only path, surfaced	Widening of existing path	Improved connectivity and increased road safety	Short-term
	Connection between Eastfield Industrial Estate and Beeslack High-School via Beeslack Woods (P7)	Pedestrian-only path, unsurfaced	Widening and re-surfacing of existing path	Improved connectivity within Penicuik; increased road safety	Short-term
	Connection between Rulion Road and Mauricewood Rd. (P8)	None	New cycleway creation via new housing development	Improved connectivity within Penicuik; increased road sfety	Medium-term
	Connection between Charles St./Philip Pl. and Mauricewood Rd. (P9)	Unsurfaced path	New cycleway creation via new housing development	Improved connectivity and increased road safety	Medium-term

Area	Identified route for development	Existing infrastructure	Identified solutions	Outcome	Priority
PENICUIK	Connection between Belwood Road and Mauricewood Road development (P10)	None	New cycleway via housing development	Improved connectivity	Short-term
	Connection between Belwood Road and Glencorse (P11)	Unsurfaced path/track	Re-surfacing of existing path	Improved connectivity and increased road safety for cyclists	Long-term
	Connection between Rullion Road and Bellman's Road (P12)	Pedestrian-only path, surfaced	Widening of existing path	Improved connectivity and increased road safety for cyclists	Long-term
	Connections around Mauricewood area (P13)	None	New paths via housing development	Improved connectivity and increased road safety for cyclists	Short-term



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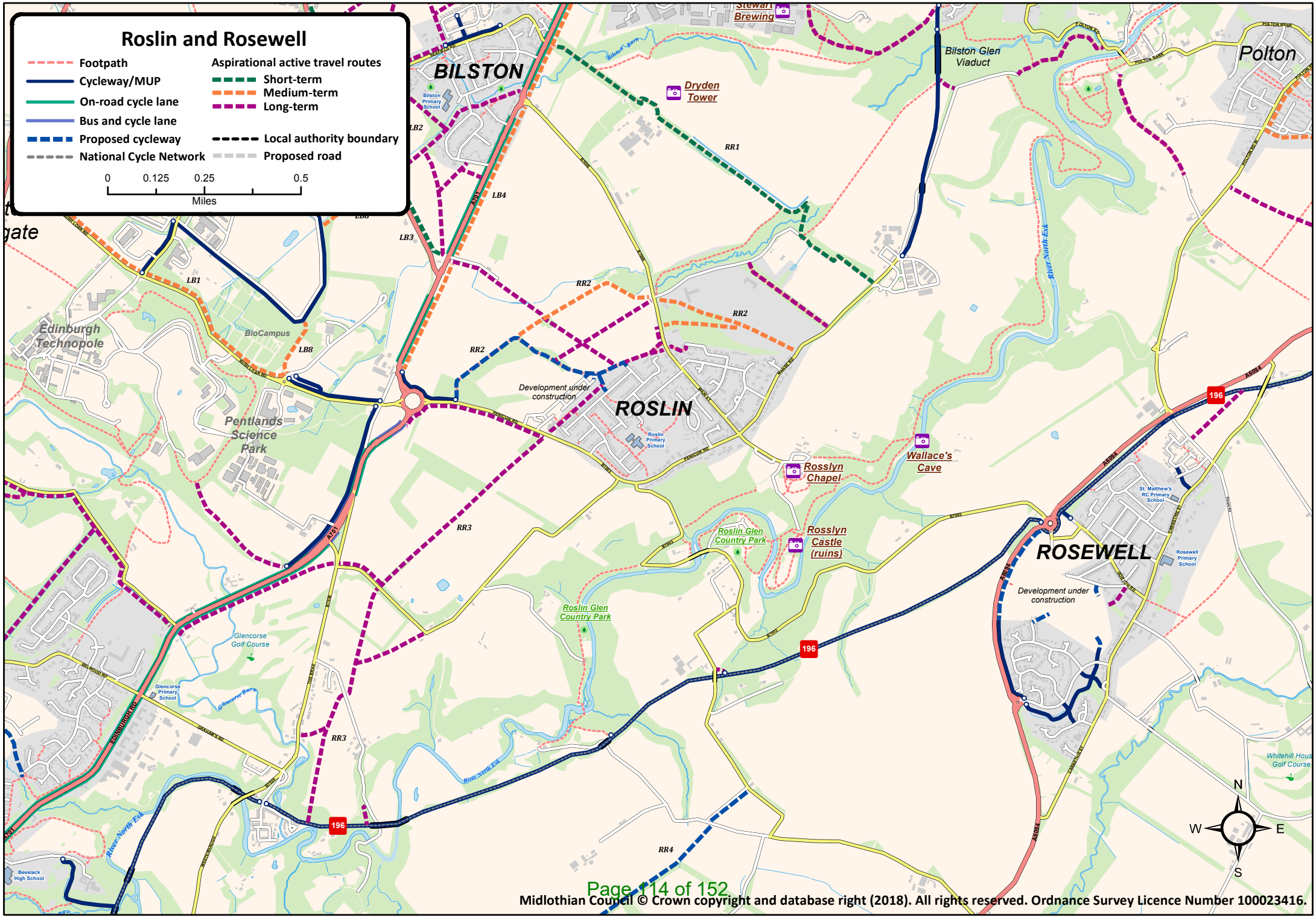
Area	Identified route for development	Existing infrastructure	Identified solutions	Outcome	Priority
LOANHEAD	Connection between A702 and Easter Bush Campus via Bush Loan Road (LB1)	On-road cycling, narrow pedestrian footway	Widening and re-surfacing of existing path	Active travel-friendly path; increased road safety for pedestrians and cyclists	Medium-term
	Connections within Bilston and Loanhead (LB2)	A range of surfaced and unsurfaced paths	Widening and re-surfacing (as required) of existing paths; new path creation via new housing development	Improved connectivity for active travel within Bilston and Loanhead; increased road safety	Short-term and long-term
	Connection between Seafield Moor Rd/A703/A701 junction and Hillend (LB3)	Pedestrian-only path; on-road cycling only	Change of path status to 'core path'	Improved connectivity for active travel; increased road safety	Short-term
	Connection between Seafield Moor Road/A701 junction and Straiton Road/B702 junction (LB4)	On-road cycling using a limited combination of cycle lanes and bus lanes along A701	Re-purposing of existing road layout along the A701 once relief road is in place, providing segregated cycle infrastructure	Increased road safety	Medium-term

Area	Identified route for development	Existing infrastructure	Identified solutions	Outcome	Priority
LOANHEAD	Connections between existing cycleway along Straiton Rd. and Pentland Rd. (LB5)	None	New active travel infrastructure via development sites	Improved connectivity	Long-term
	Connection between existing cycleway along Straiton Road and Hillend (LB6)	None	New active travel connection	Improved connectivity and access to Midlothian Snowsports Centre and Pentland Hills Regional Park	Long-term
	Connection between Park View and Park Avenue (LB7)	Unsurfaced path/track along playing field	Surfacing of path	Improved connectivity to Bilston Glen Industrial Estate	Medium-term
	Connection between Bush Loan Ro. and Seafield Moor Rd. (LB8)	None	New cycleway	Active travel-friendly path	Medium-term
	Connection between Loanhead Path and Wadingburn Road via Hunter Ave. and along Wading Burn (LB9)	Unsurfaced path along Wading Burn; surfaced, pedestrian-only path up to Hunter Avenue	Widening of existing footpath and surfacing of path along Wading Burn	Improved connectivity between Loanhead and Lasswade, avoiding walking or cycling along Wadingburn Rd.	Short-term



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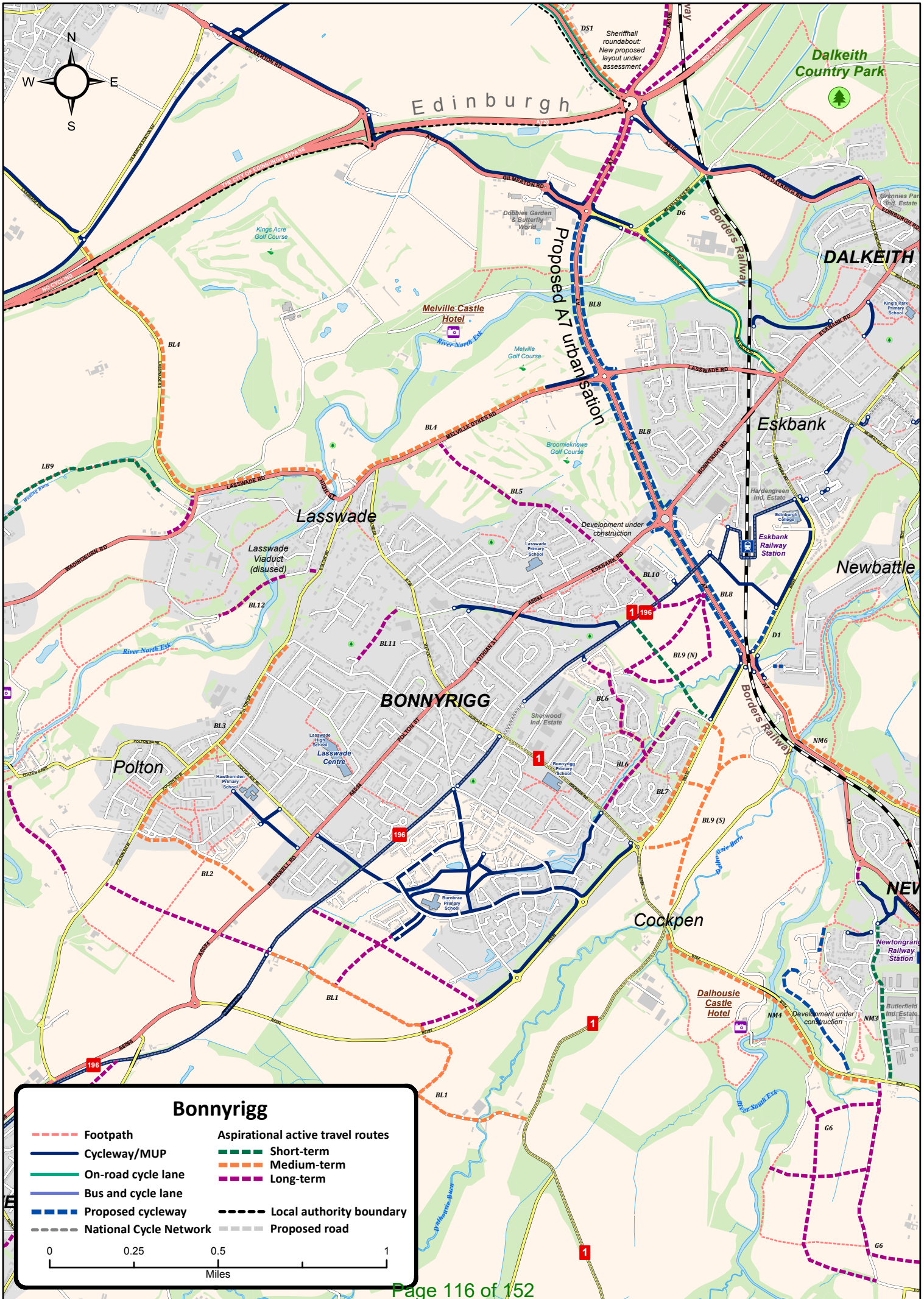
Area	Identified route for development	Existing infrastructure	Identified solutions	Outcome	Priority
ROSLIN AND ROSEWELL	Connection between Dryden Farm and A701 (RR1)	Unsurfaced path via Langhill Farm	Surfacing of existing path	Improved connectivity	Short-term
	Connection between Manse Road and Penicuik Road via former Roslin Institute site and B7006 (RR2)	Unsurfaced path between B7006 and Penicuik Road; no path between Manse Road and B7006	Surfacing of existing path and creation of new path	Improved connectivity between the Loanhead Railway Path and Easter Bush Campus, ultimately linking the campus and adjacent science and technology parks with Edinburgh and Shawfair via new Gilmerton link	Medium-term
	Connection between Penicuik Road and Auchendinny (RR3)	None	Creation of segregated active travel infrastructure vie new development site	Improved connectivity between Gilmerton and Penicuik	Long-term
	Connection between Roslin and Peebles (RR4)	None	Creation of segregated active travel link	Improved connectivity to Scottish Borders	Long-term


Bonnyrigg
Footpath
Cycleway/MUP
On-road cycle lane
Bus and cycle lane
Proposed cycleway
National Cycle Network
Aspirational active travel routes
Short-term
Medium-term
Long-term
Local authority boundary
Proposed road
0
0.25
0.5
1
Miles
Edinburgh
Dalkeith Country Park
DALKEITH
Eskbank
Newbattle
Lasswade
BONNYRIGG
Polton
Cockpen
Proposed A7 urbanisation
Borders Railway
Melville Castle Hotel
Dalhousie Castle Hotel
Eskbank Railway Station
Lasswade Viaduct (disused)
Development under construction
Sheriffhall roundabout: New proposed layout under assessment
Kings Acre Golf Course
Melville Golf Course
Broomieknowe Golf Course
Dobbies Garden & Butterfly World
Lasswade Centre
Hardengreen Ind. Estate
Sherwood Ind. Estate
Butterfield Ind. Estate
Grannies Park Ind. Estate
Edinburgh College
Lasswade High School
Lasswade Primary School
Bonnyrigg Primary School
Hawthornden Primary School
Burnbrae Primary School
King's Park Primary School
River North Esk
River South Esk
Rosewell Burn
Tyne Burn
A7
A68
A6106
A720
A701
A1
196
1
BL1
BL2
BL3
BL4
BL5
BL6
BL7
BL8
BL9 (N)
BL9 (S)
BL10
BL11
BL12
LB9
D1
D6
DS1
NM3
NM4
NM6
G6
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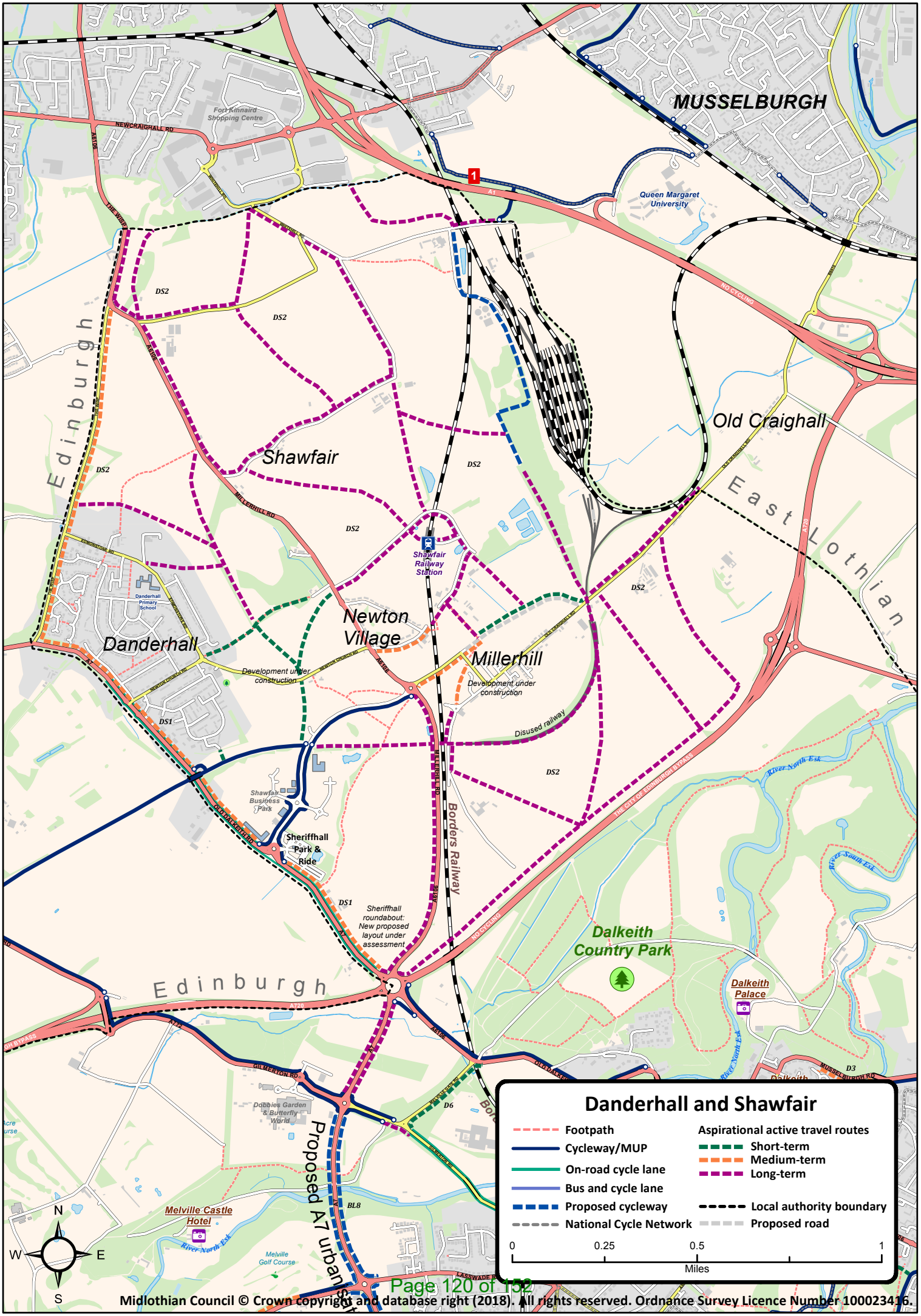
Area	Identified route for development	Existing infrastructure	Identified solutions	Outcome	Priority
BONNYRIGG	Connection between Rosewell Road and NCN1 near Dalhousie Burn (BL1)	None	Creation of segregated active travel infrastructure to link A6094 Rosewell Road, NCN route 196 and B6392 with the existing on-road NCN route 1 (to be done through new housing development in the Hopefield area).	Improved connectivity within Bonnyrigg and between NCN route 1 and Bonnyrigg; increased road safety	Medium-term
	Connection between Polton Road W and Rosewell Road (BL2)	Pedestrian-only path, partly surfaced	Widening and re-surfacing (as required) of existing path	Improved connectivity within Bonnyrigg and to Polton	Medium-term
	Path along Polton Road W and Polton Drive between Cameron Crescent and Dobbie's Road (BL3)	Pedestrian-only path, partly surfaced	Widening and re-surfacing (as required) of existing path	Improved connectivity within Bonnyrigg; increased road safety	Medium-term

Area	Identified route for development	Existing infrastructure	Identified solutions	Outcome	Priority
BONNYRIGG	Path along Lasswade Road between Gilmerton Station Road and Melville Dykes Road rdbt (A7) (BL4)	Pedestrian-only path	Widening of existing path	Improved cycling connectivity between Lasswade town centre, Edinburgh & Eskbank; increased road safety	Medium-term
	Connection between Melville Dykes Rd. and Eskbank Rd. through Broomieknowe Golf Course (BL5)	Track and surfaced road	Surfacing of existing track	Improved cycling connectivity between Melville Dykes Road and Eskbank Road	Long-term
	Path between Cockpen Road and NCN route 1/196 path (BL6)	Pedestrian-only path	Widening of existing path	Improved cycling connectivity between Cockpen Road and NCN route 1 and 196; increased road safety	Long-term
	Path between B704 (Cockpen Road)/B6392 rdbt and A7 Hardengreen rdbt (BL7)	Pedestrian-only path	Widening of existing path	Improved connectivity between Bonnyrigg and Eskbank; increased road safety	Medium-term

Area	Identified route for development	Existing infrastructure	Identified solutions	Outcome	Priority
BONNYRIGG	Connection between Hardengreen rdbt and Gilmerton Road rdbt along the A7 (BL8)	A combination of surfaced/unsurfaced pedestrian-only paths; on-road cycling only	Creation of new active travel infrastructure and bus lay-bys along both sides of the A7	Improved connectivity between Bonnyrigg, Eskbank and Edinburgh	Short-term
	Connection between Cockpen and NCN route 1/196 (BL9 S + BL9 N)	None	Creation of new active travel infrastructure pending new housing development	Improved connectivity between Cockpen, Bonnyrigg and NCN route 1/196	Short-term (BL9 N) Medium-term (BL9 S)
	Path between Eskbank Road and NCN route 1/196 (BL10)	Unsurfaced grassy path	Surfacing of existing path	Improved connectivity between Eskbank Road and NCN route 1/196	Long-term
	Connection between Dobbie's Road and Park Road through King George V Park (BL11)	None	Linking Lower Broomieknowe to existing path and widening of existing path within the park	Improved connectivity within Bonnyrigg	Long-term
	Lasswade Viaduct connecting Kevock Rd. and Westmill Rd. (BL12)	None (disused viaduct)	Viaduct restoration and creation of multi-user link	Improved connectivity between Lasswade and Polton/Loanhead	Long-term



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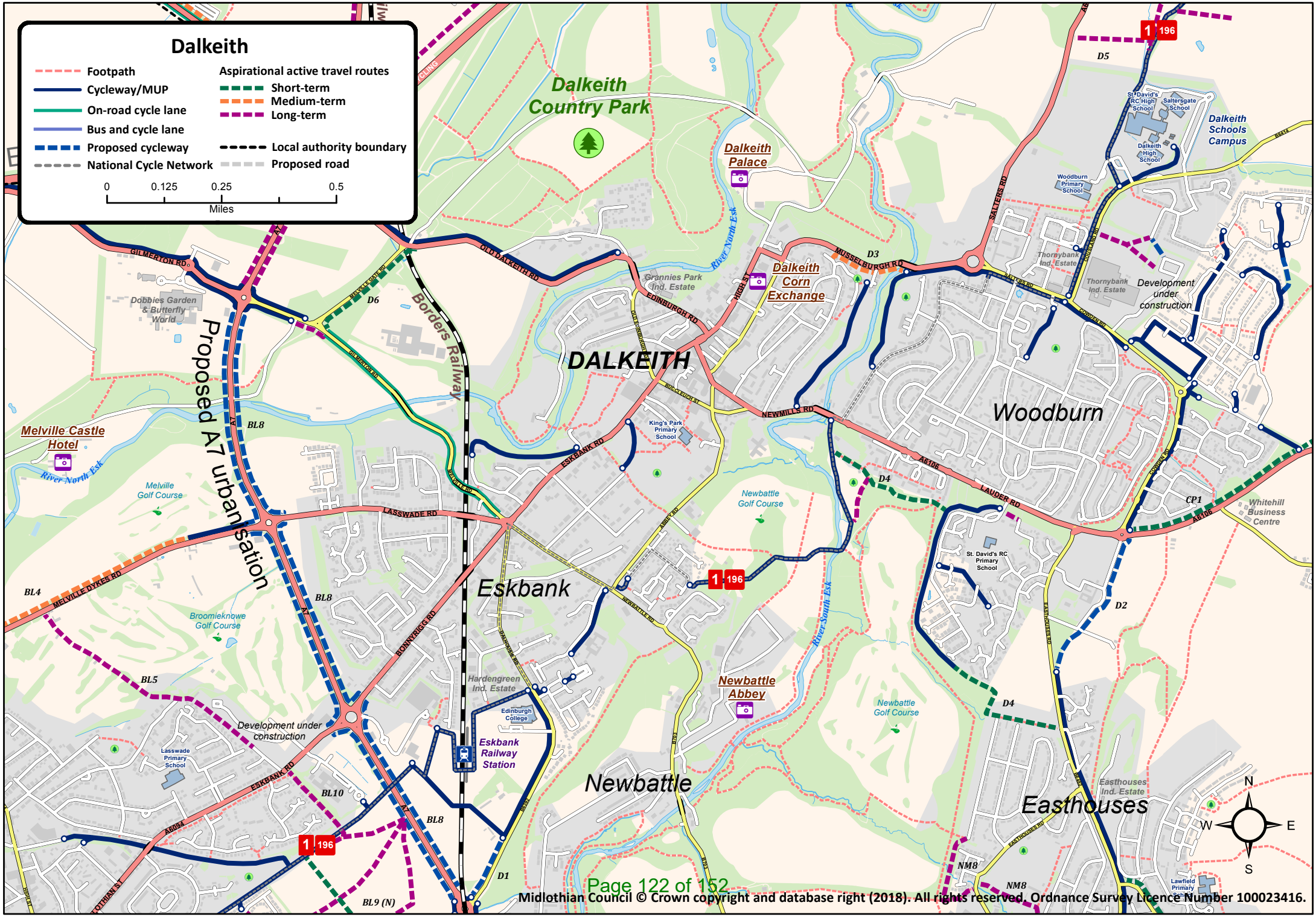
Area	Identified route for development	Existing infrastructure	Identified solutions	Outcome	Priority
DANDERHALL AND SHAWFAIR	Connection along the A7 between Gilmerton Road roundabout and The Wisp (DS1)	None from Gilmerton Road roundabout to Sherriffhall roundabout; pedestrian-only path and cycle lanes from Sherriffhall roundabout to new link	Creation of new active travel infrastructure from Gilmerton Road roundabout to Sherriffhall roundabout; widening of existing path from Sherriffhall roundabout to new link	Improved connectivity between Bonnyrigg, Dalkeith and: Edinburgh, Sheriffhall P&R, Danderhall and Shawfair	Medium-term
	Connections within the Shawfair area (DS2)	None; pedestrian-only paths	Creation of new active travel infrastructure within Shawfair	Improved connectivity within Shawfair, and between Midlothian and East Lothian/Edinburgh	Short, medium and long-term



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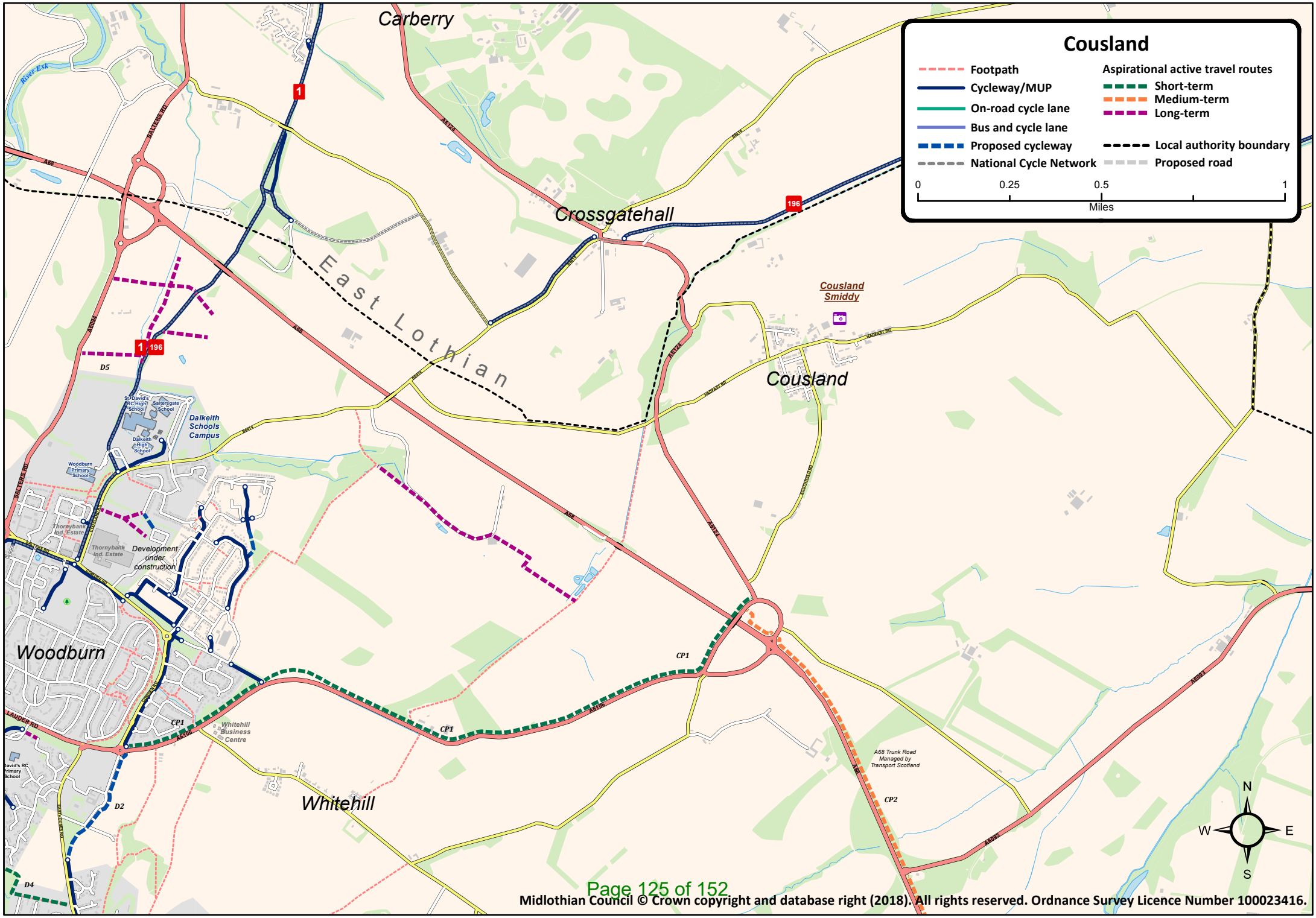
Area	Identified route for development	Existing infrastructure	Identified solutions	Outcome	Priority
DALKEITH	Path along B6392 between Hardengreen roundabout and existing cycleway (D1)	Pedestrian-only path	Widening of existing path	Improved connectivity between Bonnyrigg and Eskbank; increased road safety	Short-term
	Connection between cycleway along East-houses Road and cycleway along Cowden Road (D2)	On-road cycling along Easthouses Road and A6106	Creation of new active travel link between the two cycleways through existing housing estate/farm	Addressing a missing link for improved connectivity between Midlothian and East Lothian, thus creating a fully segregated connection between Mayfield and: White-craig, Dalkeith Campus, Woodburn PS and Woodburn; increased road safety	Short-term
	Connection between existing cycleway along Musselburgh Rd. and Shadepark Dr. (D3)	Pedestrian-only path	Removal of guard-rail	Improved cycling connectivity	Medium-term

Area	Identified route for development	Existing infrastructure	Identified solutions	Outcome	Priority
DALKEITH	Connection between Easthouses Road and Waterfall Park (D4)	Existing cycleway within new housing estate at Wester Kippielaw Drive, not connected to Waterfall Park or Easthouses Road; pedestrian-only path from Easthouses Road to Lothian Drive	Widening of existing path from Easthouses Road to Lothian Drive; creation of new active travel link between Lothian Drive and existing cycleway along Wester Kippielaw Drive; creation of new cycleway between Wester Kippielaw Drive and Waterfall Park	Improved connectivity between Mafield/ Easthouses and: Dalkeith town centre, Woodburn and St. David's RC Primary School	Short-term
	Connection between Salters Rd. and NCN route 1/196 (D5)	None	Creation of new active travel infrastructure pending new housing development	Improved connectivity within the area	Long-term
	Path along Melville Gate Road (D6)	Pedestrian-only path	Widening of existing path	Improved connectivity between Dalkeith and Edinburgh	Short-term



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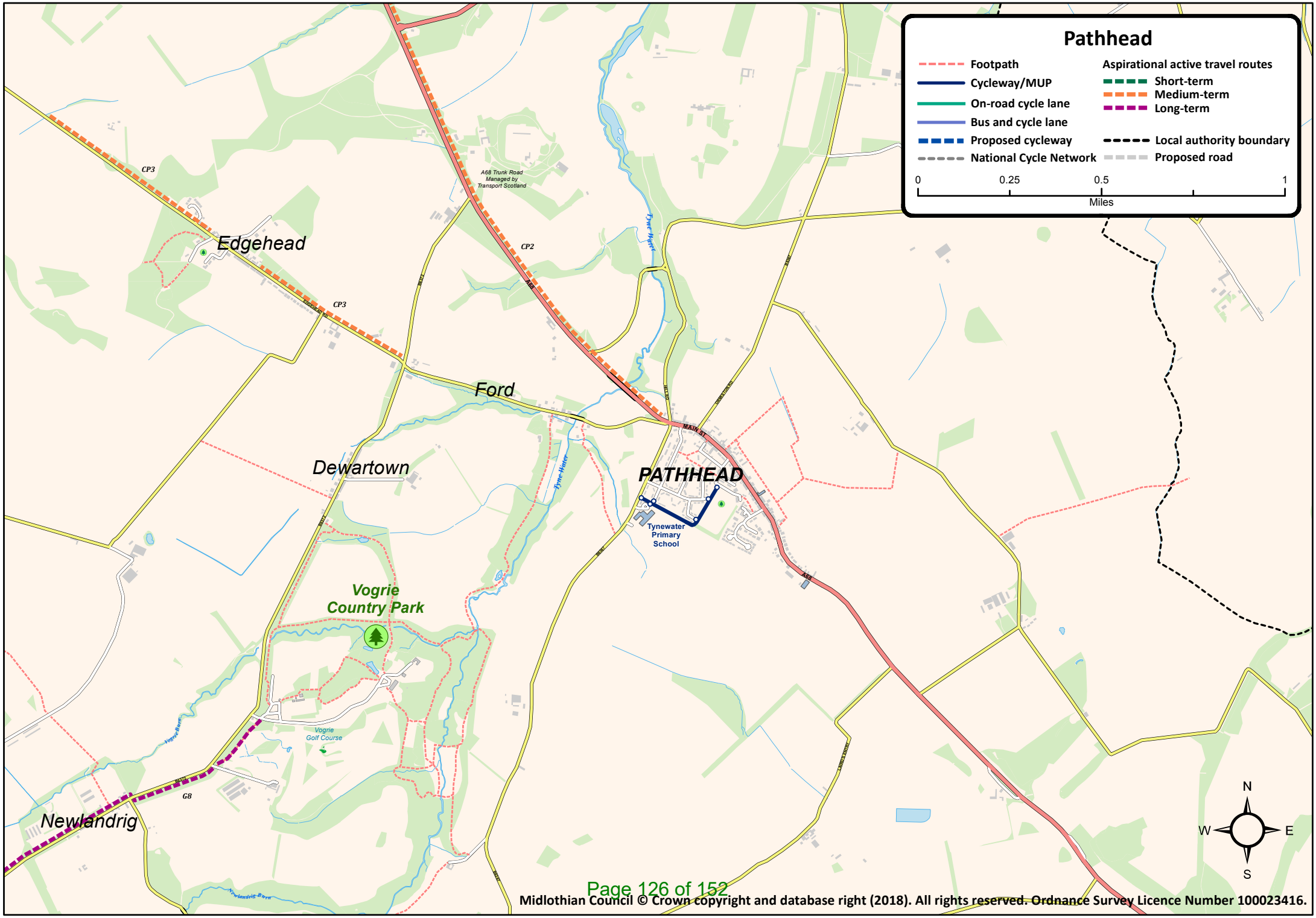

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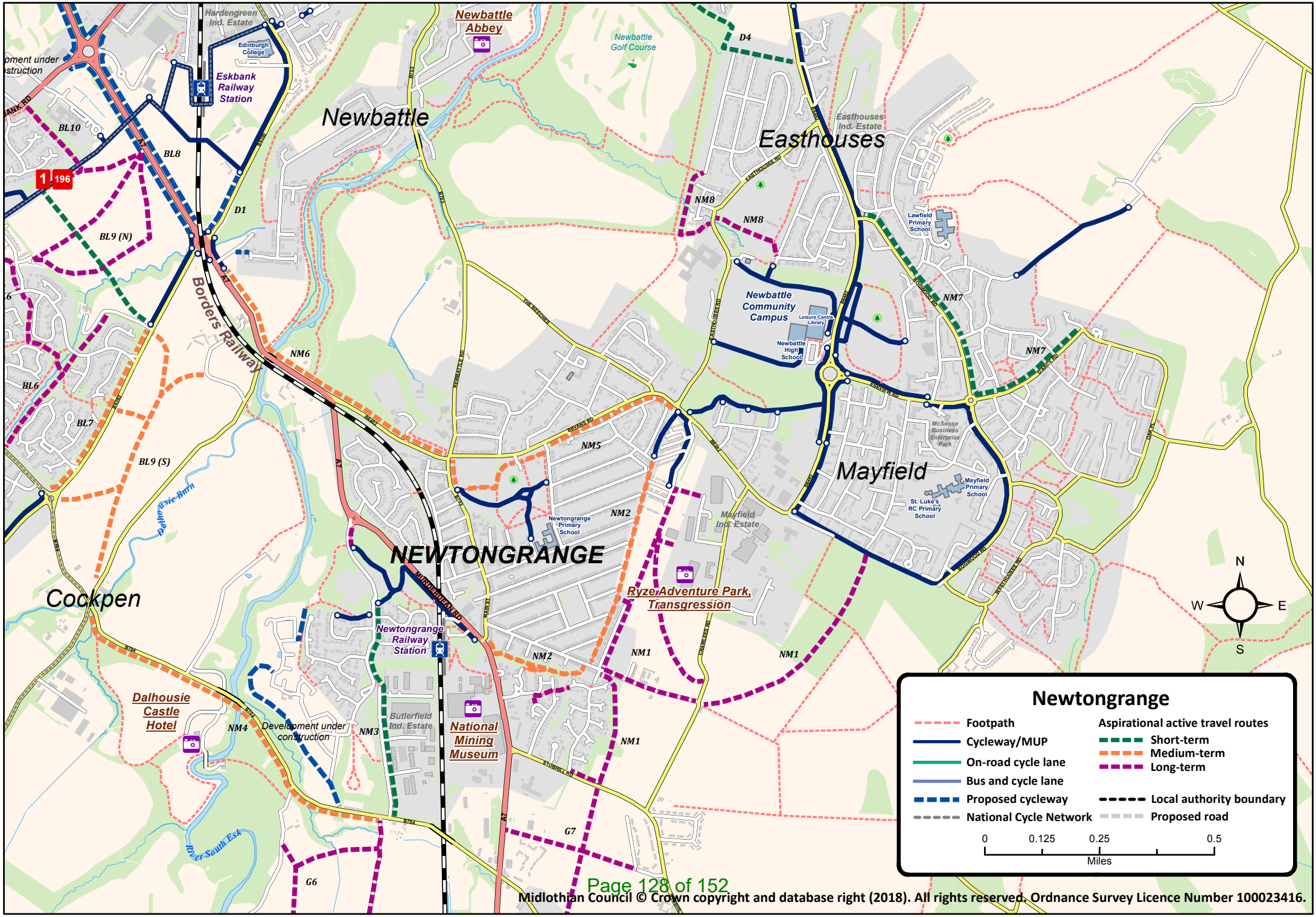
Area	Identified route for development	Existing infrastructure	Identified solutions	Outcome	Priority
COUSLAND AND PATHHEAD	Connection between A6124 and Lauder Road/Cowden Road roundabout along A6106 (CP1)	Pedestrian-only path	Change of path status to 'core path'	Improved active travel connectivity between Cousland and Dalkeith; increased road safety	Short-term
	Connection between Pathhead and A6106 along A68 (CP2)	Pedestrian-only path	Widening of existing path	Improved active travel connectivity between Pathhead and Cousland/Dalkeith	Medium-term
	Path along Edgehead Road between B6372 and Cotty Burn (CP3)	Pedestrian-only path	Widening of existing path	Increased road safety along Edgehead Road	Medium-term



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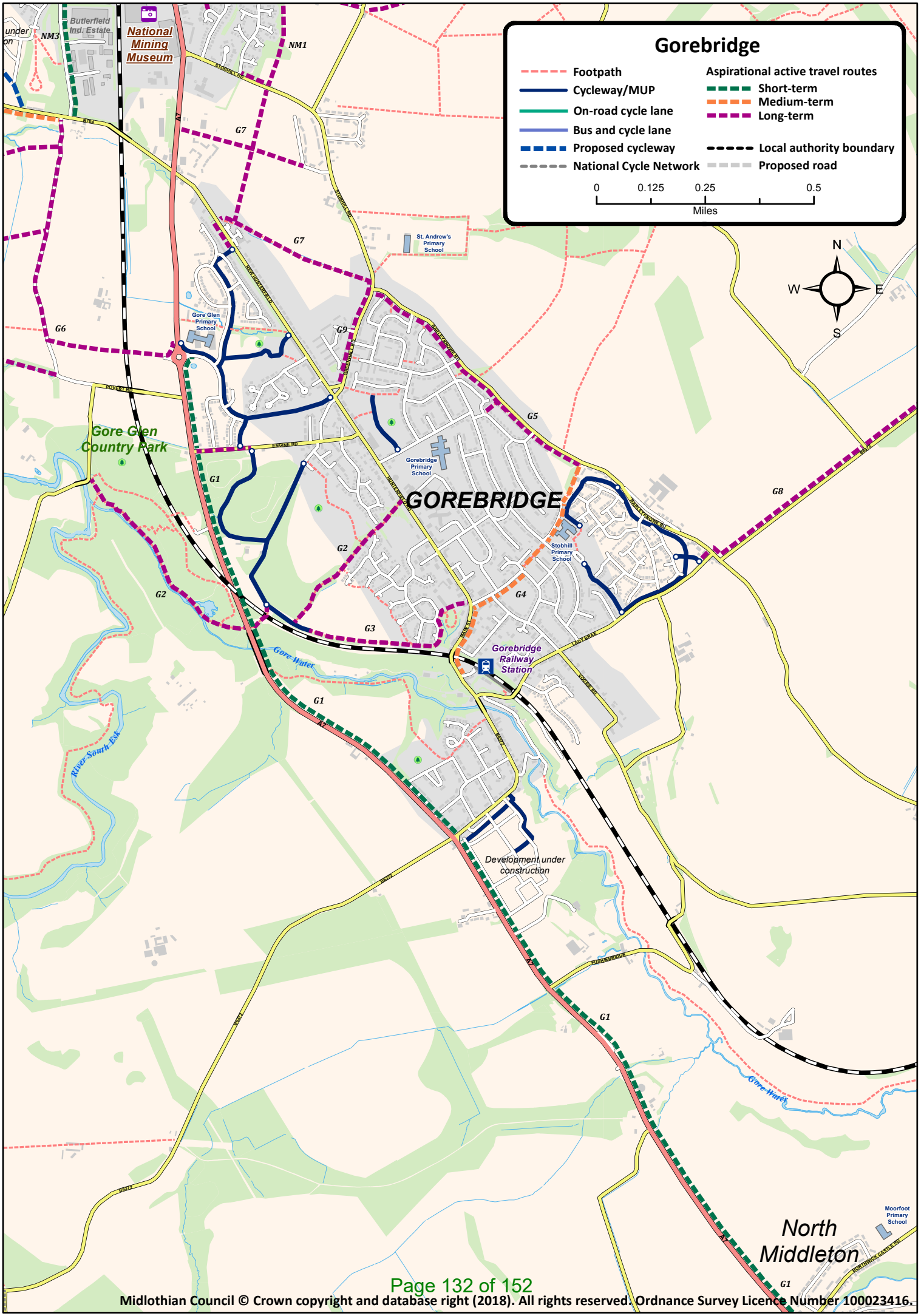
Area	Identified route for development	Existing infrastructure	Identified solutions	Outcome	Priority
NEWTONGRANGE	Connections between Stobhill Road and Bogwood Road/B6482 Suttislea Road (NM1)	On-road cycling only and partly available pedestrian path along Crawlees Road	Creation of new active travel infrastructure through new housing development	Improved connectivity within Newtongrange and Mayfield, and between Newton-grange/Mayfield and Gorebridge	Long-term
	Connection between B6482 Suttislea Road and A7 Murderdean Road (NM2)	On-road cycling only; pedestrian-only path between Linderwood Road and Murderdean Road	Widening of existing path between Linger-wood Rd. and Murder-dean Rd.; creation of new active travel infrastructure between Lingerwood Rd. and: Wester Suttis-lea Loan and Mayfield Industrial Est. and/or upgrading of existing road and paths between Eight St and Lingerwood Road	Improved connectivity between May-field/Newtongrange and Newtongrange town centre/railway station; increased road safety	Medium-term

Area	Identified route for development	Existing infrastructure	Identified solutions	Outcome	Priority
NEWTONGRANGE	Connection between B704 and existing cycleway leading to Murderdean Rd. (NM3)	On-road cycling only; pedestrian-only path through Butlerfield Industrial Estate	Widening of existing path through Butlerfield Industrial Estate	Improved cycling connectivity between B704 and Newtongrange railway station	Short-term
	Connection between B704 at Butlerfield and Cockpen (NM4)	On-road cycling only along B704; pedestrian-only path	Widening and upgrading of existing path	Improved cycling connectivity between Newtongrange/Gorebridge and Cockpen/Bonnyrigg, ultimately providing a segregated active travel link into Edinbugh	Medium-term
	Connection between Suttislea Road and B703 Main Street (NM5)	On-road cycling only; pedestrian-only path along Bryans Road	Widening of existing paths along Bryans Road and through Welfare Park	Improved cycling connectivity within Newtongrange and Mayfield; increased road safety and alternative to using mini-roundabouts	Medium-term

Area	Identified route for development	Existing infrastructure	Identified solutions	Outcome	Priority
NEWTONGRANGE	Connection between Main Street and Hardengreen roundabout (NM6)	On-road cycling only; pedestrian-only path along B6482 and A7	Widening of existing path along B6482 and A7 up to the River South Esk; creation of new active travel infrastructure along tree line through land at east of A7 leading to Hardengreen roundabout	Improved connectivity between Newtongrange/Mayfield and Dalkeith/Bonnyrigg, ultimately providing a segregated link into Edinburgh	Medium-term
	Connection between Oak Place and B6482 (NM7)	On-road cycling only; pedestrian-only path along D'Arcy Road and Bogwood Road	Widening of existing path along D'Arcy Road and Bogwood Road	Improved connectivity between Oak Pl. and Dalkeith/Easthouses	Short-term
	Connections within Easthouses (NM8)	On-road cycling only; pedestrian-only paths, including unsurfaced	Widening and re-surfacing (as required) of existing paths	Improved cycling connectivity within Easthouses and to/from Newbattle Community Campus	Long-term



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Area	Identified route for development	Existing infrastructure	Identified solutions	Outcome	Priority
GOREBRIDGE	Connection between North Middleton and Gorebridge (at Gore Glen Primary School roundabout) (G1)	Pedestrian-only path	Change of path status to 'core path'	Improved cycling connectivity between North Midldleton and Gorebridge; increased road safety	Short-term
	Connection between Hunterfield Road and Gore Glen Country Park (G2)	Unsurfaced, pedestrian-only paths	Widening and surfacing of existing paths	Improved connectivity between Gorebridge town centre and Gore Glen Country Park via 'Nancy Teuch Path'	Short, medium-term
	Connection between Health Care public car park and existing multi-user path from Engine Road (G3)	Partly unsurfaced, pedestrian-only path, inaccessible by bicycle	Widening and re-surfacing (as required) of existing path	Improved connectivity between Gorebridge town centre and Engine Road/A7	Short-term
	Connection between Gorebridge railway station and Stobhill Primary School (G4)	Pedestrian-only path	Widening of existing path	Improved cycling connectivity between town centre and Stobhill PS/Bonnybank Rd.; increased road safety	Medium-term

Area	Identified route for development	Existing infrastructure	Identified solutions	Outcome	Priority
GOREBRIDGE	Connection between Stobhill Primary School and Stobhill Rd. along Barleyknowe Rd. (G5)	Pedestrian only-path along Barleyknowe Road; unsurfaced path from Bonnybank Road to Barleyknowe Road	Widening and re-surfacing (as required) of existing paths	Improved connectivity and increased road safety	Medium-term
	Connections between A7 (Gore Glen Primary School roundabout) and B704 (G6)	On-road cycling along A7, track along Povert Road	Creation of new active travel infrastructure within Redheugh area	Improved connectivity between Gorebridge and Cockpen/Newtongrange	Medium-term
	Connection between New Hunterfield and Stobhill Road/A7 (G7)	On-road cycling only; existing unsurfaced path between Stobhill Road and New Hunterfield; existing pedestrian-only path along Greenhall Road	Widening and re-surfacing (as required) of existing paths; creation of new active travel infrastructure within Stobhill area through new housing development	Improved connectivity between Gorebridge and Newtongrange; increased road safety	Medium-term

Area	Identified route for development	Existing infrastructure	Identified solutions	Outcome	Priority
GOREBRIDGE	Connection between Barleyknowe Road and Vogrie Country Park along B6372 (G8)	Pedestrian only-path; on-road cycling only	Widening and re-surfacing (as required) of existing path	Improved connectivity and increased road safety	Long-term
	Connection between Hunterfield Rd. and Stobhill Rd. along Greenhall Rd. (G9)	Pedestrian only-path; on-road cycling only	WIdening and re-surfacing (as required) of existing path	Improved connectivity between Hunterfield Rd. and Stobhill Primary School	Long-term

Objectives and Action Plan

The main aims of this strategy are to aid the increase of walking and cycling journeys, especially for commuting and short trips to local facilities. The objectives are sought to be achieved through a series of soft and hard measures, including events, route promotion and infrastructure improvements.

OBJECTIVES
OBJ1. *Raise awareness of all aspects of active travel and promote walking and cycling as alternative transport modes for short trips and commuting*
OBJ2. *Encourage more people to walk and cycle more often by providing them opportunities to do so*
OBJ3. *Increase the availability of active travel infrastructure and develop infrastructure improvements which encourage active travel*
OBJ4. *Improve the safety of walking and cycling and reduce the number of yearly walking and cycling casualties*
OBJ5. *Ensure walking and cycling needs are included in new development design*
OBJ6. *Maintain, repair and upgrade walking and cycling infrastructure, including routes and facilities*
OBJ7. *Increase active travel in schools through a variety of walking and cycling programmes*
OBJ8. *Seek and support funding for walking and cycling initiaties throughout Midlothian*
OBJ9. *Monitor and evaluate the objectives and action plan of this strategy*

ACTION PLAN

Action	Timescale	Objective met								
		1	2	3	4	5	6	7	8	9
Infrastructure and Network Development (IND)										
IND1. *Continue to increase the number of cycle parking spaces in Midlothian town centres*	Ongoing		●	●			●			
IND2. *Where appropriate, ensure developers connect proposed developments to the existing walking and cycling network*	Ongoing		●	●		●		●		
IND3. *Undertake route assessments and audits to investigate opportunities for expansion and upgrading of the active travel network*	Ongoing					●	●			
IND4. *Continue to increase the length of segregated cycle paths along Midlothian roads, where appropriate*	2021			●	●					
IND5. *Proactively seek external funding sources for developing and extending the existing active travel network*	Ongoing					●	●	●	●	
IND6. *Identify, widen and convert existing footpaths into multi-user paths or cycleways, where appropriate*	Ongoing		●	●			●	●		
IND7. *Maintain paths to a safe and usable standard*	Ongoing		●	●	●		●	●		
IND8. *Audit existing active travel connections to and from public transport interchanges*	Ongoing		●	●			●			

ACTION PLAN

Action	Timescale	Objective met								
		1	2	3	4	5	6	7	8	9
IND9. *Investigate options to improve cycling commuting routes from Midlothian town centres, neighbouring local authorities and centres of employment and education*	2021			●		●	●			
IND10. *Identify, assess and consult on the suitability of some rural footpaths with low footfall and amend their status to become core paths, therefore enabling active travel access*	2021				●			●		
IND11. *Continue to implement active travel infrastructure improvements to and from the Midlothian railway stations*	Ongoing		●	●	●		●			
IND12. *Audit town centres to determine where dropped kerbs are required and implement a programme to install missing dropped kerbs when funding becomes available*	2021				●		●		●	
IND13. *Continue to install signage on new and existing routes or where signage is missing*	2021		●	●		●				
IND14. *Work with external partners to provide strategic active travel cross-border routes linking neighbouring authorities with MIdlothian*	Ongoing			●		●				
IND15. *Develop a network of quiet routes via a combination of paths and roads free from fast or heavy traffic*	2021		●	●						

ACTION PLAN

Action	Timescale	Objective met								
		1	2	3	4	5	6	7	8	9
School Engagement (SE)										
SE1. *Work with the Scottish Government and other partners to secure funding for continuing walking and cycling-focused programmes in schools*	Ongoing							●	●	
SE2. *Continue to encourage all Midlothian schools (existing and future) to maintain an up-to-date travel plan*	Ongoing	●						●		
SE3. *Continue support for Sustrans' I-Bike scheme in Midlothian schools (subject to funding provision)*	Ongoing	●	●		●			●	●	
SE4. *Continue to support WOW (Walk Once a Week) initiative ran by LIving Streets in order to promote sustainable travel to school (subject to funding provision)*	Ongoing	●	●					●	●	
SE5. *Ensure all schools have sufficient cycle and scooter storage facilities*	2020		●	●			●	●		
SE6. *Encourage schools to take up KERBCRAFT (practical child pedestrian safety training) and continue to offer training and support for this initiative*	Ongoing	●	●		●			●		
SE7. *Continue to promote active travel to school through initiatives such as 'Walk to School Week' and 'Bike to School Week'*	Ongoing	●	●					●		

ACTION PLAN

Action	Timescale	Objective met								
		1	2	3	4	5	6	7	8	9
SE8. *Engage in any national promotions to encourage active travel to school e.g. 'Give me cycle space'*	Ongoing	●						●		
SE9. *Encourage all schools to become 'Cycle-friendly award' holders or maintain their award status*	2019	●						●		
Safety (S)										
S1. *Investigate the feasibility of improving and/or providing safe walking and cycling infrastructure around the A68*	2021			●	●		●			
S2. *Raise awarenes of road safety through local events and engagement activities*	Ongoing	●			●			●		
S3. *Support initiatives and campaigns that raise drivers' awareness of cyclists on the road*	Ongoing	●			●					
S4. *Identify areas prone to speeding and seek to reduce the speed limits where appropriate*	2020				●			●		
S5. *Suport Police Scotland's bicycle theft prevention scheme in order to reduce bicycle theft in Midlothian*	Ongoing				●			●		
S6. *Continue to monitor pedestrian and cyclist-related accidents to determine which and if any remedial measures would be appropriate*	Ongoing				●					

ACTION PLAN										
Action	**Timescale**	**Objective met**								
		1	2	3	4	5	6	7	8	9
Marketing and Behaviour Change (MBC)										
MBC1. *Undertake proactive marketing of active travel to ensure that the physical infrastructure is accompanied by suitable promotion*	Ongoing	●	●			●		●		
MBC2. *Develop a regular programme of events, raising the profile of walking and cycling and encouraging its uptake in MIdlothian and continue to support the annual 'Midlothian Walking Festival' and 'Midlothian Cycling Festival' for schools*	Ongoing	●						●		
MBC3. *Continue providing local events with a focus on walking and cycling (subject to funding provision)*	Ongoing	●	●					●	●	
MBC4. *Work with external partners to ensure a county-wide delivery of behavioural change initiatives*	Ongoing	●						●		
MBC5. *Provide updated and accessible active travel information on the council website*	Ongoing	●	●							
MBC6. *Provide support to local community organisations and projects promoting walking and cycling*	Ongoing	●	●					●		
MBC7. *Promote Midlothian as a tourist destination capitalising on its proximity to Edinburgh, the Borders Railway and position on the NCN Route 1*	Ongoing	●								

ACTION PLAN

Action	Timescale	Objective met								
		1	2	3	4	5	6	7	8	9
MBC8. *Explore and support funding opportunities for active travel marketing and promotion*	Ongoing							●		
MBC9. *Continue to encourage and support the establishment of walking and cycling clubs in Midlothian*	Ongoing	●	●							
MBC10. *Develop an online active travel 'forum' with the aim of communicating with the public regarding soft and hard measure suggestions, improvements and initiatives, allowing communities to provide feedback, suggest improvements or report problems*	2020	●								
MBC11. *Identify barriers to walking and cycling in Midlothian through public research/surveys*	Ongoing		●							
MBC12. *Produce active travel mapping for Midlothian, deliver to local public facilities and make available online in order to raise awareness of the available active travel routes*	2018	●	●					●		
Employer Engagement (EE)										
EE1. *Encourage major local employers to have a travel plan and support initiatives which encourage their staff to commute actively to work*	Ongoing	●						●		

ACTION PLAN

Action	Timescale	Objective met								
		1	2	3	4	5	6	7	8	9
EE2. *Continue to update the council's travel plan and provide an example to other employers in the region*	Ongoing	●								
EE3. *Support council staff active travel initiatives to encourage employees to commute sustainably*	Ongoing	●	●							
EE4. *Provide council staff sustainable alternatives for business travel*	Ongoing		●							
EE5. *Maintain 'Cycle Friendly Employer' status for Midlothian Council and encourage other local employers to join similar schemes which encourage cycling*	Ongoing	●								
EE6. *Continue to implement and promote Midlothian Council's 'Cycle to Work Scheme'*	Ongoing	●								
Monitoring and Evaluation (M&E)										
M&E1. *Monitor and evaluate the objectives and actions presented in this strategy to measure its delivery*	Ongoing									●
M&E2. *Provide an annual active travel progress and information report*	2019	●								●
M&E3. *Increase number of walking/cycling counters in order to improve data for future strategies*	2021			●			●			●

Monitoring

Objective	Indicator	Source	Baseline	Target (2021)
Encourage more people to walk or cycle more often by providing them opportunities to do so	*Percentage of people cycling to work regularly*	*Cycling Scotland Annual Report (2018)*	*0.7% (2016)*	*1.5%*
	Percentage of people walking to work or place of study	*Scotland Census Data*	*16.3% (2011)*	*18%*
	Percentage of people cycling to work or place of study	*Scotland Census Data*	*0.9% (2011)*	*1.5%*
	Percentage of people (16-74) in employment walking to work	*Scotland Census Data*	*6.4% (2011)*	*8%*
	Percentage of people (16-74) in employment cycling to work	*Scotland Census Data*	*0.9% (2011)*	*1.5%*
	Percentage of Midlothian rail station users walking and cycling to the station	*Midlothian Council - Borders Railway Travel Survey Report*	*28.5% (2017)*	*33%*
	*Weekly cyclists to/from Edinburgh**	*Midlothian Council cycle counts*	*2359 (2017)*	*2500*
Improve the safety of walking and cycling and reduce the number of yearly walking and cycling casualties	*KSI (Killed or Seriously Injured) pedestrians and cyclists*	*Midlothian Council*	*6.6 (2012 - 2016 average)*	*5 (2018 - 2021 average)*

Objective	Indicator	Source	Baseline	Target (2021)
Increase active travel levels in schools through a variety of walking and cycling programmes	*Percentage of pupils walking, cycling or scooting to school***	*Hands-Up Survey*	*71% (2017)*	*75%*
	Percentage of pupils walking, cycling or scooting to primary school	*WOW figures from participating primary schools****	*86% (2016-17)*	*89%*
	Percentage of pupils cycling to primary school	*Cycling Scotland Annual Cycling Monitoring Report 2018*	*8.8% (2016)*	*15%*
	Percentage of pupils cycling to secondary school	*Cycling Scotland Annual Cycling Monitoring Report 2018*	*0.9% (2016)*	*2%*
Increase the availability of active travel infra-structure	*Length of active travel network*	*Midlothian Council*	*220 miles*	*230 miles*
Seek and support funding for walking and cycling initiatives	*Funding secured for active travel*	*Midlothian Council, Scottish Government (subject to availa-bility), development gain and other sources*	*£1,369,000 (2015-17)*	*£2,200,000 (2018-21)*

**Figures from on-road cycle counts on A6106, A7, A701, A702, A772 and Lasswade Road only. Segregated path counts not included.*
***Figure includes 'park and stride' All schools excluding nursery.*
****Gorebridge PS, Lasswade PS, Mauricewood PS, Mayfield PS, St. David's RC PS, Strathesk PS, Woodburn PS. Includes 'park and stride'.*

Monitoring progress

In order to monitor progress and review future active travel interventions, an annual progress report will be delivered. The aim of the report will be to keep track of developments, inform the public and other stakeholders, as well as to monitor the objectives and actions set out in this strategy.

References

1. Sustrans, 2017. Toolkit Part 1: How active travel can improve health and wellbeing in the workplace, Bristol: Sustrans. Retrieved from https://www.sustrans.org.uk/sites/default/files/activetraveltoolbox_healthandwellbeing_part1v3.pdf

2. EKOS, 1998. Establishing the overall value of a local path network. Report for SNH, Perth and Kinross Council, Scottish Enterprise Tayside & PFA Partnership.

3. Raje F, Saffrey A., 2016. The Value of Cycling. London: Department of Transport; Available at: https://www.gov.uk/government/publications/the-value-of-cycling-rapid-evidence-review-of-the-economic-benefits-of-cycling (accessed 15 February 2017).

4. Sustrans, 2015. Cycle tourism boosts economy. Available at: https://www.sustrans.org.uk/news/cycle-tourism-boosts-economy (accessed 12 February 2018)

5. Visit Scotland, 2017. Walk this way! Available at: https://mediacentre.visitscotland.org/pressreleases/walk-this-way-2093638 (accessed 6 October 2017)

6. The Scottish Government, 2010. Designing Streets: A Policy Document for Scotland; Available at: https://beta.gov.scot/publications/designing-streets-policy-statement-scotland/pages/1/ (accessed on 25 August 2017)

Midlothian Council Equality Impact Assessment Form

Information published by Midlothian Council can be provided on request in many of the community languages e.g. Cantonese, Punjabi, Urdu and also in large print, Braille, or audio tape. For more information please contact Midlothian Council on 0131 270 7500.

Lead contact:
Bogdan Handrea

Section A: Introduction

1. Title of policy, procedure or function being assessed

Midlothian Active Travel Strategy 2018-21

2. Divisions/organisations/groups involved in doing this Equality Impact Assessment

Midlothian Council Roads Team

3. Date started: 11/05/2018

Date completed: 15/05/2018

Section B: Information

4. Please describe the Policy, Procedure or Function you are impact assessing

Midlothian Council is promoting and encouraging walking and cycling, however, there was not a strategy available to coordinate these initiatives. The purpose of the strategy is to provide a framework for delivery of active travel projects, including soft and hard measures. The strategy highlights the benefits of active travel, a summary of the initiatives undertaken to promote active travel, an infrastructure plan showing proposed and aspirational paths, prioritised accordingly, as well as an action plan which relates to the objectives to increase walking and cycling in the long-term.

5. What information and consultation data do you have to inform your assessment? What does it tell you?

Midlothian data profile, census data.

Census data from 2011 shows that in Midlothian there were approximately 40,000 males and 43,000 females.

- Evidence shows that fewer women cycle than men.
- There are approximately 1,500 minority ethnic residents in Midlothian.
- There are approximately 7,500 residents whose day-to-day activities are limited a lot by a disability or long-term condition

6. Do you need more information or more consultation/engagement data?

- Do you need anything more:
  i. to do this Equality Impact Assessment (EQIA)
  ii. to monitor or assess, in future, the impact of the policy/procedure or function you are EQIAing on people with different equalities characteristics
- Lack of data is not a sufficient reason to conclude there is no impact. It is insufficient to state that a policy will affect everyone equally without having considered the different barriers some people may encounter.

Throughout the development of the strategy, we have taken into account the impact the strategy would have on equality groups. We will monitor and assess the impact this policy could have on people with different equalities characteristics in the future.

Section C: Assessment

Midlothian Council equality impact assesses on **all** of the characteristics in the shaded area below, so you should consider all of these in your assessment. If you want you can consider other groups as well.

Race (this includes ethnic or national origins, colour and nationality)

Disability (e.g. physical disabilities, sensory impairments, learning disabilities, mental health conditions or long-term illnesses)

Sex(male/female)

Age (all ages)

Sexual Orientation (gay man, gay woman/lesbian, bisexual, heterosexual/straight)

Religion or belief (including having no religion or belief)

Pregnancy and maternity (having just had a baby or being pregnant)

Gender reassignment or transgender status (a person who is proposing to undergo is undergoing or has undergone a process to change their sex)

Marriage and Civil Partnership

People experiencing poverty or at risk of poverty: (poverty may be simply defined as not having enough money to meet one's basic daily needs or to have the things that most people in the UK take for granted).

As you answer questions 7i. to 7iv. over the page:

a) **Think about the policy, practice or function you are assessing and**
   - people with the above characteristics
   - people associated with them (e.g. a parent or carer)
   - people mistakenly assumed to have the above characteristics

   Remember to consider impacts on staff as well as communities and customers.

Continued…/

b) **Consider whether the above people are likely to have different needs, or be affected in different ways by what you are doing/proposing.** e.g.
   - People may need, or benefit from, information provided in a particular format, like large print or easyread.
   - A queuing system which relies on people standing for long periods will make it very difficult for some people to use the service.
   - Charging more for a service is likely to affect people from several of the groups in the shaded area above, as on average they have a lower income.
   - Targeting an area of high poverty could leave people experiencing poverty outside the area even worse off in comparison

c) **Consider the General Equality Duty requirements to pay due regard to the need to:**
   - eliminate discrimination, victimization, harassment or other local conduct that is prohibited under the Equality Act 2010 in relation to the characteristics listed in shaded area at the top of this page (except poverty)
   - advance equality of opportunity between and foster good relations between people who share a characteristic in the shaded area and those who do not (except marriage and civil partnership and poverty)

7i. Note any positive impacts on the above equalities groups

Improved, continuous, joined up or direct walking or cycling designated routes could support the abovementioned groups, including older and disabled residents reliant on mobility scooters to access local services, amenities or friends/family. Creating a safer environment in which to walk or cycle will benefit both school aged children and older residents.

7ii. Note any negative impacts on equalities groups

There have been no negative impacts identified.

7iii. How significant would this negative impact be, and what kind of numbers would be affected?

7iv. Note any opportunities for making a positive impact on equalities groups.

We will ensure images, training or signposting introduced to support this strategy have relevance and appeal to the local community, including different age groups, race groups, women and adults generally.

Section D: Actions and Outcomes

Questions 8 and 9 below ask about actions which have been taken, or will be taken **as a result** of this Equality Impact Assessment (EQIA). Any pre-existing actions should be included in earlier sections.

8. Note any actions you will be taking as a result of this EQIA:

Think about what you can do to:

- minimise or remove any negative impacts, and
- maximise the opportunities for positive impacts

We will ensure images, training or signposting introduced to support this strategy have relevance and appeal to the local community, including different age groups, race groups, women and adults generally.

9. Please note any actions you have already taken as a result of this EQIA here.

10. How will you track/monitor that the actions you mentioned in 8. have been achieved?

e.g. by adding them to a work plan, service plan etc.

Tracking through an annual monitoring report for the strategy.

11. If you have decided not to take any action please note why this is, and any justification, here.

A significant negative impact, even if it affects only a small number of people, should be addressed.

There have been no significant negative impacts identified.

12. Is a more detailed assessment recommended?

No.