

# Notice of meeting and agenda



## Cabinet

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

**Date:** Tuesday, 22 November 2016

**Time:** 11:00

**John Blair**  
Director, Resources

**Contact:**

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**Further Information:**

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

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

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**1 Welcome, Introductions and Apologies**

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**2 Order of Business**

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

**3 Declarations of Interest**

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

**4 Minutes**

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- |            |                                       |              |
|------------|---------------------------------------|--------------|
| <b>4.1</b> | Minutes of Cabinet of 11 October 2016 | <b>3 - 8</b> |
|------------|---------------------------------------|--------------|

**5 Public Items (Education Interest)**

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- |            |   |                |
|------------|---|----------------|
| <b>5.1</b> | Accreditation of Mayfield Nursery School's ICAN provision - Report by Head of Education       | <b>9 - 24</b>  |
| <b>5.2</b> | Midlothian Tourism Action Plan 2016-20 Report by Director, Education, Communities and Economy | <b>25 - 52</b> |

**6 Public Items (No Education Interest)**

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- |            |   |                  |
|------------|---|------------------|
| <b>6.1</b> | Creation of a Pan Scotland Local Authority Business Loan Fund Report by Head of Communities and Economy           | <b>53 - 58</b>   |
| <b>6.2</b> | Easter Bush Improvement District Update - Report by Head of Communities and Economy                               | <b>59 - 64</b>   |
| <b>6.3</b> | Report for the Scottish Ministers on Compliance with Climate Change Duties for 201516                             | <b>65 - 104</b>  |
| <b>6.4</b> | Tyne Esk LEADER Programme 2014-20 - Report by Head of Communities and Economy                                     | <b>105 - 110</b> |
| <b>6.5</b> | New Build Council Housing - Local Lettings Initiative - Report by Joint Director, Health and Social Care          | <b>111 - 116</b> |
| <b>6.6</b> | Financial pressures in Adult Health and Social Care - report by Joint Director Health and Social Care (To Follow) |                  |

**7 Private Items (Education Interest)**

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No Private business with an Education Interest to be discussed at this meeting

**8 Private Items (No Education Interest)**

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No Private Business without an Education Interest to be discussed at this meeting

# Minute of Meeting

Cabinet  
Tuesday 22 November 2016  
Item No 4.1



## Cabinet

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

### Present:

|                      |                      |
|----------------------|----------------------|
| Councillor Johnstone | Councillor Bryant    |
| Councillor Parry     | Councillor Constable |
| Councillor Rosie     |                      |

### Religious Representatives:

|                                 |  |
|---------------------------------|--|
| Mr V Bourne<br>Rev. Ruth Halley |  |
|---------------------------------|--|

## 1 Apologies

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- 1.1 Apologies received for Mrs M Harkness.

## 2 Order of Business

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

## 3 Declarations of interest

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No declarations of interest were received.

## 4 Minutes of Previous Meetings

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

## Reports

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

### Outline of report and summary of discussion

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

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

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

#### Primary School

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

#### Nursery Class

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

### Primary School and Nursery Class

|                                     |              |
|-------------------------------------|--------------|
| The Curriculum                      | Good         |
| Improvement through self-evaluation | Satisfactory |

The following particular strengths were indicated by the inspection team:

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

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

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

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

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

### Decision

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

### Action

Director Education, Communities and Economy

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

#### Outline of report and summary of discussion

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

#### Decision

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

#### Action

Director Education, Communities and Economy

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

#### Outline of report and summary of discussion

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

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

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

#### Decision

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

#### Action

Head of Property and Facilities Management

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

#### Outline of report and summary of discussion

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

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

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

Edel Ryan was heard in amplification of the report.

#### Decision

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

#### Action

Edel Ryan

#### Exclusion of Members of the Public

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

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

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

The meeting terminated at 11.25am.



**Accreditation of Mayfield Nursery School's ICAN provision****Report by Dr Grace Vickers, Head of Education****1 Purpose of Report**

The report outlines the outcome of the I CAN Early Talk Accreditation which was carried out in Mayfield Nursery School on 25 October 2016. The I CAN Early Talk accreditation scheme is a quality assurance and quality improvement tool. The accreditation involves an inspection of a portfolio of evidence, and an onsite audit of practice using standards of service excellence, which have been developed by I CAN. A full copy of the accreditation report is attached in the appendix.

**2 Background**

- 2.1 Mayfield Nursery School's I CAN provision was inspected on 25 October 2016. The I CAN Early Talk accreditation scheme is a quality assurance and quality improvement tool. The accreditation involves an inspection of a portfolio of evidence, and an onsite audit of practice using standards of service excellence, which have been developed by I CAN.

The accreditation visit was carried out over one day, with the morning being used predominantly for staff interviews, parent interviews and direct observation. The accreditors provided brief verbal feedback in the afternoon to disclose the success of the specialist accreditation.

- 2.2 The specialist level accreditation is divided up into ten sections:

1. Outcome Measures
2. Supporting children in your setting/service
3. Specialist Education and Therapy
4. Assessment
5. Supporting Inclusion
6. Admission, Transition and Outreach
7. Working with Families
8. Professional Development
9. Staff mix and Induction
10. Management Structure and Support

To achieve Early Talk specialist level accreditation all 10 sections need to be scored as achieved. The I CAN Provision at Mayfield Nursery School has achieved a full accreditation award which will be valid for three years subject to successful annual interim reviews. The accreditation report also congratulates the service on this achievement and stated that this is 'a clear reflection of the high quality service at Mayfield Nursery School'.

### 2.3 The reports outlines 52 strengths across the ten indicators including:

- I CAN at Mayfield Nursery School is an inclusive provision wherein children access mainstream early level learning alongside their peers. Appropriate and proportionate support is provided to enable children to access play environment, curricular learning and social interaction.
- The nursery ethos recognises potential or existing barriers to learning for all children. Careful forward planning ensures that individuals can access the curriculum at their own, specific level and according to their particular stage and style of learning.
- There is a well established system of involving families in multi-agency working that everyone recognises and there is a high level of consultation and support, both formal and informal, which is offered to children and families during the transition process (both into and out of the provision).
- Parents play an important part in supporting and developing their child's progress within the provision and whilst daily contact is typically through the children's home school diary, parents are invited to come in regularly to the nursery for play dates and to observe sessions.
- The role of the current Head Teacher in over viewing the service and enabling effective ongoing monitoring of service delivery is seen as a major strength. Her role is well integrated into the I CAN core staff team and also has significant links with multi-agency professionals. The Accreditors were impressed by the Head Teachers commitment to providing teaching time for all children in the nursery.
- There is a supportive staff team in place with a wealth of experience and a high level of collaboration between staff exists, with regular skill sharing during the nursery sessions between the provision and mainstream staff.
- There is a high level of skill-sharing with the host nursery core team, built into systems of planning and continued professional development audit of need.
- There is an enhanced awareness of the outreach consultative model across the authority, following a number of awareness raising and consultation sessions with key staff and management. This has also involved presentations to senior staff groups e.g. NEG, and in the session 2016-17 will include presentations to the teaching staff in the new Early Years Learning Communities.
- Management systems ensure that therapeutic programmes, interventions and strategies are integrated into the inclusive nursery setting through careful planning, skill sharing and resourcing.

### 2.4 The report outlines 20 areas of comment/areas for development across the ten indicators including:

- From the Parent Forum, it was suggested that a range of case studies are written for parents whose children have been offered a place. These studies would show the various pathways for a number of different children and the outcomes that can be achieved.
- Continue to explore opportunities for provision children to experience enhanced links with future educational placement, post- PAG decisions, in term three.
- The Accreditors support the core team's development plans to create a comprehensive system for collecting and analysing children's outcome data including review of the questionnaires used and return rate.
- Further develop systems for communicating with outreach families in order to build upon success of more informal end of year meetings and 'drop in' opportunities with outreach teacher.

## 2.5 Conclusion

The accreditors acknowledged that the service provided a comprehensive portfolio of evidence which supported observations made on the accreditation visit and the formation of this report. The service, I CAN Provision at Mayfield Nursery School is of high quality, characterised by professional staff who together provide an excellent example of good practice in early years communication and education for young children. It is worthy of note that the accredited specialist services in Midlothian have consistently provided excellent services for children with speech, language and communication needs for some years. These strengths can be fine tuned further in line with the suggested areas for development described in the accreditation report. These areas for development are intended to give a steer to the focus for this next stage of development for the team at Mayfield in order to support the service in its continued and invaluable work with the children, families, schools and settings in the locality.

## 3 Report Implications

### 3.1 Resource

There are no financial and human resource implications associated with this report.

### 3.2 Risk

Monitoring, review and evaluation of progress by the Head Teacher, School Group Manager and Early Years Officers is the control measure in place to reduce the risk of failure of the Nursery to demonstrate its 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

The setting will continue to improve its work in line with its improvement plan and the Education Service will continue to challenge and support the setting in relation to developing and implementing the areas for development.

### 3.5 Adopting a Preventative Approach

The Education (Scotland) Bill aims to take preventative action in order to close the attainment versus deprivation gap by implementing key policies and programmes which are designed to target support to children and young people from disadvantaged communities. Midlothian is highly committed to closing the attainment gap which compliments the strategies employed by Midlothian which are highlighted in the National Improvement Framework report which was presented to Council on 3 November 2015.

### 3.6 Involving Communities and Other Stakeholders

Copies of the report have been made available to Elected Members, parents of children currently in the school and other interested parties.

### 3.7 Ensuring Equalities

The Nursery Improvement Plan will be screened for equalities implications.

### 3.8 Supporting Sustainable Development

The Nursery Improvement Plan allows for sustainable development and improvement.

### **3.9 IT Issues**

There are no IT implications.

## **4 Recommendations**

Cabinet is asked to:

- (i) Note the content of this report.
- (ii) Pass this report to the Performance, Review and Scrutiny Committee for its consideration;
- (iii) congratulate the pupils, parents and staff connected with the ICAN provision at Mayfield Nursery School on the key strengths identified; and
- (iv) to note those areas for further development highlighted within the report.

**28 October 2016**

**Report Contact: Julie Fox, School Group Manager**

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I CAN Early Talk Accreditation Report:  
A Specialist Service for Children’s Communication

I CAN Provision at Mayfield Nursery School, Midlothian

I CAN Accreditors

Jill Atkinson and Jon Gilmartin

|   | Achieved | Deferred |
|---|----------|----------|
| Outcome Measures                            | √        |          |
| Supporting children in your setting/service | √        |          |
| Specialist Education and Therapy            | √        |          |
| Assessment                                  | √        |          |
| Supporting Inclusion                        | √        |          |
| Admission, Transition and Outreach          | √        |          |
| Working with Families                       | √        |          |
| Professional Development                    | √        |          |
| Staff Mix and Induction                     | √        |          |
| Management structure and support            | √        |          |
| TOTAL/10                                    | 10       | 0        |

Achievement and Areas for Development

The I CAN Early Talk accreditation scheme is a quality assurance and quality improvement tool. The accreditation involves an inspection of a portfolio of evidence, and an onsite audit of practice using standards of service excellence, which have been developed by I CAN.

The accreditation visit was carried out over one day, with the morning being used predominantly for staff interviews, parent interviews and direct observation. The accreditors provided brief verbal feedback in the afternoon to disclose the success of the specialist accreditation.

### Accreditation award

The specialist level accreditation is divided up into ten sections:

1. Outcome Measures
2. Supporting children in your setting/service
3. Specialist Education and Therapy
4. Assessment
5. Supporting Inclusion
6. Admission, Transition and Outreach
7. Working with Families
8. Professional Development
9. Staff mix and Induction
10. Management Structure and Support

To achieve Early Talk specialist level accreditation all 10 sections need to be scored as achieved.

I CAN Provision at Mayfield Nursery School has achieved a full accreditation award which will be valid for three years subject to successful annual interim reviews.

The service is to be congratulated on this achievement, which is a clear reflection of the high quality service at Mayfield Nursery School.

Signature of accreditors:

1.  2. 

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Date : October 25<sup>th</sup> 2016

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## **Introduction**

### **Service strengths and Areas for Development**

In summary, the strengths and Areas for Development for each of the sections were identified as follows:

#### **1. Outcome Measures**

##### **Strengths in this area:**

- The service provided documentation showing a wide and comprehensive use of assessment, record keeping and review to ensure good monitoring of IEP targets and children's outcomes
- Review of children's targets is held fortnightly, this ensures that individual children's performance can be monitored and adjusted frequently according to need.
- The Accreditors recognise the value of the Children and Young Persons Map and Plan (multi-agency assessment) which outlines services working together with the child and family.
- Although the team supporting the children have different working patterns, they try hard to ensure continuation of support and care with a strong focus on children's outcomes.
- Feedback from parents and visitors is recorded in a stakeholder feedback folder, this shows the teams willingness to consider the wider views of the service they provide.

##### **Comments and Areas for Development:**

- The Accreditors support the core team's development plans to create a comprehensive system for collecting and analysing children's outcome data including review of the questionnaires used and return rate.
- The team may wish to consider the presentation of that data that shows good outcomes for parents in addition to other professionals.

#### **2. Supporting children in your setting/service**

##### **Strengths in this area:**

- The model of this service includes mainstream children as well as provision for children with severe and complex speech, language and communication difficulties. As an inclusive early learning and childcare nursery provision, the staff work hard to ensure that the physical and learning environment is accessible to all children.

- The nursery ethos recognises potential or existing barriers to learning for all children. Careful forward planning ensures that individuals can access the curriculum at their own, specific level and according to their particular stage and style of learning
- They provide a balance of indoor and outdoor learning opportunities , focused group work, paired work and themed experiences provides appropriate pace, challenge and enjoyment in learning.
- The provision integrate therapeutic programmes into learning opportunities: Some examples include Speech and Language Therapy, Physiotherapy and Occupational Therapy strategies
- The key worker system provides a direct, familiar link for children, parents and carers and supports the development of a 'learning folio' to encourage metacognition and awareness of the learning process
- Robust systems are now in place to ensure new and changing staff engage in specific training relating to improving language and communication skills, specifically signing systems, Early Talk/Hanen, self regulation.
- Host nursery staff are supported informally on a day to day basis to ensure consistency of approach for all children.
- Staff are supporting many children on an outreach basis, this service has greatly expanded over recent years.

#### **Comments and Areas for Development:**

- We support the provision with the identification of training gaps with new staff members and plans being put in place to develop skills in supporting children with significant SLCN in a mainstream environment e.g. Signalong training, Hanen training which has led to an action plan for staff and is part of the School Improvement Plan.
- There are increasing demands on the Senior SLT's time, arrangements for purposeful liaison time and skill sharing opportunities needs to be an ongoing priority to ensure effective use of the SLT's time and thus maintaining the quality of the service.



- As the provision is currently not full and tends to fill up over the school year, consideration should be given to referral mechanisms for places to be taken up at the beginning of the school year to ensure they are running at full capacity supporting children's SLCN.

### **3. Specialist Education and Therapy**

#### **Strengths in this area:**

- Joint specialist working between SLTs, teacher and CCDW ensure that planned programmes are designed to facilitate best progress
- Interventions and strategies are reviewed fortnightly and as part of ongoing teaching and therapy, so as to ensure needs are being appropriately met.
- Targets are informed by relevant external professionals as and when necessary and parents, to incorporate holistic needs of the child.
- Each child has a relevant curriculum target as well as specific speech, language and/or social communication targets.
- Communication systems are constantly being evaluated due to part time working of the SLTs. A 'group plan' is created between the I CAN Teacher and SLTs termly with each individual group being evaluated and planned for week by week.
- All the I CAN children receive specialist input by the I CAN staff on a day to day basis. This can take part in a variety of locations and by any one of the I CAN staff members.
- Staff activity time is carefully monitored in the provision; this ensures the best possible use of time to support the children's needs.
- A variety of therapeutic programmes are in place, both in host nursery and within the provision e.g. colour coding, Sulp, BSP, Word Aware.
- Parents play an important part in supporting and developing their child's progress within the provision and whilst daily contact is typically through the children's home school diary, parents are invited to come in regularly to the nursery for play dates and to observe sessions.

#### **Comments and Areas for Development:**

- The team have themselves identified that the nature of part time working presents many challenges within a specialist provision. Communication between

staff is seen as essential and systems are constantly being trialled and evaluated in order to improve time management and maximise input from the SLTs. This should be continued.

- The SLTs have already highlighted plans to trial the use of Core Vocabulary (Crosbie, Holm and Dodd 2005) to develop the functional intelligibility of speech for those children identified as having significant speech sound disorders. I CAN support the teams to identify and pilot new interventions and programmes to inform best practise.

#### **4. Assessment**

##### **Strengths in this area are:**

- Children arrive at the provision with a CYP Map and plan which are used along with I CAN assessments and observations to create a robust and SMART IEP, with appropriate intervention approaches and measure outcomes.
- IEP targets are evaluated fortnightly using a rating scale to ensure careful monitoring of each child's progress. Evaluation is informed by ongoing IEP intervention sheets and SLT notes which are accessible to the core team
- A wide range of standardised and informal assessments are in use and available on site. Additional assessment can easily be obtained from local community SLT department
- The team work jointly to analyse and evaluate assessment results. This informs a robust IEP including strengths and areas of needs.
- Assessment occurs in varied contexts – individual sessions, small groups and in the mainstream setting to allow for triangulation of results and evidence of consistency.
- Transition meetings typically take place mid-June prior to the children finishing for the summer at the end of June. Informal and formal assessment information from the above systems is collated by the SLT's and Teacher.

##### **Comments and Areas for Development:**

- The Accreditors have noted that the SLTs have planned to review the assessment and analysis of those children with speech sound disorders using the Diagnostic Evaluation of Articulation and Phonology (DEAP).

## **5. Supporting Inclusion**

### **Strengths in this area are:**

- I CAN at Mayfield Nursery School is an inclusive provision wherein children access mainstream early level learning alongside their peers. Appropriate and proportionate support is provided to enable children to access play environment, curricular learning and social interaction.
- Therapeutic programmes and support strategies are integrated into mainstream to provide consistency and increased probability of positive impact e.g. Sulp, Body Awareness Group, Hanen, Early Talk skills.
- A high level of skill sharing between specialist and nursery staff directly affects pupil progress e.g. use of self-regulation scripts and Signalong.
- Weekly mainstream planning is adapted and elaborated to ensure children from the provision are included and supported.
- The high level of skill sharing between I CAN and mainstream staff ensures consistency and an inclusive approach to supporting all children's communication.

### **Comments and Areas for Development:**

- Continue to explore opportunities for provision children to experience enhanced links with future educational placement, post- PAG decisions, in term three.

## **6. Admission, Transition and Outreach**

### **Strengths in this area are:**

- A high level of consultation and support, both formal and informal, is offered to children and families during the transition process (both into and out of the provision).
- There is an enhanced awareness of the outreach consultative model across authority, following a number of awareness raising and consultation sessions with key staff and management. This has also involved presentations to senior staff groups e.g. NEG, and in the session 2016-17 will include presentations to the teaching staff in the new Early Years Learning Communities.
- I CAN provision staff are well placed for changes to service delivery as part of the authority Service Review e.g. consultation and specialist support base.

### **Comments and Areas for Development:**

- We recommend that when the provision update their admission criteria, they contact other I CAN early years services with a view to refining and expanding the detail.

The Accreditors wish to note that the 3 identified areas of development by the team, outlined below seem entirely appropriate. Their ability to reflect and audit their own practice, skills and the service they offer to children and families are to be recognised.

1. A home visit during the summer holiday by the SLTs continues to be a successful opportunity to engage with parents and collect information about the child. We hope to enhance this service by including the teacher in these visits beginning summer 2017. This will help to ease transitions and familiarise children and families to the wider staff team.
2. Staff are developing the use of I CAN factsheets to support provision and outreach staff as well as provision and outreach parents. These are seen as a valuable resource in sharing excellent information and have so far been well received.
3. Service Review recommendations and developments around future service delivery may demand a more flexible approach to numbers of fully resourced and outreach placements and, in turn, ways of working by staff. For example:
  - skill sharing Ready Steady Talk with staff in other centres,
  - working cooperatively with other ASL specialists to support the development of practice that supports all children to develop their early language and communication skills,
  - the CCDW from the I CAN provision supporting children supported through outreach in the campus schools.

## **7. Working with families**

### **Strengths in this area are:**

- There is a well established system of involving families in multi-agency working that everyone recognises
- Staff have flexible approach to the varied needs of families, including enhanced use of home link diaries and telephone consultations when required
- There is an 'Open Door' policy for all family members – telephone and in person. This ensures there are opportunities for families to be partners in their children's learning, and be supported with understanding the child's learning style.
- Termly IEP and play date meetings are set and enable collaborative working with parents to evaluate and set targets.

- The families commented on how beneficial they found the home link books giving them an overview of what is being worked on and how they can help at home.

#### **Comments and Areas for Development:**

- Develop opportunities for meaningful family workshops, tailored to the needs of the children. This would enhance the support children received at home ensuring continuity of interventions
- Further develop systems for communicating with outreach families in order to build upon success of more informal end of year meetings and 'drop in' opportunities with outreach teacher.
- Monitor family engagement with questionnaires etc to explore whether electronic systems may prove more popular.
- From the Parent forum, it was suggested that a range of case studies are written for parents whose children have been offered a place. These studies would show the various pathways for a number of different children and the outcomes that can be achieved.
- Out of date I CAN logo on leaflets and external signage should be removed.

### **8. Professional Development**

#### **Strengths in this area are:**

- CPD needs are evaluated annually and linked directly to needs of children in the provision.
- Annual planning day identified and used for a chance to look at the overview of completed CPD and further needs, for provision staff and the host nursery team.
- Action plan includes CPD as a standing item.
- There is ongoing staff activity mapping: Informally at meetings and by the HT, using timetable plans on a monthly basis
- Multi-agency skill sharing is already well established e.g. Occupational Therapy, Physiotherapy, Educational Psychology.

#### **Comments and Areas for Development- identified by the team**

- Continue to develop work with Education Psychology Service linked to collaborative work detailed in School Improvement Plans 2015-16 and 2016-17.

- Continue to develop ongoing short training opportunities based on Hanen Principles which is integral to the School Improvement Plan.
- Allocating time to feedback in more detail about any CPD in order to further improve skill share opportunities between key I CAN staff.

## **9. Staff Mix and Induction**

### **Strengths in this area are:**

- There is a supportive staff team in place with a wealth of experience.
- High level of collaboration between staff exists with regular skill sharing during the nursery sessions between the provision and mainstream staff.

### **Comments and Areas for Development:**

- Due to imminent changes in the Midlothian SLT team, the team should strive to maximise the use of allocated SLT time.

## **10. Management structure and support**

### **Strengths in this area are:**

- The role of the current Head Teacher in over viewing the service and enabling effective ongoing monitoring of service delivery is seen as a major strength. Her role is well integrated into I CAN core staff team and also has significant links with multi-agency professionals.
- The Accreditors were impressed by the Head teachers commitment to providing teaching time for all children in the nursery.
- There is a high level of skill-sharing with the host nursery core team, built into systems of planning and continued professional development audit of need.
- Management systems ensure that therapeutic programmes, interventions and strategies are integrated into the inclusive nursery setting through careful planning, skill sharing and resourcing. Examples include: Social use of Language Programme, Self-Regulation Positive Behaviour Management, Body Awareness (Occupational Therapy Sensory Group), Hanen, Early Talk, Signalong.

### **Comments and Areas for Development:**

- Continued development of specialist and outreach service to reflect changes in local authority model of support for pupils with additional needs and the new Early Years Learning Community Model in Midlothian.

### **Summary**

The accreditors acknowledge that the service provided a comprehensive portfolio of evidence which supported observations made on the accreditation visit and the formation of this report.

The service, I CAN Provision at Mayfield Nursery School is of high quality, characterised by professional staff who together provide an excellent example of good practice in early years communication and education for young children. It is worthy of note that the accredited specialist services in Midlothian have consistently provided excellent services for children with speech, language and communication needs for some years.

These strengths can be fine tuned further in line with the suggested Areas for Development described above. These are intended to give a steer to the focus for this next stage of development for the team and we hope will support the service in its continued and invaluable work with the children, families, schools and settings in the locality.

**Many congratulations from the accreditation team.**

**Jill Atkinson BA Hons.**

**Jon Gilmartin BSc Hons SLT.**

**25<sup>th</sup> October 2016**





## **Midlothian Tourism Action Plan 2016-20: Progress Report**

### **Report by Dr Mary Smith, Director of Education, Communities and Economy**

#### **1.0 Purpose of Report**

The purpose of this report is to update Cabinet following the launch of the Midlothian Tourism Action Plan 2016-20 and to outline some of the key themes and activities contained within it.

#### **2.0 Background**

##### **National Context**

- 2.1 The national tourism strategy, Tourism Scotland 2020 was launched in June 2012, with an ambition to grow visitor spend across the country by £1billion. In October 2015, the STA (Scottish Tourism Alliance), the industry body responsible for coordinating delivery of the strategy, further commissioned a midterm strategy review, the findings of which were announced in March 2016 during Scottish Tourism Week.

- 2.2 The national strategy has the undernoted key areas of focus:

|                              |                            |
|------------------------------|----------------------------|
| Nature & Activities          | Heritage & Culture Tourism |
| Events & Festivals           | Food & Drink               |
| Destinations, Towns & Cities | Sustainability             |
| Business Tourism             | Digital Connectivity       |
| Tourism Skills               |                            |

- 2.3 Its midterm review identified the alignment of key sector strategies including the Scottish Government Economic Strategy with the national strategy and encouraged further local/regional strategy alignment. The review identified the undernoted four further priorities to help support the industry and create conditions for growth:

- 2.3.1 Strengthen digital capabilities.
- 2.3.2 Strengthen industry leadership.
- 2.3.3 Enhance the quality of the visitor experience.
- 2.3.4 Influence investment, specifically flight access and transport connectivity, built infrastructure, digital connectivity and business growth finance.

##### **Local Context**

- 2.4 Tourism is a key economic growth sector within Midlothian. Figures from the latest regional Midlothian 2015 STEAM report (Scottish Tourism Economic Activity Monitor) show in general terms that the numbers of visitors coming to Midlothian is increasing, they are staying longer and they are spending more.

Visitor days throughout the region from 2009-2015 have increased by 4.4%, visitor numbers by 2.5%. The economic impact of tourism in Midlothian from the combined direct and indirect visitor spend rose from £83.66 million in 2009 to £105.28 million in 2015; a growth of 25.9%.

2.5 The ambition to support tourism as one of Midlothian's key sectors is embedded throughout the Council's and Midlothian Community Planning Partnership's (MCP) local strategies. Ambitious Midlothian, the overarching strategic economic recovery plan for Midlothian, recognises the importance of the sector and endorsed the previous 2013-15 MTAP. Ambitious Midlothian is supported through the Sustainable Growth theme within the Single Midlothian Plan 2016-17. Ambitious Midlothian further identifies the need to maximise the socio-economic benefits of the Borders Railway.

2.6 One of the key themes within the Borders Rail Blueprint is "Great Destinations to Visit". Under this a number of tourism focussed projects have already been funded with the aspiration of growing visitor numbers to the area travelling by rail. One of these funded projects, a Tourism Destination Audit, highlighted the gaps and opportunities for tourism development in the area. Following this and further funded through the Borders Railway Blueprint, a dedicated Business Gateway Tourism Advisor was commissioned to work with tourism businesses between Midlothian and Borders for a one year period to help maximise the tourism opportunities from the railway.

2.7 The national strategy and much of the findings identified within the Tourism Destination Audit have served as the framework for consultation on and development of, the Midlothian Tourism Action Plan (MTAP) 2016-20.

2.8 MTAP 2016-20

At the local level, tourism development and promotion in Midlothian is driven forward by the undernoted key partners:

- Midlothian Tourism Forum (MTF).
- Midlothian Council.
- VisitScotland (VS).

2.9 The Council and VS work closely with the local tourism trade (through the MTF) in respect of tourism promotion and development in Midlothian. In the development of the MTAP 2016-20 industry leads were identified from within the private sector to consult on a series of key themes mirroring the national strategy.

These are highlighted as follows:

- |                            |                              |
|----------------------------|------------------------------|
| - Outdoors and nature      | - Cycling                    |
| - Built and local heritage | - Young people/youth tourism |
| - Food and drink           | - Business tourism           |
| - Events                   |                              |

2.10 Consultation sessions around these themes, led by the MTF, were held with key stakeholders from the public, private and voluntary sectors, the findings and priorities from which has formed the basis of the actions within the new MTAP 2016-20.

- 2.11 These actions capitalise on Midlothian's strengths and opportunities. The MTAP 2016-20 was formally launched at Midlothian's first tourism conference in May 2016 by Ian Gardner, Chair of MTF and Director of Rosslyn Chapel together with Provost Joe Wallace and the Chief Executive of VisitScotland, Malcolm Roughhead.
- 2.12 Since the short time of its launch, the MTF in partnership with the Council have already seen some success in driving these actions forward. A programme to strengthen the digital capabilities of the industry has been developed, fitting with the first priority of the midterm National Strategy review. MTF as lead applicant, working alongside Scottish Borders Area Tourism Partnership have also secured a grant award of £200,000 from Scottish Enterprise (SE) to drive forward tourism activity in the area. This collaborative approach backed by Midlothian and Scottish Borders Councils will see a further match grant award of £150,000 from Borders Railway Blueprint Fund. This funding will be used for collaborative product development and strategic tourism activity. This level of award will be used as a mechanism to help drive some of the key actions within the MTAP 2016-20 aligning to the national strategy midterm review priorities. The award in itself also helps highlight the confidence within the local sector and key partners to deliver.

### **3 Report Implications**

#### **3.1 Resource**

No additional financial resources are requested from the Council to deliver the MTAP 2016-20. Existing Council budgets will be used where appropriate to help support activity. This will be in partnership with the MTF. External funding will be sought to help maximise existing financial resources and deliver specific actions.

In terms of human resource implications, any work undertaken in respect of the MTAP will be carried out by Economic Development Section staff in close liaison with other Council services and the relevant MCPP partners. Funding has been allocated from within the SE grant award to resource the continuation of the Blueprint funded Tourism Advisor role for the two year duration of that project along with the procurement of one additional project manager post. These posts are funded in full and will work between Midlothian and Scottish Borders.

#### **3.2 Risk**

There is a risk that failure to implement and drive forward the MTAP could result in continued growth for the sector not being achieved. Tourism is a key sector for Midlothian offering considerable economic benefit for the region including opportunities for employment. It is a vibrant sector, boasting strong partner relationship between industry, public sector stakeholders and neighbouring regions. Membership of the MTF continues to grow and the sector has seen considerable recent investment via the Borders Railway, Corn Exchange Building/Dalkeith Museum and Dalkeith Country Park. This MTAP builds on the research and opportunities identified within the recent Tourism Audit. It also links with the National Strategy Midterm review priorities. Driving forward the MTAP will help position Midlothian as an attractive and competitive place to visit, live and do business and contribute towards the overall national tourism aspiration to grow the industry and visitor economy.

### 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

Support of this MTAP 2016-20 will help deliver key outcomes and indicators within Ambitious Midlothian and the Single Midlothian Plan 2016/17. The nature of the strategy cuts across and complements the work of the sixteen Midlothian Neighbourhood plans in its aspiration to support activity, connectivity and regeneration within and between Midlothian's town centres and villages.

### 3.5 Adopting a Preventative Approach

The priorities within the MTAP 2016-20 aim to capitalise on Midlothian's strengths and opportunities. It has been developed by the industry for the industry and as such identifies particular themes and actions which are at the heart of local need whilst linking with both national and local strategies. The MTAP builds on the success of national initiatives such as the Scottish Government Tourism Themed Years whilst also taking advantage of national industry programmes such as Digital Tourism Scotland to help build local capacity and skills.

### 3.6 Involving Communities and Other Stakeholders

An extensive and innovative programme of industry and stakeholder consultation took place in order to shape the development of this MTAP and identify key priorities.

An industry champion was identified for each of the seven MTAP focus themes. These were individuals working within the sector with specialist knowledge and experience within their area. Working alongside the Council, these industry champions led open half day workshops throughout the months of February and March inviting key stakeholders, individuals and groups from private, public and community sectors to feed into each theme. A total of seven workshops were held with over 100 attendees throughout. These sessions attracted good representation from local and national agencies such as VisitScotland, Historic Environment Scotland, Event Scotland and Young Scot as well as local businesses, education, CPP partners and neighbouring authorities. This was a new industry led approach to consulting with the sector which proved extremely successful and helped in itself to raise the profile of tourism in Midlothian, engage new groups and increase MTF membership.

### 3.7 Ensuring Equalities

The MTAP 2016-20 has been assessed against Midlothian Council's Combined Equalities Impact Assessment Framework. This has assessed the strategy as potentially providing a number of positive impacts for equalities groups including the following:

- Initiatives to engage with young people and children
- Training initiatives to improve industry awareness on issues around accessibility and encouraging industry to review their access statements
- Improved interpretation for a range of groups
- Improved links between education establishments and industry to create stronger pathways to employment
- Digital inclusion and training programmes
- Support for events development including community events which can help reduce isolation
- Improved access between towns/villages and transport links which will help towards accessibility of services

### 3.8 Supporting Sustainable Development

The nature of this MTAP encourages sustainable tourism development throughout all its activity. It impresses the importance and benefits in strong partnership working and collaboration at local, regional and national level. The strategy encourages shared learning and resources to help effective delivery of projects and reduce risk. By delivering training initiatives and programmes to improve industry standards it will help improve the quality of the visitor experience to help increase visitor numbers and spend.

The MTAP will be flexible enough to be able to respond to changes in market conditions and take advantage of opportunities within the external environment as required. For this reason the MTAP will be reviewed on an annual basis and key actions for the year ahead agreed and prioritised.

### 3.9 IT Issues

There are no IT issues arising from this report.

## 4 Recommendations

### 4.1 It is recommended that Cabinet:

- Notes the collaborative work undertaken between the Midlothian Tourism Forum, the Council and key partners to prepare the Midlothian Tourism Action Plan for 2016-20; and
- endorses the Midlothian Tourism Action Plan 2016-20 as an industry led strategy for local tourism development to be delivered in partnership with the Council.

**Date:** 2<sup>nd</sup> November 2016

**Report Contact:** Caroline Wight, Economic Development Officer

**Background Papers:**

Midlothian Tourism Action Plan 2016-20

Combined Equalities Impact Assessment Framework.





# Midlothian Tourism Action Plan 2016-2020







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(Chair of Midlothian Tourism Forum) \_\_\_\_\_ 1

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## Introduction

Tourism is one of Scotland's most important industries, touching on every part of the country including, of course, Midlothian. A huge amount of activity has been undertaken since the last Midlothian Tourism Action Plan, covering 2013-15, and this strategy is a natural follow-up to that.

In our fast-moving world, it is impossible to predict the future but this strategy sets out the direction for tourism in Midlothian up to 2020. It has been compiled following very wide consultation with members and supporters across Midlothian, reinforcing the fact that tourism is, indeed, everyone's business.

Our plan for Midlothian makes links with the national tourism strategy Tourism Scotland 2020 and builds on the success of the opening of the Borders Railway in September 2015, which put Midlothian firmly in the spotlight. Our priorities capitalise on Midlothian's strengths and opportunities and, each year, we will

agree an action plan showing how the strategy will be implemented in more detail.

Midlothian Tourism Forum, a membership organisation, enjoys the ongoing support of Midlothian Council and VisitScotland and, as members, we are extremely grateful for that. Accordingly, this strategy will be implemented in partnership with them and others who share our aim of making the most of tourism across the area. We hope that this strategy, covering 2016-2020, will encourage more people to visit Midlothian, enjoy a better experience in Midlothian and return to Midlothian, and we look forward to working through the priorities over the next five years.

**IAN GARDNER**

Chairman

Midlothian Tourism Forum



# 1. Visitor Experience and Product Development

## TOURISM AUDIT

As part of the preparation for the opening of the Borders Railway, a tourism audit of Midlothian and the Borders was carried out by Tourism and Leisure Solutions in early 2015. The audit included a comprehensive analysis

of Midlothian’s strengths and opportunities and its findings are summarised below. The opportunities identified provide a robust context, and basis for, this action plan.

### CURRENT STRENGTHS

- ♦ Key magnet attractions with some close to the railway
- ♦ Activity facilities for the youth and family markets
- ♦ Heritage properties offering accommodation and/ or small scale meeting facilities
- ♦ Major retail facilities attracting visitors into the area
- ♦ Proximity to and ease of access from Edinburgh

### POTENTIAL OPPORTUNITIES

- ♦ Large scale events attracted into the area
- ♦ Sporting and active events for less committed participants & spectators
- ♦ Outdoor activities for less committed markets looking for “soft” exercise.
- ♦ Joint marketing of heritage properties offering accommodation and/or meeting facilities
- ♦ Food & Drink: Increase participation in independent accreditation schemes and support new related events.
- ♦ Local heritage in our towns and villages
- ♦ Business Tourism: develop markets for conferences & seminars.

### PRODUCT GAPS AND WEAKNESSES

- ♦ No large scale serviced or self-catering accommodation for business and leisure tourism groups
- ♦ No dedicated and high quality meeting facilities capable of accommodating larger events of over 200 delegates
- ♦ No dedicated indoor facilities for live indoor cultural events like theatre or music.
- ♦ Few independent retailers and limited crafts and visual art studios and galleries.
- ♦ Lack of a clear identity for local towns that may be viewed simply as suburbs of Edinburgh.
- ♦ Some town centres lack animation or vibrancy to attract and retain visitors.

### OPPORTUNITIES

- ♦ Position Midlothian as an exciting destination for younger visitors and family groups
- ♦ Activity around a “Midlothian Meetings” brand to highlight the unique heritage ambience of participating venues
- ♦ Additional promotion of visitor facilities in the area at the main retail complexes in Midlothian.
- ♦ Better planning, co-ordination and promotion of events to bring people into Midlothian
- ♦ Promoting the range of food and drink establishments in operation, encouraging high standards and promoting local suppliers
- ♦ Celebrating Midlothian’s rural nature and encouraging safe access
- ♦ Using key iconic heritage sites to draw more people to and around Midlothian



## THEMED YEARS

The Scottish Government has identified a series of themes as part of the strategy of ‘focus years’. Over the lifespan of this strategy, the themes include

- ♦ 2016 – Year of Innovation, Architecture and Design
- ♦ 2017 – Year of History, Heritage and Archaeology
- ♦ 2018 – Year of Young People

## ACTIONS

To maximise the opportunities from the tourism audit and themed years, we will prioritise key areas, for product and experience development. We have identified ‘champions’ from Midlothian Tourism Forum to lead consultations with other members and partners to propose plans and develop ideas in these areas -

- ♦ Outdoors and nature
- ♦ Built and local heritage
- ♦ Food and drink
- ♦ Events
- ♦ Cycling

- ♦ Young people/ youth tourism
- ♦ Business tourism
- ♦ Town Centres

For each year of this strategy, an action plan will be developed to outline activity to be undertaken or planned in each area. The action plan will be discussed by members and agreed in spring each year.







## OUTDOORS AND NATURE

Nature-based tourism is estimated to be worth £1.4bn (Scottish Natural Heritage, 2010) to the Scottish economy. Visitors constantly say our scenery and landscape are among the main reasons for visiting and an increasing number are enjoying the many different outdoor activities available, such as walking, cycling, mountain biking, sailing, wild-life watching and fishing whilst they are here. (Tourism Scotland 2020).

Midlothian, located in close proximity to Scotland's capital city, offers a beautiful rural landscape of countryside, parklands and rolling hills to enjoy.

Midlothian Snowsports Centre is a unique venue, popular with outdoor enthusiasts and thrill seekers. Investment has allowed for an expanded programme of activities which continues to grow and which will be supported. 2016 will see the long awaited re-launch of Dalkeith Country Park after £3.5million investment. The Park will boast a new adventure play park, event space, along with dining and shopping facilities; a hub of new activity and visitor gateway for the area.

Midlothian also boasts the Pentland Hills and country parks including Vogrie and Roslin; all ideal to host a variety of events and outdoor activities.

### KEY ACTIONS FOR 2016-20

- Support and encourage an expanded programme of outdoor events to help showcase our key attractions, natural



assets, towns and villages and help promote the area as a location for outdoor activities.

- Encourage collaboration between providers and develop outdoor activity itineraries to help identify and promote the range of attractions and activities on offer within the area.
- Help improve the awareness of pathways and networks around the area linking to towns, villages and places of interest and with which to enjoy outdoor activities such as walking and cycling. We will support proposals which aim to improve these path networks and those which improve access between visitor attractions or neighbouring local authority areas.
- Outdoor activities will be promoted as a key feature within ongoing digital and social media marketing campaigns and targeted marketing opportunities will be identified.



## BUILT AND LOCAL HERITAGE

"By 2020 Scotland will continue to be a prime destination for outstanding heritage experiences, delivered by skilled and passionate people enjoyed by Scots and tourists alike" (Tourism Scotland 2020).

A distinctive strength for Midlothian is the range of historic properties that have been converted into high quality hotels catering for high yield guests, functions and smaller corporate events – Dalhousie, Melville and the recently refurbished Borthwick Castle. Newbattle Abbey, Oxenfoord Castle and the Mansion House of Kirkhill are also historic properties used for events or exclusive use only.

Within Midlothian is the iconic and internationally renowned Rosslyn Chapel, a magnet attraction continuing to bring visitors into Midlothian. Key to Midlothian's industrial heritage is the National Mining Museum Scotland, which benefits from being located on the new Borders Railway line bringing passengers into Midlothian. 2016 will see the opening of the new Dalkeith Museum which forms part of the eagerly anticipated multi million pounds redevelopment of Dalkeith Corn Exchange. And within Gorebridge, also served by a new rail station, their town centre is part way through a conservation scheme to repair historic buildings and spaces.

### KEY ACTIONS FOR 2016-20

- Develop closer links with local history groups and heritage societies to discover more on the history of



Midlothian, our towns, villages, people and properties which could help enhance the visitor experience through interpretation or used to create new products, services or unique experiences.

- Support the promotion and encourage opportunities for collaboration and joint marketing between some of our key historic and heritage properties and spaces either within the local area and/or linking with neighbouring local authority areas.
- Doors Open Day is an annual event which takes place across the United Kingdom and Europe each September. Midlothian Doors Open Day attracts national publicity and provides an opportunity to showcase our buildings and attractions. Building on the success of the annual Doors Open Day event, link with the 2017 themed year of History, Heritage and Archaeology to develop a "Midlothian Heritage Week" which will take place in Spring 2017.



## FOOD AND DRINK

Food and drink is an essential component of any visit to Scotland. 21% (or £1 in every £5) of all visitor spend is on food and drink. The quality, variety, consistency and availability of the food and drink offering is of increasing importance in the development of a quality tourism destination. (Tourism Scotland 2020)

Midlothian plays host to an array of restaurants and food producers, some artisan in nature celebrating growing success and some enjoying success in the international market place. Each year the Midlothian Food & Drink Awards are held to help celebrate local success and raise the profile of our food and drink offering.

Food and drink activities in the area are growing, local craft brewery Stewart Brewing have expanded activities to offer unique “brew your own beer” visitor experiences along with brewery tours. Food and drink events have also been increasing – the annual Beer Festival held at the Paper Mill Restaurant and Stewart Brewing’s annual Food and Drink Festival. Penicuik Business Improvement District have successfully piloted a monthly farmers market with a focus on local produce. This event has now become a regular feature in the town’s event calendar. And there has been an increase of family friendly restaurants within the area, both within the Lasswade/Dobbies area and around Straiton Retail Park.



### KEY ACTIONS FOR 2016-20

- Support and encourage an expanded programme of local food and drink events to help showcase the area and our local food and drink offering. This could include development of food trails, food festivals or unique experiences or events which promote the use of local or seasonal produce.
- Working alongside Business Gateway, develop a programme of activity to encourage raised standards across the industry. This will include delivery of a workshop to improve awareness of food and drink accreditation schemes, local produce and help create links with education.
- Encourage joint promotion of local food and drink providers in the area by collating business information and promoting on [www.visitmidlothian.org.uk](http://www.visitmidlothian.org.uk) and through specific focused marketing to locals and visitors.
- Support the development of Midlothian Food and Drink Group to help explore opportunities for collaboration to help improve the integration of local food and drink into other elements of the visitor offer.



## EVENTS

Tourism Scotland 2020 identifies festivals and events as two of the four key assets that provide ‘authentic experiences’ for Scotland’s visitors and which underpin the industry’s growth ambitions.

The events and festivals sector in Scotland is very diverse. Partnerships are vital to delivering events and crucial to maximising their impact and creating a legacy from each event and from the overall portfolio. (Tourism 2020)

Events and the desire to develop, enhance and expand them, has been a common theme throughout each of the strategy focus group areas. The 2015 tourism audit recognises expanding Midlothian’s event portfolio as a key opportunity for the sector.

There are a number of existing longer standing, larger scale events held on an annual basis; the Midlothian Science Festival continues to enjoy growth and 2016 will see a spotlight to celebrate the 20th birthday of Dolly the Sheep. Dalkeith Country Park plays host to a growing portfolio of events including Dalkeith Agricultural Show and the growing Midstock music event. On opening, this new facility will be a key event venue for the area and should be supported. The annual walking festival has become a key date in the local events diary and the snow sports centre is highlighted as a key venue for sporting and outdoor events.



### KEY ACTIONS FOR 2016-20

- Establish an events group for Midlothian to help facilitate peer support, identify opportunities, share knowledge and develop programme of support to aid event development and growth.
- Develop a local events calendar which would help identify and promote the range of existing events and also identify gaps and opportunities.
- Work with event organisers and other providers to gather market intelligence and visitor information to help determine visitor activity and profiling which could be used to help shape event development and target marketing.
- Support event organisers and encourage collaboration and coordination across the sector and with neighbouring regions to help build Midlothian’s portfolio of local events.





## CYCLE TOURISM

The Value of Cycle Tourism Report (Transform Scotland 2013) estimates the value of cycle tourism in Scotland as £117-£239 million per year. Launched by Sustrans and the Cycle Tourism Forum, the report offers a series of recommendations which include; clearer information on cycle routes and opportunities, improved marketing of cycle routes and events, promotion of Visit Scotland's Cyclists Welcome Scheme and continued development of cyclists routes.

Midlothian currently benefits from a good network of local paths, some of which pass through picturesque towns, villages and countryside rural settings. Two longer-distance routes connect with the National Cycle Network, and in 2015 the Forum published a map and guide to the North Esk Cycle Loop, a circular ride aimed at attracting visiting and local cyclists. The Forum continues to publish Cycle Midlothian!, an annual listing of local restaurants, cafes and visitor attractions that welcome cyclists, and the popularity of this continues to grow. Four businesses in Midlothian gained the Cyclists Welcome award during the lifetime of the previous tourism strategy. The tourism audit also specifically identified that the area has a sizeable cycling business sector.



### KEY ACTIONS FOR 2016-20

- Encourage attractions, food and drink providers and bike hire businesses to develop their attractiveness to cyclists and participate in schemes such as "Cycle Midlothian!" and VisitScotland's Cyclists Welcome Scheme.
- Explore opportunities for improved marketing and branding of existing routes. Including interpretation or signposting to highlight specific themes, points of interest, links to history/heritage and between visitor attractions.
- Support collaboration between neighbouring towns/villages, groups and local authorities to explore opportunities for new route development, marketing and improved connectivity.
- Help improve the perception of Midlothian as a cycling destination by increasing the availability of local information available digitally and via social media channels.



## YOUTH TOURISM

The youth tourism market is an important market to Scotland. Despite the recent tough economic climate the 16-24 year olds have remained a constant market. Trends show that although they may not be the most cash rich demographic to visit a destination, they are likely to spend longer in the destination than other tourists. And they show greater interest in themed activities such as theme parks, amusements, zoos, safari parks, aquariums, TV/film locations and high adventure activities. (The Youth Market to Scotland, Visit Scotland 2014)

The 2015 tourism audit identifies the range of innovative facilities for the active younger markets as a particular strength for the area. Specific examples of this include the Ryze indoor trampoline centre and Transgression Park indoor skate park and biking facility, Edinburgh Combat Centre, Midlothian Snowsports Centre and Edinburgh Butterfly and Insect World.

### KEY ACTIONS FOR 2016-20

- Complete an audit of experiences most attractive to the youth tourism market which will be used to help promote Midlothian as a destination for youth travel.



- Support and develop a digitally focused marketing campaign i.e. through bloggers, social media, targeting youth market and working collaboratively with similar Midlothian providers.
- Develop links with the Youth Travel Edinburgh Group, Young Scot and educational groups, including schools, colleges and universities to encourage joint working, promotions and identify marketing opportunities.
- Encourage, facilitate and support collaboration with likeminded operators within Midlothian and neighbouring authorities in order to develop packages and itineraries of interest to this market.





## BUSINESS TOURISM

Business tourism is identified as one of the main drivers for growth in the national strategy Tourism 2020. In 2012 business tourism accounted for 18% of the total tourism expenditure to Scotland. Spend per night by business visitors are on average 1.5 times higher than that of leisure visitors. (VisitScotland).

A key strength for Midlothian as identified in the 2015 Tourism Audit is the number of heritage hotels and properties with small scale meeting facilities. Whilst Midlothian lacks a sizeable event space to accommodate conferences and events of larger scale, a study conducted in 2013 shows that the majority of business events held in Scotland; (61%) were for 50 delegates of fewer with only 6% for more than 200. The average event size was 76 delegates. (Business Event Tourism in Scotland 2013).

Researching the market potential for developing larger dedicated conference and meeting facilities in Midlothian and linking with science sector is identified within the audit as a key opportunity and will be



supported. However in the shorter term, support will be offered to help attract and drive business towards the existing portfolio of venues.

### KEY ACTIONS FOR 2016-20

- Strengthen Midlothian's business tourism offering by collating and providing comprehensive information on providers and make this more accessible to market.
- Encourage and facilitate collaboration between venues, activity providers and attractions to create packages to enhance the Midlothian offering.
- Forge links with the science and research sector in Midlothian to showcase venues, facilities and packages.
- Building on the strength of the previous "Meet in Midlothian" brand we will work collaboratively to develop a targeted programme of marketing aimed at the meeting and incentives market.



## TOWN CENTRES

Cutting across many of these areas will be additional work to enhance town centres. Within the national strategy Tourism 2020, Destination Towns and Cities have been recognized as an opportunity for which to offer authentic experiences for visitors. Projects which make our town centres an attractive place to work, set up business and help increase their appeal to visitors will be supported.

Midlothian's town centres provide shopping, as well as commercial, leisure and office facilities. Opportunities to improve town centres and to support growth and diversification are supported through the Midlothian Local Development Plan.

In Midlothian we have seen some strong examples of success within our town centres. The Borders Railway has improved links to our town centres, provided opportunities to reach new markets and potential to increase accommodation for visitors. Dalkeith Town Centre has undergone major regeneration with improvements to historic buildings and spaces with funding made available through the Townscape Heritage Initiative and Conservation Area Regeneration Scheme. A similar scheme is currently ongoing in Gorebridge Town Centre. Penicuik Town Centre has become the first Business Improvement District in Midlothian after a successful ballot in May 2015.



Schemes which encourage town centre improvements and increased vibrancy will be supported. This may include improved signage or interpretation projects, events within town centres which encourage increased visitors, initiatives which improve retail footfall and develop the evening economy or improvements to spaces or public realm.

The tourism audit also specifically notes the lack of specialist retailers within our town centres.





## 2. Marketing

Midlothian is often overshadowed by Edinburgh, or assumed to be simply an extension of the capital. Recurring feedback suggests that Midlothian should have a stronger identity of its own and more cohesive and focused marketing to promote its visitor proposition.

Although not primarily a marketing organisation, by working collaboratively, Midlothian Tourism Forum will help to establish a stronger sense of identity and stronger brand, reinforcing the key attributes of Midlothian and promoting year-round tourism.

We will seek to determine more information on our visitor markets by working with members and providers to gather local market intelligence and customer profiling. By identifying the variety of tourism experiences offered by businesses and matching them to target markets, Midlothian Tourism Forum will work closely with VisitScotland and Midlothian Council to ensure that all consumer marketing and PR has a strong customer focus and is in line with customer needs and business expectations rather than a blanket message of 'Visit Midlothian'.

The Forum will lead on

- Website – [www.visitmidlothian.org.uk](http://www.visitmidlothian.org.uk) with particular emphasis on developing content, improve the overall attractiveness of the site and promoting it.
- Social media activity including increasing the number

of followers on Facebook and Twitter, identifying other channels such as Instagram, and encouraging bloggers to visit Midlothian.

- Identifying the variety of tourism experiences offered by businesses and matching them to target markets.
- Developing partnerships between Midlothian businesses, Midlothian Council, VisitScotland and other regions which complements or help strengthen our tourism products and services.
- Identify opportunities for packaging and collaborating with likeminded providers within the region or with neighbouring regions to improve the attractiveness of our tourism experience or offering.

Particular focus will be placed on digital and helping to provide members with the skills to improve their on-line presence and ensure they are offering customers an excellent on-line experience. We will link specifically with support programmes such as Digital Tourism Scotland and services offered by Business Gateway to determine need and help build capacity.

### ACTION

The existing visitor information sub-group will co-ordinate this activity and regular updates will be given to members.

## 3. Accessibility

There are very good reasons for businesses and organisations to become as accessible as possible. Legally, the Equality Act expects businesses to make reasonable adjustments to become as accessible as possible. Commercially, it is a large market with over 12.2 million disabled people plus over 6.5 million carers in the UK and, importantly, it is a very loyal market, with many people very likely to return to venues that have good accessibility. There are probably some differences to the market from the way we perceive it – for example, only 8% of disabled people use a wheelchair, far more people

are partially sighted than blind and many more have a hearing impairment than are totally deaf.

Midlothian Tourism Forum will work with members to

- improve awareness of accessibility issues
- share good practice in making adjustments and improvements, both to places and in customer service
- help to promote 'Accessible Midlothian', including through an online access guide on the Visit Midlothian website.

## 4 Transport

Midlothian is well placed to encourage day visitors from Edinburgh, the Lothians, Borders and further afield, as well as overnight visitors staying in the area itself. The ease of access to the area by public transport, especially from Edinburgh, is a key strength.

Midlothian Tourism Forum will work with Midlothian Council and Forum members to

- Promote and enhance ease of access to the area as a whole and member businesses in particular.
- Continue to work with Borders Railway partners including Scotrail, Scottish Borders Council, City of Edinburgh Council, Scottish Enterprise, Visit Scotland and Transport Scotland to help maximise the opportunities from the new Railway and develop destinations and offers that will attract visitors into the area.
- Support improvements to public realm within town centres and rail stations to improve the visitor welcome on arrival in Midlothian. This could include measures which make our town centres more attractive to visitors.
- Promote and support transport integration projects from our rail stations to make onward travel as easy and cost-effective as possible. This includes supporting the pilot new visitor bus service in 2016 linking Newtongrange station and key local attractions.





## 5. Skills

A highly skilled industry is imperative for the success of tourism.

Building on industry research, we will seek to identify gaps and opportunities for improving skills across the industry. We will actively work with partners at local and regional level to influence the development of training programmes to help fill these gaps and ensure issues around tourism are heard.

We will also seek to develop links with partner agencies and organisations such as Edinburgh College, Scotlands Young Workforce Board and local High Schools to encourage

young people to see tourism as a career of choice.

### ACTION:

A skills development programme will be developed by Midlothian Tourism Forum in partnership with Business Gateway, Midlothian Council and other appropriate community planning groups and providers.. This will cover topics such as enhancing skills in customer service, disability awareness, digital marketing and link with the Digital Tourism Scotland Programme.

## 6. Role of Midlothian Tourism Forum

The Forum is a non-profit making organisation whose overall aim is to promote tourism within Midlothian.

The Forum's main objectives are to:

1. Promote tourism within Midlothian
2. Provide a network for tourism operators and those with a commitment to tourism in Midlothian
3. Protect and promote the interests of Midlothian's tourism operators to government bodies and other organisations
4. Provide links with organisations outwith Midlothian whose interests coincide with those of the Forum
5. To foster and assist programmes which improve tourism within Midlothian

In order to improve the Forum's sustainability and impact, we will work to grow the membership by recruiting and retaining members. We will improve communication with members, raise awareness about the Forum within Midlothian, and continue to work in partnership with others, such as the Chamber of Commerce and Business Gateway.

### ACTION:

The Forum's work will be led by a Steering Group, comprising the Chairman, Vice Chairman, Treasurer, Secretary and lead representatives from Midlothian Council and VisitScotland.





## COMMUNICATING CLEARLY

We are happy to translate on request and provide information and publications in other formats, including Braille, tape or large print.

如有需要我們樂意提供翻譯本，和其他版本的資訊與刊物，包括盲人點字、錄音帶或大字體。

Zapewnimy tłumaczenie na żądanie oraz dostarczymy informacje i publikacje w innych formatach, w tym Braillem, na kasecie magnetofonowej lub dużym drukiem.

ਅਸੀਂ ਮੰਗ ਕਰਨ ਤੇ ਖੁਸ਼ੀ ਨਾਲ ਅਨੁਵਾਦ ਅਤੇ ਜਾਣਕਾਰੀ ਤੇ ਹੋਰ ਰੂਪਾਂ ਵਿੱਚ ਪ੍ਰਕਾਸ਼ਨ ਪ੍ਰਦਾਨ ਕਰਾਂਗੇ, ਜਿਨ੍ਹਾਂ ਵਿੱਚ ਬਰੇਲ, ਟੇਪ ਜਾਂ ਵੱਡੀ ਛਪਾਈ ਸ਼ਾਮਲ ਹਨ।

Körler için kabartma yazılar, kaset ve büyük nüshalar da dahil olmak üzere, istenilen bilgileri sağlamak ve tercüme etmekten memnuniyet duyuyoruz.

اگر آپ چاہیں تو ہم خوشی سے آپ کو ترجمہ فراہم کر سکتے ہیں اور معلومات اور دستاویزات دیگر شکلوں میں مثلاً بریل (تایید افراد کے لیے) بھرے ہوئے حروف کی لکھائی (میں، نیپ پر یا بڑے حروف کی لکھائی میں فراہم کر سکتے ہیں۔

Contact 0131 270 7500 or email: [enquiries@midlothian.gov.uk](mailto:enquiries@midlothian.gov.uk)



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

Midlothian Tourism Forum  
[www.visitmidlothian.org.uk](http://www.visitmidlothian.org.uk)





# Integrated Impact Assessment Form

Promoting Equality, Human Rights and Sustainability



# Integrated Impact Assessment Form

## Promoting Equality, Human Rights and Sustainability

|                                  |   |
|----------------------------------|---|
| <b>Title of Policy/ Proposal</b> | Midlothian Tourism Action Plan (MTAP) 2016-20 |
| <b>Completion Date</b>           | 08/09/2016                                    |
| <b>Completed by</b>              | Caroline Wight                                |
| <b>Lead officer</b>              | Caroline Wight                                |

### Type of Initiative:

Policy/Strategy ☒

Programme/Plan ☐

Project ☐

Service ☐

Function ☐

Other .....

New or Proposed ☐

Changing/Updated ☐

Review or existing ☐

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

Set out a clear understanding of the purpose of the policy being developed or reviewed (e.g. objectives, aims) including the context within which it will operate.

The MTAP 2016-20 is an action plan setting out the strategic approach to be adopted by the Council and partners in tourism delivery and promotion throughout Midlothian over the next five years. It highlights priorities and serves as a lever for investment and to further promote partnership working by businesses, agencies and communities.

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

The MTAP has key actions it aims to deliver throughout the next 5 years

- Identify and promote a range of outdoor activity itineraries to drive increased visitors
- Improve the awareness of pathways and networks linking towns, villages and places of interest
- Promote outdoor activities via digital and social media
- Develop links with local history groups/heritage society to discover more information which could be used to enhance the visitor experience
- Encourage collaboration and joint marketing between the historic and heritage properties throughout Midlothian
- Organise a Midlothian Heritage Week to take place in Spring 2017
- Support an expanded programme of food and drink events
- Develop a programme of activity to raise standards across the food and drink industry
- Promote food and drink businesses on [www.visitmidlothian.org.uk](http://www.visitmidlothian.org.uk)
- Integrate local food and drink offering into other elements of the visitor offering
- Establish an events group for Midlothian
- Develop a local events calendar
- Gather market intelligence and visitor information
- Build Midlothian's portfolio of events
- Encourage tourism businesses to participate in "Cycle Welcome" scheme
- Improve interpretation and signage of cycle routes and pathways
- Explore opportunities for new pathways/cycle routes connecting towns/villages
- Improve perception of Midlothian as a cycle friendly destination
- Promote Midlothian as a destination for youth travel
- Support a digitally focussed youth marketing campaign
- Develop links with youth travel sector
- Strengthen Midlothian's business tourism offering
- Forge links with Science and Research sector in Midlothian
- Improve awareness of accessibility issue

### 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   | Yes    |
| 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   |        |
| 6. The policy/proposal has negligible impact on the economy   |        |
| 7. The policy/proposal has no/ minimal impact on the environment  |        |
| <b>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.</b> |        |

**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   | We need to engage with these groups as we have no data/information at present                       |
| Data on service uptake/access | STEAM local tourism statistics tell us visitors to the area are increasing and whilst they are here |

|  |  |
|--|--|
|  | they are staying longer and spending more.   |
| Data on quality/outcomes                                       | Data from Visit Scotland lets us know that there is a low uptake amongst business of quality assurance schemes such as Taste our Best  |
| Research/literature evidence                                   | Tourism 2020 Strategy and Visit Scotland Tourism Stats. This provides data about the value of tourism to Scottish economy and the types of activities visitors like to do whilst on holiday                    |
| Service user experience information                            | Whilst some attractions may complete their own visitor research we do not have general visitor feedback which we could have used in this strategy  |
| Consultation and involvement findings                          | Findings include the need for more collaboration and joint working and initiatives to improve access/infrastructure and information This was from stakeholder consultation as opposed to visitor consultation. |
| Good practice guidelines                                       |  |
| Other (please specify)   | Information taken from the Midlothian and Borders Tourism Audit which highlights gaps and opportunities for the sector   |
| Is any further information required? How will you gather this? | Feedback from service users needs to be gathered and analysed through consultation/engagement exercises, as well as data on populations in need  |

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

|  | <b>Issues identified and how the strategy addresses these</b>   |
|--|---|
| <b>Equality Groups</b> <ul style="list-style-type: none"> <li>Older people, people in the middle years,</li> </ul> | The strategy identifies the need to grow events. Opportunities to help event organisers aiming at this particular group. Or community |

|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Young people and children</li> <li>• Women, men and transgender people (includes issues relating to pregnancy and maternity)</li> <li>• Disabled people (includes physical disability, learning disability, sensory impairment, long-term medical conditions, mental health problems)</li> <li>• Minority ethnic people (includes Gypsy/Travellers, migrant workers, non-English speakers)</li> <li>• Refugees and asylum seekers</li> <li>• People with different religions or beliefs (includes people with no religion or belief)</li> <li>• Lesbian, gay, bisexual and heterosexual people</li> <li>• People who are unmarried, married or in a civil partnership</li> </ul> | <p>events to help reduce isolation</p> <p>Youth and family market is a priority within this strategy. Strategy encourages initiatives and activities to engage with this group</p> <p>Strategy identifies training/workshops to raise standards of industry. One session has already been held on accessibility</p> <p>Strategy identifies the need for improved interpretation within attractions</p> <p>Strategy identifies need for targeting marketing campaigns. One of these has already been suggested on “faith tourism”</p> <p>Strategy supports inclusive communities and activities.</p> |
| <p><b>Those vulnerable to falling into poverty</b></p> <ul style="list-style-type: none"> <li>• Unemployed</li> <li>• People on benefits</li> <li>• Single Parents and vulnerable families</li> <li>• Pensioners</li> </ul>   | <p>The strategy aims to maximise external funding opportunities. This can help fund events or activities which are then free to the public.</p> <p>The strategy aims to build on the success of doors open day which is</p>   |

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Looked after children</li> <li>• Those leaving care settings (including children and young people and those with illness)</li> <li>• Homeless people</li> <li>• Carers (including young carers)</li> <li>• Those involved in the community justice system</li> <li>• Those living in the most deprived communities (bottom 20% SIMD areas)</li> <li>• People misusing services</li> <li>• People with low literacy/numeracy</li> <li>• Others e.g. veterans, students</li> </ul> | <p>an initiative allowing free access to visitor attractions and places of interest</p> <p>Most attractions offer concessionary discount schemes</p> <p>Some of the initiatives if successful may result in direct or indirect employment opportunities</p> <p>The strategy supports town centre regeneration initiatives</p> <p>The strategy aims to improve connections between education and industry in attempt to promote tourism and hospitality as a career of choice</p> |
| <p><b>Geographical communities</b></p> <ul style="list-style-type: none"> <li>• Rural/ semi rural communities</li> <li>• Urban Communities</li> <li>• Coastal communities</li> </ul>  | <p>The strategy supports improved access between towns and villages and transport links</p>  |

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

The priorities within the strategy have been determined by the industry and will be reviewed on annual basis. The strategy is flexible enough in order to react to change in market conditions.

**7. Is any part of this policy/ service to be carried out wholly or partly by contractors? No**

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

|                |
|----------------|
| Not applicable |
|----------------|

**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?**

Communication will be by dedicated website – [www.visitmidlothian.org.uk](http://www.visitmidlothian.org.uk), local media, twitter and social media. Language translation services available  
A priority of the action plan is to raise awareness of “accessibility” amongst tourism providers throughout the region. Accessibility is not just about the physical access but also includes access to information and the potential barriers to this.

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

| Objectives  | Comments   |
|---|--|
| <b>Equality and Human rights</b>  |  |
| Promotes / advances equality of opportunity e.g. improves access to and quality of services, status     | Improved access between visitor attractions, communities and places of interest is supported within this strategy  |
| Promotes good relations within and between people with protected characteristics and tackles harassment | Promotes the need for partnership working and links between communities and groups.  |
| Promotes participation, inclusion, dignity and self control over decisions                              | Open consultations have been held to develop this strategy. Digital inclusion and improving digital skills is a strong theme in the strategy and also a transferrable skill. |



|  |   |
|--|---|
|  | All training/workshops will be open for attendance and most likely offered at free or minimal costs   |
| Builds family support networks, resilience and community capacity  | Supports town centre regeneration and events to bring communities together to create sense of pride and also to attract visitors.   |
| Reduces crime and fear of crime  | Not directly  |
| Promotes healthier lifestyles including <ul style="list-style-type: none"> <li>diet and nutrition,</li> <li>sexual health,</li> <li>substance misuse</li> <li>Exercise and physical activity.</li> <li>Lifeskills</li> </ul> | <p>Improving food and drink standards across the industry is a key theme in this strategy. This will include use of local produce, seasonal foods and balanced menus</p> <p>Key theme on the strategy is the promotion of outdoor activities, including walking, cycling and other outdoor activity sports</p> <p>A range of training and workshops will be delivered. Another outcome is to improve links between education and industry</p> |
| <b>Environmental</b>   |   |
| Reduce greenhouse gas (GHG) emissions in East Lothian (including carbon management)  | <p>All tourism development will be encouraged to be “sustainable”.</p> <p>Outdoors and nature is a key theme within the strategy and projects to enhance the local environment</p> <p>Promotion of walking and cycling improved accessibility and sustainable transport initiatives</p> <p>Town centre regeneration and initiatives to improve public realm will be supported</p>   |
| 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 of transport   |   |
| Improves the physical environment e.g. housing quality,  |   |

|  |   |
|--|---|
| public and green space                             |   |
| <b>Economic</b>                                    |   |
| Maximises income and /or reduces income inequality | <p>Initiatives to provide training and up skill workforce leading to personal development and career progression within the industry</p> <p>Links between education and industry will be formed</p> <p>New initiatives and product development will hopefully lead to new employment opportunities</p> <p>Strategy links to services of Business Gateway who can provide support and advice to businesses on issues relating to staff welfare</p> |
| 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            |   |
|  | Directly or indirectly through product development of accessing external funding opportunities  |

## 10. Action Plan

| Identified negative impact  | Mitigating circumstances   | Mitigating actions  | Timeline           | Responsible person |
|---|--|---|--------------------|--------------------|
|   |  |   |                    |                    |
| Need more feedback from service users, as well as data on populations in need | Consultation exercises have been carried out in the development of the plan which will have included service users and populations in need although they have not been specifically identified | Ongoing engagement. monitoring and review of customer feedback and identification of populations in need, needs | Period of the plan | Caroline Wight     |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|

### 11. Sign off by Head of Service

Name

Date



**Creation of a Pan Scotland Local Authority Business Loan Fund –  
Progress Update****Report by Ian Johnson, Head of Communities and Economy****1 Purpose of Report**

- 1.1 The purpose of this report is to provide an update on progress with the creation of a Pan Scotland Local Authority Business Loan Fund (Business Loans Scotland) and to outline the course of action that has been taken, to date, in terms of Midlothian Council's participation in the new Loan Fund.

**2 Background**

- 2.1 At its meeting on 31 May 2016, Cabinet considered and approved the content of a report entitled 'Creation of a Pan Scotland Local Authority Business Loan Fund'.
- 2.2 The report highlighted that since Autumn 2014, detailed discussions have been underway at a national level to create a Pan Scotland Local Authority Business Loan Fund modelled on the successful East of Scotland Investment Fund (ESIF) and the West of Scotland Loan Fund (WSLF). These discussions have involved representatives from the Scottish Local Authorities Economic Development Group, the Scottish Government and the Fund Managers for ESIF and the WSLF. A collective bid from Scottish Local Authorities has been actively encouraged by the Scottish Government. The initial aim was to have the new Fund operational from April 2015, with lending commencing around July 2015. Unfortunately a time lag has been encountered during the setting up process due to delays regarding the availability of European Structural Funds support and the associated tendering process. However, these issues have now been resolved and the operating contract was signed off by the Scottish Government in late October 2016 with an effective project commencement date of 1 November 2016.
- 2.3 No formal launch date has yet been set for Business Loans Scotland although it is anticipated that there will be a Ministerial launch in the near future to formally declare the Fund open for business. A website has been established for the Fund and it will be launched in the near future. Fund marketing material is also currently being finalised. Whilst access to the Fund will be available for a wide range of Midlothian businesses, it is planned that intensive marketing efforts will centre on businesses along the Borders Railway corridor and also businesses in and around the Midlothian Science Zone (Easter Bush area). This will give a degree of complementarity with existing and planned economic development related initiatives in both of these areas.
- 2.4 Business Loans Scotland will build on the successes of the East of Scotland and West of Scotland Loan Funds. Midlothian Council has been involved in ESIF since its inception in 2010. ESIF comprises nine Councils which have worked together to provide loan finance to new and growing businesses within the East of Scotland. The Council's Economic Development Manager has served as a member of the ESIF Board and also it's Corporate Working Group.



- 2.5 The West of Scotland Loan Fund has operated since 1996 and together with ESIF, these Funds have made a substantial contribution to economic development and business support / growth in East and West Scotland in line with national, regional and local strategies.
- 2.6 In terms of background to the establishment of the new Fund, on 5 January 2016, the tender for the “Fund Managers Service for the Scottish Government” was published in the Official Journal of the European Union (OJEU) and on the Scottish Government’s Public Contracts Scotland website. The Scottish Government sought to competitively select up to six organisations to become Fund Managers, with at least one Fund Manager for microfinance, at least one for debt finance and at least one for early stage equity. Business Loans Scotland targetted the debt finance strand. The Scottish Government held an Open Day on the procurement process on 15 January 2016 and on 3 February 2016 a Pre Qualification Questionnaire (PQQ) was submitted to the Scottish Government by Business Loans Scotland. On 11 March 2016, the Scottish Government advised that Business Loans Scotland had been successful in qualifying from the PQQ stage of the Fund Managers Service. The tender was released on 21 April 2016 with a closing date of 26 May 2016. The initial tender encompassed the delivery of a Fund size of £ 11.75 million by a contract end date of 31 December 2018. Unfortunately due to delays and slippage in the contract delivery period, which were out-with the control of the participating Local Authorities, it simply was not possible to accept the initial offer of European Regional Development Fund (ERDF) support to deliver a Fund size of £ 11.75 million. After careful deliberation and consultation amongst participating Local Authorities, a revised Loan Fund size of £ 7.158 million with a corresponding management fee of £ 0.975 million was notified to the Scottish Government on 5 October 2016. On 17 October 2016, notification was received that the Scottish Government had accepted the reduced Fund size with a contract commencement date of 1 November 2016 and end date of 31 December 2018.
- 2.7 Once fully established and operational, Business Loans Scotland will be a consortium of most of Scotland’s 32 Local Authorities, incorporated as a company limited by guarantee and providing loan finance of up to £100,000 to new and growing small and medium sized enterprises across Scotland. Details of the proposed operation of the new Loan Fund, a draft Business Plan 2015-18 and a Members Agreement in respect of the operation of the new Fund have previously been placed in the Members’ Library. It should be noted that the documentation is currently subject to update and refinement prior to the anticipated formal launch of the new Fund. A copy of the latest Financial Model for the Fund has been placed in the Members library. Additional documentation will follow when available.
- 2.8 Key points to note from the Business Loans Scotland Fund documentation include:
- A new company, limited by guarantee, was incorporated in December 2014 with the name Scottish Local Authority Business Loan Fund, with the option to trade as Business Loans Scotland.
  - A Members’ Agreement and new Articles of Association have been drafted for adoption by the new company. These documents will regulate the running of the new company. Copies of the documentation have previously been scrutinised and approved by staff in the Council’s Legal Section.
  - The existing business and assets of the West of Scotland Loan Fund and the East of Scotland Investment Fund will be transferred to the new company.

- Any cash contained within the West of Scotland Loan Fund and the East of Scotland Investment Fund, together with monies received from debtors in these companies will be transferred to the new company. **It is emphasised that monies allocated to a Local Authority will be held exclusively for that Local Authority. Additional funds are not being requested from the Council for Business Loans Scotland;**
- The new Loan Fund is seeking to benefit from an award of £ 3,253,200 from the European Regional Development Fund. Matched with funding from a Bank Term Loan (either Royal Bank of Scotland or Bank of Scotland) of £ 1,094,800 and financial contributions from Member Authorities totalling £ 3,785,000, a Loan Fund of £ 7,158,000 will be created to be invested over a contract length period to 31 December 2018. The management fee for managing / overseeing the Fund totals £ 975,000. The Loan Fund plus management fee totals £ 8,133,000. Revisions are currently being made to targets such as investment, supported businesses and job creation to reflect the reduced timeline of the Fund. It is anticipated that these revised targets will be available in the near future.
- Fund management duties will be undertaken by staff from the WSLF management services.
- The Fund and its Local Authority members will operate across three regional delivery areas covering the whole of Scotland. These are East, West, and Highlands and Islands areas; and
- The Fund's governance structure will consist of five elements:
  - i) The Board of Directors.
  - ii) Corporate Governance Working Group.
  - iii) Regional Management Group.
  - iv) Regional Investment Panels.
  - v) Regional Officers Groups.

The Council's Economic Development Manager has represented the Council at meetings of the Business Loans Scotland Regional Management Group. Four Director nominations were sought to cover the undernoted East of Scotland areas:

- Fife.
- Edinburgh and the Lothians.
- Forth Valley.
- Aberdeen / Angus / Dundee / Perth and Kinross.

Edinburgh and Lothians will be represented by an Elected Member from The City of Edinburgh Council. With regard to Midlothian Council involvement in the governance arrangements for Business Loans Scotland, the Council's Economic Development Manager represents the Council on the Regional Management Group, the appropriate Regional Investment Panel(s) and the appropriate Regional Officer Group(s).

- 2.9 As is the current practice with ESIF applications made to the Council, the initial Business Loans Scotland application appraisal will be undertaken by suitably trained / briefed Business Gateway staff members from this Council's Economic Development Section. An appropriate report will be prepared for Cabinet recommending approval or rejection of the loan application. In line with the Fund's

Articles of Association and Members Agreement, final decisions for loans between £50,000 and £100,000 will be the responsibility of the ( currently being formed) Regional Investment Panels.

- 2.10 The new Fund will use a web based online loan application system, allowing loan applications, appraisals, compliance checking, approval, drawdown, customer care and monitoring to be undertaken online. Appropriate staff training has recently commenced to effectively utilise these systems.

### **3 Report Implications**

#### **3.1 Resource**

In terms of human resource implications, participation in the new Fund will be undertaken by Economic Development Section staff, particularly those staff working on Business Gateway issues, in close liaison with Council officer colleagues and the managing body for the new Fund. Business Gateway staff will be involved in loan application appraisal and monitoring.

In addition, the Council will be represented by the Economic Development Manager on the undernoted Business Loans Scotland governance groups:

- Regional Management Group
- Regional Investment Panel(s)
- Regional Officer Group(s)

With regard to financial resource implications, the (draft) Business Plan 2015-18 for the new Local Fund highlighted an ambition to put in place an overall Fund of circa £18 million. This figure has been revised substantially downwards, due to delays in setting up the Fund which has reduced the effective operating period, to £ 8,133,000 and comprises:

- £ 3,253,200 European Regional Development Fund support;
- £ 1,094,800 Bank Term Loan funding support; and
- £ 3,785,000 Member Authorities funding support.

Each Council will transfer the balance from its current business loan accounts into the new Fund. For Midlothian this would comprise funds currently held in its East of Scotland Investment Fund. Figures previously highlighted in the Members Agreement, prepared by Wright, Johnston and Mackenzie (Solicitors) on behalf of Business Loans Scotland showed that Midlothian's anticipated size of Fund was likely to be circa £ 350,000. However, this figure has recently had to be revised downwards to £ 225,000 to take account of the shortened time period of the Fund. To leave the Fund level at £ 350,000 would have run the risk of the target figure not being met by the close of the shortened Fund period.

#### **3.2 Risk**

There is a risk that the Council's failure to participate in the new Loan Fund will reduce the potential access to loan funding to enable Midlothian based businesses to develop and grow. Midlothian Council's participation in ESIF has been active since December 2010.

In any loan scheme of this nature, there is an inherent risk that businesses will default on loan payments. This risk will be mitigated by rigorous credit checks, due diligence controls, the taking of appropriate security and regular after care monitoring visits. The (draft) Business Plan for the new Fund proposes the implementation of a debt management policy with the aim of acting swiftly to safeguard the interests of the Fund.

There is also a relatively low risk that the Fund contract will be terminated, at some stage, by the Scottish Government during the contract period. If that eventuality did occur then the ESIF and WSLF Boards would have to reconvene to consider an alternative course of action. One option might be the continuation, in some shape or form, of both Loan Funds.

### 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**

A supportive business environment is a strategic priority highlighted in the Scottish Government's Economic Strategy. The Strategy includes the provision of advice and support to help small and medium sized enterprises grow. This supports Ambitious Midlothian (Midlothian Economic Recovery Plan) and the Single Midlothian Plan 2016/17 by contributing to economic growth and business support within Midlothian.

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

In assisting businesses to grow, the new Loan Fund may save the business from ceasing to trade and may, as a consequence, safeguard jobs as well as create them.

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

Appropriate consultation has been undertaken with other Council staff during the preparation of this report. Once the new Loan Fund is fully operational, staff from the Fund management body will be fully consulted throughout the application process and be fully advised of caseload developments.

### 3.7 **Ensuring Equalities**

Appropriate checks will be undertaken to ensure that applicants comply with employment legislation.

### 3.8 **Supporting Sustainable Development**

All businesses participating in the new Loan Fund will be informed about services to enable their uptake of good environmental practice. This has been standard practice during the operation of ESIF. Relevant schemes include the Green Ticks scheme

operated by the Business Partnership. The proposed funding model for the new Loan Fund consists of investment in the Fund by Member Authorities, a Bank Term Loan (to be advised) and the European Regional Development Fund. The proposed revolving nature of the new Fund, consisting of capital and interest loan repayments, will help to ensure its sustainability as successive generations of borrowers meet their debt obligations to the Fund.

### 3.9 IT Issues

There are no IT issues although it should be noted that it is planned that the new Fund will use a web based online loan application system. It is not anticipated that this will pose any problems from an IT perspective.

## 4 Recommendations

### 4.1 It is recommended that Cabinet:

- Notes progress with the establishment and operation of Business Loans Scotland, in particular the revised Fund size of £ 8.133 million;
- Agrees that the Council continues to fully participate in Business Loans Scotland activities;
- Agrees that the Council's Economic Development Manager continues to represent the Council's project governance interests on the Business Loan Fund Regional Management Group, appropriate Regional Investment Panel(s) and appropriate Regional Officer Group(s); and
- Requires that further progress reports be submitted to Cabinet to advise on the establishment, development and operation of the proposed new Pan Scotland Local Authority Business Loan Fund.

**1 November 2016**

**Report Contact:**

John Beveridge (Economic Development Manager)  
[john.beveridge@midlothian.gov.uk](mailto:john.beveridge@midlothian.gov.uk)

Tel No 0131 271 3431

**Background Papers:**

Scottish Local Authorities Business Loan Fund



## **Easter Bush Business Improvement District**

### **Report by Ian Johnson, Head of Communities and Economy**

#### **1.0 Purpose of Report**

The purpose of this report is to update Cabinet on progress with the possible establishment of a Business Improvement District (BID) in the Easter Bush area of the Midlothian Science Zone.

#### **2.0 Background**

##### **National Context**

- 2.1 BIDs came into force in Scotland in April 2007 following legislation passed by the Scottish Parliament in 2006.

BIDs in Scotland are not restricted to town and city centres and can be developed in areas such as the tourism and visitor sector, commercial or industrial districts areas, rural areas, agriculture or single sector business groups who wish to collectively improve their trading environment.

- 2.2 BIDs are developed, managed and paid for by the business sector through a compulsory levy. A BID can only be formed following a successful ballot of the businesses within the prospective BID area. The interests of both large and small businesses are protected through a voting system that requires a majority in the numerical votes cast and the rateable value of votes cast.

##### **Local Context**

- 2.3 Midlothian's first BID was established in Penicuik town centre after a successful ballot of local businesses in May 2015. This BID will last for duration of five years after which it will either be dissolved at the end of its term or will seek a new mandate by way of a renewal ballot.

A progress report on the Penicuik BID will be subject of a report to Cabinet early in the New Year.

- 2.4 In late 2013 an application was made to the Scottish Government for £20,000 seed corn funding to be used exclusively for development work and consultation with local businesses within the Easter Bush Estate to determine the viability of establishing a science sector specific BID.
- 2.5 Whilst the application was approved and funding awarded, it was unable to be taken forward at that time due to the resource commitments involved and competing work priorities.

- 2.6 The initially suggested area for the Midlothian Science Zone focussed BID includes the principal sites in Midlothian with an active or planned role within the animal biosciences / life sciences sector. This area, which has the highest concentration of animal science research in Europe, includes Bush Estate / Technopole, Easter Bush Campus (the University of Edinburgh), Pentlands Science Park and the Bio-campus (Scottish Enterprise). As the BID consultation process proceeds, there will be the opportunity to widen or reduce the suggested BID area. A map to show the likely extent of the BID area is appended to this report.
- 2.7 One Health Bioscience /Life Sciences are a key growth sector for the Council, the Scottish Government and Scottish Enterprise. The businesses, the research base and the facilities present already within the Midlothian Science Zone constitute a very significant cluster of excellence for the sector and for the economy of Scotland as a whole.
- 2.8 To progress the development of this BID proposal, the seed corn funding awarded by the Scottish Government has allowed the employment of a dedicated and specialist part time project coordinator with experience of BID development. Working on a fixed term contract, the project coordinator will engage and consult with businesses and key stakeholders within the proposed BID area.
- 2.9 This fixed term contract will follow a two stage approach.
- Stage one will be for an initial period of six months. This will allow the project coordinator to formally establish a BID steering group, consult with businesses and test the market for business appetite to progress to BID ballot.
- 2.10 At the end of this six month period, recommendations will be made by the project coordinator on whether to progress towards the next stage of the BID development. This second stage of BID development typically takes a further twelve months and would involve preparing a detailed business plan which would set out the aspirations of the BID along with key projects to deliver over the BID term. This would be prepared after further in depth consultation and voted on by the businesses within the proposed BID area.
- 2.11 At every stage of the process input from the business sector in the suggested BID area is critical.

If the recommendation from the project coordinator at a later date is to proceed to ballot and the vote is in favour of the establishment of a BID, staff in the offices of BIDs Scotland ( Edinburgh based ) have advised that this would be the first science sector specific BID of its kind operating within the UK.

### **3.0 Report Implications**

#### **3.1 Resource**

No additional financial resources are requested from the Council during the initial six month stage of the BID development. The project coordinator post is funded in full by the Scottish Government seed corn grant.

In the event of a positive recommendation from the project coordinator to progress to full ballot, additional funding will be required to support this.

During the development phase of the now established Penicuik BID, approval was given for the sum of £20,000, identified from within the Business Gateway budget, to match the Scottish Government seed corn grant. At this same time, an equal amount of £20,000 was ring fenced and remains within the budget to support the science sector BID development. During the run up to ballot the project coordinator's working hours would increase substantially and there would be the expectation to deliver a number of demonstration projects to showcase the BID's potential. The existing £20,000 seed corn grant alone would be insufficient to fulfil this. It would therefore be the intention to utilise the existing Business gateway £20,000 funding, already identified within the budget, to help fund the continued BID development at the Midlothian Science Zone.

In terms of human resource implications, any Council related work required in respect of the BID development will be carried out by Economic Development Section staff in close liaison with Divisional colleagues and appropriate Midlothian Science Zone based partners.

The steering group that will be formed to help drive forward the initial BID development phase should be comprised of local business or key stakeholders operating within the BID. This would normally include appropriate Elected Member representation supported by Economic Development Section staff.

If there is a later recommendation to progress to full BID ballot it will be necessary to involve colleagues within the Council's Legal and Elections Sections as per Scottish Government guidelines. This was a required course of action during the establishment of the Penicuik BID.

### 3.2 Risk

It is hoped that a BID could be the potential mechanism that will be used to source funding and provide revenue for the delivery of a number of the strategic objectives contained in The Bush Framework Masterplan. This independent strategic document was produced in 2012 following in-depth consultation with businesses within that area. Failure to progress the development of a BID could result in some of these strategic objectives being delayed or not being realised. The formation of a BID in the Easter Bush area is also a key action highlighted within "Ambitious Midlothian 2 (Midlothian Economic Recovery Plan). Failure to progress the Masterplan recommendations may have wider implications for the Life Science/ Bioscience sector in Midlothian.

There is no known financial risk to the Council during the initial BID development phase.

### 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

Support of this BID development phase will help deliver key outcomes and indicators contained within “Ambitious Midlothian” and the Single Midlothian Plan 2016/17.

Under the Sustainable Growth theme within the Single Midlothian Plan, this in particular could relate to; new jobs and businesses are located in Midlothian; Midlothian’s economic growth rate consistently outperforms the Scottish average; and Midlothian is an attractive place to live work and invest in.

Supporting the development of the Midlothian Science Zone as a world class scientific research centre is identified as a key priority within “Ambitious Midlothian”.

### 3.5 Adopting a Preventative Approach

Economic recovery/growth and employment are two of the six national priorities where there is an expectation for each Community Planning Partnership to show how it is giving priority to demonstrating improvement in these particular areas. Accordingly, from a preventative approach, having a vibrant and successful local economy will positively impact on most, if not all, of the national priorities.

### 3.6 Involving Communities and Other Stakeholders

The Midlothian Economic Recovery Plan, which was prepared by the Council and Community Planning partners, identifies the need to support the Midlothian Science Zone. This was the result of extensive engagement/consultation with the business communities of Midlothian.

As part of the BID development process, a small informal steering group has been established comprising of key businesses located within the Easter Bush area and staff from the Council’s Economic Development Section. It will be the role of the project coordinator to formalise this group and develop an extensive programme of consultation involving all businesses within the proposed BID area, key stakeholders and the wider community. The results of this work will determine the next stage within the BID development process.

### 3.7 Ensuring Equalities

There are no equalities issues at this stage as the consultation phase has only recently commenced. Any consultation undertaken will be fully inclusive and mindful of equalities issues. The requirement for the BID to be assessed against the Council’s Combined Equalities Impact Assessment Framework will be reviewed as the BID development progresses.

### 3.8 Supporting Sustainable Development

There are no sustainability issues at this stage as the consultation process has only recently commenced. If the BID development is recommended to progress to stage two after this initial consultation, sustainable development will be at the heart of the business plan proposals.

### 3.9 IT Issues

There are no IT issues arising from this report.

## **4.0 Recommendations**

It is recommended that Cabinet:

- Notes progress with the proposed development of a Business Improvement District within the Midlothian Science Zone.
- Agrees that the Council continue to provide appropriate in kind project support to assist with the development and operation of the proposed Easter Bush Business Improvement District.
- Agrees that a further progress report is presented to Cabinet once the results of the initial consultation with businesses are known.

**Date: 2 November 2016**

**Report Contact:** Caroline Wight, Economic Development Officer

### **Background Papers:**

Scottish Government Seed Corn application

The Bush Framework Masterplan

Map of proposed Business Improvement District Area





**Report for the Scottish Ministers on Compliance with Climate Change Duties for 2015/16****Report by Ian Johnson, Head of Communities and Economy****1 Purpose of Report**

- 1.1 The purpose of this report is to inform Cabinet of the Council's statement of Compliance with Climate Change Duties for 2015/16, a copy of which is attached to this report, and to recommend its submission to Scottish Government by the due date of 30 November 2016.

**2 Background**

- 2.1 Since 2007, all Scottish local authorities have been signatories to Scotland's Climate Change Declaration, publicly committing themselves to reducing greenhouse gas emissions; taking steps to adapt to climate change impacts; working in partnership, including with communities, on climate change.
- 2.2 Public body climate change activity became a statutory requirement in 2011 with the coming into force of "climate change duties" in the Climate Change (Scotland) Act 2009: a "public body must, in exercising its functions, act: in the way best calculated to contribute to the delivery of [Scotland's greenhouse gas emissions] targets; in the way best calculated to help deliver any [Scottish programme for adapting to climate change impacts]; and in a way that it considers is most sustainable." Regard must be had to statutory guidance accompanying the duties.
- 2.3 The Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015 requires local authorities and other major public bodies to report on their activity complying with the climate change duties, its focus being on the management of its estate and its corporate activity. Following a 2014/15 pilot, reports for 2015/16 are required by statute to be submitted to the Scottish Ministers by 30 November 2016. This replaced the voluntary regime which was in place from 2008/9. Public bodies report by completing an online form, the format and content of which are prescribed by the Order and the Scottish Government.
- 2.4 A non-statutory part of the form relating to activity and emissions beyond the Council's own estate and corporate activity ("Recommended Reporting: Reporting on Wider Influence") has been partially completed for 2015/16. It is intended to complete it more fully for future reporting years as data and information becomes available. Public bodies are encouraged to complete what they can within this part of the report.

- 2.5 Targets for reducing Scotland's greenhouse gas emissions are set out in the Act: 42% by 2020 and 80% by 2050 (against a 1990 baseline), with annual targets set through secondary legislation. These are economy-wide targets, not organisational ones. Scotland's Climate Change Adaptation Programme was published in 2014 and sets out Scottish Ministers objectives, policies and proposals to tackle the impacts of climate change and achieve the set targets.

### **3 Summary 2015/16 Report on Compliance with Climate Change Duties**

- 3.1 The Council's statement on Compliance with Climate Change provides commentary against set actions/targets and technical data. This section of the report provides a summary of the key findings on both the statutory (Parts 1 – 6) and non-statutory sections of the Council's statement.

#### **Part 1: Profile of Reporting Body**

- 3.2 Part 1 gives a brief indication of the scale and nature of the Council's operation. The population of Midlothian is estimated at 87,390 for 2015, an increase of 1.4% from 2014. This is the largest rate of growth in Scotland and presents challenges and opportunities with regard addressing climate change.

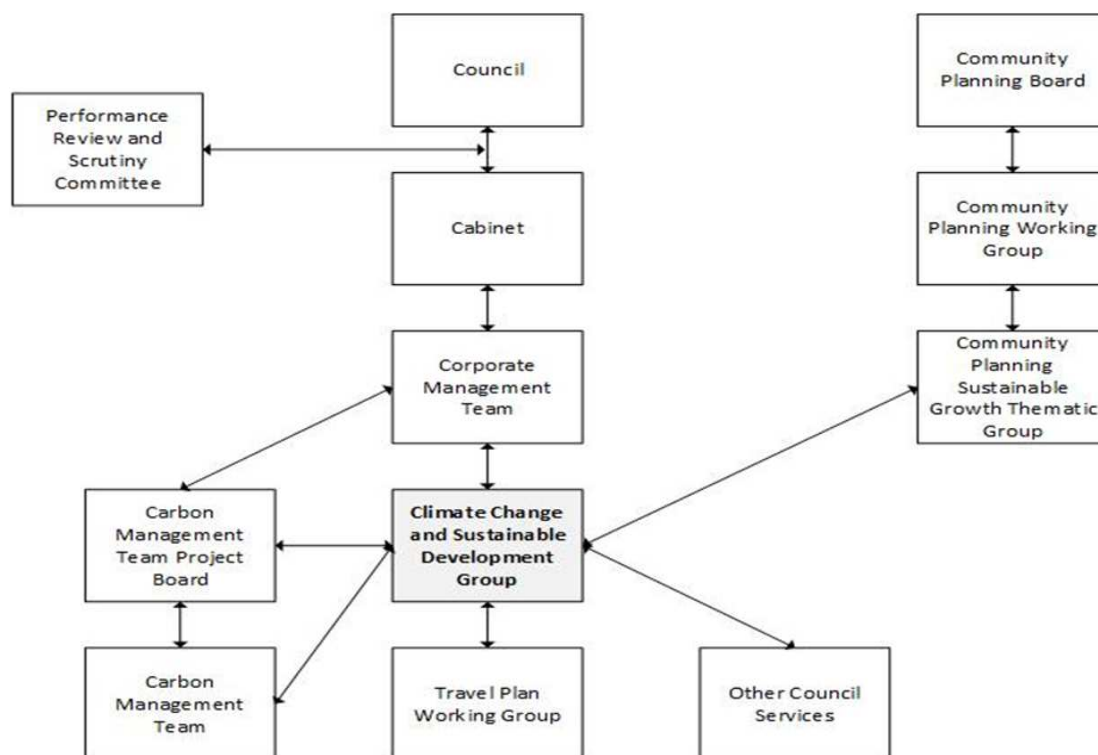
#### **Part 2: Governance, Management and Strategy**

- 3.3 Political leadership and responsibility for Council climate change action lies with its Cabinet. The Cabinet Spokesperson for Communities and Economy is the climate change lead within the Cabinet.
- 3.4 Corporate Management Team (CMT) is responsible for Corporate Climate Change Strategy and associated action planning and performance monitoring. The Director Education, Communities and Economy (ECE) is the climate change lead within CMT. The lead service within the Council is Communities and Economy within the ECE directorate.
- 3.5 The Climate Change & Sustainable Development Group (CCSDG) of officers, drawn from across all services, drives the Council's approach to contributing to the achievement of sustainable development, including in respect of climate change. This group is chaired by the Planning Manager. The remit of the group is subject to review as a consequence of a Planning Service Review which has seen a new Planning team structure with new roles and responsibilities being established. The Council's Sustainable Development Framework No1 sets out the organisation's principal arrangements for contributing to the achievement of sustainable development, including development of a 'Corporate Climate Change and Sustainability Development Action

Plan' overseen by the group, for subsequent approval by CMT. The action plan is scheduled to be reviewed in 2016/17.

- 3.6 An integral part of the Council's approach to climate change is its implementation of its own Carbon Management Plan with the target of achieving a 25% (8,800 tonnes) reduction in its own Carbon emissions based on the 2006/7 Carbon output tonnage of 27,237CO<sub>2e</sub>. The Council has exceeded its target and achieved a CO<sub>2</sub> emissions tonnage reduction of 31% (11,035 tonnes).

*Figure 1 – Climate Change Governance and Management*



- 3.7 The Council's Corporate Climate Change Strategy was approved by Cabinet at its meeting of 22 April 2014 and contains the following objectives:
- To continue to better understand the impacts of, and risks from, a changing climate;
  - To develop a 'One Council' approach to climate change, mainstreaming carbon reduction and resilience to a changing climate;
  - To provide climate change leadership to our partners, communities and businesses;
  - To ensure that the Council continues to lead by example on the climate change agenda; and
  - To monitor and publicly report our climate change progress.
- 3.8 Other key plans and strategies relating to climate change include the Midlothian Council Zero Waste Strategy, Midlothian Local Plan 2008,

the Proposed Midlothian Local Development Plan, Midlothian Council Carbon Management Plan 2013-16, Midlothian Local Housing Strategy 2013-2017, Midlothian Council Strategic Housing Investment Plan 2015/16-2019/20, Midlothian Council Travel Plan 2013/17, Effective Working in Midlothian – Strategy, Midlothian Council Procurement Strategy 2015-18, service plans and school travel plans.

- 3.9 The proposed top five priorities for climate change governance, management and strategy for 2016/17 are:
- Draft a Corporate Climate Change and Sustainable Development Action Plan (Single Midlothian Plan 2016-17, p.55);
  - Further progress management of climate risks in accordance with Adaptation Scotland's 'Five Steps to Managing Your Climate Risks';
  - Approve and commence implementation of a revised Midlothian Council Carbon Management Plan, with consideration given to incorporating business travel ('grey fleet') and commuting;
  - Review the governance structure and management system in relation to climate change; and
  - Develop and launch an internal employee e-learning site to raise awareness on climate change issues.

### **Part 3: Emissions, Targets and Projects**

- 3.10 Greenhouse gas emissions covered by the Council's Carbon Management Plan 2013-2016 relate to its buildings and other estate, waste (the Council area's waste, not just the Council's 'own' waste), street lighting and fleet. At its meeting of 11 October 2016 Cabinet considered a report regarding the Council's Carbon Management Plan, which confirmed that the target to reduce overall emissions by 25% over the plan period had been exceeded (31.2%).
- 3.11 Corporate emissions for the purposes of the Council's statement are those covered by the Carbon Management Plan, excluding area waste emissions (the Council is currently unable to disaggregate data pertaining to its 'own' waste from Midlothian wide waste which it reports to government), but adding emissions from staff business travel ('grey fleet') (claimed for business miles only) and staff commuting. Applying this definition, table 3a shows that corporate emissions are estimated to have dropped by 8% from 2012/13 to 2015/16 and 16% from 2006/7 to 2015/16. These reductions do not take into account the significant emissions savings from the Council's management of the area's waste.
- 3.12 Background data to the proposed report clarifies that emissions associated with staff commuting are estimated to have risen from 3,721 tCO<sub>2e</sub> in 2006/7 to 4,899 tCO<sub>2e</sub> in 2015/16, an increase of 32%. Emissions from grey fleet are estimated to have risen from 365 tCO<sub>2e</sub> in 2006/7 to 426 tCO<sub>2e</sub> in 2015/16, an increase of 17%. Business miles

claimed have risen every year from 2009/10 to 2015/16, from 1,137,228 to 1,418,997, an increase of 25%.

**Note:** The references to Scope 1, Scope 2 and Scope 3 in the proposed report are to emissions scopes within the international Greenhouse Gas Protocol, recognised by government as a standard for reporting greenhouse gases.

Scope 1 covers all direct greenhouse gases by an organisation. It includes mains gas and other fuel combustion and fleet.

Scope 2 covers indirect greenhouse gases from an organisation's consumption of purchased electricity, heat or steam.

Scope 3 covers other indirect emissions, including transport-related activities in vehicles not owned or controlled by the organisation, electricity-related activities not covered in Scope 2 (e.g. losses through the grid), waste disposal, etc.

- 3.13 Suggested reasons for increasing grey fleet mileage were reported to Cabinet on 12 January 2016 and Performance Review and Scrutiny Committee on 8 March 2016 and include:
- An upturn in the local economy has resulted in an increase in construction activity and as a consequence increased site inspections;
  - Changes in care provision has resulted in an increasing demand for home care arrangements/visits;
  - Changes to the location of staff bases; and
  - Staff increasingly ensuring they re-claim their travel expenses.
- 3.14 A budget proposal that will seek to reduce mileage across the Council is before the Senior Leadership Group for consideration. This has been informed by a report on the grey fleet commissioned by the Council from the Energy Saving Trust. Consideration is also being given to incorporating grey fleet and commuting within the scope of the Council's new Carbon Management Plan, which is under preparation.
- 3.15 Estimated annual savings in corporate greenhouse gases from the Council's projects to make its buildings and actions more efficient are estimated at 568 tCO<sub>2e</sub> in the report year (tables 3e and 3f) and expected to be around 245 tCO<sub>2e</sub> in 2016/17 (table 3h).
- 3.16 The Council's 'Watts Going Down' energy awareness campaign, 'Healthy Working Lives' and travel plan initiatives, and participation in Earth Hour, continue to promote awareness of climate change and wider sustainable development issues to staff.

## **Part 4: Adaptation**

- 3.17 This section of the statement sets out how the Council has assessed current and future climate-related risks, arrangements for managing such risks and adaptation actions. Progress in delivering on the Scottish Climate Change Adaptation Programme includes preparation of the Forth Estuary Local Flood Risk Management Plan 2016-22, the promotion of green networks, protection and enhancement of woodlands, consideration of climate change impacts in reaching planning decisions, engagement in the 'Home Energy Efficiency Programme for Scotland' and 100% of Council houses being classed as energy efficient.

## **Part 5: Procurement**

- 3.18 This section of the statement sets out how procurement policies and activity have contributed to compliance with climate change duties and sets out examples of best practice.

## **Part 6: Validation**

- 3.19 This section of the statement sets out the Council's validation processes of the data and information in the report.

## **Recommended Reporting - Wider Influence (Non-Statutory)**

- 3.20 The Single Midlothian Plan 2015-16 (SMP) included an objective to reduce greenhouse gas emissions across Midlothian to 4.5 tonnes per capita by 2020 (table 2). The figure has reduced from 6.47 tonnes CO<sub>2</sub> in 2005 to 5.17 tonnes in 2014, a reduction of 25% (table 1a). This excludes waste emissions.

**Note:** The basket of emissions covered by the Single Midlothian Plan 2015/16 per capita target (table 2) is the same as the Department of Energy & Climate Change (DECC) 'subset dataset' in Table 1a. Emissions are attributed to the end energy users.

- 3.21 Midlothian's waste emissions (not included in the SMP per capita target) have reduced from 11,035 tonnes CO<sub>2e</sub> in 2005 to 7901 tCO<sub>2e</sub> in 2014, a reduction of 28%.
- 3.22 The statement sets out key biodiversity, water and procurement actions related to area-wide climate change activity. This includes green network development activity, woodland protection and extension, teaching of biodiversity through 'Curriculum for Excellence', Midlothian Ranger Service activities, administration of the Local Biodiversity Sites system and preparation of the Forth Estuary Local Flood Risk Management Plan 2016-2022.



## **4 Report Implications**

### **4.1 Resource**

Future priorities highlighted in the proposed report can be met from existing resources.

### **4.2 Risk**

Scottish Government guidance states that responsibility for compliance with the public bodies' climate change duties and reporting rest with the reporting organisation, which will run the risk of legal challenge or reputational damage if compliance cannot be demonstrated. Under the Act, Scottish Ministers may instruct investigations into compliance. The Scottish Government intends to assess reports on compliance to monitor progress.

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

Themes addressed in this report:

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

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

The impact of unchecked climate change would be significant, including detrimentally impacting economic growth, increasing the risk to properties and businesses from flooding and extreme weather, higher costs and a lower quality of life. The Low Carbon Scotland – Meeting Our Emissions Reductions Targets 2013-2027 (June 2013) report acknowledges that our economy's sustainability is dependent on a low carbon transition. Scotland's Economic Strategy (March 2015) acknowledges that in the decades to come, climate change will continue to be a key challenge that all economies face and will only increase in importance; and that the Scottish economy is well placed to benefit from the development of the low carbon economy.

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

Climate change is incorporated into the priorities in the Single Midlothian Plan 2016/17 and related Council 2016/17 Service Plans.

### **4.6 Adopting a Preventative Approach**

The Scottish Parliament Finance Committee has identified climate change as a major area of policy where preventative spending could have impact. The impacts of a changing climate are likely to fall hardest on the disadvantaged, for example in terms of higher energy bills and greater vulnerability to flooding.

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

Communities and stakeholders have not been involved in the preparation of the proposed report.

#### **4.8 Ensuring Equalities**

No actions with 'people implications' are proposed that would necessitate an Equalities Impact Assessment.

#### **4.9 Supporting Sustainable Development**

The Council's Sustainable Development Framework lists reporting climate change activity amongst its arrangements for contributing to the achievement of sustainable development. The proposed report is not a strategic action in terms of the Environmental Assessment (Scotland) Act 2005, therefore it is not subject to any strategic environmental assessment related requirements.

#### **4.10 IT Issues**

There are no IT issues arising directly from this report.

### **5 Recommendations**

It is recommended that Cabinet:

- (a) approves the attached proposed report as this Council's Report on Compliance with the Public Bodies Climate Change Duties for 2015/16;
- (b) agrees to submission of the report to the Scottish Ministers by 30 November 2016; and
- (c) refers this report to the Performance Review and Scrutiny Committee for its information.

**14 November 2016**

#### **Report Contact:**

Peter Arnsdorf 0131 271 3310  
peter.arnsdorf@midlothian.gov.uk

#### **Background Papers:**

1. Corporate Climate Change & Sustainable Development Action Plan.
2. Carbon Management Plan 2013 – 2016 and associated Cabinet paper dated 11 October 2016.
3. Climate Ready Scotland: Scottish Climate Change Adaptation Programme (Scottish Government, May 2014)

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PART 1: PROFILE OF REPORTING BODY

PART 2: GOVERNANCE, MANAGEMENT AND STRATEGY

PART 3: EMISSIONS, TARGETS AND PROJECTS

PART 4: ADAPTATION

PART 5: PROCUREMENT

PART 6: VALIDATION AND DECLARATION

Recommended Reporting: Reporting on Wider Influence

RECOMMENDED – WIDER INFLUENCE

OTHER NOTABLE REPORTABLE ACTIVITY

PART 1: PROFILE OF REPORTING BODY

| 1(a) Name of reporting body |
|-----------------------------|
| Midlothian Council          |

| 1(b) Type of body |
|-------------------|
| Local Government  |

| 1(c) Highest number of full-time equivalent staff in the body during the report year |
|--|
| 3573   |

| 1(d) Metrics used by the body  |      |       |   |
|--|------|-------|---|
| Specify the metrics that the body uses to assess its performance in relation to climate change and sustainability. |      |       |   |
| Metric   | Unit | Value | Comments  |
|  |      |       | Midlothian Council does not use any such metrics. |

| 1(e) Overall budget of the body                  |                                      |
|--|--------------------------------------|
| Specify approximate £/annum for the report year. |                                      |
| Budget   | Budget Comments                      |
| 193279679.15                                     | This is the "Revised Budget" figure. |

| 1(f) Report year           |                      |
|----------------------------|----------------------|
| Specify the report year.   |                      |
| Report Year                | Report Year Comments |
| Financial (April to March) |                      |

| 1(g) Context   |
|--|
| Provide a summary of the body’s nature and functions that are relevant to climate change reporting.  |
| Midlothian Council provides local authority services to a mid-2015 estimated population of 87,390, an increase of 1.4% on the mid-2014 estimate. This percentage population increase is the joint largest amongst Scottish local authority areas during the period. Midlothian is projected to have the largest percentage population increase of all Scottish local authority areas over the period 2014 to 2039 (26%), compared to 7% for Scotland as a whole. These statistics are indicative of the scale of growth locally, and the attendant challenges and opportunities faced by the Council in addressing climate change. |
| Further information on Midlothian Council is available at <a href="https://www.midlothian.gov.uk/info/591/your_council">https://www.midlothian.gov.uk/info/591/your_council</a>  |

PART 2: GOVERNANCE, MANAGEMENT AND STRATEGY

| 2(a) How is climate change governed in the body?  |
|---|
| <p>Provide a summary of the roles performed by the body's governance bodies and members in relation to climate change. If any of the body's activities in relation to climate change sit outside its own governance arrangements (in relation to, for example, land use, adaptation, transport, business travel, waste, information and communication technology, procurement or behaviour change), identify these activities and the governance arrangements.</p> <p>Political leadership and responsibility for climate change lies with a Cabinet of elected members drawn from the political administration. The cross-divisional Climate Change &amp; Sustainable Development Group of officers reports to the Corporate Management Team of senior officers and Cabinet in turn. The Performance Review and Scrutiny Committee (PRSC) is responsible for reviewing performance against policy objectives and commenting on decisions and policies and their impact, and comprises elected members drawn from the political administration and otherwise.</p> <p>Cabinet is responsible for approval of the Council's strategic actions in respect of and related to climate change, and receives regular performance information in relation to same. In particular, Cabinet is invited to approve the annual Public Bodies Climate Change Duties annual reports, and receives annual progress reports in relation to the Carbon Management Plan. Cabinet has referred the Public Bodies Climate Change Duties 2014/15 pilot report and preceding Scotland's Climate Change Declaration annual reports to the PRSC for its information. Through quarterly reporting, both the Cabinet and PRSC receive reports on performance in relation to Single Midlothian Plan and corporate/service level actions, indicators and targets; including in respect of Carbon Management Plan targets.</p> <p>The diagram attached shows climate change governance/management structure and reporting lines, including the relationship with the community planning structure.</p> |

| 2(b) How is climate change action managed and embedded by the body?  |
|--|
| <p>Provide a summary of how decision-making in relation to climate change action by the body is managed and how responsibility is allocated to the body's senior staff, departmental heads etc. If any such decision-making sits outside the body's own governance arrangements (in relation to, for example, land use, adaptation, transport, business travel, waste, information and communication technology, procurement or behaviour change), identify how this is managed and how responsibility is allocated outside the body (JPEG, PNG, PDF, DOC)</p> <p>The cross-divisional Climate Change &amp; Sustainable Development Group (CCSDG) of officers has a key role in driving the Council's approach to contributing to the achievement of sustainable development, including in relation to climate change. The group is chaired by the Communities &amp; Economy service's Planning Manager, a service within the Education, Communities &amp; Economy division. A Planning Officer within the Planning team is lead officer for the group and Council lead officer for climate change strategy. Carbon Management Plan (CMP), operational Travel Plan, property, risk management and procurement interests are also represented on the CCSDG. The group reports to Corporate Management Team and/or Cabinet.</p> <p>An Energy Officer within the Resource's division's Property &amp; Facility Management service is lead officer for the CMP and the Carbon Management Team (CMT). The cross-divisional CMT (including building, waste, street lighting and fleet interests) reports to the Carbon Management Project Board, comprising all Directors and the Head of Property &amp; Facilities Management.</p> <p>A Travel Plan Officer within the Resources division's Commercial Operations service is lead officer for the Council's operational Travel Plan and the Travel Plan Working Group.</p> <p>The diagram attached to '2a' above shows the organisational management structure and reporting lines.</p> <p>Use of self-assessment frameworks (e.g. Welsh Local Government Sustainable Development Framework and NHS Good Corporate Citizen) have informed the development of the climate change strategy and management processes, and there is a commitment to applying the Climate Change Assessment Tool in future.</p> <p>Application of strategic environmental assessment and an in-house 'Sustainability Impact Check' continue to inform strategic and other actions, with Cabinet, etc. reports requiring to set out the contribution or otherwise to sustainable development.</p> <p>The 'Watts Going Down' energy awareness campaign, Healthy Working Lives and travel plan initiatives, and participation in Earth Hour, continue to build awareness of climate change and wider sustainable development issues amongst staff.</p> <p>A climate change course for staff on the Council's e-learning web site has also been under development.</p> |

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| 2(c) Does the body have specific climate change mitigation and adaptation objectives in its corporate plan or similar document?  |  |   |
|--|--|---|
| Provide a brief summary of objectives if they exist.   |  |   |
| Objective  | Doc Name   | Doc Link  |
| <p>"Objective 1. To continue to better understand the impacts of, and risks from, a changing climate; Objective 2. To develop a 'One Council' approach to climate change, mainstreaming carbon reduction and resilience to a changing climate into the organisational 'DNA'; Objective 3. To provide climate change leadership to our partners, communities and businesses; Objective 4. To ensure that the Council continues to lead by example on the climate change agenda; Objective 5. To monitor and publicly report our climate change progress."</p> <p>These objectives are not limited to Midlothian Council estate/corporate interests.</p> | Midlothian Council Corporate Climate Change Strategy, p.9. | This document is not currently available online. A copy may requested by telephoning 0131 271 3473 or emailing <a href="mailto:planning.policy@midlothian.gov.uk">planning.policy@midlothian.gov.uk</a> |
| <p>"Greenhouse gas emissions for which Midlothian is responsible are reduced ... Outcome Indicator: Per capita CO2 emissions in the local authority area ... Outcome Target: 2020 - 4.5 tonnes per capita."</p> <p>This objective is not limited to Midlothian Council estate/corporate interests.</p>   | Single Midlothian Plan 2015-16, p.52.                      | <a href="https://www.midlothian.gov.uk/download/downloads/id/511/single_midlothian_plan_2015-16.pdf">https://www.midlothian.gov.uk/download/downloads/id/511/single_midlothian_plan_2015-16.pdf</a>     |
| <p>"Midlothian's resilience to climate change impacts is improved ... Outcome Indicator: Level of adaptation as specified in former UK National Indicator 188 ... Outcome Target: Levels 0 (Getting started), 1 (Public commitment and impacts assessment) and 2 (Comprehensive risk assessment) - 2014/15; Level 3 (Comprehensive action plan) - 2015/16; Level 4 (Implementation, monitoring and continuous review) - 2016/17"</p> <p>This objective is not limited to Midlothian Council estate/corporate interests.</p>  | Single Midlothian Plan 2015-16, p.52.                      | <a href="https://www.midlothian.gov.uk/download/downloads/id/511/single_midlothian_plan_2015-16.pdf">https://www.midlothian.gov.uk/download/downloads/id/511/single_midlothian_plan_2015-16.pdf</a>     |
| <p>"Environmental limits are better respected, in relation to waste, transport, climate change and biodiversity".</p> <p>"Address climate change".</p> <p>These objectives are not limited to Midlothian Council estate/corporate interests.</p>   | Single Midlothian Plan 2016-17, p.53 and 55.               | <a href="https://www.midlothian.gov.uk/download/downloads/id/456/single_midlothian_plan_2016-17.pdf">https://www.midlothian.gov.uk/download/downloads/id/456/single_midlothian_plan_2016-17.pdf</a>     |



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2(d) Does the body have a climate change plan or strategy?

If yes, provide the name of any such document and details of where a copy of the document may be obtained or accessed.

Midlothian Council Corporate Climate Change Strategy, approved 26 March 2014. This document is not currently available online. A copy may be requested by telephoning 0131 271 3473 or emailing [planning.policy@midlothian.gov.uk](mailto:planning.policy@midlothian.gov.uk)

This strategy is not limited to Midlothian Council estate/corporate interests.

| 2(e) Does the body have any plans or strategies covering the following areas that include climate change? |   |  |   |   |
|---|---|--|---|---|
| Provide the name of any such document and the timeframe covered.  |   |  |   |   |
| Topic area  | Name of document  | Link   | Time period covered                     | Comments  |
| Adaptation  | None  | N/A  | N/A                                     | The Forth Estuary Local Flood Risk Management Plan 2016-2022 was adopted by the Council's Cabinet on 31 May 2016. It covers the period from July 2016 to June 2022 and is available via <a href="https://midlothian.cmis.uk.com/live/live/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/12/Committee/7/SelectedTab/Documents/Default.aspx">https://midlothian.cmis.uk.com/live/live/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/12/Committee/7/SelectedTab/Documents/Default.aspx</a> |
| Business travel   | Midlothian Council Travel Plan 2013/17<br><br>School Travel Plans | <a href="https://www.midlothian.gov.uk/download/downloads/id/263/midlothian_travel_plan_2013_-_2017.pdf">https://www.midlothian.gov.uk/download/downloads/id/263/midlothian_travel_plan_2013_-_2017.pdf</a><br><br>School travel plans are not available online. Copies may be requested by telephoning 0131 271 3660 or emailing <a href="mailto:contactcentre@midlothian.gov.uk">contactcentre@midlothian.gov.uk</a> | 2013-2017<br><br>2014-2016 or 2015-2017 | Updated Midlothian Council Travel Plan scheduled for early 2017.<br><br>School travel plans are updated every two years.  |
| Staff Travel  | Midlothian Council Travel Plan 2013/17<br><br>School Travel Plans | <a href="https://www.midlothian.gov.uk/download/downloads/id/263/midlothian_travel_plan_2013_-_2017.pdf">https://www.midlothian.gov.uk/download/downloads/id/263/midlothian_travel_plan_2013_-_2017.pdf</a><br><br>School travel plans are not available online. Copies may be requested by telephoning 0131 271 3660 or emailing <a href="mailto:contactcentre@midlothian.gov.uk">contactcentre@midlothian.gov.uk</a> | 2013-2017<br><br>2014-2016 or 2015-2017 | The Council assumes this topic area refers specifically to staff commuting, noting that it is not a topic area listed in The Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015.<br><br>Updated Midlothian Council Travel Plan scheduled for early 2017.<br><br>School travel plans are updated every two years.  |

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| 2(e) Does the body have any plans or strategies covering the following areas that include climate change? |  |   |                                      |  |
|---|--|---|--------------------------------------|--|
| Provide the name of any such document and the timeframe covered.  |  |   |                                      |  |
| Topic area  | Name of document   | Link  | Time period covered                  | Comments   |
| Energy efficiency   | Midlothian Council Carbon Management Plan 2013-2016                        | Midlothian Council Carbon Management Plan not currently available online. Copy may be requested by telephoning 0131 271 3240 or emailing contactcentre@midlothian.gov.uk  | 2013-2016                            | Midlothian Local Housing Strategy, Midlothian Council Strategic Housing Improvement Plan and Midlothian Council Carbon Management Plan are currently under review.   |
|   | Midlothian Local Housing Strategy 2013-2017                                |   | 2013-2017                            |  |
|   | Midlothian Council Strategic Housing Investment Plan 2015/16-2019/20       |   | 2015/16-2019/20                      |  |
|   | Midlothian Council Property and Facilities Management Service Plan 2015-16 | <a href="http://www.midlothian.gov.uk/download/downloads/id/731/midlothian_local_housing_strategy_2013_-_2017.pdf">http://www.midlothian.gov.uk/download/downloads/id/731/midlothian_local_housing_strategy_2013_-_2017.pdf</a>   | 2015-2016                            |  |
|   | Effective Working in Midlothian - Strategy                                 | <a href="http://www.midlothian.gov.uk/download/downloads/id/732/midlothian_council_strategic_housing_investment_plan_201516_-_201920.pdf">http://www.midlothian.gov.uk/download/downloads/id/732/midlothian_council_strategic_housing_investment_plan_201516_-_201920.pdf</a><br><br><a href="https://www.midlothian.gov.uk/download/downloads/id/473/property_and_facilities_management_2015-16_service.pdf">https://www.midlothian.gov.uk/download/downloads/id/473/property_and_facilities_management_2015-16_service.pdf</a><br><br>Effective Working in Midlothian - Strategy not currently available online. Copy may be requested by telephoning 0131 561 5423 or emailing contactcentre@midlothian.gov.uk | 6 June 2011 and ongoing              |  |
| Fleet transport   | Midlothian Council Travel Plan 2013/17                                     | <a href="https://www.midlothian.gov.uk/download/downloads/id/263/midlothian_travel_plan_2013_-_2017.pdf">https://www.midlothian.gov.uk/download/downloads/id/263/midlothian_travel_plan_2013_-_2017.pdf</a>   | 2013-2017                            | Updated Midlothian Council Travel Plan scheduled for early 2017.   |
|   | Midlothian Council Carbon Management Plan 2013-2016                        |   | 2013-2016                            | Midlothian Council Carbon Management Plan currently under review.  |
|   | Midlothian Council Commercial Operations Service Plan 2015-16              | Midlothian Council Carbon Management Plan not currently available online. Copy may be requested by telephoning 0131 271 3240 or emailing contactcentre@midlothian.gov.uk  | 2015-2016                            | Midlothian Council Commercial Operations Service Plan 2016-17 available at <a href="https://www.midlothian.gov.uk/download/downloads/id/459/commercial_operations_2016-17_service_plan.pdf">https://www.midlothian.gov.uk/download/downloads/id/459/commercial_operations_2016-17_service_plan.pdf</a> |
|   |  | <a href="https://www.midlothian.gov.uk/download/downloads/id/472/commercial_operations_2015-16_service_plan.pdf">https://www.midlothian.gov.uk/download/downloads/id/472/commercial_operations_2015-16_service_plan.pdf</a><br><br>Midlothian Council Carbon Management Plan not currently available online. Copy may be requested by telephoning 0131 271 3240 or emailing contactcentre@midlothian.gov.uk   |                                      |  |
| Information and communication technology  | None   | N/A   | N/A                                  | N/A  |
| Renewable energy  | Midlothian Local Plan  | <a href="http://www.midlothian.gov.uk/download/downloads/id/595/mlp2008pdf.pdf">http://www.midlothian.gov.uk/download/downloads/id/595/mlp2008pdf.pdf</a>   | 23/12/08 - Spring 2017 (anticipated) | Expected to be superseded by Midlothian Local Development Plan in Spring 2017.<br><br>This document is not limited to Midlothian Council estate/corporate interests.   |

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| 2(e) Does the body have any plans or strategies covering the following areas that include climate change? |   |   |   |   |
|---|---|---|---|---|
| Provide the name of any such document and the timeframe covered.  |   |   |   |   |
| Topic area  | Name of document  | Link  | Time period covered                       | Comments  |
| Sustainable/renewable heat  | Midlothian Local Plan   | <a href="http://www.midlothian.gov.uk/download/downloads/id/595/mlp2008pdf.pdf">http://www.midlothian.gov.uk/download/downloads/id/595/mlp2008pdf.pdf</a>   | 23/12/08 - Spring 2017 (anticipated)      | Expected to be superseded by Midlothian Local Development Plan in Spring 2017.<br><br>This document is not limited to Midlothian Council estate/corporate interests.  |
| Waste management  | Zero Waste Strategy<br><br>Midlothian Council Commercial Operations Service Plan 2015-16<br><br>Midlothian Council Carbon Management Plan 2013-2016 | Zero Waste Strategy not currently available online. Copy may be requested by telephoning 0131 561 5300 or emailing <a href="mailto:contactcentre@midlothian.gov.uk">contactcentre@midlothian.gov.uk</a><br><br><a href="https://www.midlothian.gov.uk/download/downloads/id/472/commercial_operations_2015-16_service_plan.pdf">https://www.midlothian.gov.uk/download/downloads/id/472/commercial_operations_2015-16_service_plan.pdf</a><br><br>Midlothian Council Carbon Management Plan not currently available online. Copy may be requested by telephoning 0131 271 3240 or emailing <a href="mailto:contactcentre@midlothian.gov.uk">contactcentre@midlothian.gov.uk</a> | Ongoing<br><br>2015-2016<br><br>2013-2016 | The Zero Waste Strategy is not limited to Midlothian Council estate/corporate interests.<br><br>Midlothian Council Carbon Management Plan currently under review.<br><br>Midlothian Council Commercial Operations Service Plan 2016-17 available at <a href="https://www.midlothian.gov.uk/download/downloads/id/459/commercial_operations_2016-17_service_plan.pdf">https://www.midlothian.gov.uk/download/downloads/id/459/commercial_operations_2016-17_service_plan.pdf</a> |
| Water and sewerage  | Midlothian Council Carbon Management Plan 2013-2016   | Midlothian Council Carbon Management Plan not currently available online. Copy may be requested by telephoning 0131 271 3240 or emailing <a href="mailto:contactcentre@midlothian.gov.uk">contactcentre@midlothian.gov.uk</a>   | 2013-2016                                 | Currently under review.   |
| Land Use  | Midlothian Local Plan   | <a href="http://www.midlothian.gov.uk/download/downloads/id/595/mlp2008pdf.pdf">http://www.midlothian.gov.uk/download/downloads/id/595/mlp2008pdf.pdf</a>   | 23/12/08 - Spring 2017 (anticipated)      | Expected to be superseded by Midlothian Local Development Plan in Spring 2017.<br><br>This document is not limited to Midlothian Council estate/corporate interests.  |
| Other (state topic area covered in comments)  | Midlothian Council Procurement Strategy 2015-2018   | <a href="https://www.midlothian.gov.uk/download/downloads/id/1095/procurement_strategy_2015-2018.pdf">https://www.midlothian.gov.uk/download/downloads/id/1095/procurement_strategy_2015-2018.pdf</a>   | 2015-2018                                 | Topic area: Procurement   |

| 2(f) What are the body’s top 5 priorities for climate change governance, management and strategy for the year ahead?  |
|---|
| Provide a brief summary of the body’s areas and activities of focus for the year ahead.   |
| <p>1) Draft a Corporate Climate Change and Sustainable Development Action Plan by 31/03/17.<br/>(Single Midlothian Plan 2016-17, p.55. <a href="https://www.midlothian.gov.uk/download/downloads/id/456/single_midlothian_plan_2016-17.pdf">https://www.midlothian.gov.uk/download/downloads/id/456/single_midlothian_plan_2016-17.pdf</a>);</p> <p>2) Further progress management of climate risks in accordance with Adaptation Scotland's 'Five Steps to Managing Your Climate Risks';</p> <p>3) Approve and commence implementation of a revised Midlothian Council Carbon Management Plan, with consideration given to incorporating business travel ('grey fleet') and commuting;</p> <p>4) Review the governance structure and management system in relation to climate change; and</p> <p>5) Develop and launch an internal employee e-learning site to raise awareness of climate change issues.</p> <p>Approval of this report by the Council's Cabinet evidences that the above priorities have been agreed. Minutes of such meetings are available at <a href="https://midlothian.cmis.uk.com/live/meetings.aspx">https://midlothian.cmis.uk.com/live/meetings.aspx</a></p> |

|  |
|--|
| <b>2(g) Has the body used the Climate Change Assessment Tool(a) or equivalent tool to self-assess its capability / performance?</b>  |
| If yes, please provide details of the key findings and resultant action taken.   |
| No.<br><br>The Council's pilot Public Bodies Climate Change Duties Report for 2014/15 stated the intention was to report findings, etc. of the tool in this 2015/16 report. Unforeseen workload pressures have precluded this. The intention is now to report such findings, etc. in the 2016/17 report. |

|   |
|---|
| <b>2(h) Supporting information and best practice</b>  |
| Provide any other relevant supporting information and any examples of best practice by the body in relation to governance, management and strategy. |
| N/A   |



PART 3: EMISSIONS, TARGETS AND PROJECTS

| 3a Emissions from start of the year which the body uses as a baseline (for its carbon footprint) to the end of the report year  |         |        |        |        |       |       |  |
|---|---------|--------|--------|--------|-------|-------|--|
| Complete the following table using the greenhouse gas emissions total for the body calculated on the same basis as for its annual carbon footprint /management reporting or, where applicable, its sustainability reporting. Include greenhouse gas emissions from the body's estate and operations (a) (measured and reported in accordance with Scopes 1 & 2 and, to the extent applicable, selected Scope 3 of the Greenhouse Gas Protocol (b)). If data is not available for any year from the start of the year which is used as a baseline to the end of the report year, provide an explanation in the comments column.<br>(a) No information is required on the effect of the body on emissions which are not from its estate and operations. |         |        |        |        |       |       |  |
| Reference Year  | Year    | Scope1 | Scope2 | Scope3 | Total | Units | Comments   |
| Baseline carbon footprint   | 2006/07 |        |        |        | 27237 | tCO2e | Emissions scope same throughout this table and as specified for 2015/16 in Q.3b below. |
| Year 1 carbon footprint   | 2007/08 |        |        |        | 24358 | tCO2e | Emissions scope same throughout this table and as specified for 2015/16 in Q.3b below. |
| Year 2 carbon footprint   | 2008/09 |        |        |        | 22645 | tCO2e | Emissions scope same throughout this table and as specified for 2015/16 in Q.3b below. |
| Year 3 carbon footprint   | 2009/10 |        |        |        | 23835 | tCO2e | Emissions scope same throughout this table and as specified for 2015/16 in Q.3b below. |
| Year 4 carbon footprint   | 2010/11 |        |        |        | 24312 | tCO2e | Emissions scope same throughout this table and as specified for 2015/16 in Q.3b below. |
| Year 5 carbon footprint   | 2011/12 |        |        |        | 24312 | tCO2e | Emissions scope same throughout this table and as specified for 2015/16 in Q.3b below. |
| Year 6 carbon footprint   | 2012/13 |        |        |        | 24860 | tCO2e | Emissions scope same throughout this table and as specified for 2015/16 in Q.3b below. |
| Year 7 carbon footprint   | 2013/14 |        |        |        | 24142 | tCO2e | Emissions scope same throughout this table and as specified for 2015/16 in Q.3b below. |
| Year 8 carbon footprint   | 2014/15 | 8753   | 8638   | 6122   | 23513 | tCO2e | Emissions scope same throughout this table and as specified for 2015/16 in Q.3b below. |
| Year 9 carbon footprint   | 2015/16 | 9004   | 7742   | 6007   | 22753 | tCO2e | Emissions scope same throughout this table and as specified for 2015/16 in Q.3b below. |

| 3b Breakdown of emission sources  |  |
|---|--|
| Complete the following table with the breakdown of emission sources from the body's most recent carbon footprint (greenhouse gas inventory); this should correspond to the last entry in the table in 3 (a) above. Use the 'Comments' column to explain what is included within each category of emission source entered in the first column. If, for any such category of emission source, it is not possible to provide a simple emission factor(a) leave the field for the emission factor blank and provide the total emissions for that category of emission source in the 'Emissions' column. |  |

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| 3b Breakdown of emission sources  |  |   |         |                  |       |                 |             |                   |   |
|---|--|---|---------|------------------|-------|-----------------|-------------|-------------------|---|
| Complete the following table with the breakdown of emission sources from the body's most recent carbon footprint (greenhouse gas inventory); this should correspond to the last entry in the table in 3 (a) above. Use the 'Comments' column to explain what is included within each category of emission source entered in the first column. If, for any such category of emission source, it is not possible to provide a simple emission factor(a) leave the field for the emission factor blank and provide the total emissions for that category of emission source in the 'Emissions' column. |  |   |         |                  |       |                 |             |                   |   |
| Total   | Comments – reason for difference between Q3a & 3b. | Emission source                                       | Scope   | Consumption data | Units | Emission factor | Units       | Emissions (tCO2e) | Comments  |
| 22753.7   |  | Grid Electricity (generation)                         | Scope 2 | 10720637         | kWh   | 0.46219         | kg CO2e/kWh | 4955.0            | Relates to those buildings within the scope of the Council's Carbon Management Plan, essentially the 230 or so buildings in respect of which the Council is responsible for the utility cost, including all schools.<br><br>Council buildings (including Council housing) where the Council is not responsible for the utility cost are not covered here. |
|   |  | Grid Electricity (transmission & distribution losses) | Scope 3 | 10720637         | kWh   | 0.03816         | kg CO2e/kWh | 409.1             | Relates to those buildings within the scope of the Council's Carbon Management Plan, essentially the 230 or so buildings in respect of which the Council is responsible for the utility cost, including all schools.<br><br>Council buildings (including Council housing) where the Council is not responsible for the utility cost are not covered here. |
|   |  | Natural Gas   | Scope 1 | 37035214         | kWh   | 0.18445         | kg CO2e/kWh | 6831.1            | Relates to those buildings within the scope of the Council's Carbon Management Plan, essentially the 230 or so buildings in respect of which the Council is responsible for the utility cost, including all schools.<br><br>Council buildings (including Council housing) where the Council is not responsible for the utility cost are not covered here. |
|   |  | Gas Oil   | Scope 1 | 404301           | kWh   | 0.27101         | kg CO2e/kWh | 109.6             | Relates to those buildings within the scope of the Council's Carbon Management Plan, essentially the 230 or so buildings in respect of which the Council is responsible for the utility cost, including all schools.<br><br>Council buildings (including Council housing) where the Council is not responsible for the utility cost are not covered here. |

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| Total   | Comments – reason for difference between Q3a & 3b. | Emission source                                       | Scope   | Consumption data | Units  | Emission factor | Units         | Emissions (tCO2e) | Comments   |
|---------|--|---|---------|------------------|--------|-----------------|---------------|-------------------|--|
| 22753.7 |  | Water - Supply  | Scope 3 | 126790           | m3     | 0.34400         | kg CO2e/m3    | 43.6              | Relates to those buildings within the scope of the Council's Carbon Management Plan, essentially the 230 or so buildings in respect of which the Council is responsible for the utility cost, including all schools.<br><br>Council buildings (including Council housing) where the Council is not responsible for the utility cost are not covered here.  |
|         |  | Diesel (average biofuel blend)                        | Scope 1 | 676054           | litres | 2.58390         | kg CO2e/litre | 1746.9            | Relates to fleet, being within the scope of the Council's Carbon Management Plan.  |
|         |  | Petrol (average biofuel blend)                        | Scope 1 | 12618            | litres | 2.19440         | kg CO2e/litre | 27.7              | Relates to fleet, being within the scope of the Council's Carbon Management Plan.  |
|         |  | Gas Oil   | Scope 1 | 99396            | litres | 2.90884         | kg CO2e/litre | 289.1             | Relates to fleet, being within the scope of the Council's Carbon Management Plan.  |
|         |  | Grid Electricity (generation)                         | Scope 2 | 6029830          | kWh    | 0.46219         | kg CO2e/kWh   | 2786.9            | Relates to street lighting, being within the scope of the Council's Carbon Management Plan.  |
|         |  | Grid Electricity (transmission & distribution losses) | Scope 3 | 6029830          | kWh    | 0.03816         | kg CO2e/kWh   | 230.1             | Relates to street lighting, being within the scope of the Council's Carbon Management Plan.  |
|         |  | Average Car - Unknown Fuel                            | Scope 3 | 1418997          | miles  | 0.299901254     | kg CO2e/mile  | 425.6             | Relates to business travel ('grey fleet'), being within the scope of the Council's Travel Plan.<br><br>Figure relates to claimed for business miles only.  |
|         |  | Other   | Scope 3 | 4899000          | kg     | 1               | kg CO2e/kg    | 4899.0            | "Other" here relates to commuting, being within the scope of the Council's Travel Plan.<br><br>tCO2e figure shown is that originally estimated for 2012/13 from contemporaneous travel survey data and previously used for 2013/14 Scotland's Climate Change Declaration and 2014/15 PBCCD 2014/15 pilot year reporting purposes.<br><br>A travel survey of staff is planned for the end of 2016 and then every 3 years, which is expected to provide updated commuting emissions data going forward.<br><br>CONSUMPTION DATA, UNITS AND EMISSIONS FACTOR SHOWN IN THIS ROW ARE INCORRECT AND SHOULD BE IGNORED. |

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| 3c Generation, consumption and export of renewable energy   |  |                      |  |                      |          |
|---|--|----------------------|--|----------------------|----------|
| Provide a summary of the body's annual renewable generation (if any), and whether it is used or exported by the body. |  |                      |  |                      |          |
|   | Renewable Electricity                    |                      | Renewable Heat                           |                      |          |
| Technology  | Total consumed by the organisation (kWh) | Total exported (kWh) | Total consumed by the organisation (kWh) | Total exported (kWh) | Comments |
| Other   | 0  | 0                    | 0  | 0                    | N/A      |

| 3d Targets  |                |        |                             |                                    |                         |                       |                 |                             |                        |  |
|---|----------------|--------|-----------------------------|------------------------------------|-------------------------|-----------------------|-----------------|-----------------------------|------------------------|--|
| List all of the body's targets of relevance to its climate change duties. Where applicable, overall carbon targets and any separate land use, energy efficiency, waste, water, information and communication technology, transport, travel and heat targets should be included. |                |        |                             |                                    |                         |                       |                 |                             |                        |  |
| Name of Target  | Type of Target | Target | Units                       | Boundary/scope of Target           | Progress against target | Year used as baseline | Baseline figure | Units of baseline           | Target completion year | Comments   |
| Long-term Carbon Management Plan emissions reduction target<br><br>(Midlothian Council Carbon Management Plan 2013-2016)  | absolute       | 25     | Other (specify in comments) | Other (please specify in comments) | 31.2                    | 2012/13               |                 | Other (specify in comments) | 2015/16                | Units: Percentage<br><br>Relates to all emissions within the scope of the Council's Carbon Management Plan, i.e. relating to the 230 or so buildings in respect of which the Council is responsible for utilities costs (including all schools); fleet; street lighting and total waste.<br><br>Emissions arising from utilities the cost of which the Council is not responsible for meeting (e.g. in the case of Council housing) are not included.<br><br>Target is to reduce emissions by 25% by 2015/16 against a 2012/13 baseline. |
| Annual Carbon Management Plan emissions reduction target<br><br>(Midlothian Council Carbon Management Plan 2013-2016)   | absolute       | 3      | Other (specify in comments) | Other (please specify in comments) | 4                       | 2014/15               |                 | Other (specify in comments) | 2015/16                | Units: Percentage<br>Relates to all emissions within the scope of the Council's Carbon Management Plan, i.e. relating to the 230 or so buildings in respect of which the Council is responsible for utilities costs (including all schools); fleet; street lighting and total waste.<br><br>Emissions arising from utilities the cost of which the Council is not responsible for meeting (e.g. in the case of Council housing) are not included.<br><br>Target is to reduce emissions by 3% by 2015/16 against a 2014/15 baseline.      |
| Percentage of Council fleet which is 'green'.<br><br>(Midlothian Council Commercial Operations Service Plan 2015-16)  | absolute       |        | Other (specify in comments) | Other (please specify in comments) | 2.1                     | 2014/15               |                 | Other (specify in comments) | 2015/16                | Units: Percentage<br><br>Relates to percentage of Council fleet which is 'green'.<br><br>Target amended at Q1 2016/17.   |



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| 3e Estimated total annual carbon savings from all projects implemented by the body in the report year |                             |   |                                    |
|---|-----------------------------|---|------------------------------------|
| Total   | Emissions Source            | Total estimated annual carbon savings (tCO2e) | Comments                           |
| 568   | Electricity                 | 453   | Relates to projects in Q.3f below. |
|   | Natural gas                 | 113   | Relates to projects in Q.3f below. |
|   | Other heating fuels         | 0   |                                    |
|   | Waste                       |   | N/A                                |
|   | Water and sewerage          | 2   | Relates to projects in Q.3f below. |
|   | Business Travel             | 0   |                                    |
|   | Fleet transport             |   | Savings not known.                 |
|   | Other (specify in comments) | 0   | Commuting.                         |

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| 3f Detail the top 10 carbon reduction projects to be carried out by the body in the report year                  |                          |                                 |  |                  |                            |                          |                                    |   |                                   |                  |   |
|--|--------------------------|---------------------------------|--|------------------|----------------------------|--------------------------|------------------------------------|---|-----------------------------------|------------------|---|
| Provide details of the 10 projects which are estimated to achieve the highest carbon savings during report year. |                          |                                 |  |                  |                            |                          |                                    |   |                                   |                  |   |
| Project name   | Funding source           | First full year of CO2e savings | Are these savings figures estimated or actual? | Capital cost (£) | Operational cost (£/annum) | Project lifetime (years) | Primary fuel/emission source saved | Estimated carbon savings per year (tCO2e/annum) | Estimated costs savings (£/annum) | Behaviour Change | Comments  |
| Energy Awareness Programme Phase 2   | Existing staff resources | 2016/17                         | Estimated                                      | 0                | 0                          | 20                       | Grid Electricity                   | 135   | 31770                             | Yes              |   |
| Schools Lighting Upgrades  | Capital                  | 2016/17                         | Estimated                                      | 150000           |                            | 20                       | Grid Electricity                   | 80  | 18000                             | No               | Estimated on the basis of half year savings during 2015/16. |
| Office Rationalisation Phase 2   | Capital                  | 2016/17                         | Estimated                                      | 700000           |                            |                          | Grid Electricity                   | 110   | 19842                             | No               |   |
| Capital Street Lighting LED Phase 2  | Capital                  | 2016/17                         | Estimated                                      | 696000           |                            | 20                       | Grid Electricity                   | 185   | 39220                             | No               |   |
| General Lamp Replacement Phase 3   | Capital                  | 2016/17                         | Estimated                                      | 254625           |                            | 20                       | Grid Electricity                   | 58  | 12256                             | No               |   |

| 3g Estimated decrease or increase in the body's emissions attributed to factors (not reported elsewhere in this form) in the report year |                             |  |                                   |          |  |
|--|-----------------------------|--|-----------------------------------|----------|--|
| If the emissions increased or decreased due to any such factor in the report year, provide an estimate of the amount and direction.      |                             |  |                                   |          |  |
| Total  | Emissions source            | Total estimated annual emissions (tCO2e) | Increase or decrease in emissions | Comments |  |
| 0  | Estate changes              | 0  |                                   |          |  |
|  | Service provision           | 0  |                                   |          |  |
|  | Staff numbers               | 0  |                                   |          |  |
|  | Other (specify in comments) |  |                                   | N/A      |  |

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| 3h Anticipated annual carbon savings from all projects implemented by the body in the year ahead |  |                             |        |   |
|--|--|-----------------------------|--------|---|
| Total  |  | Source                      | Saving | Comments  |
| 245  |  | Electricity                 | 78     |   |
|  |  | Natural gas                 | 167    |   |
|  |  | Other heating fuels         | 0      |   |
|  |  | Waste                       |        | N/A   |
|  |  | Water and sewerage          | 0      |   |
|  |  | Business Travel             |        | Potential projects being deliberated by Council's Senior Leadership Group. Savings not known. |
|  |  | Fleet transport             |        | Savings not known.  |
|  |  | Other (specify in comments) |        | Commuting. Savings not known.   |

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|  |                             |  |                                   |          |
|--|-----------------------------|--|-----------------------------------|----------|
| 3i Estimated decrease or increase in the body's emissions attributed to factors (not reported elsewhere in this form) in the year ahead        |                             |  |                                   |          |
| If the emissions are likely to increase or decrease due to any such factor in the year ahead, provide an estimate of the amount and direction. |                             |  |                                   |          |
| Total  | Emissions source            | Total estimated annual emissions (tCO2e) | Increase or decrease in emissions | Comments |
| 0  | Estate changes              | 0  |                                   |          |
|  | Service provision           | 0  |                                   |          |
|  | Staff numbers               | 0  |                                   |          |
|  | Other (specify in comments) | 0  |                                   |          |

|   |                    |
|---|--------------------|
| 3j Total carbon reduction project savings since the start of the year which the body uses as a baseline for its carbon footprint            |                    |
| If the body has data available, estimate the total emissions savings made from projects since the start of that year ("the baseline year"). |                    |
| Total   | Comments           |
|   | Savings not known. |

|   |
|---|
| 3k Supporting information and best practice   |
| Provide any other relevant supporting information and any examples of best practice by the body in relation to its emissions, targets and projects.   |
| Q.3d aside, waste data is not covered in Section 3 as the Council is currently unable to disaggregate data pertaining to its 'own' waste from the waste in general that it reports to government. As waste in general is currently within the scope of the Council's Carbon Management Plan, associated emissions are included in Q.3d. |



PART 4: ADAPTATION

|   |
|---|
| <b>4(a) Has the body assessed current and future climate-related risks?</b>   |
| If yes, provide a reference or link to any such risk assessment(s).   |
| Some assessment has taken place in the context of strategic environmental assessment/flood risk assessment of the emerging Midlothian Local Plan and in preparing the Forth Estuary Local Flood Risk Management Plan 2016-2022. |

|   |
|---|
| <b>4(b) What arrangements does the body have in place to manage climate-related risks?</b>  |
| Provide details of any climate change adaptation strategies, action plans and risk management procedures, and any climate change adaptation policies which apply across the body. |
| The Forth Estuary Local Flood Risk Management Plan 2016-2022.   |
| Commitment in 2f above to further progressing management of climate risks in accordance with Adaptation Scotland's 'Five Steps to Managing Your Climate Risks'.                   |

|  |
|--|
| <b>4(c) What action has the body taken to adapt to climate change?</b>   |
| Include details of work to increase awareness of the need to adapt to climate change and build the capacity of staff and stakeholders to assess risk and implement action.   |
| The Council has previously drafted a Local Climate Impact Profile.   |
| The Forth Estuary Local Flood Risk Management Plan 2016-2022 was in preparation during the report year and was adopted by the Council's Cabinet on 31 May 2016. It covers the period from July 2016 to June 2022.  |
| Assessment of climate-related risks has taken place in the context of strategic environmental assessment/flood risk assessment of the current Midlothian Local Plan 2008, emerging Midlothian Local Plan, and in preparing the Forth Estuary Local Flood Risk Management Plan 2016-2022. |
| A climate change course for staff on the Council's e-learning web site has also been under development.  |

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| 4(d) Where applicable, what progress has the body made in delivering the policies and proposals referenced N1, N2, N3, B1, B2, B3, S1, S2 and S3 in the Scottish Climate Change Adaptation Programme(a) ("the Programme")?  |                     |                     |                             |  |          |
|---|---------------------|---------------------|-----------------------------|--|----------|
| If the body is listed in the Programme as a body responsible for the delivery of one or more policies and proposals under the objectives N1, N2, N3, B1,B2, B3, S1, S2 and S3, provide details of the progress made by the body in delivering each policy or proposal in the report year. If it is not responsible for delivering any policy or proposal under a particular objective enter "N/A" in the 'Delivery progress made' column for that objective.<br><br>(a) This refers to the programme for adaptation to climate change laid before the Scottish Parliament under section 53(2) of the Climate Change (Scotland) Act 2009 (asp 12) which currently has effect. The most recent one is entitled "Climate Ready Scotland: Scottish Climate Change Adaptation Programme" dated May 2014. |                     |                     |                             |  |          |
| Objective   | Objective reference | Theme               | Policy / Proposal reference | Delivery progress made   | Comments |
| Understand the effects of climate change and their impacts on the natural environment.  | N1                  | Natural Environment | N1-8                        | The Forth Estuary Local Flood Risk Management Plan 2016-2022 was adopted by the Council's Cabinet on 31 May 2016. It covers the period from July 2016 to June 2022, and was subject to preparation during the report year. |          |
| Support a healthy and diverse natural environment with capacity to adapt.   | N2                  | Natural Environment | N2-2                        | Actions leading towards the development and delivery of the Midlothian Green Network.  |          |
|   |                     |                     | N2-11                       | Green networks have been central to preparing the emerging Midlothian Local Development Plan.  |          |
|   |                     |                     | N2-11                       | Encouragement of extensions to woodland cover and protection of existing woodlands (not including commercial forestry).  |          |
|   |                     |                     | N2-18                       | The Forth Estuary Local Flood Risk Management Plan 2016-2022 was adopted by the Council's Cabinet on 31 May 2016. It covers the period from July 2016 to June 2022, and was subject to preparation during the report year. |          |

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| <b>4(d) Where applicable, what progress has the body made in delivering the policies and proposals referenced N1, N2, N3, B1, B2, B3, S1, S2 and S3 in the Scottish Climate Change Adaptation Programme(a) ("the Programme")?</b>  |                     |                                       |                             |  |  |
|--|---------------------|---------------------------------------|-----------------------------|--|--|
| <p>If the body is listed in the Programme as a body responsible for the delivery of one or more policies and proposals under the objectives N1, N2, N3, B1,B2, B3, S1, S2 and S3, provide details of the progress made by the body in delivering each policy or proposal in the report year. If it is not responsible for delivering any policy or proposal under a particular objective enter "N/A" in the 'Delivery progress made' column for that objective.</p> <p>(a) This refers to the programme for adaptation to climate change laid before the Scottish Parliament under section 53(2) of the Climate Change (Scotland) Act 2009 (asp 12) which currently has effect. The most recent one is entitled "Climate Ready Scotland: Scottish Climate Change Adaptation Programme" dated May 2014.</p> |                     |                                       |                             |  |  |
| Objective  | Objective reference | Theme                                 | Policy / Proposal reference | Delivery progress made   | Comments   |
| Sustain and enhance the benefits, goods and services that the natural environment provides.  | N3                  | Natural Environment                   |                             | N/A  | Local authorities are not listed in the Programme as being responsible for delivery. |
| Understand the effects of climate change and their impacts on buildings and infrastructure networks.   | B1                  | Buildings and infrastructure networks | B1-13                       | The Forth Estuary Local Flood Risk Management Plan 2016-2022 was adopted by the Council's Cabinet on 31 May 2016. It covers the period from July 2016 to June 2022, and was subject to preparation during the report year. |  |
| Provide the knowledge, skills and tools to manage climate change impacts on buildings and infrastructure.  | B2                  | Buildings and infrastructure networks |                             | N/A  | Local authorities are not listed in the Programme as being responsible for delivery. |
| Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided.  | B3                  | Buildings and infrastructure networks | B3-3                        | Climate change impacts have been taken into account in reaching planning decisions.  |  |
|  |                     |                                       | B3-6                        | The Council has sought to apply the Energy Efficiency Standard for Social Housing. As at 2015/16, 100% of Council houses were classed as energy efficient.   |  |

| 4(d) Where applicable, what progress has the body made in delivering the policies and proposals referenced N1, N2, N3, B1, B2, B3, S1, S2 and S3 in the Scottish Climate Change Adaptation Programme(a) ("the Programme")?   |                     |                                       |                             |   |  |
|--|---------------------|---------------------------------------|-----------------------------|---|--|
| If the body is listed in the Programme as a body responsible for the delivery of one or more policies and proposals under the objectives N1, N2, N3, B1,B2, B3, S1, S2 and S3, provide details of the progress made by the body in delivering each policy or proposal in the report year. If it is not responsible for delivering any policy or proposal under a particular objective enter "N/A" in the 'Delivery progress made' column for that objective. |                     |                                       |                             |   |  |
| (a) This refers to the programme for adaptation to climate change laid before the Scottish Parliament under section 53(2) of the Climate Change (Scotland) Act 2009 (asp 12) which currently has effect. The most recent one is entitled "Climate Ready Scotland: Scottish Climate Change Adaptation Programme" dated May 2014.  |                     |                                       |                             |   |  |
| Objective  | Objective reference | Theme                                 | Policy / Proposal reference | Delivery progress made  | Comments   |
| Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided.  | B3                  | Buildings and infrastructure networks | B3-7                        | The Council has engaged in the Home Energy Efficiency Programme for Scotland. As at 2015/16, 100% of Council houses were classed as energy efficient. |  |
| Understand the effects of climate change and their impacts on people, homes and communities.   | S1                  | Society                               |                             | N/A   | Local authorities are not listed in the Programme as being responsible for delivery. |
| Increase the awareness of the impacts of climate change to enable people to adapt to future extreme weather events.  | S2                  | Society                               |                             | N/A   | Local authorities are not listed in the Programme as being responsible for delivery. |
| Support our health services and emergency responders to enable them to respond effectively to the increased pressures associated with a changing climate.  | S3                  | Society                               |                             | N/A   | Local authorities are not listed in the Programme as being responsible for delivery. |



|   |
|---|
| <b>4(e) What arrangements does the body have in place to review current and future climate risks?</b>   |
| Provide details of arrangements to review current and future climate risks, for example, what timescales are in place to review the climate change risk assessments referred to in Question 4(a) and adaptation strategies, action plans, procedures and policies in Question 4(b). |
| None, however see priorities for 2016/17 in Q.2f above.   |

|  |
|--|
| <b>4(f) What arrangements does the body have in place to monitor and evaluate the impact of the adaptation actions?</b>  |
| Please provide details of monitoring and evaluation criteria and adaptation indicators used to assess the effectiveness of actions detailed under Question 4(c) and Question 4(d).   |
| The Council is required to monitor the significant environmental effects of the implementation of every strategic action in respect of which strategic environmental assessment has been carried out. In particular, this will include with respect to the emerging Midlothian Local Development Plan. |

|   |
|---|
| <b>4(g) What are the body’s top 5 priorities for the year ahead in relation to climate change adaptation?</b> |
| Provide a summary of the areas and activities of focus for the year ahead.                                    |
| Such priorities arising from Q.2f (4) above.  |

|  |
|--|
| <b>4(h) Supporting information and best practice</b>   |
| Provide any other relevant supporting information and any examples of best practice by the body in relation to adaptation. |
| N/A  |

PART 5: PROCUREMENT

|   |
|---|
| <b>5(a) How have procurement policies contributed to compliance with climate change duties?</b>   |
| Provide information relating to how the procurement policies of the body have contributed to its compliance with climate changes duties.  |
| <p>The Midlothian Council Procurement Strategy 2015-18 and subsequent policy and procedures, reflect European (Europe 2020), national (Scottish Government Sustainable Procurement Policy 2009 and Procurement Reform (Scotland) Act 2014), and local (Single Midlothian Plan and CSR plan in support of DEFRA Government Buying Standards) objectives, including sustainability considerations. The strategy and policies also promote the use of local suppliers, where appropriate, to help reduce the carbon footprint of the authority's activity.</p> |

|  |
|--|
| <b>5(b) How has procurement activity contributed to compliance with climate change duties?</b>   |
| Provide information relating to how procurement activity by the body has contributed to its compliance with climate changes duties.  |
| <p>Tender processes use the European Single Procurement Document, which include standard question sets on environmental compliance and policy to help ensure tenderers have an appropriate history and overall approach to environmental considerations (among others). Where proportionate to the nature of the contract, environmental considerations will go further and make up part of the award criteria through specific questions or requirements within the Technical Response.</p> |

| 5(c) Supporting information and best practice  |
|--|
| Provide any other relevant supporting information and any examples of best practice by the body in relation to procurement.  |
| <p>Tenderers' compliance with environmental legislation is always checked at all levels of procurement over £5000, and where appropriate the environmental policies of the tenderer are also assessed. As part of the commodity procurement strategy, any high-risk materials (e.g. timber, waste products, etc.) are considered in terms of risk in this regard and any available accreditations that can legally be included are applied as requirements of the successful tenderer.</p> |



PART 6: VALIDATION AND DECLARATION

|  |
|--|
| <b>6(a) Internal validation process</b>  |
| Briefly describe the body’s internal validation process, if any, of the data or information contained within this report.                              |
| Performance in meeting Carbon Management Plan targets is reported quarterly to senior management, Cabinet and Performance Review & Scrutiny Committee. |
| A Carbon Management Plan progress report is reported to senior management and Cabinet annually.  |
| This report has been reviewed by the Head of Communities & Economy prior to consideration by Cabinet.  |

|  |
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| <b>6(b) Peer validation process</b>  |
| Briefly describe the body’s peer validation process, if any, of the data or information contained within this report.                      |
| Consideration is being given to approaching another local authority, with a view to developing peer validation systems for future reports. |
|  |

|  |
|--|
| <b>6(c) External validation process</b>  |
| Briefly describe the body’s external validation process, if any, of the data or information contained within this report.  |
| Part of the data presented here has been validated externally through the Carbon Reduction Commitment process and in relation to waste data by the Scottish Environment Protection Agency. |
|  |

|  |
|--|
| <b>6(d) No validation process</b>  |
| If any information provided in this report has not been validated, identify the information in question and explain why it has not been validated. |
| N/A  |
|  |

|   |                               |             |
|---|-------------------------------|-------------|
| <b>6e - Declaration</b>   |                               |             |
| I confirm that the information in this report is accurate and provides a fair representation of the body’s performance in relation to climate change. |                               |             |
| <b>Name</b>   | <b>Role in the body</b>       | <b>Date</b> |
| Ian Johnson   | Head of Communities & Economy |             |

RECOMMENDED – WIDER INFLUENCE

Q1 Historic Emissions (Local Authorities only)

Please indicate emission amounts and unit of measurement (e.g. tCO2e) and years. Please provide information on the following components using data from the links provided below. Please use (1) as the default unless targets and actions relate to (2).

(1) UK local and regional CO2 emissions: **subset dataset** (emissions within the scope of influence of local authorities):

(2) UK local and regional CO2 emissions: **full dataset**:

Select the default target dataset

Subset

| Table 1a |               |                               |        |          |          |         |         |         |         |         |         |        |       |   |
|----------|---------------|-------------------------------|--------|----------|----------|---------|---------|---------|---------|---------|---------|--------|-------|---|
| Source   | Dataset       | Sector                        | 2005   | 2006     | 2007     | 2008    | 2009    | 2010    | 2011    | 2012    | 2013    | 2014   | Units | Comments  |
| Subset   | DECC Sectors  | Total Emissions               | 517.79 | 543.68   | 522.00   | 529.16  | 485.88  | 513.15  | 455.26  | 495.31  | 484.61  | 445.35 | ktCO2 |   |
|          |               | Industry and Commercial       | 153.53 | 177.77   | 155.59   | 165.16  | 147.70  | 161.39  | 131.26  | 161.30  | 157.91  | 143.90 | ktCO2 |   |
|          |               | Domestic                      | 204.58 | 205.06   | 203.03   | 205.85  | 183.88  | 199.14  | 173.79  | 186.79  | 181.93  | 153.07 | ktCO2 |   |
|          |               | Transport total               | 159.69 | 160.85   | 163.39   | 158.16  | 154.29  | 152.62  | 150.20  | 147.23  | 144.76  | 148.38 | ktCO2 |   |
|          |               | Per Capita                    | 6.47   | 6.80     | 6.49     | 6.49    | 5.93    | 6.23    | 5.46    | 5.88    | 5.72    | 5.17   | tCO2  |   |
|          | Other Sectors | Waste                         |        | 11035.12 | 10425.66 | 9866.22 | 8921.14 | 8507.88 | 8370.80 | 8395.97 | 7860.69 | 7901.4 | tCO2e | 2015: 8859.73 tCO2e<br><br>Figure for 2006 is 2006/07 figure.<br><br>2012 DECC emissions factors used for years preceding 2012. |
|          |               | N. LULUCF Net Emissions       |        |          |          |         |         |         |         |         |         |        | ktCO2 | No data is gathered in respect of this sector.  |
|          |               | Other (specify in 'Comments') |        |          |          |         |         |         |         |         |         |        |       | N/A   |
|          |               |                               |        |          |          |         |         |         |         |         |         |        |       |   |

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| Table 1b |               |                               |        |        |        |        |        |        |        |        |        |        |       |   |
|----------|---------------|-------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-------|---|
| Source   | Dataset       | Sector                        | 2005   | 2006   | 2007   | 2008   | 2009   | 2010   | 2011   | 2012   | 2013   | 2014   | Units | Comments  |
| Subset   | DECC Sectors  | Total Emissions               | 519.64 | 545.81 | 524.96 | 531.32 | 488.56 | 515.44 | 457.88 | 497.88 | 488.60 | 448.63 | ktCO2 | OFFICIAL ADVICE IS THAT THIS TABLE IS NOT RELEVANT TO THIS COUNCIL'S REPORT. IT SHOULD THERFORE BE IGNORED. |
|          |               | Industry and Commercial       | 155.07 | 179.62 | 158.25 | 167.04 | 150.11 | 163.41 | 133.61 | 163.57 | 161.61 | 146.89 | ktCO2 | OFFICIAL ADVICE IS THAT THIS TABLE IS NOT RELEVANT TO THIS COUNCIL'S REPORT. IT SHOULD THERFORE BE IGNORED. |
|          |               | Domestic                      | 204.58 | 205.06 | 203.03 | 205.85 | 183.88 | 199.14 | 173.79 | 186.79 | 181.93 | 153.07 | ktCO2 | OFFICIAL ADVICE IS THAT THIS TABLE IS NOT RELEVANT TO THIS COUNCIL'S REPORT. IT SHOULD THERFORE BE IGNORED. |
|          |               | Transport total               | 159.99 | 161.14 | 163.68 | 158.43 | 154.57 | 152.89 | 150.48 | 147.52 | 145.05 | 148.67 | ktCO2 | OFFICIAL ADVICE IS THAT THIS TABLE IS NOT RELEVANT TO THIS COUNCIL'S REPORT. IT SHOULD THERFORE BE IGNORED. |
|          |               | Per Capita                    | 6.57   | 6.93   | 6.47   | 6.45   | 5.94   | 6.29   | 5.44   | 5.78   | 5.78   | 5.22   | tCO2  | OFFICIAL ADVICE IS THAT THIS TABLE IS NOT RELEVANT TO THIS COUNCIL'S REPORT. IT SHOULD THERFORE BE IGNORED. |
|          | Other Sectors | Waste                         |        |        |        |        |        |        |        |        |        |        | tCO2e | OFFICIAL ADVICE IS THAT THIS TABLE IS NOT RELEVANT TO THIS COUNCIL'S REPORT. IT SHOULD THERFORE BE IGNORED. |
|          |               | N. LULUCF Net Emissions       | 6.29   | 8.47   | -4.91  | -5.29  | -2.00  | 2.25   | -3.88  | -11.11 | 1.18   | 1.35   | ktCO2 | OFFICIAL ADVICE IS THAT THIS TABLE IS NOT RELEVANT TO THIS COUNCIL'S REPORT. IT SHOULD THERFORE BE IGNORED. |
|          |               | Other (specify in 'Comments') |        |        |        |        |        |        |        |        |        |        |       | OFFICIAL ADVICE IS THAT THIS TABLE IS NOT RELEVANT TO THIS COUNCIL'S REPORT. IT SHOULD THERFORE BE IGNORED. |
|          |               |                               |        |        |        |        |        |        |        |        |        |        |       |   |

Public Sector Climate Change Duties 2016 Summary Report: Midlothian Council

| Table 1c |               |                               |      |      |      |      |      |      |      |      |      |      |       |   |
|----------|---------------|-------------------------------|------|------|------|------|------|------|------|------|------|------|-------|---|
| Source   | Dataset       | Sector                        | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | Units | Comments  |
| Other    | DECC Sectors  | Total Emissions               |      |      |      |      |      |      |      |      |      |      |       | OFFICIAL ADVICE IS THAT THIS TABLE IS NOT RELEVANT TO THIS COUNCIL'S REPORT. IT SHOULD THERFORE BE IGNORED. |
|          |               | Industry and Commercial       |      |      |      |      |      |      |      |      |      |      |       | OFFICIAL ADVICE IS THAT THIS TABLE IS NOT RELEVANT TO THIS COUNCIL'S REPORT. IT SHOULD THERFORE BE IGNORED. |
|          |               | Domestic                      |      |      |      |      |      |      |      |      |      |      |       | OFFICIAL ADVICE IS THAT THIS TABLE IS NOT RELEVANT TO THIS COUNCIL'S REPORT. IT SHOULD THERFORE BE IGNORED. |
|          |               | Transport total               |      |      |      |      |      |      |      |      |      |      |       | OFFICIAL ADVICE IS THAT THIS TABLE IS NOT RELEVANT TO THIS COUNCIL'S REPORT. IT SHOULD THERFORE BE IGNORED. |
|          |               | Per Capita                    |      |      |      |      |      |      |      |      |      |      |       | OFFICIAL ADVICE IS THAT THIS TABLE IS NOT RELEVANT TO THIS COUNCIL'S REPORT. IT SHOULD THERFORE BE IGNORED. |
|          | Other Sectors | Waste                         |      |      |      |      |      |      |      |      |      |      |       | OFFICIAL ADVICE IS THAT THIS TABLE IS NOT RELEVANT TO THIS COUNCIL'S REPORT. IT SHOULD THERFORE BE IGNORED. |
|          |               | N. LULUCF Net Emissions       |      |      |      |      |      |      |      |      |      |      |       | OFFICIAL ADVICE IS THAT THIS TABLE IS NOT RELEVANT TO THIS COUNCIL'S REPORT. IT SHOULD THERFORE BE IGNORED. |
|          |               | Other (specify in 'Comments') |      |      |      |      |      |      |      |      |      |      |       | OFFICIAL ADVICE IS THAT THIS TABLE IS NOT RELEVANT TO THIS COUNCIL'S REPORT. IT SHOULD THERFORE BE IGNORED. |

Public Sector Climate Change Duties 2016 Summary Report: Midlothian Council

| Q2a – Targets                              |                              |   |                             |                |            |               |                   |                                |                      |   |
|--|------------------------------|---|-----------------------------|----------------|------------|---------------|-------------------|--------------------------------|----------------------|---|
| Please detail your wider influence targets |                              |   |                             |                |            |               |                   |                                |                      |   |
| RPP Sector                                 | Action Type                  | Description   | Type of Target (units)      | Baseline value | Start year | Target saving | Target / End Year | Saving in latest year measured | Latest Year Measured | Comments  |
| Overall Reduction Target                   |                              | "Greenhouse gas emissions for which Midlothian is responsible are reduced ... Outcome Indicator: Per capita CO2 emissions in the local authority area ... Outcome Target: 2020 - 4.5 tonnes per capita."<br><br>(Single Midlothian Plan 2015-16, p.52.) | Per capita (TCO2/per)       | 5.88           | 2012       | 1.38          | 2020              | 0.71                           | 2014                 | 2014 figure is 5.17 tCO2 per capita (i.e. figure in Table 1a above, published by DECC on 30 June 2016).<br><br>"Saving in latest year measured" figure is from baseline value/start year to 2014.                       |
| Waste and Resource Efficiency              |                              | Long run indicator to reduce total tonnes of BMW sent to landfill<br><br>(Midlothian Council Commercial Operations Service Plan 2015-16)  | Other (specify in Comments) | 13567          | 2014       |               | 2015              | 6188                           | 2015                 | Type of target (units): Tonnes<br><br>Start year is in fact 2014/15<br><br>Target year/latest year measured is 2015/16  |
| Waste and Resource Efficiency              |                              | Percentage of waste going to landfill<br><br>(Midlothian Council Commercial Operations Service Plan 2015-16)  |                             | 55.3           | 2014       | 0.3           | 2015              | 21.3                           | 2015                 | Type of target (units): Percentage<br><br>2015/16 figure is 34%<br><br>Start year is in fact 2014/15<br><br>Target year/latest year measured is 2015/16   |
| Homes and Communities                      | Energy Efficiency - Combined | Increase percentage of Council's housing stock meeting the 'Energy Efficient' SHQS. Target: 100%  | Other (specify in Comments) | 100            | 2014       |               | 2015              |                                | 2015                 | Type of target (units): Percentage<br><br>Start year is in fact 2014/15<br><br>Target year/latest year measured is in fact 2015/16<br><br>2015/16: 100% (Percentage of Council houses that are energy efficient (LGBF)) |

Q2b) Does the Organisation have an overall mission statement, strategies, plans or policies outlining ambition to influence emissions beyond your corporate boundaries? If so, please detail this in the box below.

Yes, see 2c - 2e of above "Required section".



| Q3) Policies and Actions to Reduce Emissions |             |             |  |  |  |                      |                                       |        |   |               |  |   |                         |                         |  |                  |  |
|--|-------------|-------------|--|--|--|----------------------|---------------------------------------|--------|---|---------------|--|---|-------------------------|-------------------------|--|------------------|--|
| RPP Sector                                   | Action Type | Description | Start year for policy / action imple - mentation | Year that the policy / action will be fully imple - mented | Annual CO2 saving once fully imple - mented (tCO2) | Latest Year measured | Saving in latest year measured (tCO2) | Status | Metric / indicators for monitoring progress | Delivery Role | During project / policy design and implementation, has ISM or an equivalent behaviour change tool been used? | Please give further details of this behaviour change activity | Value of Investment (£) | Ongoing Costs (£/ year) | Primary Funding Source for Implementation of Policy / Action | Accountable body | Comments   |
|  |             |             |  |  |  |                      |                                       |        |   |               |  |   |                         |                         |  |                  | The Council has not completed this table for this report year. The intention is to do so for future report years as data and information becomes more readily available. Work on the 'Sustainable Energy Action Plan' or alternative (Q.2f of the above "Required reporting refers) is expected to furnish much of the data and information required here. |

**Please provide any detail on data sources or limitations relating to the information provided in Table 3**

The Council has not completed this question for this report year. The intention is to do so for future report years as data and information becomes more readily available. Work on the 'Sustainable Energy Action Plan' or alternative (Q.2f of the above "Required reporting refers) is expected to furnish much of the data and information required here.

| Q4) Partnership Working, Communication and Capacity Building.<br>Please detail your Climate Change Partnership, Communication or Capacity Building Initiatives below. |             |                             |   |                  |                 |                     |         |                       |                                   |   |
|---|-------------|-----------------------------|---|------------------|-----------------|---------------------|---------|-----------------------|-----------------------------------|---|
| Key Action Title  | Action Type | Organisation's project role | Lead Organisation (if not reporting organisation) | Private Partners | Public Partners | 3rd Sector Partners | Outputs | Value to Organisation | Total Investment into Partnership | Comments  |
|   |             |                             |   |                  |                 |                     |         |                       |                                   | The Council has not completed this table for this report year. The intention is to do so for future report years as information becomes more readily available. |

OTHER NOTABLE REPORTABLE ACTIVITY

| Q5) Please detail key actions relating to Food and Drink, Biodiversity, Water, Procurement and Resource Use in the table below. |   |                             |           |  |
|---|---|-----------------------------|-----------|--|
| Key Action Title  | Key Action Description  | Organisation's Project Role | Impacts   | Comments   |
| Biodiversity  | Actions leading towards the development and delivery of the Midlothian Green Network.   | Lead                        | Not known | This is a commitment within the Single Midlothian Plan 2015-16, and is elaborated in the Single Midlothian Plan 2016-17. |
| Biodiversity  | Encouragement of extensions to woodland cover and protection of existing woodlands (not including commercial forestry).   | Lead                        | Not known | This is a commitment within the Single Midlothian Plan 2015-16.  |
| Biodiversity  | Teaching of biodiversity through Curriculum for Excellence.   | Lead                        | Not known |  |
| Biodiversity  | Midlothian Council Land & Countryside/Ranger Service activities.  | Lead                        | Not known |  |
| Biodiversity  | Implementation of Midlothian Local Plan (2008) policies for the preservation of the natural heritage of Midlothian, and preparation of Proposed Midlothian Local Development Plan in this regard.   | Lead                        | Not known |  |
| Biodiversity  | Administration of the Local Biodiversity Sites (LBS) System by The Wildlife Information Centre on behalf of the Council through a service level agreement.<br><br>The LBS system is overseen by a Midlothian Local Biodiversity Site Steering Group which is chaired by Midlothian Council. | Lead                        | Not known |  |
| Water   | Preparation of The Forth Estuary Local Flood Risk Management Plan 2016-2022.  | Participant                 | Not known |  |
| Procurement   | See Section 5 of above "Required section".  | Lead                        | Not known |  |

Q6) Please use the text box below to detail further climate change related activity that is not noted elsewhere within this reporting template

The Council has not completed this question for this report year. The intention is to do so for future report years.



## **Tyne Esk LEADER Programme 2014-20: Progress Report**

### **Report by Dr Mary Smith, Director of Education, Communities and Economy**

#### **1.0 Purpose of Report**

The purpose of this report is to update Cabinet on the progress of the Tyne Esk Leader 2014-20 Programme following Scottish Government approval of the Local Development Strategy (LDS) and Business Plan.

#### **2.0 Background**

##### **2.1 National Context**

The LEADER programme (a French acronym roughly translating as 'links between actions for the development of the rural economy') is one element of the Scotland Rural Development Programme 2014-2020 (SRDP) which aims to improve agriculture and promote economic and community development within rural areas of Scotland.

The LEADER Programme in Scotland and SRDP is part of the European Union (EU) Common Agricultural Policy (CAP) and is funded by the European Commission and the Scottish Government. LEADER is a bottom-up method of delivering support to communities for rural development. Grants are awarded by Local Action Groups (LAGs) to projects that support delivery of a Local Development Strategy.

The aim of LEADER is to increase support to local rural communities and business networks, to build knowledge and skills and encourage innovation and cooperation in order to tackle local development objectives. Scottish LEADER Programmes are expected to contribute to seven areas of activity:

- Driving community action on climate change.
- Enhancing rural services and facilities, including transport initiatives.
- Enhancing natural/cultural heritage, tourism and leisure.
- Supporting food and drink initiatives (e.g. short supply chains, community food).
- Building co-operation with other LAGs in Scotland, UK and Europe.
- Equal opportunities for all in our rural communities.
- Sustainable development of fisheries areas.

There are 21 LEADER Programmes in Scotland each run by a separate LAG.

##### **2.2 Local Context**

Following extensive public consultation and consideration of existing neighbourhood plans and local strategies, the Tyne Esk Local Development Strategy for LEADER has the following aims, objectives and themes.

## Aim

To strengthen our rural communities: economically, socially and environmentally.

## Objectives

- To support our communities to be more inclusive, resilient and to flourish.
- To create/enhance conditions for business growth and set up.
- To support the local environment, natural and built, to add value to our communities and businesses in a sustainable way.

There are two overarching priorities: community development and co-operation; and economic development.

In order to help achieve these objectives three key development themes have been identified:

- Community, co-operation and cohesion.
- Economic development, including business development and local employment.
- Enhanced environment.

Grants will be awarded to projects that can successfully demonstrate a strong link to one or all of these themes and which consider the LEADER values of innovation and cooperation.

## **3.0 Report Implications**

### 3.1 Resource

The LAG has now appointed three staff members who will develop and manage the LEADER programme ensuring financial eligibility of spend and fulfilling the requirements of the Service Level Agreement (SLA) and Local Development Strategy. The LEADER staff team are made up of a Co-ordinator, a Project Officer and a Claims Officer. There is sufficient separation of duties to enable each to undertake separate roles with respect to each application. The Council's Economic Development Manager is the Accountable Body representative for the LAG and attends LAG meetings and quarterly Accountable Body meetings as well as line manages the LEADER Co-ordinator. Councillor Bryant is the standing representative for Midlothian Council on the LAG and has voting rights.

The Tyne Esk LAG 2014-20 Programme has 14 individual members and 4 observers. All were selected through a competitive process for their skills and areas of expertise which will enable delivery of the outcomes identified in the LDS. LAGs have to maintain a minimum of 51% representation from outwith the public sector in their membership – Tyne Esk LEADER has a 64%-36% split between the non-public and public sectors.

The Tyne Esk LEADER Programme has received 59 expressions of interest. 20 of which have been from Midlothian and 39 from East Lothian.

Midlothian Council received an indicative funding allocation from the Scottish Government of £3,490,769 for the Tyne Esk LEADER Programme. A maximum of 25% (£872,692) from this allocation is set aside for administration costs. The LEADER programme has spent a total of £49,584 on administration to date. Midlothian Council initially pays these administration costs and the LEADER staff team submit quarterly claims to the Scottish Government to recover the costs. The staff team have claimed £16,362 so far and are up to date with claims to the Scottish Government.



The Tyne Esk LEADER Programme has 6 applications totalling £267,889 going forward to be considered for funding by the LAG. These applications will be assessed by the LAG members and a decision made on 31<sup>st</sup> October 2016. A verbal update will be given at Cabinet meeting on 22<sup>nd</sup> November on any substantive issues that arise at the LAG meeting and Accountable Bodies Meeting, which is due to be held on 8<sup>th</sup> November.

The LEADER programme has been “suspended” to new bids beyond the UK Government’s Autumn Statement on November 24<sup>th</sup> 2016, pending a review by the Scottish Government. There is, at this point, no clarity about when it will be reopened although there are indications from the Scottish Government that it will reopen and will not have a reduced allocation.

Any funding awarded to applicants prior to November 24<sup>th</sup> will be honoured by the Scottish Government.

### 3.2 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

### 3.3 Impact and Performance Outcomes

The nature of the Tyne Esk LEADER Programme and Local Development Strategy cuts across all the themes within the Single Midlothian Plan. It aligns strongly with the Midlothian Economic Recovery Plan, the key sectors and is in fact identified within the Recovery Plan as a key action or mechanism of support. The LEADER Local Development Strategy complements the work of the existing sixteen Midlothian Neighbourhood Plans and may be a potential method of support to aid project delivery. Community planning representation on the LAG helps to encourage collaboration and support for projects strategic in nature working towards achieving joint targets.

### 3.4 Adopting a Preventative Approach

The key aim of the Tyne Esk LEADER Programme and Local Development Strategy is to strengthen our rural communities: economically, socially and environmentally. Providing support to strengthen our communities and make them more resilient along with improving conditions for business growth and economic development will help to create a vibrant and successful local economy with the ability to positively address local issues and adapt to change.

### 3.5 Involving Communities and Other Stakeholders

The Local Development Strategy was built on the results of community and public consultations and the findings from the local action and neighbourhood planning processes conducted in each authority area; the Single Outcome Agreement for each area; also taking account of national and European priorities.

The LAG, which includes representatives from both Local Authorities along with business, public and third sector, has been involved throughout and directly contributed to the development of the Local Development Strategy. The LAG will be the key decision making body for the Tyne Esk LEADER Programme.

### 3.6 Risk

Failure to deliver on areas within the Programme or SLA does pose some financial risk in terms of reclaiming or disallowance of expenditure. This is not unique to Tyne Esk LEADER or indeed any European funded programme. To deal with such instances and provide comfort to Local Authorities, COSLA are working alongside the Scottish Government to provide a mechanism for dispute resolution for matters legal, audit or financial in nature. However key to minimising this risk is ensuring correct systems and procedures are in place and staff and the LAG work competently within the LEADER guidance. The staffing resource of this Programme has also increased substantially from those previous to ensure effective administration.

Midlothian Council's Internal Audit recently reported on the administration of Tyne Esk LEADER and gave it a 'good' level of assurance.

### 3.7 IT Issues

The Scottish Government have introduced an IT system named Local Actions in Rural Communities system (LARCs) which has been designed with the functionality for The Scottish Government and Local Action Groups (LAGs) to record and store data to assist the LAGs Monitoring and Evaluation frameworks.

LARCs will enable the LAG to report against:

- EU targets
- Scottish Government Targets
- LAG bespoke targets (as per the LDS).

All Tyne Esk LEADER staff and LAG members have undertaken training on the LARCs system.

Any applicants applying for Tyne Esk LEADER funding will have to do so using the LARCS system. Relevant training to applicants will be provided by LEADER staff in order to best achieve a successful submitted application.

Any monies claimed for by a successful applicant will be made through the LARCs system with the relevant training provided by LEADER staff.

### 3.8 Ensuring Equalities

The Tyne Esk Local Development Strategy has been assessed against Midlothian Council and East Lothian Council's Combined Equalities Impact Assessment Framework. This has assessed the strategy as potentially providing a number of positive impacts for equalities groups including the following:

- Reduced isolation for older people through, among other things, intergenerational projects.
- Access to affordable childcare, to help people take up employment.
- Increased engagement/activities for young people.

- Improved accessibility which is advantageous for varying forms of disabilities.
- Improved employability including improved access to local employment through development of community transport schemes.
- Financial and digital inclusion is a specific outcome and will help those in poverty or at risk of falling into it.

The only negative finding is that due to the fact that they are not rural areas, Dalkeith and Musselburgh in East Lothian are ineligible for the Programme. However there are alternative sources of funding to support improvements for groups within these areas.

#### **4.0 Recommendations**

It is recommended that Cabinet:

- (i) Note progress to date in the operation of the Tyne Esk LEADER Programme; and
- (ii) require further on progress at appropriate points in the implementation of the Programme.

**Date:** 1 November 2016

**Report Contact:** Neil Ramsay, Tyne Esk LEADER Co-ordinator,  
Tel: 0131 270 6764, [neil.ramsay@midlothian.gov.uk](mailto:neil.ramsay@midlothian.gov.uk)



## **New Build Council Housing – Local Letting Initiative**

### **Report by Eibhlin McHugh, 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 the completed new council housing development at Polton Street, Bonnyrigg.

#### **2. Background**

- 2.1** In May 2016 Midlothian Council revised its Housing Allocation Policy, and included in the changes it proposed that a Local Letting Initiative will be developed for each new build housing site prior to the allocation of properties, in order 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 chain of vacancies where transfer tenants would be able to move into a new build property and their existing home could, in turn, 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** There are currently 2,601 applicants on the Housing List for Bonnyrigg/ Lasswade area. This is the most popular area in Midlothian for Housing List applicants. However, only 655 of these applicants are actually resident in the Bonnyrigg/Lasswade area. Many current Bonnyrigg/Lasswade area residents face challenges in being housed in their own community due to the high demand for this area from applicants who are not resident in this community. There has been no new affordable housing built in Bonnyrigg/ Lasswade/ Poltonhall since 2012 and last year there was a total of 27 lets during 2015/16. This will result in many local residents requiring to move to another area in order to secure accommodation which meets their needs and this could impact negatively on their links to family, friends, employment etc.

**2.5** Table 1 shows that 18 flats have been built, with a mix of 1 person studio flats, 1 person 1 bedroom flats and 2 person 1 bedroom flats.

**Table 1: Housing Mix at Polton Street, Bonnyrigg**

| Property Type          | Number of Properties |
|------------------------|----------------------|
| 1 Bed, 1 Person Studio | 5                    |
| 1 Bed, 1 Person Flat   | 5                    |
| 1 Bed, 2 Person Flat   | 8                    |

**2.6** 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. It is proposed that allocations will be offered in the following order of priority until all properties have been let:

- (i) Allocate suitable ground floor level access accommodation to households with a Medical Priority A or B to General Needs or Homeless Applicants who are currently resident in Bonnyrigg/ Lasswade/ Poltonhall.
- (ii) Allocate to existing council housing tenants who are under occupying their current tenancy by 1 or more bedrooms and are resident in the areas of: Bonnyrigg/Lasswade/Poltonhall.
- (iii) Allocate to Homeless or General Needs List Applicants who are currently resident in Bonnyrigg/Lasswade/Poltonhall and have chosen these as one of their area choices.
- (iv) Allocate to Homeless and General Needs List Applicants who have chosen Bonnyrigg/Lasswade/Poltonhall as one of their area choices but are not but not resident in these localities.

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.

**2.7** As noted in Table 1, above, there are 5 studio flats being let in Polton Street, Bonnyrigg. These are to be allocated to single people on the Housing List. Currently there is no base rental charge for Studio flats as Midlothian Council have no other studio flats in its housing stock. In Scotland in 2015/16 the average rent charge for a studio flat was £64.07 per week, while 1 bedroom

properties was £68.56 per week – a difference of 7%. The cost of constructing a studio flat was approximately 3.4% less than the 1 Bedroom 2 Person flat at this site (which in Midlothian is charged at £68.25 for new builds). It is therefore recommended that a new rent charge of £65.53 for studio flats is introduced to reflect the smaller size of these properties to be consistent with other Scottish landlords who charge less for studio flats compared to 1 bedroom properties.

### **3 Report Implications**

#### **3.1 Resource**

Long term financial modelling demonstrates that the Housing Revenue Account can sustain the reduced weekly rental charge for the 5x studio flats within this development.

#### **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. Commencement Orders for the clauses of the Housing (Scotland) Act 2014 which impacts upon housing allocation policy and practice which were due to be published in late 2015 are delayed.

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

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

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

The 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 and care

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

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

A 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 Council's Allocation Policy was reviewed in order to better reflect the needs and demands in Midlothian, and also take account of the Welfare Reforms introduced in April, 2013. 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.

### **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 reviewed 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.

Members of Midlothian Tenants Panel have been consulted specifically in relation to this Local Letting Initiative for Polton Street, Bonnyrigg. Midlothian Council's Housing Allocation Policy and the Local Letting Initiative for Polton Street, Bonnyrigg will both be published documents which are available for tenants and housing list applicants to view.

### **3.7 Ensuring Equalities**

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.

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.

### **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 detailed in Section 2.6 of this Report for the allocation of housing at Polton Street, Bonnyrigg, to ensure the creation of a sustainable, balanced community.
- b) Agree to a reduced rent charge of £65.53 per week for the 5x studio flats in this development.

**Date:** 11 October 2016

**Report Contact:** Kevin Anderson, Head of Customer and Housing Services

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