



## MINUTES OF THE MEETING OF THE CABINET

TUESDAY 14 JANUARY 2014  
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON

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**Committee Members Present:**

Councillor S Akhtar  
Councillor T Day  
Councillor D Grant  
Councillor N Hampshire  
Councillor W Innes (Convener)  
Councillor J McMillan  
Councillor M Veitch

**Other Councillors Present:**

Councillor D Berry  
Councillor S Brown  
Councillor J Caldwell  
Councillor S Currie  
Councillor J Gillies  
Councillor M Libberton  
Councillor P MacKenzie  
Councillor F McAllister  
Councillor K McLeod  
Councillor J Williamson

**Council Officials Present:**

Mrs A Leitch, Chief Executive  
Ms M Patterson, Depute Chief Executive – Partnerships and Community Services  
Mr A McCrorie, Depute Chief Executive – Resources and People Services  
Mr D Small, Director of East Lothian Health and Social Care Partnership  
Mr J Lamond, Head of Council Resources  
Mr M Leys, Head of Adult Wellbeing  
Mr T Shearer, Head of Communities and Partnerships  
Dr R Jennings, Head of Development  
Mrs M Ferguson, Service Manager – Legal Services  
Mr I Dalgleish, Transport Services Manager  
Mr C Forbes, Principal Officer (Employability)

**Clerk:**

Ms A Smith

**Apologies:**

None

**Declarations of Interest:**

None

**1. MINUTES OF THE MEETING OF THE CABINET OF 10 DECEMBER 2013**

The minutes of the meeting of the Cabinet of 10 December 2013 were approved.

**2. SUMMARY OF CONTRACTS AWARDED BY EAST LOTHIAN COUNCIL, 1 NOVEMBER 2013 TO 6 JANUARY 2014**

A report was submitted by the Depute Chief Executive (Resources and People Services) advising Members of all contracts awarded by the Council from 1 November 2013 to 6 January 2014, with a value of over £150,000.

In response to questions from Councillor Currie regarding previous comments by Members of the Administration, Morag Ferguson, Service Manager-Legal Services, clarified that it would not be legally permissible to award the contract to the second placed tenderer under the Council's existing Framework Arrangements. Under these Frameworks an assessment on quality had already taken place at the initial stage. At this stage only an assessment on price was appropriate – there was no opportunity to consider anything else. In response to further questions, Monica Patterson, Depute Chief Executive, advised that officers were currently reviewing the use of Frameworks for future tendering processes.

Councillor Innes indicated that it was the intention to move to a procurement regime that would afford greater opportunity for East Lothian companies; the current Framework, put in place by the previous Administration, only included 2 East Lothian companies.

**Decision**

The Cabinet agreed to note the award of contracts with a value of over £150,000, as listed in Appendix 1 to the report.

**3. CHARGING FOR HOMELESS SERVICES**

A report was submitted by the Depute Chief Executive (Partnerships and Community Services) seeking approval to implement revised charges for the provision of homeless services.

The Head of Communities and Partnerships, Tom Shearer, presented the report. He outlined the background and highlighted the factors that had altered in relation to the provision of bed and breakfast accommodation. He gave details of the proposed charges for this type of accommodation. He drew Members' attention to the table at section 3.12 of the report which showed the impact of the proposed changes for applicants depending on their circumstances. He also gave details of the recommended charges for furniture storage.

In response to questions from Councillor Brown regarding consultation, Mr Shearer advised that the East Lothian Tenants and Residents Panel had been consulted; homeless organisations may also have been consulted, he would clarify, post meeting. Councillor Brown asked about the effect of the charges on women/children in a homeless situation due to domestic abuse. Mr Shearer advised that current arrangements would exist; they would be exempt on initial assessment of circumstances and then reviewed. In response to a query from Councillor Berry, he indicated that a relatively small percentage of people presenting as homeless were actually homeless and on the street, without any kind of accommodation.

Councillor Currie hoped that homeless organisations, particularly Shelter, had been consulted; if not, he asked that the Council consult with Shelter now as a courtesy.

Councillor Hampshire stated that legislative changes introduced in 2012 had resulted in significant increased costs to the homeless service and also an increase in demand for accommodation. The proposed charges had been carefully considered and would bring the Council into line with other local authorities.

### **Decision**

The Cabinet agreed to approve the recommended charges for the provision of Bed and Breakfast accommodation and furniture storage detailed in sections 3.7, 3.11 and 3.15 of the report.

## **4. CONCESSIONARY RAIL TRAVEL**

A report was submitted by the Depute Chief Executive (Partnerships and Community Services) seeking approval to change the current Concessionary Rail Travel Scheme to operate only during off-peak times for National Entitlement Card holders.

The Transport Services Manager, Ian Dalgleish, presented the report, providing Members with background information and outlining the proposed changes.

In response to a question from Councillor Currie, Mr Dalgleish advised that Scotrail provided data on the number of National Entitlement Card holders travelling at peak times but could not specify the reason for the journey.

Councillor Berry welcomed the report. The proposal was sensible and the money saved could be better used. He would be suggesting to the Scottish Government that concessionary entitlement as regards bus travel be reviewed.

Councillor Veitch stated that given the current economic climate anything that could be done to save money was helpful; this was a sensible measure. The £76,000 saved could now be used to support the local supported bus network.

Councillor Currie stated that the SNP Group did not consider this proposal to be the right way forward and did not support what was in effect a reduction of the service currently provided to the people of East Lothian.

### **Decision**

The Cabinet agreed:

- i. that the current Concessionary Rail Travel Scheme be changed to operate only during off-peak times for National Entitlement Card holders; and
- ii. that the resultant savings (approx £76.5k) be used to offset the annual overspend of £169k on supported bus routes.

## **5. YOUTH EMPLOYMENT SCOTLAND (YES) FUND**

A report was submitted by the Depute Chief Executive (Partnerships and Community Services) updating Cabinet on new employment opportunities provided across East Lothian as a consequence of the Scottish Government Youth Employment Scotland (YES) fund.

Colin Forbes, Principal Officer (Employability) presented the report. He outlined progress made since the implementation of East Lothian Works. He informed Members that last July the Council had been awarded a combined Scottish Government/European Social fund grant to manage the delivery of the YES Fund, a wage subsidy scheme to support the creation of sustainable job opportunities within the private sector for unemployed 16-24 year olds. The scope of eligibility activity as regards the fund had been extended in November to include 3 new categories, including a local authority jobs training programme. He gave details of specific types of placement that could be made available across Council departments. He advised that the work experience opportunities would be for vulnerable young people furthest from the labour market and facing significant barriers to work.

In response to a question from Councillor MacKenzie about extending the scheme to the third sector, Mr Forbes advised that there had been some discussion with this group; the criteria for funding had to be checked as strict conditions applied, he would clarify post meeting. In response to a question from Councillor Berry, Mr Forbes confirmed that there was a vocational opportunities programme in place, run in conjunction with school guidance staff, which identified those young people that were maybe not going on to a positive destination and provided support and paid work experience. He also responded to questions in relation to timescales and uptake.

Councillor McMillan acknowledged the significant work carried out by East Lothian Works. This scheme gave these young people improved confidence and the effort made to target the most vulnerable and take them forward was recognised. The scheme was empowering local authorities to work closely with employers; this could only be a marker for the future, to make all of East Lothian flourish. He commended this paper to colleagues.

Councillor MacKenzie agreed that East Lothian Works was an excellent initiative. He welcomed the establishment by the Scottish Government of the YES fund. This scheme should be extended to the third sector; he referred to his discussions with a representative of this sector. He drew attention to statistics quoted in the report. He stressed the need to find a solution for the most vulnerable young people; there were significant barriers facing this group, it was a challenge for this Council, but it was solvable using the resources available, including the third sector.

Councillor McMillan responded that over the past year dialogue had taken place and there continued to be consideration about the involvement of the third sector.

The Chief Executive, Angela Leitch, reiterated that discussion with the third sector would continue. She indicated that for a variety of reasons there had been limited take up of the scheme by local businesses but if East Lothian was to achieve the objectives set out in the Economic Strategy, growth in the private sector had to be the focus as it was through this sector that progress would be made. She stressed the need to better promote the scheme and opportunities and engage with local businesses.

Councillor Berry indicated that there should be more consideration of how people could be employed in East Lothian's key sectors of tourism and food and drink. He echoed the praise for East Lothian Works. He remarked however that it was retroactive acknowledgement that young people were leaving school not properly prepared for work so the education system, good as it was, could be improved; early intervention was key.

Councillor Hampshire stated that one of the biggest tragedies across communities was the number of young people who were not in education, employment or training; the longer they were in that position the more difficult it was for them. This had to be addressed. He emphasised that the Council had to maximise employment opportunities for East Lothian.

Councillor Currie remarked that employers had to be encouraged to discuss their concerns and how to deal with these had to be addressed. He stated that for jobs outwith East Lothian

travel, accessibility and cost, was a factor. He agreed that the third sector should be involved but added that if this sector was encouraged to engage then administration support for these voluntary organisations had to be seriously considered.

Councillor Innes welcomed the paper. This scheme would help a significant number of young people. He stated that discussions with the private sector to encourage uptake would continue. In relation to comments about the third sector, he indicated this was for the Scottish Government to determine.

## **Decision**

The Cabinet agreed:

- i. to note the progress as outlined in implementing the Scottish Government YES fund across East Lothian;
- ii. to acknowledge and support the commitment and effort from all Council Services in developing employment and training opportunities across the Council and Community Planning Partners; and
- iii. to take full advantage of the opportunities presented by the YES fund with targets to be achieved as follows:
  - Create 30 new grant funded 6 month paid work training experience opportunities throughout the Council for vulnerable young people.
  - Create an additional 12 grant funded Modern Apprenticeship/graduate placement opportunities throughout the Council.

## **6. SERVICE USER CONTRIBUTIONS FOR ADULT WELLBEING SERVICES**

A report was submitted by the Head of Adult Wellbeing detailing the arrangements for financial assessment of Adult Wellbeing service users for 2014/2015 and the revised rates for client contributions within Adult Wellbeing for 2014/2015.

The Head of Adult Wellbeing, Murray Leys, presented the report, drawing Members' attention to Tables 1 and 2 within the report, which detailed the recommended charges and the introduction of charges, respectively, by service area. He made particular reference to the proposed change in relation to transport, and to the related guidelines for approval, attached at Appendix 1. He gave details on Self Directed Support (SDS) and referred to the update at Appendix 2. He informed Cabinet that protection for service users would be built into the newly introduced charges, so that existing service users would see any increase in their contribution limited to £25 per week per year; this protection would run for 1 year.

Mr Leys responded to questions, providing clarification regarding the potential increase in income as a result of the report recommendations and the limit on the protection period.

Councillor Grant indicated that as mentioned in the report, local authorities had, for some time, had the ability to generate income by charging for some services. However, given the financial pressures facing Adult Wellbeing, it was now proposed to introduce charges to other service areas. Comparisons had been carried out with other councils which showed scope to introduce charges to these new areas and still have lower charges than many other Scottish councils. With regard to transport changes, he referred to the guidelines at Appendix 1, stating that the present arrangements lacked clarity and were unsustainable in this financial climate. The new legislation as regards SDS placed new duties on Adult Wellbeing to provide choices to support service users. This was an important paper; it

pointed the way forward in service user contributions, clarified and updated transport policy and detailed progress on SDS.

Councillor Currie voiced the SNP's opposition to the recommendations. He referred to Table 1 in the report stating that the percentage increases in the charges were significantly higher than the rate of inflation. He responded to comments made by Councillor Grant regarding financial pressures on this service. With regard to transport charges, he drew attention to Appendix 1, section 8.5 (recreational outings), stating this would result in day centres/lunch clubs, etc., having to absorb this extra cost. The SNP Group felt that the rise in charges should not be above the rate of inflation; the recommendations were not acceptable.

Several Cabinet Members responded to Councillor Currie's comments, remarking that the SNP's view was contrary in Opposition to when they had been in Administration. Funding from the Scottish Government did not meet service delivery requirements; the Council was trying to address the situation by proposing these, very fair, policies. In relation to the recommended changes there would be a financial assessment, so only those able to pay would have to make a contribution to the cost of services. This Administration had made significant investment into the Adult Wellbeing service.

### **Decision**

The Cabinet agreed:

- i. to approve the recommended charges for 2014/2015, as summarised in Table 1, and agreed the introduction of charges as noted in Table 2;
- ii. to approve Guidelines on Assistance with Transport for Users of Adult Wellbeing Services (Appendix 1);
- iii. to note the progress of the information on Self Directed Support (Appendix 2); and
- iv. to note that all charges would be effective from 1 April 2014.

### **SUMMARY OF PROCEEDINGS – EXEMPT INFORMATION**

The Cabinet unanimously agreed to exclude the public from the following business containing exempt information by virtue of Paragraphs 3 and 6 (information relating to any particular applicant for, recipient or former recipient of a service provided by the Authority; information concerning the financial or business affairs of any particular person other than the Authority) of Schedule 7A to the Local Government (Scotland) Act 1973.

### **Sub-Committee Minutes**

The private minute of the meeting of the Homelessness Appeals Sub-Committee held on 19 December 2013 was approved.

### **Property Matters**

A private report submitted by the Depute Chief Executive (Partnerships and Community Services) concerning Affordable Housing in Dunbar was approved.

**REPORT TO:** Cabinet  
**MEETING DATE:** 11 March 2014  
**BY:** Depute Chief Executive (Resources and People Services)  
**SUBJECT:** Financial Review 2013/14 – to end of December (Q3)

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## **1 PURPOSE**

- 1.1 To record the financial position at the end of the 3<sup>rd</sup> quarter of the financial year 2013/14.

## **2 RECOMMENDATIONS**

- 2.1 Members are recommended to;
- Note the financial performance of services at the end of December 2013 and also the continued actions being taken by management to ensure that services are delivered within approved budgets; and
  - Approve the budget adjustments outlined at Section 3.24.

## **3 BACKGROUND**

### **Budget Summary**

- 3.1 At its meeting of 12 February 2013, the Council approved a budget for the 2013/14 financial year and an outline budget for two subsequent years.
- 3.2 The 2013/14 budget can be summarised as follows;
- Government general revenue grant initially confirmed as £161.9 million.
  - Planned expenditure of £211.859 million. This is a decrease of £10.312 million compared to the previous year's budget and relates mostly to the removal of the Police & Fire Board requisitions (£9.883 million) and other reductions in spending (£0.429 million).

- Planned use of reserves totalling just over £2.166 million and a transfer from the Housing Revenue Account of just under £1.0 million.
- The requirement for VERS (Voluntary Early Release Scheme) savings of £2 million in 2013/14, with a further saving of £1 million in 2014/2015.
- The requirement for £4.690 million of other efficiency measures/savings/increased income across Business Groups.
- A revised gross General Services capital budget of £32.5 million.

### **General Services Summary for Quarter Three**

- 3.3 A summary of the financial position across each of the Business Groups at the end of December 2013 is detailed at Appendix A.
- 3.4 We have continued to provide an assessment of the progress in implementing the efficiency measures/savings/increased income required for the 2013/2014 financial year. Based upon our judgement and knowledge, each Business Group has been assigned a category reflecting our assessment of progress being made against the planned 2013/14 efficiency savings. The categories are as follows;
- Red – Less than 50% of budgeted efficiency savings are likely to be achieved by the end of the year;
  - Amber – Between 50%-100% of budgeted efficiency savings are likely to be achieved by the end of the year;
  - Green – 100% of budgeted efficiency savings are likely to be achieved by the end of the year.
- 3.5 The unadjusted position at the end of December 2013 is a net under-spend compared to budget of £333,000. Of this total £909,000 relates to the Devolved School Management budgets.
- 3.6 In overall terms there has been little significant change since the Q2 position reported to Cabinet in November – a number of Groups are likely to finish the year in an over-spend position but it is likely that these will be balanced by other Groups which will under-spend their allocated budgets together with the receipt of some unplanned income. The Finance Risk Ratings have therefore remained fairly static since the November report with two ratings being downgraded to ‘Low’ risk for the current year.
- 3.7 It is my current assessment that, in overall terms, the Council is on target to use fewer reserves than the estimated £5.2 million of reserves planned as part of setting the 2013/14 budget (£2.2 million general plus £3 million from the Cost Reduction Fund to support VERS). An expectation of this year-end position has already been built into the assumptions which under-pin the recently approved 2014/15 budgets.



- 3.8 All the Corporate Income budgets such as Council Tax, Joint Board requisitions and debt charges are performing in line with expectations. At this point in the year council tax income is slightly ahead of budget. However, awards under the new Council Tax Reduction scheme are more than budgeted and the final RSG (Revenue Support Grant) relating to the scheme has yet to be finalised. At the end of the year, it will therefore be necessary to assess the level of bad debt provision that needs to be set aside.
- 3.9 The majority of the budget pressures are a continuation of trends noted in the Q2 report. Within **Resources and People Services** this includes;
- **Children’s Wellbeing Group** – there is a high risk that the Children’s Wellbeing Group will overspend their budget allocation for 2013/14 by approximately £300,000 when adjusted for VERs. This is an increase from the figure noted at Q2. Current budget pressures relate to external placement costs, adoption costs and legal expenses, statutory grants/payments to young people leaving care as well as the non-achievement of residual Efficient Workforce Management savings made more challenging through the delivery of VERs objectives. The Head of Children’s Wellbeing continues to apply a range of control measures aimed at reducing expenditure in a variety of areas to help offset these spending pressures.
  - **Additional Support for Learning Group** – although there has been an improvement since Quarter One & Two, we note a continuation of over-spends in two specific areas highlighted in previous reports. The first area of overspend is in relation to the transport budgets due to an increased number of routes, pupils and contract prices. The second area of overspend is in relation to the External Provision budget. This budget is used to fund the school fees for those pupils with complex needs who do not attend the Council’s own schools. Our current estimate is that these factors, when combined with under-spends in other areas, could generate a net over-spend of almost £100,000 for the Group.
  - **Primary Schools** - As part of the Q1 report, Cabinet approved a change in the charging approach for Janitorial Services pending final agreement on the future shape of the service. This involves charging the full cost of the service to the users – particularly the Primary School Group. This means that the Primary School Group is now likely to exceed the 2013/14 budget allocation. At the end of December however the majority of schools are reporting under-spends on their budgets and there is some potential – should they not manage to spend their 2013/14 allocations, that these sums could be returned and could help with the over-spend noted above.
- 3.10 As part of previous reports we have highlighted the likely receipt of ‘windfall’ income relating to the PPP contract. Since then, one element of recovery has now been made and we are confident that further recoveries will be secured by the end of the financial year. These

amounts will then reduce the effect of over-spends noted above within the Resources and People Directorate.

- 3.11 The unadjusted position within the **Health & Adult Care Partnerships Directorate** at the end of December is an over-spend of £330,000. When an adjustment for VERS costs and savings are made this figure reduces to an over-spend of approximately £100,000. As in previous periods, the over-spend is focused upon the purchase of care packages – with savings being made in other parts of the Adult Wellbeing budgets particularly in relation to staff costs.
- 3.12 Over the period work has continued in reviewing budgets and care packages. However, analysis of spend patterns during December and January indicate that the spending on care packages, particularly in relation to Care at Home, has been increasing.
- 3.13 While the overall client numbers are reasonably constant, we are seeing an increase in the average cost of each new care at home package. Work is ongoing to identify how much of this could be attributable to the response to delayed discharge targets – especially the target of a four-week maximum wait for discharge. Our current estimate is that by the end of the year the total Adult Wellbeing budget, excluding VERS costs, could be over-spent by £500,000 although the Head of Adult Wellbeing has advised that mitigation will be maximised through contribution from NHS to offset costs incurred in recent reductions in delayed discharge and management of flexibility on other contributions.
- 3.14 The majority of **Partnerships & Services for Communities** budgets are performing as expected at the end of Q3 and in overall terms, when VERS costs are excluded, the directorate budget will be balanced for 2013/14. However, there continue to be a number of areas which have a high likelihood of over-spend in the current year. These are as follows;
- **Healthy Living** – even after the ‘one-off’ VERS costs are taken into account there is a possibility that overspends on gas, electricity and non domestic rates will contribute to this Group spending more than its allocated budget. However, control action continues to be taken to maximise the chances that this budget area will end the financial year within the 2013/14 approved budget and plans are in place to ensure that this will not re-occur in the 2014/15 financial year.
  - **Community Partnerships** – this Group has been assessed as High financial risk over the last couple of years. Our assessment continues to be that this budget will overspend by £150,000 by the end of this year. However, as before, we are working with officers to ensure that this is limited to 2013/14 and that a similar over-spend will not re-occur in the 2014/15 financial year.

### **Housing Revenue Account**

- 3.15 As a result of the 2012/13 financial year-end, the Housing Revenue Account currently sits with reserve balances totalling £5.576 million.

- 3.16 At the end of December 2013 the main revenue budgets were £117,000 over spent. At present, repairs and staffing costs are generally in line with budgets. The principal causes of the deficit continues to relate to rent income and voids levels, in particular the slower than anticipated rate at which the new affordable housing properties are moving onto the rent roll and higher than expected void levels. By the end of the year the effect of this will be minimised by smaller than expected debt charges.
- 3.17 Details of the Housing Revenue Account capital budgets are included at Appendix C. The total capital budget approved for the HRA was £25.630 million. To the end of December 2013, the actual spend was £15.571 million representing 61% of the annual total.
- 3.18 As part of the 2013/14 housing budget preparation the spending on new affordable units was anticipated to be £14.335 million. As part of their ongoing work, officers review progress with the various affordable housing projects and their likely delivery dates. The updated projections have now identified a more likely spend for the 2013/14 year of just over £10 million – with the slippage of project spend on the following sites now moving into 2014/15;
- Jooglie Brig
  - Victoria Park
  - Kellie Road
- 3.19 In addition, the spending on a number of the Modernisation capital projects have also been slower than budgeted and under-spends are to be expected across a number of elements of this programme.
- 3.21 A number of Open Market Acquisition purchases initiated in 2012-13 have now completed in 2013/14. The value of these purchases up to the end of September, total £625,000 and will be funded by the carry-forwards from previous years.

### **General Services Capital Budgets**

- 3.22 Appendix D compares the revised capital budget totals against the spending up to the end of December. The actual spend totalled £17.643 million which represents 54% of the annual total of £32.47 million.
- 3.23 The majority of capital budgets are under-spent at the end of December and we would expect this to continue with a degree of slippage on a number of projects at the end of the financial year. There are a small number of capital projects which will over-spend for the year. This category includes the extension work carried out at Macmerry Primary which was delayed by the discovery of unexploded ordinance and necessitated the move to temporary accommodation.

## **Budget Adjustments**

- 3.24 A number of budget adjustments have been carried out in the last three months. These include the following;
- The receipt of an additional £203,000 in Revenue Support Grant from the Scottish Government relating to Discretionary Housing Payments.
  - The transfer of £150,000 and £70,000 to the Pre-School and Children's Wellbeing Groups respectively – as approved at the November Cabinet meeting.
  - The budgeting of a £70,000 transfer from the Cost Reduction Fund relating to the implementation of Electronic Records & Data Management project costs.

## **4 POLICY IMPLICATIONS**

- 4.1 None.

## **5 EQUALITIES IMPACT ASSESSMENT**

- 5.1 This Report is not applicable to the wellbeing of equalities groups and an Equalities Impact Assessment is not required.

## **6 RESOURCE IMPLICATIONS**

- 6.1 Financial – as described above
- 6.2 Personnel - none
- 6.3 Other – none

## **7 BACKGROUND PAPERS**




































- 7.1 Council 12 February 2013 – Item 1 – Council Financial Strategy 2013/16
- 7.2 Members Library 133/13 – Managing the Workforce – VER Scheme.
- 7.3 Cabinet 9 April 2013 – Item 6 – HRA Capital Investment Plan 2013/14
- 7.4 Council 25 June 2013 – Item 5 – Revision to Chief Officer Structure.
- 7.5 Audit & Governance Committee 23 July 2013 – All papers
- 7.6 Council 27 August 2013 – Item 6 – 2012/13 Year-End Financial Review
- 7.7 Cabinet 10 September 2013. – Item 2 – Financial Review 2013/14 Q1

7.8 Cabinet 12 November 2013 - Item 3 – Financial Review 2013/14 Q2

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<b>DATE</b>	28/02/2014



## REVENUE BUDGET PERFORMANCE at 31 December 2013

	Budget for the year £000	Actual to 31/12/13 £000	Budget for the period £000	(Surplus) / Deficit for period £000	(Surplus) / Deficit %	Financial Risk Assessment	Change since last assessment	Progress with efficiency savings etc	Notes
<b>Resources &amp; People Services</b>									
Children's Wellbeing	11,871	9,382	8,997	385	4.3%	High	No change		
Pre-school Education & Childcare	5,588	5,020	5,067	(47)	(0.9%)	Medium	No change		
Additional Support for Learning	7,854	6,650	6,604	46	0.7%	High	No change		
Schools - Primary	29,384	20,936	21,088	(152)	(0.7%)	Medium	No change		
Schools - Secondary	36,096	25,665	26,123	(458)	(1.8%)	Low	Decrease		
Schools Support Services	2,797	1,938	2,094	(156)	(7.4%)	Low	No change		
Financial Services	1,874	1,155	1,263	(108)	(8.6%)	Low	No change		
Revenues & Benefits	1,445	627	720	(93)	(12.9%)	Low	No change		
IT Services	1,852	1,487	1,507	(20)	(1.3%)	Low	No change		
Law & Licensing	503	382	413	(31)	(7.5%)	Low	No change		
Human Resources	1,105	789	850	(61)	(7.2%)	Low	No change		
Governance/Internal Audit	1,939	1,444	1,448	(4)	(0.3%)	Low	No change		
	102,308	75,475	76,174	(699)	(0.9%)				
<b>Health &amp; Adult Care Partnership</b>									
Adult Wellbeing	44,839	32,068	31,735	333	1.0%	High	No change		
	44,839	32,068	31,735	333	1.0%				
<b>Partnerships &amp; Services for Communities</b>									
Community Housing	2,738	2,333	2,716	(383)	(14.1%)	Low	No change		
Housing Revenue Account	0	(8,009)	(8,126)	117	(1.4%)	Low	No change		
Planning & Environmental Services	3,454	2,315	2,340	(25)	(1.1%)	Low	No change		
Property Services	2,200	2,395	2,577	(182)	(7.1%)	Low	No change		
Facility Support	3,099	1,610	1,690	(80)	(4.7%)	Medium	No change		
Landscape & Countryside Mgt	5,604	3,863	4,083	(220)	(5.4%)	Low	No change		
Transport & Waste Services	13,073	7,251	8,258	(1,007)	(12.2%)	Low	Decrease		
Communications & Marketing	448	338	365	(27)	(7.4%)	Low	No change		
Corporate Policy	1,594	1,129	1,180	(51)	(4.3%)	Low	No change		
Community Partnerships	1,158	993	845	148	17.5%	High	No change		
Cultural Services	4,234	2,806	2,741	65	2.4%	Medium	No change		
Community Development	3,312	2,230	2,364	(134)	(5.7%)	Medium	No change		
Healthy Living	4,351	2,847	2,751	96	3.5%	High	No change		
Economic Development	1,979	1,455	1,530	(75)	(4.9%)	Low	No change		
Customer Services	1,423	1,518	1,558	(40)	(2.6%)	Low	No change		
	48,667	25,074	26,872	(1,798)	(6.7%)				
<b>Total All Departments</b>									
	195,814	132,617	134,781	(2,164)	(1.6%)				
<b>Corporate Management</b>									
Revenue Support Grant (inc. NNDR)	(167,688)	(107,045)	(107,045)	0	0.0%	Low	No change		
Debt Charges/Asset Management	13,979	6,418	6,402	16	0.2%	Low	No change		
Council Tax	(41,271)	(42,335)	(42,421)	86	(0.2%)	Low	No change		
Joint Board Requisitions	674	506	506	0	0.0%	Low	No change		
Other	1,723	1,798	69	1,729	2505.8%	Low	No change		
HRA Transfer	(995)	0	0	0	0.0%	Low	No change		
Use of Reserves	(2,236)	0	0	0	0.0%	Low	No change		
	(195,814)	(140,658)	(142,489)	1,831	(1.3%)				
<b>Total All Council</b>									
	0	(8,041)	(7,708)	(333)					

Financial Risk	Factors	Implications
<b>High</b>	<ul style="list-style-type: none"> <li>- The Business Group has been assessed as likely to overspend in the financial year</li> <li>- There has been a history of overspending within Units / Groups</li> <li>- There are new or revised funding arrangement and / or legislature changes with financial significance</li> <li>- Trading Accounts are in deficit for the year.</li> <li>-Grant schemes, on which the Council is reliant are either unconfirmed or have not been confirmed</li> <li>-The service is demand led and the Council has restricted control over the level and form of service</li> <li>- New Services are planned</li> </ul>	<ul style="list-style-type: none"> <li>-Cabinet &amp; Members Library reports with financial implications are not passed under delegated powers</li> <li>-Directors / Heads of Service will be asked to prepare a financial recovery plan</li> <li>-The Head of Council Resources may take enforcement action to ensure budgetary control</li> </ul>
<b>Medium</b>	<ul style="list-style-type: none"> <li>- There is significant potential that Business Group could overspend in the financial year</li> <li>- There have been previous incidences of some overspending within Units / Groups</li> <li>- There are new or revised funding arrangement and / or legislature changes with financial significance</li> <li>- Trading Accounts are having difficulty meeting financial targets</li> <li>-Grant schemes, on which the Council is reliant are either unconfirmed or have not been confirmed</li> </ul>	<ul style="list-style-type: none"> <li>-Members library reports are only passed when financial implications are addressed</li> <li>-Directors / Heads of Service will be asked to identify actions necessary to ensure expenditure is within budget by the year-end.</li> </ul>
<b>Low</b>	<ul style="list-style-type: none"> <li>-Finances are generally under control for the current financial year</li> <li>-Stable legislature, trading and funding environment</li> <li>-The service is supply led - i.e. the Council can decide the level and form of service</li> <li>-Finances in previous financial years have been controlled</li> <li>-Grant schemes are stable and not anticipated to change significantly</li> </ul>	<ul style="list-style-type: none"> <li>-Members library reports are approved promptly under delegated powers</li> </ul>



## HOUSING CAPITAL SPEND &amp; FINANCING 2013/14

	Budgeted (£000s)	Actual (£000s)	Remaining Spend (£000s)
<b>House Purchases</b>			
Open Market Acquisitions	0	625	625
Mortgage to Rent	646	950	304
<b>Total Gross House Purchase spend</b>	<b>646</b>	<b>1,575</b>	<b>929</b>
<b>Modernisation Spend</b>			
Fees	528	0	(528)
Disabled Adaptations	750	453	(297)
Central Heating/Leasing Purchases	2,364	1,069	(1,295)
Electrical Re-wiring	1,700	1,055	(645)
Fencing Programme	50	22	(28)
Energy Efficiency	50	8	(42)
Kitchen Replacement Prog.	1,650	838	(812)
Re-roofing Programme	50	24	(26)
Stair Improvement Programme	30	3	(27)
Extensions/Roughcast/Building Envelope	1,400	241	(1,159)
Play Areas	50	0	(50)
Dispersed Alarms	50	3	(47)
Local Initiatives:Projects	200	119	(81)
Window & Door Replacement Prog.	10	7	(3)
Bathroom Replacement	942	731	(211)
Lead Water Pipes	200	326	126
Asbestos Works	400	517	117

	Budgeted (£000s)	Actual (£000s)	Remaining Spend (£000s)
Groundcare Projects	100	0	(100)
IT Projects	125	0	(125)
<b>Total Modernisation spend</b>	<b>10,649</b>	<b>5,416</b>	<b>(5,233)</b>
<b>Gross Affordable Homes spend</b>	<b>14,335</b>	<b>8,580</b>	<b>(5,755)</b>
<b>Gross Total Housing Capital Spend</b>	<b>25,630</b>	<b>15,571</b>	<b>(10,059)</b>
<b>Financed By;</b>			
Grants	5,662	562	(5,100)
Assets Sales/Capital Reserves	1,052	1,085	33
Borrowing	18,916	13,924	(4,992)
	<b>25,630</b>	<b>15,571</b>	<b>(10,059)</b>

## GENERAL SERVICES CAPITAL SPEND - TO DECEMBER 2013

Name of Project	Budgeted Spend	Actual Spend	Over/(Under)	Notes
	2013/14	2013/14	(£000s)	
	£000	£000	£000	
New Day Centre - Gullane	2,512	2,243	(269)	
Fa'side Tranent - New residential home and day centre	6,802	4,105	(2,697)	
Haddington Day Centre	95	-	(95)	
Haddington Town House - Steeple	241	75	(166)	
Mobile Working	-	13	13	
PV installations in public buildings	15	13	(2)	
Gypsy Traveller Site	472	59	(413)	
Property Renewals	585	184	(401)	
Property Fees/Internal Architect etc fees	1,445	-	(1,445)	
Environment Fees	111	-	(111)	
Brunton Hall - Theatre and Main Hall refurbishment	100	43	(57)	
Dunbar - new Community facility	75	68	(7)	
Dunbar Town House Museum	46	34	(12)	
John Gray Centre Haddington	79	1	(78)	
Prestongrange Museum	10	-	(10)	
Whitecraig Community Centre	50	38	(12)	
Ormiston Community Centre	15	2	(13)	
Village Halls - Matched Funding	50	-	(50)	
Tranent Library	105	5	(100)	
North Berwick Museum - refurbishment	737	526	(211)	
Community Intervention	200	-	(200)	
Red School Prestonpans	99	-	(99)	
Support for Business - Land Acquisition/Infrastructure/Broadband	500	-	(500)	
Support for Business - Town Centre Regeneration	-	-	-	
Reprovision of Pathways Home	500	-	(500)	
Dunbar - Lochend Campus	202	55	(147)	
Dunbar - Lochend Campus/Additional Classrooms	30	-	(30)	
Gullane PS - Additional Space	142	126	(16)	
Haddington IS / St Mary's RCPS - New shared Campus	276	25	(251)	
Dunbar Grammar School Extension	150	-	(150)	
Dirleton Classroom Extension	918	767	(151)	
Macmerry PS Extension	337	378	41	
Pinkie St Peter's PS Extension/Levenhall Nursery reprovision	600	563	(37)	
Law Primary School	20	-	(20)	
Windygoul PS Permanent Additional Classrooms	50	137	87	
Windygoul PS - Temp Units	110	110	-	
Replacement Vehicles	2,838	1,005	(1,833)	
East Lothian Legacy Project - 3G Pitches	45	-	(45)	
Pavilions	150	40	(110)	
East Lothian Legacy Project - Meadowmill Alterations	125	45	(80)	
Sports Centres - refurbishment & Equipment	200	27	(173)	
Expansion of 3G pitch provision	1,541	1,079	(462)	
Schools IT	938	540	(398)	
Corporate IT Program	240	233	(7)	
Server Room Upgrade	250	-	(250)	
Core Path Plan Implementation	50	12	(38)	
John Muir Country Park Play Area	2	-	(2)	
Cuthill Park	87	-	(87)	
Lochend Road - Play Area	97	-	(97)	

## GENERAL SERVICES CAPITAL SPEND - TO DECEMBER 2013

Name of Project	Budgeted Spend	Actual Spend	Over/(Under)	Notes
	2013/14	2013/14	(£000s)	
	£000	£000	£000	
Amenity Services Machinery & Equipment - replacement	167	127	(40)	
Cemeteries - Extensions/Allotments	469		(469)	
Coastal Car Parks/Toilets	730	56	(674)	
Peppercraig Depot Haddington	400	3	(397)	
Coastal Protection/Flood	300	124	(176)	
Promenade Improvements - Fisherrow	25	-	(25)	
Pencaitland Paths/Community Car Park	200	-	(200)	
Cycling Walking Safer Streets (Ring-fenced grant funded)	104	-	(104)	
Roads/CWSS/Hotspot Safety Improvements	5,350	4,728	(622)	
Roads: safety hotspot surveys & improvements	30	-	(30)	
Parking Improvements	300	1	(299)	
Purchase of New Bins	153	53	(100)	
<b>Gross Capital Spend</b>	<b>32,470</b>	<b>17,643</b>	<b>(14,827)</b>	
<b>Financed By;</b>				
Specific Project Income	4,564	1,126	(3,438)	
Section 75 income	684	-	(684)	
General Capital Grant	6,986	5,239	(1,747)	
Asset Sales	1,380	600	(780)	
Borrowing	18,856	10,678	(8,178)	
	<b>32,470</b>	<b>17,643</b>	<b>(14,827)</b>	

**REPORT TO:** Cabinet  
**MEETING DATE:** 11 March 2014  
**BY:** Depute Chief Executive (Resources and People Services)  
**SUBJECT:** Investing in our Communities – Support to Community Councils

**3**

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**1 PURPOSE**

- 1.1 This report has been prepared to secure Cabinet support for proposed levels of funding made available to Community Councils in East Lothian for the financial year 2014/15.

**2 RECOMMENDATIONS**

- 2.1 Cabinet is asked to approve the allocation of Community Council Administration Grants and Local Priorities Scheme Budgets for 2014/15, as detailed in Appendices 1 & 2.

**3 BACKGROUND**

3.1 Community Council Funding

Community Councils continue to play a vitally important role in East Lothian community life providing valuable support and effective influence within the communities they represent. The Council has a positive and effective working relationship across our network of 20 community councils. The Council's working partnership with Community Councils can be seen as both empowering and mutually beneficial and despite the very challenging financial circumstances posed by public sector spending constraints the Council is keen to maintain funding support at the maximum possible levels.

It is proposed that the longstanding financial assistance provided in respect of Administration Grants and the Local Priorities Scheme should continue. However, it has been necessary to reduce the pro rata amount of the Local Priorities Scheme to assist with meeting the savings to be found within Licensing, Administration and Democratic Services.

### 3.2 Administration Grants

Community Councils receive a basic grant allocation for administrative support services. This allocation comprises a fixed sum element, supplemented by a per capita sum reflecting the size of the electorate. Provision is also made to include a small administration grant to support the Association of East Lothian Community Councils. Precise details of the proposed allocations for each Community Council amounting to **£14,050** for financial year 2014/15 are contained within Appendix 1.

### 3.3 Local Priorities Scheme (LPS)

The success of our Local Priorities Scheme is now recognised nationally as leading practice and remains one of the most successful aspects of the Council's partnership with local communities. It provides the local communities with financial resource to support their own locally determined priorities. This funding is enhanced by grants awarded to some Community Councils through Landscape & Countryside's Civic Pride Fund, Economic Development, Leader and local fundraising, which support mutually beneficial projects.

As with the administration grant, allocations are made to individual Community Councils taking into account the size of the electorate in each area. Full details of the proposed allocations for financial year 2014/15 totalling **£122,000** are given in Appendix 2.

## 4 **POLICY IMPLICATIONS**

- 4.1 All of the proposals contained within this report reflect continued application of Council policy as determined by both the Council Plan and Community Planning Partnership's Single Outcome Agreement. The proposals continue to demonstrate effective partnership working between the Council and East Lothian Community Councils.

## 5 **EQUALITY IMPACT ASSESSMENT**

- 5.1 The report is not applicable to the wellbeing of equalities groups and an Equality Impact Assessment is not required.

## 6 **RESOURCE IMPLICATIONS**

- 6.1 Financial – the detailed financial implications have been assessed in conjunction with relevant colleagues in the Finance Team. The specific funding allocations, made in recommendations 2.1, can be contained within the approved 2014/15 budget for Democratic Services.

- 6.2 Personnel – Significant support and advice is provided to Community Councils via the Democratic Services Officer, whose post is already part of the approved staffing establishment.
- 6.3 Other – additional support and advice is provided to many Community Councils by officers in service areas throughout the Council from within existing resources.

## **7 BACKGROUND PAPERS**

- 7.1 Access to further supporting information can be made available to elected members on request.

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<b>DESIGNATION</b>	Head of Council Resources
<b>CONTACT INFO</b>	Lilian Pryde X 7377 or e-mail lpryde@eastlothian.gov.uk
<b>DATE</b>	27 February 2013





<b>2014/15 COMMUNITY COUNCIL GRANT ALLOCATION</b>					
	<u>Fixed</u>	<u>Variable</u>	<u>Total</u>	<u>Electorate</u>	<u>Payable</u>
<u>Community Council</u>	<u>Amount</u>	<u>Amount</u>	<u>Grant</u>	<u>Roll</u>	<u>1st June</u>
	<u>£</u>	<u>£</u>	<u>£</u>		<u>2014</u>
					<u>£</u>
Cockenzie & Port Seton	350	396	746	4,279	746
Dunbar	350	580	930	6,273	930
Dunpender	350	218	568	2,348	568
East Lammermuir	350	97	447	1,049	447
Garvald & Morham	350	35	385	383	385
Gifford	350	84	434	913	434
Gullane	350	379	729	4,105	729
Haddington	350	722	1,072	7,822	1,072
Humbie & Saltoun	350	83	433	898	433
Longniddry	350	216	566	2,344	566
Macmerry & Gladsmuir	350	115	465	1,241	465
Musselburgh	350	1,424	1,774	15,415	1,774
North Berwick	350	499	849	5,401	849
Ormiston	350	158	508	1,715	508
Pencaitland	350	154	504	1,669	504
Prestonpans	350	672	1,022	7,280	1,022
Tranent & Elphinstone	350	865	1,215	9,364	1,215
Wallyford	350	209	559	2,268	559
West Barns	350	49	399	532	399
Whitecraig	350	95	445	1,031	445
<b><u>TOTALS</u></b>	7,000	7,052	14,052	<b>76,330</b>	<b>14,050</b>
<b><u>CHECKS</u></b>		<b>7,050</b>	<b>14,050</b>		
Association of Community Councils			150		150

**COMMUNITY COUNCILS - LOCAL PRIORITIES SCHEME - INCLUDING XMAS LIGHTS ALLOCATION**

<b>BUDGET 2014/15</b>																				
													<b>PER ELECTOR</b>							
<b>BUDGET CODE</b>										<b>COMMUNITY COUNCIL</b>	<b>ELECTORATE</b>	<b>FIXED SUM</b>	<b>PRO RATA</b>	<b>TOTAL SUM</b>	<b>FIXED SUM</b>	<b>PRO RATA</b>	<b>TOTAL SUM</b>			
												£	£	£	£	£	£			
1	-	05	-	150	-	2	-	25	-	245	-	5137	COCKENZIE & PORT SETON	4,279	1,500	5,400	6,900	0.35	1.26	1.61
1	-	05	-	150	-	2	-	25	-	245	-	5138	DUNBAR	6,273	1,750	7,910	9,660	0.28	1.26	1.54
1	-	05	-	150	-	2	-	25	-	245	-	5139	DUNPENDER	2,348	1,000	2,960	3,960	0.43	1.26	1.69
1	-	05	-	150	-	2	-	25	-	245	-	5140	EAST LAMMERMUIR	1,049	1,000	1,320	2,320	0.95	1.26	2.21
1	-	05	-	150	-	2	-	25	-	245	-	5141	GARVALD & MORHAM	383	500	480	980	1.31	1.25	2.56
1	-	05	-	150	-	2	-	25	-	245	-	5142	GIFFORD	913	750	1,150	1,900	0.82	1.26	2.08
1	-	05	-	150	-	2	-	25	-	245	-	5143	GULLANE	4,105	1,500	5,180	6,680	0.37	1.26	1.63
1	-	05	-	150	-	2	-	25	-	245	-	5144	HADDINGTON	7,822	2,000	9,870	11,870	0.26	1.26	1.52
1	-	05	-	150	-	2	-	25	-	245	-	5145	HUMBIE & SALTOUN	898	750	1,130	1,880	0.84	1.26	2.09
1	-	05	-	150	-	2	-	25	-	245	-	5146	LONGNIDDRY	2,344	1,000	2,960	3,960	0.43	1.26	1.69
1	-	05	-	150	-	2	-	25	-	245	-	5147	MACMERRY & GLADSMUIR	1,241	1,000	1,560	2,560	0.81	1.26	2.06
1	-	05	-	150	-	2	-	25	-	245	-	5148	MUSSELBURGH	15,415	2,500	19,440	21,940	0.16	1.26	1.42
1	-	05	-	150	-	2	-	25	-	245	-	5149	NORTH BERWICK	5,401	1,500	6,810	8,310	0.28	1.26	1.54
1	-	05	-	150	-	2	-	25	-	245	-	5150	ORMISTON	1,715	1,000	2,160	3,160	0.58	1.26	1.84
1	-	05	-	150	-	2	-	25	-	245	-	5151	PENCAITLAND	1,669	1,000	2,100	3,100	0.60	1.26	1.86
1	-	05	-	150	-	2	-	25	-	245	-	5152	PRESTONPANS	7,280	2,000	9,180	11,180	0.27	1.26	1.54
1	-	05	-	150	-	2	-	25	-	245	-	5153	TRANENT & ELPHINSTONE	9,364	2,250	11,810	14,060	0.24	1.26	1.50
1	-	05	-	150	-	2	-	25	-	245	-	5154	WALLYFORD	2,268	1,000	2,860	3,860	0.44	1.26	1.70
1	-	05	-	150	-	2	-	25	-	245	-	5155	WEST BARNES	532	750	670	1,420	1.41	1.26	2.67
1	-	05	-	150	-	2	-	25	-	245	-	5156	WHITECRAIG	1,031	1,000	1,300	2,300	0.97	1.26	2.23
														<b>76,330</b>	<b>25,750</b>	<b>96,250</b>	<b>122,000</b>	<b>0.34</b>	<b>1.26</b>	<b>1.60</b>
															<b>25,750</b>	<b>96,250</b>	<b>122,000</b>			

**REPORT TO:** Cabinet  
**MEETING DATE:** 11 March 2014  
**BY:** Depute Chief Executive (Resources and People Services)  
**SUBJECT:** Partnership Arrangements with Pre-school Providers

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**4**

## **1 PURPOSE**

- 1.1 The purpose of this report is to provide guidance on how East Lothian Council chooses to enter into partnership with any new private pre-school education providers and to provide clarity on funding for existing pre-school providers, all in order to manage and meet the obligation on East Lothian Council to provide pre-school places for children.

## **2 RECOMMENDATIONS**

- 2.1 Cabinet is asked to:
- i. Approve guidance on how East Lothian Council chooses to enter into partnerships with private or voluntary pre-school education providers, as set out in paragraph 3.5 and 3.6 below.
  - ii. Agree that the Partnership Pre-School Provider Contracts entered into between East Lothian Council and the private or voluntary pre-school education providers should provide as determined by East Lothian Council, for the setting of an annually allocated number of pre-school education places at each nursery in each school year.

## **3 BACKGROUND**

- 3.1 In terms of the Education (Scotland) Act 1980 (as amended by the Standards in Scotland's Schools Act 2000), section 1(1) states that:

“It shall be the duty of every education authority to secure that there is made for their area adequate and efficient provision of school education and further education”

The Act also states:

“(1C) An education authority shall have power in relation to pre-school children to secure for their area the provision of such school education, other than that which they are required by subsection (1) above to secure, as they think fit.”

East Lothian Council, as the education authority, meets this duty and, in terms of pre-school education, is required to provide adequate free, part time places for eligible children in East Lothian whose parents wish a place.

- 3.2 Currently all children eligible for pre-school education (ie those aged 3-5 years) are entitled, under current legislation, to 12.5 hours of pre-school education every week of the school year (a total of 475 hours per year). The Scottish Government has indicated that the provision of pre-school education hours will increase to 600 hours of pre-school education per year from August 2014 and include certain categories of two year old children (see 3.7).
- 3.3 East Lothian Council currently commissions pre-school education places from various providers within the East Lothian area, including the private, voluntary and independent sectors. This is to ensure that there is an adequate and efficient provision of pre-school education for eligible children. These places are commissioned by means of annual contracts with the private or voluntary providers, known as Partnership Agreements.
- 3.4 There are currently 16 partnership centres in East Lothian. Places at these Centres supplement the provision offered by East Lothian Council's own pre-school nurseries. Current contracts for partnership providers stipulate that funding for pre-school places will only be provided if there is a minimum of six eligible children attending that centre. There is currently no maximum limit to the number of children that could receive funding in a partnership centre.
- 3.5 To continue to ensure that East Lothian Council provides adequate and efficient pre-school education and that this continues to be offered through a combination of partner providers and local authority nurseries, it is imperative that the pre-school partnership budget is sustainably managed. It is therefore proposed that the Partnership Agreements for 2014/15 shall stipulate the allocated number of children that the Council will fund in each partnership centre. Funding will only be released to Partner Providers when children access their provision. This figure will be determined taking account of demand for places in the authority, the physical capacity of the partnership centre and the staffing resources of the partnership centre. The calculation detailed in 3.7 below will also inform the maximum number of places offered to a partnership centre.

- 3.6 To ensure East Lothian Council can continue to provide adequate and efficient pre-school education and sustainably manage its pre-school budget, it is proposed that the Council approve new requests for partnerships with new providers when all local authority nurseries in East Lothian have a projection of at least of at least 95% places filled by the academic year end.
- 3.7 Each year, based on projected need, East Lothian Council will award, as part of its strategy to manage capacity, a specific number of places to each approved partnership nursery. This number will be the actual projection plus a 10% margin to allow for:
- inward migration
  - children attending nursery not at their nearest provision
  - choice for working parents

Example: the authority has a need for 2,500 places.

The current usage/capacity in the authority nurseries is projected at 2131 places.

Partnership nursery places 'awarded' is 369 + 10% margin = 406 places. In addition, further places will be awarded, (estimated at 150 – 200 places), for new provision for '2 year olds in workless families'.

#### **4 POLICY IMPLICATIONS**

- 4.1 The introduction of guidance on the criteria for entering into new partnership arrangements and the setting of a maximum number of children to be funded at each partnership centre will ensure a more equitable distribution of resources across East Lothian and a more efficient use of such resources to sustain an adequate provision of pre-school education places. This guidance complies with legislation and current Scottish Government guidance.

#### **5 EQUALITIES IMPACT ASSESSMENT**

- 5.1 It is acknowledged that this may mean that a very small number of individual families may not be able to be accommodated at their first choice provider, but there are a number of alternative options for all families.

#### **6 RESOURCE IMPLICATIONS**

- 6.1 Financial – the introduction of a maximum limit on the number of funded pre-school partnership provider places will ensure better control of the pre-school budget for future years. Setting criteria for entering into a contract with any new providers will also assist in budgetary control.

6.2 Personnel – None

6.3 Other - None

## 7 BACKGROUND PAPERS

7.1 Minutes of the Petitions Committee held on 12 September 2013 – link attached

[http://www.eastlothian.gov.uk/meetings/meeting/5407/petitions\\_committee](http://www.eastlothian.gov.uk/meetings/meeting/5407/petitions_committee)

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<b>DATE</b>	27 February 2014

**REPORT TO:** Cabinet

**MEETING DATE:** 11 March 2014

**BY:** Depute Chief Executive (Partnerships and Community Services)

**SUBJECT:** Update on Parking – Removal of Traffic Warden Service

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**5**

## **1 PURPOSE**

- 1.1 To update Cabinet on the current situation with regard to parking and future options available within East Lothian.

## **2 RECOMMENDATIONS**

- 2.1 Cabinet is asked to note the content of this report and that officers will bring a detailed report forward on the options available and implications of the introduction of decriminalised parking in due course.

## **3 BACKGROUND**

- 3.1 Prior to the creation of the new national police service, Police Scotland, Lothian and Borders Police employed five traffic wardens in East Lothian. These wardens worked on a rotational basis, covering the six main towns, Musselburgh, Tranent, Prestonpans, Haddington, North Berwick and Dunbar. Over time, this resource was reduced to two wardens.
- 3.2 In June 2013, Police Scotland announced a review of the traffic warden service throughout Scotland, with a view to removing the service. In the absence of traffic wardens, enforcement of parking legislation remains however the responsibility of Police Scotland.
- 3.3 The situation across Scotland differs with 11 local authorities having already introduced Decriminalised Parking. This is achieved through an application to the Scottish Government and the creation of a Scottish Statutory Instrument to designate the local authority area as a “Special Parking Area” thereby decriminalising parking enforcement and allowing the issuing and collection of parking fines to be undertaken by the local authority through a civil procedure. Approval from the Scottish

Government to proceed is dependent on a business case within which it must be demonstrated that income generated will balance the cost of operating the service.

- 3.4 In view of the fact that only 11 local authorities have currently introduced decriminalised parking and that many of those remaining would have difficulty in producing a sound business case to do so, a joint group of senior officers from Solace, COSLA, SCOTS, Police Scotland and Transport Scotland has been meeting since August 2013 to try and ensure that a measured response and realistic timescale be introduced for any changes Police Scotland were making.
- 3.5 In the course of these discussions:
- i) Police Scotland agreed to circulate an offer to all local authorities without decriminalised parking enforcement (DPE) offering to continue to provide parking enforcement for another year, subject to the local authority picking up the costs of doing so.
  - ii) Police Scotland agreed to provide historical data on parking enforcement across legacy forces in order to inform local authority DPE bids.
  - iii) Police Scotland reiterated that their focus would be on dangerous, obstructive and blue badge parking violations.
  - iv) The Scottish Government agreed to explore legal issues surrounding any authority who wished to enter into a shared service arrangement for the introduction of DPE.
  - v) Transport Scotland agreed to look at ways to shorten the introduction of DPE timescales.
- 3.6 In effect, for local authorities that have not already introduced DPE, the only means of maintaining the full service previously provided by traffic wardens is by paying Police Scotland to retain traffic wardens or providing a dedicated police resource. The introduction of DPE can take up to two years even if a satisfactory business case can be put forward and there are therefore considerable costs involved.
- 3.7 The situation across Scotland is now fragmented with some local authorities having purchased ongoing traffic warden or dedicated police officer provision and others accepting that the responsibility still lies with Police Scotland.
- 3.8 In East Lothian, following discussion with senior officers, Police Scotland will engage locally through the joint Tasking and Co-ordinating process and initiate responses to any problems about abuse of timed parking, dangerous parking, causing an obstruction and abuse of double lines and disabled parking arrangements.



- 3.9 A number of other local authorities have considered a legal challenge through a Judicial Review of the decision taken by the Chief Constable of the Police Service of Scotland to withdraw traffic warden service provision.
- 3.10 Much of the discussion around the removal of the existing traffic warden service which occurred on 28<sup>th</sup> February 2014 in East Lothian is premised on the introduction of DPE within East Lothian. This is not however a straightforward process and future consideration will need to be given to the extent (On/Off Street, Off Street only, Shared Services) of the DPE proposal and how this would affect the business case required to proceed.
- 3.11 A detailed options report on the introduction of DPE within East Lothian will be brought forward in due course.

#### **4 POLICY IMPLICATIONS**

- 4.1 None

#### **5 EQUALITIES IMPACT ASSESSMENT**

- 5.1 This report is not applicable to the well being of equalities groups and an Equalities Impact Assessment is not required.

#### **6 RESOURCE IMPLICATIONS**

- 6.1 Financial - None
- 6.2 Personnel - None
- 6.3 Other - None

#### **7 BACKGROUND PAPERS**

- 7.1 None

<b>AUTHOR'S NAME</b>	Ray Montgomery
<b>DESIGNATION</b>	Head of Infrastructure
<b>CONTACT INFO</b>	rmontgomery@eastlothian.gov.uk
<b>DATE</b>	3rd March 2014



**REPORT TO:** Cabinet

**MEETING DATE:** 11 March 2014

**BY:** Depute Chief Executive (Partnerships and Community Services)

**SUBJECT:** Antisocial Behaviour Strategy 2014 - 2016

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**6**

## **1 PURPOSE**

- 1.1 The Antisocial Behaviour Strategy 2014 - 2016 sets out the way in which East Lothian Council, Police Scotland and their partners will deal with antisocial behaviour within the local authority area.

## **2 RECOMMENDATIONS**

- 2.1 Cabinet is asked to approve the Draft Antisocial Behaviour Strategy 2014 - 2016 ([Appendix 1](#)).

## **3 BACKGROUND**

- 3.1 The Antisocial Behaviour etc., (Scotland) Act, 2004 (“the 2004 Act”) places a statutory requirement on each local authority and the Chief Constable to prepare a strategy for dealing with antisocial behaviour in the authority’s area.
- 3.2 The 2004 Act requires local authorities and the Chief Constable to consult on their proposed strategy. A formal consultation process took place between 12 August 2013 and 8 November 2013. The public was consulted via the Council’s online consultation hub. A number of key partner agencies, Community Councils and Tenants and Residents Groups were consulted. Eight responses were received during the consultation period. Changes were made to the draft strategy in light of some of the comments contained within those responses.
- 3.3 In November 2012, East Lothian’s Tenants and Residents Panel organised an event with a view to eliciting the view of its membership on the proposals for the strategy. A total of 28 people attended. A number of views were recorded and incorporated in to the final strategy.
- 3.4 The strategy has been agreed by East Lothian’s Safe and Vibrant Communities Partnership and the Antisocial Behaviour Overview Group.

- 3.5 The strategy was developed in the context of the Scottish Government’s national framework for tackling antisocial behaviour, “Promoting Positive Outcomes” (2009). The framework and the strategy acknowledge the importance of preventative work a cross-agency working.
- 3.6 The aim of the strategy is “to reduce the number of people in East Lothian experiencing antisocial behaviour by delivering appropriate interventions.” The strategic aim supports Outcome 7 of East Lothian’s Single Outcome Agreement 2013 – 2023; namely, that “East Lothian is an even safer place.” Partners will take account of four broad themes in attempting to achieve this objective – Prevention; Early Intervention; Enforcement; and Rehabilitation. Partners will focus on Prevention and Intervention when tackling antisocial behaviour and promoting community safety.

#### **4 POLICY IMPLICATIONS**

- 4.1 There are no policy implications arising from this report.

#### **5 EQUALITIES IMPACT ASSESSMENT**

- 5.1 An Equality Impact Assessment has been carried and negative impacts have not been found.

#### **6 RESOURCE IMPLICATIONS**

- 6.1 Financial - None.
- 6.2 Personnel - None.
- 6.3 Other - None.

#### **7 BACKGROUND PAPERS**

- 7.1 Draft Antisocial Behaviour Strategy 2014 - 2016.

<b>AUTHOR’S NAME</b>	Kenny Black
<b>DESIGNATION</b>	Safer Communities Team Leader
<b>CONTACT INFO</b>	Tel: 01620 829919 Email: <a href="mailto:kblack@eastlothian.gov.uk">kblack@eastlothian.gov.uk</a>
<b>DATE</b>	19 February 2014

## **Antisocial Behaviour Strategy 2014 - 2016**

Joint foreword (Councillor Willie Innes/Chief Superintendent Gill Imery).

### **Section 1 : Introduction**

Antisocial behaviour is defined in Section 143 of the Antisocial Behaviour, etc., (Scotland) Act, 2004 as being any behaviour “that causes or is likely to cause alarm or distress” to a person or persons outwith the same household as the perpetrator of that behaviour.”

Section 1 of this Act places a duty on the Council and the Police to prepare an Antisocial Behaviour Strategy for their authority area.

This strategy will seek to:-

- Outline the key principles, the strategic context and the aims and objectives of the local authority and the Chief Constable in dealing with antisocial behaviour in East Lothian.
- Set out an assessment of the extent and type of occurrences of antisocial behaviour in East Lothian.
- Specify local arrangements for consulting and engaging with community bodies and other people (including young people) in each area where there are (or are likely to be) occurrences of antisocial behaviour, on how to prevent and tackle antisocial behaviour.
- Specify the range of available services designed to prevent or tackle antisocial behaviour, which are available for all residents in East Lothian, irrespective of sex or marital status, race, disability, age, sexual orientation, language, religious belief or social origin.
- Reinforce the commitment to stamp out discriminatory behaviour on any of the above grounds and, in particular, hate crimes.
- Set out the range of available services designed to support the victims of antisocial behaviour.
- Specify the ways in which members of the public can report antisocial incidents.
- Facilitate a range of mediation services as a way to settle antisocial behaviour-related neighbour disputes and to resolve conflict, including large group mediation.

- Describe how East Lothian Council and the Chief Constable will co-ordinate the discharge of their functions in relation to tackling antisocial behaviour.
- Provide for the lawful exchange of information relating to antisocial behaviour between East Lothian Council and the Chief Constable, and any other relevant person.
- Provide for a system whereby this strategy is reviewed on a regular basis.

This strategy is linked to a wide range of other strategies and plans. These are summarised in Appendix 1 (page 9).

The Council will be implementing an Equalities Monitoring Framework to ensure that no equalities group is disadvantaged through this strategy.

In particular, information regarding a person's sex or marital status, race, disability, age, sexual orientation, language, religious belief or social origin will be gathered for this purpose and, if required, ensure the better targeting of resources.

## **Section 2 : Context**

### National

This strategy has been developed in the context of the Scottish Government's national framework for tackling antisocial behaviour, "Promoting Positive Outcomes" (2009).

The framework was published following upon a comprehensive review of national antisocial behaviour policy and practice. It recognises that prevention and early intervention are the most effective ways of tackling antisocial behaviour.

This strategy also takes account of the recommendations contained within the Christie Commission's "Report on the Future Delivery of Public Services" (2011).

This report acknowledged the importance of preventative work and the need for services to become more efficient by working together in partnership in order to maximise resources.

### Local

Every local authority has a formal Community Planning structure. "East Lothian Partnership" provides the overarching framework for tackling antisocial behaviour.

A key strand of the Community Planning structure is the Safe and Vibrant Communities Partnership which is accountable for delivering the relevant outcomes contained within the Single Outcome Agreement 2013-2023. Through this Partnership, the Council, Police and other agencies, including communities,

will monitor delivery of the outcome relating to antisocial behaviour and scrutinise performance against same.

An Antisocial Behaviour Overview Group, which includes representatives from Police Scotland, East Lothian Council, East Lothian Housing Association, the Scottish Children's Reporters Administration and representatives from East Lothian Tenants and Residents Panel, oversees:-

- The implementation of the Antisocial Behaviour Policy (March 2007).
- The work of the Antisocial Behaviour Officers Group and the Case Monitoring Groups.
- Formal Information Sharing Protocols and Service Level Agreements.
- Performance reporting on agreed targets, including those required by the Scottish Housing Regulator.
- The amount of money being spent by the council on tackling antisocial behaviour.

Operational matters are overseen by the Antisocial Behaviour Officers Group, the Adult and Children's Case Monitoring Groups and the multi-agency Tasking and Co-ordinating Group.

Ensuring the safety of those who live, work in and visit East Lothian is a priority for the Council, the Police and other partner agencies. To facilitate this objective, the Council and the Police established a Safer Communities Team in 2012. This Team includes a Team Leader, Antisocial Behaviour Investigators, a specialist Housing Officer, an Amenity Protection Officer, an Environmental Protection Officer, members of the Council funded Police Teams, the East Lothian Community Action Team, the Prestonpans Initiative Team, the Musselburgh Policing Team, the Tranent Policing Team, a Police civilian Information and Statistics Officer, an Antisocial Behaviour Police Liaison Officer, the Community Warden Team and two administrative support officers. The team has close links with a number of Council teams, including the Local Area Housing Offices.

An Action Plan detailing the way in which the objectives of the Strategy are to be met will be published by the Summer of 2014. The Antisocial Behaviour Overview Group will monitor progress against the Action Plan objectives.

### **Section 3 : Aims, Objectives and Strategic Themes**

#### Aims and Objectives

Everyone has the right to feel safe in their community and it is unacceptable for people to be afraid when going about their normal daily business. East Lothian's Single Outcome Agreement 2013-2023 commits East Lothian Council, Police Scotland and partner agencies to creating, supporting and maintaining safe and vibrant communities.

East Lothian Council and the Police Service of Scotland will take the lead in working with partner agencies and the people of East Lothian to sustain and, where possible improve, the quality of life of those who live, work in and visit the county.

Partners will work together using recognised good practice in addressing the various forms of antisocial behaviour that negatively impact on the quality of life. It is recognised that partners working together have a greater chance of delivering positive outcomes than they have working in isolation.

Partners will work together in promoting a positive image of the county's young people in acknowledgement of the fact that only a small minority of young people become involved in antisocial behaviour.

Partners will focus on prevention and early intervention when tackling antisocial behaviour and promoting community safety.

Partners share one clear aim, which is:-

*"To reduce the number of people in East Lothian experiencing antisocial behaviour by delivering appropriate interventions."*

#### Strategic Themes

Partners will take account of four broad themes in attempting to achieve this objective: prevention, early intervention and diversion, enforcement and rehabilitation.

##### 1. Prevention

Put in place resources and programmes designed to divert individuals away from behaving in an antisocial manner.

Put in place measures that will create a physical and social environment where antisocial behaviour is less likely to occur. This will include the effective use of permanent and mobile CCTV facilities and regular estate management inspections.



Use recognised “Secured by Design” techniques in architecture and design in order to minimise antisocial behaviour.

The Council aims to let houses to those in need while also addressing the objective of ensuring balanced and sustainable communities. It will achieve this through its Local Housing Strategy, Allocations Policy and the appropriate use of local Letting Plans.

Make use of all forms of media in advertising initiatives designed to prevent and tackle antisocial behaviour.

Make use of all forms of media in publicising judicial successes in antisocial behaviour cases.

Undertake joint Police/Community Warden high visibility patrols in areas affected by antisocial behaviour.

Work with local licensees to encourage the responsible sale of alcohol.

Deliver joint Council/Police presentations to local school children and adult learners on the key components of “good citizenship.”

## 2. Early Intervention and Diversion

Identify those who behave antisocially at the earliest possible stage through the effective sharing of information.

Refer children involved in antisocial behaviour to the fortnightly Multi-agency Screening Group.

Identify antisocial behaviour “hotspots” via an analysis of complaints and thereafter deploy resources via a weekly multi-agency Tasking and Co-ordinating meeting.

Provide tenancy support to council tenants who have behaved antisocially.

Facilitate appropriate forms of support to those who have behaved antisocially across different housing tenures.

Use community mediation as part of an early intervention strategy whereby many neighbour (and neighbourhood) disputes can be dealt with and resolved at an early stage.

Work alongside those who have behaved antisocially in addressing the causes of their behaviour.

Issue restorative justice warnings to the perpetrators of antisocial behaviour.

Issue warnings to the perpetrators of antisocial behaviour.

Increase the use of Acceptable Behaviour Agreements (ABAs).

Work alongside and assist private landlords in addressing the antisocial behaviour of their tenants.

Positively engage with young persons in a number of contexts, including street-based youth outreach work.

Provide organised diversionary activities for young people in partnership with other services, agencies and communities.

### 3. Enforcement

The appropriate use of all powers made available to partners under the Antisocial Behaviour etc., (Scotland) Act, 2004, the Housing (Scotland) Act, 2001 and other relevant statutes.

This includes applying to the Sheriff Court for Antisocial Behaviour Orders (ASBOs) and evictions, serving Fixed Penalty Notices and using the powers made available to the local authority under Parts 7 and 8 of the Antisocial Behaviour etc, (Scotland) Act, 2004 in respect of private landlords.

### 4. Rehabilitation

Increase use of Short Scottish Secure Tenancy Agreements (SSSTs).

Continue support for perpetrators of antisocial behaviour by partner agencies, following enforcement action.

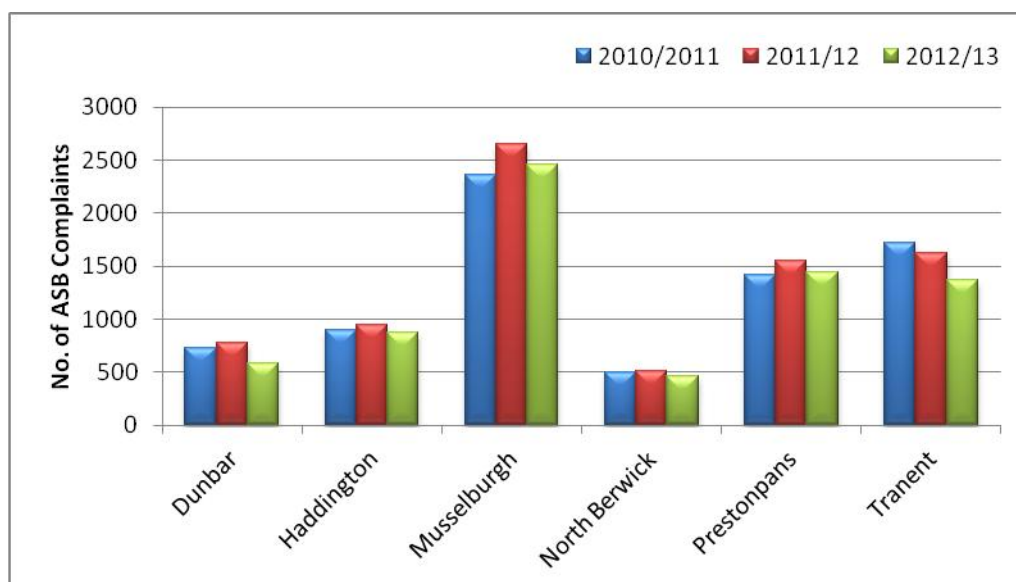
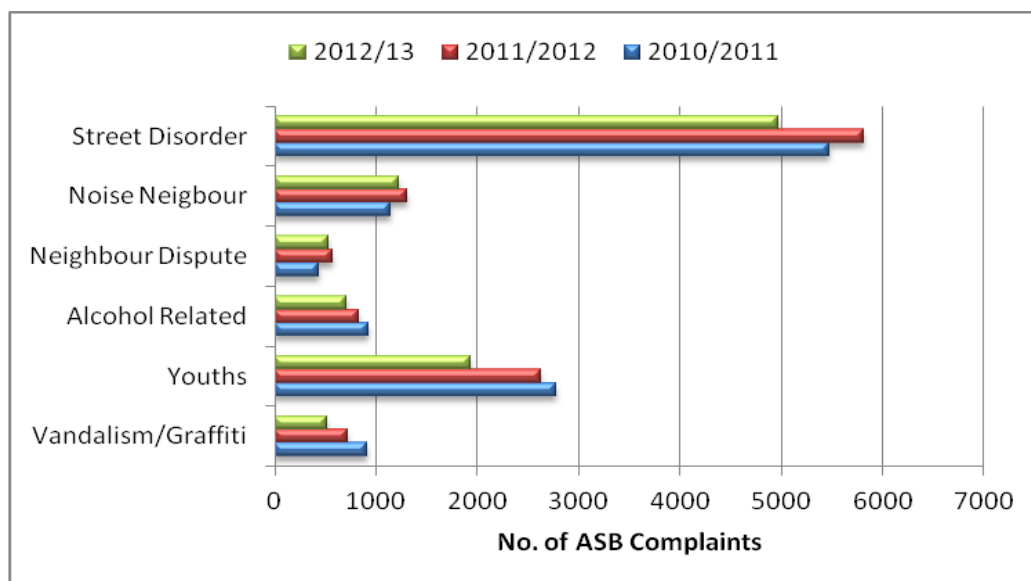
Regular reviews and monitoring of the perpetrators of antisocial behaviour by partner agencies, with appropriate action being taken where necessary.

## **Section 4 : Assessment of Antisocial Behaviour in East Lothian**

The following graphs show the extent of antisocial behaviour complaints made to the Police in East Lothian between April 2012 and March 2013, with a comparison made to the periods April 2011 to March 2012 and April 2010 to March 2011.

Complaints of street disorder between 2012/13 compared to street disorder in 2011/2012 reduced by 14%. Youth related calls over the same period reduced by 26%.

All towns witnessed a reduction in antisocial complaints made to the Police between 2012/2013 compared to 2011/2012, with Dunbar recording the biggest fall of 25% followed by Tranent with a reduction of 16%. Overall, antisocial behaviour complaints reduced by 11% over the two periods.



The graphs demonstrate that the majority of antisocial behaviour experienced in East Lothian is confined to what can be described as “low-level nuisance.” However, all partners recognise that this type of behaviour can have a corrosive impact on the lives of individuals and communities.

### **Section 5 : Community Engagement and Decision Making**

The Police and the Council acknowledge the role the community and its representatives have to play in allocating resources to tackle antisocial behaviour problems.

In every Council Ward there exists a Community and Police Partnership (CAPP). These monthly public meetings allow the community to task Police Officers and Community Wardens in dealing with issues most affecting their area.

Members of East Lothian's Tenants and Residents Panel will continue to form part of the Antisocial Behaviour Overview Group and members of the Safer Communities Team will attend local residents meetings and Community Council meetings subject to other operational commitments.

The Council and the Police will engage with young people throughout the period of the strategy via school talks, a series of organised events and street-based contact, with a view to eliciting opinion on the measures to be used in tackling antisocial behaviour.

## **Section 6 : Resources and Services**

The list below provides examples of the resources and services available to tackle antisocial behaviour in East Lothian.

- Local communities and their representatives
- Safer Communities Team
- Community Beat police officers
- Police Response Teams
- Community Response Team (including CCTV suite) (East Lothian Council)
- Scottish Fire and Rescue Service
- Customer Feedback Team (East Lothian Council)
- Night Time Noise Team (East Lothian Council)
- Environmental Protection Team (East Lothian Council)
- Adult Wellbeing (East Lothian Council)
- Children's Wellbeing (East Lothian Council)
- Amenity Services (East Lothian Council)
- Multi-agency Screening Group
- East Lothian Care and Accommodation Project (ELCAP)
- Graffiti Removal Team (East Lothian Council)
- Local Area Housing Teams (East Lothian Council)
- Tenancy Support Officers (East Lothian Council)
- Neighbourhood Outreach Workers (East Lothian Council)
- East Lothian Community Mediation Service
- Victim Support (Scotland)
- Community Learning and Development (East Lothian Council)
- Recharge (Tranent)
- East Lothian Housing Association
- Homes for Life
- Castlerock Edinvar

## **Section 7 : Support for Victims of Antisocial Behaviour**

Both the Police and Council recognise the devastating impact that antisocial behaviour can have on the lives of those exposed to it.

East Lothian Council and the Police currently work with Victim Support (Scotland) to supply emotional support to those most affected.

Victim Support will provide confidential support through professionally trained volunteers and staff that will be made aware of the issues likely to be presented. Staff and volunteers have a firm understanding of the process to be followed in antisocial behaviour cases.

East Lothian Council operates a dedicated 24 hours a day Antisocial Behaviour Helpline.

Fully trained operators are on hand to provide immediate advice, support and assistance to those experiencing antisocial behaviour.

Reports of antisocial behaviour can also be made by way of e-mail or via the council's website.

## **Section 8 : The Provision of Mediation Services**

Mediation is seen as a critical part of the Police and Council's overall approach in tackling antisocial behaviour.

Mediation enables parties in dispute to find practical, workable solutions to a wide range of problems. Mediation is a voluntary and confidential process of conflict resolution.

Trained impartial mediators provide a safe, structured and positive environment to enable those in dispute to resolve their differences, reach a better understanding of the other party's position and to agree conflict resolution strategies for the future.

East Lothian Council currently contracts SACRO to supply mediation services across the county. The Safer Communities Team will work alongside SACRO in promoting this service.

## **Section 9 : Formal Information Exchange**

Section 139 of the Antisocial Behaviour etc., (Scotland) Act, 2004 allows agencies involved in tackling antisocial behaviour to share relevant information.

In November 2007, the Police and the Council signed an Information Sharing Protocol.

Other partners share relevant information via separate protocols and at the Case Monitoring and Tasking and Co-ordinating Meetings.

**Section 10 : Review of the Strategy**

The Antisocial Behaviour Overview Group will be responsible for reviewing the Strategy on a six-monthly basis.

**Appendix 1 : List of Related Strategies and Plans**

East Lothian's Antisocial Behaviour Partnership's Antisocial Behaviour Policy (2007)

East Lothian's Children and Young People's participation strategy 2011

East Lothian Council's Allocations Policy 2007

East Lothian Council Plan 2012-2017

East Lothian Council's Tenant Participation Strategy 2012-2015

East Lothian's Homelessness Strategy 2009-2014

East Lothian's Integrated Children's Services Plan 2013-2017

East Lothian's Local Housing Strategy 2012-2017

East Lothian's Local Policing Plan 2014-2017

East Lothian's Older People's Strategy 2011- 2020

East Lothian's Partnership's Community and Learning Development Strategy 2011-16

East Lothian's Single Outcome Agreement 2013-2023

East Lothian's Youth Strategy – A Shared Vision -2009

Midlothian and East Lothian Drugs and Alcohol Partnership's (MELDAP) Drugs and Alcohol Strategy Implementation Plan 2010-2013

## **Appendix 2 : Glossary of Terms**

**Acceptable Behaviour Agreements (ABAs)** : Voluntary contracts signed by the perpetrators of antisocial behaviour that seek to change the behaviour of the signatory.

**Antisocial Behaviour etc., (Scotland) Act, 2004** : The primary piece of legislation dealing with antisocial behaviour in Scotland.

**Antisocial Behaviour Fixed Penalties** : “On the spot” financial penalties issued by the Police and the Council in relation to certain types of antisocial offences.

**ASBOs** : Antisocial Behaviour Orders are Orders granted by a Sheriff. The applications are of a civil nature but a breach constitutes a criminal offence. Only social landlords and local authorities can apply for such orders in Scotland.

**Eviction** : A formal court action where a landlord repossesses a property from a tenant.

**Housing (Scotland) Act 2001** : The principal piece of legislation relating to the relationship between social landlords and their tenants.

**Intervention Warnings** : Written or verbal warnings issued to the perpetrators of antisocial behaviour by the council, the police or any partner agencies.

**Mediation** : A voluntary process where parties involved in dispute attempt to reach an agreement regarding future peaceful co-existence with the assistance of trained mediators

**Restorative Justice** : A practice where the perpetrators of a harmful or destructive act make amends by taking part in activities designed to compensate either the victim or the community.

**“Secured by Design” Scheme** : An attempt by designers and architects to design buildings and other facilities in such a way that reduces the likelihood of incidences of antisocial behaviour occurring.

**Short Scottish Secure Tenancy Agreement (SSST)** : Short probationary Tenancy Agreements issued to individuals who have been subject to formal court action relating to antisocial behaviour.

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**MINUTES OF THE MEETING OF THE  
LICENSING SUB-COMMITTEE OF THE CABINET**

**THURSDAY 12 DECEMBER 2013  
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON**

**7**

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**Committee Members Present:**

Councillor J McNeil (Chair)  
Councillor J Caldwell  
Councillor D Grant  
Councillor J Williamson  
Councillor F McAllister  
Councillor J McMillan

**Council Officials Present:**

Ms C Molloy, Legal Adviser  
Mr I Forrest, Senior Solicitor  
Ms M Winter, Licensing Administration Assistant

**Others Present**

Insp A Harborow, Police Scotland  
PC J Leslie, Police Scotland  
PC M Bremner, Police Scotland  
Mr G Brooks, East Lothian Taxi and Private Hire Association – Item 1

**Clerk:**

Mrs F Stewart, Committees Assistant

**Apologies:**

None

**Declarations of Interest:**

None

The Chair welcomed everyone to today's meeting.

## **1. TAXI FARE REVIEW**

The Depute Chief Executive, Resources and People Services, had submitted a report to approve the commencement of the taxi fare review for the hire of taxis in East Lothian.

The Legal Adviser stated that the Licensing Authority was required to review the taxi fares at intervals not exceeding 18 months from the date on which the scales came into effect. The present taxi tariffs came into effect on 13 September 2012 and the Licensing Authority was now seeking approval to initiate the process for review. If approved, consultations would be carried out with representatives of taxi operators in East Lothian and advertisements would inform members of the public of the proposed changes. The Notice would advise the date that the changes were expected to come into effect and give members of the public an opportunity to make any representations to the Authority.

Mr George Brooks, Co-Chair of the East Lothian Taxi and Private Hire Car Association, stated that he hoped the review would proceed without delay and that his members would be advised as soon as possible the date when the new fares tariff would be implemented.

The Chair advised that any comments and/or recommendations would be brought before the Sub-Committee, when Members would make a decision on the proposals and date of implementation.

### **Decision**

The Sub-Committee agreed to approve (1) the commencement of the taxi fare review for the hire of taxis in East Lothian and (2) a consultation with persons or organizations who are the representative of, the operators of taxis operating within East Lothian, and (3) the advertising of the general effect of the proposals and the date when they propose that their decision will take effect in the local newspaper.

## **2. LICENSING OF SECOND HAND DEALERS & WINDOW CLEANERS**

The Depute Chief Executive, Resources and People Services, had submitted a report to advise the Sub-Committee of the outcome of the public consultation exercise undertaken regarding the proposed licensing of window cleaners and second hand dealers.

The Council's Senior Solicitor summarised the report, stating that these activities were deemed to be 'optional' in terms of the Civic Government (Scotland) Act 1982 and had not been licensed before. However, the Sub-Committee had agreed to a request from Police Scotland to make a resolution to licence these activities at their meeting on 13 June 2013 and Members approved draft resolutions at their meeting on 10 October 2013. The consultation process, in terms of Section 9 of the 1982 Act, required the proposed wording of the resolutions to be advertised in the local press, giving members of the public 28 days within which to submit representations and this period had ended on 25 November 2013. No responses had been received by the Licensing Office relative to this consultation and the Sub-Committee was now being asked to formally adopt these resolutions. The suggested date these resolutions would come into effect was 15 September 2014.

The Chair advised that East Lothian was one of only a few local authorities in Scotland that did not licence window cleaners and second hand dealers. As the request had come from Police Scotland, he wished to support these resolutions.

The Senior Solicitor clarified a number of points for Members and advised that the draft resolutions appended to the report provided further details.

**Decision**

The Sub-Committee agreed to formally confirm and adopt the terms of the resolutions attached to the report and authorised the Service Manager - Licensing, Administration & Democratic Services and such staff as she may appoint, to proceed with the process of advertising such confirmation in the local press.

**3. DELEGATION OF AUTHORITY UNDER CIVIC GOVERNMENT (SCOTLAND) ACT 1982 AND OTHER LICENSING LEGISLATION**

The Depute Chief Executive, Resources and People Services, had submitted a report to seek the Licensing Sub - Committee's ("Sub-Committee") agreement to delegate authority to the Service Manager (Licensing, Administration and Democratic Services) and such officers as she may appoint to carry out certain functions of the Sub-Committee in terms of the Civic Government (Scotland) Act 1982 ("Act") and other legislation governing licensing functions.

The Chair stated that delegating authority to the Service Manager would assist the Licensing office to operate more efficiently and confirmed that the Sub-Committee would continue to determine applications for which Police Scotland had submitted an objection.

**Decision**

That the Sub-Committee agreed, in the interests of efficiency, to delegate authority to the Service Manager (Licensing, Administration and Democratic Services) and such officers as she may appoint to carry out the functions specified in the Appendix to this report.

**SUMMARY OF PROCEEDINGS – EXEMPT INFORMATION**

The Licensing Sub-Committee unanimously agreed to exclude the public from the following business containing exempt information by virtue of Paragraph 6 (information concerning the financial or business affairs of any particular person other than the Authority) of Schedule 7A to the Local Government (Scotland) Act 1973.

**4. Applications for Grant of Taxi/Private Hire Car Driver's Licence**

The Sub-Committee had received three applications for grant of a licence; two were granted and one was refused.

**5. Applications for Renewal of Taxi/Private Hire Car Driver's Licence**

The Sub-Committee considered two applications for renewal of a licence; one was agreed and the other was continued to the February meeting.





**MINUTES OF THE MEETING OF THE  
LICENSING SUB-COMMITTEE OF THE CABINET**

**THURSDAY 13 FEBRUARY 2014  
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON**

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**Committee Members Present:**

Councillor J McNeil (Chair)  
Councillor J Caldwell  
Councillor D Grant  
Councillor J Williamson  
Councillor F McAllister  
Councillor J McMillan

**Council Officials Present:**

Mrs K MacNeill, Service Manager, Licensing, Administration & Democratic Services  
Mr I Forrest, Senior Solicitor  
Mr A Kelley, Transport Compliance Officer  
Ms D Richardson, Licensing Administration Officer

**Others Present**

Insp A Harborow, Police Scotland  
PC J Leslie, Police Scotland  
Mr A Williams, Solicitor (Item 5)

**Clerk:**

Mrs F Stewart, Committees Assistant

**Apologies:**

None

**Declarations of Interest:**

None

The Chair welcomed everyone to today's meeting. He proposed that today's business began with the private items on the agenda and this was agreed by Members.

## **1. TAXI FARE REVIEW**

The Depute Chief Executive, Resources and People Services, had submitted a report to consider the revised scale of the fares provided by the East Lothian Taxi and Private Hire Association.

The Legal Adviser stated that the Sub-Committee had approved the taxi fare review at their meeting on 12 December 2013, when the East Lothian Taxi and Private Hire Association had provided their revised scale of fares.

The Chair stated that the last taxi fare increase was in 2010 and noted that the increase proposed today was 10%. In view of fuel increases, he considered that the proposals were reasonable. Members discussed the matter in more detail, comparing the rates with neighbouring Councils and making minor amendments to the new scale of fares; the valid dates being changed to 2014/2015 and the cleaning charge for sickness due to alcohol being amended to car valeting.

### **Decision**

The Sub Committee agreed that the proposed scale of fares could proceed to consultation and authorised the Manager, Licensing, Administration and Democratic Services and such officers as she may appoint, to advertise the proposed scale of fares in the local East Lothian Newspapers, giving the public 28 days in which to make any representations.

## **2. AGE OF TAXI VEHICLES**

The Depute Chief Executive, Resources and People Services, had submitted a report to advise the Sub-Committee of the responses received to the public consultation launched following the meeting of the Sub-Committee on 14 November 2013.

The Legal Adviser explained the background to this report. He stated that, in a series of reports to the Sub-Committee between October 2012 and February 2013, consideration had been given to a proposal to amend Condition 9 of the Council's conditions for taxi licences relative to the age of vehicles. The proposal was to delete the words 'prima facie' which were deemed to confuse the meaning of the condition and this was approved at the Sub-Committee meeting on 14 February. However, following that decision, there had been considerable disquiet within the trade to the implications of this decision. As a result, a report with three new proposals was submitted to the Sub-Committee on 14 November to effectively reverse the changes.

- a) Condition 9 of the conditions of licence is removed altogether, to the effect that there would no longer be an age limit on the acceptability of vehicles submitted for renewal of licence. Licensing of a vehicle would thereafter be determined purely on the issue of safety/roadworthiness, irrespective of its age.
- b) Testing of vehicles being submitted for renewal of licence to be increased from on an annual basis to once every six months once the

vehicle has reached an agreed trigger age - currently suggested as 6 years (or 12 years in the case of purpose built vehicles).

- c) Any consequent amendments or alterations required to other licence conditions, and to guidance and procedural notes and information, be adopted as part of this proposed alteration.

A public consultation period on the new proposals closed on 29 January 2014 and a total of 13 responses had been received (appended to the report).

Members discussed the terms of the report in detail and consulted the Council's Legal Adviser and Transport Compliance Officer.

The Chair requested that a report comes to the next Sub-Committee meeting advising the charge which would apply for the 6-monthly MOTs and giving details on the administration of the new regulations.

### **Decision**

The Sub-Committee agreed to:

- (i) Consider the terms of the responses attached as an Appendix to this report and the views of the Transportation division as outlined in paragraph 3.7 of the report.
- (ii) Decide, in the light of the responses received to the consultation, to confirm the proposals regarding the Age of Taxi vehicles which were put to the Sub-Committee at the meeting on 14 November 2013, as enumerated at paragraph 3.4 of the report.
- (iii) Authorise the Manager, Licensing, Administration & Democratic Services and such officers as she may appoint to implement any further action required as a result of the decision taken in respect of point (ii) above.

## **SUMMARY OF PROCEEDINGS – EXEMPT INFORMATION**

The Licensing Sub-Committee unanimously agreed to exclude the public from the following business containing exempt information by virtue of Paragraph 6 (information concerning the financial or business affairs of any particular person other than the Authority) of Schedule 7A to the Local Government (Scotland) Act 1973.

### **3. Applications for Grant of Taxi/Private Hire Car Driver's Licence**

The Sub-Committee had received three applications for grant of a licence; one was granted and two were refused.

### **4. Applications for Renewal of Taxi/Private Hire Car Driver's Licence**

The Sub-Committee considered eight applications for renewal of a licence; six were agreed and two were continued to the March meeting.

### **5. Suspension of Taxi & Private Hire Car Operator's Licence**

The Sub-Committee agreed to continue the suspension of the three operator's licences until the expiry thereof.





## **MINUTES FOR NOTING**

### **Sustainable Economy Partnership**

5 September 2013

20 November 2013

**8**

### **Safe and Vibrant Communities Partnership**

9 September 2013

11 November 2013

### **Resilient People Partnership**

18 September 2013

20 November 2013



**ELP Sustainable Economy Partnership  
Note of the meeting held on 5 September 2013, in East Lothian Council**

**PRESENT**

Andrew White, Federation of Small Businesses (AW)  
Angela Leitch, East Lothian Council (AL)  
Cllr John McMillan, East Lothian Council (JM)  
Cllr Stuart Currie, East Lothian Council (SC)  
David Leven, Scottish Enterprise (Chair) (DL)  
Elliot Stark, Voluntary Action East Lothian, (ES)  
George Archibald, Mid and East Lothian Chamber of Commerce (GA)  
Gordon Morrison, Visit Scotland (GM)  
Grant McDougall, Skills Development Scotland (GM)  
Jim McGonigle, Jobcentre Plus (JM)  
Niall Corbett, Scottish Natural Heritage (NC)

**Apologies**

Ray McCowan, Edinburgh College  
Sheila Durie, Social Enterprise East Lothian / VAEL

**In Attendance**

David Evans, East Lothian Council (DE)  
Rebecca Spillane, East Lothian Council (RS)  
Susan Smith, East Lothian Council (SS)  
Veronica Campanile, East Lothian Council (VC)

**Item and Action Point**

**By Whom**

**1. Welcome and Apologies**

David welcomed everyone to the first formal meeting of the group.

**2. Establishment of the Sustainable Economy Partnership**

Angela Leitch spoke to this report. At its final meeting on 11 March 2013, The East Lothian Community Planning Partnership Board approved the establishment of the East Lothian Partnership as the new body responsible for community planning in East Lothian. The board discussed and approved the structure and the roles, remits and membership of the East Lothian Partnership and the three Supporting Partnerships.

At the East Lothian Partnership 21 August meeting, members appointed David Leven, Scottish Enterprise, as Chair of this particular Partnership. Today a vice chair should be appointed.

**Decision**

**Andrew White appointed as Vice Chair.**

**Action**

**The Group confirmed that all will contribute to support David and Andrew as chair and vice-chair respectively.**

**All**

**Action**

**Review the membership of the Partnership at a future meeting**

**David Leven**

### **3. Round table on each member organisation's contribution to the Partnership**

#### **Neil Corbett / SNH**

SNH is the Scottish Government's nature conservation agency. Its contribution is how natural environment, with the economy can contribute to the economy and, place making and the environment and so support sustainable economic development.

#### **Jim McGonigle/DWP**

The focus of DWP is on getting people into work through a number of programmes and support mechanisms. It needs to work in partnership to ensure outcomes are met.

#### **Grant McDougall / Skills Development Scotland**

SDS was established to bring about a transformation in skills and improve the balance between labour market supply and demand. Working in partnership is essential

#### **Cllr John McMillan / ELC**

The focus is on the delivery of the East Lothian Community Planning Economic Development Strategy, which is the key driver in the role of Partnership. In relation to the SOA, local partnerships are essential and also the "rural" voice.

#### **Andrew White / FSB**

FSB members are small businesses and representation enables their views to be brought to the table highlighting how they can contribute to sustainable economic growth in East Lothian

#### **Elliot Stark / VAEL**

Focus of VAEL representation on this partnership is on young people and developing social enterprises

#### **Cllr Stuart Currie / ELC**

Cllr Currie referred to continuing economic issues and suggested that decisions on the economy need to be taken now and the Opposition wants to contribute to this. The right economic environment for people to want to come to East Lothian needs to be developed and also some local areas do well and others don't. This group needs to look at all aspects of the economy.

#### **Gordon Morrison / Visit Scotland**

Tourism and delivery of the National Strategy requires ,the commitment of East Lothian businesses and the tourism industry.

#### **George Archibald / East & Midlothian Chamber of Commerce**

The Chamber is engaged in a number of initiatives to help businesses grow and prosper in a sustainable way.

#### **Angela Leitch / ELC**

The Economic Development Strategy is a priority for the Council and the area. It is important that the Partnership recognises the need for more jobs and more businesses in East Lothian as set out in the strategy.

**David Leven, Scottish Enterprise**

A dual role: as Chair to ensure robust discussion and build consensus as SE, bringing the Scottish Government's economic priorities of job creation and growth opportunities to the table in each local area.

**4. Inaugural Event of the East Lothian Partnership**

Veronica Campanile reported that the Partnership's inaugural event was held on 19 June 2013. The purpose of the event was to establish the partnership, enable members to get to know each other, and also review the draft Single Outcome Agreement. Notes from the discussions and the final delegate list are presented in the Report.

**Decision**

**Members to bear the contents in mind when considering amendments to the SOA**

**All**

**5. East Lothian Profile: Presentation and debate.**

AL introduced the item. The East Lothian Profile has been prepared to inform the development of the Single Outcome Agreement 2013. Work began in December 2012 and Partners have been involved throughout the process. Six Area Profiles are also being prepared which will provide complementary information to the East Lothian Profile. It was felt that it was essential to gather all available data and collate and store in the one place to inform and influence the strategic approach.

VC gave a presentation and highlighted key areas to note:

The population of East Lothian is forecast to grow at a faster rate than any other area in Scotland

High growth of people aged 75 and over.

East Lothian is made up of 120 datazones, 6 of which fall within the most deprived 20% of areas in the whole of Scotland.

The 6 most deprived datazones are located in Prestonpans, Tranent and Musselburgh.

10 out of the 120 datazones in East Lothian fall within 20% most education deprived areas in Scotland. These datazones are located in Musselburgh, Tranent and Prestonpans.

27.3% of children @ P1 are considered to be developmentally vulnerable according to the Early Development Instrument. Children in East Lothian received their lowest scores in relation to emotional maturity and communications.

Some discussion followed and comments were noted:

Can this data be summarised for areas?

The First Step is crucial, we need to target resources

Not a "one shoe fits all" we need to look at specific areas individually.

Need to ensure opportunities are reflected in discussions.

Need to know where we are and know what we want to achieve

Need to identify what intervention works well

David commented on the good discussion which had taken place and confirmed that the Actions and Priorities are essential.

**Action**

**Members to consider the Profile and the draft Strategic Assessment and send comments as soon as possible** **All**

**6. Draft SOA 2013**

AL confirmed that the East Lothian SOA 2013 and the Development Plan had been signed off on 25<sup>th</sup> July by the Scottish Government.

**Decision**

Recommendations 2.3 and 2.4 were not completed

**Action**

**Members to send any final comments on the SOA document to VC as soon as possible so it can be finalised by 23 September and signed on the 30th** **All**

**Review the draft suite of high-level outcome indicators at a future meeting.** **DL**

**Identify 3 to 4 relevant key actions for this partnership at a future meeting** **DL**

**7. SOA Outcome 1: East Lothian has a growing and sustainable economy.**

**Economic Development Strategy and Delivery Progress**

Susan Smith updated the members on progress on the East Lothian Economic Development Strategy 2012-22 in line with the SOA 2013 Outcome 1: "East Lothian has a growing and sustainable economy".

Eight "Strategic Projects" were highlighted and 7 implementation plans were developed: Tourism, (incorporating Food & Drink), Renewables, Profile, Connectivity, Business Infrastructure, Town Centres and Employability. Key points to note are:

Tourism – Open Golf held at Muirfield in July 2013

Food & Drink- East Lothian Food and drink will have a presence for the first time at the BBC Good Food Show, Birmingham

Town Centres- retail support such as Christmas Shop Local, Open Window Dressing competition, Shop Doctor.  
Economic Development staff provide ongoing support and guidance to town centre groups.

Renewables – key national economic priority.

Branding – signage (Scotland’s Golf Coast) and guide for Open Golf, DVD, businesses advocating advantages of East Lothian as location, ongoing engagement with the media.

SS advised that all parties are very engaged and there is a demand for business support.

AL stated that she would like to develop business premises around Tranent and Prestonpans, however there are limited amounts of capital.

Some discussion followed and the following noted:

- Sir Peter Burt will be introduced to East Lothian Investments
- East Lothian Council are moving out of some buildings which will allow availability for business use
- Susan is planning to visit premises in Leith, the City of Edinburgh Creative Industries Hub, involving Edinburgh College
- Need to focus on growth opportunities
- Suggestion of colleges being approached to consider the possibility of locating in or around East Lothian.

## **8. Outcome 2: The cycle of Poverty is broken for individuals and families in East Lothian**

### **Draft Tackling Poverty Strategy**

Rebecca Spillane updated the members on progress on developing the Tackling Poverty Strategy.

The focus of the Tackling Poverty Action Plan is to clearly state the East Lothian Partnership’s commitment to tackling poverty and reducing inequalities both within and between communities in East Lothian. The Action Plan identifies and coordinates activity and resources targeted at the poorest and the most vulnerable to falling into poverty, in our communities. This strategy will deliver Outcome 2 and links to several other outcomes in the SOA. It is built in the ambition to achieve the following outcomes:

- Develop a better understanding of poverty in East Lothian
- Help People to manage Poverty and the impact of welfare reform
- Break the cycle of poverty for individuals and families in East Lothian

RS asked members to consider the draft Strategy and Action Plan and provide comments.

The following points were noted.

- More work with families, greater alignment of advisory services, more alignment of people to jobs
- Need to target specific groups of young people and establish what skills people need.
- Commitment from Social Enterprises

## **Decision**

<p><b>Further discussion of the Tackling Poverty Strategy required at the next meeting.</b></p>	
<p><b>9. Outcome 3: Communities in East Lothian are able to adapt to climate change and reduced finite natural resources</b></p> <p><b>Environment Strategy Update</b></p> <p>David Evans updated the members on progress on the Environment Strategy. The Strategy was approved by the East Lothian Community Planning Partnership in 2010. The strategy aims to provide a focal point for future action to address environmental challenges such as depleting resources, dependence on fossil fuels and climate change. The Strategy demonstrated a commitment by Community Planning Partners within their powers and remit to address the environmental challenges we face and the steps required to tackle these. Progress has been made on a number of areas identified in the strategy, including:</p> <ul style="list-style-type: none"> <li>Resource efficiency- carbon management programmes across community planning partners, local business and communities</li> <li>Reduction of waste to landfill and improved performance for recycling and composting</li> <li>Eco schools programme well established in East Lothian's schools</li> <li>Development of core path network across East Lothian encouraging walking, cycling etc.</li> </ul> <p>A number of areas for future work present both opportunities and challenges including:</p> <ul style="list-style-type: none"> <li>Improving access to and developing more integrated public and community transport services</li> <li>Improving recycling and composting performance, particularly for food waste</li> <li>Improving energy efficiency of East Lothian's Housing, including retrofitting property.</li> </ul> <p>Climate Change</p> <ul style="list-style-type: none"> <li>○ Mitigation – Greenhouse gas emission reduction</li> <li>○ Adaptation –Response to climate change impacts</li> </ul> <p>All agreed that a number of positive initiatives were ongoing or planned for the future.</p>	
<p><b>10. Any Other Business</b></p> <p>- There was no other business.</p>	
<p><b>11. Meeting Schedule and Venues</b></p> <p>- AL proposed the next meeting in 6 weeks and thereafter quarterly.</p>	



## ELP Sustainable Economy Partnership

### Note of the meeting held on 20 November 2013, in East Lothian Council

#### PRESENT

David Leven, Scottish Enterprise (Chair) (DL)  
Andrew White, Federation of Small Business  
Angela Leitch, Chief Executive, East Lothian Council  
Cllr Stuart Currie, East Lothian Council  
George Archibald, Chief Executive, Mid & East Lothian Chamber of Commerce  
Jim McGonigle, District Manager, Jobcentre Plus  
Niall Corbett, Scottish Natural Heritage  
Ray McCowan, Vice-Principal Edinburgh College  
Sheila Durie, Voluntary Action East Lothian  
Manuela Calchini, Regional Director, Visit Scotland  
Grant McDougall, Head of Operations, Skills Development Scotland  
Cllr John McMillan, East Lothian Council  
Cllr Norman Hampshire, East Lothian Council

#### In Attendance

Susan Smith, Economic Development, East Lothian Council  
Jackie Gardiner, Economic Development, East Lothian Council (minute taking)

#### Item and Action Point

By  
Whom

##### 1. Welcome & Apologies

David welcomed everyone to the second meeting of the newly formed partnership group.

##### 2. Minutes of the previous meeting & matters arising

Update on actions raised at the last meeting:

##### Establishment of the Sustainable Economy Partnership

DL raised the question that due to the 3 priority areas identified, there may be scope for other representatives who should be invited onto the membership of the group.

#### Action:

All to  
monitor

#### Draft SOA 2013

Final comments on the Single Outcome agreement have been formally adopted.  
[http://www.eastlothian.gov.uk/info/200135/east\\_lothian\\_partnership\\_priorities/1586/community\\_planning\\_in\\_east\\_lothian/3](http://www.eastlothian.gov.uk/info/200135/east_lothian_partnership_priorities/1586/community_planning_in_east_lothian/3)

<p>High Level Indicators – under the Single Outcome Agreement there are no true measurements for resolving a final outcome. SLAED outcomes – it was agreed to use outcomes and measures already there.</p> <p><b>Tackling Poverty Strategy</b> <b>Action:</b> <b>Discussion on integration of key economic elements to be agreed.</b></p>	<p>SS</p>
<p><b>3. East Lothian Plan (SOA) 2013 – Development Plan</b></p> <p>Angela Leitch spoke to this report.</p> <p>The Single Outcome Agreement 2013 (SOA) includes a Development Plan outlining 12 key actions the East Lothian Partnership will put in place to ensure delivery of the SOA. All members of the partnership need to be aware of and support the implementation of this Plan.</p> <p>The National Community Planning Group led by the Scottish Government and the Convention of Scottish Local Authorities (COSLA) identified a range of improvement areas that emerged from the findings of an audit, in particular it was identified that there is not yet consistent evidence of joint resources of the priorities set out in the SOAs.</p> <p>The group proposed that the Scottish Government and COSLA would work together to move this agenda forward and this has resulted in the 'Agreement on Joint Working on Community Planning and Resourcing'.</p> <p>The key areas:</p> <ul style="list-style-type: none"> <li>ensure the SOA is the focal point for the planning and deployment of resources locally;</li> <li>share budget, investment and resource planning information through the CPP, at an early stage in the decision-making process, including setting out the broad financial parameters they are working to, key milestones and how resources in place can further support SOA delivery;</li> <li>agree how total resources can most effectively be deployed and aligned between partners to achieve the outcomes set out in the agreed SOA and ensure deployment and alignment in practice; and</li> <li>demonstrate commitment and adherence to the Agreement through their engagement with CPPs and in relevant governance, and budget making processes, including in the final budget documents, delivery plans and subsequent accountability arrangements</li> </ul> <p>The East Lothian Partnership agreed to priorities 3 key actions in the coming year:-</p> <ul style="list-style-type: none"> <li>Area Partnership – how we engage partners and communities</li> <li>Joint Asset Management Strategy</li> <li>Piloting a ' Total Place' – looking at combined resources and how we use them effectively</li> </ul>	

The group were asked to consider which key actions the Partnership should prioritise over the next year.

Discussion followed and suggestions came forward for releasing resources:-

- The current infrastructure is at capacity
- There is some innovative practice to tap into
- Look at a regional level – capital investment is huge
- Positive destinations – whether we can make more of a difference with a joint basis
- Pressure on new housing development - look at issues around town centres
- Encourage businesses to use common good property
- Look at all public and private sectors to establish joint asset management opportunities
- Look at ownership of buildings
- Analyse potential housing Capital investment
- Use this partnership group to influence and lobby
- Engagement with potential investors

**Action:**

**As a starting point the group agreed to look at examples of best practice that could be applicable to East Lothian context.**

All to identify

**4. Outcome 1: East Lothian has a growing and sustainable economy**

**(a) East Lothian Community Planning Economic Development Strategy – Progress Report, October 2012 – October 2013**

Susan Smith provided a progress report to the group. The group were asked to identify a small number of key actions to support the delivery of the SOA and the Economic Development Strategy. It is proposed that the following 5 actions are worthy of consideration and an open discussion followed with additional points for consideration coming forward:-

**Employability**

- Collaborative approach to bring people back into the community
- Extend the East Lothian Works brand – take the concept to a more local area and more intensive intervention
- Focus on deprivation
- Develop a taskforce approach working with the communities

**Action:**

**To form a group lead by CLD, DWP & SDS to develop a proposal on how to extend the East Lothian Brand - Musselburgh East was suggested as the pilot ward.**

C Forbes

## **Investment & Marketing**

- Development and consolidation of websites
- Branding needs to be clearer
- Identify who we are!
- John Muir Legacy
- Business Tourism – high end venues
- Cycling
- Homecoming
- Ryder Cup
- Commonwealth Games
- Wildlife Tourism
- Create a marketing toolkit for East Lothian
- Encourage local festivals
- Tourism and Business conference in March
- Golf Coast Road brand

The consensus of the group agreed a refresh and enhancement of the marketing plan and suggested a group of partners meet to take this forward.

### **Action:**

**Susan Smith, Andrew White & Manuela Calchini to meet.**

SS to  
arrange

## **Making the Most of the Coast**

- Look at key sectors around the Coast
- Opportunities for port infrastructure
- New energy
- Key sector growth
- Look at the Coastal Tourism Strategy to maximise the potential of the coastline

### **Action:**

**Coastal tourism is a key element.**

### **Action:**

**Agreed to look at Renewables in more depth at next meeting.**

## **Town Centres**

- There's a drive to put town centres first
- Town Centre Regeneration Strategy
- Focus on Haddington/Dunbar – the community in Dunbar is very active and enthusiastic
- More accommodation is being provided??
- Identify with active community groups
- Encouragement to become a business improvement district (BID)
- Identify added value
- There is a need to engage the community in Musselburgh
- Add value to Haddington, Dunbar & Musselburgh

### **Action:**

**Agreed to come back to the next meeting with a formal proposal and seek how we prioritise.**

### **Small Business Support**

- How do we add value to Business Gateway services
- How we improve the strengths of the existing service
- East Lothian Coffee mornings are well attended
- More micro businesses have developed
- Social media
- Encourage inward investment which will enhance the smaller businesses
- Lack of business property

**Action:**

**Suggested momentum to the Small Business Gateway service.**

**Action:**

**Adapt and expand existing Coffee mornings.**

**Action:**

**Enlarge East Lothian Investments – develop a sub group to take this forward.**

**Action:**

**Pull together lack of evidence of property to service businesses**

### **5. Any other business**

No other business was raised

### **6. Date of next meeting**

Dates for quarterly meetings in 2014 to be confirmed and circulated



**MINUTE OF THE SAFE AND VIBRANT COMMUNITIES PARTNERSHIP  
HELD ON 9<sup>TH</sup> SEPTEMBER 2013**

**Members Present:**

Monica Patterson, Depute Chief Executive - Partnerships and Services for Communities, ELC (Interim Chair)  
Chief Inspector Colin Brown, Scottish Police Service  
Councillor Jim Gillies, ELC  
Councillor Peter MacKenzie, ELC  
Councillor Tim Day, ELC  
David Rose, Association of East Lothian Community Councils  
James Bruce, Head of Organisational Development, VDEL/STRIVE  
Julie Hayward, East Lothian Tenants and Residents Panel  
Peter Heath, Scottish Fire and Rescue Service  
Steve Cairns, Lothian and Borders Community Justice Authority (substitute for Rob Strachan)

**Others Present:**

Andrew Strickland, Policy Officer, ELC  
David Hume, Observer, Scottish Police Service  
Dean Mack, Scottish Fire and Rescue (East Lothian Local Officer)  
Kenneth Black, Safer Communities Team Leader, ELC  
Maureen Heron, PA, East Lothian Council (minutes)  
Patsy King, Development Officer, East Lothian Tenants and Residents Association  
Zoe Inglis, Chair of East Lothian Community Councils

**Item**

**Action**

**1 Welcome and Introductions**

Monica Patterson welcomed everyone to the inaugural meeting of the Safe and Vibrant Communities Partnership and introductions were made round the group. It was agreed to move items on the agenda as appropriate.

**2 Establishment of the Partnership**

Monica referred to Item 3 on the agenda outlining the proposals on the establishment of the Partnership and asked for comment on the recommendations contained in the report.

Following discussion it was agreed :

- a) That Monica Patterson be appointed as Interim Chair
- b) The role and remit of the Partnership was noted
- c) No changes were made to the membership but it was agreed to review this again in the future.

MP appointed as  
Interim Chair

- d) To appoint Councillor Tim Day as Interim Vice Chair of the Partnership

Councillor Tim Day appointed as Interim Vice-Chair

Councillor MacKenzie asked about cross cutting between the other sub-group and M Patterson acknowledged the importance of links between the groups.

### 3 Inaugural Event of the East Lothian Partnership

The group agreed to note the report.

Report Noted

### 4 East Lothian Profile : Presentation and Discussion

Andrew Strickland, Policy Officer, ELC provided a full and detailed presentation on the report. It was noted that the information contained in the Profile had been provided by Partner organisations and the Census.

Some of the main issues highlighted include:

*East Lothian is forecast to have the fastest growing population of any local authority over the next 25 years. Some of the issues this will present the partnership include the change in households over the next 25 years, as the number of people over the age of 75 is likely to double*

*An increase in the number of people living alone*

*The areas of deprivation across East Lothian – it was noted these were primarily in the west of the district - main issues include ill health, crime figures and educational attainment*

*The PIP scores in primary school – children in East Lothian are performing better in East Lothian than across Scotland*

*Early mortality rates - East Lothian is much better than Scottish average but as the average figure is improving, the gap is narrowing*

*The number of house completions – it was noted that the number of completions for 2011/12 has fallen considerably*

*The result of the last Residents Survey was also briefly raised and the issue most highlighted by residents as an area for improvement was jobs for local people*

CI Brown noted that some information dated from 2011/12 and advised that information was available to update the report.

Councillor Mackenzie raised concerns about the information on mental health statistics and particularly the rate of suicides in East Lothian compared to the rest of Scotland. M Patterson stated this issue was likely to come under the remit of the Resilient People Partnership but recognised the importance of the links between the groups. It was noted during the discussion that briefings have been held for both police and fire officers on recognising the first signs of mental health issues. Ms Patterson undertook to speak to the Chief Executive and the Chair of the Resilient People group on the links between groups.

MP to consult with colleagues on the links between the groups



	<p>In response to a query about information on housing needs in East Lothian, it was noted that this information is contained in the Local Housing Strategy.</p> <p>Ms Patterson thanked Andrew Strickland for his presentation.</p> <p>It was agreed to move to <b>Item 7</b> on the agenda.</p>	
<b>5</b>	<b>Single Outcome Agreement (SOA) 2013 Outcomes</b>	
a)	<p><b><u>East Lothian Local Police Plan 2013-14 and East Lothian Police Performance Report 1 April - 31 July 2013</u></b></p> <p>CI Brown advised that consultation was due to begin to set out a three year Local Police Plan which would involve the views of the local community. The first part of the process will involve 350,000 surveys carried out on a 1:1 basis by police officers across Scotland. Visits will also be undertaken to local schools. The survey includes topics such as anti-social behaviour and the frequency of visible police officers in local areas. It was reported that the consultation period will take place over a 2 -3 month period to reflect the views of communities and CI Brown asked for suggestions on how to involve the local community in East Lothian. Ms King from ELTRP offered to feed the information back to the local associations.</p> <p>CI Brown then briefly referred to the current 2013-14 Plan and the Performance Report indicating the purpose of the report is to provide an update on the type of crime and the performance of the police within the local community and to identify any potential opportunities to jointly address some of the issues.</p> <p><b>Some of the issues concerned :</b></p> <p><i>Domestic Abuse</i>  <i>Sexual Offences</i>  <i>Road Traffic Incidents</i>  <i>Reducing Anti-Social Behaviour</i></p> <p>It was noted that the Safe and Vibrant Communities Partnership will be the main group to scrutinise both the Police and Fire Services. Minutes of the Partnership meetings would be considered by East Lothian Partnership (governing body) and East Lothian Council.</p> <p>Councillor Day asked whether there had been any impact on the number of road traffic officers in East Lothian following the formation of Police Scotland. CI Brown acknowledged there had been a reconfiguration of resources but advised that meetings were held daily and additional resources were available on request. He also advised that operations have been carried out across the county targeting speeding on country roads.</p> <p>Ms Patterson thanked CI Brown for his detailed report.</p> <p><b>* Councillor T. Day left the meeting.</b></p>	<p><b>P King</b></p>

b) **Fire and Rescue Service Quarter 1, 2013-14 Performance Report**

P Heath briefly referred to the formation of a single national fire service and advised that the report had been drawn from measures that were put in place by the local service. It is planned to introduce a 3 year plan from 2014.

A consultation exercise on the strategic plan for the fire service ended on 31<sup>st</sup> August and the information obtained is currently being analysed. From this information, the Local Plan will be developed. Consultation will take place with local communities from October to December involving individuals and community groups. Between January and March 2014 a draft plan will be developed for discussion and agreement. It is anticipated that the 3 year plan will be in place by April 2014.

D Mack highlighted some specific issues across the area including:

*Dwelling Fires - reduced significantly but most of the incidents involve homes of single occupancy. The Fire Service are looking for ways to gather information on potentially vulnerable individuals and intend to seek the assistance of the Partnership in the future to look at ways to achieve this*

*Road Traffic Collisions – only incidents which require Fire Service attendance are recorded*

*Special Incidents - it was reported that these have reduced considerably, particularly flooding incidents*

*Unwanted Fire Alarm Signals - it was reported that the costs involved in responding to these incidents averaged around 250k per year in East Lothian. The Fire Service is consulting with the Federation of Small Business to identify businesses where this is an issue to try and reduce the number of incidents. A brief discussion followed on the type of businesses and organisations involved.*

*Deliberate Secondary Fires –it was reported that there had been a slight increase in the number of incidents and evidence was being gathered in terms of ASB. Work had been carried out with the ASB Team to deal with seven incidents in Inveresk which had proved successful and no further incidents had subsequently been reported*

Discussion followed on the number of unwanted fire alarm signals and P Heath advised that 70% of operational activity involves responding to these calls. A similar situation is recorded across Scotland. Work is currently ongoing with Queen Margaret University to reduce the numbers. Schools and businesses are being visited by Enforcement Officers explaining the consequences of these unwanted signals. It was agreed it would be helpful for D Mack to pass on information about these visits to CI Brown, J Bruce of Strive and local community councils to ensure that the message on unwanted calls is passed to the local community.

**D Mack**

Ms Patterson asked whether statistics could be put in a national context and it was agreed this would be brought forward to the next meeting.

**P Heath/D  
Mack/CI Brown**

c) **Draft Anti-Social Behaviour Strategy**

K Black advised a consultation on the draft Joint ASB Strategy 2013-15 was being undertaken from 14<sup>th</sup> August until 4<sup>th</sup> October 2013. It was noted that this Strategy relied on agencies to work together to address anti-social behaviour. Mr. Black advised that members of the partnership could still provide comments on the draft strategy prior to 4<sup>th</sup> October.

Mr. Black advised that the Safer East Lothian Team involving colleagues from Police Scotland jointly co-ordinate responses and responses to anti-social behaviour problems.

Mr. Black spoke about some of the particular areas contained in the Draft Strategy. He advised that the TAC Group meets weekly to discuss the deployment of resources. It was noted that the work which has been undertaken has resulted in a 26% reduction in the number of calls to police regarding youth activity.

Mr. Black advised that the final draft document will be brought to a future Partnership meeting for approval. It is anticipated that the final strategy will be available by December 2013.

Ms King advised that ELTRP had held a consultation event on the Draft Strategy to which 1,000 people had been invited.

6 **Draft Single Outcome Agreement (SOA) 2013 Outcomes**

Ms Patterson advised that the SOA had received approval from the Scottish Minister and asked if there were any amendments required to the document.

*CI Brown referred to Outcome No. 7 and asked that the Indicator be amended to “ the number of calls relating to anti-social behaviour reported to Police Scotland and East Lothian Council”*

*In relation to contributory outcome ‘People experience less hate crime’ the two indicators should be the number of Hate Crime incidents reported to the Police, and also the detection rates.*

Discussion followed on the indicator relating to “women experiencing less violence at home and elsewhere” and whether incidents of domestic violence against men should also be included. Following discussion, it was agreed to reword the outcome to “People experience less domestic violence at home and elsewhere”, however, the Police would provide breakdown information on the number of incidents recorded involving women and men.

**M Patterson/  
Veronica  
Campanile**

**CI Brown**

Councillor MacKenzie requested that the number of suicides be included in the SOA and Ms Patterson undertook to speak to colleagues on whether this could be recorded.

**M Patterson**

7 **Third Sector Interface - East Lothian Update**

J Bruce spoke briefly to the report on the organisation and advised that

STRIVE will be the new name of the organisation.

**8. Any Other Business**

No issues raised.

**9. Meeting Dates and Venues**

It was noted that future meeting dates and venues had still be to arranged.  
CI Brown offered the use of the meeting room at Haddington Police Station.

The frequency of the meetings was also discussed and it was agreed that the next meeting should be arranged for the first week in November and then future meetings would take place quarterly.

**V Campanile**

Ms Patterson thanked everyone for their participation in taking forward key priorities for East Lothian.

It was noted that any papers relating to the Partnership should be sent to Veronica Campanile at [vcampanile@eastlothian.gov.uk](mailto:vcampanile@eastlothian.gov.uk) .

**\*\* Date of next meeting now arranged for Monday, 11<sup>th</sup> November 2013 at 3 pm in The Adam Room, John Muir House.**

**MINUTE OF THE SAFE AND VIBRANT COMMUNITIES PARTNERSHIP  
HELD ON 11<sup>th</sup> NOVEMBER 2013**

**Members Present:**

Angela Leitch, Chief Executive, ELC (Chair)  
Chief Inspector Colin Brown, Scottish Police Service  
Councillor Jim Gillies, ELC  
Councillor Peter MacKenzie, ELC  
Dean Mack, Scottish Fire and Rescue Service (East Lothian Local Officer)  
James Bruce, Head of Organisational Development, STRiVE  
Julie Hayward, East Lothian Tenants and Residents Panel  
Steve Cairns, Lothian and Borders Community Justice Authority

**In Attendance:**

Amber Moss, Sustainable Development Officer, ELC  
Chief Superintendent Jeanette McDiarmid, Police Scotland  
Claire Goodwin, Policy Officer, Corporate Policy and Improvement, ELC  
Councillor Jim Goodfellow, ELC \*(Part of the meeting only)  
David Evans, Snr. Environmental and Consumer Services Manager, ELC  
Esther Wilson, Service Manager, Economic Development & Strategic Investment, ELC  
Gordon Horsburgh, Team Leader, Community Learning & Development, ELC  
Kenneth Black, Safer Communities Team Leader, ELC \*\* (Joined Meeting at Item 4)  
Maureen Heron, PA, East Lothian Council (minutes)  
Neil Pirie, Scottish Fire and Rescue Service  
Paolo Vestri, Service Manager, Corporate Policy and Improvement, ELC  
Patsy King, Development Officer, East Lothian Tenants and Residents Association  
Peter Heath, Scottish Fire and Rescue Service

<b>Item</b>		<b>Action</b>
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<b>1</b>	<b>Apologies</b>	
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Apologies were noted from Monica Patterson, Depute Chief Executive – Partnerships and Community Services, Councillor Tim Day and David Rose, Chair of the Association of East Lothian Community Councils.

<b>2</b>	<b>Private Item</b>	
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i)	<b>Verbal Report by the Local Area Commander, Police Scotland</b>	
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Chief Superintendent Janette McDiarmid began by saying that since the last meeting, a letter had been sent out advising of the outcome of the review of traffic warden and public counter services. Chief Supt. McDiarmid advised that the review had concluded that the police should withdraw from the traffic warden service and that responsibility for this should pass to local authorities. Ms Leitch reported that East Lothian Council had taken a decision that she should write to the Chief Constable and Chair of Police Scotland requesting a meeting but to date has not received a response. Ms Leitch undertook to keep the Partnership advised of any progress.

Chief Supt McDiarmid undertook to check with the Review Team to seek an update.

In relation to front counter provision, Chief Supt McDiarmid advised that

information on how the public communicated with the Police during 2013 had been reviewed which identified that most contact from members of the public was either by phone or e mail. As a result of this information, a decision was taken to close the front counter at Tranent PS although it was noted that the police station itself remained operational. Chief Supt McDiarmid advised that a diary car had been set up to deal with non urgent situations. It was noted that a diary car had been in operation in East Lothian for some time now and had been very well received by communities.

### **3 Minute of the Previous Meeting**

The minute of the meeting held on 9<sup>th</sup> September 2013 was approved as a correct record. Mr. Heath asked that the minute reflect that Dean Mack is the local representative from the Fire and Rescue Service.

### **4 Matters Arising**

P Vestri referred to the matters arising from the previous meeting. It was noted that an update would be provided on Item 5 – Single Outcome Agreement 2013 Outcomes.

#### **i) *Item 5b - Unwanted Fire Alarms***

D Mack, SF & RS, reported that if premises record two actuations in a calendar month a letter is sent. If further incidents occur, another letter is sent and if the problem persists, a visit to the premises is carried. He reported that five first stage letters have been sent out in the past quarter. If second stage letters and inspections are needed, it was agreed he would contact James Bruce of STRiVE to see if they could assist. Mr. Heath referred to the request at the previous meeting for comparison figures of the national context to be made available and advised that this work is in progress and he hopes to circulate the information prior to the next meeting.

**P Heath**

#### **ii) *Item 5c – Draft Anti-Social Behaviour Strategy***

P Vestri reported that it was anticipated that the draft ASB Strategy would be ready before the next meeting and a copy will be e mailed to the members of the Partnership for their approval as soon as it is complete.

**K Black**

#### **iii) *Item 6 – Draft Single Outcome Agreement 2013 Options***

P Vestri reported that amendments had been made to the final version of the SOA to reflect the discussion at the last meeting on domestic violence.

Councillor MacKenzie referred to the rate of suicides in East Lothian he had raised at the previous meeting, saying this had also been raised by Councillor Currie in the Resilient People Partnership meeting. Mr. Vestri advised that it had been agreed by the Resilient People Partnership that they would have the remit for mental health topics and issues but would feed back to the S & VC's Partnership.

A further report on mental health issues is being prepared for the RPP.

iv) **Outcome 7 – East Lothian is an Even Safer Place**

P Heath advised that the Strategic Plan for the Fire and Rescue Service is now complete and from this the Local Plan will be produced. He advised that work is underway to identify local priorities and he hopes to bring forward a draft plan in December for consultation. The consultants involved in the consultation process for Police Scotland have been appointed to mirror what has been done with that organisation. Further updates will be brought forward to future meetings.

Ms Leitch commented that it was fortuitous that both organisations were carrying out consultations using the same process and asked if there was an opportunity for joint consultation. Chief Supt McDiarmid replied that the Police Scotland consultation was already underway and it was too late to begin a joint consultation but felt that Ward Plans would both services and national initiatives.

Chief Inspector Brown advised that the consultation process on the local Police plan was well advanced and reiterated the detail of the consultation process outlined at the last meeting. Once the consultation process is complete, the data will be referred to analysts and the outcomes will form the basis of the Local Police Plan and Ward Plans. Chief Supt McDiarmid advised that the Local Police Plan and Ward Plans would be referred back to the Partnership for approval. Ms Leitch asked how much community profiles would be taken into consideration and it was noted that the plans would be evidence based.

Ms Leitch indicated that the preferred option would be for one plan for each local area. Mr. Heath stated that local plans will be produced but he felt it would be almost impossible to produce a single document. Chief Supt McDiarmid advised that Police Scotland is duty bound by legislation to have a separate police plan.

Ms Hayward advised that ELTRP and representatives from the Tenants and Residents Associations had met with Chief Supt McDiarmid the previous week to discuss how to get more information out to the public.

## **5 Single Outcome Agreement – Development Plan**

P Vestri referred to the report issued with the papers for the meeting on the above and indicated that the SOA had now been approved.

P Vestri outlined the key actions that the Partnership will be undertaking to achieve the SOA. It was noted that Appendix 2 is a copy of a letter and the agreement on joint working and resourcing from the Chair of the National Community Planning Group.

Mr. Vestri spoke to the remainder of the report on the Development Plan in some detail. He indicated that East Lothian Partnership had identified a number of key actions for each of the partnerships as identified in Items 3.8 – 3.10 of the report.

*i) Area Partnerships*

P Vestri spoke in detail on Appendix 1 of the report on Area Partnerships which is due to be considered by the Cabinet at their meeting on 12<sup>th</sup> November.

A full and detailed discussion followed during which Mr. Heath stated that he felt better information sharing was key and suggested this was something that could be taken forward. Ms Leitch agreed this was an important point and felt it would be useful to pull together a protocol on information sharing.

**M Patterson**

Mr. Vestri highlighted that the main role for the Area Partnerships is to develop and plan for each of the six areas. It was noted that the two Musselburgh wards will combine for the whole of Musselburgh. If Cabinet approve the report, it is hoped to have the Area Partnerships in operation by June, 2014.

Ms Leitch went on to say that she was aware that Elliot Stark was carrying out some work on volunteering and asked whether this could be combined and Mr. Bruce said he felt that there was some joined up work that could be done.

Ms Hayward referred to consultation on the Local Housing Strategy and stated that tenants would need to be involved. Mr. Vestri advised that while this will continue, the Area Partnerships would also be involved.

Chief Inspector Brown asked whether representatives from the police and fire service will attend the Area Partnership meetings and Mr. Vestri advised that if a report was required, then a representative would be needed. The AP would expect a quarterly report from the CAPS. Chief Inspector Brown said that while he welcomed close working, he had concerns about resourcing of attendance at each of the Area Partnership meetings. Mr. Vestri acknowledged that discussion would need to take place about this.

Chief Supt. McDiarmid also raised concerns about the synergy in arranging attendance at the meetings, taking into account police attendance at existing CAPS and Community Council meetings.

Ms Hayward expressed concern at any reduction in CAPS meetings and Chief Inspector Brown agreed.

*ii) Joint Asset Management Plan*

Ms Leitch proposed that rather than having a meeting she write to everyone to move forward with the mapping. A meeting had been held with Hubco who have done similar work before which could be utilised.

Ms Leitch felt that this work could be taken forward quickly to identify premises where joint working could be undertaken and referred to the successful model in place at the George Johnston Centre in Tranent.



<b>5a</b>	<b>East Lothian Fire and Rescue Quarter 2 2013-14</b>	
	<p>Mr. Heath spoke to the report issued with the papers and highlighted a number of areas which show an upward trend but stressed these are not unique to East Lothian, e.g. because of the hot summer, there has been a slight increase in the number of outdoor fires.</p> <p>Mr. Mack provided more detail on the content of the report highlighting in particular, the increase in the number of accidental dwelling fires from 19 to 24. Mr. Mack spoke about the need for joint working to identify those in the high risk group but was unsure how to take this forward. Ms Leitch asked that this be taken forward as an action point for the Partnership but said she was aware that Data Protection could be an issue in sharing information on potentially vulnerable people. Chief Supt McDiarmid asked if drug, drink or mental health issues were involved and whether information could be gathered and passed to the fire service and Mr. Mack agreed this would be helpful. Mr. Heath stated that in 60% of all house fires, drink or drugs were involved.</p> <p><b>Action</b></p> <p>It was agreed that Mr. Mack would take forward identifying how to take forward information gathering and discussion with partner organisations on identifying potentially vulnerable people. Mr Vestri will supply the contact details of council staff who should be able to assist.</p> <p>Mr. Mack commented on the increase in road traffic collisions across all areas of East Lothian. He emphasised that the numbers reported are only those where the fire service has been involved.</p> <p>Mr. Mack spoke about the number of unwanted fire signals and said the fire service intends to work with businesses to raise awareness and implications of attending this type of call.</p> <p>It was noted that there had been a slight increase in the number of deliberate secondary fires and that there had been an issue with fires on the beach at Longniddry. Mr. Mack felt there should be a concerted drive on this issue for the summer of 2014.</p>	<b>DM/PV</b>
<b>5b</b>	<b>East Lothian Police Performance Report 1 April to 30 September 2013</b>	
	<p>Chief Supt McDiarmid spoke to the report and outlined some of the main issues.</p> <p>Detection Rate – Group 1 -5 - It was reported that the numbers involved are the actual crimes detected and the detection rate has come down by 3.6% .</p> <p>Chief Inspector Brown spoke about local initiatives including illegal drivers, uninsured drivers all of which are designed to make the roads safer. It was noted that the very successful “Tomorrow’s Driver” initiative at the Brunton Hall was continuing.</p> <p>He also spoke about reducing domestic violence and said that work was ongoing with partners in housing and social work. It was also noted that work was continuing to reduce the incidents of anti social behaviour across</p>	

the county on a multi-agency level. A festive initiative was also outlined.

Councillor MacKenzie asked about child protection issues involved in instances of domestic abuse and Chief Supt McDiarmid advised that work is currently underway with the PPU involving East and Midlothian Councils and Police Scotland.

Chief Inspector Brown spoke about the co-location of staff to assist in partnership working and Ms Leitch undertook to have sites identified where joint working with Police Scotland and the Fire and Rescue Service might be possible.

**AL**

**Action**

Ms Leitch to have sites identified which could accommodate co-location of partner services.

Ms Leitch thanked Peter Heath, Chief Superintendent McDiarmid, Chief Inspector Brown and Dean Mack for their reports and updates.

**6. East Lothian Environment Strategy 2010-15 - Update**

D Evans spoke to the report circulated with the papers and advised that the purpose of the report was to raise awareness of the Environment Strategy which will be updated shortly. Mr. Evans said comments would be welcome on the issues he had identified which appear to fall under the remit of the Safe and Vibrant Communities Partnership.

Mr. Evans referred to Outcome 8 of the SOA – East Lothian has quality natural environments and stated this is about the environmental quality in towns and villages which could impact on a range of issues including health and anti-social behaviour.

Areas of progress have been identified in Para's 3.6 and 3.7 and Mr. Evans highlighted that East Lothian has some of the best coastal water quality in Scotland.

Mr. Evans referred to air quality standards saying that generally these are very good but that there has been some deterioration in Musselburgh due to increased traffic. A report has been prepared for the Council's Cabinet recommending managing and monitoring traffic which is likely to bring some issues with traffic management in the Musselburgh area. This work is necessary to comply with European standards.

There was a brief discussion on the use of agricultural land and air quality in Port Seton following the closure of Cockenzie Power Station.

Ms Leitch thanked D Evans for his report.

\*\* Chief Superintendent McDiarmid and Councillor Gillies left the meeting.

**7. Outcome 9 – Everyone in East Lothian has access to high quality sustainable housing**

Ms E Wilson advised that the report provided an introduction to the Local

Housing Strategy and how this links with the SOA.

Ms Wilson outlined the content of the Local Housing Strategy and some of the information it contained including how much new housing is needed, how much needs to be affordable and how this can be financed. The Strategy also looks at how much temporary accommodation is provided and how this is supported .

It was noted that in 2013 just under 170 new builds have been completed with 175 due for completion the following year.

Work is also underway to ensure that the Scottish Housing Quality Standard is met across all tenures. Work is also to be done on how to measure the base line in terms of fuel poverty. Fuel poverty figures are increasing but Ms Wilson said she felt this was largely due to fuel charges.

It was noted that there had been a reduction in the number of homeless presentations.

Ms Wilson advised that a range of partner groups are involved in producing the LHS although these groups have not met for some time suggested this be revisited. Ms Wilson offered to bring forward more detailed reports if requested by the Partnership. Discussion followed during which Councillor MacKenzie raised concerns about the fuel poverty figures. Ms Wilson offered to provide a more detailed report on the actions being taken to address fuel poverty.

#### **8a Community Asset Transfer**

G Horsburgh advised that the purpose of the report was to update the Partnership on progress in establishing Scottish Charitable Incorporated Organisations and transferring council assets into community management assets. The report emphasised the current partnership working between council officers, STRiVE and local communities. It is anticipated that the process will inform people and they will develop new skills to allow them to engage in local service provision. Mr. Horsburgh advised that the consultations process had been launched the previous week.

#### **9 Any Other Business**

Mr. Heath advised that North Berwick Fire Station has reopened.

#### **10 Date of Next Meeting**

The next meeting will take place on 10<sup>th</sup> February, 2014 at 3pm in The Adam Room, John Muir House.



**East Lothian Partnership  
Minutes of Meeting of the Resilient People Partnership  
Held on Wednesday 18 September 2013  
in Saltire Room 2, John Muir House Haddington**

**Members Present:**

Alex McCrorie, East Lothian Council  
Alison Meiklejohn, NHS Lothian  
Danny Harvie, ELCAP, for Coalition of Community Care Providers Scotland  
David Small, Shadow Health and Social Care Partnership  
Donald Grant, East Lothian Council  
Jackie Philip, Good Companions, for Scottish Care Ltd  
Linda Jardine, Children 1<sup>st</sup>  
Linda McNeill, VDEL / Strive – VAEL (substitute for Eliot Stark)  
Mike Ash, Shadow Health and Social Care Partnership (Chair of the RPP)  
Sally Egan, NHS Lothian  
Shamin Akhtar, East Lothian Council  
Stuart Currie, East Lothian Council

**Observers:**

David Milne, Community Planning and Empowerment Team, Scottish Government

**In Attendance for Reports / Support**

Andrew Strickland, East Lothian Council  
Gordon Horsburgh, East Lothian Council  
Julia White, East Lothian Council  
Mary Horsburgh, East Lothian Council (Minutes)  
Paolo Vestri, East Lothian Council  
Raymy Boyle, East Lothian Council  
Veronica Campanile, East Lothian Council

**Action**

**1 Welcome**

Mike Ash welcomed all present and gave a brief introduction on the remit of the meeting.

**2 Introductions**

Attendees were invited to introduce themselves and their organisation. A paper was tabled with brief descriptions of three organisation's contribution to the partnership.

**ACTIONS**

Remaining organisations to send their descriptions to Veronica

**David Small,  
Sally Egan,  
Jackie Philip,  
Linda Jardine**

**3 Establishment of this Partnership**

It was reported that, following the initial setting up of the

- partnership, it had been recommended that a representative from Children 1<sup>st</sup> be invited to become a member as the second VAEL member.
- ACTIONS:**
- 2.1 Noted
- 2.2 Noted
- 2.3 Any suggestions as to further membership should be directed to Veronica Campanile **All**
- 2.4 Shamin Akhtar was proposed as Vice Chair of the partnership and she duly accepted the role.
- 4 East Lothian Profile: Presentation and Discussion**
- Andrew Strickland gave a presentation on the East Lothian profile (papers previously distributed).
- ACTIONS:**
- The presentation was noted.
- 5 Draft Single Outcome Agreement (SOA)**
- Paolo Vestri reported that the final SOA will be taken to the East Lothian Partnership for endorsement on 30 September. Officers will review on a regular basis.
- ACTIONS:**
- Rec 2.3 Members were asked to look at a small number of high-level indicators which will be monitored by the main Partnership and any comments should be sent to Paolo / Veronica as soon as possible. **All**
- It was suggested that a review of indicators in specific areas of deprivation be carried out. Paolo to arrange. **Paolo Vestri**
- Stuart Currie commented that there seemed to be a lack of information on mental health. This will be picked up at the Shadow Board. Stuart will pick this up and Sally Egan offered to provide a brief. **Stuart Currie  
Sally Egan**
- Rec. 2.4 – 2 to 3 key actions for this partnership to be identified at a future meeting **Mike Ash**
- 6 Single Outcome Agreement (SOA) 2013 Outcomes 4 and 5**
- a) Integrated Children's Services Plan (ICSP)*
- Mike Ash welcomed Raymy Boyle to the meeting. Raymy gave a brief description of the document and structure. He reported that the GIRFECYP Group looks at the ICSP on a regular basis. This is a flexible document which can be amended accordingly. The key priorities are to be worked on collaboratively.
- ACTIONS:**
- The partnership agreed to endorse the plan and offer congratulations to the group for the document.

b) *Inspection of Services for Children*

Sally Egan gave a verbal update on the forthcoming inspection of services for children in East Lothian and tabled a briefing paper. She explained that the focus will be on scrutiny and improvement. The published report should be available by the end of 2013.

The Inspectors will hold a briefing meeting for community planning partners on 19 September led by the Lead Inspector, Judith Tait.

Alex McCrorie encouraged the partnership to make use of the GIRFEC online learning module on Learn Pro (<https://community.learnprouk.com> - select ELC partnerships when registering)

c) *Young People in Transition*

Julia White reported on the development of 0-25 resources for young people.

**ACTIONS:**

The partnership agreed to endorse the work of the group and to note the three strategic issues.

Report on the three points raised at the end of the paper to be brought back to next meeting under Any Other Business.

**Mike Ash/  
Julia White**

d) *Accredited Youth Awards*

Gordon Horsburgh reported on the progress of utilising accredited awards for young people across East Lothian.

**ACTIONS:**

The partnership agreed to endorse the report.

**7 Single Outcome Agreement (SOA) 2013 Outcome 6**

a) *East Lothian Health Inequalities Strategy*

David Small presented the proposal to develop the above strategy. This will be presented to the East Lothian Partnership.

**ACTIONS:**

Rec 2.1 The partnership agreed to endorse the development of the strategy and agreed to follow up at a future meeting

Rec 2.2 The Partnership agreed to support the adoption of an East Lothian health Inequalities Strategy and Action Plan by the East Lothian Partnership and the three sub Partnerships (Sustainable Economy, Resilient People and Safe and Vibrant Communities) by August 2014

*b) Older People's Strategy*

David Small reported that this had been signed off in May 2011 and a Strategic Commissioning Plan is due by mid 2014. It was noted that Dementia Services will be key and that these sit within both Mental Health Services and Strategic Commissioning

**ACTIONS:**

It was agreed that this will be discussed in more detail at the Shadow Health and Social Care Partnership Board.

**8 Future Meetings**

Mike Ash reported that discussion will be held with officers to set the dates for future meetings. It is expected that the next meeting will be held at the end of November, and thereafter on a quarterly basis.

**Veronica  
Campanile /  
Mike Ash**

**9 Any Other Business**

Mike Ash requested that any items to be taken under this heading should be notified to him prior to the meeting.

1. David Milne asked how links would be achieved across all the Partnership groups and Outcomes
2. David also asked if this Partnership would assist in delivering the SOA 2013 Development Plan.

It was confirmed that this was the responsibility of the East Lothian Partnership in conjunction with the three supporting partnerships.

Mike thanked everyone for their attendance and contribution to a productive meeting.



**East Lothian Partnership  
Minutes of Meeting of the Resilient People Partnership  
Held on Wednesday 20 November 2013  
in The Adam Room, John Muir House Haddington**

**Members Present:**

Mike Ash, Shadow Health and Social Care Partnership (Chair)  
 Alex McCrorie, East Lothian Council  
 Alison Meiklejohn, NHS Lothian  
 Danny Harvie, ELCAP, for Coalition of Community Care Providers Scotland  
 David Small, Shadow Health and Social Care Partnership  
 Donald Grant, East Lothian Council  
 Eliot Stark, VDEL / STRiVE (VAEL)  
 Sally Egan, NHS Lothian  
 Shamin Akhtar, East Lothian Council  
 Swaran Rakhra, Membership Manager, Scottish Care Ltd (substitute for Jackie Philip)

**Apologies:**

Jackie Philip, Good Companions, for Scottish Care Ltd  
 Linda Jardine, Children 1<sup>st</sup>  
 Stuart Currie, East Lothian Council

**In Attendance for Reports / Support / Observers**

Sharon Saunders, Head of Children's Wellbeing, East Lothian Council  
 Veronica Campanile, Policy Officer, East Lothian Council  
 Mary Horsburgh, PA, East Lothian Council (Minutes)  
 Brian Currie, Scottish Care Ltd

Mike Ash welcomed all present and apologies were noted.

- |   | <b>Action</b>  |
|---|--|
| <p><b>1 Minutes of the Previous meeting held on 18 September 2013</b><br/>           The minutes of the previous meeting were approved.</p>   |  |
| <p><b>2 Matters Arising</b></p> <p><i>2. Introductions –. Scottish Care outline received and to be condensed. NHS Lothian &amp; Children 1<sup>st</sup> pending. New members to be encouraged if thought appropriate.</i></p> <p><i>5. Mental Health – Sally reported that there is a specific East Lothian group, which Jon Turvill chairs. Information to be included in briefing to the Shadow Health and Social Care Partnership which will report to this Partnership. Shamin will arrange for a briefing for elected members.</i></p> <p><i>6c. Young People in Transition – Concluding meeting of My Futures had been held earlier in the day. A tight strategic group will take this forward and will report back through GIRFECYP.</i></p> <p><i>8. Future meeting dates – on website and will be included in minutes.</i></p> | <p><b>Jackie Philip<br/>Sally Egan,<br/>Linda Jardine</b></p> <p><b>Sally Egan</b></p> <p><b>Shamin Akhtar</b></p> <p><b>Sharon Saunders</b></p> |

*Mike Ash and David Small have met with Tim Ellis and David Milne and both to be included in circulation list.*

**Veronica  
Campanile**

### **3 Partner Strategic Issues**

Danny Harvie, ELCAP, for the Coalition of Community Care Providers of Scotland (CCPS) gave a brief presentation.

CCPS represents 70 organisations across Scotland.

Voluntary organisations consistently provide high quality effective services economically and wish to continue.

While there are challenges to dealing with different approaches across local authority areas they are keen to support the involvement, engagement and reengagement of CCPS members in East Lothian Council strategies and to meet citizens' needs.

Members have worked in partnership to meet the challenges of many economic and policy changes over the years e.g. Supporting People funding, and feel able to continue to contribute to reshaping and developing services. They would welcome discussions which would allow them to plan for future changes, e.g. impact of Self Directed Support, pension auto-enrolment and potential changes to employment and contracting legislation, while continuing to provide sustainable, flexible, local services and employment.

They understand the challenges in moving away from time limited framework agreements with providers to individual outcome planning for people, and want to work in partnership to develop new systems and processes to provide creative solutions to meet the change agenda. They propose moving to long term strategic partnerships rather than short term contracts.

Open and transparent partnership working can help local people work in local organisations to meet local needs. This could mean more resources are spent locally and help generate economic growth. Given the value of the sector this could drive significant change in local communities. Short term contracts can mean that organisations do not achieve a viable scale of business in East Lothian and subsequently disinvest – causing disruption in the lives of service users and staff.

Short time frames can prevent significant investment in staff skills, investment in infrastructure and capital investment – which challenge the strategic agenda.

The casualisation of work patterns and service delivery and subsequent casualisation of staff terms and conditions can be seen generic provision and is increasingly seen across different client groups. The growth in zero hours contracts

can challenge the anti-poverty agenda as organisations have not uniformly adopted the national living wage.

They believe there are fewer voluntary organisations providing fewer services in East Lothian since the tendering processes were introduced.

The sustainability of current services and the continuing improvement agenda for citizens who need services is challenged by the pressure to reduce price, to deliver outcomes with fewer resources without an understanding of how organisations have met earlier and current challenges.

By working in partnership and in collaboration rather than competition, CCPS members believe that East Lothian citizens can benefit from creative and sustainable services to meet their needs.

There was extensive discussion and of note:

Long-term relationships mean shifting risk to providers which brings challenges for monitoring and scrutiny of contracts.

Providers are keen to adopt an outcomes and partnership based approach but struggle to see how the shift to long-term contracts can be achieved

Welfare reform will also affect health and social care staff - another reason for doing things differently

The Shadow H&SC Partnership will need to have long-term relationships for stability and partners will also need to be able to respond to short term challenges

Such changes in practice/models are needed if we are to achieve sustainable social care

Scottish Care have similar concerns and stressed the importance of Partnership - they are in discussion with COSLA re a national contract

Thanks were expressed to Danny for his informative briefing. Eliot Stark agreed to give a briefing on STRiVE and its contribution to the Partnership's Outcomes at the next meeting

**Eliot Stark**

#### **4 The East Lothian Plan (SOA) 2013 – Development Plan**

Veronica reported that the aim of the paper was:

- a) An update to the development plan
- b) East Lothian Partnership has identified three key elements to be prioritised in the coming year:
  1. Development of Area Partnerships
  2. Development of a Joint Asset Management Strategy
  3. Piloting a 'Total Place' resource mapping exercise. This

is to be piloted in the Musselburgh area. Sally Egan reported that a report on the Craigroyston Total Place exercise would be available soon.

**Sally Egan /  
Veronica**

**ACTION:** Report to be presented at a future meeting.

Appendix 1 was discussed and the following actions approved:

Action Action approved

- 1 All boards to be involved – led by East Lothian Partnership.
- 2 All to be involved. Need identified to make information more accessible. In the meantime, partner organisations to ensure links from their web sites to the community planning web pages To be discussed individually and report back at next meeting.
- 3 Reflect and discuss at next meeting.
- 4 Report on ward partnerships to go to East Lothian Partnership meeting January 2014.
- 5 Veronica / David Small to discuss further.
- 6 All partnerships will need to contribute to the Prevention Plan.
- 9 Await outcome of meeting on Asset Management.
- 10 Make use of GIRFEC reporting template
- 11 Streamlined indicators proposal to be discussed at the ELP January meeting - need to ensure our outcomes are being achieved.
- 12 ICSP performance framework will contribute and will be ready for next meeting.  
Update on progress for Health and Inequalities Plan and General Plan (Strategic Commissioning).  
David Small / Veronica to discuss.  
Sally to share template from Midlothian.

**All partners**

**Veronica / David**

**Veronica / David  
Sally**

3.9 Need to look at the key actions and provide more specific benchmarking.

## **RECOMMENDATIONS**

2.1 The key actions were not agreed

**ACTION:** Veronica, David and Shamin to work with the relevant lead officers, to consider the key actions in the report and others. They will bring a considered proposal of key actions which will make the biggest impact on the outcomes of this partnership to the next meeting.

**Veronica/David/  
Shamin**

**5 MELDAP Annual Report and Delivery Plan**

Martin Bonnar was in attendance and outlined the background to the report.

Martin reported that four events had taken place to report and consult on the service redesign process.

Discussion

There was considerable discussion on some of the areas of action and acknowledgement of the good progress of MELDAP's work and direction of travel.

There is a need to clarify accountability including reporting to the community planning partnership.

**RECOMMENDATIONS**

All recommendations were noted and accepted.

**ACTION**

Establish the reporting mechanism for MELDAP

**Mike/David/  
Murray  
Leys/Martin  
Bonnar**

**6 Dates of future meetings**

***Wednesday 19 February 2014***, 2-4pm, STRiVE

Organisational Development, 56 High St, Tranent, EH33 1HH

***Wednesday 14 May 2014***, 2-4pm, Council Chamber, Town House, Haddington (unless another member wishes to host)

***Wednesday 10 September 2014***, 2-4pm, Council Chamber, Town House, Haddington (unless another member wishes to host)