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Document Title	Corporate Asset Management Plan 2014

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East Lothian Council

Additional information:

Authorised By	Richard Jennings
Designation	Head of Development
Date	24/04/14

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REPORT TO: Members' Library Service

MEETING DATE:

BY: Depute Chief Executive (Partnerships & Community Services)

SUBJECT: Corporate Asset Management Plan 2014 – 2016

1 PURPOSE

- 1.1 To advise the Members of the preparation of the Council's Corporate Asset Management Plan and to note its strategic aim to maintain an affordable asset base which meets the long term needs of the Council.

2 RECOMMENDATIONS

- 2.1 To note the contents of the Plan and in particular the actions set out in the following sections:

8.1 - to recognise the essential role which the preparation of project business cases and option appraisals plays in informing the Council's capital investment and revenue plans.

8.2 – through the East Lothian Partnership, to collaborate with Community Planning Partners to develop joint asset management plans to develop Area Plans based on a shared vision reflecting local priorities.

3 BACKGROUND

- 3.1 East Lothian Council has made significant progress during the past two years to strengthen its approach towards effective management and optimisation of its corporate assets. This Plan sets out the Council's corporate asset management planning organisational and decision-making framework which is in place.
- 3.2 The Plan takes account of the recommendations made by Audit Scotland in their 2013 reports on 'Major Capital Investment in Councils' and Major Investment in Councils - Good Practice Checklist, in particular in respect of ensuring that the Council has in place effective governance and resources for managing its assets and capital investment programme. The recommendations contained in the Audit Scotland 2009 Report, 'Asset Management in Local Government' are also reflected in the Plan.
- 3.3 The Plan reflects the 'One Council' approach and the progress made during the past two years towards delivering a smaller, better integrated asset base with simpler customer interface and acknowledges the further work to be done in this area.

- 3.4 The Plan describes the major drivers which underpin the Council's approach to asset management, including the preparation of the Local Development Plan and the need to make provision for adequate future capacity in our infrastructure to accommodate the anticipated level of new development.
- 3.5 The Plan also sets out the challenges facing the Council in managing its assets, in particular in prioritising its resources and investment to meet key service and statutory needs.
- 3.6 This is a dynamic document and will be updated annually to reflect the Council's progress in achieving the objectives set out in the Plan. More detailed individual Service Plans underpin the Corporate Plan and these will be updated during 2014.

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 The Audit Scotland Report on Asset Management in Local Government can be found at

http://www.audit-scotland.gov.uk/docs/local/2009/nr_090507_asset_management_councils.pdf

- 7.2 The Audit Scotland Report on Major Capital Investment in Local Authorities can be found at

http://www.audit-scotland.gov.uk/docs/local/2013/nr_130314_major_capital_investment.pdf

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DATE	24 April 2014



CORPORATE ASSET MANAGEMENT PLAN



APRIL 2014



CORPORATE ASSET MANAGEMENT PLAN

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1.0 FOREWARD

Asset Management is about ensuring that the assets which the Council holds contribute to the creation of sustainable communities and the delivery of better public services. Our assets are a corporate resource and are managed corporately to support the Council's objectives and to the benefit of local communities.

East Lothian Council recognises the need for an empowered and adequately resourced asset management function with a clear vision and organisational structure to ensure sound management of its resources and asset base. The creation in 2013 of the East Lothian Partnership brings together organisations from the public, community, enterprising third and private sectors and commits to preparing a Joint Asset Management Strategy. This will strengthen our links with community planning partners to maximize the use of our assets and meet the wider vision for a lean, energy efficient, sustainable and affordable asset base, which helps to create vibrant and resilient communities and deliver better public services.

“We will continue to challenge our asset base to ensure that it performs at its optimum, is aligned to meet our priorities and is affordable within a challenging fiscal environment”

Angela Leitch: Chief Executive: April 2014



2.0 EXECUTIVE SUMMARY

East Lothian Council owns a diverse range of land and property assets that make an important and positive contribution to achieving its objectives. The quality and deliverability of our frontline services depend on having operational assets which are in good condition, are suitable for their purpose and sustainable in their operational use. Over the last two years the Council has focused on creating a 'One Council' approach to delivering its frontline services and this has resulted in a smaller, better integrated asset base with simpler customer interface. This is work in progress and over the next two years, further proactive management will reduce the footprint of the operational estate.

East Lothian's future development strategy will be set out in the Development Plan, with the review of the current Local Plan and adoption of a Local Development Plan anticipated mid 2016. In preparing these plans, the Council is undertaking a detailed analysis of the current and potential capacity for growth in its own infrastructure, particularly in relation to Education. This will provide a framework for apportioning funding for capital development and this work will be taken into account in identifying the location and focus of new strategic development.

3.0 CONTEXT

The Council Plan (2012 – 2017) describes the Council's aim to create a prosperous, safe and sustainable East Lothian that will allow our people and communities to flourish. To achieve this, our Council Plan has four objectives:

Growing our Economy – to increase sustainable economic growth as the basis for a more prosperous East Lothian

Growing our Communities – to give people a real say in the decisions that matter most and provide communities with the housing, transport links, community facilities and environment that will allow them to flourish

Growing our People – to give our children the best start in life and protect vulnerable and older people

Growing the capacity of our Council – to deliver excellent services as effectively and efficiently as possible within our limited resources.

Our **Economic Development Strategy (2012 -2022)** describes the key objective to grow a sustainable economic base for East Lothian and identifies the issues to be addressed in delivering this in the current economic climate.

The Council Plan sets out the main challenges facing the Council and its communities which have informed the priorities of the Plan and which provide the context for the Corporate Asset Plan. These are:

- *Less money* – requiring a real term reduction in Council spending of approximately £16.5m over a 3 year period to 2016. It is vital that our assets are managed and used efficiently and effectively and that we have a sustainable business strategy for those assets which we do retain.

The impact of the recession on East Lothian, a slow economy and higher unemployment affects the vitality of our town centres and their local economies. We need to ensure that our operational and commercial assets are used to best effect to contribute to local regeneration and business development, in association with the Third Sector where appropriate.

At the same time, the weakness of the property market means that we are unable to generate the anticipated level of capital receipts from disposal of land and property to support our capital objectives.

- *East Lothian's Growing Population* – this will have an impact on a number of services and their infrastructure, including schools, facilities for older and vulnerable people, new or expanded infrastructure for housing development and new settlements and the associated pressures on East Lothian's excellent natural environment.
- *Welfare Changes*- potential negative impact from reduced levels of income and increasing level of support needed for vulnerable people
- *Affordable Housing* – the lack of which presents the Council with severe challenges and is only partially addressed by our Strategic Housing Investment Plan to 2018.
- *Sustainability and Environmental Challenges* – the need to reduce our dependency on fossil fuels and reduce greenhouse gas emissions fits well with the asset strategy, in that efficient and effective asset management will result in reduced carbon emissions and associated costs. Developing resilience to climate change will produce opportunities to do things differently with potential benefits for the local economy and employment.
- *Public Sector Reform* - and the recommendations of the Christie Commission to deliver effective and efficient services built around people and communities.

The East Lothian Partnership (ELP) brings together organisations from the public, community, enterprising and private sectors to deliver the best possible services for the people of East Lothian. Three Supporting partnerships, Sustainable Economy; Resilient People; and, Safe and Vibrant Communities are entrusted to deliver on the strategic plan.

Area Partnerships: In November 2013, the Council's Cabinet approved the framework for establishing six Local Area Partnerships to give local communities, Community Councils and local groups more say in local services and to develop Local Community Plans that will influence the achievement of the Community Planning Partnership's Single Outcome Agreement, that

- *East Lothian has stronger, more resilient, supportive, influential and inclusive communities.*
- *Our communities are well informed and everyone has the opportunity to influence decisions that matter in their local areas.*

A key role of the partnerships will be to develop Area Plans based on a shared vision for the area, to prepare Local Plans reflecting local priorities and considering the impact of future planned growth on local services and facilities.

Joint Asset Management Plans will be developed to provide a clear understanding of the total assets available to support the delivery of the Single Outcome Agreement.

East and Mid Lothian Health and Social Care Partnership - has as its remit to focus on rethinking the model of health and social care services in East Lothian. Staff are being co-located to enable joint working across a number of areas.

The Corporate Asset Management Plan supports the Council Plan and ensures that our asset base is aligned with its objectives and that our assets contribute effectively to service delivery, is operated efficiently, is fit for purpose, suitable and sustainable. The Plan is intended to cover a 4 year period from 2014 to 2018 and will be updated annually.



4.0 OVERVIEW OF ASSET MANAGEMENT

This section sets out an overview of our Corporate Asset Management approach and the service improvements achieved to date. Most of the improvements so far, have derived from the success in managing Property, Housing and ICT assets. In the near future, a major influence will be the preparation of the Local Development Plan for East Lothian, which will require the development of an integrated infrastructure asset plan, focusing on the delivery of significant expansion to our housing and education asset base and presenting both opportunities and challenges for economic development and transport planning. It is essential that we have a clear understanding of our existing assets and their current capacity and performance, to inform this process. The Corporate Asset Management Plan act as an umbrella document for subsidiary asset management plans.

4.1 Approach to Asset Management

East Lothian Council uses CIPFA's 'A Guide to Asset Management and Capital Planning in Local Authorities, 2008' as the basis for its approach to corporate asset management and for ensuring that it is closely linked with the capital planning framework for budgeting.

The Council classifies its assets and associated plans as shown in the chart below:

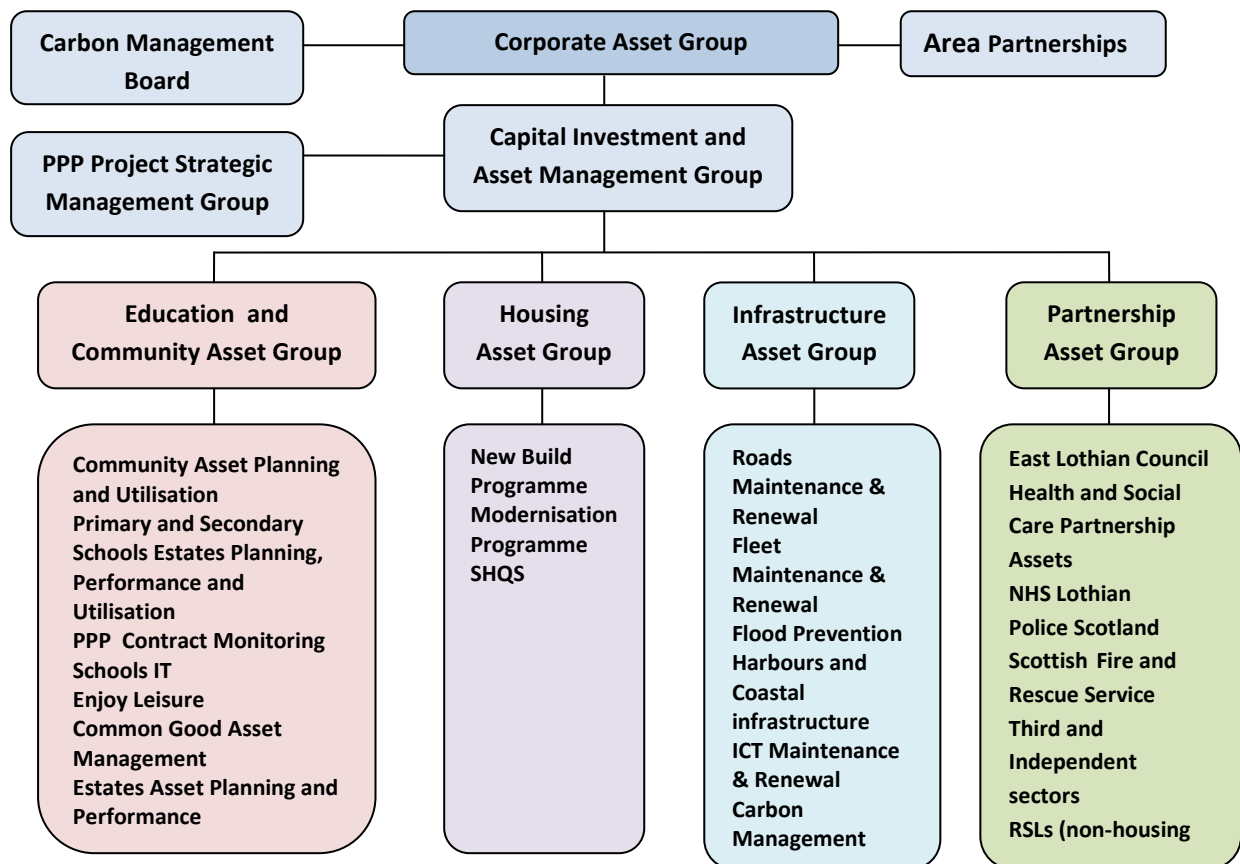


The preparation or updating of asset management plans for each of these categories is at different stages of development and it is intended that all services will have up to date plans by the end of 2014. This ensures that they align with the key objectives of the emerging Local Development Plan and with the Capital Investment budget process.

4.2 Governance and Property Asset Management Arrangements

Fundamental to the successful implementation of the corporate asset management plan is the need to have an effective management framework in which asset management issues are strategically considered. Our organisational structure is set out below and includes the main sub-groups that inform corporate asset planning and investment decision making.

Organisational Structure



Each group is responsible for the preparation of individual service asset plans.

4.2.1 Corporate Asset Group

The Corporate Asset Group is chaired by the Chief Executive and meets quarterly. It has responsibility for the management and control of the Council's capital investment programmes and the delivery of the strategic objectives of the Council Plan.

4.2.1 Capital Investment and Asset Management Group

The Capital Investment and Asset Management Group will be formally established in 2014 and will be responsible for developing an integrated asset management and capital planning system. It will prepare the direction and scope of the corporate asset management plan and the individual asset plans. This group will be chaired by the Head of Development and will meet bi-monthly. Lead officers from each service area will be represented with responsibility for the following:

- Ensuring the preparation, updating and reporting of the Corporate Asset Management Plan to inform the prioritisation of future investment
- Monitoring progress against the CAMP objectives
- Ensuring assets are treated as a corporate resource

- Overseeing the implementation of the Local Development Plan's delivery plan including identifying infrastructure requirements in accordance with *Planning Obligations and Good Neighbour Agreements, Circular 3/12* of Scottish Planning policy on developer contributions
- Monitoring the delivery of the Capital Plan projects
- Using the Option Appraisal process as a basis for making decisions for the management and capital investment in assets
- Promoting a business planning process for assets to ensure asset needs and performance are regularly reviewed and to ensure that any asset management investment decision can be traced back to the strategies and service plans of the Council
- Ensuring that Community Planning partners and other relevant organisations are involved as appropriate
- Preparing and maintaining a 10 year costed plan for investment and maintenance of assets including dis-investment and disposal where appropriate
- Ensuring that all asset management plans are coordinated to identify critical dependencies particularly for future investment
- Ensuring that targets for carbon and energy reduction inform the direction and management of all assets
- Developing a range of performance indicators to identify poorly performing assets, support decision making and assist in the management of the asset portfolio.
- Identifying corporate asset management issues for discussion, including new statutory requirements, legislation and guidance
- Ensuring responsibility for developing asset management is clear and that staffing, financial and IT resources are in place to produce a plan within a defined timescale
- Sharing best practice

The Capital Investment and Asset Management Group will prepare quarterly update reports to the Corporate Asset Group.

4.2.3 Service Asset Groups

While the purpose of holding, maintaining and investing in assets is to support effective service delivery, all assets are owned by the Council and individual Service Asset Plans are prepared in a corporate context. This ensures that the Council achieves the most productive use of its estate and has an affordable asset base. The sub-groups are - Property, Roads, Housing, ICT and Fleet. Service Asset Plans are currently being developed or updated and will form part of the business planning / options appraisal process and will ensure that revenue plans are in place to support capital investment.

5.0 ASSET MANAGEMENT VISION AND OBJECTIVES

5.1 Major Drivers

This sections sets out the key drivers underpinning the Council's approach to and objectives for future service provision.

5.1.1 Supporting Service Delivery

The East Lothian Council Plan 2012 – 2017, the Economic Strategy and the Single Outcome Agreement describe the Council's vision for East Lothian and sets out its objectives towards achieving this. It provides an improvement programme based on building services around the needs of people and communities. The delivery of quality services for education, care, culture, sport and leisure depends on the effective utilisation of Council owned or managed property.

A review of Customer Services and Frontline Services has informed the co-location of Housing, Customer Services and Libraries in three of our towns, with a single point of contact for the public. This model is being explored for other towns. The use of ICT and other technological developments has facilitated more flexible ways of working resulting in a reduction in the Council's office footprint. The creation of a new Health and Social Care Partnership enables us to work closely with the Health Service and partner agencies to develop a model of care service which reduces the need for residential building based services in line with the Scottish Government's Healthcare Model of facilitating people to live at home for longer. Partnership working will facilitate the future preparation of joint asset management strategies, thus maximising the use of assets.

A focus for the Council is the preparation of Area Plans based on the six main towns in East Lothian, to prepare integrated asset plans which identify future infrastructure and service needs and to ensure that these are costed and affordable. The members of the Partnership Asset Group will contribute to the preparation of the Area Reviews, which will also contribute to the Council's objective to develop vibrant local economies.

5.1.2 Meeting Statutory Responsibilities

Councils are responsible for the delivery of a wide range of public services including education, social care, roads and transportation, planning and environment, economic development, cultural and leisure activities, waste management and housing. There is no requirement to own assets and the Council uses a mix of ownership, lease in and contract management arrangements to meet service delivery requirements. Where the Council owns or leases in assets, they have a duty to ensure that these comply with statutory, regulatory and corporate standards. This task has become increasingly complex and onerous but failure to comply will potentially result in a breakdown of service delivery, damage to reputation, financial penalties and health and safety risk to the public. Individual officers could also be

subject to legal proceedings under the Health and Safety (Offences) Act 2009 and the Corporate Manslaughter and Corporate Homicide Act 2007.

5.1.3 Carbon Management

The Climate Change (Scotland) Act 2009 and the Scottish Government Climate Change Adaptation Framework sets ambitious targets to reduce greenhouse gas emissions by 42% by 2020 and 80% by 2050 against a 1990 baseline. The Act places a duty on all public bodies to contribute to this reduction. East Lothian Council has set itself a target of reducing the greenhouse gas emissions arising from its operational activities by 25% by 2014, from a revised Financial Year 07/08 baseline of 38,954 tonnes of carbon dioxide equivalent (CO₂e).



The Carbon Management Plan supports the Council's commitments in the Scottish Climate Change Declaration and its statutory obligations under the Climate Change (Scotland) Act 2009. In addition, the CMP will help to reduce the Council's exposure to anticipated increased energy costs as well as the Carbon Reduction Commitment (CRC) tax. In 2012/13, the Council's CRC commitment was approximately £156,960 based on 3080 tonnes CO₂e.

In 2013/14, due the change in the CRC Regulations, it is anticipated that this will increase to approximately £170K. In 2014/15, other emissions, notably street lighting will be included in the CRC calculation and the cost per allowance of carbon will rise from £12/tonne to £16/tonne. The Council's Carbon Management Plan 2012 Annual Report recognises that although the Council is currently on track to reach its 25% reduction target, it will be challenging to sustain this level of progress without significant increase in investment and further work in terms of policy alignment with Council objectives across services.

Audit Scotland in their December 2010 'Improving Energy Efficiency' recommends that public bodies strengthen the contribution they make to reducing emissions and increase the pace of change.

At present approximately 77% of Council housing fully meets the SHQS energy efficiency criteria, with programmes in place to achieve 100% by 2015, allowing for approved exemptions.

5.1.4 Informing the Local Development Plan

A key focus for the Council is the preparation of the next Local Development Plan and the Council's requirement to provide an effective 5 year land supply for development. The provision of adequate infrastructure capacity is vital to maintain adequate levels of service provision where settlements and communities experience growth. The Council adheres to the requirements of Scottish Government *Circular 3/2012: Planning Obligations and Good Neighbour Agreements* in seeking developer contributions towards the necessary expansion of infrastructure, mainly schools, open space and playing fields and associated facilities. For many large sites the

lead in to delivery of housing is predicated on the ability to deliver costly enabling and supporting infrastructure, which itself can take 3 – 3.5 years to design and procure. The related inability of developers to fund and provide necessary supporting infrastructure needed to service large scale housing sites is a constraint to bringing forward new homes. To properly inform the Development Plan it must be integrated with the other service delivery strategies of the Council and its Community Planning Partners as well as the other service and infrastructure providers. For most providers however these strategies are currently inadequate for Development Plan purposes. For many a new starting point needs to be established from which the impact of growth on services, facilities and infrastructure can be assessed and any action planned.

The Council has prepared detailed audits of existing infrastructure capacity and facilities, particularly for education, together with forecasts of anticipated changes in infrastructure use due to current projected growth. These forecasts also factor separately the impacts arising from future potential planned growth. This work informs strategies that explain how existing facilities will be utilised and how any new and potentially shared facilities will be procured to service growth. This ensures that levels of service and infrastructure provision remain adequate in the face of anticipated changes in levels and types of use. The effects of the baseline are separated from those of 'planned growth'.

This level of justification is required if the planning process is to procure 'developer contributions' to augment the impacts of development on services, facilities and infrastructure. This is particularly true insofar as the Local Development Plan (LDP) is concerned, as all items for which contributions will be sought must be identified up front in the new style spatial land use plans.

A **Main Issues Report (MIR)** will be published for consultation in 2014. This is a consultation document, which will set out the Council's preferred strategy for future new land use. The MIR will be based on an understanding of what people living and working in East Lothian think are

- the main land use planning issues facing East Lothian which the new Local Development Plan should address and
- how and where its communities should develop over the next 10 years or so

5.1.5 Delivering Efficiencies

Good Asset Management is key to delivering best value in provision of services to the public. The Council is focusing on creating an outcomes based business planning process to ensure that some of the barriers to driving efficiencies are removed and to facilitate the corporate management of Property, ICT, Fleet and other assets, inform service reform.

The Council is seeking to deliver ambitious efficiency savings in its annual Revenue budget. People and property are the Council's most costly assets and will need to make a significant contribution towards meeting these savings. The key areas for savings are:

Property rationalisation: since 2011, the Council's office estate has been reduced by approximately 8%, achieved through service review and improved utilisation of space. Integrating adult services within other existing community facilities enabled the closure of one resource centre and its transfer to the asset disposal list. Creating integrated Customer access and library hubs in new or refurbished facilities in three of our towns has released a number of assets for lease, disposal or redevelopment. Other leased-in assets will be freed up in 2014 following completion of a new integrated care facility in Tranent.

Reduced running costs: running costs include rent for leased-in assets, rates, utility costs, repairs and maintenance, insurance and cleaning. As part of its Carbon Management Plan, the Council seeks to reduce its energy consumption by rationalising its 'lets' to reduce the number of buildings in use, particularly schools, out of hours. This will also reduce the resource required for janitorial cover and cleaning. The Carbon Management Plan identifies other initiatives to target investment to reduce energy in retained properties. Initiatives are assessed for funding on the basis of their financial return. New building projects set targets for energy and water consumption in order to reduce operational costs. Decisions on construction methods and selection of materials are made as far as possible with the aim of minimising life cycle maintenance costs.

5.1.6 Improving asset performance

Good core data is essential to having an informed asset and investment plan. The Council maintains data on the Condition, Suitability, Public Access, Fire Safety, Asbestos, Environmental Health and Care Inspectorate requirements, Energy and Water consumption in its operational properties. Utilisation data is being updated following the recent programme of office rationalisation. Condition data is also being updated in 2014 to provide a greater level of detail, particularly for the more costly elements of mechanical and electrical plant.

A 3 – 5 year schedule of planned works has been prepared for operational properties, costed and prioritised according to the level of associated risk. This identifies the significant investment is required to upgrade and manage the Council's operational asset base to the necessary standards, including the need to address the requirements of statutory agencies such as the Fire Authority, Care Inspectorate and Environmental Health.

Collecting and analysing this core asset data is expensive and time consuming but it forms the basis of the asset management decision making hierarchy; monitoring and reporting on the performance of the assets and the formal basis on which Strategic Outline Business Cases (SOBCs) and the capital planning system can be built.

5.1.7 Regeneration and Community

The Council recognises the potential role that its assets can play in the process of reversing the economic, physical and social decline of places where market forces alone won't suffice. The remit of the new Area Partnerships will include the preparation of Area Plans. A supporting Partnership, the Sustainable Economy

Partnership will provide the platform for addressing a key outcome of the Single Outcome Agreement, *East Lothian has a growing and sustainable economy.*



The rapid development of community museums, the new museum at the John Gray Centre and ongoing project development work at Prestongrange, Dunbar Town House Museum and John Muir's Birthplace demonstrates the value and success of a community focused, enabling approach to delivering a range of important social, educational and economic outcomes for East Lothian.

In a number of areas, the Council works with community groups to deliver the cultural and museum service (Musselburgh Museum, North Berwick Coastal Communities Museum, and a proportion of Dunbar Town House). In each case the property remains with East Lothian Council and is operated under contract by the partner group. In addition to the role of museums as a community resource, these museums are also significant as tourist attractions achieving local economic impact.

6.0 THE COUNCIL'S CORPORATE ASSETS

6.1 Description of Current Portfolio

The Council holds a diverse portfolio of assets, each identified by a Unique Property Reference Number (UPRN) and comprised as follows:

Operational property – consisting 228 assets providing Council services, including schools, community centres and libraries, halls, leisure centres and swimming pools, residential homes for adults and children, day centres, corporate and area offices, pavilions, public toilets and depots. Recent developments have brought together a number of these functions and the actual number of buildings is 163 buildings. The schedule of operational assets will be reassessed and re-categorised in 2014 to take account of the amalgamation of services and the disposal of assets.

Non-operational property – consisting of 358 properties not held to deliver Council services, but which are retained for their economic development benefits and to provide a revenue income for the Council. They include industrial units, shops, offices, car parks, golf courses, allotment area, stores, areas of agricultural land and ground leases. Included in these are assets held on Common Good accounts.

ICT infrastructure - comprising network equipment, data centres, communications systems, other assets required to support service delivery.

Council Housing - comprising 8405 dwellings at March 2013

Monuments and Statues - over 150, including scheduled and listed monuments

Artworks - over 93 paintings listed

Open Space – approximately 1,408.52 hectares made up of 450 public country, district, town and local parks; private grounds, amenity, semi-natural and functional greenspace, playspace, green corridors, sports areas and civic space.

Roads and transport network – the most visible of the Council's assets and includes roads (905 km, 432km footpaths, 17,897 lighting units, 16935 lanterns, 11,929 street gullies, 446 bridges, 24 traffic signals, 1 park and ride facility as well as drainage infrastructure, retaining walls and street furniture.

Harbours and coastal infrastructure – the Council has ownership of 3 harbours and management of elements of others, e.g. the lifting bridges between harbours at Dunbar. Dunbar harbour itself is under the control of the Dunbar Harbour Trust.



A *Fleet* of approximately 428 vehicles and plant, comprising cars, buses, vans, HGVs and other plant.

The **value** of the Council's Assets at 31st March 2013 amounts to almost £750m and is categorised as follows:

Type	Council Dwellings	Other Land & Buildings	Vehicles, Plant & Equipment	Infra-Structure Assets	Community Assets	Surplus Assets	Assets under Construction	Heritage Assets	Assets Held for Sale	Total
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
	298,806	361,120	9,285	52,869	13,840	62	11,129	605	1,660	749,376

6.2 Key Asset Plans and Strategies

- **The Property Asset Management Plan (2010 – 2014)** will be updated in 2014 to reflect the changes to the asset base and the financial challenges associated with its future maintenance and management.
- **The Schools' Estate Management Plan** will be updated in 2014 with the detailed analysis of the education infrastructure including data on school capacities and class organisation arrangements, its future accommodation needs and its capacity to accommodate future population growth. This is an essential part of the Council's process for applying 'Circular 3/2012: Planning Obligations and Good Neighbour Agreements' and its ability to respond timeously to planning applications for housing development. The SEMP acknowledges that the Council has made significant improvements in its school estate over the past 15 years and highlights the investment needed to maintain the estate in compliance with statutory and regulatory requirements.
- **The Roads Asset Management Plan** similarly identifies the extent of the roads infrastructure and the investment required to ensure the asset base is fit for purpose and is updated as necessary.

- **The ICT Asset Management Plan 2013/14** describes the Council's ICT asset base, including its education assets. ICT is managed in-house by East Lothian Council with budget provision in the Capital Investment plan based on a prioritised action plan.
- **The Local Housing Strategy** was prepared for the period 2012 – 2017 which sets out the Council's priorities in relation to strategic housing issues, including condition, to meet the SHQS standards. The **Strategic Housing Investment Plan (SHIP)** covers the 5 year period 2013/14 – 2017/18 and sets out the Council's 5 year plan for delivering or enabling the delivery of, affordable housing.
- **The draft Open Space Strategy 2012** set out the Council's approach and commitment to protect, enhance and manage its open space assets. This draft will be reviewed during 2014.
- **East Lothian Biodiversity Action Plan**
The 2013 vision for the Urban Greenspace Networks Biodiversity Action Plan is for "existing urban areas and new urban developments will be managed and designed to ensure that wildlife will flourish in local towns.
- **The East Lothian Economic Development Strategy 2012 – 2022** – sets out the strengths, weaknesses, opportunities and challenges which need to be addressed to create a sustainable local economy.
- **The proposed Community Empowerment and Renewal Bill** – aims to make it easier for communities to take over underused or unused public sector assets and include measures to enable communities to deal more effectively with derelict or unused property in their area. It will also address recommendations made by the Christie Commission on improving community participation in the design and delivery of public services and building community capacity. The Council recognises that for some of its assets, community management and ownership could deliver a range of benefits to the local community, to the Voluntary and Community Organisation taking on the asset as well as to the Council and other public sector service providers.
- **Scottish Government: Town Centre Regeneration - How Does it Work and What can be Achieved?**
- Requires an integrated/holistic approach across local authority functions, businesses and communities and beyond just physical (typically retail) projects.
- **Scottish Government Review of Community Planning and SOA 2012** focuses upon delivering joint prioritisation of outcomes, interventions and resource use by public services and in so doing strengthening joint working between and the integration of public services

6.3 PROPERTY

The Council has an Operational property portfolio of 228 assets which is categorised as follows:

Education and Children's Services – 46 properties (6 Secondary and 35 Primary Schools, 2 stand-alone Nursery Schools, 3 Children's Centres)

Community Services – 73 properties (14 Community Centres, 11 Halls, 12 Libraries, 4 Museums, 20 Pavilions, 7 Sports Centres, 3 Youth Centres, 1 Town House).

Adult Wellbeing – 18 properties (10 Day Centres, 4 Care Homes, 4 Resource Centres)

Offices – 11 properties, including area Housing offices

Depots – 37 properties, (4 Civic Amenity sites, 1 Waste transfer site, 6 local roads and amenity services depots, 26 Public Conveniences)

Cemeteries – 38 assets

Misc – 6 assets (including 1 pair of limekilns)

Significant investment has been made to rationalise the Council's asset base and it should be noted that this categorisation of assets is being reviewed to reflect recent amalgamation of services within the same building. The portfolio of 228 assets is actually housed in 163 buildings.

The value of the Council's Operational portfolio in 2012/13 was £323,951,299. This is divided approximately between:

Education and Children's Services	£238,331,220
Community Services	£61,627,463
Adult Wellbeing	£8,119,031
Offices	£10,483,064
Depots	£2,541,186
and the remainder	£2,849,334

The Council's non-Operational property portfolio of 358 assets is detailed in Appendix A with estimated overall value of £ 19,912,701, categorised as follows:

<i>Industrial Units</i>	73 properties	£4,752,613
<i>Shops</i>	48 properties	£2,440,140
<i>Offices</i>	30 properties	£1,748,950
<i>Allotments</i>	1 property	£0
<i>Car Parks</i>	2 assets	£391,400
<i>Golf Courses</i>	4 assets	£1,325,000
<i>Stores</i>	35 assets	£317,108
<i>Ground leases</i>	108	£2,589,346
<i>Agricultural Land</i>	15	£223,500
<i>Other</i>	40	£6,124,644

The Council's annual rental income from its leased out land and buildings is approximately £2,061,420 of which £378,150 is income to the Common Good accounts.

6.3.1 Key Property Vision and Objectives

The Property Asset Management Plan states the Council's vision as being:

'to hold property which is fit for purpose in terms of its location, condition, suitability, sufficiency and sustainability, provides value for money and supports delivery of the Council's vision and that of its Community Planning Partners for present and future services'.

To achieve the property vision, the basic property strategy to be delivered is

- To ensure that land and buildings are managed as a corporate resource, that assets are not 'owned' by individual services but and deployed in the most economic efficient and effective manner and demonstrate best value focused on the needs of communities and customers, not organisations.
- To ensure that we have a flexible portfolio with properties which meet statutory obligations and have the capacity to adapt to change
- To reduce the environmental impact of our buildings and deliver efficiency savings
- To identify and meet the future demands of an increasing population with the requisite infrastructure and in partnership with other organisations.

6.3.2 Key Property drivers

There is a complex set of statutory and regulatory obligations associated with the management of all buildings to ensure their compliance and safety, chief among these are the Health and Safety at Work Act (1974), the Fire Safety Scotland Act (2006), the Equalities Act (2010) which incorporates the previous Disability Discrimination Act 2005, and the Carbon Reduction Commitment.

The Council gathers information on its buildings to inform investment priorities. At present, data gathered for Statutory Performance Indicators on Suitability, Condition and Accessibility are analysed and provide a basis for prioritising investment in backlog maintenance. Properties are also surveyed and tested for compliance with statutory and regulatory requirements and budgets prepared to inform the budget setting process and the Council's Capital Investment Plan.

The Council recognises the importance of investment in asset enhancement and management during the capital budget planning process. There is a strong link between the Capital Strategy and the Asset Management Plan. The Asset Management Plan provides information on the Council's asset portfolio and its performance in meeting both service and corporate priorities. It also provides an understanding of how the Council balances the need to maintain existing assets and invest in new assets.

In recent years, the Council has invested approximately £2M per annum in a planned programme of asset refurbishment work. This was expended on a risk management basis to ensure that those buildings retained by the Council were maintained in good condition and in compliance with the relevant legislation. Future annual budget allocation is £900K per annum, less than 50% of previous years' and will present challenges for the adequate management of the Council's buildings.

6.3.3 Current Asset Performance

Condition

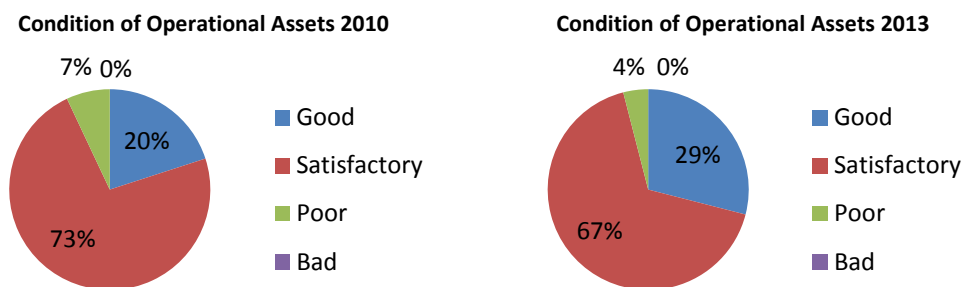
The Condition of properties is based upon surveys carried out on all properties by IPF in 2006 and updated annually since then by the Council's Asset Team. A full refresh of the Condition surveys is planned to be carried out during 2014 and 2015. The IPF surveys provide an overview of the condition of the Council's estate together with estimates of the costs for repair and maintenance as required. These surveys, together with more detailed information from maintenance inspectors and statutory inspections, provide the basis for prioritising financial investment in the assets.

A: *Good* – performing as intended and operating efficiently

B: *Satisfactory* – performing as intended but showing minor deterioration

C: *Poor* – showing major defects and / or not operating as intended

D: *Bad* – life expired and / or serious risk of imminent failure



Although most Council property is graded in a 'Satisfactory' Condition, there are several properties which currently as classified as Poor. Recent and future investment plans will reduce this number but the evidence is that properties have not received sufficient investment in planned maintenance in recent years.

A number of properties have been analysed to identify particular Condition and Suitability problem areas and inform future implications for continuing use.

Our objective is that by 2018, no Council building will be rated C or D for its Condition. Properties rated with Condition C or D are highlighted in Appendix A.

Building Condition surveys, comprehensively updated during 2014 and 2015 will reflect the changes in the property estate in recent years and inform investment priorities.

Suitability

The Suitability of properties is based on responses to Questionnaires issued to service and building managers. Suitability addresses aspects of a building related to

internal and external space and its configuration, heating, lighting and ventilation. Those properties graded at level C or D are shown in Appendix B and are subject to further analysis including option appraisal to challenge their ongoing viability. New Suitability guidance, issued by Scottish Government Schools Estate Division in September 2008 was used to establish the suitability of the schools estate in 2009.

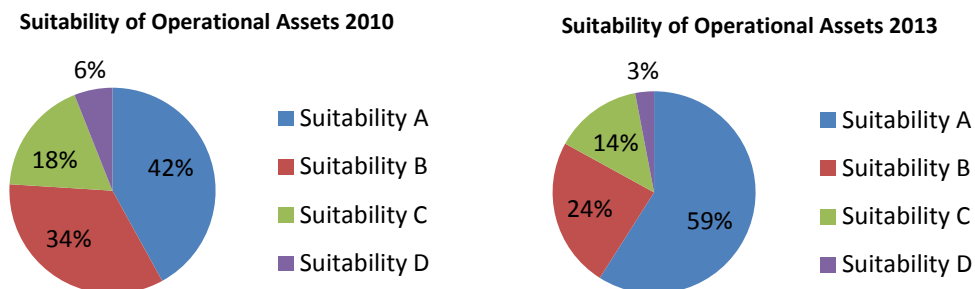
A: *Good* – performing well and operating efficiently (supports needs of staff and delivery of services)

i – performing well but with minor problems -(generally supports needs of staff and services)

C: *Poor* – showing major problems and / or not operating optimally - (impedes the performance of staff and service delivery)

D: *Unsuitable* – does not support the delivery of services - (seriously impedes the delivery of services)

Since 2010, the percentage of Council properties rated A for Suitability has increased from 42% to 59%. Although most Council property is graded as 'Satisfactory' Suitability, there are several properties which currently as classified as Poor. Recent and future investment plans will reduce this number but a number of properties have deteriorated in both Condition and Suitability, for example, *Wallyford Primary School* and *Levenhall Nursery*, because of delays to the delivery of strategic housing sites, which incorporated proposals for renewing the buildings.



Our objective is that by 2018, no Council building will be rated C or D for its Suitability.

Accessibility

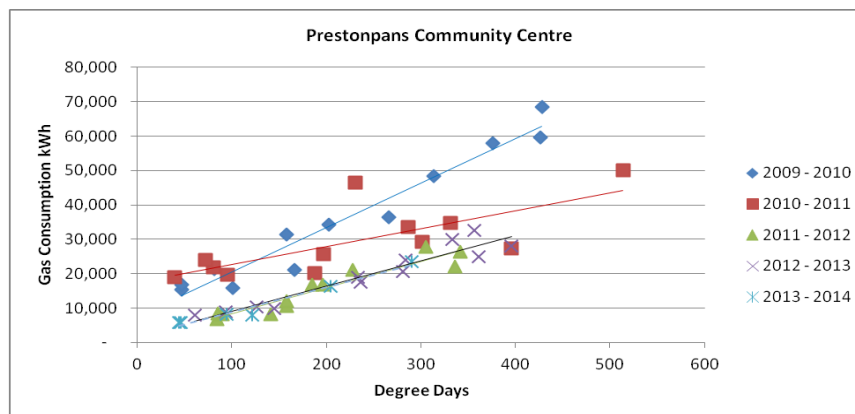
Accessibility of properties is based upon Access audits carried out in 2006 and regularly updated by the Assets team. Most of the older Council properties do not fully comply with all aspects of the DDA requirements. However, investment in recent years has been prioritised to improve access to properties to ensure as far as possible, key criteria such as barrier-free access, accessible toilet provision and induction loops, comply with the Disability Discrimination Act (2005), now part of the Equalities Act. In 2013, the Council's SPI for Accessibility gave a compliance level of 56.5% of the relevant assets, an improvement of 16% since 2010. Accessibility Audits will be comprehensively updated over a 2 year period to 2016 to reflect the changes in the property estate in recent years.

Energy and Utility Performance

The Council maintains data and monitors the energy performance of all of its buildings. Together with building Condition and Suitability data, this is used to inform and target investment in building refurbishment and energy efficiency improvements.

The Council has installed Automatic Meter Reading (AMRs) meters on the electricity and gas meters across much of its estate. These meters automatically take a reading every 30 minutes which allows the use of energy in a building to be analysed to a greater degree. The use of AMR meters has also reduced the number of estimated bills, reduced the number of financial reconciliations and allowed a greater accuracy when it comes to budgeting.

Energy consumption is primarily managed through a software program called Team. This allows a building's heating performance to be reviewed year on year. The regression example below shows the difference in performance before and after a more efficient boiler system was installed, in this example, by approximately 45%. This equates to an annual gas reduction of 192,000 kWh and a financial saving of approximately £4800 per annum.

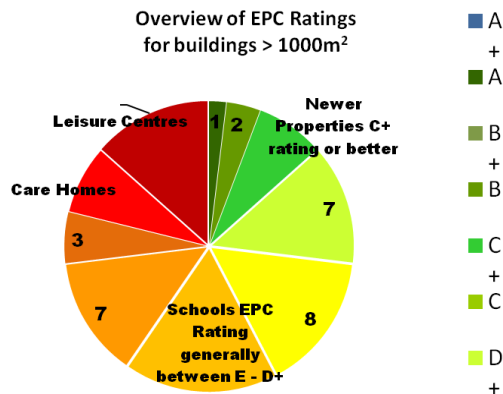


EPCs

Energy Performance Certificates (EPC) are prepared for public buildings with a floor area over 500sqm. The EPCs provide a carbon rating from A (good) to G (poor) calculated on a building's design

The summary of the EPC classification is shown in Appendix C1 and confirms that much of the Council's property is poorly rated. It should be noted, however, that when the *actual* energy performance of a number of buildings was analysed, the buildings were performing better and consuming less energy than the EPC predicted. For example, the Council's HQ, John Muir House, has an EPC rating F, predicting an energy consumption of 293 kWh/m² per annum: in practice the average annual consumption is 25% less than this. This reflects the Council's recent work in raising awareness of energy use among staff and its programme of reducing high energy consuming equipment such as printers. However, much of the improvement in the energy performance of our buildings is linked to the investment in backlog and planned maintenance and a future reduction in this budget will inevitably affect the continuing reduction in energy consumption.

EPCs are one measure of performance but do not take into account actual hours of use of individual assets. EPCs are also based on building type and as our assets are developed to deliver a range of services, this methodology is less useful as a benchmark of performance.



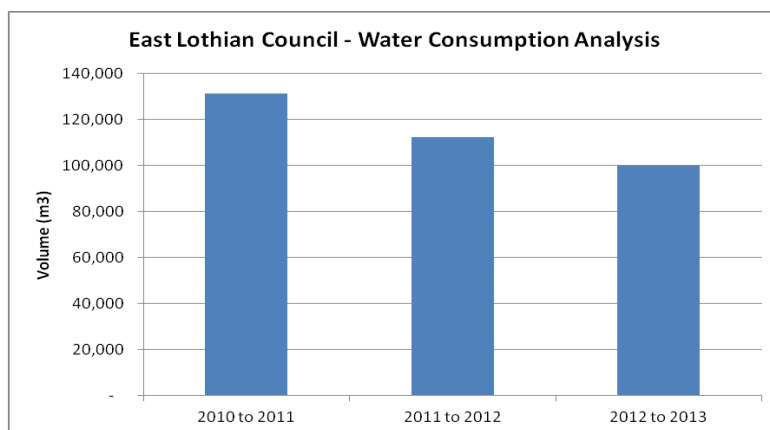
Carbon Reduction Commitment

The Council makes detailed annual reports and prepares evidence packs on carbon emissions from its buildings as part of the Carbon Reduction Commitment (CRC) Energy Efficiency Scheme Order 2010. In 2012/2013, the Council purchased allowances for 13,080 tonnes of carbon at a cost of £156,960. This has risen to 15,344 tonnes over £170,000 in 2013/2014 for 2013/14 . This is due to a more severe winter and changes in the CRC legislation. Significant further increases are projected for Phase 2 due to the inclusion of Street lighting.

Appendix C2 summarizes the energy performance of the Council’s buildings over the past three years.

Water Consumption

Water is one of the Council’s most costly resources; our estimated cost in 2012/2013 was £548,504. While we have made significant reduction in our consumption through efficiency measures since 2010, increasing costs in this area will drive greater efficiencies during the next three years. It should also be noted that the reduction in water has to be offset against increased water consumption from new and extended buildings. The graph below shows the water consumption from the Council’s buildings over the last three years.



Utilisation

Much work has been done across all key assets classes in endeavouring to develop a more coherent and integrated strategy for pro-actively managing assets on a cost effective basis and in ensuring that these are both fit for purpose and enhance opportunities to deliver quality, affordable services. The Utilisation of all Council offices have been analysed and has this has helped to inform decisions around

rationalisation and service co-location with has reduced the office footprint by approx 7.5% to date. Workspace requirements are also being minimised through greater use of hot-desking and home working and in more modern offices the space per person is around 6.5sqm, below the BCIS benchmark of 7.5sqm per workstation.

Occupancy rates for the Council's Primary Schools are assessed each year and reported to the Scottish Government as part of the suite of Core Facts. Pupil roll projections are updated on a regular basis and are analysed to inform the schools' estate management and investment plan. The levels of occupancy in our Secondary and Primary Schools are shown in Appendix D.

6.3.4 Key recent activity

The Council's **Worksmart and Office** rationalisation programme has reduced the footprint of the office estate by over 1800sqm or around 7.5% enabling the disposal or re-designation for non-core activity, of 3 buildings. This is an ongoing programme and by 2015 it is planned to further reduce the office footprint by 5%.

The ongoing **Customer and Frontline Services** review combines these functions with community activities such as libraries and museums. New integrated local area functions have been delivered in three of our six towns, Dunbar, Tranent and North Berwick, with proposals being developed for others. In addition to releasing assets for other uses, including disposal, service delivery is more flexible and responsive to customer needs. This review has released a number of assets for disposal or to contribute towards other Council objectives, such as delivery of affordable housing or town-centre regeneration.

A new **Employability Hub** in Haddington, brings together a number of partner organisations in a central location to provide advice on employment and business matters. This is located in a former Council building vacated as part of the Worksmart programme.

A new **Joint Haddington Schools' Campus** was completed in 2013, bringing together on one site, Haddington Infant School and St Mary's RC Primary School, and replacing older buildings which were in poor condition and unsuitable for providing the modern curriculum. This has resulted in the release of the Haddington Infant School sites, and options for their future re-use or disposal are under consideration. This project was partly grant funded by the Scottish government and procured through Hubco SE Territory Partner.



The transformation of the **Brunton Hall** was completed in 2013 to create a new state of the art entertainment venue for theatre, film, conferences and weddings.

A new shared **Joint Day Care and Medical Centre** was completed in Gullane in 2014. This provides a replacement Council Day Centre together with a new GP surgery on Council land. It is also procured through Hubco SE TP and was co-



funded by the Council, the NHS and Hubco. This will result in the release of the existing Day Centre site for disposal.

A new 60 bedded **Care Home and Day Care** facility will be completed in Tranent in 2014. This provides additional capacity and replaces the existing unsatisfactory provision. The new facility will also provide intermediate care beds for NHS discharge planning, providing seamless care between primary care, secondary care and the community. The new facility will also result in the release of the existing Care Home site for disposal and the termination of the leased-in Day Care facility.

New **Affordable Housing** will have been completed in three towns during 2014 / 2015. 81 units in total will be provided by the Council for rent in North Berwick, Musselburgh and Dunbar.

Over the last 3 years, the Council has invested in providing public toilets within 5 of its 6 towns to the **Changing Places standard** of accessibility for people with complex needs who require assistance.



6.3.5 Future Service Delivery Priorities

Education and Community Infrastructure

The Council has prepared detailed audits of existing infrastructure capacity and facilities, particularly for education, together with forecasts of anticipated changes in infrastructure use due to current projected growth. These forecasts also assess separately the potential impacts arising from further planned growth. This work informs strategies that explain how existing facilities will be utilised and how any new and potentially shared facilities will be procured to service growth. This ensures that levels of service and infrastructure provision remain adequate in the face of anticipated changes in levels and types of use. The effects of the baseline are separated from those of 'planned growth'. The audits also identify if and when current school capacities are likely to be breached, and informs how to manage this and the likely necessary investment.

This work enables the Council to align the provision of Education capacity with the development planning strategy and in particular, to meet the requirement for new housing.

The six secondary schools were refurbished and expanded in 2002, funded under a Public Private Partnership agreement to 2035. A number of these schools will need to be expanded during this period, and options for the procurement of this work will be considered to ensure best value is achieved for the Council. Extensions to Dunbar, North Berwick, Musselburgh and Haddington secondary schools are planned within the 6 year period to 2020.

Expansion is planned for Primary Schools in Dunbar, North Berwick, Musselburgh (Pinkie St Peters), Tranent (Windygoul and Sanderson's Wynd) and Haddington. A new school is planned for Wallyford. This will replace the existing school which is in poor condition and provide additional capacity for over 1000 new houses in the area, jointly funded by the Council and the developer. A new school at Letham in Haddington is planned as part of the development of over 800 new houses in this new catchment.

New or expanded community facilities are planned for Whitecraig, Port Seton and Prestongrange during the period to 2018.

Accommodation for Older People and Review of Day Centres

There are 11 day centres in East Lothian with a range of historic lease and management agreements in place. The Council is undertaking a review to bring these up to date to ensure that arrangements for management and maintenance are consistent and transparent across all assets. This will continue to seek opportunities to create shared facilities with key partners to improve the outcomes for residents. Current examples include the new care home in Tranent, due for completion in 2014, which will incorporate a day care facility, and the new, recently completed, shared day and medical centres in Gullane. The proposed Haddington Community Hospital, programmed for 2017, will also incorporate a new day care facility, procured through Hubco SE.

Review of Amenity Services Depots

These grounds maintenance facilities are located in each town to serve their local area and manage open space including cemeteries, playing fields, golf courses and parks. Many are in poor condition, lacking adequate welfare facilities and storage. A capital funded programme for upgrading or replacement is underway, which has delivered a new facility in North Berwick with the release of the existing site at Lime Grove for other use or disposal. A full review of the depot in Haddington has established essential works required to meet Health and Safety requirements and this is included in the 2013/14 capital investment plan. The Dunbar Depot is not fit for purpose and the options for its refurbishment or replacement will be considered during 2014/15.

Optimising Office Performance

Further improvements to ensure that our office space is efficiently utilised will be made during 2013 and 2014. This work will be informed by key service and structure reviews being undertaken and anticipates the release of a number of assets for disposal or to support wider Council objectives including economic development and the integration of Health and Social Care agenda.

Records Management Plan

The Council is preparing a Records Management Plan in accordance with the requirements of the Public Records (Scotland) Act 2011. The Council recognises that records management is in a period of transition from paper-based to electronic and therefore the RMP will cover the move from predominantly paper-based records to electronic record creation and management. Given the volume of current paper

records within East Lothian Council, it is likely that there will continue to be a requirement to manage a hybrid collection for a considerable time.

Smarter Storage

The Council maintains a variety of stores serving a range of service requirements. During 2014, we will be undertaking a review of our needs, recording the nature of stored materials (paper, equipment, artefacts etc), taking into account the requirements of the Public Records (Scotland) Act 2011. The objective is to seek opportunities for reducing our storage footprint, release assets for disposal and reduce revenue costs. We are also engaging with the **Scottish Future Trust's** 'Smarter Storage' project, in collaboration with other public bodies in East Central Scotland, to establish joint working opportunities in this area.

6.3.6 Property Investment Needs

The priorities for investment are categorised as follows:

Existing properties

Condition – improvements needed to replace building components, enhance the performance of the asset and prolong its life. This work includes mechanical and electrical services renewals.

Suitability – improvements and alterations needed to ensure the asset meets service needs for the foreseeable future. This work includes requirements identified by Environmental Health and the Care Quality Commission, such as the need for intermediate ventilated space between nursery play areas, where food is consumed, and adjacent toilets.

Fire Safety- improvement work – property related actions identified from Fire Risk Assessments, Lothian and Borders Fire and Rescue Service Fire Action Notices.

Accessibility – alterations to improve physical access to most parts of buildings in public use, as is practicable.

Carbon reduction targets – improvements needed to meet national and Council targets for carbon reduction. This is closely linked to the investment made in improving the condition of building elements, wall and roof insulation, windows, doors, heating and boiler plant, electrical installations and controls etc. which also improves the thermal performance of buildings.

Investment of approximately £3m per annum is estimated to be required to maintain the Council's existing assets in a reasonable and compliant condition. However, while the Council recognises there is a considerable backlog of work to be addressed, the current budget allocation is set at approximately £900K per annum to be affordable in the current economic climate. This expenditure will therefore be prioritised to address Health and Safety and statutory compliance risks.

6.4 HOUSING

6.4.1 Context



The East Lothian Local Housing Strategy 2012-17 was approved in March 2012.

The strategic vision for housing is that by 2017:

'Everyone in East Lothian has access to quality sustainable housing, which meets the changing and diverse needs of households, within safe, inclusive and vibrant communities.'

This vision will be achieved by meeting 5 outcomes:

1. Increase housing supply and improve access to appropriate housing including affordable housing
2. Improve the condition and energy efficiency, and where appropriate the management, of existing housing stock
3. Fewer people become homeless
4. People with particular needs are able to access and sustain their choice of housing including independent living, where appropriate; and
5. Few people live in fuel poverty

A South East Scotland Strategic Development Plan (SESplan) Housing Need and Demand Assessment (HoNDA) was published in March 2010, to contribute to strategic planning for housing for the SESplan area. This provides an estimate of total housing need by calculating current housing need and future housing need. Over a 15 year period, it is estimated that there is a requirement of 164 affordable homes per annum across East Lothian. While the current priority is the delivery of social rented housing, it is anticipated that the majority of alternative forms of tenure will come forward as mid-market rent (MMR) or low cost home ownership (LCHO).

The Council's Strategic Housing Investment Plan (SHIP) covers the 5 year period 2013/14 – 2017/18 and has been prepared in accordance with revised Scottish Government Guidance on Preparing Strategic Housing Investment Plans issued in April 2013.

The purpose of this Strategic Housing Investment Plan (SHIP) is to set out East Lothian's housing development priorities and demonstrate how they will be delivered through a range of funding streams. The priorities identified will deliver the outcomes set out in East Lothian's Local Housing Strategy (LHS) and guide the application of Scottish Government and Local Authority funding for housing development through the Strategic Local Programme (SLP) over the coming five year period. The SHIP includes affordable housing supply through new provision, replacement, rehabilitation, remodelling, housing provided or assisted by other Scottish Government initiatives and housing provided by Local Authorities.

The SHIP has been produced within an economic climate which continues to be challenging, with the public sector facing a significant reduction in available resources in the immediate future and beyond. A range of alternative options for funding affordable housing in the future need to be considered and to meet the challenges over the coming years, local and national government must prioritise and target efforts more effectively, and collectively combine services with others in order to make best use of constrained resources.

The current allocation for both the Council and its RSL partners to deliver affordable units over for the period is £13.183m. However, with the recent uplift of Scottish Government subsidy and increase in resource allocations over the period, the Scottish Government, the Council and its partners will collectively look at those projects that would meet the revised criteria and benefit from this uplift.

As of July 2013, the Council housing stock level was 8,538, categorised in the following tables by the approximate year of construction.

Housing stock by year of construction

Pre 1919	38	0.45%
1919-1945	2390	27.99%
1946-1955	2052	24.03%
1956-1959	501	5.87%
1960-1979	2581	30.23%
1980-2013	948	11.10%
Properties with no information on year built	28	0.33%
Total	8538	100.00%

6.4.2 Current Asset Performance

Progress towards achieving one of the main drivers of Housing asset management is reported annually to the Scottish Housing Regulator. At the year ending March 2013, approximately 77% of the Council's housing stock was assessed as being compliant with the Scottish Housing Quality Standard, as follows:

Housing Stock SHQS Compliance July 2013

Total stock - number	8405	100%
Number compliant with tolerable standard	8405	100%
Number free from serious disrepair	8277	98.48%
Number which are energy efficient	7407	88.13%
Number with modern facilities & services	7374	87.73%
Number healthy, safe & secure	8181	97.33%
Number fully meeting SHQS	6445	76.68%

To ensure the Council meets the SHQS, expenditure for upgrading its housing stock is prioritised based on surveys targeted to address the key SHQS criteria.

6.4.3 Future Priorities

The Council is preparing an integrated Housing Asset Management Plan in line with the Scottish Housing Regulator's 2012 guidance. This will set out the Council's approach to new development, its investment strategy, the risks and options associated with procurement and delivery vehicles. It will also describe how the Council manages its core stock, to ensure it is maintained in good condition and in compliance with statutory and regulatory standards, how it manages voids and its performance management and reporting processes. The impact of the new Energy Efficiency Standard for Social Housing (EESH), published in March 2014, which will set minimum standards for implementation by 2030, will also be addressed in the Plan.

6.4.4 Investment Plan

In Feb 2014, Council approved a 5 year budget of £28.246m. .

The Plan is separated into 4 main programmes:

1. Modernisation of existing stock - £10,231m
 - meeting the SHQS improvements
 - disabled adaptations
 - alterations to alleviate overcrowding
 - local initiatives
2. Leasing - £0.11m
 - This programme funds End of Lease arrangements for windows and doors which have reached their termination date.
3. New Affordable Housing - £10m budget provision.
 - 149 Council units were complete during 2013/14 with an estimate of 204 units to be provided over the next 3 years

4. Mortgage to Rent - £0.66m

- Allocation to enable the Council to participate in the National Mortgage to Rent scheme, which aims to prevent repossession and homelessness.

The Strategic Housing Investment Plan sets out the resources required to deliver this programme, which includes

- HRA Prudential Code borrowing for the new build programme
- Shared Services Empty Homes Pilot Project
- Second home council tax income of approximately £460k p.a.
- Commuted Sums are obtained through the Council's land use policy for Affordable Housing, when on site provision cannot be achieved
- Developer opportunities to directly deliver affordable housing
- Provision of affordable housing in lieu of developer contributions. In Musselburgh, Taylor Wimpey will transfer 40 completed affordable housing units to the ownership of the Council, 22 of which will offset their contribution to the expansion of education infrastructure, required for pupils arising from this strategic development.

Reduction in the Council's borrowing capacity is proving challenging. However, the Council will continue to work closely with its partners and the private sector to ensure that we make the most of any opportunities available.

6.5 ROADS and TRANSPORT

6.5.1 Context

The roads and transport network is the most visible of the Council's assets and one which is used daily by everybody. It comprises

- 915km roads
- 432km footpaths
- 17,733 lighting units
- 17,931 lanterns
- 11,929 street gullies
- 446 bridges
- 24 traffic signals
- 1 park and ride facility



as well as drainage infrastructure, retaining walls and street furniture.

The remit of the roads team also extends to flood management and mitigation in compliance with the requirements of the Flood Risk Management (Scotland) Bill.

6.5.2 Current Performance

The *Road Asset Management Plan* describes how the Council manages its assets in accordance with the CIPFA (Chartered Institute of Public Finance and Accounting) Transport Asset Code for finance reporting.

The East Lothian Public Road network length is 931 km, made up as follows

Classification	Urban (km)	Rural (Km)	The asset has grown by 19.9km since 2003.
A	32.8	62.4	
B	35.4	134	
C	15.5	207.4	
U	244.9	198.5	

The carriageway group has a significant value, with an overall GRC (Gross Replacement Cost) of £750 million. In August 2012 the value of the adopted public road network carriageway asset, Depreciated Replacement Cost was calculated at approximately £742m. An annualised depreciation (AD) of £3.9m was calculated. This AD represents the predicted average carriageway depreciation in one year with no investment in asset renewal. The AD figure is an initial estimate and will be refined in coming years. Current investment levels are predicted to lead to increasing asset value, based upon the current levels of renewal. This is borne out by the continually improving Road Condition Indicator (RCI) for the East Lothian road network.

Depreciated Replacement Cost

Asset Group	Gross Replacement Cost (GRC) estimate £'000	GRC less Depreciation (DRC)	
		Depreciation £'000	DRC estimate £'000
carriageway	820,204	78,019	742,185
footways and cycleways	52,994	18,024	34,970
structures	111,000		
lighting	65,050	1,607	63,443
traffic management	605	252	353
street furniture	5,093	3,085	2,008
land	298,821		298,821
Total	1,353,767	100,987	1,141,780

6.5.3 Future Priorities

The main priority is to establish a long term programme of investment based on need, so enabling the Council to prepare for future budget requests. Initial programmes are based primarily on age, which provides a good guide. However, improved knowledge of asset performance through condition assessments – SRMCS - will enable the Council to predict more accurately expected service levels so informing decision makers. A major undertaking is to understand likely planning

demand and development opportunities over the next 20 years. The RAMP also needs to take cognisance of the Council Plan, and contribute towards meeting the corporate goals. The Plan will be based on best practice, aspiring to provide the highest possible level of services within the available resources.

6.5.4 Investment Needs

A continuance of current funding at approximately £3.365m (current year's carriageway budget allocation – excluding drainage) is predicted to lead to an overall improvement in condition. The Council has made annual budget provision of approximately £5.25m for management and maintenance of its roads network.

6.6 FLEET

6.6.1 Context

The Council maintains a fleet of vehicles and plant to support the delivery of services. It includes:

- 29 Cars
- 28 Buses/minibuses
- 189 Vans up to 3.5t
- 70 HGV's including tippers, gritters, RCV's, road sweepers and mobile libraries.
- 112 items of plant including trailers, excavators, tractors, road rollers and road maintenance equipment.

Other vehicles which are leased in, include a number of trailers, Optare buses, JCBs and electric cars.

Excluding trailers, caravans and plant items, the vehicle fleet currently has a replacement value of £ 10,009,448

6.6.2 Current Asset Performance

The Council regularly monitors the utilisation of its fleet to ensure it holds the optimum number and appropriate type of vehicles to support the delivery of services. It uses Fleetmaster fleet and fuel management system to collect and store data to support effective management. Statutory testing and maintenance is carried out in accordance with the requirements of both VOSA and the Council's own insurers. CPC training is provided to meet statutory requirements.

The Council works closely with its stakeholders to understand and respond to their needs as far as is practicable.

The service is benchmarked with other Scottish Local Authorities and public sector bodies to ensure it delivers best value.

Environmental requirements are regularly evaluated and current practice includes using the latest engine technology in its replacement fleet, assessing alternative fuels, speed limiting of vehicles where appropriate and continuing to expand the fleet that is fitted with tracking devices.

6.6.3 Investment Needs

The Council has made provision for capital expenditure for replacement vehicles of approximately £2.8m in 2013/14 with a reducing budget in future years. This will present challenges to the Service and assessment of the impact will be made to ensure that the use of the fleet is optimised and running costs reduced to ensure an effective service continues to be delivered. The priorities for future investment will be the replacement of the HGV and bus fleet when necessary.

6.7 ICT

6.7.1 Context

The IT Division operates as a centralised Information and Communication Technology (ICT) service provider for the Council, coordinating and delivering a wide range of services. These include support and maintenance of PCs and servers, running business applications for all departments including schools, and a centralised procurement service of all ICT goods and services. This delivery is supported by Council wide networks including fixed and mobile telephony, electronic mail, and Internet services.

The Council owns and uses a range of IT assets including

- Data Centres
- Communication systems
- Network Equipment
- IT Hardware and
- Domain Names

The IT Division has a significant role to play in enabling efficient and effective services throughout the Council. In addition to supporting and enabling the Council's values and objectives, the IT Division is a key enabler of business transformation through consolidation of information systems and provision of ICT that provides cost benefit to the Council in the longer term. New technology is essential to the creation of flexible office spaces and to the continued reduction in the Council's office footprint.

IT Services design, manage, implement and secure all of the Council's hardware investments, including personal computers, associated servers and backup and recovery functions. In addition the section facilitates availability of the Council's electronic mail and Internet Services whilst ensuring that the voice and data networks are in place to support all of the Council's business.

Information Business Services is highly aligned with the Council's Resources, ensuring that all solutions are matched to the specific business requirements of the Resources. The section manages delivery of all mission critical IT Systems as well as associated costs and supplier management.

Information Technology Services maintains and develops physical assets worth approximately £5 million as a key resource in delivering our services.

The aims of the ICT Asset Management Plan are:

- To maintain an effective ICT Asset Management Process
- To modernise working practices and improve service quality
- To effectively manage and maintain all of the Council's ICT assets.

The East Lothian Education ICT Strategy 2010 – 2015 forms an integral part of the Education Service Plan and describes the direction of ICT in terms of infrastructure and pedagogy. The effective use of ICT is a crucial lifeskill for learners and as technology becomes cheaper and accessible, a flexible approach is needed to manage change cost effectively.

6.7.2 Current Performance

The majority of ICT assets are of a good standard and work efficiently and effectively.

The Data Centre at John Muir House houses many of the servers and storage devices which support the Council's major IT systems and much of the telecommunications and data network infrastructure which ensures the connection of all Council sites. This is the primary data-centre for the Council and also hosts connections to the Internet, the PSN network along with services for Musselburgh Racecourse and Enjoy Leisure. The centre represents a key enabler in the delivery of Shared Services and is a significant asset for the Council. However there are short comings in the cooling and power capacity of the room and improvements are now being undertaken.

The Data Centre at Penston House is a key node on the network backbone and houses assets essential to the delivery of our disaster recovery and business continuity plans. It also houses a number of servers and storage devices which support Council Services delivered from premises in the Macmerry, Tranent and Musselburgh areas and acts as the Council's off-site storage site for backup media.

The centre represents a significant asset for the Council. It was identified as the disaster recovery data centre from the outset but was not purpose built and lacks the flexibility of a raised floor and sufficient space.

6.7.3 Future Priorities

In aligning the IT Strategy, operational service delivery and in turn ICT assets to the objectives of the Council, the following criteria have been identified:

- The needs of service users for receiving services in different ways (channels).
- Develop the right blend of channels for electronic service delivery.
- Maximise availability of information and technology to include as many customers as possible.

The Council currently runs electronic mail systems for corporate users (MS Exchange 2007) and schools users (MS Exchange 2010). In 2013/14 the Council will upgrade the corporate system to bring it in line with the school system.

Server and desktop virtualisation technologies are playing a large role in enabling the IT Division to work more efficiently, cut operating costs and reduce energy consumption. Where possible, physical servers are being replaced with virtual ones and desktop PCs replaced with thin clients.

Security of IT assets and Council data as a whole is a key requirement. The Council will continue to invest in its security infrastructure to ensure it meets the code of connection requirements for PSN and its obligations under the data protection act, as well as minimising the risk of data loss. As more and more Council services rely on being able to access the Internet for service delivery, the lack of a back up Internet pipe is becoming a higher risk. It is intended to make budget provision in 2014/15 for investing in this complex process to reduce the risk to the Council.

Introducing an infrastructure to allow staff and pupils to use any wifi enabled devices in schools is a priority, as this has significant potential to increase access to technology together with continuing to implement the 4 year refresh programme for curricular hardware, including PCs and laptops.

The short to medium term needs are to maintain the current ICT asset base which is in place to support the business objectives of the Council whilst maintaining a robust solution for business continuity through a disaster recovery strategy.

6.7.4 Investment Needs

The Council's longer term needs will address the requirement to deliver services through different channels whilst working within a challenging fiscal environment. Future investment in ICT assets will be challenged to meet the following criteria:

- ICT assets will be implemented as *single council wide solutions* to support data governance and to reduce cost.
- ICT Assets will support income transactions or efficiency savings.
- Investment in ICT Assets will be closely aligned to Council Priorities.
- Investment in ICT Assets will be sufficient to support statutory requirements.

Ongoing investment is required to ensure that our technologies are kept up to date and there is sufficient server, storage and network capacity to ensure that the Council can fulfil its service delivery roles.

Funding provision of

- £130K has been made in 2013/14 for continuing upgrading in the John Muir House Data Centre
- £216K annually for the Corporate IT programme
- £2.1m over a 3 year period to 2017 for Schools' IT infrastructure.

6.8 OPEN SPACE

6.8.1 Context

East Lothian has a wide range of open space provision across the county and the Council commits to its protection, management and enhancement, as well as to the procurement of new open space and outdoor sports provision in East Lothian towns and villages. The Open Space Audit carried out by the Council in 2009, the Parks and Open Spaces Strategy in 2000 and the Sports Pitch Strategy in 2007 and addressed the requirements of Scottish Government SPP 11 – Open Space and Physical Activity to carry out a study and analysis of East Lothian's open spaces..



East Lothian's open spaces are part of the Central Scotland Green Network, embedded within the National Planning Framework. The vision for Central Scotland is that:

“By 2050, Central Scotland has been transformed into a place where the environment adds value to the economy and where people's lives are enriched by its quality”

6.8.1 Current Performance

The Open Space audit illustrates that we have 209 areas of open space over 0.4 hectares in size, mapped in GIS. (Some sites between 0.1 hectares and 0.4 hectares were also audited, due to their strategic importance.) The aim of the open space audit was to undertake an assessment of the nature, quality, spatial distribution and use of existing open spaces and identifying the quality of those open spaces. The audit was undertaken in accordance with the “Greenspace Quality: A Guide to Assessment, Planning and Strategic Development” (2008).

The total amount of open space included in the Open Space Audit (2009) is 1,431.70 hectares, which is divided between the following types of open space:

Type of Open Space		Amount
Public Parks	Country Parks	175.54ha
	District Parks	55.58ha
	Town Parks	48.57ha
	Local Parks	65.23ha
Private Grounds		17.31ha
Amenity Greenspace		168.36ha
Playspace		1.76ha
Sports Areas		59.13ha
Green Corridors		6.46ha
Semi-natural Greenspace		335.92ha
Functional Greenspace		485.12ha
Civic Space		12.72ha
Total		1,431.70ha

East Lothian Council has begun the process of establishing space standards as the next step in the integrating the Open Space Audit and Strategy into the development and community planning processes. This reflects Scottish Planning Policy Guidance, PAN 65, which provides supplementary guidance for SPP, sets out how local authorities should prepare open space strategies and audits and advocates a standards based approach' for the assessment of open space provision and need. PAN 65 suggests that standards should contain three elements:

- **Quantity** – an amount of space per house unit or head of population
- **Quality** – a benchmark against which quality can be measured
- **Accessibility** – an amount of particular types of open space within a specified distance i.e. a distance threshold

During 2014 /2015, East Lothian Council will review its standards for open space to ensure that all settlements have adequate provision of open space and recreation areas. (incl. Public parks, amenity greenspace and playspace: sports pitches are separately identified).

East Lothian Standard

These standards will inform the prioritisation of investment for the Council and provide a framework for addressing the quantity, quality and accessibility of open space in East Lothian.

7.0 Capital Investment Planning and Asset Management

7.1 Capital Planning Process

The Capital Investment Programme is a four year rolling programme set within a ten year framework. The projects included in the programme are identified by the individual services according to the level of need and risk and are reviewed and prioritised by the Corporate Asset Group.

In 2012, the Group approved a capital planning and option appraisal framework to inform future capital investment decisions. Although option appraisals and outline business cases had previously been prepared for a number of major projects, the practice was not consistent or rigorously applied.

The Council has considered the findings of the March 2013 Audit Scotland Report '*Major Capital Investment in Councils*' and prepared an Improvement Plan as part of its review of capital Programme Management. This addresses the range of recommendations included in the Report, including

- the need for robust and realistic business cases at the initial approval stages, setting out the service requirement, options for its delivery and capital and revenue implications
- the need to establish priorities to help decide which projects to take forward, taking account of affordability
- the need to balance proposals for new projects with expenditure required to maintain current properties and ensure they are maintained safe and fit for purpose.

7.2 Funding Streams

The Council has a high rate of success in obtaining external funding for investment including from the Heritage Lottery Fund, Historic Scotland, the Scottish Government and Hubco SE TP, Sportscotland, European Structural Funds and Viridor. The Council also has a robust process in place for assessing the need for Developer Contributions to contribute to funding the infrastructure requirements arising from development in accordance with the requirements of Scottish Planning Circular 3/12 on Planning Obligations and Good Neighbour Agreements.

The Council has in place one PPP Partnership dating from 2003, which funded the refurbishment and expansion of its six secondary schools and the construction of a new Community Learning Centre and a new Swimming Pool. In 2010, the Council procured an extension for children with additional needs at Ross High School, using capital investment and contracting the maintenance to the PPP provider. Further expansion of the secondary school estate is required and funding options for this will be considered to ensure best value is achieved for the Council.

7.3 Capital Investment Programme

The Capital Investment Plan was approved by the Council in February 2014 and is reviewed and updated mid-year. The Plan identifies the following priorities:

Property and Land

- Property condition improvements and compliance upgrading work (Fire Safety, DDA etc)
- Primary and Secondary School estate expansion to meet rising rolls, to cater for existing demographics and increased growth projected from planned developments.
- New Care Home and Day Centre in Tranent
- Improved Day Centre accommodation in Haddington
- New Children's Centre to replace Pathways, whose lease expires in 2015.
- New or expanded community facilities at Whitecraig and Port Seton
- Continuation of Sports Pavilion upgrade programme
- Core Path Plan implementation
- Cemetery extension programme and provision of allotment land
- Continuation of programme to upgrade coastal car parks and toilets
- Continuation of programme to upgrade Depots
- Building and equipment support for sports centres managed by Enjoy Leisure

Transport, Roads and Street Lighting

- Maintenance of carriageways, cycleways and footpaths
- Renewal of lighting columns, signage, street furniture and traffic signals
- Parking and promenade Improvements
- Coastal / Flood Prevention
- Queen Margaret University – completion of junction at A1

Fleet network

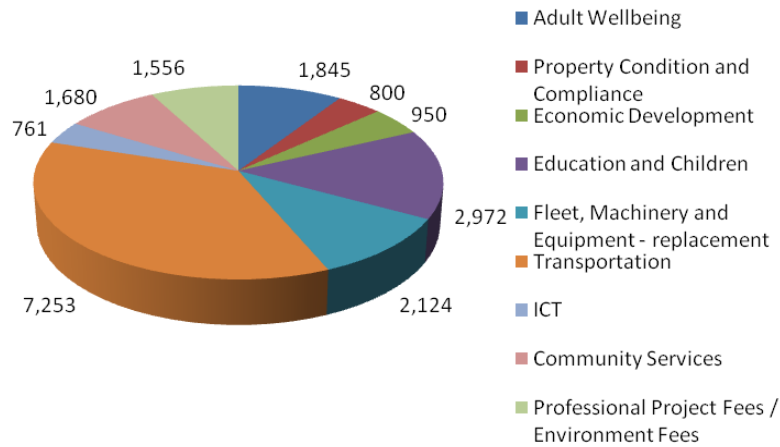
- Replacement Vehicles
- Amenity Services Machinery & Equipment - replacement

ICT

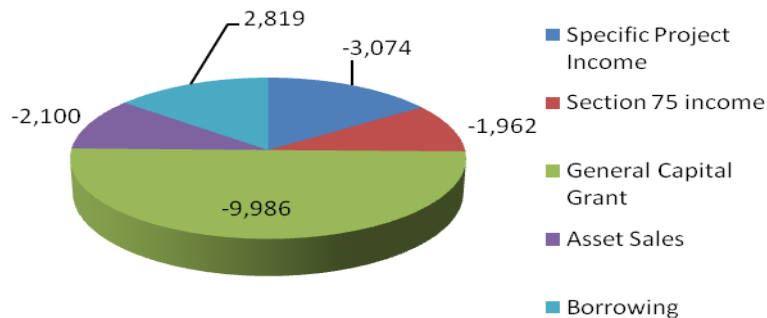
- Corporate IT Programme
- Schools IT
- Upgrade of John Muir House Data Centre

7.4 Capital Investment and Income

The summary of approved capital investment (£000) for 2014 /2015 by sector is as follows:



The summary of funding streams (£000) for 2014 / 2015 is as follows:



CAPITAL SUMMARY	2014/15 £000
TOTAL	
Gross Capital Spend	19,941
Financed by:-	
Specific Project Income	-3,074
Section 75 income	-1,962
General Capital Grant	-9,986
Asset Sales	-2,100
Gross Capital Income	<u>-17,122</u>
Borrowing	2,819

8.0 NEXT STEPS

The Corporate Asset Management Plan provides a framework for ensuring the Council manages its assets in accordance with best practice and statutory requirements. It is a dynamic document and will be reviewed and updated in the light of any changes to the Council's organisational structure and priorities.

8.1 Review and Challenge - Actions

Further work is required in a number of areas to ensure that the asset management process is fully aligned with the capital investment planning process, facilitates change and is responsive to the challenging economic climate.

- Options appraisal and business case process will be formally embedded as part of capital investment planning
- Model for assessing client and service needs within a corporate context to be developed for consideration before budget is allocated
- Monitoring and reporting procedures to be formalised to assess progress against strategies
- 'Gateway Reviews' to be developed to provide assurance about the performance and planning of capital projects at key stages
- Quarterly capital monitoring reports will be prepared for the Corporate Asset group, highlighting progress with implementation of the capital programme
- Asset management information will be developed further to better inform the capital investment planning strategy
- Whole life costs to be taken into account in capital and revenue planning and to include consideration of energy costs and CO2 emissions.
- The cost to the Council of holding property to be analysed in sufficient detail to allow informed decisions to be made when required.

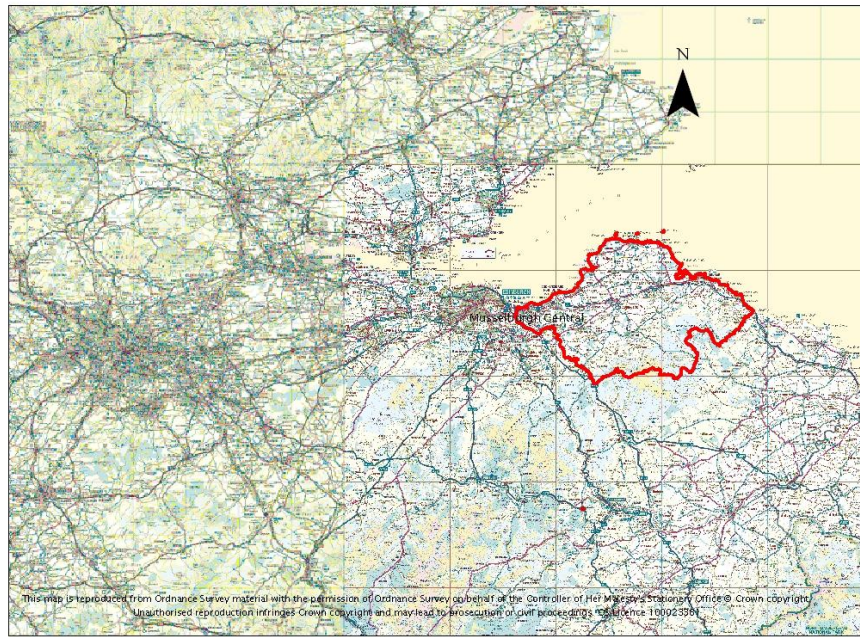
8.2 Future Developments

Joint Asset Management Planning with community planning partners will be progressed. The key objectives of this work are:

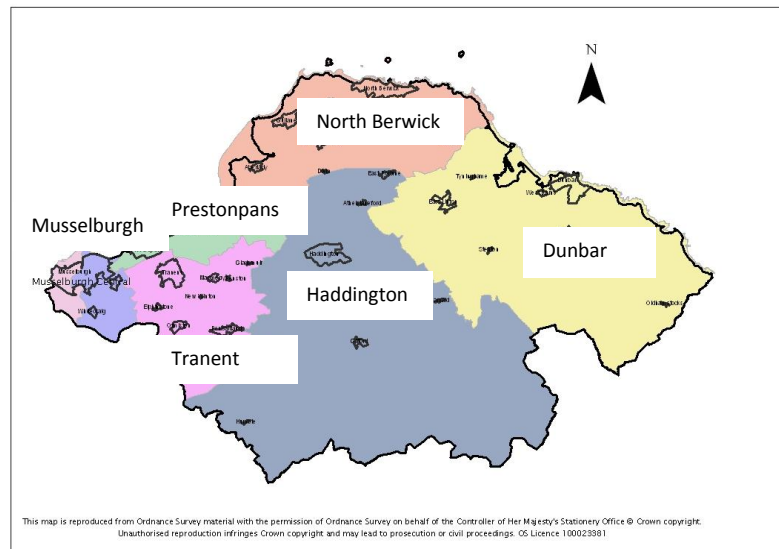
- To review the asset management activities of East Lothian Council and its Community Planning partners and identify opportunities for collaboration.
- To improve the efficiency of our joint property resources and enhance public access to joined up services by identifying potential for sharing facilities.
- To ‘collaborate to prepare a joint long-term asset management plan, based on a shared assessment of the current condition of our assets’ (Christie Commission recommendation).
- To collaborate with Community Planning Partners through the East Lothian Partnership, to develop joint asset management plans to develop Area Plans based on a shared vision reflecting local priorities.
- To deliver cost savings in terms of operational property costs, maintenance, energy etc.
- To improve asset management and planning across the Partnership
- To release assets for disposal where possible

This work will be carried out with the support of the Scottish Futures Trust and Hub SE Territory Partner.

East Lothian in context



East Lothian's main settlements



APPENDIX A Buildings in Condition Category C and D

ASSET NO.	ASSET NAME	ASSET TYPE	CONDITION CATEGORY 2012/13
	<i>Note: For Multi Use Assets the Asset Types highlighted in 'bold' are the predominant service provided from that particular Asset and highlighted as A-D under Condition Category. The Asset types which are not predominant are highlighted as 'INC' (i.e. included under the predominant asset type).</i>		
0029	North Berwick NS - phased upgrading plan to improve by 2018	Schools	C
0030	Levenhall Nursery School – plan for new facility as part of Pinkie St Peter’s PS expansion	Schools	C
0062	Wallyford Primary School – plan for new school as part of strategic development – by 2018	Schools	C
0075	Pinkie St Peters Primary School – plan for upgrading as part of school expansion– by 2017	Schools	C
0052	North Berwick Community Centre - phased upgrading plan to improve by 2018	Community Centres	C
1116	Stoneyhill Community Centre - phased upgrading plan to improve by 2018	Community Centres	C
0107	Tranent Day Centre - plan for new facility as part of new Tranent Care Home – completion 2014	Day Centres	C
1025	Gullane Day Centre - new facility completed in 2014 as part of new joint Day & Medical facility	Day Centres	C
1409	Musselburgh Old Town Hall NS - phased upgrading plan to improve by 2018	Halls	C
1415	Macmerry Village Hall NS - phased upgrading plan to improve by 2018	Halls	C
1416	Tranent Town Hall NS - phased upgrading plan to improve by 2018	Halls	C
1324	Wallyford Library	Libraries	C
1422	North Berwick Library – major refurbishment completed in 2013 as part of new Customer Services Single Point of Contact facility	Libraries	C
1515	Elphinstone Park	Pavilions	C

1524	Recreation Park & Pavilion (Pencaitland) - phased upgrading plan to improve by 2018	Pavilions	C
1442	John Muir Country Park Public Toilets - new facility completed in 2013	Public Toilets	C
1449	Longniddry Bents Toilets No1	Public Toilets	C
1455	Athelstaneford Public Toilets	Public Toilets	C
1605	Yellowcraig Park Public Toilets - new facility completed in 2013	Public Toilets	C
0051	Red School Youth Centre - phased upgrading plan to improve by 2015	Youth Centres	C
1622	Winterfield Park Pavilion - options for future of vacant building being prepared for consideration	Pavilions	D
1450	Longniddry Bents Toilets No2	Public Toilets	D
	Corn Exchange, Dunbar - - options for future of vacant building being progressed by community group		D

Appendix B

Buildings in Suitability Rating C and D

ASSET NO.	ASSET NAME	ASSET TYPE	CATEGORY
	<i>Note: For Multi Use Assets the Asset Types highlighted in 'bold' are the predominant service provided from that particular Asset and highlighted as A-D under Suitability Category. The Asset types which are not predominant are highlighted as 'INC' (i.e. included under the predominant asset type).</i>		
0055	Law Primary School - planned as part of expansion proposal by 2018	Schools	C
0059	Yester Primary School -	Schools	C
0062	Wallyford Primary School – plan for new school as part of strategic development – by 2018	Schools	C
0078	Musselburgh Burgh Primary School - assessment to be reviewed following Council investment	Schools	C
0080	Loretto RC Primary School - assessment to be reviewed following Council investment	Schools	C
1434	North Berwick Area Office –relocated as part of joint Customer Services Single Point of Contact facility with Nth Berwick Library and Museum	Area Housing Offices	C
1025	Gullane Day Centre - - new facility completed in 2014 as part of new joint Day & Medical facility	Day Centres	C
1052	Haddington & District Day Centre – relocation proposed to refurbished facility in 2014	Day Centres	C
1416	Tranent Town Hall – facility being upgraded with Community intervention; assessment to be reviewed following investment	Halls	C
1643	North Berwick Council Chambers	Halls	C
1422	North Berwick Library - refurbished as part of joint Customer Services Single Point of Contact facility with Nth Berwick Museum and Customer Services Single Point of Contact	Libraries	C
1523	Park & Misc (Changing Facility Ormiston Park) alternative provision being developed with community	Miscellaneous	C
1502	Fisherrow Links - assessment to be reviewed following	Pavilions	C

	Council investment		
1625	Pitches & Pavilion Recreation Park (Salters Road, Wallyford) assessment to be reviewed following Council investment	Pavilions	C
1438	Belhaven Public Toilets	Public Toilets	C
1443	Pencaraig Public Toilets	Public Toilets	C
1447	Garvald Public Toilets	Public Toilets	C
1449	Longniddry Bents Toilets No1	Public Toilets	C
1450	Longniddry Bents Toilets No2	Public Toilets	C
1451	Longniddry Bents Toilets No3	Public Toilets	C
1455	Athelstaneford Public Toilets	Public Toilets	C
1456	Dirleton Public Toilets	Public Toilets	C
1516	Gifford Public Toilets	Public Toilets	C
1526	The Harbour Public Toilets	Public Toilets	C
1532	Skateraw Public Toilets	Public Toilets	C
1605	Yellowcraig Park Public Toilets - new facility completed in 2013	Public Toilets	C
1668	Gullane Bents Public Toilets	Public Toilets	C
1415	Macmerry Village Hall	Halls	D
0114	Fa'side Lodge Old Peoples Home - new facility due for completion in 2014	Old Peoples Homes	D
1501	Lewisvale Park B05 - facility being upgraded with Community intervention; assessment to be reviewed following investment	Pavilions	D
1515	Elphinstone Park	Pavilions	D
1524	Recreation Park & Pavilion (Pencaitland) facility being upgraded in 2014; assessment to be reviewed following investment	Pavilions	D
1552	Brunton Hall (Area Office Hall Misc Offices)	Area Housing Offices	INC
1899	The George Johnstone Centre (Library Area Office)	Area Housing	INC

		Offices	
1900	The Bleachingfield Centre (Community Centre Library Area Office PCs)	Area Housing Offices	INC
1305	Loch Centre (Sports & Community Centre)	Community Centres	INC
1392	Tynebank Centre (Resource & Community Centre)	Community Centres	INC
1636	Lynton Day Centre (Day Centre & Library linked with 1635)	Day Centres	INC
1552	Brunton Hall (Area Office Hall Misc Offices)	Halls	INC
1093	Longniddry Community Centre & Library	Libraries	INC
1538	Port Seton Community Centre & Library & Resource Centre	Libraries	INC
1900	The Bleachingfield Centre (Community Centre Library Area Office PCs)	Libraries	INC
3115	John Gray Centre (Museum Library)	Libraries	INC
1881	Musselburgh Comm Fac: Amenity Services Depots Misc. (Facilities & Outdoor Education) Sports Centres	Miscellaneous	INC
1881	Musselburgh Comm Fac: Amenity Services Depots Misc. (Facilities & Outdoor Education) Sports Centres	Miscellaneous	INC
1552	Brunton Hall (Area Office, Hall Misc Offices)	Offices	INC
1900	The Bleachingfield Centre (Community Centre Library Area Office PCs)	Public Toilets	INC
0111	Prestonpans Community & Resource Centre	Resource Centres	INC
1881	Musselburgh Comm Fac: Amenity Services Depots Misc. (Facilities & Outdoor Education) Sports Centres	Sports Centres	INC
1900	The Bleachingfield Centre (Community Centre Library Area Office PCs)	Youth Centres	INC
1622	Winterfield Park Pavilion – Pavilion - options for future of vacant building being prepared for consideration	Pavilions	Vacant